



Town of Arnprior
Regular Meeting of Council Agenda
Date: Monday, July 12, 2021
Time: 6:30 p.m.
Location: Via Electronic Participation

1. Call to Order
2. Roll Call
3. Land Acknowledgement Statement
4. Adoption of Agenda (Additions/ Deletions)
5. Disclosures of Pecuniary Interest
6. Question Period
7. Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)
 - a) **Regular Meeting of Council – June 28, 2021** (Page 1-11)
8. Awards/ Delegations/ Presentations
9. Public Meetings
10. Matters Tabled/ Deferred/ Unfinished Business
11. Staff Reports
 - a) **Zoning By-law Amendment 3/21 (237 Albert Street)**, Megan Rueckwald, Town Planner (Page 12-22)
 - b) **Execution of Agreements of Purchase and Sale – Norma Street S and Daniel Street S**, Megan Rueckwald, Town Planner (Page 23-25)
 - c) **Sale and Declaration of Surplus Municipal Lands – Ida Street South, Didak Drive**, Megan Rueckwald, Town Planner (Page 26-31)

- d) **Downtown Patio Expansions**, Lindsay Wilson, EDO (Page 32-38)
- e) **Considerations for the Keeping of Backyard Hens**, Megan Rueckwald, Town Planner (Page 39-44)
- f) **Growth Management Strategy**, Megan Rueckwald, Town Planner (Page 45-48)
- g) **Awarding of Request for Tender PW-2021-11 Small Loader Replacement**, Ryan Wall, Engineering Officer (Page 49-51)
- h) **Marshalls Bay Meadows Subdivision – Tree Clearing and Grubbing Phase 3, 4a, 4b, and 5**, John Steckly, GM Operations (Page 52-84)
- i) **Dedicate Public Highway – Galvin Street**, Megan Rueckwald, Town Planner (Page 85-87)
- j) **Rename Existing Municipal Road – Gordon Fergusson Place**, Megan Rueckwald, Town Planner (Page 88-89)
- k) **Release and Replace Drainage Easement – Callahan Estates Phase Three Plan of Subdivision**, Megan Rueckwald, Town Planner (Page 90-92)
- l) **Annual Statement of Development Charges - 2020**, Jennifer Morawiec, GMCS, Treasurer (Page 93-98)
- m) **Inclusivity and Diversity Advisory Committee (IDAC) Terms of Reference**, Kaila Zamojski, Deputy Clerk (Page 99-101)
- n) **Proclamation – National Drowning Prevention Week**, Kaila Zamojski, Deputy Clerk (Page 102-104)

12. Committee Reports and Minutes (verbal)

13. Notice of Motion(s)

14. County Councillor's Report from County Council

15. Correspondence & Petitions

a) Correspondence

- i. Correspondence Package I-21-Jul-13
- ii. Correspondence Package A-21-Jul-08

16. By-laws & Resolutions

a) By-laws:

- i. **By-law Number 7190-21**– Amend Zoning By-law Number 6875-18 (237 Albert Street) (Page 105-106)
- ii. **By-law Number 7191-21**– Agreements of Purchase and Sale (Norma Street S and Daniel Street S) (Page 107-110)

- iii. **By-law Number 7192-21**– Dedicate Public Highway – Galvin street (Page 111)
- iv. **By-law Number 7193-21**– Rename Existing Municipal Road – Gordon Fergusson Place (Page 112-113)
- v. **By-law Number 7194-21**– Release and Replace Drainage Easement Callahan Estates (Page 114-115)
- vi. **By-law Number 7195-21**– Adopt Terms of Reference Inclusivity and Diversity Advisory Committee (IDAC) (Page 116-119)
- vii. **By-law Number 7196-21**– Part Lot Control Exemption – Marshall's Bay Meadows Phase One (Page 120-121)
- viii. **By-law Number 7197-21**– Part Lot Control Exemption - Fairgrounds (To Be Distributed Separately)
- ix. **By-law Number 7198-21** - Award Tender PW-2021-11 - Small Loader to Brandt Tractor Ltd. (Page 122)

17. Announcements

18. Media Questions

19. Closed Session

20. Confirmatory By-law

By-law No. 7199-21 to confirm the proceedings of Council

21. 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.

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**Minutes of Council Meeting
June 28, 2021
6:30 PM
Electronic Participation – Via Zoom**

Council and Staff Attendance

Council Members Present:

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

Town Staff Present:

Robin Paquette, CAO
Kaila Zamojski, Deputy Clerk
John Steckly, General Manager,
Operations
Graeme Ivory, Director of Recreation
Estelle Moynes, Manager of Finance &
Support Services
Megan Rueckwald, Town Planner
Janet Carlile, Museum Curator

Council Members Absent:

1. Call to Order

Mayor Walter Stack called the Regular 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.

3. Land Acknowledgement Statement

Mayor Walter Stack asked Members of Council and staff to take a four-minute moment of silence in recognition of the discovery of 751 unmarked graves at the site of a former residential school in Saskatchewan. Upon hearing of the discovery, on June 24, the flags at municipal buildings were lowered to half-mast. Mayor Stack further noted that he would like the four minutes of silence to take place moving forward, if any other sites are discovered. Also, Mayor Stack asked that the flags to be left at half-mast until there is real clarity on the end of this tragic situation.

Following the moment of silence, Mayor Walter Stack 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 239-21

Moved by Chris Toner

Seconded by Lynn Grinstead

Be It Resolved That the amended agenda, for the Regular Meeting of Council dated Monday, June 28, 2021, be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 240-21

Moved by Dan Lynch

Seconded by Tom Burnette

That the minutes of the Regular Meeting of Council listed under item number 6 (a) on the Agenda be adopted (Regular Meeting of Council – June 14, 2021).

Resolution Carried

8. Awards/Delegations/Presentations

a) Presentations

i. Senior of the Year – Sandra Elliott

Mayor Walter Stack welcomed Sandra Elliott, the Town of Arnprior 2021 Senior of the Year Award recipient, and noted the following:

“Sandra is a hardworking and compassionate person. She is involved in the community through many facets and continually advocates for seniors in Arnprior and the surrounding area. Sandra serves on the Executive as Secretary for the Greater Arnprior Seniors Council (GASC), the GASC Seniors Affordable Housing Initiative Subcommittee, the United Church Women (UCW), the Seniors Active Living Centre (SALC) and the Arnprior-Braeside-McNab Seniors At Home Program. Sandra was presented with the Senior of the Year Award certificate at Town Hall earlier today. On behalf of Members of Council and the residents of the Town of Arnprior, I would like to take this time to thank Sandra for her many contributions to the community and congratulate her on being nominated and selected as this year’s Town of Arnprior Senior of the Year.

Mayor Walter Stack and Members of Council congratulated Sandra Elliott on being the 2021 Town of Arnprior Senior of the Year.

Sandra Elliott thanked her nominator(s) and Council for selecting her to be this year's Town of Arnprior Senior of the Year. She then provided some background information on the various community groups she serves on, while indicating that she is happy to work with seniors and help to provide seniors with a voice in our community.

ii. Retirement – Jeff Crawford

Mayor Walter Stack welcomed Jeff Crawford, former Fire Chief, noting he had officially retired at the end of May, 2021, after working for the Town of Arnprior for three years. Mayor Stack then noted the following:

“Chief Crawford was presented with a retirement gift at Town Hall earlier today. Chief Crawford was instrumental in recruiting new volunteer firefighters to the fire department, a new emergency communications system, and a renegotiated mutual aid agreement with the City of Ottawa. On behalf of Members of Council, I would like to take this time to thank Jeff for his years of service to the Arnprior Fire Department and wish him well in his retirement.

Mayor Walter Stack and Members of Council congratulated Jeff Crawford on his retirement.

Chief Jeff Crawford thanked Members of Council and Mayor Stack for giving him the opportunity to serve in the Town of Arnprior. Chief Crawford further noted that Volunteer Firefighters are a priceless asset, and the Town of Arnprior is fortunate to have such a great group of firefighters. He also noted that both Captain Cory Nicholas and Deputy Chief Rick Desarmia as fantastic employees to work with, and the Town is fortunate to have these employees serving in the Fire Department. Jeff noted that it has been an honour to work for the Town of Arnprior as a Fire Chief.

iii. Retirement – Brenda Murdoch

Mayor Walter Stack welcomed Brenda Murdoch, Recreation Administrator, noting that she will be retiring on July 1, 2021, having held positions with the Town of Arnprior since 1984. Mayor Stack then noted the following:

“Earlier today I had the pleasure of presenting Brenda Murdoch with a retirement gift. Brenda is retiring on July 1, 2021 having held positions with the Town of Arnprior since 1984. Brenda ends her employment with the Town of Arnprior where she began, at the Nick Smith Centre. Although her start and end are at the Nick Smith Centre, she spent over 30 years at the Town Hall. Brenda has been the first point of contact with the municipality by telephone and in person at both the Nick Smith Centre and the Town Hall for 37 years. Her duties were always handled in a welcoming and professional manner, and she is going to be missed very much by her colleagues and Council. On behalf of Members of Council, I would like to take this time to thank Brenda for her 37 years of service to the Town of Arnprior and wish her well in her retirement.

Mayor Walter Stack and Members of Council congratulated Brenda Murdoch on her retirement.

Brenda thanked Council, and noted that it has been her honour and privilege serving the Town of Arnprior for the past 37 years. Brenda noted that she is going to enjoy not having to work, and being able to spend more time with her family and friends, but will miss the people she has worked with, as they have become like part of her family. Brenda thanked Council and staff for the support throughout the years she has worked with the Town of Arnprior.

9. Public Meeting**a) Zoning By-law Amendment 237 Albert Street**

Resolution Number 241-21(6:50 pm)

Moved by Lisa McGee

Seconded by Lynn Grinstead

That Council move into a Public Meeting regarding a request for Zoning By-law Amendment for the property known as 237 Albert Street.

Resolution Carried

Mayor Stack called the meeting to order at 6:50 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.

Megan Rueckwald, Town Planner, explained that the public meeting was being held to seek comments from the public on a proposal to rezone 237 Albert Street from Residential One to Residential Two to permit a triplex. Site specific zoning is proposed to recognize the front and exterior side yard setbacks as well as to require screening between the parking area and neighbouring property. Rueckwald also provided an overview of the comments that had been received to date from members of the public and advised that a detailed response would be brought forward to Council addressing all concerns raised.

Andrew Cleghorn, 241 Albert Street, voiced concerns with the addition proposed to the north of the existing dwelling. Mr. Cleghorn had concerns with accessing his house for maintenance, the separation distances between eaves, concerns with drainage, and venting for his furnace. Councillor Grinstead advised that she had spoken with Cheryl Grenier, a resident who provided comments in advance of the meeting and noted that many of the concerns raised were related to building, not planning. Councillor Grinstead noted that the concerns with respect to drainage and snowmelt are planning related and will need to be addressed.

Councillor Ted Strike vacated his seat in the virtual Council Meeting at 6:55 pm, and resumed his seat at 7:02 pm.

Resolution Number 242-21(7:02 pm)

Moved by Dan Lynch

Seconded by Lynn Grinstead

That Council resume to the Regular Meeting of Council.

Resolution Carried

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Staff Reports**a) Greater Arnprior Seniors Council (GASC) Update - CAO**

Resolution Number 243-21

Moved by Lynn Grinstead

Seconded by Lisa McGee

That Council receive Staff Report 21-06-28-01 as information, and

That Council continue as a stakeholder participating in the Greater Arnprior Seniors Council and its activities within the community.

Resolution Carried

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

b) DA Gillies Building – Application for Federal Designation as a National Historic Site – Museum Curator

Resolution Number 244-21

Moved by Tom Burnette

Seconded by Lynn Grinstead

That Council support and approve the application to the Historic Sites and Monuments Board of Canada to designate the DA Gillies Building as a National Historic Site.

Resolution Carried

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

c) 2021 Arnprior Drinking Water System Inspection – Waterworks Supervisor & General Manager, Operations

Resolution Number 245-21

Moved by Ted Strike

Seconded by Lisa McGee

That Council receive the following reports:

1. Arnprior Drinking Water System 2020-2021 MECP Inspection prepared by Jean-Francois Durocher MECP, Provincial Officer.

2. MECP Response – Water Main Flushing prepared by Scott Matthews, Waterworks Supervisor.

At the request of Mayor Walter Stack a recorded vote was taken:

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

Resolution Carried

The General Manager, Operations provided an overview of the report and responded to questions.

d) Operational Safety Changes to Robert Simpson Park – General Manager, Operations and Director of Recreation

Resolution Number 246-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council receive Report 2021-06-28-04 for information.

Resolution Carried

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

Resolution Number 247-21

Moved by Lisa McGee

Seconded by Ted Strike

That Council direct staff to

- remove the gates as soon as possible or make them able to open and allow for two way vehicular traffic
- Install clear parking signage on the north side with 2 accessible parking spaces
- Clear signage on the south side indicating no parking and tow away zone
- Ramp up enforcement of parking infractions; and

Further That Council direct staff to bring this topic back as a report to Council, for review at the August 23, 2021 Regular Meeting of Council.

At the request of Mayor Walter Stack, a recorded vote was taken:

Councillor Lisa McGee	Yes
Councillor Chris Toner	No
Councillor Tom Burnette	Yes
Councillor Lynn Grinstead	No
Councillor Ted Strike	Yes
County Councillor Dan Lynch	No
Mayor Walter Stack	No

Resolution Lost

Councillor Lisa McGee vacated the Council meeting at 8:22 pm.

Resolution Number 248-21

Moved by Dan Lynch

Seconded by Lynn Grinstead

That Council direct staff to bring back a report in July, as soon as possible, which addresses both Council and resident discussion points and suggestions.

At the request of County Councillor Dan Lynch, a recorded vote was taken:

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

Resolution Carried

12. Committee Reports and Minutes

Resolution Number 249-21

Moved by Chris Toner

Seconded by Dan Lynch

That Council accept the following bi-annual Advisory Committee reports as information, as noted on item 12 (a) – (d) on the agenda:

- (a) Corporate Services Advisory Committee Bi-annual Report (Councillor Strike)
- (b) Community Development Advisory Committee Bi-annual Report (Councillor Grinstead)
- (c) Operations Advisory Committee Bi-annual Report (County Councillor Lynch)
- (d) Library Joint Use Committee (Mayor Stack)

Resolution Carried

Chair Ted Strike provided a Bi-annual report on the items discussed at the Corporate Services Advisory Committee in 2021.

Chair Lynn Grinstead provided a Bi-annual report on the items discussed at the Community Development Advisory Committee in 2021.

Chair Dan Lynch provided a Bi-annual report on the items discussed at the Operations Advisory Committee in 2021.

Mayor Walter Stack provided an update on the items discussed at the Library Joint Use Committee which met in June. All parties felt it was important to maintain the current agreement and to utilize a consultant, similar to the original development of the agreement, to develop go forward numbers for the agreement.

13. Notice of Motions

Resolution Number 250-21

Moved by Ted Strike

Seconded by Lynn Grinstead

That Council amend the current Off Road Vehicle By-law No. 6647-16 to prohibit Off Road Vehicles on Town streets with modified exhaust systems.

Resolution Carried

Councillor Strike provided some background information on the reasoning for his motion, noting that there is now an ongoing problem with modified exhaust systems of Off Road Vehicles going to and from the trail, as well as driving on Town streets. These exhaust systems cause nuisance noise at high decibel levels.

Discussion ensued among Members of Council resulting in the approval of the above noted motion.

14. County Councillor's Report from County Council

County Councillor Lynch noted the following information from the County of Renfrew:

- As of June 24, 2021 the Algonquin Trail will be open for use from Renfrew to Cobden, with an additional 21 km being stone dusted and packed. This allows the trail to be useable from Smith Falls to Cobden.
- The County Operations Committee met last Tuesday, and staff presented a report on growth related policies, providing four (4) options. This report came forward as a result of the request from the Town of Arnprior for financial assistance with the Daniel and Edey Street Intersection. The report also details the bigger picture of how development will allow municipalities to qualify for financial assistance, in certain cases, from the County of Renfrew. I have provided this report to both staff at the Town of Arnprior and Members of Council for feedback. The County is requesting all feedback be submitted by September 1, 2021.
 - Mayor Walter Stack noted that Council should take a good review of the County's report and provide feedback to the CAO, as she has been tasked with formulating a letter of response to the County with the Town's position on this policy.
- The Federal Government is providing funding in the amount of \$2.3 million for high speed internet in the County of Renfrew, specifically Eganville and area.

14. Correspondence & Petitions**a) Correspondence Package – I-21-JUN-12**

Resolution Number 251-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

That the Correspondence Package Number I-21-JUN-12 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following items:

- Page 4 - Ontario has now delivered 12.3 million rapid antigen test kits for COVID-19 to over 2,600 work sites across the province.
 - In response to County Councillor Lynch the CAO noted that these test kits are being distributed through our local chamber of commerce. Employers with 150 employees or more are encouraged to reach out to our local Greater Arnprior Chamber of Commerce for more information.
- Page 22 – On June 15th the Ontario government is partnering with community organizations to better support Two-Spirit, Lesbian, Gay, Bisexual, Trans, Queer or Questioning, and Intersex (2SLGBTQI+) students and their families. Stephen Lecce, Minister of Education, made the announcement as part of the province's ongoing efforts to promote an education system that upholds and champions human rights and equity for all students. Partnerships include:
 - \$50,000 for White Ribbon to create a highly engaging, interactive social media campaign that speaks directly to Indigenous youth, Black youth, racialized youth, children and youth in care and 2SLGBTQI youth.

- \$50,000 for Egale to foster affirming, equitable and mental health supportive environments for 2SLGBTQI youth by providing collaborative, community-based resources such as webinars and discussions for parents, caregivers and adults in the whole school community.
- \$20,000 for the Canadian Centre for Gender and Sexual Diversity to create resources for students who identify as 2SLGBTQI and may be facing increased mental health issues due to the COVID-19 pandemic.

The resources will support youth in affirming their identities, building resiliency skills and providing coping strategies to maintain their mental health and well-being.

- Page 35 - The Ontario government is investing \$8.4 million over three years in a new Ontario Provincial Police (OPP) Crisis Call Diversion Program. The Crisis Call Diversion Program consists of a professional mental health and addictions crisis worker who will be embedded into each of the OPP Provincial Communications Centres.
- Page 56 - The Township of Bonnechere Valley is seeking support of their resolution regarding 988 a National three digit suicide and crisis hotline the following resolution at their June 1, 2021 Council Meeting
 - At the request of County Councillor Lynch, the CAO noted this resolution can be placed in the Action package for consideration at the July 12, 2021 Council meeting.
- Page 71 - Lanark County is phasing out the sale of bottled water at municipal facilities throughout Lanark County. The program aligns with the Blue Communities Project, which encourages municipalities to support the idea of a water commons framework by passing resolutions that recognize water and sanitation as human rights.
 - In response to County Councillor Lynch the CAO noted the Town of Arnprior is looking into the Blue Communities Project framework, including banning the sale of bottled water at municipal facilities, and what it would entail for the Town.
- Page 73 - Students graduating to Grade 9 will be facing a new Grade 9 math course that is part of the province's four-year mathematics strategy to ensure students have the skills they need for the future. Grade 9 math was last updated in 2005. The strategy will include relevant real-life examples that help connect math to everyday life such as new learning, coding, data and financial literacy, and mathematical modelling.
- Page 73 - The Ontario government is investing \$5 million to help people in the Ottawa-Renfrew and Peterborough-Haliburton regions to prepare for successful careers in Ontario's forestry sector. Algonquin College is leading an innovative skills training project.
- Page 73 - If you're a Francophone, you are invited to take part in a province- wide online consultation that will help improve access to services in French in the province. This consultation seeks input from the general public on how to improve access to French language services and will close on July 5, 2021. Feedback can be submitted at www.ontario.ca/page/consultations-directory
- Page 76 - On September 9, AMO is offering training to members to better face the issues of human rights, diversity, equity and inclusion. AMO has developed training to help members better understand these important and complex issues along with their roles and obligations.
 - In response to County Councillor Lynch the CAO provided a brief overview of the "Human Rights and Equity – The Role and Obligations of Municipal Leaders" half day training session being offered through AMO.

The CAO noted that the Human Resources Officer has contacted AMO for further information and will send it to County Councillor Lynch as soon as possible. The CAO also noted that if there was anyone else interested, once she received more information, the Human Resources Officer can also reach out to them as well.

- Page 77 – The Annual Energy reports are due to the Ministry of Energy, Northern Development and Mines on July 1, 2021.
 - In response to County Councillor Lynch the CAO noted the required information has been sent in to the Ministry from the Town of Arnprior, and confirmation of receipt has been received.

15. By-laws/Resolutions**a) By-laws**

Resolution Number 252-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

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

- i. By-law Number 7188-21 – Part Lot Control – Marshalls Bay Meadows

Resolution Carried

16. Announcements

Mayor Walter Stack made the following announcements:

- Congratulations to the graduates at the various schools in the Town of Arnprior.

County Councillor Dan Lynch made the following announcements:

- Thank you to Islandview Suites for hosting a free barbeque for seniors in Arnprior.
- Congratulations to the graduates at the various schools in the Town of Arnprior.
- The Nick Smith Centre has run out of the popular Canada Day kits.
- On behalf of Council, I would like to wish the new business at 22 Elgin Street West, all the best.
- Have a safe and Happy Canada Day.

Councillor Chris Toner made the following announcements:

- Congratulations to the graduates at the various schools in the Town of Arnprior. I wish all of the students a safe and happy summer vacation.
- A message for the youth in the Town of Arnprior, please reach out to Members of Council and staff with any ideas or concerns you may have, as your voice is important, and we want to hear from you.

The CAO made the following announcement:

- This will be Estelle Moynes last Council meeting this evening. Her last day with the Town of Arnprior will be July 6, 2021. We wish Estelle all of the best in her future endeavours, and recognize her contributions to the Town of Arnprior.

17. Media Questions

None

18. Closed Session

None

19. Confirmatory By-Law

Resolution Number 253-21

Moved by Tom Burnette

Seconded by Dan Lynch

That By-law No. 7189-21 being a By-law to confirm the proceedings of the Regular Meeting of Council held on June 28, 2021 be and it is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 254-21

Moved by Lynn Grinstead

Seconded by Ted Strike

That this meeting of Council be adjourned at 9:09 pm.

Resolution Carried

Signatures

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk



Town of Arnprior Staff Report

Subject: Zoning By-law Amendment 3/21

Department: Community Services Branch

Report Number: 21-07-12-01

Report Author: Megan Rueckwald, Town Planner

Meeting Date: July 12, 2021

Recommendations:

That Council receives an application for amendment to Zoning By-law 6875-18, for 237 Albert Street to amend the zoning from Residential One (R1) to Residential Two (R2) to permit a triplex with site specific provisions;

That Council consider all written and oral submissions received on this application, the effect of which will help Council make an informed decision;

And That Council adopt a bylaw to amend Zoning By-law Number 6875-18.

