



**Town of Arnprior**  
**Regular Meeting of Council Agenda**  
**Date: Monday, March 14, 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 – February 28, 2022** (Page 1-7)
8. **Awards/ Delegations/ Presentations**
  - a) **Presentations**  
Retirement Rick Gwalchmai
9. **Public Meetings**
10. **Matters Tabled/ Deferred/ Unfinished Business**
11. **Staff Reports**
  - a) **Marshall's Bay Meadows Earthworks Preservicing Phases 3 – 5 Preliminary Earthworks, Rock Blasting and Construction of Access Road**, John Steckly, GM, Operations (Page 8-12)
  - b) **Emergency Management Program Committee Restructure**, Cory Nicholas, Deputy Fire Chief (Page 13-16)

- c) **Community Improvement Project Area and Community Improvement Plan (CIP) Adoption of By-laws**, Robin Paquette, CAO (Page 17-20)
- d) **2021 Statement of Remuneration and Expenses Paid to Council and Local Boards**, Jennifer Eve, Manager of Finance (Page 21-24)

## **12. Committee Reports and Minutes**

- a) **October 18, 2021 – Community Development Advisory Committee** (Page 25-29)
- b) **November 1, 2021 – Corporate Services Advisory Committee** (Page 30-33)
- c) **December 2, Inclusivity & Diversity Advisory Committee** (Page 34-37)
- d) **February 3, Inclusivity & Diversity Advisory Committee** (Page 38-40)

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

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

## **15. Correspondence & Petitions**

### **a) Correspondence**

- i. Correspondence Package I-22-Mar-05
- ii. Correspondence Package A-22-Mar-02

## **16. By-laws & Resolutions**

### **a) By-laws**

- i. **By-law Number 7272-22** – Restructure Emergency Management Planning Committee (Page 41-42)
- ii. **By-law Number 7273-22** – Contribution Agreement for funding under the Canada Community Revitalization Fund (Page 43-65)
- iii. **By-law Number 7274-22** – Designate a Community Improvement Project Area (Page 66-68)
- iv. **By-law Number 7275-22** – Adopt Community Improvement Plan (Page 69-137)

## **b) Resolutions**

Whereas the Council of the Corporation of the Town of Arnprior supports our Federal, Provincial and local municipalities in condemning the aggression and violent acts that Russia is taking upon Ukraine; and

Whereas on March 2, 2022 Mayor Stack issued a press release voicing the Town's support of "the Ukrainian people, who are fighting bravely against the invading Russian forces" and asked that everyone in Arnprior keep "these brave souls in our hearts and minds, and hope for a swift end to this conflict," and

Whereas the clock at the D.A. Gillies (Museum) will stay lit in blue and yellow until the attacks cease.

Therefore Be It Resolved That:

1. That Council support the humanitarian efforts in Ukraine with a \$1000.00 donation to the Canadian Red Cross Ukraine Humanitarian Crisis Appeal.
2. That the Mayor send a letter to the Ukrainian Embassy in Ottawa in support and solidarity of those in Ukraine, their friends and families across the globe and those of Ukrainian heritage within our community.

## **17. Announcements**

## **18. Media Questions**

## **19. Closed Session**

## **20. Confirmatory By-law**

By-law No. 7276-22 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  
February 28, 2022 6:30 PM  
Electronic Participation – Via Zoom**

**Council and Staff Attendance**

**Council Members Present:**

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

**Council Members Absent:**

County Councillor Dan Lynch

**Town Staff Present:**

Robin Paquette, CAO  
Maureen Spratt, Town Clerk  
Jennifer Morawiec, General Manager,  
Client Services/ Treasurer  
John Steckly, GM, Operations  
Ryan Wall, Engineering Officer, Civil  
Janet Carlile, Museum Curator

**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 with the exception of County Councillor Lynch.

**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 61-22

Moved by Walter Stack

Seconded by Tom Burnette

**Be It Resolved That** the agenda, for the Regular Meeting of Council dated Monday, February 28, 2022 be adopted, as amended, by deferring agenda item 10 i) the matter of Council remuneration at the earliest in-person meeting with all Members of Council in attendance.

Resolution Carried (as amended)

## 5. Disclosures of Pecuniary Interest

Councillor Strike declared the following:

"I Ted Strike, declare a pecuniary Interest in Item Number 10 ii), Staff Report regarding Zoning By-law Amendment 4/21, due to the proximity of my property to the Thomas Street Site."

## 6. Question Period

None

## 7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 062-22

Moved by Lisa McGee

Seconded by Tom Burnette

**That** the minutes of the Regular Meeting of Council listed under item number 7 on the Agenda be adopted (Regular Meeting of Council –February 14, 2022)

Resolution Carried

## 8. Awards/Delegations/Presentations

None

## 9. Public Meetings

None

## 10. Matter Tabled/ Deferred/ Unfinished Business

Councillor Ted Strike vacated his seat in the electronic meeting at 6:39 p.m.

### Zoning By-law Amendment 4/21

#### a) Staff Response (Zoning By-law Amendment 4/21)

Resolution Number 063-22

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** Council receive Staff Report Number 22-02-28-01 for information.

Resolution Carried

#### b) Deferred Resolution Number 44-22 (Zoning By-law Amendment 4/21)

Moved by Dan Lynch

Seconded by Tom Burnette

**That** Council adopt a by-law to amend Zoning By-law Number 6875-18 to redesignate the lands fronting on Thomas Street from Future Development (FD) to Residential Four (Exception 43)(Holding 15) [R4\*43(H15)] to allow for the development of apartment buildings with restrictions and requirements as outlined in this report.

**And That** Council consider all written and oral submissions received on this application, the effect of which is to help Council make an informed decision.

Resolution Lost

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

|                      |     |
|----------------------|-----|
| Councillor McGee     | No  |
| Councillor Toner     | No  |
| Councillor Burnette  | No  |
| Councillor Grinstead | Yes |
| Mayor Stack          | Yes |

Council provided the following reasons for refusal of Proposed Zoning By-law Amendment 4/21:

1. Lack of green space or parkland within the developable area of the site (ie. not including the required 30m setback from the high-water mark);
2. Land use compatibility; three buildings in this setting is not compatible/consistent with the existing neighbourhood;
3. Development too dense;
4. Concern with population projections in the Traffic Impact Study;
5. Assurance of 20% affordable housing.

Councillor Ted Strike resumed his seat in the electronic meeting at 7:25 pm

## 11. Staff Reports

### a) **Official Plan Amendment Number 4 & Implementing Zoning By-law – 11 Lake Street, 321 Albert Street, Vacant Lot at Lake Street, CAO**

Resolution Number 064-22

Moved by Lynn Grinstead

Seconded by Lisa McGee

**That** Council receive report number 22-02-28-02 regarding the need for an Official Plan Amendment and implementing Zoning By-law amendment to address an error in the land use designation for the lots described as 11 Lake Street, 321 Albert Street and a vacant lot along Lake Street (legally described as Part Reserve N S, Plan 33), Arnprior.

**Further That** Council direct staff to provide notice and hold a public meeting at the March 28<sup>th</sup>, 2022 Council meeting to initiate the amendment process and seek comments from the public.

Resolution Carried

### b) **Awarding of contract for Phase 1 Conceptual Design and Geotechnical Investigations for Replacement of the 400 mm Watermain River Crossing, Engineering Officer, Civil**

Resolution Number 065-22

Moved by Chris Toner

Seconded by Tom Burnette

**That** Council award the 400 mm Diameter Watermain River Crossing Geotechnical, Hydrogeological and Environmental Investigation, and Conceptual Design assignment to J.L. Richards and Associates Ltd. in the amount of \$126,491.00 plus HST; and

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

Resolution Carried

**c) Digital Access to Heritage – Museum Assistance Program – Grant Application, Museum Curator**

Resolution Number 066-22

Moved by Chris Toner

Seconded by Lisa McGee

**That** Council direct staff to make an application to the Digital Access to Heritage – Museum Assistance Program for the proposed Digitization of the Arnprior and District Museum Collection Project as presented to further accessibility while facilitating Canadians' access to our heritage.

Resolution Carried

**d) Municipal Tax Sales, GM Client Services / Treasurer**

Resolution Number 067-22

Moved by Lynn Grinstead

Seconded by Chris Toner

That Council receive report number 22-02-28-05 as information.

Resolution Carried

**12. Committee Reports and Minutes**

None

**13. Notice of Motions**

None

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

Mayor Stack noted the following information from the County of Renfrew:

- The County is now in partnership with Renfrewshire, Scotland as part of a twinning community's initiative. Provost Lorraine Cameron from Renfrewshire Council was also present and expressed her congratulations and shared excitement for the initiative, which is meant to increase economic development, tourism, business to business relationships and opportunities, cultural exchanges, educational opportunities, technical exchanges, etc. for both regions, and to increase awareness of both municipalities as being leaders in their respective countries as a place to do business and visit
- A resolution was passed that County Council supports the Canadian Nuclear Laboratories (CNL) application to the Canadian Nuclear Safety Commission (CNSC), Canada's nuclear regulator, to amend its existing site license in order to construct a Near Surface Disposal Facility (NSDF).
- A revised Tariff of Fees By-law was discussed and Council deferred a decision to the March meeting of County Council in order to provide time for the lower-tier municipalities to discuss the changes. The fees have been forwarded to the CAO for review and comment.
- Hospital Paramedic Service Partnership – The County passed a by-law authorizing the approval of the Agreement between the County of Renfrew Paramedic Service and Arnprior Regional Health to place Paramedics in the Emergency Department to relieve pressures during surge periods.

- Future Special Meetings include 23 March - This meeting is to deal with the Gallagher Reports (Council Remuneration and Staff Salary Review) and on 23 April Watson & Associates Economists Ltd. (Mr. Gary Scandlan and Mr. Byron Tan) will make a presentation on growth policies.

**15. Correspondence & Petitions****a) Correspondence Package – I-22-FEB-04**

Resolution Number 068-22

Moved by Lynn Grinstead

Seconded by Lisa McGee

**That** the Correspondence Package Number I-22-FEB-04 be received as information and filed accordingly.

Resolution Carried

Councillor Toner noted the following items:

- Page 9 - Are you an Ontario's Safe Employer? These employers are receiving a rebate of up to \$1.5 billion as Workplace Safety and Insurance Board (WSIB) surplus funds are returned for the first time. This rebate will give 300,000 businesses back approximately 30 per cent of their annual premium payments.
- Page 12 - The Ontario government is investing an additional \$14 million in the Black Youth Action Plan to help youth access employment opportunities and career-building resources.
- Page 14 - The Ontario government through the Seniors Community Grant Program will deliver a record \$5 million to municipalities and local organizations across the province for programs that safely bring seniors together to learn new skills, socialize and keep fit. In addition, Ontario is increasing its investment in the Seniors Community Grant Program up to \$6 million for the 2022-23 program cycle. Intake will begin on March 1, 2022 to allow community organizations time to prepare their applications. The application window is nine weeks and closes at 5 p.m. on April 28, 2022. To the CAO do we have any programs that this grant will be eligible for? The CAO responded staff are looking at this grant for recreation programming and will submit an application if it fits the criteria.
- Page 26 - The Ontario government is calling on citizens 16 years of age and older to help their communities in times of crisis by joining "Volunteer Corps Ontario". The new program will register, screen and train volunteers so Ontario is better prepared to mobilize volunteers and safely respond to emergencies, from public health crises to natural disasters. "
- Page 39 - The Municipality of Shuniah, located in Northern Ontario has a Council Motion that is looking for support for the expansion of Northern Ontario School of Medicine (NOSM) to address the urgent need for physicians in Northern Ontario. To the CAO can a support resolution come forward to the next Council meeting? The CAO responded that staff will bring forward a support resolution at the March 14<sup>th</sup> meeting of Council.
- Page 43 - The Pastoral Care Committee of Grace Saint Andrew's church is proposing to offer an ongoing support group to provide emotional support, encouragement and information about available community services for caregivers. The group will be led by a trained facilitator.



Everything shared in the group will be confidential. There is an introductory meeting on March 03 from 1:30 to 3 pm in the Douglas Lounge at Grace Saint Andrews church. For more information, or to indicate interest, please contact Jean at 613-602-7889.

- Page 61 - The Federal Matters Infrastructure Canada is now accepting applications for the Capital Projects Stream of the Rural Transit Solutions Fund. The fund targets the development of transit solutions in rural communities, making \$250 million in federal funding available over five years to support the development of locally driven transit solutions that will help people living in rural communities. The deadline is April 7, 2022. To the CAO is this an opportunity to bring a transportation system to our growing town?  
The CAO responded the municipality is undergoing a transit needs survey assessment which will help to inform Council around decisions Council may need to make regarding transit in the near future. Staff will be looking at the results of this assessment to inform future funding opportunities, however, at this time we will not be able to take advantage of this funding.
- Page 61 - AMO and LAS are hosting a virtual Municipal Energy Symposium March 31 - April 1. This leading edge event takes a critical look at the intersection of climate change, land use planning and energy post-COP26. To the CAO do we have a staff member attending this virtual meeting? The CAO responded that an engineering staff member will be attending the symposium.
- Page 63 -MECP is consulting until March 13th on a Subwatershed Planning Guide to help municipalities and other planning authorities implement provincial policy direction for watershed and subwatershed planning. To the CAO do we have any staff attending this webinar? The CAO responded that the webinar was already held, and staff was unable to attend, however, staff are aware of the consultation and are reviewing the policy.
- Page 65 - 2022 Risk Management Webinars Virtual Quarterly Exchange is being offered to municipalities by LAS and Intact Insurance. To the CAO do we have any staff attending this webinar? The CAO responded that staff will be participating in the June webinar.

## **16. By-laws & Resolutions**

### **a) By-laws**

Resolution Number 069-22

Moved by Lisa McGee

Seconded by Lynn Grinstead

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

- i. By-law Number 7268-22 – Adopt an Election Sign By-law
- ii. By-law Number 7269-22 – Lease Agreement with Fisheries and Oceans (Municipal Marina)
- iii. By-law Number 7270-22 – Award Watermain River Crossing Geotechnical, Hydrogeological and Environmental Investigation and Conceptual Design to J.L. Richards and Associates Ltd.

Resolution Carried

**17. Announcements**

- Mayor Walter Stack announced his attendance at a number of events on February 21st at the Nick Smith Centre and the Museum. Mayor Stack noted the great turnout at Famfest with a lot of activity noise and laughter in the pool, rink and community hall. Mayor Stack also noted he attended the Family Day launch of Unravelling the Yarn at the Museum detailing the history of the textile industry in Arnprior.
- Mayor Stack noted on March 3<sup>rd</sup>, he will be meeting with the owners of the former Sandvik Site.

**18. Media Questions**

None

**19. Closed Session**

None

**20. Confirmatory By-Law**

Resolution Number 070-22

Moved by Chris Toner

Seconded by Tom Burnette

**That** By-law No. 7271-22 being a By-law to confirm the proceedings of the Regular Meeting of Council held on February 28, 2022 be and it is hereby enacted and passed.

Resolution Carried

**21. Adjournment**

Resolution Number 071-22

Moved by Ted Strike

Seconded by Lynn Grinstead

**That** this meeting of Council be adjourned at 7:58 p.m.

Resolution Carried

**Signatures**

Walter Stack, Mayor

Maureen Spratt, Town Clerk



## **Town of Arnprior Staff Report**

**Subject:** Marshall's Bay Meadows Subdivision Phase 3, 4a, and 4b – Preliminary Earthworks, Rock Blasting, and Construction of Access Road

**Report Number:** 22-03-14-01

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

**Department:** Operations Department

**Meeting Date:** March 14, 2022

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### **Recommendations:**

That Council approve a request from Marshall's Bay Regional Inc. to allow for earthworks, rock blasting and construction of access road on the lands subject to Subdivision Application 47-T-14002, Marshall's Bay Meadows Phase 3, 4a and 4b, subject to the requirements outlined in this report.

### **Background:**

Owner: Marshall's Bay Regional Inc.

Description of Subject Lands: See Document 1 – Key Plan

Legal Description: Part Lot 1, Concessions C & D and part of Road Allowance Between Concession C & D, Geographic Township of McNab

Area of Land: 24.06 ha (59.45 acres)

### **Summary of Proposal**

The owner of the lands received Draft Approval on the proposed Plan of Subdivision (47-T-14002) and have registered Phase 1 and 2 of the development. For the future phases, the developer is working towards clearing the draft conditions. Once draft conditions have been satisfied, the Owner can receive final approval from the County of Renfrew, register the Plan and begin servicing of the lands and construction of houses.

Currently the owner is requesting permission to begin preparation of the lands in advance of clearing the draft conditions for Phase 3, 4a and 4b of the subdivision. This work would include preliminary earthworks, rock blasting and building of construction access road.

## **Discussion:**

### **Subdivision Approval Process**

In the standard Subdivision Approval process, upon receipt of draft conditions, an applicant can begin fulfilling draft conditions, which include such items as:

- applying for and obtaining proper zoning for the lands;
- preparing and filing detailed design drawings for review and approvals;
- obtaining clearance letters from clearance agencies (i.e. hydro, bell, MNR, County, etc.);
- obtaining Environmental Compliance Approvals (ECA) from the Ministry of the Environment Conservation and Parks (MECP); and
- entering into a Subdivision Agreement with the municipality, including provision of security and insurance certificates.

The clearance of the draft conditions is the responsibility of the applicant. There is a three year period, with the possibility of one-year extensions at the request and approval of the County, in which the applicant must supply clearance of all conditions. The applicant must clear all conditions, enter into a subdivision agreement, and register on title, or the draft approval will lapse. The current lapsing date is December 11, 2022.

Once all Draft Conditions are cleared, the applicant supplies the Plan of Subdivision to the County for approval. Once approved, the Plan and any agreements and easements are then registered at the Land Registry Office and construction may begin.

### **Preservicing:**

Preservicing is typically understood to be the installing of the services (water and sanitary) on the subject lands in the locations as approved by the Town and the MECP. The developer is not allowed to connect those services into the Town's operational services during this time and until the subdivision agreement is signed. The Town has historically considered allowing pre-servicing of subdivision lands at the developer's risk, once:

- draft approval has been granted;
- proper zoning is in place;
- Provincial approval (ECA) has been obtained;
- securities have been posted; and
- insurance certificates are provided.

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

### **Marshall's Bay Meadows:**

With regards to the subject development, the owner has undertaken the following steps towards registration of the Plan for Phase 3, 4a, and 4b:

- zoning approved
- prepared and filed detailed design drawings for review and approvals

Therefore, at this time, staff would not recommend granting pre-servicing approval as Provincial ECA approvals have not yet been obtained. However, the owner has requested to undertake earthworks, rock blasting and building of construction access road to start preparing the site for the eventual servicing and construction of the next phases of the subdivision. There is very low risk to the municipality in allowing this activity to occur. As a condition of this approval, staff recommend that the owner must:

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

These securities will be carried over to the security estimate, set up through the subdivision agreement.

### **Options:**

Should Council decide that it is not appropriate to approve the request to complete the works proposed, staff will advise the applicant that they are not allowed to begin site works.

### **Policy Considerations:**

The proposed development of a vacant lot within the settlement area of the Town of Arnprior is a positive investment supporting the Town's strategic vision of robust sustainable growth with new residential development. The units will provide a live/work/play housing choice for our residents. Furthermore, timely and efficient processing of requests provides effective service delivery and shows the Town is business friendly. By supporting this request, the development can go ahead in a suitable and quick manner.

### **Financial Considerations:**

Not applicable.

### **Meeting Dates:**

Not applicable.

### **Consultation:**

Not applicable.

### **Documents:**

1. Key Plan

## **Signatures**

**Reviewed by Department Head:** John Steckly GM, Operations

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

**CAO Concurrence:** Robin Paquette

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





## **Town of Arnprior Staff Report**

**Subject:** Emergency Management Program Committee Restructure

**Report Number:** 22-03-14-02

**Report Author and Position Title:** Cory Nicholas, Deputy Fire Chief

**Department:** Fire

**Meeting Date:** March 14<sup>th</sup>, 2022

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### **Recommendations:**

**That** Council amend Appendix C of By-law 6190-13 as amended to remove Item Goal Number 5 appointing the Operations Advisory Committee to act as the Town's Emergency Management Program Committee (EMPC); and

**Further That** Council enacts a By-Law to appoint the following personnel as the Town's Emergency Management Program Committee (EMPC), as prescribed within Ontario Regulation 380/04 and the Council-approved Emergency Plan:

- Community Emergency Management Coordinator (Chair) – Deputy Fire Chief
- Head of Council
- EOC Commander - Chief Administrative Officer
- Operations Section Chief - Fire Chief
- Planning Section Chief - Town Clerk
- Logistics Section Chief - General Manager of Operations
- Finance Section Chief - General Manager of Client Services/Treasurer

### **Background:**

The Emergency Management and Civil Protection Act (EMCPA) requires each Ontario municipality to develop and implement an "emergency management program" in accordance with the Act and its associated regulations and standards. Ontario Regulation 380/04 made under the EMCPA prescribes the municipal standards to be observed which include the requirement for every municipality to appoint a Community Emergency Management Coordinator (CEMC) and an Emergency Management Program Committee (EMPC).



The CEMC coordinates the development and implementation of the municipality's emergency management program and must report to the municipality's EMPC on his or her work under the Act. The primary function of the EMPC is to advise Council on the development and implementation of the emergency management program and to conduct an annual review of the program making recommendations to Council for its revision if necessary.

## **Discussion:**

In 2013 the Town's Procedural By-Law as amended, allowed Council to adopt an Advisory Committee structure for the Town. By-law No. 6190-13, enacted the Town of Arnprior's Advisory Committees' Terms of Reference which indicates that the Operations Advisory Committee (OAC) is to serve in an advisory capacity to Council regarding matters related to infrastructure strategies; capital projects; engineering/environmental matters; public works; and policing. In 2015, the EMPC was folded into the OAC in hopes of eliminating any duplication of work by staff by allowing the OAC to provide comment on the emergency management program as well.

However well intended, Town Advisory Committees can have heavy agendas and in the case of the OAC this can often times detract from the purpose of having a stand-alone EMPC comprised of individuals solely dedicated to emergency management as defined in Ontario Regulation 380/04. Similarly, Council cycles can dictate the frequency of Town Advisory Committee meetings which can have an adverse effect on emergency management program activities such as seasonally planned public education initiatives, required staff training and exercises, as well as meeting annual Ministry reporting timelines.

Ontario Regulation 380/04 Section 11 states:

- 1) Every municipality shall have an emergency management program committee.
- 2) The committee shall be composed of,
  - a) the municipality's emergency management program co-ordinator;
  - b) a senior municipal official appointed by the council;
  - c) such members of the council, as may be appointed by the council;
  - d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
  - e) such other persons as may be appointed by the council.
- 3) The persons appointed under clause (2) (e) may only be,
  - a) officials or employees of any level of government who are involved in emergency management;
  - b) representatives of organizations outside government who are involved in emergency management; or
  - c) persons representing industries that may be involved in emergency management.
- 4) The council shall appoint one of the members of the committee to be the chair of the committee.

As such; staff recommends that Council amend By-law 6190-13, Appendix C to remove Goal Number 5 which states that the OAC acts in a capacity as the Town's Emergency Management Program Committee (EMPC).

Further to that, staff recommends that moving forward Council enacts a By-Law to ensure the EMPC is composed of the following personnel in accordance with Ontario Regulation 380/04 and the Council approved Emergency Plan:

- Community Emergency Management Coordinator (Chair)
- Head of Council
- EOC Commander - Chief Administrative Officer
- Operations Section Chief - Fire Chief
- Planning Section Chief - Town Clerk
- Logistics Section Chief - General Manager of Operations
- Finance Section Chief - General Manager of Client Services/Treasurer

Implementing these changes will improve operational efficiencies so as to ensure that the EMPC functions continually at regular intervals and on an as needed basis while working within the legislative framework of the Emergency Management and Civil Protection Act.

### **Options:**

Option 1: Council could amend By-law 6190-13, Appendix C to remove Goal Number 5 and support the recommendation to enact a By-Law to restructure the EMPC composition with municipal staff that can assemble at frequent intervals and on an as needed basis if required who are trained annually in emergency management to better align with the requirements of O.Reg 380/04.

Option 2: Council could maintain the status quo and the Operations Advisory Committee will continue to function as the EMPC. This is not the recommended option as Council Committees have multiple item agendas, operate on fixed schedules and have cyclical staff changes.

### **Policy Considerations:**

Ontario Regulation 380/04 – Standards.

This report is in line with the Town's Strategic Plan's key priorities for Community Well-Being.

### **Financial Considerations:**

None

### **Meeting Dates:**

N/A

### **Consultation:**

- Maia Foster, Field Officer – Emergency Management Ontario

**Documents:**

N/A

**Signatures**

**Reviewed by Department Head:** Rick Desarmia, Fire Chief

**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:** Community Improvement Project Area and Community Improvement Plan (CIP) Adoption of By-laws

**Report Number:** 22-03-14-03

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

**Department:** Community Services Branch

**Meeting Date:** March 14, 2022

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### **Recommendations:**

That Council adopts a by-law to designate a Community Improvement Project Area;

And further that Council adopts a by-law to adopt the Community Improvement Plan (CIP) prepared by WSP;

And further that Council appoints the Community Services Branch as the “Administrator” and as the “Review Panel” for the administration and monitoring of the CIP and its Financial Incentive Programs.

And further that Council directs the Review Panel, in consultation with the Community Development Advisory Committee, to bring forward recommendations to Council with respect to Financial Incentives Programs, marketing and promotion of the CIP and annual review and monitoring of the programs.

### **Background:**

In September of 2021, WSP was contracted to prepare a Community Improvement Plan for the Town. The process included the preparation of a Community Improvement Background Report, which reviewed the critical needs and opportunities of the Town, what areas the CIP should focus on, policy, best practices and a menu of potential financial incentives and Town leadership programs. A consultation program, including public engagement as well as a community survey and a business owner survey, was undertaken to obtain valuable feedback. The firm then prepared the draft CIP, including financial incentives, municipal leadership programs and plan monitoring and evaluation.

The statutory Public Meeting was held on January 24<sup>th</sup>, 2022, where the draft plan was presented to Council and the public for comment. All comments received have been considered by the Consultant in the preparation of the Final Draft dated March 2022. One significant recommendation by the Consultant was to reduce the requirement for providing two (2) cost estimates for eligible work provided by licensed contractors or consultants to one estimate only being required. Concerns were raised with this recommendation and the consultant has revised the final version of the CIP to include a requirement for two quotes to be provided.

## **Discussion:**

### **Adoption of the CIP and CIP Area By-laws**

Having followed the work plan provided by WSP for the preparation of the Town of Arnprior's Community Improvement Plan, the Plan is now recommended for adoption by Council. Furthermore, the Community Improvement Project Area as proposed is recommended to be adopted by a separate by-law. Under Section 28.3 of the Planning Act, the Town may designate a community improvement project area by by-law and where a by-law designating a Project Area has been passed, Council may adopt a CIP. This allows for the flexibility of changing the area(s) to which the CIP applies, without having to go through the process of making amendments to the CIP itself, which is a lengthier, more complex process than the amending of the CIP Area By-law. Copies of the By-laws and attachments are included in the agenda of this meeting under By-laws for Council's consideration.

Unlike the previous CIP which established five (5) separate 'precincts' to which different financial incentives would apply, the proposed CIP suggests that the entire town be included in the Community Improvement Project Area and that the individual incentives include criteria, being the zoning of the property, to determine whether an incentive would be available to the property. This method will allow all properties the same right of opportunity as their counterparts to apply for available incentives. Most of the incentives apply to all commercially designated lands, while more specific grants would have specific criteria, such as the Heritage Property Improvement Program which would be restricted to those designated under the Heritage Act regardless of zoning and the Brownfield Financial Tax Incentive Program (BFTIP) which would apply to any property classified as a Brownfield site.

### **Appointment of Review Panel and Administrator**

The Plan requires that a Review Panel, designated to administer and monitor the CIP and its Financial Incentive Programs, as well as an Administrator (being one or two members of the Review Panel) be appointed. In addition to administering the Financial Incentive Programs, Section 5.2 – Program Details, suggests that immediately following adoption of the CIP, the Review Panel, led by the Administrator will undertake plan monitoring and evaluation activities on an annual basis.

For the current CIP, Council had appointed the Community Development Advisory Committee (CDAC) as the "Review Panel" and Marketing/Economic Development Officer to perform the role of "Administrator". Several issues have arisen with this structure.

Typically, when an applicant contacts the administrator, a consultation is held with the Community Services Branch (Marketing/EDO, Planner, CBO) to discuss the program, criteria, and specifics of the application. Once the application is received, it is presented to the CDAC for recommendation to Council on the application. This process often either delays the application due to the quarterly nature of the CDAC meetings, or results in the Branch making direct recommendations to Council on the application to be timelier. The CIP process is intended to be responsive and reduce bureaucracy to ensure timely and impactful incentives to improvements. Just as each Planning Act application for land use is not presented to CDAC but CDAC is asked to consider policy issues around land use, staff would recommend that CDAC is not asked to review individual CIP applications, but rather to make recommendations to Council on the Plan and programs therein.

Therefore, for this CIP Staff suggests that Council consider appointing the Community Services Branch as the administrator and review panel for CIP applications. As per the terms of reference for the Community Development Advisory Committee, staff will consult with CDAC on policy related matters, such as the Plan and programs, for recommendations for Council. Applications for Financial Incentive Programs would be submitted and processed in accordance with the Plan (Section 6.8) and the Review Panel and Administrator are responsible to ensure that this process is carried out in a timely manner. Council will make decisions on Financial Incentive applications and agreements.

### **Responsibilities of the Review Panel**

At this time, there is a budget in place for an Incentive Program. The Consultants have provided additional information on CIP successes and funding options for Council's consideration. Staff suggests that Council direct the Review Panel to review the options with CDAC input and report back to Council with recommendations on funding and any other relevant issues.

Further the Consultant has also provided information on the marketing and promotion of the CIP. Again, staff recommends that this information be presented to CDAC for their consideration and recommendations to Council.

As indicated previously, the Review Panel will be responsible for the annual review and monitoring of the Programs, reporting to Council annually and bringing forward recommendations with respect to necessary amendments to either the CIP or the Project Areas, through consultation with CDAC.

### **Options:**

Council may choose to appoint another group, including Council itself, as the Review Panel or Administrator, however based on the current model and opportunities for improving and streamlining proposed, staff do not recommend another model at this time.

Further Council could delegate the responsibility of deciding on the financial incentive applications to the Review Panel; however, Staff recommends that Council retain this responsibility. The Review Panel will be responsible for reviewing applications and making recommendations to Council with respect to granting or denying an application, however it will ultimately be Council's decision.

It should be noted that if an application is refused, all applicants will be given an opportunity to request Council to reconsider its decision.

### **Policy Considerations:**

As outlined within the CIP Background report prepared by WSP, the CIP provides an opportunity to promote investment in the Town, encourage heritage conservation and brownfield remediation and provide municipal services and facilities at a high standard. The CIP helps realize several goals of the Strategic Plan including: a vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors; sustainable financial model with sound fiscal responsibility and accountability to create efficiencies and synergies, balance tax and non-tax revenue, and manage debt effectively; and be known for open, exceptional and highly effective customer service delivery where our residents feel included in the process and decisions being made.

### **Financial Considerations:**

The 2022 Budget includes up to \$15,000 for the CIP programs. After consultation with CDAC, a recommendation will be brought forward for Council consideration regarding the funding programs for the balance of 2022.

### **Meeting Dates:**

1. Public Meeting – January 24<sup>th</sup>, 2022
2. CDAC – April 19<sup>th</sup>, 2022

### **Consultation:**

- As outlined in the Background report

### **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:** 2021 Statement of Remuneration and Expenses paid to Council and Local Boards

**Report Number:** 22-03-14-04

**Report Author and Position Title:** Jennifer Eve, Manager of Finance

**Department:** Client Services

**Meeting Date:** March 14, 2022

---

### **Recommendations:**

That Council receives as information the attached 2021 Statement of Remuneration and Expenses paid to Council and Local Boards.

### **Background:**

The Province of Ontario, through the Municipal Act, delegates the Council of the Town of Arnprior to set its remuneration. The Municipal Act, Sec. 284(1), requires the Treasurer to provide to Council, before March 31<sup>st</sup>, an itemized statement on remuneration and expenses paid in the previous year to each member of council and each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

### **Discussion:**

Section 284(2) of the Municipal Act stipulates that municipalities identify the By-Law under which the remuneration or expenses were authorized to be paid. Salary, expenses and benefits paid to Members of Council in 2021 were authorized by the following:

- Resolution 122-17 – COLA Adjustment
- Resolution 376-17 – Council Remuneration
- By-Law 6398-14 – Council Conferences, Training and Functions Policy
- By-law 6496-15 – Council Expense Policy

Benefits provided to members of Council include:



- Employer CPP costs
- Employer WSIB costs
- Employer EHT costs
- Group Life Insurance
- Accidental Death and Dismemberment
- Extended Health Benefits
- Dental Benefits
- Health Care Spending Account
- Employee Assistance Program

Conference and Other Expenses paid to Council members include reimbursement for:

- Mileage
- Telephone
- Internet
- Conferences, training and functions within Ontario
- Per diems for out-of-town events

The 2021 Statement of Remuneration and Expenses paid to Council and Local Boards that are appointed by Council are itemized in “Appendix A”.

The statement does not include any expenses paid to Council members by other associations, nor does the statement include any remuneration or expenses paid to the County’s representative (County Councillor) by the County of Renfrew.

### **Options:**

The Statement of Remuneration is an annual requirement under the Municipal Act.

### **Policy Considerations:**

As set out in this report.

### **Financial Considerations:**

Remuneration and expenses for all members of Council and Local Boards are within the 2021 approved operating budget.

### **Meeting Dates:**

N/A

### **Consultation:**

N/A

**Documents:**

Appendix A – 2021 Statement of Remuneration and Expenses paid to Council and Local Boards

**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

## Appendix A

### 2021 Statement of Remuneration and Expenses Paid to Council and Local Boards

In accordance with the Municipal Act 2001, S.O. 2001, c.25, Section 284, the following is a statement of remuneration, as authorized by Council Resolution 122-17, By-law 6368-14, By-law 6398-14 and By-law 6496-15, and expenses as authorized by Council paid to each member of Council for the 2021 year:

| Members of Council      | Remuneration | Benefits   | Conference &<br>Other Expenses |
|-------------------------|--------------|------------|--------------------------------|
| Mayor Stack             | \$ 37,246.32 | \$6,268.61 | \$ 1,525.80                    |
| County Councillor Lynch | \$ 18,881.79 | \$1,092.78 | \$ 1,347.21                    |
| Councillor Strike       | \$ 18,881.79 | \$6,754.62 | \$ 1,363.16                    |
| Councillor Grinstead    | \$ 18,881.79 | \$7,089.73 | \$ 1,367.21                    |
| Councillor Burnette     | \$ 18,881.79 | \$5,380.32 | \$ 1,347.21                    |
| Councillor McGee        | \$ 18,881.79 | \$1,931.07 | \$ 1,751.23                    |
| Councillor Toner        | \$ 18,881.79 | \$1,931.07 | \$ 1,357.18                    |

The above expenses reflect remuneration paid to Members of Council for 2021, the fourth year of the term of council 2019-2022.

| Committee of Adjustment | Remuneration |
|-------------------------|--------------|
| Murray Chown            | \$450.00     |
| Bradley Samuel          | \$450.00     |
| Carol Ruddy             | \$450.00     |



**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

**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

- 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.

**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.

- 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





## **Minutes of Corporate Services Advisory Committee Meeting**

**November 1, 2021**

**6:30 PM**

**Electronic Participation – Via Zoom**

### **Committee and Staff Attendance**

#### **Committee Members Present:**

Chair, Ted Strike  
Vice Chair, Lisa McGee  
Chris Couper, Committee Member  
Andy Tamas, Committee Member  
Darrel O'Shaughnessy, Committee Member

#### **Town Staff Present:**

Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager Client Services/Treasurer  
Lindsay Wilson, Marketing & Economic Development Officer (MEDO)

#### **Committee Members Absent:**

### **1. Call to Order**

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

### **2. Roll Call**

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

### **3. Land Acknowledgment**

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

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

### **4. Adoption of Agenda**

Resolution Number 023-21

Moved by Darrel O'Shaughnessy

Seconded by Chris Couper

**Be It Resolved That** the agenda for the Corporate Services Advisory Committee Meeting of dated Monday, November 1, 2021, be adopted.

Resolution Carried

**5. Disclosure of Pecuniary Interest**

None

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

Resolution Number 024-21

Moved by Chris Couper

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee approve the Minutes listed under item no. 6(a) on the Agenda (September 7, 2021).

Resolution Carried

**7. Presentations/ Delegations**

**a) COVID-19 Vaccination Policy – General Manager, Client Services/ Treasurer**

Resolution Number 025-21

Moved by Chris Couper

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee receives the COVID-19 Vaccination Policy presentation as information.

Resolution Carried

Discussion ensued among Committee Members, noting they were in favour of the policy, however some member noted they felt vaccination should be mandatory, with no other options.

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

None

**9. Staff Reports**

**a) Welcome Initiative for New Residents/ Businesses – MEDO**

Resolution Number 026-21

Moved by Chris Couper

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee accepts this report for information.

Resolution Carried

Committee Member Darrel O'Shaughnessy asked the Chair if he could provide some comments, as the Chair of the Greater Arnprior Seniors Council, with the following being the summary:

- The Greater Arnprior Seniors Council (GASC) has agreed to start this initiative and to partner with the Town on an ongoing basis.
- This type of initiative will not only benefit new residents, but also help to connect seniors with the community.
- The GASC plans to begin by familiarizing ourselves with other active Welcome Programs in the surrounding areas and visit two communities with this type of initiative.

- The GASC is willing to learn and then present the Town of Arnprior with an Action Plan to move forward.
- There will be a need for a small start up budget, to send two (2) GASC Members to the two different communities.
- The GASC wants to partner with the Town to administer and action this program, however, the GASC does not want to be in charge of funding or soliciting funds. They are looking for the Town to complete this part of the project.
- The Chair of the GASC will meet with the Marketing and Economic Development Officer to discuss further.

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

- The name of the program will be important. Names such as “Welcome Home” and “Arnprior Ambassador Program” were suggested.
- This program needs to be accessible to everyone and all age groups, which means it is important that online and social media are not the only options/ ways this program is promoted/ administered.
- A needs assessment should also take place.
- Businesses that want to be included in the packages, should all be given equal opportunity.
- A revenue stream from businesses should be looked at.
- Social media is a key distribution method.
- Print materials can be distributed through blue boxes.
- It is important that information is updated in a timely fashion and regularly, both in print and online.
- It is important to define the scale of this initiative at the beginning, from a financial capacity.
- Committee Members Chris Couper and Andy Tamas volunteered to assist with this project as well.

**b) Draft Election Sign By-law**

Resolution Number 027-21

Moved by Darrel O’Shaughnessy

Seconded by Chris Couper

That the Corporate Services Advisory Committee receives the Draft Election Sign By-law for information.

Resolution Carried

Committee Members reviewed the Draft Election Sign By-law with the Town Clerk, based on the previous meeting suggestions noted. Discussion ensued among Committee Members, with the following being a summary of the comments received:

- Should billboards be allowed? The Town Clerk noted that all other by-laws do allow for advertising on billboards.
- The size of portable signs on wheels should be limited.

- Review of the Highway Traffic Act should take place to ensure there is no provision for how far away a sign can be from a traffic light.
- Committee Members did not like the idea that wealthier parties can have better access to larger advertising/ media advertising.
- There should be a Standard of Service, where the Town commits to action on a contravention of the by-law, due to unfair advantage, within 24 hours of a complaint being received.

**10. New Business**

None

**11. Adjournment**

Resolution Number 028-21

Moved by Darrel O'Shaughnessy

Seconded by Lisa McGee

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

Resolution Carried



**Minutes of Inclusivity & Diversity Advisory Committee Meeting  
December 2, 2021  
6:30 PM  
Electronic Participation – Via Zoom**

**Committee and Staff Attendance**

**Committee Members Present:**

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

**Committee Members Absent:**

Brad Greyeyes-Brant, Committee Member

**Also Present:**

Jodi Bucholtz, Manager, Local Immigration Partnership – Lanark and Renfrew

**Town Staff Present:**

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

**1. Call to Order**

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

**2. Roll Call**

The roll was called, with all Members of the Committee being present with the exception of Brad Greyeyes-Brant.

**3. Land Acknowledgement**

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

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

**4. Adoption of Agenda**

Resolution Number 10-21  
Moved by Aiden McGrath  
Seconded by Ananda Nicholas

**Be It Resolved That** the agenda for the Inclusivity & Diversity Advisory Committee Meeting of dated Thursday, December 2, 2021 be adopted, with the addition of Item 8 a) Commemorative Bench.

Resolution Carried as amended

## 5. Disclosures of Pecuniary Interest

None

## 6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 11-21

Moved by Ro Nwosu

Seconded by Aiden McGrath

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

Resolution Carried

## 7. Presentations/ Delegations

None

## 8. Matters Tabled/ Deferred/ Unfinished Business

### a) Commemorative Bench

Chair Grinstead advised that further to the committee's discussion on a commemorative bench, Mayor Stack consulted with Chief Jocko, Algonquins of Pikwakangan First Nation regarding the installation of a commemorative bench and she was supportive of the idea. A discussion ensued with committee members suggesting alternate locations for the installation of a bench and/or tree at along the waterfront at Robert Simpson Park, and/or Bell Park.

Resolution Number 12-21

Moved by Aiden McGrath

Seconded by Rainer Bouret

That a commemorative bench be installed to honour lost indigenous children and provide a space for healing and reflection; and

Further that staff be consulted on an appropriate location, within proximity to the Town Hall or in a park where children gather.

Resolution Carried

### a) Environmental Scan

Robin Paquette, CAO noted at the previous committee meeting discussions took place about the benefits of this committee undertaking an environmental scan. Following that discussion a handbook with a sample survey was sent to the committee members, therefore we are looking for feedback on the format and/or any additional questions to be included.

Feedback was received as follows:

- A discussion ensued on Questions 3, 4 and 5, and whether to use an empty box/prefer not to answer or the full listing. Following discussion support was provided for the empty box/prefer not to answer option.

- A discussion ensued on additional questions to ask including ‘how much faith/trust people have in the system itself’ on a scale of 1 – 5 within the areas of schools, work, stores, healthcare, police, etc. Support was provided to include the additional questions in the survey.

Staff will forward the draft survey to committee members for their review prior to the next meeting.

#### **b) Cultural Event**

The Chair referred to the November meeting where a discussion took place regarding a cultural event to take place in 2022. Chair Grinstead advised that should the committee still want to entertain such an event the importance of firming up details.

Discussion ensued as follows:

- Continued interest in a night market preferably in August.
- More framework around such an event is required with the Director of Recreation, the new Program and Events Coordinator and the Marketing and Economic Development Officer as a great resource to provide additional information.
- The Director of Recreation advised staff will also be discussing what cultural events can be included in Priorpalooza, Canada Day and Concerts in the Park.

#### **c) Vision, Mission and Goals**

Jodi Bucholtz explained the need for the committee to dedicate some time at the next meeting to discuss and commit to the vision, mission and goals of the committee. Jodi further explained all three need to be cemented so the committee has a holistic purpose going forward. Jodi noted it is prudent to wait until the survey comes back for the goals to be established, however the committee’s vision and mission should be established. Following discussion the matter will be included on the next agenda.

### **9. Staff Reports**

None

### **10. New Business**

#### **a) Accountability**

Committee Member Ro Nwosu explained the importance of each member of the committee holding each other accountable by having clearer, candid conversations and educating ourselves. Ro’s suggestion of inviting other communities, individuals to speak to the committee and/or engage in educational sessions was met with approval. With respect to the mission, vision and goals Ro noted accountability is high on the list as we need to make sure that we are inclusive and Arnprior is a place to be celebrated.

**11. Adjournment**

Resolution Number 13-21

Moved by Aiden McGrath

Seconded by Ananda Nicholas

**That** this meeting of the Inclusivity and Diversity Advisory Committee be adjourned at 7:37 pm.

Resolution Carried





**Minutes of Inclusivity & Diversity Advisory Committee Meeting  
February 3, 2022  
6:30 PM  
Electronic Participation – Via Zoom**

**Committee and Staff Attendance**

**Committee Members Present:**

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

**Committee Members Absent:**

Ro Nwosu, Committee Member

**Town Staff Present:**

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

**1. Call to Order**

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

**2. Roll Call**

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

**3. Land Acknowledgement**

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

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

**4. Adoption of Agenda**

Resolution Number 01-22  
Moved by Ananda Nicholas  
Seconded by Rainner Bouret

**Be It Resolved That** the agenda for the Inclusivity & Diversity Advisory Committee Meeting of dated Thursday, February 3, 2022 be adopted.

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None

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

Resolution Number 02-22

Moved by Aiden McGrath

Seconded by Ananda Nicholas

**Be It Resolved That** the minutes for the Inclusivity & Diversity Advisory Committee Meeting of Thursday, December 2, 2021 be adopted.

Resolution Carried

**7. Presentations/ Delegations**

None

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

**a) Environmental Scan**

On question of the CAO, the committee provided the following comments on the draft survey:

- Include commentary on a reason for the survey, a deadline of when it will be released and a deadline for submission.
- Amend Questions 3, 4, and 5 as discussed and reflected in the December committee minutes.
- Concerns were expressed with the “What actions would you want to see implemented to restore / revise / accurately reflect Arnprior’s history? As history cannot be revised. Following discussion committee agreed that the question be amended to remove the word “revise”.

The CAO advised staff will amend and format the survey and distribute to the committee for review.

**b) Cultural Event**

The Chair referred to previous meetings where discussions took place regarding a cultural event, specifically a “Night Market” questioning where we are in that process. The Director of Recreation advised the committee that a grant became available that an event of this type would be appropriate to apply for. The Grant “My Main Street Community Activator” allows for projects that are intended to draw an audience, enhance community connection, create an appealing destination and position the area as a center of community and economic activity. The Director of Recreation summarized the grant application - a “Quaint Night Market” - an evening that provides welcome space for all members of the community and visitors to participate in an evening of food, film, art and music – an event where the diversity of the community will be celebrated.

The event is tentatively scheduled for August 27<sup>th</sup> between 4 and 11 pm in the downtown. Whether or not the municipality is successful in receiving the grant the Director of Recreation advised: there is a budget line within marketing and economic development and recreation for new events; similar to any other events, the municipality could reach out to the businesses for sponsorship and/or support; and, the municipality would work within the infrastructure, staffing and equipment that the municipality already has in place.

A discussion ensued of the proposed event with the following feedback noted:

- If committee members have ideas for entertainers, artisans or vendors that they would like to see be part of the event, please share their contact information or feel free to reach out to them directly.
- The importance of supporting our local entertainers, artisans, restaurants as much as possible.
- Change film to multi-media, which could encompass the theatre, street art, sidewalk chalk, etc.
- Contact Shoppers Drug Mart to inquire if their parking lot could be included in the footprint of the event.

On question of the Chair, the Director of Recreation advised that a report will come forward to Council detailing plans for the summer, including this event.

**c) Vision, Mission and Goals**

The CAO advised the worksheet was shared with committee members, for discussion this evening, however, the discussion may warrant its own meeting. The Chair agreed, noting that committee members complete the worksheet and forward to the Clerk for inclusion in the next committee agenda.

**9. Staff Reports**

None

**10. New Business**

None

**11. Adjournment**

Resolution Number 03-22

Moved by Rainer Bouret

Seconded by Brad Greyeyes-Brant

**That** this meeting of the Inclusivity and Diversity Advisory Committee be adjourned at 7:42 p.m.

Resolution Carried

**The Corporation of the  
Town of Arnprior**

**By-Law No. 7272-22**

A by-law to amend Appendix C of By-law Number 6190-13, as amended, to remove the Operations Advisory Committee as the Town's Emergency Management Program Committee (EMPC) and to appoint personnel in accordance with Ontario Regulation 380/04 and the Council approved Emergency Plan as the Town's Emergency Management Program Committee (EMPC)

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

**Whereas** O.Reg 380/04 provides that every municipality is required to have an Emergency Management Program Committee (EMPC); and

**Whereas** to improve operational efficiencies and work within the legislative framework of the Emergency Management and Civil Protection Act, Council deems it expedient to amend Appendix C of By-law Number 6190-13, as amended, by removing the Operations Advisory Committee as the Town's Emergency Management Program Committee (EMPC) and replacing with the Head of Council and Senior Staff.

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

1. **That** Appendix C of By-law Number 6190-13, be further amended by removing Goal Number 5 "to act in a capacity as the Town's Emergency Management Program Committee"
2. **That**, as prescribed within Ontario Regulation 380/04 and the Council approved emergency plan, the Town's Emergency Management Program Committee be comprised of the following:
  - Community Emergency Management Coordinator (Chair) – Deputy Fire Chief
  - Head of Council
  - EOC Commander - Chief Administrative Officer
  - Operations Section Chief - Fire Chief
  - Planning Section Chief - Town Clerk
  - Logistics Section Chief - General Manager of Operations
  - Finance Section Chief - General Manager of Client Services/Treasurer
3. **That** any by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.
4. **That** this by-law come into force and effect on the day of its passing.

**Enacted** and **Passed** this 14<sup>th</sup> day of March 2022.

Walter Stack, Mayor

Maureen Spratt, Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7273-22**

A by-law to authorize a Contribution Agreement with Her Majesty the Queen in Right of Canada as represented by the Minister responsible for Federal Economic Development Agency for Southern Ontario for funding under the Canada Community Revitalization Fund

**Whereas** subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law; and

**Whereas** section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

**Whereas** the Council of the Corporation of the Town of Arnprior deems it expedient to enter into this Contribution Agreement for funding under the Canada Community Revitalization Fund.

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

1. **That** the Chief Administrative Officer is hereby authorized to execute the Agreement with Her Majesty The Queen In Right Of Canada as represented by the Minister responsible for Federal Economic Development Agency for Southern Ontario for funding under the Canada Community Revitalization Fund, attached hereto and forming part of this by-law.
2. **That** this by-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 14<sup>th</sup> day of March, 2022.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**CANADA COMMUNITY REVITALIZATION FUND**  
**CONTRIBUTION AGREEMENT**

This Contribution Agreement is made as of March 8, 2022

**BETWEEN:** **HER MAJESTY THE QUEEN IN RIGHT OF CANADA**  
("Her Majesty") hereby represented by the Minister responsible  
for Federal Economic Development Agency for Southern Ontario

**AND:** **The Corporation of the Town of Arnprior** ("Recipient") a  
Municipality / Municipal Development Corp. established under  
the laws of **Ontario**.

**WHEREAS** the Federal Economic Development Agency for Southern Ontario was created to strengthen southern Ontario's economic capacity for innovation, entrepreneurship and collaboration, and promote the development of a strong and diversified southern Ontario economy;

**WHEREAS** as part of the Southern Ontario Prosperity Program, the Minister has established the *Canada Community Revitalization Fund* to help communities, cities and towns build and improve their infrastructure to bring people back to public shared spaces safely, and to create jobs and stimulate local economies as they recover from the social and economic disruptions associated with the COVID-19 outbreak;

**WHEREAS** the Agency (as defined below) seeks to guarantee individuals the right to be free from discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, and disability, in accordance with section 35 of the *Canadian Human Rights Act*;

**WHEREAS** the Agency seeks to promote a more representative workforce and commits to correcting disadvantages in employment experienced by women, Indigenous peoples, Black Canadians and other racialized Canadians, in accordance with the *Employment Equity Act*; and

**WHEREAS** the Minister has agreed to make a non-repayable contribution to the Recipient in support of the Recipient's Eligible and Supported Costs (as defined herein) of the Project.

**NOW THEREFORE**, in accordance with the mutual covenants and agreements herein, Her Majesty as represented by the Minister (as defined herein) and the Recipient agree as follows:

**1. Purpose of the Agreement**

The purpose of this Agreement is to set out the terms and conditions under which the Minister will provide funding in support of the Project (as defined herein).

**2. Interpretation**

**2.1 Definitions.** In this Agreement, a capitalized term has the meaning given to it in this section, unless the context indicates otherwise:

**Agency** means the Federal Economic Development Agency for Southern Ontario.

**Agreement** means this contribution agreement including all the annexes attached hereto, as such may be amended, restated or supplemented, from time to time.

**Cash Flow Projection of the Project** means a spreadsheet presentation of the Project's projected total quarterly revenues and expenses for the duration of the Project, and showing all other sources of cash and cash from the anticipated claims for the Contribution.

**CCRF** means the Canada Community Revitalization Fund.

**Completion Date** means the Project completion date, February 28, 2023

**Contribution** means the contribution to Eligible and Supported Costs in the amount stipulated in Subsection 4.1.

**Control Period** means the period of **four (4)** years following the period determined in Subsection 3.1 as the duration of the Agreement.

**Date of Acceptance** means the date on which the duplicate fully executed copy of this Agreement is received by the Minister.

**Eligibility Date** means April 19, 2021.

**Eligible Costs** means those costs incurred by the Recipient and which, in the opinion of the Minister, are reasonable and required to carry out the Project.

**Eligible and Not-Supported Costs** means those Eligible Costs which are not supported by the Contribution and which are identified in Annex 1 – Statement of Work.

**Eligible and Supported Costs** means those Eligible Costs supported by the Contribution as identified in Annex 1 – Statement of Work and relating to the Project activities described therein and which are in compliance with Annex 2 – Costing Memorandum.

**Event of Default** means the events of defaults described in Subsection 12.1 hereof.

**Fiscal Year** means the Government of Canada’s fiscal year beginning on April 1st of a year and ending on March 31st of the following year.

**Minister** means the Minister responsible for the Agency or any one or more of the Minister’s representatives.

**Parties** means the Minister and the Recipient and **Party** means any one of them.

**Program Completion Date** means March 31, 2023.

**Project** means the project described in Annex 1 – Statement of Work.

**Southern Ontario** includes the following regions: 1 Stormont, Dundas and Glengarry; 2 Prescott and Russell; 6 Ottawa; 7 Leeds and Grenville; 9 Lanark; 10 Frontenac; 11 Lennox and Addington; 12 Hastings; 13 Prince Edward; 14 Northumberland; 15 Peterborough; 16 Kawartha Lakes; 18 Durham; 19 York; 20 Toronto; 21 Peel; 22 Dufferin; 23 Wellington; 24 Halton; 25 Hamilton; 26 Niagara; 28 Haldimand-Norfolk; 29 Brant; 30 Waterloo; 31 Perth; 32 Oxford; 34 Elgin; 36 Chatham-Kent; 37 Essex; 38 Lambton; 39 Middlesex; 40 Huron; 41 Bruce; 42 Grey; 43 Simcoe; 46 Haliburton; and 47 Renfrew.

- 2.2 **Singular/Plural.** Wherever from the context it appears appropriate, each term stated in either the singular or plural shall include the singular and the plural.
- 2.3 **Entire Agreement.** This Agreement comprises the entire agreement between the Parties. No prior document, negotiation, provision, undertaking or agreement in relation to the subject matter of this Agreement has legal effect. No representation or warranty, whether express, implied or otherwise, has been made by the Minister to the Recipient, except as expressly set out in this Agreement.
- 2.4 **Inconsistency.** In case of inconsistency or conflict between a provision contained in the part of the Agreement preceding the signatures and a provision contained in any of the Annexes to this Agreement, the provision contained in the part of the Agreement preceding the signatures will prevail.
- 2.5 **Annexes.** This Agreement contains the following Annexes as described below, which form an integral part of this Agreement:

**Annex 1 - Statement of Work**  
**Annex 2 - Costing Guideline Memorandum**  
**Annex 3 - Reporting Requirements**  
**Annex 4 - Federal Visibility Requirements**

### **3. Duration of Agreement**

3.1 **Duration of Agreement.** This Agreement comes into force on the Date of Acceptance and, subject to Subsection 3.2, will terminate:

- (a) twelve (12) months after the earlier of:
  - i) the completion of the Project to the satisfaction of the Minister; or
  - ii) the Completion Date.



- (b) upon the date on which all amounts due by the Recipient to Her Majesty under this Agreement, have been paid in full,

whichever is the later, unless terminated earlier in accordance with the terms of this Agreement.

- 3.2 **Control Period.** Notwithstanding the provisions of Subsection 3.1 above, during the Control Period, the rights and obligations described in the following sections shall continue beyond the duration of the Agreement:

Section 5 – Other Government Financial Support  
 Subsection 6.8 – Overpayment or non-entitlement  
 Subsections 7.2, 7.3, 7.4, 7.5, 7.6, 7.7 and 7.8 – Reporting, Monitoring, Audit and Evaluation  
 Subsection 8.1c) - Representations  
 Section 11 – Indemnification and Limitation of Liability  
 Section 12 – Default and Remedies  
 Section 14 – General  
 Annex 3 – Reporting Requirements – Section 3

- 3.3 **Commencement.** The Recipient agrees to commence the Project, no later than sixty (60) calendar days after the Date of Acceptance, otherwise the Minister may terminate this Agreement at the Minister's sole discretion.

#### **4. The Contribution**

- 4.1 The Minister will make a non-repayable Contribution to the Recipient in respect of the Project in an amount not exceeding the lesser of (a) and (b) as follows:

- (a) *Seventy-Five Percent (75%)* of total Eligible and Supported Costs of the Project incurred by the Recipient; and  
 (b) *Three Hundred and Sixty-Eight Thousand, Three Hundred and Forty-Five Dollars (\$368,345)*

- 4.2 The payment of the Contribution per Fiscal Year is set out in Annex 1 – Statement of Work. The Minister will have no obligation to pay any amounts in any other Fiscal Years than those specified in Annex 1 - Statement of Work.

- 4.3 The Minister shall not contribute to any Eligible and Supported Costs incurred prior to the Eligibility Date or later than the Completion Date.

- 4.4 The Recipient shall be responsible for all costs of the Project, including cost overruns, if any.

- 4.5 **Holdbacks.** Notwithstanding any other provisions of this Agreement, the Minister may, at the Minister's sole discretion, withhold up to ten percent (10 %) of the Contribution amount until:

- (a) the Project is completed to the satisfaction of the Minister;  
 (b) the Recipient has satisfied all the conditions of this Agreement;  
 (c) the final report described in Subsection 6.6 (a) (iii) has been submitted to the satisfaction of the Minister;  
 (d) audits and site visits, where required by the Minister, have been completed to the satisfaction of the Minister; and  
 (e) the Minister has approved the final claim described in Subsection 6.6.

#### **5. Other Government Financial Support**

- 5.1 The Recipient hereby confirms that for purposes of this Project no federal, provincial, municipal or local government assistance has been requested, received or will be received except as disclosed in Annex 1 – Statement of Work.

- 5.2 The Recipient shall promptly inform the Minister in writing in the event additional other government financial support has been requested or received for the Project, during the term of this Agreement and acknowledges and agrees that an adjustment to the amount of the Contribution and a request for repayment of part or all of the amounts paid to the Recipient may be made as a result

thereof. The amount of repayment requested will constitute a debt due to Her Majesty and will be recovered as such from the Recipient.

- 5.3 In no instance will the total government funding towards the Eligible Costs of the Project be allowed to exceed one hundred percent (100%) of the total Eligible Costs.

## **6. Claims and Payments**

- 6.1 The Recipient shall maintain accounting records that account for the Contribution paid to the Recipient and the related Project costs in respect of this Agreement, separate and distinct from any other sources of funding.

- 6.2 **Claims Procedures.** The Recipient shall submit claims for reimbursement of Eligible and Supported Costs incurred not more frequently than monthly and not less frequently than quarterly, in a form satisfactory to the Minister and in accordance with the claim schedule provided by the Minister. Each claim will include the following information:

- (a) an itemized summary by cost category of Eligible and Supported Costs incurred in the form and substance prescribed by the Minister;
- (b) a certification of the claim by a director or officer of the Recipient, confirming the accuracy of the claim and all supporting information provided;
- (c) if applicable, a certification by a director or officer of the Recipient that any environmental mitigation measures that may be set out in this Agreement have been implemented; and
- (d) any other substantiating documentation (including without limitation, any invoice or proof of payment), as may be required by the Minister.

- 6.3 The Recipient agrees to submit its first claim for Eligible and Supported Costs within:

- (a) sixty (60) calendar days from the Date of Acceptance of this Contribution Agreement; or
  - (b) sixty (60) calendar days from the date of Project commencement,
- whichever is the later.

- 6.4 The Recipient agrees to submit its last claim for Eligible and Supported Costs incurred in each Fiscal Year on or before February 25th of that year. For claims related to the final quarter of the Fiscal Year, the Recipient shall also submit to the Minister, no later than February 25<sup>th</sup>, a detailed estimate of costs incurred but not yet claimed to the end of the Fiscal Year.

## **6.5 Advance Payments.**

- (a) **Initial Advance.** Where the Minister is satisfied and has determined that the Recipient's cash flow requirements justify the need for an advance against the Eligible and Supported Costs payable under this Agreement, the Minister may, at the Minister's sole discretion, pay to the Recipient an initial advance for Eligible and Supported Costs up to twenty-five percent (25%) of the portion of the Contribution allocated to the Fiscal Year in which the request is made subject to the following:

- (i) the Recipient submits to the Minister's satisfaction, a forecast of cash flow requirements to be incurred during the initial advance period along with any documentation that the Minister may reasonably request; and
- (ii) the Recipient shall account by way of claim, to the satisfaction of the Minister, for the use of any advances within one hundred and twenty (120) days of the beginning of the advance period.

- (b) **Subsequent Advances.** Where the Minister is satisfied and has determined that the Recipient's cash flow requirements justify the need, the Minister may, at the Minister's sole discretion, make additional advances for Eligible and Supported Costs, subject to the following:

- (i) the Recipient follows the requirements outlined under (a) (i) and (a) (ii) above with respect to any subsequent advance;

- (ii) the Recipient provides a statement of the Eligible and Supported Costs incurred during the previous advance period, or any other advance period, certified by a financial officer or other representative of the Recipient;
  - (iii) the Recipient provides a satisfactory report on progress and spending to date substantially in the form prescribed by the Minister; and
  - (iv) the Recipient submits the advance request at least two (2) weeks prior to the start of the advance period to which the advance request pertains.
- (c) The Recipient agrees to spend advances in the Fiscal Year the advance was made, failing which the Recipient agrees to reimburse the Minister any unspent amounts. If the amount of the advance exceeds the amount of Eligible and Supported Costs incurred during the previous advance period, the Minister may deduct the excess amount and any interest earned by such excess from any other payment under this Agreement.

#### **6.6 Final Claim Procedures.**

- (a) The Recipient shall submit a final claim pertaining to the final reimbursement of any Eligible and Supported Costs, previously claimed or not, signed by a director or officer of the Recipient and accompanied by the following, in addition to the requirements set out in Subsection 6.2, in a form satisfactory to the Minister in scope and detail:
- (i) a final statement of total Project costs;
  - (ii) a statement of the total government assistance (federal, provincial and municipal assistance) received or requested towards the Eligible Costs of the Project;
  - (iii) a final report on the Project, as more fully described in Section 3 of Annex 3 – Reporting Requirements; and
  - (iv) a final certificate executed by a director or officer of the Recipient substantially in the form prescribed by the Minister.
- (b) The Recipient shall submit the final claim for reimbursement of Eligible and Supported Costs incurred to the satisfaction of the Minister no later than three (3) months after the Completion Date or the date the Project is completed to the satisfaction of the Minister, whichever is earlier. The Minister shall have no obligation to pay any claims submitted after this date.

#### **6.7 Payment Procedures.**

- (a) The Minister shall review and approve the documentation submitted by the Recipient following the receipt of the Recipient's claim and in the event of any deficiency in the documentation, it will notify the Recipient and the Recipient shall immediately take action to address and rectify the deficiency.
- (b) Subject to the maximum Contribution amounts set forth in Subsection 4.1 and all other conditions contained in this Agreement, the Minister shall pay to the Recipient the Eligible and Supported Costs set forth in the Recipient's claim, in accordance with the Minister's customary practices.
- (c) The Minister may request at any time that the Recipient provides satisfactory evidence to demonstrate that all Eligible and Supported Costs claimed have been paid.
- (d) The Minister may require, at the Minister's expense, any claim submitted for payment of the Contribution be certified by the Recipient's external auditor or by an auditor approved by the Minister.

**6.8 Overpayment or Non-entitlement.** Where, for any reason, the Recipient is not entitled to all or part of the Contribution or the amount paid to the Recipient exceeds the amount to which the Recipient is entitled, the Contribution or the amount in excess, as the case may be, shall constitute a debt due to Her Majesty and shall be recovered as such from the Recipient. The Recipient shall repay Her Majesty within thirty (30) calendar days from the date of the Minister's notice, the amount of the Contribution disbursed or the amount of the overpayment, as the case may be, together with interest as calculated in accordance with Subsection 14.2 of this Agreement.

**6.9 Revenue Earned.** If the Recipient earns any interest as a consequence of any advance payment of the Contribution or earns any revenue from all or part of the activities supported by the Contribution, other than that interest or revenue which is used to pay for all or part of the Eligible

Costs incurred by the Recipient during the Project, the Minister may in the Minister's absolute discretion reduce the Contribution by all or by such portion of the revenue as deemed appropriate.

**7. Reporting, Monitoring, Audit and Evaluation**

- 7.1 The Recipient agrees to provide the Minister with the reports as described in Annex 3 – Reporting Requirements, to the Minister's satisfaction. This includes, at minimum, an annual report to be submitted by the Recipient no later than April 15th of each year.
- 7.2 Upon request of the Minister and at no cost to the Minister, the Recipient shall promptly elaborate upon any report submitted or provide such additional information as may be requested.
- 7.3 The Minister may request a copy of any report or publication produced as a result of this Agreement or the Project, whether interim or final, as soon as it becomes available.
- 7.4 The Recipient shall at its own expense:
- (a) preserve and make available for audit and examination by the Minister, proper books, accounts and records of the Project costs, wherever such books, and records may be located, and permit the Minister to conduct such independent audits and evaluations as the Minister's discretion may require;
  - (b) upon reasonable notice and after consultation with the Recipient, permit the Minister, reasonable access to the Project site and/or the Recipient's premises and documents in order to inspect and assess the progress and results of the Project and compliance with the terms of this Agreement; and
  - (c) supply promptly, on request, such other reports or data in respect of the Project and its results, as the Minister may require for purposes of this Agreement and for statistical and/or evaluation purposes.
- 7.5 The Minister shall have the right, at the Minister's own expense, and as and when the Minister determines necessary, to perform audits of the Project costs and the Recipient's books, accounts, records, financial statements and claims for reimbursement of Eligible and Supported Costs, and the administrative, financial and claim certification processes and procedures, for the purposes of verifying the costs of the Project, validating claims for reimbursement of Eligible and Supported Costs, ensuring compliance with the terms of this Agreement, and confirming amounts repayable to Her Majesty under the provisions of this Agreement.
- 7.6 Any audits performed hereunder will be carried out by auditors selected by the Minister, which may include any of the following: Agency officials, an independent auditing firm, and/or the Recipient's external auditors. The Minister will provide the Recipient with a description of the scope and criteria of the audit and the expected time frames for completion of the audit and public release of the related reports.
- 7.7 The Recipient agrees that the Minister, at the Minister's expense, may engage outside firms or individuals, unrelated to the Government of Canada, with the required expertise to evaluate and monitor the Project and its implementation or review any documents submitted by the Recipient. The Recipient agrees to provide access to any site, meeting or to any document in relation to the Project to such firms or individuals.
- 7.8 **Auditor General of Canada.** The Recipient acknowledges that the Auditor General of Canada may, at the Auditor General's cost, after consultation with the Recipient, conduct an inquiry under the authority of Subsection 7.1 (1) of the *Auditor General Act* in relation to any funding agreement (as defined in Subsection 42 (4) of the *Financial Administration Act*) with respect to the use of funds received. For purposes of any such inquiry undertaken by the Auditor General, the Recipient shall provide, upon request and in a timely manner, to the Auditor General or anyone acting on behalf of the Auditor General:
- (a) all records held by the Recipient or by agents or contractors of the Recipient, relating to this Agreement and the use of the Contribution; and
  - (b) such further information and explanations as the Auditor General, or anyone acting on behalf of the Auditor General, may request relating to this Agreement and/or the Contribution.

## **8. Representations and Covenants**

### **8.1 Representations.** The Recipient represents and warrants that

- (a) it is a Municipality and is in good standing under the laws of Ontario, and has the power and authority to carry on its business, to hold its property and to enter into this Agreement and it has the power and authority, and has met all legal requirements, necessary to carry on business, hold property, and to enter into, deliver and perform this Agreement. The Recipient warrants that it shall remain as such for the duration of this Agreement;
- (b) the execution, delivery and performance of this Agreement have been duly and validly authorized by the necessary corporate actions of the Recipient and when executed and delivered by the Recipient, this Agreement constitutes a legal, valid and binding obligation of the Recipient, enforceable against it in accordance with its terms;
- (c) it has acquired appropriate insurance coverage including but not limited to general liability and property damage insurance, at its own expense, in an adequate amount consistent with the scope of the operations and the Project and will maintain such for the duration of the Agreement and the Control Period;
- (d) signatory to this Agreement, on behalf of the Recipient, has been duly authorized under a borrowing by-law to execute and deliver this Agreement;
- (e) this Agreement constitutes a legally binding obligation of the Recipient, enforceable against it in accordance with its terms, subject as to enforcement of remedies to applicable to bankruptcy, insolvency, reorganization and other laws affecting generally the enforcement of the rights of creditors and subject to a court's discretionary authority with respect to the granting of a decree, ordering specific performance or other equitable remedies;
- (f) the execution and delivery of this Agreement and the performance by the Recipient of its obligations hereunder will not, with or without the giving of notice or the passage of time or both:
  - (i) violate the provisions of the Recipient's by-laws, any other corporate governance document subscribed to by the Recipient or any resolution of the Recipient;
  - (ii) violate any judgment, decree, order or award of any court, government agency, regulatory authority or arbitrator; or
  - (iii) conflict with or result in the breach or termination of any material term or provision of, or constitute a default under, or cause any acceleration under, any license, permit, concession, franchise, indenture, mortgage, lease, equipment lease, contract, permit, deed of trust or any other instrument or agreement by which it is bound.
- (g) there are no actions, suits, investigations or other proceedings pending or, to the knowledge of the Recipient, threatened and there is no order, judgment or decree of any court or governmental agency, which could materially and adversely affect the Recipient's ability to carry out the activities contemplated by this Agreement;
- (h) it has obtained or will obtain all necessary licences and permits in relation to the Project, which satisfy the requirements of all regulating bodies of appropriate jurisdiction;
- (i) the description of the Project in Annex 1 – Statement of Work is complete and accurate; and
- (j) it is located in Southern Ontario.

### **8.2 Covenants.** The Recipient covenants and agrees that:

- (a) it shall use the Contribution solely and exclusively to support the Eligible and Supported Costs of the Project, and shall carry out the Project in accordance with the description in Annex 1 – Statement of Work, in a diligent and professional manner, using qualified personnel;
- (b) it shall obtain the prior written consent of the Minister before making any material change to any aspect of the Project or to the management of the Project or the Recipient;
- (c) it shall not make any changes to its objectives or purpose as stated in its constating documents without the prior written consent of the Minister;

- (d) it shall comply with the federal visibility requirements set out in Annex 4 – Federal Visibility Requirements; and
- (e) it shall acquire and manage all equipment, services and supplies required for the Project in a manner that ensures the best value for funds expended and it shall comply with its procurement policies, rules and regulations.

8.3 **Renewal of Representations.** It is a condition precedent to any disbursement under this Agreement that the representations and warranties contained in this Agreement are true at the time of payment and that the Recipient is not in default of compliance with any terms of this Agreement.

## **9. Official Languages**

The Recipient agrees:

- (a) that any public acknowledgement of the Agency's support for the Project will be expressed in both official languages;
- (b) that basic Project information will be developed and made available in both official languages;
- (c) to invite members of the official-language minority community to participate in any public event relating to the Project, where appropriate;
- (d) that main signage components related to the Project will be in both official languages; and
- (e) that it shall pay for all translation costs save for those which the Minister may incur with respect to any announcement or other public communications.

## **10. Environmental and Other Requirements**

- 10.1 The Recipient represents and warrants that the Project is not a "designated project" or a "project" under the applicable federal environmental and impact assessment legislation.
- 10.2 The Recipient agrees to comply with all federal, provincial, territorial, municipal and other applicable laws governing the Recipient and the Project, including without limitation, statutes, regulations, by-laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to environmental protection and the successful implementation of and adherence to any mitigation measures, monitoring or follow-up program, which may be prescribed by federal, provincial, territorial, municipal bodies. The Recipient will certify to the Minister that it has done so.
- 10.3 The Recipient will provide the Minister with reasonable access to any Project site, for the purpose of ensuring that the terms and conditions of any environmental approval are met, and that any required conditions, mitigation measures, monitoring or program follow up have been carried out.
- 10.4 If, as a result of changes to the Project or otherwise, the Minister is of the opinion that an environmental or impact assessment or a subsequent determination is required for the Project, the Recipient agrees that construction of the Project or any other physical activity that is carried out in relation to the Project, including site preparation, will not be undertaken or will be suspended and no funds or additional funds will become or will be payable by the Minister to the Recipient for the Project unless and until:
  - (a) where the Project is a "designated project" under the applicable federal environmental or impact assessment legislation,
    - (i) a decision pursuant to that legislation is made indicating that no environmental or impact assessment is required for the Project; or
    - (ii) a decision statement in respect of the Project is issued to the Recipient that:
      - 1) the Project is not likely to cause significant adverse environmental effects;
      - 2) the Project is likely to cause significant adverse environmental effects that the Governor in Council decides are justified in the circumstances, which decision statement may contain conditions in respect of the Project; or
      - 3) the adverse effects with respect to the impact assessment of the Project are in the public interest,
  - (b) where the Project is a "project" under the applicable federal environmental or impact assessment legislation, a determination that the carrying out of the Project:

- (i) is not likely to cause significant adverse environmental effects; or
  - (ii) is likely to cause significant adverse environmental effects and the Governor in Council decides that those effects are justified in the circumstances, and
  - (c) where relevant the requirements under any applicable agreements between Her Majesty and Indigenous groups, are met and continue to be met.
- 10.5 **Indigenous consultation.** The Recipient acknowledges that the Minister's obligation to pay the Contribution is conditional upon Her Majesty satisfying any obligation that Her Majesty may have to consult with or to accommodate any Indigenous groups, which may be affected by the terms of this Agreement.

## **11. Indemnification and Limitation of Liability**

- 11.1 The Recipient shall at all times indemnify and save harmless Her Majesty, its officers, officials, employees and agents, from and against all claims and demands, losses, costs, damages, actions, suits or other proceedings (including, without limitation, those relating to injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights) by whomsoever brought or prosecuted, or threatened to be brought or prosecuted, in any manner based upon or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights, caused by, or arising directly or indirectly from:
- (a) the Project, its operation, conduct or any other aspect thereof;
  - (b) the performance or non-performance of this Agreement, or the breach or failure to comply with any term, condition, representation or warranty of this Agreement by the Recipient, its officers, employees and agents, or by a third party or its officers, employees, or agents;
  - (c) the design, construction, operation, maintenance and repair of any part of the Project; and
  - (d) any omission or other wilful or negligent act or delay of the Recipient or a third party and their respective employees, officers, or agents, except to the extent to which such claims and demands, losses, costs, damages, actions, suits, or other proceedings relate to the negligent act or omission of an officer, official, employee, or agent of Her Majesty, in the performance of his or her duties.
- 11.2 The Minister shall have no liability under this Agreement, except for payments of the Contribution, in accordance with and subject to the provisions of this Agreement. Without limiting the generality of the foregoing, the Minister shall not be liable for any direct, indirect, special or consequential damages, or damages for loss of revenues or profits of the Recipient.
- 11.3 Her Majesty, her agents, employees and servants will not be held liable in the event the Recipient enters into a loan, a capital or operating lease or other long-term obligation in relation to the Project for which the Contribution is provided.

## **12. Default and Remedies**

- 12.1 **Event of Default.** The Minister may declare that an Event of Default has occurred if:
- (a) the Recipient has failed or neglected to pay Her Majesty any amount due in accordance with this Agreement;
  - (b) the Project is not meeting its objectives or milestones as set out in Annex 1 – Statement of Work, is not completed to the Minister's satisfaction by the Completion Date or the Project is abandoned in whole or in part;
  - (c) the Recipient makes a materially false or misleading statement concerning support by Her Majesty in any internal and/or public communication, other than in good faith;
  - (d) the Recipient becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute, from time to time in force, relating to bankrupt or insolvent debtors;
  - (e) an order is made or the Recipient has passed a resolution for the winding up of the Recipient, or the Recipient is dissolved;
  - (f) the Recipient has, in the opinion of the Minister, ceased to carry on business or has sold, disposed or transferred all or substantially all of its assets;

- (g) the Project is carried out outside of Southern Ontario, unless an exception is set out in Annex 1 – Statement of Work;
- (h) the Recipient has submitted false or misleading information, or has made a false or misleading representation to the Agency, the Minister, in this Agreement or in its application for the Contribution;
- (i) the Recipient has not, in the opinion of the Minister, met or satisfied a term or condition of this Agreement;
- (j) the Recipient has not met or satisfied a term or condition under any other contribution agreement or agreement of any kind with Her Majesty;
- (k) the Recipient is not eligible or is otherwise not entitled to the Contribution; [or]
- (l) the Recipient has not complied with the reporting, monitoring, audit and evaluation requirements, specified in this Agreement.

12.2 **Notice of Breach and Rectification Period.** Except in the case of default under Subsection 12.1 (d), (e) and (f), the Minister will not declare that an Event of Default has occurred unless he has given prior written notice to the Recipient of the occurrence, which in the Minister's opinion constitutes an Event of Default. The Recipient shall, within such period of time as the Minister may specify in the notice, either correct the condition or event or demonstrate, to the satisfaction of the Minister, that it has taken such steps as are necessary to correct the condition, failing which the Minister may declare that an Event of Default has occurred. During the period of time specified in the notice, the Minister may suspend payment of any claim submitted before or after the date of notice.

12.3 **Remedies.** If the Minister declares that an Event of Default has occurred, the Minister may immediately exercise any one or more of the following remedies, in addition to any remedy available at law:

- (a) terminate the Agreement, including any obligation by the Minister to make any payment under this Agreement, including any obligation to pay an amount owing prior to such termination;
- (b) suspend any obligation by the Minister to make any payment under this Agreement, including any obligation to pay an amount owing prior to such suspension; and
- (c) require the Recipient to repay forthwith to Her Majesty all or part of the Contribution, and that amount is a debt due to Her Majesty and may be recovered as such.

12.4 The Recipient acknowledges the policy objectives served by the Minister's agreement to make the Contribution, that the Contribution comes from the public monies, and that the amount of damages sustained by Her Majesty in an Event of Default is difficult to ascertain and therefore, that it is fair and reasonable that the Minister be entitled to exercise any or all of the remedies, provided for in this Agreement and to do so in the manner provided for in this Agreement, if an Event of Default occurs.

### **13. Miscellaneous**

13.1 The Recipient represents and warrants that no member of the House of Commons or Senate of Canada shall be admitted to any share or part of this Agreement or to any benefit arising from it, that are not otherwise available to the general public.

13.2 The Recipient confirms that no current or former public servant or public office holder, to whom the *Values and Ethics Code for the Public Service*, the *Values and Ethics Code for the Public Sector*, the *Policy on Conflict of Interest and Post-Employment* or the *Conflict of Interest Act* applies, shall derive direct benefit from the Agreement, including any employment, payments or gifts, unless the provision or receipt of such benefits is in compliance with such codes and the legislation. Where an employee of the Recipient is either a current or former (in the last twelve (12) months) public office holder or public servant in the federal government, the Recipient shall demonstrate compliance with these codes and the legislation.

13.3 The Recipient represents and warrants that:

- (a) it has not paid, nor agreed to pay to any person, either directly or indirectly, a commission, fee or other consideration that is contingent upon the execution of this Agreement, or upon the person arranging a meeting with a public office holder;



- (b) it will not pay, nor agree to pay to any person, either directly or indirectly, any commission, fee or other consideration that is contingent upon the person arranging a meeting with a public office holder;
  - (c) the Recipient or any persons who are or have been engaged by the Recipient to communicate or arrange meetings with public office holders, regarding the Project or this Agreement, are in full compliance with all requirements of the *Lobbying Act*; and
  - (d) any persons who may be engaged by the Recipient to communicate or arrange meetings with public office holders, regarding the Project or this Agreement, will at all times be in full compliance with the requirements of the *Lobbying Act*.
- 13.4 The Recipient acknowledges that the representations and warranties in this section are fundamental terms of this Agreement. In the event of breach of these, the Minister may exercise the remedies set out in Subsection 12.3.

#### **14. General**

- 14.1 **Debt due to Canada.** Any amount owed to Her Majesty under this Agreement shall constitute a debt due to Her Majesty and shall be recoverable as such. Unless otherwise specified herein, the Recipient agrees to make payment of any such debt forthwith on demand.
- 14.2 **Interest.** Debts due to Her Majesty will accrue interest in accordance with the *Interest and Administrative Charges Regulations*, in effect on the due date, compounded monthly on overdue balances payable, from the date on which the payment is due, until payment in full is received by Her Majesty. Any such amount is a debt due to Her Majesty and is recoverable as such.
- 14.3 **Set-Off.** Without limiting the scope of set-off rights provided in the *Financial Administration Act*, the Minister may set off against the Contribution, any amounts owed by the Recipient to Her Majesty under legislation or contribution agreements and the Recipient shall declare to the Minister all amounts outstanding in that regard, when making any claim under this Agreement.
- 14.4 **No Assignment of Agreement.** Neither this Agreement nor any part thereof shall be assigned by the Recipient, without the prior written consent of the Minister.
- 14.5 **Annual Appropriation.** Payment by the Minister of amounts due under this Agreement shall be conditional on there being a legislated appropriation for the Fiscal Year in which the payment is to be made. The Minister shall have the right to terminate or reduce the Contribution, in the event that the amount of the appropriation is reduced or denied by Parliament. In the event that any portion of the Contribution has been paid to the Recipient and the legislated appropriation for the Fiscal Year in which such payment is made is not obtained, the Minister shall have the right to recover the amount so paid from the Recipient.
- 14.6 **Successors and Assigns.** This Agreement is binding upon the Recipient, its successors and permitted assigns.
- 14.7 **Confidentiality.** Subject to the *Access to Information Act* (Canada), the *Privacy Act*, the *Library and Archives Act* of Canada and Annex 4 – Federal Visibility Requirements, the Parties shall keep confidential and shall not disclose the contents of this Agreement or the transactions contemplated hereby, without the consent of all Parties.
- 14.8 **International Disputes.** Notwithstanding Subsection 14.7 of this Agreement, the Recipient waives any confidentiality rights to the extent such rights would impede Her Majesty from fulfilling its notification obligations to a world trade panel for the purposes of the conduct of a dispute, in which Her Majesty is a party or a third party intervener. The Minister is authorized to disclose the contents of this Agreement and any documents pertaining thereto, whether predating or subsequent to this Agreement, or of the transactions contemplated herein, where in the opinion of the Minister, such disclosure is necessary to the defence of Her Majesty's interests in the course of a trade remedy investigation conducted by a foreign investigative authority, and is protected from public dissemination by the foreign investigative authority. The Minister shall notify the Recipient of such disclosure.
- 14.9 **Sharing of Information.** Notwithstanding Subsection 14.7 of this Agreement, by entering into this Agreement, the Recipient agrees that the Minister is authorized to share information pertaining to the Recipient, to its application for funding and/or this Agreement with Government of Canada departments and Crown corporations for the purposes of monitoring a funding agreement, avoiding fraud or non-compliance; and to support transparency and accountability. Disclosure of this

information is subject to the relevant privacy and confidentiality laws including without limitation the *Privacy Act*.

- 14.10 **Governing Law.** This Agreement shall be subject to and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 14.11 **Dispute Resolution.** If a dispute arises concerning the application or interpretation of this Agreement, the Parties shall attempt to resolve the matter through good faith negotiation, and may, if necessary and the Parties consent in writing, resolve the matter through mediation or by arbitration, by a mutually acceptable mediator or arbitration in accordance with the Commercial Arbitration Code set out in the schedule to the *Commercial Arbitration Act* (Canada), and all regulations made pursuant to that Act.
- 14.12 **No Amendment.** No amendment to this Agreement shall be effective unless it is made in writing and signed by the Parties hereto.
- 14.13 **No Agency.** No provision of this Agreement or action by the Parties will establish or be deemed to establish any partnership, joint venture, principal-agent or employer-employee relationship in any way, or for any purpose, between Her Majesty and the Recipient, or between Her Majesty and a third party. The Recipient is not in any way authorized to make a promise, agreement or contract and to incur any liability on behalf of Her Majesty, nor shall the Recipient make a promise, agreement or contract and incur any liability on behalf of Her Majesty, and shall be solely responsible for any and all payments and deductions, required by the applicable laws.
- 14.14 **No Waiver.** Any tolerance or indulgence demonstrated by one Party to the other, or any partial or limited exercise of rights conferred on a Party, shall not constitute a waiver of rights, and unless expressly waived in writing the Parties shall be entitled to exercise any right and to seek any remedy, available under this Agreement or otherwise at law. Either Party may, by notice in writing, waive any of its rights under this Agreement.
- 14.15 **Public Dissemination.** All reports and other information that the Minister collects, manages or has a right to receive or produce in accordance with this Agreement, or that the Recipient collects, creates, manages and shares with the Minister, shall be deemed to be “Canada Information”. The Minister shall have the right, subject to the provisions of the *Access to Information Act*, to release to the public, table before Parliament, or publish by any means, any Canada Information, including such excerpts or summaries of the Canada Information as he may, from time to time, decide to make.
- 14.16 **No conflict of interest.** The Recipient and its consultants and any of their respective advisors, partners, directors, officers, shareholders, employees, agents and volunteers shall not engage in any activity where such activity creates a real, apparent or potential conflict of interest in the sole opinion of the Minister, with the carrying out of the Project. For greater certainty, and without limiting the generality of the foregoing, a conflict of interest includes a situation where anyone associated with the Recipient owns or has an interest in an organization that is carrying out work related to the Project.
- 14.17 **Disclose potential conflict of interest.** The Recipient shall disclose to the Minister without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.
- 14.18 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term of the agreement between the Parties is found to be or becomes invalid or unenforceable, whether in whole or in part, such provision or part thereof declared invalid or unenforceable shall be deemed to be severable and shall be deleted from this Agreement and all remaining terms and conditions of this Agreement will continue to be valid and enforceable.
- 14.19 **Business Information.** Notwithstanding anything else contained in this Agreement, the Minister shall be given the right to the use of any of the Recipient’s publicly available business information about the Project (e.g. brochures, awareness, packages, etc.).
- 14.20 **Tax.** The Recipient acknowledges that financial assistance from government programs may have tax implications for its organization and that advice should be obtained from a qualified tax professional.

## **15. Notice**

- 15.1 Any notice, information or document required under this Agreement shall be effectively given, if delivered or sent by letter or email (postage or other charges prepaid). Any notice that is delivered

shall be deemed to have been received on delivery; any notice sent by email shall be deemed to have been received when sent, any notice that is mailed shall be deemed to have been received eight (8) calendar days after being mailed.

15.2 All notices must be sent to the following addresses:

| To the Minister  | To the Recipient   |
|--|--|
| Federal Economic Development Agency for<br>Southern Ontario<br>101-139 Northfield Drive West<br>Waterloo, ON N2L 5A6 | The Corporation of the Town of Arnprior<br>105 Elgin Street West<br>Arnprior, ON, K7S0A8 |
| <b>Attention: Canada Community<br/>Revitalization Fund</b>   | <b>Attention: John Steckly</b>   |
| Email: fdo.ccrf-ferc.fdo@feddevontario.gc.ca   | Email: jsteckly@arnprior.ca  |

15.3 Each of the Parties may change the address, which they have stipulated in this Agreement by notifying in writing the other party of the new address, and such change shall be deemed to take effect fifteen (15) calendar days after receipt of such notice.

**16. Special Conditions**

16.1 **Conditions Precedent.** As a condition precedent to the first disbursement of the Contribution:

- (a) the Recipient agrees to provide to the Minister an officer’s certificate executed by an officer of the Recipient in the form prescribed by the Minister which includes certified copies of the Recipient’s constating documents, by-laws and resolution authorizing the entering into of this Agreement;
- (b) the Recipient shall obtain and maintain general liability and property damage insurance. The Recipient agrees to provide certificates of insurance and such other evidence of insurance as the Minister may request;
- (c) the Recipient agrees to provide the Minister with a direct deposit authorization in the form prescribed by the Minister; and
- (d) the Recipient shall provide to the Minister the following, to the Minister’s satisfaction:
  - (i) documents or evidence confirming Project financing has been secured.
  - (ii) a copy of the Recipient’s conflict of interest policy
  - (iii) a copy of the Recipient’s procurement policy

16.2 The Recipient represents and warrants that the Cash Flow Projection of the Project represented in Annex 1 – Statement of Work accurately reflects the projected cash flow of the Project and agrees and covenants that it shall promptly notify the Minister of any material changes as determined by the Minister to such projected cash flow and obtain the Minister’s prior written consent to such changes.

*[remainder of page intentionally left blank]*

17. Acceptance

The Recipient agrees that unless the Minister receives a duly executed duplicate copy of this Agreement within ten (10) calendar days of the date of execution by the Minister, this Agreement is revocable at the discretion of the Minister.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement through authorized representatives.

Project No.: 1000672

HER MAJESTY THE QUEEN IN RIGHT OF CANADA

Per: **Lafrance, Joel**  
Joël Lafrance, A/Manager  
Canada Community Revitalization Fund  
Federal Economic Development Agency  
for Southern Ontario

Digitally signed by Lafrance, Joel  
DN: C=CA, O=GC, OU=FEDDEVONT, CN="Lafrance, Joel"  
Reason: I am approving this document  
Location: your signing location here  
Date: 2022.03.08 15:57:39-05'00'  
Foxit Reader Version: 11.1.1.0

The Corporation of the Town of Arnprior

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
Robin Paquette  
Chief Administrative Officer

I have authority to bind the corporation.

CANADA COMMUNITY REVITALIZATION FUND

STATEMENT OF WORK  
1000672 – Renovation of Arnprior Public Library

Primary Project Location: 21 Madawaska Street, ARNPRIOR, K7S 1R6  
Project Start Date: April 01, 2022  
Project Completion Date: February 28, 2023

Objective

By February 28, 2023, the Town of Arnprior will construct a new accessible outdoor space and construct an additional 500 sq. ft. (approximately) of interior community space in the Arnprior Public Library at 21 Madawaska Street in Arnprior, Ontario. This project will provide a safe accessible outdoor location for the public to access the free Wi-Fi supplied by the library and safely attend outdoor programming. A new automatic door will be installed to allow access to the library from the east side of the library. The interior of the library will be renovated to allow for an additional 500 sq. ft. of usable space for the community to meet, gather and attend programming.

ACTIVITIES

| Activity   | Estimated Completion Date |
|--|---------------------------|
| Architectural design, drawings, specifications, and tender documents | March 14, 2022            |
| Tendering  | April 14, 2022            |
| Space for interior renovations prepared                              | April 30, 2022            |
| Siteworks and excavation   | May 31, 2022              |
| Concrete work & foundation   | June 30, 2022             |
| Structural and framing   | August 15, 2022           |
| Building envelope  | November 30, 2022         |
| Interior finishes and landscaping                                    | February 28, 2023         |

Statement on Diversity and Inclusion

The Agency and the Recipient recognize and acknowledge their shared commitment to support a more diverse and inclusive Southern Ontario and Canadian economy. Throughout the duration of the Project, the Recipient agrees to engage with the Agency on their approach(es) to fostering diversity and inclusion within their organization. Examples could include:

- Collecting data and preparing reports on the Recipient’s workforce and participant (defined as collaborators, businesses supported, etc.) demographic composition (on a disaggregated basis) including baseline information;
- Developing and implementing a workplace diversity plan that could include efforts such as increasing senior leadership and workforce participation of underrepresented groups, providing skills development training programs for members of underrepresented groups as defined in the *Employment Equity Act*, or other initiatives;
- Identifying ways to leverage the supply chains and procurement opportunities within southern Ontario to access goods and services from businesses that are predominantly owned, operated and controlled by underrepresented groups as defined in the *Employment Equity Act* and consistent with the Government of Canada’s Indigenous procurement practices, and
- Undertaking actions to accelerate equity activities within their organizations consistent with the 50-30 Challenge.
- Considering registering as a participant under Canada’s 50-30 Challenge.

Expected Results of the Project

- The Township of Arnprior has a renovated interior space, a safe new accessible outdoor space with access to Wi-Fi and an accessible door at the east end of the Arnprior Public Library.
- The Recipient ensures that the infrastructure asset related to the Project is and will remain open, available and accessible to the public.

Key Project Impacts

The Recipient will track performance against these indicators and report on progress and final results as per Annex 3 of this Agreement.

Mandatory Indicators

| Measurement                                | At Project End |
|--|----------------|
| Total cash leveraged                       | \$318,797      |
| Number of community public spaces created  | 1              |
| Number of community public spaces expanded | 0              |
| Number of community public spaces improved | 1              |

Jobs (Mandatory)

| Jobs   | Number of full-time equivalents <sup>1</sup> |                        |                         |           |       |
|--|--|------------------------|-------------------------|-----------|-------|
|  | Created                                      |                        | Maintained <sup>2</sup> |           | Total |
|  | Permanent <sup>3</sup>                       | Temporary <sup>4</sup> | Permanent               | Temporary |       |
| Forecasted total jobs by Project Completion  | 0  | 0                      | 1                       | 0         | 0     |
| <sup>1</sup> Full-time equivalent (FTE) is equivalent to one employee working full time or more than one person part-time, such that the total working time is the equivalent of one person working full-time. Generally, full-time positions will involve between 35 and 40 hours in a regular workweek. A FTE calculation is the total hours worked in a week divided by the regular workweek. FTEs do not include positions created as a result of subcontracts to undertake work on the project (e.g. construction, suppliers, etc.). The Recipient must be the employer of the FTEs reported in this table.<br><sup>2</sup> Maintained refers to employment that existed prior to the project, but which would not have continued, or would have been unlikely to continue, if the project had not been funded.<br><sup>3</sup> Permanent job is a position without a fixed end date.<br><sup>4</sup> Temporary job is defined as a temporary or contract position with a fixed end date. |  |                        |                         |           |       |

Project Costs & Financing

| COSTS  | Eligible & Supported <sup>1,2</sup> |        | Eligible & Not Supported | Ineligible | Total      |        |
|--|-------------------------------------|--------|--------------------------|------------|------------|--------|
| CAPITAL COSTS                                  |                                     |        |                          |            |            |        |
| Facility construction/renovations <sup>5</sup> | \$ 439,377                          | 89.5%  | \$ 196,015               | \$ 0       | \$ 635,392 | 92.5%  |
| Equipment purchases/installation               | \$ 0                                | 0.0%   | \$ 0                     | \$ 0       | \$ 0       | 0.0%   |
| NON-CAPITAL COSTS                              |                                     |        |                          |            |            |        |
| Labour (employees)                             | \$ 0                                | 0.0%   | \$ 0                     | \$ 0       | \$ 0       | 0.0%   |
| Expertise (consulting, contract) <sup>6</sup>  | \$ 51,750                           | 10.5%  | \$ 0                     | \$ 0       | \$ 51,750  | 7.5%   |
| Project Management                             | \$ 0                                | 0.0%   | \$ 0                     | \$ 0       | \$ 0       | 0.0%   |
| TOTAL  | \$ 491,127                          | 100.0% | \$ 196,015               | \$ 0       | \$ 687,142 | 100.0% |

| FINANCING                        | Eligible & Supported |        | Eligible & Not Supported | Ineligible | Total      |        |
|----------------------------------|----------------------|--------|--------------------------|------------|------------|--------|
| FedDev Ontario                   | \$ 368,345           | 75.0%  |                          |            | \$ 368,345 | 53.6%  |
| Other Federal                    | \$ 0                 | 0.0%   | \$ 0                     | \$ 0       | \$ 0       | 0.0%   |
| Provincial                       | \$ 0                 | 0.0%   | \$ 0                     | \$ 0       | \$ 0       | 0.0%   |
| Municipal                        | \$ 122,782           | 25.0%  | \$ 196,015               | \$ 0       | \$ 318,797 | 46.4%  |
| Other Private (Equity/Financing) | \$ 0                 | 0.0%   | \$ 0                     | \$ 0       | \$ 0       | 0.0%   |
| Applicant                        | \$ 0                 | 0.0%   | \$ 0                     | \$ 0       | \$ 0       | 0.0%   |
| TOTAL                            | \$ 491,127           | 100.0% | \$ 196,015               | \$ 0       | \$ 687,142 | 100.0% |

| CONTRIBUTION ALLOCATIONS BY FISCAL YEAR <sup>3</sup> | Eligible & Supported Project Costs | FedDev Ontario Contribution per Fiscal Year (\$, reimbursement %) |     |
|--|------------------------------------|---|-----|
| 2021-22  | \$12,250                           | \$ 9,188  | 75% |
| 2022-23  | \$478,877                          | \$ 359,157  | 75% |
| TOTAL  | \$491,127                          | \$ 368,345  | 75% |

| STACKING CALCULATION              | Eligible Capital Costs<br>Capital Costs | Eligible Non-Capital Costs |
|-----------------------------------|---|----------------------------|
| Total Eligible Costs <sup>4</sup> | \$ 635,392                              | \$ 51,750                  |
| Total Government Contributions    | \$340,604                               | \$27,741                   |
| Stacking %                        | 100.0%                                  | 100.0%                     |
| Stacking Limit                    | 100.0%                                  | 100.0%                     |

Notes:

1. Eligible and Supported Costs include the amount of the harmonized sales tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.
2. The Recipient shall not redirect funding amount between cost categories without the prior written consent of the Minister.
3. FedDev Ontario’s contribution allocations by Fiscal Year will not be reallocated without the prior written consent of the Minister. The Minister has no obligation to pay any amounts in any other Fiscal Years than those specified above. Failure to adhere to Fiscal Year allocations can result in a reduced contribution amount.
4. Eligible Costs is the sum of Eligible and Supported Costs and Eligible and Not-Supported costs.
5. Facility construction/renovation costs include but are not limited to construction of outdoor patio and multi-purpose room.
6. Expertise (consulting, contract) costs include but are not limited to architectural and engineering fees related to the project.

**Annex 2**

**CANADA COMMUNITY REVITALIZATION FUND**

**COSTING GUIDELINE MEMORANDUM**

**1.0 General Conditions**

- 1.1 Costs are Eligible and Supported Costs for the purposes of this Agreement only if they are, in the opinion of the Minister:
  - (a) directly related to the intent of the Project;
  - (b) reasonable;
  - (c) appear in Annex 1 - Statement of Work;
  - (d) incurred in respect of activities, which are incremental to the usual activities of the Recipient; and
  - (e) incurred between the Eligibility Date and the Completion Date.
- 1.2 Costs submitted for reimbursement must be net of any refund or eligible tax credits (including HST).
- 1.3 Costs incurred by way of the exercise of an option to purchase or hire are eligible, only if the exercise of the option is at the sole discretion of the Recipient and the option has been exercised and the costs incurred between the Eligibility Date and the Completion Date.
- 1.4 The costs of all goods and services acquired from an entity which, in the opinion of the Minister, is not at arm's length from the Recipient, shall be valued at the cost which, in the opinion of the Minister, represents the fair market value of such goods or services, which cost shall not include any mark up for profit or return on investment.
- 1.5 No cost described in Subsection 1.4 above shall be eligible for inclusion in Eligible and Supported Costs, unless the Recipient causes the supplying entity to maintain proper books, accounts and records of the costs related to the Project, and to provide the Minister access to such books, accounts and records.

**2.0 Eligible Costs**

Where consistent with the approved Eligible and Supported Costs, as defined in Annex 1 - Statement of Work, the following criteria will be used in determining eligibility of costs:

**2.1 Travel Costs - Transportation**

Eligible and Supported Costs incurred for travel are those, which are deemed necessary to the performance of the Project. To be eligible, travel costs must be clearly documented as to the purpose of each trip. Travel expenses, at economy rates, shall be charged at actual costs, but only to the extent that they are considered reasonable by the Minister.

Necessary return airfare, train fare or bus fare at economy rates for participating personnel, where a personal automobile is to be used, kilometre (mileage) allowance will be based on current Treasury Board of Canada Travel Directives. Eligible and Supported Costs shall be limited to the cost that would have been incurred and paid had normal public transportation at economy rates been used.

Food and accommodation costs are eligible only if deemed necessary to the performance of the Project in the opinion of the Minister. If eligible, food and accommodation allowances will be based on current Treasury Board of Canada Travel Directives.

Costs that are, in the opinion of the Minister, entertainment or hospitality costs are not eligible.

**2.2 Audit of Project Costs Claimed**

If expressly approved in writing by the Minister, Eligible and Supported Costs may include the cost of professional accountants certifying the accuracy of any costs claimed.

**2.3 Consultants**

The direct costs of studies and/or services carried out by a private contractor or consultant are eligible.



Where a particular contractor or consultant has been specified in the Agreement, and the Recipient wishes to proceed with the Project using another contractor or consultant, prior consultation with the Minister is advised to ensure eligibility.

The Minister shall not contribute to the cost of the services of any consultant that is not, in the opinion of the Minister, at arm's length from the Recipient.

#### **2.4 Calculation of Direct Labour**

Labour and benefit costs claimed by the Recipient as direct Eligible and Supported Costs toward the Project will include only that time worked directly on the Project at the payroll rate and excludes indirect time, non-project related time, holidays, vacation, bonuses, paid sickness, etc., except as noted below. Paid overtime, where considered reasonable in the opinion of the Minister, may be claimed. Time off in lieu of payment is not eligible. Time claimed will normally be expressed in hours.

The payroll rate is the actual gross pay rate for each employee (normal periodic remuneration before deductions). The payroll rate excludes all premiums (e.g. overtime, payment in lieu of vacation), shift differentials and any reimbursement or benefit conferred in lieu of salaries or wages except those noted below.

Claims relating to the employer's portion of the Ontario Workplace Safety and Insurance Board (WSIB), statutory benefits (e.g., Canada Pension Plan (CPP), Employment Insurance (EI) and vacation) and discretionary benefits (i.e., dental, extended health, disability and life insurance, pension plans, holiday and paid leave) negotiated as part of collective agreements or other salary and benefit packages shall be limited to the lesser of:

- (a) actual cost; and
- (b) twenty percent (20%) of the payroll rate of each employee.

Benefits such as car allowances and other benefits beyond those listed above are not eligible.

#### **2.5 Sales Taxes**

Eligible and Supported Costs include the amount of the harmonized sales tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.

In order to have the HST approved as an Eligible and Supported Cost on claims, the Recipient will be required to provide documentation verifying the organization's status under the relevant tax legislation.

#### **2.6 Carbon Offset Credits**

Eligible and Supported Costs include the purchase of eligible carbon offset credits from a vendor which has received third-party verification and adheres to internationally agreed standards including: Gold Standard, VER+, VERRA (formerly VCS, Verified Carbon Standard), and B.C. Offset System, and where the purchase of said eligible carbon offset credits are for events, conferences and travel related the Project, as may be permitted hereunder.

### **3.0 Ineligible Costs**

For greater certainty, any costs that do not qualify as Eligible and Supported Costs in accordance with section 1.0 of this Annex, shall be ineligible for inclusion in the Eligible Costs. By way of example only, ineligible costs include, but are not limited to, the following:

- (a) costs of land, building or vehicle purchase;
- (b) refinancing;
- (c) costs of intangible assets such as goodwill, whether capitalized or expensed;
- (d) depreciation or amortization expenses;
- (e) interest on invested capital, bonds, debentures, or mortgages;
- (f) bond discount;
- (g) losses on investments, bad debts and any other debts;
- (h) fines or penalties;
- (i) costs related to litigation;
- (j) non-incremental wages;
- (k) fees for administrators, including payments to any member or officer of the Recipient's Board of Directors;
- (l) opportunity costs;

- (m) hospitality and entertainment costs;
- (n) costs of individual membership in a professional body (e.g. professional designations); and
- (o) lobbyist fees.

**Annex 3**

**CANADA COMMUNITY REVITALIZATION FUND**

**REPORTING REQUIREMENTS**

1. **Reports.** The Recipient shall submit to the Minister a report on the Project, substantially in the form prescribed by the Minister and satisfactory to the Minister in scope and detail, in order to allow the Minister to assess the progress of the Project. Reports will be submitted on the dates described in the reporting schedule provided by the Minister. The Minister may reassess the reporting frequency from time to time at the Minister's sole discretion and notify the Recipient of any changes.
2. **Annual report.** The Recipient shall submit to the Minister an annual report on the Project no later than April 15 of each year, substantially in the form and substance prescribed by the Minister. The Recipient will include information on their diversity and inclusion approach including baseline information, and report on progress with respect to diversity and inclusion initiatives.
3. **Final Report.** In accordance with Subsection 6.6, the Recipient shall submit to the Minister a final report on the project, substantially in the form prescribed by the Minister and satisfactory to the Minister in scope and detail, in order to allow the Minister to assess the outcome of the Project.
4. **Financial Statements and Insurance.** The Recipient shall submit to the Minister a copy of the Recipient's insurance policy and financial statements, accompanied by an externally prepared audit report or review report (as determined by the Minister) that has been issued by a licensed public accountant. These financial statements will be submitted within one hundred and eighty (180) calendar days of the Recipient's fiscal year end or within such longer period, as may be authorized in writing by the Minister.

**Annex 4**

**CANADA COMMUNITY REVITALIZATION FUND**

**FEDERAL VISIBILITY REQUIREMENTS**

1. The Recipient agrees that its name, the amount of the Contribution and a description of the general nature of the activities supported under this Agreement may be made publicly available by the Minister for reasons of transparency and proactive disclosure.
2. In order to promote the support received from the Minister, and to raise awareness of the Agency's ongoing work and impact across Southern Ontario, the Recipient agrees to, at the request of the Agency:
  - Participate in and assist with the coordination of a public announcement of the Projects in the form of an event and/or news release, as determined by the Minister. The Recipient shall maintain the confidentiality of this Agreement until the public announcement takes place;
  - Highlight project achievements and milestones in the form of public events and/or news releases;
  - Celebrate project completion in the form of a public event and/or news release; and
  - Participate in and assist with activities and projects intended to demonstrate the Agency's impact across Southern Ontario, including, but not limited to: photo opportunities, site visits, success stories (in written and/or video formats), and promotion across available traditional and digital media platforms.

All public events requested by the Recipient are at the discretion of the Minister and will be supported by the Agency's Communications Branch. Notice of fifteen (15) business days must be given to the Minister for any public event.

For the activities listed above, the Minister may require access to the Recipient's work site(s), but only insofar as trade secrets or sensitive material, such as intellectual property or proofs of concept that may exist under or be in the patent process, are not divulged.

3. The Recipient agrees to include the appropriate "Government of Canada" wordmark and/or Agency funding acknowledgement in all publications and activities that describe or promote the products and services funded in whole or in part by this Agreement, including, but not limited to, web sites, social media, digital and print media. All official government identifiers will be provided to the Recipient by the Agency and must be approved by the Agency prior to publication. The Recipient will provide the Agency with no less than ten (10) business days for the approval of all materials prior to its release. The Recipient will acknowledge the support received from Her Majesty in all communication and promotional activities until twelve (12) months following the Project Completion Date.

The Minister may, by notice in writing given to the Recipient, require that recognition of the support provided by the Minister not be made in any public communication of the Recipient.

Visibility requirements may be exempted in circumstances where public acknowledgement of Ministerial support is detrimental to the Recipient and/or the Project. These cases must be made known to the Minister.

**The Corporation of the  
Town of Arnprior**

**By-law Number 7274-22**

Being a by-law to designate a Community Improvement Project Area respecting the revitalization, redevelopment and enhancement of the Town of Arnprior

**Whereas** Section 28(2) of the *Planning Act, R.S.O., 1990*, as amended, states that “where there is an official plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area”; and

**Whereas** Section 28(1) the *Planning Act, R.S.O., 1990*, as amended, defines a Community Improvement Project Area as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”; and

**Whereas** the Official Plan for the Town of Arnprior contains provisions enabling the Council of the Corporation of the Town of Arnprior to designate a Community Improvement Project Area by by-law for the purpose of preparing a Community Improvement Plan; and

**Whereas** the Council of the Corporation of the Town of Arnprior has deemed it appropriate and desirable to designate the Town of Arnprior as a Community Improvement Project Area for the purpose of establishing a Community Improvement Plan respecting the revitalization, redevelopment, and enhancement, in accordance with Section 28(2) of the *Planning Act, R.S.O., 1990*, as amended;

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

1. **That** the areas illustrated on Schedule “A” attached hereto and forming part of this By-law are hereby designated as a Community Improvement Project Area respecting the revitalization, redevelopment and enhancement of the Town of Arnprior.

2. **That** this by-law shall come into force and take effect on the day of its passing.
3. **That** By-law Number 5930-11, and any other by-laws or resolutions or parts of by-laws or resolutions inconsistent with the provisions of this by-law are hereby repealed.

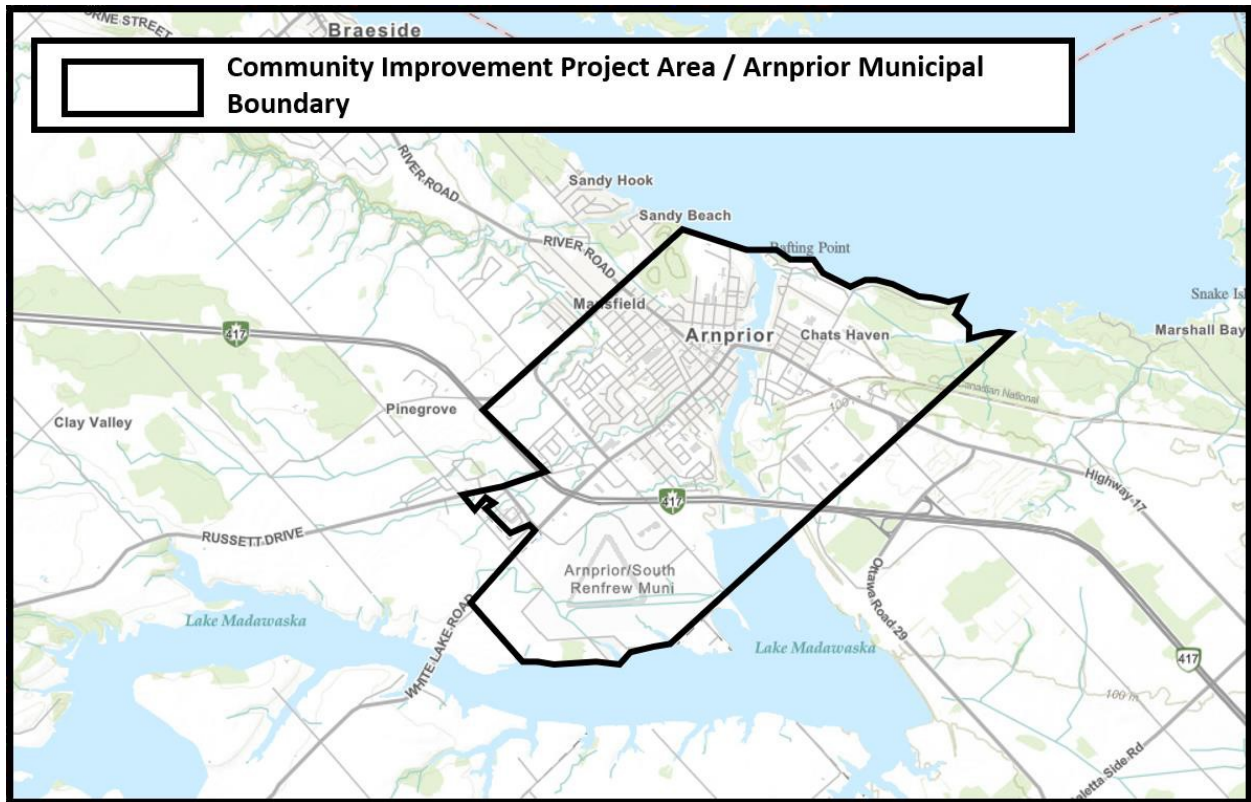
**Enacted and passed** this 14<sup>th</sup> day of March, 2022.

Signatures:

Mayor Walter Stack

Maureen Spratt, Clerk

Schedule "A" to By-law 7274-22



**The Corporation of the  
Town of Arnprior**

**By-Law No. 7275-22**

Being a by-law to adopt a community improvement plan in the Town of Arnprior.

**Whereas** By-law No. 7274-22 passed on the 14th day of March, 2022, designated a Community Improvement Project Area for the purpose of preparing and implementing a Community Improvement Plan respecting the revitalization, redevelopment, and enhancement of the Town of Arnprior; and

**Whereas** the Council of the Corporation of the Town of Arnprior has deemed it appropriate to adopt a Community Improvement Plan for the established Community Improvement Project Area, in accordance with Section 28 of the *Planning Act, R.S.O., 1990*, as amended, for the purpose of carrying out community improvement through various Town-led initiatives and financial incentives set forth in a Community Improvement Plan; and

**Whereas** the Council of the Corporation of the Town of Arnprior has fulfilled the requirements of Section 28 of the *Planning Act, R.S.O., 1990*, as amended;

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

1. **That** the Community Improvement Plan for revitalization, redevelopment, and enhancement of the Town of Arnprior consisting of the attached text being Schedule "A" is hereby adopted.
2. **That** this by-law shall come into force and take effect on the passing thereof.
3. **That** By-law 5981-11 and any other by-laws or resolutions or parts of by-laws or resolutions inconsistent with the provisions of this by-law are hereby repealed.

**Enacted and passed** this 14<sup>th</sup> day of March, 2022.

Signatures:

Mayor Walter Stack

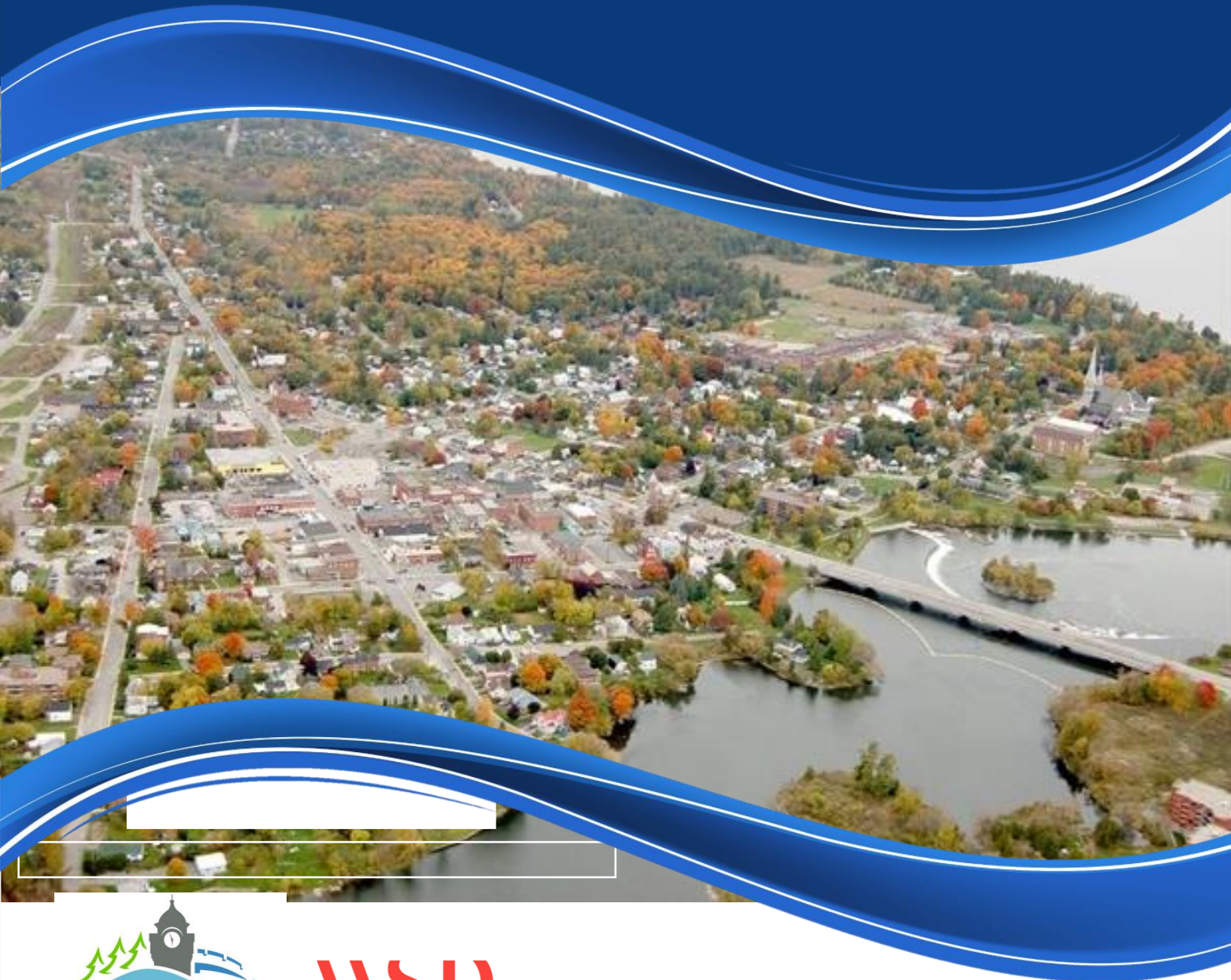
Maureen Spratt, Clerk



# Town of Arnprior

## Final Community Improvement Plan

March 2022  
Issued for Council Adoption



# Town of Arnprior

## Final Community Improvement Plan

March 2022  
Issued for Council Adoption

Prepared for:  
Town of Arnprior

105 Elgin Street West  
Arnprior, ON K7S 0A8

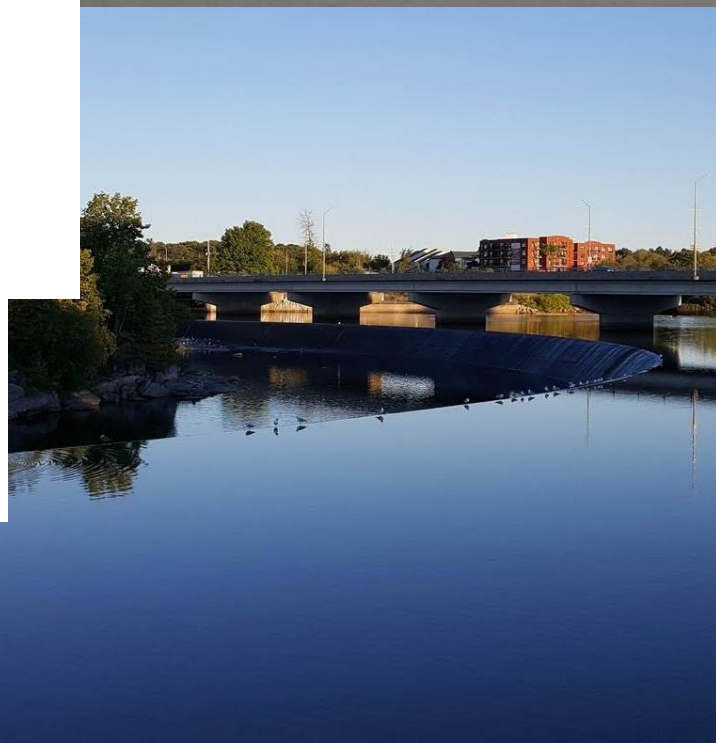


Prepared by:  
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## Appendices

Appendix A - Community Improvement Plan Design Guidelines

# 1 Introduction

The Town of Arnprior is located in the County of Renfrew at the confluence of the Madawaska River and the Ottawa Rivers. Daniel Street and Madawaska Boulevard form the main routes from Highway 417 and Highway 17, functioning as the Town's primary commercial corridors and as entryways into the historic Downtown. The Town is approximately 67 km west of downtown Ottawa, and hosts a wealth of trails, parks and waterfront.

The Town of Arnprior adopted a Community Improvement Plan (CIP) in 2011. Since that time, there have been a number of changes to provincial planning legislation and policy, as well as municipal conditions. The Town of Arnprior has grown significantly since the completion of the 2011 CIP. Growth, coupled with sustained positive economic development outcomes such as new business and investment in infrastructure signals an opportunity to revisit and update the CIP. In accordance with the Planning Act, this Community Improvement Plan has been prepared to establish a renewed framework for community revitalization and improvement.

Geographically, the Town occupies a total land area of 13.04 km<sup>2</sup> (Statistics Canada, 2021). According to the 2021 Census (Statistics Canada), the population of the Town of Arnprior was 9,629, which represents an increase of 9.5% from the year 2016. The Arnprior 2015 Official Plan anticipates growth by the 2036 planning horizon to a population of 11,733 (Arnprior Official Plan, 2017).

## 1.1 Background – What is a Community Improvement Plan?

A CIP is a planning and economic development tool for municipalities to promote community revitalization. A CIP often serves as a catalyst for achieving goals related to economic development, community planning and desirable revitalization. Municipalities use CIPs to enable a wide range of policies and financial incentive programs that encourage private investment, and support strategic municipal initiatives. Effective CIPs are responsive to local needs, priorities and opportunities within designated community improvement project areas. They can provide a range of benefits for a community, including:

- Stimulating private sector investment in targeted areas through grants and loans provided by the Town;
- Promoting revitalization and place-making to attract tourism, business investment, and economic development opportunities;
- Developing affordable housing;
- Promoting the cleanup and redevelopment of brownfield sites;
- Enhancing streetscapes, landscaping, building façades, signage, and accessibility; and
- Supporting energy efficiency and other green development strategies.

Under Section 106 of the Municipal Act, municipalities are prohibited from directly or indirectly assisting private landowners. However, municipalities are exempt from these restrictions if they are exercising their authority under Section 28 of the Planning Act, to promote community improvement initiatives. Municipalities may establish incentives that offer grants or loans to landowners or tenants to pay for eligible costs, and property tax assistance for environmental remediation purposes.

A municipality's Official Plan must establish policies to enable the preparation of a CIP, and the municipality also requires a by-law designating a Community Improvement Project Area (CIPA). Under Section 28 of the Planning Act, once an area has been designated a CIPA, a variety of financial assistance programs may be implemented. These programs may include grants or loans to property owners and tenants to help cover the costs of improvements to eligible properties.

A key component of a CIP is the eligibility criteria for its grant or loan programs, which are tailored to the municipality and establish the conditions by which an application for a financial incentive will be evaluated. By applying these eligibility criteria to applications for financial incentive programs, the CIP can advance a wide range of planning, urban design, and economic development objectives.

Municipalities may also incorporate a "Municipal or Town leadership strategy" into a CIP to identify other actions, programs, capital projects, and policies that may assist in revitalizing target areas. A Town leadership strategy may address issues related to policy and regulatory gaps or conflicts (e.g., changes required to the Zoning By-law), streetscaping and public realm improvements or guidelines, or the implementation of other projects related to community revitalization.

The success of a CIP also depends on a strong marketing strategy, a monitoring program, and periodic reviews of the financial incentive programs to determine their continued relevancy and any required adjustments to better meet current and anticipated economic conditions and trends.

This CIP was developed in consultation with community members, businesses, the Town of Arnprior Community Development Advisory Committee, and Council members.

## 1.2 Purpose of the CIP

The purpose of the Town of Arnprior Community Improvement Plan ("CIP" or the "Plan") is to establish a framework for the revitalization of the areas of the Town in need of improvement or revitalization.

This CIP establishes a suite of incentive programs that can be used to directly stimulate private sector investment that meets the Vision, Objectives and Goals of the Plan. In addition, the CIP sets out Town leadership programs that may be undertaken by the Town to further augment and support private-sector investment and urban revitalization.

This Final CIP is organized as follows:

- **Section 1** outlines the legislative, policy, and regulatory framework for the preparation of the CIP;
- **Section 2** presents the approach to Community Improvement, including the vision for the Town's CIP and its goals;
- **Section 3** presents the Town Leadership Programs
- **Section 4** presents the Financial Incentive Programs

- **Section 5** outlines the monitoring and evaluation of the Plan
- **Section 6** outlines the implementation of the Plan
- **Section 7** provides concluding remarks.

## 1.3 Legislative, Policy and Regulatory Framework

### 1.3.1 Planning Act

The Planning Act outlines the tools, methods and processes that municipalities can use to plan for and regulate the use of land and buildings in Ontario. The Act also outlines the powers that municipalities can exercise through a Community Improvement Plan. Section 28 (1) of the Planning Act defines community improvement as:

“...the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary.”

Section 28 of the Planning Act allows municipalities whose Official Plans contain provisions regarding community improvement to prepare and adopt Community Improvement Plans for designated Community Improvement Project Areas (Section 28 (2)).

A Community Improvement Project Area is the area to which the Community Improvement Plan applies, and is passed as a by-law of Council (Section 28 (3)). The area can be designated based on criteria, including:

“...age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reasons.”  
(Section 28 (1))

The broad nature of the definition provides municipalities with the flexibility to address specific local community improvement issues, such as downtown or main street revitalization, as well as issues that are more generally present in a municipality at large, such as the presence of brownfield sites.

Where a by-law designating a community improvement project area has been passed, Council may adopt a plan in accordance with certain subsections of Section 17 of the Planning Act. Section 17 outlines the statutory process for adopting the document, including the provision of at least one public meeting, which must be held no earlier than 20 days after publishing the notice of the public meeting and making the Community Improvement Plan publicly available for review. Under Section 17(15) of the Planning Act, the Ministry of Municipal Affairs and the upper-tier municipality, if applicable, must be consulted during the preparation of a Community Improvement Plan.

Under Section 28(7), the municipality may issue grants and loans to property owners and tenants to help pay for eligible costs. “Eligible costs” are broadly defined to include:

“costs related to environmental site assessment, environmental remediation, development, redevelopment, construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses, buildings, structures, works, improvements or facilities” (Section 28(7.1)).

Under no circumstance can the amount of a grant or loan made in respect of particular lands and buildings exceed the eligible cost of the community improvement plan with respect to those lands and buildings (Section 28(7.3)). The Planning Act also contains provisions that allow the municipality to enter into agreements concerning any grants or loans it may issue, and permit the municipality to register the agreement against the title of the land (Section 28(11)).

Once Council is satisfied that a Community Improvement Plan has been carried out, Council may pass a by-law to dissolve the Community Improvement Project Area. Following the dissolution of the project area, any previously effected Community Improvement Plans are rendered non-applicable (Section 28(13)).

### 1.3.2 Municipal Act

The Municipal Act prohibits municipalities from directly or indirectly assisting any manufacturing business or other industrial or commercial enterprise through the granting of bonuses (Section 106(1)). Prohibited actions include:

- a) giving or lending any property of the municipality, including money;
- b) guaranteeing borrowing;
- c) leasing or selling any property of the municipality at below fair market value; or
- d) giving a total or partial exemption from any levy, charge or fee. (Section 106(2))

Section 106(3) of the Municipal Act provides an exception to the above, indicating that a municipality may exercise powers under Section 28(6), (7) or (7.2) of the Planning Act or Section 365.1 of the Municipal Act.

By providing an exception to Section 106(1), the Municipal Act grants a municipality powers and tools for community improvement. These include tools related to the remediation and redevelopment of brownfield properties. Brownfield properties are considered to be properties that are (or are perceived to be) contaminated as a result of a prior land use (e.g., a former gas station). Section 365.1 of the Municipal Act enables municipalities to provide property tax assistance to eligible properties to offset all or part of the remediation costs. The Municipal Act also grants municipalities the authority to cancel or defer the municipal portion of property taxes on eligible properties.

It is noted that this section of the Municipal Act does not specifically address the provision of financial assistance to residential properties. Typically, Community Improvement Plans are intended to focus on commercial properties, but there are examples of Community Improvement Plans that provide limited funding opportunities for specific types of residential properties (e.g., to help maintain historic residential properties or create new residential units).

Section 107 of the Municipal Act outlines a municipality's powers to make grants, including the power to provide a grant in the form of a loan or by guaranteeing a loan, subject to criteria outlined in Section 106. Additional powers include:



- Selling or leasing land for nominal consideration, or granting land;
- Providing land owned and occupied by the municipality for use by anyone, upon terms established by council; and
- Selling, leasing, or disposing of any municipal property at a nominal price, or by way of a grant, to provide for the use of the property on terms established by council.

Additionally, the Municipal Act permits municipalities to provide tax relief to owners of eligible heritage properties (Section 365.2). Municipalities may pass a by-law to establish a local program that provides tax reductions or refunds to owners of eligible heritage properties. To be eligible, properties must be designated under Part IV of the Ontario Heritage Act, or part of a Heritage Conservation District designated under Part V of the Ontario Heritage Act, or subject to a separate heritage conservation agreement between the owner and the municipality.

### 1.3.3 Ontario Heritage Act

The Ontario Heritage Act is relevant to the preparation of a CIP, as it may support heritage conservation through financial incentives or municipal leadership programs. Under Section 39(1) of the Ontario Heritage Act, municipalities may pass by-laws to implement separate grant or loan programs to help owners of heritage properties designated under Part IV of the Act to pay for alterations to the property, in accordance with the terms established by the by-laws.

The downtown core in Arnprior is designated as a Heritage Conservation District under Part V of the Ontario Heritage Act. The objective of the designation is to conserve and enhance the historical and architectural character of the district. The Heritage Conservation District Plan identifies 49 buildings within the district.

### 1.3.4 Accessibility for Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act (AODA) establishes the framework for the development of province-wide, mandatory accessibility standards in all areas of daily life. It guides building design through amendments to the Ontario Building Code, as well as the design of public spaces that are considered to be “new construction” or are undergoing major changes to existing features. Revitalization and redevelopment efforts supported by the CIP will need to consider AODA standards.

### 1.3.5 Provincial Policy Statement (2020)

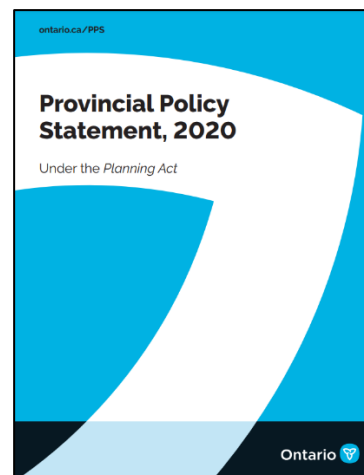
Since the previous Arnprior CIP (2011), there have been two updates to the Provincial Policy Statement, most recently in 2020. The 2020 Provincial Policy Statement (PPS) outlines the province’s policies regarding community planning in Ontario. Though the PPS does not explicitly reference Community Improvement Plans, it supports the revitalization of Ontario’s urban areas through specific policies.

Policy 1.1.3 promotes the regeneration of settlement areas. Policy 1.1.3 states that planning authorities are to identify locations and promote opportunities for intensification and redevelopment, including brownfield redevelopment. The PPS defines brownfield sites as:

“Undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.”

Healthy, livable and safe communities should be promoted through various means including the improvement of accessibility for persons with disabilities and older persons, by identifying, preventing, and removing land use barriers which restrict their full participation (Policy 1.1.1(f)).

Policy 1.7 promotes long-term economic prosperity, which is to be supported by the revitalization of downtowns and main streets (Policy 1.7.1(d)), and the promotion of brownfield site redevelopment (Policy 1.7.1 (f)), among other means.



The PPS also promotes the provision of affordable housing. Policy 1.4.3 requires that planning authorities provide an appropriate range and mix of housing types and densities to meet current and future demand by “establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households.”

Policy 2.6 of the PPS requires the conservation of cultural heritage resources. Specifically, Policy 2.6.1 states that “Significant built heritage resources and significant cultural heritage landscapes shall be conserved.” Additionally, proponents of development and site alteration on lands adjacent to protected heritage resources must demonstrate that the heritage attributes of the protected property will be conserved (Policy 2.6.3).

In summary, the PPS supports the maintenance and revitalization of the Town of Arnprior through measures that could include the use of a Community Improvement Plan to:

- Promote the economic viability of the commercial core and other potential project areas;
- Improve accessibility of the built environment for persons with disabilities;
- Improve the availability of affordable housing;
- Promote opportunities for intensification and redevelopment, including brownfield sites, where they exist; and
- Help conserve and improve cultural heritage resources.

### 1.3.6 County of Renfrew Official Plan (2020)

The Official Plan for the County of Renfrew (OP) was initially adopted by Council on March 27, 2002 and underwent a 5-year review which received approval from the Ministry of Municipal Affairs and Housing in March 2020. The OP provides a policy framework for growth and development in the County to guide future development to the year 2038 and helps to coordinate planning objectives amongst the twelve Townships and five Towns located in the County, including the Town of Arnprior.

The OP sets out a series of objectives, including to “maintain and enhance the quality of the natural, built, and human environments in the county,” “strengthen and diversify the County’s

economic base within municipal servicing limitations,” and “to direct the majority of projected residential growth to Urban and Village and Community areas” within the lower-tier municipalities. The OP also recognizes that additional policies, in the form of Official Plans, may be prepared for local municipalities such as the Town of Arnprior. As the Town has its own detailed OP, the policies specific to Urban Communities and Local Plans are those which are most relevant to Arnprior and the development of the CIP.

The OP recognizes that the Town of Arnprior, along with the other four Towns in the County, represent important service centres for residents both in the Town and in the surrounding rural areas. The following objectives and policies under Sections 2.2, 3.2 and 3.3 of the OP are particularly relevant to the CIP:

- General Development Policy (1)(c): “Encouraging housing forms and densities designed to be affordable to moderate and lower income households.”
- General Development Policy (4)(n): “The design of new and re-developed buildings shall meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).”
- Urban Community Objective (2): “to provide opportunities for an adequate supply and diversity of housing to satisfy the varied needs of a growing community.”
- Urban Community Objective (3): “to provide the opportunity for an adequate supply and diversity of commerce and industry to serve the needs of a growing community.”
- Urban Community Objective (5): “to encourage steady, economic growth in a carefully controlled manner to provide employment.”
- Urban Community Objective (6): “to encourage economically viable and physically attractive central business districts.”
- Urban Community Policy (3): “The local Official Plans for Urban Communities should contain, at a minimum, general development and land use policies dealing with the following issues:
  - [...]
  - Community Improvement;
  - Economic Development;
  - Growth management, including policies that focus growth to settlement areas;
  - [...].”

A number of these general development policies and community objectives directly support the development of a CIP.

### 1.3.7 Town of Arnprior Official Plan (2017)

The Official Plan for the Town of Arnprior (OP) was adopted on June 26, 2017. The OP sets out a policy framework to guide the Town’s development. It describes land use policies to ensure that future planning and development meets the needs of the Town of Arnprior while protecting natural spaces. The Plan identifies a series of objectives and provides direction regarding growth and development in the Town, including policies for the following land use designations: Downtown; Mixed Use Residential / Commercial; Mixed Use Commercial / Employment, Established Residential; Low / Medium Density Residential; Employment; Airport; Parks and Open Space; Environmental Protection; Environmental Protection – Wetlands.

The OP also contains policies for related planning considerations including natural heritage resources, transportation, and growth management. Schedule A of the OP designates lands along Daniel Street and Madawaska Street as Mixed Use Residential / Commercial and Mixed Use Commercial / Employment. These areas includes large format retail uses, and commercial uses of varying size.

Section A1 of the OP identifies a vision for the Municipality, in which Arnprior is:

- A community that provides the benefits of larger urban centres while maintaining a small town feel;
- A place that cherishes its natural and cultural resources which contribute to the scenic value of our community while providing a link to our past, such as the ‘Grove’, the Madawaska River, the Ottawa River and the Arnprior & District Museum;
- A Town that welcomes population and employment growth provided that growth continues to support the creation of a complete, healthy and sustainable community. This means that Arnprior believes that there should be a range of housing options available to all incomes and ages, educational and employment choices to encourage residents to learn and work in the community, and recreational facilities and opportunities to support a healthy community; and,
- A community that believes in local investment and innovation to revitalize our downtown, support local businesses, and improve hard and soft services.

The development of the CIP supports the Vision of the OP. The following OP Objectives (Section A3), supporting the Vision are particularly relevant to the CIP:

- Objective A3.5 (k) seeks to “Provide greater business support to entrepreneurs and small business operations”
- Objective A3.8 (b) seeks to “Assist in the achievement of residential intensification and affordable housing by encouraging opportunities for mixed-use development in appropriate locations that support the other objectives of this Plan”
- Objective A3.9 (a) seeks to “Enhance the character of the Town by protecting and maintaining the municipality’s cultural heritage resources and rich heritage for future generations”

### 1.3.8 Community Improvement Plans in the Official Plan

Section F5 of the Town’s Official Plan (2017) identifies several objectives for identifying Community Improvement Project Areas. This includes the following objectives (F5.1):

1. To encourage the efficient provision and maintenance of physical infrastructure, public service facilities to serve present and future needs on a local and regional scale;
2. To promote opportunities for economic development and community investment-readiness and job creation;
3. To provide opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
4. To assist in the provision of an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents of the regional market area;
5. To retain and provide for the expansion of existing businesses;
6. To ensure the maintenance and renewal of older housing stock;

7. To foster redevelopment, reuse and/or maintenance of existing brownfield sites and/or current industrial sites;
8. To maintain and, where possible, enhance the vitality and viability of downtowns and mainstreets;
9. To encourage a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes; and,
10. To promote energy efficiency and sound environmental design.

Section F5.2 Implementation states that:

“Town Council under the Planning Act may choose to designate Community Improvement Project Areas. Identifying a Community Improvement Project Area shall be carried out through a by-law designating the whole, or any part of the local municipality as a Community Improvement Project Area. Background studies shall first be completed and made available to the public outlining the need for the Community Improvement Project Area.”

By identifying that Council may designate the whole or a portion of the Town as a CIP Project area, the Official Plan provides flexibility in terms of the CIP’s geographic scope. There are no specific tools identified for use in the CIPs. The policies are not prescriptive, or limiting, in terms of the types of programs that the Town may offer. As such, the policies of the Official Plan permit either a town-wide or area-specific CIP and allow for a full range of potential CIP programs to be developed.

### 1.3.9 Town of Arnprior Zoning By-law (Consolidation, August 4, 2021)

The Town of Arnprior Zoning By-law (October 9, 2018, Consolidation: August 4, 2021) identifies permitted land uses and sets out requirements concerning lot sizes and dimensions, building heights and locations, and parking, among other provisions to guide development within the Town. It contains a set of general provisions that apply to all lands within the Town, as well as specific provisions that apply to individual zones. The Zoning By-law establishes the following zones:

- Residential One (R1);
- Residential Two (R2);
- Residential Three (R3);
- Residential Four (R4);
- Downtown Commercial / Residential (D-CR)
- Mixed Use Residential / Commercial (MU-RC));
- Mixed Use Commercial / Employment (MU-CE)
- Employment (EMPL)
- Institutional (I);
- Airport Development (A-D);
- Environmental Protection (EP);
- Open Space (OS);
- Future Development (FD).

The Zoning By-law sets out a full range of zone categories, including three mixed use commercial zones.



### 1.3.10 Other Local Planning Considerations

#### A) Town of Arnprior Property Standards By-law (2016)

The Town of Arnprior Property Standards By-law (2016) prescribes the standards for maintenance and occupancy of properties. All properties in Arnprior are required to be maintained in accordance with the By-law. Specifically, the By-law includes provisions addressing such matters as lawn and yard maintenance, sewage and drainage, parking areas and loading areas, accessory buildings and structures, garbage disposal, signs, and building condition.

#### B) Town of Arnprior Strategic Plan (2020)

The Town of Arnprior recently completed a Strategic Plan for the years 2020-2023. The Strategic Plan identifies the following vision statements:

- A vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors
- Sustainable financial model with sound fiscal responsibility and accountability to create efficiencies and synergies, balance tax and non-tax revenue, and manage debt effectively
- Built infrastructure to support future development and protect the environment with increased access to transportation options
- Be known for open, exceptional and highly effective customer service delivery where our residents feel included in the process and decisions being made
- Have access to the services and supports that promote well-being, health and safety, providing a superior quality of life through recreation and cultural amenities, sufficient health care and community services for all ages
- All residents are provided the four A's of housing options - accessible, affordable, appropriate and available

The Strategic Plan addresses key priorities of economic development; asset management; community wellbeing; operational and financial efficiencies; affordable, accessible housing options; and transportation options. The first vision statement of “A vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors” is closely connected to the CIP.

### 1.3.11 Community Consultation

At the time that community consultation was undertaken, public health measures to protect against COVID-19 were in place, restricting in-person engagement activities. As such virtual methods of engagement have been undertaken at the onset of the CIP project through various communication methods.

The Town connected with members of the public through social media, the Town website, and local news outlets to encourage participation in the discussion about the CIP project. To engage Arnprior's business community, the Town conducted in-person visits to local businesses and e-mail previous financial incentive program recipients to encourage them to participate in the Business Survey.

The community was engaged through two online surveys that were made available via the Town's website between September 17, 2021 and October 4, 2021:

- **Community Survey** directed at the general public that sought comments regarding Arnprior today, a vision for the Town's future, how the CIP could be used to benefit the community, and identification of specific locations where improvements are desired.
- **Business Survey** that sought comments from Arnprior's business owners on opportunities to improve the CIP program application process and the incentive programs the Town can offer to support the local business community.

The findings of the surveys were used to inform the vision and goals of the Plan, the CIP programs, and the recommended Town leadership strategy programs.

### 1.3.12 Background Report

The previous Town of Arnprior CIP was adopted in June 2011. In October 2021, the "Town of Arnprior Community Improvement Plan Update Background Report" was prepared to provide a basis for update of the CIP.

The Background Report included a detailed analysis of relevant legislation; policies and by-laws; and an analysis of the results of the previous Town of Arnprior CIP (June 2011). The Background Report included an analysis of the results of the community engagement, the existing Town Leadership Strategy and the existing financial incentive programs. Based on the potential new community improvement programs were identified as well as new Town Leadership initiatives that could be introduced address the Town's needs.

The Background Report does not form part of this Plan, however, the Report may be a useful supplementary resource. In some cases, this Plan refers to the Background Report for informational purposes.

## 2 Approach to Community Improvement

This section will provide an overview of the vision for Arnprior, as well as the goals and objectives of the Plan. The CIP vision, goals and objectives will be supported through the use of Financial Incentive Programs and the Town Leadership Initiatives. The programs outlined in this Plan should be applied to properties and areas in accordance with Section 2.2.

### The 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.**

### 2.1 Goals and Objectives

In order to implement the Vision Statement, a series of goals are identified below based on key inputs received through the Community and Business Survey responses and building on the goals established in the Town of Arnprior Official Plan.

The goals of the CIP are to:

- 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 sustainability of commercial and residential properties

The goals and their corresponding objectives are described in **Table 4-1**.

**Table 2-1 Community Improvement Plan Goals and Objectives**

| Goal   | Objectives   |
|--|--|
| #1 Provide municipal services and facilities at a high standard. | <ul style="list-style-type: none"><li>• To improve the quality and quantity of amenities available at the waterfront</li><li>• To provide accessible facilities for all users</li><li>• To provide improved amenities in the CIPA, including street furniture and waste receptacles that are consistent with Arnprior's character.</li></ul> |



| Goal  | Objectives   |
|---|--|
| #2 Promote the development of new and expanded businesses in the CIPA   | <ul style="list-style-type: none"> <li>To support the sustainable expansion of existing businesses</li> <li>To encourage businesses to re-use and improve existing commercial sites</li> <li>To provide incentives for new businesses to locate in the Arnprior CIPA</li> </ul>  |
| #3 Support the revitalization and beautification of the community, including existing businesses  | <ul style="list-style-type: none"> <li>To increase the amount of street trees and planters throughout the CIPA</li> <li>To improve signage and facades throughout the CIPA in a manner that is compatible with Arnprior's historic character</li> <li>To increase the number and quality of gateway features and street furniture at the Waterfront</li> </ul> |
| #4 To encourage the cleanup and redevelopment of brownfield properties, as well as increase sustainability of commercial and residential properties | <ul style="list-style-type: none"> <li>To support the installation of energy efficient upgrades</li> <li>To encourage landowners to clean up and redevelop brownfield sites</li> </ul>   |

## 2.2 Community Improvement Project Area

The Community Improvement Project Area (CIPA) is designated in the Arnprior Community Improvement Project Area By-law, in accordance with Section 28 of the Planning Act. All community improvement activities described in this Plan, including the Town Leadership Programs and Financial Incentive Programs, will only be undertaken within the area identified in the By-law.

The CIPA consists of the entire area within in the municipal boundary, as illustrated in **Figure 1**. By designating the entire Town as the Community Improvement Project Area, investment can be encouraged in areas of the Town that may have been previously overlooked. For example, brownfield sites that are not located Downtown Arnprior, Madawaska Boulevard Commercial Corridor or the Daniel Street Gateway Corridor may become eligible for CIP funding.

It is recognized that as the Town evolves, modifications to the Community Improvement Project Area may be required. Any such modifications will not require an amendment to this Plan but will require an amendment to the Community Improvement Project Area By-law in accordance with Section 28(2) of the Planning Act.

While the entire Town of Arnprior is included in the CIPA, eligible projects will be required to meet the eligibility criteria for each financial incentive program, as described in **Section 4.0 Financial Incentive Programs**.

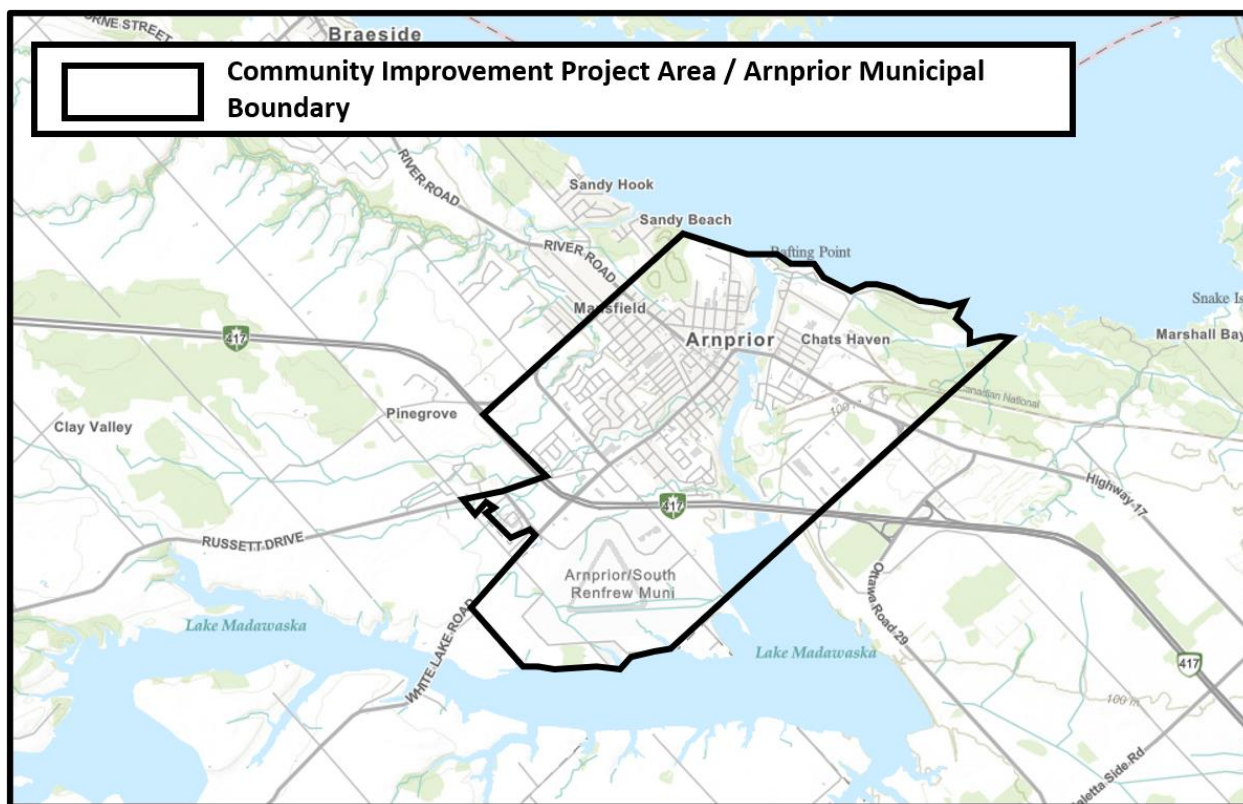


Figure 1: Community Improvement Project Area (CIPA) (Map Source: County of Renfrew (Edited))

## 2.3 Community Improvement Activities

Community improvement will be undertaken through the following activities and programs, which will proceed as funds are allocated through the Town's annual budget process:

- Town Leadership Programs:** A program of Town-led initiatives will help to demonstrate the Town's leadership in community revitalization and to make specific improvements to streetscapes, waterfront areas, trails and parks. It is anticipated that some initiatives will be on-going through the life of the Plan, such as marketing and communications programs to promote the Plan, while other programs will be capital improvements or projects, such as streetscape improvements. Further, some initiatives may be solely led by the Town, while others can be undertaken with support from the BIA or Chamber of Commerce. All initiatives should be undertaken with input from the BIA and the Chamber of Commerce, and other relevant stakeholders. The Town Leadership Initiatives are described in **Section 3.0 Town Leadership Programs**.
- Financial Incentive Programs:** Financial incentives in the form of grants and loans may be offered to private landowners or tenants to assist them in improving their properties. The Financial Incentive Programs, including eligibility requirements and other details, are described in **Section 4.0 Financial Incentive Programs**.

- It is not the intent of Council to fund or operate all the identified incentive programs throughout the life of this Plan. Different programs may be implemented in any given year based on feedback from the program administrators, the recommended Community Improvement Review Panel, Council's financial priorities, and available financial resources. Additionally, it is not intended that all of the Town leadership initiatives will be completed within a certain timeframe, and that some of the initiatives will be considered by Council individually as part of its annual budgeting process.

## 3 Town Leadership Programs

### 3.1 Purpose

A number of Town-led projects, initiatives and programs contributing towards the goals and objectives of the Community Improvement Plan have been identified. By investing in the Town's infrastructure and public realm, the Town can demonstrate confidence in its future, and encourage the private sector to demonstrate confidence through private investment. Town leadership is therefore an important component of successful community revitalization, and will in turn encourage the use of the financial incentive programs.

An approximate timeframe for implementing each initiative is provided, and is based on the relative priority and importance of each initiative. This Plan recognizes that the implementation of the initiatives will be subject to funding availability, relative urgency and need, and other factors. The timing of each initiative should be considered a target for the Town. The Town may engage in these programs at its sole discretion.

### 3.2 Programs

The Town leadership programs include:

1. Affordable Housing Initiatives Program;
2. Community Improvement Plan Review Panel;
3. Marketing, Communications and Promotion Strategy;
4. Public Art Initiative;
5. Streetscape Plan and Improvements Program;
6. Urban Design Guidelines Program; and
7. Waterfront Areas and Open Space Improvement Program.

The Town leadership programs are described on the following pages.

### 3.2.1 Affordable Housing Initiatives Program

**Timing:** This initiative supports the creation of affordable housing in the Town. The Affordable Housing Initiatives Program should be treated as an on-going initiative.

**Details and Purpose:** The Affordable Housing Initiatives Program allows the Town to prepare plans and studies that encourage the development of affordable housing. The program recognizes the need to provide a variety of housing options in the Town for a range of incomes as part of Arnprior's economic success. The program is intended to support initiatives undertaken by the Town that support increasing the supply of safe, healthy and affordable rental and ownership housing. In order to encourage the creation of affordable housing, the Town may:

1. Undertake the creation of an Affordable Housing Study to provide direction for the long-term creation of affordable rental and ownership housing. The Study may be used to identify the housing needs of the Town, potential locations for affordable housing and establish targets for the future number of affordable dwelling units;
2. Undertake the creation of an Affordable Housing Community Improvement Plan that identifies a range of incentive programs and appropriate eligibility criteria to facilitate the development of affordable housing within the Town; and
3. Support the inclusion of policies that promote affordable housing in other Town planning documents.

### 3.2.2 Community Improvement Plan Review Panel

**Timing:** The Community Improvement Review Panel and one or more administrator(s) need to be selected immediately upon approval of the Community Improvement Plan.

**Details and Purpose:** Council will identify and establish a Community Improvement Review Panel (the Panel) to administer, monitor, evaluate and report on the implementation of the Community Improvement Plan. The Panel may consist of a Committee of Council and/or Town Staff, and should include one or two designated administrator(s), who will be responsible for day-to-day tasks related to administering and promoting the Community Improvement Plan. At its sole discretion, Council may delegate the authority to make decisions upon financial incentive programs to the Review Panel. In this case, the selected administrator(s) becomes primarily responsible for accepting, reviewing and reporting on applications, as well as supporting the other responsibilities of the Review Panel. It will be important for Council to remain engaged in the work of the Review Panel, even if it has delegated its approval authority.

Council will assign responsibilities to Review Panel and the administrator(s), including but not limited to:

1. Responding to inquiries in relation to the CIP, its programs and its administration;
2. Monitoring, evaluating and recommending revisions to the Plan, its programs, and the Community Improvement Project Area, in accordance with the Monitoring and Evaluation Program (Section 5.0);
3. Coordinating and participating in pre-application meetings with potential applicants;
4. Reviewing, accepting, processing and reporting on applications for Financial Incentive Programs in accordance with the requirements for the programs (Section 4.0) and the general eligibility requirements (Section 6.7);
5. Making decisions in respect of applications for financial incentive programs, provided that Council has specifically delegated this responsibility;
6. Assisting the Town in undertaking Town Leadership Initiatives or driving the progress of the Town Leadership Initiatives;
7. Ensuring the prompt and expedient acceptance, review and processing of financial incentive applications; and,
8. Generally promoting or marketing the Plan.



### 3.2.3 Marketing, Communications and Promotion Strategy

**Timing:** To ensure success of this Plan, this strategy must be treated as an on-going initiative. As the Community Improvement Plan and its programs evolve over time, the marketing materials will be updated to reflect changes, and relevant stakeholders should be informed and consulted throughout the implementation of this Plan. However, the preparation of updated marketing materials should be prepared as a high-priority Town Leadership Initiative.

**Details and Purpose:** The Review Panel and administrator(s) may undertake the completion of marketing and promotional materials to promote the use of financial incentive programs contained within this Plan. Through this program, the Town may undertake in the following activities:

1. **Continued Operation of a CIP Website:** The Town may continue operating a website to post information related to the CIP, application processes and marketing materials.
2. **Preparation and Distribution of Updated Educational/Promotional Materials (brochures, flyers, mail-outs, etc.):** The Town may prepare updated marketing materials such as brochures for the CIP. The materials should be concise, visually appealing, and include information about each financial incentive program, and potentially include “sample” projects. Contact information to arrange a pre-application meeting should be provided.
3. **Consultation with Potential Applicants and stakeholders:** The Review Panel should generally market the CIP informally through word of mouth, or by making formal presentations to stakeholder groups and senior levels of government where funding opportunities may be made available. Further, the Review Panel and/or its administrator(s) are responsible for meeting with and speaking to potential applicants.

### 3.2.4 Public Art Initiative

**Timing:** This Plan encourages the installation of public art as an on-going initiative throughout the implementation of the CIP. Recognizing the limited locations and opportunities for public art and limited Town resources, public art may be installed throughout the life of this Plan.

**Details and Purpose:** The public art initiative is intended to support the establishment of public art to promote Arnprior's unique community identity and sense of place. In order to the enhance the public realm through the installation of public art, the Town may:

4. Undertake the creation of a Public Art Master plan to support the creation of permanent, temporary and community public artworks and projects;
5. Support the commissioning or acquiring of works of temporary public art, including street art, to promote diverse cultural expression in a variety of mediums in civic spaces, places and neighbourhoods; and
6. Fund the establishment of public art program in collaboration with community organizations and local artisans through its annual budget process.



### 3.2.5 Streetscape Plan and Improvement Program

**Timing:** This Plan encourages the preparation of a Streetscape Plan as a priority initiative, in order to establish a road map upon which streetscape improvements may be undertaken throughout the implementation of the CIP. Recognizing that the Town may have limited resources in which to undertake the physical improvements, the improvements may be undertaken throughout the life of this Plan.

**Details and Purpose:** The Town may undertake the preparation of a Streetscape Plan and subsequent improvements to support improvement of streetscape aesthetics and pedestrian amenities in Downtown Arnprior and on the Commercial Corridors. This Plan encourages the preparation of a Streetscape Plan, as detailed below, prior to undertaking specific streetscape improvements, in order to ensure that streetscape improvements are coordinated and contribute towards achieving a unified design vision for the public realm.

1. **Streetscape Plan:** The Town may undertake the preparation of a detailed Streetscape Plan to guide the improvement of the public realm in the Downtown Area, including but not limited to John Street, Madawaska Boulevard, Elgin Street and Daniel Street. The Streetscape Plan is intended to establish a unified design vision for these important streets and should be prepared in consideration of the Design Guidelines contained in Appendix A. Over the long term, implementation of these improvements will ensure streetscape elements are coordinated and contribute to a unified character. The Streetscape Plan may consist of illustrations, drawings and/or a report to address the following elements:
  1. A unified, long-term vision for Arnprior's public realm;
  2. Detailed or conceptual design of necessary improvements to streets, sidewalks, pedestrian crossings, and the location of pedestrian amenities, landscaping improvements, lighting and planters, based on a detailed analysis of gaps in these amenities;
  3. The detailed design of public signage, lighting, street furniture, trash receptacles or other elements;
  4. Conceptual design of vacant or underutilized lots in the Town, to assist private owners in redeveloping their property in a manner that is coordinated with the historic character of Arnprior, including the Downtown;
  5. Identification of acceptable building and paving materials, having regard for materials which are compatible with the historic character of the Town and are of a high quality; and
  6. Estimates of costs to complete the capital works noted above, as well as phasing and timing of the improvements.
2. **Streetscape Improvements:** The Town may improve streetscapes, pedestrian crossings, roadways and sidewalks to help achieve a high quality, unified public realm. The implementation of these improvements should be completed in accordance with the Streetscape Plans, in order to ensure that improvements are

coordinated over the long-term, and work towards achieving a unified design vision for the Downtown, waterfront areas and Daniel Street. In absence of Streetscape Plans, any streetscapes improvements should generally be completed in accordance with any existing and future Town-wide Design Guidelines, detailed in **Section 3.2.6**, and in consultation with the BIA and other stakeholders. Council will consider improvements that:

1. Enhance the safety and comfort of pedestrians, including improved or new pedestrian crossings, or improved traffic signage;
2. Improve the aesthetics, quality and unified design of the streetscape, including the application of consistent design standards for sidewalks, on-street parking, municipal off-street parking, pedestrian crossings, curbs, lighting, street furniture, banners, and vegetation;
3. Improve the accessibility of the streetscape, including the provision of barrier-free access to public spaces and public facilities; and
4. Enhance pedestrian amenity, including the provision of shading through vegetation, durable street furniture and seating.

### 3.2.6 Urban Design Guidelines Program

**Timing:** This Plan encourages the development of a set of Town-wide Design Guidelines that establish a consistent set of design standards and urban design policies. The Urban Design Guidelines Program should be treated as an on-going initiative.

**Details and Purpose:** The urban design guideline program is intended to encourage a high standard of design for development and redevelopment in the Town through a unified set of design guidelines.

To assist the Town with the creation of a set of comprehensive design guidelines, the Town may:

1. Undertake the development of a comprehensive set of Design Guidelines as other municipal planning documents, such as the Zoning By-law, are updated; and
2. Develop design guidelines that address a range of design considerations including preferred building façade treatments, building massing and the creation of linkages between sites for development throughout the Town.

Until a new set of comprehensive design guidelines are established, the Community Improvement Plan Design Guidelines in **Appendix A** are to be used. These Design Guidelines are intended to support the vision and goals of the plan through their implementation by the administrator(s) of the Plan.

### 3.2.7 Waterfront Areas and Open Space Improvement Program

**Timing:** Improvements to waterfront areas and open spaces should be treated as a medium-term priority, with implementation occurring over the life of this Plan.

**Details and Purpose:** The Town may undertake improvements to its waterfront areas, trails and open spaces that enhance connectivity to the waterfronts, promote and celebrate the importance of the Madawaska River and Ottawa River, or improve pedestrian amenities and enhance the recreational experience. This includes improvements recommended through the Town of Arnprior Waterfront Master Plan, which the Town is currently undertaking. To achieve improvements to its Waterfront Areas, the Town may:

1. In consultation with the community, prepare a long-term waterfront areas and open space vision and plan which will guide future improvements to the waterfront areas and connectivity to the waterfront areas;
2. Improve existing walking/cycling trails, including the addition or improvement of interpretive signage, the planting of vegetation, or improvement of lighting, trail surfacing or seating;
3. Improve waterfront amenities, including washrooms, changing facilities, benches, lighting and other amenities;
4. Acquire, clear, grade or otherwise prepare publicly owned land for the purpose of improving the quality of parks, trails and waterfront areas and connectivity between the Downtown and the waterfront areas; and
5. Improve wayfinding signage to encourage pedestrians to walk to waterfront areas or trails.

## 4 Financial Incentive Programs

### 4.1 Purpose

Financial incentives will be offered to help stimulate private investment in the community, and contribute to an overall improvement in the aesthetics of the built form. In accordance with the Planning Act and the Town of Arnprior Official Plan, the Town may offer grants or loans to property owners and tenants to help cover eligible costs and further community improvement goals.

The Town may use any number of these programs in any given year through the life of this Plan. Through its annual budgeting process, the Town will consider which of these programs are active and may therefore allocate a portion of those funds to those programs. Any of the financial incentive programs may be discontinued or rendered inoperative within any year at any time by Council without amending this Plan, based on the Town's resources and/or based on the recommendations made by the Review Panel through the Monitoring and Evaluation Program. All of these matters will need to be addressed through Council's annual budget process.

### 4.2 Summary of Financial Incentive Programs

**Table 4-1** provides an overview of the 9 financial incentive programs available through the CIP. The full details of each program are available in **Sections 4.2.1 to Section 4.2.9**.

**Table 4-1: Summary of Financial Incentive Programs and Maximum Grant Values**

| Financial Incentive Program |   | Maximum Grant Value                          |
|-----------------------------|---|--|
| 1                           | Accessibility Improvements Program                    | 50% of project costs up to \$2,500           |
| 2                           | Application and Building Permit Fees Refund Program   | 50% of Town application fees up to \$5,000   |
| 3                           | Business Location, Expansion and Start-Up Program     | 50% of project and study costs up to \$5,000 |
| 4                           | Brownfield Remediation Tax Assistance Program (BRTAP) | Calculated on a case-by-case basis           |
| 5                           | Façade and Property Improvement Program               | 50% of project costs up to \$5,000           |
| 6                           | Heritage Property Improvement Program                 | 50% of project costs up to \$7,500           |
| 7                           | Parking Area and Landscaping Improvement Program      | 50% of project costs up to \$5,000           |
| 8                           | Sidewalk Café Grant Program                           | 50% of project costs up to \$2,500           |
| 9                           | Signage Improvement Grant Program                     | 50% of project costs up to \$500             |

#### 4.2.1 Accessibility Improvements Program

##### A) Purpose and Rationale

Accessibility improvements allow for commercial businesses to improve the accessibility of their businesses for customers and employees through interior and exterior building improvements. The Accessibility Improvements Program is intended to assist businesses with the costs of improving the accessibility of their buildings in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. This may include improvements such as, but not limited to, the installation of automatic door openers, widening public entryways or installing wheelchair ramps. Eligible costs under this program may be incurred where redevelopment or improvement to an existing building or property is proposed.

The program will be administered as a grant.

##### B) Eligible Properties

Properties designated as Downtown Area, Mixed Use Residential / Commercial Area and Mixed Use Commercial / Employment Area on Schedule A of the Town of Arnprior Official Plan are eligible for this program.

##### C) Grant Value

Grants for accessibility improvements to a commercial or mixed-use building or property may be provided to eligible applicants for a total of 1/2 (50%) of the construction costs to a maximum of \$2,500.

##### D) Eligible Project Costs

The following types accessibility improvements are considered eligible:

- a. Installation of new automatic doors and door openers;
- b. Widening of public entryways;
- c. Installation of an accessible washroom;
- d. Leveling or repairs to pathways/accesses that serve as ramps and stairs; and
- e. Any combination of the above improvements.

##### E) Payment of Grant

The grant will be paid upon completion of the community improvement works, to the satisfaction of the Town in consultation with the Review Panel.

##### F) General Eligibility Criteria

All of the General Eligibility Requirements (outlined in Section 6.7) apply.

#### 4.2.2 Application and Permit Fees Rebate Program

##### A) Purpose and Rationale

Application and permit fees normally imposed by the Town may also represent a barrier to investment in Arnprior. Rebating such fees is desirable because it will reduce or eliminate these barriers to private investment, including major investments such as the development of new housing units.

According to Section 69(2) of the Planning Act, despite a tariff of fees established under subsection (1), the council of a municipality, a planning board, a committee of adjustment or a land division committee in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council, planning board or committee is satisfied that it would be unreasonable to require payment in accordance with the tariff.

This program will be issued as a refund.

##### B) Eligible Properties Precincts

Properties that are designated as Downtown Area, Mixed Use Residential / Commercial Area and Mixed Use Commercial / Employment Area on Schedule A of the Town of Arnprior Official Plan are eligible for this program.

##### C) Refund Value

Where an eligible applicant is undertaking an approved project in accordance with the goals and objectives of the Arnprior Community Improvement Plan, the Town will provide a refund equivalent to the applicable cost of normal planning application fees (minor variance, zoning by-law amendment, site plan, or official plan amendment) and building permit fees, to a maximum of 50% of the application fees paid by the applicant, or \$5,000, whichever is lesser.

##### D) Eligible Project Costs

Eligible community improvement projects under this program will include:

- a. Large and small scale development;
- b. Redevelopment;
- c. Construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses; and
- d. Buildings, structures, works, improvements or facilities, that in the opinion of Council in consultation with the Review Panel, are generally consistent with and maintain the intent of the Design Guidelines (Appendix A).

##### E) Payment of Application Fees

Applicants must pay for all applicable application fees and development charges prior to undertaking the approved work. The grant will only be allocated as a refund to the fees paid.



**F) Payment of Rebate**

A refund for the amount of the application and permit fees will be provided to the applicant once the community improvement project is complete and constructed, to the Town's satisfaction.

**G) General Eligibility Criteria**

All of the General Eligibility Requirements (outlined in Section 6.7) apply.



#### 4.2.3 Business Location, Expansion and Start-Up Program

##### A) Purpose and Rationale

Supporting the attraction of new businesses is important to the long-term economic success of the Town. The purpose of the Business Location, Expansion and Start-Up program is to encourage new and existing businesses to expand and locate within the Town of Arnprior in order to help foster and develop successful businesses within the Town.

The program will be administered as a grant.

##### B) Eligible Properties

Properties designated as Downtown Area, Mixed Use Residential / Commercial Area and Mixed Use Commercial / Employment Area on Schedule A of the Town of Arnprior Official Plan are eligible for this program.

##### C) Grant Value

Grants for business location, expansion and start up of a retail, commercial or industrial business, may be provided to eligible applicants for a total of 1/2 (50%) of the construction costs to a maximum of \$5,000 per new registered business.

##### D) Eligible Projects

Business owners are eligible for the Business Location, Expansion and Start-Up Grant provided:

- a. the business is registered with the Town of Arnprior; and
- b. the business is locating to a space that is equivalent in gross floor area to their current location or larger; or
- c. the expansion of the business, in its new or current location represents an increase in gross floor area by a minimum of 50%; or
- d. the business is new and has not previously been registered with the Town of Arnprior.

##### E) Eligible Costs

The following costs will be eligible for this program:

- a. Moving expenses;
- b. Equipment setup and utility services setup;
- c. Temporary storage; and
- d. Exterior signage; and
- e. Exterior façade improvements or replacements.

#### **F) Design Guidelines**

The proposed improvements will be generally consistent with and maintain the intent of the Design Guidelines (Appendix A) and are in accordance with the Heritage Conservation District Master Plan, if applicable.

#### **G) Payment of Grant**

The grant will be paid upon completion of the community improvement works, to the satisfaction of the Town in consultation with the Review Panel.

#### **H) General Eligibility Criteria**

All of the General Eligibility Requirements (outlined in Section 6.7) apply.

#### **I) Specific Eligibility Criteria**

- a. If a business fails to expand or relocate within twelve months of grant approval, the grant shall be revoked and the applicant will be required to re-apply for the grant. Grant approvals are not transferrable between addresses if the applicant fails to secure the original location.
- b. The relocated business must have moved, paid all associated expenses, submitted receipts to the Town and operate at the new location for a period of 12 consecutive months to receive the full grant amount. Any application may be required to operate at the new location for more than 12 consecutive months at the discretion of the Review Panel.
- c. As a condition of the Business Location, Expansion and Start-Up Grant, businesses will be required to be a year-round operation (i.e. not seasonal in nature), and will be required to be in operation at its new location for a minimum of 12 months.

#### 4.2.4 Brownfield Remediation Tax Assistance Program (BRTAP)

##### A) Purpose and Rationale

There are several known and suspected brownfield sites in the Town of Arnprior which are visible from the main gateway routes. Remediation of these sites is desirable to improve the aesthetics of these gateway routes and the downtown. Further, brownfield remediation provides opportunities for intensification and offers environmental benefits.

In accordance with Section 365.1 of the Municipal Act, the Town may defer or cancel all or a portion of municipal taxes during the period in which the brownfield site is being cleaned up or redeveloped (the rehabilitation period and statement period, as defined in the Municipal Act). The Town may also apply to the Minister of Finance, on behalf of the property owner, to have the education portion of the property taxes deferred or cancelled. Offering tax assistance to owners of brownfield properties will encourage the cleanup and redevelopment of these properties and contribute to achieving the goals of the Arnprior Community Improvement Plan.

##### B) Funding Source

On an annual basis, the Town may allocate a portion of the financial incentives fund to fund the loss in tax revenue associated with the taxation assistance. The Province may provide funding that is proportional or matches the funding offered by the Town, subject to approval by the Ministry of Finance.

##### C) Eligible Properties Precincts

Properties that are classified as Brownfield sites within the Community Improvement Project Area, which includes all lands within the Town's municipal boundary, are eligible for this program. Brownfield properties are considered to be properties that are (or are perceived to be) contaminated as a result of a prior land use (e.g., a former gas station).

In order to be eligible for tax assistance, the property must have had a Phase II Environmental Site Assessment which concluded that action needs to be taken to remediate the site.

##### D) Program Value

The value of the BRTAP will be calculated on a case-by-case basis depending on the property and the type of tax assistance being applied for (Municipal or Provincial).

- a. **Municipal Tax Assistance:** The Town may pass by-laws to provide a deferral or cancellation of all or a part of the municipal taxes on a brownfield site during the rehabilitation period and statement period, as defined in Section 365.1(1) of the Municipal Act. The total value of the tax assistance will not exceed the total eligible costs, which are defined in the eligibility requirements below. The level and duration of the tax assistance will be considered on a case-by-case basis. The Town may formally request that the County of Renfrew participate in the tax assistance program. Prior to passing the by-law approving the tax assistance, the Town will be required to notify the Ministry of Finance. Within 30 days of passing the by-law, the Town will also be required to notify the Minister of Municipal Affairs and Housing and the Minister of Finance.

- b. **Provincial Tax Assistance:** The Town may apply for Provincial Tax Assistance, on behalf of the owner, to cancel or freeze all or a portion of the education portion of property taxes. The application will need to be approved by the Minister of Finance, and may be subject to a different timeline than the approved Municipal Tax Assistance. The Town must be offering municipal tax assistance in order for the owner to be eligible for Provincial tax assistance.

#### **E) Eligible Project Costs**

Tax assistance may only be provided to cover eligible costs which relate to reducing the concentration of contaminants on, in, or under the subject property to permit a record of site condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act. More specifically, eligible costs include costs for:

- a. Phase III Environmental Site Assessments (ESAs) and Risk Assessment Plans;
- b. Environmental remediation costs, including the costs of preparing a record of Site Condition;
- c. Placing clean fill and related grading;
- d. Installing environmental and/or engineering controls or works, as specified in the Phase III ESA and/or Risk Assessment Plan;
- e. Monitoring, maintaining and operating environmental and engineering controls/works, as specified in the Phase III ESA and/or Risk Assessment Plan; and
- f. Environmental insurance premiums.

#### **F) Business Plan**

At its sole discretion, the Town may require preparation of a business plan or feasibility study as a condition of approving tax assistance.

#### **G) Combination with Other Incentive Programs**

Successful applicants may also be eligible for other financial incentive programs, provided that the total value of incentives does not exceed the total cost of rehabilitating the land and buildings.

#### **H) Duration**

The Town may offer tax assistance throughout the duration of the rehabilitation period and statement period, as defined in the Municipal Act. The duration of the assistance will be specified in the tax assistance by-law and considered on a case-by-case basis. The duration of assistance for the education portion of taxes will be determined by the Minister of Finance and may be provided for a period of up to six years. In special circumstances, the Town may apply to the Minister of Finance for an extension of the education property tax assistance.

### **I) Specific Eligibility Criteria**

- a) When an approved project is complete, a rebate that is equal to or part of the Town's portion of the increase in taxation will be provided annually following the payment of all property taxes by the owner.
- b) At its sole discretion, the Town shall require a financial pro forma (at the expense of the applicant) and/or an independent third party financial review (at the expense of the applicant and as contracted by the applicant on approval of the Town). The financial pro-forma and/or independent third party financial review will be used by the Town to ensure that the rebate is consistent with the terms, conditions and performance expectations, as contained within the information provided by the applicant in the approved Financial Incentive Application Form and within this Agreement.
- c) An application must be accompanied by a Phase II ESA, Phase III ESA, or Risk Assessment Plan prepared by a "qualified person" (as defined in Ontario Regulation 153/04 as amended by Ontario Regulation 66/08, or the equivalent legislation) that contains:
  - 1. an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
  - 2. a work plan and budget for said environmental remediation, and/or risk management actions and/or the application must be accompanied by proof that an RSC for the proposed use of the property has been acknowledged by the Ministry of the Environment.
- d) Where applicable, a separate Financial Incentive Program Agreement may apply to any Provincial or County tax assistance provided in addition to the municipal portion of the tax incentive, where the Town has agreed to apply for external incentives on behalf of the applicant. A separate timeline may apply to Provincial or County tax assistance. In no case shall the total value of the incentive(s) exceed the eligible project costs.

### **J) General Eligibility Criteria**

All of the General Eligibility Requirements (outlined in Section 6.7) apply.

#### 4.2.5 Heritage Property Improvement Program

##### A) Purpose and Rationale

Arnprior's historic facades and buildings are one of its greatest assets; while many of these buildings are in good condition, others would benefit from improved maintenance or restoration to original brickwork, masonry or architectural detailing. Under Section 28(7) of the Planning Act, the Town may make grants to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, to pay for the whole or any part of the cost of rehabilitating such lands and buildings.

This program will be issued as a grant.

##### B) Eligible Properties Precincts

Properties that are located within the Community Improvement Project Area and are designated under Part IV of the Heritage Act or located in the Heritage Conservation District, and designated under Part V of the Heritage Act will be eligible for this program.

##### C) Grant Value

Grants for the restoration, repair, rehabilitation or preservation of designated heritage buildings and properties, or to undertake a feasibility study to determine the viability of restoring a designated heritage building, or to undertake an architectural or design study in relation to restoring a heritage building or property, will be provided to eligible applicants for 1/2 (50%) of eligible costs up to a maximum of \$7,500.

##### D) Eligible Project Costs

The following types of projects, improvements to or restoration of eligible buildings and properties are considered eligible:

- a) works that preserve, restore, and/or enhance elements specified in the Reasons for Designation within the designating by-law (including fences and outbuildings) for properties which are designated under Part IV of the Heritage Act;
- b) repair of original siding and roofing materials;
- c) removal of modern building materials and replacement with documented original building materials;
- d) reconstruction or construction of former and significant architectural features based on documentary sources (photographs, drawings, etc.);
- e) cleaning of masonry buildings;
- f) improvement of buildings or properties designated as part of the Downtown Heritage Conservation District which are in accordance with the Heritage Conservation District Master Plan Design Guidelines (as determined through approval of a heritage permit) are eligible for this program;



- g) an economic feasibility study to determine the viability of restoring and/or adaptively re-using a heritage property (up to a maximum of \$2,500 or 50% of the approved grant amount, whichever is lesser);
- h) an architectural or design study prepared in relation to the property owner's intent to restore an eligible heritage property (up to a maximum of \$2,500 or 50% of the approved grant amount, whichever is lesser); and
- i) other similar repairs/improvements as may be approved.

**E) Payment of Grant**

The grant will be paid upon completion of the community improvement works, to the satisfaction of the Town in consultation with the Review Panel.

**F) General Eligibility Criteria**

All of the General Eligibility Requirements (outlined in Section 6.7) apply.

#### 4.2.6 Façade and Property Improvement Program

##### A) Purpose and Rationale

Under Section 28(7) of the Planning Act, the Town may make grants to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, to pay for the whole or any part of the cost of rehabilitating such lands and buildings. A façade and property improvement program will encourage aesthetic improvements to buildings and properties, and support continued maintenance and upkeep of the building stock. The business community and the overall pride of the community will benefit from these improvements, and create more attractive places in which to live, work, shop and play. The program will also encourage private investment and stimulate economic activity in Arnprior, as property owners purchase goods and services to construct the improvements to their buildings and properties.

This program will be issued as a grant.

##### B) Eligible Properties Precincts

Properties that are designated as Downtown Area, Mixed Use Residential / Commercial Area and Mixed Use Commercial / Employment Area on Schedule A of the Town of Arnprior Official Plan are eligible for this program.

##### C) Grant Value

Grants for front, rear, or sidewall façade improvements, and other improvements to a commercial, mixed-use, or industrial building or property, may be provided to eligible applicants for a total of 1/2 (50%) of the construction costs to a maximum of \$5,000.

##### D) Eligible Project Costs

The following types of façade restorations, repairs or property improvements are considered eligible:

- a. repair or replacement of storefront doors and windows;
- b. repair or replacement of masonry and brickwork;
- c. repair or replacement of architectural details;
- d. repair or replacement of awnings or canopies, or installation of new awnings or canopies;
- e. façade painting, including murals, as well as cleaning or treatments to improve the durability;
- f. the addition of new lighting/upgrading of existing fixtures on exterior façade and in entrance and storefront display areas;
- g. architectural/design fees required by a licensed Architect for eligible works (to a maximum of 15% of the approved grant amount); and



- h. other similar repairs/improvements as may be considered and approved by Council in consultation with the Review Panel.

#### **E) Design Guidelines**

The proposed improvements will be generally consistent with and maintain the intent of the Design Guidelines (Appendix A) and are in accordance with the Heritage Conservation District Master Plan, if applicable.

#### **F) Payment of Grant**

A refund for the amount of the application and permit fees will be provided to the applicant once the community improvement project is complete and constructed, to the Town's satisfaction.

#### **G) General Eligibility Criteria**

- a. All of the General Eligibility Requirements (outlined in Section 6.7) apply.
- b. All grant applications related to new or updated facades shall be in compliance with the Town's Property Standards By-law.
- c. All grant applications related to new or updated facades within the Downtown Core shall be in compliance with the Town's Downtown Heritage Conservation Plan.

#### 4.2.7 Parking Area and Landscaping Improvements Program

##### A) Purpose and Rationale

The appearance of landscaping and parking areas along streets contribute to attractive and inviting streetscapes within the Town. The purpose of the Parking Area and Landscaping Improvements program is to assist with optimizing the quality of off-street parking and promoting a greener and more aesthetically pleasing public realm. The Program is intended to encourage the improvement of commercial business parking areas by providing for landscaping and parking area improvements.

The program will be administered as a grant.

##### B) Eligible Properties

Properties designated as Downtown Area, Mixed Use Residential / Commercial Area and Mixed Use Commercial / Employment Area on Schedule A of the Town of Arnprior Official Plan are eligible for this program.

##### C) Grant Value

Grants for parking area and landscaping improvements to a commercial or mixed-use property, may be provided to eligible applicants for a total of 1/2 (50%) of the construction costs to a maximum of \$5,000.

##### D) Eligible Parking and Landscaped Areas

Eligible parking and landscaped areas shall only include front, side or rear parking or landscaped areas that are visible from the public street. The Town shall have discretion regarding which parking or landscaped areas are eligible based on funding availability, visibility and other considerations.

##### E) Eligible Project Costs

The following types parking area and landscaping improvements are considered eligible:

- a. Repair, replacement, or improvement of front, rear, or side yard driveways and parking areas, provided that an improvement is made over the existing condition;
- b. Improvements to signage and markings to clearly designate reserved parking for clients or employees, as well as accessible barrier-free parking spaces;
- c. Installation or improvement of decorative retaining walls or fences;
- d. Installation or improvement of pedestrian walkways;
- e. Installation of stormwater management systems;
- f. Installation of active transportation infrastructure, such as bicycle parking, or electric vehicle charging stations, which are publicly accessible;
- g. Replacement of sod with new sod or other ground cover treatments such as water efficient, native plant species;

- h. Planting of trees, shrubs, plants or installation or repair of hanging planters;
- i. Installation of street furniture, such as benches or permanent planters; and
- j. Any combination of the above.

#### **F) Design Guidelines**

The proposed improvements will be generally consistent with and maintain the intent of the Design Guidelines (Appendix A) and are in accordance with the Heritage Conservation District Master Plan, if applicable.

#### **G) Payment of Grant**

The grant will be paid upon completion of the community improvement works, to the satisfaction of the Town in consultation with the Review Panel.

#### **H) General Eligibility Criteria**

All of the General Eligibility Requirements (outlined in Section 6.7) apply.

#### 4.2.8 Sidewalk Café Program

##### A) Purpose and Rationale

Temporary sidewalk cafes provide an opportunity to enhance existing eating establishments by allowing for a temporary eating area in place of existing public on-street parking spaces. Sidewalk cafes provide an outdoor dining experience to customers while contributing to the animation of the street. The purpose of the Sidewalk Café Program is to assist business owners and authorized tenants with the financial costs associated with designing and constructing a temporary patio within the right-of-way.

The program will be administered as a grant.

##### B) Eligible Properties

Properties designated as Downtown Area on Schedule A of the Town of Arnprior Official Plan are eligible for this program.

##### C) Grant Value

Grants to create a sidewalk café for a commercial or mixed-use property may be provided to eligible applicants for a total of 1/2 (50%) of the design and construction costs to a maximum of \$2,500.

##### D) Eligible Costs

The following sidewalk café costs are considered eligible:

- a. Professional fees directly related to the design of the temporary sidewalk café (architects, designers, engineers, etc.);
- b. Construction of the temporary sidewalk re-alignment, raised patios, overhangs/roofs, stairs, railings and handrails; and
- c. Installation of the temporary sidewalk re-alignment, raised patios, overhangs/roofs, stairs, railings and handrails.

##### E) Payment of Grant

The grant will be paid upon completion of the community improvement works, to the satisfaction of the Town in consultation with the Review Panel.

##### F) General Eligibility Criteria

All of the General Eligibility Requirements (outlined in Section 6.7) apply.

##### G) Specific Eligibility Requirements

All patios must be in accordance with the requirements outlined the Town's Sidewalk Patio Cafe Licensing By-law.

#### 4.2.9 Signage Improvements Program

##### A) Purpose and Rationale

Signage improvements contribute to overall design of the streetscape while supporting the promotion of commercial businesses. The purpose of the Signage Improvements Program is to encourage and facilitate the improvement of signage in the Town, including the installation of permanent signage that replace existing temporary signage structures. The program is intended to promote new, attractive signage that contributes to the visual identity and character of the Town.

The program will be administered as a grant.

##### B) Eligible Properties

Properties designated as Downtown Area, Mixed Use Residential / Commercial Area and Mixed Use Commercial / Employment Area on Schedule A of the Town of Arnprior Official Plan are eligible for this program.

##### C) Eligible Signage

Eligible signage shall only include front or side permanent signage that is visible from the public street. Costs associated with the construction of temporary signage are not eligible for this program.

##### D) Grant Value

Grants for signage improvements to a commercial or mixed-use building or property, may be provided to eligible applicants for a total of 1/2 (50%) of the construction costs to a maximum of \$500.

##### E) Eligible Projects

The following types signage improvements are considered eligible:

- a. Replacement, repair, improvement or installation of signage on building façades, including signage lighting;
- b. Stand-alone permanent signs located in front or side yards;
- c. The removal of temporary sign units utilized as permanent signage solutions;
- d. Any other signage-related work approved by the Town; and
- e. Any combination of the above

##### H) Design Guidelines

The proposed improvements will be generally consistent with and maintain the intent of the Design Guidelines (Appendix A) and are in accordance with the Heritage Conservation District Master Plan, if applicable.

##### F) Payment of Grant

The grant will be paid upon completion of the community improvement works, to the satisfaction of the Town in consultation with the Review Panel.

**G) General Eligibility Criteria**

- a. All of the General Eligibility Requirements (outlined in Section 6.7) apply.
- b. All grant applications related to new or updated facades shall be in compliance with the Town's Property Standards By-law.
- c. All grant applications related to new or updated facades within the Downtown Core shall be in compliance with the Town's Downtown Heritage Conservation Plan.

## 5 Plan Monitoring and Evaluation

### 5.1 Purpose

In order for this Plan to be successful, monitoring, evaluation and action will be a key component of implementing this Plan. Changes to the incentive programs may be required in order to encourage uptake of the Financial Incentive Programs. This Plan is intended to evolve and respond to changing market forces, changing economic conditions and changing needs of the community.

The Plan Monitoring and Evaluation Program provides a framework upon which the Administrator(s) and the Review Panel may collect data, evaluate the Plan and recommend changes to the Plan or the Community Improvement Project Area which Council should consider on an annual or more frequent basis.

### 5.2 Program Details

Immediately following adoption of the Community Improvement Plan, the Review Panel, led by the Administrator(s) will undertake the following activities on an annual basis:

#### A) Identify Indicators (High-Priority Activity)

The first step, upon approval of the Plan, is to identify potential indicators which can speak to the performance of the Community Improvement Plan and shed light on whether the objectives and goals of the Plan are being achieved. There are two types of indicators which can speak to the performance of the Community Improvement Plan:

- “Direct” indicators can speak directly to the success of the Community Improvement Plan, on the basis of how well the financial incentive programs and Town leadership programs are being utilized.
- “Indirect” indicators include economic indicators, qualitative indicators and other indicators which speak more generally to the success of the Town, and which may or may not be directly attributed to the influence and success of the Community Improvement Plan.

Recommendations for each of these indicator types are provided in **Table 5-1**.

**Table 5-1: Recommendations for Indicator Types**

| Recommended “Direct” Plan Performance Indicators   | Recommended “Indirect” Plan Performance Indicators  |
|--|---|
| Number of applications and/or approved applications for each of the financial incentive programs | Increase in the number of overnight stays in Arnprior   |
| Value of grants provided to applicants   | Improved perception of commercial corridors, the gateway routes, and appearance/comfort of streetscapes (qualitative – best obtained through surveys) |



|  |   |
|--|---|
| Total value of private sector investment compared with value of grants   | Increase in the number and range of retail establishments   |
| Total dollars spent on Town leadership initiatives and number of streetscape improvements (e.g., number of trees planted, number of benches installed, etc.) | Increase in the number of full-time and part-time jobs in the Town  |
| Range of incentive programs and Town leadership programs which have been utilized  | Increase in the number or value of building permits in the Community Improvement Project Area   |
| Utilization (%) of the annual financial incentives program budget, and change in the annual financial incentives program budget                              | Increase in the number of planning applications (re-zonings, official plan amendments, minor variances, site plans, plans of condominium/subdivision) in the Community Improvement Project Area, as an indicator of investment and development interest |

### **B) Collect Data (On-going Activity)**

Throughout the course of the one-year review period, the Town should monitor indirect indicators on an on-going basis, as new information becomes available by the identified data sources. The direct indicators should be monitored on an on-going basis through the receipt of applications for financial incentive programs and updates to the status of the applications, as well as qualitative data resulting from discussions with the applicants.

### **C) Prepare Annual Report to Council (Activity Undertaken at Completion of Annual Review Period)**

Based on the information obtained, the Review Panel will prepare an annual report to Council to generally evaluate the effectiveness of the Community Improvement Plan and its individual programs, based on the changes to the baseline conditions established above, and based generally on the uptake of the programs. The report will recommend adjustments to the Community Improvement Plan, including its terms, Town Leadership Programs, Financial Incentive Programs and eligibility criteria, in order to improve the programs offered through the Community Improvement Plan. The report will provide recommendations about the budget of the financial incentive programs, based on the performance of the programs.

### **D) Program and Plan Adjustments**

Based on the annual review and Report to Council, adjustments to this Plan may be required, including:

- **Adjustments to the Plan:** Based on the monitoring and evaluation process, changes to the terms of this Plan, the eligibility requirements, or the financial Incentive or Town leadership programs may be required. Council, in consultation with the Review Panel, may adjust the financial incentive programs or any of the terms and requirements associated with the programs, and may do so without amending this Plan. Council may also choose to eliminate one or more of the Financial Incentive Programs, and may do



so without amending this Plan. However, the addition of a new Financial Incentive Program or the addition of eligibility criteria will require an amendment to this Plan in accordance with Section 28 of the Planning Act.

- **Adjustments to the Community Improvement Project Area:** Adjustments to the Community Improvement Project Area may occur based on on-going Plan monitoring and evaluation. Changes to the boundaries of the Community Improvement Project Area, will not require an amendment to this Plan, but will necessitate the completion of a new Community Improvement Project Area By-law.
- **Adjustments to Program Funding:** It is recognized that Council or its designated authority may choose to cease, reduce or increase funding to one or more of the financial incentive programs, based on an evaluation of this Plan. However, adjustments to program funding or the amount of the annual budget will not require an amendment to this Plan.

The activities above are intended to be repeated on an annual basis, throughout the life of this Plan.

## 6 Implementation

### 6.1 Glossary of Terms

The following defines the terms used in this CIP:

**Administrator** means one or two members of the Review Panel, or one or two Town staff members assigned by the Review Panel, who are primarily responsible for ensuring that the Review Panel's responsibilities are fulfilled, and that the responsibilities of the administrator, as set out herein, are fulfilled. See also the definition for Review Panel.

**Applicant**, unless otherwise indicated, means a registered owner, assessed owner or tenant of lands and Applicant buildings within the community improvement project area, and any person to whom a registered owner, assessed owner or tenant of lands and buildings within the community improvement project area has assigned the right to receive a grant or loan. Applicants may also be referred to as property owners, landowners or tenants throughout this Plan.

**Eligible Applicant** means an applicant (as defined above) who meets all of the general and program specific requirements of the Financial Incentive Programs, and prepares and submits an application for a grant or loan that is in accordance with the specific requirements of the program, as outlined in this Plan. The Community Improvement Plan Review Panel reserves the right to determine whether or not an applicant is eligible for the Financial Incentive Programs. Eligible Applicants may also be referred to as "eligible property owners" throughout this Plan.

**Community Improvement**, unless otherwise specified, is as defined in accordance with its definition under Section 28 of the Planning Act.

**Community Improvement Plan**, unless otherwise specified, is as defined in accordance with its meaning under Section 28 of the Planning Act.

**Community Improvement Project Area**, unless otherwise specified, is as defined in accordance with its meaning under Section 28 of the Planning Act.

**Council** means the Council of the Town of Arnprior.

**Date of Approval** means the original date of the approval of the Arnprior Community Improvement Plan, as enacted by an adopting by-law.

**Review Panel** means the Community Improvement Plan Review Panel, which is the body of person(s) designated to administer and monitor the Community Improvement Plan and its Financial Incentive Programs. The Review Panel consists of several staff members of the Corporation of the Town of Arnprior. Council may choose to delegate the authority to approve financial incentive applications to the Review Panel. See also the definition for administrator.

**Plan or this Plan** means the Arnprior Community Improvement Plan, unless otherwise specified.

**Town** means the Corporation of the Town of Arnprior.

## 6.2 Interpretation

1. **Read in Conjunction with Community Improvement Project Area By-law:** The Arnprior Community Improvement Plan must be read and interpreted in its totality, and in conjunction with the Planning Act, the Town of Arnprior Official Plan, and the current Arnprior Community Improvement Project Area By-law.
2. **Interpretation at Sole Discretion of Council:** The CIP will be interpreted at the sole discretion of Council in consultation with Town staff and the Review Panel.

## 6.3 Implementation Period

1. **Implementation Period:** It is anticipated that the CIP will be implemented over a 10-year period. Council may elect to extend this implementation period as it deems appropriate or necessary, subject to funding, as approved by Council.

## 6.4 Administration of Town Leadership Programs

1. **Administration of Town Leadership Programs:** The Town Leadership Initiatives outlined in Section 3.0 of the Community Improvement Plan will be administered by the Town of Arnprior in consultation with the Review Panel.
2. **Execution of Town Leadership Programs:** Execution of the Town Leadership Initiatives will be dependent on the commitment of the Town to contribute to, motivate, and assist in community improvement activities and undertakings, in addition to available budget, and Council approval of each activity. Council will establish an annual budget related the Town Leadership Initiatives. The activities will be carried out in accordance with the recommended timing of implementation, as described in Section 3.0.

## 6.5 Administration of the Financial Incentive Programs

1. **Administration of Financial Incentive Programs:** The Financial Incentive Programs outlined in Section 4.0 of the Arnprior Community Improvement Plan will be administered primarily by the Review Panel and/or the administrator(s).
2. **Submission of Applications for Financial Incentives:** Applications for Financial Incentive Programs will be submitted and processed in accordance with the steps outlined in Section 6.8 below. The Review Panel and/or its designated administrator will be responsible for ensuring that this process is carried out in a timely manner, as indicated in Section 6.10.
3. **Approval of Applications for Financial Incentives:** Decisions on financial incentive applications and Financial Incentive Program agreements will be made by Council or a delegated approval authority, including the Review Panel. Should an application be

refused, all applicants will be given an opportunity to request Council to reconsider its decision or the decision of the Review Panel, as applicable.

## 6.6 Financial Management of Financial Incentive Programs

1. **Annual Budget for Financial Incentive Programs:** Council will establish an annual budget related to the following Financial Incentive Programs:
  - a. Accessibility Improvements Grant Program;
  - b. Application and Permit Fees Refund Grant Program;
  - c. Business Location, Expansion and Start-Up Grant Program;
  - d. Heritage Property Improvement Grant Program;
  - e. Façade and Property Improvement Grant Program;
  - f. Parking Area and Landscaping Improvement Program;
  - g. Sidewalk Café Grant Program; and
  - h. Signage Improvement Grant Program.
2. **Allocation to Individual Incentive Programs:** A portion of Council's annual budget may be further allocated to each of the Financial Incentive Programs. The allocated budget represents the amount of money available each year for each of the incentive programs. Council may delegate the responsibility of allocating the approved financial incentive budget to the various financial incentive programs to the Review Panel.
3. **Flexibility of Allocated Financial Incentives Budget:** The allocated program budgets will be considered flexible. If and when the allocated fee has been expended on successful applications, and if required based on additional applications, the Review Panel may reallocate the remaining budget from other programs, with approval from Council.
4. **Changes to Funding Levels:** In accordance with the Monitoring Strategy in Section 5.0, Council will determine if changes in the funding and incentive levels are necessary or warranted to ensure that the Community Improvement Plan functions properly in light of the Town's financial circumstances. Any change to the funding levels provided for the Financial Incentives Programs of this Community Improvement Plan will be made at the sole discretion of Council or its delegated authority, without an amendment to this Plan.

## 6.7 General Eligibility Requirements of the Financial Incentive Programs

The following General Eligibility Requirements are applicable to all incentive programs, except the Brownfield Remediation Tax Assistance Program, and must be met in order for an

application for any of the Financial Incentive Programs to be approved. The General Eligibility Requirements must be read by the applicant in association with program specific eligibility requirements and program details, as described in the incentive program details in Section 4.0. General Eligibility Requirements include:

1. In order to be eligible for any incentive program contained within the Arnprior Community Improvement Plan, a Financial Incentive Program application form must be submitted to the Town prior to commencing any community improvement works. Complete applications must be submitted and approved prior to application for planning approval and/or building permit and/or heritage permit, as may be required, and prior to commencing community improvement works.
2. Eligible applicants must be either the owner of the property, an agent for the owner of the property, or the tenant of a property to whom the owner has provided written consent for the application.
3. In order to be eligible for any incentive program, all proposed projects must be within the designated Community Improvement Project Area, as indicated in the Community Improvement Project Area By-law. As well, all proposed projects must help achieve the Community Improvement Plan's goals and objectives for the Town of Arnprior, as presented in this Plan.
4. Eligible applicants can apply for one, more, or all of the incentive programs contained in this CIP. No two programs may be used to pay for the same eligible cost. There are no maximum limits on the number of applications that may be submitted by a property owner or tenant in relation to a specific property. The intent of providing this flexibility is to allow applicants to phase in components of their projects over time, should it be necessary. However, the Review Panel and/or its designated administrator may reject an application where they are of the opinion that the proposed works have already been undertaken as part of a previously approved application. Also, the total of all tax assistance and grants provided in respect of the subject property for which an applicant is making application under the programs contained in this CIP shall not exceed the eligible cost of the improvements to that property.
5. The property owner must not have outstanding tax arrears and must be in good standing with regard to taxation at the time of application and throughout the duration of the incentive benefit period, as identified within the Town of Arnprior Community Improvement Plan.
6. In order to be eligible, all incentive program applications must include completed application forms and supporting materials such as detailed work plans, cost estimates and contracts, applicable reports, and any additional information as required by the Town.

7. Community improvement works associated with an incentive program application must be in accordance with all Town by-laws, policies, procedures, standards, and guidelines in order to be approved.
8. Existing and proposed land uses must be in conformity with the policies and standards provided by the Town's Official Plan, Zoning By-law, and all other planning documents.
9. Community improvement works associated with an incentive program application must be undertaken pursuant to application for planning approval and/or building permit, and any additional required permits, and in accordance with the Ontario Building Code and all applicable planning policies and standards, including obtaining a heritage permit in accordance with the Heritage Conservation District Master Plan, if applicable.
10. The proposed exterior design of buildings, including signage, associated with an incentive program application must be considered by the Town as consistent with the Town's desired goals for and appearance/character of the Town, in relation to the urban design guidelines (Appendix A). The Review Panel and/or its designated administrator will consider details of exterior design proposed by each application when determining eligibility for incentive programs of the Community Improvement Plan. Specifically, the Review Panel and/or its designated administrator will ensure that details of exterior design are in accordance with the policies of the Official Plan and generally accepted principles of community character and compatibility. The Review Panel and/or its designated administrator will use the Design Guidelines contained in Appendix A as a tool to characterize whether a project is considered desirable.
11. Community improvement works undertaken and completed that are associated with an approved incentive program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should the works not be consistent with the original project description, to the satisfaction of the Town, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the discretion of the Town.
12. The incentive programs made available under the Arnprior Community Improvement Plan may be used individually or may be combined, subject to the exceptions outlined within the specific program details and eligibility criteria in the Community Improvement Plan. The total of all incentive benefits (including grants and refunds) provided to each applicant for each community improvement proposal for a building or lands within the Community Improvement Project Area must not exceed the project's costs related to the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, and/or reconstruction and rehabilitation associated with an application.



## 6.8 General Process and Submission Requirements of the Financial Incentive Programs

In order to be eligible for any of the incentive programs, applicants must submit a complete application in accordance with the General Process and Submission Requirements outlined below. A complete application will include:

1. Completed application forms; and
2. Supporting materials such as plans, cost estimates and contracts, applicable reports, and any additional information required by Review Panel and/or its assigned administrator.

General Process and Submission Requirements include:

1. The Town is not responsible for any costs incurred by the Applicant during the application process, including costs associated with preparing the materials which are required by the Town as part of a complete application.
2. An application must be submitted to the Town prior to commencing any community improvement works. Should an application be submitted following the commencement of community improvement works, the application will be rejected upon receipt.
3. All sources of additional funding or incentives must be declared at the time of application submission. The Town, in consultation with the Review Panel, is entitled to make recommendations for incentive reductions based upon any declared funding or incentive.
4. The Review Panel will evaluate all applications and supporting materials. Based on the panel's evaluation, a recommendation will be made to Council. Where Council has delegated its authority to approve applications to the Review Panel, one or two administrator(s) who may or may not be a member of the Review Panel will be assigned to evaluate all applications and supporting materials and make a recommendation to the Review Panel.
5. Should the application be approved by Council or its designated approval authority, a Financial Incentive Program Agreement will be required, which will outline the terms, duration, default, and any other provisions of the incentive program. This agreement will also be subject to approval by Council or its designated approval authority.
6. Should the Review Panel, Town staff, or Council require additional information, plans, studies, or any additional works related to the proposed project and incentive program application, the requested information and/or works must be adequately provided and/or undertaken prior to approval of the application.
7. Upon approval and/or completion of community improvement works, the Town reserves the right to audit the costs associated with any of the works described by the approved

application for financial incentive(s). Audits will be undertaken at the expense of the applicant.

8. Upon approval and/or completion of community improvement works, the Town reserves the right to inspect any properties/buildings that are associated with an incentive program application offered within this Plan.
9. Should the applicant fall into default of any of the General Eligibility Requirements, or fail to meet the detailed requirements of each of the incentive programs or any other requirements of the Town, the Town may delay, reduce, or cancel the approved incentive program benefits, and may require repayment of any of the incentive program benefits, at the discretion of the Town in consultation with the Review Panel.
10. The Town may discontinue any of the CIP incentive programs at any time; however, all applicants with approved incentive program benefits will continue to receive the benefits in accordance with the terms outlined in the CIP, subject to fulfilling any requirements and agreements and subject to available funding as approved by Council or its designated approval authority.
11. Any program commitments may be cancelled if work does not commence within six months of the approval of an application, or in accordance with an agreement with the Town.

## 6.9 Application Process for the Financial Incentive Programs

This section provides a detailed outline of the steps involved in the application process for the Financial Incentive Programs. These steps are intended to be read in association with the General Process and Submission Requirements of the Financial Incentive Programs, as presented in Section 6.8.

### Step 1: Application Submission

1. Applicants are required to arrange and participate in a pre-application consultation meeting with one or more members of the Arnprior Community Improvement Plan Review Panel, likely the Administrator, as the case may be, in order to discuss and confirm application requirements, program eligibility, proposed scope of work, project timing, supporting documentation requirements, etc.
2. The applicant will be required to submit a completed application, which will include all of the required application forms, in addition to any supporting documentation, as required by the Review Panel and/or its assigned administrator. Supporting documentation may include, but is not limited to, the following materials:
  - a. photographs of the existing building condition or property;
  - b. historical photographs and/or drawings;
  - c. a site plan and/or professional design study/architectural drawings;



- d. specification of the proposed works, including a work plan for the improvements and construction drawings; and
  - e. two cost estimate(s) for eligible work provided by licensed contractors or consultants, as appropriate in the context of the Financial Incentive Program.
3. Once all of the required forms and supporting materials are received, the Review Panel and/or its assigned administrator will undertake a preliminary screening of the proposal and application.
4. Based on the application and proposal, and the results of the preliminary screening, the Review Panel and/or its assigned administrator may perform an initial site visit and inspection of the building/property, as necessary. The Review Panel will inform the applicant of the approximate time for the site visit and inspection. The applicant will accompany the Review Panel and/or its assigned administrator during the inspection, if possible, and will inform the Review Panel of any potential safety hazards on the site.
5. If the application clearly does not meet the program requirements, the application will not be accepted.
6. If the application meets the program requirements, the application will be accepted.
7. By accepting an application for any of the Financial Incentive Programs, the Review Panel and/or its assigned administrator does not guarantee program approval.

## Step 2: Application Review and Evaluation

1. Once an application has been accepted by the Review Panel and/or its assigned administrator, information related to the applicant, application, and proposal information will be entered into the Town's database system in order to track the application details, progress and results in accordance with the Monitoring and Evaluation Program (Section 5.0). This will be an on-going task throughout the remainder of the application process since this information will need to be updated as the application is processed.
2. Applications and supporting documentation will be considered by the Review Panel and/or its assigned administrator against the incentive program eligibility requirements (including both general and specific requirements).
3. Based on the proposal, application, and fulfillment of eligibility requirements, the Review Panel and/or its assigned administrator will determine if the proposal and application will be considered eligible.
4. Based on eligibility, a Recommendation Report will be prepared by the Review Panel and/or its assigned administrator. The report may recommend approval of the application or refusal of the application.

5. Should the Review Panel and/or its assigned administrator recommend approval of the application, a Financial Incentive Program Agreement will be prepared by the Review Panel.
6. If applicable, the Financial Incentive Program Agreement will be forwarded to the applicant to be dated and signed.
7. Once the Agreement has been signed and returned to the Town, the application, Recommendation Report, and signed agreement will be forwarded to Council or its designated approval authority to initiate the approval process.
8. Should an agreement be forwarded by the Review Panel and/or its assigned administrator to the applicant for signature, the Review Panel does not guarantee program approval.

### Step 3: Application Approval

1. If the Review Panel and/or its assigned administrator has recommended that the application be refused, the Recommendation Report will be provided to Council or its designated approval authority for a decision. Where the Review Panel is the delegated approval authority and has refused the application, the application may be forwarded to Council for a final decision at the request of the applicant.
2. If Council or its designated approval authority determines that the application should be approved, Step 2.4 applies.
3. Alternatively, if the Review Panel and/or its assigned administrator has recommended that the application be approved, the Recommendation Report and signed agreement will be forwarded to Council or its designated approval authority.
4. If Council or its designated approval authority approves the application and Financial Incentive Program Agreement, the Agreement will be executed by the signing and dating of the agreement by Town officials.
5. A copy of the signed and dated Financial Incentive Program Agreement will be provided to the applicant.

### Step 4: Payment

1. Once an application has been approved by Council or the designated approval authority, and the agreement signed and dated, and once all of the required approvals and permits for the work are secured, the applicant may commence community improvement works.
2. Payment of the financial incentive, in accordance with the Financial Incentive Program Agreement, will be provided upon successful completion of the approved work.
3. Prior to issuance of the financial incentive, the applicant may be required to provide the Review Panel and/or its assigned administrator with final supporting documentation, which may include but is not limited to:

- a. photographic evidence of the completed works satisfactory to the Town;
  - b. other documentation proving completion of the project;
  - c. invoices for all eligible work done, indicating the total amount paid for eligible works;
  - d. proof of payment to contractors in full; and,
  - e. presentation of the terms of a loan and/or proof of approval of a loan provided by a financial institution, as it may be applicable in relation to the interest rebate programs contained in this Plan.
4. The Review Panel and/or its assigned administrator may perform a final site visit and inspection of the building/property (as necessary) in order to ensure that the project has been completed in accordance with the Financial Incentive Program Agreement.
5. Prior to issuance of the financial incentive payment, the Review Panel and/or its assigned administrator will ensure that all program requirements and details of the agreement have been met.
6. The Review Panel and/or its assigned administrator will take appropriate remedies as specified in the agreement if the applicant defaults on the agreement.
7. If all program requirements and Financial Incentive Program Agreement requirements have been met to the Review Panel's satisfaction, the Review Panel and/or its assigned administrator will issue payment of the approved grant in accordance with the general and specific program eligibility requirements and the agreement.

## 6.10 Timeline for application approvals

This Plan recognizes that the success and uptake of the financial incentive programs will depend in part on the expedience of the application and review process. As a guide, and subject to the availability of staff resources, the Review Panel or its assigned administrator will accept review all applications for funding in consideration of the following timeline:

1. The Review Panel and/or its assigned administrator should be available to meet with a potential applicant for a pre-consultation meeting within 10 days of being requested to meet by a potential applicant, or as soon as is reasonably possible.
2. The Review Panel should review an application for financial incentives and notify the applicant of its completeness within 10 business days of receiving the application, or sooner, if possible.
3. Upon receipt of the application, the Review Panel should prepare a Recommendation Report to Council or its delegated approval authority and, if applicable based on the recommendations contained within the Recommendation Report, prepare a Financial

Incentive Program Agreement and forward it to the applicant within 30 days of receiving the application for funding.

4. The application for funding should be considered for approval at the next meeting of Council or its delegated approval authority, subject to the Clerk's timelines for adding items to the meeting agenda.
5. The total time between receipt of a complete application for funding and the Council meeting date, or the meeting date of the delegated approval authority, should not exceed 60 days.
6. Should the application be approved, the payment of the grant should occur within 30 days of approval by Council or its delegated authority.

## 7 Conclusion

The Arnprior Community Improvement Plan reflects the evolving needs of the Town and has been developed with a vision, set of goals and objectives that align with the Town's strategic direction, planning policies, and provincial policy initiatives. The Town Leadership Strategy identifies Town-led endeavours that will support the vision of the Plan. A total of nine financial incentive programs have been established to support existing and new businesses in Arnprior.. Combined, these tools will assist in improving the social, economic and environmental health of the Town.

This Plan is intended to be implemented over a 10-year period. Over this time frame, the Town may offer financial incentive programs and engage in Town-led initiatives to achieve the goals and objectives of this Plan. The Community Improvement Plan will need to respond to changing economic conditions, market forces, consumer preferences and other factors. Therefore, the Plan will need to evolve in order to continue being successful.

Finally, it is noted that the success of this Plan will be dependent on numerous factors:

1. Political leadership and engagement;
2. Championing by an enthusiastic and interested individual or group of individuals;
3. Allocation of financial resources to support the financial incentive programs and completion of the Town leadership initiatives;
4. On-going engagement of property owners and tenants, and marketing of the Plan;
5. Expedience of processing and approving applications for financial incentives; and
6. Promotion of a simple application process and availability of support for applicants.

# **Appendix A**

## **Community Improvement Plan Design Guidelines**

## Introduction

The continuous and desirable improvement of Arnprior requires a clear and agreed upon understanding of what is envisioned for the Town. These Design Guidelines are intended to be a tool used by the administrator(s) of the Plan to support the goals and objectives of the Plan, and effectively achieve a unified urban design vision for the Town. The basis for these guidelines is primarily the Community Improvement Strategy and the Heritage Conservation District Master Plan's Design Guidelines.

The interpretation and use of these Guidelines for evaluating applications for financial incentives and initiating or designing Town-led improvements is detailed in the Community Improvement Plan. These Guidelines are intended to build upon the Heritage Conservation District Plan, and this document encourages the use of the Guidelines contained in the Heritage Conservation District Plan to evaluate incentive applications for community improvement works throughout the Town, as applicable.

## Design Vision

A unified design vision for the Community Improvement Project Area, including Downtown Arnprior and gateway routes, will help to ensure that community improvement activities contribute towards a unified vision for the design of the Town.



**Downtown Arnprior** is rich in historic architecture, including its designated Heritage Conservation District, and the prominent landmarks that contribute to the Town's identity. The streetscapes are attractive, walkable and comfortable year-round. The design of Downtown Arnprior is unified by consistent streetscape elements which accent the well-maintained, historic façades. Downtown Arnprior is well-connected to nearby amenities, including the Town's waterfront trails.



**Madawaska Boulevard** and **Daniel Street** are gateway routes into Downtown Arnprior. The routes create a positive first impression of Downtown Arnprior on drivers, with their well-maintained façades and attractive, walkable streets. It is clear that Downtown Arnprior is an important place, as the route transforms into an historic street which is oriented for pedestrian access.



# Design Guidelines

The following guidelines address the main facets of urban design, including: built form, façade improvement, public realm, parking areas and access.

## 1. Built Form Guidelines

The built form guidelines are intended to ensure that development, including building expansions and redevelopment, contributes to the creation of complete, walkable and animated streetscapes.



### Continuous Building Façades

Continuous, uninterrupted building façades contribute to the creation of a pedestrian-scaled and attractive streetscape. It is recognized that there are existing gaps and breaks in the continuous façades in Downtown Arnprior, including existing parking in side yards and in front yards. Infill development and redevelopment should contribute to the creation of continuous façades. Trees and other vertical elements, such as decorative fences and landscaping, can be used to fill these visual gaps and create a continuous façade.



### Harmonized Rooflines and Cornices

A harmonized roofline is formed when the roofs of a series of connected buildings flows continuously. Infill development or redevelopment, where permitted, should contribute to the creation of harmonized rooflines. Where a significant change in height exists, infill development or building expansions should create a transition between the buildings. Building cornices, as the most prominent horizontal line, contribute to the harmony of façades and rooflines, even when their architectural design differs.



### Pedestrian-Oriented

Where new buildings, redevelopments or building expansions are proposed in Downtown Arnprior, the location of the building and the building footprint should intend to restore or be compatible with existing historic building patterns. Where the land was previously vacant, buildings should be designed and located in a manner that is compatible and respectful of the streetscape. This means that buildings should be oriented to the sidewalk and be located close to or at the sidewalk. Where front yard parking exists, pedestrian access should be clear, safe and accessible.



## 2. Façade Improvement Guidelines

The façade improvement guidelines are provided to guide the design of façade improvements in a manner that contributes to the aesthetic improvement of Arnprior and enhances its historic character. These guidelines are intended to reinforce the guidelines contained in the Heritage Conservation District Plan and to apply their use to façades outside of the Heritage Conservation District.



Source: Arnprior Heritage Conservation District Design Guidelines

### Restore Historic Features

Where applicable, original building elements, including storefront elements (doors, entries, tiling, base panels, display windows, etc.), cladding and brickwork, windows and architectural elements (cornices), roofs and chimneys should be maintained and restored wherever possible. The use of contemporary materials, such as metal or vinyl siding, is strongly discouraged. Brickwork and stone should not be painted; repainting or repair of original wood is encouraged, particularly using historic colours that are present in other historic facades in the Town.



### Interesting, Complete Facades

Detailed and significant façades should be created, by articulating all features of a complete façade, and breaking up blank walls using repeating architectural elements and recessed entries. Similarly, large window panes should be divided by mullions.

### Represent Historic Time Periods

The restoration of buildings, or the construction of new buildings or additions, should be representative of its time period. New buildings should be distinguished from old buildings, while old buildings should be restored according to the original architectural style. New buildings can be recessed slightly to help distinguish them, but their style and massing should create harmony with the streetscape.



### Complementary Signage and Awnings

Storefront signage should be designed in proportion to the building and oriented for slow traffic and pedestrians. The use of hanging signage is encouraged. Back-lit signs, and the use of contemporary materials such as plastic or metal, is discouraged. Lettering should be embossed and painted, and lighting pointing towards the signs is ideal (gooseneck lights). There are many good, recent examples of signage improvements in Arnprior which can be used to guide signage improvements. Individual, cloth awnings placed over storefronts are encouraged, but metal awnings are discouraged.

### 3. Public Realm Guidelines

The public realm guidelines guide the improvement of Arnprior's streets, sidewalks and public spaces, ensuring that the pedestrian realm is safe, comfortable and attractive.



Example from Perth, Ontario

#### Plant Trees

The planting of street trees in Downtown Arnprior is strongly encouraged. Trees will add a significant aesthetic improvement, and create shade in the summer and dampen wind in the winter.

#### Coordinate Improvements with Historic Character

Streetscape elements should be consistent with the character of the street, and more generally, with Arnprior's historic character. Streetscape furniture which is designed to complement heritage buildings through the use of historic materials and colours is encouraged.



Example from Acton, Ontario

#### Consistent Sidewalk Treatment

The application of consistent materials and design standards for sidewalks is encouraged. Sidewalk repairs should utilize materials consistently, over the long term, while replacements can be made to improve streetscape aesthetics.

#### Intersection Treatment

Improved treatment of key intersections in Downtown Arnprior is encouraged, including: protruding sidewalks which define on-street parking and demarcated crossings (special materials), for example.



#### Well-Connected

Wayfinding signage indicating direction to important landmarks and attractions will encourage pedestrians to explore Arnprior's downtown. In particular, streetscape improvements should be prioritized to improve pedestrian connectivity between Downtown Arnprior and the waterfront.

#### Sustainable Maintenance

Sustainable solutions to beautification should be explored in the detailed design of streetscape improvements. For example, planting native plant species (xeriscaping) is advantageous because the plants will seldom require watering. Durable materials should be utilized for street furniture and planters to minimize life cycle costs.

## 4. Parking and Access Guidelines

The parking and access guidelines encourage the improvement of existing parking areas, and guide the location and design of new parking areas in Downtown Arnprior and on the gateway routes into Downtown Arnprior. It is recognized that Downtown Arnprior has several ideal examples of downtown parking, which should be maintained and used to evaluate proposed parking areas and improvements.

### Locate Parking in Rear and Side Yards

New parking areas in Downtown Arnprior should be located to the rear of buildings if possible, in order to bring building façades close to the sidewalks and maximize opportunity for animated streetscapes and continuous façades. Where rear yard parking is not possible, side yard parking may provide a suitable alternative, provided that landscaped buffers are incorporated into the site design (see below).

### Shared Access

Shared access to parking areas is strongly encouraged in Downtown Arnprior and along Arnprior's gateway routes (Daniel Street and Madawaska Street). The number of driveways into a site should be minimized, and multiple buildings should make use of shared parking areas.

### Buffers

Where side yard parking cannot be avoided, or where front yard parking exists, a landscaped buffer should be provided between the sidewalk and the paved parking area. The landscaped area should be ideally treated with appropriate landscaping (not just grass), including trees. Pedestrian amenities, including benches, may be provided in front of the landscaped buffer to help animate the space in front of the parking. There should be a clear, safe and delineated pedestrian connection to the entrance if parking exists in the front yard.





# **Town of Arnprior**

## **Final Community Improvement Plan**

March 2022

Issued for Council Adoption

