



Town of Arnprior
Regular Meeting of Council Agenda
Date: Monday, December 13, 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 – November 22, 2021** (Page 1-9)
8. Awards/ Delegations/ Presentations
 - a) Presentations
 - i. **Community Improvement Plan (CIP) Application – 60 Madawaska Street – Marketing & Economic Development Officer** (Page 10-18)
9. Public Meetings
 - a) **Zoning By-law Amendment 4/21 - Ottawa Valley Developments Thomas Street** (Page 19-37)
 - b) **Proposed Official Plan Amendment (OPA) #4 and Implementing Zoning By-law (ZBL6-21) Private Roads** (Page 38- 43)

10. Matters Tabled/ Deferred/ Unfinished Business

11. Staff Reports

- a) **Official Plan Amendment, Plan of Subdivision and Zoning By-law Amendment – 640 White Lake Road (Tartan Homes Corporation)**, Robin Paquette, CAO (Page 44-49)
- b) **Zoning By-law Amendment 5/21 Update – Phase 3 and 4, Marshall's Bay Meadows Subdivision**, Robin Paquette, CAO (Page 50-53)
- c) **240 Baskin Drive West, Conseil des écoles catholiques du Centre-est (CECCE) (SPC2/17) – Earthworks Pre-servicing Request**, John Steckly, GM, Operations (Page 54-57)
- d) **2022 Water and Wastewater Master Plan**, John Steckly, GM, Operations (Page 58-61)
- e) **Municipal Grant Application - Special Olympics Ontario, Arnprior Community**, Graeme Ivory, Recreation Director (Page 62-66)
- f) **Municipal Grant Application – 2360 Royal Canadian Army Cadets**, Graeme Ivory, Recreation Director (Page 67-73)
- g) **Investment Policy**, Jennifer Morawiec, GMCS / Treasurer (Page 74-101)
- h) **2021 Accessibility Plan Status Report**, Kaila Zamojski, Deputy Clerk (Page 102-116)
- i) **Council and Committee Meetings**, Maureen Spratt, Town Clerk (Page 117-124)

12. Committee Reports and Minutes

- a) **Operation Advisory Committee Minutes – September 2, 2021** (Page 125-128)
- b) **Inclusivity and Diversity Committee Minutes – October 4, 2021**, (Page 129-131)
- c) **Inclusivity and Diversity Committee Minutes – November 4, 2021** (Page 132-135)
- d) **Accessibility Advisory Committee Minutes – October 6, 2021** (Page 136-138)

13. Notice of Motion(s)

14. County Councillor's Report from County Council

15. Correspondence & Petitions

a) Correspondence

- i. Correspondence Package I-21-Dec-21
- ii. Correspondence Package A-21-Dec-13

16. By-laws & Resolutions

a) By-laws

- i. **By-law Number 7233-21** – Appoint a Deputy Treasurer (Page 139-140)
- ii. **By-law Number 7234-21** – Annual Occupational Health and Safety Statement (page 141-142)
- iii. **By-law Number 7235-21** – CIP Agreement 60 Madawaska Street (Page 143-152)
- iv. **By-law Number 7236-21** – Award 2022 Water / Wastewater Master Plan (Page 153)
- v. **By-law Number 7237-21** – Part Lot Control Callahan Estates Subdivision (49M-75) (Page 154-155)
- vi. **By-law Number 7238-21** – Part Lot Control Marshall's Bay Meadows Subdivision (49M-110) (Page 156-157)
- vii. **By-law Number 7239-21** – Part Lot Control Fairgrounds (49M-109 Blocks 45 and 46) (Page 158-159)
- viii. **By-law Number 7240-21** – PLC the Fairgrounds Subdivision (49M-109 Blocks 43 and 44) (Page 160-161)
- ix. **By-law Number 7241-21** – Amend ZBL 6875-18 Marshall's Bay Meadows Phase 3 and 4) (Page 162-163)
- x. **By-law Number 7242-21** – Joint Use Library Agreement (Page 164-165)
- xi. **By-law Number 7243-21** – Investment Policy (Page 166-174)

17. Announcements

18. Media Questions

19. Closed Session

One (1) closed session matter to discuss labour relations or employee relations pursuant to Section 239 (2) (d) of the Municipal Act, 2001, as amended (Employee Claim).

20. Confirmatory By-law

By-law No. 7244-21 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
November 22, 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
Graeme Ivory, Director of Recreation
John Steckly, GM, Operations

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 406-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

Be It Resolved That the agenda, for the Regular Meeting of Council dated Monday, November 22, 2021 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

Minutes of Council Meeting

6. Question Period

Mayor Walter Stack noted that following consultation with Chief Jocko the flags at municipal facilities have been raised. Mayor Stack further noted Chief Jocko was supportive of the municipality erecting a permanent commemoration for Indigenous children who died at residential schools.

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 407-21

Moved by Chris Toner

Seconded by Lisa McGee

That the minutes of the Regular Meeting of Council listed under item number 7 (a) on the Agenda be adopted (Regular Meeting of Council – November 8, 2021).

Resolution Carried

8. Awards/Delegations/Presentations

None

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Staff Reports

a) Waterfront Master Plan – CAO & Director of Recreation

Resolution Number 408-21

Moved by Dan Lynch

Seconded by Chris Toner

That Council receive the Draft Waterfront Master Plan for information; and

Further that Council adopt a By-law to approve the Waterfront Master Plan, prepared by Thinc Design, for use as a long-range planning tool to guide and inform future decisions with respect to the Town's waterfront.

Resolution Amended

The CAO provided introductory remarks regarding the Waterfront Master Plan document, following which Michael Tocher, representative of Thinc Design provided a power point presentation on the comprehensive master plan.

Following discussion, Mayor Walter Stack noted any additional comments on the document be sent to staff by mid-January.

Resolution Number 409-21

Moved by Tom Burnette

Seconded by Lynn Grinstead

That Council amend Resolution Number 408-21 by deleting paragraph two (2).

Resolution Carried

Resolution Number 410-21

Moved by Tom Burnette

Seconded by Lynn Grinstead

That Council receive the Draft Waterfront Master Plan for information.

Resolution Carried As Amended

Minutes of Council Meeting

b) Off Leash Dog Park – General Manager, Client Services/Treasurer & Director of Recreation

Resolution Number 411-21

Moved by Chris Toner

Seconded by Lisa McGee

That future implementation of an off-leash dog park include:

- a)** A comprehensive Off-Leash Dog Park Policy outlining rules and regulations be developed;
- b)** A volunteer Community Group committed to support the off-leash dog park be established; and
- c)** The annual pet licensing program be modified to generate sufficient revenues to cover the annual maintenance costs of an off-leash dog park.

That an off-leash dog park be included in the future McLean Field transition design.

Resolution Amended

Resolution Number 412-21

Moved by Dan Lynch

Seconded by Lisa McGee

That Council amend Resolution Number 411-21 to delete (c) in paragraph one (1) and replace paragraph two (2) with the following wording:

“That Council request staff to research alternate options for an off-leash dog park, including but not limited to collaborating with neighbouring municipalities.”

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

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

Resolution Carried

Resolution Number 413-21

Moved by Dan Lynch

Seconded by Lisa McGee

That future implementation of an off-leash dog park include:

- a)** A comprehensive Off-Leash Dog Park Policy outlining rules and regulations be developed;
- b)** A volunteer Community Group committed to support the off-leash dog park be established; and

That Council request staff to research alternate options for an off-leash dog park, including but not limited to collaborating with neighbouring municipalities.

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

Councillor Lisa McGee	Yes
Councillor Chris Toner	Yes
Councillor Tom Burnette	No
Councillor Lynn Grinstead	Yes
Councillor Ted Strike	Yes

Minutes of Council Meeting

County Councillor Dan Lynch
Mayor Walter Stack

Yes
No

Resolution Carried As Amended

c) 2022 Calendar of Meetings – Deputy Clerk

Resolution Number 414-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council approve the attached 2022 Calendar of Meetings.

Resolution Carried

12. Committee Reports and Minutes

a) Biannual Client Services Advisory Committee Report – Chair Strike

Resolution Number 415-21

Moved by Lynn Grinstead

Seconded by Lisa McGee

That Council receive the Biannual Client Services Advisory Committee Report as information.

Resolution Carried

Chair Ted Strike provided a Biannual Report on the Corporate Services Advisory Committee.

b) Biannual Community Development Advisory Committee Report – Chair Grinstead

Resolution Number 416-21

Moved by Lisa McGee

Seconded by Tom Burnette

That Council receive the Biannual Community Development Advisory Committee Report as information.

Resolution Carried

Chair Lynn Grinstead provided a Biannual Report on the Community Development Advisory Committee.

c) Biannual Operations Advisory Committee Report – Chair Lynch

Resolution Number 417-21

Moved by Chris Toner

Seconded by Dan Lynch

That Council receive the Biannual Operations Advisory Committee Report as information.

Resolution Carried

Chair Dan Lynch provided a Biannual Report on the Operations Advisory Committee.

d) Municipal Recreation Committee

Resolution Number 418-21

Moved by Lynn Grinstead

Seconded by Chris Toner

That Council receive the Municipal Recreation Committee report as information.

Resolution Carried

Minutes of Council Meeting

Mayor Walter Stack provided an update report on the Municipal Recreation Committee, involving the Town of Arnprior and Township of McNab/Braeside, referring to the items presented in the Agenda Package.

13. Notice of Motions

None

14. County Councillor's Report from County Council

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

- The 2022 Warden for the County of Renfrew is Debbie Robinson. This will be Warden Robinson's third term.
- His attendance at the 100 Day Kickoff of the Ontario Winter Games being hosted by Renfrew County. The key note speaker was the Minister of Heritage, Sport, Tourism and Culture Industries and the Honourable Lisa MacLeod, who announced that the Ontario government had increased the funding by \$400K making the total \$1,400,000.
- At the November 8th Operations Meeting Resolution Number OP-C-21-11-136 Moved by Councillor Lynch and Seconded by Councillor Hunt was passed noting:

That County staff be directed to consult and contact the local municipalities to collect information and financial projections with respect to growth in each community as part of the process as part of the process of establishing future funding for County infrastructure over the next 10 years.

- The last County Council meeting for 2021 Wednesday, November 24, 2021 (via Zoom) with the Inaugural Meeting set for December 14th. It is unknown at this time if its going to be in person or not.

15. Correspondence & Petitions

a) Correspondence Package – I-21-NOV-19

Resolution Number 419-21

Moved by Lisa McGee

Seconded by Lynn Grinstead

That the Correspondence Package Number I-21-NOV-20 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following items:

- Page 17 - The Ontario government is investing \$18.5 million over three years to support survivors of domestic violence and human trafficking, by increasing access to safe and affordable housing, employment assistance and childcare through the Transitional and Housing Support Program.
- Page 19 - The Ontario government is helping police services across the province combat crime and keep communities safe by investing \$267.6 million over three years through the province's Community Safety and Policing (CSP) Grant program.

Minutes of Council Meeting

Through the CSP Grant program, eligible police services are provided with funding to support the implementation of public safety and community policing initiatives that focus on local and provincial priorities such as community outreach programs, human trafficking and guns and gang violence. At the County's latest Operations meeting there was no mention of Renfrew County OPP getting any of this money.

- Page 21 - The Ontario government is investing more than \$529,000 through the True Patriot Love Foundation to expand access to specialized mental health services and support for Ontario's veterans returning to civilian life. The funding will be directed to community-based programs offering group counselling, and supports for women who suffered sexual trauma during combat.
- Page 39 - MPAC announced the continued postponement of the province-wide assessment update. This means that property taxes for the 2022 and 2023 taxation years will continue to be based on the January 1, 2016 valuation date. Property assessments will remain the same as they were for the 2021 tax year, unless there have been changes to the property. This could mean there could be a large increase in 2024.
- Page 59 - Small Business are now eligible for a Canada-Ontario Job Grant (COJG) which is designed to help employers train existing employees and new hires. Maximum support is \$10,000 per person. Contact OnTrac for more information.

Mayor Stack reiterated County Councillor Lynch's concern with MPAC's continued postponement of the province wide assessment. Following discussion staff will bring forward a motion requesting the province to reconsider its decision and direct MPAC to proceed with a province-wide assessment.

b) Correspondence Package – A-21-NOV-12

Resolution Number 420-21

Moved by Ted Strike

Seconded by Lynn Grinstead

That the Correspondence Package Number A-21-NOV-12 be received and that the recommendations outlined be brought forward for Council's consideration.

Resolution Carried

Resolution Number 421-21

Moved by Ted Strike

Seconded by Lynn Grinstead

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant Policy Application from the Arnprior & District Humane Society; and

Whereas the Arnprior & District Humane Society is an eligible community organization under the Municipal Grants Policy.

Therefore Be It Resolved That Council supports the Arnprior & District Humane Society, by providing in-kind support of waiving the fees for 1 day use of the Nick Smith Centre Community Hall (value of approximately \$350.00), for the date of Sunday, December 5, 2021, for a "Feliz Naughty Dog" Bake and Craft Sale; and

Further That the Arnprior & District Humane Society 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

Minutes of Council Meeting

Further That it is mandatory to follow all COVID-19 public health guidelines, including but not limited to proof of vaccination being required for all participants 12 years of age and older, social distancing, and masking where distancing is not possible.

Resolution Carried

16. By-laws & Resolutions

a) By-laws

Resolution Number 422-21

Moved by Lynn Grinstead

Seconded by Dan Lynch

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

- i. By-law Number 7231-21 – Amend Joint Use Recreation Agreement

Resolution Carried

b) Resolutions

Resolution Number 423-21

Moved by Tom Burnette

Seconded by Lynn Grinstead

Whereas Ontario Regulation 380/04 establishes the minimum standards for emergency management programs required by municipalities and provincial ministries and supports the requirement in the Act for mandatory emergency management programs; and

Whereas O. Reg 380/04 provides that the emergency management program co-ordinator shall coordinate the development and implementation of the municipality's emergency management program; and

Whereas the emergency management program coordinator shall report to the Emergency Management Program Committee on the development and implementation of the municipality's management program, conduct an annual review of the program and make recommendations to council if necessary; and

Whereas the Operations Advisory Committee at their meeting held on November 15, 2021, acting in the capacity of the Town's Emergency Management Program Committee has reviewed the Emergency Management Program for the Town of Arnprior, and has verified compliance with the Emergency Management and Civil Protection Act and O.Reg 380/04.

Therefore be it resolved that the Emergency Management Program Committee recommends to Council support of the Town of Arnprior's emergency management program.

Resolution Carried

17. Announcements

County Councillor Lynch made the following announcements:

- Booster Shots will be available to eligible people on December 1, 2021.
- His attendance at a workshop on Cannabis Growth, which helped participants understand who is and who is not eligible for a licence from the Province.

Minutes of Council Meeting

Councillor Chris Toner made the following announcements:

- On Friday, November 19, 2021 I attended the Arnprior & District Historical Society's first of four guest speakers, being the Ottawa Valley Fur Trade. There was a full house, following COVID-19 Health Guidelines. This was a very informative session, and I had a fantastic time. I look forward to the next guest speakers in January, February, and March 2022. Check out the Arnprior & District Museum's webpage for more information.
- I attended the Men's Shed Craft Show yesterday, and wanted to note the wonderful and talented craftsmen/ women that we have in this program. This program overall is wonderful for seniors, it has done wonders for many people who frequent this program. I hope this continues to support more people that are looking for something to do. I encourage seniors to join this group and live life to the fullest.

The CAO made the following announcements:

- The Town of Arnprior currently has a 98% compliance rate with the Vaccination Policy. This is a great indication of the leadership and showing of support for the vaccination efforts thus far.
- The Men's Shed is an incredible group of men, and it is important to note that our Men's Shed in this area is touted as one the best Shed in Canada. Thank you for all of their continued efforts.

Mayor Walter Stack made the following announcements:

- I will be meeting with the two new owners of the new Downtown Restaurant this week. The owners are hoping to hold a grand opening the first week of December.
- The Renfrew County & District Health Unit had their monthly meeting this week, and noted the following:
 - The COVID-19 issue at the Petawawa Army base is governed by Federal Public Health, but they have been very cooperative in working together with the County Health Unit;
 - There are 13 new cases in Renfrew County;
 - The new variant of concern is very serious and everyone needs to do their part and remember the safety rules
 - 10% of people in Renfrew County who are eligible to be vaccinated are still not vaccinated. This equates to 20,000 people. It is important to give vaccination more thought if you are not currently vaccinated.

18. Media Questions

None

19. Closed Session

None

20. Confirmatory By-Law

Resolution Number 424-21

Moved by Dan Lynch

Seconded by Chris Toner

That By-law No. 7232-21 being a By-law to confirm the proceedings of the Regular Meeting of Council held on November 22, 2021 be and it is hereby enacted and passed.

Resolution Carried

Minutes of Council Meeting

21. Adjournment

Resolution Number 425-21

Moved by Lisa McGee

Seconded by Lynn Grinstead

That this meeting of Council be adjourned at 8:46 p.m.

Resolution Carried

Signatures

Walter Stack, Mayor

Maureen Spratt, Town Clerk



CIP Application 60 Madawaska St.

Lindsay Wilson, MEDO

Meeting Date: December 13, 2021

Proposed Project



Proposed Project

- 60 Elgin Street
- Paint the exterior of the building from the ground floor up to the top floor. Paint colour has not been determined but likely will be a reddish colour to match the (permanent) roof, but not a bold colour. There will be no murals or textured paint used.



General Eligibility Criteria

- ✓ Application submitted prior to commencing
- ✓ Applicant is agent authorized by the owner
- ✓ Within designated CIP area
- ✓ No outstanding tax arrears/good standing
- ✓ Completed application form & materials
- ✓ Work is in accordance with Town regulations
- ✓ Land use is in conformity with OP and zoning



General Eligibility Criteria

- ✓ Application must take place before any permits or approvals are applied for.
- ✓ Any exterior changes must meet Urban Design Guidelines (Appendix A)
- ☐ Work must be consistent with applications
- ✓ The total of combined grants and rebates must not exceed total project costs.



Façade and Property Improvement Program

☐ Meets General Eligibility Requirements

Were only able to obtain one quote.

✓ Replacement of storefront windows

Total cost of Project: \$6,700

Eligible for a grant up to \$3,350 for Façade and Property Improvements.



Recommendation

- This improvement meets the intent of the Façade Improvement grant and will give a clean look to the building as the current paint and mural are showing wear and do not fit with the current business.
- The Community Service Branch acted as the Review Panel for this application and recommends approving the grant amount.



Funding

- Total cost of recommendation: \$3,350
 - Funded from the CIP Grants Operating Account.
- \$10,000 remains of uncommitted funds (based on last recommendation) in the 2021 CIP Grants Budget.
- If \$3,350 was approved \$6,650 would remain uncommitted.

Questions?



• WHERE THE RIVERS MEET •



**The Corporation of the Town of Arnprior
Notice of Amended Application for Zoning By-Law Amendment
ZBLA-4/21 and Notice of Public Meeting**

Take Notice that pursuant to the requirements of Section 34(10.7) of the Planning Act, the Corporation of the Town of Arnprior advises that an application for amendment to Comprehensive Zoning By-law No. 6875-18, as amended, has been received and was deemed a complete application pursuant to the requirements of the Planning Act.

And Further, Take Notice that as a result of the COVID-19 Pandemic the Corporation of the Town of Arnprior will hold an Electronic Public Meeting on **Monday, December 13th, 2021 at 6:30 p.m.**, to consider the proposed amendment to Comprehensive Zoning By-law No. 6875-18. The amendment has been prepared in accordance with the provisions of Sections 34 of the Planning Act.

This will be an electronic public meeting where there will be no physical in-person attendance due to COVID-19. There will be opportunities provided to watch the meeting live on the Town's YouTube channel, as well as provide input electronically. You are strongly encouraged to submit any comments, concerns or support of the application in writing, prior to the Public Meeting, so they can be considered by Council prior to a decision being made on the application. Instructions on how to dial in and/or connect the electronic public meeting are available on the Town's website, on the same page as the Council Agenda Package, for the December 13th, 2021 Council meeting. Alternatively, you may contact the Clerk's office at 613-623-4231 ext. 1818 or at clerks@arnprior.ca requesting information on how to access.

Purpose, Effect & Location of Zoning By-Law Amendment (File No. ZBLA-4/21)

The applicant has applied for a Residential Four (R4) zoning to allow the proposed three four-storey apartment buildings with a total of 144 units. The current zoning is Future Development (FD). A conceptual plan (August 13, 2021) was submitted for the following development:

- Three four-storey apartment buildings with proposed access from Thomas Street (one building of 24 units, one building of 56 units and one building of 64 units).
- Associated parking areas, loading area and access lanes.

The Zoning By-law amendment application seeks to rezone the subject lands to add an apartment dwelling as a permitted use on the property, together with an increase in the maximum height to 15.5m, and relief from the restriction on location of parking from the front or exterior side yard only.

Subject Lands: The lands affected by the Amendment are vacant lands along Thomas Street South at William Street, legally known as Part of Lot 3, Concession B, former Township of McNab, now in the Town of Arnprior, Lot 97 and 98, Plan 115, as shown on the Key Map, attached hereto.

More Information: Copies of the proposed amendment, material provided under Section 34 (10.1) of the Planning Act and any additional information relating to the proposed Zoning By-law Amendment (File No. ZBLA-4/21), are available for inspection by contacting the Planning office at 613-623-4231 during regular office hours or by emailing planning@arnprior.ca. Please contact the offices before attending to understand COVID-19 restrictions in place.

Any Person may participate in the public meeting and/or make written or verbal representation either in support of or in opposition to the amendment.

If a person or public body would otherwise have an ability to appeal the decision of the Town of Arnprior to the Local Planning Appeal Tribunal (LPAT), but the person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Arnprior before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Arnprior before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Please note the following changes to the Planning Act and its Regulations:

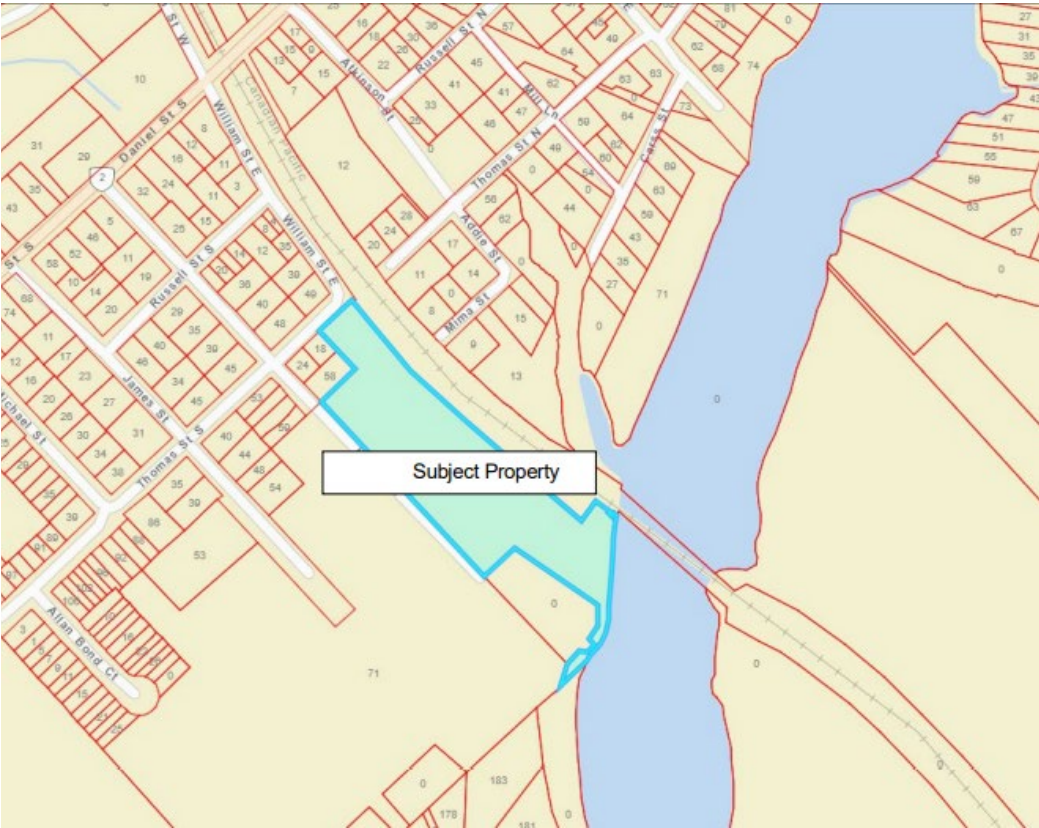
If you wish to be notified of the decision of Town of Arnprior on the proposed zoning by-law amendment, you must make a written request to Town of Arnprior c/o Maureen Spratt, Town Clerk at clerks@arnprior.ca or through written mail to 105 Elgin Street West, Arnprior, ON K7S 0A8.

If you are receiving this notice because you are the owner of property in the area of the amendment that contains seven or more residential units, you must also post this notice in a location that is visible to all of the residents of your property.

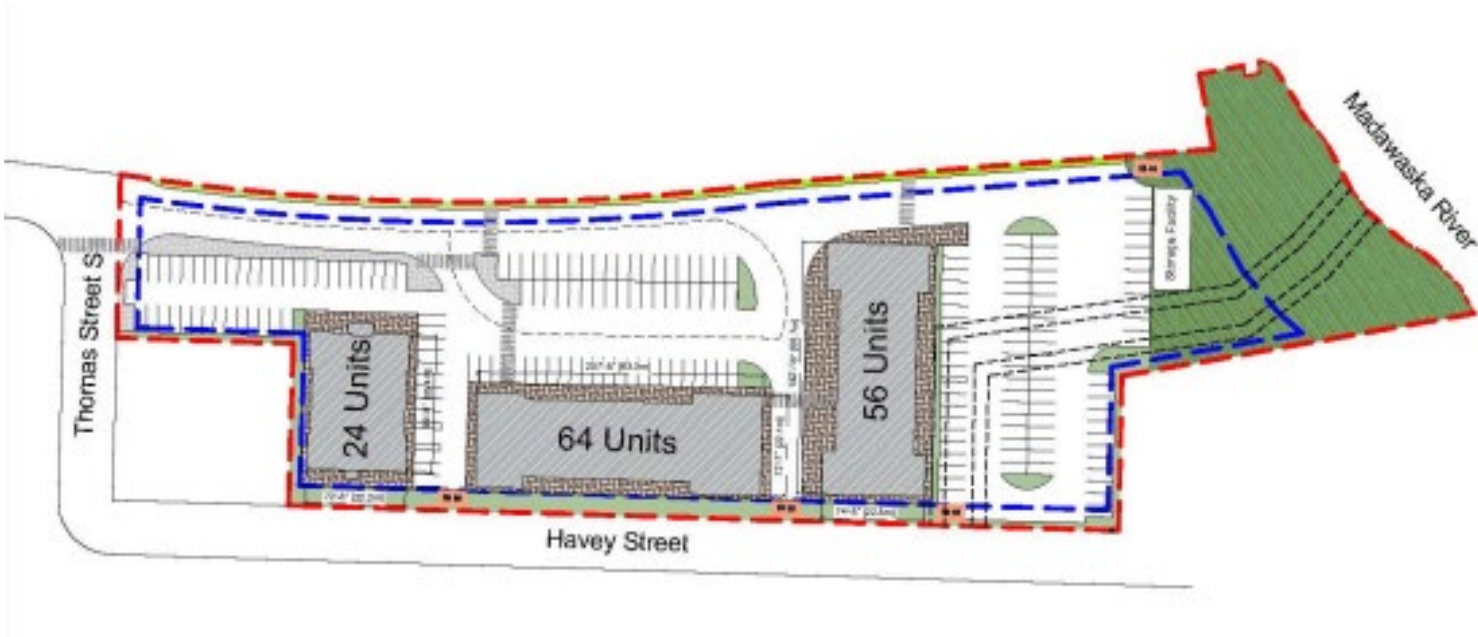
Privacy Disclosure: As one of the purposes of the Planning Act is to provide for planning processes that are open and accessible, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record. The Town to such persons, will disclosed/make this information available as the Town deems appropriate, including anyone requesting such information. Please note that by submitting any of this information, you are providing the Town with your consent to use and disclose this information as part of the planning process.

Dated at the Town of Arnprior this 8th day of November, 2021.

Key Map:



Conceptual Plan:



-----Original Message-----

From: Betty Michalowski <bettym@bell.net>

Sent: November 9, 2021 10:28 AM

To: Walter Stack <wstack@arnprior.ca>; Dan Lynch <dlynch@arnprior.ca>; Ted Strike <tstrike@arnprior.ca>; Lynn Grinstead <lgrinstead@arnprior.ca>; Tom Burnette <TBurnette@arnprior.ca>; Maureen Spratt <mspratt@arnprior.ca>; Robin Paquette <rpaquette@arnprior.ca>

Subject: Apartment buildings- Havey St area

Dear Councillors and Staff,

My name is Betty Michalowski. I live at 54 James Street.

The reason for this letter is to share my concerns about the building of 3 (4 storey- 144 units- one article says 150) apartment buildings on the land between William Street (north), Thomas Street (west), Havey Street (south) and Madawaska River (east).

You may be thinking this letter is a bit delayed as the article about this plan was in the local paper October 26/21. Well the local paper is no longer delivered to my home and I must pick it up at the corner box. I didn't. I found out about this plan on November 5/21 from a neighbour.

I decided this morning to send off this quick letter so you are aware of my complaint. I am in the process of collecting information about this project and will be sending you a more detailed letter once I have done my research. I was feeling rushed because the Inside Ottawa Valley article said the public meeting regarding this plan was November 22. I have learned it is now December 13/21.

Thank you,

Betty Michalowski

Sent from my iPhone

From: Betty M <bettym@bell.net>
Date: November 17, 2021 at 11:56:51 AM EST
To: wstack@arnprior.ca
Subject: Thomas Street South Apartment development

Hello Mr. Stack,

This letter is in regard to the proposed 3 - 4 storey, 144 units, apartment buildings to be built on the lands surrounded by William St./Algonquin Trail (east), Havey St.(west), Thomas St.(north) and Madawaska River (southeast).

On Nov.9/21 I sent off a quick letter to make you aware of my complaint regarding this development.

This second letter is to express my concerns, complaints and questions in detail based on information I have collected as of Nov. 16/21.

1. First I would like to address the article posted Oct. 26/21 in Inside Ottawa Valley - "Arnrior meeting to discuss proposal for apartment buildings"

Quote - "below the town's water filtration plant and near the Madawaska River." Yes, but none of the buildings will be behind the filtration plant.

- It gets open space and green space behind it.

- Next to the filtration plant is green space known as "Tank Hill". All 3 buildings will be behind this green space.

- At the end closest to Thomas St. - 11 single family dwellings surround the property in question.

Secondly - Stated in the article "The property wouldn't be suitable for houses because of little room for internal roads"

- Why are internal roads needed? On the Town of Arnrior - RECYCLE SCHEDULE map - it shows William Street continues along and comes around to join up with Havey St.

- The housing pattern already on Havey and William Streets - could this not continue to the end? That fits in with what is already established.

- No need for an internal road. Backyards would back on to one another just as they do at beginning of street.

- what happened to the proposed townhouse plan for this area? Why was that proposal not developed? What I'm trying to say is at one time houses were considered on this property and now its not suitable. Why? What has changed?

2. Yesterday I read the Staff Report regarding Zoning By-law Amendment 4/21.

- it states " to the north of the lands are residential neighbourhoods, consisting mainly of single detached dwellings, located between

Thomas Street and Daniel Street. What about the dwellings at the end of Havey Street and on James Street? It states - Further west of the site is the location of the Town's Water Filtration Plant, Town garage and Nick Smith Center."

But why does that get mentioned and not the houses west of subject lands (houses on James Street that are impacted by this development?)

3. What impact will the Thomas St. Apartment development have on the existing neighbourhood? Is this development suitable to the neighbourhood?

- This development is coming into an already long standing established neighbourhood of single family homes, People have bought in this area because of the single family dwellings. And now 4 storey apartment buildings are coming in.

Where as in the Marshall Bay development - people are buying in that area knowing there will be apartment buildings.

The people who bought near Island View Suites bought after this building was already there.

- The Thomas Street Apartment development will at minimum bring in 144 people to the area. At present, based on 2 people per dwelling, there are 8 people that live on William St. (Thomas - Daniel St.) there will be 18 times more people on that section. CARS?

- Will there be more people? If there are 2 people per unit = 288 people. What if there are 2 bedroom units - a couple and child - that brings the number to 432 people. An estimate of 400 people is more than 3-4 times the number of people that live in the area of James, Havey, William and cross streets Russell and Thomas combined.

4. TRAFFIC

- The traffic in this area is already a big problem. Starting with all the traffic from the Fairgrounds development. Isabel St. wasn't opened

as an exit. The median on Daniel St. at Galvin St. All left turning traffic is now shifted/filtered down to Michael and James St. But wait!

All the traffic on Michael and James St. It gets shifted to Thomas, Russell, Havey and William St. And now you will have 180 PLUS cars/people trying to get out of William St. on to Daniel St.

- Sorry, this wasn't well explained. Trying to say there is a LOT OF TRAFFIC in this area. Please don't forget that with every new development in town Daniel St. traffic is effected.

- What impact will the future development of the old Liquor Store property have on the William/Daniel intersection? Has this been

included in the traffic study?

-After the fact - people that bought at the Fairgrounds are now told they can't turn left out of or into their neighbourhood.

Will people living at proposed apartments face a similar situation?

-Was the noon hour considered as a peak hour in the traffic study? During the lunch hour, when people run errands and go for lunch, is another time when turning on to Daniel St. is difficult. I have had to wait for up to 12 cars to get out turning right. Turning left is harder. With 180 cars plus in the area of William St. (Thomas to Daniel) - turning left ??

5. The PHYSICAL BUILDING

- are the buildings peaked roof or flat?
- are the mechanical units on the roof included in the maximum height restrictions or do they rise above the maximum height.
- are the units apartments or condominiums?(this speaks to turnover rate of people in neighbourhood)
- what is the cost to rent an apartment?
- is it affordable for the people in this area?
- 144 units - how many 1 bedroom? 2 bedroom? 3 bedroom? I ask this because it effects the number of people in the area. As the numbers go up it has a ripple effect on the area. - traffic density, where will the extra cars park? on William St.?, infrastructure, is the area serviced?, services? where are these people going to work? shop? groceries?
- what effect does an increase in number have on our local hospital?
- noise pollution?
- what environmental impact does this development have?
- light pollution? - what effect does 144 units of lights have on the area.
- does each unit have a balcony?
- what is the outside balcony wall? - solid? slat?
- what is allowed to be stored on balcony?
- will trees be strategically planted to hide buildings?
- what mitigation options will be offered to property owners to reduce the noise/visual impact of these buildings on their properties?
- will garbage containers be hidden behind visually appealing walls/sheds?
- should this project be approved what would be the impact on existing homes during construction?(damage, noise, length of time, disruption to daily life)
- what is the effect on property values of surrounding properties?
- what are the physical impacts at ground level? - parking, traffic, deliveries, privacy, sunlight, shadowing, sight lines to and from area

6. PROPERTY VALUE

Did I expect the lands under discussion to be developed? Yes! I expected 2 storey dwellings of higher density like townhomes. NEVER did I think that 3- 4 STOREY apartment buildings would be built on these lands. There goes the value of my home. I did not think that the view from Tank Hill would be ruined. Friends told me I would never win this argument based on view. They told me I would be laughed at. So be it! People that visit the Nick Smith Center get a nice view of Arnprior. People that do yoga on the hill, exercise on the hill, the 2 couples from out of town that were cycling the Algonquin trail and came up on the hill to eat their lunch, the families that gather on the hill to watch the Canada Day fireworks. The view will be gone. Sunrises over the Quebec hills-gone.

I am concerned the general livability conditions and visual qualities of surrounding residences of this already well establish neighbourhood will be significantly impacted should the re-zoning of this area to R4 with ESPECIALLY a maximum height increase to 15.5 meters be allowed.

Where does the Town stand? Maximum tax revenue over established neighbourhood taxpayers or a compromise/balance?

- 3 storey over 4 storey? Please don't allow the re-zoning of height to 15.5 meters.

Is this request for Zoning By-law Amendment ZBLA-4/21 in order to satisfy the developers desire for maximum profit? A non-local developer (that was what I was told) - Profit vs. Quality? More units equals more profit?

So back to the proposed development of 3 - 4 storey, 144 units - apartment buildings on the vacant lands along Thomas St. South at William and the application to amend the site from FD to R4 - especially the application to increase the maximum height from 10.5 meters to 15.5 meters - I AM IN OPPOSITION TO THIS AMENDMENT.

Thank you so much for taking the time to read my e-mail.

Sincerely,
Betty Michalowski
54 James Street
bettym@bell.net

RE: In-person Meeting with Fred Dell Amico and Richard White – ZBLA-4/21 Thomas St Proposal

Concerns & Comments:

- Concerns with landscaping, would like to see lots of grass and maybe some fencing as a buffer to surrounding houses
- Environmental concerns with the amount of pavement and lack of landscaping
- Concerns with site lines from houses on the hill/below hill, will there be ugly roofs with air conditioning units? Flat roofs vs slanted, etc.
- Concern with how close the buildings are to Havey St.
- Would like to see the final site plan before it is approved, the conceptual plan does not give enough detail or information
- Concerned that our current zoning by-law and OP are not doing enough to ensure that neighborhood character aesthetic and built design is cohesive
- Concerned with height of four stories in such a low density neighborhood
-

re: Havey St. 4 Storey Apartment Complex Development 2021

Even though we are not in favour of large apartment buildings going up in our single family neighbourhood (we especially object to raising the height limit), we realize that public opinion is unlikely to *stand in the way of 'progress,'* However, we do hope that public input might help shape the nature of the project.

We are grateful to Payton Hofstetter who spent an unhurried time in person, and forwarded multiple documents. Amongst them was Arnprior's Official Plan which contains many very good goals and guiding principals, including:

- cherish natural resources, retain existing trees, Madawaska R. - A1 Vision: b), p.15, p. 41
- promote sustainable development, energy conservation - p. 17, k)
- ensure an adequate supply of housing choices - p. 16, g)
- promote energy efficient build & site design - p.21, iv
- be a leader in design excellence - p.113 a)
- affordable housing

However, we are also disheartened to realize that the Town seems to have no authority, and perhaps no will, to apply the visions and guiding principals to an individual development. (Official Plan, pg. 26, A4).

Nevertheless, especially in light of our Climate Crises, it would be great if somehow the Town could view this development application as an opportunity to give the Plan "more teeth" by insisting that some of it's future looking concepts are incorporated.

Some ideas that echo concerns in the Official Plan:

- ☞ **Support a healthy community, adequate green space**
 - *besides along the river, ensure a shaded area, to sit & enjoy - especially facing Madawaska R.*
 - protect three old & very large oak trees along trail

- require treed buffer along Trail & Riverfront.
- ☞ **Leading edge sustainable development, energy conservation & reduced greenhouse gas emissions**
 - High energy efficiency build, heating & cooling
 - Electrical Vehicle charging stations in parking lots
- ☞ **Range of housing for all incomes & ages; universal access**
 - 15% affordable units (projects of 25+ units, B9.4 p.32)
 - incorporate general accessibility features & units
- ☞ **Pedestrian & bicycle oriented streets & pathways**
 - integrate sidewalks & bike paths with Trail & streets
- ☞ **Maintain & protect neighbourhood character**
 - consider existing low density single family homes & gardens in design

Stepping it up a notch, what about the Official Plan's goal for Arnprior to be **"a leader in design excellence"**. (How would the example pictures in the *Planning Justification Report* enhance our aesthetic & "architectural diversity"?)

One last point: In light of the rapid rate of Arnprior's growth, is there really any urgency to accommodate a development that doesn't seem to reflect the vision of the Official Plan?

We appreciate this opportunity to voice concerns and offer suggestions, recognizing the challenges for councillors and Town staff to make the hard decisions.

Adrienne Soucy
Fred Dell'Amico
13 Mima Street, Arnprior
613 622 5797

November 27, 2021

Janna Prince
Town of Arnprior, Planner
Thomas Street, South
105 Elgin Street, West
Arnprior, ON K7S 2J1
Arnprior, On K7S 0A8

18

Re: Thomas Street South and William Street Apartment Complex-Notice ZBLA-4/21

Dear Arnprior Town Planner;

I live at 18 Thomas St South. I am concerned about the proposed building of three four story apartment buildings and parking lots right next to my home and 2 other neighbours.

This neighbourhood has been a quiet lovely place to live. The trail next to the proposed building site has always had people, dogs, bikes, ATV's, snowmobiles and it is nice to see it being used so much. When Covid hit, the traffic and people parking on Thomas St S and William St increased insurmountably. With the new homes being built at the Fairgrounds, the traffic on Thomas St S has also increased. My concern is with 3 apartment buildings going in next to and behind me, the traffic and parking issues will be even worse.

Another concern I have is the already dangerous intersection of William St and Daniel St. Again the extra traffic turning from Daniel St onto William St is going to increase and become even more dangerous than it already is with no lights at the intersection.

With regards to my home; our privacy, peace and quiet will be taken away if a parking lot is what we are looking at from our yard, deck, and windows.

These are my concerns with regards to the proposed Apartment Complex being built and affecting my property. I have signed Betty Michalowski's petition. I agree with her and oppose the request for a by-law change of 4 storeys instead of 3 storeys.

Consideration of these concerns would be appreciated.

Thank you,

Janna Prince –Resident of 18 Thomas St. South

13 November 2021

Peter & Rilla Prince
204 – 215 Titanium Private,
Orleans, ON K1C 2B0

Town of Arnprior, Planner,
105 Elgin Street, West,
Arnprior, ON K7S 0A8

Re: Thomas and William Street Apartment Complex – Notice ZBLA-4/21

Dear Sirs,

Further to an application for approval by the Town of Arnprior and the virtual meeting taking place December 13th at 6:30 p.m., please be advised that we are the owners of 18 Thomas St. S. which will be impacted by this planned parking lot for the three four-storey apartment buildings, housing 144 units.

We request that the contractor remove the large trees on the east side of 18 Thomas St. S, including the stumps, and install a five-foot fence, approved by the residents at 18 Thomas, at the builder's cost. Our daughter is residing at this address and the noise level, no doubt, will increase, high traffic and littering will occur with this increase in population. The safety of this home will be affected as vandalism could increase. Therefore, a fence would assist for these reasons.

We would appreciate consideration of this request.

Peter and Rilla Prince, Owners of 18 Thomas, S.

Payton Hofstetter

From: Richard White <richard@white.ca>
Sent: Wednesday, December 8, 2021 8:29 AM
To: Payton Hofstetter
Subject: Thomas St. Development - Rezoning Application

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Payton,

Re: Thomas St. Development – Rezoning Application

Planning Justification Report

In the Report dated August 25, 2021, reference is made to:

4.0 Official Plan: Town of Arnprior

c) Achieve more compact forms of residential development in a manner that is compatible with the character and pattern of adjacent surrounding development.

and,

7.0 Conclusions

‘The proposed medium density residential use of the lands is consistent and compatible with the surrounding existing residential neighbourhood.’

However, since the Planning Justification Report fails to define ‘the character and pattern of adjacent surrounding development’, it therefore doesn’t support its ‘consistent and compatible’ assertion.

Character and Pattern of the Thomas St./Russel St. neighbourhood.

Neighbourhood. This is a mature neighbourhood, consisting of predominantly detached houses, largely built out prior to 2000.

Zoning designation.

R1: 154 lots

R2: 6 lots (1 vacant; 1 converted house).

T-U; OS; EP

(no lots fronting on Daniel St. or James St. included in residential neighbourhood)

House Typology

https://en.wikipedia.org/wiki/Building_typology

- The predominant house type is a 1.5 storey house, originally 20’ x 24’, (log or frame construction), constructed in the 2nd half of the 19th century. They are typically built very close to the street. They often have one-storey additions to the side or behind. This could be considered Arnprior’s historic archetype. It’s also extant in Arnprior’s other mature neighbourhoods (Landrigan to MacDonald St. and Bell St. / Victoria St./ Harriet St.)
- Brick 2 storey houses, typically described as Georgian Revival, built between 1900 & 1940.
- Post-war infills, typically - bungalows built between 1945 and 1980.

Landscaped Open Space

<https://www.lawinsider.com/dictionary/landscaped-open-space>

(Grass, forbs, trees)

The residential lot sizes in this mature neighbourhood vary, but might average 500m² with 50% landscaped open space. This makes for an exceptionally green landscape.

Building Height

1.5 storey log or frame house : 5.5 meters (approx.)

2 storey brick frame house: 5.5 to 8 meters (approx.)

Post-war infill house : 4 to 6 meters (approx.)

Arnprior R1 zoning: 9.0 meters.

Arnprior R2 zoning : 10.5 meters.

Note: Westboro (City of Ottawa) is considered a mature residential neighbourhood, (more recent than the Thomas St. / Russel St. neighbourhood). Building height is restricted to 8.5 meters.

Multi-unit housing.

There are small multi-unit buildings; some built as such, some converted from detached singles; typically, 2-storey; often indistinguishable from the single detached houses, all on lots with significant Open Landscaped Space.

There are three building(s) that might be described as medium density:

121 Russel St. N. This is a 2-storey condominium project. (8 units?)

63 Russel St. N. This is a 4/5 storey building. 20 parking spaces

41 Russel St. N / 46 Thomas St. N. Two 3-storey building. Total parking 20 spaces.

Commentary

I oppose the proposed zoning bylaw amendment, because the proposed development seems incompatible 'with the character and pattern of adjacent surrounding development' as follows:

1) Zoning/building height. The neighbourhood is predominantly R1, and that designation restricts building height to 9.0 meters – about as high as the tallest existing detached (R1). house.

The Zoning Bylaw limits building height in Zones R2 to R4 to 10.5 meters.

There are two R2 developments in the neighbourhood that might be defined as medium density:

41 Russel St. N / 46 Thomas St. N is 3 stories (likely complies with the 10.5-meter height limitation), and

63 Russel St. N., which would exceed 10.5 meter.

2) Building Typology. The existing neighbourhood R1 lots are typically small buildings with gross floor areas of approximately 50m² to 250m². There are three apartment buildings proposed – estimated gross floor areas of 1700m² (24 units) to 4500m²(64 units).

3) Parking Lots. Most of the existing R1 lots (154) have only a few parking spaces (each). The two largest existing parking lots have 20 spaces (each). The proposed re-zoning would require 180 spaces (for 144 units), and the proposed plans shows more than 200 spaces.

4) Landscaped Open Space (LOS). The existing neighbourhood is likely more than 50% LOS, based on the mature neighbourhood development patterns. See attached satellite image of neighbourhood.

The proposed development plan is estimated to be 15% LOS, and most of that is relatively steep land adjacent to the Madawaska River. Except for the water setback portion, it appears that the proposal is almost entirely hard surface (buildings, walkways, driveways & parking). This much hard surface has issues including limited storm water infiltration and heat island effect. Note that the City of Ottawa regularly requires 30% landscaped open space for R4 Zones (Urban Exceptions 901-1,000)

Thanks for the opportunity to comment.

Truly,

Richard White



71 Carss Street,

Arnprior

ON,

K7S 2G8, Canada

T (613) 623 2336

M (613) 857 8502

richard@white.ca

Payton Hofstetter

From: Robert Brossard <bobbrossard@aol.com>
Sent: Tuesday, December 7, 2021 6:26 PM
To: Walter Stack; Dan Lynch; Tom Burnette; Ted Strike; Lynn Grinstead; Chris Toner; Lisa McGee; Robin Paquette; Payton Hofstetter; Maureen Spratt
Cc: Robert Brossard; shanecampbell@aol.com
Subject: Opposition to the Notice of Amended Application for Zoning By-Law Amendment ZBLA-4/21

Follow Up Flag: Follow up
Flag Status: Flagged

Attention: **Walter Stack**, Mayor; **Dan Lynch**, County Councillor; **Ted Strike**, Councillor, **Lynn Grinstead**, Councillor; **Tom Burnette**, Councillor; **Chris Toner**, Councillor; **Lisa McGee**, Councillor; **R. Paquette**, CAO; and, **P. Hofstetter**, Junior Town Planner.

Subject: **Opposition to the Notice of Amended Application for Zoning By-Law Amendment ZBLA-4/21**

Good evening,

My husband and I moved to Arnprior 10 years and we purposely sought to live in a neighbourhood with single family dwellings where street traffic would reflect the housing composition and population of the neighbourhood. We found our dream home on Havey Street, along with the neighborhood ambience that we sought after.

When we heard about the proposed apartment complex development bordering William St. E., Thomas St. S. and Havey St., we took an objective approach and sought to understand the impact and suitability that this proposed development would have on our existing neighbourhood.

Re-zoning

We had anticipated the possibility of R1 structures being introduced into our neighborhood, such as duplexes and townhouses which would reasonably complement the “mixed-use preference” when it comes to “neighborhood development”, certainly not 3 or 4 story apartment complexes. According to an Arnprior Chronicle article of October 26th, at the October 25th council meeting, Robin Paquette is quoted as saying “*since houses exist in the area, the apartments would satisfy the “mixed use” preference when it comes to neighbourhood development*”. Where does this reference come from? It is clearly a generalization and over-simplification, and does not provide any context by suggesting that just because you combine R1 and R4 properties, that this “satisfies” the concept or well thought through planning principles of “neighborhood development”. Clearly this statement would give pause to any property owner in Arnprior.

After reviewing the **Traffic Study**, the **Planning Justification Report**, **Town of Arnprior Staff Report** as well as the **Arnprior Official Plan**, we soon recognized that in weighing facts, observations, and opinions, that introducing an apartment complex of 144 apartments along with the traffic, congestion and parking issues that come with it, is not consistent with the genre of our neighborhood and will negatively impact on the lifestyle we sought when we moved to Arnprior. Without doubt ‘facts’ are critical and required in any decision-making process, however

what is clearly lacking in these reports is input from the Arnprior residents and property owners impacted by this development. People looking to move to a quiet single-family residential neighborhood, will be driven away by an apartment complex such as the one being proposed.

When reviewing the ***Arnprior Official Plan*** and the principals of the Established Residential Area designation, we believe that the re-zoning proposal for a 3 or 4-story apartment building neither respects nor adheres to the Town of Arnprior's objectives:

- A) **Recognize, maintain, and protect the character and identity of existing low density residential neighbourhoods** and plans of subdivision;
- C) Provide for new development/redevelopment on existing lots in a manner that **maintains and protects the existing neighbourhood character**;
- D) Provide for **modest intensification** in the form of townhouses and apartment dwellings **in appropriate locations**; and,
- E) **Provide for alterations to existing residential uses in a manner that maintains and protects the existing neighbourhood character**.

Population, Traffic and Parking

According to an Arnprior Chronicle article of October 26th, at the October 25th council meeting Robin Paquette is quoted as saying *"the property wouldn't be suitable for houses because of little room for internal roads"*. Can an explanation be provided as to why there would be little room for internal roads for houses but yet there would be for the proposed 3 apartment buildings with 144 apartment units, which is a significantly greater number than a half dozen or more single-family homes? When this type of a decisive statement is made, it leaves Arnprior property owners questioning whether developers profit and Town revenues supersede the considerations, input and wishes of local neighborhoods residents.

There are 144 units being proposed for the 3 apartment buildings; by doing some simple math and anticipating approximately 2 people residing in each unit, there would notionally be a minimum of 288 residents; if families are factored in, this would exponentially increase this number to 350-400 residents, magnifying many times the population of the current neighborhood.

The proposed apartment buildings would be required, according to the by-laws, to provide 180 parking spaces (1 per unit + .25 per unit for guest parking). More realistically, the average number of vehicles would be approximately more than twice that number per apartment unit being that Arnprior has no local public transportation, thereby requiring apartment occupants to own vehicles to get around. Wanting to ensure transparency and reasonableness in our discussions, the actual number of vehicles could well be in excess of approximately 300 vehicles with only a capacity of 180 parking spots being available or required.

Although the *Traffic Study* is suggested to provide a 'factual' analysis of the specific physical characteristics of the streets identified, we are hard pressed to understand their findings and recommendations as the numbers neither appear 'realistic' nor 'reasonable' recognizing the anticipated number of residents and vehicles in the proposed apartment complex. We are also leery when we read in this *Traffic Study* that: *"The intersection (Havey & Daniel) operated at an acceptable level of service for the 2021, 2025 and 2030 peak AM and PM hour traffic. There would be no recommended modifications to the intersection resulting from the development of the development site."* From our personal experience, this corner has been and continues to be problematic (health & safety concerns which we've previously identified to the Town) for drivers turning either north or south bound onto Daniel Street off of Havey, as the line of sight is significantly compromised by a retaining

wall on the property of the south-east corner. To neither identify nor refer to this in any way, makes us question the validity of this 'factual' *Study* as this demonstrates that human / health & safety factors may not have been suitably taken into consideration in the writing of this *Study*. Again, from our perspective and as previously mentioned, this *Traffic Study* does not take into account what are a realistic number of cars (based on projected volume of apartment residents) in the immediate neighborhood through the lenses of public safety, traffic volume, flow and capacity as well as parking overflow; rather this study should more realistically be looking at a figure of 300 cars associated with the apartment complex, with much higher volumes of traffic during what the *Study* refers to as being peak-periods. Based on this volume of vehicles, well over 100 vehicles will be required to be looking, on a daily basis, for parking spaces that the apartment complex would not provide, which means that adjacent streets, including William E., Thomas S., Havey, James and other neighborhood streets would be subject to cars being parked in front of their homes at all hours of the day and night, impacting on neighborhood property owners being able to provide parking for any visitors that they may have. Additionally, the winter by-laws do not permit night time parking after December 1st until the early spring, so where will those 100+ cars park?

Further consideration should also be provided to the fact that William E., Havey and James Streets provide access to Daniel Street, and that Havey and William E. Streets are narrower, have sidewalks on only one side of the street and no parking on the other. Currently there are no traffic lights on any of the aforementioned access points to Daniel, which already creates safety and traffic flow issues. Some of the aforementioned information was missing, and certainly the safety aspects were glossed over or not reflected at all in the *Study*. Furthermore, the suggestion that William E. is being identified as the main road of access to the apartment, is short sighted and naïve, as both Havey and James would become options when dealing with traffic congestion on William E.

Consideration should perhaps be provided to the possibility of the development of apartment units on nearby properties adjacent to our neighborhood, such as at the old LCBO sites and vacant properties that are currently for sale on Daniel Street N., and recognize how these may be impactful in adding to the stress on traffic and parking currently being proposed by the apartment complex development in our neighborhood.

We ask that Council restrict the zoning to R1 for the property currently being discussed in order to dutifully reflect the requests, wishes and desires of the overwhelming majority of Arnprior property owners who reside in our neighborhood.

WE OPPOSE THE ZONING BY-LAW AMENDMENT ZBLA-4/21 OF THE PROPERTY BORDERING WILLIAM ST. E., THOMAS ST, S., AND HAVEY ST. FROM FD TO R4.

Sincerely,

Robert Brossard (bobbrossard@aol.com) 343-998-7981

Shane Campbell (shanecampbelll@aol.com) 613-451-5462

11 Havey Street, Arnprior, ON K7S 1G5

Wed 12/1/2021 12:06 PM

Lenna and Randy Whyte <r.l.whyte@hotmail.com>

In reviewing the proposed conceptual plan, I have two concerns:

- 1]The plan shows all access and egress from the proposed property as only one drive access from Thomas St. With that much concentration of units [144 units, needing 226 parking spaces, likely housing in excess of 300 people] I fear a constriction or blockage of the one entrance/exit if fire trucks, or em. Vehicles or construction equipment, or even moving trucks could easily block the entrance or exit. There certainly could be extra egress through onto Havey St. between the buildings. No property should be limited to only one access point, especially not one with this concentration.
- 2]The development plan seems very dense for a limited property size, and will certainly dwarf the homes on the Thomas, William and ? [Havey] streets adjacent to it. I wouldn't be happy if those were my home.

Do we have the infrastructure for water, sewer, and road support for all of these ongoing development projects?

Sincerely,
Randy Whyte
22 Tom Gavinski St.
Arnprior, K7S-0G2



**The Corporation of the Town of Arnprior
Notice of Proposed Official Plan Amendment OPA #4 and
Implementing Zoning By-law (ZBL6-21)
Notice of Public Meeting**

Take Notice that pursuant to the requirements of Sections 17(15) and 34(10.7) of the Planning Act, the Corporation of the Town of Arnprior advises that a proposed amendment to the Town of Arnprior Official Plan, has been initiated by the Town of Arnprior regarding development on private roads. This amendment will affect development proposals in residentially designated areas within the Town and is therefore considered a Town-wide amendment and therefore no key plan is provided.

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

And Further, take notice that as a result of the COVID-19 Pandemic the Corporation of the Town of Arnprior will hold an Electronic Public Meeting on Monday, December 13th, 2021 at 6:30 p.m., to consider the proposed amendment to the Town of Arnprior Official Plan and implementing Zoning Bylaw Amendment. The amendments have been prepared in accordance with the provisions of Sections 17 and 34 of the Planning Act.

Purpose and Effect of Official Plan Amendment (File No. OPA#4)

The current Town of Arnprior Official Plan does not include appropriate policies to address and provide guidance to Council and developers with respect to developments on private roads. Council has initiated 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. A staff report and study were presented at the November 8th Council Meeting.

Purpose and Effect of Implementing Zoning By-law (ZBL6-21)

The purpose of the amendment is to include a revised definition of “street, private”.
More Information: Copies of the proposed amendment, material provided under Section 17(19.1) and 34 (10.1) of the Planning Act and any additional information relating to the proposed Official Plan Amendment (OPA#4), are available for inspection by contacting the Planning office at 613-623-4231 during regular office hours or by emailing planning@arnprior.ca. Please contact the offices before attending to understand COVID-19 restrictions in place.

This will be an electronic public meeting where there will be no physical in-person attendance due to COVID-19. There will be opportunities provided to watch the meeting live on the Town’s YouTube channel, as well as provide input electronically. You are strongly encouraged to submit any comments, concerns or support of the application in writing, prior to the Public Meeting, so they can be considered by Council prior to a decision being made on the application. Instructions on how to dial in and/or connect the electronic public meeting are available on the Town’s website, on the same page as the Council Agenda Package, for the December 13th, 2021 Council meeting. Alternatively, you may contact the Clerk’s office at 613-623-4231 ext. 1818 or at clerks@arnprior.ca requesting information on how to access.



December 3rd, 2021

Robin Paquette, COA
Town of Arnprior
105 Elgin Street W.,
Arnprior, ON K7S 0A8

Re: Town of Arnprior Private Road Official Plan Policy Report

Dear Robin Paquette,

We are writing to express our concerns with the Private Road Official Plan Policy Report that was brought forward to Council on November 9th, 2021. Our concerns are outlined below.

- **Impacts on Affordable Housing** – The Private Road Official Plan Policy report, as it is currently written, will increase the cost of housing and limit the potential for creative affordable housing solutions. The minimum 20m wide right-of-way for private sites will result in an inefficient use of land. It will consume developable area, limiting the number of homes that can be developed. With fewer lots to carry the rising cost of land, each home will increase in price. Additionally, the 20m wide private right-of-way will limit the feasibility of developing creative affordable housing models like back-to-back townhomes. This will directly impact three medium density residential blocks in the Marshall's Bay Meadows subdivision that remain to be developed and where affordable back-to-back townhomes were being considered. Entry level free hold back-to-back townhomes are not feasible under the policy as it is proposed today.
- **Definition of a Private Road Right-of-Way (ROW)** – The report does not explicitly define the limits of the 20m wide private right-of-way but implies that it excludes front yard setbacks from the calculation. The City of Mississauga and City of Hamilton, two municipalities used as examples in the report, include front yard setbacks in their 18.5-20m minimum private right-of-way requirement, meaning that they measure from edge of foundation to edge of foundation. Arnprior must carefully consider how they define the limits of the private right-of-way. The inclusion or exclusion of front yard setbacks will significantly impact the feasibility of development on private sites.
- **Emergency & Municipal Services** – The report suggests that a 20m wide private right-of-way is necessary to accommodate emergency services, garbage trucks, snowplows, etc. Ultimately the width of asphalt is what dictates whether emergency and municipal services can access the site, not the width of the right-of-way. Typically, 6-7m wide asphalt with a 12m radius can accommodate emergency and municipal vehicles. These standards are dictated by the Province through the Planning Act and guided by policies in the Zoning By-law and can be modeled by engineers to ensure compliance. In the City of Ottawa, a 6-7m width of asphalt is standard for private sites and is dictated by the Zoning By-law.
- **Parking** – The report emphasizes the desire for on-street parking on private sites, however private roads do not need to follow municipal road design standards to ensure there is enough parking. Resident parking can be provided in parking lots, driveways, garages, etc. Visitor parking can be 'on-street' or offered in parking bays. Ultimately the width of asphalt will depend on the layout of the development.



- **Other Policy Approaches** – A special policy governing private roads is not appropriate in the Official Plan. Site Plan Control, Common Element Condos, and the Zoning By-law, are more appropriate planning tools to dictate minimum pavement and right-of-way widths for private sites. Private sites can be configured to have a narrow right-of-way while still satisfying parking and snow storage requirements and this can be dictated through the Site Plan Control process, for example. It is more appropriate for these details to be dictated through other planning tools, not through the Official Plan.
- **Responsibility** – On a private site, it is the responsibility of the residents under a Joint Use and Maintenance Agreement or a Common Element Condominium to coordinate private services such as curbside pickup and snow removal. The risk to the Town is minimized when it comes to managing private roads. Responsibility falls on the residents or the condominium, not the Town.
- **Single Loaded Roads** – The minimum width of a private right-of-way in the context of single loaded roads was not addressed in the report. It is unclear if the 20m wide private right-of-way would still apply in these circumstances and how the right-of-way would be measured. If the Town plans to proceed with this policy, it would be prudent that provisions for single loaded roads are included.
- **Municipal Examples** – The standards for private rights-of-way in other municipalities referenced in the report are not comparable to the Town of Arnprior. The Township of Lanark Highland and Township of Whitewater Region are rural municipalities where the width of the private right-of-way must account for ditches, in addition to the other standard elements. In the City of Mississauga and City of Hamilton, private rights-of-way are measured from foundation to foundation. This differs from how private rights-of-way are measured in the report. When comparing the width of private rights-of-way in other municipalities, it would be more accurate to select other municipalities that measure private rights-of-way in the same fashion as outlined in the report.

We strongly urge the Town of Arnprior to delay the approval of the Private Road Official Plan Policy report to work through shared concerns and come to a solution that will benefit the Town of Arnprior and other invested stakeholders.

Kind regards,

Marshall's Bay Regional Inc.

c/o Regional Group

Stefanie Kaminski

Coordinator, Land Development

skaminski@regionalgroup.com | 613-230-2100 x7301

cc: Erin O'Connor, Regional Group
Sam Bahia, Novatech
Adam Thompson, Novatech
Robert Dick, Neilcorp

M E M O R A N D U M

DATE: DECEMBER 07, 2021

TO: ROBIN PAQUETTE, JOHN STECKLEY, PAYTON HOFSTETTER

FROM: ADAM THOMPSON, SAM BAHIA

RE: MARSHALL'S BAY MEADOWS – PROPONENT COMMENTRY TO ARNPRIOR STAFF
REPORT 21-11-08-01 PRIVATE ROAD OFFICAL PLAN POLCY

CC: JOHN RIDDELL, ERIN O'CONNOR, STEFANIE KAMINSKI

On behalf of our client, Marshall's Bay Meadows Regional Inc. (c/o Regional Group), we are making the following submission to comment and communicate our concerns with the above Staff Report and recommendations within the JP2G Report dated October 28, 2021 (Document 1), specifically with the policy regarding the minimum 20m right-of-way (ROW) width for private roads.

1. General Commentary:

- a) Document 1 indicates that the Zoning By-law's definition of Road shall be amended to include private roads. This in turn would indicate that a typical 6m front yard setback (FYSB) for an R1 or R3 zoning like the current zoning along Seabert Drive would equally apply to the Private ROW Limit. The redefinition of the Road to include private roads has significant impacts to Private ROW developments and is the root of our concerns.
- b) Document 1 makes recommendations that Private ROWs be 20m wide at minimum. This would be the same as a new public road within the Town. For context, Seabert Drive within Marshall's Bay Meadows, is a public ROW which has a 20m width.
- c) Based on the above interpretation, this would indicate that buildings fronting Private ROW would be set 32m from building face to building face (6m FYSB + 20m Private ROW + 6m FYSB = 32m). This the same as building-to-building within the Public ROW of Seabert Drive.
- d) For the purpose of setting this policy, we think it is prudent to discuss and compare the dimensions of Private ROWs and building-to-building dimensions.
- e) The above recommended policy and zoning interpretation would indicate that there is no advantage to Private ROW development, which would sterilize Blocks 172, 173 and 174 of the approved Draft Plan of the Marshall's Bay Subdivision (App no. 47T-14002) that had contemplated development of the said blocks utilizing Private ROWs.
- f) In addition, the proposed Private ROW policy does not provide guidance for single loaded road ROWs where there is no active development frontage (i.e., units or driveways) along the Private ROW. As an example, Block 172 in Marshall's Bay Meadows provides a good example of single loaded roadway, which would be unreasonably setback on all sides of the private development (see attached concept for discussion purposes).
- g) Private ROW development typically falls within site specific blocks that have unique geometry, topography, and product, all of which must deal with competing issues ranging from planning context, zoning, transportation/engineering. It is our opinion that the Town set a policy that deals with issues indicated in Section 5.2 of Document 1 that allows Staff to deal with at the Site Plan Control process of development review.
- h) Public vs private service maintenance and replacement expectations. Private ROWs should not be expected to be maintained in the long-term by the public authority. Private ROWs should be created through the registration of Condominium Corporations or Joint-Use and

Maintenance Agreements that ensure that the long-term intent is that Private ROWs would remain the responsibility of private homeowners and condominium corporations. By permitting development of Private ROWs at a reduced standard than a Public ROW, the Town can make the statement that Private ROWs cannot be dedicated as Public ROWs in the future, as they cannot meet the Town's standard for a Public ROW.

2. Commentary regarding Examples of Private Road ROW Policies:

- i) While Document 1 refers to examples of private road policies in Ontario, it does not refer to any recent examples within the City of Ottawa, City of Clarence-Rockland and the Municipality of North Grenville, which have had successful private road developments over the last two decades. In addition, those said municipalities have similar climate and competing issues as the Town of Arnprior. Not including these municipalities in the review would not provide a good representation of the development potential, market demand and how Private ROW are serviced.
- j) Section 5.3 of Document 1 indicates that the City of Toronto's "Internal Private Roadway" standard ROW width is 16.5m. This should be corrected. The City of Toronto's minimum Public Local Residential ROW width is 16.5m, which is not applicable to Private ROWs. The City of Toronto's Development Infrastructure Policy & Standard indicates that Private Mews shall be made up of 8m paved platforms (to accommodate on-street parking on one side), with 1.7m wide sidewalks (per loaded side) and space for one perpendicular parking space (per loaded side). This would indicate that the typical private ROW in Toronto is **12m** wide, plus 6m setback (between the Private ROW and building face) for parking. This yields a building-to-building distance of **24m**. For context, the requirement for sidewalks along private mews is dependant on site context (throughway pedestrian traffic, access to adjacent park or commercial lands). Should the requirement of a sidewalk be deemed unnecessary, the ROW can be reduced to 8.5m and the building-to-building distance can be **20.5m**.
- k) Table 1 of Document 1 indicates that the City of Mississauga Internal Private Roads are to be an 18m ROW. Based on our review, the City of Mississauga Internal Private Roads Section 6.01.01 indicates that private roads shall have a minimum 7.0m paved platform and 6m driveway length. Assuming a typical private road and driveway configuration, this yields a Private ROW width of **7m**, and a building-to-building distance of **19m**.
- l) Table 1 of Document 1 indicates that the City of Hamilton standard for private roads is a width of **19.0 to 20.5m**. Based on our review of the drawing cross-section, it is very clearly defined that the said range is based on the building-to-building (or foundation-to-foundation) distance, depending if a sidewalk is contemplated.
- m) Table 1 of Document 1 indicates that the Town of Whitewater Region and Town of Lanark Highlands have standard Private ROW width of **20m**. While it is recognized in Document 1 that these examples are meant for rural private roads, it is important to note that these rural private roads require roadside ditches which take up a significant amount of room in the Private ROW, which is not comparable to urban setting private roads where there are storm sewers available to accommodate drainage. Moreover, those municipalities have set Public ROW standards to Private ROWs to set a minimum policy should private road owners lobby or request the Municipality to take over Private ROWs as Public ROWs through a road opening by-law.

3. Commentary regarding Parking and Site Access:

- a) Document 1 indicates the policy would address parking concerns, specifically along townhouse units in a medium density development context, which conclude that parking spaces in the private garage are not useable which can only be solved by on-street parking. This approach is not consistent with the Town's zoning requirements for parking in private

garages, which the current zoning by-law indicates is larger than a typical parking space (5.50m x 2.75m). This should satisfy the requirement the standard parking requirements for a townhouse unit.

6.4.4 PARKING SPACES IN PRIVATE GARAGES

Where parking spaces are located in a private garage, the following provisions apply:

- a) *All parking spaces in private garages must have a minimum length of 6.1 metres, with the length measured from the inside wall to the garage door.*
- b) *A private garage intended to occupy a single motor vehicle must be a minimum of 3.2 metres in width with the width measured from the inside walls. c) A private garage intended to occupy two or more motor vehicles must be a minimum of 5.5 metres in width with the width measured from the inside walls.*
- c) *Within the private garage, stair encroachments into the parking spaces required in sub-sections(i), (ii) and (iii) are permitted provided that the size of each parking space is no less than 5.3 metres in length and 2.6 metres in width and has a height of at least 2.1 metres.*
- d) *Notwithstanding sub-section (iv) above, private garages that legally existed on the effective date of this By-law are exempt from the minimum parking space size requirements set out in sub-sections (i), (ii) and (iii).*

Based on our interpretation that 20m Private ROWs being defined as building-to-building and assuming a conservative roadway platform of 8.5m (to accommodate on-street parking on one side plus emergency route), there is sufficient space of 1 parking space in the driveway (5.75m from road edge to building face). In addition, a second parking space is available within the private garage, provided it meets Section 6.4.4 of the Zoning By-law.

- b) The on-street parking can be utilized by visitors, which according to Section 5.4.1 of Document 1 could equate to two parking spaces per six units (0.33 parking space per unit). The zoning by-law does not have visitor parking requirements for street townhouses, however, it does for apartment dwellings which can provide an indication for the potential demand for visitor parking in townhouse developments with Private ROWs.

Should there be a desire for a developer to reduce the roadway platform to the Zoning By-law's minimum roadway aisle width of 6.0m due to site-specific constraints, which would eliminate on-street parking for visitors, other parking alternatives can be contemplated, such as designated parking spaces which can be incorporated into the common areas of the private developments.

- c) It is our opinion, that it would be far more effective to deal with parking requirements through the current regulations set out in the zoning by-law and through the review of Site Plan / Plan of Condominium Applications. There may be other aspects of Private ROWs such as garbage collection (if public collection is contemplated), snow storage, visitor parking (if ROWs are reduced less than 8.5m) that would be best considered through independent reviews on a site-by-site basis.
- d) As an example, relating to the above item, municipalities such as the City of Clarence-Rockland have established policies for garbage pick-up within Private Sites/Roads. Setting up such policy would provide Staff direction on acceptable private road geometry should public garbage pick up be contemplated during the Site Plan Control process.

4. Recommendation:

- a) Based on the foregoing, it is our recommendation that the 20m Private ROW policy should be amended to describe the Private ROW as the building-to-building distance. The policy should also address single loaded Private ROWs.
- b) Furthermore, the Zoning definition of Roads should not include Private Roads.
- c) Parking for developments on Private ROWs should incorporate adequate visitor parking either through the allocation of parallel or perpendicular parking spaces and can be reviewed through the Site Plan Control process.

Please call if you have any questions.



Town of Arnprior Staff Report

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

Department: Community Services Branch

Report Number: 21-12-13-01

Report Author: Robin Paquette, CAO

Meeting Date: December 13, 2021

Recommendations:

That Council passes a By-law to adopt OPA #3 for the property known as Part of Lots 3 & 4, Concession A, 640 White Lake Road to amend the Official Plan designation of the lands from Mixed Use Commercial/ Employment Area to Low/Medium Density Residential Area.

That Council defer passing a By-law to amend the zoning for the property known as Part of Lots 3 & 4, Concession A, 640 White Lake Road subject to draft approval of a plan of subdivision.

Background:

Owner: Tartan Land Consultants

Agent: Tartan Land Consultants Inc.

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

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

Area of Land: 14.68 ha (36.3 ac)

Existing Structure: Vacant lands

Official Plan: Mixed Use Commercial/Employment Area

Zoning: Mixed Use Commercial/ Employment – Holding Three

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

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

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

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

Summary of Proposal

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

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

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

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

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

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

- Draft plan of subdivision prepared by Annis, O'Sullivan, Vollebekk Ltd
- Planning Justification Report prepared by Tartan Land Consultants Inc, February 9, 2021;
- Comprehensive Review prepared by Novatech, December 16, 2020 (revised August 2021);
- Fiscal Impact Study, prepared by Altus Group, February 2, 2021;
- Phase 1 Environmental Site Assessment, prepared by Patterson Group, August 21, 2020;

- Environmental Impact Study, prepared by Muncaster Environmental Planning January 12, 2021;
- Noise Impact Assessment Study, prepared by Integral DX Engineering Ltd., February 1, 2021;
- Serviceability and Stormwater Management Report, prepared by Novatech, February 3, 2021;
- Traffic Impact Study, prepared by Novatech, January 2021;
- Preliminary Geotechnical Investigation, prepared by Patterson Group, August 26, 2020; and
- Memo – Arnprior Housing Demand and Supply, prepared by Altus Group, August 7, 2021.

Discussion:

A public meeting was held on September 27, 2021. Concerns included traffic noise and overall congestion which can be expected to continue to rise with increased traffic from the increased density. No concerns were raised directly related to the change of use proposed for the property from Mixed Use Commercial/Employment to Low/Medium Density Residential.

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

Traffic impacts were assessed through a Traffic Impact Study prepared by Novatech in January, 2021. Completion of any recommendations of the study will be included within the Draft Conditions of the Subdivision.

Consideration of the potential uses, and expansion of the Airport, were considered in both the Planning Justification Report and the Comprehensive Review prepared in support of the applications. Furthermore, the developer has met with the Airport Commission to discuss the impacts of the development on the Airport lands, as well as noise issues. The proposed future uses of the airport lands are not anticipated to be impacted by the proposed development.

Agency Comments

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

Peer Review

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

Comprehensive Review

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

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

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

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

Since the review was undertaken, the housing starts in Arnprior have continued to rise. The projected housing starts in 2021 were 104 units, while the current total is now 333, with an additional 178 apartment units. The yearly totals have far exceeded the projected, raising the concern of the Town’s ability to meet the Provincial Policy Statement policy 1.4.1, which states:

“To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development; and

b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.”

Staff also note that Council is currently undertaking a Growth Management and Land Use Compatibility Study to assist and inform council and policies around growth and land conversions. The applicant in this case provided their own report and staff recommend accepting this report in advance of the Town’s study being provided.

Options:

Should Council determine that it is not appropriate planning to approve an amendment to the Official Plan policy as requested by the applicant, notice of the refusal must be given within 15 days, including written reasons for the refusal. Council’s refusal is subject to an appeal period whereby an appeal may be made on the decision to LPAT.

Staff have recommended that the Plan of Subdivision application and implementing zoning by-law amendment be addressed once the Official Plan has been adopted. Staff will report back to Council shortly on these items. The applicant is supportive of this approach.

Policy Considerations:

As outlined in the Discussion section of Staff Report 21-08-23-01.

Financial Considerations:

Not applicable.

Meeting Dates:

1. Open House – April 7, 2021
2. Public Meeting – September 27, 2021

Consultation:

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

Documents:

Signatures

Reviewed by Department Head Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Zoning By-law Amendment 5/21 Update – Phase 3 and 4, Marshall's Bay Meadows Subdivision

Department: Community Services Branch

Report Number: 21-12-13-02

Report Author: Robin Paquette, CAO

Meeting Date: December 13, 2021

Recommendations:

That Council receive an application for amendment to Zoning By-law 6875-18, for the lands known as Phases 3 and 4, Marshall's Bay Meadows Subdivision, to amend the zoning from Future Development (FD) to Residential Three (R3), Residential Three – Exception 41 (R3*41), Residential Four – Exception 28 (R4*28), Residential Four – Exception 42 (R4*42) and Open Space (OS).

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

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

Background:

Council received Staff Report 21-10-12-01 - Zoning By-law Amendment application ZBLA-5/21 on October 12th for the lands known as Phases 3 and 4, Marshall's Bay Meadows Subdivision to permit land uses associated with a Draft Plan of Subdivision. A public meeting was held on Monday, November 8th, 2021, regarding the proposed amendment, to allow for public review and comment. No comments were received.

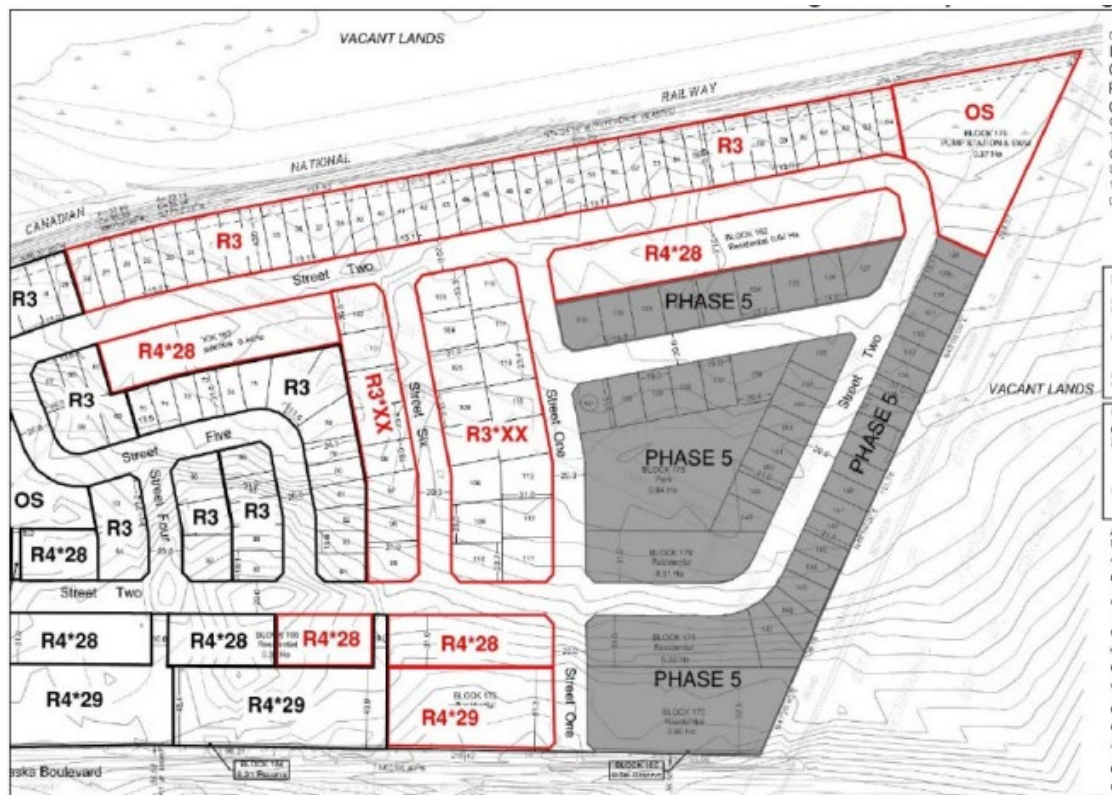
The application requests the following zones within the Phase 3 and 4 lands:

- Residential Three (R3) – to allow for single and semi-detached dwellings in compliance with standard zone provisions.

- Residential Three – Exception 41 (R4*41) - Pairing of Driveways for Semi-detached Dwellings: exception requested seeks relief of Section 6.4.3 (g) of the Zoning By-law which requires that individual driveways accessing two semi-detached dwellings to be paired.
- Residential Four – Exception 28 (R4*28) Minimum Interior Side Yard Setback for Townhouses from 1.2m to 1.8m for townhouses.

Residential Four – Exception 29 (R4*29) which permits apartment dwellings with a maximum building height of 15.5m.

Proposed Zoning Map:



Discussion:

In the report received October 12th, 2021, the following exceptions were discussed:

Residential Three - Exception 41 (previously referred to as Exception *X) - is seeking relief from Section 6.4.3g) General Provisions for Residential Zones, Driveways, which requires individual driveways accessing two side-by-side semi-detached dwelling units or two street townhouse dwelling units to be paired. The request is to not require the pairing of driveways to avoid situations where driveway pairings would create grading problems for units that are staggered in elevation due to existing ground elevations.

This would result in the need for retaining walls between driveways to accommodate the change in grades which is undesirable and challenging to maintain for future homeowners.

The general intent for the provision of requiring paired driveways is being maintained in this circumstance as the wider units will increase the amount of space available to provide greenspace, snow storage and on-street parking between driveways. As stated in the initial report, Staff have no concerns with this proposed exception, recommend that Council consider this recommendation acceptable, and support the established exception zone.

Residential Four - Exception 28 - Council has passed amending bylaws, which reduced the minimum interior side yard setback for townhouses from 1.8m to 1.2m in Phases 1 and 2 and established the Residential Four – Exception 28 (R4*28) zone. The original planning for the subdivision was undertaken prior to the Town's new Zoning By-law establishing the increased setback. Planning staff recommend that Council consider this recommendation acceptable and support the established exception zone.

Resident Four - Exception 29 - Staff had noted that Exception 29 specifically lists the permitted use to be 'apartment building' while the Planning Justification Report from Novatech had interpreted this to include back-to-back townhomes as well. This information was included in the Notice of Public Meeting for this application and no comments regarding this interpretation were received. Staff have no concerns with this proposed zoning to include back-to-back townhomes however, by the definitions within the Town's zoning by-law, this type of dwelling is considered a "multiple dwelling". Staff recommend that Council consider an exception zone, being Exception 42, which would permit both apartment and multi-unit dwelling with a maximum height exception of 15.5m (approximately 4 storeys) for an apartment use within the block fronting on Madawaska Blvd and Street One in Phase 3. The multiple dwelling is defined a dwelling unit in a building containing four or more dwelling units that would not be considered any other type of dwelling unit as defined by this Bylaw. This would typically include back-to-back or quad-style townhouse units (divided vertically) which do not have 'street' frontage as street townhouses would.

Options:

Council may proceed to pass an amending bylaw to approve the zoning amendment requests, may defer the application for additional information, or may refuse the application. If Council passes an amending by-law, it will be subject to a 20 day appeal period. If Council refuses the application, an explanation will need to be provided. An amending bylaw has been prepared and included on the agenda for Council's consideration.

Policy Consideration:

Discussed in the Staff Report for ZBLA-5/21 included in the October 12th, 2021 Agenda

Financial Considerations:

Not applicable.

Consultation:

- Required agencies under the *Planning Act*
- Public Meeting required under the *Planning Act*
- CAO

Attachment:

N/a

Signatures

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: 240 Baskin Drive West, Conseil des écoles catholiques du Centre-est (CECCE) (SPC2/17) – Earthworks Pre-servicing Request

Report Number: 21-12-13-03

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

Department: Operations

Meeting Date: December 13, 2021

Recommendations:

That Council approve a request from Conseil des écoles catholiques du Centre-est (CECCE) to allow for earthworks pre-servicing of their site at 240 Baskin Drive West (SPC2/17), subject to the requirements as outlined in this report.

Background:

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

The School Board acquired the land in 2017 with the intent to construct at that time. At the August 8, 2017, Council meeting, the Council of the day adopted a by-law authorizing the Mayor and Clerk to enter into a site plan agreement. The applicants did not proceed with entering into the site plan agreement. The School Board has since re-approached the Town to enter into the site plan agreement.

As part of the updated requirements from the Town and County, the School Board was asked to prepare an updated Traffic Impact Study (TIS) to review and consider the impacts of the proposed school and site plan design on the nearby road network.

Discussion:

On November 22nd, 2021 staff received a copy of report titled 240 Baskin Drive – French Catholic Elementary School Final DRAFT Transportation Impact Study - Town of Arnprior, Ontario November 2021 – 21-2717, prepared by Dillon Consulting. Staff circulated a copy of the study to the County's Public Works and Engineering Department for their review and comment as well. On December 1st, 2021, staff provided review comments from both the Town and County which raised questions and concerns with the findings and recommendations within the study, specifically as it relates to parking and traffic flows within the site.

On December 8th, 2021, the Town received a written itemized response to the Town and County's concerns which is currently being reviewed by both the Town and County.

While the review of traffic and parking impacts from the site are being considered, the School Board has asked for permission to begin preliminary earthworks including stripping of topsoil, excavation and placement of granular subgrade material. The primary reason for this request is to undertake this work now before the depth of frost in the ground becomes unmanageable. This will also allow the contractor to be well positioned to being servicing work in the early spring provided the Town and County are satisfied with the parking and traffic flow requirements for the site and site plan approval is issued.

Pre-servicing

Pre-servicing is typically understood to be the installation of municipal services (water and sewer) on the subject lands in the locations as approved by the Town and the MECP. The developer is not permitted to connect those services into the Town's operational services during this time and until the site plan agreement is entered into. The Town will permit pre-servicing of site plan lands at the developer's risk, once:

- Provincial approvals (ECA) has been obtained;
- securities have been posted; and
- insurance certificates are provided.

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

With regards to the subject development, the owner has undertaken the following steps towards obtaining site plan approval:

- obtained appropriate zoning for the lands;
- prepared and filed detailed design drawings for review and approvals; and
- Provincial approvals (ECA) have been obtained from the MECP.

The developer has requested permission to commence preliminary earthworks on the site including stripping of topsoil, excavation and placement of granular subgrade material. At this time, staff would recommend granting pre-servicing for preliminary earthworks. As a condition of this approval, staff recommend that the owner be required to:

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

Options:

Should Council determine that it is not appropriate to approve the request to complete the works proposed, staff will advise the applicant that they are not permitted to commence site works at this time.

Policy Considerations:

The proposed development of a vacant lot within the settlement area of the Town of Arnprior is a positive investment supporting the Town's strategic vision of robust sustainable growth. Furthermore, timely and efficient processing of requests provides effective service delivery and shows the Town is business friendly. By supporting this request, the development is permitted to proceed in a suitable and expeditious manner.

Financial Considerations:

Security to be posted in accordance with the recommendations of this report.

Meeting Dates: N/A

Consultation: N/A

Documents:

Document #1 – Site Plan

Signatures

Reviewed by Department Head: John Steckly, GM, Operations

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: 2022 Water and Wastewater Master Plan

Report Number: 21-12-13-04

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

Department: Operations

Meeting Date: December 13, 2021

Recommendations:

That Council award the development of the Town's 2022 Water and Wastewater Master Plan to Stantec Consulting Ltd. in the amount of \$197,890.61 (plus applicable taxes).

That Council authorize the CAO to execute the necessary documents to award the contract.

Background:

As part of the Town's 2021 capital budget, Council approved funding for the development of an update to the Town's 2013 Water and Wastewater Master Plan to better understand the Town's existing systems conditions and to assess its ability to service future growth areas.

This assignment is one of several key studies/plans that are being undertaken in a sequential order to assist the Town in making the necessary decisions required to plan for future growth. As outlined in a report to Council on September 27th, 2021 regarding servicing beyond Arnprior municipal boundaries, the Town is currently completing the following studies /plans required to continually inform Council when considering future development applications:

- Growth Management Study – commenced in July 2021, comprising of two phases:
 - Phase 1: Supply Review, Growth Forecasts and Growth Allocations (Dec 2021)
 - Phase 2: Land Needs and Proposed Policy Directions (April 2022)
- Water and Wastewater Master Servicing Plan (2022)
- Water and Wastewater Rate Study Update (2022)
- Development Charges Study Update (2022)

Discussion:

This master plan update will involve a comprehensive review and assessment of the Town's sanitary sewer collection and potable water distribution systems and will satisfy the Municipal Class Environmental Assessment (MCEA) planning requirements. The master plan update will also include a review of the existing municipal drinking water and wastewater treatment facilities with goals of understanding current system capacity constraints and of developing a timeline that identifies future expansion requirements to meet anticipate growth requirements. Ultimately, this document will develop a water and wastewater infrastructure road map that will assist the Town in planning for the future. This assignment is anticipated to be completed within twelve months of project commencement.

Staff have obtained a proposal from Stantec Consulting Ltd. under Standing Offer Agreement PW-2021-01 to complete an update to the Town's Water and Wastewater Master Plan. Stantec is very familiar with the Town's existing PC-SWMM model for the wastewater collection system, as well as the existing H2OMAP/InfoWater potable water model. These are tools that were originally built by Stantec for the Town during the 2011-2013 master plan assignment which will be used once again to run various growth scenarios as derived from the Town's Growth Management Study currently underway. These scenarios will be focussed within the Town's boundary and established as four baseline scenarios as follows:

- Existing (2022)
- 5 Years (2027)
- 10 Years (2032)
- 20 Years & Beyond (2042)

With recent requests being received for development interests from outside of the Town boundary, a scenario identifying these interests will also be developed as part of this assignment. This scenario will be carried forward to the selection of the preferred servicing alternative step and will be used to assess the implications of adding this additional development. This approach will allow the impacts of adding development from outside of the Town's existing boundary to be established from an extent of upgrade/modification and overall cost/phasing perspective.

This assignment will also include assessing the potential impacts of climate change on both the potable water distribution and wastewater collection systems. This will include exploring if modifications to the design condition events are warranted. These considerations may include the impacts of several weather events becoming more frequent, including:

- Increased frequency and magnitude of wet weather events
- Increased frequency and duration of droughts and or unseasonal temperatures (i.e., winter melts)
- Increased frequency of high winds causing power disruptions.

The global COVID-19 pandemic has affected all aspects of society in a range of ways. From this master plan, and specifically the Water Filtration Plant (WFP) and Water Pollution Control Centre (WPCC) performance reviews, the effects may be seen in decreased potable water demands and decreased industrial, commercial, and institutional (ICI) flow generation. Increased and varied residential consumption volume and a change to the diurnal habits may also be visible in the recorded data. Interpretation of the overall data will also consider the potential that pre-pandemic demands and flow generation characteristics may return. As a result, a perceived available residual capacity at either the WFP and/or the WPCC may not immediately result in the conclusion that additional supply or capacity exists. Considerations as to how the Town will operate as we continue to progress through the pandemic and return to a new 'normal' will be included.

Options:

Council could choose not to proceed with this master plan assignment however this is not recommended at this time as this assignment has been identified as critical to the continued understanding, planning and ability to continue to accommodate future growth.

Policy Considerations:

The development of an updated water and wastewater master plan supports the following visions identified in the Town of Arnprior's 2020-2023 Strategic Plan:

- A vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors
- Built infrastructure to support future development and protect the environment with increased access to transportation options
- Be known for open, exceptional and highly effective customer service delivery where our residents feel included in the process and decisions being made

Staff recommend this project be awarded under standing offer in accordance with FS-AD-01 Procurement Policy which states that standing offers or multi-use lists of suppliers may be utilized as an efficient method of managing the delivery of goods and services. Stantec Consulting Ltd. was approved to be included on the Town's engineering services standing offer list under Bylaw Number 7145-21.

Financial Considerations:

The total cost to undertake this project is \$197,890.61 plus applicable taxes. The total cost with net hst applied is \$201,373.50. This assignment will be funded from the Town's 2021 capital project titled Water and Wastewater Master Plan (\$200,000) and 2021 capital surplus (\$1,373.50).

Meeting Dates:

Public Information Centre (Virtual) – Scheduled for Winter 2022-2023.

Consultation:

Stantec

Documents:

N/A

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: Municipal Grant Application – Special Olympics Ontario – Arnprior Community

Report Number: 21-12-13-05

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

Department: Recreation

Meeting Date: December 13, 2021

Recommendation:

That Council waive 100% of the user fees and charges for the Special Olympics Ontario – Arnprior Community municipal grant request for the use of the Nick Smith Centre Community Pool on Sunday mornings (from 9:00 a.m. to 11:00 a.m.) for the period of October 17, 2021 to March 27, 2022 and the McLean Ball Diamonds on Monday evenings (for two hours) for fourteen (14) dates for the period of May 23, 2022 to August 29, 2022 (total value \$3,644.00); and

Further That the Special Olympics Ontario – Arnprior Community be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured; and

Further That the Special Olympics Ontario – Arnprior Community be advised that the Nick Smith Centre will determine event capacity based on the public health regulations at the time; and

Further That it is mandatory to follow all COVID-19 public health guidelines, including but not limited to proof of vaccination being required for all participants 12 years of age and older, social distancing, and masking where distancing is not possible.

Background:

The Town's Municipal Grants Policy, helps to define the purpose, scope and procedures for Council to provide municipal grants to organizations that provide programs or services that address an identifiable need or problem in the community and bestow some community-wide benefit. Municipal Grant streams authorized under the policy include:

- Support Funding (Maximum 1 request per year, \$3,000 limit per request)
- In-Kind Support – Partnership (Maximum 2 requests per year)
- In-Kind Support – Single (Maximum 2 requests per year)
- Festivals & Event Support – (Maximum 1 request per year, \$5,000 limit per request)

In order to qualify for Municipal Grant Funding applicants are required to complete the application form and meet various qualification criteria, including demonstration of financial need. Applications are received and evaluated based on the qualifications and eligibility criteria listed in Section 3 of the Municipal Grants Policy. Depending on the funding stream, the applications received come forward to Council in the form of a Staff Report or through an Action Item.

Council has waived the rental fees for the Special Olympics Ontario – Arnprior Community for a number of years at the Nick Smith Centre Community Pool for their weekly swim program as well as McLean Ball Diamonds for their weekly ball program.

Discussion:

The Special Olympics Ontario – Arnprior Community submitted a grant request under the In-Kind – Partnership Stream. Special Olympics have requested 100% of the fees to be waived for the use of the Nick Smith Centre Community Pool, for the period of October 17, 2021 to March 27, 2022, and the McLean Ball Diamonds for the period of May 23, 2022 to August 29, 2022 which is equivalent to a total cost of \$3,644.00, not inclusive of HST.

Rental Period	Cost / Rental	Value (\$)
<u>Pool Rentals</u> 22 Rentals (44 hrs. rental time) October 17, 2021 – March 27, 2022	\$68.50 / hour	\$3014.00
<u>Ball Diamond Rentals</u> 14 Rentals (28 hrs. rental time) January – June 2022	\$22.50 / hour	\$630.00
Total Value of Request		\$3,644.00

The request was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, outlined in Appendix A: Evaluation Matrix – Special Olympics Ontario – Arnprior Community, and was found to be in compliance with the requirements.

Options:

Other options for Council consideration include:

1. Choose to support the Special Olympics Ontario – Arnprior Community request for 100% In-Kind Partnership Support, valued at \$3,644.00;

2. Choose to support the Special Olympics Ontario – Arnprior Community request at a difference percentage, as determined by Council;
3. Choose not to support the Municipal Grant Request. Staff does not recommend this, as this program is offered at no cost to Special Olympic members in the community and, which is a benefit to the community.

Policy Considerations:

The Municipal Grants Policy aligns with the Town's Strategic Plan of effective service delivery, as well as growth and expansion. Providing Municipal Grants to eligible organizations, allows the Town of Arnprior to have various programs and events, which compliment or support those offered by the municipality, which contributes to the overall growth of the Town.

Financial Considerations:

This Municipal Grant Request falls under the In-Kind Partnership Support stream, where support is provided through waiving of user fees and charges. While other revenue-generating programs could be using the Community Pool during the times requested by Special Olympics, staff do not consider this a barrier for approving the space for Special Olympics at this time.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A – Evaluation Matrix – Special Olympics Ontario – Arnprior Community

Appendix B – Application Form – Special Olympics Ontario – Arnprior Community

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

Appendix A – Evaluation Matrix – Special Olympics Ontario – Arnprior Community

Applicant: 2360 Royal Canadian Army Cadets	Meets Criteria	Notes
Qualification Criteria		
A not-for-profit or charitable organization operating in the Town of Arnprior (other community groups may be considered based on demonstrated benefit to overall community)	Yes	
Hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior	Yes	
Using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments	Yes	
Demonstrates financial need	Yes	
Demonstrates having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc. where applicable	Yes	
Completed and submitted the appropriate application form a minimum of 60 days prior to their need	Yes	
Eligibility Criteria		
1. Overall contribution to community	Yes	
Special Olympics in Arnprior ensures athletes are active members of the community and certainly enrich Arnprior's diversity.		
2. Supports & promotes Town's vision, values and strategic priorities	Yes	
Provides a program that is not otherwise offered (service delivery).		
3. Financial Management of the community organization	Yes	
They rely on volunteer coaching and other volunteer support to manage their programming and event operations. They receive no government funding. Funding is generated exclusively through fundraising and donations. Fundraising efforts have been hampered during the COVID-19 pandemic. All funds are exclusively for sports programming.		
4. Demonstrated support of volunteers	Yes	
Not For Profit Organization with 46 volunteer coaches and 37 additional volunteers who donated their time to help the athletes. The Community Council for Special Olympics provides leadership and program direction and is made up of 8		

volunteers and athlete representative.		
5. Demonstrated the benefits to the residents of the Town of Arnprior	Yes	
Special Olympics – Arnprior Community is 22 years old and offers inclusive athletic programming to approximately 75 athletes aged 8 to 70. These athletes may have intellectual and/or physical disabilities. Providing a program to residents that has does not exist otherwise in Arnprior and is offered. It is offered at no cost to athletes.		
NOTES:		



Town of Arnprior Staff Report

Subject: Municipal Grant Application – 2360 Royal Canadian Army Cadets

Report Number: 21-12-13-06

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

Department: Recreation

Meeting Date: December 13, 2021

Recommendation:

That Council waive 100% of the user fees and charges for the 2360 Royal Canadian Army Cadets municipal grant request for the use of the Nick Smith Centre Community Hall on Thursday evenings (from 6:00 p.m. to 10:00 p.m.) on thirty (30) dates and for four (4) weekend rentals for the period of October 14, 2021 – June 23, 2022 (value \$6,200.00); and

Further That the 2360 Royal Canadian Army Cadets be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured; and

Further That the 2360 Royal Canadian Army Cadets be advised that the Nick Smith Centre will determine event capacity based on the public health regulations at the time; and

Further That it is mandatory to follow all COVID-19 public health guidelines, including but not limited to proof of vaccination being required for all participants 12 years of age and older, social distancing, and masking where distancing is not possible.

Background:

The Town's Municipal Grants Policy, helps to define the purpose, scope and procedures for Council to provide municipal grants to organizations that provide programs or services that address an identifiable need or problem in the community and bestow some community-wide benefit. Municipal Grant streams authorized under the policy include:

- Support Funding (Maximum 1 request per year, \$3,000 limit per request)
- In-Kind Support – Partnership (Maximum 2 requests per year)
- In-Kind Support – Single (Maximum 2 requests per year)

- Festivals & Event Support – (Maximum 1 request per year, \$5,000 limit per request)

In order to qualify for Municipal Grant Funding applicants are required to complete the application form and meet various qualification criteria, including demonstration of financial need. Applications are received and evaluated based on the qualifications and eligibility criteria listed in Section 3 of the Municipal Grants Policy. Depending on the funding stream, the applications received come forward to Council in the form of a Staff Report or through an Action Item.

Council has waived the rental fees for the Nick Smith Centre Community Hall for the 2360 Royal Canadian Army Cadets for a number of years for their weekly training as well as special training events for their youth program. In addition to use of the Nick Smith Centre Community Hall, the Town renewed the lease agreement in 2019 for a three-year term with the Army Cadets for an office trailer and sea container stationed along the exterior of the Bert Hall Arena, in the parking lot. The lease agreement provides these services for no fee with the exception of the monthly hydro services, which the Army Cadets are responsible for.

Discussion:

The 2360 Royal Canadian Army Cadets submitted a grant request under the In-Kind – Partnership Stream. The Cadets have requested 100% of the fees to be waived for the use of the Nick Smith Centre Community Hall, for the period of October 14, 2021 to June 23, 2022, which is equivalent to a total cost of \$6,200.00, not inclusive of HST.

Rental Period	Cost / Rental	Value (\$)
<u>Weeknight Rentals</u> 30 Rentals (120 hrs. rental time) October 14, 2021 – June 23, 2022	\$40 / hour	\$4,800.00
<u>Weekend Rentals</u> 7 Rentals (Full Day Rentals) January – June 2022	\$350 / day	\$1,400.00
Total Value of Request		\$6,200.00

The request was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, outlined in Appendix B: Evaluation Matrix – 2360 Royal Canadian Army Cadets, and was found to be in compliance with the requirements, other than “demonstration of financial need”.

Financial Needs Analysis:

The application received from the Cadets included financial information, indicating they have the following funds available to them:

2360 Army Cadets Funding Availability for 2021	
Operating Bank Account Balance	\$16,013.81
Savings Account Balance	\$6,414.73
GIC Account Balance	\$10,000.00

The Army Cadets were very restricted in their program offerings in 2021, much like they were in 2020, due to the continued limitations caused by the COVID-19 pandemic. Last year, the Cadets were only permitted to do one in-person training day, however did run virtual training activities. There was next to no use of the Nick Smith Centre in 2020-2021 with the exception of the Cadet trailer located in the Nick Smith Centre parking lot.

The Operating bank account balance is greater than a normal year due to their limited ability to run programming and activities for their membership and capital projects (trailer repairs) were delayed and are budgeted to be completed this year.

The following is a financial review based on the documentation provided by the 2360 Royal Canadian Army Cadets. It outlines current funds available to them, out of their Operating Bank Account, (balance of \$16,013.81) along with their projected revenues and expenses for 2022. In 2022, the revenues, which are earned through donations/sponsorship (\$3,000.00) and fundraising (\$2,000.00) could again be impacted by the ongoing pandemic like they were in the latter part of 2020 and all of 2021.

The Cadets do have \$6,414.73 in their savings account and a GIC valued at \$10,000.00. The GIC is earmarked for the purchase of band equipment.

The following tables provides a funding analysis based on the funds in the chequing account only.

	2021 Operating Budget	Without donations / sponsor-ships	Without fundraising	Without donations & fundraising
Current Bank Balance	\$16,013.81	\$16,013.81	\$16,013.81	\$16,013.81
Projected Revenues	\$5,000.00	\$2,000.00	\$3,000.00	\$0
Total Revenue	\$21,013.81	\$18,013.81	\$19,013.81	16,013.81
Projected Expenses	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00
Ending Balance	\$11,113.81	\$8,113.81	\$9,113.81	\$6,113.81

Ending Balance Based on Grant Funding Options:				
Municipal Grant – 100%	\$11,113.81	\$8,113.81	\$9,113.81	\$6,113.81
Municipal Grant – 75%	\$9,563.81	\$6,563.81	7,563.81	\$4,563.81
Municipal Grant – 50%	\$8,013.81	\$5,013.81	\$6,013.81	\$3,013.81
Municipal Grant – 25%	\$6,463.81	\$3,463.81	\$4,463.81	\$1,463.81
No Municipal Grant	\$4,913.81	\$1,913.81	\$2,913.81	-\$86.19

The worst-case scenario, with no municipal grant, would leave the Cadets with a negative operating balance at the end of 2022 forcing use of their savings. Best-case scenario, with a full 100% municipal grant, the Cadets are projected end 2022 with a positive operating balance of \$11,113.81 not including the balances in their savings and GIC.

Options:

Other options for Council consideration include:

1. Choose to support the 2360 Royal Canadian Army Cadets request for 100% In-Kind Partnership Support, valued at \$6,200.00;
2. Choose to support the 2360 Royal Canadian Army Cadets request at a difference percentage, as determined by Council;
3. Choose not to support the Municipal Grant Request. Staff does not recommend this, as this program is offered at no cost to youth in the community (ages 12-18) and is a vehicle by which young people learn to be leaders and good citizens, which is a benefit to the community.

Policy Considerations:

The Municipal Grants Policy aligns with the Town's Strategic Plan of effective service delivery, as well as growth and expansion. Providing Municipal Grants to eligible organizations, allows the Town of Arnprior to have various programs and events, which compliment or support those offered by the municipality, which contributes to the overall growth of the Town.

Financial Considerations:

This Municipal Grant Request falls under the In-Kind Partnership Support stream, where support is provided through waiving of user fees and charges. While other revenue-generating programs could be using the Community Hall during the times requested by the Cadets, staff do not consider this a barrier for approving the space for the Cadets at this time.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A – Evaluation Matrix – 2360 Royal Canadian Army Cadets

Appendix B – Application Form – 2360 Royal Canadian Army Cadets

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

Appendix A – Evaluation Matrix – 2360 Royal Canadian Army Cadets

Applicant: 2360 Royal Canadian Army Cadets		Meets Criteria	Notes
Qualification Criteria			
A not-for-profit or charitable organization operating in the Town of Arnprior (other community groups may be considered based on demonstrated benefit to overall community)		Yes	
Hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior		Yes	
Using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments		Yes	
Demonstrates financial need		No	See financial information submitted - demonstrating a surplus of funds in their operating account, savings account, and GIC.
Demonstrates having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc. where applicable		Yes	
Completed and submitted the appropriate application form a minimum of 60 days prior to their need		Yes	
Eligibility Criteria			
1. Overall contribution to community			
The Cadets volunteer for special events that benefit the residents of Arnprior such as, for example, food bank parade (collecting food and setting the pace), the Town's clean-up day, poppy campaign, and they serve veterans at the dinners hosted by the legion.		Yes	
2. Supports & promotes Town's vision, values and strategic priorities			
Provides a program that is not otherwise offered (service delivery).		Yes	
3. Financial Management of the community organization		Yes	

They rely on community to support program as they are a not-for-profit organization and monies raised throughout the year are used to offset costs of equipment and training, not supplied by Department of National Defence.		
4. Demonstrated support of volunteers	Yes	
Not For Profit Organization with 10 volunteers: support committee, police officers and veterans		
5. Demonstrated the benefits to the residents of the Town of Arnprior	Yes	
Providing a program to residents that has does not exist otherwise in Arnprior and is offered. It is offered at no cost to youth and their family.		
NOTES:		



Town of Arnprior Staff Report

Subject: Investment Policy

Report Number: 21-12-13-07

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

Department: Client Services

Meeting Date: December 13, 2021

Recommendations:

That Council adopt a By-law to replace Investment policy (Policy #FS-BR-04), Appendix A – Investment Parameters with a new Investment Parameters table, included herein.

Background:

For municipalities, the Municipal Act, 2001, S.O. 2001, s. 418 to s. 420, as amended, governs all investment activities. Investments, unless limited further within a municipal investment policy, are those deemed eligible under Ontario Regulation 438/97, as amended, or as authorized by subsequent provincial regulations.

Ontario Regulation 438/97 requires every municipality to adopt a statement of the municipality's investment policies and goals which must be developed and adopted prior to investment in the prescribed securities. The current Town of Arnprior investment policy was adopted by By-law 6405-14. Updating the investment policy allows an opportunity to review policy objectives and renew investment parameters where appropriate.

Discussion:

The scope of the Town's investment policy applies to the investment activities made by the Municipality with respect to operating, capital, trust, reserves and reserve funds. The objective of the policy is to govern the investment activities of the municipality and, in priority order, to ensure (1) adherence to statutory requirements; (2) preservation of capital; (3) maintaining liquidity; and (4) earning a competitive rate of return.

Authorized instruments for investment are those deemed eligible under Ontario Regulation 438/97. To the extent possible, the Town shall match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than ten (10) years from the date of purchase. The term of an investment will be also be assigned based upon the category of issuer. To recognize changes to instruments eligible for investment under O.Reg 438/97, recommended investment parameters are outlined in Table 1.

Table 1 – Recommended Investment Parameters

Category	Minimum Credit Rating (DBRS) *	Maximum Portfolio Share	Institutional limit per Issuer	Term Maximum
Federal & Crown Corporations	N/A	100%	100%	10 Years
Provincial	N/A	100%	100%	10 Years
Municipal	N/A	100%	100%	5 Years
Corporate	A (low)	50%	10%	5 Years
Banks - Schedule I (Big Six - RBC, TD, BNS, NA, CIBC, BMO)	A (low)	100%	50%	5 Years
Banks - Schedule I, II, III (other than Big Six noted above)	A (low)	50%	Limit of \$100,000/issuer CDIC limits	5 Years
Loan / Trust Corporation (registered under the Loan and Trust Corporations Act)	A (low)	50%	Limit of \$100,000/issuer CDIC limits	5 Years
ONE Investment - Canadian Government Bond Portfolio	N/A	100%	N/A	N/A
ONE Investment - Canadian Corporate Bond Portfolio	N/A	100%	N/A	N/A
ONE Investment - Canadian Equity Portfolio	N/A	15%	N/A	N/A
* Equivalent ratings from Moody's Investor Services, Standard and Poor's or Fitch Ratings are acceptable as well.				

The recommended investment parameters were developed in consultation with the Town's investment portfolio manager from RBC Dominion Securities and with ONE Investment advisors. The amended parameters will provide greater breadth of investment options while still ensuring an appropriate risk profile for the Town. For comparison purposes, the previous investment parameters are include in Table 2 below.

Table 2 – Previous Investment Parameters

	Category	Minimum Credit Rating	Maximum Portfolio Share	Institutional Limit per User	Term Maximum
1	Government of Canada		100%	100%	10 years
2	Provincial governments	R-1 middle, AA	50%	25%	10 years
3	Municipalities and local boards		50%	10%	3 years
4	Schedule I banks	R-1 middle, AA	100%	25%	5 years
5	Schedule II banks	R-1 high, AAA	25%	10%	3 years
6	Loan or trust corporations	R-1 middle, AA	10%	5%	5 years
7	Credit unions	R-1 middle, AA	10%	5%	5 years
8	Pooled investment funds		25%	25%	N/A

Investment Compliance:

All Town investment related activities continue to be executed in accordance with the Investment Policy By-Law and the Delegation of Authority By-Law. Annual portfolio reporting is included in Appendix B.

Options:

Council could choose to continue with the current investment policy however it is not advised as it does not include the updated investment parameters.

Council could choose to amend to attached Investment Policy and adopt a different set of investment parameters however given the restrictive nature of the investment regulations, the recommended parameters are optimal for the municipality.

Policy Considerations:

This report has been completed in accordance with the 2020-2023 Town's Strategic Plan Vision of embracing a Sustainable Financial Model.

The investment policy has been drafted in accordance with the guidelines established by LAS specifically for assisting municipalities in creating a comprehensive investment policy that reflects legislative requirements, the municipality's investment philosophy and tolerance for risk. The policy and investment parameters were developed in conjunction with the Town's investment portfolio manager from RBC Dominion Securities and discussions with ONE Investment advisors.

Financial Considerations:

As the investment policy governs all investment activities for the municipality, the indirect financial consideration is to ensure the adequate management of investment activities.

Meeting Dates:

N/A

Consultation:

Aaron Milliken, RBC Dominion Securities
Keith Taylor, ONE Investment

Documents:

Appendix A – Issuer Ratings: Bloomberg, ONE Investment Program Performance Report
Appendix B – RBC Dominion & ONE Investment Reporting – Arnprior Investments

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

ISSUER RATINGS

Revised:
Aug-21

GROUP 1

Unless Otherwise stated, all ratings are DBRS

Institution	CBA Status	Deposits & Sr. Debt	Short-term Debt rating	NOTES
Royal Bank of Canada	SCHED I	AA (High)	R-1 (High)	
Royal Bank Mortgage Corp.*		AA (High)	R-1 (High)	Subsidiary of Royal Bank of Canada
Royal Trust Company*		AA (High)	R-1 (High)	Subsidiary of Royal Bank of Canada
Royal Trust Corporation*		AA (High)	R-1 (High)	Subsidiary of Royal Bank of Canada
Bank of Montreal	SCHED I	AA	R-1 (High)	
Bank of Montreal Mortgage Corp.		AA	R-1 (High)	Subsidiary of Bank of Montreal
Bank of Nova Scotia	SCHED I	AA	R-1 (High)	
Montreal Trust*		AA	R-1 (High)	Subsidiary of Bank of Nova Scotia
National Bank of Canada	SCHED I	AA (Low)	R-1 (Mid)	
NATCAN Trust Co.*		AA (Low)	R-1 (Mid)	Subsidiary of National Bank
TD Mortgage Corp		AA (High)	R-1 (High)	Subsidiary of Toronto Dominion Bank (Sched I)
TD Pacific Mortgage		AA (High)	R-1 (High)	Subsidiary of Toronto Dominion Bank (Sched I)

GROUP 2

Unless Otherwise stated, assume all ratings are the lower of DBRS or S&P

Institution	CBA Status	Deposits & Sr. Debt	Short-term Debt rating	NOTES
Canadian Tire Bank	SCHED I	BBB	NR	
Canadian Western Bank	SCHED I	A (Low)	R-1 (Low)	
Canadian Western Trust*		A (Low)	R-1 (Low)	Subsidiary of Canadian Western Bank
HSBC Bank Canada	SCHED II	A (High)	R-1 (Mid)	
Laurentian Bank	SCHED I	A (Low)	R-1 (Low)	
LBC Trust*		A (Low)	R-1 (Low)	Subsidiary of Laurentian Bank
B2B Bank*	SCHED I	A (Low)	R-1 (Low)	Subsidiary of Laurentian Bank and Formerly B2B Trust
Manulife Bank of Canada	SCHED I	A (High)	R-1 (Mid)	
Manulife Trust*		A (High)	R-1 (Mid)	Subsidiary of Manulife Bank
PC Bank	SCHED I	BBB (High)		Subsidiary of Loblaws
VANCITY Credit Union**		NR	R-1 (Low)	

GICs issued by all issuers below will be subject to a Maximum limit of \$100,000

GROUP 3

Unless Otherwise stated, assume all ratings are the lower of DBRS or S&P

Institution	CBA Status	Deposits & Sr. Debt	Short-term Debt rating	NOTES
Duo Bank	SCHED I	NR	NR	
Effort Trust		NR	NR	
Equitable Bank	SCHED I	BBB (Low)	NR	Formerly Equitable Trust
General Bank of Canada	SCHED I	NR	NR	
HomeEquity Bank	SCHED I	NR	NR	
Home Trust Company*		BB (High)	R-5	Home Capital Group - parent company
ICICI Bank Canada*	SCHED II	BBB- (S&P)	A-3 (S&P)	
KEB Hana Bank Canada*	SCHED II	A+ (S&P)	A-1 (S&P)	
VersaBank	SCHED I	NR	NR	Formerly Pacific & Western Bank
Peoples Trust		NR	NR	
SBI Canada Bank*	SCHED II	BBB- (S&P)	A-3 (S&P)	State Bank of India - parent company

* Ratings based on the Parent Company

** No CDIC coverage. Backed by CUDIC (Credit Union Deposit Insurance Corporation).

All Issuer Ratings are subject to updates and revisions by the ratings agencies.

The information contained in this summary has been compiled from sources believed to be reliable, however there is no guarantee to its completeness or accuracy.

The ONE Investment Program Performance Report- October 2021

The following are the performance statistics for all ONE Legal List investment portfolios as of the date noted above. This report is for informational purposes only and provides average returns over the periods stated. Individual investor returns may vary according to investment time horizon. All returns stated are net of fees.

Money Market Portfolio:

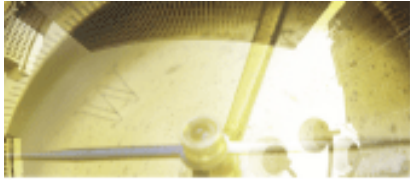
Period Ending October 31, 2021:

	Returns
1 month	0.00%
3 months	0.00%
6 months	0.01%
9 months	0.02%
1 year	0.00%

Period Ending October 31, 2021: (Annualized Returns)

	Canadian Government Bond Portfolio	Canadian Corporate Bond Portfolio	Canadian Equity Portfolio
1 Year	-1.53%	-2.82%	35.60%
2 Year	1.51%	1.45%	14.36%
3 Year	2.47%	3.45%	13.82%
4 Year	1.76%	2.42%	9.99%
5 Year	1.31%	1.77%	10.45%
10 Year	1.59%	2.88%	11.70%

* Periods less than one year have not been annualized to more closely align with performance reporting standards in the financial industry. This changes how returns for the Money Market Portfolio performance have historically been represented.



Comprehensive Review

As at settlement date December 6, 2021

Corporation of the Town of Arnprior - Cons

CORPORATION OF THE TOWN OF ARNPRIOR-RESERVE & GENERAL

105 ELGIN ST W
TOWN HALL
ARNPRIOR, ON, K7S 0A8
Canada

Milliken Langford Wealth Management

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Professional Wealth Management Since 1901



RBC Wealth Management
Dominion Securities

TABLE OF CONTENTS

[Portfolio Summary - Summary - No Benchmark.....](#)1

[Market Value History - Market Value History Section Default.....](#)2

[Portfolio Performance - Annual Return.....](#)3

[Asset Allocation - Enhanced Asset Allocation*.....](#)4

[Projected Monthly Income - Including: Mutual Funds.....](#)5

[Portfolio Valuation - Portfolio Review.....](#)8

[Portfolio Composition - Asset Mix Summary.....](#)12

[Fixed Income Summary - Maturity Profile \(Including Cash Equivalents\).....](#)13

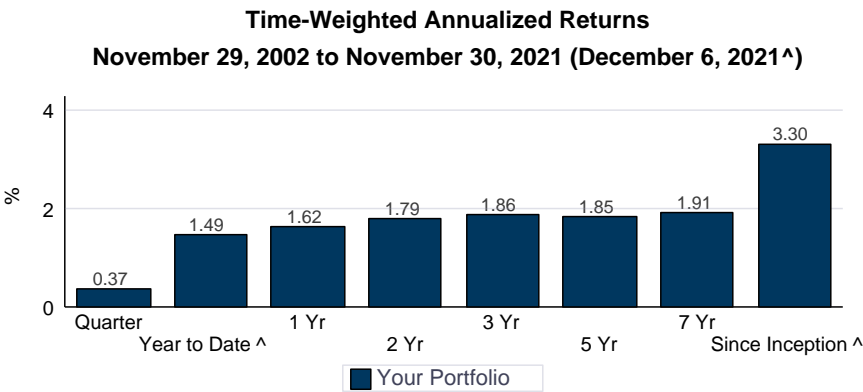
[Statement of Terms - Statement of Terms.....](#)14

Portfolio Summary

Corporation of the Town of Arnprior - Cons

Summary - No Benchmark

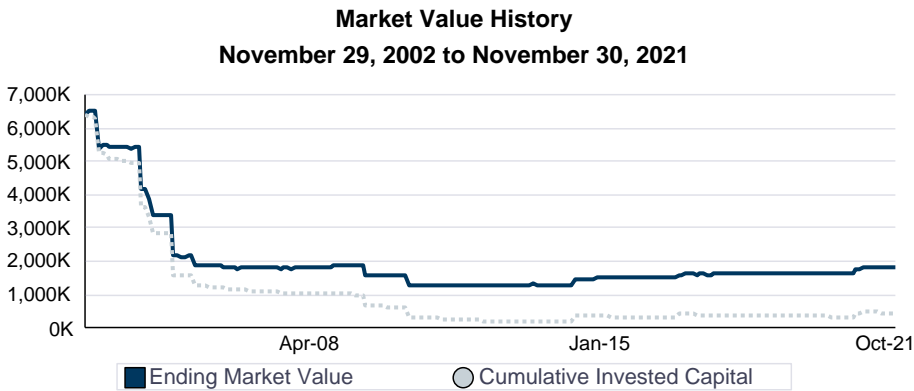
As at December 6, 2021



Capital Review November 30, 2002 to November 30, 2021

Capital Review	
Beginning Portfolio Value (November 30, 2002)	6,371,368.47
Invested Capital	(5,916,547.20)
Total Investment Return	1,354,602.89
Withholding Tax	0.00
Currency Conversion Deviation	0.00
Ending Portfolio Value (November 30, 2021)	1,809,424.16

Invested Capital consists of the sum of deposits and transfers-in less withdrawals and transfer outs, and also includes FX transactions between currencies. The Market Values depicted on this page represent the point-in-time value of your Portfolio at each period-end.

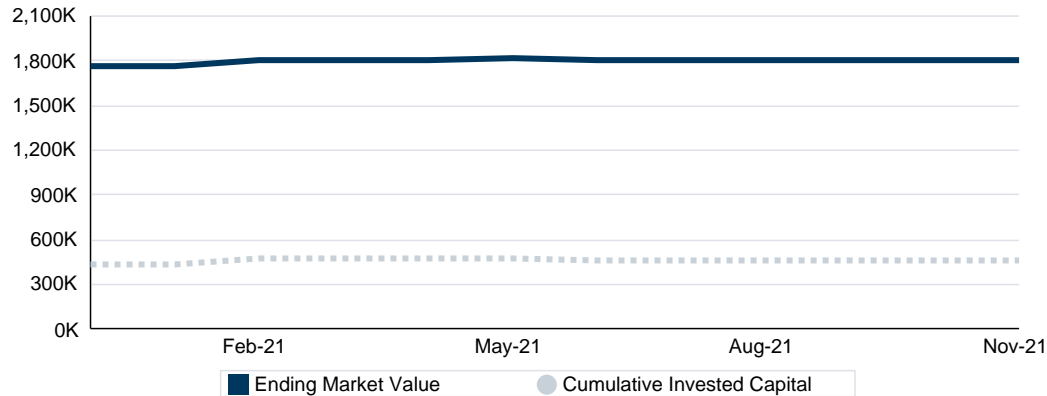


Market Value History

Corporation of the Town of Arnprior - Cons

Market Value History Section Default

December 1, 2020 to November 30, 2021



This graph depicts the Portfolio's market value over time. Invested Capital consists of the sum of deposits and transfers-in less withdrawals and transfer outs. FX transactions between currencies are also reflected here. The Market Values depicted on this page represent the point-in-time value of your Portfolio at each period-end.

Period Ending		Beginning Market Value	Invested Capital	Total Investment Return	Withholding Tax	Ending Market Value
2020	Dec	1,655,240.87	102,550.00	2,597.43	0.00	1,760,388.30
2021	Jan	1,760,388.30	0.00	2,478.27	0.00	1,762,866.57
	Feb	1,762,866.57	42,664.00	2,393.11	0.00	1,807,923.68
	Mar	1,807,923.68	(5,030.00)	2,832.05	0.00	1,805,725.73
	Apr	1,805,725.73	(5.33)	2,342.41	0.00	1,808,062.81
	May	1,808,062.81	(6.58)	2,441.11	0.00	1,810,497.34
	Jun	1,810,497.34	(4,751.61)	2,387.81	0.00	1,808,133.54
	Jul	1,808,133.54	(7,591.60)	2,204.05	0.00	1,802,745.99
	Aug	1,802,745.99	(2,350.00)	2,351.34	0.00	1,802,747.33
	Sep	1,802,747.33	0.00	2,205.40	0.00	1,804,952.73
	Oct	1,804,952.73	0.00	2,166.14	0.00	1,807,118.87
	Nov	1,807,118.87	0.00	2,305.29	0.00	1,809,424.16
Total			125,478.88	28,704.41	0.00	

Portfolio Performance

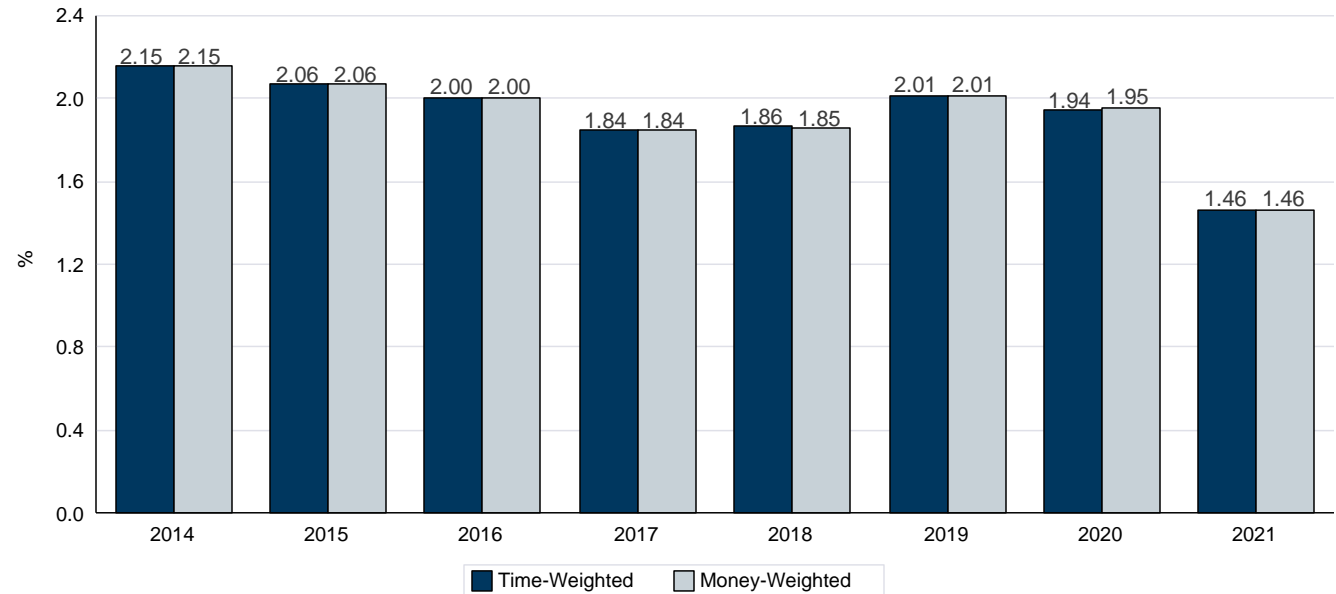
Corporation of the Town of Arnprior - Cons

Annual Return

As at November 30, 2021

% Rate of Return / Benchmark	2014	2015	2016	2017	2018	2019	2020	° 2021
Time-Weighted	2.15	2.06	2.00	1.84	1.86	2.01	1.94	1.46
Money-Weighted	2.15	2.06	2.00	1.84	1.85	2.01	1.95	1.46

Annual Returns



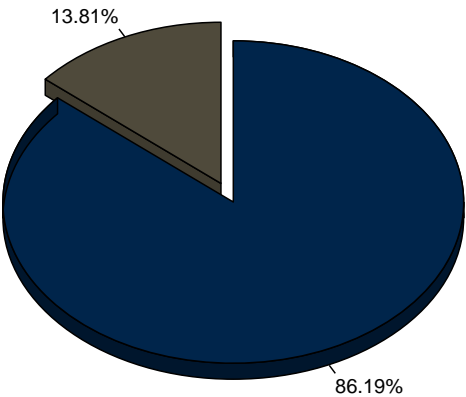
- Rate of Return is calculated net of fees.
- Information regarding Performance Methodology can be found on the Statement of Terms page.
- ° Actual return over partial year.

Asset Allocation

Enhanced Asset Allocation*

As at December 6, 2021

Enhanced Asset Allocation*



Geography	Market Value	%
Fixed Income - Canada	1,559,897	86.19
Total Fixed Income	1,559,897	86.19
Cash and Cash Equivalents - Canada	249,971	13.81
Total Cash and Cash Equivalents	249,971	13.81
Total Portfolio	1,809,868	100.00

Accrued income included with Market Value.

*The asset allocation values displayed include an overlay from an external data provider that breaks out the underlying asset classes for mutual funds, pooled funds and Canadian ETFs, if applicable and where available.

Projected Monthly Income

Corporation of the Town of Arnprior - Cons

Including: Mutual Funds

As at December 7, 2021

Quantity	Description	Day	Pay Amount	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Est. Annual Income
CASH AND CASH EQUIVALENTS																
99,000	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 12/30/2021 0.65000%	30	0.6500	644	-	-	-	-	-	-	-	-	-	-	-	644
80,000	MANULIFE BANK CDA GIC - ANNUAL DUE 05/25/2022 0.60000%	25	0.6000	-	-	-	-	-	480	-	-	-	-	-	-	480
6,999	RBC INVESTMENT SAVINGS ACCOUNT SR A (2010)	30	0.0021	15	15	15	15	15	15	15	15	15	15	15	15	180
TOTAL INCOME - CASH AND CASH EQUIVALENTS				659	15	15	15	15	495	15	15	15	15	15	15	1,304
FIXED INCOME																
60,000	BANK OF MONTREAL GIC - ANNUAL DUE 06/02/2025 1.73000%	01	1.7300	-	-	-	-	-	-	1,038	-	-	-	-	-	1,038
80,000	BANK OF MONTREAL GIC - ANNUAL DUE 06/03/2024 1.63000%	01	1.6300	-	-	-	-	-	-	1,304	-	-	-	-	-	1,304
50,000	BANK OF MONTREAL GIC - ANNUAL DUE 08/24/2022 2.70000%	24	2.7000	-	-	-	-	-	-	-	-	1,350	-	-	-	1,350
100,000	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 07/11/2022 2.55000%	09	2.5500	-	-	-	-	-	-	-	2,550	-	-	-	-	2,550
44,328	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 07/24/2023 2.18000%	24	2.1800	-	-	-	-	-	-	-	966	-	-	-	-	966
100,000	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 07/24/2024 2.23000%	24	2.2300	-	-	-	-	-	-	-	2,230	-	-	-	-	2,230
100,000	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 08/04/2022 0.77000%	04	0.7700	-	-	-	-	-	-	-	-	770	-	-	-	770
42,664	LAURENTIAN BANK GIC - ANNUAL DUE 03/01/2023 0.80000%	01	0.8000	-	-	-	341	-	-	-	-	-	-	-	-	341

Aaron Milliken CFP, CIM, FCSI

RBC Dominion Securities

Reported in CAD

Quantity	Description	Day	Pay Amount	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Est. Annual Income
80,000	LAURENTIAN BANK GIC - ANNUAL DUE 05/25/2023 0.98000%	25	0.9800	-	-	-	-	-	784	-	-	-	-	-	-	784
85,069	MANULIFE BANK CDA GIC - ANNUAL DUE 06/27/2022 2.70000%	27	2.7000	-	-	-	-	-	-	2,297	-	-	-	-	-	2,297
87,739	MANULIFE TRUST CO. GIC - ANNUAL DUE 05/31/2024 1.05000%	31	1.0500	-	-	-	-	-	921	-	-	-	-	-	-	921
100,000	MANULIFE TRUST CO. GIC - ANNUAL DUE 08/06/2024 1.00000%	04	1.0000	-	-	-	-	-	-	-	-	1,000	-	-	-	1,000
100,000	MANULIFE TRUST CO. GIC - ANNUAL DUE 10/12/2023 1.00000%	12	1.0000	-	-	-	-	-	-	-	-	-	-	1,000	-	1,000
100,000	NAT'L BANK OF CANADA GIC - ANNUAL DUE 06/27/2022 2.05000%	27	2.0500	-	-	-	-	-	-	2,050	-	-	-	-	-	2,050
52,000	NAT'L BANK OF CANADA GIC - ANNUAL DUE 06/27/2023 2.13000%	27	2.1300	-	-	-	-	-	-	1,108	-	-	-	-	-	1,108
100,000	NAT'L BANK OF CANADA GIC - ANNUAL DUE 07/24/2023 2.18000%	24	2.1800	-	-	-	-	-	-	-	2,180	-	-	-	-	2,180
30,076	NAT'L BANK OF CANADA GIC - ANNUAL DUE 07/25/2022 2.10000%	24	2.1000	-	-	-	-	-	-	-	632	-	-	-	-	632
63,670	NATCAN TRUST COMPANY GIC - ANNUAL DUE 08/04/2023 0.85000%	04	0.8500	-	-	-	-	-	-	-	-	541	-	-	-	541
80,000	ROYAL BANK OF CANADA GIC - ANNUAL DUE 03/27/2023 2.40000%	27	2.4000	-	-	-	1,920	-	-	-	-	-	-	-	-	1,920
93,620	ROYAL BANK OF CANADA GIC - ANNUAL DUE 11/29/2023 1.15000%	29	1.1500	-	-	-	-	-	-	-	-	-	-	-	1,077	1,077
TOTAL INCOME - FIXED INCOME				-	-	-	2,261	-	1,705	7,797	8,558	3,661	-	1,000	1,077	26,059
Total Income - Portfolio				659	15	15	2,276	15	2,200	7,812	8,573	3,676	15	1,015	1,092	27,363

Pay amounts are displayed in base currency.

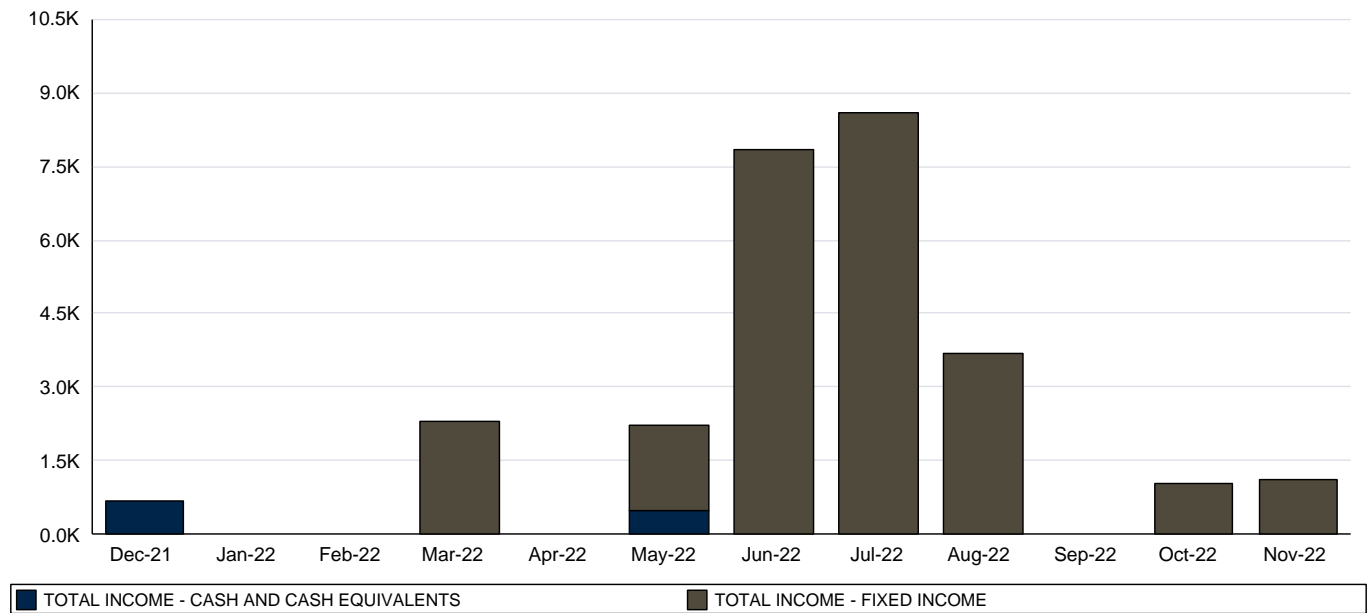
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RBC Dominion Securities

Reported in CAD

Projected Monthly Income

- Excluding Reinvested Dividends.



Portfolio Valuation

Corporation of the Town of Arnprior - Cons

Portfolio Review

As at December 6, 2021

Quantity	Security Description	Book Value /Unit	Book Value	Market Price	Market Value	Unrealized Gain %	Est. Annual Distrib'n	Current Yield (%)	% of Portfolio
CAD Accounts (in CAD)									
CASH AND CASH EQUIVALENTS									
Canada									
Cash									
126	CAD		126		126	-		-	0.01
Total - Cash			126		126	0.00	0	-	0.01
Bank Certificates/Deposits									
99,000	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 12/30/2021 0.65000%	100.00	99,000	100.00	99,601	0.00	644	0.65	5.50
80,000	MANULIFE BANK CDA GIC - ANNUAL DUE 05/25/2022 0.60000%	100.00	80,000	100.00	80,255	0.00	480	0.60	4.43
Total - Bank Certificates/Deposits			179,000		179,856	0.00	1,124	0.63	9.94
Mutual Funds									
6,999	RBC INVESTMENT SAVINGS ACCOUNT SR A (2010)	10.00	69,989	10.00	69,989	0.00	175	0.25	3.87
Total - Mutual Funds			69,989		69,989	0.00	175	0.25	3.87
Total - Canada			249,115		249,971	0.00	1,298	0.52	13.81
TOTAL - CASH AND CASH EQUIVALENTS			249,115		249,971	0.00	1,298	0.52	13.81

FIXED INCOME

Canada

Aaron Milliken CFP, CIM, FCSI

RBC Dominion Securities

Quantity	Security Description	Book Value /Unit	Book Value	Market Price	Market Value	Unrealized Gain %	Est. Annual Distrib'n	Current Yield (%)	% of Portfolio
Bank Certificates/Deposits									
85,069	MANULIFE BANK CDA GIC - ANNUAL DUE 06/27/2022 2.70000%	100.00	85,069	100.00	86,088	0.00	2,297	2.70	4.76
100,000	NAT'L BANK OF CANADA GIC - ANNUAL DUE 06/27/2022 2.05000%	100.00	100,000	100.00	100,910	0.00	2,050	2.05	5.58
100,000	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 07/11/2022 2.55000%	100.00	100,000	100.00	101,048	0.00	2,550	2.55	5.58
30,076	NAT'L BANK OF CANADA GIC - ANNUAL DUE 07/25/2022 2.10000%	100.00	30,076	100.00	30,310	0.00	632	2.10	1.67
100,000	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 08/04/2022 0.77000%	100.00	100,000	100.00	100,260	0.00	770	0.77	5.54
50,000	BANK OF MONTREAL GIC - ANNUAL DUE 08/24/2022 2.70000%	100.00	50,000	100.00	50,385	0.00	1,350	2.70	2.78
42,664	LAURENTIAN BANK GIC - ANNUAL DUE 03/01/2023 0.80000%	100.00	42,664	100.00	42,923	0.00	341	0.80	2.37
80,000	ROYAL BANK OF CANADA GIC - ANNUAL DUE 03/27/2023 2.40000%	100.00	80,000	100.00	81,331	0.00	1,920	2.40	4.49
80,000	LAURENTIAN BANK GIC - ANNUAL DUE 05/25/2023 0.98000%	100.00	80,000	100.00	80,423	0.00	784	0.98	4.44
52,000	NAT'L BANK OF CANADA GIC - ANNUAL DUE 06/27/2023 2.13000%	100.00	52,000	100.00	52,495	0.00	1,108	2.13	2.90
44,328	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 07/24/2023 2.18000%	100.00	44,328	100.00	44,685	0.00	966	2.18	2.47
100,000	NAT'L BANK OF CANADA GIC - ANNUAL DUE	100.00	100,000	100.00	100,806	0.00	2,180	2.18	5.57

Quantity	Security Description	Book Value /Unit	Book Value	Market Price	Market Value	Unrealized Gain %	Est. Annual Distrib'n	Current Yield (%)	% of Portfolio
	07/24/2023 2.18000%								
63,670	NATCAN TRUST COMPANY GIC - ANNUAL DUE 08/04/2023 0.85000%	100.00	63,670	100.00	63,852	0.00	541	0.85	3.53
100,000	MANULIFE TRUST CO. GIC - ANNUAL DUE 10/12/2023 1.00000%	100.00	100,000	100.00	100,151	0.00	1,000	1.00	5.53
93,620	ROYAL BANK OF CANADA GIC - ANNUAL DUE 11/29/2023 1.15000%	100.00	93,620	100.00	93,641	0.00	1,077	1.15	5.17
87,739	MANULIFE TRUST CO. GIC - ANNUAL DUE 05/31/2024 1.05000%	100.00	87,739	100.00	88,216	0.00	921	1.05	4.87
80,000	BANK OF MONTREAL GIC - ANNUAL DUE 06/03/2024 1.63000%	100.00	80,000	100.00	80,672	0.00	1,304	1.63	4.46
100,000	BANK OF NOVA SCOTIA GIC - ANNUAL DUE 07/24/2024 2.23000%	100.00	100,000	100.00	100,825	0.00	2,230	2.23	5.57
100,000	MANULIFE TRUST CO. GIC - ANNUAL DUE 08/06/2024 1.00000%	100.00	100,000	100.00	100,342	0.00	1,000	1.00	5.54
60,000	BANK OF MONTREAL GIC - ANNUAL DUE 06/02/2025 1.73000%	100.00	60,000	100.00	60,535	0.00	1,038	1.73	3.34
Total - Bank Certificates/Deposits			1,549,166		1,559,897	0.00	26,059	1.68	86.19
Total - Canada			1,549,166		1,559,897	0.00	26,059	1.68	86.19
TOTAL - FIXED INCOME			1,549,166		1,559,897	0.00	26,059	1.68	86.19
Total CAD Accounts (in CAD)			1,798,281		1,809,868	0.00	27,357	1.52	100.00

Combined Accounts (in CAD) ¹

Quantity	Security Description	Book Value /Unit	Book Value	Market Price	Market Value	Unrealized Gain %	Est. Annual Distrib'n	Current Yield (%)	% of Portfolio
Cash and Cash Equivalents			249,115		249,971	0.00	1,298	0.52	13.81
Fixed Income			1,549,166		1,559,897	0.00	26,059	1.68	86.19
Total Portfolio			1,798,281		1,809,868	0.00	27,357	1.52	100.00

¹ See Statement of Terms for conversion rates.

Yield on Cost cannot be calculated for discount instruments at this time. YOC values at the total level exclude discount Instruments.

Book Values are reported in account currency unless otherwise stated.

Market values include accrued income.

Portfolio Composition

Corporation of the Town of Arnprior - Cons

Asset Mix Summary

As at December 6, 2021

Account Description	Account Information	In CAD						
		Cash/ Equiv.	Fixed Income	Equity	Alternatives	Multi-Class	Other	Market Value
		% of Account	% of Account	% of Account	% of Account	% of Account	% of Account	% of Portfolio
CORPORATION OF THE TOWN OF 508-01902 CAD	Non Registered	80,381	886,827	0	0	0	0	967,208
		8.31	91.69	0.00	0.00	0.00	0.00	53.44
CORPORATION OF THE 508-01903 CAD	Non Registered	169,590	673,070	0	0	0	0	842,660
		20.13	79.87	0.00	0.00	0.00	0.00	46.56
	Total	249,971	1,559,897	0	0	0	0	1,809,868
	% of Portfolio	13.81	86.19	0.00	0.00	0.00	0.00	100.00

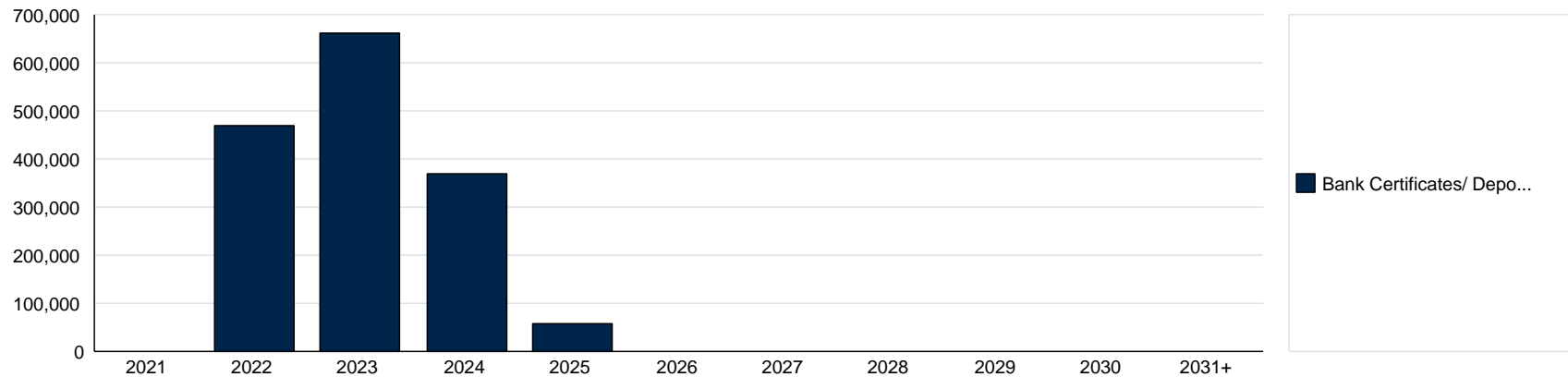
Accrued income included with Market Value.

Fixed Income Summary

Corporation of the Town of Arnprior - Cons

Maturity Profile (Including Cash Equivalents)

As at December 6, 2021



Year	Par Value	% Ladder	Market Value	% Fixed Income	Total
CASH EQUIV.-2021	0	0.00	0	n/a	Par Value 1,549,166.00
CASH EQUIV.-2022	0	0.00	0	n/a	Market Value of Ladder (including Cash Equivalents) 1,559,896.79
2021	0	0.00	0	0.00	Market Value of Fixed Income 1,559,896.79
2022	465,145	30.03	469,000	30.07	Cash Equivalents with Maturity Dates 0.00
2023	656,282	42.36	660,307	42.33	% Fixed Income = Market Value of year/Total Fixed Income % Ladder = Par Value of year / Total Par Value of Maturities Market values include accrued income Disclaimer: Cash Equivalent Values displayed in this section include only those cash equivalents with a Maturity Date
2024	367,739	23.74	370,055	23.72	
2025	60,000	3.87	60,535	3.88	
2026	0	0.00	0	0.00	
2027	0	0.00	0	0.00	
2028	0	0.00	0	0.00	
2029	0	0.00	0	0.00	
2030	0	0.00	0	0.00	
2031+	0	0.00	0	0.00	

Aaron Milliken CFP, CIM, FCSI

RBC Dominion Securities

Reported in CAD

Statement of Terms

Corporation of the Town of Arnprior - Cons

As at December 6, 2021

Legal Disclaimers

The portfolio summary ("the Portfolio Report") is prepared by your Investment Advisor/Portfolio Manager who is an employee of RBC DS and is prepared from information received from sources we believe to be reliable. It is not an official statement of your positions at RBC Dominion Securities Inc. ("RBC DS").

This Portfolio Report has been prepared at the direction of and solely for the general guidance and benefit of the owners of the accounts included in the portfolio. It should be noted that a Portfolio Report can be created at anytime whereas your monthly statement is created at the last day of the month. Some of the positions shown in this statement may be held at other financial institutions where they are not covered by the Canadian Investor Protection Fund. Information regarding positions that are not held at RBC DS has been provided by the owner of an account included in the portfolio. These positions are included in the Portfolio Report at the request of the owner(s) of one of more of the accounts comprising the Portfolio Report for the purposes of providing as complete a view as possible of the portfolio. Neither RBC DS nor its employees can guarantee the accuracy or completeness of information relating to positions held at entities other than RBC DS, including quantities of securities held, market value and book-cost.

Please consult the monthly statements you receive from RBC DS or from other entities where the positions are held to determine which positions are eligible for protection by the Canadian Investor Protection Fund, including information as to which positions are held in segregation.

If there are any discrepancies between the transactions or positions shown on the monthly statements you receive from RBC DS and those shown in this Portfolio Report as being transacted or held at RBC DS please report them to your RBC DS Investment Advisor or Portfolio Manager. If there are any discrepancies between the transactions or positions shown on the monthly statements you receive from other entities where the positions are held please report them to such other entity.

The securities accounts comprising the portfolio are listed below. Please review this list of accounts carefully to understand what assets are included and what assets are not included in the Portfolio Report. Contact your Investment Advisor/Portfolio Manager if you are uncertain as to the beneficial ownership of any accounts included in this Portfolio Report.

Each beneficial owner of an account included in the Portfolio Report must have provided consent to their RBC DS Investment Advisor/Portfolio Manager to include information about their account(s) in this Portfolio Report as this information will be shared with all parties whose accounts or assets have been included in the Portfolio Report. If you are the beneficial owner of an account(s) included in this Portfolio Report and you wish to have your accounts removed from the Portfolio Report please advise your Investment Advisor/Portfolio Manager.

Clients should consult their Investment Advisor/Portfolio Manager when planning to purchase or sell securities or otherwise rebalance securities holdings as a result of the information provided in this Portfolio Report. This will ensure that their own circumstances, including their own individual investment objectives and risk tolerances, have been considered properly and that action is taken on the latest available information. Interest rates, market conditions market prices, tax rules, security classifications and other investment factors are subject to change.

For more information on the terms, conditions and a glossary of terms used in the Portfolio Report, please contact your Investment Advisor/Portfolio Manager.

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General Disclaimers

- Generated on December 7, 2021
- This portfolio is composed of the following accounts, your discretionary accounts are bolded:
CORPORATION OF THE - 5080190316000
CORPORATION OF THE TOWN OF - 5080190217000
CORPORATION OF THE TOWN OF - 5080190233000
- For position not held in CAD, all values were converted using the following exchange rates:
- Accrued income is included in market values except when accrued income is displayed in a separate column.

Aaron Milliken CFP, CIM, FCSI

RBC Dominion Securities

- Book Values are reported in account currency unless otherwise stated.
- Overview of Your Discretionary Portfolio section(s) contains no data for the period selected.
- Performance calculations are based on trade-date valuations. Hence, market values and net contribution amounts displayed on performance related sections may vary slightly from other report sections if portfolio has unsettled transactions at time of valuation. This applies to the following sections: Overview of Your Portfolio, Portfolio Composition, Portfolio Performance, Portfolio Summary.
- Month end market values may differ from the Custody Statement as this reporting captures back dated transactions.
- Rate of Return (ROR) is a measure of performance of your portfolio, expressed as a percentage of the value of original investments. ROR are only calculated from November 30, 2002 onwards. The ROR and Investment Return are calculated net of any charges deducted from this portfolio. If you have selected a charge account to cover fees outside of this portfolio, performance will be impacted. For household portfolios a daily averaged priced exchange rate has been used to convert portfolios from their base currency to the reporting currency of the household portfolio. Any return greater than 12 months is annualized. Money Weighted ROR (MWRR) and Time-Weighted ROR (TWRR) are two different methods, used by RBC Wealth Management to calculate ROR.
- Time-Weighted Rate of Return (TWRR) is the financial industry and RBC Wealth Management standard method to measure performance. The method most commonly used to calculate the performance of financial market indices and mutual funds as it eliminates the distorting effects on growth rates created by capital movements. The TWRR breaks up the return on an investment portfolio into separate intervals based on whether capital was added or withdrawn. The returns are geometrically linked where required. A portfolio must remain invested (i.e. hold cash and/or investments) in order to calculate TWRR. During periods where the portfolio value is zero or less, a null value (-) is displayed. When a portfolio is re-funded (injected with new cash and/or investments), the original "Performance Inception" date will change to the start of the new, funded period. This applies to the following sections: Overview of Your Portfolio, Portfolio Composition, Portfolio Performance, Portfolio Summary
- Money-Weighted Rate of Return (MWRR) calculation takes into account the cumulative realized and unrealized capital gains and losses of investments, plus income from the investments, and the impact of the amount and timing of deposits and withdrawals of any money or securities over the specified period, annualized for periods greater than 12 months and is therefore appropriate for comparison to your return objective. It is also sometimes referred to as Internal Rate of Return (IRR). This applies to the following sections: Overview of Your Portfolio, Portfolio Composition, Portfolio Performance, Portfolio Summary

Section Specific Disclaimers

Portfolio Valuation

- Yield % indicates yield to maturity based on current market value for debt products. In general, CDN and US Bonds and Debentures indicate semi- annual yield. All other debt products indicate annual yield. Equity Products indicate current yield.
- Distribution information may not be available for certain mutual funds.
- Distributions may vary widely from year to year.

Portfolio Composition

- Distribution information may not be available for certain mutual funds.
- Distributions may vary widely from year to year.

Asset Allocation

- Mutual Fund asset allocation breakdown is not available for one or more of the mutual fund holdings in the reported portfolio.

Projected Monthly Income

- Monthly Income projects distributions on debt, equity and fund positions. Distributions may vary widely from year to year.



Consolidated Portfolio Summary

Town Of Arnprior
as at November 30, 2021

Page 1 of 1

Summary

High Interest Savings Account Portfolio	\$0.00	(0.0%)	
Money Market Portfolio	\$0.00	(0.0%)	1 account
Canadian Government Bond Portfolio	\$144,138.24	(100.0%)	1 account
Canadian Corporate Bond Portfolio	\$0.00	(0.0%)	
Canadian Equity Portfolio	\$0.00	(0.0%)	
Total Portfolio Value	\$144,138.24	(100%)	2 accounts

Account Details

Accounts by Fund

Money Market Portfolio

Suggested Investment Duration: 1-18 Months

Ideal for Investing:

- Current year operating funds
- Capital funds to be expended in the next 18 months
- Short-term "parking" while long-term investment decisions are contemplated

Accounts

5700119-00	ARN1CEMETER	0.00
Total		0.00

Canadian Government Bond Portfolio

Suggested Investment Duration: 18 Months - 3 Years

Ideal for Investing:

- Surplus operating funds not required in the current year
- Capital funds to be expended in the next one to three years
- Gas Tax receipts not expended in the current year

Accounts

5700119-00	ARN1CEMETER	144,138.24
Total		144,138.24

Accounts by Group

Cross-Reference: ARN1CEMETER

Total Value: \$144,138.24

Funds:

Money Market: 0.00

Bond: 144,138.24

Current Month Statements

Statement of Account

Monthly

November 01, 2021 to November 30, 2021

Account Number: 5700119-00 Group: ARN1CEMETER

Type: Canadian Government Bond Portfolio

Attention: Town Of Arnprior



Book Value Summary (from January 01, 2021)

Opening Balance	Invest / Trans In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Realized Gain/Loss	Cost Basis Adjustment	Closing Balance
\$157,406.29	\$0.00	\$0.00	\$1,942.80	\$0.00	(\$0.00)	\$159,349.08

Market Value Summary (from January 01, 2021)

Opening Balance	Invest / Transfer In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Change in Market Value		Closing Balance
\$146,684.28	\$0.00	\$0.00	\$1,942.80	(\$4,488.84)		\$144,138.24

Transaction Summary

Transaction	Date	Market Value of Transaction	Realized Gain/(Loss) on Redemption	Book Value	Unrealized Change in Market Value	Market Value of Investments
Opening Balance	01-Nov-21			\$159,349.08	(\$15,425.23)	\$143,923.85
				\$0.00		
Closing Balance	30-Nov-21			\$159,349.08	(\$15,210.84)	\$144,138.24
Change In Period				\$0.00	\$214.39	\$214.39
Totals		\$0.00				

** Account transactions may cause an adjustment of the cost basis for the shares in your account. As a result, your book value changes slightly. These minor adjustments are detailed for the period during which they occur and as a YTD amount.

For information about this statement, or your One Investment accounts, please contact Eleonore Schneider (LAS) at Eschneider@amo.on.ca or Colin Macdonald (MFOA/CHUMS) at colin@mfoa.on.ca

Year to Date Statements

Statement of Account

Year to Date

January 01, 2021 to November 30, 2021

Account Number: 5700119-00 Group: ARN1CEMETER

Type: Canadian Government Bond Portfolio

Attention: Town Of Arnprior



Book Value Summary (from January 01, 2021)

Opening Balance	Invest / Trans In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Realized Gain/Loss	Cost Basis Adjustment	Closing Balance
\$157,406.29	\$0.00	\$0.00	\$1,942.80	\$0.00	(\$0.00)	\$159,349.08

Market Value Summary (from January 01, 2021)

Opening Balance	Invest / Transfer In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Change in Market Value		Closing Balance
\$146,684.28	\$0.00	\$0.00	\$1,942.80	(\$4,488.84)		\$144,138.24

Transaction Summary

Transaction	Date	Market Value of Transaction	Realized Gain/(Loss) on Redemption	Book Value	Unrealized Change in Market Value	Market Value of Investments
Opening Balance	01-Jan-21			\$157,406.29	(\$10,722.01)	\$146,684.28
Reinv Income	31-Mar-21	\$636.19		\$636.19		
Reinv Income	30-Jun-21	\$668.70		\$668.70		
Reinv Income	30-Sep-21	\$637.91		\$637.91		
Realized Gain/Loss + Cost Basis Adj				\$0.00		
Closing Balance	30-Nov-21			\$159,349.08	(\$15,210.84)	\$144,138.24
Change In Period				\$1,942.79	(\$4,488.83)	(\$2,546.04)
Totals		\$1,942.80				

** Account transactions may cause an adjustment of the cost basis for the shares in your account. As a result, your book value changes slightly. These minor adjustments are detailed for the period during which they occur and as a YTD amount.

For information about this statement, or your One Investment accounts, please contact Eleonore Schneider (LAS) at Eschneider@amo.on.ca or Colin Macdonald (MFOA/CHUMS) at colin@mfoa.on.ca



Town of Arnprior Staff Report

Subject: 2021 Accessibility Plan Status Report

Report Number: 21-12-13-08

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: December 13, 2021

Recommendations:

That Council approve the Town of Arnprior 2021 Accessibility Plan Status Report attached to this report; and

Further That the 2021 Accessibility Plan Status Report be posted on the Town website.

Background:

The purpose of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is to ensure that all Ontarians have fair and equitable access to programs and services and to improve opportunities for persons with disabilities.

The Government of Ontario, the Legislative Assembly, every designated public sector organization and every other person or organization that provides goods, services or facilities to the public or other third parties and that has at least one employee in Ontario must follow the Integrated Accessibility Standards Regulation (IASR) to prevent and remove barriers for people with disabilities. The Ontario Regulation 191/11: Integrated Accessibility Standards is a grouping of five standards that the Accessibility for Ontarians with Disabilities Act (AODA) developed.

The IASR includes five standards in the areas of:

- Customer Service
- Information and Communication
- Employment
- Transportation
- Built Environment

There are also the General Requirements that apply across the IASR. The requirement to have an Accessibility Plan in place is one such requirement. The Accessibility Plan outlines what steps the municipality will take to prevent and remove barriers that people with disabilities face when interacting with the municipality, and when it will implement each step. In addition to reviewing and updating their plan at least every five years, the municipality must also publish an annual status report.

On January 29, 2018 the Town of Arnprior approved and implemented the Town's second Five-year (2018-2023) Multi-Year Accessibility Plan, in accordance with the IASR. This plan and the previous plan were implemented to help the Town remain in compliance and address the necessary areas specified in the regulations.

The Multi-Year Accessibility Plan details where the Town stands when looking at accessibility legislation compliance, as well as how and when the Town is going to meet the various requirements of the legislation.

The Multi-Year Accessibility Plan was reviewed and approved by Council and the Arnprior Accessibility Advisory Committee. The Town of Arnprior is in compliance with current legislation, with ongoing items to be completed on a regular basis.

The Multi-Year Plan also lists "Further Goals Above and Beyond the AODA and IASR" for multiple municipal facilities and areas. The Accessibility Advisory Committee has outlined these non-legislative items, as areas where accessibility can be further improved throughout the Town. The Town endeavors to work toward completing these items as budget permits and wherever grant opportunities arise, which are above and beyond legislative requirements.

Discussion:

In accordance with the IASR, the Town of Arnprior is to complete an annual status report on the Multi-Year Accessibility Plan, detailing what items have been addressed, and which items of the plan continue to be on the radar for completion. Attached to this report is the 2021 Annual Accessibility Plan Status Report. Staff would note at this time, when it comes to applicable legislative requirements, the Town is in compliance and continues to monitor areas that require ongoing attention.

In 2021 the Town of Arnprior had many achievements in the various areas.

General Initiatives

- The Town continues to meet with the Accessibility Advisory Committee regularly, as per the Council approved Calendar of Council and Committee Meeting, or as necessary.
- Necessary training continues to take place for all staff, volunteers, and new hires as required.
- A new Inclusivity and Diversity Advisory Committee was established.

Employment

- The Town continues the notification to the public that accommodations will be provided upon request, in all recruitment initiatives and throughout the employment life cycle.
- The Town continues to make available a Return to Work Process and accommodations for staff where necessary and applicable.

Information and Communication

- There has been continued use of the accessible “Contact Us” form for logging complaints, inquiries, requests for service, and compliments, through the Town website, using the Town’s newly updated electronic complaint management system. Residents are able to submit information through the Town’s website, and receive email confirmation of their ticket submission, with a ticket number.
- A new separate By-law Enforcement Contact Form has been created for ease of access to logging concerns for By-law specific areas of interest.
- Staff continue to look at all documents posted on the Town’s website and update for accessibility, where required.
- Installation of Adobe Pro software on multiple Town computer systems, to assist in creating and posting accessible documents was completed.
- Investigation began for additional software to create accessible documents, with staff looking into these options further in 2022.
- Creating Accessible Documents continues, and training for staff who create and upload documents to the Town’s website, will also be an ongoing process.
- New WCAG 2.0 AODA compliant Town Website has been completed.
- New access to other online payment and form submissions, as well as those previously provided (i.e. marriage licences, pet registrations, various licences, parking tickets) is available to the public. Staff is continuing to review other areas where online payments can be implemented.

Design of Public Spaces

- A grant has been received for upgraded simplified Wayfinding Signage at the Nick Smith Centre (completion date March 2022).
 - Upgraded simplified accessible wayfinding signage for various Town facilities.
- ICIP Grant – Application “Growing Outdoor Play in Arnprior” has been submitted. The announcement on this grant is pending Federal and Provincial Government approval. This grant, will allow for upgraded pathways and play structures at Caruso and Legion Park, including accessible access to the parks and include some accessible features in playgrounds.

- Nick Smith Centre Parking Lot Paving Project was completed with a total of 234 parking spaces, including 12 accessible spaces. Points of entry/ emergency exits are curbed or at grade level, which improves accessibility at the Nick Smith Centre
- The Canada Community Revitalization Fund Grant Application was submitted in 2021 for an Accessible Ramp at Robert Simpson Park. No response has been provided to date on this application.
- Additional Accessible Parking stalls were added at Robert Simpson Park and one additional Accessible Parking stall added at the Arnprior Marina.
- Sidewalk patching was completed across Town.
- Improvements at the intersection of Daniel Street and Edey Street, with the curb being depressed and the Tactile Walking Surface Indicators being installed at either side of the crosswalk.
- Tactile Walking Surface Indicators were installed on sidewalks during Alicia Street Reconstruction project.

Next Steps

- Complete the Town of Arnprior's AODA Compliance Report, for the Province of Ontario, by December 31, 2021. Staff have drafted this report and will be submitting it to the Province by the required deadline.
- Re-audits of Town facilities and parks will need to continue to take place regularly.
- The Town will need to continue to consult with the public, persons with disabilities and the Accessibility Advisory Committee.
- The Accessibility Advisory Committee will be asked to complete a full review and walk through of all Town Facilities, in the spring of 2022, as a step in the process for establishing a new five-year Multi-Year Accessibility Plan (2023-2027) for Council consideration in the fall of 2022.
- Investigate options for additional software for creation of Accessible documents.
- Incorporate accessibility into the 2022 Municipal Election, through policies, procedures, and alternative voting methods for residents.
- Continue to consult with the Accessibility Advisory Committee on various projects and initiatives as required.
- Review corporate policies and by-laws to ensure accessibility compliance.
- Continue to monitor website and web content, as well as update any existing web content for accessibility.
- Continue to welcome accommodations throughout the recruitment, selection process and employment life cycle.
- Ensure new facilities and reconstruction are designed with accessibility features being incorporated.

Options:

Option 1 – Council could choose to amend the 2021 Accessibility Plan Status Report

Option 2 – Council could choose not to approve the status report, which is not recommended by staff, as the Annual Accessibility Plan Status Report is a requirement of the Integrated Accessibility Standards Regulation (IASR).

Policy Considerations:

The Town of Arnprior's Strategic Plan has been considered in the development of the 2021 Multi-Year Accessibility Plan Status Report in terms of Effective Service Delivery and improved Infrastructure, and with the inclusion of the core values of Inclusivity and Accessibility. Additional policies considered include:

- Town of Arnprior Accessible Customer Service Policy
- Town of Arnprior IASR Policy
- Town of Arnprior 2018-2023 Multi-Year Accessibility Plan
- Accessibility for Ontarians with Disabilities Act (AODA)
- Integrated Accessibility Standards Regulation (IASR)

Financial Considerations:

There is no cost associated with the approval of the 2021 Town of Arnprior Annual Accessibility Plan Status Report. However, necessary training and implementation of the various items included in the regulations will continue to incur some cost to the municipality, as well as the cost of implementing any maintenance/ infrastructure items being actioned under the "Further Goals Above and Beyond the AODA and IASR". All of these additional items being actioned have been listed in the further attached summary chart, which encompasses part of the Annual Status Report Document. These items are completed under departmental operating budget funds, either as a capital item, or through grant funding.

Meeting Dates:

October 6, 2021 - Accessibility Advisory Committee Meeting

December 13, 2021 – Regular Council Meeting (proposed approval by Council)

December 31, 2021 – Submission of the AODA Compliance Report, for the Province of Ontario

Consultation:

- Accessibility Advisory Committee
The Arnprior Accessibility Advisory Committee was consulted on the 2021 Annual Accessibility Plan Status Report. The Committee recommended the attached Status Report be provided to Council for approval. Members thanked the Town for their continued efforts, and noted they were looking forward to the renewal of the Town's Multi-Year Accessibility Plan in 2022.
- Department Heads
- Town Clerk
- CAO

Documents

2021 Town of Arnprior Annual Accessibility Plan Status Report

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



2021 Town of Arnprior Annual Accessibility Plan Status Report

Background and Purpose

The 2021 Accessibility Status Report is the annual update on the Town of Arnprior's progress of measures taken to improve accessibility and implement the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (IASR) (Ontario Regulation 191/11). The Town of Arnprior approved its second Multi-Year Accessibility Plan, in consultation with the Arnprior Accessibility Advisory Committee, being the 2018-2023 Multi-Year Accessibility Plan, as per the legislation. This plan assists the Town in identifying the requirements of the AODA and IASR, as well as identifying any further accessibility related improvements the Town of Arnprior should consider completing, which are outlined in the Multi-Year Plan under "Further Goals Above and Beyond the AODA and IASR."

This Status Report includes the initiatives completed in 2021, as outlined in the 2018-2023 Multi-Year Accessibility Plan, as well as identifies items that were previously completed, for ease of reference. The purpose of this Status Report is to make the public aware of the Town of Arnprior's progress concerning the Multi-Year Accessibility Plan, and to prevent and remove barriers and meet requirements under the AODA and IASR.

This 2021 Annual Status Report will be made available on the Town's website at www.arnprior.ca. It will also be provided to anyone who requests a copy, in addition to providing other accessible formats upon request.

Commitment to Accessibility

The Corporation of the Town of Arnprior is committed to promoting independence, dignity, integration and equality of opportunity for persons with disabilities. The Town is committed to making the Town workplaces accessible and welcoming environments where both employees and customers are accommodated, in a timely manner, to meet their needs.

The Town's Multi-Year Accessibility Plan and annual status report demonstrate the Town's commitment to modifying service delivery, programming and other workplace processes, policies and procedures to ensure equal access for all.

The Town's Accessibility Advisory Committee (AAAC) plays a key role in assisting the Town of Arnprior in meeting its accessibility goals. The AAAC reviews the multi-year plan and provides recommendations to Council on accessibility matters.

The plan is also reviewed annually to highlight the progress made to date. Staff consulted the Accessibility Advisory Committee, who reviewed the items identified in the Multi-Year Plan, and this Status Report.

2021 Accessibility Achievements

General Initiatives

- March, June, October and December 2021 Arnprior Accessibility Advisory Committee Meetings
- Training for staff and new hires:
 - AODA Customer Service
 - Understanding Human Rights
 - Integrated Accessibility Standards – Information/Communication and Employment Standards as well as Design of Public Spaces where applicable
- Creation of the new Inclusivity and Diversity Advisory Committee

Employment

- Notification to the public that accommodations will be provided upon request.
- Notification welcoming accommodations throughout the recruitment process and employment life cycle.
- Availability of Return to Work Process through EARS program and accommodation where necessary.

Information and Communication

- Continued use of accessible “Contact Us” form for logging complaints, inquiries, requests for service, and compliments, has been added to the Town website, through the Town's newly updated electronic complaint management system. Residents are able to submit information through the Town's website, and receive email confirmation of their ticket submission, with a ticket number.
- A new separate By-law Enforcement Contact Form has been created for ease of access to logging concerns for By-law specific areas of interest.
- Staff continue to look at all documents posted on the Town's website and update for accessibility, where required.
- Installation of Adobe Pro software on multiple Town computer systems, to assist in creating and posting accessible documents.
- Investigation began for additional software to create accessible documents, with staff looking into these options further in 2022.
- Creating Accessible Documents continues, and training for staff who create and upload documents to the Town's website, will also be an ongoing process.
- New WCAG 2.0 AODA compliant Town Website.

- New access to other online payment and form submissions, as well as those previously provided (i.e. marriage licences, pet registrations, various licences, parking tickets). Staff is continuing to review other areas where online payments can be implemented.

Design of Public Spaces

- ICG Grant Received and being implemented by March 2022
 - Upgraded simplified accessible wayfinding signage for the Nick Smith Centre.
- ICIP Grant – Application “Growing Outdoor Play in Arnprior”
 - Announcement pending from Federal and Provincial Government.
 - Upgraded pathways and play structures at Caruso and Legion Park, to include accessible access to parks and include some accessible features in playgrounds, to be completed in near future.
- Nick Smith Centre Parking Lot Paving Project completed with a total of 234 parking spaces, including 12 accessible spaces.
 - Points of entry/ emergency exits are curbed or at grade level, which improves accessibility at the Nick Smith Centre
- The Canada Community Revitalization Fund Grant Application was submitted in 2021 for Accessible Ramp at Robert Simpson Park. No response has been provided to date on this application.
- Additional Accessible Parking stalls added at Robert Simpson Park and one additional at the Arnprior Marina.
- Sidewalk patching was completed across Town.
- Improvement at the intersection of Daniel Street and Edey Street, with the curb being depressed and the Tactile Walking Surface Indicators being installed at either side of the crosswalk.
- Tactile Walking Surface Indicators installed on sidewalks during Alicia Street Reconstruction project.

Next Steps for Accessibility

- Complete the Town of Arnprior’s AODA Compliance Report, for the Province of Ontario, by December 31, 2021.
- Re-audits of Town facilities and parks.
- Continue to consult with the public, persons with disabilities and the Accessibility Advisory Committee.
- Complete a full review and walk through of all Town Facilities with the Accessibility Advisory Committee in Spring of 2022, as a step in the process for establishing a new five-year Multi-Year Accessibility Plan (2023-2027).
- Investigate options for additional software for creation of Accessible documents.
- Incorporate accessibility into the 2022 Municipal Election, through policies, procedures, and alternative voting methods for residents.
- Continue to consult with the Accessibility Advisory Committee on various projects and initiatives as required.
- Review corporate policies and by-laws to ensure accessibility compliance.
- Continue to monitor website and web content, as well as update any existing web content for

accessibility.

- Continue to welcome accommodations throughout the recruitment, selection process and employment life cycle.
- Ensure new facilities and reconstruction are designed with accessibility features incorporated

2021 Status Report – Summary Chart of “Actioned Further Goals Above and Beyond the AODA and IASR”

The Town of Arnprior continues to endeavour to go above and beyond the legislative requirements of the AODA. Attached as Appendix A to this report, is a summary chart of the progress and accomplishments made on any Further Goals, as recommended by the Accessibility Advisory Committee. For ease of reference, any goals completed/ actioned/ still in progress, since the establishment of the 2018-2023 Multi-Year Accessibility Plan, have been left in the table to show the overall progress made on the identified areas in the Plan.

Let Us Know What You Think

Members of the public are encouraged to provide comments on the Town of Arnprior’s Multi-Year Accessibility Plan, the Accessibility Plan Status Reports, and any other accessibility related matter.

The Multi-Year Accessibility Plan and Annual Accessibility Status Reports are made available through a number of efforts:

Website:

<https://www.arnprior.ca/en/town-hall/accessibility.aspx>

Hard Copy:

Town of Arnprior Municipal Office, 105 Elgin Street West, Arnprior, ON. K7S 0A8

Contact Information:

To provide feedback, request accommodation, or for more information please contact:

Maureen Spratt, Town Clerk

Email: mspratt@arnprior.ca

Phone: 613-623-4231 Ext. 1817

Kaila Zamojski, Deputy Clerk

Email: kzamojski@arnprior.ca

Phone: 613-623-4231 Ext. 1818

Appendix A

2021 Status Report - Summary Chart of “Actioned Further Goals Above and Beyond the AODA and IASR”

Overall Goals	
Revitalize Town Facility signage to incorporate more pictures through the adoption of an Accessible Sign Guideline Policy, through consultation with the Accessibility Advisory Committee	<p>Completed – January 2020</p> <p>Council in January 2020, via By-law No. 7026-20, approved a Signage and Wayfinding Policy, outlining Accessibility Guidelines.</p> <p>The Town received an ICIP Grant for Wayfinding Signage to be designed and installed at the Nick Smith Centre, where accessibility of the signage will be taken into consideration. This project will be completed by March 2022.</p>
Town Hall Goals	
Review/Update Emergency Evacuation plan to incorporate accessibility (as required)	Completed by end of 2021.
Outdoor Centre Line Painted on streets to assist visually impaired, where they are not painted.	Where possible centerlines are painted on main roadways and if not most roadways, have a sidewalk on at least one side of the road. Where possible, the Town will endeavor to have a centerline painted or a sidewalk installed on new and redeveloped streets.

Review/Update Emergency Evacuation plan to incorporate accessibility (as required)	Fire Department noted in 2021 this is not required for this building, according to the Fire Prevention and Protection Act.
Lower OPP Service Counter	Included in the LRCF
Make public washroom fully accessible, by installing an automatic door opener, emergency alarm/push bottom lock, etc.	Completed in 2019
Arnprior Public Library and Archives Goals	
Installation of a sign coming from the parking lot where the accessible push button for the front door is located	Completed 2019 Stickers have been installed to each side of the post that the push button is on, in 2020, as the previous signs were damaged twice.
Review/ Update Emergency Evacuation Plan to incorporate accessibility (as required)	Will be updated as required
Arnprior Public Library and Archives Goals continued	
Community Meeting Rooms to have automatic door openers	Completed 2020 In 2020, the Town of Arnprior installed magnetic door openers, where doors can be opened, and remain open, in a fire safe manner, while meeting rooms are being used. In the event of a fire, the doors would automatically close, for fire protection. This was implemented in place of automatic door operators, as during meetings doors will remain open, and thus not require a push button.
Continue to add more accessible computer software to the Library's current software.	This is an ongoing initiative.

Nick Smith Centre Goals	
Review/Update Emergency Evacuation plan to incorporate accessibility (as required)	Requires to be updated. Work plan item for 2022, as it is included in the ICG Grant project.
Refresh contrasting colour strips on entrance doors and any other doors where required	Completed 2019
Make change rooms (pool/arena) fully accessible	<p>The ICIP Grant, applied for in 2019 was unsuccessful.</p> <p>This will remain on the Long Range Capital Forecast, as a project to be completed, budget permitting. In addition, staff will continue to look for opportunities for grant funding to have this project completed sooner.</p>
Install automatic door to access Rink B	Completed 2019
Install automatic door to access the Community Hall	Completed 2019
<p>Make all washrooms accessible</p> <ul style="list-style-type: none"> Including a new stand alone accessible washroom for Nick Smith Centre Community Hall, as the current washroom retrofit to be fully accessible would be very challenging. 	<p>In 2019, improvements were made to the existing washrooms including installation of accessible toilets and sinks.</p> <p>The ICIP Grant submitted in 2019 for a new accessible washroom for the Nick Smith Centre Community Hall was unsuccessful. This will remain on the Long Range Capital Forecast, as a project to be completed, budget permitting. In addition, staff will continue to look for opportunities for grant funding to have this project completed sooner.</p>
Install a higher writing platform (similar to Town Hall Second Floor Service Counter) at Customer Service Counter	Completed 2019
Install handrail in the stands of Rink A	Staff will continue to explore feasible options. Accessible seating is available via the accessible lift, above the Pro Shop.
Make emergency exit outside Community Hall and Rink B accessible by grading the step outside the door.	Completed in 2021 with the paving of the Nick Smith Centre Parking Lot.

Robert Simpson Park Goals

<p>Move the accessible parking stalls to be behind the washrooms and level the parking area prior to completion</p>	<p>Completed 2019</p> <p>In 2021 more accessible parking stalls were added, as noted in the status report, to Robert Simpson Park, Marina, and Nick Smith Centre Parking Lot.</p>
<ul style="list-style-type: none"> • Install an accessible pathway into the water on the beach area. • Install an accessible pathway to the Canteen and lower the service counter. • Make the washrooms fully accessible. • Install an accessible pathway to the Gazebo. • Install an accessible pathway to the Splash Pad and Playground. 	<p>These items will be addressed in the Waterfront Master Plan coming forward, if possible:</p> <ul style="list-style-type: none"> - Installation of accessible pathways to the canteen, gazebo, splash pad and playground <p>Staff applied for and was successful for the 2020 Jumpstart Accessibility Grant for the below items. However, due to COVID-19, the Grant was cancelled and thus staff will be looking to re-apply once the grant is available again. This grant was for the purchase and installation of:</p> <ul style="list-style-type: none"> - Mobi-Mat rec path for RSP access from the trail to the beach and to water's edge - Mobi-Chair for RSP providing accessibility on both the beach and in the water - Mobi-Roll'n-Stow for annual installation and removal of the Mobi-Mat Rec Path <p>The Mobi-Mat items have been added in the Long Range Capital Forecast for purchase in 2022.</p>
<p>Install an accessible swing in the playground</p>	<p>There are no swings currently at Robert Simpson Park. This item will remain in the document to be completed at a future date if possible, contingent on available budget/ grant opportunities.</p> <p>There will be further consideration for design and accessibility of play features and playgrounds in Robert Simpson Park, through the Waterfront Master Plan.</p> <p>Six (6) Accessible swings are available at the following parks:</p> <ul style="list-style-type: none"> - Atkinson, Caruso, Legion, McLean, Optimist, Sgt. Howard Slater

Arnprior & District Museum Goals	
Review/Update Emergency Evacuation Plan, to incorporate accessibility (as required)	Completed 2019
Contrasting colour on the black railing ends, to identify the railing start and finish at night	Completed 2019
Access to exhibits on all three (3) floors of the Museum	The Museum Curator will continue to implement a virtual tour of the other exhibits, which are not accessible at this time, if possible.
Install an elevator in the Museum to allow access to upper floors	This item is tentatively included in the Long Range Capital Forecast for 2030.
Continue to install explanation (audio and/or braille) of exhibits	Continue to be completed if possible, when required.



Town of Arnprior Staff Report

Subject: Council and Committee Meetings

Report Number: 21-12-13-09

Report Author and Position Title: Maureen Spratt, Town Clerk

Department: Client Services

Meeting Date: December 13, 2021

Recommendations:

That Council receive report number 21-12-13-09 for information and consideration; and

Further that Council delay returning to holding in-person meetings, until March 31, 2022, subject to COVID-19 precautionary measures.

Further that Advisory Committees continue to meet virtually in 2022.

Background:

In August of 2021, staff brought a report to Council recommending Council return to in-person meetings in November, however, following a discussion on the merits of returning to in-person meetings prior to year end Council passed resolution 304-21: as follows:

“That Council and Committee meetings plan to resume to in-person in January, 2022 following the required technological and physical distancing measures upgrades; and

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

Further That Council direct staff to bring back an update report in December of 2021.

Therefore, the purpose of this report is to provide Council an update on returning to in-person meetings in 2022.

Discussion:

As Council is aware, meetings since March of 2020 have been held virtually, with all members, staff and the public participating by electronic means. While there have been some negative aspects of virtual meetings, there have also been positive aspects with the live streaming of meetings, including an increase in accountability and transparency, public participation, as well ensuring that proceedings are accessible to as many people as possible.

As discussed at Council at their meeting of August 23, 2021, there is a willingness for Council and Committees to resume to in-person meetings with its members, staff and the public in attendance. However, as noted in August and with the current state of the pandemic, including but not limited to an increase of COVID-19 cases in Renfrew County, a new strain of COVID-19, indoor gathering limits, and the upcoming holiday season there may still be some hesitancy to return to in person meetings.

While Council meetings will continue to be live streamed for public viewing, as Council has not adopted a hybrid model for members of Council, when we do return to the council chambers, all Council members will be required to attend in-person. If in fact, Council was seeking a hybrid model for members (some members in-person and some virtually) amendments to the procedure by-law, additional IT requirements and further considerations of Council would be required. Examples of further considerations could include but are not limited to the following: a member out of town for personal or professional reasons; a compromised immune system; family care obligations; a limit to the number of times per year a member could participate virtually; on a first come first served basis; a requirement for the presiding officer to participate in-person, etc.

As employers, and in accordance with obligations pursuant to the *Occupational Health and Safety Act* of Ontario, the Town of Arnprior is committed to taking every reasonable precaution for the protection of the health and safety of its visitor and employees. Since the beginning of the pandemic the Town has been doing its part by following public health guidance and adhering to public health direction as an effective means of reducing the transmission of COVID-19 in the workplace and in our community. In addition, Council has adopted a vaccination policy for employees, volunteers, independent contractors, future employees and Council members. Committee members are captured in the policy, as volunteers, however, staff have not yet rolled out the vaccination policy to them, as they have not been attending any municipal facilities on a regular basis.

As an update to the August report, the approach staff is recommending is to delay returning to in-person Council meetings. When it is safe to resume in person meetings staff will ensure that public health policies including screening, masking, social distancing, cleaning, disinfection, and capacity limits are in place at the time of return.

As 2022 is an election year, and in accordance with the Council approved calendar of meetings, the number of committee meetings have decreased for most committees. Therefore, to maintain consistency and look after the health and safety of staff, volunteers and the public, it is staff's recommendation to continue conducting Committee meetings virtually in 2022.

As a reminder, even if Council does return to in-person meetings, there are number of situations under which an in-person meeting may need to be rescheduled or changed to an electronic format with potentially little notice for health and safety reasons, including: an increase in case numbers, an outbreak within the Town Hall; a change in public health guidelines or provincial orders; or if there are issues with quorum due to potential exposure or symptoms.

As referenced in the August 23, 2021, staff report, technology is being installed in the Council chambers to support livestreaming and better public engagement. Additionally, the Men's Shed is constructing the physical barriers (plexi-glass) for the Council Chambers.

In summary, factoring in the different options to transitioning to in-person meetings again, it is staff's recommendation that Council's return to in-person meetings be delayed to March 31, 2022 and continue conducting meetings virtually for Committees for the remainder of 2022.

Options:

1. That Council return to in-person meetings in January 2022 or another date of Council's choosing.
3. That Council waive Section 5.2.1 (b) of the Council Procedural By-Law to permit a mix of in-person and virtual participation for Members of Council, until such a time that the Clerk has brought forward a fulsome report.
4. That Committees resume to in-person meetings.
5. That Committees meet virtually until a date of Council's choosing.

Policy Considerations:

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

Financial Considerations:

Costs for implementing physical barriers in Council Chambers will be covered in the 2021 Corporate Minor Capital budget.

Meeting Dates:

N/A

Consultation:

- Renfrew County District Health Unit
- More information on the plan to safely reopen Ontario and to continue to follow restrictions and public health measures can also be found at <https://covid-19.ontario.ca/public-health-measures>

Documents:

Staff Report 21-08-23-08 Return to In Person Meetings

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:



Town of Arnprior Staff Report

Subject: Council and Committee Meetings

Report Number: 21-08-23-08

Report Author and Position Title: Maureen Spratt, Town Clerk

Department: Client Services

Meeting Date: August 23, 2021

Recommendations:

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

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

Background:

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

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

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

Discussion:

Roadmap to Reopen

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

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

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

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

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

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

Resume to In-Person Meetings

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

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

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

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

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

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

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

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

Options:

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

Policy Considerations:

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

Financial Considerations:

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

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head:

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



**Minutes of Operations Advisory Committee Meeting
September 20, 2021
6:30 PM
Electronic Participation – Via Zoom**

Committee and Staff Attendance

Committee Members Present:

Chair Dan Lynch
Vice Chair Chris Toner
Philip MacLeod, Committee Member
John Shane, Committee Member
David Coreau, Committee Member (6:32 pm)

Committee Members Absent:

Emily Laprade, Committee Member

Town Staff Present:

Kaila Zamojski, Deputy Clerk
John Steckly, General Manager, Operations
Rick Desarmia, Fire Chief
Cory Nicholas, Fire Prevention/Protection Officer/ Captain

1. Call to Order

Chair Dan Lynch called the Operations Advisory Committee meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

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

3. Land Acknowledgement

Chair Dan Lynch 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 No. 019-21

Moved by Chris Toner

Seconded by John Shane

Be It Resolved That the agenda for the Operations Advisory Committee Meeting of dated Monday, September 20, 2021, be adopted.

Resolution Carried

Minutes of Operations Advisory Committee Meeting

5. Disclosures of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution No. 020-21

Moved by Phil MacLeod

Seconded by John Shane

That the Operations Advisory Committee approve of the minutes listed under item no. 5(a) on the Agenda (Operations Advisory Committee – May 17, 2021).

Resolution Carried

Committee Member David Coreau joined the virtual meeting at 6:32 pm.

7. Presentations/ Delegations

a) OPP Statistics – OPP Inspector

Resolution No. 021-21

Moved by Chris Toner

Seconded by Phil MacLeod

That the Operations Advisory Committee receive the OPP Statistical Report as information.

Resolution Carried

OPP Inspector Ferguson provided an overview of the statistical report, included in the Agenda Package and responded to questions, with the following being a summary of the comments:

- Auxiliary Police Officers on the trail or elsewhere are to be accompanied by a uniform police officer.
- None of the bail violations are youth.
- Concerned citizens should contact the OPP when an incident is occurring on the trail, so that the OPP can track the days and times incidents are occurring.
- Increased patrols of the Town are being undertaken, due to increased concerns surrounding damage to public property.
- OPP are seeing mental health related calls trending downwards, which they feel is directly related to the mental health program in place, linking people in crisis to community services to assist them. The Town can continue to support this initiative by continuing to support the Community Safety and Well Being Plan and also making mental health a Town priority.

b) Emergency Management Update – Fire Prevention/Protection Officer/ Captain/ Acting Deputy Fire Chief

The Fire Prevention/ Protection Officer/Captain/ Acting Deputy Fire Chief provided a verbal update on Emergency Management noting the following:

- Staff Training – Ms. Rubab Nadeem our new Manager of Finance has been briefed on her role as an alternate for the Emergency Management Team.

Minutes of Operations Advisory Committee Meeting

- Annual Exercise – The Loomex Group will be on site to conduct the annual emergency exercise and required staff training next Thursday September 30th, 2021. The training will be a full eight hours. Topics discussed will include but not be limited to the current pandemic response and municipal roles within national recovery efforts.
- Hazard Index and Risk Assessment – As previously discussed, our municipal hazard index and risk assessment (HIRA) weighs the impact of the known risks in our community against the probability of their occurrence. Pandemics are listed on Hazard Sheet #24 and rank as a high risk in our community, because they are always likely to occur on a global level. Also, the consequence of such events is typically quite high, causing fatalities and widespread disruption of essential services and long-term disruption of basic services.

The Captain/ Fire Prevention-Protection Officer noted, he would like to amend Hazard Sheet #24 to include Covid-19 on the list of “considerations and effects” along with SARS and H1N1, as a matter of record for any future discussion when re-evaluating the one specific risk at any point in the future. This request resulted in the following motion:

Resolution No. 022-21

Moved by Phil MacLeod

Seconded by John Shane

That the Operations Advisory Committee acting in the capacity of the Towns Emergency Management Program Committee approves the inclusion of Covid – 19 under Pandemics in the updated Hazard Index and Risk Assessment for 2021.

Resolution Carried

c) Fire Department Report – Fire Chief

Resolution No. 023-21

Moved by Phil MacLeod

Seconded by Chris Toner

That the Operations Advisory Committee receive the Fire Department Report as information.

Resolution Carried

The Fire Chief provided an overview of the Fire Department Report presentation, and responded to questions.

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

- The Fire Department noted they tend to hold a good stock of old equipment for non-live fire training only. Also, old equipment not being used can be donated to Fire Fighters without Borders.

Committee Members congratulated Rick Desarmia in being appointed as the new Fire Chief.

Minutes of Operations Advisory Committee Meeting

d) Asset Management Update – Engineering Officer, Facilities and Assets & General Manager, Operations

Resolution No. 024-21

Moved by Dave Coreau

Seconded by Phil MacLeod

That the Operations Advisory Committee receive the Asset Management Update presentation as information.

Resolution Carried

Discussion ensued among Committee Members, with the following being a summary of the comments received:

- Machinery under \$10,000 will be tracked as a grouping of equipment.
- The company Public Sector Digest ensures regulatory compliance of their product.
- The Town is working diligently with the contractor for the Nick Smith Centre Parking Lot, with the hope the project will be completed in early October.
- The Alicia Street project is also behind schedule, but is looking to be completed in mid-late October.

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

None

10. New Business

Chair County Councillor Dan Lynch noted the following new business items:

a) Renfrew County & District Health Unit

Over 15,000 residents have not been vaccinated against COVID-19, not including children under 12 years of age.

b) Elgin Street Construction should be completed November 1, 2021.

c) The New French School on Baskin Drive

Council has deferred the site plan approval on this project due to safety concerns, regarding increased traffic. This will be coming back to Council at a future meeting for consideration.

d) Damage to Road Allowances

Staff will be looking into concerns raised about damage to road allowances. This damage is being caused by dogs, cats and otherwise.

11. Adjournment

Resolution No. 025-21

Moved by Phil MacLeod

Seconded by Dave Coreau

That this meeting of Council be adjourned at 7:39 pm.

Resolution Carried



Minutes of Inclusivity & Diversity Advisory Committee Meeting

October 4, 2021

6:30 PM

Electronic Participation – Via Zoom

Committee and Staff Attendance

Committee Members Present:

Chair Lynn Grinstead
Peter Shum, Committee Member
Ro Nwosu, Committee Member
Ananda Nicholas, Committee Member
Rainner Bouret Amparo, Committee Member
Brad Greyeyes-Brant, Committee Member
Aiden McGrath, Committee Member

Also Present:

Jodi Bucholtz, Manager, Local Immigration Partnership

Committee Members Absent:

Town Staff Present:

Robin Paquette, CAO
Maureen Spratt, Town Clerk
Kaila Zamojski, Deputy Clerk
Graeme Ivory, Director of Recreation

1. Call to Order

Chair Lynn Grinstead called the Inclusivity & Diversity 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 Acknowledgement

Chair Lynn Grinstead 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 No. 001-21
Moved by Ananda Nicholas
Seconded by Aiden McGrath

Be It Resolved That the agenda for the Inclusivity & Diversity Advisory Committee Meeting of dated Monday, October 4, 2021, be adopted.

Carried

Minutes of Operations Advisory Committee Meeting

5. Disclosures of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

None

7. Presentations/ Delegations

None

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

None

10. New Business

Chair Grinstead, welcomed everyone to the first Inclusivity & Diversity Advisory Committee Meeting (IDAC). Chair Grinstead noted that with the formation of the committee, we can ensure a true sense of inclusivity and diversity by creating, developing and rewriting policies, bringing forward ideas for cultural events, opening the door to education, brainstorming new ideas and ensuring a safe and respectful space.

a) Introduction of Members

Each of the Committee Members introduced themselves and briefly described their background, experiences and interest in sitting on the committee.

b) Appointment of Vice-Chair

Resolution No. 002-21

Moved by Aiden McGrath

Seconded by Brad Greyeyes-Brant

That Ananda Nicholas and Ro Nwosu be appointed Vice-Chair(s) of the Inclusivity and Diversity Advisory Committee

Carried

c) Terms of Reference Discussion

The Deputy Clerk provided an overview of the Terms of Reference, including the Mandate, Goals and Objectives, Meeting Schedule and Location, Organization, Qualifications, Duties and Responsibilities of the Chair and Members, Term, Quorum and Support Staff. The Deputy Clerk also noted Committee Members will be required to review and sign the Code of Conduct. Further to the overview, the following amendments to the Terms of Reference were brought forward:

Resolution No. 003-21

Moved by Ananda Nicholas

Seconded by Brad Greyeyes-Brant

Minutes of Operations Advisory Committee Meeting

That the Terms of Reference for the Town of Arnprior Inclusivity and Diversity Advisory Committee (IDAC) be amended to reflect that the Committee will meet month on the first Thursday of every month.

Carried

Resolution No. 004-21

Moved by Aiden McGrath

Seconded by Ananda Nicholas

That the Terms of Reference for the Town of Arnprior Inclusivity and Diversity Advisory Committee (IDAC) be amended to reflect that IDAC meetings will take place between the hours of 6:30 and 8:00 p.m.

Carried

11. Adjournment

Resolution No. 005-21

Moved by Aiden McGrath

Seconded by Rainer Bouret Amparo

That this meeting of the Inclusivity and Diversity Advisory Committee be adjourned at 7:30 pm.

Carried



Minutes of Inclusivity & Diversity Advisory Committee Meeting

November 4, 2021

6:30 PM

Electronic Participation – Via Zoom

Committee and Staff Attendance

Committee Members Present:

Chair Lynn Grinstead
Peter Shum, Committee Member
Ro Nwosu, Committee Member
Ananda Nicholas, Committee Member
Aiden McGrath, Committee Member

Committee Members Absent:

Brad Greyeyes-Brant, Committee Member
Rainner Bouret Amparo, Committee Member

Also Present:

Jodi Bucholtz, Manager, Local Immigration Partnership

Town Staff Present:

Robin Paquette, CAO
Maureen Spratt, Town Clerk
Graeme Ivory, Director of Recreation

1. Call to Order

Chair Lynn Grinstead called the Inclusivity & Diversity Advisory Committee meeting to order at 6:30 PM and welcomed those present. Prior to the roll being called, Chair Grinstead referred to a recent newspaper article calling for the removal of the Chair and a committee member of IDAC. Chair Grinstead emphasized the committee is here to move forward with its mandate, to follow the terms and reference and to work together in a safe and respectful space for the betterment of the community.

2. Roll Call

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

3. Land Acknowledgement

Chair Lynn Grinstead 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 No. 007-21
Moved by Aiden McGrath
Seconded by Ananda Nicholas

Minutes of Inclusivity Advisory Committee Meeting

Be It Resolved That the agenda for the Inclusivity & Diversity Advisory Committee Meeting of dated Thursday, November 4, 2021, be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 008-21

Moved by Ananda Nicholas

Seconded by Ro Nwosu

Be It Resolved That the minutes for the Inclusivity & Diversity Advisory Committee Meeting of Thursday, October 4, 2021, be adopted.

Resolution Carried

7. Presentations/ Delegations

None

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

None

10. New Business

a) Environmental Scan

Robin Paquette, CAO proceeded to advise that an environmental scan is similar to a SWOT analysis (strengths, weaknesses, opportunities and threats), and further defined it as “Environmental scanning is a constant and careful analysis of the internal and external environment of an organization in order to detect opportunities, threats, trends, important lessons, and weaknesses which can impact the current and future strategies of the organization.” The CAO noted some municipalities have accomplished an environmental scan through a survey and a survey of this type may give the committee some indication of what the environment of Arnprior is like. Jodie Bucholz confirmed that an environmental scan would look at the current status from a Town of Arnprior and community perspective; and, simultaneously the committee can look at identifying a common mission and vision for this committee, that will then guide actions moving forward.

Following discussion the committee agreed that:

- The Clerk will forward the link to Creating a Diversity, Equity, and Inclusion Committee in Your Community - Steps, Best Practice Tips, and Lessons Learned for review by the committee.
- Committee members will each bring forward questions to include on an Arnprior specific survey to the December 2, 2021 meeting of the committee.

Minutes of Inclusivity Advisory Committee Meeting

- The topic (Environmental Scan) will be included as an agenda item on the December meeting.

b) Town Hall Flags

The Clerk provided background information on the Council decision to lower the flags at Town Hall, indefinitely, to recognize lost Indigenous children. The Clerk noted that Council wants to continue to honour those children, however, also wants to honour Canadian soldiers on Remembrance Day. The Chair reiterated the Clerk's comment recommending that a permanent remembrance, such as a bench painted orange be installed in a prominent location.

Following discussion the committee recommended the following:

- That the Town consult with the Algonquin's of Pikwakanagan, regarding the raising of the flag.
- Raise the flag prior to Remembrance Day and lower to half staff on Remembrance Day, and remain lowered until consultation with the Algonquins of Pikwakanagan has taken place.
- Consult with the Algonquins of Pikwakanagan First Nation to discuss project recommendations in the Waterfront Master Plan.

c) Fireworks

The Clerk provided background information the municipality's fireworks by-law including that Fireworks can be discharge on the Victoria Day and the day before or after Victoria Day as well as on Canada Day and the day before or after Canada Day in the municipality. The Clerk noted there are holidays, such as Diwali where fireworks are discharged to recognize the holiday. Following discussion, the committee agreed that:

- The Clerk will consult with the Fire Department and bring forward an amending by-law that will include other holidays (Diwali and Chinese New Years) and; a fireworks special occasion permit to allow for fireworks to be discharged at other festivals and events.
- Include in the environmental scan/survey a question(s) regarding other holidays, religious holidays, non-Christian religious event and/or festivals that the public may like to celebrate that the municipality would be supportive of in its policies/procedures.

d) Cultural Event

The Chair advised that the municipality would like to see more events that highlights the diversity in the Town of Arnprior. Chair Grinstead suggested a cultural food event. On question of the Chair the following recommendations for cultural events were brought forward:

- The City of Ottawa reached out to Local Immigration Partnership Renfrew and Lanark to gauge interest in being part of an expansion of cultural celebration which takes place annually in June.

Minutes of Inclusivity Advisory Committee Meeting

WOW week (Welcome Ottawa) would be extended into Renfrew and Lanark, with a goal of working with municipalities and community groups to have activities around multiculturalism in the month of June.

Therefore there is an opportunity for the Town of Arnprior to be part of something, which will compliment other events this committee brings forward. As a member on the organizing committee Local Immigration Partnership Renfrew and Lanark will be establishing, vetted by the leading community organizers establishing the order of events across the county. Organization of the events will ramp up in the New Year.

- Following discussion the committee agreed that a Night Market” with vendors, music, food, dance all that celebrate cultural diversity be considered.
- The matter will be include on the next agenda of the committee for further discussion and brought forward in the New Year for fine tuning to be recommended to Council.

e) Vision, Mission and Goals

The Chair noted she had spoken with Jodi Bucholtz who noted the importance of defining the collective vision, mission and goals of the committee. The item will be included on the next meeting agenda for discussion.

11. Adjournment

Resolution No. 009-21

Moved by Ro Nwosu

Seconded by Aiden McGrath

That this meeting of the Inclusivity and Diversity Advisory Committee be adjourned at 7:22 pm.

Resolution Carried



Minutes of Arnprior Accessibility Advisory Committee Meeting
October 6, 2021
7:00 PM
Electronic Participation – Via Zoom

Committee and Staff Attendance

Committee Members Present:

Chair Lynn Grinstead
Dave Furgoch, Committee Member
France Guillemette, Committee Member
Linda Buttle, Committee Member

Committee Members Absent:

Kathleen Bender, Committee Member

Town Staff Present:

Kaila Zamojski, Deputy Clerk

1. Call to Order

Chair Lynn Grinstead called the Arnprior Accessibility Advisory Committee meeting to order at 7:00 PM and welcomed those present.

2. Roll Call

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

3. Land Acknowledgement Statement

Chair Lynn Grinstead 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 No. 004-21

Moved by David Furgoch

Seconded by Linda Buttle

Be It Resolved That the agenda for the Arnprior Accessibility Advisory Committee Meeting of dated Wednesday, October 6, 2021, be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

Minutes of Operations Advisory Committee Meeting

6. Adoption of Minutes of Previous Meeting(s)

Resolution No. 005-21

Moved by Linda Buttle

Seconded by David Furgoch

That the Arnprior Accessibility Advisory Committee approve of the minutes listed under item no. 6(a) on the Agenda (Arnprior Accessibility Advisory Committee – June 2, 2021).

Resolution Carried

7. Presentations/ Delegations

a) Draft 2021 Accessibility Plan Status Report – Deputy Clerk

The Deputy Clerk provided an overview of the presentation and responded to questions.

Discussion ensued among Committee Members, with the following being a summary of the comments received:

- The Deputy Clerk and Chair provided a brief description of what a Mobi-Mat is, for Committee Members after the question was posed.

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

None

10. New Business

Chair Lynn Grinstead noted that this area of the meeting, is a good time to bring anything forward that you feel the Town is not already addressing. We are always looking for your feedback.

Committee Member France Guillemette noted her interest in having the opportunity to provide feedback on the accessibility of any new and redeveloped playgrounds/ play structures. France provided information on various playgrounds that she has visited in other provinces, noting that some had bases or accessible pathways that lead to the accessible features only, and also had sand, so that kids could play in the sand as well. She noted, for example there would be an accessible rubberized pathway to the accessible play structure and swing, but not to any other playground features that were not accessible. The Deputy Clerk noted the Director of Recreation would be coming to the next meeting to discuss playgrounds with this committee, looking for any feedback.

Committee Member David Furgoch noted his continued concern with the lack of a traffic light at the intersection of McNab Street and Madawaska Blvd. Chair Grinstead noted that this is a County Road, and thus the Town does not have jurisdiction in putting up a light on Madawaska Blvd. She further noted that with the growth in that area of Town a new traffic study will need to be completed by the County. Chair Grinstead further noted, that with her discussions over the years, she feels the County is watching this road and traffic carefully.

Minutes of Operations Advisory Committee Meeting

11. Adjournment

Resolution No. 006-21

Moved by David Furgoch

Seconded by France Guillemette

That this meeting of the Accessibility Advisory Committee be adjourned at 7:23 pm.

Resolution Carried

**The Corporation of the
Town of Arnprior**

By-law Number 7233-21

A by-law to appoint Jennifer Eve as Deputy Treasurer with signing authority for the Corporation of the Town of Arnprior.

Whereas Section 8 of the Municipal Act, 2001, S.O., c.25 as amended states that the municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority; and

Whereas Section 11 of the Municipal Act, S.O. 2001, as amended allows the municipality to provide any service or thing that the municipality considers necessary or desirable for the public, including the passing of by-laws pertaining to governance structure of the municipality; and

Whereas Section 23 (1) of the Municipal Act, S.O. 2001, as amended authorizes a municipality to delegate its powers and duties under this or any other Act to a person; and

Whereas subsection 286(2) of the Municipal Act, S.O. 2001, c.25 as amended, provides that a municipality may appoint Deputy Treasurers who shall have all the powers and duties of the Treasurer under the Municipal Act 2001, and any other act; and

Whereas the Council of the Town of Arnprior deems it necessary to enact a by-law to provide for a Deputy Treasurer, who in the absence of the Treasurer shall carry out the duties of the Treasurer; and

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to appoint Jennifer Eve as Deputy Treasurer, effective December 15, 2021.

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

1. **That** Jennifer Eve is hereby appointed as Deputy Treasurer of the Town of Arnprior, effective December 15, 2021 and shall have the title of Manager of Finance for Town Business; and

2. **That** Jennifer Eve as Deputy Treasurer shall have all authority granted through all pertinent Town of Arnprior By-laws and all applicable law; and
3. **That** effective December 15, 2021 Jennifer Eve shall be an authorized signing authority for banking purposes for the Corporation of the Town of Arnprior; and
4. **That** By-law Number 7210-21 and any by-law as they existed prior to December 15, 2021 are repealed insofar as they apply to the appointment of a Deputy Treasurer.
5. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and **Passed** this 13th day of December, 2021.

Walter Stack, Mayor

Maureen Spratt, Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7234-21

A by-law to repeal and replace By-law Number 7115-20 to review and approve the annual Occupational Health and Safety Policy written statement for the Corporation of the Town of Arnprior.

Whereas Sections 25 (2) (j) & (k) of the Ontario Occupational Health and Safety Act requires an employer to prepare and review the Occupational Health and Safety Policy on an annual basis and post same in a conspicuous place in the workplaces(s); and

Whereas the annual review of the Health and Safety policies and programs was completed by the Town's Health and Safety Committee members and deemed to be adequate and meeting the requirements of the *Ontario Occupational Health and Safety Act*; and

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to approve a statement acknowledging the annual Occupational Health & Safety Policy review and commitment to the health and safety of all workers.

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

1. **That** the Occupational Health & Safety Policy written statement attached hereto as 'Schedule A' is hereby adopted;
2. **That** By-law Number 7115-20 and any by-laws and/or resolutions inconsistent with the provisions herein are repealed;
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 13th day of December, 2021.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk



**Schedule 'A' to By-law No. 7234-21
The Corporation of the Town of Arnprior's
Occupational Health and Safety Policy Statement**

The Corporation of the Town of Arnprior recognizes that the health and safety of employees is of primary importance to all municipal operations. As a continuing objective, the Corporation will make every effort to prevent and/or minimize occupational injuries and/or illness for its employee(s), including volunteers and contractors/subcontractors.

The Corporation and its Management team take our responsibility to provide a physically and psychologically safe and healthy workplace for all employees seriously. This policy is our commitment that we will comply with our duties under the Ontario Occupational Health and Safety Act, and take every reasonable precaution for the protection of workers in the workplace.

Supervisors are accountable for the health and safety of workers under their supervision and therefore are responsible to ensure that the workplace and equipment are safe. Each Supervisor shall ensure that workers follow established safe work practices, Town policies and procedures, receive and wear the appropriate Personal Protective Equipment (PPE); and receive adequate supervision and training in their specific work tasks.

Every worker must protect his or her own health and safety by working in compliance with the law, adopting safe work practices, adhering to Town policies and procedures and by wearing the appropriate PPE established by the Corporation. Workers will receive information, training, appropriate PPE, and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, for all parties.

Sincerely,

Walter Stack, Mayor
Town of Arnprior
December 13, 2021

The Corporation of the Town of Arnprior

By-law Number 7235-21

A by-law to authorize the execution of a funding agreement between the Corporation of the Town of Arnprior and Andrea Dixon and Jamieson Strachan for participation and funding in the Community Improvement Plan (CIP) for 60 Madawaska Street.

Whereas Section 8(1) of the *Municipal Act*, S.O. 2001, Chapter 25, confers broad authority on municipalities to enable municipalities to govern their affairs as they consider appropriate; and

Whereas Section 11 (2)3 provides that a municipality may pass By-laws respecting the financial management of the municipality under Section 11 (3)10 respecting economic development services; and

Whereas By-law No. 5980-11 passed on the 27th day of June, 2011, designated a Community Improvement Project Area for the purpose of preparing and implementing a Community Improvement Plan respecting the revitalization, redevelopment; and

Whereas By-law No. 5981-11 passed on the 11th day of July, 2011 adopted a Community Improvement Plan for the established Community Improvement Project Area, in accordance with Section 28 of the *Planning Act*, R.S.O., 1990, as amended, for the purpose of carrying out community improvement through various Town-led initiatives and financial incentives set forth in a Community Improvement Plan;

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

1. **That** authority is hereby granted for the Mayor and Clerk to execute the necessary agreement, attached as "Appendix A", with Andrea Dixon and Jamieson Strachan for funding under the Community Improvement Plan (CIP) to improve and restore 60 Madawaska Street.
2. **That** funding in the amount of \$3,350.00 for the CIP Application at 60 Madawaska Street is allocated from the CIP Grants Account.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 13th day of December, 2021.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

“Appendix A”

Arnprior Community Improvement Plan

Financial Incentive Program Agreement

Property Owner(s): Andrea Dixon and Jamieson Strachan

Authorized Applicant (if not the owner):

Application File Number: CIP-21-03

Property Address: 60 Madawaska Street

Legal Description of Property (Lot and Plan Number): Pt Lot 1, Plan 92

Roll Number of Property: 4702 000 01503900 0000

Telephone Number: 613- 591-9540

Date of Application Approval: December 13, 2021

Anticipated Commencement Date of Community Improvement Works: Spring 2022

Anticipated Completion Date of Community Improvement Works: Spring 2022

CIP Financial Incentive Programs

Value of Rebate/Refund/Grant

Façade or Property Improvement Grant: \$3,350

Heritage Property Improvement Grant: \$0

Tax Increment Equivalent Grant: 0%

Application and Permit Fees Rebate: \$ 0

Downtown Housing Program: \$0

Brownfield Financial Tax Incentive Program: \$0

Total: \$3,350

Grant Period:

Provided on a one-time basis upon the successful completion of the work, to the satisfaction of the Town;

Agreement:

1. I/We hereby apply for a rebate, refund, and/or grant, pursuant to the Arnprior Community Improvement Plan, and have completed and fulfilled the requirements of the Financial Incentive Program Application Form to the satisfaction of the Town.
2. I/We hereby acknowledge receiving and reviewing this form and attached Schedule "A" and agree to be bound by the General Terms and Conditions of the Financial Incentive Programs therein.
3. I/We hereby acknowledge receiving and reviewing this form and attached Schedule "B" and the Specific Terms and Conditions of the Financial Incentive Programs as contained therein.
4. I/We hereby acknowledge receiving and reviewing this form and attached Schedule "C" and agree to be bound by the Terms and Conditions for the Interest Rebate Loan Program therein.
5. I/We hereby agree that in the event of default, the rebate, refund, and/or grant is immediately cancelled and any rebate, refund, and/or grant monies previously received by the applicant become immediately due for payment to the Corporation of the Town of Arnprior.
6. Any of the following events will be considered default during the rebate, refund, and/or grant period:
 1. The work contemplated under this agreement must be started by the applicant, or caused to be started by the applicant, within eight (8) calendar months defined as 245 calendar days from the passing of the authorizing by-law by Council, and the work must be completed by the applicant, or caused to be completed by the applicant, within twelve (12) calendar months defined as 365 days from the passing of the authorizing by-law by Council. Failure by the owner to abide by the timelines set out herein shall result in this agreement expiring and becoming null and void. The Corporation of Town of Arnprior shall not be obliged to make any payments contemplated herein whatsoever, nor shall the applicant be entitled to request any payments contemplated herein upon this agreement expiring.

2. Completion of the community improvement works are not consistent with the description or information as provided by the Applicant on an approved Financial Incentive Program Application Form and by supporting materials, or are not completed to the satisfaction of the Town;
 3. Demolition of the building which was subject to the community improvement works;
 4. Use of the grant for ineligible costs, or for works which were not specified as part of the project, as indicated by the Applicant on the approved Financial Incentive Program Application Form and supporting materials;
 5. Failure of the property owner to pay taxes in any year during the rebate, refund or grant period;
 6. Bankruptcy of the corporation which is the recipient of the rebate, refund or grant;
 7. Transfer of ownership of the subject real estate, (unless, in its sole discretion, the Town approves, in writing, a continuance of this rebate, refund, and/or grant with the Transferee); or
 8. Conversion, reconstruction or change in use of the subject building in a manner that defeats or contravenes the states purposes for which this rebate, refund, and/or grant was approved by the Community Development Committee or Council to the Applicant in accordance with the grant application.
7. Based on the Applicant's Acknowledgement and Agreement, the Corporation of the Town of Arnprior agrees to advance the above-described rebate, refund, and/or grant, upon satisfactory proof of the completion of the work, and documentation of the costs associated with the community improvement works.
8. I/We hereby agree that it is the responsibility of the Applicant to notify the Corporation of the Town of Arnprior of the following:
- i. Any change in the ownership of the property
 - ii. Any change in the tenancy of the subject property, where the Applicant is a tenant;
 - iii. The completion of the work; or
 - iv. Any delay in the timing of commencement or completion of the work as stated herein.

I/We hereby agree that this Agreement Form shall be binding upon the parties and their heirs, executors, successors and assigns.

This agreement shall be binding upon the successors and assigns of the parties hereto. In witness whereof the parties have affixed their hands and seals this 13th day of December, 2021.

Signed, sealed and delivered the Corporation of the Town of Arnprior in the presence of

Walter Stack, Mayor

Maureen Spratt, Town Clerk

Andrea Dixon, Applicant

Jamieson Strachan, Applicant

Witness

Witness

Schedule “A”

General Terms & Conditions of the Financial Incentive Programs

1. Community improvement works undertaken and completed that are associated with an approved incentive program application must be consistent with the project description contained in the application form and supporting materials, and with the Financial Incentive Program Agreement. Should the undertaken or completed works not be consistent with the original project description, in the sole opinion of the Town, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the sole discretion of the Town.
2. The Town reserves the right to audit the actual costs associated with any of the works described by the approved financial incentive application. Audits of actual costs will be undertaken at the expense of the applicant. Should the costs be significantly lower than the cost estimates noted in the approved financial incentive application, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the sole discretion of the Town.
3. Should the total value of all rebates, refunds and grants exceed 50% of the eligible cost of the works, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the sole discretion of the Town.
4. Upon approval and/or completion of community improvement works, the Town reserves the right to inspect any properties/buildings that are associated with an incentive program application offered within the Community Improvement Plan. The Town will notify the Applicant of its intent to inspect the property/building at least seven days in advance.
5. Should the applicant fall into default of any of the General Eligibility Requirements, or fail to meet the detailed requirements of each of the incentive programs or any other requirements of the Town, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the discretion of the Town.
6. The work contemplated under this agreement must be started by the applicant, or caused to be started by the applicant, within eight (8) calendar months defined as 245 calendar days from the passing of the authorizing by-law by Council, and the work must be completed by the applicant, or caused to be completed by the applicant, within twelve (12) calendar months defined as 365 days from the passing of the authorizing by-law by Council. Failure by the owner to abide by the timelines set out herein shall result in this agreement expiring and becoming null and void. The Corporation of Town of Arnprior shall not be obliged to make any payments contemplated herein whatsoever, nor shall the applicant be entitled to request any payments contemplated herein upon this agreement expiring.

Schedule “B”

Specific Terms & Conditions of Each Financial Incentive Program

1. Façade and Property Improvement Grant Program, Housing Improvement Program

- a) Grants will be provided upon successful completion of the approved works, to the satisfaction of the Town.
- b) Grants are provided on a one-time basis to each eligible applicant for each approved project.

2. Heritage Property Improvement Grant Program

- a) Grants will be provided upon successful completion of the approved works, to the satisfaction of the Town.
- b) Grants are provided on a one-time basis to each eligible applicant for each approved project.
- c) Recipients of the grant agree to protect, restore, or enhance the heritage features of the property.

3. Application and Permit Fees Refund Program

- a) Applicants must pay for all application and permit fees prior to commencing the approved work.
- b) A refund for the amount of the application and permit fees will be provided to the applicant once the approved work is complete in accordance with the approved permits and zoning requirements, to the Town’s satisfaction.
- c) Planning application/building permit/development charge fees will be refunded on a one-time basis for each approved project.

4. Tax Increment Equivalent Grant Program

- a) When an approved project is complete, a rebate that is equal to or part of the Town’s portion of the increase in taxation will be provided annually following the payment of all property taxes by the owner.
- b) Where the tax increment equivalent grant indicated in the Financial Incentive Program Agreement is greater than 50%, the Town shall require a financial pro-forma (at the expense of the applicant), and/or an independent third party financial review (at the expense of the applicant and as contracted by the applicant on

approval of the Town). The financial pro-forma and/or independent third party financial review will be used by the Town to ensure that the rebate is consistent with the terms, conditions and performance expectations, as contained within the information provided by the applicant in the approved Financial Incentive Application Form and within this Agreement.

- c) Rebates will be provided upon successful completion of the approved work, to the satisfaction of the Town, and only upon payment of the full reassessed value of the taxes.
- d) Upon completing the approved community improvement works, to the satisfaction of the Town, and upon reassessment of the property, should the total value of the rebate be significantly less than the applicant's estimated value of the tax increase as indicated in the Application Form for Financial Incentives, the Applicant may choose to withdraw the application for the Tax Increment Equivalent Grant Program.

5. Brownfields Financial Tax Incentive Program

- a. When an approved project is complete, a rebate that is equal to or part of the Town's portion of the increase in taxation will be provided annually following the payment of all property taxes by the owner.
- b. At its sole discretion, the Town shall require a financial pro forma (at the expense of the applicant) and/or an independent third party financial review (at the expense of the applicant and as contracted by the applicant on approval of the Town). The financial pro-forma and/or independent third party financial review will be used by the Town to ensure that the rebate is consistent with the terms, conditions and performance expectations, as contained within the information provided by the applicant in the approved Financial Incentive Application Form and within this Agreement.
- c. An application must be accompanied by a Phase II ESA, Phase III ESA, or Risk Assessment Plan prepared by a "qualified person" (as defined in Ontario Regulation 153/04 as amended by Ontario Regulation 66/08, or the equivalent legislation) that contains:
 - a. an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a RSC to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
 - b. a work plan and budget for said environmental remediation, and/or risk management actions and/or the application must be accompanied by proof that an RSC for the proposed use of the property has been acknowledged by the Ministry of the Environment.

- d. Where applicable, a separate Financial Incentive Program Agreement may apply to any Provincial or County tax assistance provided in addition to the municipal portion of the tax incentive, where the Town has agreed to apply for external incentives on behalf of the applicant. A separate timeline may apply to Provincial or County tax assistance. In no case shall the total value of the incentive(s) exceed the eligible project costs.

Schedule “C” - Terms & Conditions of Interest Rebate Program

1. Where a grant is issued as part of the Interest Rebate Program, the Applicant agrees to advise the Town where the terms and conditions of the loan obtained from a financial institution have changed.
2. The Town may require repayment of all or a portion of a grant issued through the interest rebate program, where there is a significant reduction in the amount of interest to be paid on the loan.
3. At the sole discretion of the Town, payment of a grant issued through the interest rebate program may occur as a single lump sum payment, or paid in installments on an annual basis, not to exceed a period of five years (five payments).
4. Payment of grants issued through the interest rebate program will be provided upon successful completion of the approved works, to the satisfaction of the Town.
5. Grants issued through the interest rebate program are provided on a one-time basis to each eligible applicant for each approved project.

**The Corporation of the
Town of Arnprior**

By-Law Number 7236-21

A by-law to award the development of the Town's 2022 Water and Wastewater Master Plan.

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

Whereas in accordance with Bylaw Number 7145-21, Stantec Consulting Ltd. was appointed to a standing offer list for the provision of professional engineering services for the period of March 22nd, 2021 to December 31st, 2025; and

Whereas Stantec Consulting Ltd. submitted a proposal under Standing Offer for the development of the Town's 2022 Water and Wastewater Master Plan in the amount of \$197,890.61 (plus applicable taxes).

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

1. **That** Council award the development of the Town's 2022 Water and Wastewater Master Plan to Stantec Consulting Ltd. in the amount of \$197,890.61 (plus applicable taxes).
2. **That** Council authorize the CAO to execute the necessary documents to award the contract.

Enacted and Passed this 13th day of December, 2021.

Mayor Walter Stack

Maureen Spratt, Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7237-21

A by-law of the Town of Arnprior to designate certain lands in the Callahan Estates Subdivision (49M-75), as being exempt from Part Lot Control.

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

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

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

1. **That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as:
 - a. Blocks 177, 178, 179, 198, 199, 200, 201 on Plan 49M-75; and
 - b. Lots 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144 on Plan 49M-75.
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 13th day of December, 2023.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7238-21

A by-law of the Town of Arnprior to designate certain lands in the Marshall's Bay Meadows Subdivision (49M-110), as being exempt from Part Lot Control.

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

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

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

- 1. That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as:
 - a.** Block 21 on Plan 49M-110, designated as Parts 1-4 on Plan 49R-19911;
and
 - b.** Block 21 on Plan 49M-110, designated as Parts 1-5 on Plan 49R-19910
- 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 13th day of December, 2023.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7239-21

A by-law of the Town of Arnprior to designate certain lands in the Fairgrounds Subdivision (49M-109), as being exempt from Part Lot Control.

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

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

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

1. **That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as:
 - a. Block 45 on Plan 49M-109, designated as Parts 1-3 on Plan 49R-19853
 - b. Block 46 on Plan 49M-109, designated as Parts 1-2 on Plan 49R-19865
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** By-law Number 7223-21 be hereby repealed.
7. **That** this by-law shall expire and be of no further force and effect as of the 13th day of December, 2023.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7240-21

A by-law of the Town of Arnprior to designate certain lands in the Fairgrounds Subdivision (49M-109), as being exempt from Part Lot Control.

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

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

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

- 1. That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as:
 - a.** Block 43 on Plan 49M-109, designated as Parts 1-2 on Plan 49R-19863; and
 - b.** Block 44 on Plan 49M-109, designated as Parts 1-2 on Plan 49R-19864
- 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 13th day of December, 2023.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7241-21

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

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

1. **That** By-law number 6875-18, as amended, be and the same is hereby further amended as follows:
 - a. Schedule “A” is amended by zoning those lands being Part Lot 1, Concession C & D and part of Road Allowance Between Concession C & D, Town of Arnprior as Residential Three (R3), Residential Three – Exception 41 (R3*41), Residential Four – Exception 28 (R4*28), Residential Four – Exception 42 (R4*42) and Open Space (OS), as shown on the attached Schedule “A”, and,
 - b. By adding exception 41 to “Table 10.1: Exceptions” to read as follows:

Exception Number	Base Zone	Permitted Uses	Special Rules and or Provisions that apply that are different than in the Base Zone
41	R3	<ul style="list-style-type: none">• All uses permitted in the R3 Zone	<ul style="list-style-type: none">• Exempt from Section 6.4.3g) of the By-law which requires that individual driveways accessing the two semi-detached dwellings be paired;
42	R4	<ul style="list-style-type: none">• Apartment Dwelling, Multiple Dwelling	<ul style="list-style-type: none">• Maximum height – 15.5m

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

Enacted and **Passed** this 13th day of December, 2021.

Walter Stack, Mayor

Maureen Spratt, Clerk

SCHEDULE "A"



- FD to R4*42
 FD to OS
- FD to R3*41
 FD to R4*28
- FD to R3

CORPORATION OF THE TOWN OF ARNPRIOR
 This is Schedule "A" to By-law Number 7241-21
 Passed the 13th day of December, 2021.

Signatures of Signing Officers:

 Walter Stack, Mayor

 Maureen Spratt, Clerk

The Corporation of the Town of Arnprior

By-law Number 7242-21

A by-law to amend the Joint Use Library Agreement to reflect revised methodology for the 2021-2025 term.

Whereas in 2015 the Councils of McNab/Braeside and Arnprior and the Arnprior Public Library Board entered into an agreement for the use of the Library; and

Whereas section 5.1.3 of the agreement indicates that methodology for calculating the annual contribution shall be reviewed and discussed every five years; and

Whereas the Municipal Library Use Committee recommends methodology amendments be implemented including a revised 2% operating cap and resetting the operating base to reflect 2019 actuals; and

Whereas the addition of section 5.6 is desired to address an unplanned reduction in library services and the ability to negotiate a temporary change in the division of municipal contributions.

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

1. **That** Schedule A of the agreement be amended to include the estimated annual contributions for 2021 to 2025 as follows:

3. Township's Baseline Calculation for 2021:

Operating Grant: \$415,656 (2019 reset) plus 2% cap = \$423,969

Town Portion (69%): \$292,207

Township Portion (31%): \$131,762

	Population	Weight Factor	Weighted Population	Percentage
Population (2020) - Township	7,347	60%	4,408	31.1%
Population (2020) - Town	9,776	100%	9,776	68.9%
	17,123		14,184	

4. Calculation of Estimated Township Annual Contribution for years 2021 to and including 2025 subject to Section 5 adjustments each year:

	5 Year Term				
	2021	2022	2023	2024	2025
Operating Grant (2.0% Cap)	423,969	432,449	441,097	449,919	458,918
Arnprior Portion (68.9%)	292,207	298,051	304,012	310,092	316,294
Total M/B Grant (31.1%)	131,762	134,397	137,085	139,827	142,624
Total M/B Grant \$	131,762	134,397	137,085	139,827	142,624
M/B \$ per capita	17.93	18.29	18.66	19.03	19.41
	2021	2022	2023	2024	2025
Operating Grant (2.0% Cap)	423,969	432,449	441,097	449,919	458,918
Arnprior Contribution \$	292,207	298,051	304,012	310,092	316,294
Facility / Capital Arnprior \$	81,500	83,130	84,793	86,488	88,218
Total Arnprior \$	373,707	381,181	388,805	396,581	404,512
Arnprior \$ per capita	38.23	38.99	39.77	40.57	41.38

2. That Section 5.6 be added:

5.6 In the event of a significant unplanned temporary reduction in access to Library services, the Town and the Township covenant and agree to negotiate an appropriate adjustment to the Township's contribution by means of a temporary change in the division of contributions from the two municipalities (Schedule A) for the period of reduced access. The total of the two municipal grants to the Library would continue to follow Schedule A but the two municipalities could negotiate a temporary adjustment in the portion (%) contributed by each municipality."

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

Enacted and passed this 13th day of December, 2021.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7243-21

A by-law to repeal by-law 6405-14 and replace with a new Policy FS-BR-04: Investment Policy.

Whereas all investment activities are governed by the *Municipal Act, 2001, S.O. 2001, s. 418 to s. 420* as amended, with Ontario Regulation 438/97 requiring municipalities to adopt a statement of investment policies and goals prior to investing in eligible securities under the regulation; and

Whereas Council authorized by-law 6405-14 on November 24, 2014 adopting Investment Policy (#FS-BR-04) which outlines investment parameters; and

Whereas Council of the Corporation of the Town of Arnprior deems it expedient to repeal by-law 6405-14 and adopt a new investment policy which includes a new investment parameter table based on a comprehensive review and legislative changes.

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

1. **That** Policy #FS-BR-04 – Investment Policy attached as Appendix A is adopted;
2. **That** By-law 6405-14 and any other by-laws, resolutions and/or parts of by-laws or resolutions inconsistent with this By-law are hereby repealed in their entirety; and
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 13th day of December, 2021.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk



The Town of Arnprior Corporate Policies and Procedures Manual

Policy Name: Investment Policy

Policy Manual Section: Financial
Services – Budgets & Revenues

Revision Date: December 13, 2021

Policy Number: FS-BR-04

By-law Number: 7243-21

Effective Date: December 13, 2021

Organizational Coverage: Council,
CAO, Treasurer, Deputy Treasurer

1.0 Policy Statement

This policy establishes guidelines for municipal investments, as defined by and in compliance with the requirements of s. 418 to s. 420 of the *Municipal Act, 2001*, Ontario Regulation 438/97, as amended, and is in accordance with the Town of Arnprior Delegation of Authority by-law, as amended. The goals of this policy are to ensure compliance with legislation and to establish a reporting practice to council, where, at least annually, a full disclosure of information relating to municipality held investments is provided.

2.0 Purpose

The objective of the policy is to govern the investment activities of the municipality and, in priority order, to ensure (1) adherence to statutory requirements; (2) preservation of capital; (3) maintaining liquidity; and (4) earning a competitive rate of return.

2.1 Adherence to Statutory Requirements

All investment activities shall be governed by the *Municipal Act, 2001*, S.O. 2001, s. 418 to s. 420 as amended. Investments, unless limited further within this policy, will be those deemed eligible under Ontario Regulation 438/97 as amended or as authorized by subsequent provincial regulations.

2.2 Preservation of Capital

Safety of principal is an important objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Staff shall endeavor to mitigate credit and interest rate risk as follows:

2.2.1 Credit Risk

- Limiting investments to safer types of securities;
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

2.2.2 Interest Rate Risk

- Structuring the investment portfolio so that securities mature to meet ongoing cash flow requirements, thereby reducing the need to sell securities on the open market prior to maturity;
- Investing operating funds primarily in shorter-term securities or approved investment pools; and
- Diversifying longer-term holdings to match term exposures to requirements of underlying reserve funds and to mitigate effects of interest rate volatility.

2.3 Maintenance of Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements and limit temporary borrowing requirements. This shall be done where possible by structuring the portfolio such that securities mature concurrent with anticipated cash demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets. A portion of the portfolio may be placed in local government investment pools which offer immediate liquidity without withdrawal penalty for short-term funds.

2.4 Competitive Return on Investments

Without compromising other objectives, the Town shall maximize the rate of return earned on its portfolio by implementing a dynamic investment strategy as part of its investment program.

Trends in macro-economic variables will be monitored including interest rates, inflation, and foreign exchange rates, as affected through the political arena and international developments and perceptions.

Diversification, as well as ensuring safety of principal by limiting exposure to credit, sector or term risks, also provides opportunities to enhance the investment returns of the Town's portfolio by means of prudent and timely adjustments to asset mix.

3.0 Scope

This investment policy applies to the investment activities made by the Municipality with respect to operating, capital, trust, reserves and reserve funds.

4.0 Responsibility

4.1 Standard of Care

All investment activities are held to a standard of care.

4.1.1 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Individuals acting in accordance with written procedure and this investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risks or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidation or the sale of securities are carried out in accordance with the terms of this Policy.

4.1.2 Ethics and Conflict of Interest

Individual parties involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Involved parties shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

4.2 Delegation of Authority

In line with the Delegation of Authority By-law, as amended, the Treasurer has overall responsibility for the prudent investment of the Town's portfolio and is responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this Policy.

4.3 Treasurer and/or Deputy Treasurer

- i) Enters into arrangements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities;
- ii) Executes and sign documents on behalf of the corporation and performs all other related acts in the day-to-day operation of the investment and cash management program;
- iii) Develops and maintains all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the Corporation's investments are properly managed and adequately protected;

- iv) Obtains adequate insurance coverage to guard against any losses that may occur due to misappropriation, theft, or other unscrupulous acts of fraud with respect to the Corporation's financial assets.

5.0 Definitions

Asset Backed Securities: fixed income securities (other than a government security) issued by a Special Purpose Entity, substantially all of the assets of which consist of Qualifying Assets.

Bond - A debt security issued by such entities as corporations, governments, or their agencies, for example statutory authorities, in return for cash from lenders and investors. A bond holder is a creditor of the issuer and not a shareholder. The issuer of a bond is effectively a borrower, and is required to pay interest to creditors (lenders) throughout the life of the bond.
Credit Risk: the risk to an investor that a debt issuer will default in the payment of interest and/or principal on a security.

DBRS: Dominion bond rating service. Ratings may carry a high (R-1 Prime Credit), medium (R-2 Medium Grade Credit), or low (R-3 Below Medium Grade Credit) designation indicating the standing within a rating classification.

Diversification: a process of investing assets among a range of security types by sector, maturity, and quality rating.

Duration: a measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Interest Rate Risk: the risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value prior to maturity.

Liquidity: a measure of an asset's convertibility to cash.

Market Risk: the risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value: current market price of a security.

Maturity: the date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder.

ONE Investment Program: a pooled investment option for Ontario municipalities and the broader public sector, where the deposits of participating groups are jointly managed by professional portfolio managers. The Program is operated by LAS and The CHUMS Financing Corporation, subsidiary companies of AMO and MFOA, respectively.

Prudent Person Rule: an investment standard outlining the fiduciary responsibilities relating to the investment practices of public fund investors.

Safekeeping: holding of assets (e.g., securities) by a financial institution.

6.0 Eligible Investments and Conditions

6.1 Denomination

All investments shall be denominated in Canadian dollars.

6.2 Authorized Investment Instruments

The following investment instruments will be permitted by this policy, as deemed eligible by Ontario Regulation 438/97 or as authorized by subsequent provincial regulations:

1. Bonds, Debentures, Promissory Notes
2. Deposit Receipts, Deposit Notes, Certificates of Deposit or Investment, Acceptances or Similar Instruments (Money Market)
3. Equity holdings are limited to the ONE Investment Program and shall be held in the ONE Canadian Equity Portfolio.

6.3 Authorized Institutions

Investments issued or guaranteed by the following institutions will be permitted by this policy, as deemed eligible by Ontario Regulation 438/97 or as authorized by subsequent provincial regulations:

1. The Government of Canada or Crown Corporation.
2. Provincial governments of Canada.
3. A municipality, school board or local board as defined in the Municipal Affairs Act or a conservation authority established under the Conservation Authorities Act.
4. Schedule I, II and III banks are set out by Section 14 of the Bank Act and subject to a minimum rating of A (low) or equivalent.
5. Loan or trust corporations, registered under the Loan and Trust Corporation Act and subject to a minimum rating of A (low) or equivalent.
6. Joint Municipal Investment pools permitted under the Municipal Act (i.e. ONE Investment Program)

6.4 Investment Term

To the extent possible, the Town shall match its investments with anticipated cash flow requirements. The term of an investment will be based upon a term strategy, comprising of short- and mid-term (5 years) duration. Longer terms can be considered for funds where maximizing investment income is a primary consideration, such as the Cemetery Perpetual Care Trust Fund. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than ten (10) years from the date of purchase.

6.5 Investment Diversification

The investments shall be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or sector (excluding Government of Canada securities);
- Limiting investment in securities to those that have higher credit ratings;
- Investing in securities with varying maturities; and
- Investing in mainly liquid, marketable securities which have an active secondary market, to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

In order to ensure maximum security and proper diversification of the portfolio, additional limitations apply as set out in the Appendix A for the maximum allowable exposure for each category as a percentage of the total portfolio. The schedule also sets out the maximum allowable exposure for each specific issuer in a class as a percentage of the total portfolio. Note that portfolio percentage restrictions apply at the time an investment is made. At specific times, the portfolio limitations may be exceeded as a result of the timing of maturities or changes in market value.

6.6 Safekeeping and Custody

All securities shall be held for safekeeping by a financial institution approved by the Town. All securities shall be held in the name of the Town. The depository shall issue a safekeeping receipt to the Town listing the specific instrument, rate, maturity and other pertinent information.

6.7 Securities Lending

The Town of Arnprior may engage in the practice of securities lending as provided in Section 418 of the *Municipal Act* to enable the corporation to increase its return on its custodial portfolio by lending certain assets to recognized borrowers for a fee.

6.8 Reporting Requirements

The Treasurer is required to prepare an investment report which is to be delivered to Council, at least annually. This report shall contain the following information:

- i. A statement of portfolio performance through the reporting period
- ii. A description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality and a description of the change, if any, in that estimated proportion since the previous year's report.
- iii. A statement by the Treasurer with respect to adherence to the municipality's investment policy.
- iv. A transaction listing of any changes to investment in its own securities, including purchase and or sale price.

If an investment made by the municipality is, in the Treasurer's opinion, not consistent with the investment policies and goals adopted by the municipality, the Treasurer shall report the inconsistency to Council within 30 days after becoming aware of it.

7.0 References

Section 418 of *Municipal Act*

Ontario Regulation 438/97

Ontario Regulation 265/02

8.0 Attachments

Appendix A: Investment Parameters

Appendix A: Investment Parameters

Category	Minimum Credit Rating (DBRS) *	Maximum Portfolio Share	Institutional limit per Issuer	Term Maximum
Federal & Crown Corporations	N/A	100%	100%	10 Years
Provincial	N/A	100%	100%	10 Years
Municipal	N/A	100%	100%	5 Years
Corporate	A (low)	50%	10%	5 Years
Banks - Schedule I (Big Six - RBC, TD, BNS, NA, CIBC, BMO)	A (low)	100%	50%	5 Years
Banks - Schedule I, II, III (other than Big Six noted above)	A (low)	50%	Limit of \$100,000/issuer CDIC limits	5 Years
Loan / Trust Corporation (registered under the Loan and Trust Corporations Act)	A (low)	50%	Limit of \$100,000/issuer CDIC limits	5 Years
ONE Investment - Canadian Government Bond Portfolio	N/A	100%	N/A	N/A
ONE Investment - Canadian Corporate Bond Portfolio	N/A	100%	N/A	N/A
ONE Investment - Canadian Equity Portfolio	N/A	15%	N/A	N/A

* Equivalent ratings from Moody's Investor Services, Standard and Poor's or Fitch Ratings are acceptable as well.