Background:

Owner: Ian Ladell

Description of Subject Lands: 237 Albert Street

Legal Description: Part of Lot 4, Concession C, former Township of McNab, now in the Town of Arnprior

Area of Land: 522m²

Existing Structure: Single-detached dwelling to be converted if zoning is approved

Official Plan: Established Residential Area

Zoning: Residential One (R1)

The Zoning By-law amendment application seeks to rezone the subject lands from Residential One (R1) to Residential Two (R2) to permit a triplex as a permitted use. The applicant intends to convert the existing single-detached dwelling into a triplex by raising the existing dwelling and completing an addition along the interior side yard setback (within the approved setbacks). The application proposes site specific zoning as follows:

- That the existing performance standards (setbacks) to the front and exterior side yard lot lines be considered the minimum.

- That a parking area in the rear yard setback shall be screened with a planting strip or fence with a minimum height of 1.5 meters.

Summary of Proposal

The purpose of the amendment is to rezone the subject lands from Residential One (R1) to Residential Two (R2) to permit the conversion of the single-detached dwelling into a triplex. Should the zoning be approved, the applicants intend to raise the existing house and propose an addition along the interior side yard. The application proposes site specific zoning to legalize the existing setbacks to the front and exterior side yard lot lines and proposes appropriate screening for the parking area to the rear of the property. A concept plan was submitted with the application.

Should the zoning be approved, the property owner will be required to obtain a building permit to support the conversion of the existing single-detached dwelling into a triplex. All work undertaken on the site will be required to comply with the Ontario Building Code.

A detailed summary of the proposal and planning analysis were included in the planning report before Council on the [June 14, 2021 Council Agenda](#).

Discussion:

The Provincial Policy Statement 2020, promotes efficient land use in urban areas, with sufficient land to be made available through intensification and redevelopment. Municipalities are required to provide for an appropriate range and mix of housing options and densities required to meet projected requirements or current and future residents. Municipalities are to promote densities for new housing which efficiently use land, resources, infrastructure and public service facilities and support the use of active transportation and transit in areas where it exists or is to be developed.

The Town's Official Plan anticipates redevelopment of existing lots will be more common than new lot creation in the Established Residential Area. Modest development in the form of townhouses and low rise apartment buildings are permitted in appropriate locations. Section C1.4.5 sets out policy direction for new townhouses or low rise apartment buildings; the proposed application conforms with the policies set out in the Official Plan.

Two site specific provisions are proposed:

- That the existing performance standards (setbacks) to the front and exterior side yard lot lines be considered the minimum.
- That a parking area in the rear yard setback shall be screened with a planting strip or fence with a minimum height of 1.5 meters.

The first provision will recognize the existing setbacks as the legal setbacks for the triplex. The current front and exterior side yard setback are deficient or non-complying when compared to the new provisions in the Zoning By-law. The proposed zoning will recognize the current front and exterior side yard setbacks as the legal setbacks moving forward. The new triplex will meet the interior side yard and rear yard setbacks in the R2 zone.

The applicants are also proposing that the parking area to the rear of the building be screened with a planting strip or fence with a minimum height of 1.5 meters. The proposed screening will minimize the potential impact of expanding the existing parking area on the enjoyment of the adjacent property.

Public Comments

Notice of application and public meeting were circulated in accordance with the Planning Act. The public meeting was held on June 28, 2021.

In advance of the public meeting, comments and questions were received from neighbouring property owners. Comments provided by members of the public are attached to this report (Attachment 1).

Andrew Cleghorn, 241 Albert Street, voiced concerns with the application as part of the public meeting. Concerns with the proposal included the proximity of the addition proposed to the north of the existing dwelling. Mr. Cleghorn had concerns with accessing his house for maintenance, the separation distances between eaves, concerns with drainage, and venting for his furnace.

Generally, many of the comments received by members of the public are related to building or are concerns with construction permitted in the Zoning By-law. The addition proposed along the interior lot line will be required to comply with the Ontario Building Code and will require permits be issued by the Town prior to undertaking work. Fire separation is taken into consideration in the Ontario Building Code with minimum separation distances and construction materials. The dwelling is proposed to be raised, which will also require permits from the Town, prior to undertaking work; the building height will continue to comply with the Zoning By-law following the work. Both the interior addition and raising the house could be completed without planning approvals as both comply with the Zoning By-law.

The Residential One (R1) zone permits duplexes and semi-detached dwellings on the subject property, without planning approvals. The Zoning By-law also permits secondary residential units (SRU) within detached, duplex or semi-detached dwellings. Instead of creating a duplex with two larger units and one smaller, secondary residential unit, the applicants are seeking site specific zoning to permit a triplex with three more evenly sized units. The applicants are seeking site specific provisions to ensure that the expanded parking area is screened from the abutting property. A question that arose from a member of the public was with respect to setting precedent on the approval of planning applications for higher density; Council cannot set a precedent through applications, but instead each site/application is evaluated on its own planning merits and must conform with the Official Plan and be consistent with the PPS.

The application was circulated to the General Manager, Operations. The General Manager, Operations did not raise concerns with traffic, access, or servicing of the subject property. The site was also reviewed to ensure safety with access to the treatment plant on Albert Street.

The setbacks on the subject property are considered legal non-complying. This means that the site was legally developed before the current Zoning By-law was adopted. Provisions in the Zoning By-law permit the property owner to rebuild or reconstruct at the legal non-complying setbacks. The site specific provisions, set the setbacks for the front and exterior side yard setback at the legal non-complying distance. The setback distance between the encroaching house and the subject property is a civil matter; the applicants are required to comply with the Ontario Building Code for their addition but concerns regarding maintenance and access are between property owners.

One member of the public commented on maximum lot coverage and crowding that would result from accessory buildings. The Zoning By-law does not have a maximum lot coverage for main buildings in the Residential One or Residential Two zone; instead, setbacks are used to define the building envelope. There are maximum lot coverage provisions for accessory structures and setbacks that are required to be met; even if an accessory structure does not require a building permit, the structure is required to comply with the Zoning By-law.

Concerns were raised by residents with respect to snow storage, lot grading/drainage and flooding. Prior to the issuance of the building permit, the Chief Building Official can request a lot grading and drainage plan be completed; these plans are requested when additions are proposed to a site or changes in impervious surfaces. Planning staff have advised the Chief Building Official of the concerns raised by residents and requested that a lot grading and drainage plan be required at the time of the building permit submission; the Chief Building Official is in support.

Options:

Council may proceed to pass an amending bylaw to approve the zoning amendment requests, may defer the application for additional information, or may refuse the application. If Council passes an amending by-law, it will be subject to a 20 day appeal period. If Council refuses the application, an explanation will need to be provided.

An amending bylaw has been prepared and included on the agenda for Council's consideration.

Policy Considerations:

A detailed review of planning policy was included in the [June 14, 2021 Council Agenda](#).

Financial Considerations:

Not applicable.

Meeting Dates:

1. Public Meeting – June 28, 2021

Consultation:

- Required agencies under the *Planning Act*
- CAO

Documents:

1. Public Comments

Signatures

Reviewed by Department Head: Robin Paquette

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt

Comment 1

Chris Johnson, 9 Victoria Street, Arnprior, Ontario

1. The plan proposes that the triplex will be 4 feet from the next house to the north on Albert Street (it is currently 15 feet away if i read the plan correctly). This presumably is not in breach of the town's zoning by-law, however in this case it presents a fire hazard to the neighbourhood. I would invite the Town Council to get input from the Fire Department based on an onsite walk through. Perhaps a reasonable condition for development would be that the north side of the proposed triplex is finished in brick. My recommendation would be to reduce the size of the north end addition.
2. The plan proposes parking spaces in the backyard (unclear if it is 3 or 5). One can anticipate an increase in traffic and on street parking. With the large transport trucks regularly rolling in and out of sewage treatment plant this is creating an accident prone zone. Children regularly walk out of the park and past the property during the school year. Increased congestion is going to make the area less safe for us all. Another consideration would be if the backyard is full of parking where is the snow going to go?
3. It is concerning that an individual can move into the neighbourhood and after a short period set about changing the character of that neighbourhood to such an extent. I understand that the house had maintenance issues and major repairs to the basement are required. This move to insert a triplex rather than simply do the repairs seem to me to be opportunism with no regard to the neighbourhood or the neighbours. It is an example of how we will all lose the Town we chose as our home away from the city congestion.

Comment 2

WITHOUT PREJUDICE

TO: Town of Arnprior, Town of Arnprior Council Members

Town of Arnprior Planner, Building Inspector and other departments concerned.

Please accept this as my official concerns regarding a proposed triplex at 237 Albert St, Arnprior, Ont.

1. Triplex?? – the day I sold the property to the current occupant (also advised him of the property line problem) and as recently as three weeks ago, the new owners advised they were going to approach “The City” to request approval to covert the single dwelling home into a duplex.
2. The family homes in the neighbourhood are single dwelling homes. If I had wanted to live near a duplex or triplex I would have arranged that.
3. If this proposal goes ahead it will leave 4 feet 3 inches between 237 Albert St. and the house to the north. Believe the Town bylaw states the house is to be 4 feet from the lot line, and I realize there is a lot line issue here but law is law. Both of these homes are age old homes, built in the 1930's or earlier. Both houses would be tinder dry and would burn very quickly. TOO CLOSE
4. Once you give one person the ok to build at this distance you are opening up to allow others the same courtesy when building their new homes or subdivisions. – “build it and they will come”.
5. Will the 237 Albert St proposed north wall be brick - we all know fire can jump a fire wall, as we have seen from time to time in our town.
6. Sewage – is the old sewage line on the front side of Albert St. able to withstand being dug up and more added to it without a lot of money being spent by the town and taxpayers to fix it in the event it isn't.
7. Taxes – will this affect the neighbourhood property taxes – will they go up or will the homes depreciate in value because of the triplex?
8. Is the infrastructure of this old house able to withstand lifting? It was built in 1930 down by the Madawaska River and moved to this location, by the town as they arranged the house to be put on the lot, and situated 15 ' from house to the north due to the lot line issue. The lot line issue has been an age old problem which the Town of Arnprior knew about and everyone respected over the years
9. Rain/Frechette run off – both the house to the north of 237 Albert St. and the house to the rear, 235 Albert St. have basement level access – where is the snow from the plowing of the 5 parking spots going to be put in the winter – if

the owners push it back on the lot both of the neighbouring homes have an increased potential for water runoff into their basements - this would lead to legal action for damage. If parking lot is paved –no place for rain to seep into the ground - rain will run off and down the hill towards my house.

10. Noise & parking – a triplex will mean a possibility of at least 6 vehicles, plus extras from visitors, etc. in and out on a daily basis – more traffic and people - the letter (with diagram of footprint), from the planner, says 4 parking spots will be accommodated, but the diagram seems to indicate parking for 5 vehicles. Current owner has a car, motorcycle and a trailer (3 spots used up already). Where will everyone park? Further considerations include:
 - a) Children use Albert St to walk to and from school at least 4 times a day – possible safety hazard. Not seeing this usage now due to Covid .
 - b) 6 vehicles in and out providing noise and dust in the parking lot which is beside my 3 bedrooms along with snow removal noise in winter and jockeying of vehicles.
 - c) No privacy for 235 Albert St S.W. side of building – would be able to see in my rooms at all times.
 - d) People walking/driving to church, during the week and on Sundays – possible reduced safety due to traffic and parked vehicles blocking views. Due to Covid, churches haven't been busy but when we return to normal we will see the increased traffic.
 - e) Albert St towards sewage plant is now heavily used with vehicles parking on Albert St. (e.g. people parking to access the Town's walking trails and residents of the housing units) and already this causes me problems getting out of my driveway. With additional vehicles there will be even more problems. During the day there are heavy transport trucks struggle to go up and down this narrow street
 - f) Where are, if any, entrances located on the rear of the units? My bedrooms are along that side of house more noise people in and out.
 - g) Proposed fence, along parking area, needs to be extended to the end of the property and high enough to afford me my privacy.
11. From the plan, the proposal is to raise 237 Albert St. – how high? This could interfere with
 - a) Sunlight coming into my house to help heat in winter, along with my view.
 - b) Sunlight and view on the house to the north
 - c) Could interfere with the air flow around my house. I am down in a hollow and I currently heat my house with 2 wood burning units. When built we could not build any higher or lower in the ground as to not interfere with air flow based on the heights of the current buildings. I cannot chance a down draft causing my house to catch fire. I should not be required to pay to rectify this issue or replace my house in the event of fire.
12. Lilac trees on my property line are not to be damaged or moved – these are older than all of us.

13. Does the Town of Arnprior have a bylaw/ruling, similar to other Townships and Municipalities - the square footage of the house in proportion to the square footage of the property. (i.e. how big of a house can you put on a lot)
14. Future consideration – any sheds the owner may want to erect – will make it very crowded and will there be enough space?

Thanks in advance,

Cheryl Grenier

237 Albert St, Arnprior, Ontario

Comment 3

Re: Zoning By-Law Amendment (File No. ZBLA-3/21)

This letter is in regards to the planned zoning change of the property at 237 Albert Street, Arnprior from a Residential One to a Residential Two.

I am writing a list of our multiple concerns regarding this proposal.

The purchase our home at 240-242 Albert Street in 2007 was based on the current status of this neighbourhood. Our choice was based on the fact that this was a quiet single family (detached) home neighbourhood. We did not want to reside in an area of duplexes, triplexes or townhouses. We inquired about the apartment building (Riverside Terrace) across the street when we first viewed the home and were told it was a “seniors” complex. We were okay with that as seniors' residences are quiet. During several visits before our final decision to purchase the home, this did seem apparently true. Shortly after the purchase, we found out this was not true. Issues have ensued.

This current proposal at 237 Albert Street will change the demographic of our single-family dwelling neighbourhood. This will set a precedent in the neighbourhood. When we purchased our home at 240-242 Albert, we were told we could sell our lot (240 Albert). We had no intentions of sacrificing the privacy and space for ourselves and our next-door neighbour to the south. This new proposal at 237 Albert will likely have a potential future issue for our neighbour should we sell. We have been approached multiple times by various persons wishing to purchase our property. We know full well the property would be divided and a structure built on the empty lot. If the proposal at 237 Albert is approved, I am convinced that a future “multi-unit” building would be approved on our empty lot. This would be an issue to our current neighbour beside us. His privacy would be non-existent. Once you change the status of a neighbourhood from “single” family to multiple units, you decrease the desirability. This creates a drop in property values. Those who wish to live in an area of multiple unit buildings do so by choice. When you buy in an established “single/detached” family neighbourhood only, this is what you want and expect to have at all times.

There are also a multitude of other issues stemming from this proposal from us and other neighbours situated around this home.

1. The proposal states four parking spaces. It is actually five, as one parking spot is listed on the site plan as 18' in length. The other three are 9' in length.
2. The property owners currently have at least a trailer, car and motor cycle. If future tenants have more than one vehicle, where do they park? They will have to piggy back onto the "lawn". There could be a possibility of up to two additional vehicles over and above the "four" parking spots. This will be an issue for the owners of the houses beside 237 Albert on the north (241 Albert) and east (235 Albert). The house to the east (235 Albert) will have to view a "parking lot" full of vehicles. The proposed fence of a minimum 5' height does not screen much as we have the same height on our property. The other option, a "planting strip" will take years to grow and fill in.
3. The increase of vehicles and persons residing in the "triplex" will also increase the traffic and noise level in our neighbourhood.
4. This "triplex" could potentially add at minimum 4 persons. Dependent on how many bedrooms each unit is, (which is not listed on the proposal) could double or triple that count. Again, a potential of noise increase. As tenants have more rights than landlords, if any future tenants are an issue, it will be very difficult for the landlord to evict them.
5. The adjacent properties to 237 Albert will have to worry about basement flooding during the spring melt. Where does the owner plan on putting the snow from these parking spaces? There is only 4' between the current structure and the first (left) parking space and 2'-3" between the proposed last (right) parking space and property line. There is only one area left which is behind the property to the north of the parking "lot". This is approx. 33'x36'. I know the volume of snow generated on our driveway which can house only 2 vehicles. If we have a year with an exceptional amount of snow, we have serious issues on where to go with the snow.
6. The proposed addition to the property at 237 Albert will leave only 4'-3" between their proposed build and the home beside them to the north (241 Albert). This poses two issues. First and foremost, would be the issue of fire. There is a longer response time for a volunteer fire department versus a staffed firehouse. The additional response time could potentially have the fire jump to the adjacent building quickly and could potentially risk others in the neighbourhood if the fire spreads quickly. There is currently a 14'-6" fire break. Both of these homes are older, so the potential of a quick spread of fire is there. The second issue would be the potential for basement flooding again if the roofs of both building need to be cleared of snow. From experience, the snow piles up quite quickly when you do not have the space to throw it away from the building.
7. How much digging for new plumbing and utilities will have to be done to link into the existing? I am not sure if it is fact or fiction, but we were told the water/sewer utility maps for our block are non-existent and that the old water system pipes in our area contain lead.

8. According to the proposal, the additional height to the building will be 1M (39"). This additional height will pose an airflow issue with the neighbour at 235 Albert who uses wood burning stoves to heat her home. A fire could ensue. I also know from personal experience, that there are those that will build bigger/higher than proposed or approved. They seem to be able to sneak these changes past neighbours and inspectors. When it's done, it's done.
9. The new property owner apparently had informed the previous owner/neighbour after the purchase of this property of the intention to apply for zoning for a duplex. Now the plan is for a triplex. We had no knowledge of either until the town posted the notice on their lawn. This shows a complete lack of respect by the owners for those of us in the neighbourhood who were not aware of their intentions.

In closing, we and our surrounding neighbours wish to maintain our neighbourhood as the status quo.

Regards,
Robin & Michael Marcil
240-242 Albert Street

Comment Four

Hi there,

I am the next door neighbor to 237 Albert Street, who is asking for a zoning amendment ZBLA-3/21. My home is over the lot line into 237s lot. So if amendment is accepted, is going to be 4ft 3" away from said property if it is constructed. This is on the plans as an encroachment of +/- 4" on the town's copy of proposed plan, Technically the homes being partly on the same lot, does that not increase the minimum space in between.

Am I legally obliged to give them the 4". They are already are being allowed to change things to allow for the present position of the house.

Has drainage been looked into, as the new roof tilts towards mine.

Also what is the fire code, for spacing between houses and how will it affect my furnace venting. If snow slides off the roof, will it block the venting. What about basement flooding. Also how do I access my roof on that side of the building?, and the wall for future maintenance.

Andrew Cleghorn



Town of Arnprior Staff Report

Subject: Execution of Agreements of Purchase and Sale – Norma Street S and Daniel Street S

Department: Community Services Branch

Report Number: 21-07-12-02

Report Author: Megan Rueckwald, Town Planner

Meeting Date: July 12, 2021

Recommendations:

That Council receive report number 21-07-12-02 Execution of Agreements of Purchase and Sale – Norma Street S and Daniel Street S;

And That Council adopt a by-law to authorize the disposition and direct the Mayor and Clerk to execute agreements of purchase and sale, in consultation with the Town solicitor and CAO;

And That Council direct staff to initiate the request for tender (RFT) process for the disposal of Parcel C without the need to return to Council unless the highest offer price is less than the appraised value.

Background:

At their regular meeting on September 28, 2020, Council adopted Policy AS-CP-14 Sale and Disposal of Land. In accordance with Section 270 of the Municipal Act, the policy established a comprehensive framework governing the sale and other disposition of Town-owned lands. The policy is intended to advance and maintain the best interest of the municipality and ensure: fiscal accountability, consistency with Council's Strategic Plan, sustainability, social responsibility, and accountability and transparency.

At the June 14, 2021 Council Meeting, Council passed a resolution deeming lands surplus to the needs of the Town and identified whether such lands were viable or non-viable and the disposal method. Council also directed staff to provide notice of intent to dispose of the lands in accordance with Section 6.6 of Policy AS-CP-14 Sale and Disposal of Land.

The intent of this report is to provide Council with the comments received from the public notice and for Council to adopt a by-law authorizing the Mayor and Clerk to enter into agreements of purchase and sale for the disposal of the land.

Discussion:

Notice of intent to dispose of municipal lands was posted in the Arnprior Chronicle Guide and on the Town's website. Staff received one inquiry from a member of the public seeking additional information on the land to be conveyed. No objections were received.

The Sale and Disposal of Land Policy requires Council to pass a by-law authorizing the disposition and directing the Mayor and Clerk to execute agreements of purchase and sale, in consultation with the Town Solicitor and other appropriate staff. Staff have prepared a by-law for Council's consideration authorizing the disposition of the land.

Should Council adopt the by-law as presented, staff will initiate retaining a surveyor and real estate valuator in accordance with the Policy. Staff are also recommending that Council, through resolution, authorize the initiation of the RFT process for the viable parcel of land on Norma Street S/William Street W and that the adopted by-law authorize the Mayor and Clerk to enter into the agreement of purchase and sale without returning to Council with the bids. Staff have added a clause in the by-law that authorizes this, only if the highest bid received through the RFT process is greater than the appraised value; should the values all be less than appraised, staff would be required to return to Council to seek further direction.

Next Steps

Should Council pass the by-law authorizing the disposition of the land, Town staff will retain a surveyor to prepare plans describing the portions of land to be conveyed. Town staff will also engage the Town's solicitor to draft purchase and sale agreements, and where required, undertake the appropriate valuation of the land.

All costs incurred or anticipated to be incurred to dispose of the land, including but not limited to, legal fees, surveying costs, appraisal fees, encumbrances, advertising and improvements, shall be borne by the purchaser.

An overview of the parcels to be disposed of was provided in the [June 14, 2021 Council Agenda](#).

Options:

Council may choose to authorize the Mayor and Clerk to enter into agreements of purchase and sale for the lands declared surplus. Up until Council has adopted a by-law authorizing the sale of lands, Council may rescind a decision to declare lands surplus or determine an alternative format for the methods of disposal and valuation.

Staff recommend that Council authorize the CAO to commence the RFT process for the disposal of Parcel C (viable land on Norma Street S/William Street W) without the need to return to Council, provided the highest bid exceeds the appraisal value.

Policy Considerations:

AS-CP-14 Sale and Disposal of Land Policy

Financial Considerations:

Funds from the sale of municipal lands will go into the Town's Parkland Development Reserve Fund.

Meeting Dates:

1. None

Consultation:

- CAO
- Public notice of intent to dispose of municipal lands

Documents:

1. [By-law to authorize the disposition of lands](#)

Signatures

Reviewed by Department Head: Robin Paquette

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Sale and Declaration of Surplus Municipal Lands – Ida Street South, Didak Drive

Department: Community Services Branch

Report Number: 21-07-12-03

Report Author: Megan Rueckwald, Town Planner

Meeting Date: July 12, 2021

Recommendations:

That Council receive report number 21-07-12-03 Sale and Declaration of Surplus Municipal Lands – Ida Street South, Didak Drive

And That Council declare lands surplus to the Town of Arnprior as described as:

- Parcel A - Part of Block 15, Plan 49M-44 and Parts 8 and 11 on 49R-14889, Ida Street South;
- Parcel B - Part of Lot 1, Concession C (405 Didak Drive) and unopened road allowance Didak Drive/Decosta Street;

And That Council, in its sole discretion, identify the following methods for the disposal of surplus lands:

- Parcel A (Ida Street South) – Disposal of non-viable land by direct sale/negotiation with property valuation by letter of opinion;
- Parcel B (405 Didak Drive and unopened road allowance) – Disposal of viable land by Request for Tender (RFT) with valuation of property by appraisal.

And That Council direct staff to provide notice of Council's intention of the sale and disposal of lands in accordance with Section 6.6 of Policy AS-CP-14 Sale and Disposition of Land and public notice in accordance with the Public Notice Policy for the closure of the road allowance between Didak Drive and Decosta Street and previous turning circle identified as Parts 8 and 11 on 49R-14889.

Background:

At their regular meeting on September 28, 2020, Council adopted Policy AS-CP-14 Sale and Disposal of Land. In accordance with Section 270 of the Municipal Act, the policy established a comprehensive framework governing the sale and other disposition of Town-owned lands. The policy is intended to advance and maintain the best interest of the municipality and ensure: fiscal accountability, consistency with Council's Strategic Plan, sustainability, social responsibility, and accountability and transparency. The policy ensures that any dispositions of land are conducted in a manner that fosters public trust, is fair/open/transparent, considers the value of real property assets, and protects current and future interests. The policy also ensures that potential or real risks to the environment, the health and safety of residents and the financial integrity of the Town are minimized.

The policy, generally, outlines the following process for the disposal of lands:

- **Declaration of Surplus Lands:** Before land may be disposed of, Council shall declare the subject lands to be surplus to the needs to the municipality and determine if the lands are viable or non-viable. The declaration of lands as surplus does not obligate the Town to dispose of such lands, Council may rescind the declaration any time prior to the completion of the disposal.

Viable lands are lands that can be granted a building permit. Non-viable lands are lands that are potential liability to the Municipality and/or are determined to be of a size, shape or nature for which there is no general demand. This includes land for which a building permit cannot be granted because either it is landlocked, or because it is of insufficient size and shape to permit development unless developed in conjunction with abutting land.

- **Method of Disposal Identification:** Council shall determine the method of disposal of the surplus lands by:
 - Direct sale/negotiation
 - Request for Tender (RFT)
 - Listing with a real estate agent/broker
 - Land exchange
- **Public Notice:** Notice of Council's intent to dispose of the surplus lands is required to be posted on the Town's website and in the local newspaper at least 10 days before Council may adopt a by-law authorizing the sale of land. Should submissions or concerns be received by Council, they shall be considered by Council in an open public meeting.
- **Offer Evaluation, Acceptance of Offer:** All bids, proposal and offers are required to be presented to Council, unless directed otherwise. Council shall pass a by-law authorizing the disposition and directing the Mayor and Clerk to execute an Agreement of Purchase and Sale, in consultation with the Town Solicitor.

The purchaser is responsible for all costs including the completion of a survey and legal costs.

The Town has received an expression of interest in particular Town-owned lands through the submission process outlined in the policy. The intent of this report is to seek direction from Council on the declaration of certain lands as surplus, whether the surplus lands are viable or non-viable and the method of disposal.

Discussion:

The Town has received an expression of interest in particular Town-owned lands as outlined in this report.

Parcel A – Part of Block 15, Plan 49M-44 and Parts 8 and 11 on 49R-14889, Ida Street South

Official Plan Designation: Environmental Protection Area (Wooded Area)

Zoning: Environmental Protection

Area: ~410m² (4413 ft²) with frontage along Ida Street S

Key Features: Vacant land; previous temporary turning circle when Ida Street S ended at 119 Ida Street S



Figure 1. Expression on interest for Parcel A, highlighted in purple to be added to 119 Ida Street South, highlighted in blue.

Staff comments and recommendation:

The subject lands were a portion of a previous temporary turning circle that were since added to the Town's road network to facilitate the extension to Ida Street S. It is staff's understanding that the block was designed around the temporary turning circle with portions of the turning circle having been now dedicated as public highways.

The subject lands have not been deemed surplus. Council will need to pass a resolution in accordance with the Sale and Disposal of Land Policy declaring the lands surplus and identifying the method of disposal, should Council wish to dispose of the lands. Notice of intent to dispose will also be required to be provided. Staff consulted with the General Manager, Operations, who has no concern with the disposal of the land.

The lands are designated Environmental Protection Area in the Town Official Plan and zoned Environmental Protection in the Town's Zoning By-law. Staff understand that this zoning was put in place as this parcel of land is connected to Caruso Park and the neighbouring watercourse. Staff note that this parcel is not wooded area and a significant portion of the land to be conveyed was the previous turning circle. The Town will not be undertaking any amendments to change the zoning or designation of the lands.

Staff are seeking a legal opinion from the Town's solicitor on whether a by-law is required to stop up and close the portion of the road allowance that was the previous turning circle. Should the Town's solicitor determine that this is necessary, staff are recommending that notice be provided at the same time as the portion of Block 15. Staff would be required to return to Council with a by-law to authorize both the disposal of the land and the stop up and closure of the road allowance, if determined to be necessary by the Town's solicitor.

Staff recommend, should Council deem the lands surplus, the lands be sold via direct sale/negotiation to the abutting property owner who expressed interest (119 Ida Street S). A property valuation will be required to be obtained in the form of a letter of opinion, should the lands be deemed non-viable.

Direction required from Council:

- 1) Viability of lands: viable or non-viable
- 2) Method of disposal: direct sale/negotiation or land exchange or RFT or listing with real estate agent
- 3) Property valuation: Valuation by letter of opinion

Parcel B – Part of Lot 1, Concession C (405 Didak Drive)

Official Plan Designation: Employment Area

Zoning: Employment Holding Four (EMPL H4)

Area: ~ 0.9 ac with frontage on Didak Drive and Decosta Street



Figure 3. General expression of interest received for Parcel B, highlighted in purple. Parcel would include Didak Drive and unopened road allowance.

Staff comments and recommendation:

Staff recommend that the parcel and unopened road allowance be declared surplus and sold through the request for tender (RFT) process as the land is identified as viable for development. A valuation will need to be completed of the lands in the form of an appraisal.

Direction required from Council:

- 1) Viability of lands: viable or non-viable
- 2) Method of disposal: direct sale/negotiation or land exchange or RFT or listing with real estate agent
- 3) Property valuation: valuation by appraisal

Options:

Council may choose to deem certain lands surplus, determine the method of disposal, and set the property valuation for land to be disposed of.

Up until Council has adopted a by-law authorizing the sale of lands, Council may rescind a decision to declare lands surplus or determine an alternative format for the methods of disposal and valuation.

Should Council deem the lands as surplus, staff will initiate the notice of intent to dispose of the lands and ensure that the appropriate notice is provided for the stop up and sale of the Town road allowances, if required.

Policy Considerations:

AS-CP-14 Sale and Disposal of Land Policy

Financial Considerations:

Funds from the sale of municipal lands will go into the Town's Parkland Development Reserve Fund.

Meeting Dates:

1. None

Consultation:

- CAO, Operations, Recreation
- Public notice is required to be provided prior to Council authorizing the sale of land

Documents:

Signatures

Reviewed by Department Head: Robin Paquette

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Downtown Patio Expansions

Report Number: 21-07-12-04

Report Author and Position Title: Lindsay Wilson, MEDO

Department: Community Services Branch

Meeting Date: July 12, 2021

Recommendations:

That Council approve a pilot project for the remainder of the 2021 patio season that would allow restaurants to utilize up to two (2) parking spaces where space allows for an expansion of their patio per Type 1 as outlined in this report; and

That the Town purchase and install cement barricades, to be installed on three (3) of the patio sides and restaurants would be responsible for barricading the remaining curb side. Restaurants would be given a deadline of July 16, 2021 to notify the Town if they wish to participate in the program so that the barricades can be ordered, delivered and installed; and

That no fee be issued for the use of the parking stalls for the remainder of the 2021 season during the pilot project; and

That staff be directed to bring forward a report, prior to the 2022 season, to advise of the impacts of the pilot project and possible amendments to the Outdoor Sidewalk Patio Café Licensing provisions of By-law 6769-17.

Background:

In 2017 the Town passed By-law 6769-17 allowing restaurants to apply for a license to have an outdoor sidewalk patio on municipal property from May 1st to September 30th. The patio must be completely located within the frontage and/or flankage limits of the associated eating establishment. For accessibility, a straight, clear width of 1.5 meters shall be provided between a perimeter patio fence and any sidewalk obstruction such as a lamppost, sidewalk planting, fire hydrant, bench, etc. An additional 0.5 meters of sidewalk width shall be required within 9.0 meters of an intersection to provide for platooning of pedestrians.

In 2017 and 2018 the Town waived the fees for patio licenses to encourage restaurants to take advantage of the newly revitalized downtown and wider sidewalks by installing a patio. In 2020 and 2021 Council waived the fees for patio licenses due to the hardship restaurants have faced due to COVID-19. Restaurant owners were also permitted a slight expansion of the patio widths, where possible, if the neighboring property provided a letter of support.

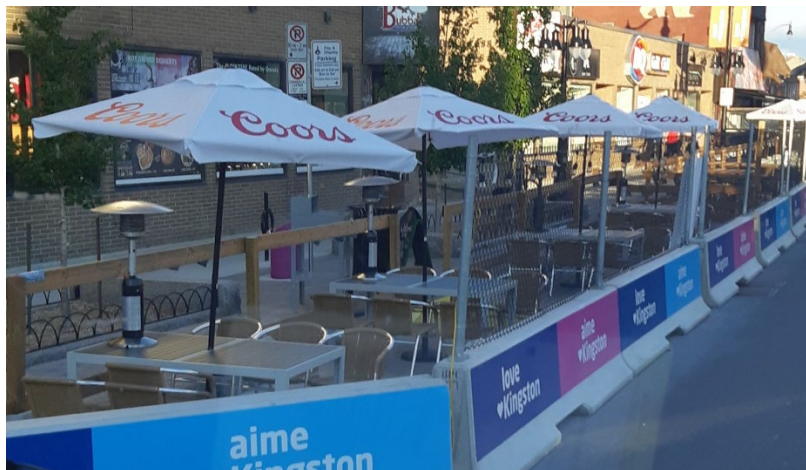
A number of restaurants have added patios in 2020/2021 due to COVID as many of the re-opening stages only allow for outdoor dining and will have limited indoor seating when indoor dining re-opens. Staff have received requests from two of the downtown restaurants to allow use of the parking space in front of their location in order to increase their patio size or another option that would allow them to expand their patio to help mitigate the hardships they have faced during the pandemic.

Discussion:

Staff have reviewed patio licenses from a number of municipalities to see what types of sidewalk patio options are available that would allow for larger patios for the Downtown businesses. The most popular option is to expand patios by providing restaurants to set up dining in the parking spaces themselves with a variety of barriers between traffic. Most municipalities charge a rental fee for the parking space for the patio season and require the restaurants to cover the charges for patio barriers and setup.

A number of sidewalk patio types are outlined below with the benefits and considerations of each. The calculations of square footage/occupancy are estimated and based off Lumbertown's patio for comparison. Their current patio which has been extended in front of a neighboring property as an exemption during the pandemic is approximately 217 sq.ft and has an occupancy of 15.

Type 1: Patios in the Parking Stalls



This type of patio would see restaurants build additional patio space in the parking stalls. There are a number of examples of these types of patios that range from simply putting up barricades and setting out tables and chairs directly on the pavement to building patio structures that provide a barrier and bring the patio up to grade with the curb allowing for accessible access.

This would allow businesses to leave their current patios where they are and expand their seating in a separate area. This would also allow the pedestrian path of travel to continue to be straight and maintain the current level of service and accessibility. Depending on what barriers were used around the parking spaces and if tables were set directly on the pavement would affect the overall cost of this type of patio. If a patio structure was not built to be in line with the curb this portion of the patio would be inaccessible for patrons. Since the parking stalls would not be used for parking restaurants could also make use of the space between the curb and tree grates for additional seating space.

Some concerns with this option include that diners would be sitting directly alongside moving traffic, therefore staff would recommend cement barriers be installed along the road frontage to provide the most protection between diners and vehicle traffic. The drainage located between the roadway and parking stall would also need to remain unembedded to allow for property drainage of storm water. The recommendation would be that the Town provide and set-up the cement barriers to ensure that they are installed correctly, without effecting drainage and to ensure they are all installed and removed at the same time yearly. If the business chooses to not build a platform, that brought the patio up to the level of the sidewalk there would be a step down making this patio inaccessible however their current patio would remain accessible.

This type of patio also would remove parking from the Downtown which already has limited parking options during the busy summer months. It would be recommended that a restaurant utilize up to 2 parking spaces, none of which can be an accessible space. If the five (5) restaurants who currently have patios expanded, this would remove 10 parking spaces in the downtown. As well, for consideration, when the Sunday Market resumes this would remove 2 vendor spaces per parking stall on the section of John Street where the market operates.

This option would provide a 348 sq.ft. patio for most restaurants minus any obstacles such as trees and light poles plus whatever size their current patio is. For comparison with our sample restaurant, it would provide a 484 sq.ft patio minus any obstacles such as trees and light poles which would allow for approximately 32 occupants, an increase of 17 occupants.

Type 2: Patios on the Sidewalk Exterior



This type of patio would see the locations of patios reversed to the opposite side of the sidewalk.

Currently downtown patios are located on the interior side of the sidewalk against the building and the 1.5 meter path of travel is located on the exterior side closer to the roadway. Since the 1.5 m path of travel needs to be clear of obstacles this means there is wasted space between the path of travel and the curb as there are trees, benches, garbage cans and light poles spaced throughout the street in this section.

This option would allow for patios to use a larger portion of the sidewalk in front of their frontage depending on where the street furniture is located. In areas where the trees have grown it would provide some additional shade on the patio. Most significantly this would allow for patios to be wider than the restaurants frontage without impacting the entrances ways or frontage of the neighboring properties. Staff would recommend a maximum width of 30 feet be set to allow for fairness and ensure there is still space along the sidewalk for pedestrians to enter and exit into parking stalls without having to walk along their roadway for too long. This option would require all patios to relocate, some of the patios may be able to reuse materials they are currently using for their patio, but others would not. Since the patios are located on the sidewalk, the patios would be accessible.

There are some concerns with this option. Accessible access to the sidewalk from parked vehicles in locations where patios are located would be reduced. Patios would not be able to go right to the curb as there would need to be space for vehicle doors to be able to open when parked. Garbage receptacles located where a patio would be expanded to would need to be relocated. The path of travel along the building fronts would need to be expanded to at least 2 meters to allow for businesses to still place sidewalk signage, merchandise racks and to account for the gas meters and in some cases doorways that open into the sidewalk.

This option would give our sample restaurant 450 sq.ft patios, less any space taken by obstacles such as trees and light poles, which would allow for approximately 30 occupants, an increase of 15 occupants.

Type 3: Pedestrian By-pass in Parking Stalls



This type of patio would see the patio space utilizing the entirety of the sidewalk and a pedestrian walkway would be built in the parking spaces to re-route pedestrian traffic around the patio and back onto the sidewalk.

This pedestrian walkway would need to be constructed so that it was accessible and level with the curb.

This would allow businesses to have a seamless patio attached directly to their frontage. The size of their patio would still be depended on the frontage of their restaurant however it would allow for more seating as the patio would be deeper than it currently is. The patio would remain on the sidewalk so it would be accessible.

The concerns with this type of patio is that the pedestrian traffic would be diverted onto a structure that is not built and maintained by the Town. The path of travel is also no longer straight which could cause some difficulties for larger wheelchairs or strollers to navigate around the 45 or 90 degree angles to access the pathways. These pedestrian pathway structures are typically constructed of wood and with the current cost of lumber the construction of one of these structures could be quite costly for the restaurant. Depending on the size of the patio and the location of trees, light poles, benches these pedestrian pathways could take up 2-3 parking spaces. If the five (5) restaurants who currently have patios expanded, this would remove 10-15 parking spaces downtown. As well, when the Sunday Market resumes this would remove 2 vendor spaces per parking stall on the section of John Street where the market operates.

This option would depend of frontage of the restaurant but for comparison it would allow for a 397 sq.ft patio which would allow for approximately 26 occupants, an increase of 11 occupants.

Options:

Recommendation: Staff recommend Patio Type #1 as outlined above, using town supplied barriers as a pilot project for the remainder of 2021 patio season. This would allow restaurants to utilize up to 2 parking spaces where space allows for an expansion of their current patio. The Town would purchase cement barricades to be installed on 3 of the patio sides and restaurants would be responsible for barricading the remaining side. Restaurants would be given a deadline of July 16th to notify the Town if they wish to participate in the program so that the barricades can be ordered, delivered and installed at once. There would be no fee for the use of the parking stalls for the remainder of the 2021 season during the pilot project.

The recommendation for a Pilot Project is being made to allow for the impacts, whether positive or negative, on the downtown area as a result of the loss of parking, the location of the patios and the increased patio areas, to be fully assessed through consultation with the businesses in the area in the fall. Staff will report back to Council prior to the 2022 season with recommendations if warranted to amend the By-law to allow for the parking space patios to continue yearly.

Option 1

Council could choose to approve a pilot project for the remainder of 2021 patio season that would allow restaurants to utilize up to 2 parking spaces but put a limit on the number of parking spaces total that can be utilized for this project and therefore restaurants would apply and licenses would be given on a lottery basis.

At this time only five (5) restaurants have patios which would result in a loss of 10 parking spaces. There are two municipal parking lots downtown and with current COVID restrictions all restaurants could equally use additional seating to help with some of the hardships and loss of revenue due to COVID making it difficult to provide this benefit to some and not others during this time. Staff do not recommend limiting the number of restaurants who are able to participate or parking spaces used at this time, other than the requirement to indicate interest by July 16th to allow time for staff to order and install the barriers at the earliest opportunity.

Option 2

Council could choose to approve a pilot project for the remainder of 2021 patio season that would allow restaurants to utilize up to 2 parking spaces but choose to not purchase barriers for the program and either require restaurants to purchase or rent cement barricades or allow other forms of barricades such as wood or plastic. This would not be recommended as these barricades could be installed incorrectly causing blockage of the drainage system, impede traffic or not provide adequate protection from vehicle traffic, raising concerns for safety of diners.

Option 3

Council could choose to select one of the other patio types presented in the discussion above however considerations must be given to the concerns that these types of patios present in terms of accessibility. As well, the other two layouts provide restaurants with a smaller square footage and therefore less occupancy. Staff recommend Type 1.

Option 4

To remain at status quo, Council could choose to not approve the expansion of downtown sidewalk patios and keep the current patio size restrictions that are in place under the business licensing by-law. Staff are recommending consideration of allowing Type 1 patio expansions as outlined in this report to assist restaurants during this difficult time and as a pilot to be assessed for future policy consideration.

Policy Considerations:

By-Law 6769-17 – Business Licensing

Financial Considerations:

The current charges for a patio license are \$100 (full season, non-liquor licensed patio) or \$3.00 per square foot (full season, liquor licensed patio with \$500 being the minimum fee and \$1000 being the maximum fee). As indicated, fees have been waived for the 2021 season.

The cost of purchasing barriers to cover a 2 parking stall space is \$3,500. If all five (5) restaurants with licensed patios currently are interested in partaking in the pilot project the cost would be \$17,500, which would be funded from the Marketing and Economic Development Programs operating budget. Consideration of fees to assist in recouping the costs in future years would be presented to Council in the follow-up report.

Meeting Dates:

N/A

Consultation:

- Chief Building Official
- General Manager, Operations
- Chief Administrative Officer
- Roads and Services Supervisor

Documents:

N/A

Signatures

Reviewed by Department Head: Robin Paquette

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Considerations for the Keeping of Backyard Hens

Department: Community Services Branch

Report Number: 21-07-12-05

Report Author: Megan Rueckwald, Town Planner

Meeting Date: July 12, 2021

Recommendations:

That Council receive report number 21-07-12-05 Considerations for the Keeping of Backyard Hens;

And That Council direct staff to initiate public consultation on the proposed provisions to be included in a backyard hen licensing by-law and bring the public's feedback back to Council in Fall 2021, before Council elects to implement such a by-law.

Background:

At their regular meeting of Council on May 10, 2021, Councillor Toner provided notice of motion for the keeping of backyard chickens. The notice was carried by Council and directed staff to bring to Council a report with information for permitting, regulating and controlling the keeping of backyard hens and coups on residential properties that: 1) are appropriate in size and location; 2) minimize impacts on nearby public and private property; and 3) do not create a safety hazard or nuisance to abutting properties.

The decision to permit or not permit the keeping of backyard hens is a decision of Council. Staff prepared a similar report for the Community Development Advisory Committee's June 21, 2021 meeting, seeking feedback from the Committee on the proposed provisions. CDAC supported the provisions as proposed, should Council elect to permit the keeping of backyard hens.

The intent of this report is to seek guidance from Council on considerations for the keeping of backyard chickens and to initiate engagement on the proposed provisions.

Discussion:

The Town of Arnprior Animal Control By-law No. 5991-11 prohibits the keeping of domestic fowl on residential lots. Residents have expressed to Council a desire to amend the provision to permit the keeping of backyard chickens, with appropriate regulations.

Locally, the Township of McNab/Braeside and the Town of Carleton Place both permit backyard hens and the Township of Mississippi Mills is considering provisions. Across Ontario, many municipalities permit the keeping of backyard hens including the City of Kingston, City of Kitchener, and the City of Orillia. Even larger municipalities, such as the City of Toronto are exploring urban agriculture through the pilot program “UrbanHens TO”.

A variety of reasons have been identified for the keeping of backyard chickens including but not limited to:

- Self-sustaining food production (e.g. eggs, not meat);
- Education;
- Pest and weed control, most notably ticks; and
- Domestic pets, companionship, and therapy animals.

The Ministry of Agriculture Food and Rural Affairs provides helpful resources to municipalities considering the adoption of urban agriculture policies recommending that municipalities consider:

- Animal health and public health to minimize the occurrence and spread of disease;
- Animal care including providing appropriate care, shelter and adequate space;
- Predators and varmints; and
- Food safety including awareness of provincial and federal regulations regarding food safety.

Municipalities have been successful in mitigating these concerns through education and a licensing system with appropriate provisions. Should Council permit the keeping of backyard chickens, staff recommend that a separate backyard hens by-law be adopted and a licensing system established. The licensing system would create a list of permitted properties, permit staff to review a site plan for placement of the hen coop/run, and ensure the applicants have reviewed educational resources.

Staff sought guidance/feedback from the Committee Development Advisory Committee to ensure that all considerations for the keeping of backyard chickens are captured by staff, should Council support backyard chickens. The following provisions were recommended to be included:

Hens Only and Maximum Number Permitted

Staff recommend that only hens, meaning a domestic female egg laying chicken (*Gallus gallus domesticus*) be permitted. Roosters would be prohibited. A provision may be included in the by-law that hens be at least 4 months old; this was a standard provisions staff noted in a number of by-laws and would ensure that sex of the chicken was known. Many reports also noted that this provision reduces the risk of people abandoning the hens when they are no longer “cute and fuzzy chicks”.

A limit on the number of hens permitted should also be considered; the keeping of four hens was most common in the by-laws reviewed.

