



**Town of Arnprior**  
**Regular Meeting of Council Agenda**  
**Date: Monday, August 23, 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 – July 12, 2021** (Page 1-10)
  - b) **Special Meeting of Council – August 5, 2021** (Page 11-15)
8. **Awards/ Delegations/ Presentations**
9. **Public Meetings**
10. **Matters Tabled/ Deferred/ Unfinished Business**
11. **Staff Reports**
  - a) **Official Plan Amendment, Plan of Subdivision and Zoning By-law Amendment – 640 White Lake Road (Tartan Homes Corporation), Robin Paquette, CAO** (Page 16-24)
  - b) **Site Plan Control Application – 240 Baskin Drive Conseil des écoles catholiques du Centre-est (CECCE) (SPC2/17)** Robin Paquette, CAO (Page 25-30)

- c) **Topps Environmental Solutions – Year 6 Garbage Collection Contract Extension**, Ryan Francis, A/Environmental Engineering Officer (Page 31-33)
- d) **Licensing Backyard Hens**, Robin Paquette, CAO (Page 34-54)
- e) **Execution of Agreements of Purchase and Sale – Didak Drive/Decosta Street and Ida Street S**, Robin Paquette, CAO (Page 55-58)
- f) **Extension of Audit Services**, Jennifer Morawiec, GMCS, Treasurer (Page 59-61)
- g) **Municipal Modernization – Online Initiatives**, Jennifer Morawiec, GMCS, Treasurer (Page 62-64)
- h) **Council and Committee Meetings**, Maureen Spratt, Town Clerk (Page 65-68)
- i) **Proclamation – Terry Fox Day** Kaila Zamojski, Deputy Clerk (Page 69-71)

## 12. Committee Reports and Minutes

## 13. Notice of Motion(s)

## 14. County Councillor’s Report from County Council

## 15. Correspondence & Petitions

### a) Correspondence

- i. Correspondence Package I-21-Aug-14
- ii. Correspondence Package A-21-Aug-09

## 16. By-laws & Resolutions

### a) By-laws:

- i. **By-law Number 7201-21**– Part Lot Control Marshalls Bay Meadows (Page 72-73)
- ii. **By-law Number 7202-21**– Part Lot Control Fairgrounds (Page 74-75)
- iii. **By-law Number 7203-21**– Part Lot Control Chats Crescent (Page 76-77)
- iv. **By-law Number 7204-21**– Site Plan Control 2/17 Part Lot Control 240 Baskin Drive Conseil des écoles catholiques du Centre-est (Page 78-79)
- v. **By-law Number 7205-21**– Close Portion of Highways known as the Didak Drive and Decosta Street Road Allowances (Page 80-81)

vi. **By-law Number 7206-21**—Disposal of Surplus Lands Didak Street and Id Street South (Page 82-83)

vii. **By-law Number 7207-21** - Appoint Fire Chief (Page 84)

**17. Announcements**

**18. Media Questions**

**19. Closed Session**

**20. Confirmatory By-law**

By-law No. 7208-21 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.

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

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



**Minutes of Council Meeting  
July 12, 2021  
6:30 PM  
Electronic Participation – Via Zoom**

**Council and Staff Attendance**

**Council Members Present:**

Deputy Mayor Tom Burnette  
County Councillor Dan Lynch  
Councillor Ted Strike  
Councillor Lynn Grinstead  
Councillor Chris Toner

**Council Members Absent:**

Mayor Walter Stack  
Councillor Lisa McGee

**Town Staff Present:**

Robin Paquette, CAO  
Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager,  
Client Services/ Treasurer  
John Steckly, General Manager,  
Operations  
Megan Rueckwald, Town Planner  
Ryan Wall, Engineering Officer  
Lindsay Wilson, Marketing & Economic  
Development Officer

**1. Call to Order**

Deputy Mayor Tom Burnette 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, except Mayor Walter Stack and Councillor Lisa McGee.

**3. Land Acknowledgement Statement**

Deputy Mayor Tom Burnette 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 255-21  
Moved by Lynn Grinstead  
Seconded by Chris Toner

**Be It Resolved That** the agenda, for the Regular Meeting of Council dated Monday, July 12, 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 256-21

Moved by Dan Lynch

Seconded by Ted Strike

**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 28, 2021).

Resolution Carried

**8. Awards/Delegations/Presentations**

None

**9. Public Meeting**

None

**10. Matter Tabled/ Deferred/ Unfinished Business**

None

**11. Staff Reports**

**a) Zoning By-law Amendment 3/21 (237 Albert Street) – Town Planner**

Resolution Number 257-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**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.

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

Councillor Chris Toner	Yes
Councillor Lynn Grinstead	Yes
Councillor Ted Strike	Yes
Councillor Dan Lynch	No
Deputy Mayor Tom Burnette	No

Resolution Carried

**Deputy Mayor Tom Burnette vacated the meeting due to technology issues at 6:52 pm. and resumed his seat at 6:54 pm.**

**b) Execution of Agreements of Purchase and Sale – Norma Street South and Daniel Street South – Town Planner**

Resolution Number 258-21

Moved by Dan Lynch

Seconded by Lynn Grinstead

**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.

Resolution Carried

**c) Sale and Declaration of Surplus Municipal Lands – Ida Street South, Didak Drive – Town Planner**

Resolution Number 259-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

**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.

Resolution Carried

**d) Downtown Patio Expansions – Marketing & Economic Development Officer**

Resolution Number 260-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**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.

Resolution Carried

**e) Considerations for the Keeping of Backyard Hens – Town Planner**

Resolution Number 261-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**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.

Resolution Lost

Resolution Number 262-21

Moved by Dan Lynch

Seconded by Chris Toner

**That** Council accept this report as presented, with the provision that staff move forward with the creation of a Backyard Hen Licencing By-law, by the end of August, without public consultation.

Resolution Carried

**f) Growth Management Strategy – Town Planner**

Resolution Number 263-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

**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.

Resolution Carried

**g) Awarding of Request for Tender PW-2021-11 Small Loader Replacement – Engineering Officer**

Resolution Number 264-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**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.

Resolution Carried

**h) Marshalls Bay Meadows Subdivision – Tree Clearing and Grubbing Phase 3, 4a, 4b, and 5 – General Manager, Operations**

Resolution Number 265-21

Moved by Dan Lynch

Seconded by Chris Toner

**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.

Resolution Carried

**i) Dedicate Public Highway – Galvin Street – Town Planner**

Resolution Number 266-21

Moved by Lynn Grinstead

Seconded by Ted Strike

**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”.

Resolution Carried

**j) Rename Existing Municipal Road – Gordon Fergusson Place – Town Planner**

Resolution Number 267-21

Moved by Dan Lynch

Seconded by Lynn Grinstead

**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.

Resolution Carried

**k) Release and Replace Drainage Easement – Callahan Estates Phase Three Plan of Subdivision – Town Planner**

Resolution Number 268-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**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.

Resolution Carried

**l) Annual Statement of Development Charges – 2020 – General Manager, Client Services/Treasurer**

Resolution Number 269-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

**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.

Resolution Carried

**m) Inclusivity and Diversity Advisory Committee (IDAC) Terms of Reference – Deputy Clerk**

Resolution Number 270-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**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).

Resolution Carried

**n) Proclamation – National Drowning Prevention Week – Deputy Clerk**

Resolution Number 271-21

Moved by Lynn Grinstead

Seconded by Chris Toner

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

Resolution Carried

The Deputy Clerk read the proclamation:

**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 18<sup>th</sup> - 24<sup>th</sup>, 2021 as “**National Drowning Prevention Week**” in the Town of Arnprior and do commend its thoughtful recognition to all citizens of our community.

**12. Committee Reports and Minutes**

None

**13. Notice of Motions**

None

**14. County Councillor’s Report from County Council**

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

- County of Renfrew staff are investigating training options for County staff and Council that would provide education on the history of Canada’s Indigenous Peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Indigenous Rights, Indigenous Laws, and Indigenous Crown relations.
- Arnprior is the fastest growing community in the County of Renfrew. The statistics from January to May 2021 indicate that we have 193 final approved units up from 140 in 2020. In addition, there are currently 88 draft approvals submitted.
- The Ministry of Education has granted Conseil des écoles catholiques du Centre-Est an approval to proceed (ATP) to tender a new francophone school in Arnprior. The funding allocation for this project includes funding for a new licensed childcare center within the school (\$1,713,548.00). Capital funding for the childcare center is dedicated funding for the childcare space only. As this project has been delayed, this new allocation includes additional funding to support higher market conditions and site servicing costs associated with the construction of the school and childcare center.
- The County of Renfrew is in recess until August 2021.

**14. Correspondence & Petitions**

**a) Correspondence Package – I-21-JUL-13**

Resolution Number 272-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

**That** the Correspondence Package Number I-21-JUL-13 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following items:

- Page 5 – For persons thinking of buying a new home, the Ontario Government is strengthening protections for buyers and owners of new homes with a new builder code of ethics, which came into effect June 23, 2021.

- Page 18 – The Ontario government is extending funding of up to \$14 million over two years for communities providing transportation services in unserved and underserved regions across Ontario through the Transport Grant Program. Ten communities in Eastern Ontario will receive this funding. Arnprior is one of the municipalities, with funding for 2018-2023 at \$467,860.00 and 2023-2025 at \$118,606.03. In response to County Councillor Lynch the CAO noted this money is part of the successful Joint Grant the Town received in partnership with Carefor and Arnprior-Braeside-McNab Seniors At Home Program (ABMSAH), to purchase and provide service to an accessible vehicle at ABMSAH. The grant runs from 2018-2023 and has been extended by an additional two (2) years. The Town’s role is to receive the funds and provide them to ABMSAH for the operation of the vehicle.
- Page 21 – Northland Bus Services has started their bus routes again, including Arnprior.
- Page 25 – For residents who have a permanent Accessible Parking Permit, the Ontario Government has launched a new online renewal tool for Accessible Parking Permits ([Ontario.ca/RenewApp](https://Ontario.ca/RenewApp))
- Page 27 – In response to County Councillor Lynch the General Manager, Client Services/Treasurer noted the Town of Arnprior was ineligible to apply for Round 2 of the Ontario Modernization Grant, however, the municipality did receive funding under the initial round of this grant and still has some funding available for future efficiency projects.
- Page 34 – The Renfrew County and District Health Unit issued a drug warning for Renfrew County residents, noting that toxic drugs continue to circulate locally causing an increased risk of overdose. Fentanyl has been confirmed in the local drug supply and has been present in several colours including purple, yellow and grey. The unregulated drug supply is inconsistent and dangerous, including drugs of any colour. Even if you, or someone you know, is using from a familiar source, drugs may be stronger than expected and/or contain other substances that cause unpredicted effects, which may include overdose. If you overdose, there will be no one there to help.
- Page 53 – LAS has advised that a negotiated price increase on our culvert supply contract was approved for August 1, 2021. In response to County Councillor Lynch the CAO noted that the Town does not need culverts very often, and if we do the Town searches for competitive pricing.

**b) Correspondence Package – A-21-JUL-08**

Resolution Number 273-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** the Correspondence Package Number A-21-JUL-08 be received and the recommendations outlined be brought forward for Council consideration.

Resolution Carried

Resolution Number 274-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** Council of the Corporation of the Town of Arnprior receives the resolution from the Township of Bonnechere Valley regarding a 988 National three-digit Suicide and Crisis Hotline.

**Whereas** the federal government has passed a motion to adopt 988, a National three-digit Suicide and Crisis Hotline; and

**Whereas** the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%; and

**Whereas** existing suicide prevention hotlines require the user to remember a 10- digit number and go through directories or be placed on hold; and

**Whereas** in 2022 the United States will have in place a national 988 crisis hotline; and

**Whereas** the Town recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help.

**Therefore Be It Resolved That** Council of the Corporation of the Town of Arnprior supports the Township of Bonnechere Valley, and endorses this 988 crisis line initiative; and

**Further That** a copy of this resolution be sent to John Yakabuski, MPP, Cheryl Gallant, MP, Federal Minister of Health, Canadian Radio-television and Telecommunications (CRTC) Commission, the County of Renfrew and the Township of Bonnechere Valley.

Resolution Carried

Resolution Number 275-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant Policy Application from the Arnprior Lion’s Club; and

**Whereas** the Arnprior Lions Club is an eligible community organization under the Municipal Grants Policy.

**Therefore Be It Resolved That** Council supports the Arnprior Lions Club 75<sup>th</sup> Charter Anniversary Dinner, by providing in-kind support of waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$450.00), for the date of Saturday, October 16, 2021; and

**Further That** the Arnprior Lions Club be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event.

Resolution Carried

**15. By-laws/Resolutions**

**a) By-laws**

Resolution Number 276-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

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

- i. By-law Number 7190-21 – Amend Zoning By-law Number 6875-18 (237 Albert Street)
- ii. By-law Number 7191-21 – Agreements of Purchase and Sale (Norma Street S and Daniel Street S)
- iii. By-law Number 7192-21 – Dedicate Public Highway – Galvin street
- iv. By-law Number 7193-21 – Rename Existing Municipal Road – Gordon Fergusson Place
- v. By-law Number 7194-21 – Release and Replace Drainage Easement Callahan Estates

- vi. By-law Number 7195-21 – Adopt Terms of Reference Inclusivity and Diversity Advisory Committee (IDAC)
- vii. By-law Number 7196-21 – Part Lot Control Exemption – Marshall’s Bay Meadows Phase One
- viii. By-law Number 7197-21 – Part Lot Control Exemption Fairgrounds
- ix. By-law Number 7198-21 – Award Tender PW-2021-11 -Small Loader to Brandt Tractor Ltd.

