



Town of Arnprior
Regular Meeting of Council Agenda
Date: Monday, January 24, 2022
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 – January 10, 2022** (Page 1-6)
8. **Awards/ Delegations/ Presentations**
 - a) **Delegations**
 - i. JJ Davis, **Arnprior and Climate Change** (Page 7-22)
9. **Public Meetings**
 - a) **Community Improvement Plan Update**, Meghan MacMillan, Project Manager, Samantha Gatchene, Planner, WSP (23-47)

10. Matters Tabled/ Deferred/ Unfinished Business

11. Staff Reports

- a) **Arnprior Waste Disposal Site – Year 7 Operations Contract Extension**, John Steckly, GM, Operations (Page 48-50)
- b) **Municipal Grant Application – Provincial Broomball Committee**, Graeme Ivory, Director of Recreation (Page 51-61)
- c) **User Fees and Charges - Annual Review**, Jennifer Morawiec, GM Client Services /Treasurer (Page 62-110)
- d) **Summer Student Employment Program**, Jennifer Morawiec, GM Client Services /Treasurer (Page 111-114)
- e) **Proclamation – Wear Red Canada Day**, Kaila Zamojski, Deputy Clerk (Page 115-120)

12. Committee Reports and Minutes

13. Notice of Motion(s)

14. County Councillor’s Report from County Council

15. Correspondence & Petitions

a) Correspondence

- i. Correspondence Package I-22-Jan-02

16. By-laws & Resolutions

a) By-laws

- i. **By-law Number 7250-22** – Interim Tax (Page 121-122)
- ii. **By-law Number 7251-22** – Part Lot Control Fairgrounds (Blocks 53-55) (Page 123-124)
- iii. **By-law Number 7252-22** – Part Lot Control Fairgrounds (Blocks 43 and 44) (Page 125-126)
- iv. **By-law Number 7253-22** – Remove Holding Symbol 240 Baskin Drive East (CECCE) (Page 127-128)
- v. **By-law Number 7254-22** – Revised Summer Student Employment Policy and Student Pay Scale (Page 129-134)

17. Announcements

18. Media Questions

19. Closed Session

- a) One (1) Matter to discuss a personal matter about an identifiable individual, including municipal or local board employees pursuant to Section 239 (2)(b) of the Municipal Act, 2001 (Committee Appointment); and
- b) One (1) matter to discuss a personal matter about an identifiable individual including municipal or local board employees and labour relations or employee negotiations pursuant to Section 239(2)(b)(d) of the Municipal Act, 2001 (Building Inspector)

20. Confirmatory By-law

By-law No. 7255-22 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
January 10, 2022 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

Council Members Absent:

Town Staff Present:

Robin Paquette, CAO
Maureen Spratt, Town Clerk
Jennifer Morawiec, General Manager,
Client Services/ Treasurer
Kaila Zamojski, Deputy Clerk
Graeme Ivory, Director of Recreation
John Steckly, GM, Operations
Rick Desarmia, Fire Chief
Jennifer Eve, Manager of Finance
Cory Nicholas, Deputy Fire Chief

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 001-22

Moved by Tom Burnette

Seconded by Dan Lynch

Be It Resolved That the agenda, for the Regular Meeting of Council dated Monday, January 10, 2022 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 002-22

Moved by Ted Strike

Seconded by Lisa McGee

That the minutes of the Special and Regular Meetings of Council listed under item number 7

(a) and (b) on the Agenda be adopted (Special Meeting of Council – December 8, 2021;

Regular Meeting of Council – December 13, 2021)

Resolution Carried

8. Awards/Delegations/Presentations

a) Delegation

i) William Bell – Support 240 Baskin Drive West, Conseil des écoles catholiques du Centre-est (CECCE)

Mr. William Bell provided a verbal summary of his letter submitted in the Agenda Package, noting he is seeking Council’s assistance in the acceleration of this project.

Mayor Stack thanked Mr. Bell for his delegation, noting this item is on the Agenda this evening for consideration.

b) Presentations

i) Tabling of the Draft 2022 Budget & Long Range Capital Forecast, CAO, General Manager, Client Services/Treasurer, and Manager of Finance/Deputy Treasurer

The CAO, General Manager, Client Services/Treasurer and the Manager of Finance provided a presentation outlining the 2022 Draft Budget, attached as Appendix A and forming part of these minutes, and responded to questions.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

a) Traffic Impact Study- Site Plan Control Application – 240 Baskin Drive, Conseil des écoles catholiques du Centre-est (CECCE) (SPC2/17), Robin Paquette, CAO

Resolution Number 003-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council receive the Transportation Impact Study prepared by Dillon Consulting for the development at 240 Baskin of a French Catholic Elementary School.

And further that Council amend the recommendation in Report 21-08-23-02 to include the following:

“And further that the Site Plan Agreement include a requirement to post \$80,000 in securities for a minimum of three years for the construction of an additional 10 parking spaces on the site if warranted through the provisions of the Site Plan Agreement.”

Resolution Carried

b) 240 Baskin Drive West, Conseil des écoles catholiques du Centre est (CECCE) (SPC2/17), Robin Paquette, CAO

Resolution Number 294-21 (Deferred Resolution)

Moved by Lynn Grinstead

Seconded by Lisa McGee

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

Resolution Amended

Resolution Number 004-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Resolution Number 294-21 be amended to include a paragraph two (2) with the following wording:

“And further that the Site Plan Agreement include a requirement to post \$80,000 in securities for a minimum of three years for the construction of an additional 10 parking spaces on the site if warranted through the provisions of the Site Plan Agreement.”

Resolution Carried

Resolution Number 005-22

Moved by Dan Lynch

Seconded by Chris Toner

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

And further that the Site Plan Agreement include a requirement to post \$80,000 in securities for a minimum of three years for the construction of an additional 10 parking spaces on the site if warranted through the provisions of the Site Plan Agreement.

Resolution Carried As Amended

11. Staff Reports

a) **County of Renfrew Infrastructure Growth Management and Funding, General Manager, Operations**

Resolution Number 006-22

Moved by Ted Strike

Seconded by Lynn Grinstead

That Council receive this report as information as it relates to the ongoing review of funding options for growth related projects on County of Renfrew infrastructure;

That Council request that the County of Renfrew undertake a more thorough review of the option of Development Charges at the County level with assistance from a consulting firm that specializes in development charges;

That Council direct staff to forward this report to the County of Renfrew as the Town's comments in response to their request for feedback dated November 1st, 2021.

Resolution Carried

12. Committee Reports and Minutes

None

13. Notice of Motions

None

14. County Councillor's Report from County Council

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

- The Inaugural Meeting of County Council was held on December 14, 2021 with Warden Debbie Robinson being acclaimed. Councillor Lynch noted his appointments to the following committees: Operations; Development & Property; Ottawa Valley Trail; Algonquin Trail (Vice Chair); and the Canadian Nuclear Laboratories Board.
- All County meetings will be via "Zoom" until March 31, 2022.
- On January 17th and 18th the County Budget Workshop will take place.
- The County has registered County Councillor Lynch for the ROMA Conference (zoom) from January 23-25, 2022.
- On January 7th, County Council passed a resolution to postpone the 2022 Ontario Winter Games until 2023.

15. Correspondence & Petitions

a) Correspondence Package – I-22-JAN-01

Resolution Number 007-22

Moved by Lynn Grinstead

Seconded by Lisa McGee

That the Correspondence Package Number I-22-JAN-01 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following items:

- Page 14 – Ontario Business Cost Rebate Program – Eligible businesses will receive rebate payments equivalent to 50% of the eligible property tax and energy costs they incur while subject to the current capacity limits.
- Page 33 – COVID-19 results published on December 30th indicate that Arnprior is in 3rd place in the County for number of COVID cases, with 138 confirmed cases and 35 active at that time. Only the City of Pembroke and Laurentian Valley have higher case numbers.
- Page 63 – Ontario government has announced the minimum wage as of January 2022 is now \$15.00.
- Page 44 – A letter was sent from the Chair of the Algonquin Trail Committee, noting appreciation for the work the Town has done on beautifying between William Street and John Street.
- Page 49 – The Executive Director of the Association of Road Supervisors has advised that a number of our staff have received their Associate Road Supervisor Certification, being Mike Ledgerwood, Ryan Dalgity, and Chris Crowder. On behalf of Council congratulations.
- Page 62 – The Ontario Government is pulling the plug on fax machines in Public Service. Starting in 2022 over 1,500 telephone fax lines will no longer be available for use.

- Page 63 – Canada Pension Plan – the contributions to the CPP will be rising in 2022 by 5.3%. As well the Unemployment Insurance Premiums will be going from 1.58% to 1.83% by 2027.
- Municipal Election Date is October 24, 2022. Dates to remember are May 2nd, 2022 which is the first day to file nomination papers, and August 19, 2022 which is the deadline for candidates with a nomination to change office.

16. By-laws & Resolutions**a) By-laws**

Resolution Number 008-22

Moved by Lynn Grinstead

Seconded by Chris Toner

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

- i) By-law Number 7246-22 – Annual Appointment to Committee of Adjustment/ Property Standards Committee
- ii) By-law Number 7247-22 – Part Lot Control (Marshalls Bay Meadows)
- iii) By-law Number 7248-22 – Site Plan Agreement with Conseil des écoles catholiques du Centre-est (CECCE)

Resolution Carried

17. Announcements

County Councillor Lynch made the following announcements:

- Today, I attended a Zoom meeting held by Minister MacLeod dealing with what the provincial government is going to do to assist Ontarians during this time. The highlight I noted is that beginning on January 18, 2022 – February 22, 2022 hydro rates on a 24 hour bases will be dropped to 8.2 kw/h.
- The Arnprior Hospital Catch the Ace is currently sitting at over \$18,000 and Lions Club Catch the Ace is currently sitting at over \$9,000.

Councillor Chris Toner announced that before Christmas he attended the Inaugural Meeting of County Council for Warden Robinson and congratulated her on her new term. He noted he realized after that he forgot to mention and recognize County Councillor Lynch for his work at the County level. Councillor Toner offered his thanks and appreciation on behalf of Council, staff and residents to County Councillor Lynch for his efforts in representing the Town of Arnprior at the County of Renfrew.

Mayor Walter Stack announced that the COVID-19 situation is just as bad in Renfrew County as other parts of the Province. Mayor Stack expressed his understanding that people are tired of the situation, however we all need to continue to do our part. Social distance, wear a mask, wash our hands, get vaccinated and/ booster shots if you have not already done so. In addition Mayor Stack noted to be patient and understanding of health care workers and public health workers, as verbal abuse tends to be a growing concern for the County. Treat these workers with dignity and respect, and we will get through this unprecedented situation.

18. Media Questions

None

19. Closed Session

None

20. Confirmatory By-Law

Resolution Number 009-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That By-law No. 7249-22 being a By-law to confirm the proceedings of the Regular Meeting of Council held on January 10, 2022 be and it is hereby enacted and passed.

Resolution Carried

21. Adjournment

Resolution Number 010-22

Moved by Chris Toner

Seconded by Tom Burnette

That this meeting of Council be adjourned at 8:35 p.m.

Resolution Carried

Signatures

Walter Stack, Mayor

Maureen Spratt, Town Clerk

Request to Appear as a Delegation Form

Topic *

Climate change - request to create a municipal climate action plan

Type of Meeting *

Council

Meeting Date**Who are you representing**

Myself

My Business

Other

Reason for Appearing *

I am asking that the town of Arnprior create a municipal climate action plan and establish a committee for climate change considerations. Within that, I am presenting the five-step framework from FCMs Partners for Climate Protection to be used as a possible guide.

Do you have material to distribute at the meeting *

Yes

No

I created a slide show for my presentation.

Do you have a copy of your notes/ presentation to attach *

Yes

No

Please Note: All material to be distributed at the meeting and/or any electronic presentations must be received by the Town Clerk no later than 12:00 PM (noon) the Tuesday prior to the meeting. Materials must follow the guidelines provided on the back on this form.

Contact Information

Name *

JJ Davis

Address *

1236 Stewartville Road

Phone Number *

647 863-4146

E-mail Address *

jjh.davis@gmail.com

I hereby consent to the release of my personal contact information for the purposes of the agenda preparation and meeting *

I Agree

JJ Davis

Arnprior and Climate Change

Asks from the community

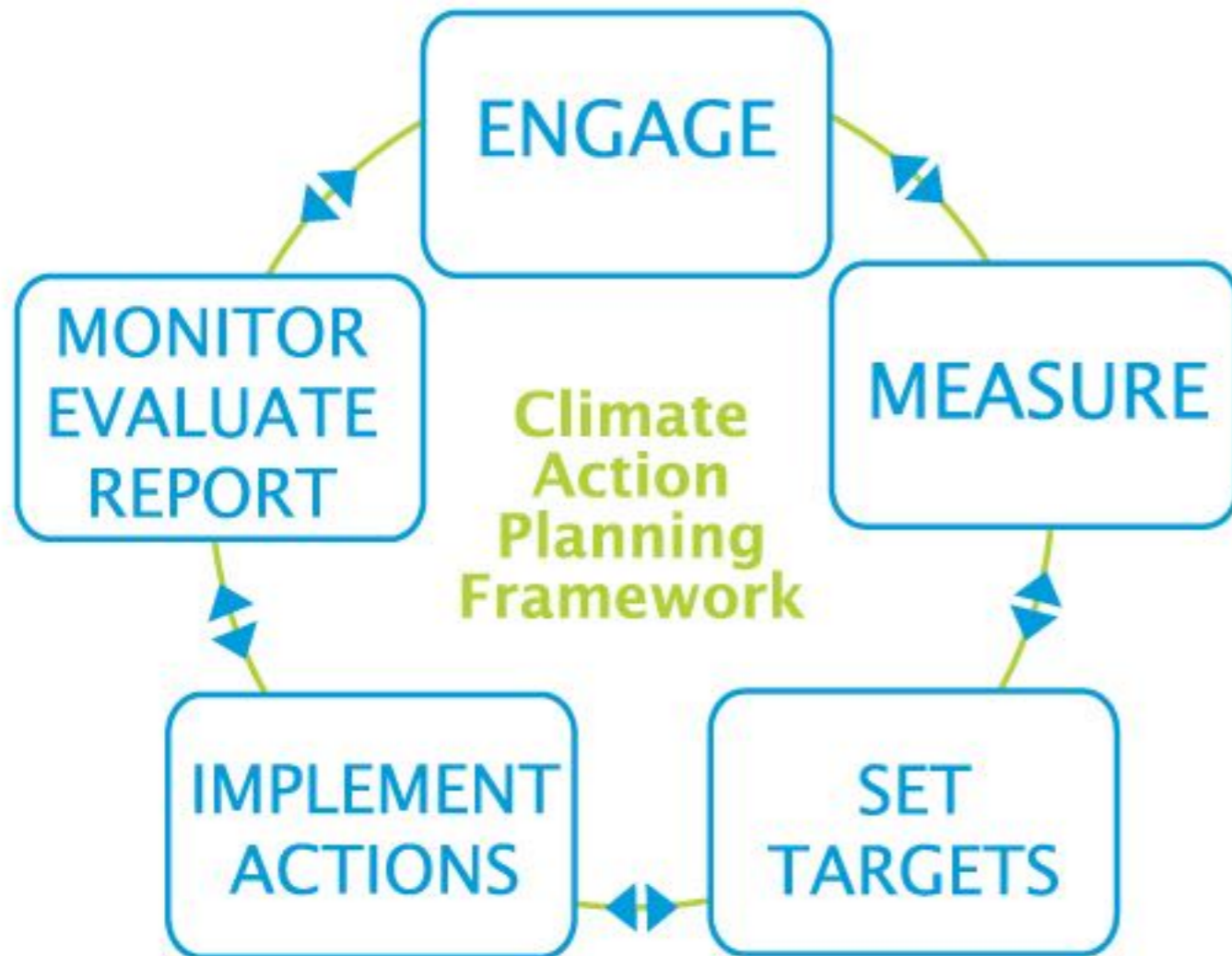
“It’s real. It’s us. It’s bad. Scientists agree.
There is hope”

–Anthony Leiserowitz

My first ask:

*For the Town of Arnprior to establish
a climate action plan*

What is a climate action plan



- ❖ Situates the town of Arnprior in the global crisis.
- ❖ Measure town emissions.
- ❖ Identify successes and shortfalls.
- ❖ Set emission reduction targets.
- ❖ Implement actions required.
- ❖ Monitor.
- ❖ Rinse and repeat.

Why policy?

- ❖ Gives language to the urgency of climate change.
- ❖ Communicates to the community and beyond that climate change is a priority.
- ❖ Presents a unified front.
- ❖ Demonstrates that Arnprior residents can look to their town for guidance in their own strategies to adapt or mitigate climate change.
- ❖ Instead of waiting for provincial or federal mandates creating policy and procedure that applies to Arnprior specifically gives the town *and* it's residents the gift of taking action now.



Unique advantages of small community

- ❖ Closer relationships allow for improved communication and collaboration.
- ❖ Fewer administrative and bureaucratic barriers to implementation.
- ❖ More significant and impactful role of climate champions, community organizations.

Partners for Climate Protection

- ❖ The most efficient way to create a climate plan would be to join the Partners for Climate Protection (PCP) through the Federation of Canadian Municipalities (FCM)
- ❖ The PCP program consists of a five-step milestone framework for municipalities to use as a guide when taking action against climate change, like creating a climate action plan.
- ❖ Our neighbours in Lanark County are currently working their way through the PCP program in partnership with Climate Network Lanark (CNL).
- ❖ 400+ municipalities joined already.



PARTNERS FOR **CLIMATE PROTECTION**

Five-step PCP framework

1. Create a baseline emissions inventory and forecast.
2. Set emissions reductions targets.
3. Develop a local action plan.
4. Implement local action plan.
5. Monitor progress and reporting results.

*My second ask:
For the town of Arnprior to create a
committee for climate action*

A committee for climate action would

- ❖ Development new policy and procedure related to climate considerations;
- ❖ Hold council accountable for emission targets;
- ❖ Advise on actions the town can take reduce GHG emissions;
- ❖ Promote community outreach, engagement and education around behavioural changes and energy efficiency;
- ❖ Identify grants, funding and investment opportunities for green initiatives.

Tay Valley green and climate change working group

- ❖ Identify current GHG emissions inventory;
- ❖ Investigate opportunities for the Township to reduce GHG emissions;
- ❖ Promote the reduction of GHG emissions while working to lower energy costs;
- ❖ Support a local sustainable economy through the reduction of GHG emissions;
- ❖ Identify funding and grant opportunities, including the preparation of grant applications, that may be available to the municipality to implement GHG reduction projects, green energy programs etc.;
- ❖ Develop a GHG Emission Reduction Plan;
- ❖ Identify and prepare for upcoming deadlines for municipal compliance regarding climate change and GHG emission policies, including the Township's Energy Conservation and Demand Management Plan;
- ❖ Promote community energy initiatives;
- ❖ Identify and prepare for the impacts and implications of climate change;
- ❖ Provide advice with respect to energy audits of municipal buildings and fleet.

The costs of inaction

“We know that if we continue on our current path of allowing emissions to rise year after year, climate change will change everything about our world. Major cities will very likely drown, ancient cultures will be swallowed by the seas, and there is a very high chance that our children will spend a great deal of their lives fleeing and recovering from vicious storms and extreme droughts. And we don't have to do anything to bring about this future. All we have to do is nothing. Just continue to do what we are doing now, whether it's counting on a techno-fix or tending to our gardens or telling ourselves we're unfortunately too busy to deal with it.

All we have to do is not react as if this is a full-blown crisis. All we have to do is keep on denying how frightened we actually are. And then, bit by bit, we will have arrived at the place we most fear, the thing from which we have been averting our eyes. No additional effort required.”

- Naomi Klein *This Changes Everything*

Resources

- ❖ Partners for Climate Protection
<https://www.pcp-ppc.ca/>
- ❖ Climate Network Lanark
<https://climatenetworklanark.ca/>
- ❖ Tay Valley green energy and climate change working group
<https://www.tayvalleytwp.ca/en/municipal-government/green-energy-and-climate-change-working-group.aspx>
- ❖ Small and Rural communities climate action guidebook
<https://www.pcp-ppc.ca/resources/guide-climate-action-in-small-and-rural-communities>

JJ Davis

jjh.davis@gmail.com

647 863 4146



ARNPRIOR

Town of Arnprior Community Improvement Plan Update

Statutory Public Meeting Presentation
January 24, 2022, 6:30 pm

Meghan MacMillan, MCIP, RPP
Project Manager

Samantha Gatchene, BES
Planner

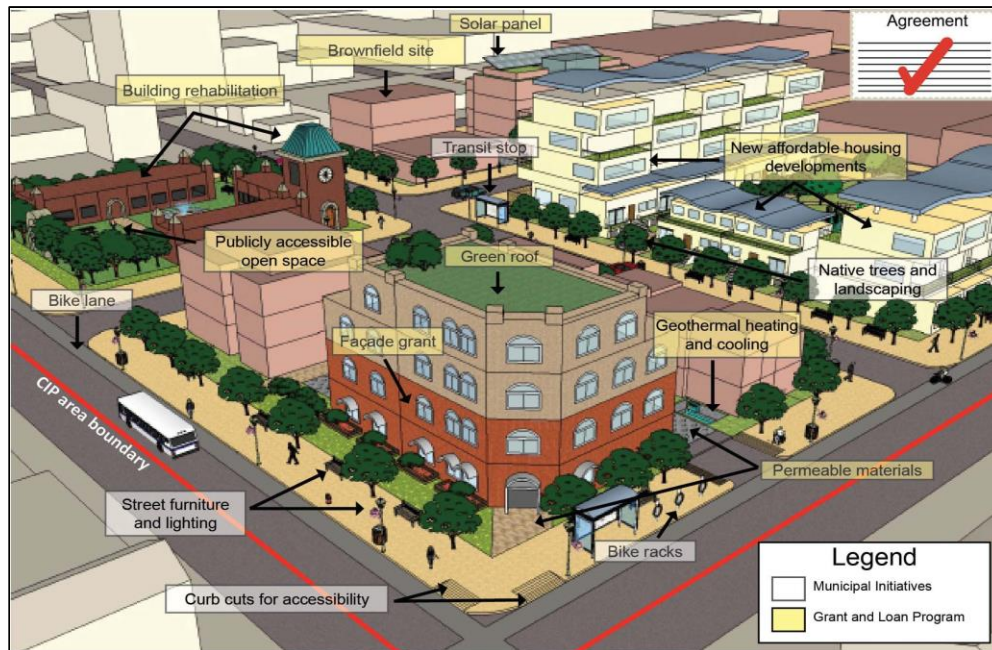


Presentation Outline

- 1 CIP Project Overview
- 2 Community Engagement
- 3 Summary of Updates to CIP
- 4 Vision Statement and Goals
- 5 Proposed CIP Project Area
- 6 Proposed Financial Incentive Programs
- 7 Town Leadership Strategy
- 8 Next Steps

What is a CIP?

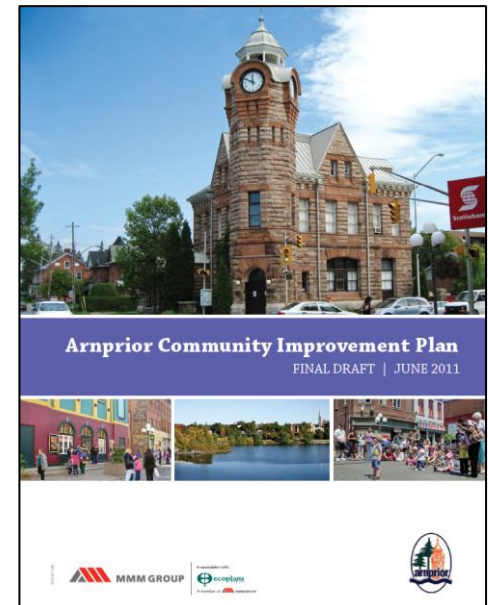
- Planning and economic development tool under the Ontario Municipal Act and Planning Act
- Establishes a framework to achieve a wide variety of goals tailored to the community
- Includes financial incentives offered through grants and loans



3

Purpose of the CIP Update

- The Town of Arnprior CIP was adopted June 2011
- The intent of this update is to modernize the CIP to reflect changing conditions in the Town since 2011, and evolving practices in community improvement across Ontario
- The CIP incentive programs have been improved based on lessons learned over the last ten years
- The CIP has been updated to align with current Provincial, County and Town policies, legislation and regulations



Results of Current CIP

- In March 2014 the Town received its first application for CIP funding.

**Between
March
2014 and
July 2021
the
Arnprior
CIP has:**



**Received 34 CIP
Applications**



**Awarded \$85,000
Across 50 Grants**



**Generated \$1 Million
in Project Value**

- The most popular financial incentive programs:



- Façade and Property Improvements Program
29 Grants Awarded



- Application and Building Fee Permit Program
11 Grants Awarded

Project Overview

October 2021

1

Background Report

November 2021

2

Prepare Draft Updated CIP document

December 2022

3

Prepare Final Updated CIP document

February 2022

4

Council approval

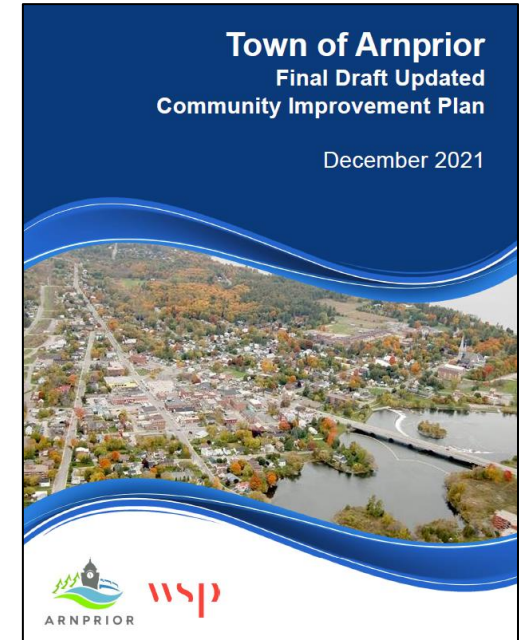
5

Implement / Market the Updated CIP

What is in the Updated CIP?






The CIP includes:

- Community Engagement
- Recommended Community Improvement Project Area (CIPA)
- Goals and Objectives of the CIP
- Financial Incentive Programs and Eligibility Criteria
- Proposed Application Process and Administrative Framework
- Town Leadership Strategy
- Marketing Strategy
- Monitoring and Evaluation Program



The Final Draft Updated CIP (December 2021) is available for public viewing on the Town's website: <https://www.arnprior.ca/en/business-and-development/cip-update.aspx>

Summary of Updates to CIP

- Creation of a CIP Vision Statement, supported by updated goals and objectives 
- Updated CIP Project Area 
- Financial Incentive Program Updates
 - New Grant Programs
 - Most Popular Existing Programs Retained
 - Retirement of Two Financial Incentives
- Town Leadership Strategy
 - Two New Programs and Retirement of One Existing Program
- Incentive Program Implementation Improvements
 - Number of quotes required reduced to 1 with ability for Town to request additional quotes
 - Retirement of the Interest Rebate Grant option

Vision Statement

“Arnprior will be a vibrant and complete community that retains its small-town historic character while offering residents and visitors exceptional services and opportunities, accessible to all people.”

Goals

1. Provide municipal services and facilities at a high standard.
2. Promote the development of new and expanded businesses in the CIPA.
3. Support the revitalization and beautification of the community, including existing businesses.
4. Encourage the cleanup and redevelopment of brownfield properties, as well as increase the sustainability of commercial and residential properties.

Current CIPA

- The Community Improvement Project Area currently consists of five Precincts:
 - Downtown Arnprior;
 - Daniel Street Gateway Corridor;
 - Madawaska Boulevard Commercial Corridor;
 - Waterfront Areas; and
 - Highway 17 Gateway

Proposed New CIPA



13

Proposed Financial Incentive Programs

**Final Draft CIP Section 4.0
(pages 25 – 41)**

Application and Building Permit Fee Refund Program

- **Purpose:** To offset the cost of Town planning application and building permit fees that are incurred through the development process.
- **Grant Value:** 50% of fees, up to a maximum of \$5,000.
- **Example Eligible Costs:** Fees associated with development projects and the construction of buildings.

Façade and Property Improvements Program

- **Purpose:** To stimulate private investment in the existing commercial areas of the Town and to promote a more attractive commercial streetscape.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$5,000.
- **Example Eligible Costs:** Storefront doors, windows, awnings, lightings, façade painting or cleaning.

Existing Financial Incentive Programs (continued)

Brownfields Financial Tax Incentive Program

- **Purpose:** To encourage the remediation, rehabilitation, and redevelopment of brownfield sites in the Town.
- **Program Value:** Determined on a case-by-case basis.
- **How it Works:**
 - Sites in need of remediation can have a portion of their municipal property taxes deferred or cancelled during the period that the brownfield site is being cleaned up or redeveloped.

Heritage Property Improvement Program

- **Purpose:** To encourage the restoration, repair, rehabilitation or preservation of heritage buildings and architectural or design studies for designate heritage buildings.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$7,500.
- **Example Eligible Costs:** Works to preserve, restore or enhance heritage elements and the cleaning of masonry buildings .

Accessibility Improvements Program

- **Purpose:** To assist businesses with improving the accessibility of their buildings in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.
- **Grant Value:** 50% of fees, up to a maximum of \$2,500.
- **Example Eligible Costs:** Automatic doors, entryway widenings, accessible washroom installation, repairs to ramps.

Business Location, Expansion and Start-Up Program

- **Purpose:** To encourage new and existing businesses to expand and locate within Arnprior.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$5,000.
- **Example Eligible Costs:** Moving expenses, equipment set up, temporary storage, exterior signage and exterior facades.

Sidewalk Café Program

- **Purpose:** To assist business owners and authorized tenants with the financial costs associated with designing and constructing a temporary patio within the right-of-way.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$2,500.
- **Example Eligible Costs:** Design and construction costs associated with the sidewalk café such as designers and patio overhangs.
- Sidewalk Cafes will be required to be in accordance with the Town's Sidewalk Patio Café Licencing By-law.



New Financial Incentive Programs Page 41

(continued)

Parking Area and Landscaping Improvements Program

- **Purpose:** To assist with optimizing the quality of off-street parking and promoting a greener and more aesthetically pleasing public realm.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$5,000.
- **Example Eligible Costs:**
 - Driveway repair and replacement, parking signage installment, stormwater management systems and sod replacement.

Signage Improvements Program

- **Purpose:** To encourage and facilitate the improvement of signage in the Town.
- **Grant Value:** 50% of eligible costs, up to a maximum of \$500.
- **Example Eligible Costs:** Repair, replacement and installation of signage, standalone permanent signage and temporary sign removal.

Financial Incentive Changes and Implementation Improvements

Proposed Retirement of Financial Incentive Programs

- Downtown Housing Improvement Program
- Tax Increment Equivalent Program

Implementation Improvements

- Number of quotes required reduced from 2 to 1
 - The minimum requirement of 2 was the identified by the local business community as the largest barrier to applying for CIP funding
 - Town staff will have the ability to request additional quotes if they deem the provided quote to be above market value
- Retirement of the Interest Rebate Grant option

Town Leadership Programs

**Final Draft Updated CIP Section 3.0
(pages 16 – 24)**

Town Leadership Programs

Existing Programs to Remain

- **Community Improvement Plan Review Panel** to oversee and implement the CIP.
- **Marketing, Communications and Promotion Strategy** to market and promote the CIP financial incentive programs.
- **Streetscape Plan and Improvement Program** to support improvement of streetscape aesthetics and pedestrian amenities in Downtown Arnprior and on the Commercial Corridors.
- **Waterfront Areas and Open Space Improvement Program** to support Town-led improvements along the waterfront.

Existing Program(s) Proposed for Retirement

- **Waste Management Program**

Town Leadership Programs (Continued)

New Programs

- **Affordable Housing Initiatives Program** to support the Town in preparing plans and studies that encourage the development of affordable housing.
- **Public Art Initiative** to support the establishment of public art to promote Arnprior's unique community identity and sense of place.
- **Urban Design Guidelines Program** to encourage a high standard of design for development and redevelopment in the Town through a unified set of design guidelines.

Next Steps

- February 14, 2022 Council Meeting for CIP adoption
- Following Council Adoption: 20 Day Appeal Period
- Marketing and Implementation



ARNPRIOR

Thank you!

Questions?



Town of Arnprior Staff Report

Subject: Arnprior Waste Disposal Site – Year 7 Operations Contract Extension

Report Number: 22-01-24-01

Report Author and Position Title: John Steckly, General Manager,
Operations

Department: Operations - Engineering

Meeting Date: January 24th, 2022

Recommendations:

That Council authorize a one-year extension (Year 7) to Tomlinson Environmental Services for the provision of services to operate the Arnprior Waste Disposal Site, pursuant to RFT# PW-2016-07, for the period of September 1, 2022 to August 31, 2023.

Background:

In 2016 the Town issued a Request for Tender # PW-2016-07 through a public process for the Operation of the Arnprior Waste Disposal Site.

The low bidder was Tomlinson Environmental Services Ltd. for Option 2, a five (5) year contract with optional year six (6) and/or optional year seven (7), with a total bid price of \$2,039,911.02 over 7 years, excluding HST.

Discussion:

The Town is currently in Year 6 of the existing contract, passed under Bylaw # 6606-16 on July 11th, 2016. This optional Year 6 was approved by Council on February 22nd, 2021 under resolution No. 058-21. The current Year 6 contract extension has an end date of August 31, 2022 if the Town chooses not to extend. The contract requires that the Town inform Tomlinson in writing no later than six (6) months prior to the end of the Contract, being a date of February 29, 2022, if the Town, at its sole discretion, wishes to extend the contract for each additional 1 year term.

The 2016 RFT submission form included annual costing up to year 7. There are no cost adjustment provisions (such as CPI increases) in this contract, with the exception of a fuel price adjustment. The current Year 6 annual cost is \$295,842.91 (excluding HST). The Year 7 cost is \$303,241.99 (excluding HST). This represents an approximately 2.5 % increase year over year.

It should be noted that during the 2016 tender process, the former Beaumen's Waste Management Company was still in operation, and Beaumen's submitted a competitive bid alongside the Tomlinson Bid. As Beaumen's is no longer in operation, if Council were to prefer to re-tender this work, it is possible that there may be fewer bids submitted for consideration, which could potentially result in a higher bid price from our existing contractor due to less competition. Additionally, given the current market volatility due to the Covid-19 pandemic, tendering in the near term could result in unexpected bid results.

Staff recommend that given the stable pricing provided by the Tomlinson bid in 2016 (annual increases between 2.0 – 2.5%), which have generally been under or in line with inflation, that the contract with Tomlinson be extended by one more year (Year 7), ending on August 31, 2023.

The service provided by Tomlinson over the course of the 5 years of this contract, as well as during the previous 5 year contract, has met all of the Town's expectations. Tomlinson has always been willing to work with the Town to ensure that the Site meets or exceeds the needs of residents and Town staff and fulfills the requirements of the Town's Environmental Compliance Approval.

Options:

Option 1: Council could authorize a one-year extension to the existing agreement for Year 7.

Option 2: Council could direct staff to release a new tender for the operation of the Arnprior Waste Disposal Site, with a start date for new service to begin on September 1, 2022. The 2022 allotted budget for the landfill would likely be impacted by this action.

Policy Considerations:

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

Financial Considerations:

The bid response from Tomlinson to RFT# 2016-07 provides the Town stable and consistent pricing right through to August 2023. Tendering, especially during a pandemic, could yield unexpected results that could impact the current operating budget. The 2022 draft operating budget presented on January 10th includes funding to cover Tomlinson's Year 7 tender bid amount.

Meeting Dates:

N/A

Consultation:

Lee Timmins – Tomlinson Environmental Services

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 – Provincial Broomball Committee

Report Number: 22-01-24-02

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

Department: Recreation

Meeting Date: January 24, 2022

Recommendation:

That Council waive user fees and charges in the amount of \$5,000.00 for the Provincial Broomball Committee's municipal grant request for the use of the Nick Smith Centre Arenas and Community Hall March 11-13, 2022; and

Further That the Provincial Broomball Committee 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 Provincial Broomball Committee 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, staff, volunteers and attendees 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 waived the rental fees for the Nick Smith Centre Community Hall for the Provincial Broomball Committee when they were to host this event March 13-15, 2020, however this event was cancelled mere hours into commencing after the country entered into a lockdown when the COVID-19 pandemic reached Canada. The Town also supported the 2016 National Juvenile Broomball Championship (reduced ice costs) and the 2012 World Broomball Championship (Town provided \$5,000.00 in funding).

Discussion:

The Provincial Broomball Committee submitted a grant request under the In-Kind – Support Stream. The Provincial Broomball Committee have requested 47.6% of the fees (or \$5,000.00) to be waived for the use of the Nick Smith Centre Arenas and Community Hall, during the period of March 11-13, 2022. This amount is not inclusive of HST.

Rental Period	Cost / Rental	Value (\$)
<u>Community Hall Rental with Bar</u> Full Day Rentals March 11-13, 2022	\$450.00 / day	\$1,050.00
<u>Bert Hall Arena Rental</u> Full Day Tournament Rental March 11-13, 2022	\$1,750.00 / day	\$5,250.00
<u>Glenn Arthur Arena Rental</u> Full Day Tournament Rental March 11-12, 2022	\$1,750.00 / day	\$3,500.00
<u>Glenn Arthur Arena Rental</u> Daily Rental (4 hours) March 13, 2022	\$175.00 / hour	\$700.00
Total Value of Rental		\$10,500.00
Total Value of Request		\$5,000.00
Total Revenue (for Town)		\$5,500.00

The request was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, outlined in Appendix B: Evaluation Matrix – the Provincial Broomball Committee, and was found to be in compliance with the requirements with the exception of being a not-for-profit or charitable organization operating in the Town of Arnprior. The Provincial Broomball Committee does not directly operate in the Town of Arnprior, however the Committee operates in the interest of the host municipality in which the event operates and the event will bring economic benefit to the Town of Arnprior.

It is important to note that should the Public Health restrictions of the day not permit the event to host spectators, this event would be postponed and/or cancelled.

Financial Needs Analysis:

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

Provincial Broomball Committee Financials		
Bank Balance (November 20, 2021)		\$12,018.95
2022 Event Expenses	\$31,206.40	-\$19,187.45
2022 Event Revenues	\$10,980.00	-\$8,207.45
Municipal Grant Funding	\$5,000.00	-\$3,207.45

Even with the municipal grant support created, the Provincial Broomball Committee still forecast to operate the event at a deficit. With no municipal grant support, the Committee is at risk of operating at a deficit greater than \$8,000.00.

Options:

Other options for Council consideration include:

1. Choose to support the Provincial Broomball Committee request at a difference percentage, as determined by Council;
2. Choose not to support the Municipal Grant Request. Staff does not recommend this, as this event would provide economic 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 Provincial Broomball Committee, staff do not consider this a barrier at this time.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A – Evaluation Matrix – Provincial Broomball Committee

Appendix B – Application Form – Provincial Broomball Committee

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

Applicant: Provincial Broomball Committee	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)	No	The Provincial Broomball Committee does not directly operate in the Town of Arnprior, however the Committee operates in the interest of the host municipality in which the event operates and the event will bring economic benefit to the Town of Arnprior.
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	
The Provincial Broomball Committee, beyond bringing economic activity to the Town of Arnprior, has historically donated funds to local charities (Kids Sport), while also promoting the growth of the sport of broomball through local schools and the Recreation Department.		

Applicant: Provincial Broomball Committee	Meets Criteria	Notes
2. Supports & promotes Town's vision, values and strategic priorities	Yes	
Provides an event that is not otherwise offered in the town while bringing economic activity to hotels, restaurants and local businesses.		
3. Financial Management of the community organization	Yes	
They rely on community to support the event through sponsorship and ticket sales. Money raised helps offset the costs of event operations as they are only provided with \$7,980.00 from the Federation of Broomball Associations of Ontario (FBAO).		
4. Demonstrated support of volunteers	Yes	
The Provincial Broomball Committee have always treated its event volunteers well in an effort to continue the growth of the sport of broomball and support the committee where their event(s) are hosted.		
5. Demonstrated the benefits to the residents of the Town of Arnprior	Yes	
Providing an event that will bring economic benefit to the Town of Arnprior and provide residents with an opportunity to enjoy a Provincial Championship event. Historically, the Committee has been actively involved in promoting the sport in local schools and the Nick Smith Centre.		
NOTES:		



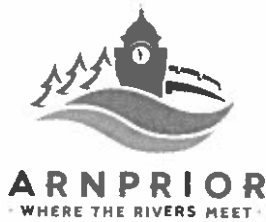
Town of Amprior
 105 Elgin Street West
 Amprior, ON.
 K7S 0A8
 613-623-4231

General Information		Submission Date: <u>Nov 1/2021</u>	
Name of Organization:		<u>PROVINCIAL BROOMBALL COMMITTEE</u>	
Street Address:		<u>207 SARAH STREET</u>	
City/Town:	<u>CARLETON PLACE</u>	Postal Code:	<u>K7C 4C4</u>
Contact Person:	<u>RUTH BROWN</u>	Position/Title:	<u>CO-CHAIR</u>
Telephone:	<u>613-253-7787</u>	Fax Number:	
E-mail:		<u>r.m.brown@hotmail.com</u>	
What is your organization's status?	Charitable	Not-for-profit	Other
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorization:	I declare that I am authorized to sign this grant request on behalf of		Name (print):
	<u>PROVINCIAL BROOMBALL COMMITTEE</u> [insert name of organization]		<u>Ruth M. Brown</u>
	<u>Ruth M Brown</u> [signature]		Position/Title:
	<u>NOVEMBER 1, 2021</u> [date]		Phone:
Please provide project/event date(s) or any relevant timelines related to this request.			
<u>44th ANNUAL SENIOR BROOMBALL CHAMPIONSHIPS - PROVINCIALS - ONTARIO (2022)</u> <u>ARNPRIOR - NICK SMITH CENTER - MARCH 11, 12 + 13 - 2022</u>			

Municipal Grants Application

Grant Request	Please check applicable request	Brief description of request (i.e. dollar amount and/or type of in-kind support, staffing requirements)
Support Funding (complete Parts A and B)	<input type="checkbox"/>	
In-Kind Support (Partnership) (complete Parts A and B)	<input type="checkbox"/>	

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION: Personal information collected on this application form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of processing the application and for administrative purposes. Questions about the collection and use of this information in accordance with the Municipal Freedom of Information and Protection of Privacy Act may be made to the Town Clerk, 105 Elgin Street West, Amprior, ON K7S 0A8 or by phone: (613) 623-4231 ext. 1817.



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In-Kind Support (Single) (complete Part A)	<input checked="" type="checkbox"/>	\$5,000.00
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Part A (to be completed for all municipal grant requests)

Organization/Grant Information		
What is the function of your organization (mandate/key objections)?		
<p>To host a successful "re-do" of our 44th Annual Senior Provincial Broomball Championship bringing approximately 1500 visitors to the town of Arnprior and area that will benefit businesses and residents. In 2020 we had begun on the Fri. Mar. 13th but due to Covid our event was halted. We hope to follow through with our promises and support to Arnprior through this opportunity.</p>		
Please provide an overview of the service, program or event being supported with this funding.		
<p>Senior Provincial Broomball Championships - 50 plus Broomball teams in 7 (seven) divisions - players ranging in age from 16 to 71 years competing for Best in Province honours in Arnprior March 11 to 13th, 2022. Previously scheduled Mar 13-15, 2020.</p>		
Please explain how this service, program or event benefits the Town of Arnprior and its residents.		
<p>FINANCIAL IMPACT- APPROXIMATELY \$500,000.00 to the town of ARNPRIOR.</p>		
Does your organization use volunteers?	If yes, how many volunteers are involved and in what capacity? (e.g. administration, service level, etc.)	
<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>	<p>Approximately 100 Volunteers - Registration, Chairpersons, Treasures, Advertising - collection, Program, Web masters, Program design + development, Door monitors, Timekeepers, Score sheet makers, Runners, stats persons, Admissions - Covid Screeners, Game MVP Selectors, Award presenters, help FBAC, food prep for Volunteers, etc.</p>	
Please select target population that will benefit from this request.	Age Range:	Number of participants benefiting from this request:
	<p><input checked="" type="checkbox"/> Children (Ages 0-12) <input checked="" type="checkbox"/> Youth (Ages 13-18) <input checked="" type="checkbox"/> Adults (Ages 19-59) <input checked="" type="checkbox"/> Seniors (Ages 60+)</p>	<p><input type="checkbox"/> 1-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-499 <input type="checkbox"/> 500-1000 <input checked="" type="checkbox"/> >1000</p>

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Part A (cont'd)

<p>Does this request align with the Town of Arnprior's vision/priorities, as determined by Council? Please explain.</p>	
<p>Key Priorities</p> <ul style="list-style-type: none"> • Growth and expansion – contributing to solid economic development and growth • Effective service delivery – contributing to the delivery of services the Town of Arnprior provides to its residents 	<p>We have chosen Arnprior to host Provincial, National + world Broomball Events many times over the last 26 years. We have always donated a portion of any proceeds back to local Arnprior charities needing it. Local schools + high schools are involved in these events, local businesses are most receptive and welcome our competitions and give generously with their support. Due to Covid and our lost opportunity in March of 2020, we feel the businesses did not receive value for their donations and we would like to make good on our promise to host our event again and finish the weekend this time. Covid Restrictions hopefully allowing for that.</p>
<p>Has your organization received support from the Town of Arnprior in previous years?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>	<p>If yes, please provide additional details below. (E.g. dollar amount received, purpose/event, type of in-kind support received, staff support, etc.)</p> <p>2012 - World Broomball Championship - received \$5000.00 from Town of Arnprior. We gave back \$5000.00 to Kid Sport Program 2016 - National Juvenile Broomball Championships - cut down ice costs 2020 - 45th Provincial Senior Broomball Championships - rebate ice/hall fees Fri 11th No cancelled at 1pm.</p>
	<p>If this submission/request differs from previous year(s), please describe the difference?</p> <p>N/A</p>



Part B (cont'd)

Projected Budget	
Please fill out the projected budget for your organization's event/initiative/project below.	
Revenue Description	Budget Amount
Grants – Federal and/or Provincial	\$
Grants – Town of Arn Prior	\$
Donations/Sponsorships	\$
Earned Income	\$
Applicant Contribution	\$
User Fees	\$
Membership Fees	\$
Fundraising Efforts	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Total Revenue	\$0
Expenses Description	Budget Amount
Salaries and Benefits	\$
Advertising and Promotion	\$
Entertainment	\$
Administration	\$
Facilities Rental	\$
Prizes and Awards	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Total Expenses	\$0
<p>Please attach the listed documentation to your completed application.</p>	<p><input type="checkbox"/> Most recent financial statements</p> <p><input type="checkbox"/> Financial statement from previous year or event</p> <p><input type="checkbox"/> Budget for program, service, event</p> <p><input type="checkbox"/> Proof of incorporation, if applicable</p> <p><input type="checkbox"/> Proof of insurance (required if funding is approved)</p>
<p><u>RMB</u> (initial)</p>	<p>I hereby acknowledge that the Town of Arn Prior requires any successful applicant to provide a follow-up report, as described in the Municipal Grants Policy.</p>

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PROVINCIAL BROOMBALL COMMITTEE - FINANCIAL STATEMENT

Event - 44th Annual Senior Provincial Broomball Championship Mar 2020
Mar 2022

OPENING BALANCE - 1252.13

2020 EXPENSES - FBAD - Provincial Bond - 1000.00

WEISTEARS, MEDALS, COOLER BAGS, TOWELS - 6489.84

BANK FEES - 27.43

NICK SMITH ARENAS + HALL - DAMAGE DEP - 6578.85

GROCERIES, FOOD, PLATES ETC VOLUNTEERS - 175.33

POSTAGE, STATIONARY, BOARDS, PROGRAMS - 2408.54

FBAD EXEC, REF + COMMITTEE ROOMS - 3713.17

MISSISSIPPI MILLS ARENA - 430.53

Mileage 1778 Km @ 35¢ - 622.35 (NOT PAID)

TOTAL EXPENSES 20,946.04

INCOME - PROVINCIAL FEES ^{13,965} (285¢) ^{3 CW} ^{21 ECBA} ³⁴⁵⁰ ^{150¢} 17415.00

ADVERTISING + SPONSORSHIP - 2940.00

HOTEL COMMISSIONS - 1000.00

NICK SMITH CTR - FULL REFUND 6578.85

DOOR RECEIPTS MAR 13/2020 11,888.00

39821.85

BALANCE FORWARD MAY 2020 20127.94

ENTRY FEES RETURNED TO FBAD 28 teams @ 285 - 7980.00 12147.94

ORDER FOR NEW CHEQUES - 90.39 12,057.55

BANK FEES TO NEW ZE - 38.60 12,018.95

2022 EXPENSES - AWARDS ^{BADGES/BUTTONS} 3020.00

ARENAS 21,136.40

GROCERIES 350.00

BOARDS, STAT, PROGRAM 2200.00

REF, EXEC, Comm ROOMS 5500.00

MILEAGE 1000.00

31,206.40

INCOME - HOTEL COMMISSIONS 3000.00

DOOR RECEIPTS

TOWN OF ARLINGTON 5000.00

FBAD 28 Teams @ 285 - 7980.00



Town of Arnprior Staff Report

Subject: User Fees and Charges – Annual Review

Report Number: 22-01-24-03

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

Department: Client Services

Meeting Date: January 24, 2022

Recommendations:

That Council pass a by-law on a future Council meeting to implement the proposed changes to the User Fees and Charges By-law.

That Council authorize the Director of Recreation to develop and implement a policy for partnering with local youth user groups in a revenue-share model for advertising products at the Nick Smith Centre.

Background:

The Consolidated User Fees and Charges By-Law #7134-21 is meant to incorporate all user fees and charges imposed for services and activities for the municipality. Annually, staff conduct a comprehensive review of the user fees and charges to ensure that the fees meet legislative requirements, strategic plan sustainability objectives, align with budget and remain comparable with neighbouring or like municipalities.

Discussion:

The current user fees and charges by-law includes multiple schedules:

Schedule	Description
Schedule A	Administration & Finance
Schedule B	Animal Control
Schedule C	Fire Services
Schedule D	Building Services
Schedule E	Planning & Marketing, Economic Development

Schedule	Description
Schedule F	Waste Management
Schedule G	Water and Wastewater
Schedule H	Cemeteries
Schedule I	Equipment Charges
Schedule J	Sewage Charges
Schedule K	Recreation Facility Usage & Programs
Schedule L	Museum Services

The draft by-law incorporating the following additions / revisions is attached as Appendix A. Additions / revisions in the by-law are highlighted in yellow for tracking purposes. A description of the proposed additions / revisions are provided below by schedule.

Schedule A – Administration & Finance

- Addition of a \$60.00 fee for Death Registrations (Burial Permit) – After hours. This is to cover staff time for processing burial permits outside regular hours (evenings, weekends and holidays).

Schedule C – Fire Services

- Set values for replacement of alarms: Combination CO/Smoke alarm \$35, Plug-in CO Alarm \$30, Smoke Alarm \$10. Remove battery cost, included now with alarm.

Schedule E – Planning / Marketing & Economic Development

Planning: Increases to a number of planning fees are recommended. Planning fees have not been increased since 2012. A full comparison chart to other municipal comparators is included in Appendix B. A significant amount of the planner's time is spent delivering these services while only a small percentage, 20-25%, is covered by revenues generated from the current users fees and charges.

Description	Arnprior Current	Arnprior Proposed
Consent per new lot created, boundary adjustment or easement requested (not including retained parcel)	\$1,100	\$1,500
Minor Variance	\$1,100	\$1,500
Zoning Amendment	\$1,600	\$2,000
Zoning Lifting of Holding	\$1,100	\$1,500
OP Amendment	\$1,600	\$2,000
Site Plan Applications (Fees plus Legal and Engineering Costs) (\$5,000 Deposit Required)	\$1,600	\$2,000
Subdivision Agreement (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$2,600	\$3,000
Review of Red Line changes to Draft Plan	\$500	\$800

Description	Arnprior Current	Arnprior Proposed
Compliance Reports	\$100.00	\$125.00
Part Lot control (per by-law) or amendment to Part Lot Control By-law for extension	\$400.00	\$600.00
Condominium Approval (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$2,600.00	\$3,000.00
Condominium - Exemption	\$1,000.00	\$1,500.00
Draft Plan Approval Extension (Required Annually)	\$500.00	\$800.00

Marketing & Economic Development - Advertising

- Replace advertising fees specific to printed Arnprior Life and Arnprior Discovery Guide, which were discontinued, with general advertising fees.
- Add that event sponsorship packages and alternate advertising fees will be determined by the Marketing & Economic Development Officer in consultation with the CAO to allow flexibility for other ad sizes and formats.

Marketing & Economic Development – NSC Advertising

In October 2021 staff took a report (Appendix C) to the Community Development Advisory Committee (CDAC) outlining options to increase advertiser engagement at the Nick Smith Centre that provide a greater rate of return to the sponsor as well. The report also proposed a revenue-share agreement with minor groups to help garner further sponsor engagement. CDAC was supportive of these options which have been included in this proposed amendment to the User Fees and Charges. Details include:

- Amend and add additional advertising fees for advertising at the Nick Smith Centre.
 - Provide a discount if NSC ads are purchased for both arenas.
 - Include sponsorship of a public skate with the purchase of NSC rink board or in-ice ads.
 - Add Display Screen Ad - \$40 / month or \$400 / year
 - Add Pool Wall Ad - \$250 / year

Schedule H – Cemeteries

- Amend Plot Transfer to indicate Plot Transfer / Administration Charge to reflect other tasks completed in addition to a Plot Transfer and increase the fee from \$60 to \$100 to reflect the level of effort to complete these tasks.
- Increase the Double Depth burial fee from \$175 to \$300. Completing a double depth burial is increasing in difficulty and requires more effort and equipment from Roads and Services to prepare the interment.

Schedule K – Recreation Facility & Programs

Overall cost of facility management and recreation programs are increasing due to a number

of factors including but not limited to inflationary cost increases, minimum wage increases, and COVID impacts. It is important over time for user fees to keep up with the increasing costs as this will ensure that the proportion of costs covered by the user versus what is covered by the overall levy is maintained.

Proposed revisions to the user fees and charges by-law includes:

- Junior A Packers ice rental rate increase by \$5.00. Junior rates have remained unchanged since a CPI was added in 2018.
- Adjustment for non-resident ice rentals to reflect same markup percentage (50%) as the pool facility rates.
- Public Skating / Public Swimming rate increase.
- Addition of a late night ice discount (11:00 pm – midnight) of 50% off to provide incentive for adult groups to increase utilization of this timeslot.
- Community Hall - Add a fee that includes Hall Rental (with bar services) at an hourly rate (3 hr minimum) as the current fee is only by the day. This will allow for increased flexibility for events.
- Marina - As per Council resolution #393-21, non-resident fees have been included in the user fees and charges schedule.

Ice Rental Rates

Description	Arnprior Current	Arnprior Proposed
Junior A Packers	\$165.00	\$170.00
Winter Prime Time & All Summer Ice		
Non-Resident (Minors & Seniors)	\$182.00	\$195.00
Non-Resident (Adults)	\$245.00	\$262.50
Winter Non-Prime Time		
Non-Resident (Minors & Seniors)	\$147.00	\$157.50
Non-Resident (Adults)	\$206.00	\$220.50
Tournament Rates – Ice (Daily)		
Non-Resident (Minors & Seniors)	\$1,820.00	\$1,950.00
Non-Resident (Adults)	\$2,450.00	\$2,625.00

Public Swimming Comparators

Description	Arnprior Current	Arnprior Proposed	Ottawa	Carleton Place	Pembroke	Deep River
Public Swim Admission – Children (Under 16 Yrs)	\$3.00	\$3.25	\$3.75	\$3.75	\$2.25	\$3.50
Public Swim Admission – Adults (16+ Yrs)	\$4.00	\$4.25	\$6.00	\$6.75	\$4.50	\$5.00
Public Swim Admission – Seniors (60+ Yrs)	\$3.00	\$3.25	\$4.75	\$5.75	\$3.75	\$5.00

Schedule L – Museum Services

The Museum is recommending increases to the following:

Description	Arnprior Current	Arnprior Proposed	Pembroke (Champlain Trail)
School Group Admission / Person	\$2.00	\$3.00	\$4.00
Children's Programming / Session	\$9.00	\$12.00	\$30.00 / day

School group admission fees have not been increased for a number of years and while Museum operations are mostly subsidized by the overall levy, user fees help to offset those impacts. Children's programming sessions at the Museum are generally a half-day. In comparison, most recreation youth programming sessions are kept between \$10.00 - \$15.00 to remain affordable for Town families.

Options:

Council could choose to not adopt or amend any of the proposed user fees and charges additions and revisions.

Policy Considerations:

The report was prepared in accordance with the Town's Strategic Plan vision for embracing a Sustainable Financial Model.

Financial Considerations:

Proposed amendments to user fees and charges are submitted by departmental staff and reviewed by the Finance Branch during the annual budget preparation process. The draft 2022 budget presented at the January 10, 2022 regular meeting of Council includes any financial impacts from the proposed user fees and charges included herein.

Meeting Dates:

N/A

Consultation:

Various Town Managers and Staff

Documents:

Appendix A: Comparison Chart - Municipal Planning Fees

Appendix B: Draft User Fees and Charges By-law Schedules

Appendix C: CDAC Report – October 18, 2021 – NSC Advertising Review

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

Comparison Chart – Municipal Planning Fees												
Municipality	Official Plan Amendment	Zoning By-law Amendment	Lifting of Holding Provision	Minor Variance	Consent	Site Plan Control	Subdivision Agreement	Part Lot Control	Plan of Condominium	Lifting of 1ft Reserve	Zoning Compliance Report	Cash in Lieu of Parking
Arnprior Current	\$1600	\$1600	\$1100	\$1100	\$1100	\$1600	\$2600	\$400	\$2600	\$400	\$100	N/A
Arnprior Proposed	\$2000	\$2000	\$1500	\$1500	\$1500	\$2000	\$3000	\$600	\$3000	\$400	\$125	\$1600 / space, \$325 agreement
Carleton Place	5,500	5,500	N/A	\$250	1,500	\$2,500	\$1000 + 1% of value of construction	1,000 minor, 4,000 major	5,000	2,500	33.80	3,500 space
Smiths Falls	\$2000	\$2000	\$750	\$500	\$1000	\$1500	\$1000 + \$10/lot over 50 lots	\$1000	\$3000	N/A	\$50	\$750/space
North Grenville	\$2,500	\$2000	\$1000	\$650	\$350	\$2000 (major) \$900 (minor)	\$3500 + \$50/lot or unit	\$600	\$2500 + \$30/unit	\$300	\$100	N/A
Mississippi Mills	\$3500	\$3500	\$650 + legal	\$800 + \$350 if agreement required + legal	\$800 + \$75 for mailing list + \$350 if agreement required + legal	2,600 (major) 1600 (minor) + 1600 redline	\$4000 + \$5000 deposit for application	\$1000	\$2500 + legal	\$1000	\$200	\$3000 / space
Perth	1,633.40	\$980.02	\$103.40	\$517.10	\$310.30	\$930.80+ \$2000 deposit for legal / eng.	\$1,551.40 + \$2,500 deposit for legal / eng + 10.40 / lot >50	\$544.40	\$1,034.30	\$258.60	\$41.40	N/A

The Corporation of the Town of Arnprior

By-law Number **xxxx-22**

A by-law to repeal and replace By-law No. 7134-21, as amended, a by-law to impose user fees or charges for services, activities or items for purchase.

Whereas in accordance with Section 11 (1) of the Municipal Act 2001, S.O. 2001, c. 25 as amended, a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

Whereas the Council of the Corporation of the Town of Arnprior has the authority to pass by-laws imposing fees or charges pursuant to Section 391 of the Municipal Act 2001, S.O. 2001, c. 25 as amended; and

Whereas these new and/or amended fees were tabled at the January 24th, 2022 Regular Meeting of Council for public review and comment; and

Whereas Council of the Corporation of the Town of Arnprior deems it expedient to amend the User Fees and Charges By-law for the municipality.

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

1. **That** Schedules A-L be repealed and replaced with new Schedules A-L, attached hereto and forming part of this by-law, setting out the user fees and charges of the Corporation of the Town of Arnprior for the activities and services enumerated therein.
2. **That** except where otherwise indicated, the fees or charges as indicated in this by-law do not include applicable taxes, which will be added to the fee or charge.
3. **That** unless otherwise stated any fees or charges set out in the by-law which are not paid when due, may be subject to late payment charges payable at the rate of 1.25% on the first day of default (15% per annum) and every 30 days thereafter on the principle amount owing.
4. **That** where all or part of a fee imposed by this by-law related to real property within the Town of Arnprior remains unpaid for more than 90 days, such fee or charge shall be added to the tax roll for the property, which is owned, in whole or in part, by the person upon whom the fee or charge is imposed and shall be collected in a like manner as municipal taxes.
5. **That** unless otherwise stated, except by legislation or regulation, all fees or charges set out in this by-law shall be non-refundable.

6. **That** payment of any fee or charge in this by-law shall be in Canadian currency.
7. **That** the Chief Administrative Officer is authorized to resolve any conflict or ambiguity regarding the interpretation or applicability of this by-law.
8. **That** a review of this by-law be undertaken annually.
9. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 14th day of February 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

DRAFT

Schedule A – Administration and Finance Fees	
Description	Fees
General Administration and Finance Fees	
Photocopies (per page)	\$0.20
Commissioner of Oaths - Resident	\$10.00
Commissioner of Oaths - Non-Resident	\$35.00
Meeting Room Rental Per Hour	\$12.50
Meeting Room Rental Half Day (3.5 hours)	\$25.00
Meeting Room Rental Full Day (7 Hours)	\$50.00
Lower Level Meeting Room – Hourly Evening Rental	\$12.50
Lower Level Meeting Room – Full Evening Rental	\$25.00
Tax/Water Certificate	\$63.00
New Tax Account	\$42.00
Ownership Change	\$20.00
Dishonoured Cheques	\$25.00
Merchandise	
Town Merchandise (Mugs, Hats, Shirts, Pins, Jackets, Sweaters, Etc.)	Cost Recovery + 5%

Schedule A – Administration and Finance Fees	
Description	Fees
Municipal Freedom of Information (MFOI) Requests and Routine Disclosure	
MFOI Application Fee	\$5.00
MFOI Search and Preparation Time (each 15 minutes)	\$7.50
MFOI Photocopies (per page)	\$0.20
MFOI Computer Programming Time (per ½ hour)	\$30.00
MFOI external electronic media/ device – i.e. CD, USB, etc. (per device)	\$10.00
Note: MFOI Fees estimated at over \$100 require a deposit of 50% of estimate	
Licensing Fees	
Marriage Licence - Resident	\$125.00
Marriage Licence – Non-Resident	\$150.00
Civil Ceremony – At Town Facility During Office Hours	\$175.00
Civil Ceremony – Outside Office Hours/ Off Site	\$300.00
Civil Ceremony – Officiant Attendance at Rehearsal	\$75.00
Civil Ceremony - Mileage	As per Canada Revenue Agency
Death Registrations (Burial Licence Permit)	\$15.00
Death Registrations (Burial Permit) after hours	\$60.00
Lottery Licence (% of total prize value)	3%
Lottery Licence Amendments	\$10.00
Hawkers and Peddlers - Annual	\$500.00

Schedule A – Administration and Finance Fees	
Description	Fees
Refreshment Vehicles/ Stands and Ice Cream Bicycle/Stand and Mobile Canteen	\$750.00 per year or \$62.50 per month
Old Gold and Precious Metal Dealer Annual Licence	\$200.00
Old Gold and Precious Metal Dealer Temporary Licence (1 week)	\$100.00
Pawnbroker Annual Licence (One Time Security Deposit of \$2,000 required to be held by the Municipality as per Pawnbrokers Act)	\$250.00
Clothing Donation Drop Box Annual Licence – Not For Profit/ Charity	No Charge
Special Event Licence (Municipal Property)	\$25.00 per day or part thereof, up to maximum of \$150.00
Market Vendor – Season (May 1 st to September 30 th)	\$50.00
Market Vendor – Daily 1 to 5 Sundays-Markets	\$15.00 per day
Market Vendor – 6 to 10 Sundays-Markets	\$10.00 per day
Market Vendor – 11 to 20 Sundays Markets	\$5.00 per day
Market Rotational Community Group Booth (1 use Sunday)	No Charge
Market Rotational Youth Booth (1 use Sunday)	No Charge
Market Vendor Access to a Generator (single connection) – fee subject to adjustment by the Treasurer for commodity price increases (fuel) and related costs	\$12.50 per day
Outdoor Sidewalk Patio Café (Non-Liquor Licensed) – Full Season	\$100.00
Outdoor Sidewalk Patio Café (Liquor Licensed) – Full Season	\$3.00 per square foot with a mandatory minimum fee of

Schedule A – Administration and Finance Fees	
Description	Fees
	\$500.00 and up to a maximum fee of \$1,000.00
Application and Other Fees	
Property Standards Committee – Appeal Application	\$150.00
Business Licence Appeals Committee – Appeal Application	\$150.00
Licence Amendment/ Extension	\$25.00
Commemorative Naming Plaque, Signage, and/or purchase of Minor Asset (Bench/ Tree)	Cost Recovery + 5%

Schedule B – Animal Control	
Description	Fees
Pet Tags (Cats and Dogs)	
For January and February	No Charge
From March 1 st to March 31 st – Spayed or Neutered	\$25.00
From March 1 st to March 31 st – Not Spayed or Neutered	\$50.00
From April 1 st to December 31 st – Spayed or Neutered	\$50.00
From April 1 st to December 31 st – Not Spayed or Neutered	\$100.00
Replacement Tag	\$5.00
Pet Registration Mailing Fee	\$5.00

Schedule C – Fire Services	
Description	Fees
Fire Inspection Letter or Order, Fire Reports, Investigation Reports, Compliance Letters and Real Estate Records Search (plus MFIPPA fees where applicable)	\$100.00
Indemnification Technology – Per Fire Marque Agreement - Should the insurer pay the coverage to the property owner and/ or policy holder, the property owner and/or policy holder is liable to remit these funds to the municipality or its representative	Current Ministry of Transportation (MTO) rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services	Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services – Annual Agreement Administration Charge for Participating Municipalities	\$1,000.00
Provision of Emergency Services to a Municipality where there is no agreement for services in place	(Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call) multiplied by 1.5
False Alarm Fee (when there are more than 2 false alarms caused by a controllable factor within a 12 month period of time)	\$250.00
Supply and install smoke alarm, carbon monoxide alarm, and combination smoke/ carbon monoxide alarm and/or batteries	Plug-in CO Alarms \$30 Combination Alarms \$35 Smoke Alarms \$10

Schedule D – Building Services	
Description	Fees
Building Fees	
Minimum Permit Fee – Residential	\$90.00
Minimum Permit Fee – Commercial/ Industrial/ Institutional	\$150.00
Building Permit – Residential	\$0.95 per square foot
Building Permit – New Residential – Non Living Space	\$0.42 per square foot
Building Permit – Commercial/ Industrial/ Institutional	\$0.75 per square foot
Renovation to Residential or Commercial or Institutional or Industrial (includes finished basement area in new home)	\$0.25 per square foot
Patio Deck Permit Fee	\$55.00
Additional Inspection Fee	\$90.00
Demolition Permit – for 5000 square feet	\$90.00
Demolition Permit – for each additional 1,000 square feet	\$20.00
Conditional Permit – Regular Permit fee plus:	\$400.00
Change of Use	\$200.00
Plumbing Permit – minimum fee	\$90.00

Schedule D – Building Services	
Description	Fees
Plumbing Permit – per fixture	\$10.00
Revision to permit (re-examination fee)	\$250.00
Transfer of permit	\$90.00
Administrative Surcharge – regular permit fee plus:	75%
Private Sewage System	\$500.00
Occupancy Permit	No Charge
Sign Permit	\$50.00
Private Swimming Pools	\$75.00
Wood Energy Technology Transfer (WETT) Inspections	
For solid fuel burning appliance (includes report if compliant)	\$125.00
For 2 nd solid fuel burning appliance at the same time as 1 st appliance	\$50.00
Re-inspection of non-compliant appliance per inspection (includes report if compliant)	\$50.00
WETT Compliance Letter with existing building permit for solid fuel appliance – per appliance	\$25.00

Schedule E – Planning and Economic Development	
Description	Fees
Planning Services Fees	
Consent per new lot created, boundary adjustment or easement requested (not including retained parcel)	\$1,500.00
Minor Variance	\$1,500.00
Recirculation for Consent or Minor Variance	\$500.00
Deferral Fee for Consent or Minor Variance	\$300.00
Validation of Title	\$500.00
If Peer Review of any study is required – Peer Review Costs (\$5,000 deposit required)	Actual Costs
Zoning Amendment	\$2,000.00
Zoning Lifting of Holding	\$1,500.00
OP Amendment	\$2,000.00
Site Plan Applications (Fees plus Legal and Engineering Costs) (\$5,000 Deposit Required)	\$2000.00
Site Plan Agreement Amendment	\$550.00
Subdivision Agreement (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$3000.00
Subdivision Agreement Amendment	\$1,100.00
Review of Red Line changes to Draft Plan	\$800.00
Release of Site Plan Agreement Fee	\$300.00

Schedule E – Planning and Economic Development	
Description	Fees
Development Agreement	\$1,100.00
Compliance Reports	\$125.00
Deeming by-law	\$325.00
Part Lot control (per by-law) or amendment to Part Lot Control By-law for extension	\$600.00
Lifting of 0.3 m reserve – per block	\$400.00
Encroachment By-law	\$325.00
Vehicle agency letters	\$100.00
Cash-in-lieu of Parking Agreement	\$325.00
Cash-in-lieu of Parking – per parking space	\$1,600.00
Condominium Approval (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$3000.00
Condominium - Exemption	\$1,500.00
Draft Plan Approval Extension (Required Annually)	\$800.00
Purchase and Sale Process Fee for Purchase of Town-Owned Lands	\$325.00
Marketing and Economic Development Fees – Arrnprior Life Advertisements	
Business Card (Size (WxH): 3.5 inch x 2 inch) — 1 issue	\$100.00
Business Card (Size (WxH): 3.5 inch x 2 inch) — both issues booked at same time	\$180.00

Schedule E – Planning and Economic Development	
Description	Fees
¼ Page (Size (WxH): 3.75 inch x 5 inch) —1 issue	\$200.00
¼ Page (Size (WxH): 3.75 inch x 5 inch) — both issues booked at same time	\$380.00
½ Page (Size (WxH): 7.5 inch x 5 inch) —1 issue	\$400.00
½ Page (Size (WxH): 7.5 inch x 5 inch) — both issues booked at same time	\$780.00
Full Page (Size (WxH): 7.5 inch x 10 inch) —1 issue	\$600.00
Full Page (Size (WxH): 7.5 inch x 10 inch) — both issues booked at same time	\$1,180.00
Cover Half Page (Colour) (Size (WxH): 7.5 inch x 5 inch) —1 issue	\$500.00
Cover Half Page (Colour) (Size (WxH): 7.5 inch x 5 inch) — both issues booked at same time	\$980.00
Cover Full Page (Colour) (Size (WxH): 7.5 inch x 10 inch) —1 issue	\$700.00
Cover Full Page (Colour) (Size (WxH): 7.5 inch x 10 inch) — both issues booked at same time	\$1,380.00
Recreation Listing (Name & Phone Number) —1 issue	\$25.00
Recreation Listing & Description (Name, Phone Number and 30 word description) —1 issue	\$50.00
Event sponsorship packages and alternate advertising fees will be determined by the Marketing & Economic Development Officer in consultation with the CAO to allow flexibility for other ad sizes and formats.	

Schedule E – Planning and Economic Development	
Description	Fees
Marketing and Economic Development Fees – Arnprior Discovery Guide Advertisements	
¼ Page (Size (WxH): 2.5 inch x 4 inch)	\$150.00
Banner Ad (Size (WxH): 5 inch x 2 inch)	\$200.00
½ Page (Size (WxH): 5 inch x 4 inch)	\$300.00
Full Page (Size (WxH): 5 inch x 8 inch)	\$600.00
Cover (Colour) (Size (WxH): 5 inch x 8 inch)	\$1,000.00
Coupon (Size (WxH): 5 inch x 2 inch) – must offer at least 30% savings and be valid for the entire year or season	No Charge
Marketing and Economic Development Fees – Nick Smith Centre Advertising	
Nick Smith Centre Wall Ad – Annual	\$250.00 (one arena) \$350.00 (both arenas)
Nick Smith Centre Rink Board Ad – Annual - includes sponsorship of one public skate (one ad), two public skates (two ads)	\$500.00 (one arena) \$650.00 (both arenas)
Nick Smith Centre Ice Surface Ad – Annual - includes sponsorship of one public skate (one ad), two public skates (two ads)	\$750.00 (one arena) \$1125.00 (both arenas)
Display Screen Ad	\$40 / month, \$400 / year

Schedule E – Planning and Economic Development

Description	Fees
Pool Wall Ad - Annual	\$250
Note: Advertiser is responsible for providing the physical signage.	

Schedule F – Public Works – Waste Management

Description	Resident Fees	Non-Resident Fees
Landfill Tipping Fees		
Private Passenger Vehicle – Car, Mini-van, Small SUV	\$10.00	\$20.00
Up to ¾ Ton Pick-up, Full size van, large SUV, or Single-Axle Utility Trailer	\$30.00	\$60.00
Tandem-axle Trailer (Heavy Utility Trailer)	\$95.00	\$190.00
Single-axle Truck (Maximum 5 ton capacity)	\$300.00	\$600.00
Tandem-axle Dump Truck, or Single-axle Packer (i.e. garbage truck)	\$395.00	\$790.00
Tri-axle Dump Truck, Tandem-axle Dump Truck with pup, or Tandem-axle Packer (i.e. garbage truck)	\$690.00	\$1,380.00
Tractor-trailer	\$1,200.00	\$2,400.00

Schedule F – Public Works – Waste Management		
Description	Resident Fees	Non-Resident Fees
Roll-off Box (per cubic yard capacity)	\$20.00	\$40.00
Tipping Fee (per tonne)	\$80.00	\$160.00
Compacted Waste – per tonne or 2 times standard tipping fee	\$80.00	\$160.00
Tires – no rim	No Charge	No Charge
Tires – with rim	No Charge	No Charge
Freon Evacuation (items also require a disposal fee) (i.e: air conditioner, freezer, refrigerator, dehumidifier, water coolers)	\$40.00	\$80.00
Brush (i.e. shrubs, hedges, trees, large branches (over 1.5” diameter), stumps, roots, timber, and logs)	Tipping Fees Apply	Tipping Fees Apply
Leaf and Yard Waste (i.e. plants, flowers, compost, leaves grass clippings, small branches (less than 1.5” diameter), tree/shrub trimmings)	No Charge	Tipping Fees Apply
Blue Bin Recyclables (i.e. comingled, fiber and cardboard)	No Charge	Tipping Fees Apply
Christmas Trees (Expires January 31st after the Christmas Holiday)	No Charge	Tipping Fees Apply
Bulk purchases of 500 or more bag tags for registered charities or non-profit organizations. Re-sale or bag tags is prohibited (Residents Only)	\$1.50/tag	N/A
Electronic Waste (i.e. TV’s, cell phones, printers, computer monitors, speakers)	No Charge	No Charge

Schedule F – Public Works – Waste Management		
Description	Resident Fees	Non-Resident Fees
Scrap Metals (Source Separated Metals)	No Charge	No Charge
Mattress or Boxspring (each)	Cost Recovery	2x Cost Recovery
Construction, Demolition, Renovation Waste	Cost Recovery	2x Cost Recovery
Other Waste Management Fees		
Requires a 'Bag Tag'	\$3.00	N/A
Recycling Blue Box Purchase – Residents Only (Note 1)	Cost Recovery	N/A
Composter Purchase – Residents Only (Note 1)	Cost Recovery	N/A
Garbage & Recycling Collection – Annual Fee (Note 2)	\$170.00	N/A
<p>Note 1: The General Manager, Client Services/Treasurer is delegated authority to adjust to fees as they pertain to Cost Recovery items listed.</p> <p>Note 2: The ratio of the annual fee that is Garbage Fee versus Recycling fee is established annually based on the current year budget and will be adjusted by the Treasurer to reflect contractual obligations*</p>		

Schedule G – Public Works – Water	
Water Rates	Jan 1 - 2022
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	\$1.76
Service Charge per month – 5/8" meter	\$21.14
Service Charge per month – 3/4" meter	\$28.88
Service Charge per month – 1" meter	\$50.27
Service Charge per month – 1.5" meter	\$89.33
Service Charge per month – 2" meter	\$144.67
Service Charge per month – 3" meter	\$260.41
Service Charge per month – 4" meter	\$602.84
Service Charge per month – 6" meter	\$1,169.71
Service Charge per month – 8" meter	\$1,857.49
Wastewater Rates	Jan 1 - 2022
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	\$1.20
Service Charge per month – 5/8" meter	\$13.98
Service Charge per month – 3/4" meter	\$19.11

Schedule G – Public Works – Water	
Service Charge per month – 1” meter	\$33.26
Service Charge per month – 1.5” meter	\$59.09
Service Charge per month – 2” meter	\$95.71
Service Charge per month – 3” meter	\$172.27
Service Charge per month – 4” meter	\$398.80
Service Charge per month – 6” meter	\$773.81
Service Charge per month – 8” meter	\$1,228.80

Schedule G – Public Works – Water Continued	
Description	Fee
Water/ Sewer Service Installation – Residential (main to property line to 30 feet)	
Standard 5" Sanitary Service, Standard 4" Storm Service and 3/4" Water Service	Actual Cost
Oversized Residential	
Installation of sanitary sewers, storm sewers and water lines to property lines	Actual Cost
Material, labour and machine costs for all installations	Actual Cost
Water/ Sewer Service Installation – Commercial	
Material, labour and machine costs for all installations	Actual Costs
Water Meter and Related Appurtenance	
New Water Meters	Actual cost
Replacement of Damaged Meters	Cost + 10%
Meter pit (excluding meter)	Cost + 10%
Relocation of Water Meter	Actual cost
Water Meter Accuracy Testing Deposit (for each test)	\$45.00
Water Disconnection Charge (For Delinquent Accounts Only)	\$75.00
Water Connection Charge (For Delinquent Accounts Only)	\$75.00

Schedule G – Public Works – Water Continued	
Description	Fee
Bulk Water	
Annual Registration Fee	\$100.00
Bulk Water Consumption Rate (per cubic meter) - Resident Rate	\$3.96
Bulk Water Consumption Rate (per cubic meter) - Non-Resident Rate	\$5.94

Schedule H – Public Works - Cemeteries			
Description	2022 Rate		
	Lot	Care and Maintenance	Total
Sale of Plots – Resident Rate			
1 Grave Plot	\$765.00	\$510.00	\$1,275.00
2 Grave Plot	\$1,530.00	\$1,020.00	\$2,550.00
3 Grave Plot	\$2,295.00	\$1,530.00	\$3,825.00
4 Grave Plot	\$3,060.00	\$2,040.00	\$5,100.00
Cremation Plot	\$520.00	\$346.00	\$866.00
Sale of Plots – Non-Resident Rate			
1 Grave Plot	\$1,147.50	\$765.00	\$1,912.50
2 Grave Plot	\$2,295.00	\$1,530.00	\$3,825.00
3 Grave Plot	\$3,442.50	\$2,295.00	\$5,737.50
4 Grave Plot	\$4,590.00	\$3,060.00	\$7,650.00
Cremation Plot	\$780.00	\$519.00	\$1,299.00

Schedule H – Public Works - Cemeteries			
Description	2022 Rate		
	Lot	Care and Maintenance	Total
Sale of Columbaria Niches – Resident Rate			
Level A Niche	\$1,381.25	\$243.75	\$1,625.00
Level B Niche	\$1,228.25	\$216.75	\$1,445.00
Level C Niche	\$1,075.25	\$189.75	\$1,265.00
Level D Niche	\$922.25	\$162.75	\$1,085.00
Sale of Columbaria Niches – Non-Resident Rate			
Level A Niche	\$2,071.50	\$366.00	\$2,437.50
Level B Niche	\$1,841.50	\$326.00	\$2,167.50
Level C Niche	\$1,612.50	\$285.00	\$1,897.50
Level D Niche	\$1,382.50	\$245.00	\$1,627.50

Schedule H – Public Works – Cemeteries Continued		
Description	2022 Fee	
Interment Charges		
Earth Burial - Adult (12+ Years)	\$775.00	
Earth Burial - Child (1 to 12 Years)	\$435.00	
Earth Burial - Infant (0 to 1 Year)	\$387.00	
Earth Burial - Cremated Remains	\$395.00	
Niche Opening/Closing	\$175.00	
Disinterment Charges	Earth Burial	Cremation / Niche
Disinterment and reburial in the same location/ removal from the cemetery	\$901.00	\$450.00
Disinterment and reburial in another location in the same cemetery	\$1,113.00	\$558.00
Disinterment and reburial in another Arnprior Municipal cemetery	\$1,325.00	\$663.00

Schedule H – Public Works – Cemeteries Continued	
Description	Fee
Additional Cemetery Charges	
Plot Transfer / Administration Fee	\$100.00
Vaults or Outer Shells	\$123.00
Weekend/Holidays Interments	\$300.00
Double Depth (Where Possible)	\$300.00
Niche Lettering/ per Door	\$150.00
Niche Door Delivery/Pick-Up Charge	\$50.00
Future Niche Lettering Fee (i.e. DOD Date)	\$50.00
Staking Fee for Monument and Marker Installations	\$40.00
Monument Care and Maintenance Fees	
Flat Marker (under/or 439.42 sq. cm (173 sq. in.))	No Charge
Flat Marker (over 439.42 sq. cm (173 sq. in.))	\$50.00
Upright Marker (up to 1.22 meters (4ft.) or less in height)	\$100.00
Upright Marker (over 1.22 meters (4ft.) or more in height)	\$200.00

Schedule I – Public Works – Equipment and Other Charges	
Description	Fee
Road Cut Permit Fees	
Permit Fee	\$20.00
Inspection Fee	\$55.00
Sewer Camera Services Fee	\$100.00
Internal Equipment Rate	Rates as per current Ontario Provincial Standards (OPSS) internal rate schedule
External Equipment Rate	Rates as per current OPSS external rate schedule

Schedule J – Public Works – Sewage Charges	
Description	Fee
Hauled Waste Fees – Annual Permit Fee	\$285.00
Hauled Waste Fees – Annual Permit Revision Fee (per revision)	\$165.00
Disposal Fees – Hauled Liquid Waste (in accordance with Section 6 of Bylaw 6227-13 as amended) – (per cubic meter)	\$3.60
Discharge Fees – Biochemical Oxygen Demand – (per kg)	\$1.66
Discharge Fees – Suspended Solids – (per kg)	\$0.88
Discharge Fees – Phenolic Compounds – (per kg)	\$1.66
Discharge Fees – Kjeldahl Nitrogen – (per kg)	\$6.60
Discharge Fees – Phosphorous – (per kg)	\$2.66
Discharge Fees – Uncontaminated water from a source other than the municipal distribution – (per cubic metre)	\$2.37
Administration Fees – Temporary Discharge Agreement Fee (Fees plus Legal and Engineering Costs -\$5,000 Deposit Required)	\$1,107.00
Administration Fees – Sanitary Sewer Agreement Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$788.00
Administration Fees – Sanitary Sewer Agreement Revision Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$118.00

Schedule J – Public Works – Sewage Charges	
Description	Fee
Administration Fees – Compliance Program Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$1,107.00
Administration Fees – Compliance Program Revision Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$238.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Arena – Seasonal Contract & Casual Rental Hourly Ice Rates	
Junior A Packers	\$170.00
Winter Prime Time & All Summer Ice – Resident, Adults	\$175.00
Winter Prime Time & All Summer Ice – Resident, Minors & Seniors	\$130.00
Winter Prime Time & All Summer Ice – Non-Resident, Adults	\$262.50
Winter Prime Time & All Summer Ice – Non-Resident, Minors	\$195.00
Winter Non- Prime – Resident, Adults	\$147.00
Winter Non- Prime – Resident, Minors & Seniors	\$105.00
Winter Non- Prime – Non-Resident, Adults	\$220.50
Winter Non- Prime – Non-Resident, Minors & Seniors	\$157.50
Winter Early Morning Ice (pre 8:30 a.m.)	\$85.00
Ice Discounts	
Last Minute (within 72 hours of rental, not applicable on Early Morning Ice)	30%
Late Ice (11:00 pm to midnight)	50%
Tournament Rates – Ice (Daily) – Resident, Adults	\$1,750.00
Tournament Rates – Ice (Daily) – Resident, Minors & Seniors	\$1,300.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Tournament Rates – Ice (Daily) – Non-Resident, Adults	\$2,625.00
Tournament Rates – Ice (Daily) – Non-Resident, Minors & Seniors	\$1,950.00
Slab Rental	
Hourly Rate (Community Groups or Leagues; No Set Up)	\$62.50
Daily Rate – Resident	\$625.00
Daily Rate – Non-Resident	\$812.50
Set-up / Tear Down - Daily Rate	Cost Recovery
Hydro Fees and Set Up - Daily Rate	Cost Recovery
Electrical Fees - Inside & Outside Panel Per Event	Cost Recovery
Public Skating	
Public Skating – Adult (16-60 Years)	\$3.00
Public Skating – Children (0-15 Years)	\$2.50
Public Skating – Seniors (60+ Years)	\$2.50
Shinny Hockey	
Shinny Hockey – Hourly Rate Per Person (16 Years & Over)	\$5.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Jr. Shiny Hockey – Hourly Rate Per Person (15 Years & Under)	\$4.00
Nick Smith Centre Community Hall	
Hall Rental Fee - Hourly Rate	\$40.00
Set Up/Tear Down Fee - Hourly Rate (Applied to any setup that is beyond setup of tables and chairs)	\$25.00
Hall Rental Fee - Daily Rate	\$350.00
Hall Rental Fee with Bar Services - Daily Rate	\$450.00
Hall Rental Fee with Bar Services – Hourly Rate	\$100.00 (min 3 hour)
Security and Damage Deposit – Daily (Fee to secure rental and is fully refunded barring damages)	\$200.00
Swimming Pool Rental – Recreation Swim Per Hour	
Basic Fee – Resident	\$81.00
Basic Fee – Non-Resident	\$121.50
Staff Fee – Per Guard	\$29.50
Swimming Pool Rental – Instructional Swim Rental Per Hour	
Basic Fee – Resident	\$172.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Basic Fee – Non-Resident	\$258.00
Staff (1:10 Ratio) – Maximum Fee	\$35.00
Basic Fee – Club Rentals	\$68.50
Swimming Pool Rental – School Rentals Per Hour	
Basic Fee (Includes 1 Staff)	\$97.00
Staff (1:10 Ratio)	\$29.50
Lock Rentals Per Hour	
Lock Rental (Single Day Only)	\$1.00 (\$5.00 rental fee; \$4.00 rebate upon lock return)
Swimming Lessons	
Children’s Lessons – Aquatots – Resident (1-2 Children)	\$100.00
Children’s Lessons – Aquatots – Resident (3 Children)	\$85.00
Children’s Lessons – Aquatots – Resident (4 Children)	\$80.00
Children’s Lessons – Aquatots – Resident (5+ Children)	\$75.00
Children’s Lessons – Aquatots – Non-Resident (1-2 Children)	\$150.00
Children’s Lessons – Aquatots – Non-Resident (3 Children)	\$127.50
Children’s Lessons – Aquatots – Non-Resident (4 Children)	\$120.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Children's Lessons – Aquatots – Non-Resident (5+ Children)	\$112.50
Children's Lessons – Levels 1-10 – Arnprior (1-2 Children)	\$100.00
Children's Lessons – Levels 1-10 – Arnprior (3 Children)	\$85.00
Children's Lessons – Levels 1-10 – Arnprior (4 Children)	\$80.00
Children's Lessons – Levels 1-10 – Arnprior (5+ Children)	\$75.00
Children's Lessons – Levels 1-10 – Non-Resident (1-2 Children)	\$150.00
Children's Lessons – Levels 1-10 – Non-Resident (3 Children)	\$127.50
Children's Lessons – Levels 1-10 – Non-Resident (4 Children)	\$120.00
Children's Lessons – Levels 1-10 – Non-Resident (5+ Children)	\$112.50
Children's Lessons – Small Group Rates – Resident	\$128.00
Children's Lessons – Small Group Rates – Non-Resident	\$192.00
Children's Lessons – Semi Private Lessons – Resident	\$154.00
Children's Lessons – Semi Private Lessons – Non-Resident	\$231.00
Children's Lessons – Individual Private Lessons – Resident	\$190.00
Children's Lessons – Individual Private Lessons – Non-Resident	\$285.00
Adult Lessons – Resident	\$116.00
Adult Lessons – Non-Resident	\$174.00
Adult Lessons – Per Class – Resident	\$10.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Adult Lessons – Per Class – Non-Resident	\$15.00
Aquafit – Full Session (30 Classes) – Resident	\$191.50
Aquafit – Full Session (30 Classes) – Non-Resident	\$287.00
Aquafit – Punch Card – 10 Classes – Resident	\$85.00
Aquafit – Punch Card – 10 Classes – Non-Resident	\$127.50
Aquafit – Drop In Cost Per Class	\$15.00
Public Swimming	
Public Swim Admission – Under 2 Years	No Charge
Public Swim Admission – Children (Under 16 Years)	\$3.25
Public Swim Admission – Adults (16+ Years)	\$4.25
Public Swim Admission – Seniors (60+ Years)	\$3.25
Seasonal Aquatic Programming	
Aquatic Fitness/ Therapeutic Classes – Per Class (Fee Varies Per Program – See Nick Smith Centre for Details & Specific Program Pricing)	\$6.00- \$10.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Memberships	
Public Swim Membership – Family – 6 Months – Resident	\$338.00
Public Swim Membership – Family – 1 Year – Resident	\$501.50
Public Swim Membership – Family – 6 Months – Non-Resident	507.00
Public Swim Membership – Family – 1 Year – Non-Resident	\$752.00
Public Swim Membership – Adult (16+ Years) – 6 Months – Resident	\$176.00
Public Swim Membership – Adult (16+ Years) – 1 Year– Resident	\$262.00
Public Swim Membership – Adult (16+ Years) – 6 Months – Non-Resident	\$264.00
Public Swim Membership – Adult (16+ Years) – 1 Year – Non-Resident	\$393.00
Public Swim Membership – Child (15 & Under) –6 Months – Resident	\$146.50
Public Swim Membership – Child (15 & Under) –1 Year – Resident	\$210.00
Public Swim Membership –Child (15 & Under) – 6 Months – Out of Town	\$219.50
Public Swim Membership – Child (15 & Under) –1 Year – Non-Resident	\$315.00
Public Swim Membership – Senior (60+ Years) – 6 Months – Resident	\$94.50
Public Swim Membership – Senior (60+ Years) – 1 Year – Resident	\$138.50

Schedule K – Recreation – Facility Usage	
Description	Fee
Public Swim Membership – Senior (60+ Years) – 6 Months – Non-Resident	\$142.00
Public Swim Membership – Senior (60+ Years) – 1 Year – Non-Resident	\$207.50
Robert Simpson Park	
Use of Gazebo Only – Resident (4 Hours, includes access to power box)	\$93.50
Use of Gazebo Only – Non-Resident (4 Hours, includes access to power box)	\$122.00
Use of Gazebo Per Hour, Beyond 4 Hours (includes access to power box)	\$25.00
Use of Gazebo – Resident (4 Hours, including chairs, tables, sound system, set up & tear down)	\$443.00
Use of Gazebo – Non-Resident (4 Hours, including chairs, tables, sound system, set up & tear down)	\$576.00
Licensed Event	Negotiated Rate
Ball Diamonds	
Adult Leagues – per hour	\$22.50
Minor Leagues – Recreation Affiliates – per hour	\$15.00
Minor Tournaments – per Day/per Diamond	\$152.00
Minor Tournaments – Friday-Sunday /per Diamond	\$228.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Adult Tournaments – per Day/per Diamond	\$223.00
Adult Tournaments – Friday-Sunday /per Diamond	\$334.00
Marina	
Slip Rental for the season (per foot) - Resident	\$32.50
Slip Rental for the season (per foot) – Non Resident	\$45.50
Slip Rental for the month (per foot) - Resident	\$17.00
Slip Rental for the month (per foot) – Non Resident	\$23.80
Daily Docking	\$15.00
Daily Docking – Non Resident	\$21.00
Refundable Key Deposit	\$25.00
Daily Launch	\$10.00
Seasonal Launch Pass	\$100.00
Birthday Parties	
Birthday Party: 1 hr swim	\$140.00
Birthday Party: 1 hr private skating	\$130.00

Schedule K – Recreation – Facility Usage

Description	Fee
Birthday Party: 1hr community hall	\$40.00
Birthday Party: 1hr pool + 2hr community hall	\$200.00
Birthday Party: 1hr ice + 2hr community hall	\$190.00
Customized packages may be arranged. For booking please call at least 14 days in advance.	
Recreational Programming	
Recreation program fees and lending hub rates are variable and set by the GMCS/Treasurer in consultation with the Director of Recreation based on forecasted revenues/ expenses and the annual Council approved operating budget.	

Schedule L – Museum Services

Description	Fee
Admission Fee	By Donation
School Groups Admission – Per Person	\$3.00
Photocopy of Archived Picture or Document	\$25.00
Children's Programming	\$12.00 / session

Schedule L – Museum Services	
Description	Fee
Reception Venue Rental	\$250.00
Special Event Venue Rental / Per Hour	\$50.00
Set Up/Tear Down Fee - Hourly Rate	\$25.00
Special Event Damage Deposit	\$200.00



Town of Arnprior Staff Report

Subject: Nick Smith Centre Arena Advertising Review

Report Number: 21-10-18-02

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

Department: Recreation

Meeting Date: Community Development Advisory Committee October 18, 2021

Recommendation:

That the Community Development Advisory Committee receive report 21-10-18-02 as information and provide feedback on the options included herein.

Background:

In the Town's User Fees and Charges By-Law, Schedule E includes advertising rates within the arenas of the Nick Smith Centre as follows:

Description	Fees
Nick Smith Centre Wall Ad – Annual	\$250.00
Nick Smith Centre Rink Board Ad – Annual	\$500.00
Nick Smith Centre Ice Surface Ad – Annual	\$750.00

*Note: the sponsor is responsible for the production cost of their advertisement

Fewer than a dozen sponsors are present on the rink boards and only one sponsor is present on the wall. There has not been any in-ice sponsors since the 2018-2019 season.

Discussion:

There has been some new interest in rink board advertising this year as new businesses that have opened in Town and with the winter ice season underway and the arenas busy again, some sponsors do see the advantage.

Marketing is a key factor for the growth and success of any business, but marketing dollars, especially with small businesses, are often limited and when they do spent those funds, they want, and need, to get the most ‘bang for their buck’.

While wall ads, rink board ads and in-ice ads certainly garner visibility in the Town’s recreation hub, the Nick Smith Centre; they are static ads that lack engagement. Moreover, there is consideration that sponsors could be more likely to sponsor minor hockey, ringette or figure skating and by providing an incentive to our users, it would expand the town’s engagement with sponsors.

Staff have developed some options to increase advertiser engagement at the Nick Smith Centre and provide a greater rate of return to the sponsor as well. Moreover, staff have also looked at ways to benefit our minor groups to help garner further sponsor engagement.

We request the Committee’s consideration of the options and their input.

Any adjustments would be brought forward to Council as part of the 2022 draft budget and user fees and charges update.

Options:

Some options for consideration:

- No changes. Maintain the status quo.
- Provide each rink board or ice surface sponsor with a free public skate sponsored by their business
- Develop a two-tiered advertising rate card that would provide a discount on advertising in both arenas.

One Arena - Annual		Both Arenas - Annual	
Description	Fees	Description	Fees
Nick Smith Centre Wall	\$250.00	Nick Smith Centre Wall Ad (25% discount)	\$375.00
Nick Smith Centre Rink Board	\$500.00	Nick Smith Centre Rink Board (35% discount)	\$650.00
Nick Smith Centre Ice Surface	\$750.00	Nick Smith Centre Ice Surface (50% discount)	\$1125.00

*Note: the sponsor is responsible for the production cost of their advertisement

- Partner with our local youth user groups in a revenue-share model. This model would allow youth user groups, on behalf of the Town, to sell these advertising products (wall, rink board and ice ads) with a set portion of the revenues remaining with the Town and a portion going to support the user group. For example, using a 40% revenue share, if minor hockey sells a rink board ad on Bert Hall Arena (valued at \$500.00), minor hockey would receive \$200, with \$300 in revenue for the Town. Note: From reviewing rink board advertising rates throughout Renfrew County, there are no programs like this that are published however some facilities do provide rink board space with their Junior A/B teams as part of their lease/rental agreement.
- A combination of any of the above options.
- Other options as recommended by the committee.

Policy Considerations:

User Fees and Charges By-Law

Should a revenue-share model be adopted, a policy will be developed outlining the parameters and eligibility.

Financial Considerations:

The above options are intended to help increase advertiser engagement at the Nick Smith Centre which will increase advertising revenues. The revenue-share model option is also expected to garner more advertisement sales than the Town alone with partial proceeds helping support local user groups.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: Graeme Ivory

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Summer Student Employment Program

Report Number: 22-01-24-04

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

Department: Client Services

Meeting Date: January 24, 2022

Recommendations:

That Council adopt a by-law authorizing an amended Summer Student Employment Policy with a revised summer student wage scale.

Background:

The Town of Arnprior has a robust Summer Student Program that provides opportunities for youth in the Town. Participating in the Summer Student Program provides students with valuable work experience that supports them in future employment and assists the Town.

Recently there have been challenges to fill all the positions in the Summer Student Program including a drop in the number of applicants and a lack of returning applicants year over year. Staff have conducted a review of the summer student policy including the wage scale in order to ensure that the Town is providing a robust, competitive experience.

Additionally the Town will be increasing outreach, recruitment efforts and offering a summer student job fair for potential applicants.

Discussion:

The Town of Arnprior currently offers minimum wage for most positions with a 5% premium for a returning student the subsequent year. A review of the summer student wage scales from surrounding municipalities show that Arnprior's wage scale is lower which is believed to be impacting the hiring pool for summer student candidates based on feedback we have received from candidates in the hiring process. A number of candidates have accepted other positions or have decided not to return due to higher wages elsewhere. Mississippi Mills, McNab/Braeside and Renfrew all offer higher than minimum wage for their entry-level summer student positions.

Last year, for the 2021 summer student program, most students earned \$14.25 / hour, as outlined in the table below, which was the minimum wage at the time. As of January 1, 2022, the Ontario minimum wage increased to \$15.00, which at minimum will increase most positions on the current pay scale.

Arnprior Summer Students - Wage Scale			
Position Title	2021 Hourly Rate	2022 Hourly Rate	2022 (5%) Premium (Returning)
Client Services - Administrative Assistant	\$14.25	\$15.00	\$15.75
Operations - Downtown Labourer / Labourer	\$14.25	\$15.00	\$15.75
Recreation - Waterfront / Parks Attendant	\$14.25	\$15.00	\$15.75
Recreation - Day Camp Counsellor	\$14.25	\$15.00	\$15.75
Museum - Collections Assistant	\$14.25	\$15.00	\$15.75
Museum - Museum Assistant	\$14.25	\$15.00	\$15.75
Community Services - Marketing Assistant	\$14.25	\$15.00	\$15.75
Recreation - Program Coordinator - Day Camp	\$15.65	\$16.40	\$17.22
Recreation - Program Coordinator - Events	\$15.65	\$16.40	\$17.22
Museum - Program Coordinator	\$15.65	\$16.40	\$17.22
Operations - Engineering Assistant	\$16.00 - \$18.00	\$16.00 - \$18.00	\$16.80 - \$18.90

Summer student pay scales for Mississippi Mills, McNab/Braeside and Renfrew were used for comparison purposes. Mississippi Mills has a variety of summer student positions similar to the Town of Arnprior. For 2022, their non-union student pay scale includes a 3 Level platform with an additional two incentive steps and begins entry level at \$0.16 higher than the \$15.00 minimum wage.

Mississippi Mills - Non-Union Student Pay Scale	Step 1	Step 2	Step 3
Level 1 - Entrance Level			
General Labourer, Administrative Clerical, Day Care Student, Beautification Student, Day Camp Counsellor, Library Summer Program Assistant	\$15.16	\$15.69	\$16.24
Level 2 - Intermediate Level			
Day Camp Supervisor, Information Office Student, Specialized Administrative Support, Library Summer Program Leader	\$16.27	\$16.84	\$17.43
Level 3 - Skilled / Technical Level			
Engineering Student	\$18.08	\$18.72	\$19.38

One of the positions that the Town is having difficulty filling each year is Parks Attendant. These positions requires mature, responsible students as they are required to have a full G license to drive the Town parks vehicles and to operate grass-cutting equipment.

Currently the Town was offering minimum wage for these positions however in comparison, Mississippi Mills offers between \$15.16 - \$16.24 (General Labourer, Beautification), McNab/Braeside offers \$16.00 (minimum wage plus \$1.00) for Summer Park Maintenance and Renfrew offers \$17.00 (minimum wage plus \$2.00).

McNab / Braeside	
Summer Park Maintenance	\$16.00
Summer Park Attendant	\$15.00
Town of Renfrew	
Summer Maintenance	\$17.00
Public Works	\$17.00
Waste Management	\$17.00
Day Camp Coordinator	\$17.00
Day Camp Leader	\$16.00
Public Skating	\$15.00

In order to remain competitive, increase the hiring pool and bolster summer student retention, an amended summer student wage scale is being proposed. The proposed wage scale includes:

- Three skill levels: entrance, intermediate and skilled / technical.
- Entrance level starts at minimum wage plus \$0.25, with intermediate level at minimum wage plus \$1.00 and skilled / technical level at minimum wage plus \$3.00
- Includes two additional incentive steps at 2.5% and 5.0% beyond step 1 to encourage returning students.

Student Pay Scale	Step 1	Step 2	Step 3
Level 1 - Entrance Level		+ 2.5%	+ 5.0 %
Client Services - Administrative Assistant	\$15.25	\$15.63	\$16.01
Recreation - Day Camp Counsellor			
Museum - Collections Assistant			
Museum - Museum Assistant			
Level 2 - Intermediate Level			
Operations - Downtown Labourer / Labourer	\$16.00	\$16.40	\$16.80
Recreation - Waterfront / Parks Attendant			
Community Services - Marketing Assistant			
Recreation - Program Coordinator - Day Camp			
Recreation - Program Coordinator - Events			
Museum - Program Coordinator			
Level 3 - Skilled / Technical Level			
Operations - Engineering Assistant	\$18.00	\$18.45	\$18.90

Options:

Council could choose not to accept the proposed Summer Student Pay Scale and / or could choose to amend the Summer Student Pay Scale. Staff however recommend that Council adopt the proposed wage scale adjustments for summer students as the Town strives to be an employer of choice and the summer student program is an invaluable program for youth to gain work experience in the Town of Arnprior.

Policy Considerations:

Policy# HR-ES-02: Summer Student Employment Policy was reviewed by staff and includes the new proposed wage scale along with minor housekeeping revisions.

Financial Considerations:

The financial cost of implementing the new Summer Student wage scale in 2022 is estimated at an additional \$6,300 which has been included in the draft 2022 operating budget. As most federal and provincial student grant programs that the Town applies for are based on a percentage of wages, annual grant funding may help offset a portion of the wage increase as well. In 2021, the Town was fortunate to receive over \$20K in federal / provincial summer student grants and staff will be applying to a number of the same grant programs, which are available this year as well, to support the summer student program.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Proclamation – Wear Red Canada Day (February 13, 2022)

Report Number: 22-01-24-05

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: January 24, 2022

Recommendations:

That Council proclaim February 13, 2022 as Wear Red Canada Day in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Canadian Women’s Heart Health Centre University of Ottawa Heart institute Prevention and Wellness Centre 40 Ruskin Street, Room H-S112A Ottawa, Ontario K1Y 4W7
Section 5.2.2 – Contact Person’s Name	Adriana Beaman abeaman@hewittslaw.com
Section 5.2.3 – Name of Proclamation and Duration	Wear Red Canada Day February 13, 2022

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

Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	No
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – Wear Red Canada Day (February 13, 2022)

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Proclamation

Wear Red Canada Day

February 13, 2022

Whereas Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

Whereas The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

Whereas [Wear Red Canada Day](#) is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

Whereas We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

Now Therefore, I Walter Stack Mayor of Arnprior, do hereby proclaim February 13, 2022 as Wear Red Canada Day in the Town of Arnprior, Ontario.

Walter Stack, Mayor
Town of Arnprior



November 23, 2021

BY REGULAR MAIL and EMAIL: wstack@arnprior.ca

His Worship Walter Stack
Mayor of Arnprior
105 Elgin Street West
Arnprior, ON K7S 0A8

Dear Mayor Stack:

Heart disease is the number one killer of women worldwide and the leading cause of premature death in women in Canada. Globally, cardiovascular diseases affect 1 out of 3 women, yet women everywhere are under-studied, under-diagnosed, under-treated, and under-aware when it comes to their cardiovascular health. Worse, considering that 80% of a woman's risk factors are within her control, heart disease is largely preventable.

Wear Red Canada Day is celebrated annually across Canada on February 13th to raise awareness about women's cardiovascular health. Organized events held across the country serve as a reminder for all people in Canada, but especially women, to be mindful, curious and proactive in the management of their heart health and wellness.

Powered by the Canadian Women's Heart Health Centre (CWHHC), the [Canadian Women's Heart Health Alliance](#) (CWHHA) is comprised of over 100 women's heart health professionals, patients and scientists from across Canada. Our mission is to share evidence-based strategies that will transform clinical practice and enhance collaborative action concerning women's heart health in Canada.

Each year, the CWHHA develops a national Wear Red Canada awareness campaign with the ultimate goal of improving the heart health of women in Canada of all ages. We invite you to learn more about Wear Red Canada Day at WearRedCanada.ca.

I write to you today Mayor Stack, as the elected representative, and as an advocate for improving health outcomes for women in the Town of Arnprior to request your assistance in proclaiming **February 13, 2022 as Wear Red Day in the Town of Arnprior**. We enclose for your review a sample of a proclamation format which may be of assistance.



You may also wish to consider presenting a 2–3 minute pre-recorded video message to all of Canada on behalf of the Town of Arnprior which, if you are agreeable, can be shown during our national one-day program featuring educational talks and events from coast to coast. We will provide you with all the needed briefing documents and remain at your disposal to answer any questions.

We want to see improved awareness of the greatest health risk to women in our communities, and, most importantly, fewer women dying prematurely from heart disease—and we believe we can achieve this with your help.

Thank you for your time, for reading, and for your consideration. Do not hesitate to contact me at abeaman@rogers.com or by phone at 613-563-0202 ext. 304 if I can provide further information or further suggested proclamation language for your review.

Yours sincerely,

Adriana C. Beaman, Patient Advocate
Wear Red Canada campaign team member

WEAR RED CANADA DAY
(font: Calibri 12, all upper case)

February 13, 2022 (font: Calibri 12)
(Proclamation should not exceed 130 words
from the section under the title to the
signature)

WHEREAS, Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

WHEREAS, The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

WHEREAS, Wear Red Canada Day is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

WHEREAS, We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

THEREFORE, I, <name>, <title> of <city/province/territory>, do hereby proclaim **February, 13, 2022 Wear Red Canada Day** in <city/province/territory>.

JOURNÉE TOUT LE MONDE EN ROUGE
(police : Calibri 12, en lettres majuscules)

13 février 2022 (police : 12)
(130 mots en français dans la section entre le titre et le bloc-signature)

ATTENDU QUE la maladie du cœur est la première cause de décès chez les femmes dans le monde et la première cause de décès prématuré chez les Canadiennes, ce dont beaucoup de femmes et de soignants n'ont pas conscience; et

ATTENDU QUE l'Alliance canadienne de santé cardiaque pour les femmes est un groupe de spécialistes de la santé et de patientes qui travaillent bénévolement à améliorer la santé cardiaque des femmes; et

ATTENDU QUE la **Journée Tout le monde en rouge** est célébrée chaque année pour encourager les Canadiens — et tout particulièrement les Canadiennes — à se renseigner sur leur santé cardiaque et à en prendre soin; et

ATTENDU QUE nous souhaitons mieux prévenir, diagnostiquer et traiter la maladie du cœur, et réduire le nombre de femmes qui en décèdent prématurément;

PAR CONSÉQUENT, je, <Nom>, <titre> de <ville/province/territoire>, proclame par la présente le **13 février 2022 la Journée Tout le monde en rouge** à <ville/province/territoire>.

<NAME>

Title / Titre

**The Corporation of the
Town of Arnprior**

By-law Number 7250-22

A by-law to provide for a 2022 interim tax levy and to provide for the collection thereof and further to provide for penalty and interest in default of payment thereof.

Whereas section 317 of the *Municipal Act 2001*, S.O. 2001, c.25 provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes and the amount to be raised from any property must not exceed the 50 percent of the amount raised or would have been raised in the previous year from that property; and

Whereas Section 345 of the *Municipal Act 2001*, S.O. 2001, provides that a local municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date.

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

1. **That** for all properties in all property classes there shall be imposed and collected an interim tax levy of 50 percent of the total taxes for municipal, county and school purposes levied or would have been levied on the property in 2021.
2. **That** the interim tax levy at 50 percent rounded upwards to the next whole dollar shall become due and payable on the 28th day of February, 2022; the remaining 50 percent shall become due and payable on the 31st day of May, 2022 and non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.
3. **That** on all taxes of the interim levy which are in default on the first day after the due date, a penalty of 1.25 percent shall be added and thereafter interest of 1.25 percent per month will be added on the 1st day of each and every month the default continues.
4. **That** the Treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the Treasurer in writing to send the bill to another address, in which case it shall be sent to that address.

5. **That** taxes are payable to the Corporation of the Town of Arnprior.
6. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 24th day of January, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7251-22

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

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

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

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

- 1. That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as:
 - a. Block 53 on Plan 49M-109 designated as Parts 1 on Plan 49R-19860;
 - b. Block 53 on Plan 49M-109 designated as Parts 2 and 3 on Plan 49R-19860
 - c. Block 54 on Plan 49M-109 designated as Parts 5 and 6 on Plan 49R-19884.
 - d. Block 55 on Plan 49M-109 designated as Parts 1 and 3 on Plan 49R-19884;
 - e. Block 55 on Plan 49M-109 designated as Parts 2 and 4 on Plan 49R-19884
- 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 24th day of January, 2024.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7252-21

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 Part 1 on Plan 49R-19863;
 - b. Block 43 on Plan 49M-109, designated as Part 2 on Plan 49R-19863;
 - c. Block 44 on Plan 49M-109, designated as Part 1 on Plan 49R-19864;
 - d. Block 44 on Plan 49M-109, designated as Parts 2 and 3 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** By-law Number 7240-21 hereby be repealed.
7. **That** this by-law shall expire and be of no further force and effect as of the 24th day of January, 2024.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7253-22

A by-law of the Town of Arnprior to lift a holding symbol from lands described as, Part Lot 5, Concession A being the Conseil des écoles catholiques du Centre-est (CECCE).

Whereas the Council of a municipality may under Section 36 of the Planning Act, R.S.O. 1990, c.P.13, as amended, (the “Planning Act”), in a by-law passed under Section 34, by the use of the holding symbol in conjunction with any use designation, specify the use by which lands, buildings, or structures may be put at such time in the future as the holding symbol is removed by amendment to the by-law; and

Whereas the Council of the Town of Arnprior enacted By-law No. 6875-18 placing lands, more particularly described as Part Lot 5, Concession A, being Part 1 on Plan RE206373, Town of Arnprior, in an Institutional Holding Five (I(H5)) zone, prohibiting buildings or structures to be constructed on the lands until such time as the appropriate agreements are executed, studies submitted and servicing work undertaken.

Whereas the municipality has been provided with and reviewed the required studies and plans for the development of the site, watermain work has been undertaken and a site plan agreement has been entered into;

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

1. **That** By-law Number 6875-18, as amended, be and the same is hereby further amended as follows:
 - a. Schedule “A” is amended by lifting the (h) holding symbol from that portion of Part Lot 5, Concession A, identified on Schedule “A” attached hereto.
 - b. By removing Holding 5 from “Table 12.1 List of Holding Provisions”.
2. **That** Schedule “A” is hereby made a part of this By-law as fully and to all intents and purposes as though recited in full herein.
3. **That** this by-law shall come into effect on the date of enactment by Council.

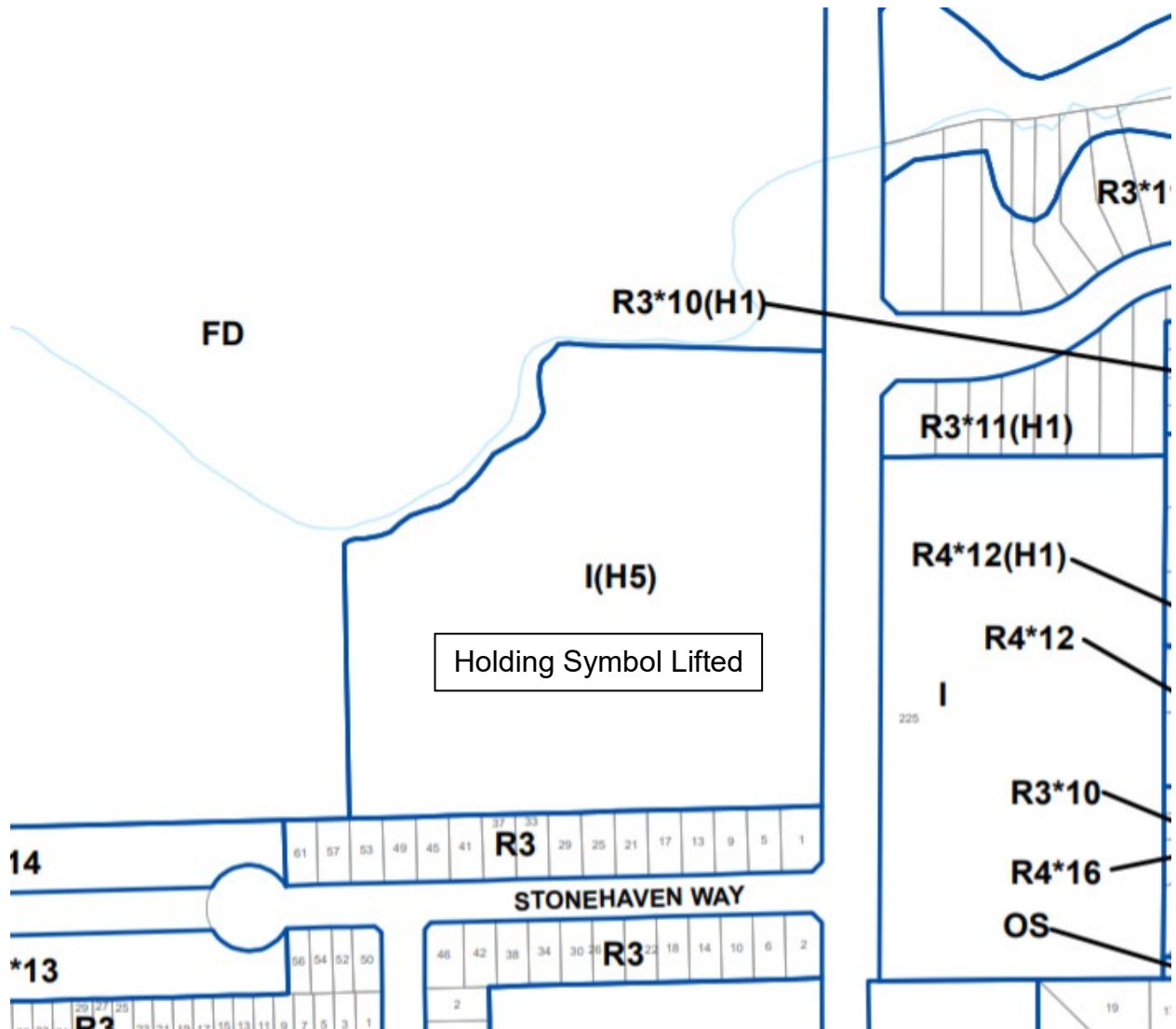
Enacted and passed this 24th day of January, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

Schedule "A"



**This is Schedule "A" to By-law Number 7253-22
Passed this 24th day of January, 2022.**

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7254-22

A by-law to repeal By-Law #6661-17 and to adopt Policy HR-ES-02: Summer Student Employment Policy including a revised student pay scale.

Whereas By-Law #6661-17 was adopted by Council on January 23, 2017 and established a student pay scale for the Town of Arnprior; and

Whereas the Town's Summer Student Program provides opportunities for youth to gain valuable work experience while providing important support to the Town; and

Whereas competitive wages and incentives for returning students are key factors to ensuring a robust applicant pool; and

Whereas Council of the Corporation of the Town of Arnprior deems it expedient to adopt policy HR-ES-02 including a revised student pay scale.

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

1. **That** Policy HR-ES-02: Summer Student Employment Policy including a revised student pay scale, attached as Appendix 'A' be established;
2. **That** the CAO is authorized to administratively update the student pay scale for any general minimum wage changes as set out in Section 23 of the Ontario Employment Standards Act, 2000 ('ESA') as amended, maintaining the same proportion between levels and steps;
3. **That** By-Law 6661-17 which adopted the Summer Student Pay Scale is repealed;
4. **That** any by-laws and/or resolutions inconsistent with the provisions herein are repealed; and
5. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 24th day of January, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk



The Town of Arnprior Corporate Policies and Procedures Manual

Policy Name: Summer Student Employment Policy

Policy Manual Section: Employment Standards

Revision Date: January 24, 2022

Policy Number: HR-ES-02

By-law Number: 7254-22

Effective Date: January 24, 2022

Organizational Coverage: Summer Student Employees

1.0 Policy Statement

This Summer Student Employment Policy sets out the summer student positions, wage rates and procedures for hiring purposes.

2.0 Purpose

This is a policy to ensure that Summer Student Employment is established by determination and evaluation of job responsibilities and that all positions are filled by the best candidate.

3.0 Scope

This policy applies to all summer student employee(s) employed by the Corporation of the Town of Arnprior.

4.0 Responsibility

The Chief Administrative Officer ('CAO'), Directors, respective Managers and/or the Human Resources Officer are responsible to ensure that all procedures are in compliance with this policy.

5.0 Definitions

“Summer Student Employee” – are defined as those who are in attendance at, and are returning to, a full time course taught at a recognized secondary or post-secondary educational institution.

“Summer Student Employment” - means temporary, full-time work assignments for students beginning not earlier than April 1st and ending not later than September 30th in any calendar year.

6.0 Procedures

- 6.1 Town Council shall establish a student pay scale included as Attachment #1 to this policy. The rates established for students will exclude the allowance in lieu of benefits, and will continue for the duration of the term of the student’s employment.
- 6.2 The Corporation shall advertise all summer student employment opportunities.
- 6.3 Summer Student Job Postings shall include the following: title of position; job responsibilities and requirements; deadline for receipt of applications/resumes; and information pertaining to where and how to submit applications/resumes.
- 6.4 All positions will be competed for on a fair and equal basis, with the goal being to hire the best candidate for the position.
- 6.5 Prior to the end of each summer season, every summer student employed by the Corporation shall be evaluated by the student’s immediate supervisor using the “Student Performance Appraisal Form”, a copy of which forms Attachment #2 to this policy.
- 6.6 In order to be eligible to re-apply as a Summer Student in a subsequent year, the Summer Student must have received a satisfactory evaluation as noted in section 6.5 of this policy.
- 6.7 All summer student positions shall be filled by students who have been in attendance at, and are returning to, a full-time course taught at a recognized secondary or post secondary educational institution.
- 6.8 No summer student position shall be filled by anyone under the age of 16.

- 6.9 For each consecutive summer year worked for the Town, a student will move to the next compensation step on Summer Student Pay Scale. Step 2 of the pay scale is set at 2.5% above Step 1 and Step 3 on the pay scale is set at 5% above Step 1.
- 6.10 Summer students shall not normally be permitted to be employed for more than four (4) consecutive years except where there is clear value added to the Town. In such cases, the Director must prepare a written justification outlining the benefits to the Town, which must be approved by the CAO.

7.0 Attachments

Attachment #1 – Student Pay Scale

Attachment #2 – Student Performance Appraisal Form

Attachment #1: Student Pay Scale

Student Pay Scale	Step 1	Step 2	Step 3
Level 1 - Entrance Level		+ 2.5%	+ 5.0 %
Client Services - Administrative Assistant	\$15.25	\$15.63	\$16.01
Recreation - Day Camp Counsellor			
Museum - Collections Assistant			
Museum - Museum Assistant			
Level 2 - Intermediate Level			
Operations - Downtown Labourer / Labourer	\$16.00	\$16.40	\$16.80
Recreation - Waterfront / Parks Attendant			
Community Services - Marketing Assistant			
Recreation - Program Coordinator - Day Camp			
Recreation - Program Coordinator - Events			
Museum - Program Coordinator			
Level 3 - Skilled / Technical Level			
Operations - Engineering Assistant	\$18.00	\$18.45	\$18.90

Attachment #2: Student Performance Appraisal Form

Student Name: _____ Supervisor: _____

Position: _____ Date: _____

Key Responsibilities/Projects	
Attendance and punctuality	
Quality/Quantity of Work	
Strengths	
Areas of Improvement	
Recommendation	

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____

Copy: HR/Employee File