Eligible Properties

Staff recommend that only residential properties be permitted to be registered. Neither apartment buildings, condominium buildings, nor properties without sufficient outdoor space to house the hens would be permitted. To start, staff recommend a minimum lot size of 500m² be permitted where appropriate setbacks may be achieved. Council may consider reducing the minimum lot size after successful implementation of the by-law.

Where a tenant is interested in keeping backyard hens, consent from the property owner would be required.

Hen Coop and Run

Staff recommend that provisions be included to restrict where a hen coop/run may be located as well as the area and general construction provisions. As part of the license application, staff would require the submission of a site plan demonstrating that the coop and run complied with all by-law provisions.

Generally, the by-law would include the following provisions:

- Prohibit coops and runs in a front yard or exterior side yard;
- Set minimum setback distances from property lines, dwellings (on subject property and abutting properties) and other structures. A greater setback could be established from sensitive and/or commercial land uses.
- A maximum of one (1) hen coop and one (1) outdoor run would be permitted per property;
- A maximum floor area and height for the hen coop and run shall be established;
- General construction provisions will be required including that the coop shall be a fully enclosed waterproof structure/enclosure with ventilation and a heat source, built to prevent any rodent(s) from harbouring underneath or within the walls and prevent entrance by any other animal. Any windows and vents must be predator- and bird-proof.
- Many by-laws proposed that a minimum of one nest box be provided for egg laying, one rodent-proof food/water container be provided and one perch giving 0.3m of space per hen.
- The backyard chicken/hen coop shall have a heat source that is a Canadian Standards Association (CSA) rated product and meets the Electrical Safety Authority (ESA) standards upon installation. It would be the applicant's responsibility to follow the manufacturer's instructions for the heat source to ensure proper use.

Hens at Large

Hens would not be permitted to be at large at any time. The by-law would include provisions for possession of a hen at large and conditions upon which the hen would be returned. A licensing system will assist staff in knowing where the hen at large may have originated from.

General Regulations

Staff recommend that the following provisions be incorporated into the by-law. Definitions would also be established for key terms including: hen, hen coop, license, setback.

- The slaughtering of backyard chickens/hens on the property would be prohibited
- All backyard chickens/hens must be kept securely in a coop or outdoor run at all times.
- The backyard chicken/hen coop must be locked from 9pm to 6am.
- All backyard chicken/hen coops must be kept in a clean and sanitary condition at all times, free from vermin, obnoxious smells and substances and in good repair.
- Backyard chickens/hens must be provided with food and clean water at all times, shelter, light, and ventilation to assist in keeping the hens in good health. Food and water shall be kept in solid, rodent-proof and weather proof containers. Uneaten feed shall be removed in a timely manner.

Disposal of Hens

The bylaw would include provisions to ensure that all dead hens are disposed of immediately by the applicant in a sanitary manner at the applicant's sole cost and expense. Such disposal may include disposing any dead hen at a livestock disposal facility, through the services of a veterinarian or animal shelter.

Predators, Rodents, Insects and Parasites

Provisions in the license application would require the applicant to agree to take necessary action at the applicant's sole cost and expense to reduce the attraction of predators and rodents and the potential infestation of insects and parasites to the satisfaction of the Town. Hens found to be infested with insects and parasites that may result in unhealthy conditions to human habitation must receive treatment in consultation with a veterinarian in a timely fashion. Non-compliance with this section may result in notice that the permission to keep hens in the Town being revoked and penalty under the by-law.

Waste

The applicant will be required to agree to ensure that all manure and waste is removed and composted or disposed of safely from any coop in timely manner. All stored manure shall be covered by a fully enclosed container; staff recommend that the container meet the same setbacks as the hen coop/run. All other manure not used for composting or fertilizing shall be removed daily from the hen coops and outdoor run.

Non-Commercial Use Only

Owners shall keep hens as pets and for personal use only. The Owner agrees not to sell or offer for sale any part of a hen or its eggs or manure or engage in hen breeding or fertilizer production for commercial purposes. No person shall give or provide a hen, a part of a hen, eggs, or manure to any other person or entity.

Inspections

Provisions would be included in the by-law to permit staff to attend and inspect the property as deemed necessary to assess and ensure compliance with the terms and conditions of any applicable by-laws, statutes, regulations and licenses. Reasonable notice will be provided before an inspection.

Education/Resources

Staff recommend that as part of the licensing application, a number of resources and education materials are provided to the applicant. The applicant would be required to acknowledge on the application that they have reviewed and understand the materials provided. Common materials provided include:

- [Keeping Your Birds Healthy \(OMAFRA\);](#)
- [Biosecurity Recommendations for Small Flock Poultry Owners \(OMAFRA\);](#)
- [Small Flock Poultry: Raising Healthy Birds \(OMAFRA\);](#)
- [Rodent Control in Livestock and Poultry Facilities \(OMAFRA\);](#) and
- [Keeping your family healthy with backyard poultry, including chicks and ducklings \(Ministry of Health\).](#)

Council may consider requiring a veterinarian to be listed on the licensing application to ensure that the applicant has an appropriate resource for animal and public health.

Enforcement and Fees

In the review of by-laws, many municipalities implemented a higher fee for the issuance of the original license and a lesser fee for renewal each year. Generally, fees ranged from \$100-\$30 for the initial fee and from \$30-\$10 for renewal of the license.

Should Council adopt a backyard chicken bylaw, by-law enforcement would provide enforcement services. A fee schedule would be established for the keeping of hens without a license and for non-compliance with the terms and conditions of the license/by-law.

Options:

Staff sought feedback from the CDAC on provisions to be included in a by-law, should Council permit the keeping of backyard hens. Since the CDAC report was released, staff have heard from a member of the public who had suggestions for amending the provisions. Staff are recommending that further engagement be undertaken on the proposed provisions to hear directly from the community. Staff will seek engagement and comments on the provisions as presented, making it clear that Council has not yet permitted backyard chickens but are considering provisions, should backyard hens be permitted.

Should Council wish to pursue additional consultation on the keeping of backyard hens, staff will also initiate more in-depth conversations with by-law enforcement. By-law enforcement may also have recommendations for the keeping of backyard hens from experiences in other jurisdictions that can be incorporated into the recommendations before returning to Council.

Policy Considerations:

Animal Control By-law No. 5991-11

Provincial and federal legislation regulating the raising of urban agriculture

Financial Considerations:

If Council elects to permit backyard hens, staff time will be required to establish a keeping of backyard hens bylaw, application and licensing system. The fees established for the initial issuance and renewal of a license would be set at an amount to offset staff time and resources in the processing of the license application.

Staff will also initiate conversations with the contracted by-law enforcement services to understand if there will be additional costs incurred as a result of the change in service levels. Should additional costs be anticipated, staff will report back to Council with options for cost recovery through licensing and non-compliance fees.

Meeting Dates:

1. None

Consultation:

- CAO

Documents:

1. None.

Signatures

Reviewed by Department Head: Robin Paquette

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Growth Management Strategy

Department: Community Services Branch

Report Number: 21-07-12-06

Report Author: Megan Rueckwald, Town Planner

Meeting Date: July 12, 2021

Recommendations:

That Council receive report number 21-07-12-06 Growth Management Study;

And That Council authorize the CAO to engage with Watson and Associates to undertake a Growth Management Study in the amount of \$56,000 (excluding HST) funded entirely through development charge reserve fund.

Background:

The Town of Arnprior is experiencing rapid growth and development. Shifts in commuting patterns, a desire for larger lots and access to natural areas, combined with employment opportunities continue to drive growth in the Town. The recent surge in the housing market, attributed to the COVID-19 pandemic, has also seen an exodus from larger urban centers with work-from-home becoming viable and rural areas providing desired services with more affordable housing options.

Understanding the link between economic trends, demographics, housing needs and land requirements is critical for the Town when planning for a complete, competitive and vibrant community. The most recent population projections were undertaken by the County in 2015, with the Town not having completed projections since the 2013 Development Charges Study and a residential and non-residential growth forecast as part of the 2018 Development Charges Study. These projections did not anticipate the more rapid growth Arnprior is now experiencing and do not reflect current economic and demographic trends.

An update to the population, housing and employment projections is needed. In addition to informing planning studies and applications, the projections also serve to inform soft and hard services ranging from the library, to fire services and to water and sewer infrastructure.

The projections also serve to inform development charges and can be used as a tool to demonstrate growth to attract economic investment. In addition, such a strategy will inform requests for cross-boundary municipal services and provide for an assessment of land needs.

The primary objective of this work will be to update the population, housing and employment forecast for the Town of Arnprior, as well as conduct an urban land needs analysis to determine if the Town has a sufficient supply of land to accommodate forecast demand over the next 25 years.

Staff are recommending a non-standard (sole source) procurement process to undertake the growth management strategy. Staff are recommending that Watson and Associates be engaged to complete this work.

Discussion:

Long-term population, household and employment forecasts form an important foundation for long-range planning. Decisions related to the provision of designated land, and hard and soft services, are all informed by population, household and employment projections. Staff are recommending that a growth management strategy be undertaken by the Town to update projections and inform land needs. The work would be divided into two phases, with the first phase providing population, housing, and employment growth scenarios to 2051 and the second phase containing a land needs analysis, review of conversion requests and strategic policy recommendations.

Undertaking this work will:

- Create 25-year forecast population and employment growth scenarios for the Town with high, medium and low projections;
- Evaluate long-term growth scenarios resulting in a preferred long-term growth forecast to inform policy and day-to-day undertakings;
- Determine residential and non-residential intensification rates and targets;
- Establish employment and commercial area conversion evaluation criterion to assess applications;
- Prepare a residential and non-residential land needs analysis to determine if there is sufficient land to accommodate growth or provide direction for re-designation where excess lands are provided; and
- Provide general growth management policy recommendations to inform a future update to the Town's Official Plan, if needed.

Staff are recommending that Watson and Associates be engaged to undertake a growth management strategy. Watson and Associates is an economic consulting firm that provides forecasting and planning services. Watson and Associates completed the Town's most recent population projections in 2013 as part of the Development Charges Study and also completed the Town's 2018 Development Charges Study which included a growth forecast and are currently undertaking the Town's development charges study update.

The Town of Arnprior Procurement Policy permits non-standard procurement (sole source) in limited circumstances. Non-standard procurement is permitted where only one supplier is able to meet the requirements of a procurement in order to ensure compatibility with existing products or where the procurement is for additional deliveries by the original supplier of the deliverables that were not included in the initial procurement if a change in supplier would cause significant inconvenience or substantial duplication of costs for the Town. With respect to this a growth management study, Watson and Associates have undertaken the previous projections the Town, with this work serving as an update. Watson and Associates is also undertaking the update to the Town's Development Charges Study which will ensure compatibility amongst the studies and avoid duplication in providing materials.

Options:

Staff recommend that a sole source procurement process be undertaken and that Watson and Associates be engaged to complete the proposed growth management strategy. Should Council wish to undertake the strategy, but not sole source the project, staff would be required to draft a request for proposals (RFP) and post in accordance with the Town's procurement policy.

Staff are recommending that the growth management strategy provide both updated projections and a land needs assessments. While staff recommend undertaking this work as a single project, Council may elect to proceed with only the population, housing and employment projections at this time assessing the second phase of the work at a future date.

Policy Considerations:

Provincial Policy Statement, 2020

County of Renfrew Official Plan

Town of Arnprior Official Plan

Town studies including, but not limited to, Recreation Master Plan, Water and Wastewater Master Plan, Transit Needs Study, Housing Needs Study

Financial Considerations:

If Council elects to undertake the growth management study, the study could be entirely funded through development charges. The Development Charges Act permits the inclusion of studies undertaken to facilitate the completion of the Town's capital works program.

The Town's development charges study makes provisions for the inclusion of new studies undertaken to facilitate the development charges process as well as other studies which benefit growth (in whole or in part). Previous studies that have been funded through development charges include updates to the Town's Official Plan and Zoning By-law as well as a number of master plans.

Anticipated cost for the completion of the study is \$56,000 excluding HST. If the work commences now, it is anticipated that the projections would be complete by fall of this year and land needs analysis complete by spring 2022.

Meeting Dates:

1. None

Consultation:

- CAO; General Manager, Client Services/Treasurer; General Manager, Operations

Documents:

1. None.

Signatures

Reviewed by Department Head: Robin Paquette

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Awarding of Request for Tender PW-2021-11 Small Loader Replacement

Report Number: 21-07-12-07

Report Author and Position Title: Ryan Wall, Engineering Officer

Department: Operations

Meeting Date: July 12, 2021

Recommendations:

That Council award RFT PW-2021-11 to the low bidder, Brandt Tractor Ltd. for replacement of the small loader, including trade-in credit for the current Town owned CAT 906H front end loader; and

That Council authorize the CAO to issue a purchase order to Brandt Tractor Ltd.

Background:

The 2021 Capital budget, as approved by Council on February 8, 2021, included a capital project for replacement of the CAT 906 Loader which is 11 years old and had recently been experiencing hydraulic issues. The capital budget for the loader replacement project is \$110,000.

Staff proceeded with generating a tender document which included trading in the Town's current 906 loader along with specifications for the supply of a new replacement loader.

Discussion:

On May 3, 2021 Staff published the tender via Merx.com, with a deadline for questions of May 26, 2021, and a tender closing date of June 1, 2021. Upon closing of the tender, submissions were received from three (3) firms. They were evaluated by staff for math errors and discrepancies.

Following the evaluation process, the tender results were as follows:

Firm	Unit Price	Trade Credit	Subtotal	Total (with HST)
Brandt Tractor	\$107,500	(\$35,000)	\$72,500	\$81,925.00
J.R. Brisson	\$119,637	(\$38,000)	\$81,637	\$92,249.81
B&T MacFarlane	\$120,250	(\$32,250)	\$85,000	\$96,050.00

Upon evaluating the tender submissions, staff did not find any discrepancies or errors in the submissions. Brandt Tractor has submitted the lowest total price of \$81,925 including HST.

Options:

Council could choose not to award the project, though this is not recommended as the submission is within the allotted budget for this project and will replace a key piece of machinery for the Operations Department.

Policy Considerations:

This project was tendered and evaluated to ensure it is accordance with the Town's Procurement Bylaw. No math errors or irregularities were found in the submissions. As per section 6.9 of the Procurement By-Law, staff shall obtain the approval of Council for the disposal and/or sale of assets where the value of the assets exceed \$10,000.

Financial Considerations:

The 2021 Capital budget includes \$110,000 for the replacement of the #17 Cat Loader. When adjusted for the net HST rebate and trade-in value, Brand Tractor Ltd's bid is \$73,776, which is below budget by \$36,224.

Meeting Dates:

N/A

Consultation:

- Jennifer Morawiec, General Manager, Client Services/Treasurer
- John Steckly, General Manager, Operations

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly, GM, Operations

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Marshall's Bay Meadows Subdivision – Tree Clearing and Grubbing Phases 3, 4a, 4b, and 5

Report Number: 21-07-12-08

Report Author and Position Title: John Steckly, GM, Operations

Department: Operations

Meeting Date: July 12th, 2021

Recommendations:

That Council approve a request from Marshall's Bay Regional Inc. to allow for tree clearing and grubbing on the lands subject to Subdivision Application 47-T-14002, Marshall's Bay Meadows Phase 3, 4a, 4b, and 5, subject to the requirements outlined in this report.

Background:

Owner: Marshall's Bay Regional Inc.

Description of Subject Lands: See Document 1 – Key Plan

Legal Description: Part Lot 1, Concessions C & D and part of Road Allowance Between Concession C & D, Geographic Township of McNab

Area of Land: 24.06 ha (59.45 acres)

Summary of Proposal

The owner of the lands received Draft Approval on the proposed Plan of Subdivision (47-T-14002) and have registered Phases 1 and 2 of the development. For the future phases, the developer is working towards clearing the draft conditions. Once draft conditions have been satisfied, the Owner can receive final approval from the County of Renfrew, register the Plan and begin servicing of the lands and construction of houses.

Currently the owner is requesting permission to begin preparation of the lands in advance of clearing the draft conditions for Phases 3, 4a, 4b, and 5 of the subdivision. This work would include only tree clearing and grubbing at this time.

Discussion:

Subdivision Approval Process

In the standard Subdivision Approval process, upon receipt of draft conditions, an applicant can begin fulfilling draft conditions, which include such items as:

- applying for and obtaining proper zoning for the lands;
- preparing and filing detailed design drawings for review and approvals;
- obtaining clearance letters from clearance agencies (i.e. hydro, bell, MNR, County, etc.);
- obtaining Environmental Compliance Approvals (ECA) from the Ministry of the Environment Conservation and Parks (MECP); and
- entering into a Subdivision Agreement with the municipality, including provision of security and insurance certificates.

The clearance of the draft conditions is the responsibility of the applicant. There is a three year period, with the possibility of one-year extensions at the request and approval of the County, in which the applicant must supply clearance of all conditions. The applicant must clear all conditions, enter into a subdivision agreement, and register on title, or the draft approval will lapse.

Once all Draft Conditions are cleared, the applicant supplies the Plan of Subdivision to the County for approval. Once approved, the Plan and any agreements and easements are then registered at the Land Registry Office and construction may begin.

Preservicing:

Preservicing is typically understood to be the installing of the services (water and sanitary) on the subject lands in the locations as approved by the Town and the MECP. The developer is not allowed to connect those services into the Town's operational services during this time and until the subdivision agreement is signed. The Town will allow pre-servicing of subdivision lands at the developer's risk, once:

- draft approval has been granted;
- proper zoning is in place;
- Provincial approvals (ECA) has been obtained;
- securities have been posted; and
- insurance certificates are provided.

A letter of undertaking (indemnity), must be posted ensuring that the Town is not responsible in any way for the project going ahead and saying that no connections to municipal services will be allowed or building permits issued prior to the registration of the subdivision agreement and plan. The intent of 'pre-servicing' is to allow approved services to be installed prior to final legal registration.

Marshall's Bay Meadows:

At this time, staff would not recommend granting preservicing as proper zoning is not yet in place, detailed engineering drawings have not been submitted or approved, and ECAs have not been obtained for the sewage works. However, the owner has requested to undertake tree clearing and grubbing to complete additional geotechnical exploratory works and for the purposes of detailed design and grading in anticipation of Phases 3, 4A, 4B, and 5 servicing and grading of the proposed development. The owner has submitted a Tree Removal Notice request attached as Document #2 which includes a Tree Conservation Plan addendum, Updated Clearing and Grubbing Plan, site photos, and Species at Risk Update. There is very low risk to the municipality in allowing this activity to occur. As a condition of this approval, staff recommend that the owner must:

- post a letter of undertaking indemnifying the Town;
- post security for \$50,000; and
- add the Town to their commercial general liability insurance certificate, prior to commencing any works.

These securities will be carried over to the security estimate, set up through the subdivision agreement.

Options:

Should Council decide that it is not appropriate to approve the request to complete the works proposed, staff will advise the applicant that they are not allowed to begin site works.

Policy Considerations:

The proposed development of a vacant lot within the settlement area of the Town of Arnprior is a positive investment supporting the Town's strategic vision of robust sustainable growth with new residential development. The units will provide a live/work/play housing choice for our residents. Furthermore, timely and efficient processing of requests provides effective service delivery and shows the Town is business friendly. By supporting this request, the development can go ahead in a suitable and quick manner.

Financial Considerations:

Not applicable.

Meeting Dates:

Not applicable.

Consultation:

- Megan Rueckwald, Planner

Documents:

1. Key Plan
2. Tree Removal Notice Request Package

Signatures

Reviewed by Department Head: John Steckly, GM, Operations

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



COVER SHEET
LOT 1, CONCESSION C&D, TOWNSHIP OF MCNAB (NOW THE TOWN OF ARNPRIOR)
NOTICE FOR TREE REMOVAL & GEOTECHNICAL EXPLORATORY WORKS

Date: June 21st, 2021

Site Address (Legal): Lot 1, Concession C&D and part of Road Allowance between
Concessions C&D in the former Township of McNab
(now the Town of Arnprior)

Site Address (Municipal): East of 394 Madawaska Boulevard
Arnprior, Ontario, K7S 0C9

Official Plan (OP) Designation: Mixed-Use Residential/Commercial Area
Low/Medium Density Residential Area

Zoning Designation: Future Development (FD)

Planning Application Status: Plan of Subdivision Application (47-T-14002)
Draft Approved

Other Approvals: Ontario Ministry of Labour – Notice of Project (obtained)
Utility Locates (obtained by Contractor)

Owner(s) of Land: Madawaska Regional Inc. c/o Regional Group Inc.
2nd Floor, 1737 Woodward Drive
Ottawa, Ontario, K2C 0P9
Tel: 1(613) 230-2100
Attn: Erin O'Connor

Applicant(s): Novatech Engineering Consultants Ltd.
Suite 200, 240 Michael Cowpland Dr.
Ottawa, Ontario, K2M 1P6
Tel: 1(613) 254-9643
Attn: Sam Bahia

Tree Conservation Report/Update: Novatech Engineering Consultants Ltd.
Suite 200, 240 Michael Cowpland Dr.
Ottawa, Ontario, K2M 1P6
Tel: 1(613) 254-9643
Attn: Sam Bahia

Species at Risk Update: Proposed Mixed Use Development
Madawaska Boulevard, Town of Arnprior
by GEMTEC Consulting Engineers and Scientists Limited
32 Steacie Drive
Kanata, Ontario, K2K 2A9
Tel: 1(613) 836-1422
Attn: Drew Paulusse

Tree Removal Contractor:

Thomas Cavanagh Construction Ltd.
9094 Cavanagh Road
Ashton, Ontario, K0A 1B0
Tel: 1(613) 257-2918
Attn: Jonathan Blake, Project Manager

Proposed Start Date:

July 15, 2021 to September 1, 2021

Purpose of Tree Removal:

As a result of the conceptual site servicing and grading, the opportunity for tree preservation within most of the site is very limited.

Tree removal is required now to complete additional geotechnical exploratory works and for the purposes of detailed design and grading and in anticipation of Phases 3, 4A, 4B, and 5 servicing and grading of the proposed development. Tree clearing has already been completed for these phases in the ROW, therefore based on this it is proposed that tree clearing will be phased as described below:

Phase 3

Tree clearing of the lots will be required to service and pre-grade the site; however, interim tree preservation buffers have been identified as a 15m wide area along the northern periphery of the site.

Phase 4A

Tree clearing of the lots as well as the SWM and pump station block will be required to service and pre-grade the site; however, interim tree preservation buffers have been identified as a 15m wide area along the periphery of the site.

Phase 4B

Tree clearing of the lots will be required to service and pre-grade the site; however, interim tree preservation buffers have been identified at the future park block.

Phase 5

Tree clearing of the lots will be required to service and pre-grade the site; however, interim tree preservation buffers have been identified at the medium density residential blocks of Phase 5.

The attached Clearing and Grubbing plan preserves candidate areas, until such time as a detail design is advanced and preservation can be refined/finalized.

LIST OF ATTACHMENTS

1. Landowner's Authorization
 2. Clearing and Grubbing plan
 3. Draft Plan
 4. TCR Addendum
 5. Vegetation Communities Drawing/Site Photos
 6. Species at Risk Update (soft copy submitted by email)
- c.c. Erin O'Connor/Stefanie Kaminski, Madawaska Regional Inc.
John Riddell/Scott Covell, Novatech
Jonathan Blake, Thomas Cavanagh Construction Ltd.

LETTER OF AUTHORIZATION

DATE: November 8, 2018

TO: Town of Arnprior
Ministry of the Environment., Conservation and Parks

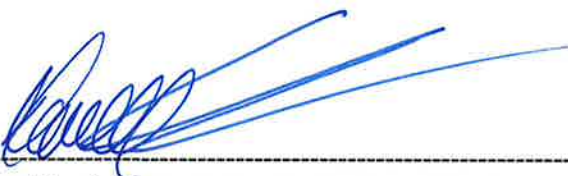
FROM: Madawaska Regional Inc. c/o Regional Group Inc.

RE: Marshall's Bay Meadows – Onsite and Offsite Works
Tree Removal Notice
Commence Work Notice
MECP PTTW Application
MECP ECA Application

OWNER OF LAND(s): ***Madawaska Regional Inc.***

Lot 1, Concession C&D and part of Road Allowance between
Concessions C&D in the former Township of McNab
(now the Town of Arnprior)

Madawaska Regional Inc. owner of the lands identified above as Lot 1, Concession C&D and part of Road Allowance between Concessions C&D in the former Township of McNab (now the Town of Arnprior), hereby authorize ***Novatech Engineering Consultants Ltd./ Thomas Cavanagh Construction Ltd.*** the consulting engineer/contractor of the subject lands, and its agents, to act on its behalf for the purpose of applying for the required approvals listed above and permission to access the above said lands in order to implement the required works for the proposed Marshall's Bay Meadows subdivision, pending other required approvals.



David Kardish (**Madawaska Regional Inc.**)
I have authority to bind the corporation

Nov 8 / 2018

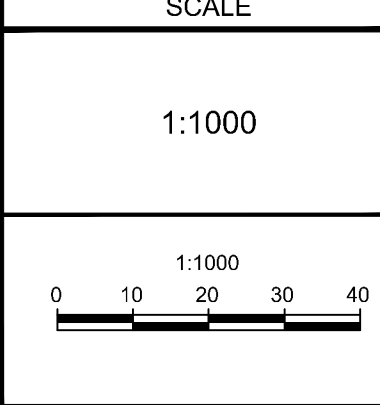
Date



NOTE:
THE POSITION OF ALL POLE LINES, CONDUITS,
WATERMANS, SEWERS AND OTHER
UNDERGROUND AND OVERGROUND UTILITIES AND
STRUCTURES IS NOT NECESSARILY SHOWN ON
THE CONTRACT DRAWINGS, AND WHERE SHOWN,
THE ACCURACY OF THE POSITION OF SUCH
UTILITIES AND STRUCTURES IS NOT GUARANTEED.
BEFORE STARTING WORK, DETERMINE THE EXACT
LOCATION OF ALL SUCH UTILITIES AND
STRUCTURES AND ASSUME ALL LIABILITY FOR
DAMAGE TO THEM.

TREE PRESERVATION AREAS ARE SUBJECT TO GRADING AND SERVICING REQUIREMENTS

8.	REV FOR PHASES 3-5. SUBMITTED WITH TCR REPORT	JUN 15/21	BHB
7.	EXISTING & PROPOSED TEST PIT LOCATIONS UPDATED	JAN 18/19	BHB
6.	ESC NOTES, SILT FENCE, MUD MAT, STRAWBALE ADDED	DEC 21/18	BHB
5.	SUBMITTED WITH TCR REPORT	NOV 23/18	BHB
4.	TREE CLEARING LIMITS IDENTIFIED	NOV 8/18	BHB
3.	ISSUED WITH CONTRACT 117164-A	OCT 12/18	BHB
2.	ADDITIONAL TEST PITTS ADDED	OCT 3/18	BHB
1.	ISSUED FOR DISCUSSION	SEPT 25/18	BHB
No.	REVISION	DATE	BY



DESIGN	BPR
CHECKED	BHB
DRAWN	BPR
CHECKED	BHB
APPROVED	BHB

FOR REVIEW ONLY

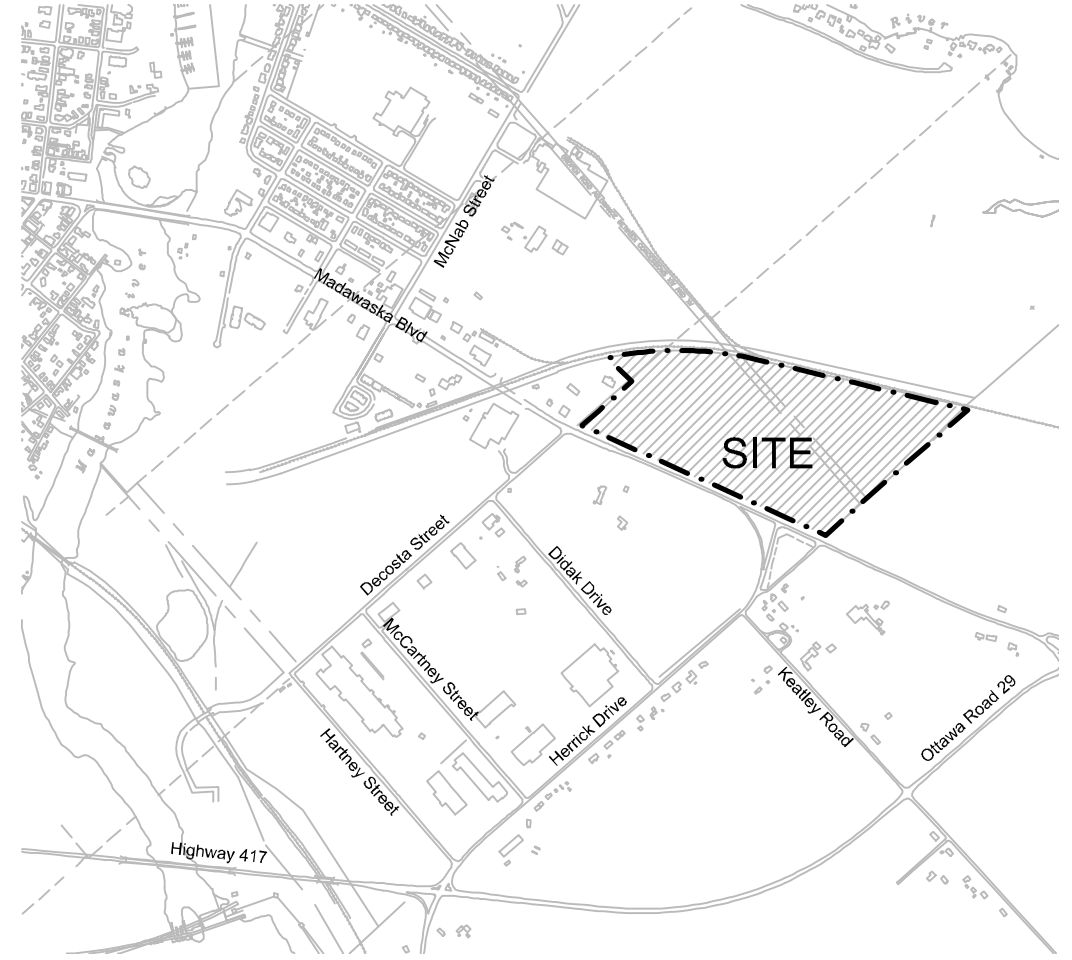


LOCATION
TOWN OF ARNPRIOR
MARSHALL'S BAY MEADOW
DRAWING NAME
CLEARING AND GRUBBING

PROJECT NO.	117164-00
REV	REV #8
DRAWING NO.	117164-CG

SCHEDULE OF LANDUSE

BLOCK #'s	LAND USE	UNITS	AREA (hectares)	% of Total Units
1 - 94 (Singles)	Residential	94	4.462	19
95 - 155 (Semis)	Residential	122	4.637	24
156 - 165	Residential	130	3.395	26
166 - 169	Residential	156	2.385	31
170	Highway Commercial		0.966	
171 - 172	Park		0.995	
173	Pathway Block		0.019	
174 - 175	Stormwater		1.475	
176	Pump Station		0.101	
177	Servicing Block		0.195	
178 - 180	0.3m Reserve		0.018	
	Roads		5.370	
TOTAL		502	24.02	100



KEY MAP
NOT TO SCALE

METRIC : MEASUREMENTS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DRAFT PLAN OF SUBDIVISION OF
LOT 1
CONCESSIONS C & D, and
Part of Road Allowance Between Concessions C & D
Closed By By-Law 2152, as per R 92135
Geographic Township of McNab
TOWN OF ARNPRIOR
COUNTY OF RENFREW
SCALE:
1 : 1500
DATE: SEPTEMBER, 2018

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO ADJOINING LANDS ARE CORRECTLY SHOWN.

DATED _____ ADAM KASPRZAK
ONTARIO LAND SURVEYOR
Adam Kasprzak Surveying Ltd.
ONTARIO LAND SURVEYORS 18-2038A

OWNER'S CERTIFICATE

I/WE, MADAWASKA REGIONAL INC. BEING THE REGISTERED OWNER(S), HEREBY AUTHORIZE NOVATECH TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE COUNTY OF RENFREW FOR REVIEW AND APPROVAL.

DATED _____ David Kardish
(I have the authority to bind the corporation)

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51 (17) OF THE PLANNING ACT.

- A) The boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor:
As shown on Draft Plan.
- B) The locations, widths & names of the proposed highways within the proposed subdivision & of existing highways on which the proposed subdivision abuts:
As shown on Draft Plan.
- C) On a small scale, on a scale of not less than 1cm to 100m, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision & the relationship of the boundaries of the land to be subdivided to the boundaries of the township for of other original grant of which the land forms the whole part:
As Shown on Draft Plan
- D) The purpose for which the proposed lots are to be used:
Residential, Open Space, and SWM shown on Draft Plan
- E) The existing uses of all adjoining lands:
Commercial, and Vacant lands shown on Draft Plan
- F) The approximate dimensions & layout of the proposed lots:
As shown on Draft Plan
- G) Natural & artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands & wooded areas within or adjacent to the land proposed to be subdivided:
As shown on Draft Plan
- H) The availability and nature of domestic water supplies:
Development will be supplied with full municipal piped water service
- I) The nature & porosity of the soil:
Silt, Clay Sand & Gravel
- J) Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided:
Contours shown at 0.5 metre intervals on Draft Plan
- K) The municipal services available or to be available to the land proposed to be subdivided:
Development will be supplied with full sanitary and storm water sewer services.
- L) The nature & extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements, 1994, c. 23, s. 30, 1998, c. 4, s. 29 (3):
As shown on Draft Plan.

MADAWASKA LANDS SUBDIVISION

NOVATECH
Engineers, Planners & Landscape Architects
Suite 200, 240 Michael Cowpland Drive
Ottawa, Ontario, Canada K2M 1P6
Telephone (613) 254-9643
Facsimile (613) 254-5867
Website www.novatech-eng.com

PROJECT No.
117164

SUBJECT TO THE CONDITIONS, IF ANY SET FORTH IN MY LETTER DATED _____, 2018

THIS DRAFT PLAN OF SUBDIVISION IS APPROVED UNDER SECTION 51(31) OF THE PLANNING ACT ON THIS _____ DAY OF _____, 2018

CHARLES CHEESMAN, M.O.P. RPP,
MANAGER OF PLANNING SERVICES
CORPORATION OF THE COUNTY OF RENFREW

VACANT LANDS

VACANT LANDS

VACANT INDUSTRIAL LANDS

June 18, 2021

Town of Arnprior
Planning Department
105 Elgin Street West
Arnprior, Ontario K7S 0A8

Attention: Ms. Robin Paquette, Planner

Dear Ms. Paquette,

**Reference: Marshall's Bay Meadows – Madawaska Lands Subdivision
Tree Conservation Plan
Your File No.: 47-T-14002
Our File No.: 117164**

Novatech had previously prepared a Tree Conservation Report dated November 23, 2018, and supported it with plans for our clients, Madawaska Regional Inc., in support of the Plan of Subdivision application for the above referenced subdivision, located at 394 Madawaska Boulevard.

In order to clear the remaining wooded areas on site in anticipation of work commencing for Phases 3, 4a, 4b, and 5 we have reviewed the original Tree Conservation Report and revisited the site to assess if the original report matches current site conditions. We found no appreciable change in the on-site conditions and therefore the assessments and recommendations outlined in the original report remain valid.

We have attached an updated figure outlining the remaining areas to be cleared, along with some pertinent site photos from our visit to the site.

Yours truly,

NOVATECH

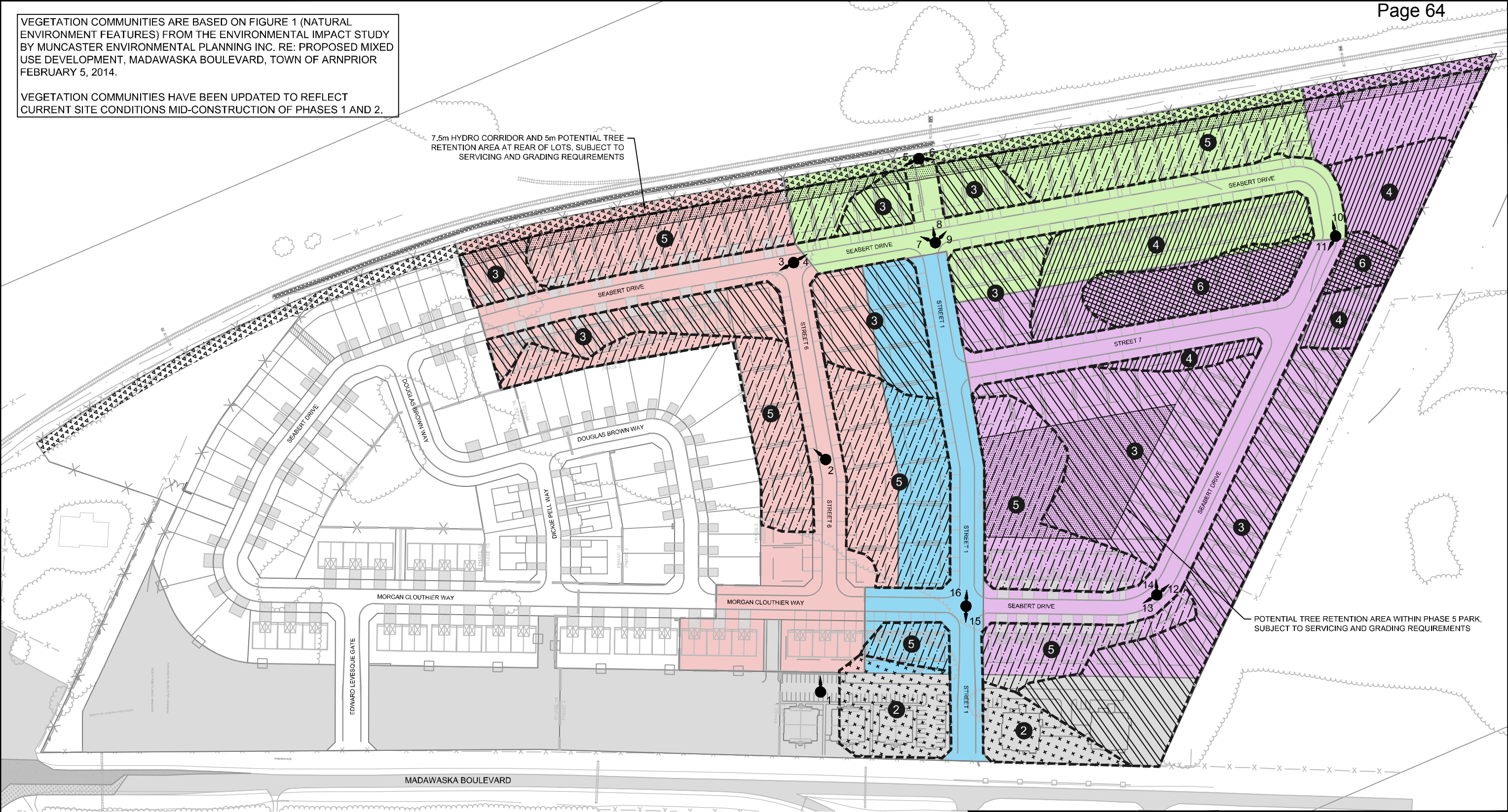


Scott Covell, OALA, ISA
Senior Project Manager – Landscape Architecture

cc: Taylor Marquis/David Kardish, Madawaska Regional Inc.
Sam Bahia, Novatech
John Riddell, Novatech

VEGETATION COMMUNITIES ARE BASED ON FIGURE 1 (NATURAL ENVIRONMENT FEATURES) FROM THE ENVIRONMENTAL IMPACT STUDY BY MUNCASTER ENVIRONMENTAL PLANNING INC. RE: PROPOSED MIXED USE DEVELOPMENT, MADAWASKA BOULEVARD, TOWN OF ARNPRIOR FEBRUARY 5, 2014.

VEGETATION COMMUNITIES HAVE BEEN UPDATED TO REFLECT CURRENT SITE CONDITIONS MID-CONSTRUCTION OF PHASES 1 AND 2.



VEGETATION COMMUNITIES

- 1 CULTURAL MEADOW
- 2 CULTURAL THICKET
- 3 DRY-FRESH SUGAR MAPLE-IRONWOOD-ASH DECIDUOUS FOREST
- 4 FRESH-MOIST ASH DECIDUOUS FOREST
- 5 DRY-FRESH WHITE PINE-MAPLE MIXED FOREST
- 6 ASH DECIDUOUS SWAMP

FUTURE PHASING

- PHASE 3
- PHASE 4A
- PHASE 4B
- PHASE 5

- POTENTIAL TREE RETENTION AREAS, SUBJECT TO A DETAILED PARK PLAN AND SERVICING AND GRADING REQUIREMENTS
- APPROXIMATE PICTURE LOCATION AND DIRECTION (REFER TO APPENDIX)

NOVATECH

Engineers, Planners & Landscape Architects
Suite 200, 240 Michael Cowpland Drive
Ottawa, Ontario, Canada K2M 1P6

Telephone (613) 254-9643
Facsimile (613) 254-5867
Website www.novatech-eng.com

MARSHALL'S BAY MEADOW

VEGETATION COMMUNITIES
MID-DEVELOPMENT

SCALE		NTS	
DATE	JUN 2021	JOB	117164
FIGURE	L-FIG1		

DATE RECORDED: Friday, June 18, 2021

PROJECT: Marshall's Bay

PURPOSE: Interim Tree Assessment

CONTRACT NO.: 117164

REFERENCE: 117164-L-FIG1

RECORDED BY: Michael Trouten

Appendix – Site Photos:



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6



Figure 7



Figure 8



Figure 9



Figure 10



Figure 11



Figure 12



Figure 13



Figure 14



Figure 15 - Panorama



Figure 16 - Panorama

June 18, 2021

File: 64819.04 - Rev 0

Novatech
240 Michael Cowpland Drive
Ottawa, Ontario
K2M 1P6

Attention: Sam Bahia, P.Eng., Senior Project Manager

**Re: Species At Risk Assessment Update
Phase 3, 4 and 5 of Marshall's Bay Meadows Subdivision
Part of Lot 1, Concessions C and D
Arnprior, Ontario**

1.0 INTRODUCTION

GEMTEC Consulting Engineers and Scientists Limited (GEMTEC) was retained by Novatech to carry out a Species at Risk (SAR) Assessment update in support of the development of Phase 3, 4 and 5 of the Marshall's Bay Meadow's Subdivision. The subject property is located on Part of Lot 1, Concessions C and D, Arnprior, County of Renfrew. The general location of the subject property is illustrated on Figure A.1 in Appendix A.

1.1 Background and Previous Work

The proponent is seeking to continue with site preparation in support of future phases of the mixed use development concept, the Marshall's Bay Meadow's Subdivision (MBM). An Environmental Impact Statement (EIS) was completed by Muncaster Environmental Planning Inc. (Muncaster) in 2013 and 2014 in support of the plan of subdivision. A subsequent SAR update was undertaken by Muncaster in 2018 in support of tree clearing for Phases 1 and 2 and the Right-of-Ways (ROWs) for Phases 3, 4 and 5. The update from Muncaster in 2018 provided a list of 13 species at risk that had been identified within the broader subject area; however, none were observed in 2013, 2014 or 2018 nor were they anticipated to be observed.

In order to permit the continued site preparation for Phase 3, 4, and 5 of MBM, an update to the 2018 SAR report is required. To that end, the document herein provides a SAR update to the 2018 Muncaster SAR Update.

1.2 Objective and Scope of Work

The 2020 Provincial Policy Statement (MMAH, 2020) issued under Section 3 of the Planning Act states, among other policies that “development and site alteration shall not be permitted in habitats of species at risk, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.”

The objective of the SAR Screening Assessment presented herein is twofold; 1) to identify the presence or potential presence of any SAR and their regulated habitat within the project area, 2) to recommend established and effective avoidance and mitigation measures to ensure that the project is completed in accordance with the provincial *Endangered Species Act, 2007*, the federal *Species at Risk Act*, and the *Conservation Authorities Act*.

To meet the objectives outlined above, the following scope of work was completed:

- Task 1 – Desktop Assessment
- Task 2 – Site Investigation
- Task 3 – Assessment and Reporting

2.0 METHODOLOGY

2.1 Desktop Review

A desktop information gathering exercise was completed to aid in the scoping of field investigations and to gather information relating to natural heritage features which may be present on the subject project or within 1 km of the subject property. An additional component of the desktop review was to assess the potential presence of SAR to occur on the subject property or within the study boundary based on a review of publicly accessible occurrence records and review of SAR habitat requirements and range maps, as well as review of the 2014 Muncaster EIS and 2018 Muncaster SAR Assessment reports.

2.2 Site Investigation

A single field investigation was completed on June 8, 2021 from approximately 06:00 to 07:00. Conditions during the site investigation were 19°C, overcast skies, light wind (Beaufort 1) and no precipitation. The purpose of the site investigation was to document current site conditions, confirm the habitat conditions for the potential presence of SAR and to assess the potential for SAR to occur on-site. Photographs of relevant site features are provided in the attachments.

3.0 RESULTS

3.1 Existing Conditions

The majority of the subject property has already undergone tree clearing and development, specifically Phases 1, 2 and ROWs for Phases 3, 4 and 5. Remaining vegetation in Phases 3, 4 and 5, were as described in the 2014 Muncaster EIS, and were comprised of fragmented stands of the following vegetation communities: sugar maple-ironwood-ash deciduous forest, ash deciduous forest, white pine-maple mixed forest and ash deciduous swamp communities.

No plant SAR were observed during the site investigation.

3.2 Wildlife

Targeted wildlife surveys were not completed as part of this project. During the site investigations, the following avian species were observed on-site: white-throated sparrow, red-eyed vireo, red-breasted nuthatch, common yellow throat and blue jay. Evidence of mammalian species northern racoon and white-tailed deer were also observed on-site.

No SAR were observed during the site investigation.