Resolution Carried

**16. Announcements**

CAO made the following announcement:

- The final tax bills have been issued and residents can expect to see them in the mail this week.

**17. Media Questions**

None

**18. Closed Session**

None

**19. Confirmatory By-Law**

Resolution Number 277-21

Moved by Dan Lynch

Seconded by Ted Strike

**That** By-law No. 7199-21 being a By-law to confirm the proceedings of the Regular Meeting of Council held on July 12, 2021 be and it is hereby enacted and passed.

Resolution Carried

**20. Adjournment**

Resolution Number 278-21

Moved by Lynn Grinstead

Seconded by Ted Strike

**That** this meeting of Council be adjourned at 8:47 pm.

Resolution Carried

**Signatures**

Tom Burnette, Deputy Mayor

Maureen Spratt, Town Clerk



**Minutes of Special Council Meeting  
August 5, 2021  
11:30 AM  
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  
Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
John Steckly, General Manager, Operations  
Graeme Ivory, Director of Recreation

**1. Call to Order**

Mayor Walter Stack called the Special Council meeting to order at 11:30 AM 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 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 279-21  
Moved by Lynn Grinstead  
Seconded by Lisa McGee

**Be It Resolved That** the agenda for the Special Meeting of Council dated Thursday, August 5, 2021 be adopted.

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None

**6. Staff Reports**

**a) Operational Safety Changes to Robert Simpson Park, Director of Recreation**

Resolution Number 280-21

Moved by Chris Toner

Seconded by Lynn Grinstead

**That** Council receive Report 2021-08-05-01 for information.

Resolution Lost

Resolution Number 281-21

Moved by Dan Lynch

Seconded by Chris Toner

**That** Council reconsider resolution number 247-21.

Resolution Carried

Resolution Number 247-21, from the Regular Meeting of Council held on June 28, 2021:

**That** Council direct staff to:

- remove the gates asap or make them able to open and allow for two way vehicle 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.

Following discussion on resolution number 247-21 Councillor McGee moved the following amendments:

Resolution Number 282-21

Moved by Lisa McGee

Seconded by Ted Strike

**That** Council amend Resolution Number 247-21 as follows:

**That** Council direct staff to

- remove the gates at Robert Simpson Park by labour day 2021 and replace them by June 15, 2022 to open and allow for two way vehicular traffic;
- close the new gates in 2022 on Saturdays and Sundays, as well as holidays and for special events, from June – September; and
- install clear parking signage with 2 accessible parking spaces available; and
- clear signage on the south side indicating no parking and tow away zone; and
- ramp up enforcement of parking infractions; and
- confirm that the closing of gates on weekends between June and September is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Resolution Carried as Amended

7. By-laws & Resolutions

a) Resolutions

Resolution Number 283-21

Moved by Lynn Grinstead

Seconded by Tom Burnette

**Whereas** staff received a request from the Family Health Team at Arnprior Regional Health to waive fees and contribute funding for a volunteer appreciation luncheon at Robert Simpson Park; and

**Whereas** volunteers have been an integral part of the vaccination team ensuring the smooth operation of the clinics and contributing to the health and safety of the community.

**Therefore be it resolved that** Council waive the fees of the gazebo rental and setup at Robert Simpson Park for the purpose of a volunteer appreciation luncheon recognizing their contributions to the vaccine clinic; and

**Further that** Council support the request from the Family Health Team at Arnprior Regional Health for a one-time donation of \$1,000.00 to the provide the boxed lunches for this event; and

**Further that** the Family Health Team at Arnprior Regional Health be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event.

Resolution Amended

Resolution Number 284-21

Moved by Walter Stack

Seconded by Lynn Grinstead

**That** Council amend resolution number 283-21 to add a paragraph five (5) with the following wording:

“Further That the Family Health Team at Arnprior Regional Health be advised that it is mandatory to maintain Public Health COVID-19 protocols and all members of the event maintain a physical distance of 6 feet.

Resolution Carried

Resolution Number 285-21

Moved by Walter Stack

Seconded by Lynn Grinstead

**Whereas** staff received a request from the Family Health Team at Arnprior Regional Health to waive fees and contribute funding for a volunteer appreciation luncheon at Robert Simpson Park; and

**Whereas** volunteers have been an integral part of the vaccination team ensuring the smooth operation of the clinics and contributing to the health and safety of the community.

**Therefore be it resolved that** Council waive the fees of the gazebo rental and setup at Robert Simpson Park for the purpose of a volunteer appreciation luncheon recognizing their contributions to the vaccine clinic; and



**Further that** Council support the request from the Family Health Team at Arnprior Regional Health for a one-time donation of \$1,000.00 to the provide the boxed lunches for this event; and

**Further that** the Family Health Team at Arnprior Regional Health be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event; and

**Further That** the Family Health Team at Arnprior Regional Health be advised that it is mandatory to maintain Public Health COVID-19 protocols and all members of the event maintain a physical distance of 6 feet.

Resolution Carried as Amended

**8. Closed Session**

Resolution Number 286-21 (12:29 pm)

Moved by Dan Lynch

Seconded by Lisa McGee

That Council move into Closed Session regarding:

- One (1) matter for the purpose of educating or training the members pursuant to Section 239 (3.1) of the Municipal Act, 2001 (Property Acquisition); and
- One (1) personal matter to discuss personal matters about an identifiable individual, including municipal or local board employees; labour relations or employee negotiations pursuant to Section 239 (2)(b) and (d) of the Municipal Act, 2001 (Fire Department Staffing).

Resolution Carried

Resolution Number 287-21 (1;30 pm)

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council resume to Open Session.

Resolution Carried

Resolution Number 288-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council authorize the CAO to facilitate the hiring of a Fire Chief.

Resolution Carried

**9. Confirmatory By-Law**

Resolution Number 289-21

Moved by Lynn Grinstead

Seconded by Lisa McGee

**That** By-law Number 7200-21 being a By-law to confirm the proceedings of the Special Meeting of Council held on August 5, 2021 be and it is hereby enacted and passed.

Resolution Carried

**10. Adjournment**

Resolution Number 290-21

Moved by Lynn Grinstead

Seconded by Lisa McGee

**That** this meeting of Council be adjourned at 1:31 pm.

Resolution Carried

**Signatures**

Walter Stack, Mayor

Maureen Spratt, Town Clerk



## Town of Arnprior Staff Report

**Subject:** Official Plan Amendment, Plan of Subdivision and Zoning By-law Amendment – 640 White Lake Road (Tartan Homes Corporation)

**Department:** Community Services Branch

**Report Number:** 21-08-23-01

**Report Author:** Robin Paquette, CAO

**Meeting Date:** August 23, 2021

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### Recommendations:

**That** Council receive applications for an amendment to the official plan, zoning by-law and application for plan of subdivision for 640 White Lake Road, Arnprior as submitted by Tartan Homes Corporation;

**And That** pursuant to the Planning Act, Council hold a public meeting on Monday, September 27, 2021, regarding the proposed amendments and subdivision application, to allow for public review and comment.

### Background:

**Owner:** Tartan Land Consultants

**Agent:** Tartan Land Consultants Inc.

**Description of Subject Lands:** 640 White Lake Road (former driving range)

**Legal Description:** Part of Lots 3 & 4, Concession A, Geographic Township of McNab, Town of Arnprior, County of Renfrew

**Area of Land:** 14.68 ha (36.3 ac)

**Existing Structure:** Vacant lands

**Official Plan:** Mixed Use Commercial/Employment Area

**Zoning:** Mixed Use Commercial/ Employment – Holding Three

The planning applications seek to redesignate and rezone the subject lands to permit a residential housing development as follows:

**Official Plan Amendment:** Redesignate lands from Mixed Use Commercial/Employment Area to Low/Medium Density Residential Area.

**Zoning By-law Amendment:** Rezone lands from Mixed Use Commercial/Employment – Holding Three to Residential Three (R3), Residential Four (R4) and Open Space.

**Plan of Subdivision:** Residential subdivision containing single-detached units, semi-detached units, townhouse units and a park. A total of 272 residential units are proposed. The County of Renfrew is the approval authority for plan of subdivision applications; the Town reviews and provides a recommendation to the County, along with draft plan conditions, if appropriate.

### **Summary of Proposal**

The subject land is approximately 36 acres in area with frontage on Bev Shaw Parkway (354 m), White Lake Road (345 m) and Van Dusen Drive (424 m). The lands are located near the western boundary of the Town, abutting the airport. Existing uses in the vicinity of the development include residential lands across White Lake Road, the airport, the Antrim Truck Stop, and vacant lands designated Commercial/Employment. The subject site was initially used for agricultural purposes until approximately 1990 when a driving range and residential dwelling were constructed. The driving range was operational until 2010 but has remained vacant since operations ceased. Existing structures and features on the site include the residential home, pro shop, surface parking area, landscaped pond and agricultural fields and mowed areas.

The applicant is proposing to develop a plan of subdivision containing 272 units that will front on and be accessed by new public roads. A mix of units are proposed including 138 single-detached units (51% of total units), 22 semi-detached units (8% of total units) and 112 townhouse units (41% of total units). Typical block depths for semi-detached and townhouse blocks are 31 meters and 31.5m for single-detached units. All lots will meet or exceed frontage requirements in the Town's Zoning By-law.

Block 180 on the draft plan of subdivision proposes a park. The park will be 0.734 ha in area, reflecting 5% of the total land within the subdivision.

Access to the site will be provided through a newly created internal road network comprised of local roads with a 20m wide road allowance. Internal streets are designed to funnel traffic to Street 1, which intersect with Bev Shaw Parkway and Van Dusen Drive. No access is proposed directly from White Lake Road. A total of four new streets will provide access.

Municipal water and sewer services are proposed for the site, with conventional stormwater management. The Serviceability and Stormwater Management Report prepared by Novatech proposes options for sanitary services and stormwater management. Should the official plan amendment be approved, a detailed engineering review for servicing will be undertaken by the Operations Department.

To permit the plan of subdivision, the applicants are seeking an official plan amendment and zoning by-law amendment. The official plan amendment requests to redesignate the property from Mixed Use Commercial/Employment to Low/Medium Density Residential Area. To support the re-designation, a comprehensive review is required to demonstrate that the land is not required for employment purposes over the long-term and that there is a need for the conversion.

The plan of subdivision and zoning by-law amendment must be in conformity with the official plan; if the official plan amendment is not approved, the zoning and subdivision could not be approved. The zoning by-law amendment seeks to rezone the property to permit residential development and open space, in accordance with the plan of subdivision.

In support of the applications, the applicant submitted the following plans and reports, copies of which are available for review by contacting planning staff:

- Draft plan of subdivision prepared by Annis, O'Sullivan, Vollebekk Ltd
- Planning Justification Report prepared by Tartan Land Consultants Inc, February 9, 2021;
- Comprehensive Review prepared by Novatech, December 16, 2020 (revised August 2021);
- Fiscal Impact Study, prepared by Altus Group, February 2, 2021;
- Phase 1 Environmental Site Assessment, prepared by Patterson Group, August 21, 2020;
- Environmental Impact Study, prepared by Muncaster Environmental Planning January 12, 2021;
- Noise Impact Assessment Study, prepared by Integral DX Engineering Ltd., February 1, 2021;
- Serviceability and Stormwater Management Report, prepared by Novatech, February 3, 2021;
- Traffic Impact Study, prepared by Novatech, January 2021;
- Preliminary Geotechnical Investigation, prepared by Patterson Group, August 26, 2020; and
- Memo – Arnprior Housing Demand and Supply, prepared by Altus Group, August 7, 2021.

## **Discussion:**

An in-depth planning analysis will be undertaken following the public meeting and a recommendation provided for Council's consideration. The intent of the following sections are to provide Council with an overview of the applicable policy. Tartan Land Consultants Inc. provided a detailed planning review in the Planning Justification Report dated February 9, 2021.

## **Provincial Policy Statement, 2020**

The 2020 Provincial Policy Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Section 2 of the Planning Act requires that decisions be `consistent with` the PPS; a new PPS came into effect on May 1, 2020.

Section 1.1.3 Settlement Areas states that settlement areas shall be the focus of growth and development. Land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources and are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion.

Section 1.4 Housing requires municipalities to provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents. Housing is to be directed towards locations where appropriate levels of infrastructure and public service facilities are or will be. 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 area where it exists or is to be developed.

The PPS provides policy direction for land use compatibility with sensitive land uses. Section 1.2.6.1 states that major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise, and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards, and procedures. Where avoidance is not possible, the PPS establishes criteria for when development may proceed ensuring that impacts are minimized and mitigated. A noise impact assessment study was undertaken by the applicants and with aircraft levels being assessed based on Noise Exposure Forecast (NEF) and/or Noise Exposure Prediction (NEP) contours. There are no applicable outdoor noise control measures for aircraft noise. Indoor noise control measures including building component requirements, warning clauses and ventilation requirements such as the provision for or installation of A/C units. Should the subdivision be approved, a detailed design assessment would be required to be undertaken and conditions included in the subdivision agreement registered on title of each property.

The official plan amendment application seeks to redesignate the property from Mixed Use Commercial/Employment Area to Low/Medium Density Residential Area. The Town and County identified the need for a Comprehensive Review to support the redesignation of the lands. A comprehensive review was undertaken by Novatech which assessed residential land supply and the need for conversion. Staff reviewed the report and provided comments which were addressed in a revised submission, currently under final review. The review looks at the PPS and Official Plans for both the County and Town and focuses two aspects; the need for additional residential lands to accommodate projected growth; and adequacy of the available employment lands to handle the projected needs. The population projects were studied, as well as the current needs and trends, to determine the projected residential growth needs. Currently underdeveloped or undeveloped commercial/employment lands were analyzed to evaluate the need for maintaining viable employment lands. The report concluded:

This comprehensive review of the employment, mixed use commercial, and residential land in the Town of Arnprior concludes that there is excess employment land designated in the Town of Arnprior Official Plan. This comprehensive review further concludes that there is not sufficient residential supply to accommodate the increased projected growth.

This report concludes that there are more than enough designated employment lands, and there is a need to designate additional residential lands. This report concludes that the land known as 640 White Lake Road offers the Town of Arnprior the ability to meet the increasing demand for residential land.

This comprehensive review has been prepared to address the requirements of the Provincial Policy Statement 2020. The conversion of the land municipally known as 640 White Lake Road from Mixed Use Commercial / Employment to Low / Medium Density Residential is consistent with the policies of the Provincial Policy Statement and represents good land use planning.

In addition to the comprehensive review, the applicants also retained Altus Group who completed a Memo – Arnprior Housing Demand and Supply. The memo states that the recent pricing pressures in the Ottawa census metropolitan area (CMA), plus the anticipated unmet demand for ground-related housing types in the City of Ottawa’s “Outside Greenbelt” area to the year 2046, that it is expected that demand for ground-related housing will significantly increase in the Town of Arnprior. The pricing and emerging supply issues in the City and Ottawa CMA and its likely impact on areas such as the Town of Arnprior are exacerbated by the impacts of increased availability of work from home arrangements which allows a greater geographic area within which households can locate and remain within geographic reach of a major economic centre such as the City of Ottawa.

The memo estimates that the Town’s annual share of unmet demand for family-oriented, ground-related housing would be approximately 103 units per year, over and above the base levels of demand already accounted for in the Town’s housing forecasts. This amount of estimated increased housing demand in the Town is in addition to the additional housing demand not yet incorporated into the base housing forecast to account for decline in existing household sizes in existing communities. Finally, the memo states that the Town should also ensure that its land and housing supply is sufficient to meet requirements set out in the Provincial Policy Statement for maintaining sufficient land for 25 years, designated lands for 15 years, and zoned, serviced lands for three years of supply.

### **Official Plan Policies**

The subject lands are designated Mixed Use Commercial/Employment Area in the Town of Arnprior. An official plan amendment is requested to redesignate the lands to Low/Medium Density Residential Area to support the plan of subdivision application. A brief review of the comprehensive review and memo provided by Altus Group on housing supply and demand is included in the Provincial Policy Section review above.

With respect to the subdivision design, the proposal meets many of the objectives and policy direction as set out in the Town’s Official Plan. The plan of subdivision proposes a mix of housing types, with single-detached representing a minimum of 50% of the type. The roads and parkland are also in conformity with the Official Plan policies. The detailed engineering review may result in revisions to the plan; at a later date, staff will bring forward a report including a detailed review of the subdivision design and provide Council with an overview of the engineering peer review comments.

C2.5 Design Considerations in New Development Areas prohibits reverse frontages for new low-density residential development, including detached and linked dwellings. Reverse frontages are proposed along the exterior of the development, fronting on White Lake Road, Van Dusen Drive and Bev Shaw Parkway. Staff are supportive of an amendment to permit reserve frontages after review of the Traffic Impact Statement and overall design proposed. A sound barrier is proposed along White Lake Road, which can be conditioned as part of the subdivision agreement, which will provide privacy for residents' rear yards.

### **Zoning By-law Amendment Proposal**

The subject lands are zoned Mixed Use Commercial/Employment – Holding Three, which permits a wide range of commercial and employment uses in accordance with the Official Plan policies for the designated area. With the approval of the Official Plan, the appropriate implementing zone designations are Residential Three and Four (R3 and R4), which contain provisions for development in newer areas of the Town.

The proposed zoning of the lands seeks to rezone the lands to Residential Three (R3) for the singles and semis and Residential Four (R4) for the townhouse blocks. Open Space zoning is proposed for the parkland. With the submission of the original application, the applicants were seeking site specific zoning to reduce the minimum internal width of single garages. Council approved an amendment to the zoning by-law as part of the housekeeping review which reduced the width of the internal garage; the applicants no longer require site specific zoning with the housekeeping amendment in effect.

### **Public Comments**

An open house was held on April 7, 2021, from 5:30-6:30 via Zoom. The Open House was an opportunity for members of the public to learn more about the proposed development and ask questions. The Open House was attended by the applicant's team, the County, Town staff and a few members of the public. A presentation was provided by staff followed by the opportunity for a question period where questions were received regarding the development.

Mike Defalco, resident, voiced concerns with compatibility with the airport and traffic. Mr. Defalco's comments related to the Town's road infrastructure and safety with the additional demand the new development will incur. Defalco voiced significant concerns with the proximity to the airport and how the development will impact future expansion and useability, recognizing the growing use of the infrastructure. Comments were provided with Van Dusen Drive being recommended to have streetlights and that the Town should continue to plan for commercial/industrial uses in this area, given the proximity to the highway.

Members of the public, who were unable to attend the open house but interested in knowing more about the development, were provided with the open house presentation and any requested studies/reports.

### **Agency Comments**

Formal circulation of the notice of complete application and open house is required under the *Planning Act*. Comments from Hydro One confirmed the receipt of the application and noted that their offices have no concerns or comments at this time.



The County of Renfrew circulated the environmental impact assessment and noise impact assessment study for peer review. The environmental impact assessment has been revised to reflect the comments provided by the peer reviewed and there are no outstanding concerns. The noise impact assessment study has been peer reviewed with comments provided to the applicant. Town staff met with County staff, the developer and the noise consultant to review the peer review comments. While the study does address the impact of the airport on the proposed residential homeowners using mitigating measures, such as central air conditioning requirements, the impact of the proposed residential on the future potential industrial type uses on the airport lands is still being investigated. The results of the final study may include input into the official plan amendment and conditions of development.

**Options:**

Council may proceed to set the date and hold the statutory public meeting for the three applications. Should Council proceed with holding the meeting, notice will be provided in accordance with the Planning Act. Following the public meeting, staff will review all comments received and will prepare a report with a recommendation for Council's consideration. The plan of subdivision application is contingent on the official plan amendment being approved. Detailed engineering peer review is still to be undertaken on the subdivision.

Council may elect to defer holding a public meeting and seek additional information from the staff and/or applicants before seeking additional public engagement. A statutory public meeting is required under the Planning Act.

**Policy Considerations:**

As outlined in the Discussion section of this report. A detailed planning analysis will be undertaken in a report to Council after the public meeting.

**Financial Considerations:**

Not applicable.

**Meeting Dates:**

1. Open House – April 7, 2021

**Consultation:**

- Required agencies under the *Planning Act*
- CAO, General Manager, Operations, County of Renfrew
- Peer review agencies

**Documents:**

1. Draft Plan of Subdivision

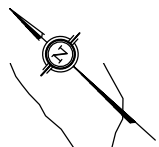
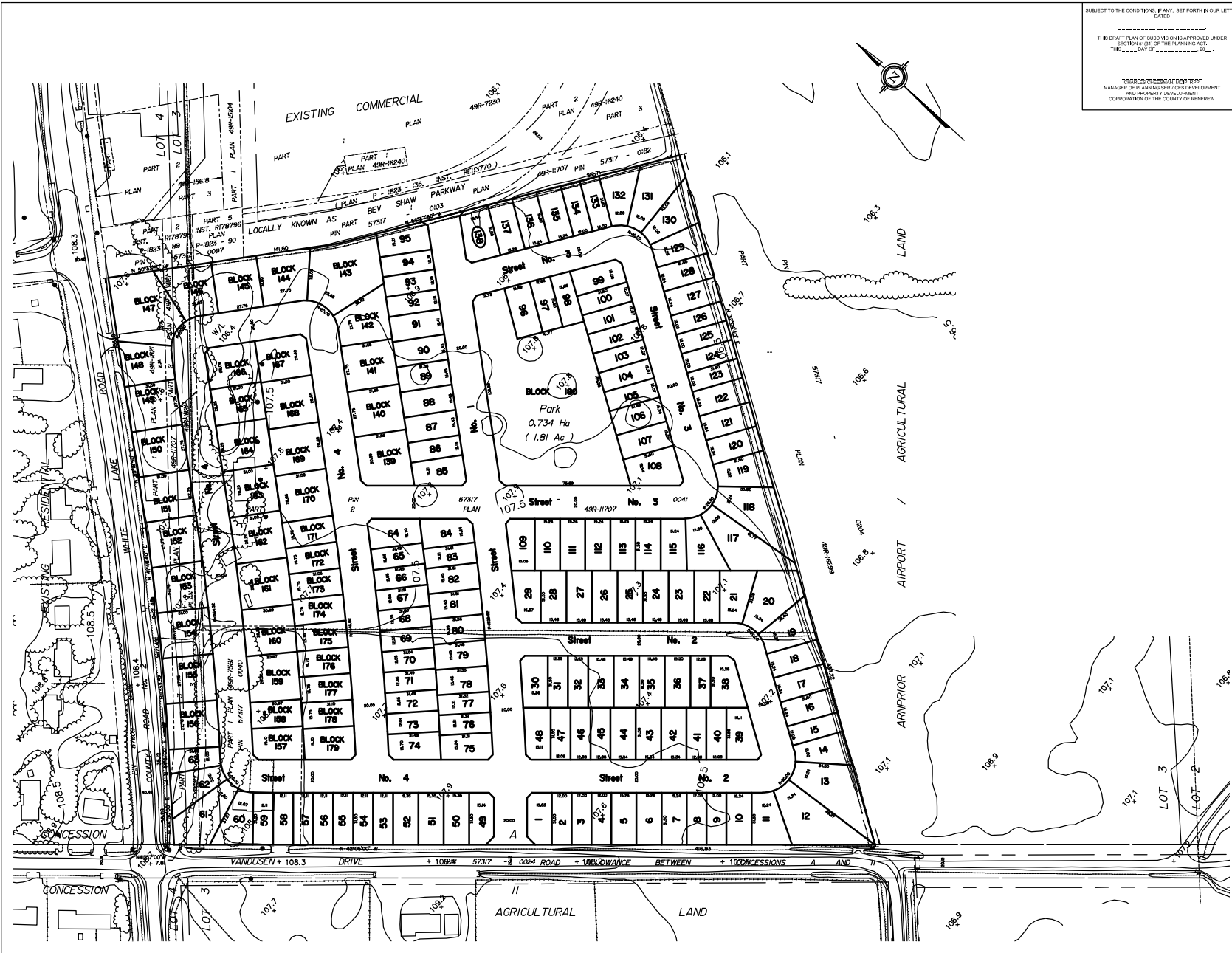
**Signatures**

**Reviewed by Department Head**

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

**CAO Concurrence:** Robin Paquette

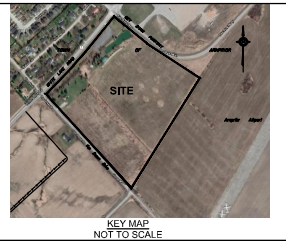
**Workflow Certified by Town Clerk:** Maureen Spratt



SUBJECT TO THE CONDITIONS, PLAN, SET FORTH IN OUR LETTER DATED: \_\_\_\_\_

THIS DRAFT PLAN OF SUBDIVISION APPROVED UNDER SECTION 51(1) OF THE PLANNING ACT, THE COUNTY OF \_\_\_\_\_

"CHARLES D'AMICO INC."  
MANAGER OF PLANNING SERVICES FOR DEVELOPMENT AND PROPERTY DEVELOPMENT  
CORPORATION OF THE COUNTY OF KENNEDY.



**DRAFT PLAN OF SUBDIVISION OF PART OF LOTS 3 and 4 CONCESSION A**  
Geographic Township of McNab  
**TOWN OF ARNPRIOR**  
**COUNTY OF RENEW**  
Prepared by Annis, O'Sullivan, Vollebek Ltd.

Scale: 1:1000  
0 10 20 30 40 50 60 70 80 90 100 Metres

Metric  
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**SURVEYOR'S CERTIFICATE**  
I CERTIFY THAT:  
The boundaries of the lands to be subdivided and their relationship to adjoining lands have been accurately and correctly shown.

Date: \_\_\_\_\_  
Annis O'Sullivan  
ONTARIO LAND SURVEYOR

**OWNERS CERTIFICATE**  
This is to certify that I am the owner / agent of the lands to be subdivided and that this plan was prepared in accordance with my instructions.

\_\_\_\_\_ O'Sullivan  
White Lake Road Investments Ltd.  
I have authority to bind the corporation

**ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51-17 OF THE PLANNING ACT**

- (a) see plan
- (b) see plan
- (c) see plan
- (d) single family, multi-family residential housing, park land
- (e) see plan
- (f) see plan
- (g) see plan
- (h) Town of Arnprior
- (i) see soils report
- (j) see plan
- (k) sanitary, storm sewers, municipal water, bell, hydro, cable and gas to be available
- (l) see plan

AREA SCHEDULE		
PROPOSED USE	LOT/BLOCK	HA (AC)
SINGLES	1-156	6,716 (16,620)
TOWNHOMES	158-170	2,734 (6,733)
SEMI-DETACHED	171-179	6,964 (1,738)
PARK LAND	180-189	5,734 (1,411)
STREETS	1-4	3,022 (7,521)
TOTAL SITE AREA = 14,675 Ha (36,266 Ac)		



ARNPRIOR

## Town of Arnprior Staff Report

**Subject:** Site Plan Control Application – 240 Baskin Drive, Conseil des écoles catholiques du Centre-est (CECCE) (SPC2/17)

**Department:** Community Services Branch

**Report Number:** 21-08-23-02

**Report Author:** Robin Paquette, CAO / A/Town Planner

**Meeting Date:** August 23, 2021

### Recommendations:

That Council adopt a by-law to authorize the Mayor and Clerk to enter into a Site Plan Control Agreement for the construction of the French Catholic School at 240 Baskin Drive with the final form and content of the agreement being to the satisfaction of the CAO, in consultation with the Town Solicitor and the County of Renfrew.

### Background:

The Town has received an application for amendment to site plan control for the French Catholic School proposed at 240 Baskin Drive. The application, submitted by Conseil des écoles catholiques du Centre-est (CECCE), is for the construction of the school and daycare with accessory parking and outdoor recreation space. The site proposes one-way access from Baskin Drive with stacking lanes for school busses and appropriate parking. Outdoor amenity and play space is to the rear of the site, behind the school and parking areas. The site layout is drafted to accommodate future expansions to the school and play area. The site plan is attached as Attachment 1.

The School Board acquired the land in 2017 with the intent to construct at that time. At the August 8, 2017, Council meeting, the Council of the day adopted a by-law authorizing the Mayor and Clerk to enter into a site plan agreement. The applicants did not proceed with entering into the site plan agreement. The School Board has since re-approached the Town to enter into the site plan agreement. Due to the time that has lapsed since the application was before Council, and that there is a new compliment of Councillors, staff elected to bring the application back to Council with a new by-law to authorize the Mayor and Clerk to enter into an amended agreement.

## Discussion:

Site plan control is required for the orderly development of multi-residential, commercial and institutional sites in the Town of Arnprior. Should Council authorize the Mayor and Clerk to enter into the Site Plan Agreement, the agreement will be registered on title and the site required to be developed in accordance with the approved plans and reports.

The site plan agreement drafted for the lands is comprised of the Town's standard conditions including requirements for permits, utilities (if applicable), development, damages to municipal property and the requirement that the site plan agreement remain on title for subsequent conveyances. Securities will be held in the amount of 25% of works to be completed on site and 100% of works to be completed on municipal lands, including the County's road allowance.

A detailed review of the site plan was undertaken in 2017 at the time of first submission. The applicants reviewed and provided amended site plan drawings. The applicants are also providing covering letters that review and update the previous engineering studies submitted, where applicable.

The amended application was circulated internally to Operations, Building and Fire staff. The application was also circulated externally to the County of Renfrew Public Works Department. Given that there were no substantive engineering changes proposed, staff did not re-circulate the application for external peer review as this was completed in 2017.

Comments provided on the site plan have been appropriately addressed and incorporated into the drawings. Staff have amended the site plan agreement to reflect current wording, update the monetary contribution for the watermain, and revise timelines. The securities are also to be reviewed and will be added into the agreement prior to execution.

## Site Specific Conditions

### 1. Watermain

The Owner shall pay for \$179,108.00 for the design and construction of the Town watermain on Baskin Drive from the intersection of Stonehaven Way to the road extension intersection at Callahan Estates to Baskin Drive. The Owner shall pay this amount within 6 months of the execution of this agreement.

**Comment:** The watermain extension work, required under the previous agreement, has since been completed. The Town has paid for this work and requires the School Board to pay for 50% of the design and construction costs required to undertake the work which amounts of \$179,108.00. The School Board has been kept apprised of this work and costing during the construction of the watermain.

## 2. Sanitary Sewer

The Owner shall design and construct at its sole cost a municipal sanitary sewer from the existing sanitary sewer on Stonehaven Way and on Baskin Drive to the subject site in accordance with the approved plans, all to the satisfaction of the General Manager, Operations. Securities contemplated by this agreement shall be held to guaranty that said works are constructed as required by the General Manager, Operations, failing which the Town shall draw upon the securities contemplated by this agreement as required in order to satisfy the requirements herein.

**Comment:** An extension to the sanitary sewer is required to facilitate the construction on the site. This condition was included in the previous agreement and the Town has provided high-level costing estimates to the School Board.

## 3. Sidewalk

The Owner shall design and construct at its sole cost a municipal sidewalk on Baskin Drive from the intersection of Stonehaven Way to the future road extension intersection at Callahan Estates to Baskin Drive all to the satisfaction of the General Manager, Operations. Securities contemplated by this agreement shall be held to guaranty that said works are constructed as required by the General Manager, Operations, failing which the Town shall draw upon the securities contemplated by this agreement as required in order to satisfy the requirements herein.

**Comment:** A sidewalk is required to be constructed along Baskin Drive from Stonehaven Way to the future intersection at Callahan Estates. This condition was included in the previous agreement.

## 4. No Parking Signage and School Safety Zone

The Owner shall pay all costs associated with the required installation of no parking signage and amending the School Safety Zone on Baskin Drive to the satisfaction of the County of Renfrew and the Town of Arnprior. Securities contemplated by this agreement shall be held to guaranty the foregoing. The Owner shall pay all costs as noted herein within 30 days of receipt of a notice to pay, failing which the Town shall draw upon the securities contemplated by this agreement as required in order to satisfy the requirements herein.

**Comment:** The School Board will be responsible for the cost of signage and to modify the existing School Safety Zone along Baskin Drive to accommodate the expanded area. This is a condition from the previous agreement.

## 5. Pedestrian Crossing

The Owner shall pay twenty-five percent (25%) of the costs of providing a pedestrian crossing on Baskin Drive at the future road extension intersection at Callahan Estates to Baskin Drive all to the satisfaction of the General Manager, Operations. Securities contemplated by this agreement shall be held to guaranty the foregoing. The Owner shall pay all costs as noted herein within 30 days of receipt of a notice to pay, failing which the Town shall draw upon the securities contemplated by this agreement as required in order to satisfy the requirements herein.

**Comment:** At the time of the original site plan application a pedestrian crosswalk was proposed between the new school and the future road extension intersection at Callahan Estates across Baskin Drive. Operations anticipates the installation of a PXO crosswalk. This was a condition of the previous agreement.

### Policy Considerations:

The site plan application conforms to the Town of Arnprior Official Plan and complies with the Institutional zoning.

The subject property is zoned Institutional Holding Five (I(H5)). An application to lift the holding symbol has been submitted. Should Council authorize entering into the site plan agreement, staff will bring forward a by-law to lift the holding symbol at the September 13<sup>th</sup> Council meeting.

### Financial Considerations:

The property owner is required to enter into a site plan control agreement with the Town in advance of starting works on the site that will indemnify the Town from costs associated with the processing and review of the application.

### Meeting Dates:

1. None.

### Consultation:

- Staff: CAO, Operations, Building, Fire
- County of Renfrew

### Documents:

1. Site Plan

## Signatures

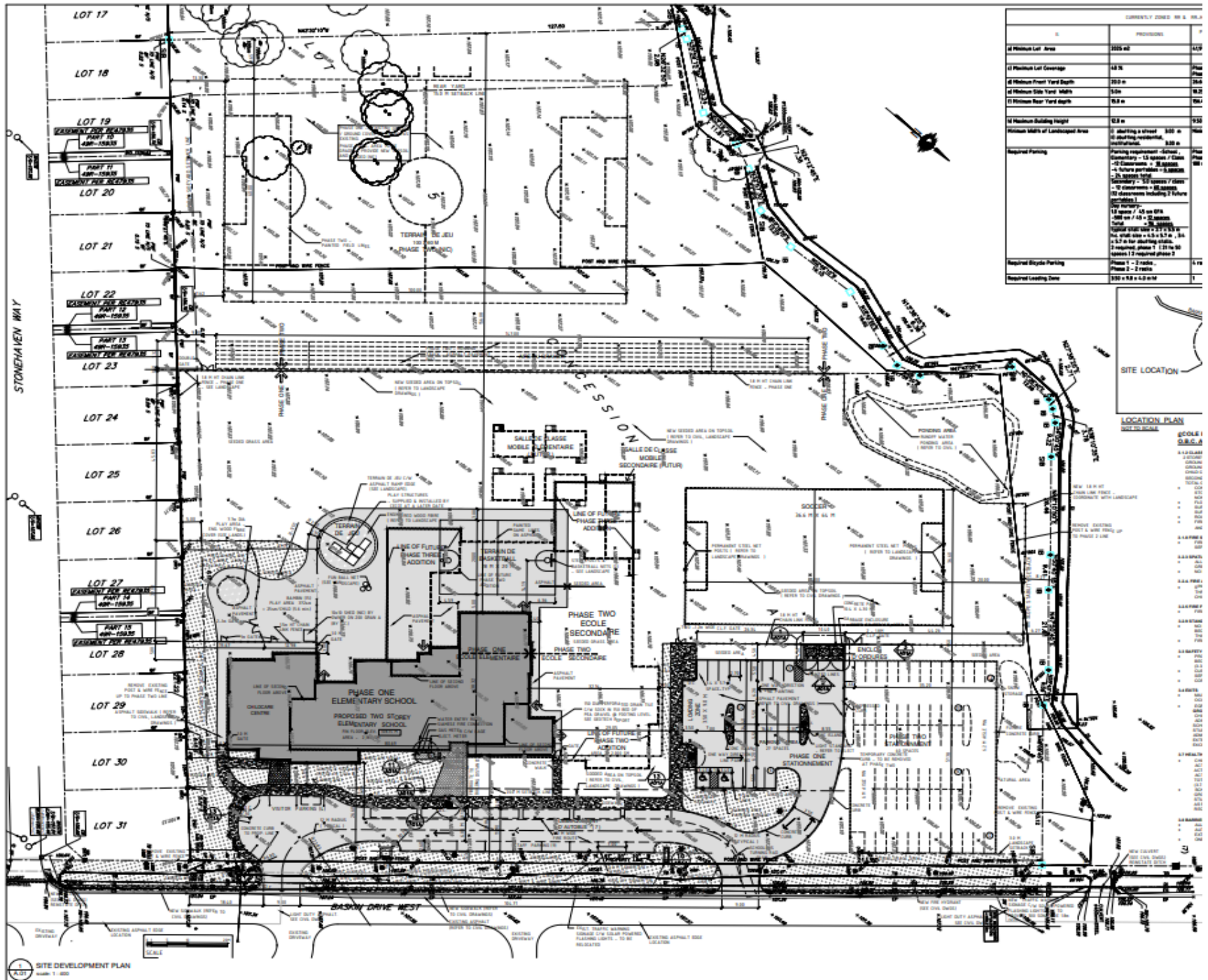
**Reviewed by Department Head:** Robin Paquette

**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:** Topps Environmental Solutions – Year 6 Garbage Collection Contract Extension

**Report Number:** 21-08-23-03

**Report Author and Position Title:** Ryan Francis, Acting Environmental Engineering Officer

**Department:** Operations - Engineering

**Meeting Date:** August 23, 2021

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### **Recommendations:**

That Council authorize a one-year extension (Year 6) to Topps Environmental Solutions for the provision of waste collection services within the Town of Arnprior, pursuant to the RFT released in January 2017, for the period of April 1, 2022 to March 31, 2023.

### **Background:**

In 2017, the Town issued a Request for Tender in conjunction with Horton Township, the Township of McNab/Braeside and the Town of Renfrew for solid waste and recycle collection.

The low bidder for solid waste collection was Topps Environmental Solutions for a 5 year period with an option for one year extensions up to two times (Year 6 and Year 7), with an initial bid price of \$160,107.71 annually including HST.

### **Discussion:**

The Town is currently in Year 5 of the existing contract, passed under By-Law # 6682-17 on March 13<sup>th</sup>, 2017. The contract has an end date of March 31<sup>st</sup>, 2022 if the Town chooses not to extend. The contract requires that the Town inform Topps in writing no later than six (6) months prior to the end of the contract, being a date of October 1<sup>st</sup>, 2021, if the Town, at its sole discretion, wishes to extend the contract for an additional 1 year term.

The 2017 RFT submission form included annual costing for Year 1 of the contract. There are cost adjustments based on CPI, stop count changes and fuel surcharges.

The current contract cost for Year 5 is \$173,819.40 based on the most recent CPI and Stop Counts as of April, 2021. This represents an average annual increase of approximately 1.6%.

Since Beaman's ceased operations in 2019, Topps Environmental Solutions has been awarded the contract for recycle collection as well, however, the scope of this contract extension is only for garbage collection. Given the current market volatility due to the Covid-19 pandemic, tendering in the near term could result in unexpected bid results. Also, given that the Town entered into the previous RFT in conjunction with multiple municipalities, this could add to the potential price volatility that could come with releasing a new RFT.

Staff recommends that given the stable pricing based on CPI and the growth of the Town, that the contract with Topps be extended at least one more year (Year 6), ending March 31, 2023. Staff would again consider the final, Year 7, one year extension provided for in the tender in mid-2022 and make recommendations again based on the market conditions as discussed above.

The service provided by Topps over the course of the 5 years of this contract has met the Town's expectations, especially given the rapid growth of the Town. Topps has always been willing to work with the Town to ensure collection is complete in a timely and sanitary manor in line with the Town's expectations.

### **Options:**

Option 1: Council could authorize a one year extension to the existing agreement for Year 6.

Option 2: Council could direct staff to release a new tender for solid waste collection with a start date of new service to begin on April 1, 2022. The 2022 allotted budget for waste collection would likely be impacted by this action.

Option 3: Council could authorize two - one year extensions to the existing agreement, one for Year 6 and one for Year 7. It should be noted that there is no reason or requirement to authorize both Years 6 and 7 at this time, other than for the convenience of approving a single request. Option 1 (authorizing Year 6 only), will allow staff to re-evaluate the market conditions in comparison to the Year 7 bid in mid-2022 and provide recommendations to Council in mid-2022 on whether to extend for Year 7 or Tender in Q2 of 2022.

### **Policy Considerations:**

This report is in line with the Town's Strategic Plan vision for embracing a Sustainable Financial Model.

### **Financial Considerations:**

The bid response from Topps to the 2017 RFT provided in conjunction with Horton Township, the Township of McNab/Braeside and the Town of Renfrew provides a stable cost model through March, 2023. Tendering, especially as an individual municipality and during a pandemic, could yield unexpected results that could impact the current operating budget. The year 6 cost to the Town will be \$173,819.40 plus CPI, fuel and stop counts as of April 1, 2022.

**Meeting Dates:**

N/A

**Consultation:**

Topps Environmental Solutions

**Documents:**

N/A

**Signatures**

**Reviewed by Department Head:**

**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:** Licensing Backyard Hens

**Department:** Community Services Branch

**Report Number:** 21-08-23-04

**Report Author:** Megan Rueckwald, Town Planner; Mattea Schaap, Public Works Summer Student

**Meeting Date:** August 23, 2021

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### Recommendations:

**That** Council receive report number 21-08-23-04 Licensing Backyard Hens;

**And That** Council direct staff to provide notice in accordance with the Public Notice Policy of Council's intent to consider a licensing bylaw and the enactment of fees and charges for the licensing of backyard hens at the September 27<sup>th</sup> Council Meeting.

### 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 coops 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.

Staff prepared a report "Considerations for the Keeping of Backyard Hens" for the July 12<sup>th</sup> Council Meeting ([Staff Report 11 e](#)). At this meeting, Council directed staff to bring back a by-law for Council's consideration at the next meeting.

The intent of this report is to provide a draft by-law for Council's consideration that proposes a licensing system for the keeping of backyard hens. A license fee is also proposed along with penalties for non-compliance with the by-law. A draft license application and renewal application have been prepared along with a guidance sheet. The application and guidance sheet will be amended to reflect any changes that Council makes to the by-law and fees.

The Town's Public Notice Policy requires notice of Council's intent to pass a licensing by-law and enact user fees and charges to be posted a minimum of 10 days in advance of Council's consideration. Should Council wish to proceed with adopting the licensing by-law and setting user fees and charges, notice will be posted in accordance with the policy in advance of the September 27<sup>th</sup> meeting.

### **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. The proposed licensing by-law will create a list of permitted/licensed properties, permit staff to review a site plan for the placement of the hen coop/run, and ensure that applications have reviewed educational resources.

The licensing bylaw includes provisions for:

- Hens only and maximum number permitted;
- Criteria for eligible properties;
- Criteria, including setbacks, for the hen coop and run;

- Requirements for sanitary conditions and the disposal of waste;
- Disposal of hens;
- Inspections;
- Non-commercial use only;
- General regulations; and
- Penalties.

Staff recommend that an initial license fee of \$50 be set in the User Fees and Charges By-law and that the renewal fee be \$25 each year.

### **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 prior to the issuance of the license.

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 \(Ministry of Health\)](#).

The licensing application also requires a veterinarian to be listed, ensuring that the applicant has an appropriate resource for animal and public health.

Should Council adopt the by-law, information will be added to the Town's website with additional resources, including the by-law, guidance document and application.

### **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. Staff propose a fee of \$50 for the initial license and \$25 for the renewal application.

By-law enforcement have the resources to enforce with the licensing by-law. The issuance of licenses will improve enforceability because the Town will have a record of who is permitted to keep chickens.

## **Public Comments**

Staff received comments in support of and opposition to the permitting the keeping of backyard hens.

Comments in support reflected on the benefits of keeping backyard chickens for educational purposes, food sustainability, and companionship. Residents voiced a desire to permit more than four hens, citing the high costs to maintain only four and the minimal impact the birds have. Residents also expressed a desire to see chickens be permitted at large in fenced/entirely enclosed backyards as opposed to only being permitted in the hen coop/run and to remove the requirement that hens be at least four months old, thereby allowing them to hatch chicks. One resident requested that Council consider a moratorium on enforcing backyard chickens at this time, recognizing that the by-law will be coming before Council. One member of the backyard chicken community advised staff that a heat source is not required for a hen coop.

Comments in opposition to the keeping of backyard hens raised concerns with enforcement, compatibility, and waste. Residents commented on property standards, renters versus property owners, and the smaller lot size in recently developed subdivisions. The licensing by-law, as drafted, proposes provisions that will mitigate compatibility concerns, such as setbacks, waste requirements, and minimum eligible property sizes. The licensing system requires the licensee to reside on the property and for tenants to provide authorization from the property owner.

The following considerations were brought to staff's attention for additional review:

### **Keeping of Other Animals**

At this time, staff have been directed to review and prepare provisions for the keeping of backyard hens. Any additional types of animals are beyond the scope of this report and would require Council direction. Should Council receive a request for the keeping of other animals in the future, staff would review and provide recommendations. The keeping of other animals is speculative in nature and not related to whether or not the keeping of backyard hens is appropriate.

### **Enforcement – No Roosters**

The licensing by-law, as drafted, requires backyard hens to be 4 months old. At this age, the sex of the bird will be known. A penalty is proposed for possessing a rooster and the owner of the rooster would be required to remove the animal.

Staff understand that there is an established backyard chicken community and farms in and around with the capacity to rehome birds, if necessary.



## Hen Coop Construction

As part of the license application, a site plan providing details on the construction and setbacks to the coop will be required. Licensees are required to construct the hen coop in accordance with the approved license and by-law in effect. Resources will be provided to licensees including information on keeping their hens safe and healthy, avoiding disease and rodent control. Numerous resources are also available online for design and construction standards.

## Research and Consultation

Staff consulted with by-law enforcement and reviewed resources and educational materials including relevant documents from the Ontario Ministry of Agriculture, Food and Rural Affairs. Staff completed a general literature review and also reviewed provisions and by-laws in effect in both comparable and more urban municipalities across Ontario.

Staff also reviewed content provided by larger agencies, such as the Chicken Farmers of Ontario, but determined that the mandate of these agencies were for larger scale operations. Canadian Poultry has great resources and education materials as well. Should Council support backyard hens, staff can link to key resources on the Town's website.

Staff also reviewed documents available from the SPCA and Humane Society of the United States. These agencies recognized that keeping backyard hens for eggs can likely reduce egg production from caged hens and factory farms. As with the keeping of any animal, potential owners are encouraged to do their due diligence and understand the needs of the animal first. The British Columbia SPCA poses great questions for everyone to consider before getting backyard hens – [Thinking of keeping backyard chickens?](#) Concerns with abandoned birds were often around municipalities that did not permit the keeping of rooster and how the sexing of the birds is inexact; the requirement for hens to be at least four months old will avoid this. The literature recommended that people consider rehoming mature hens as their backyard hens, to avoid having a rooster.

## Requirement for Eligible Property Sizes

Staff are recommending that the minimum eligible property size for the keeping of hens be 500m<sup>2</sup>. A minimum lot size ensures that setbacks can be achieved and provides separation and buffering from abutting properties. A minimum lot size was a key aspect of the by-laws staff reviewed to mitigate compatibility concerns.

Staff have not heard from residents requesting that the minimum lot size be reduced. Should questions arise, staff will explain why a minimum lot size requirement was established.

Council may consider reducing the minimum lot area requirement in the future, should request be made and no issues of compatibility arise with the proposed minimum. Staff note that many aspects in planning are determined by lot size and generally the public is understanding of these requirements.

## **Enforcement – Cats and Dogs**

Comments regarding enforcement have been raised by members of the public and Council. The current by-law enforcement system requires a complaint to be filed before by-law attends the property; the process for by-law attending to a complaint is beyond the scope of this report. The licensing system will allow the Town to know who is permitted to keep backyard chickens and who is not, which will aid in enforcement.

Residents in support of backyard chickens have questioned why there is a comparison between backyard chicken owners and those who keep cats and dogs. While it is recognized that there will always be instances of non-compliance, education through the guidance document and a Town webpage will assist in mitigating this. Residents have voiced concerns with justifying not permitting backyard chickens because of non-compliance matters with cats and dogs.

## **Hens at Large**

Should the Town be notified that there is a hen at large, staff will review who is licensed in the neighbourhood to determine who the hen may belong to and notify licensees. Staff will monitor instances of non-compliance with the by-law, such as hens at large, and will report to Council if this becomes a concern. A penalty is proposed with a fine, should hens be found at large.

## **Waste Disposal**

The licensing by-law proposes provisions for waste management and ensuring that sanitary conditions are maintained in the coop/run. The Community Development Advisory Committee discussed waste in their review and noted that both dog and cat waste is permitted as part of household waste at the landfill. Staff reviewed with the Engineering Officer, Environmental, who advised that the waste is considered solid non-hazardous waste which can be accepted at our landfill as regular garbage. Manure is often used as garden fertilizer as well.

## **Disease**

The Ontario Ministry of Agriculture, Food and Rural Affairs have detailed resources for keeping birds and people healthy, including biosecurity risks. As part of the license application, licensees are required to review the education materials and provide the contact information for their veterinarian. The health and well-being of both the animals and people is paramount.

## **Phased Approach and Review**

Staff recommend that the license by-law be reviewed on a regular basis. The by-law, as drafted, proposes a conservative approach to the keeping of backyard hens with a maximum of four hens per property and a 500m<sup>2</sup> minimum property size. Future Council's may elect to amend the by-law depending upon uptake, enforcement and comments received.

Council may consider increasing the number of hens permitted, reducing the minimum lot size for instance, or increasing the license fee.

### **Options:**

Should Council support the resolution as drafted, staff will provide notice of Council's intent to adopt the licensing by-law and set fees, in accordance with the Town's Public Notice Policy. At the September 27<sup>th</sup> Council meeting, staff will bring forward any comments received as a result of the notification, as well as the licensing by-law and a by-law to amend the User Fees and Charges By-law to set the license fees. The license by-law for the keeping of backyard hens will include a provision repealing all resolutions, by-laws or parts of resolutions and by-laws to the contrary of the new by-law; this will repeal the section of the Animal Control By-law that prohibits the keeping of hens. All other provisions of the Animal Control By-law will continue to apply.

Should Council elect not to move forward with the licensing of backyard hens, no by-law will be brought forward for Council's consideration.

Council may elect to defer bringing forward the by-law and fees at the September 27<sup>th</sup> Council meeting for additional review and consideration.

### **Policy Considerations:**

Animal Control By-law No. 5991-11  
Provincial and federal legislation regulating the raising of urban agriculture

### **Financial Considerations:**

The fees established for the initial issuance and renewal of a license are set at an amount to offset staff time and resources in the processing of the license application. The fee proposed for the initial license is \$50 with a \$25 annual renewal fee. An amendment to the User Fees and Charges By-law is required to implement the fee.

Municipal Law Enforcement Services is contracted by the Municipality to promote by-law awareness and enforcement through a combination of proactive and reactive activities in accordance with objectives set by Council. Staff initiated 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. By-law enforcement advised that enforcement of this by-law can be included under the format of the Town's current agreement, however the current contract provides set hours per week of enforcement of municipal by-laws.

Depending on the education / enforcement required to ensure compliance with the backyard hens by-law, council should be aware that hours allocated to enforce other by-laws may be impacted. Should additional enforcement hours be warranted, this could be negotiated with MLES through the annual budget process.

Staff, with guidance and support from by-law enforcement, prepared short form wording and set fines for penalties for non-compliance with the by-law. The fines set are comparable to other jurisdictions in Ontario for the keeping of backyard hens.

**Meeting Dates:**

1. None

**Consultation:**

- CAO, By-law Enforcement, Clerk's Department, Environmental Engineering Officer

**Documents:**

1. Draft By-law for Licensing Backyard Chickens
2. Provincial Offences Act Short-Form Wording
3. Draft Guidance Document
4. Draft License and Renewal Application

**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

**The Corporation of the  
Town of Arnprior**

**By-law Number XXXX-21**

A by-law to regulate and licence the keeping of backyard chickens within the 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 matters within the following spheres of jurisdiction: animals; and

**Whereas** the Act, authorizes the council of a municipality to pass by-laws to provide for a system of licences and imposed fees or charges for services or activities provided or done by or on behalf of the municipality; and

**Whereas** the Council of the Corporation of the Town of Arnprior recognizes the benefits of backyard chickens and deems it desirable to permit them; and

**Whereas** the Council of the Corporation of the Town of Arnprior deems it expedient, necessary and in the public interest to regulate the keeping of backyard chickens in accordance with the provisions in Schedule ‘A’, for the purpose of public health and safety.

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

1. That the keeping of backyard chickens be permitted in the Town of Arnprior subject to the provisions in Schedule ‘A’; and that this by-law is known as the “Backyard Chicken By-law”.
2. That any other by-laws, policies, or resolutions or parts of by-laws, policies or resolutions inconsistent with this by-law to establish and regulate the keeping of backyard hens are hereby repealed;
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 27<sup>th</sup> day of September, 2021.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

## Schedule 'A'

### 1.0 Definitions

**Animal Control Officer** means a person or a person employed by a third party contractor appointed by the Corporation of the Town of Arnprior for the purposes of enforcing the provisions of this bylaw.

**At Large** means a hen found at any place other than on the property of the owner of the hen outlines in their Hen Coop Permit Application form.

**Backyard Chickens** means the accessory keeping of hens for the purpose of companionship as a pet or providing eggs for personal consumption by occupants of a dwelling on the same lot, and does not include accessory livestock, or agricultural uses.

**Coop** means a fully-enclosed weatherproof structure where hens are kept and the interior of which includes nest boxes for egg laying, perches for hens to roost on and food and water containers.

**By-law Enforcement Officer** a person or a person employed by a third party contractor appointed by the Corporation of the Town of Arnprior for the purposes of enforcing the provisions of this bylaw and other municipal By-Law's and related provincial offences by authority of the Ontario Police Services Act, 1990, Chapter P. 15, Section 15.

**Front Yard** means a yard extending across the full width of the lot between the front lot line and the nearest main walls of the main building or structure on the lot.

**Hen** means a domesticated female chicken that is at least four months old.

**Hen Run** means a covered secure enclosure that allows hens access to outdoors.

**License** means a licence issued under this By-law.

**Owner** means any person who possesses, harbours or keeps a hen.

**Poultry** includes game birds and roosters but does not include any bird sold as a household pet or a hen.

**Rear Yard** means a yard extending across the full width of the lot between the rear lot line and the nearest main walls of the main building or structure on the lot.

**Setback** means the distance by which a building or part of a building is set back from the property line.

## **2.0 Application**

2.1 Except as otherwise provided, the regulations established by this By-law apply to all backyard chickens within the boundaries of the Town and the owners of backyard chickens.

## **3.0 Licencing**

3.1 No person shall keep backyard chickens pursuant to this By-law, unless that person has submitted an application and receives a licence from the Town of Arnprior.

3.2 The applicant/owner of the backyard chickens must reside on the property where the backyard chickens/hens are kept.

3.3 An application for such licence must be signed by the applicant and/or landowner and shall include, but is not limited to, the following mandatory fields and declarations:

- a) Applicant information including name, address, postal code, telephone number and email address;
- b) Site sketch/plan illustrating the location of the hen coop on the property, clearly marking proximity to property lines, any other structures on property;
- c) Checklist of specific regulations contained in the By-law confirmed by the applicant;
- d) Veterinarian information including name, email, telephone number and/or email address; and
- e) Applicant will abide by the regulations contained within the Backyard Chickens Licensing By-law.

3.4 Tenants must obtain and provide written permission from the property owner to keep backyard chickens on the owner's property.

3.5 Every application for a backyard chicken licence shall be submitted to the Town on the form provided (application form or renewal form), together with the annual licence fee as outlined in Schedule 'A' to this By-law. Every license issued pursuant to this By-law shall expire on the 31<sup>st</sup> day of December for the year in which it was issued for. Applicants are required to renew their licence annually to keep backyard chickens.

## **4.0 Administration**

### **4.1 Hens Only and Maximum Number Permitted**

4.1.1 Only hens are permitted on eligible residential properties. The keeping of roosters is prohibited.

4.1.2 All hens must be no younger than four (4) months old in order to identify the sex of the chickens.

4.1.3 No Owner shall keep more than four (4) hens at any eligible residential property.

### **4.2 Eligible Properties**

4.2.1 No person shall keep hens unless they have first obtained a hen coop licence as per 3.0.

4.2.2 Only properties zoned residential are permitted to be licenced.

4.2.3 The following dwellings are not permitted to house hens:

- a) Apartment buildings;
- b) Condominium buildings; and
- c) Properties that do not meet the minimum lot size requirement and/or have insufficient outdoor space.

4.2.4 A minimum lot size of 500m<sup>2</sup> shall be required, ensuring that appropriate setbacks may be achieved.

### **4.3 Hen Coop and Run**

4.3.1 The following provisions are intended to restrict where a hen coop/run may be located as well as the area and general construction provisions:

- a) No coops and runs are permitted in a front yard or exterior side yard;
- b) A minimum setback of 3.0 m from the property line is required;
- c) A minimum setback of 1.2 m from the dwelling and other accessory buildings is required;
- d) A minimum setback of 3.0 m from all windows and doors of dwellings that are located on abutting properties is required;
- e) A minimum setback of 12.0 m from institutional and/or commercial land uses is required;
- f) A maximum of one (1) hen coop and one (1) outdoor run is permitted per property;
- g) A maximum floor area of 9.2 m<sup>2</sup> for a hen coop is permitted;
- h) A maximum height of 2 m for a hen coop is permitted;



- i) Coop is required to be fully enclosed with ventilation. If a heat source needs to be installed, the heat source must be a Canadian Standards Association (CSA) rated product and meet the Electrical Safety Authority (ESA) standards upon installation;
- j) Coop is required to be built to prevent rodent(s) from harbouring underneath or within the walls and prevent entrance by any other animal;
- k) Coop is required to have windows and vents which must be predator- and bird-proof;
- l) A minimum of one (1) nest box is required;
- m) A minimum of one (1) rodent-proof food and water container is required; and
- n) A minimum of one (1) perch giving 0.3m of space per hen is required

#### **4.4 Hens at Large**

4.4.1 No Owner shall allow or permit any of their hens to be at large at any time.

4.4.2 An Animal Control Officer or designate may seize any hen found running at large within the Town of Arnprior or found to be in the contravention of the provisions of this By-law.

#### **4.5 Disposal of Hens**

4.5.1 Deceased hens must be disposed of immediately in a sanitary manner.

4.5.2 All disposals must be done through a livestock disposal facility, the services of a veterinarian or animal shelter at the expense of the owner.

#### **4.6 Predators, Rodents, Insects and Parasites**

4.6.1 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 manner.

#### **4.7 Waste**

4.7.1 Owner is required to ensure that all manure and waste is removed and composted or disposed of safely from any coop in a timely manner.

4.7.2 All stored manure shall be covered by a fully enclosed container that meets the same setbacks as the hen coop/run.

4.7.3 All other manure not used for composting or fertilizing shall be removed daily from the hen coops and outdoor run.

#### **4.8 Non-Commercial Use Only**

4.8.1 Owners shall keep hens as pets and for personal use only.

4.8.2 Owner shall not sell or offer for sale or engage in the following:

- a) any part of a hen;
- b) eggs;
- c) manure;
- d) hen breeding; and
- e) fertilizer production for commercial purposes.

#### **4.9 Inspections**

4.9.1 Owners who hold a coop licence shall allow, at any reasonable time, an animal control officer or other authorized employee or agent of the Town to inspect the property, other than any room or place used as a dwelling, to determine whether all requirements of this by-law are being complied with.

#### **4.10 Fees and Licencing Application**

4.10.1 An initial application shall be submitted by all new applicants for any property proposing to receive a licence.

4.10.2 For applicants who have submitted an initial application for a property and received a licence, in the following years if no changes have been made since the initial application was submitted for that property, the applicant may submit a renewal application, to be issued the annual licence.

4.10.3 A change in occupancy or ownership of the property shall make the Backyard Chicken License null and void. The new occupant and/or owner shall submit a new initial application, not a renewal application.

4.10.4 The renewal application and applicable licence fee shall be submitted by March 1<sup>st</sup> of the year in which the licence is to be issued. Failure to do so may result in the Town issuing a fine for failure to obtain a licence.

4.10.5 If an applicant submitted an initial application and received a licence, but has not submitted a renewal application in the two (2) years following the expiration of the initial licence, the applicant will be required to submit an initial application again and not a renewal.

#### **4.11 General Regulations**

4.11.1 The following provisions shall be complied with:

- a) The slaughtering of backyard chickens/hens is prohibited;
- b) Sales of eggs, manure or other products associated with the keeping of hens are prohibited;
- c) All backyard chickens/hens must be kept securely in a coop or outdoor run at all times;
- d) Backyard chicken/hen coop must be locked from 9pm to 6am;

- e) All backyard chickens/hens must be kept in a clean and sanitary condition at all times, free from vermin, obnoxious smells and substances and in good repair;
- f) Backyard chickens/hens must be provided with food and clean water at all times, shelter, light, and ventilation;
- g) Food and water shall be kept in solid, rodent-proof and weather proof containers.

**5. Penalty**

- a) Any person who contravenes any provision of this by-law is guilty of an offence, and upon conviction is liable to the penalties as provided for in the Provincial Offences Act, R. S. O. 1990, c. P. 33 as amended.
  
- b) A person who is convicted of an offence under this by-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$200.00 and a maximum fine of \$10,000.00 and the total of all of the daily fines for the offence is not limited to \$100,000.00 as provided for in subsection 429(3)2 of the Municipal Act, 2001, S.O 2001, c.25, as amended.

## Backyard Chicken By-law XXXX - 21

### Provincial Offences Act – Part I

Item	Short Form Wording	Provisions Creating or Defining Offence	Set Fine
1	Fail to obtain license	Section 3.1	\$200.00
2	Licensee - Fail to reside on property	Section 3.2	\$200.00
3	Keep prohibited rooster	Section 4.1.1	\$200.00
4	Keep hen less than four (4) months	Section 4.1.2	\$200.00
5	Keep more than four chickens	Section 4.1.3	\$200.00
6	Fail to comply with coop location setbacks	Section 4.3.1	\$200.00
7	Prohibited coop / run – front yard / ext. side yard	Section 4.3.1 a)	\$200.00
8	Setback less than 3.0 m from property line	Section 4.3.1 b)	\$200.00
9	Setback less than 1.2 m from the dwelling	Section 4.3.1 c)	\$200.00
10	Setback less than 3.0 m from window / door of dwelling	Section 4.3.1 d)	\$200.00
11	Setback less than 12.0 m from institutional / commercial land	Section 4.3.1 e)	\$200.00
12	Keep more than one coop and one run	Section 4.3.1 f)	\$200.00
13	Coop exceeds maximum floor area 9.2 m <sup>2</sup> .	Section 4.3.1 g)	\$200.00
14	Coop exceeds maximum height of 2m	Section 4.3.1 g)	\$200.00
15	Permit chickens to run at large	Section 4.4.1	\$200.00
16	Fail to dispose of manure in a safe and timely manner	Section 4.7.1	\$200.00
17	Fail properly store manure	Section. 4.7.2	\$200.00
18	Prohibited manure storage	Section. 4.7.3	\$200.00
19	Fail to maintain sanitary conditions	Section 4.7.1	\$300.00
20	Owner – Prohibited sale - eggs	Section 4.8.2 b)	\$200.00
21	Obstruct officer conducting inspection	Section 4.9	\$400.00
22	Permit slaughtering of chickens	Section 4.11.1 a)	\$300.00
23	Fail to maintain sanitary conditions	Section 4.11.1 e)	\$300.00
24	Fail to provide food / water / shelter / ventilation	Section 4.11.1 f)	\$200.00

**Note:** The general penalty provision for the offences indicated above is Section 5 of By-law No. xxxx-21, a certified copy of which has been filed.



## Backyard Chicken Information Guide

Why backyard chickens? Self-sustaining food production, education, pest and weed control (i.e., ticks), domestic pets, companionship and therapy animals.

**Backyard chickens must be hens! To ensure that all chickens are female, hens must be at least 4 months old before residing on your property.**

### Yes you can!

- ❖ Keep backyard hens if your backyard is at least 500m<sup>2</sup>
- ❖ Have up to **4** hens
- ❖ Have a **hen coop** that is/has ...
  - ❖ Less than 1 story high
  - ❖ Fully-enclosed
  - ❖ Weatherproof
  - ❖ Nest boxes for egg laying
  - ❖ Perches for hens to roost on
  - ❖ Food and water containers
- ❖ Have a **hen run** that is/has ...
  - ❖ Less than 1 story high
  - ❖ Fully-enclosed
  - ❖ Outdoor access for the hens
- ❖ Bring your chickens to the vet

### No you cannot!

- ❖ Have chickens in the front or side yard
- ❖ Let your hens roam free in your yard
- ❖ Sell parts of hens, eggs, or manure
- ❖ Have a rooster
- ❖ Slaughter your hens
- ❖ Keep hens outside of their coop from 9pm - 6am



(example of chicken coop and run)



**Fees:** To keep backyard chickens, an initial fee of **\$50** along with an approved application is required. To renew your chicken license, there is an annual fee of **\$25**. All application expire on **December 31<sup>st</sup>** and must be renewed by **March 1<sup>st</sup>** of the year in which the license is to be issued.

To find an application, look on the Town of Arnprior website or stop by Town Hall at  
105 Elgin Street West, Arnprior ON.

**The Ministry of Agriculture Food and Rural Affairs provides helpful resources to those considering the adoption of urban agriculture policies recommending that everyone considers:**

- ❖ Animal health and public health
- ❖ Animal care (i.e., providing appropriate care, shelter and adequate space)
- ❖ Predators and varmints
- ❖ Food safety

**Additional Education Materials – available on the Town of Arnprior Website:**

- [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 \(Ministry of Health\).](#)

**Thinking about keeping backyard chickens? For more information check out the by-law on the Town of Arnprior website!**





## Hen Coop Licence Application

Licenses expire on December 31<sup>st</sup> of the year in which it is issued. Licenses must be renewed in advance of March 1<sup>st</sup> of the following year. The fee for license renewal is \$25.

<b>Applicant Information</b>		
<b>Name:</b>	<b>Date of Birth (YY-MM-DD):</b>	
<b>Property Address:</b>		
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Telephone Number:</b>		
<b>Email Address:</b>		
Number of Backyard Hens to be kept at the address (max. 4):		
The hen coop and hen run is less than one story high	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A site plan illustrating the location of the hen coop on the property, clearly marking proximity to property lines, any other structures on property is included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Licensing fee of \$50 is included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I/We have reviewed and understand provided guidance documents	<input type="checkbox"/> Yes, reviewed and understand	

### Authorization for Tenant (if applicable)

I/We, the undersigned, being the registered property owners of the subject land, authorize a tenant for the purpose of submitting an application and acting on my/our behalf in relation to said backyard chicken application.

Name of tenant:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Date

<b>Veterinarian Information</b>	
Name:	
Contact Information (please fill in one or both)	
Telephone Number:	Email Address:

<b>Applicant Declaration</b>	
<p>I/We, _____(name(s)) of _____(address) in the Town of Arnprior do solemnly declare:</p> <ol style="list-style-type: none"> <li>1. That I/We am/are the applicant(s) for the grant of a permit authorizing me/us to keep backyard hens pursuant to By-Law XXXX-21 within the Town of Arnprior now and hereafter in force. I/We undertake to conform to the terms, conditions and regulations set out in By-Law XXXX-21 and understand that I must comply with all applicable regulations and requirements of: 1) every by-law of the Town of Arnprior; and 2) every Provincial and Federal Act and regulation made under such an Act.</li> <li>2. That I/We understand that any permit issued pursuant to the said application is subject to revocation.</li> <li>3. That the statement contained in this application are true and I/We make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".</li> </ol> <p>Declared before me/we at the Town of Arnprior, this _____ day of _____.</p> <p style="text-align: center;">_____ Signature of Commissioner</p> <p style="text-align: center;">_____ Signature of Owner</p>	





## Hen Coop Licence Renewal Application

Licenses expire on December 31<sup>st</sup> of the year in which it is issued. Licenses must be renewed in advance of March 1<sup>st</sup> of the following year.

### Applicant Information

<b>Name:</b>		
<b>Property Address:</b>		
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Telephone Number:</b>		
<b>Email Address:</b>		
Number of Backyard Hens to be kept at the address (max. 4):		
Renewal fee of \$25 is included		<input type="checkbox"/> Yes <input type="checkbox"/> No

### Veterinarian Information (if changed)

<b>Name:</b>	
<b>Contact Information (please fill in one or both)</b>	
<b>Telephone Number:</b>	<b>Email Address:</b>

### Renewal Declaration (to be signed in front of Commissioner of Oaths)

I, \_\_\_\_\_ (print name), have reviewed the Backyard Chickens By-law and understand all associated conditions and fees and continue to abide by the provisions.

Signature of Applicant: \_\_\_\_\_

Declared before me at the Town of Arnprior, this \_\_\_\_\_ day of \_\_\_\_\_.

Signature of Commissioner: \_\_\_\_\_



## Town of Arnprior Staff Report

**Subject:** Execution of Agreements of Purchase and Sale – Didak Drive/Decosta Street and Ida Street S

**Department:** Community Services Branch

**Report Number:** 21-08-23-05

**Report Author:** Robin Paquette, CAO/Town Planner

**Meeting Date:** August 23, 2021

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### Recommendations:

**That** Council receive report number 21-08-23-05 Execution of Agreements of Purchase and Sale – Didak Drive/Decosta Street and Ida 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 Didak/Decosta parcel without the need to return to Council unless the highest offer price is less than the appraised value;

**And That** Council adopt a by-law to stop up and close the unopened road allowance between Didak Drive and Decosta Street.

### 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 July 12, 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 lands subject to this report are the vacant lands at Didak/Decosta (Figure 1) and the Ida Street former turning circle/vacant block (Figure 2.)



Figure 1. Parcel of land declared surplus with frontage on Didak Drive and Decosta Street, including the road allowance to be closed.



Figure 2. Parcel of land declared surplus shown in purple to be added to parcel shown in blue, municipally known as 119 Ida Street S.

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. To sell the unopened road allowance between Didak Drive and Decosta Street, Council is also required to adopt a by-law formally stopping up and closing the road allowance.

### **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. Notice of the sale of the road allowance was also posted on the subject property in accordance with the Town's policy; no comments were received on the closure of the road allowance.

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 Didak Drive/Decosta Street 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 [July 12, 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 viable land on Didak Drive/Decosta Street without the need to return to Council, provided the highest bid exceeds the appraisal value. Staff also recommend that the formal by-law be passed stopping up and closing the road allowance; this by-law will be required to be registered by the Town's solicitor.

**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:**

None.

**Signatures**

**Reviewed by Department Head:**

**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:** Extension of Audit Services

**Report Number:** 21-08-23-06

**Report Author and Position Title:** Jennifer Morawiec, General Manager,  
Client Services / Treasurer

**Department:** Client Services

**Meeting Date:** August 23, 2021

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### **Recommendations:**

That Council extend the appointment of Allan and Partners as the Town's municipal auditor for the 2021 and 2022 term as per the option to extend under the 2018 RFP for audit services.

### **Background:**

The Town of Arnprior issued an RFP for audit services in 2018 with Allan and Partners being the successful bidder. The RFP covered audit periods 2018, 2019, 2020 with an option to extend for a further two years, 2021 and 2022.

Section 296 (3) of the Municipal Act, 2001 states an auditor of a municipality shall not be appointed for a term exceeding five years. This extension will take the current provider to the five year term, with a new RFP for audit services to be then issued for the 2023 period and beyond.

### **Discussion:**

Allan and Partners is an experienced municipal audit firm, with municipal clients including but not limited to the County of Lanark, the Town of Carleton Place, and the Municipality of North Grenville. Allan and Partners coordinates the audit out of their Perth Office with periodic onsite visits.

The 2018 RFP quote included pricing for the optional two year period and also includes pricing for both the Airport Commission and the Arnprior Public Library who participated in the RFP as well and can avail themselves of the services provided by Allan and Partners.

	2018	2019	2020	2021 (optional)	2022 (optional)
Town of Arnprior	\$22,100	\$22,400	\$22,700	\$23,000	\$23,400
Arnprior Library	\$1,700	\$1,725	\$1,750	\$1,800	\$1,850
Airport Commission	\$1,500	\$1,500	\$1,550	\$1,575	\$1,600

The Town could return to market with a new RFP for audit services however the 2018 RFP results were very favourable for the Town and reduced audit service costs for the municipality by over \$20,000 annually as the annual operating budget prior to moving to Allan and Partners was \$42,600. Given inflationary pressures, it is anticipated that another RFP at this time would result in higher annual services costs than the current offered pricing of \$23,000 (2021) and \$23,400 (2022).

### **Options:**

Council could choose to not continue with Allan and Partners and issue a new RFP for audit services. This option is not recommended due to the quality professional services that have been provided by Allan and Partners over the past three years at reasonable rates.

### **Policy Considerations:**

This report meets the Town's Strategic Plan vision for embracing a sustainable financial model and effective service delivery.

### **Financial Considerations:**

Services provided by Allan and Partners are cost effective with audit services expenses for 2021 and 2022 timeframe being 35% lower than audit services costs in 2017.

### **Meeting Dates:**

N/A

### **Consultation:**

N/A

### **Documents:**

N/A

## 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:** Municipal Modernization – Online Initiatives

**Report Number:** 21-08-23-07

**Report Author and Position Title:** Jennifer Morawiec, General Manager,  
Client Services / Treasurer

**Department:** Client Services

**Meeting Date:** August 23, 2021

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### **Recommendations:**

That Council authorize the use of Municipal Modernization funds of \$31,375 (plus applicable taxes) to implement strategic plan online initiatives including an online citizen self-service module and payroll data management solution.

### **Background:**

One of the key priorities of the Town's 2020-2023 Strategic Plan is Operational and Financial Efficiencies. Under Operational and Financial Efficiencies, the first strategic initiative identified is Online Initiatives which include moving municipal services online for improved and more accessible services. Action plans for online initiatives include expanding our Vadim system online to allow for online viewing of property tax and utility bills along with moving to an online payroll system helping streamline our internal payroll processes.

In 2019, the Province launched the Municipal Modernization Program. Through this program, the Ontario government committed funding to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. Projects under the Modernization Program are aimed to support the priorities of: digital modernization, service integration, streamlined development approvals and shared services/alternative delivery models. In 2019, under the Municipal Modernization Program, small and rural municipalities were provided with a one-time unconditional payment with Arnprior receiving \$646,946 in funding.

## Discussion:

With the transition to the new Town website platform complete, key online initiatives such as implementing (1) an online Citizen Self-Service module; and (2) an online timesheet, self-service and human resource product can move forward.

### (1) iCity Online – Citizen Self-Service Module

iCity® Online is a web-based solution that allows citizens, staff and vendors a variety of functionality including the ability to view their accounts and transactions, update information, make service requests and view key documents such as property tax and utility bills in a secure environment anytime, anywhere. Phase I will include bringing Property Tax and Utility modules online for property owners to be able to complete account inquiries, request tax certificates, conduct property searches and access bills.

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

### (2) HRISMyWay

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

These online modules include software and implementation costs (one-time costs) along with annual licensing fees which will become an on-going annual operating expense. Staff recommend that this online initiative be funded from the Municipal Modernization Grant funds.

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

## Options:

Council could choose not to proceed with these online initiatives however this is not recommended at this time as these undertakings were highlighted as key initiatives in the Town's 2020-2023 Strategic Plan and the need to increase online offering to citizens has been magnified by the global pandemic.

**Policy Considerations:**

Town of Arnprior 2020-2023 Strategic Plan – Appendix D: Key Priority – Operational and Financial Efficiencies

**Financial Considerations:**

The current uncommitted balance of Municipal Modernization Funds is \$155,909.50, sufficient to cover funding for the online initiatives of \$31,375 plus applicable taxes.

	Balance
2019 Municipal Modernization Funds	\$646,946.00
Move to Internal Sidewalk Clearing	(318,173.00)
IT Network Modernization & Services	(176,190.00)
Interest Earned	3326.50
<b>TOTAL Balance Remaining</b>	<b>\$155,909.50</b>

**Meeting Dates:**

N/A

**Consultation:**

N/A

**Documents:**

N/A

**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:** Council and Committee Meetings

**Report Number:** 21-08-23-08

**Report Author and Position Title:** Maureen Spratt, Town Clerk

**Department:** Client Services

**Meeting Date: August 23, 2021**

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### **Recommendations:**

That Council and Committee meetings plan to resume to in-person on November 1, 2021 following the required technological and physical distancing measures upgrades; and

Further that based on public health guidelines; any changes that would affect the ability to resume to in-person meetings, or timing, would be communicated to Council and the public.

### **Background:**

In March of 2020, Council provided the authority to allow municipal meetings to be conducted with members participating remotely. This was facilitated with the use of virtual meeting software Zoom and the Town's YouTube channel to live stream Council meetings for openness and transparency to the public at a very low cost.

In December of 2020, Council approved "electronic participation rules for meetings of council, committees and local boards for an additional six-month period or until such a time that it is safe to resume in-person meetings in the Council Chambers"

The purpose of this report is to provide Council an update on the return to in-person meetings and the need for continued live streaming of Council and Committee meetings to support Council openness and transparency, and greater public awareness.

## Discussion:

### Roadmap to Reopen

Based on province wide vaccination rates and continuing improvements in key public health and health system indicators Ontario moved to Step Three of the Roadmap to Reopen on July 16, 2021. Public health and workplace safety measures for Step Three are set out in [Ontario Regulation 364/20: Rules for Areas at Step 3](#) under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020 \(ROA\)](#). While the 21 day minimum stated amount of time the province must stay in any stage before exiting has been met (August 6, 2021), before the province can safely exit Step Three additional measures must be met which include:

- 80% of the eligible population aged 12 and over has received one dose of a COVID-19 vaccine, and
- 75% have received their second, with no public health unit having less than 70% of their eligible population aged 12 and over fully vaccinated.
- other key public health and health care indicators must also continue to remain stable.

Given the high threshold of requirements that must be obtained to exit Step Three, the final step in Ontario's Roadmap to Reopen, the possibility exists that Ontario may remain in Step Three for an extended period of time. When Ontario does exit the Roadmap to Reopen, the majority of public health measures in effect under Step Three will be lifted. This includes, but is not limited to the following:

- removing capacity limits in all sectors
- removing limits for social gatherings and organized public events
- removing requirements such as active screening of patrons and workers

To minimize the risk of COVID-19, a small number of measures will remain in place. These measures include, but are not limited to the following:

- individuals must wear face coverings in indoor public settings, such as retail settings and workplaces, with limited exemptions
- passive screening requirements - businesses and organizations must post signs at all entrances so individuals can screen themselves for COVID-19 before they enter
- businesses or organizations must collect patron contact information in settings where it is currently required in Step Three to support case and contact management
- businesses or organizations must comply with the advice, recommendations and instructions of public health officials
- day camps and overnight camps must continue to operate in a manner consistent with safety guidance from the Office of the Chief Medical Officer of Health
- businesses must have a safety plan that outlines how they will meet public health and workplace safety measures.

## Resume to In-Person Meetings

There is a willingness for Council and Committees to resume to in-person meetings with its members, staff and the public in attendance. However, as COVID-19 case numbers and active case numbers continue to rise and with back to school three weeks away, there was some hesitancy noted with respect to returning to the council chambers as early as September. As employers, the Town must continue to meet their legal duty under the *Occupational Health and Safety Act* to take every precaution reasonable in the circumstances for the protection of the public and its workers.

Since meeting remotely and live streaming public meetings, staff recognizes that even when there is a return to the Council Chambers, live video recordings grant residents the benefit of immediate access to the meeting without having to leave their homes. In addition, those that cannot join live, can catch up with the proceedings at another time. Once Council returns to in person meetings, it will be important to continue the benefits of live streaming and recordings for the public.

One such technology that can accomplish live streaming/recording is the Meeting Owl camera. The Meeting Owl is equipped with a 360° lens that will capture a panoramic view of the Council Chambers. This means members of the public can see council/committee members, and staff in attendance. The Meeting Owl has an automatic zoom that responds to who is speaking and is compatible with web-based video conferencing systems such as Zoom and is also equipped with smart mics for clear audio.

It is staff's intention to purchase the Meeting Owl and install plexiglass around the council table. Staff feels this type of set-up in the council chambers could accomplish live streaming/recording when we do return to in person meetings and is reasonably sure this is something we can accomplish by the first meeting in November.

It should also be understood that even when we return to in-person meetings there will be limited capacity in the Council chambers based on public health guidelines and physical distancing requirements. In addition, there are number of situations under which an in-person meeting may need to be rescheduled or changed to an electronic format with potentially little notice for health and safety reasons, including: an increase in case numbers, an outbreak within the Town Hall; a change in public health guidelines or provincial orders; or if there are issues with quorum due to potential exposure or symptoms.

A return to in-person meetings, in the fall, should not be viewed as a return to normal. Given the size of the Council Chambers there will only be capacity for members of council/committee and administrative staff, however, the gallery which can only accommodate six persons physical distancing will be reserved for staff presenting reports and delegations. This will limit the public's access to the chambers, which is where the benefits of live streaming and recordings for the public will be crucial.

As Council is aware, meetings since March of 2020 have been held virtually, with all members participating by electronic means. Some municipalities have implemented a hybrid-meeting model that includes some members attending in-person, while others attend through electronic participation.

As we have not adopted a hybrid model, when we do return to the council chambers, all members will be required to be in-person. A hybrid model will require further considerations of Council and amendments to the procedure by-law.

**Options:**

1. Members could resume to in-person meetings immediately however, this is not recommended, as the physical layout of the council chambers is not conducive to physical distancing at this time.

**Policy Considerations:**

This report meets the Town’s Strategic Plan core values of being open and transparent as well as supports a key priority of the strategic plan to live stream Council Meetings.

**Financial Considerations:**

Should the Meeting Owl meet the needs of the municipality the cost to purchase is approximately \$1,800.00 and can be covered under the 2021 Corporate Minor capital budget. As well, space alterations and plexiglass barriers, of approximately \$1500.00 can be covered under the 2021 Corporate Minor capital budget.

**Meeting Dates:**

N/A

**Consultation:**

N/A

**Documents:**

N/A

**Signatures**

**Reviewed by Department Head:**

**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 – Terry Fox Day – September 19, 2021

**Report Number:** 21-08-23-09

**Report Author and Position Title:** Kaila Zamojski, Deputy Clerk

**Department:** Client Services

**Meeting Date:** August 23, 2021

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### Recommendations:

That Council proclaim September 19, 2021 as Terry Fox Day 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	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	The Terry Fox Foundation Suite 900, 1200 Eglinton Avenue East Toronto, ON M3C 1H9
Section 5.2.2 – Contact Person's Name	Stephen Dodds, Local Contact
Section 5.2.3 – Name of Proclamation and Duration	Terry Fox Day September 19, 2021
Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	Yes
Section 5.3.1 – Does not promote any commercial business	Complies



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

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 – Terry Fox Day – September 19, 2021

**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 Proclamation

## Terry Fox Day

### September 19, 2021

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**Whereas** the Terry Fox Run is inspired by a dream as big as our country, which began in 1980 with Terry Fox and his Marathon of Hope. The run is now entirely volunteer driven, and grounded in traditions with events held annually around the world to foster research in the fight against cancer; and

**Whereas** it has become a tradition in Canada to gather friends and family to participate in a volunteer fundraiser to raise public awareness and financial support for cancer research; and

**Whereas** we recognize the importance of cancer research as part of the aims and objectives of the Terry Fox Run on behalf of the people of Canada, of the Province of Ontario, and of the Town of Arnprior; and

**Whereas** Terry once said “Anything is possible if you try.” He was an innovator, attempting to run across Canada on one leg on a humanitarian mission we had never seen before; and

**Whereas** our local residents have taken the initiative to organize a Terry Fox Run for the past 41 years on the second Sunday following Labour Day.

**Therefore, be it resolved that**, I, Walter Stack, Mayor, do hereby proclaim September 19, 2021 as “**Terry Fox Day**” in the Town of Arnprior and call upon all residents to participate in the virtual Terry Fox Run (<http://terryfox.org/run/>) to raise money for cancer research.

**Walter Stack, Mayor**  
**Town of Arnprior**

**The Corporation of the  
Town of Arnprior**

**By-law Number 7201-21**

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:
  - a. Block 40 on Plan 49M-108 designated as Parts 1-6 on 49R-19812, Parts 1-6 on 49R-19813 and Parts 1-6 on 49R-19815;
  - b. Block 41 on Plan 49M-108 designated as Parts 1-10 on 49R-19803; and
  - c. Block 42 on Plan 49M-108 designated as Parts 1-11 on 49R-19804.
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 23rd day of August, 2023.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7202-21**

A by-law of the Town of Arnprior to designate certain lands in the Fairgrounds Plan of Subdivision (49M-109), 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 Blocks 40, 41, 42, 47 and 48 on Plan 49M-109.
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 23rd day of August, 2023.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7203-21**

A by-law of the Town of Arnprior to designate certain lands in the Chats Crescent Plan of Subdivision (Plan 239), 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 Lots 293 and 294 on Registered Plan of Subdivision 239.
2. **That** this by-law shall be effective only to the extent necessary to permit:
  - (a) the creation of parcels for lot line adjustment purpose and to permit such parcel to be charged and/or 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 23rd day of August, 2023.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk



**The Corporation of the  
Town of Arnprior**

**By-law Number 7204-21**

A By-Law of the Corporation of the Town of Arnprior to authorize the Mayor and Clerk to execute a Site Plan Agreement with Conseil des écoles catholiques du Centre-est (CECCE).

**Whereas** by virtue of Section 41 of the Planning Act, R.S.O. 1990, ch.P.13, as amended, municipalities may designate areas of site plan control and to subsequently enter into agreements with respect to the conditions of development of lands in areas of site plan control; and

**Whereas** as provided for in the Official Plan of the Town of Arnprior, as amended by authority of By-law No. 4619-97, the Municipal Council has made the provisions of Section 41 of the Planning Act applicable to certain lands within the municipality; and

**Whereas** the provisions of By-law No. 4619-97 apply to the lands and development proposed by the owner; and

**Whereas** the owner wishes to develop the said lands;

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

- 1. That** Council approves the submitted Site Plan drawings and reports for Part of Lot 5, Concession A, Geographic Township of McNab, Town of Arnprior, County of Renfrew municipally known as 240 Baskin Drive.
- 2. That** the 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, a Site Plan Control Agreement with the owner, Conseil des écoles catholiques du Centre-est (CECCE).
- 3. That** By-law No. 6737-17, a by-law which authorized the Mayor and Clerk to enter into a site plan agreement for the subject lands, hereby be repealed and replaced by this by-law.
- 4. That** the CAO in consultation with the Town Solicitor and the County of Renfrew is authorized to finalize all documentation necessary for the Mayor and Clerk to execute the Site Plan Control Agreement.

- 5. That** this By-law shall come into full force and effect immediately upon the passing thereof.

**Enacted and passed** this 23<sup>rd</sup> day of August, 2021.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-Law No. 7205-21**

A By-Law to close portion of highways known as the Didak Drive and Decosta Street Road Allowances in the Town of Arnprior.

**Whereas** pursuant to Section 34 of the Municipal Act, R.S.O.2001, the Council of the Corporation of the Town of Arnprior is empowered to close any such highway; and

**Whereas** in accordance with By-law No. 7094-20 being the Sale and other Disposition of Land By-law and By-law 6958-19 the Town shall give public notice of its intention to pass the by-law to close a highway; and

**Whereas** notice of Council's intention to pass such a by-law was published in the Arnprior Chronicle Guide, the Town's website and notice was posted on the subject lands; and

**Whereas** the Council of the Corporation of the Town of Arnprior deems it appropriate to pass said by-law;

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

1. **That** a certain part of road allowance between Didak Drive and Decosta Street as shown in Schedule 'A' is hereby closed.
2. **That** the Town shall transfer such road allowance in conjunction with the abutting Town-owned lands that too have been declared surplus;
3. **That** Schedule 'A' attached hereto shall form part of this by-law; and
4. **That** this bylaw comes into force and effect upon a certified copy of the by-law being registered in the Land Titles Office of Renfrew (49).

**Enacted and passed** this 23<sup>rd</sup> day of August, 2021.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**Schedule 'A'**



Road allowance between Didak Drive and Decosta Street to be closed (shown in blue).

**This is Schedule 'A' to By-law Number 7205-21**

**Passed this 23<sup>rd</sup> day of August, 2021.**

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7206-21**

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 is desirous 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 – Ida Street South

- Disposal of non-viable land by direct sale to the adjoining property owner at 119 Ida Street South at the value identified by the property valuation.

Parcel B – Didak Drive/Decosta Street Including Road Allowance

- Disposal of viable land by Request for Tender (RFT) in an amount not less than identified as the property value through 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 23<sup>rd</sup> day of August, 2021.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**Schedule 'A'**

Parcel A – Ida Street South (shown in purple)



Parcel B – Didak Drive/Decosta Street Including Road Allowance



**This is Schedule 'A' to By-law Number 7206-21**

**Passed this 23<sup>rd</sup> day of August, 2021.**

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7207-21**

A by-law to appoint a Fire Chief.

**Whereas** the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

**Whereas** under subsection 6(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, the Council of a municipality in which a fire department is established shall appoint a fire chief for the fire department; and

**Whereas** Council has established the Town of Arnprior Fire Department to serve as the fire department under the direction of the Fire Chief to provide fire protection services for the municipality; and

**Whereas** Council of the Corporation of the Town of Arnprior deems it expedient to appoint a Fire Chief who shall report to Council through the Chief Administrative Officer.

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

1. That Richard Desarmia be appointed Fire Chief of the Town of Arnprior effective August 23, 2021.
2. That upon his appointment as Fire Chief pursuant to section 1, Richard Desarmia shall have, in addition to any powers, rights and duties assigned to a fire chief under the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, as amended, all of the responsibilities and authority of the Fire Chief under By-law No. 6365-14, as amended by By-law 6842-18 being a by-law to establish and regulate a fire department, and any other statute or by-law of the Town of Arnprior
3. That by-law number 6725-17 and any by-laws or resolutions or parts of by-laws or resolutions inconsistent with the provisions of this bylaw are hereby repealed.
4. That this this by-law comes into force and take effect on its passing.

**Enacted and Passed** this 23 day of August, 2021.

Walter Stack, Mayor

Maureen Spratt, Clerk