



Town of Arnprior

Community Development Advisory Committee Agenda

Date: Tuesday, February 22, 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. Adoption of Minutes of Previous Meeting(s)**
 - a) **October 18, 2022** (Page 1-5)
- 7. Presentations/ Delegations**
 - a) **Parks Projects 2022**, Director of Recreation (Page 6-18)
- 8. Matters Tabled/ Deferred/ Unfinished Business**
- 9. Staff Reports**
 - a) **2021 Building Activity**, Jacques Benoit, Chief Building Official (Page 19-21)
 - b) **Annual 2021 Museum Update**, Museum Curator (Page 22-27)
 - c) **Planning Department Activity and Application Status**, CAO (Page 28-31)
- 10. New Business**

11. Adjournment

Please note: Town Hall is following social distancing protocols that have been recommended by the federal and provincial governments to help protect the health and well-being of our community. Please see the Town's [Website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [Website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

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**Minutes of Community Development Advisory Committee Meeting
October 18, 2021
6:30 PM
Electronic Participation – Via Zoom**

Committee and Staff Attendance

Committee Members Present:

Chair, Lynn Grinstead
Vice Chair, Tom Burnette
Citizen Member, Peter Anas
Citizen Member, Guy Bahm
Citizen Member, Dennis Turpin
Citizen Member, Neil Caldwell

Committee Members Absent:

Citizen Member, Seth Malina

Town Staff Present:

Lindsay Wilson, MEDO
Graeme Ivory, Director of Recreation
Maureen Spratt, Town Clerk

1. Call to Order

Chair Lynn Grinstead called the Community Development Advisory Committee meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of the Committee being present except committee member Seth Malina.

3. Land acknowledgement statement

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

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

4. Adoption of Agenda

Resolution Number 21-21
Moved by Guy Bahm
Seconded by Dennis Turpin

Minutes of Community Development Advisory Committee Meeting

Be It Resolved That the agenda for the Community Development Advisory Committee Meeting of dated Monday, October 18, 2021 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution No. 22-21

Moved by Guy Bahm

Seconded by Neil Caldwell

That the Community Development Advisory Committee Minutes of June 21, 2021 be adopted.

Resolution Carried

7. Presentations/ Delegations

a) Presentation and Tabling of the Community Improvement Plan Draft Background Report, Samantha Gatchene and Meghan MacMillan

The Marketing and Economic Development Officer (MEDO) advised the municipality is undergoing an update of its Community Improvement Plan (CIP) and retained the services of Samantha Gatchene and Meghan MacMillan of WSP to assist in the update. The MEDO explained the CIP was adopted in 2011 and has been used as a tool to address community objectives, as well as providing financial incentive grants to properties.

Ms. Gatchene and Ms. MacMillan proceeded to provide an overview of the background report highlighting the following:

- Evaluation of the town's current CIP and financial incentive programs is based on community feedback and lessons learned since 2011.
- In 2014 the Town processed its first CIP, since then 34 CIP applications have been processed with \$85,000 in grant funding being provided across 50 grants.
- The most popular grants awarded with 29 grants were in the façade and improvement program, with 11 grants awarded through the building fee permit program.
- The proposed CIP includes the entire town, and proposes to keep:
 - Application and building permit fee refund program
 - Façade and property improvements program
 - Brownfields financial tax incentive program
 - Heritage improvement program
- The proposed CIP includes new incentive programs including:
 - Accessibility improvements program
 - Business location, expansion and start-up program
 - Sidewalk café program
 - Parking area and landscaping improvements program
 - Signage improvements program

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- The proposed CIP includes retiring the following:
 - Downtown housing improvement program
 - Tax increment equivalent program
 - Interest rebate grant option
- The proposed CIP includes retiring the Waste management Program
- The proposed CIP includes the following new leadership programs:
 - Affordable housing initiatives program
 - Public art initiative
 - Urban design guidelines

Ms. MacMillan concluded the overview advising the report will be finalized and presented for public and council comment at a public meeting.