3.3 Desktop Screening Results

Review of the 2014 Muncaster EIS report, the 2018 Muncaster SAR report and the various online databases, identified the potential for four mammalian SAR, listed as threatened or endangered species, to occur on-site. Results of the desktop screening exercise are summarized in Table 3.1 below.

TABLE 3.1
SCREENING RATIONALE FOR POTENTIAL SPEICES AT RISK ON-SITE OR WITHIN STUDY AREA

Species	ESA Status	Regional Distribution	Habitat Use	Probability of Occurrence On Site or Within Study Area	Rationale
Avian					
Bald Eagle	Special Concern	Confirmed nest at Shirley's bay since 2012.	Nest in mature forests near open water.	Low	While the site is within close proximity to the Ottawa River, no stick nests were observed during the 2021 site investigation, nor were they identified in the Muncaster reports.
Bank Swallow	Threatened	12 confirmed, 2 probable and 8 possible nests in recent OBBA.	Colonial nester, burrows in eroding silt, to sand banks, sand pit walls, etc.	Low	Suitable cliffs, banks or dune habitat not present on-site for species.
Barn Swallow	Threatened	33 confirmed, 2 probable, and 3 possible nests in recent OBBA.	Nests in barns and other semi-open structures. Forages over open fields and meadows.	Low	Suitable habitat not present on-site for species. General habitat may be present in broader study area.
Bobolink	Threatened	Widespread in the Ottawa region, confirmed and probable nests found in 39 or 40 local atlas squares during recent OBBA.	Nests in dense tall grass fields and meadows, low tolerance for woody vegetation.	Low	Potentially suitable grassland habitat in broader study area within agricultural fields but no suitable tall grass habitat on-site to support Bobolink.
Canada Warbler	Special Concern	1 confirmed, 2 probable, 6 possible nests during recent OBBA. No critical habitat identified in region.	Prefers wet forests with dense shrub layers	Low	Preferred wet forest habitat is not present on-site.
Cerulean Warbler	Threatened	No nests reported during recent OBBA. SARO and SARA range maps include part of Ottawa.	Prefers mature deciduous forest habitat.	Low	Preferred mature deciduous forest habitat is present within study area. Species not observed during field investigation. No historical records of species.
Chimney Swift	Threatened	3 confirmed, 2 probable, and 11 possible nests in recent OBBA.	Nests in traditional-style open brick chimneys.	Low	Suitable nesting structures are not present on-site or within the broader study area.
Common Nighthawk	Special Concern	6 probable, 5 possible nests reported in recent OBBA. No critical habitat identified in Ottawa region.	Nests in a variety of open sites: beaches, fields and grave rooftops.	Low	Suitable habitat is not present on-site or within study area.
Eastern Meadowlark	Threatened	Sporadic occurrences in Ottawa region, more common in rural areas with pasture or fallow fields.	Nests and forages in dense tall grass fields and meadows, higher tolerance to woody vegetation.	Low	Potentially suitable grassland habitat in broader study area within agricultural fields but no suitable tall grass habitat on-site to support eastern meadowlark. NHIC shows species within 1 km of site. Species not observed during field investigations.
Eastern Whip-poor-will	Threatened	Primary breeding range located east, west and south of the Precambrian shield. 7 probable and 10 possible nests in recent OBBA. Critical habitat tentatively identified in 4 squares in western Ottawa.	Nests on the ground in open deciduous or mixed woodlands with little underbrush, and bedrock outcrops.	Low	No suitable woodland or exposed rock habitat occurs on-site or within study area. Whip-poor-will were not detected during targeted surveys completed as part of 2014 Muncaster EIS report.
Eastern Wood-Pewee	Special Concern	4 possible, 15 probable and 19 confirmed nests in recent OBBA for Ottawa area	Woodland species, often found near clearings and edge habitat.	Low	Suitable woodland habitat may be present on-site and study area. No historical records indicate species present within study area. Species not observed during field vest.
Golden Eagle	Endangered	Migrant only in Ottawa area.	Nests on remote, bedrock cliffs, overlooking large burns, lakes or tundra's	Low	Suitable nesting habitat is not present on-site.
Golden-winged Warbler	Special Concern	1 confirmed, 1 probable nest in recent OBBA. Critical habitat identified in Quebec, northwest of Ottawa.	Ground nesting, edge species. Breeds in successional scrub habitats surrounded by forests.	Low	Preferred scrub habitat is not present on-site or within the study area.
Evening Grosbeak	Special Concern	5 confirmed, 6 probable, 8 possible nests in recent OBBA.	Nests in trees or large shrubs, preference to large coniferous forests, will use deciduous. Overwinters in Ottawa.	Low	Suitable habitat does not occur on-site.
Henslow's Sparrow	Endangered	No nests in recent OBBA.	Prefers open, moist, tallgrass fields.	Low	Potentially suitable grassland habitat in broader study area agricultural fields but no suitable tall grass habitat on-site to support Henslow's Sparrow. No records of species in broader study area.
Loggerhead shrike	Endangered	1 possible nest in recent OBBA. Critical habitat in Montague Township, however no confirmed nests from MNRF since 2002.	Prefers grazed pastures with short grass and scattered shrubs, especially hawthorn.	Low	Preferred pasture habitat and shrub vegetation does not occur on-site, may occur within broader study area. No records of species within broader study area.
Olive-sided Flycatcher	Special Concern	1 probable, 1 possible nest in recent OBBA.	Forest edge species, forages in open areas from high vantage points in trees.	Low	Preferred grassland habitat is not present on-site or within study area.
Peregrine Falcon	Special Concern	1 confirmed nest in recent OBBA and second nest established in 2011 in the Ottawa downtown.	Nests on cliffs near water and on more anthropogenic structures such as tall buildings, bridges, and smokestacks.	Low	Site lacks suitable nesting structure for peregrine falcon.
Red Knot	Endangered	Migrant only in region, found along Ottawa River shorelines, and area lagoons,	Nests in the far north, migrant along the shorelines and lagoons of the Ottawa River.	Low	Site does not provide suitable habitat for migrant red knot.
Red-headed Woodpecker	Special Concern	1 confirmed, 1 probable and 1 possible during recent OBBA. Nesting pair reported from village of Constance Bay in recent years.	Prefers open deciduous woodlands.	Low	Preferred woodland habitat may be present on-site. Species not observed during field investigation. No historical records for species.
Rusty Blackbird	Special Concern	No nests in recent OBBA. Primarily observed during migration only.	Wet wooded or shrubby areas (nests at edges of Boreal wetlands)	Low	Suitable habitat does not occur on-site.
Short-eared Owl	Special Concern	1 confirmed, 2 probable, 2 possible nests in recent OBBA.	Ground nester, prefers open habitats, fields and marshes.	Low	Potentially suitable open field habitat in broader study area agricultural fields but no suitable open field habitat on-site to support Short-eared Owl.
Wood Thrush	Special Concern	5 possible, 15 probable, and 16 confirmed nests in recent OBBA for Ottawa area.	Prefers deciduous or mixed woodlands.	Moderate	Suitable woodland habitat may exist on-site and within study area. NHIC records species has been observed within 1km of the site. Species not observed during field visit.
Mammalian					
Eastern small-footed Myotis	Endangered	Rare throughout its range. Historical records in downtown Ottawa.	Roosts in rock crevices, barns and sheds. Overwinters in abandoned mines. Summer habitats are poorly understood in Ontario, elsewhere prefers to roost in open, sunny rocky habitat and occasionally in buildings (Humphrey, 2017).	Moderate	Study area may contain suitable structures and natural habitat.
Little Brown Myotis	Endangered	Various sites in central and western parts of the Ottawa area. No critical habitat (hibernacula) identified in Ottawa to date.	Maternal colonies known to use buildings, may also roost in trees during summer. Affinity towards anthropogenic structures for summer roosting habitat and exhibit high site fidelity (Environment Canada, 2015).	Moderate	Study area may contain suitable structures and natural habitat.
Northern myotis (Northern Long-eared Bat)	Endangered	Historical records in downtown Ottawa, more recently in sites to east (Orleans, Clarence-Rockland). No critical habitat (hibernacula) identified in Ottawa to date. Ottawa and region is at southern most limit of range.	Occurs throughout eastern North America in associated with Boreal forests. Roosts mainly in trees, occasionally anthropogenic structures during summer (Environment Canada, 2015). Overwinters in caves and abandoned mines.	Moderate	Species affinity is for Boreal forests and species rarely roosts in anthropogenic structures. However broader surrounding area may contain suitable structure and natural habitat.
Tri-colored Bat	Endangered	Provincially Uncommon, only 26 documented occurrences in Ontario from pre-1980 to present (MNRF, 2016). Unknown distribution in Ottawa; historical records from sites in urban Ottawa and Lanark County.	Roosts in trees, rock crevices and occasionally buildings during summer. Overwinters in caves and mines.	Moderate	Study area may contain suitable structures and natural habitat.

Species	ESA Status	Regional Distribution	Habitat Use	Probability of Occurrence On Site or Within Study Area	Rationale
Reptilian					
Blanding's Turtle	Threatened	Provincial range extends from Manitoulin Island south and east. Scattered occurrence records in central Ontario. Scattered throughout Ottawa and National Capital Region, with numerous sites in western half of region. Critical habitat present in Ottawa.	Inhabits quiet lakes, streams and wetlands with abundant emergent vegetation. Frequently occurs in adjacent upland forests.	Low	No suitable wetland or aquatic habitat to support Blanding's turtles occurs on-site or within study area.
Northern Map Turtle	Special Concern	Ottawa River, Rideau River (Burritt's Rapids area), South Nation River	Rivers and lakeshores, hibernates on the bottom of deep, slow-moving sections of river	Low	No suitable wetland or aquatic habitat to support Northern map turtles occurs on-site or within study area.
Snapping Turtle	Special Concern	Widespread and abundant in Ottawa and surrounding region.	Highly aquatic species, found in a wide variety of wetlands, water bodies and watercourses.	Low	No suitable wetland or aquatic habitat to support snapping turtles occurs on-site or within study area.
Plants					
American Ginseng	Endangered	Critical habitat broadly identified in the Ottawa area. Specific locations are confidential.	Rich, moist, relatively mature deciduous forests.	Low	Suitable habitat does not occur on-site.
Butternut	Endangered	Range is confined to eastern and southern Ontario. Widespread in Ottawa and region.	Inhabits a wide range of habitats including upland and lowland deciduous and mixed forests.	Low	Site does not provide suitable habitat for Butternut. Butternut were not observed during the site investigation, nor were they identified in any of the previous SAR reports from Muncaster.
Fish & Molluscs					
Hickorynut	Endangered	Ottawa River	Typically found in sandy substrates in relatively deep water (2-3 m) with a moderate to strong current. All rivers are large, wide and deep.	Low	Species records for the Ottawa River within the study area, however no suitable aquatic features on-site to support Hickorynut
Lake Sturgeon	Endangered	Ottawa River	Only found in large lakes and rivers. Forages in cool water, 4-9 m deep over soft substrate. Spawns in shallower, fast-flowing areas over rocks or gravel.	Low	Species records for the Ottawa River within the study area, however no suitable aquatic features on-site to support Lake Sturgeon
River Redhorse	Special Concern	Ottawa and Mississippi Rivers	Prefers fast flowing, clear rivers over rocky substrate	Low	Species records for the Ottawa River within the study area, however no suitable aquatic features on-site to support river redhorse.
Insects					
Bogbean Buckmoth	Endangered	Richmond Fen	Preferred food plant is bog bean, present in a variety of wetlands including bogs, swamps and fens.	Low	Preferred wetland habitat is not present on-site.
Gypsy Cuckoo Bumble Bee	Endangered	Historic occurrences only. Range in Ontario uncertain.	Inhabits a wide range of habitats: open meadows, agricultural and urban areas, boreal forests and woodlands.	Low	Currently the only known population is in Pinery Provincial Park
Monarch Butterfly	Special Concern	Widespread in the region	Caterpillars require milkweed plants confined to meadow and open areas. Adult butterflies use more diverse habitat with a variety of wildflowers	Moderate	Potentially suitable foraging habitat for monarch butterflies occurs on-site.
Mottled Duskywing	Endangered	Constance Bay area, Burnt Lands Alvar	Larval food plant (New Jersey Tea) found in sandy areas and alvars.	Low	Sandy areas and alvars not present in the study area.
Nine-spotted Lady Beetle	Endangered	Historically present but no reports in Ontario since mid-1990s	Habitat generalist	Low	No recent occurrence reports in the area, thought to be locally extirpated.
Rusty-patched Bumble Bee	Endangered	Historic records in Ottawa and Gatineau	Habitat generalist	Low	Currently the only known population occurs in Pinery Provincial Park.
Traverse Lady Beetle	Endangered	Unknown in Ottawa region. No southern Ontario records since 1985	Habitat generalist	Low	No new records of traverse lady beetle in Ontario, species thought to be absent in former habitats.
West Virginia White Butterfly	Special Concern	Unknown. No NESS or NHIC records. SARO range map includes Ottawa.	Requires mature moist deciduous woods with larval host plant toothwort.	Low	Necessary vegetation and toothwort plant not present on-site or within study area.
Yellow-banded Bumble Bee	Special Concern	Unknown. Historic occurrences and a few recent occurrences in Eastern Ontario/Western Quebec region.	Habitat generalist; mixed woodlands, variety of open habitat	Moderate	Potentially suitable foraging habitat for yellow-banded bumble bee occurs on-site.

3.4 Species at Risk

No SAR species were identified on-site during the 2021 site investigation, or during any of the site investigations completed by Muncaster.

As outlined in the Endangered Species Act (ESA), only species listed as threatened or endangered receive habitat protection, species of special concern do not receive protection under the ESA. Of the endangered and threatened SAR identified during the desktop screening exercise, four mammalian SAR were identified as having a moderate potential to occur within the project area: eastern small-footed myotis, little brown myotis, northern myotis and tri-colored bat.

All of the bat species identified with a potential to occur on-site overwinter in caves and abandoned mines, which are not present on-site. During the summer bats may roost in buildings or trees within mixed or deciduous woodlands. As noted by Muncaster in the 2018 SAR updated, and observed during the 2021 site investigation, while there are a few large diameter trees present on-site, the site lacks a suitable density of trees to support maternity roost habitat.

Although the forest habitat on-site does not meet the requirements to support bat maternity colonies, given the availability of habitat and buildings on-site and within the study area, there is a potential for all four species to occur on the property, primarily for foraging or non-maternal roosting. Impacts to bat species are primarily associated with habitat loss, encroachment and increased wildlife-human interaction. Mitigation measures intended to protect SAR bats from impacts of the proposed development are discussed in Section 7.

4.0 AVOIDANCE AND MITIGATION MEASURES

The following avoidance and mitigation measures are recommended in order to minimize or avoid, to the greatest extent possible, the potential impacts from the bridge reconstruction on the local environment, including the identified SAR:

- To avoid contravention of the ESA and the Migratory Birds Act, vegetation removal should occur outside of May 1 to September 1 of any given year to avoid the bat active season identified by the MECP and to avoid the key breeding bird period as identified by Environment Canada. If vegetation clearing activities must take place during the aforementioned timing window then a nest survey shall be conducted by a qualified professional within five days of vegetation clearing.
- To protect trees identified to be retained during construction, the Critical Root Zone (CRZ) should be identified and fenced. The CRZ is defined as 10 cm from the base of the tree for every centimetre in diameter of the tree trunk at breast height.
- Perform daily pre-work sweeps of the construction area to ensure no species at risk are present and to remove any wildlife from inside the construction area.

- During construction if any SAR are identified on-site all work should stop and a qualified professional and the MECP should be contacted for next steps. Sighting should be reported to the MECP and the NHIC.
- To prevent turtles nesting within the construction zone, all stockpiled materials should be covered with a geotextile between May 1 and August 1 of any year.

5.0 SUMMARY

The remaining vegetation on-site does not represent habitat that is likely to support the presence of SAR. In review of Muncaster EIS and SAR reports, and online databases, no SAR have been identified as occurring on-site or as having a high potential to occur on-site. Four mammalian SAR species were identified as having a moderate potential to occur on-site, impacts to those species can be mitigated through the use of timing windows for vegetation removal.

We trust this report provides sufficient information for your present purposes. If you have any questions concerning this report, please do not hesitate to contact our office.

Sincerely,



Taylor Warrington, B. Sc.
Biologist



Drew Paulusse, B.Sc.
Senior Biologist

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ATTACHMENTS

Photolog

Figure A.1 – Site Location

Figure A.2 – Site Layout



Site Photograph 1 – Existing Roadcut Through Phase 5



Site Photograph 2 – Existing Roadcut Through Phase 5



Site Photograph 1 – Existing Roadcut Through Phase 3



Site Photograph 2 – Existing Roadcut Through Phase 4



Site Photograph 5 – Remaining Vegetation in Phase 5



Site Photograph 6 – Remaining Vegetation in Phase 5



Site Photograph 7 – Remaining Vegetation in Phase 3 and 4



Site Photograph 8 – Remaining Vegetation in Phase 3 and 4

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Onsite Data File: Job: 00_2001_00000001.TIF
ToolName: S:\01363408\0001\000_0001\010
JobName: S:\01363408\0001\000_0001\010
JobDate: 05/08/2006
JobTime: 05:05:06
Asphalt Paving: 11.97 Miles: 2016000.00 Miles
Steel Reinforcing: 4.00 MI
Concrete: 4.00 MI
Notes: 1.00

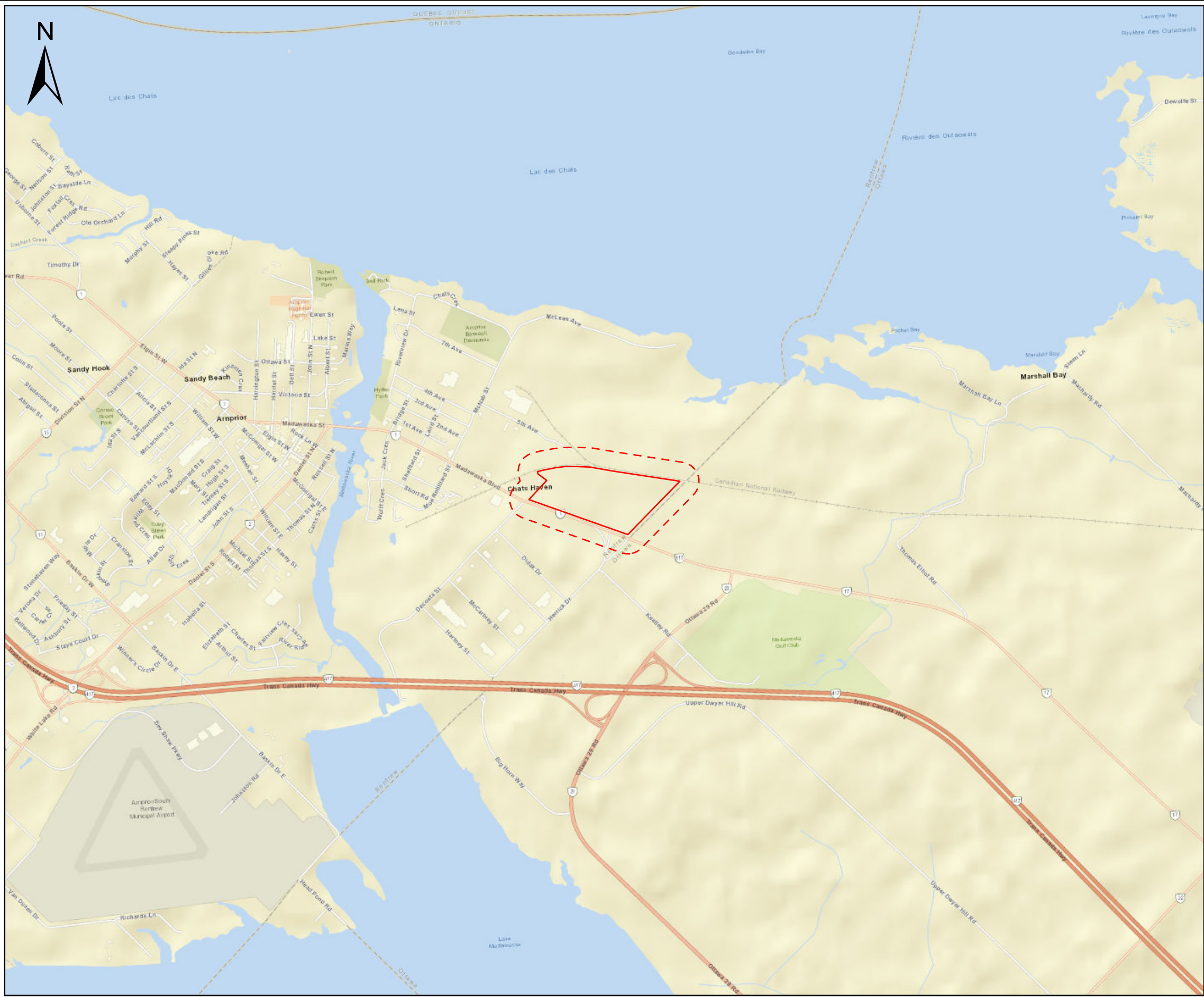

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 AND SCIENTISTS

Species at Risk Assessment
Marshall's Bay Meadows Subdivision
Arnprior, Ontario

File No.

64819.04

Site Photographs



Legend

Property Boundary

Study Area

Inset Map

0 2.5 5 10 Kilometers

Scale

1:25,000

Meters

0 250 500 1,000



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Client:		Novatech		Project:		64819.04	
Location							
Part of Lot 1, Concession C and D Arnprior, Ontario							
Drwn By:		Chkd By:		Site Location			
TW		DP					
Date: June 2021				Rev.		Figure: A.1	
© Queen's Printer for Ontario				0			



Legend


-  Property Boundary
-  Study Area
-  Phase

Scale

1:4,300

Meters

0 2040 80 120 160



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Client:

Novatech

Project:

64819.04

Location

Part of Lot 1, Concession C and D
Arnprior, Ontario

Drwn By:

TW

Chkd By:

DP

Site Layout

Date: June 2021

Rev.

0

Figure: A.2

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Town of Arnprior Staff Report

Subject: Dedicate Public Highway – Galvin Street

Department: Community Services Branch

Report Number: 21-07-12-09

Report Author: Megan Rueckwald, Town Planner

Meeting Date: July 12, 2021

Recommendations:

That Council receive report number 21-07-12-09 Dedicate Public Highway – Galvin Street;

And That Council adopt a by-law dedicating lands described as Part 2 on Plan 49R-19788 for highway purposes and name the public highway “Galvin Street”.

Background:

The County of Renfrew approved Plan of Subdivision 47T-18004 (Fairgrounds) on November 19, 2018 and revised conditions on March 12, 2021. The applicants entered into a subdivision agreement with the Town and have cleared all draft plan conditions. The applicants anticipate registering the plan of subdivision momentarily.

When preparing for registration, the applicants noted an inconsistency with the land boundary and the conveyance of a portion of Galvin Street on the M-Plan. The subdivision plan did not include a portion of Galvin Street to be dedicated to the Town as a public highway as part of the registration of the subdivision (Figure 1, pink). To avoid delays, the applicants proposed the conveyance of Galvin Street as a separate transfer and that the Town pass a by-law dedicating the land as a public highway. This process negates the need to amend the subdivision plan which received pre-approval from the Land Registry Office.

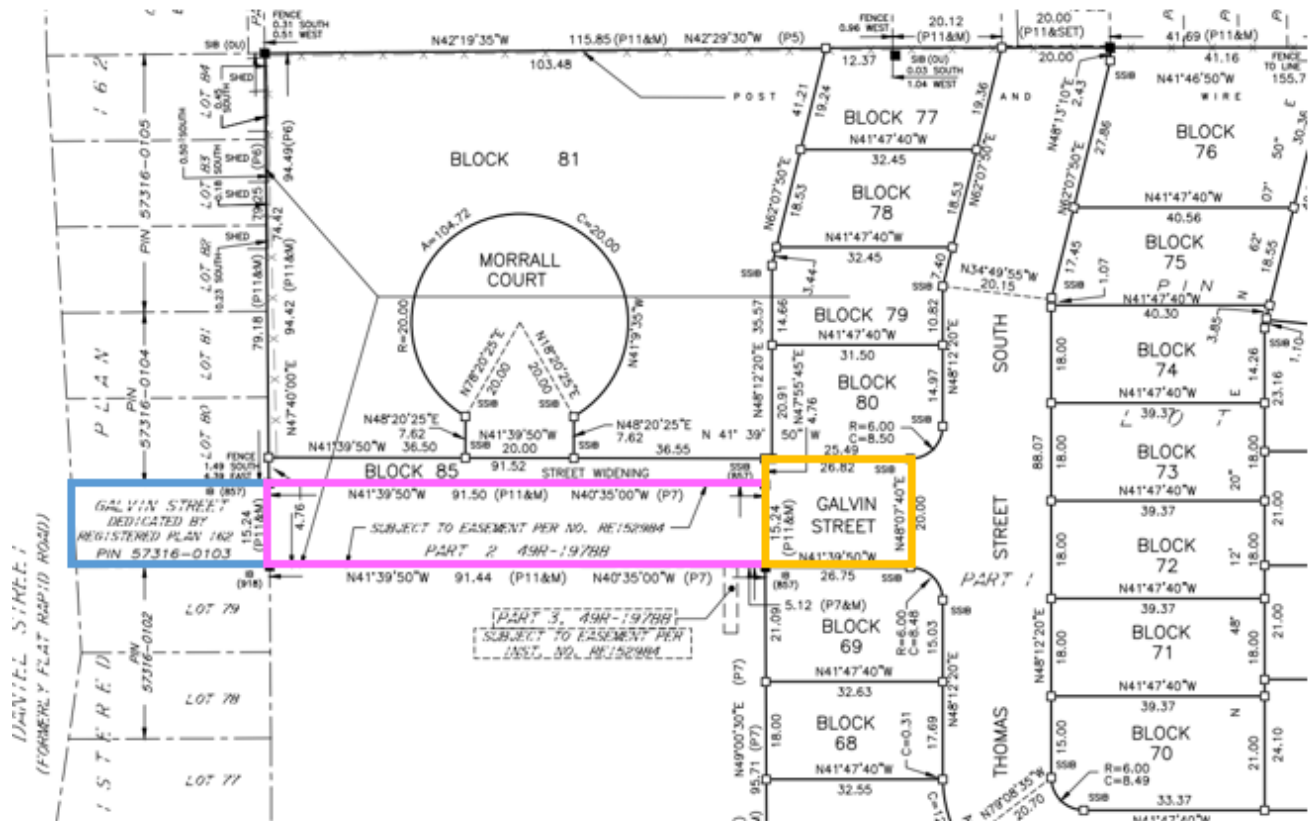


Figure 1. Existing portion of Galvin Street outlined in blue; portion of Galvin Street to be conveyed by transfer and dedicated by by-law outlined in pink; portion of Galvin Street to be dedicated through plan of subdivision registration outlined in orange (Block 85 street widening will also be dedicated to the Town through registration).

Discussion:

The applicants have proposed a plan to the Town for the conveyance and dedication of a portion of Galvin Street, excluded from the M-Plan (Figure 1, pink). An inhibiting order has been executed by the Mayor and Clerk, which prohibits the sale of lots in the subdivision until the part of Galvin Street has been transferred to the Town, amongst other items. The applicants are proposing to convey the street as a separate parcel and have requested that the Town pass a by-law dedicating the part as a public highway and continuation of Galvin Street. The part to be conveyed is Part 2 on Plan 49R-19788. Staff proposed that a by-law be passed in advance of the transfer of Galvin Street to the Town, but that the by-law shall come into force and effect when registered after the transfer of the lands. This will ensure that the road is not considered a public highway before it is in the ownership of the Town, but allow for the by-law to be registered immediately after the transfer. The applicants agreed with this approach.

The road has been constructed in accordance with the Town's standards and will function the same as the new roads created in the plan of subdivision; the legal mechanism for dedicating the road will just be different. The applicant's solicitor will prepare the paperwork and register the by-law as part of the registration of the subdivision agreement, transfers and easements.

Options:

Staff recommend that the land be conveyed to the Town of Arnprior to connect Galvin Street and legally dedicate as a public highway. Should Council not pass a dedication by-law, the road would not be part of the Town's road network.

Policy Considerations:

Not applicable.

Financial Considerations:

Costs associated with the transfer of the land and registration of the by-law will be borne by the applicants.

Meeting Dates:

1. None.

Consultation:

- CAO

Documents:

1. [Public Highway Dedication By-law](#)

Signatures

Reviewed by Department Head: Robin Paquette

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Rename Existing Municipal Road – Gordon Fergusson Place

Department: Community Services Branch

Report Number: 21-07-12-10

Report Author: Megan Rueckwald, Town Planner

Meeting Date: July 12, 2021

Recommendations:

That Council adopt a by-law to rename Gordon Ferguson Place to Gordon Fergusson Place to correct the spelling of Fergusson to respectfully commemorate Gordon Fergusson and his service.

Background:

An Ad Hoc Committee was established in 2005 to review commemorative naming of streets after local veterans. A list of 22 veteran names, supplied by the Legion, were submitted to the Town Planner for 911 approval. In June 2007, the Town of Arnprior passed By-law #5540-07 approving the veteran street names. The first four veteran streets were officially named in 2009 (Moe Robillard Street, Allan Bond Court, Bev Shaw Parkway and Edward “Vince” Evans Court).

The street name Gordon Fergusson Place was provided by the Legion to commemorate Gordon Fergusson. Fergusson enlisted in 1943 and became a Private for the 1st Canadian Parachute Battalion and fought with the 6th British Airborne Division at Normandy. Fergusson was wounded in battle and returned to Canada where he remained in Arnprior, returning to work at Kenwood Mills.

Discussion:

Council approved the use of the name Gordon Fergusson Place for the Callahan Estates Subdivision. The subdivision M-plan has since been registered, but spelled Fergusson with one “s” instead of “ss”.

At the May 25, 2021, regular Council meeting, Council directed staff to provide notice of intent to pass a by-law renaming the street in accordance with Public Notice Policy Number AS-CP-08 to Gordon Fergusson Place. Notice was provided in accordance with the policy and no comments were received from the public.

Options:

Staff recommend that the street be renamed to Gordon Fergusson Place to respectfully commemorate Gordon Fergusson and his service.

Policy Considerations:

AS-CO-16 Road Naming Policy

AS-CP-08 Public Notice Policy

Financial Considerations:

Costs associated with the change in street name include providing public notice and the registration of the amending by-law at the Land Registry Office.

Meeting Dates:

1. None.

Consultation:

- County of Renfrew GIS Department
- Public Works

Documents:

1. None.

Signatures

Reviewed by Department Head: Robin Paquette

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Release and Replace Drainage Easement – Callahan Estates Phase Three Plan of Subdivision

Department: Community Services Branch

Report Number: 21-07-12-11

Report Author: Megan Rueckwald, Town Planner

Meeting Date: July 12, 2021

Recommendations:

That Council receive report number 21-07-12-11 Release and Replace Drainage Easement – Callahan Estates Phase Three Plan of Subdivision;

And That Council adopt a by-law authorizing the Mayor and Clerk to execute necessary documents for the release and replacement of the drainage easement in favour of the Corporation of the Town of Arnprior.

Background:

Plan 49M-75 created the Callahan Estates plan of subdivision. As part of the registration, the owners were required to convey drainage easements in favour of the Town for maintenance of the infrastructure. Relotting in phase three of the subdivision resulted in changes in configuration of the drainage areas. The owners notified the Town that the original easements no longer align with the revised engineering plans. The owners approached the Town to release and replace the existing easements to ensure the new easements align with the infrastructure.

Discussion:

A by-law is required to be adopted by Council for the release and replacement of the drainage easements. The by-law will authorize the Mayor and Clerk to execute the necessary documents to ensure the easements align with the infrastructure.

Seven parts of the existing easement are proposed to be released: Parts 15, 16, 17, 18, 19, 31 and 32 on 49R-19517(Figure 1). Eight new parts are proposed to replace the existing drainage easements, aligning with the new infrastructure: Parts 1-10 on draft reference plan (Figure 2). The draft reference plan will be deposited at the Land Registry Office and the necessary transfers completed should Council adopt the by-law. The General Manager, Operations, was consulted in the replacement of the easement and has no concerns.

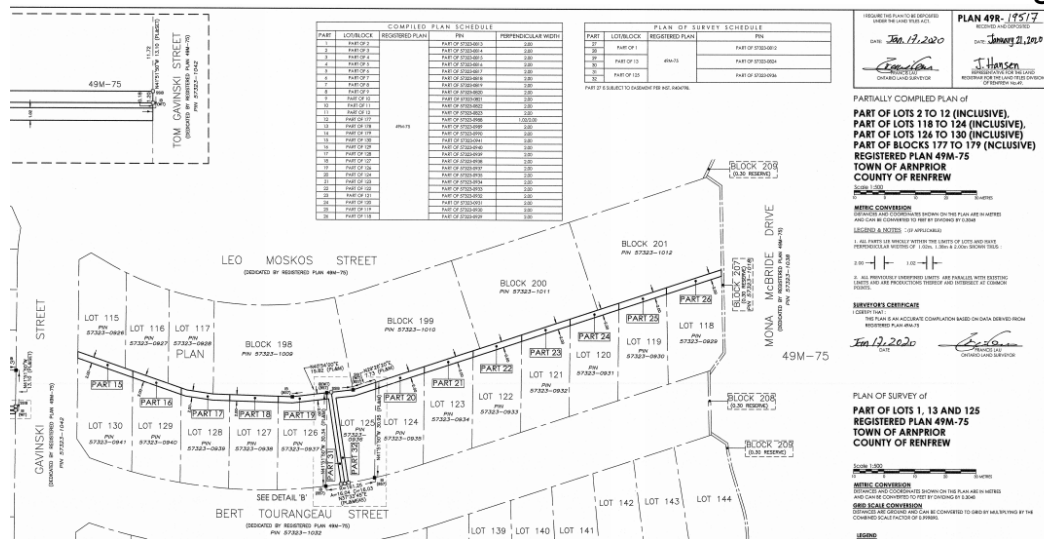


Figure 1. Part of plan 49R-19517. Easements are proposed to be released from Parts 15, 16, 17, 18, 19, 31, 32.

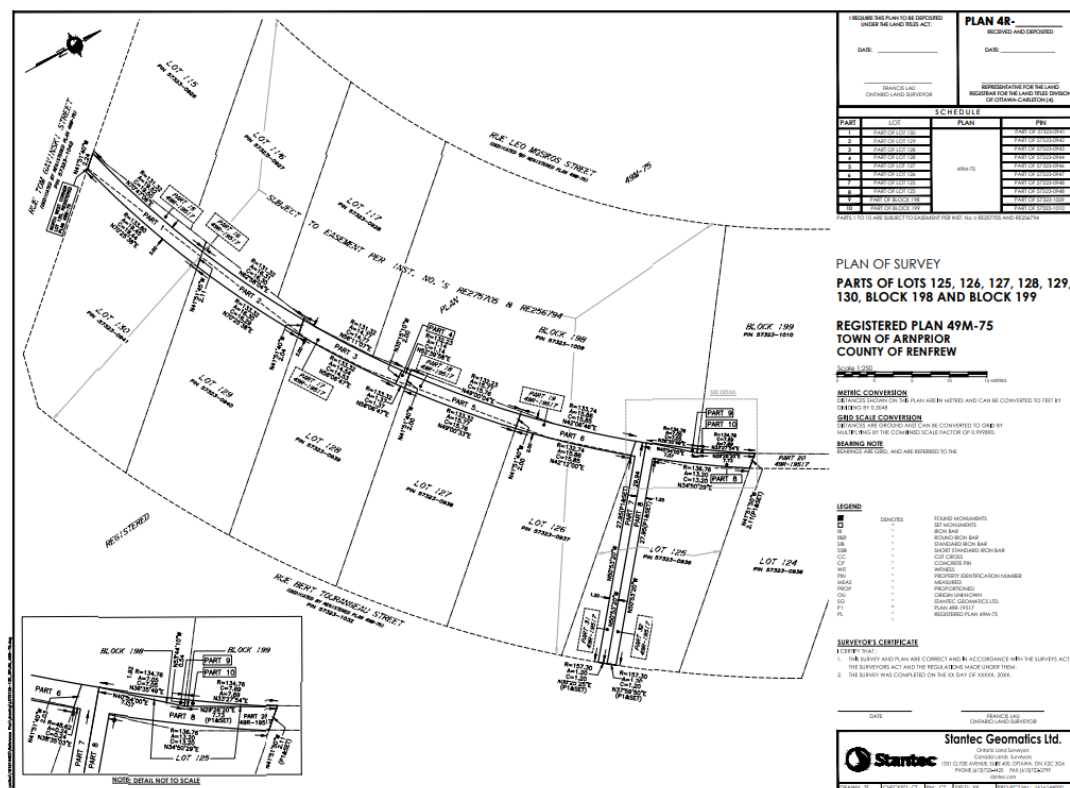


Figure 2. Draft reference plan with Parts 1-10 to replace the existing drainage easement.

Options:

It is recommended that Council release and replace the drainage easements in phase three of the Callahan Estates plan of subdivision to ensure the Town has the appropriate access for maintenance of the infrastructure.

Policy Considerations:

Not applicable.

Financial Considerations:

None.

Meeting Dates:

1. None

Consultation:

- General Manager, Operations
- Owner, Callahan Estates Subdivision

Documents:

1. [Authorizing By-law](#)

Signatures

Reviewed by Department Head: Robin Paquette

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Annual Statement of Development Charges - 2020

Report Number: 21-07-12-12

Report Author and Position Title: J. Morawiec, GM Client Services / Treasurer

Department: Client Services

Meeting Date: July 12, 2021

Recommendations:

That Council receive report number 21-07-12-12 as information; and

That this Annual Statement of Development Charges be made available to the public on the Town of Arnprior website or upon request.

Background:

Development charges (DCs) are fees collected from new development at the time a building permit is issued. Municipalities use these charges to help pay for the cost of infrastructure required as a result of new development, such as roads, transit, parks, community centres, as well as fire and police facilities. Most municipalities in Ontario use development charges to ensure that the cost of providing infrastructure to service new development is not borne by existing residents and businesses in the form of higher property taxes.

The development charge by-laws and associated development charge rates in place were established through the 2017 Development Charge Background Study update with a new Development Charge By-Law adopted by Council on March 12, 2018. The Development Charge By-Law was further updated in 2019 to include an additional exemption relating to not-for-profit long-term care homes.

Section 43 (2) of the Development Charges Act, S.O. 1997, requires the Treasurer of a municipality to each year provide council a financial statement relating to development charge by-laws and reserve funds established under section 33. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing.

O. Reg. 82/98 prescribes the detailed information that must be included in the annual Treasurer's statement, including but not limited to: opening and closing balances; a description of each service and/or service category for which the reserve fund was established (Appendix A); and transactions for the year (collections, draws) including each assets capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (Appendix B).

Discussion:

Amendments to the Development Charges Act

Following Bill 138 receiving royal assent on December 10th, Sections 8(1), 9, 12, and 13(6) of Schedule 3 of Bill 108 the More Homes, More Choice Act, 2019 were proclaimed and came into force on January 1, 2020. Schedule 3 of Bill 108 covered a number of changes to the Development Charges Act (DCA) including but not limited to the ability for interest payable on development charges owing from a rate freeze or instalment payments.

The balance of the amendments to the Development Charges Act & Planning Act of Bill 108 and Bill 197 (COVID 19 Economic Recovery Act, 2020) were proclaimed on September 18, 2020 which triggers the two year transition period to the new regimes. Bill 197 rolls back some amendments first proposed by Bill 108, does not permit the charging of a DC for the acquisition of lands for parks and expands the list of services for what a DC can be imposed from the list furnished in Bill 108.

In 2021, an update to the Town's Development Charge By-law is being conducted and will formally include the changes under Bill 108 along with further changes to the DCA that came into force under Bill 197, the COVID 19 Economic Recovery Act, 2020.

Options:

N/A

Policy Considerations:

Development Charges Act, 1997
More Homes, More Choice Act, 2019
COVID 19 Economic Recovery Act, 2020
Reserve and Reserve Fund Policy

Compliance Statement

The Town of Arnprior is compliant with Section 59.1(1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act or another Act.

Financial Considerations:

Annual Financial Summary

The following table highlights a summary of the development charge reserve fund. A further breakdown of development charges by service category is included in Appendix A: Annual Statement of Development Charges Reserve Fund.

2020 Development Charges Summary		
Opening Balance, January 1, 2020	\$	1,174,885
Development Charges Collected		1,584,002
Investment and Interest Income		11,797
Total		2,770,684
Disbursements		(915,360)
Year End Return to Source		216,441
Closing Balance, December 31, 2020	\$	2,071,765

Development Charge Financed Projects

Total net disbursements for development charge funded projects in 2020 were \$915,360. This included \$311,216 for the 2020 Madawaska River Crossing Watermain replacement and upsizing (200mm to 300mm), \$374,738 for Downtown Revitalization loan payments, \$75,656 for Quint financing, \$153,750 for other capital plan projects and (\$216,441) annual return to source from prior year projects. A detailed listing of development charge activity by project is included in Appendix B: 2019 Development Charge Project Activity Report.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A: 2020 Annual Statement of Development Charges Reserve Fund
Appendix B: 2020 Development Charge Project Activity Report

Signatures

Reviewed by Department Head: Jennifer Morawiec

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt

Appendix A: Town of Arnprior - Annual Treasurer's Statement of Reserve Funds

Town of Arnprior

Annual Treasurer's Statement of Reserve Funds

Description	Services to which the Development Charge Relates							Total
	Non-Discounted Services				Discounted Services			
	Services Related to a Highway	Water	Wastewater	Protection ²	General Government	Parks and Recreation ³	Library	
Opening Balance, January 1, 2020	-1,148,292	246,634	2,015,828	95,021	-373,546	142,181	197,059	1,174,885
Plus:								
Development Charge Collections	339,457	508,229	638,895	23,711	55,714	14,372	3,624	1,584,002
Accrued Interest	2,528	3,785	4,758	177	415	107	27	11,797
Repayment of Monies Borrowed from Fund and Associated Interest								
Sub-Total	341,985	512,014	643,653	23,888	56,129	14,479	3,651	1,595,799
Less:								
Amount Transferred to Capital (or Other) Funds ¹	399,738	396,216	0	75,656	24,750	10,500	4,000	910,860
Amounts Refunded	0	-76,941			-135,000			-211,941
Amounts Loaned to Other D.C. Service Category for Interim Financing								
Sub-Total	399,738	319,275	0	75,656	-110,250	10,500	4,000	698,919
Closing Balance, December 31, 2020	-1,206,045	439,374	2,659,481	43,253	-207,167	146,160	196,710	2,071,765

¹ See Appendix B for details² Service category includes: Police Services and Fire Services³ Service category includes: Indoor Recreation Services and Parkland Development Services

Appendix B: 2020 Development Charge Project Activity Report

Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions

Capital Fund Transactions	DC Recoverable Cost Share	Non-D.C. Recoverable Cost Share		Gross Capital Cost (2020)
	D.C. Reserve Fund Draw	Other Reserve/Reserve Fund Draws	Grants, Subsidies Other Contributions	
General Government				
Development Charge Background Study	\$ 13,500.00	\$ 1,500.00	\$ -	\$ 15,000.00
Airport Lands Special Study	\$ (135,000.00)	\$ -	\$ -	\$ (135,000.00)
Water/Wastewater Model Update	\$ 11,250.00	\$ 3,750.00	\$ -	\$ 15,000.00
Sub-Total - General Government	\$ (110,250.00)	\$ 5,250.00	\$ -	\$ (105,000.00)
Library				
Provision for Library Materials	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
Sub-Total - Library	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
Fire Vehicles / Equipment				
Quint Apparatus Loan	\$ 75,656.00	\$ 75,656.00	\$ -	\$ 151,312.00
Sub-Total - General Government	\$ 75,656.00	\$ 75,656.00	\$ -	\$ 151,312.00
Services Related to a Highway				
Rolling Road Rehabilitation	\$ 25,000.00	\$ 225,000.00	\$ -	\$ 250,000.00
n Street & Elgin Street Full Reconstruction	\$ 374,737.90	\$ 874,388.00		\$ 1,249,125.90
Sub-Total - Services Related to Highways	\$ 399,737.90	\$ 1,099,388.00	\$ -	\$ 1,499,125.90
Water				
Provisional Reliability Links - Madawaska River WM Replacement & Upsizing	\$ 311,216.00	\$ 161,293.00	\$ -	\$ 472,509.00
Provisional Reliability Links - Madawaska Bridge WM Repairs	\$ (53,341.60)	\$ -	\$ -	\$ (53,341.60)
400mm WM Replacement Design	\$ 60,000.00	\$ 140,000.00	\$ -	\$ 200,000.00
Past Reserve Deficit - Return to Source	\$ 1,400.25	\$ -	\$ -	\$ 1,400.25
Sub-Total - Water	\$ 319,274.65	\$ 301,293.00	\$ -	\$ 620,567.65
Parks and Recreation				
NSC Parking Lot Design	\$ 10,500.00	\$ 24,500.00	\$ -	\$ 35,000.00
Sub-Total - Parks and Recreation	\$ 10,500.00	\$ 24,500.00	\$ -	\$ 35,000.00
TOTAL	\$ 698,918.55	\$ 1,506,087.00	\$ -	\$ 2,205,005.55



Town of Arnprior Staff Report

Subject: Inclusivity and Diversity Advisory Committee (IDAC) Terms of Reference

Report Number: 21-07-12-13

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: July 12, 2021

Recommendations:

That Council receive report number 21-07-12-13 and adopts a by-law establishing the Terms of Reference for the Inclusivity and Diversity Advisory Committee (IDAC).

Background:

In April 2021, Council directed staff to prepare a Terms of Reference for Council consideration, as a first step towards the creation of an Inclusivity and Diversity Advisory Committee (IDAC).

The term of appointment to various committees and Boards commences after the Inaugural Meeting of the new Council and generally ends at the conclusion of Council's term. Therefore, the appointment of this new IDAC will be from the date of appointment until the end of this term of Council, being November 2022.

If approved this evening, staff will move forward with advertising and recruitment of the IDAC membership. Pending sufficient public interest, the first meeting of the IDAC will be tentatively scheduled for the first Monday in October (October 4, 2021).

Discussion:

Advisory Committees can be a valuable means to learn of experiences and gather ideas and feedback from members of the public. The Town of Arnprior currently has four (4) Advisory Committees being:

1. Arnprior Accessibility Advisory Committee

2. Community Development Advisory Committee
3. Corporate Services Advisory Committee
4. Operations Advisory Committee

These committees serve in an advisory capacity to Council in regard to specific subject matters, as in the case of the accessibility committee, as well as more broadly in each area of municipal governance (community development, client services, and operations).

An Inclusivity and Diversity Advisory Committee will allow the Town of Arnprior to establish an equity group, made up of people from diverse backgrounds, who can share experiences and have insight into the needs of our community, on topics such as racism, anti-discrimination, inclusivity, and diversity. A Committee can also aid in the development of an action plan for the Town of Arnprior to address barriers to inclusivity and diversity, and pinpoint gaps in existing services and policies, while prioritizing areas where further work is required.

The IDAC, if approved by Council, will support the implementation and on-going development of diversity and inclusion initiatives for the Town of Arnprior. Ultimately, this committee will assist the Town in building a community that is respectful, inclusive, and safe, where everyone has an equal opportunity to take part.

The Terms of Reference includes, but is not limited to, the IDAC mandate, goals and objectives, guiding principles, specific roles and responsibilities of the committee, qualifications of members, membership and procedure. The goal of the Terms of Reference is to provide guidance and predictability for both the committee members, and the public.

The IDAC Terms of Reference by-law is included on the Agenda for Council consideration.

Options:

1. Council could choose to amend the IDAC Terms of Reference.
2. Council could choose not to approve the IDAC Terms of Reference.

Policy Considerations:

The report meets the Town's Strategic Plan vision of exceptional and highly effective customer service delivery where our residents feel included in the process and the decisions being made.

Financial Considerations:

None

Meeting Dates:

April 12, 2021

Consultation:

Robin Paquette, CAO

Documents:

Signatures

Reviewed by Department Head: Jennifer Morawiec

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Proclamation – National Drowning Prevention Week (July 18-24, 2021)

Report Number: 21-07-12-14

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: July 12, 2021

Recommendations:

That Council proclaim July 18-24, 2021 as National Drowning Prevention Week in the Town of Arnprior.

Background:

Assessment of the Proclamation Request from the Town of Arnprior Proclamations Policy No. ADMIN-C-2.05

Section 5.1 – Charitable or Non-Profit Organization	Not Applicable
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 105 Elgin Street West, Arnprior, ON. K7S 0A8
Section 5.2.2 – Contact Person's Name	Graeme Ivory, Director of Recreation
Section 5.2.3 – Name of Proclamation and Duration	National Drowning Prevention Week July 18-24, 2021
Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	No

**Assessment of the Proclamation Request from the Town of Arnprior
Proclamations Policy No. ADMIN-C-2.05**

Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – National Drowning Prevention Week (July 18-24, 2021)

Signatures

Reviewed by Department Head:

Reviewed by General Manager of Client Services/Treasurer: Estelle Moynes

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Proclamation

National Drowning Prevention Week

July 18 – 24, 2021

Whereas in the Town of Arnprior, we are fortunate to have wonderful waterfront parks and beach and an indoor pool providing countless recreational opportunities for residents and visitors; and

Whereas the mission of Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Ontario is one too many; and

Whereas most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation opportunities offered by these bodies of water; and

Whereas the Lifesaving Society urges Canadians and residents of Arnprior to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating; and

Whereas the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25th of each year as World Drowning Prevention Day; and

Whereas Lifesaving Society Canada has declared July 18th-24th, 2021 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

Therefore, be it resolved that, I, Tom Burnette, Deputy Mayor, do hereby proclaim July 18th – 24th, 2021 as “**National Drowning Prevention Week**” in the Town of Arnprior and do commend its thoughtful recognition to all citizens of our community.

Tom Burnette, Deputy Mayor

**The Corporation of the
Town of Arnprior**

By-law Number 7190-21

A by-law to amend By-law Number 6875-18 of the Corporation of the Town of Arnprior, as amended.

Pursuant to Section 34 of the Planning Act, 1990, the Council of the Town of Arnprior enacts as follows:

1. **That** By-law Number 6875-18, as amended, be and the same is hereby further amended as follows:
 - a. Schedule "A" is amended by zoning those lands being Part of Lot 4, Concession C, Town of Arnprior as Residential Two Exception 40 (R2*40) as shown on the attached Schedule "A".
 - b. By adding exception 40 to "Table 10.1: Exceptions" to read as follows:

Exception Number	Base Zone	Permitted Uses	Special Rules and/or Provisions that apply that are different than in the BASE Zone
40	R2	- All uses permitted in the R2 zone	- That the existing performance standards (setbacks) to the front and exterior side yard lot lines be considered the minimum. - That a parking area in the rear yard setback shall be screened with a planting strip or fence with a minimum height of 1.5 meters.

2. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

Schedule “A”



This is Schedule “A” to By-law Number 7190-21

Passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7191-21

A by-law to authorize the council of the Town of Arnprior to enter into agreements of purchase and sale for the sale of lands owned by the Town of Arnprior.

Whereas the *Municipal Act*, 2011, S.O. 2001, c. 27 as amended (the “Act”) requires that Municipalities adopt a policy for governing the sale and other disposition of land; and

Whereas the Corporation of the Town of Arnprior passed By-law 7094-20 to establish procedures governing the sale and other disposition of land in the Town of Arnprior; and

Whereas the Council of the Corporation of the Town of Arnprior declared lands surplus to the needs of the Town of Arnprior and provided notice of intent to sell; and

Whereas the Council of the Town of Arnprior deems it desirable to sell the lands.

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

1. That the Mayor and Clerk be authorized to execute Agreements of Purchase and Sale in consultation with the Town Solicitor and CAO for lands in Schedule ‘A’, described as:

Parcel A – Norma Street South

- Disposal of non-viable land by direct sale to the adjoining property owner at 5 Ida Street South in the amount of \$1.00/ft² of land to be conveyed.

Parcel B – Norma Street South

- Disposal of non-viable land by direct sale to the adjoining property owner at 9 Ida Street South in the amount of \$1.00/ft² of land to be conveyed.

Parcel C – Norma Street South

- Disposal of viable land by Request for Tender (RFT) in an amount not less than identified as the property value through valuation.

Parcel D – Daniel Street South

- Disposal of non-viable land by direct sale to the adjoining property owner at 221 Daniel Street South at the value identified by the property valuation.

2. That the costs associated with the sale of these lands, including but not limited to the Land Transfer Tax, legal fees and survey fees be the responsibility of the purchaser;
3. That Schedule 'A' attached hereto shall form part of this by-law; and
4. That this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

Schedule 'A'

Parcel A – Norma Street South (Blue)



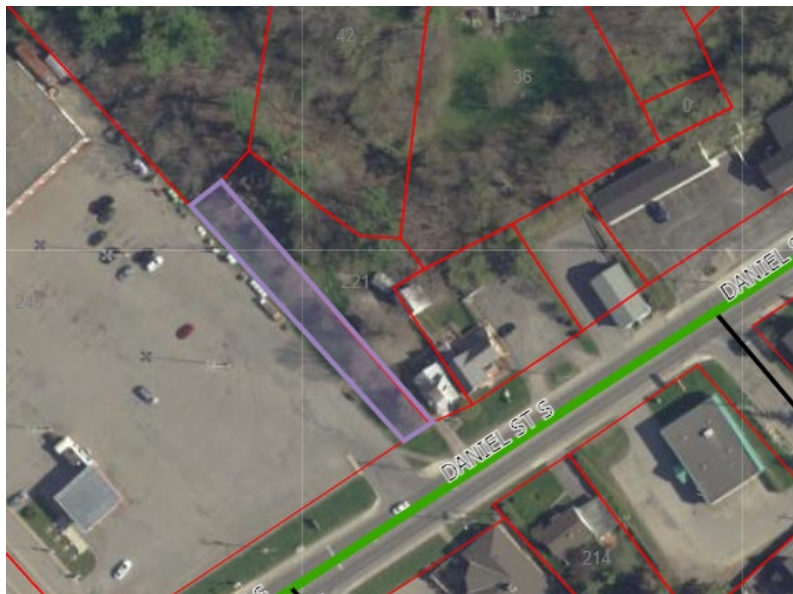
Parcel B – Norma Street South (Purple)



Parcel C – Norma Street South (Retained Lands)



Parcel D – Daniel Street South (Purple)



This is Schedule 'A' to By-law Number XXXX-21

Passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7192-21

A by-law to dedicate certain lands for public highway purposes being Part 2 on Plan 49R-19788, Town of Arnprior

Whereas Council deems it prudent to dedicate lands described as Part 2 on Plan 49R-19788 for highway purposes pursuant to Section 31 of the Municipal Act, 2001;

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

1. That Part 2 on Plan 49R-19788, geographic Township of McNab, now in the Town of Arnprior, County of Renfrew, is hereby dedicated as part of the public highway adjacent thereto;
2. That Part 2 on Plan 49R-19788 is hereby named “Galvin Street”; and
3. That this By-law shall come into force and effect on the date of registration at the Land Registry Office, following the transfer of Part 2, Plan 49R-19788 to the Town of Arnprior.

Enacted and passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7193-21

A by-law to approve the renaming of an existing municipal road from Gordon Ferguson Place to Gordon Fergusson Place, Town of Arnprior, County of Renfrew

Whereas the *Municipal Act*, 2011, S.O. 2001, c. 27 as amended (the “Act”) provides that municipalities may pass by-laws respecting highways, which also include all road allowances, streets and lanes as shown on registered plan of subdivision; and

Whereas the Town of Arnprior approved the use of the name Gordon Fergusson Place in the Callahan Estates Plan of Subdivision; and

Whereas the M-Plan (49M-75) registered for the subdivision had the incorrect spelling of Fergusson;

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

1. That the municipal road shown as Gordon Ferguson Place be renamed to Gordon Fergusson Place;
2. That Schedule ‘A’ attached hereto shall form part of this by-law; and
3. That this By-law shall come into force and effect on the day of its passing.

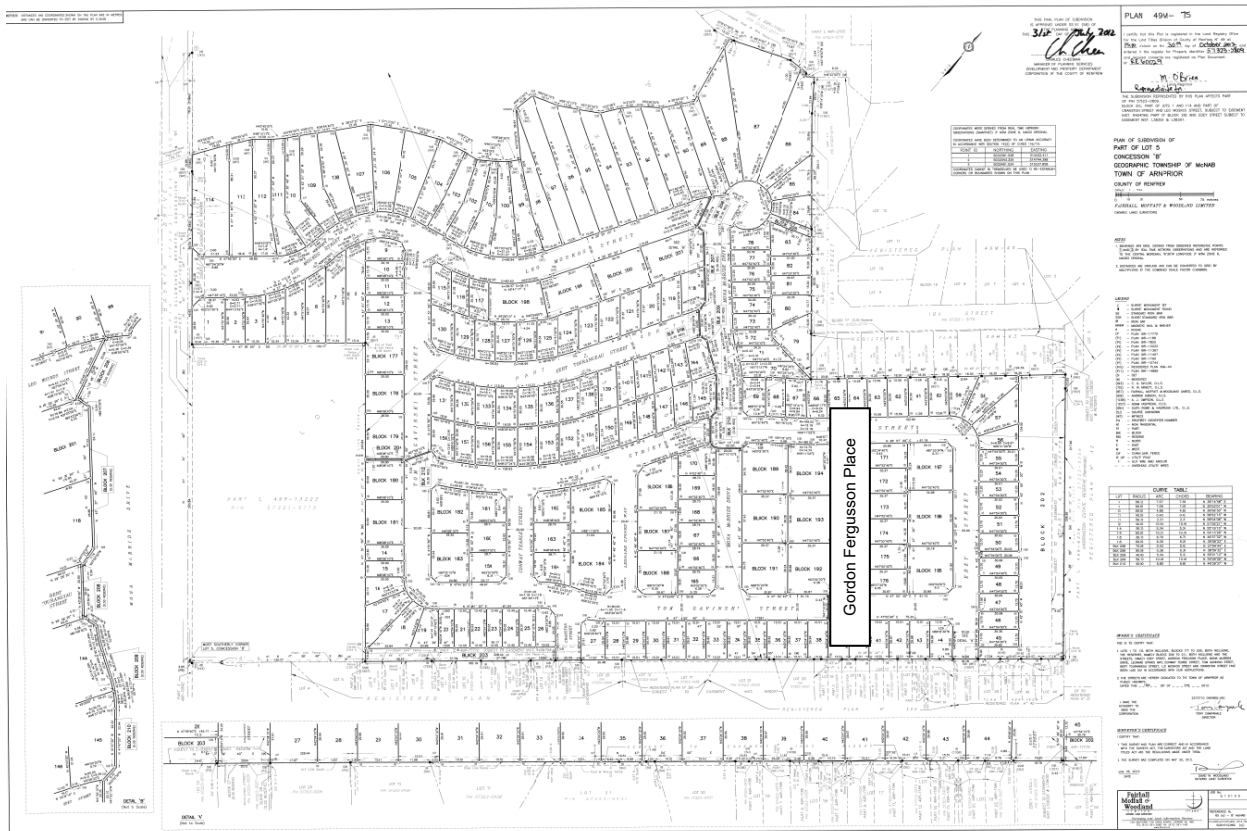
Enacted and passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

Schedule 'A'



This is Schedule 'A' to By-law Number 7193-21

Passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7194-21

A by-law to release and replace a drainage easement in favour of the Corporation of the Town of Arnprior being Part of Lot 5, Concession B, Town of Arnprior, Callahan Estates Phase Three Plan of Subdivision

Whereas the Town of Arnprior has a drainage easement over Part of Lot 5, Concession B, Geographic Township of McNab, being Parts 15, 16, 17, 18, 19, 31 and 32 on Plan 49R-19517, as described in R256320, Town of Arnprior; and

Whereas the owner of the subject lands, 2273710 ONTARIO INC., has undertaken to provide a drainage easement in substitution of this easement being released and abandoned being Parts 1-10 on the R-Plan in Schedule 'A'; and

Whereas the Corporation deems it desirable to release and exchange the said easements to ensure to provide for the maintenance or improvement of the land drainage works moving forward.

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

1. **That** the Deputy Mayor and Clerk be and are hereby authorized and required, after the passing of this By-law, to execute on behalf of the Corporation of the Town of Arnprior, the release of the drainage easement in favour of the Corporation of the Town of Arnprior over Part Lot 5, Concession B, Geographic Township of McNab, being Parts 15, 16, 17, 18, 19, 31 and 32 on Plan 49R-19517.
2. **That** the Deputy Mayor and Clerk be and are hereby authorized and required, after the passing of this By-law, to execute on behalf of the Corporation of the Town of Arnprior, the transfer of the drainage easement in favour of the Corporation of the Town of Arnprior over Part Lot 5, Concession B, Geographic Township of McNab, being Parts 1-10 on the R-Plan in Schedule 'A'.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7195-21

A by-law to adopt the Inclusivity and Diversity Advisory Committee (IDAC) Terms of Reference.

Whereas the Municipal Act, requires every municipality and local board to pass a procedure by-law for governing the calling, place and proceedings of meetings; and

Whereas pursuant to the Town of Arnprior Procedure By-law, as amended, Council may adopt an Advisory Committee structure for the Town to consist of one or more Advisory Committees to be composed of Member(s) of Council and Citizen Members; and

Whereas on April 12, 2021 Council directed staff to prepare a Terms of Reference for an Inclusivity and Diversity Advisory Committee (IDAC); and

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to adopt Terms of Reference for the Inclusivity and Diversity Advisory Committee (IDAC).

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

1. **That** the Terms of Reference for the Inclusivity and Diversity Advisory Committee shall be established in accordance with Schedule “A” attached hereto and forming part of this by-law.
2. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

Schedule A

Terms of Reference for the Town of Arnprior Inclusivity and Diversity Advisory Committee (IDAC)

Background

This document shall constitute the terms of reference for the Town of Arnprior Inclusivity and Diversity Advisory Committee (IDAC).

Mandate

The IDAC will provide advice and recommendations to Council related to diversity, equity, and inclusion in the Town of Arnprior. They will also advise the Town on actions that can be taken to build an inclusive community in Arnprior, which is respectful, inclusive, and safe, where everyone has an equal opportunity to take part.

Goals and Objectives

The IDAC's goals and objectives are to provide advice and make recommendations to Council on:

- Developing and implementing a Diversity and Inclusion Action Plan for the Town of Arnprior, to address inclusivity and diversity barriers faced by members of the community;
- Anti-racism and Anti-discrimination initiatives;
- Various issues and initiatives concerning diversity, equity and inclusion in our community;
- Elimination of barriers within Town programs and services for the diverse populations of our community;
- Reviewing Town policies and procedures with an inclusionary lens;
- Developing new policies and procedures related to diversity, equity and inclusion;
- Fostering a greater understanding and awareness of diversity, equity, and inclusion matters within the community through community partnerships;
- Facilitating opportunities to educate and celebrate the diverse social, cultural and traditional elements that make up Arnprior;
- Identifying resources and community outreach activities; and
- Engaging community groups and leaders in the activities of the IDAC.

Meeting Schedule and Location

The IDAC shall meet four (4) times per year. Meetings will be held on the first Monday of January, April, July and October, each year. Meetings take place in the Town Council Chambers. Meetings may be held in alternative formats in accordance with the Town of Arnprior Council Procedural Bylaw.

Organization

Membership

- The IDAC will consists of a maximum of six (6) public members and one (1) member of Council.
- Members of the public appointed to this Committee shall represent a broad range of under-served and equity seeking groups such as, but not limited to:
 - Indigenous peoples;
 - Faith-based groups;
 - Racialized people, people of diverse ethic or cultural origin;
 - Newcomers, new Canadians;
 - LGBTQ2S+;
 - BIPOC Community Members;
 - Other
- At least one (1) member of the public appointed to the IDAC shall be youth
- The Member of Council appointed to this Committee shall act as the chair.

Qualifications

Members of the IDAC must be Town of Arnprior residents.

The following qualifications will be considered for appointing members of the public to the IDAC:

- Experience working in teams, with community groups, boards or organizations;
- Knowledge, living or lived experience with diversity, equity and inclusion matters; and
- Commitment as a change-agent in diversity, equity and inclusion matters in the community.

Community participation is key to the success of a Diversity and Inclusion Action Plan. Additional Town staff and representatives of diverse groups will be invited to attend meetings as required to provide expertise.

Duties and Responsibilities

Chair

- Presides at all IDAC meetings, and exercises authority and performs duties as required.
- Provides guidance and leadership to the committee in the completion of its mandate.
- Ensures that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

All Members

Committee Members are expected to:

- Attend and actively participate in all IDAC meetings;
- Contribute time, knowledge, skill and expertise to fulfill the Committee mandate, goals and objectives and responsibilities;
- Attend Town of Arnprior and other community events and initiatives where appropriate and available;
- Understand their role and expectations;
- Develop and maintain a climate where mutual respect support, trust, courtesy, teamwork, creativity, and a sense of humour are valued;
- Maintain a high degree of professionalism;
- Respect the individual worth and dignity of other members and staff, and at all times work together to achieve a common vision for the community, utilizing the diverse knowledge, expertise and talents of all members to optimal advantage;
- Challenge ideas, not people, creating a climate where it is okay to disagree;
- Communicate using inclusive and non-discriminatory language, respecting the spirit of the Ontario Human Rights Code;
- Respect all decisions made by the IDAC; and
- Be cognizant of any conflict of interest or perceived conflict in terms of issues that may serve to benefit them personally and shall disclose accordingly.

Term

Public members shall be appointed to the Committee for a period of four (4) years, coincident with the term of Council.

Quorum

A quorum of this Committee shall constitute a majority of members.

If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Chair of the meeting or the Recording Secretary may discharge the members present and may cancel or reschedule the meeting, and notice for same shall be given.

Administrative Support Staff

Recording Secretary (non-voting position)

One staff member of the Clerk's Department, as selected by the Clerk, shall attend meetings to serve as Committee Secretary. The Committee Secretary shall book meetings, circulate agendas, and record and circulate minutes.

**The Corporation of the
Town of Arnprior**

By-law Number 7196-21

A by-law of the Town of Arnprior to designate certain lands in Phase One of the Marshall's Bay Meadows Plan of Subdivision (49M-108), as being exempt from Part Lot Control.

Whereas the Planning Act, R.S.O. 1990, c.P.13, as amended, (the "Planning Act") subsection 50(5) provides that all lands within a plan of subdivision are subject to part lot control; and

Whereas authority is vested in Council by the Planning Act, subsection 50(7) to enact by-laws which provide that subsection 50(5) does not apply to such lands as are designated in the by-law;

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

1. **That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as Block 39 on Plan 49M-108 designated as Parts 1-10 on R-Plan 49R-19794.
2. **That** this by-law shall be effective only to the extent necessary to permit:
 - (a) the creation of parcels for construction purposes and to permit such parcels to be charged and/or discharged;
 - (b) individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - (c) any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit; and this by-law shall not be construed as to permit the further severance or resubdivision of any such parcel.
3. **That** a conveyance or conveyances in favour of the Town of Arnprior shall not for the purpose of this by-law be considered to be a severance and this by-law shall also be deemed to permit the grant or release of easements held in favour of the Town on or with respect to the lands described above.
4. **That** this by-law shall become effective upon the endorsement by the Corporation of the County of Renfrew of its said approval of the by-law.

5. **That** No further subdivision of the aforementioned lands shall be undertaken upon completing of the original purpose for which this by-law is being passed and approved except by an application made pursuant to Section 50 of the Planning Act, R. S. O. 1990, as amended.
6. **That** this by-law shall expire and be of no further force and effect as of the 12th day of July, 2023.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7198-21

A by-law to award a contract for Tender PW-2021-11 Small Loader Replacement.

Whereas Section 8 of the Municipal Act S.O. 2001, Chapter 25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues, and

Whereas on February 8th, 2021 Council passed by-law 7132-21 to adopt the 2021 Capital Budget which included a budget of \$110,000.00 for the replacement of #17 Cat 906H Loader, and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender PW-2021-11 through a public process; and

Whereas Brandt Tractor Ltd submitted the lowest acceptable bit of \$81,925.00 inclusive of HST for Tender PW-2021-11 Small Loader Replacement.

Therefore, the Council enacts as follows:

1. **That** Council award Tender PW-2021-11 Small Loader Replacement to Brandt Tractor Ltd for a total of \$81,925.00 (Including HST); and
2. **That** Council authorize the CAO to issue a purchase order to Brandt Tractor Ltd; and
3. **That** council direct staff to accept a trade credit of \$35,000.00 in exchange for the currently owned #17 CAT 906H front end loader; and
4. **That** and by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.
5. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 12th day of July, 2021.

Signatures:

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk