



**Town of Arnprior**  
**Regular Meeting of Council Agenda**  
**Date: Monday, November 8, 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 – October 25, 2021** (Page 1-9)
- 8. Awards/ Delegations/ Presentations**
- 9. Public Meetings**
  - a) Zoning By-law Amendment 5/21 Phases 3 and 4, Marshall's Bay Meadows Subdivision
- 10. Matters Tabled/ Deferred/ Unfinished Business**
- 11. Staff Reports**
  - a) **Private Road Official Plan Policy**, Robin Paquette, CAO (Page 10-28)

- b) **Municipal Marina Operations Analysis**, Graeme Ivory, Director of Recreation (Page 29-33)
- c) **National Earthquake Early Warning System**, Patrick Foley, Engineering Officer (Page 34-36)
- d) **Debt Management Policy**, Jennifer Morawiec, GMCS, Treasurer (Page 37-41)

**12. Committee Reports and Minutes**

- a) **Corporate Services Advisory Committee Minutes – September 7, 2021** (Page 42-46)

**13. Notice of Motion(s)**

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

**15. Correspondence & Petitions**

**a) Correspondence**

- i. Correspondence Package I-21-Nov-18
- ii. Correspondence Package A-21-Nov-11

**16. By-laws & Resolutions**

**a) By-laws**

- i. **By-law Number 7226-21** - Part Lot Control Marshall's Bay Meadows (Page 47-48)
- ii. **By-law Number 7227-21** – Appoint a Deputy Fire Chief (Page 49)
- iii. **By-law Number 7228-21** – Lease Agreement with Natural Resources Canada – Seismic Detection Equipment (Page 50-57)
- iv. **By-law Number 7229-21** – Adopt Debt Management Policy (Page 58-63)

**17. Announcements**

**18. Media Questions**

**19. Closed Session**

**20. Confirmatory By-law**

By-law No. 7230-21 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:** Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business



**Minutes of Council Meeting  
October 25, 2021  
6:30 PM  
Electronic Participation – Via Zoom**

**Council and Staff Attendance**

**Council Members Present:**

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

**Town Staff Present:**

Robin Paquette, CAO  
Maureen Spratt, Town Clerk  
Jennifer Morawiec, General Manager,  
Client Services/ Treasurer  
John Steckly, GM, Operations  
Patrick Foley, Engineering Officer  
Carly Freeman, Human Resources Officer

**Council Members Absent:**

**1. Call to Order**

Mayor Walter Stack called the Regular Council Meeting to order at 6:30 PM and welcomed those present.

**2. Roll Call**

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

**3. Land Acknowledgement Statement**

Mayor Walter Stack asked 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 368-21  
Moved by Lynn Grinstead  
Seconded by Lisa McGee

**Be It Resolved That** the agenda, for the Regular Meeting of Council dated Monday, October 25, 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 369-21

Moved by Dan Lynch

Seconded by Tom Burnette

**That** the minutes of the Regular Meeting of Council listed under item number 7 (a) on the Agenda be adopted (Regular Meeting of Council –October 12, 2021).

Resolution Carried

**8. Awards/Delegations/Presentations****a) Delegation – County of Renfrew**

County Councillor Lynch welcomed County of Renfrew, Warden Debbie Robinson, Paul Moreau, CAO, Greg Belmore, Human Resources Manager and Craig Kelly, Director of Development and Property to the meeting. Warden Robinson began by acknowledging County Councillor Lynch as an active contributor at County Council and Committees, an avid user of the Algonquin Trail and a strong, effective voice for the Town of Arnprior.

Warden Robinson advised County representatives are attending all seventeen lower tier municipalities to bring awareness to the County's service delivery improvement project. Warden Robinson proceeded to introduce Paul Moreau, CAO who in turn advised that the County has the ability to provide additional planning and human resource services to the lower tier municipalities. Greg Belmore, Human Resource Manager noted with the 2020 restructuring Human Resources falls under the leadership of Jeff Foss, Director of Corporate Services. Mr. Belmore noted the County is now able to provide a fee for service model for assistance with human resources, including but not limited to pay equity, grievances, benefit administration and shared training opportunities.

Craig Kelly, Director of Property and Development advised of the staffing changes in Planning at the County and the recent Memorandum of Understanding that was sent to the lower tier municipalities formalizing the relationship. Mr. Kelly noted that County is able to offer planning assistance to the Town should it be required.

In closing Warden Robinson, thanked Council for the opportunity to appear at the meeting as well as thanking Mayor Stack for his role in seeing the Algonquin trail dream come to fruition.

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

None

**10. Staff Reports****a) Zoning By-law Amendment 4/21 -- CAO**

Resolution Number 370-21

Moved by Lynn Grinstead

Seconded by Chris Toner

That Council receives an application for amendment to Zoning By-law Number 6875-18, for a vacant property along Thomas Street South to rezone the subject property from "Future Development (FD)" to "Residential Four (R4)".

That pursuant to Section 34(12) of the Planning Act, Council hold a public meeting on Monday, November 22, 2021, regarding the proposed amendment, to allow for public review and comment.

Resolution Carried

**b) COVID-19 Vaccination Policy, GMCS, Treasurer and Human Resources Officer**

Resolution Number 371-20

Moved by Tom Burnette

Seconded by Lynn Grinstead

**That** Council adopts a by-law approving a COVID-19 Vaccination Policy

Resolution Carried

Resolution Number 372-21

Moved by Dan Lynch

Seconded by Tom Burnette

**THAT** Council amend draft Policy Number HR-COVID-04 By deleting Section 6.1.5.

Resolution LOST

**c) Asset Management Plan Update – Engineering Officer**

Resolution Number 373-21

Moved by Lynn Grinstead

Seconded by Lisa McGee

**That** Council adopt the Asset Management Plan Report as prepared by Public Sector Digest (PSD); and

**That** the Asset Management Plan be utilized to guide updates to related documents such as the annual operating and capital budgets and the Long Range Capital Forecast.

Resolution Carried

The Engineering Officer welcomed John Murray and Erin Orr who proceed to provide a power point presentation on the Asset Management Plan as prepared by Public Sector Digest.

**d) Bi-Annual Financial Update – GMCS, Treasurer**

Resolution Number 374-21

Moved by Dan Lynch

Seconded by Lynn Grinstead

**That** Council receive report 21-10-25-04 as information.

Resolution Carried

**e) Proclamation – Carbon Monoxide Awareness Week – Town Clerk**

Resolution Number 375-21

Moved by Lynn Grinstead

Seconded by Tom Burnette

**That** Council proclaim November 1 – 7, as Carbon Monoxide Week in the Town of Arnprior

**Whereas** Carbon monoxide (CO) is often referred to as the silent killer because it is a colourless, odourless and tasteless gas; and

**Whereas** CO is the leading cause of accidental poisoning deaths in North America; and

**Whereas** each year it proves fatal for dozens of Canadians and makes more thousands sick with what they think is the flu; and

**Whereas** increasing awareness of the importance of having functioning carbon monoxide detectors can help save lives; and

**Whereas** this November the Town of Arnprior Fire Prevention/Protection Office will be increasing public awareness of carbon monoxide hazards at home, school and work, highlighting the simple steps we can all take to avoid personal tragedy.

**Therefore**, I Walter Stack, Mayor of the Town of Arnprior, do hereby proclaim November 1st – 7th, 2021 as “Carbon Monoxide Awareness Week” in the Town of Arnprior and urge all residents to participate in the outreach activities planned by the Fire Prevention/Protection Office to highlight the simple steps all residents can take to avoid personal tragedy.

Resolution Carried

### **11. Committee Reports and Minutes**

Resolution Number 376-21

Moved by Lynn Grinstead

Seconded by Chris Toner

That Council receive the following Committee Minutes as information:

- Community Development Advisory Committee Minutes – June 21, 2021.

Resolution Carried

### **12. Notice of Motions**

None

### **13. County Councillor’s Report from County Council**

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

- Operations Committee is recommending to County Council that a Cost Sharing Policy Draft be accepted with a deadline of February 2022. As result of discussions at the Finance and Administration Committee this recommendation may be returning to Operation for further discussion.
- The purchase of fleet trucks is on hold as there are none available. Public Works will be checking with the lower tier municipalities to see if there is a need to create a bigger order for 2022.
- The County is promoting the wearing of reflective vests now that fall has arrived and it is getting darker earlier.
- Housing statistics for the end of September 2021 include 22 versus 26 in 2020 with the selling price in 2021 averaging \$476,547 versus \$406,262 in 2020.
- The County is looking to hire a Junior Planner.
- OEMC 2021 was held virtually on October 20 and 21, 2021.
- One hour of training on Cannabis Study Update, through WSP, for all Councils and staff is scheduled at 1:00 p.m. on either November 17 and 18.

- Shaw Woods Outdoor Education Centre has a new accessible all terrain mountain wheelchair for those in need. EMS has been trained on the use of the all terrain vehicle.
- The Rural and Economic Development Fund has applied for a grant to support Film and Video Production in the Valley.

#### **14. Correspondence & Petitions**

##### **a) Correspondence Package – I-21-OCT-18**

Resolution Number 377-21

Moved by Lisa McGee

Seconded by Lynn Grinstead

**That** the Correspondence Package Number I-21-OCT-18 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following items:

- Page 9 – Ontario COVID-19 Vaccination Certificates with QR Code can be obtained by calling 1-833-943-3900.
- Page 17 – The Province is now allowing the sale of Craft Beer at Farmer's Markets.
- Page 24 – The Ontario Government announced that the free Flu Shot will be available in November.
- Page 31 – The Ontario Minister of Education announced the government will distribute six million free menstrual products per year through local school boards and Shoppers Drug Mart.
- Page 69 – Ottawa Valley Business: The Labour Market released the 2020-2021 information dealing with jobs and wages:
  - Arnprior 4582 jobs with an average wage of \$50,189.63
  - McNab/Braeside 852 jobs with an average wage of \$49,929.99
  - Renfrew 4675 jobs with an average wage of \$49,121.99

##### **b) Correspondence Package – A-21-OCT-10**

Resolution Number 378-21

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** the Correspondence Package Number A-21-OCT-10 be received and that the recommendations outlined be brought forward for Council's consideration.

Resolution Carried

Resolution Number 379-21

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 Regional Health Foundation; and

**Whereas** the Arnprior Regional Health Foundation is an eligible community organization under the Municipal Grants Policy.



**Therefore Be It Resolved That** Council supports the Arnprior Regional Health Foundation, by providing in-kind support of waiving the Robert Simpson Park Gazebo rental (including chairs, tables, sound system, set up and tear down) (value of approximately \$443.00), for the date of Saturday, December 4, 2021 from 8:00 am – 12:00 pm for the Penny Stashick Ugly Christmas Sweater Walk; and

**Further That** the Arnprior Regional Health Foundation 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 Arnprior Regional Health Foundation be advised that it is mandatory to follow all COVID-19 public health guidelines, including but not limited to social distancing and masking where distancing is not possible.

Resolution Carried

Resolution Number 380-21

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 H2H Inc. o/a Heart to Heart Arnprior (Ministry of First Baptist Church); and

**Whereas** the H2H Inc. o/a Heart to Heart Arnprior (Ministry of First Baptist Church) is an eligible community organization under the Municipal Grants Policy.

**Therefore Be It Resolved That** Council supports the H2H Inc. o/a Heart to Heart Arnprior (Ministry of First Baptist Church), by providing in-kind support of waiving the Arnprior & District Museum Meeting Room rental (value of approximately \$675.00), for a grief support program, which will include 11 drop in sessions and 16 evening meetings, from October 2021 to December 2022; and

**Further That** the H2H Inc. o/a Heart to Heart Arnprior (Ministry of First Baptist Church) be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the events; and

**Further That** the H2H Inc. o/a Heart to Heart Arnprior (Ministry of First Baptist Church) be advised that it is mandatory to follow all COVID-19 public health guidelines, including but not limited to social distancing and masking where distancing is not possible.

Resolution Carried

Resolution Number 381-21

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-Braeside-McNab Seniors At Home Program; and

**Whereas** the Arnprior-Braeside-McNab Seniors At Home Program is an eligible community organization under the Municipal Grants Policy.

**Therefore Be It Resolved That** Council supports the Arnprior-Braeside-McNab Seniors At Home Program, by providing in-kind support of waiving the Nick Smith Centre Community Hall rental (value of approximately \$375.00), for a Christmas Craft Sale on Saturday, November 27, 2021 from 8:00 am – 5:00 pm; and

**Further That** the Arnprior-Braeside-McNab Seniors At Home Program 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 Arnprior- Braeside-McNab Seniors At Home Program be advised that it is mandatory to follow all COVID-19 public health guidelines, including but not limited to social distancing and masking where distancing is not possible.

Resolution Carried

**a) By-laws**

Resolution Number 382-21

Moved by Lynn Grinstead

Seconded by Chris Toner

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

- i. By-law Number 7222-21 Part Lot Control Marshalls Bay Meadows
- ii. By-law Number 7223-21 Part Lot Control Arnprior Fairgrounds
- iii. By-law Number 7224-21 COVID-19 Vaccination Policy

Resolution Carried

**16. Announcements**

Councillor Grinstead made the following announcements:

- Congratulations to Danielle Delaney, Executive Director and the Greater Arnprior Chamber of Commerce, on their third annual Fall Fest. The event spanned three days, with activities for all. Councillor Grinstead also thanked the many businesses for their sponsorship of the event making Fall Fest a great community affair.
- White Lake is having its first annual Santa Claus Parade this year. Ken Grenier, organizer and Chair is looking for a convertible to chauffeur the Mayor – please contact Ken if you have one to offer.

County Councillor Lynch made the following announcements:

- The Legion is hosting a Halloween Trick or Treat Event on Sunday October 31, 2021, Children with sensory processing and special needs are invited to attend between 3:00 and 4:00 p.m. and children under 12 years of age between the hours of 4:30 and 7:30 p.m.
- There will be a Remembrance Day Ceremony at the Cenotaph; however, no parade has been scheduled, at this time.
- The City of Pembroke has approved the use of all motorized uses (sleds and ATVS) on the Algonquin Trail through the City.
- Ontario Garlic Week takes place October 29 to November 7, please support our local growers.
- Island View Retirement Residence is holding a Pumpkin Carving Contest entitled “Light The Path” to raise funds for the Men’s Shed. 30 pumpkins are available at Island View at a cost of \$20.00. Individuals, businesses, and groups are encouraged to help with this fundraiser. All pumpkins are to be dropped off at Island View by October 28<sup>th</sup> for judging by the Island View residents on October 29<sup>th</sup>.
- A new restaurant, GUAC Mexi Grill is located at Winners Circle Mall and should open shortly.
- On November 7, 2021, the Renfrew Agricultural Society will be hosting The Valley’s Best Buttermilk Contest and Festival at the Renfrew Armouries, located at the Renfrew Fairgrounds, 115 Veterans Boulevard, in Renfrew.

- Ontrac is hosting a job fair at the Kenwood Centre on Wednesday, October 27 between the hours of 2 and 5.
- Arnprior Regional Health Foundation fund raising golf tournaments raised \$32,844.75, which saw Glenn Arthur and Ed Reid having their coloured red and blue respectfully. Well done!
- Arnprior Regional Health's Catch the Ace is up to \$7113 and climbing and the Lions Catch the Ace is now over \$5300.00.

Councillor Toner announced the Arnprior Optimist Club is holding a Halloween Costume Contest. Parents or Guardians can send photos to the Arnprior Optimist Club at [arnprior.optimist@gmail.com](mailto:arnprior.optimist@gmail.com) or submit on the Optimist Facebook Page. Three names will be drawn to win a prize.

Mayor Stack noted his attendance at the Lions Club 75<sup>th</sup> Anniversary Dinner, an enjoyable evening reflecting on 75 years of the Lions and their contributions to the Town and an excellent meal by Jim's Restaurant.

**17. Media Questions**

None

**18. Closed Session (8:01 p.m.)**

Resolution Number 383-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council meet in closed session pursuant to Section f239 (2)(f) of the Municipal Act, 2001 to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Brownfield Development)

Resolution Carried

Resolution Number 384-21 (9:17 p.m.)

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council resume to open session.

Resolution Carried

Resolution Number 385-21

Moved by Lisa McGee

Seconded by Chris Toner

That Council direct staff to proceed as directed in Closed Session.

Resolution Carried

**19. Confirmatory By-Law**

Resolution Number 386-21

Moved by Chris Toner

Seconded by Dan Lynch

**That** By-law No. 7225-21 being a By-law to confirm the proceedings of the Regular Meeting of Council held on October 25, 2021 be and it is hereby enacted and passed.

Resolution Carried

**20. Adjournment**

Resolution Number 387-21

Moved by Lisa McGee

Seconded by Lynn Grinstead

**That** this meeting of Council be adjourned at 9:18 p.m.

Resolution Carried

**Signatures**

Walter Stack, Mayor

Maureen Spratt, Town Clerk



## **Town of Arnprior Staff Report**

**Subject:** Private Road Official Plan Policy

**Report Number:** 21-11-08-01

**Report Author and Position Title:** Robin Paquette, CAO

**Department:** Community Services Branch

**Meeting Date:** November 8, 2021

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### **Recommendations:**

That Council initiate a town-wide Official Plan Amendment, being OPA#4, and implementing Zoning By-law Amendment to establish Common Element Condominium Private Road policies and provisions.

And further that pursuant to Sections 17(15) and 34(12) of the Planning Act Council hold a public meeting on Monday, December 13, 2021, regarding the proposed amendments, to allow for public review and comment.

### **Background:**

The Town of Arnprior has received several enquiries regarding potential medium and high-density residential developments on private roads. However, the current Town of Arnprior Official Plan does not include appropriate policies to address and provide guidance to Council and developers with respect to these types of developments on private roads.

The Town of Arnprior retained the services of Jp2g Consultants Inc. to investigate and ensure the Town has appropriate Official Plan policies to manage and direct potential private road developments.

### **Discussion:**

The consultant, Forbes Symon, of Jp2g Consultants Inc. has prepared a Report (See Document #1) for consideration which includes a comprehensive review of the Town's existing Official Plan policies, County of Renfrew Official Plan, Provincial Policy Statement (2020). Furthermore, the Report prepared addresses the many issues surrounding private roads and consideration thereof.

A review of examples of policies from similar and larger municipalities has been provided to enlighten on best practices. Finally, the Report outlines several recommendations for Council's consideration. The recommendations include possible amendments to the Town's Official Plan and Zoning By-law to include and implement appropriate policies.

### **Options:**

Council could determine that the proposed policies are not appropriate or warranted or direct staff to consider alternatives. At this time, staff recommend holding the statutory Public Meeting to receive public feedback on the proposals prior to making a decision on this matter.

### **Policy Considerations:**

As outlined in the Consultant Report.

### **Financial Considerations:**

To process a Town initiated amendment will necessitate the cost of advertising and staff time to be expended with no revenue generation. The costs are within the means of the current Planning Operating budget.

### **Meeting Dates:**

1. Public Meeting – December 13, 2021

### **Consultation:**

- Forbes Symon, Jp2g Consulting
- John Steckly, GM Operations

### **Documents:**

1. Report on Private Road Policies prepared by Jp2g Consultants

### **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

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# Report On Private Road Policies

Town of Arnprior

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Prepared for

Town of Arnprior



105 Elgin Street West, Arnprior, ON K7S 0A8

Prepared by



**Jp2g Consultants Inc.**

12 International Drive, Pembroke, Ontario, K8A 6W5

T.613.735.2507 F.613.735.4513

Jp2g Project No. 21-7096A

**October 28, 2021**

**Final**

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### Appendix A: Arnprior Common Element Condominium Private Road Standards



## **1 Background and Context**

The Town of Arnprior has retained the services of Jp2g Consultants Inc. to investigate and ensure the Town has appropriate Official Plan policies to manage and direct potential private road developments.

The Town of Arnprior has received several enquiries regarding potential medium and high-density residential developments on private roads. There is only one private road in the Town of Arnprior – Robert Street – and that it is a common element condominium private road with a right-of-way of 15.24 m. Robert Street provides access to three high density residential apartment buildings and the associated parking lots. Other than this one example, all other roads in the Town are known as public roads.

The current Town of Arnprior Official Plan does not include appropriate policies to address and provide guidance to Council and developers with respect to these types of developments on private roads. The primary objective of this assignment is to review the Town's existing policies and provisions, and provide recommendations on standards for potential private road development and appropriate Official Plan policies to govern this form of development. Consideration of matters such as appropriate right-of-way widths, road widths, snow storage, parking, and services is required.

This Report will present an overview of the relevant Town of Arnprior Official Plan policies, as well as relevant policies in the County of Renfrew Official Plan and the Provincial Policy Statement (PPS). In addition, there will be a summary of the different types of private roads and an overview of planning issues associated with private roads. The results of an industry scan of Official Plan policies and private road standards from six (6) municipalities is summarized. Finally, the Report will make recommendations on the proposed changes to the Arnprior Official Plan, to ensure the Town has appropriate Official Plan policies to manage and direct potential developments involving private roads.

## **2 Existing Policy Review**

### **2.1 Arnprior Official Plan**

The Town of Arnprior Official Plan was approved by Renfrew County Council in November 2017, replacing the former Official Plan which was approved in 1997. As with all local Official Plans in Renfrew County, any changes to the Arnprior Official Plan must conform to the Renfrew County Official Plan and the PPS (2020).

There are a number of elements of the Arnprior Official Plan which provide direction for this Report. With regards to residential development, Table 2 of The Part 1 – Preamble of the Official Plan (OP) anticipates that 54% of future residential development will be low density, 37% will be medium density, and 9% will be high density residential development.

The OP Guiding Principles, found in Section A2, are intended to establish the basis for making future planning decisions. The following guiding principles are relevant to this Report:

- “4. To protect and enhance the character of existing neighbourhoods in the Town and to maintain them as diverse, livable, safe, healthy, thriving, and attractive communities.
- 5. To support all forms of intensification in key areas, to support the efficient use of infrastructure, the many retail stores and services that exist, and to provide additional housing options to existing and future residents.
- 9. To encourage the development of a more balanced and integrated transportation system that safely and efficiently accommodates various modes of transportation including automobiles, trucks, and cycling and walking.
- 10. To ensure that the construction of all infrastructure, or expansions to existing infrastructure, occurs in a manner that is compatible with adjacent land uses and minimizes social and environmental impacts, with consideration given to the long-term maintenance, operational, and financial consequences of the decision.”

There is also direction in Section A3 – Goals and Strategic Objectives. Specifically, Section A3.4 Community Character includes the following statements:

- “b) Maintain and enhance the character and stability of existing and well-established residential neighbourhoods by ensuring that development and redevelopment is compatible with the scale and density of existing development;
- c) Encourage the development of neighbourhoods which are: compact; provide for an integrated network of pedestrian-oriented streets, pathways, and cycling facilities; and provide an appropriate mix of housing types, community facilities, commercial and service uses, and open spaces;
- e) Foster a sense of civic identity through a high standard of community design in all future development that considers ... the appropriate integration of the design of public and private spaces ... and a pedestrian oriented development pattern.”

Section A3.7 contains the specific goals and strategic objectives related to infrastructure which read as follows:

- “b) Encourage the establishment of an integrated transportation system that safely and efficiently accommodates various modes of transportation including cycling, walking, automobiles, and trucks;
- c) Ensure that the construction of all infrastructure, or expansions to existing infrastructure, occurs in a manner that is compatible with adjacent land uses, is cost effective, and with a minimum of social and environmental impact.”

The detailed housing policies are found in Section B9.2. The relevant policies read as follows:

- “a) Residential intensification and redevelopment in key nodes and corridors, where an appropriate level of infrastructure and public service facilities are, or will be, available in the immediate future and subject to the policies of this Plan;
- b) The establishment of densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation (such as trails and cycling paths) in areas where it exists or is to be developed;
- c) The establishment of development standards for residential intensification, redevelopment and new residential development that minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety;”

The OP contains specific policies for development in “Established Residential Areas” set out in Section C1. Again, the theme of new development in existing neighbourhoods maintaining and protecting the existing neighbourhood character is expressed. There are specific policies which speak to “modest intensification in the form of townhouses and apartment dwellings in appropriate locations”.

The policies of Section C2 on low and medium density areas, speaks to being compatible with the character and pattern of adjacent lands. Section C2.4.2 states that “in order to ensure compatibility with existing development in the Established Residential Area designation, new development in the Low/Medium Density Residential Area designation should generally have a physical character that is compatible with development in the existing neighbourhood in terms of density, lot sizes, maximum building heights, and minimum setbacks.”

Section 2.5, Design Considerations for New Development, contains policies related to the provision of sidewalks, depending on the class of road (i.e., arterial, collector, local roads). The policies also speak to the use of grid road design to allow for the easy movement of people. There are specific policies which indicate that the “spacing, width, and number of driveways shall be configured to enhance visual appeal and safety for people using sidewalks and streets, and to provide for on street parking, while providing appropriate locations for snow storage.”

The General Development Policies contain specific policies related to the review of subdivisions. Specifically, Section E1.4 (e) states that “In considering a draft plan of subdivision, regard shall be had to ... the number, width, location, and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them.”

Section E2 contains the Transportation policies of the Official Plan. There are specific policies related to the transportation system, associated with the safe and efficient movement of people and goods and to “ensure that appropriate right-of-way widths for all existing and proposed roads are provided in accordance with the Planning Act.”

Section E 2.2.1, Road Classification System, recognizes Provincial Freeway, Arterial Roads, Collector Roads, and Local Roads. The policies are silent on the subject of private roads. The right-of-way width for local roads is 20 m. Section 2.2.3, Right-of-way Widths, specifically states that “the right-of-way width for any road may allow for the placement of travel lanes, turning lanes, utilities, infrastructure, high occupancy vehicle lanes, sidewalks, paths, bicycle lanes, medians, streetscaping, and landscaped boulevards where appropriate.”

The Urban Design policies of the Official Plan are found in Section E7.1. Two specific objectives are relevant:

- “f) Identify and apply, where possible, the best available approaches and standards for the design and construction of sites and buildings, including incorporation of sustainable and energy efficient materials;
- g) Prioritize a human scale within the public realm, including street rights-of-way, and in how buildings are massed and address the street;”

Section 7.3.1.2 states that “road surfaces, including the width and design of travel lanes, will respect the predominant character and function of the surrounding area.”

## **2.2 Arnprior Official Plan Summary**

As noted at the beginning of this report, the Arnprior Official Plan does not contain policies related to private roads. It is very clear however, that the Official Plan expects new development, whether infill or greenfield, to be consistent with character of established neighbourhoods, while at the same time promoting a compact urban form. The transportation system is to be balanced with an emphasis on promoting active transportation and pedestrian oriented streets, and ensuring all infrastructure is constructed in a manner that is compatible. The policies also clearly identify the expected function of the road allowances to accommodate active transportation and sidewalk elements, snow storage, and on-street parking, in addition to the travel lanes, lighting, inground infrastructure, and utilities. Public health and safety, compatibility with the character of existing neighbourhoods, and human scale are critical themes throughout the Arnprior Official Plan.

## **2.3 Arnprior Zoning By-law 6875-18**

The Town of Arnprior Zoning By-law 6875-18 does include reference to private streets. Private Streets are defined in the Zoning By-law to mean:

“A private right-of-way that is used by motor vehicles but is not owned by the Corporation or any other public authority.”

Private Streets are also referenced in Section 4.6, Frontage of a Street or Highway, where “private streets within a plan of condominium” satisfy the requirement for frontage on a street or highway.

The Zoning By-law is silent on setbacks for dwellings on private streets. In order to address this, it is recommended that the definition of Private Street be modified to include the phrase:

“Unless there is specific reference to private streets, for the purpose of this By-law, the phrase “street or highway” shall be intended to include reference to private streets, except for the definitions for “County Road” and “Street and Highway”, which shall not include reference to private street.”

With this minor change, the Arnprior Zoning By-law should be able to adequately regulate the use of private roads.

### 3 Renfrew County Official Plan

The *Ontario Planning Act, R.S.O., 1990* requires that the policies in the Arnprior Official Plan conform to the policies of the upper tier Renfrew County Official Plan. There are a number of relevant policies found in the Renfrew County Official Plan which require review and consideration.

Section 2 of the Renfrew County Official Plan contains specific policies related to Infrastructure Planning in Section 2.2(27). The policies state that “Infrastructure, roads, electricity generation facilities and transmission and distribution systems, and public service facilities shall be provided in a coordinated, efficient, and cost-effective manner while accommodating projected needs.”

Section 13 of the Renfrew County Official Plan provides specific transportation related policies. The policies state that “today, the road network is an integral component of the County’s transportation system. It is extremely important for commerce and the mobility needs of residents of the County. Provincial highways, county roads, and local roads form the network of public roads. **Private roads and common element roadways in plans of condominiums, form other types of vehicle access. The use and maintenance of these roadways are the responsibility of the abutting landowners, in the case of private roads, or the condominium corporation, in the case of common element roadways.**” The policies are intended to permit the maintenance of a safe and efficient road system.

The policies of Section 13.3 state that the typical width of a local road right-of-way is 20 metres.

Section 13.3, Transportation Policies of the Renfrew Official Plan, speaks directly to the issue of private roads:

“A private road is one which provides access by means of a registered right-of-way to private property, the use and maintenance of which is the responsibility of the abutting owners. Private roads are not included as a Road Classification or identified on the Land Use Schedules.

Another type of vehicle road access is a common element roadway in a plan of condominium, the ownership and maintenance of which is the responsibility of the condominium corporation.

Local municipalities are encouraged to develop standards for private road construction and maintenance which considers the following: minimum widths, surface materials, grading

standards, turning circles requirements, and demonstration of safe egress/ingress. Private roads should ensure appropriate access for emergency services (year-round access if 4-season dwellings exist). Legal tools to achieve those objectives may vary depending on the specific circumstances of a development.”

The policies also state in Section 13.3 (4), “road allowance widths are designed to allow not only for the construction of the road itself, but also drainage ditches, bridges, culverts, and other road infrastructure. Also, utilities such as water, sewer, hydro, natural gas, telephone, and cable television require space in the road allowance.”

### **3.1 Renfrew County Official Plan Summary**

The Renfrew County Official Plan acknowledges and establishes policies related to private roads and common element condominium roads. The policies specifically encourage local municipalities to develop private road standards to regulate this type of infrastructure, while recognizing the function of the right-of-way, beyond the needs of the traveling public to include infrastructure and servicing needs.

## **4 Provincial Policy Statement (2020)**

The Provincial Policy Statement (2020) is the overriding provincial policy document, providing direction to planning in Ontario. Section 1.1.1 contains policies which promote healthy, livable, and safe communities, and avoid development patterns which may cause public health and safety concerns. The policies also promote development where the necessary infrastructure and public services facilities are, or will be, available to meet current and projected needs. The themes of compact urban form and intensification within established settlement areas on full municipal services are stressed. Section 1.6.7 contains the Transportation System policies and states that “Transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.”

### **4.1 PPS (2020) Summary**

The PPS is silent on the subject of private roads, but does stress the need for safe and efficient transportation systems. Over the past decades the Ontario Ministry of Municipal Affairs and Housing (MMAH) has used this provincial policy to encourage local municipalities to establish a policy which prohibits new private roads unless they are common element condominium private roads. The rationale for this position is based on the strength of the *Condominium Act, 1998* to manage common elements, their ownership, use, maintenance, and long-term capital replacement, thereby providing municipalities with the means to ensure their health and safety obligations.

## **5 Private Road Planning Related Issues**

The following section will summarize the findings of the research regarding private roads and the planning related issues that should be considered.

## 5.1 Private Road Versus Common Element Condominium Road

Private roads are a relatively common occurrence in many rural municipalities surrounding Arnprior and are typically associated with access to rural recreation/waterfront properties. These “cottage access” private roads typically consist of rights of way over private property, providing legal access to the recreation property. The responsibilities for maintenance and capital improvement can be reflected in formal and informal agreements between property owners. The local municipality typically has no ownership or maintenance responsibilities, or provision of services to the properties (e.g. garbage pick-up) associated with private roads, however municipalities do have a responsibility to provide emergency services to such areas. In response to the need to provide emergency services, most municipalities have established minimum standards for private roads to ensure they are at a standard that can support fire truck access. The informal nature of the use and maintenance of such private roads can result in conflicts between users that are not easily rectified.

As previously noted, the MMAH has been encouraging municipalities over the past three decades to establish planning policies which discourage the creation of new private roads due to health, safety, and liability issues. As a result, many local Official Plans now contain policies which only permit new private roads which are established under the *Condominium Act, 1998* as a “common element condominium”.

A common elements condominium provides a legal framework to allow a number of landowners to share ownership of a piece of land and to use the *Condominium Act, 1998* to govern that relationship and the administration of the piece of land. A common elements condominium is useful in circumstances where local accountability for the long-term capital and maintenance of the private road is most appropriate.

A common elements condominium can be used in conjunction with traditional subdivisions, vacant land condominiums, consents, and/or existing lots of record, to permit landowners to share the care and control of the private road. The provisions of the *Condominium Act, 1998* provide for better enforcement mechanisms and greater awareness of the landowners’ responsibility for the private road than can be achieved by traditional agreements under the Municipal Act, or the Planning Act. It is easier to create a common elements condominium private road when one developer owns all the parcels of tied land, and the new private road is included as part of a plan of subdivision or vacant land condominium project.

It is anticipated that most of the future development proposals that promote the use of private roads will be through the plan of subdivision or plan of condominium approval processes. All future private roads in the Town of Arnprior should only be considered if they are established as common element condominiums under the *Condominium Act, 1998*.

## 5.2 Private Road Right-of-way Considerations

Any roadway within the Town of Arnprior should be designed to accommodate:

- Active transportation - Sidewalks, pathways, trails

- Emergency Vehicle Access
- Sanitary and stormwater controls and services
- Water services
- Curbs and gutters
- On-street parking
- Snow Storage
- Lighting
- Traffic calming & signage
- Daylighting

Right-of-way widths must be large enough to accommodate all the above street elements yet narrow enough for buildings and trees to frame the street. Most municipalities in Ontario have adopted the Ministry of Transportation 20 m right-of-way width for a typical 2 lane, local road cross section as being the ideal width to accommodate the street elements and allow the appropriate framing of the street.

The Town of Arnprior has used a standard 20 m right-of-way for all new local roads for decades. It is understood that there are older parts of the Town (e.g., pre WWII) that were planned on 12 m (40 ft) and 15 m (50 ft) street right-of-way widths, prior to the modern dominance of the vehicles in community planning and design. It is also understood that there has been at least one historic planning application which proposed a reduced right-of-way standard, and which was supported by the Town.

It is submitted that the role and function of a private road is the same as a local road, and that the only difference between the two is who is responsible for the maintenance and long-term capital replacement.

### **5.3 Pressures to Reduced Private Road Right-of-ways**

Over the past decade there has been a trend towards more compact and higher densities of residential development within our small-town urban centres. The Town of Arnprior has first-hand experience with this trend and anticipates that 46% of all future residential development will be medium (37%) or high (9%) density.

As land use planning policies continue to push towards higher densities, the development industry is increasingly looking for creative ways to achieve increased densities, reduce costs, and maximize the use of land. In addition to requests to reduce yard widths, reduced setbacks, and reduced greenspace, higher density developments often promote private roads at reduced right-of-way widths, thereby increasing the amount of land available for development.

The industry scan did find a consensus around private road right-of-way widths ranging from 18 to 20. That said, the City of Toronto “internal private roadway” standard right-of-way widths of 16.5 m was identified. Caution is strongly recommended for consideration of private road right-of-way standards below 18 m. It is submitted that the Toronto example is, in part, influenced by the existence of public transportation and the reduced need for personal automobiles. This results in



less need for features such as on-street parking. There are also climatic considerations and the fact that winter conditions can be less severe in the GTA and thus a reduced need for on-street snow storage than is the case in Arnprior.

#### **5.4 Concerns with Reduced Private Road Right-of-ways**

Private roads need to function the same as local public roads. As noted earlier, the associated private rights-of-ways must accommodate the same elements as a local public road.

##### **5.4.1 Townhouse Type Developments**

Requests for reduced right of way widths for common element condominium private roads, are typically associated with medium and high-density residential developments. Particularly with medium density forms of townhomes and stacked townhomes, problems arise with an increased demand for on-street parking and the lack of space for such on-street parking. The use of attached garages for storage of goods and not an automobile, the reality that many dwelling units will have at least two vehicles (not including boats, ATVs or RVs), that driveway lengths typically can safely accommodate one vehicle, and that unlike apartment dwellings there is no provision for visitor parking, all tend to result in an increased demand for on-street parking when considering townhouse type densities.

The Arnprior Official Plan anticipates roughly 37% of all future residential development to be at townhouse densities. The policies stipulate that when proposing townhouse type developments, efforts should be made to locate townhouses on both sides of the road. With one driveway entrance for each unit, the result is a townhouse streetscape that typically has the potential for only 2 on-street parking spaces per six (6) unit townhouse block. This compares to one (1) on-street parking space typically being available in front of every single detached dwelling.

The result is a development form that has a heightened demand for on-street parking, and which has limited potential to provide such parking, often resulting in parking problems associated with townhouse type developments. This combination of factors often results in townhouse type densities causing on-street parking problems associated with vehicles being parked where they are prohibited and/or on-street parking demands spilling into nearby neighbourhoods. This is particularly acute where on-street parking is permitted on one side of the street, but those living and visiting the area park on both sides of the street. This results in serious health and safety issues when the travelled road portion of the street is reduced to less than 6 m, potentially restricting emergency vehicle access. It is acknowledged that the Town of Arnprior has experienced many of these issues, especially related to snow storage and on-street parking problems where there are reduced frontages and widths.

The option for medium density townhouse type developments to include secondary residential units, with the provision of one additional parking space, also has the potential to increase the traffic and parking demands beyond the ability of a typical local road to accommodate.

It is understood that the Town of Arnprior's 20 m local road standard typically includes an 8.5 m travelled road surface. This is sufficient road width to support parking on one side and maintain the

minimum 6 m travelled road surface required under the Ontario Building Code for emergency vehicles access. The maintenance of the 6 m emergency vehicles access routes is a primary health and safety issue of the Town.

#### **5.4.2 Planning for Winter**

It is important to acknowledge the realities of an Arnprior winter. Snow storage with townhouse type development can be challenging given the number of driveways and the lack of room for snow storage. Although most municipalities prohibit overnight on-street parking during the winter months, the combination of illegal parking and significant snow events can significantly reduce the minimum required 6 m emergency vehicle access, again representing a health and safety concern.

These are the types of health and safety concerns that can occur with medium and high-density residential development on 20 m rights-of-way. A reduced right-of-way for a common element condominium private road would only serve to exasperate these concerns.

#### **5.4.3 Community/Neighbourhood Character**

In addition to the health and safety concerns, there are also fundamental community design matters that must be considered. Much of the direction set out in the Arnprior Official Plan is intended to protect and enhance the character of existing neighbourhoods, and to ensure that all infrastructure occurs in a manner that is compatible with adjacent land uses and minimizes social and environmental impacts.

Whether the new development is an infill project within an established neighbourhood, or greenfield development abutting existing neighbourhoods, there is a need to ensure that the new development protects and enhances the character of the existing established neighbourhoods. It is understood that most new development is at a density higher than surrounding older neighbourhoods. However, if the new development includes a streetscape that is similar in terms of width and features, then the residential development will have a physical characteristic that is compatible with developments in existing neighbourhoods.

Ensuring consistent right-of-way widths for all new roads, both private and public, is the first order of protection of the character of existing neighbourhoods and the integration of new development into the community. Once the street trees for the new development mature (i.e. 10 -15 years), it is anticipated that the new development will have a similar look and feel to the existing neighbourhoods, despite being at a higher density.

#### **5.4.4 Active Transportation**

One of the main themes of the Arnprior Official Plan is the promotion of active transportation and the reduction in automobiles, and is reflective in the Official Plan policy that encourages all new future development to have sidewalks on at least one side of the street and accommodate other features such as bike lanes. Active transportation features and the need for separation from vehicles and pedestrian travel suggest that a minimum 20 m right-of-way is necessary in order to plan properly for the various active transportation elements.

## 6 Examples of Private Road Policies and ROW

A scan of municipal official plans and private road standards produced relatively consistent results. Table 1 demonstrates the results from 6 selected municipalities, two urban centres of a similar size and nature as Arnprior, two rural townships, and two major urban centres as examples.

*Table 1: Municipal Comparison of Private Road Right-of-Way Standards*

	<b>Town of Smith Falls</b>	<b>Town of Carleton Place</b>	<b>Township of Lanark Highland</b>	<b>Township of Whitewater Region</b>	<b>City of Mississauga</b>	<b>City of Hamilton</b>	<b>Recommended Standard</b>
<b>Road Type</b>	Private Road	Private Road	Local Road which includes Private Roads	Private Road	Internal Private Roads	Standard Road for Private Townhouses	Common Element Condominium Road
<b>Right-of-Way Width</b>	18-20 m (minor Res Street)	NA	20.0 m but may be reduced	20 m	18m	19.0 - 20.5 m	20.0 m
<b>Only As Common Element Condo</b>	Yes	Yes	Yes but allows others not as condo	Yes but allows others not as condo	N/A	N/A	Yes
<b>Source</b>	Section 6.10.6 of OP	Section 4.3.3.5 of OP	Section 7.4.3 & 7.4.4 of OP	Private Road Standard Policy	Development Requirement Manual	Standard Road Drawings	

Generally, rural municipalities with a strong recreation/cottage base tend to have detailed policies which cover the use and operation of existing private roads and the extension of private roads. Most require that new private roads be established through the condominium process. Although it is important to understand and learn from the rural private road policies/standards, the Town of Smith Falls and Carleton Place examples are more relevant to the Arnprior situation.

The Smith Falls Official Plan policies on private roads is relatively brief and reads as follows:

### “6.10.6 Private Roads

Private Roads shall only be permitted in plans of condominium so that they are maintained in accordance with the approved plan of condominium. Such roads are intended to function as minor residential streets.”

It is important to note that the local residential street policies establish a minimum right-of-way for such streets at 20 m, however, “a reduced right-of-way of 18 m may be permitted on certain minor

residential streets such as cul-de-sacs and crescents in order to achieve the affordable housing objectives of the OP.”

The Carleton Place Official Plan policies for private roads are similar to the Smith Falls example, except that it does not establish a minimum right-of-way width and requires that new condominium roads must access public roads. The minimum right-of-way width for a local road is 20 m, however the right-of-way may be reduced “where the right-of-way widths can accommodate all of the required servicing infrastructures for the proposed development” and the Town is satisfied that the “reduced widths will not result in lower quality development”. Carleton Place has the same requirement, where at least one side of the street shall have a sidewalk as is found in the Arnprior Official Plan.

The private road standards for the larger urban centres such as Mississauga and Hamilton are not that different from those found in the smaller urban centres. Typically, the official plans for the larger communities did not have specific official plan policies related to the establishment of private roads. However, most of the larger centres had very detailed transportation design manuals which speak to private road standards. Right-of-ways between 18 and 20 m were the norm for larger urban centres, for private roads. It was interesting to note that the City of Hamilton has a “standard road section for private townhouses” which is 19 m for streets with sidewalk on one side, and 20.5 m for streets with sidewalks on both sides. It is assumed that in the large urban centres, the only form of private road permitted is as a common element condominium asset.

The takeaway from this industry scan was that private road policies in the Official Plan are helpful in clarifying the type, function, and nature of private roads and the context under which new private roads are an acceptable form of development. The standard right-of-way width generally follows the local road standard of 20 m, however flexibility in considering reduced widths to 18 m where it is demonstrated that the required servicing elements can be accommodated in the right-of-way are often permitted.

## **7 Recommendations**

This Report is intended to provide recommendations to ensure the Town of Arnprior has appropriate Official Plan policies to manage and direct potential developments involving private roads. It has been confirmed that the Arnprior Official Plan currently has no policies which manage and provide direction to private road developments. It has also been confirmed that the Renfrew County Official Plan private road policies specifically encourage local municipalities to develop private road standards to regulate this type of infrastructure.

The following represents the recommendations of this Report:

1. That the form and function of private roads be recognized as the same as the form and function of local public roads, with the only difference being who is responsible for on-going maintenance and long-term capital replacement.

2. That the only form of new private road to be permitted within the Town of Arnprior are those that are approved as a “common-element condominium” under the Condominium Act, 1998.
3. That it is accepted that medium and high-density development can result in street congestion under the best of circumstances, and that care and consideration must be given to the management of on-street parking demands, even with a standard 20 m right-of-way width.
4. That it is accepted that the right-of-way width of the roadways is a defining element of neighbourhood and community character, and that the use of a standard 20 m right-of-way is a fundamental building block to ensuring new development is consistent with the character of existing neighbourhoods and community integration.
5. That in order to reduce the reliance on vehicle transportation and promote more active transportation opportunities, a minimum 20 m right-of-way is required.
6. That the Town of Arnprior Official Plan Section E2.2, Road Network be amended as follows:
  - a) Section E2.2.1 Road Classification System be amended with the addition of the following subsection:
    - “e) Common Element Condominium Private Road”
  - b) Section E2.2.1 Road Classification System be amended with the addition of the following sentence:
 

“Common Element Condominium Private Roads are not shown on Schedule B to this Plan.”
  - c) Section E2.2.2 Function of Road be amended with the addition of the following subsection:
    - “g) Common Element Condominium Private Road shall primarily provide for land access to abutting parcels of tied land, and shall be designed to function as a minor residential street and discourage the movement of through traffic. Right-of-way widths shall be 20 metres and shall be designed based on the Town’s local road cross section. The minimum right-of-way width may be reduced where it is demonstrated that the right-of-way width can safely accommodate all of the required servicing infrastructures for the proposed development and is compatible with the surrounding neighbourhood. In no case should the right-of-way width for a private road be less than 18 m.”
  - d) Section E2.2 be amended with the addition of a new Subsection E2.2.7 which reads as follows:
 

“E2.2.7 Common Element Condominium Private Road

    - a) A Common Element Condominium Private Road shall constitute a road created pursuant to the Condominium Act, 1998 and which is intended

to provide access to and from parcels of tied land and which is under the ownership, care, and control of a registered condominium corporation.

- b) Common Element Condominium Private Roads shall connect directly to an existing public road.
- c) Common Element Condominium Roads shall be subject to a condominium agreement, registered on title, setting out the terms and conditions related to such matters as improvements, repair, and maintenance of the road, and which agreement is enforceable against the condominium corporation and subsequent owners.”

7. That the Town of Arnprior Zoning By-law definition for “street, private” be amended with the addition of the following statement:

“Unless there is specific reference to private streets, for the purpose of this By-law, the phrase “street or highway” shall be intended to include reference to private streets, except for the definitions for “County Road” and “Street and Highway” which shall not include reference to private street.”

In addition to the above noted policy recommendations for the Town of Arnprior Official Plan and Zoning By-law, Appendix A to this Report identifies a recommended Common Element Condominium Private Road Standard for consideration by the Town. It is suggested that this standard could be adopted as a component of the Town’s engineering standards.

All of which is respectfully submitted.

Yours truly,

**Jp2g Consultants Inc.**

**ENGINEERS ▪ PLANNERS ▪ PROJECT MANAGERS**



Forbes Symon, M.C.I.P., RPP  
Senior Planner  
Jp2g Consultants Inc.

**Appendix A: Arnprior Common Element Condominium Private Road Standards**

## Arnprior Common Element Condominium Private Road Standards

Right-of-way Width	<b>20 m</b>
Minimum Width of Roadway	<b>7 m (where no on-street parking) 8.5 m (where on-street parking on one side) 10 m (where on-street parking on both sides)</b>
Minimum Overhead Clearance	<b>5 m</b>
Horizontal Turning Radius	<b>Minimum centreline radius 12 m for any development which has no building over three stories and 15 m for any building over three stories</b>
Ontario Building Code Requirements	<b>Safe passage of emergency vehicles; maximum change in gradient not more than 1 in 12.5 (8%) over a minimum distance of 15 m; turnaround for dead-end portion of road more than 90 m.</b>
Surface Material	<b>asphalt, concrete, concrete pavers, or other similar hard, stable, and dust preventative material</b>
Crown Minimum	<b>2%</b>



## **Town of Arnprior Staff Report**

**Subject:** Municipal Marina Operations Analysis

**Report Number:** 21-11-08-02

**Report Author and Position Title:** G. Ivory, Director of Recreation

**Department:** Recreation

**Meeting Date:** October 18, 2021

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### **Recommendation:**

That Council direct staff to bring forward an amendment to the Recreation Facility Use Policy to implement a 60% resident use of marina slips; and

That during the 2022 budget process, that the annual update to the User Fees and Charges By-Law include an increase in the marina rental rates for non-residents by 40%.

### **Background:**

The Town of Arnprior Municipal Marina operates for a period of roughly 18-20 weeks, typically running from the long weekend in May through the Thanksgiving weekend in October. Up until the 2021 season, the marina operated with 96 slips. Between 2017-2019 the town averaged 67 seasonal rentals plus monthly and transient (daily) renters – with the busiest day during any of those seasons seeing 78 slips filled.

In both 2018 and 2019, the marina operated at a deficit over \$24,000 per year. This prompted an operational review ahead of the 2020 season. For the 2020 marina operations, staffing hours were reduced to Fridays, Saturdays, Sundays and any holidays based on an analysis of peak usage and revenue intakes. That same season, the marina had its largest volume of seasonal renters (73), with the busiest weekend seeing 85 slips filled, still 11 shy of full capacity. The operational changes with staffing hours, coupled with a stronger rental season, resulted in the marina netting an operational surplus of \$14,000. Despite these gains operationally, the marina is still not operating at cost recovery when future capital requirements to replace aging infrastructure are considered. With COVID-19 limiting indoor events and long-distance travel, among other economic changes, there was a renewed interest in recreational boating.



It is important to note that while staff are confident in the changes to operational hours, it was an adjustment for some marina users accustomed to a daily onsite presence. To accommodate services during non-peak hours, staff were available on-call for fueling and/or pump outs.

For the 2021 season, operational hours mirrored that of the 2020 season (Friday-Sunday plus holidays) and additional changes were made to beautify the marina and waterfront to make it more welcoming and inviting. The 12-foot high chain-link fence was removed along with the pier shacks that were in disrepair and flood damaged. In their place, metal gates (with keyed access) were installed directly on Piers 1-5 and a pilot project was launched converting Pier 6 into a public access dock providing free docking for up to 8 boats for a four-hour maximum to allow boaters to come off the water and walk to Arnprior's revitalized downtown – to shop or eat – or explore our trails or Robert Simpson Park. This change in pier usage did reduce the volume of slips available for rent (seasonal, monthly or transient) to 84. (Note: A section of the main pier on Pier 6 was damaged during the 2020 season and therefore its maximum capacity was reduced from 12 down to 8).

The standard procedure for seasonal rentals at the Arnprior Municipal Marina was to first offer the seasonal renters from the previous year the opportunity to renew their slip. This was typically done in early to mid-March of that year before opening availability to the general public in early to mid-April for remaining available slips. Current marina users are in favour of this renewal procedure.

## **Discussion:**

The 2021 season began in a similar fashion with seasonal renters from the previous year receiving first option to renew while at the same time there was already heightened interest in slip availability from the public at large. A waiting list began to grow which, at the time a slip was made available, was offered to the first person on the waiting list which would eventually be prioritized by town residents first if they were on the list at that time.

The marina would eventually sell out – 81 seasonal renters and three total slips held for monthly (1) and transient (2) rentals while 8 slips remained for free daily docking on Pier 6.

Use of the Public Access dock varied from weekend-to-weekend, but seldom had more than two boats at any given time. This was the first time that this option was available and with more marketing and general awareness we expect to see increased usage.

Rental requests continued well into the boating season, but much to their disappointment the marina remained full. This was a point of frustration for many residents who expressed that priority for marina rentals should be given to Arnprior residents. As noted above, there has been no past practice of prioritizing residents over non-residents as the marina has never sold out and priority was always given to returning seasonal renters.

As a result of these complaints, staff have reviewed operational options to determine possible solutions. A variety of options were presented to the Community Development Advisory Committee (CDAC) on October 18 for consideration of the options and their input included (a) dedicating a set percentage (60%) of rental slips for Town of Arnprior resident use; and (b) implementing a non-resident rental fee for out-of-Town users.

The following charge outlines a series of municipal marinas in neighbouring communities and throughout the Province outlining their rental fee standard along with their season rental rate.

<b>Municipal Marina</b>	<b>Rental Fee Standard</b>	<b>Seasonal Rate</b>	<b>Rental Process</b>
Town of Arnprior	Charge by the foot	\$32.50/foot	Returning Seasonal Rentals
Pembroke	Charge by the foot	\$28.00/foot	Returning Seasonal Rentals
Deep River	Charge by the foot	\$35.14/foot	Returning Seasonal Rentals
McNab/Braeside	Not slip rentals; launch/parking fee only	\$50 (Resident) \$75 (Non-Resident)	No dock rentals
Whitby	Charge by the foot	\$56.81-\$70.60/foot	Returning Seasonal Rentals
Brockville	Charge by the foot	\$69.00/foot	Returning Seasonal Rentals
Gananoque	Charge by the foot	\$62.94/foot	Returning Seasonal Rentals

It is worth noting that, of the marinas that were reviewed, all marina's charge by the foot for seasonal docking and do not have different fees for resident versus non-resident and none prioritize residents over non-residents.

Of the 81 season renters in the Arnprior Municipal Marina in 2021, this was the breakdown:

- Arnprior residents: 40 (49%)
- McNab/Braeside residents: 17 (21%)
- Other: 24 (30%)

Note: In 2021, there were 60 renters that returned from the 2020 season – 33 from Arnprior, 11 from McNab/Braeside and 16 others.

As the marina is not included in the Joint Recreation Agreement with McNab/Braeside, marina users from McNab/Braeside would be categorized as non-residents.

By implementing a 60% resident use of marina slips, this would provide a minimum of 50 slips (out of 84) for resident use. This volume of slips would be left available until 4 weeks before the beginning of the season and if unused would be accessible to anyone on a first-come first-served basis.

Utilizing a resident versus a non-resident fee is a common practice for some municipal services including but not limited to recreational rentals /programming and cemetery interment rights. The mark-up for resident versus non-resident fees is typically between 40-50% increase for the non-resident. As the capital costs to maintain the Marina infrastructure is borne by Arnprior residents, the mark-up on non-residential users could be considered their contribution towards capital infrastructure replacement, to help spread the costs across all marina users.

Increasing the rental rates for non-residents by 40% (see chart below) would increase marina revenues and if non-residents wish to maintain their slip rental it would come at a premium. At a minimum this would increase rental revenue and may also generate additional slip availability for non-residents that choose not to renew and sign-up at this rate.

Resident Rate		Non-Resident Rate (+40%)	
Seasonal	\$32.50 / foot	Seasonal	\$45.50 / foot
Monthly	\$17.00 / foot	Monthly	\$23.80 / foot
Transient	\$15.00 / day	Transient	\$21.00 / day

The Community Development Advisory Committee did express support for a minimum number of slips available for residents as well as a non-resident rate, however concerns were raised that through the process of providing a minimum number of slips we could force out renters that have been in the Town's municipal marina for years.

## Options:

Some of the options that staff have reviewed for consideration are as follows:

- No changes. Maintain the status quo.
- Approve the 60% resident users (50 of 81 slips), but make no increase to non-resident users.
- Approve the 40% increase for non-resident users, but do not set any percentage for user access (resident over non-resident).
- Have Pier 6 returned to a rentable pier allowing for 8 additional slips for rent. This however would eliminate any public access docking to access the downtown or Robert Simpson Park by boaters and any economic benefit of those visitors. This would also come at a cost of approximately \$3500 for a new gate and lock system to be installed on this pier.

## Policy Considerations:

This report has been completed in accordance with the Town's Strategic Plan vision for embracing a Sustainable Financial Model and effective Service Delivery.

- User Fees and Charges By-Law
- Recreation Facility Use Policy

### **Financial Considerations:**

It is worth noting that the current Waterfront Master Plan project, which will be presented to Council this fall, included a marina feasibility study which looked at the Town's marina and its financial feasibility. While the marina did generate a small operating surplus in 2020, the future capital requirements to replace aging marina infrastructure is a substantial cost. By implementing a non-resident rate for slip rentals, these higher revenues should help generate future operating surpluses which can help offset the cost of future capital infrastructure replacements. This will help spread those costs across all marina users.

While having Pier 6 revert back to rentable slips instead of being a public access dock would generate additional marina revenues, the lost marketing and economic benefit of having visitors access the parks, downtown and trails should be considered.

### **Meeting Dates:**

October 18, 2021 – Community Development Advisory Committee

### **Consultation:**

Community Development Advisory Committee

### **Documents:**

N/A

### **Signatures**

**Reviewed by Department Head:** Graeme Ivory

**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:** National Earthquake Early Warning System

**Report Number:** 21-11-08-03

**Report Author and Position Title:** Patrick Foley, Engineering Officer

**Department:** Operations

**Meeting Date:** November 8, 2021

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### **Recommendations:**

That Council receive staff report Number 21-11-08-03 outlining the proposed lease of space in the Stanley Tourangeau Fire Hall for National Earthquake Early Warning System equipment;

That Council adopt a bylaw authorizing the Mayor and Clerk to enter into a lease agreement with Natural Resources Canada.

### **Background:**

In 2019, Natural Resources Canada was tasked with creating an Earthquake Early Warning System comparable to systems present in other earthquake prone countries such as Japan, Taiwan, China and the USA. The system is projected to be operational in 2024 and is expected to share data with the USA network to expand the capabilities of the network on both sides of the border. Southwest British Columbia and the area surrounding the Ottawa to Quebec City corridor have been identified as the areas in Canada at greatest risk.

The Earthquake Early Warning System is designed to provide seconds to tens of seconds of warning to critical controls which could include energy production, transportation and critical medical. These warning signals would trigger failsafe measures to mitigate damage to critical and life safety facilities and equipment.

In June of 2021, Natural Resources Canada approached the Town of Arnprior specifying that the location of the Stanley Tourangeau Fire Hall would be ideal for seismic detection equipment for the National Earthquake Early Warning System. On June 29, 2021 Operations and Fire Protection Staff had a videoconference meeting to discuss the details and practicality of the proposed project. The proposed equipment would require approximately one square meter of space within the facility.

## Discussion:

Operations and Fire Protection Staff are generally in favour of supporting the program and Natural Resources Canada has made a compelling case for the benefit of the program on a national level. The equipment is reasonably durable in that it can withstand exposure to moisture and requires little maintenance. All maintenance would be done by Natural Resources Canada and the Town would assume no liability for any type of damage to the unit. Town staff may be occasionally asked to press a reset button on the unit but otherwise assume no labour responsibilities associated with the equipment. The final location within the Fire Hall has not yet been established though there are multiple possible locations that are acceptable to both parties.

If the Town was to engage in construction activities such as building in the adjacent lot, the sensor would be permitted to be temporarily disabled so as not to provide false alerts.

Natural Resources Canada provided the Town with a copy of their standard lease agreement which was then reviewed by Town IT and Insurance representatives which yielded the following recommended amendments:

1. Arnprior being absolved of all responsibility if the sensors and ancillary equipment are damaged (accidental, vandalism, power surge, fire, or natural catastrophe).
2. Though Federal workers will be responsible for installation, the qualifications of the installers must be established and agreed to prior to work commencing. If they are routing the cabling between the sensors and the radio equipment, the Town of Arnprior needs to be made aware of potential for damage to the building which houses the sensors.
3. Maintenance of the equipment and regular inspections will be the responsibility of Natural Resources Canada. The Town assumes no liability for any aspect of the equipment.
4. A connection through the Town's firewall and creation of a separate segment (open VPN) for the equipment would be required. This can be completed through our current IT contractor with estimated cost of \$1,000, which would be recouped as part of the agreement.
5. Any costs associated with an electrician coming in to run required CAT 6 cable and adding in a new dedicated outlet would be recovered from Natural Resources Canada.

## Options:

Council may choose to not accept the report as prepared, not to enter into the lease or choose to propose entering into a modified version of the lease.

## Policy Considerations:

N/A

## **Financial Considerations:**

A lease has been proposed by Natural Resources Canada detailing a 10 year commitment at no on-going costs to either party. All installation and maintenance costs would be recouped from Natural Resources Canada including equipment connectivity.

The seismic equipment would draw small amounts of energy contributing to minor utility costs. Internet usage would be under 5 gigabytes per month thus not causing any increased communication costs.

## **Meeting Dates:**

- Natural Resources Canada                      June 29, 2021
- Fuelled Networks                                      August 10, 2021

## **Consultation:**

- Fuelled Networks (Information Technology)
- Intact Public Entities (Insurance)

## **Documents:**

**Lease/ License Agreement Attached to By-law No. 7228-21**

## **Signatures**

**Reviewed by Department Head:** John Steckly, General Manager, Operations

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

**CAO Concurrence:** Robin Paquette

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



## **Town of Arnprior Staff Report**

**Subject:** Debt Management Policy

**Report Number:** 21-11-08-04

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

**Department:** Client Services

**Meeting Date:** November 8, 2021

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### **Recommendations:**

That Council authorize a By-law adopting a Debt Management Policy.

### **Background:**

Legislation for the setting of annual debt and financial obligation limits for municipalities is determined under O. Reg. 403/02. This annual debt limitation is provided annually by the Ministry to Municipalities and is commonly referred to as the Annual Repayment Limit (ARL). O. Reg 403/02 stipulates that prior to authorizing any specific work that would require a long-term debt or financial obligation, the council of the municipality shall have its Treasurer calculate an updated limit using the most recent debt and financial obligation limit determined by the Ministry.

Municipalities have limited resources and debt is a financial tool utilized by most municipalities as part of their funding structure. Guidelines for debt issuance are best practice and established good governance for the responsible management of municipal financial resources and ensure that annual debt limitations are adhered to.

A debt management policy sets out the parameters for issuing debt, manages the debt portfolio and provides guidance to Council and staff. A debt management policy is beneficial as it enhances the quality of decisions, rationalizes the decision-making process, identifies objectives for staff to implement, and demonstrates a commitment to long-term financial planning objectives.



In order to be an effective financial tool, provisions of the debt management policy must be compatible with the municipality's goals pertaining to the capital plan, reserve and reserve funds, and the operating budget.

A debt management policy should also strike an appropriate balance between establishing limits on the debt program and providing sufficient flexibility to respond to unforeseen circumstances and new opportunities.

## **Discussion:**

The proposed Debt Management Policy supports the Town's pay-as-you-go model and provides overall debt management guidelines, financial management requirements and debt limitations. Please see the attached document for the proposed policy in its entirety. Policy highlights include:

### **Debt Management Guidelines:**

- Debt may be undertaken when the size of a capital project is significant and when funding cannot be accommodated within the levy or utility rate supported capital budgets and/or when no other viable sources of funding is available.
- Repayment of debt will be structured in a manner that is fair and equitable to those who benefit or have access to the benefit(s) from the asset(s).
- A comprehensive review of each project must be completed prior to approval of new debt. The review must include the total cost of the project, cash flow of the project including debt issuance, operating costs after completion of the project and the benefit to the community.
- The Municipality will not use long term debt to fund current operations.
- Council must authorize long term debt through a bylaw. Before doing so, Council is required to obtain the Treasurer's certification that the Municipality has sufficient capacity within its annual debt repayment limit (ARL) to incur additional debt.

### **Financial Management:**

- The Municipality may incur debt for assets that have a useful life of not less than ten (10) years and the term of debt will be limited to the term of the useful life of the particular asset but not exceeding twenty five (25) years.

### **Debt Limitations:**

- The annual debt (principal + interest) payments for the current year for the Municipality cannot exceed a maximum of 50% of the Annual Repayment Limit (ARL).

## **Options:**

Council could choose to not implement a Debt Management Policy at this time however that is not recommended as this is a key policy that is recommended to ensure good government and responsible financial management.

## **Policy Considerations:**

This report and policy supports the Town of Arnprior's Strategic Vision for a sustainable financial model with sound fiscal responsibility and accountability to create efficiencies, balance tax and non-tax revenue and manage debt effectively.

## **Financial Considerations:**

As outlined within the policy.

## **Meeting Dates:**

N/A

## **Consultation:**

N/A

## **Documents:**

1. [Policy #FS-AD-02: Debt Management](#)
2. 2021 Annual Repayment Limit

## **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

## 2021 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	69401		
MUNID:	47002		
MUNICIPALITY:	Arnprior T		
UPPER TIER:	Renfrew Co		
REPAYMENT LIMIT:		\$	1,192,865

The repayment limit has been calculated based on data contained in the 2019 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2019 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2021

### FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	14,865,728
(a)	15 years @ 5% p.a.	\$	12,381,526
(a)	10 years @ 5% p.a.	\$	9,210,983
(a)	5 years @ 5% p.a.	\$	5,164,479
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	12,637,224
(a)	15 years @ 7% p.a.	\$	10,864,507
(a)	10 years @ 7% p.a.	\$	8,378,181
(a)	5 years @ 7% p.a.	\$	4,890,980

# DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

Page 41

MUNICIPALITY:

Arnprior T

MMAH CODE:

69401

## Debt Charges for the Current Year

		1
		\$
0210	Principal (SLC 74 3099 01). . . . .	2,351,891
0220	Interest (SLC 74 3099 02). . . . .	642,998
0299	<b>Subtotal</b>	<b>2,994,889</b>
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01) . . . . .	0
9910	<b>Total Debt Charges</b>	<b>2,994,889</b>

## Amounts Recovered from Unconsolidated Entities

		1
		\$
1010	Electricity - Principal (SLC 74 3030 01) . . . . .	0
1020	Electricity - Interest (SLC 74 3030 02) . . . . .	0
1030	Gas - Principal (SLC 74 3040 01) . . . . .	0
1040	Gas - Interest (SLC 74 3040 02) . . . . .	0
1050	Telephone - Principal (SLC 74 3050 01) . . . . .	0
1060	Telephone - Interest (SLC 74 3050 02) . . . . .	0
1099	<b>Subtotal</b>	<b>0</b>
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02) . . . . .	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02). . . . .	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02). . . . .	0
1420	<b>Total Debt Charges to be Excluded</b>	<b>0</b>
9920	<b>Net Debt Charges</b>	<b>2,994,889</b>

		1
		\$
1610	Total Revenue (SLC 10 9910 01). . . . .	20,919,434
<b>Excluded Revenue Amounts</b>		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04) . . . . .	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) . . . . .	2,782,168
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01) . . . . .	30,690
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01) . . . . .	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01) . . . . .	525,246
2230	Revenue from other municipalities including revenue for Tangible Capital Assets ( SLC 10 1098 01 + SLC 10 1099 01) . . . . .	478,869
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01) . . . . .	0
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01) . . . . .	31,815
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01) . . . . .	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01) . . . . .	0
2253	Other Deferred revenue earned (SLC 10 1814 01) . . . . .	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01) . . . . .	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01) . . . . .	319,632
2299	<b>Subtotal</b>	<b>4,168,420</b>
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged . . . . .	0
2610	<b>Net Revenues</b>	<b>16,751,014</b>
2620	<b>25% of Net Revenues</b>	<b>4,187,754</b>
9930	<b>ESTIMATED ANNUAL REPAYMENT LIMIT</b>	<b>1,192,865</b>
	(25% of Net Revenues less Net Debt Charges)	

\* SLC denotes Schedule, Line Column.



**Minutes of Corporate Services Advisory Committee Meeting  
September 7, 2021  
6:30 PM  
Electronic Participation – Via Zoom**

**Committee and Staff Attendance**

**Committee Members Present:**

Chair, Ted Strike  
Vice Chair, Lisa McGee  
Chris Couper, Committee Member  
Andy Tamas, Committee Member  
Darrel O'Shaughnessy, Committee Member  
(6:44 pm)

**Town Staff Present:**

Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager Client  
Services/Treasurer

**Committee Members Absent:**

**1. Call to Order**

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

**2. Roll Call**

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

**3. Land Acknowledgment**

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

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

**4. Adoption of Agenda**

Resolution Number 016-21  
Moved by Chris Couper  
Seconded by Andy Tamas

**Be It Resolved That** the agenda for the Corporate Services Advisory Committee Meeting of dated Tuesday, September 7, 2021, be adopted.

Resolution Carried

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

Resolution Number 017-21

Moved by Chris Couper

Seconded by Lisa McGee

That the Corporate Services Advisory Committee approve the Minutes listed under item no. 5(a) on the Agenda.

Resolution Carried

**6. Presentations/ Delegations****a) Online Initiatives – General Manager, Client Services/ Treasurer**

Resolution Number 018-21

Moved by Lisa McGee

Seconded by Chris Couper

That the Corporate Services Advisory Committee receives the Online Initiatives presentation as information.

Resolution Carried

Following the presentation the GMCS, Treasurer advised it is important for the municipality to continue the momentum of implementing online initiatives, other than those discussed, to generate further efficiencies and provide enhanced customer service to residents.

The GMCS, Treasurer requested feedback on what other services committee members see as being a priority for residents for moving online and/or providing additional functionality.

Feedback received is as follows:

- The online initiatives as presented are great; however, concern was expressed about the worry surrounding equity of access for those without computer access or are not computer savvy. Would they still be able to interact with the municipality in the manner in which they are accustomed?
  - The GMCS noted that alternate avenues of contact with the municipality would continue to be offered (ie. In person).
- The option for by-law enforcement specific, online concern system, with follow-up was requested.
  - The GMCS Treasurer noted that the Town already has a by-law enforcement specific online concern form, which sends the complainant a ticket number when entered for tracking purposes. The complainant will also be notified of any updates made to the ticket by email.
- Requests for building permits, pet licencing, garbage tags were also requested.
  - The GMCS Treasurer noted the ability to request and purchase building permits online is scheduled to start in 2022. Pet licencing can already be completed online, and tags will be mailed to the resident. Garbage tags and landfill vouchers are being researched with the hope of implementation in 2022.

- Zoning and planning applications were also discussed, with Committee Members noting there would be some limitations to this.
- Committee members inquired how to manage data for archival purposes? The Town Clerk noted that any necessary online records would be maintained as per the records management policy, and any updates to the policy would be made as required.

**Committee Member Darrel O'Shaughnessy joined the meeting at 6:44 pm.**

**b) Licencing Backyard Hens – Town Clerk**

Resolution Number 019-21

Moved by Darrel O'Shaughnessy

Seconded by Chris Couper

That the Corporate Services Advisory Committee receives the Licencing Backyard Hens presentation as information.

Resolution Carried

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

- Was there any thought on allowing residents to sell versus giving away their hens? The Town Clerk noted that this was discussed, and the current by-law will not allow for this at this time.

**c) Election Signs – Town Clerk**

Resolution Number 020-21

Moved by Lisa McGee

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee receives the Elections Signs presentation as information.

Resolution Carried

The Town Clerk asked for feedback on several items regarding Election Signs, noted below. Discussion ensued among Committee Members with the following being a summary of the discussion:

- Size of Election Signs
  - Committee members agreed that 1.5 square meters is a good size
  - Committee members suggested there be a fine for contravention to this and any other area of the by-laws.
  - Committee members also suggested a fee be charged to the candidate if the municipality has to remove any signs.
  - Committee members noted that a sign should not be allowed to be attached to another sign.
- Installation Date (Municipal Elections)
  - Committee members agreed that 6 weeks prior to the election was sufficient.

- Installation Date (Provincial and Federal Elections)
  - Committee members agreed that the day the writ is issued is sufficient.
- Removal Date
  - Committee members agreed that seven days is sufficient time to provide candidates to remove their election signs.
- Placement Restrictions
  - Committee Members agreed that signs should be allowed on County Roads and private property, and to add the allowance for signs to be placed on the north side of William Street.
  - Committee Members noted that signs should not be allowed downtown.
- Sign Setbacks
  - Committee members agreed with the current restrictions regarding set backs and requested that height restrictions be added as well as an increased set back at intersections and crosswalks.
- Sign Deposit/ Removal Fee
  - Committee members suggested there be a fee put in to remove an election sign that is against the by-law or that are left longer than allowed. Committee members further suggested a warning be issued and then a fine if necessary.
- Additional Restrictions:
  - Number of election signs per candidate in various areas (residential properties road allowances, campaign offices)
    - Committee members noted this was not necessary at this time.
  - Not permitted on private property without the consent of the owner or occupant or the property
    - Committee members agreed with this provision.
  - Non-illuminated – no flashing lights
    - Committee members agreed with this provision.
  - Not permitted within 25 meters of another election sign from the same candidate.
    - Committee members noted they felt this could prevent opportunity and to not include this provision.
  - Not permitted within 50 meters of a Help/Revision Centre (Town Hall)
    - Committee Members agreed with this provision, but asked the Clerk to further clarify in the policy instances where a residential property falls within this distance.
  - Not permitted in or on a vehicle that is parked within 50 meters of a Help/Revision Centre (Town Hall)
    - Committee Members agreed with this provision, however asked for clarification on if the candidate was visiting Town Hall for Town business, not election business. The Clerk noted they would need to park farther away.
  - Not permitted in a median strip; sight triangle; on a utility pole; on any official sign or official sign structure
    - Committee members agreed with these provisions.



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

None

**8. Staff Reports**

None

**9. New Business**

Committee Member Darrel O'Shaughnessy reiterated that the Greater Arnprior Seniors Council is very interested in spearheading a Welcome Wagon Initiative. Staff noted an information report will be brought forward at the next Committee Meeting, to discuss this further.

**10. Adjournment**

Resolution Number 022-21

Moved by Lisa McGee

Seconded by Andy Tamas

That the Corporate Services Advisory Committee adjourns at 7:48 pm.

**The Corporation of the  
Town of Arnprior**

**By-law Number 7226-21**

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:

- a. That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as Blocks 62, 63, 64, 67, 68, 69, 70, 71, 72, 73, 74, 75, 77, 78, 79 and 80 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 8<sup>th</sup> day of November, 2023.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7227-21**

A by-law to appoint a Deputy Fire Chief

**Whereas** Section 8(1) of the Municipal Act, 2001, as amended, provides that a municipality may govern its affairs as they consider appropriate and to enhance the municipality's ability to respond to municipal issues; and

**Whereas** Section 6(1) of the Fire Protection and Prevention Act, 1997 c.4 provides that the municipality shall appoint a Fire Chief for the department; and

**Whereas** Bylaw Number 6365-14, as amended to Establish and Regulate a Fire Department states the Deputy Fire Chief means the person appointed by Council to act in the place of the Fire Chief in his/her absence, incapacity or in the case of a vacancy in the fire department; and

**Whereas** Council deems it expedient to appoint a Deputy Fire Chief;

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

1. **That** Cory Nicholas be hereby appointed Deputy Fire Chief of the Arnprior Fire Department.
2. **That** By-law Number 6150-12, and any other by-laws or resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
3. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 8<sup>th</sup> day of November, 2021.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7228-21**

A by-law to enter into a lease agreement for the use of space in the Stanley Tourangeau Fire Hall to install and operate seismic detection equipment, with Natural Resources Canada.

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

**Whereas** Natural Resources Canada is implementing an Earthquake Early Warning System, designed to provide seconds to tens of seconds of warning to critical controls which could include energy production, transportation and critical medical. These warning signals would trigger failsafe measures to mitigate damage to critical and life safety facilities and equipment; and

**Whereas** the Council of the Corporation of the Town of Arnprior deems it expedient to enter into an agreement with Natural Resources Canada for use of space at the Stanley Tourangeau Fire Hall, to install and operated seismic detection equipment, for a ten-year term.

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

1. **That** the Mayor and Clerk are hereby authorized to execute the attached Lease Agreement with the Natural Resources Canada.
2. **That** any other by-law or resolution or part of by-law or resolution options thereof which are inconsistent with the provisions herein, are hereby repealed.
3. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 8<sup>th</sup> day of November, 2021.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

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**LICENSE AGREEMENT  
WITH NON-GOVERNMENT PARTIES (Private/Municipalities)**

**Station Code:**

**BETWEEN**

The Corporation of the Town of Arnprior  
(Hereinafter referred to as the "Licensor")

OF THE FIRST PART

**AND**

HER MAJESTY THE QUEEN IN RIGHT OF CANADA  
represented herein by the Minister of Natural Resources Canada

(Hereinafter referred to as the "Licensee")

OF THE SECOND PART

WHEREAS the Licensee has made application to the Licensor for permission to install and operate equipment on the Licensor's property as described in Appendix A;

AND WHEREAS the Licensor has consented to grant the application of the Licensee subject to such terms and conditions as are hereinafter contained;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the covenants, terms and conditions hereinafter reserved and contained, the parties agree to the covenants that follow:

1. The Licensor covenants and agrees:

- a.) the Licensor holds legal title to the Property herein described or has ostensible authority to act in that capacity for the purposes of entering into this License Agreement;
- b.) to hereby grant leave and license to the Licensee as described in *APPENDIX B - EQUIPMENT ON SITE* for: ☐ GNSS (GPS) ☒ Seismic Station ☐ Geomagnetic Station ☐ Other Geophysical Station
- c.) that subject to the availability thereof from his/her own source of supply, to supply the Licensee with any electrical power that may be required for the operation of the said equipment during the currency of this Agreement, and for that purpose to permit the Licensee to connect the same to his/her electrical system at such point as is most convenient to the Licensee;  
☒ **Applicable** ☐ **Non applicable**
- d.) that the Licensee shall peaceably hold and enjoy the rights hereby granted without hindrance, molestation or interruption on the part of the Licensor or of any person, firm or corporation claiming by, through or under the Licensor;
- e.) grant to the Licensee a renewal of this Agreement for another  year term, upon request of the Licensee at least 3 months prior of the last year of the term;  
☒ **Applicable** ☐ **Non applicable**
- f.) to allow the Licensee to access the equipment for maintenance and repair by providing reasonable notice; and,
- g.) any costs associated with this access shall be borne by the Licensee or by that person, firm or corporation acting on the Licensee's behalf.

- a.) to pay the Licensors in consideration of the rights hereby granted the one-time lump sum payment of \$ \_\_\_\_\_ (**inclusive of all applicable taxes**); ☐ Applicable ☐ Non Applicable
  - b.) to use the rights hereby granted for the purposes set forth herein and for no other purpose;
  - c.) to construct, install and operate the equipment at the Licensee's own expense, in a good and workmanlike manner, and so as to cause no unnecessary disturbance or damage to the property of the Licensors;
  - d.) that upon the termination of this Agreement or within a reasonable time thereafter the Licensee shall, at the Licensee's sole expense, remove any improvements and equipment and restore the property affected as nearly as is reasonably possible to the same condition in which it was at the commencement of this Agreement; and,
  - e.) to assume all risk of loss, damages or injury to the Licensee's servants, employees, agents and property, except where such loss or damage is due to the negligence of the Licensors.
3. Upon completion of the terms and conditions of this Agreement the Licensee will pay the Licensors the sum of \$ \_\_\_\_\_ (**inclusive of all applicable taxes**), annually by a cheque made payable to the Licensors and dated \_\_\_\_\_ of each year of the Agreement.
  4. This Agreement shall be effective on the Dec 1, 2021 and shall expire on the Nov 30, 2031. Either party may, by giving the other party three (3) months written notice, terminate this Agreement.
  5. Any notice which is required to be given under the terms of this License shall be effectively given by one party to the other, as described in Appendix C.
  6. This Agreement may be validly executed in counterpart and via facsimile or transmitted electronically by Portable Document Format (PDF). Facsimile or PDF copies shall have the same effect for all purposes as an ink-signed original.
  7. No member of the House of Commons or the Senate shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.
  8. Nothing in this Agreement creates the relationship of principal and agent, employer and employee, partnership or joint venture between the parties.
  9. The Licensee shall indemnify and save harmless the Licensors, its employees and agents from and against all claims, demands, losses, costs including lawyer's fees, damages, actions, suits or proceedings, that are in any manner based upon, arising out of, or attributable to personal injury and property damage caused by the willful or negligent act or omission of the Licensee or its employees and agents arising directly or which are attributable to the exercise by the Licensee of the privileges herein granted.
  10. The Licensee shall not bear any obligations for any prior or future environmental contaminations, damages or pollution arising out of or involving any Hazardous Substance brought onto the Lands by the Licensors, his agents or other third parties unrelated to the Licensee.
  11. The Licensee, at their expense and sole discretion, may undertake an Environment Effect Evaluation (EEE) prior to the installation of equipment.
  12. This Agreement shall be interpreted in accordance with the applicable Federal laws and the laws in force in the Province of \_\_\_\_\_ ON

IN WITNESS WHEREOF these presents have been duly signed and sealed by the Licensors and by the duly authorized representative of the Deputy Minister of Natural Resources Canada on behalf of the Minister of Natural Resources Canada representing the Licensee, the Queen in Right of Canada.

SIGNED

by the Licensors,  
in the presence of

Witness

Licensors

Dated \_\_\_\_\_

SIGNED

on behalf of Her  
Majesty, the Queen  
in the presence of

Witness

DEPARTMENT OF NATURAL  
RESOURCES CANADA

Licensee

Dated \_\_\_\_\_

Notes / Details:

Fuelled Networks (Arnprior's IT contractor) will be hired to make the connection through the firewall and create a separate segment (open VPN) for the equipment. Estimated cost to the Town would be ½ day labor plus travel. This is an approximate budget \$1,000, which will be recouped as part of the agreement.

Any costs associated with an electrician coming into run required CAT 6 cable and adding in a new dedicated outlet would be recovered from Natural Resources Canada.



Region: Ontario
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Address:  
67 Meehan Street  
Arnprior, Ontario  
K7S 2B7

Legal Land Description: Arnprior Fire Department

GPS Coordinates      45.4326      °N; 76.3576      °W.

Approximate Land Footprint:      m<sup>2</sup>    or      (ha)

Approximate Building Footprint: 1      m<sup>2</sup>

- Seismic sensor attached to concrete flooring with protective cover
- Electronics enclosure; wall or server rack mounted
- Battery power backup in protective enclosure; floor or server rack mounted
- Cabling required to connect the station components
- Antennas mounted on or around building exterior: Global Navigation Satellite System (GNSS) antenna, cellular and/or spread spectrum radio antennas as required

Notice to be delivered to either Party by acceptable means being:

- (1) delivery by hand during normal business hours to the person responsible for receiving communications, in which case it is effective when delivered;
- (2) delivery by courier or registered mail, in which case it is effective when the delivery person obtains a signature accepting delivery; or
- (3) electronic transmission to the Party's office, in which case it is effective when receipt is electronically acknowledged.

All notices or other communications required by the Agreement shall be delivered or sent by an acceptable means to the Licensor and Licensee below:

**SEISMIC / GNSS (GPS)**

Lorne McKee

Canadian Hazards Information Service, Natural Resources Canada

930 Carling Avenue (CEF, Building 7, Observatory Crescent)

Ottawa, Ontario K1A 0Y3

[Lorne.McKee@NRCan-RNCan.gc.ca](mailto:Lorne.McKee@NRCan-RNCan.gc.ca)

TEL: (613) 612-1087

FAX: (613) 992-8836

**LICENSOR**

Name: The Corporation of the Town of Arnprior

Complete address:

Email:

Tel.:

Fax:

**LICENSEE**

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Name:

Complete address:

Email:

Tel.:

Fax:

**LICENSEE**

Name:

Complete address:

Email:

Tel.:

Fax:

**The Corporation of the  
Town of Arnprior**

**By-law Number 7229-21**

A by-law to adopt a Debt Management Policy

**Whereas** Section 8(1) of the Municipal Act, 2001, as amended, provides that a municipality may govern its affairs as they consider appropriate and to enhance the municipality's ability to respond to municipal issues; and

**Whereas** Section 11 of the Municipal Act provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein including financial management of the municipality and its local boards; and

**Whereas** Ontario Regulation 403/02 sets the annual debt and financial obligation limits for municipalities; and

**Whereas** a debt management policy enhances the quality of decisions, rationalizes the decision-making process, identifies objectives for staff to implement, and demonstrates a commitment to long-term financial planning objectives; and

**Whereas** Council deems it expedient to adopt a Debt Management Policy

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

1. **That** the Debt Management Policy Number FS-AD-02 attached hereto and forming part of this By-Law be adopted;
2. **That** this by-law shall be read in conjunction with the Town's Delegation of Authority By-law No. 6777-17, as amended; and
3. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 8<sup>th</sup> day of November, 2021.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk



## The Town of Arnprior Corporate Policies and Procedures Manual

### Policy Name: Debt Management Policy

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**Policy Manual Section:** Financial Services – Acquisition & Disposition

**Revision Date:** November 8, 2021

**Policy Number:** FS-AD-02

**By-law Number:** 7229-21

**Effective Date:** November 8, 2021

**Organizational Coverage:** N/A

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#### 1.0 Policy Statement

Municipalities have limited resources and debt is a financial tool utilized by most municipalities as part of their funding structure. Guidelines for debt issuance are necessary for the responsible management of the Town's financial resources and to support the Town's pay-as-you-go model. The servicing of long term debt must be both affordable and sustainable, while allowing the flexibility to respond to emerging needs in order to support corporate priorities and strategic plans.

#### 2.0 Purpose

The purpose of this policy is to:

- Promote management of debt in a consistent and responsible manner;
- Establish parameters of permissible debt issuance;
- Assist with managing debt in a manner to limit financial risk exposure;
- Encourage and facilitate orderly planning and budgeting of future capital programs;
- Promote integrations with other long term planning, reserve and reserve fund management, and financial objectives.
- Allow flexibility to respond to emergency or emerging needs.

### 3.0 Scope

A debt management policy sets out the parameters for issuing debt, manages the debt portfolio and provides guidance to Council and staff. A debt management policy is beneficial as it enhances the quality of decisions, rationalizes the decision-making process, identifies objectives for staff to implement, and demonstrates a commitment to long-term financial planning objectives.

In order to be an effective financial tool, provisions of the debt management policy must be compatible with the municipality's goals pertaining to the capital plan, reserve and reserve funds, and the operating budget.

A debt management policy should also strike an appropriate balance between establishing limits on the debt program and providing sufficient flexibility to respond to unforeseen circumstances and new opportunities.

### 4.0 Responsibility

Council shall:

- a) approve any amendments to this Policy;
- b) approve recommended Capital Expenditures and Projects for debt financing; and
- c) approve By-Laws authorizing the issuance of debt.

The Treasurer shall:

- a) recommend to Council amendments to this Policy;
- b) recommend to Council projects requiring debt financing;
- c) recommend to Council by-laws authorizing the issuance of debt;
- d) ensure compliance with the O.Reg 403/02 for debt issuance; and
- e) report annually on the Towns utilization of debt through the annual budget and audit process.

### 5.0 Definitions

**“Council”** means the Council for the Corporation of the Town of Arnprior.

**“Municipality”** means the Town of Arnprior.

**“Annual Debt Repayment Limit (ARL)”** means the maximum amount of annual debt servicing costs that the Municipality can undertake or guarantee without seeking the approval of the Ontario Municipal Board. The annual amount is provided by the Ministry of Municipal Affairs and must be adjusted by the Treasurer in the prescribed manner prior to the authorization by Council of a Long Term Debt or financial obligation. Refer to Ontario Regulation 403/02. The Regulation provides a formula which limits the annual debt service costs to an amount equal to 25% of operating revenue.

**“Capital Expenditure”** means expenditures incurred to acquire, develop, renovate or replace capital assets as defined by Public Sector Accounting Board, Section 3150.

**“Debt”** means any obligation for the payment of money over a period of time. Debt would consist of debentures, cash loans from financial institutions, capital leases, loan guarantees and any debt issued by or on behalf of the Municipality including mortgages, debentures or demand loans.

**“Long Term Debt”** means any debt for which the repayment of any portion of the principal is due beyond one year.

**“Major Rehabilitation”** means the renovation of an existing asset or any of its components in order to restore and/or extend the life of the asset.

**“Tax Supported Debt”** means debt for which annual principal and interest payments are funded from the general municipal tax levy.

**“Temporary Borrowing”** means the debt for which the repayment of the entire principal is due within one year or in the case of funding for a capital project, borrowing until long term debt is obtained or issued.

## **6.0 Procedures**

### **6.1 Debt Management Guidelines**

- Debt may be undertaken when the size of a capital project is significant and when funding cannot be accommodated within the levy or utility rate supported capital budgets and/or when no other viable sources of funding is available.
- Consideration will be given to the impact of debt on current and future ratepayers as a means to achieve an appropriate balance between debt and other forms of funding.
- Repayment of debt will be structured in a manner that is fair and equitable to those who benefit or have access to the benefit(s) from the asset(s).



- Debt servicing must be affordable, sustainable and flexible to allow financing for any appropriate corporate project or priority approved by Council.
- A comprehensive review of each project must be completed prior to approval of new debt. The review must include the total cost of the project, cash flow of the project including debt issuance, operating costs after completion of the project and the benefit to the community.
- The Municipality will not use long term debt to fund current operations.
- Council must authorize long term debt through a bylaw. Before doing so, Council is required to obtain the Treasurer's certification that the Municipality has sufficient capacity within its annual debt repayment limit (ARL) to incur additional debt.

## **6.2 Financial Management**

- The Municipality may borrow by debenture, mortgage loan or other equivalent debt instrument.
- The treasurer can borrow funds on a temporary basis, for purposes of short-term cash flow management, in accordance with the definition for Temporary Borrowing in this Policy.
- The Municipality may incur debt for assets that have a useful life of not less than ten (10) years.
- The term of debt will be limited to the term of the useful life of the particular asset but not exceeding twenty five (25) years.

## **6.3 Debt Limitations**

- The annual debt (principal + interest) payments for the current year for the Municipality cannot exceed a maximum of 50% of the Annual Repayment Limit (ARL).
- At any point in time, if Council decides to surpass the limitations set out in this policy, a resolution shall be passed, in an open Council session, which waives the policy restriction to surpass the maximum capacity of 50% of Annual Repayment Limit (ARL), as outlined above.
- Borrowing to a maximum of 50% of the Annual Repayment Limit, leaves the Municipality with flexibility to borrow up to an additional 50% of ARL if required, to respond to emergencies and/or to meet senior government funding opportunities.

- Under no circumstances will the annual debt (principal + interest) payments for the Municipality's indebtedness exceed the Annual Repayment Limit (ARL) as set annually by the Ministry of Municipal Affairs and Housing.

## **7.0 Attachments**

N/A