Following the overview committee members provided feedback as follows:

Feedback

- Expressed concern that including the entire town, with no distinct areas, the CIP will be too broad to manage
 - WSP responded that the proposed CIP is moving away from distinct geographic areas but there will be various tools and ways to target different areas; such as; land use or zoning.
- With respect to heritage and façade, is there an opportunity to include an approved colour palette?
 - WSP responded that the municipality should consider a unified set of design guidelines in the urban design guideline program

b) Film Policy, Lindsay Wilson, MEDO

The Marketing and Economic Development Officer (MEDO) provided an overview of the power point presentation on a draft Film Policy, attached as Appendix A, and forming part of these minutes. The MEDO summarized that the intent of a policy is to clearly outline what is and is not allowed with respect to filming; provide clear communication and notice; and, obtain a set plan and contact information for the film production company. A question and answer period on the draft policy ensued:

- Have past production companies and the downtown businesses been consulted?
 - Yes, past production companies have responded positively to implementing a permit and twelve businesses completed the survey.
- During past filming events there were issues with road closures, will this be referenced in the policy?
 - Yes, the film company will be required to provide written notice.
- Have permit fees been set?
 - Staff will review fees and bring forward recommendations in the 2022 user fees and charges by-law
- Will the graffiti used in the last film be removed or changed in any way?
 - The MEDO will follow up on the issue, noting that a security deposit in this instance would have been beneficial.

Following the question and answer period the MEDO advised the draft policy and permit application will be considered by Council in 2022.

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8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

a) Municipal Marina Operations Analysis, Director of Recreation

Resolution Number 23-21

Moved by Guy Bahm

Seconded by Neil Caldwell

That the Community Development Advisory Committee (CDAC) receive report number 21-10-18-01 as information and provide feedback as requested herein.

Resolution Carried

The Director of Recreation provided a detailed overview of the report, highlighting that for many years the municipal marina has operated at a deficit. For the first time, in 2021, the municipal marina did see full capacity, and along with some operational changes to staffing a small operational surplus was realized. However, many Arnprior residents were disappointed that they could not rent a slip and voiced that marina rentals should be given to Arnprior residents. The Director of Recreation noted of the 81 season renters, 40 (49%) were Arnprior residents, 17 (21%) were McNab/Braeside residents and 24 (30%) were categorized as other (Ottawa, Mississippi Mills, etc.) In response to the overview a question/answer/comment period followed:

- The marina is not included in the Joint Recreation Agreement with McNab/Braeside therefore McNab/Braeside residents are categorized as non-residents.
- Reverting pier 6 back to rentable slips would generate additional revenues, however there would be an economic loss of transient boaters being able to visit local businesses as well as accessing our parks and trails.
- It would be difficult for the municipality to not consider renting to non-residents, as these are the individuals that have supported the marina for many years.
- Alternatively, Arnprior is a rapidly growing community, and its greater need is to appease its tax paying residents.

In summary, members agreed with a non-resident rate, but consideration should also be given to residents and non-residents rentals based on a first-come first-served basis.

b) Nick Smith Centre Arena Advertising Review, Director of Recreation

Resolution Number 24-21

Moved by Dennis Turpin

Seconded by Neil Caldwell

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

Resolution Carried

The Director of Recreation provided an overview of the report. A question/answer and comment period followed:

- Was there any advertising purchased during Covid?
 - No, as the Nick Smith Centre was closed for parts of 2020 and 2021 due to pandemic.

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- The committee agreed that a combination of the options presented including; partnering with local youth user groups to sell advertising products on behalf of the town is a win-win - the revenue will contribute to another organization and the percentage of revenue the municipality may lose will be gained by other advertisers coming on board. As well the option for each rink board or ice surface sponsor to have a free public skate sponsored by their business should also be included.

10. New Business

None

11. Adjournment

Resolution No. 25-21

Moved by Guy Bahm

Seconded by Dennis Turpin

That this meeting of the Community Development Advisory Committee be adjourned at 7:45 p.m.

Resolution Carried

Parks Projects - 2022

Graeme Ivory, Director of Recreation
Community Development Advisory Committee
22 February 2022



Background

- The 2022 Budget features more than \$418,000 of capital investment into parkland in the Town of Arnprior.
- Projects include beach accessibility, parkland design, new playgrounds and waterfront redevelopment.
- Another major capital project that will play a role in the future of park spaces in Arnprior is the Recreation Master Plan.
- Staff will look to our committees, Council and the public for engagement in these projects.

Beach Accessibility

- Mobi-Mat and Mobi-Chair
 - Robert Simpson Park
 - \$15,000 (100% CERF)
 - Still applying for grants



Photo credit © Deschamps SAS & Deschamps Mats Systems Inc.

Park Design

- Fairview Park Design
 - \$20,000 (100% DC Funded)
 - Park Construction in 2023 (\$100,000)





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- Site plan of the 49th Street and Highway 630 development. The plan shows five distinct phases:
- PHASE 1 (CONSTRUCTED)** 49M-108 (outlined in green)
 - PHASE 2 (CONSTRUCTED)** 49M-110 (outlined in green)
 - PHASE 3** (outlined in blue)
 - PHASE 4** (outlined in blue)
 - PHASE 5** (outlined in blue)
- Other features include the Renfrew Rail Corridor to the north, Madawaska Boulevard to the south, and various streets including Douglas Brown Way, Douglas Brown Way, and Douglas Brown Way. A small inset map shows the location of the development within the city of Regina.



New Playgrounds

- Legion Park
 - Received ICIP COVID-19 Resilience Infrastructure Stream grant for 'Growing Outdoor Play in Arnprior' in the amount of \$129,796.63.
 - Park space will feature new play structure with accessible features, rubber play base enhancing accessibility and safety, and an asphalt pathway network connecting the new play structure, existing swing sets and Rink of Dreams with entry points from both Edey Street and Wilfred Crescent.
 - Project scheduled between May 2022 – Oct 2022
 - Will engage with committees, schools and general public for feedback on design options.



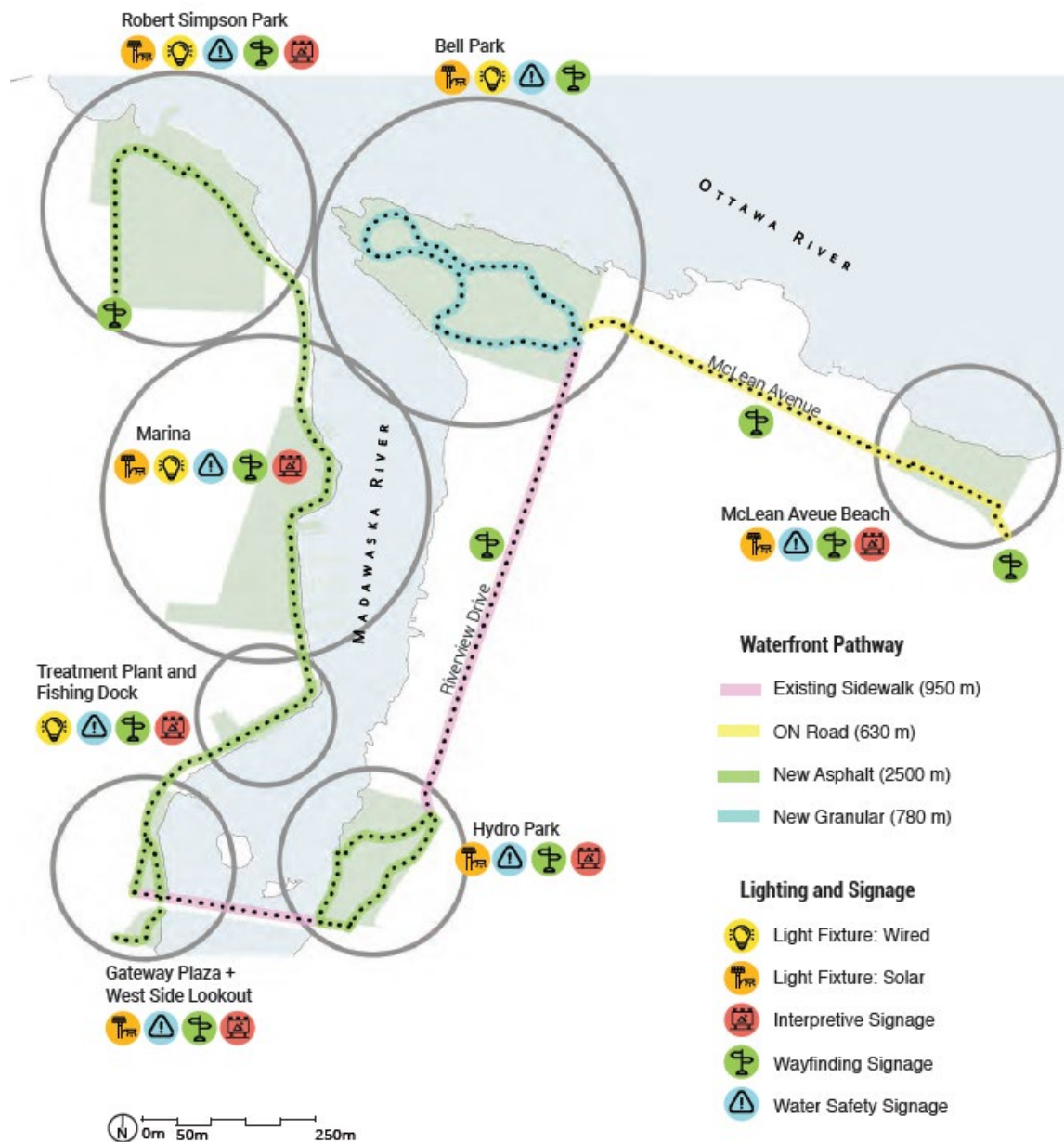
New Playgrounds

- Caruso Park
 - Received ICIP COVID-19 Resilience Infrastructure Stream grant for 'Growing Outdoor Play in Arnprior' in the amount of \$59,486.47.
 - Park space will feature new play structure (replacing current structure) and engineered wood-fibre base meeting accessibility and safety standards.
 - Project scheduled between May 2022 – Oct 2022
 - Will engage with committees, schools and general public for feedback on design options.



Waterfront Redevelopment

- Pathway Surfacing Improvements and Lighting Design
 - Waterfront Wide
 - \$79,000 (30% DC / 50% CERF / 20% Parkland)
- Signage and Wayfinding and Interpretation Strategy
 - Waterfront Wide
 - \$40,000 (30% DC / 50% CERF / 20% Parkland)



Waterfront Redevelopment

- Pedestrian Ramp to Beach Design
 - Robert Simpson Park
 - \$45,000 (30% DC / 50% CERF / 20% Parkland)





Recreation Master Plan

- Previous Master Plan
 - The current Recreation Master Plan guiding the Town was completed 2014-2015.
 - Arnprior's needs and population changed and continues to change with unprecedented growth since the last Master Plan.
- New Recreation Master Plan
 - Will provide guidance towards growth and development of town recreational and cultural programs, events, facilities, parks and trails while outlining the fiscal and operational resources needed to effectively and sustainably achieve this.
 - \$75,000 (75% - DC / 25% - CERF)



Next Steps

- Grant Applications:
 - Inclusive Community Grant (Accessible Ramp / Mobi Mat)
 - Active Transportation Grant (Pathway/Wayfinding Design)
- Hiring of Full-Time Parks Maintenance Position
- RFP/RFT for Projects
- Community Engagement
- Committee/Council Presentations
- Public Awareness

Questions?



• WHERE THE RIVERS MEET •



Town of Arnprior Staff Report

Subject: 2021 Building Activity

Report Number: CDC-2022-02-22-01

Report Author and Position Title: Jacques Benoit, Chief Building Official

Department: Community Services Branch

Meeting Date: February 22, 2022

Recommendations:

That the Committee receives report number CDC-2022-02-22-01 as information.

Background:

In 2020, the Town had issued 226 building permits with an approximate total construction value of \$20,677,580.00.

Discussion:

As of December 31, 2021, Building Permit statistics are as follows:

457 Building Permits issued with an approximate construction value of \$109,404,875. Of the 457 permits, the residential development, included:

- 77 Single Family Dwellings,
- 47 Semi-Detached (94 units)
- 35 blocks of rowhouses in various unit sizes (151 units)
- 11 secondary dwelling units and
- 178 newly created apartments in 3 new buildings

This resulted in a total of 511 new residential units.

Number of new residential units from previous years:

2020	102 units
2019	119 units
2018	72 units

2017 73 units
2016 58 units

Staffing

In May of 2020, the Town contracted part time Building Inspector Services, recognizing the need for assistance in keeping up with the anticipated volumes. By May of 2021, the numbers of hours had increased to an average of 28 hours per week, or four days, therefore the Town saw value in making this position a part time Building Inspector position within the staff compliment. Staff also made use of a consulting firm to assist with plans review for larger projects. In early 2022, Council directed staff to make the Building Inspector position a full time position within the Town. The incumbent has taken a new position and the Town has advertised for a Building Inspector with the competition closing February 16th.

Options:

None

Policy Considerations:

None

Financial Considerations:

	Permit Fees	Plumbing Fees	Development Charges	Total
Dec. 2021 Totals	\$ 793,641	\$ 60,422	\$ 5,162,877	\$ 6,016,940
Previous year totals (Dec 2020)	\$ 217,119	\$ 16,580	\$ 1,386,410	\$ 1,620,109
Increase over previous year	\$ 576,522	\$ 43,842	\$ 3,776,467	\$ 4,396,831

Meeting Dates:

None

Consultation:

- CAO
- Manager of Finance

Documents:

None

Signatures

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Annual 2021 Museum Update

Report Number: 22-02-22-02

Report Author and Position Title: Janet Carlile, Curator

Department: Community Services Branch

Meeting Date: February 22, 2022

Recommendations:

That the Committee receives report number CDC-2022-02-22-02 as information

Background:

This has been another challenging, interesting yet successful year at the museum. COVID-19 has played a repeat performance similar to that of 2020 but both the museum community and all levels of government have done their best to create normalcy. With closures, number limitations, and public health distancing measures, programming and opening to the public has been challenging for all staff.

Discussion:

Grants:

The Curator continues to devise programs and write grants to support the operation of the Museum and the DA Gillies building. The past twelve months has seen great success in grant writing for the museum:

• Young Canada Works in Heritage Organization -	\$15,654
• Community Museum Operating Grant -	\$11,780
• Digital Capacity Grant -	\$ 3,000
• Young Canada Works building Careers* -	\$13,000
• Canada Summer Jobs -	\$ 2,200
• Digital Museum of Canada (DMC)* -	\$15,000
• Canadian Heritage re-opening Fund* -	<u>\$23,402</u>
TOTAL	\$84,036

*Portions of these grants are carried forward to cover 2022 expenses.

Tourism Partnerships

We have also been very active with our Tourism partners - The Pines at White Lake, Ottawa Valley Road Trips and the Ottawa Valley Tourist Association (OVTA). We were also able to procure the Safe Travels stamp from the Tourism Industry Association of Ontario (TIAO) for our museum, assuring tourists of our COVID and cleaning protocols. The museum has a page on the Renfrew County Museum Network (RCMN) website, which draws in many visitors. The Curator is a Director on the RCMN Board, which helps keep a finger on the pulse of Renfrew County Museums. She also sits on the Applied Museum Studies' Advisory Committee at Algonquin College providing Arnprior with great networking opportunities and the possibility of student support.

Programming

Despite number limitations, the museum held a very popular weekly 4-day children's program in the summer that was sold out. New ideas and activities both inside and outside made the program different each day, encouraging participation from many children.

Through the Young Canada Works for Building Careers in Heritage, we have been fortunate to be able to hire a full-time Education and Program Outreach Coordinator until the end of March 2022. He has already had success with three class visits, so we hope for many more this year along with some special after school events.

Museum Board

The Museum Board continues to meet every month and have been considering programming for next year. In 2022, the Board will look at several of our policies that need updating in order to keep in line with provincial and federal grant requirements. Most specifically our collection and exhibition's policies will be updated with regard to our First Nations collection and exhibit content. A Whiskey Tasting is on the cards for 2022.

Other Museum Building Use

In opening the Museum more to the public, we collaborated with the Opportunity Shop in 2021 to host their jewelry sale, autumn coat sale and Christmas sale. COVID-19 protocols were met, and large numbers of people attended these popular events.

To encourage more people to use the facility, we had the Arnprior and District Historical Society meet in the Museum at the end of November when the first of three-speaker series was held. It was a highly successful event with former curator of the Canadian Museum of History, David Morrison, speaking about the fur trade to a maximum capacity audience. The next event is February 25th, when Curators Amanda Gould from the Canadian Museum of History and Dr. Jeff Noakes from the War Museum will be speaking about the Bluenose blue prints. On March 18th, Dennis Mills will be speaking about 19th century textiles in the Valley and on April 8th, David Reid, Arctic/Antarctic explorer will be speaking about Dr. John Rae, who found the missing link in the first navigable Northwest Passage and discovered the fate of the failed Franklin expedition.

Federal Heritage Designation

The Curator has nominated the DA Gillies building for federal heritage status. If this nomination is successful, capital projects will be eligible for this federal funding up to 50%. Indeed, if a project like the elevator was undertaken, 50% could be paid by that fund (National Cost Sharing Program for Heritage Places) with potentially the other 50% being paid through a successful by a Trillium Grant application. As the project is for accessibility, the chances of success are high.

Volunteers

With the pandemic and new requirements to be a volunteer, we currently have a core of about 20 people out of the previous 65 who are willing to volunteer. The Museum Administrative Assistant manages the volunteers and is on social media to encourage new faces. The museum still functions with volunteer help not just for program and docent staffing, but also for exhibit preparation and repairs, research, textile conservation, firearms expertise, quilt shows, gardening, photography and so much more.

As we enter 2022, we hope more volunteers come back. Volunteers have always been the lifeblood of the museum. Volunteers, for instance, who looked after the Museum Garden again this year, make an enormous difference to the museum and ultimately the Town with their dedication.

Volunteer Tracking by Year:

Year	2021	2020	2019	2018	2017	2016	2015	2014
Volunteer Hours Worked	790	914	2745	3153	3303	4337	1741	5882
Assumed value per Year (\$)	15,934	16,575	55,223	53,897	50,562	92,449	19,589	60,293
Days Open	95	104	189	194	240	149	176	135

Social Media

Our social media is performing extremely well with assistance from staff. According to Google My Business, we have had more than 20,000 hits on Google with the addition of some dazzling photos - we now have a 4.8 out of 5 rating on Google. The Administrative Assistant must be very responsive to visitor questions, posts, and reviews, which involves constant interaction with museum social media platforms to maintain this level. Instagram now has more than 500 followers. The administrator has recently learned to use and design posts using free software such as Canva, Rawpixel, Paint 3D and others.

Items in the gift shop are on Facebook, which has increased sales. Twitter will be a focus in 2022. The museum has come into the 21st century!

The Collection

The collection in storage was consolidated, moved, and rehoused during the summer. Many large and damaged artefacts were deaccessioned. Our Collections Coordinator oversees the museum's collections in storage and on exhibition. She also created a very active on-line presence to reach our visitors through social media with "What is This Artifact?" and "Artifact on Display!" which progressed throughout the winter and into May which joined objects in our collections with exhibition quality digital images and information. Her last post on Facebook, Remembrance Day 2021 reached over 14K views with 935 engagements.

The Collection's Coordinator also trained new students on museum procedures and supported the summer student/curatorial assistant with collection materials for the Digital Museum of Canada project. As well, records were updated and continually placed in the Past Perfect database. Updating, locating, researching, and consolidating records will continue to be of great importance at the museum and at Kenwood storage, driven, as always, by a grant application to digitize the museum's collection.

Exhibits

The Digital Museum of Canada grant has enabled us to keep summer staff working a few hours a week on the new digital project about the textile industry in Arnprior called **Unravelling the Yarn**, launching on Family Day, February, 21st. Interviews with former Kenwood employees and the discovery of new documents from c 1900 have enabled the museum to create an accurate and exciting 12-chapter story. Stellar research prepared by our staff into the textile industry allowed us to create, at long last, a well written and true account of such an important part of Arnprior's history.

We are currently planning, researching, and developing a new exhibit for 2022; "Found in Arnprior". It will display and tell the stories of the history of our town along with a reboot of collections-driven social media posts with an emphasis on enticing the public to visit the museum safely.

Visitor Tracking by Year:

Year	Visitors	Class visits and outreach	Students	Total visits	Days open	*Operating hours	Number of travelling exhibits
2021	2107	2	41	2148	95	509	1
2020	1276	5	126	1402	104	416	1
2019	2091	3	75	2166	189	945	1
2018	2238	8	138	2376	194	970	1

Year	Visitors	Class visits and outreach	Students	Total visits	Days open	*Operating hours	Number of travelling exhibits
2017	2729	22	481	3210	240	1203	2
2016	1224	16	337	1561	149	745	1
2015	1387	20	461	1848	176	880	2
2014	1321	15	330	1651	135	750	1
Total	12266	89	1948	14214	1187	5909	9
		*Year-round operating status for grants is > 1,060 hours					

Weekend Visitor Tracking by Year:

Year	Visitors	Weekend Visitors	Weekend Percentage
2021	2148	667	32%
2020	1402	435	34%
2019	2166	1182	55%
2018	2376	1304	55%
2017	3210	1369	43%
Total	11135	4957	45%

Options:

Not applicable

Policy Considerations:

The Museum has given consideration to various key priorities in the Museum's 2019-2023 Strategic Plan.

Financial Considerations:

As outlined in the 2022 operating budget, the Collections Coordinator position will be funded by the Canadian Heritage re-opening fund.

Meeting Dates:

Not applicable

Consultation:

Not applicable

Documents:**Signatures**

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Planning Department Activity and Application Status

Department: Community Services Branch

Report Number: 22-02-22-03

Report Author: Robin Paquette, CAO

Meeting Date: February 22, 2021

Recommendations:

That the Committee receives Report 22-02-22-03 for information.

Background:

The purpose of this report is to provide the Community Development Advisory Committee with an overview of the 2021 and current development activity and planning application status. In addition, this report sets out key initiatives for the planning section of the Community Services Branch for the coming year.

It should be noted that staffing in this department has been an issue again in 2021. In December of 2020, Megan Rueckwald took the position of planner and had a very productive 2021 until she accepted a new position with the Federal Government and vacated the position in mid-August. Payton Hofstetter joined the Town in December of 2021 in the position of Junior Planner. The CAO, former Town Planner, has continued to provide planning support to the Community Services Branch, through training Payton as well as being involved in pre-consultations and report writing.

Discussion:

A number of applications are under review by the planning department.

Plans of Subdivision

The following are active applications in the Town of Arnprior:

1. Marshall's Bay Meadows Phase 3-5 (47T-14002) – Draft Plan Approval

- Zoning in place for Phases 3 and 4
 - Earthworks requests received for Phase 3
 - Each phase will require execution of subdivision agreement
2. Baskin Drive/Princiotta (47T-19004) – Draft Plan Approval
 - Draft plan approval for townhouses and two apartment buildings with servicing block
 3. 640 White Lake Road/Tartan Homes (47T-21001) – Application received
 - Application received; public meeting held in conjunction with OPA/ZBLA
 - OPA approved, engineering review of Subdivision application underway
 4. Fourth Avenue/West Haven Gate (47T-21004) – Application received
 - Application received

The planning department has pre-consulted on one additional subdivision file and anticipate the submission of this file in March.

Zoning Bylaw Amendment/Official Plan Amendment

One Official Plan Amendment (No.31 – 640 White Lake Road) was approved in 2021. Five (5) Zoning By-law Amendment applications were received with three (3) being approved to-date.

The following are active zoning bylaw amendment files:

1. 640 White Lake Road/Tartan Homes – (ZBL 1/21)
 - Public Meeting held in conjunction with OPA/Subdivision Plan
 - By-law to follow draft approval of Plan of Subdivision
2. Thomas Street Apartments (ZBL 4/21)
 - Public Meeting held Dec. 10th, 2021, follow up report considered by Council February 14th recommending by-law amendment with exceptions, decision deferred
3. 11 Lake/321 Albert St (OPA/ZBL 1/22)
 - Town-initiated amendment to correct error in designation of residential lands, report being prepared for February 28th Council

Staff have pre-consulted with several applicants and anticipate additional applications to be submitted in 2022 for zoning bylaw and official plan amendments.

Site Plan Control

Site Plans approved by Council in 2021 included the Sawmill Apartments (Madawaska Blvd./Jack Crescent), Marshall's Bay Meadow Apartment, Capital Asphalt Earth Depot (415 Hartney Street) and the French Catholic School (Baskin Drive).

Three applications were received at the end of 2021/early 2022 that are under review:

1. 124 Fourth Avenue – Commercial Self-storage buildings
 - Site plan control application under review commercial self-storage buildings at the rear of 124 Fourth Avenue (PSP)
2. 245 Daniel Street S. – Commercial Shopping Plaza – former Canadian Tire site
 - Site plan control application under review for two commercial shopping plaza buildings
3. 375 Daniel Street S. – stand-alone drive-thru restaurant – Arnprior Shopping Mall
 - Site plan control application under review for a stand-alone drive-thru restaurant in the current parking lot of the Arnprior Shopping Mall

Town staff have consulted with interested property owners and anticipate additional site plan applications being received for apartment dwellings and commercial uses in the 2022.

Committee of Adjustment

Committee of Adjustment provided decisions on four (4) consent applications in 2021, and one (1) so far in 2022. The Committee also met to decide on seven (7) minor variance applications in 2021 and have received two (2) applications in 2022.

Sale and Disposal of Municipal Lands

- Two lots on Alan Drive were sold for single detached dwelling construction in 2021.
- A number of resident-initiated requests are under review for the sale of Town lands; a new policy was approved by Council in 2020 to guide this process. Two (2) lot addition sales closed in February.

Key Initiatives – 2022

The following have been identified in the 2022 work plan and align with Council's 2020-2023 Strategic Plan.

- Growth Management Strategy and Land Needs Analysis – The primary objective of the Growth Study, started in the Fall of 2021 and anticipated to be completed by May 1st, will be to update the population, housing and employment forecast for the Town of Arnprior, as well as conduct an urban land needs analysis to determine if the Town has a sufficient supply of land to accommodate forecast demand over the next 25 years.

- Transit Needs Study – Council identified transportation options as a key priority for 2020-2023 in the Strategic Plan. Funds were allocated to the study as part of the approved 2021 budget. The study was initiated in 2021 with a survey being posted in February 2022 to help inform the study. Results are anticipated in Q2.
- Housing Needs Assessment Study – Council identified affordable, accessible, appropriate and available housing options as a strategic initiative in the 2020-2023 Strategic Plan. Council reaffirmed this initiative as part of the adoption of the 2021 budget. With the changes in staffing in 2021, the project had not commenced and is added to the 2022 workplan.

Options:

None.

Policy Considerations:

This report is in line with the Town's vision for robust sustainable growth and the provision of effective services delivery led by a responsive, collaborative Town administration.

Financial Considerations:

None.

Meeting Dates:

1. None.

Consultation:

- CAO
- Community Services Branch

Documents:

1. None.

Signatures

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt