



**Town of Arnprior
Regular Meeting of Council Agenda**

Date: Monday, April 11, 2022

Time: 6:30 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 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 – March 14, 2022** (Page 1-11)

- 8. Awards/ Delegations/ Presentations**

Delegations

a) **Town of Arnprior Transit Feasibility Study**, Tom Willis, Paradigm
(Page 12-72)

- 9. Public Meetings**
- 10. Matters Tabled/ Deferred/ Unfinished Business**

Matters Deferred

a) **2022-2026 Council Remuneration** (Page 73-74)

11. Staff Reports

- a) **Nick Smith Centre Rink Dehumidification Improvements**, Patrick Foley, Engineering Officer, Facilities and Assets (Page 75-77)
- b) **Tender No. PW-2022-03 Nick Smith Centre & Water Filtration Plant Roof Replacements**, Patrick Foley, Engineering Officer, Facilities and Assets (Page 78-80)
- c) **Tender No. PW-2022-08 2022 Road Reconstruction**, Ryan Wall, Engineering Officer, Civil (Page 81-83)
- d) **Annual Statement of Development Charges – 2021**, Jennifer Morawiec, GM Client Services / Treasurer (Page 84-88)
- e) **My Main Street Grant**, Graeme Ivory, Director of Recreation, Erin Coyle, A/MEDO (Page 89-92)
- f) **Outdoor Sidewalk and Patio Cafes Policy Amendment**, Erin Coyle, A/MEDO and Robin Paquette, CAO (Page 93-99)
- g) **Proclamation – Pitch In-Week**, Kaila Zamojski, Deputy Clerk (Page 100-103)
- h) **Proclamation – Earth Day April 22**, Kaila Zamojski, Deputy Clerk (Page 104-106)

12. Committee Reports and Minutes

13. Notice of Motion(s)

14. County Councillor's Report from County Council

15. Correspondence & Petitions

a) Correspondence

- i. Correspondence Package I-22-Apr-07
- ii. Correspondence Package A-22-Apr-04

16. By-laws & Resolutions

a) By-laws

- i. **By-law Number 7284-22** – Adopt OPA No. 5 (11 Lake, 321 Albert, Vacant Lot) (Page 107-120)
- ii. **By-law Number 7285-22** – Amend Zoning By-law 6875-18 (ZBL1/22 11 Lake, 321 Albert, Vacant Lot) (Page 121-122)
- iii. **By-law Number 7286-22** – Enter into Purchase and Sale Agreements Surplus Lands (Lena St) (Page 123-124)
- iv. **By-law Number 7287-22** – Award Sole Source Contract to Cimco Refrigeration for NSC Dehumidification Upgrades (Page 125)

- v. **By-law Number 7288-22** – Award Tender Number PW-2022-08 – 2022 Road Reconstruction (Page 126-127)
- vi. **By-law Number 7289-22** – Award Tender PW 2022-03 NSC and WFP Roof Replacement (Page 128)
- vii. **By-law Number 7290-22** – Authorize Agreement My Main Street Ontario (Page 129-151)

17. Announcements

18. Media Questions

19. Closed Session

One (1) matter pursuant to Section 239(2)(f) to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Arnprior Airport)

20. Confirmatory By-law

By-law No. 7291-22 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
March 28, 2022 6:30 PM
Electronic Participation – Via Zoom**

Council and Staff Attendance

Council Members Present:

Deputy Mayor Chris Toner
County Councillor Dan Lynch
Councillor Ted Strike
Councillor Tom Burnette
Councillor Lisa McGee

Council Members Absent:

Mayor Walter Stack
Councillor Lynn Grinstead

Town Staff Present:

Robin Paquette, CAO
Maureen Spratt, Town Clerk
Jennifer Morawiec, General Manager,
Client Services/ Treasurer
John Steckly, General Manager,
Operations
Scott Matthews, Waterworks Supervisor
Jennifer Eve, Manager of Finance
Payton Hofstetter, Junior Planner
Patrick Foley, Engineering Officer,
Facilities and Assets

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, except Mayor Walter Stack and Councillor Lynn Grinstead.

3. Land Acknowledgement Statement

Deputy Mayor Chris Toner 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.

Deputy Mayor Chris Toner expressed condolences on behalf of Council, staff, and residents of Arnprior, to Mayor Stack and the Stack family on the passing of John Stack.

4. Adoption of Agenda

Resolution Number 089-22

Moved by Tom Burnette

Seconded by Lisa McGee

Be It Resolved That the amended agenda, for the Regular Meeting of Council dated Monday, March 28, 2022 be adopted, which includes the addition of item number 16(b) (Resolution), and the removal of item number 19 (Closed Session).

Resolution Carried

Minutes of Council Meeting

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 090-22

Moved by Dan Lynch

Seconded by Lisa McGee

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

Resolution Carried

8. Awards/Delegations/Presentations

None

9. Public Meetings

Resolution Number 091-22 (6:33 pm)

Moved by Ted Strike

Seconded by Lisa McGee

That Council move into a Public Meeting regarding an application for Official Plan Amendment 5 and Zoning By-law Amendment 1/22, for the property known as 11 Lake Street and 321 Albert Street.

Resolution Carried

Deputy Mayor Chris Toner called the meeting to order at 6:36 p.m., welcomed those present and the CAO noted requirements for oral or written submissions prior to adoption of the amendments and the draft plan of subdivision for the purposes of the Ontario Land Tribunal requirements.

Robin Paquette, CAO, explained the applications as follows:

- Staff have identified three properties located at 321 Albert Street, 11 Lake Street, and 0 Lake Street that have been incorrectly designated in the Town of Arnprior Official Plan and incorrectly zoned in the Town of Arnprior Zoning By-law through a mapping error.
- 321 Albert Street and 11 Lake Street currently contain residential dwellings, while 0 Lake Street remains vacant, the three properties are currently designated within the Parks and Open Space Area in the Official Plan and the Open Space zone in the Zoning By-law, these designations are meant for recreational and conservation uses, not residential.
- Staff are proposing the following amendments:
 - Official Plan Amendment:
 - Change designation from Parks and Open Space Area to Established Residential Area
 - Zoning By-law Amendment:
 - Change zoning from Open Space (OS) to Residential One (R1)

Staff advised that no written comments were received prior to the meeting.

The floor was opened to the public for comments, with none being received.

Minutes of Council Meeting

The public meeting was declared closed at 6:41 p.m.

Resolution Number 092-22 (6:41 pm)

Moved by Dan Lynch

Seconded by Lisa McGee

That Council resume to the Regular Meeting of Council.

Resolution Carried

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Staff Reports

a) 2021 DWQMS Update and Annual Reports – Arnprior Water Pollution Control Centre and Arnprior Drinking Water System, Waterworks Supervisor and General Manager, Operations

Resolution Number 093-22

Moved by Dan Lynch

Seconded by Lisa McGee

That Council authorize the Chief Administrative Officer and the General Manager, Operations on behalf of Top Management, and the Mayor, on behalf of Council, to endorse the QMS Commitment and Endorsement Policy, to meet the requirements of the Town of Arnprior Drinking Water Quality Management System Operational Plan.

That Council receive this report for information and receive the following additional reports:

1. Arnprior Water Pollution Control Centre Summary Report 2021
2. Town of Arnprior Waterworks Annual Report 2021
3. Arnprior Water Filtration Plant Summary Report 2021
4. Final 2021-22 Inspection Report Arnprior DWS

Further that a copy of the above noted reports be made available to the public for review in hard copy format at the Town Hall and in electronic format on the Town's website; and

Further that an advertisement be placed in a local newspaper notifying the public of the availability of the above noted reports for review.

At the request of County Councillor Dan Lynch a recorded vote was taken:

Councillor Lisa McGee	Yes
Councillor Tom Burnette	Yes
Councillor Ted Strike	Yes
County Councillor Dan Lynch	Yes
Deputy Mayor Chris Toner	Yes

Resolution Carried

Minutes of Council Meeting

b) Emergency Vehicle and Equipment Tenders: PW-2022-01 – Purchase of Three Vehicles; PW-2022-02 – Four Wheeled Loader; Pw-2022-05 – Tandem Plow Truck, Engineering Officer, Facilities and Assets

Resolution Number 094-22

Moved by Ted Strike

Seconded by Dan Lynch

That Council enact by-laws to:

- a) Award the Two Half Ton Trucks and Utility Van Purchase Tender No. PW-2022-01 to Donnelly Automotive Group, for a total of \$127,350.00 (plus HST); and
- b) Award the Purchase of One Four Wheeled Loader Tender No. PW-2022-02 to Delta Power Equipment, for a total of \$281,979.00 (plus HST); and
- c) Award the Tandem Plow Truck Purchase Tender No. PW-2022-05 to Freightliner North Bay, for a total of \$265,726.00 (plus HST); and
- d) Authorizing the CAO to execute the agreements, and related documents with Donnelly Automotive Group, Freightliner North Bay and Delta Power Equipment respectively, to supply and deliver the vehicles and equipment.

And Further that Council authorize the net proceeds from sale of the existing equipment being replaced be applied against the budget shortfall of \$26,935.97 with any remaining funding shortfall being funded 20.6% from Capital Expenditure Reserve Fund, 8.25% from the Water Reserve Fund, 8.25% from the Wastewater Reserve Fund and 62.9% from the Development Charges Reserve.

Resolution Carried

c) 2022 Business Continuity – COVID-19, General Manager Client Services / Treasurer

Resolution Number 095-22

Moved by Tom Burnette

Seconded by Ted Strike

That Council adopt a by-law to repeal the COVID-19 Vaccination Policy; and

That all new employees be required to have a full complement of COVID-19 vaccination doses recommended by the province.

Resolution Carried

d) Budget Matters Expenses – O. Reg 284/09, Manager of Finance

Resolution Number 096-22

Moved by Dan Lynch

Seconded by Ted Strike

That Council adopt this report by Resolution as required under the Municipal Act, 2001, Ontario Regulation 284/09.

Resolution Carried

Minutes of Council Meeting

e) 124 Fourth Avenue, Arnprior Bay Storage (SPC 2/21) – Tree Clearing and Grubbing, Junior Planner and CAO

Resolution Number 097-22

Moved by Dan Lynch

Seconded by Lisa McGee

That Council approve a request from Arnprior Bay Property Limited to allow for tree clearing and grubbing of their site at 124 Fourth Ave (SPC 2/21) located behind the existing Pacific Safety Products Inc. (PSP) building, subject to the requirements as outlined in this report.

At the request of County Councillor Dan Lynch a recorded vote was taken:

Councillor Lisa McGee	Yes
Councillor Tom Burnette	Yes
Councillor Ted Strike	Yes
County Councillor Dan Lynch	Yes
Deputy Mayor Chris Toner	Yes

Resolution Carried

12. Committee Reports and Minutes

a) Operations Advisory Committee Meeting Minutes – November 15, 2022

Resolution Number 098-22

Moved by Dan Lynch

Seconded by Lisa McGee

That Council receive the Operations Advisory Committee meeting minutes of November 15, 2021 as information.

Resolution Carried

County Councilor Lynch, Chair of the Operations Advisory Committee noted that he received an email from the Mental Health Services of Renfrew County, thanking both Cory Nicholas and Rick Desarmia for their continued professionalism and assistance. Chair Lynch thanked these staff members for their efforts and professionalism in representing the Town of Arnprior.

13. Notice of Motions

None

14. County Councillor's Report from County Council

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

- County Council has approved the agreement with the Province to host the Ontario Winter Games in February\March 2023 with an approved budget of \$1.4 million.
- This Thursday I attended the Canadian Nuclear Laboratories Environmental Stewardship Council session. I will be putting together a report to provide an overview for the County Development and Property Committee, and will provide this information to Arnprior Council at that time.
- County Council meets on Wednesday, March 30, 2022.

Minutes of Council Meeting

15. Correspondence & Petitions

a) Correspondence Package – I-22-MAR-06

Resolution Number 099-22

Moved by Tom Burnette

Seconded by Lisa McGee

That the Correspondence Package Number I-22-MAR-06 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following:

- Page 8 - Ontario is “Strengthening Protections Against Bullying and Violence at School”. The Ontario government is investing more than \$550,000 in initiatives that will help keep kids safe in class and online. The funding will support programs that combat sex-trafficking, violence against women, bullying and cyberbullying.
- Page 15 - The government of Ontario is providing over \$40 million this year for long-term care homes in Ottawa, which is over \$23 million more than last year.
- Page 28 - The Ontario government is investing over 10 million to build a new Dave Smith Youth Treatment Centre. This funding will bring mental health and addiction supports and services from three existing locations together at a new, dedicated site in Carp.
- Page 33 - The Ontario government is investing more than \$13 million to provide free training and paid electricians’ apprenticeships for more than 2,500 people across the province who are unemployed or looking to earn bigger paychecks.
- Page 46 - FCM funding is still available for roads and sidewalks through the FCM Municipal Asset Management Program (MAMP). FCM notes that municipalities can get high-quality data to help manage our roads efficiently and receive up to \$50,000 to make the project affordable.
 - The CAO noted staff are currently reviewing this next round of FCM MAMP, however it should be noted that we have already received this funding in the past so other first-time applicants will be given higher priority.

b) Correspondence Package – A-22-MAR-03

Resolution Number 100-22

Moved by Dan Lynch

Seconded by Lisa McGee

That the Correspondence Package Number A-22-MAR-03 be received and the recommendations be brought forward for Council consideration.

Resolution Carried

Minutes of Council Meeting

Resolution Number 101-22

Moved by Dan Lynch

Seconded by Lisa McGee

That the Council of the Corporation of the Town of Arnprior receive the application for In-Kind Municipal Grant Support from the Rotary Club of Arnprior.

Further That the Rotary Club of Arnprior is hosting a Butter Tart Festival in Robert Simpson Park on August 27, 2022 from 9:00 am to 4:00 pm; and

Further That the Rotary Club of Arnprior has applied for a Special Event Licence to host this event on Town property, as per the Municipal Grants Policy and Town Licencing By-law.

Therefore Be It Resolved That Council approve of providing in-kind support, through the waiving of fees for the Special Event Licence (\$25.00), the Rental of the Robert Simpson Park Gazebo (\$543.00), as well as providing Town staff support for the set up and tear down of the event.

Further That the Rotary Club of Arnprior be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event; and

Further That the Rotary Club of Arnprior be notified that it is mandatory to follow all public health guidelines that are in place at the time of the event.

Resolution Carried

Resolution Number 102-22

Moved by Dan Lynch

Seconded by Lisa McGee

That the Council of the Corporation of the Town of Arnprior receive the application for In-Kind Municipal Grant Support from the Greater Arnprior Chamber of Commerce.

Further That the Greater Arnprior Chamber of Commerce is hosting the Annual Awards Gala on May 18, 2022 from 12:00 pm to 9:30 pm.

Therefore Be It Resolved That Council approve of providing in-kind support, through the waiving of fees for the rental of the Nick Smith Centre Community Hall (\$450.00); and

Further That the Greater Arnprior Chamber of Commerce be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event; and

Further That the Greater Arnprior Chamber of Commerce be notified that it is mandatory to follow all public health guidelines that are in place at the time of the event.

Resolution Carried

Minutes of Council Meeting

Resolution Number 103-22

Moved by Dan Lynch

Seconded by Lisa McGee

That the Council of the Corporation of the Town of Arnprior receive the application for In-Kind Municipal Grant Support from the Arnprior Lions Club.

Further That the Arnprior Lions Club is hosting the Pet Valu Walk For Guide Dogs on May 29, 2022 at Robert Simpson Park.

Therefore Be It Resolved That Council approve of providing in-kind support, through the waiving of fees for the rental of the Robert Simpson Park Gazebo (\$543.00); and

Further That the Arnprior Lions Club be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event; and

Further That the Arnprior Lions Club be notified that it is mandatory to follow all public health guidelines that are in place at the time of the event.

Resolution Carried

Resolution Number 104-22

Moved by Dan Lynch

Seconded by Lisa McGee

That the Council of the Corporation of the Town of Arnprior receive the letter from the Women's Sexual Assault Centre Renfrew County.

Whereas the Women's Sexual Assault Centre of Renfrew County is working on a Status of Women Canada Project, creating a rural model for female survivors of sexual abuse/ assault, with the hope of sharing this model across Canada; and

Whereas one of the components of the completed model will be a yearly campaign entitled "We Stand with Survivors", with this year being the 4th annual event; and

Whereas the Centre has a goal of hanging four (4) banners stating "We Stand with Survivors" in four (4) different communities throughout Renfrew County, during the month of May 2022.

Therefore Be It Resolved That Council of the Town of Arnprior agrees to hang the "We Stand with Survivors" banner for the month of May, 2022 in the municipality; and

Further That Council direct the CAO to work with Operations and Recreation staff to find the most suitable location to hang this banner; and

Further That this resolution be forwarded to the Status Project Coordinator of the Women's Sexual Assault Center Renfrew County.

Resolution Carried

Minutes of Council Meeting

Resolution Number 105-22

Moved by Dan Lynch

Seconded by Lisa McGee

That the Council of the Corporation of the Town of Arnprior receive the application for In-Kind Municipal Grant Support from the Arnprior Optimist Club.

Further That the Arnprior Optimist Club is hosting a Spring Fling Event on April 8th and 9th, 2022 at the Nick Smith Centre to replace the annual Winter Carnival that was unfortunately cancelled the past two years.

Therefore Be It Resolved That Council approve of providing in-kind support, through the waiving of fees for the rental of the Ice Surfaces for a Hockey Tournament (\$5,250.00) and the Community Hall (\$900.00); and

Further That the Arnprior Optimist Club be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event; and

Further That the Arnprior Optimist Club be notified that it is mandatory to follow all public health guidelines that are in place at the time of the event.

Resolution Carried

16. By-laws & Resolutions

a) By-laws

Resolution Number 106-22

Moved by Dan Lynch

Seconded by Lisa McGee

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

- i. By-law Number 7277-22 – Repeal and Replace Schedule A By-law 6072-12 Appointment of Bylaw Enforcement and Property Standards Officers
- ii. By-law Number 7278-22 – Appoint Justin Banes, Building Inspector
- iii. By-law Number 7279-22 – Award Tender PW-2022-01 (Purchase of Three Vehicles)
- iv. By-law Number 7280-22 – Award Tender PW-2022-02 (Four Wheeled Loader)
- v. By-law Number 7281-22 – Award Tender PW-2022-05 (Tandem Plow Truck)
- vi. By-law Number 7282-22 – Repeal By-law 7224-21 COVID-19 Vaccination Policy

Resolution Carried

Minutes of Council Meeting

b) Resolutions

Resolution Number 107-22

Moved by Ted Strike

Seconded by Lisa McGee

That Council declare lands identified as Parts 1, 2 and 3 on 49R-19758, Part of Lot 4, Concession C, as surplus lands to the Town of Arnprior;

And That Council, in its sole discretion, identify the method for the disposal of surplus lands as disposal of non-viable land by direct sale/negotiation;

And That Council direct staff to provide notice of Council's intention of the sale and disposal of lands in accordance with Section 6.6 of Policy AS-CP-14 Sale and Disposition of Land.

Resolution Carried

17. Announcements

County Councillor Dan Lynch made the following announcements:

- On behalf of the Town of Arnprior I would like to acknowledge the passing of Theresa Carron. Theresa was the driving force behind the Town's Santa Clause Parade as well as numerous other activities that made Arnprior the place to live. We will miss her.
- Beavertails are coming to Arnprior, in the Giant Tiger parking lot on April, 7, 8, 9. The profits will be going to the Arnprior Food Bank and Kids Sport.
- Arnprior Hospital Catch the Ace Lottery is at \$26,568.
- The Arnprior Legion will be hosting a Trivial Pursuit event on April 1, 2022. Give the branch a call to register if you are interested.
- There is another new business in downtown Arnprior, being Cara and Mel's Candy Shoppe.

The Town Clerk announced the Inclusivity and Diversity Survey is still out for public comment and completion. She noted that she would encourage everyone to complete the survey and take part.

18. Media Questions

None

19. Closed Session

None

20. Confirmatory By-Law

Resolution Number 108-22

Moved by Tom Burnette

Seconded by Ted Strike

That By-law No. 7283-22 being a By-law to confirm the proceedings of the Regular Meeting of Council held on March 28, 2022 be and it is hereby enacted and passed.

Resolution Carried

Minutes of Council Meeting

21. Adjournment

Resolution Number 109-22

Moved by Lisa McGee

Seconded by Dan Lynch

That this meeting of Council be adjourned at 8:04 p.m.

Resolution Carried

Signatures

Walter Stack, Mayor

Maureen Spratt, Town Clerk



Town of Arnprior Transit Feasibility Study Final Report

Paradigm Transportation Solutions Limited

April 2022
210733



Project Summary



Project Number

210733

April 2022

Client

Town of Arnprior

105 Elgin Street West
Arnprior, ON
K7S 0A8

Client Contact

Robin Paquette
Chief Administrative Officer

Consultant Project Team

Tom Willis (Project Manager)
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Town of Arnprior Transit Feasibility Study Final Report

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Executive Summary

Arnprior does not currently have local transit services for use by the general public. The Town of Arnprior's Strategic Plan identifies transportation options and transit planning as a "Key Priority" for 2020 to 2023. Transit also has the potential to advance other Key Priorities for community well-being, access to affordable housing, and economic development. As well, transit could support multiple elements of the Town Strategic Plan's *Vision for 2023*.

The Town commissioned a Transit Needs/Feasibility Study to investigate how transit can best meet Arnprior's needs and goals. This report presents the findings from the study.

Target Travel Markets for Transit

- ▶ **A wide variety of trip types are made within the Town's boundaries:** Arnprior is a compact town. The commercial areas on the west side of town and industrial/employment areas on the east side of town are separated by the Madawaska River. As the local area's economic centre, Arnprior has amenities that serve the wider region, not just its residents.
- ▶ **Multiple groups need or would benefit from transit service.** The demographics and travel patterns of Arnprior's residents indicate there are multiple groups who have a particular need for transit, or would benefit from being able to use transit services.
- ▶ **A transit service within Arnprior would be able to serve a broad range of markets.** Students, seniors, and people without easy car access would have a strong tendency to use transit. However, people commuting to work or traveling to/from amenities should also be considered key target markets.

Existing Supply

- ▶ **Existing transportation options are limited:** without a car, people have to use taxis or rely on specialist services not available to all. Further, household car ownership does not mean all household members can use a car for travel. However, Arnprior's compact size supports active transportation use.
- ▶ **Transit service to/from Ottawa should connect with the nearest LRT station.** Currently, that is Tunney's Pasture station, approximately 63km or 45 minutes from downtown Arnprior. Current construction will see Moodie station opening in



2025 approximately 50km or 35 minutes from downtown Arnprior

Recommended Transit Solution for Arnprior

- ▶ **A wide range of potential transit solutions was analysed for their ability to serve Arnprior's needs.** The analysis took into consideration Arnprior's patterns of land use, density, street network, pedestrian facilities, and likely demand levels. The best options are summarised in Table E.1

TABLE E.1: RECOMMENDED TRANSIT SOLUTIONS

Market	Service model	Vehicle type(s)	Operator
Within Arnprior (conventional)	Point-to-point demand responsive	Passenger van	Private contractor
Within Arnprior (specialized)	Door-to-door demand-responsive <i>or</i> Taxis / rideshare vouchers	Minivan Sedan	
To/from Ottawa (conventional and specialized)	Fixed-route <i>or</i> Scheduled demand-responsive connector	Standard bus	Private contractor <i>or</i> other government agency

Partnership Opportunities

- ▶ **Partnership opportunities exist with multiple organizations in and around Arnprior.** These include other municipalities, Willis College, and seniors' housing providers.
 - Partnering with **other municipalities** would be vital in enabling Arnprior's residents, workers and visitors to travel to/from places outside the Town by transit. However, such services (other than Arnprior-Ottawa) were beyond the scope of this study. A partnership with OC Transpo would help in delivering an Arnprior-Ottawa service.
 - A partnership with **Willis College** could see a large proportion (or all) students having transit included with their tuition. This would provide a steady source of both revenue and ridership.
 - Partnering with **seniors' residences** could enable staff to book trips on behalf of residences, or for facilities to pay for



residents' transit through a corporate account (with costs potentially passed on to residents).

- Partnering with **major employers and trip attractors** could aid by helping target marketing efforts, and by encouraging or enabling employees, customers or clients to use transit.

Public Engagement

- ▶ **An online survey was conducted** asking participants to share information on their travel habits, how a proposed transit service could align with their needs, their opinions on whether transit would benefit the community, and their support for a potential modest property tax increase to fund the service.
- ▶ **Over two-thirds of residents who responded to a public survey supported a property tax increase to fund transit.** The survey collected over 475 responses from a broad range of people, including nearly 412 Arnprior residents.

Next Steps

- ▶ **Additional planning is needed for regarding potential transit services.** This would include developing a service plan, estimate ridership, determining vehicle requirements, establishing a fare framework, engaging with OC Transpo and other potential partners, and determining the financial impacts.
- ▶ **The Town should engage with Renfrew County using the results of this study,** regardless of whether the Town wishes to advance its investigations into transit. The County's upcoming Transportation Master Plan is set to assess its potential future transit needs. These could include the needs and solutions identified in this report.



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1 Introduction

Arnprior does not currently have local transit services for use by the general public, and its inter-municipal transit connections are limited to a daily Ontario Northland service. Options for travel within the Town are limited to private vehicles, taxis, and active transportation. As a result, the Town of Arnprior commissioned this study to:

- ▶ determine the conditions, financial and otherwise, under which it may be feasible to initiate any transit service for the Town of Arnprior;
- ▶ identify potential connectivity between local transit and OC Transpo; *and*
- ▶ recommend the optimal transit solution based on research conducted and insights gained.

Transit offers several potential benefits to Arnprior and its people. The wider **economic benefits** of transit include connecting people with more jobs, employers with more potential employees, and businesses with more customers. The **social benefits** comprise connecting people with friends, family, recreation opportunities, and education institutions, particularly the Willis College campus. The **environmental benefits** derived from transit compared to auto use include lower emissions of greenhouse gases and other airborne pollutants. Higher transit use can also reduce both municipal spending on roads and household spending on private vehicles.

This study investigated how transit can best meet Arnprior's needs and goals. The options for transit serving travel within the Town and travel to/from Ottawa will be examined throughout the study. It was open to the possibility that the recommended solutions would be different for these two markets.

For this study, the term "transit" was not limited to traditional fixed-route service, but included any form of non-private motorized transportation that can be used for travel within the service area. This report provides robust, evidence-based recommendations tailored to Arnprior's current and future needs that will inform and support decision-makers.



2 Travel Demand Market Analysis

Like any mode of transport, transit works best if it aligns with people's travel needs. The size of market will also have financial implications for the Town – both the cost of supplying transit service, and the potential farebox revenue.

This chapter presents an analysis of the travel patterns within Arnprior. Each of the following sections answers one of the six fundamental questions:

- ▶ **Where** are people travelling?
- ▶ **What** are they traveling to?
- ▶ **Why** are people travelling?
- ▶ **Who** are the people travelling?
- ▶ **When** are people travelling?
- ▶ **How** are people travelling?

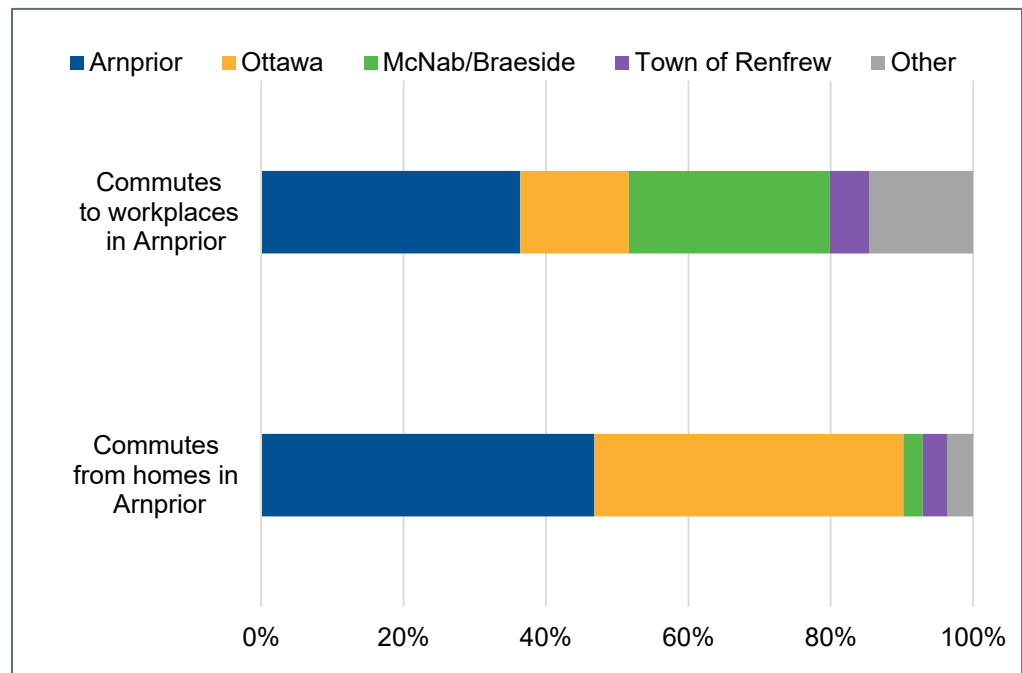
The answers to these questions will together inform the type of transit service Arnprior needs, along with the times and places it should serve.



2.1 Where

The 2016 Canadian Census includes information relating to people's commutes to work¹. This is the only quantitative data available that provides information specific to Arnprior on where people travel. The Census asks people where they live and work, as well as other aspects of their commute trips (covered in later sections). **Figure 2.1** illustrates the distribution of commute flows into and out of Arnprior.²

Figure 2.1: Commuting Flows to and from Arnprior



The chart shows that nearly half of commutes to Arnprior jobs are by Arnprior residents. The remaining half of Arnprior jobs are filled by non-Arnprior residents. The adjacent municipalities of Ottawa and McNab/Braeside both generate significant numbers of commutes to and from Arnprior. This suggests that there is potential for future partnership with other municipalities to support cross-boundary transit service.

The chart also shows that majority of Arnprior residents commute to jobs within the Town. This implies that an initial transit service focused on trips within Arnprior would be useful to the Town's residents.

¹ At the time of writing, detailed 2021 Census Data was not yet available.

² Statistics Canada - 2016 Census. Catalogue Number 98-400-X2016325.



2.2 What

Arnprior is the economic centre for the local area. It has a wide range of amenities to serve its residents, visitors, and people from the communities in the surrounding area. **Figure 2.2** shows key destinations in the town.

Non-residential uses can be found in multiple parts of the town. Commercial areas are concentrated along John Street North, including restaurants, bars, a theatre, various services, and banks. Other employment and industrial uses can be found on the outskirts of town. Elementary and high schools can be found across town.

Two significant destinations are Arnprior Regional Health (in the northern part of Town) and Arnprior Shopping Centre and Willis College (in the southern part of Town).

Much of the remaining area within Arnprior is taken by residential uses, with new subdivisions and apartment buildings being planned or already under construction. Information from Town staff suggests that small-scale intensification (construction of multi-unit building) has been common in recent years. The Town also has multiple seniors' residences.

The wide variety of destination types within Arnprior implies there is a wide range of travel markets that transit could serve. The distribution of the destinations across Arnprior means that it would be unnecessarily limiting for transit to focus on a small number of travel markets associated with particular types of destinations.



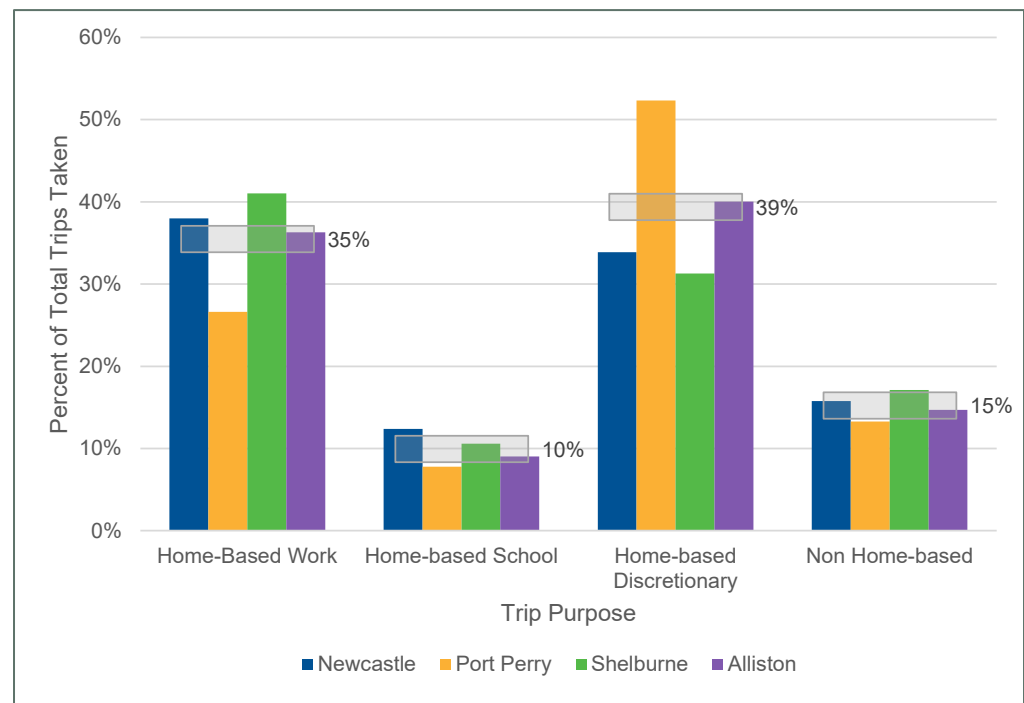


2.3 Why

Specific quantitative data for why people travel is not available for Arnprior. However, the *Transportation Tomorrow Survey* (TTS) provides detailed travel data for municipalities across the Greater Golden Horseshoe area. It includes communities that are like Arnprior in terms of size, population density, land use, and proximity to a metropolitan area. These include the community of Newcastle, the community of Port Perry, the town of Shelburne, and the settlement of Alliston. Data for these places can serve as surrogate for Arnprior.

Figure 2.3 illustrates the distribution of trip purposes within these communities, as well as the average value³.

Figure 2.3: Trip Purpose for Similar Communities



The chart shows that most trips (39%) in places like Arnprior are classed as “Home-based Discretionary”. These are trips between homes and places other than work or school. These trips could include trips to visit friends and family, recreational activities, and shopping. The data shows that transit service should be planned to serve a wider variety of trips, not just commutes to/from work.

³ University of Toronto Data Management Group - 2016 Transportation Tomorrow Survey.



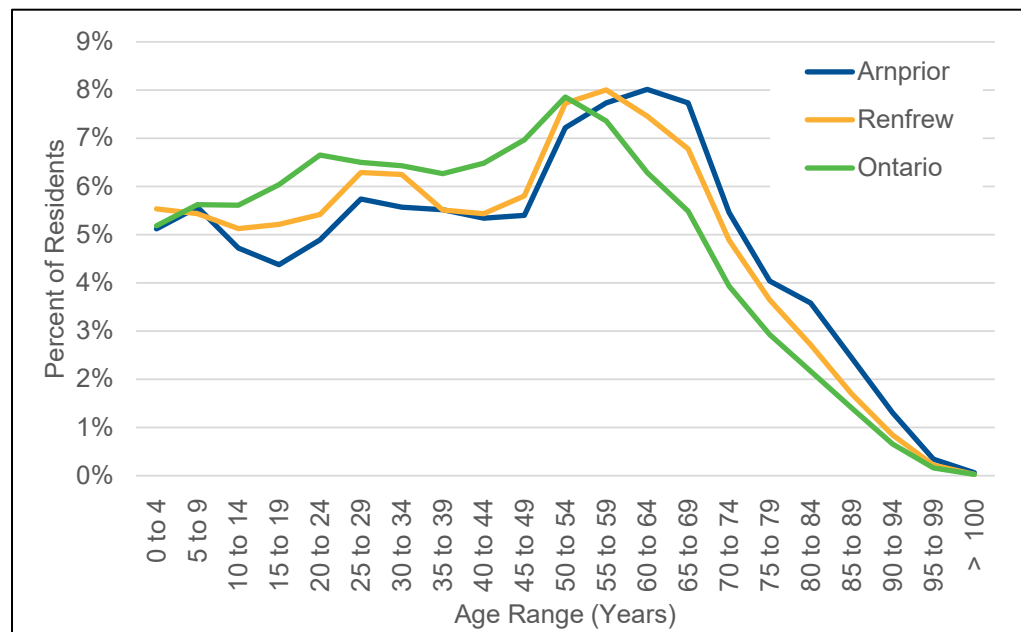
2.4 Who

Demographic data for the Town of Arnprior has been taken from 2016 Census. To provide context, the census data for the Renfrew Census Division⁴ and the province of Ontario are also used. The comparison helps to highlight the unique characteristics Arnprior and aids in determining its key travel markets for transit.

2.4.1 Age distribution

Figure 2.4 shows the age composition of Arnprior residents, along with to Renfrew Census Division and Ontario. When compared to the rest of the province, the residents of Arnprior are generally older. Arnprior has a higher proportion of seniors (aged 65+) and a lower proportion of working aged people (aged 18-65) and children (aged under 18) than both Ontario and Renfrew.

Figure 2.4: Age of Population



Seniors are more likely to use transit than the general population. This is because they are more likely to have medical issues that prevent them using a car. They are also more likely to not own a car for financial reasons. The higher proportion of seniors in Arnprior suggests that this could be a good market to target for transit.

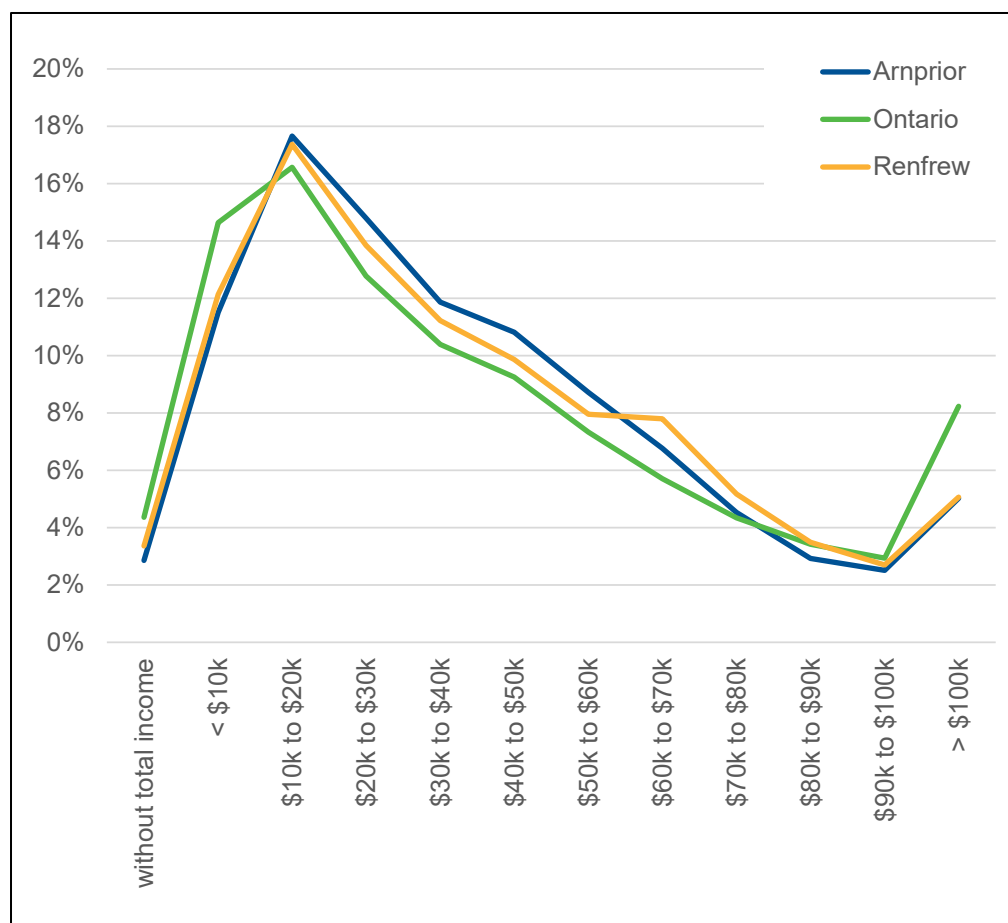
⁴ Renfrew Census Division is comprised of Renfrew County and the City of Pembroke.



2.4.2 Personal income

The median total income of residents in Arnprior is \$33,579, very similar to the provincial median of \$33,539⁵. **Figure 2.5** shows the distribution of personal annual income (before tax) of residents in the Town of Arnprior relative to the Renfrew Census division and the province of Ontario.

Figure 2.5: Total Pre-Tax 2015 Income in 2015



The chart shows that personal incomes in Arnprior are similar to the Renfrew Census division, but skew lower than the Ontario average. Approximately 59% of Arnprior residents earn under \$40,000 per year and therefore could be considered low-income.

In communities with transit service, lower personal (and household) income levels are correlated with higher transit use. This is primarily

⁵ Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017.



because of lower car ownership rates. This extends to households that *own* a car, but not everyone in the household has access to it for all trips. In addition, people who are unable to drive for medical reasons also tend to have lower incomes.

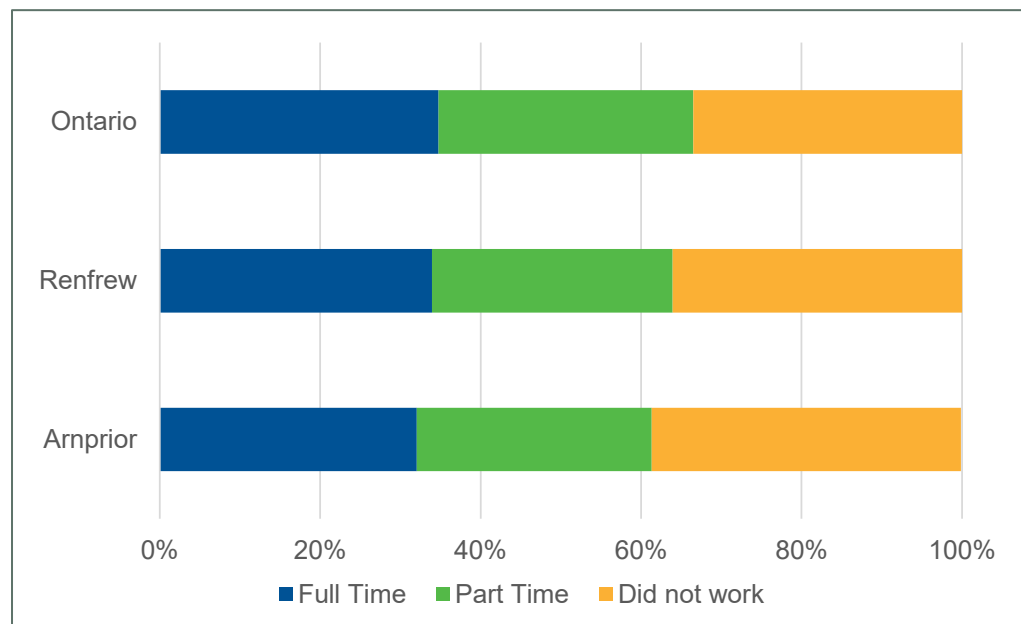
The higher proportion of low-income people reinforces the need for and benefits of transit service in Arnprior.

2.4.3 Labour force

Employed people are a useful market for transit, as most travel to and from the same destination each day. Switching to transit for this one particular journey will result in a person making many transit trips each year.

Figure 2.6 **Error! Reference source not found.** shows the employment status of the residents of Arnprior in relation to the Renfrew census division and the province of Ontario.⁶

Figure 2.6: Employment Status



The chart shows that (in 2016), Arnprior residents are less likely to be employed when compared with the Renfrew census division and the province of Ontario. This could be explained by Arnprior's relatively

⁶ Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017.



older population when compared to the county Renfrew and the province of Ontario, Arnprior has more residents of retirement age.

Employment status fluctuates significantly with time, depending on local and wider economic circumstances. The COVID pandemic produced large changes to the economy; some types of jobs simply ceased to exist as a result of lockdowns or other restrictions. Further, the loss of revenue has caused some businesses to cease operating or permanently lay off staff. Even as the pandemic ends, the effects on employment will continue.

As a result, any efforts to target employees to use transit for their commutes must incorporate up-to-date information on employment in the Town, and hence people's travel patterns to and from work.

2.4.4 Language ability

Most Arnprior residents speak English as their mother tongue (91.9%). Further, 99.8% of residents have knowledge of English. This implies that communications about transit in English would be understood by virtually all the population.

2.4.5 Mobility status

The number of people living in Arnprior has remained relatively stable over the last 30 years. However, this does not mean the same people have lived there for that period. The 2016 Census showed that 6.4% of residents did not live in Arnprior one year previously and 22.4% of residents did not live in Arnprior five years previously.⁷

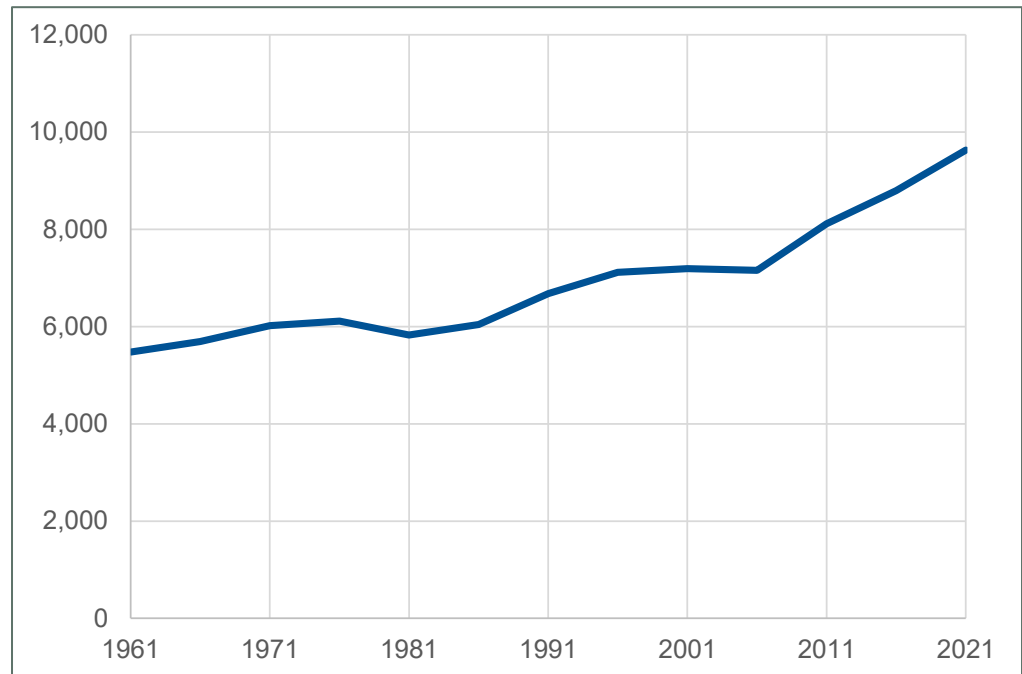
This turnover provides an opportunity for the Town to change travel habits in Arnprior. People are highly likely to (re)consider their mode of travel when they move to a new place. Consequently, promoting transit to new residents can be an effective way to build long-term transit ridership.

2.4.6 Population Trends

Figure 2.7 Error! Reference source not found. illustrates the population trends of Arnprior between 1986 to 2021. This shows the general upward population trend experienced in Arnprior. The population of Arnprior grew 35% from 2006 to 2021, an average growth of 2.00% per annum.

⁷ Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017.



Figure 2.7: Population of Arnprior

Provincial population projections from 2020 show that the Renfrew area (including Arnprior) is expected to grow 8.5% between 2015 and 2045 from 106,000 to 115,000 people.⁸ This indicates that population growth will likely occur in Arnprior, along with growth in the travel demand to, from, and within the municipality.

As a regional centre, employment in the Town would also be expected to grow. Even growth outside Arnprior will result in more trips into the Town, further expanding the benefits of shifting travel to transit and other modes.

⁸ Ontario Ministry of Finance, *Ontario Population Projections Update, 2019–2046*, Summer 2020.



2.5 When

Figure 2.8 illustrates the time at which residents of Arnprior leave for work.⁹ Around two-thirds of Arnprior residents (64%) leave for work during typical morning peak hours (between 6 AM and 9 AM). This indicates there is a strong morning travel market available for transit, and the hours of operation for any service should reflect that. It also shows there is significant commute market available for travel outside the morning peak period – likely to be retail, service sector, or industrial jobs.

Figure 2.9 shows the distribution of commuting durations for Arnprior residents. Of these commutes to work, the majority of residents of Arnprior (59%) spend less than 30 minutes commuting. Given that most Arnprior residents have short commutes, any transit service needs to offer short access times, wait times and in-vehicle times to be a competitive alternative.

Figure 2.8: Time of Commute to Work

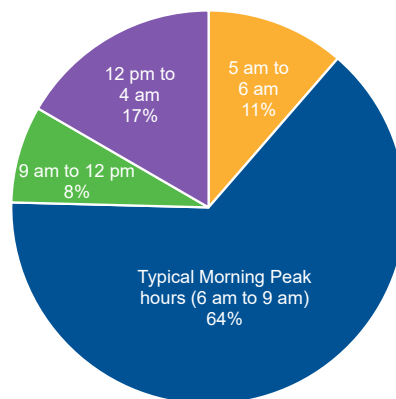
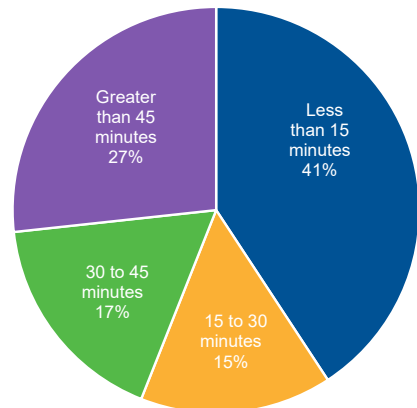


Figure 2.9: Commuting Duration



⁹ Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017.

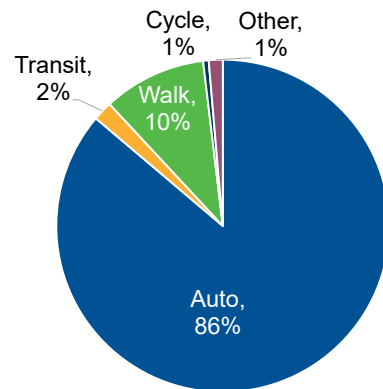


2.6 How

Arnprior does not currently have local transit services. Travel options in the Town are limited to private vehicles, taxis, and active transportation.

Figure 2.10 illustrates the commute mode choice in Arnprior in 2016. It shows that commute trips are dominated by private vehicle use, with 86% of commutes using car-based modes or motorcycles. The dominance of car-related travel for commuting is to be expected given the choices currently available to residents. A similar situation is expected for other types of trips within Arnprior

Figure 2.10: Commute Mode Choice in Arnprior



11% of commute trips were by active modes (walking and cycling). This is a relatively large proportion and indicates that Arnprior generally has good walkability. A high-level review of the pedestrian network in the town showed that the urban area typically has small block sizes and good sidewalk provision. Major roads also have plenty of potential crossing points. The Ottawa Valley Rail Trail provides a connection from the west end of Town to the urban area along John Street North and Daniel Street North. This walkability will help any transit service, as transit trips generally begin and end with a walk to/from a bus stop.

Transit was used for 2% of commute trips. This included the commuter bus service to and from Ottawa that existed at the time of the Census (but does not exist now). It also included people who drove to an OC Transpo park-and-ride facility and used transit for the rest of their trip.

2.7 Summary

Arnprior is a compact town. The commercial areas on the west side of town and industrial/employment areas on the east side of town are separated by the Madawaska River. The two sides are connected by Madawaska Boulevard (for all modes) and by the Ottawa Valley Rail Trail (for pedestrians and cyclists). Employment and other amenities are spread over multiple locations, rather than being concentrated around one spot. As the local area's economic centre, Arnprior has amenities that serve the wider region, not just its residents. This in turn



means a wide variety of trip types are made within the Town's boundaries. The demographics and travel patterns of Arnprior's residents indicate there are multiple groups who have a particular need for transit or would benefit from being able to use transit services.

As a result, a transit service within Arnprior would be able to serve a broad range of markets. Students, seniors, and people without easy car access would have a strong tendency to use transit. However, people commuting to work or traveling to/from amenities should also be considered key target markets.

Census data reveals that Ottawa is a major employment destination for Arnprior residents. Ottawa is also a service hub for the wider region, and hence will attract a variety of non-employment trips to amenities that are not present in Arnprior. Consequently, an Arnprior-Ottawa transit service would probably be used primarily by commuters, but would also benefit all residents of Arnprior.



3 Existing Supply

Currently, Arnprior is not served by a public transit system, interregional transit, such as Ontario Northland, provides Arnprior with connection to the rest of the Ottawa Valley and Northern Ontario. Due to COVID-19, the commuter bus service from Arnprior to Ottawa is no longer in operation. Other services are available to accommodate transportation within the Town that do not depend on private vehicle ownership. These include specialized transit, carpool and rideshare services, and taxi services.

3.1 Inter-municipal transit

Ontario Northland provides daily service between Ottawa and Sudbury via Arnprior. The Ontario Northland bus stop is in Arnprior at 39 Winners Circle Drive. Buses depart this stop at 11:30 AM (to Sudbury) and 10:15 PM (to Ottawa).

Classic Alliance provided commuter bus service between Arnprior Ottawa-Gatineau. This was a regional partner route with OC Transpo and provided residents with bus service to and from downtown Ottawa. As of March 30th, 2020, this route (ROUTE 500) has been suspended due to COVID-19. When this route was in service, it served various locations in Arnprior between 05:57 and 06:18 and in Ottawa-Gatineau between 06:47 and 07:12. In the evening, stops in Ottawa-Gatineau were served between 15:45 and 16:20, and in Arnprior between 17:05 and 17:23. The one-way cash fare between Arnprior and Ottawa was \$22.00.

3.2 Specialized transit

Carefor is a local charitable non-profit organization that provides a wide range of in-home care and community support services. These are designed to meet the needs of the Arnprior and Renfrew County community. They offer a non-urgent transportation program to help individuals unable to access other means of transportation to local and out-of-town appointments.

Arnprior-Braeside-McNab Seniors at Home Program Inc. (“Seniors at Home”) is a non-profit charitable organization assisting and cooperating with other agencies to provide community support services to seniors and individuals with special needs. Seniors at Home provide a wide variety of programs and services including home support, social, medical assistive devices loans, and transportation. Seniors at Home also provides transportation services for those attending out-of-



town medical appointments, assistance with getting around in-town (for medical appointments, social events, hair appointments, etc.), and bringing residents from outside of Arnprior into town for their personal needs.

The Town should continue its existing relationship with these organizations as providers of specialized transit within Arnprior.

3.3 Carpool and Rideshare

Rideshare and carpooling are gaining popularity in the Town of Arnprior. The County of Renfrew is collaborating with the RideShark Corporation to develop a “Winterized On-Demand Community Transit Network”. The development and deployment of this rideshare system is planned to serve commuters, employers, residents, students, youth, and visitors to the county.

This rideshare system is intended to make it easier for people in rural and smaller communities to travel to their destinations, especially during the winter. As of February 2021, the technology development was slated to begin in early 2021, with fair weather tests in fall of 2021, and on-road winter condition testing in early 2022.

In addition to this rideshare system, Renfrew County is developing a ride share platform, SharetheRide.ca, in cooperation with local employers, schools, seniors, and community organizations. This website helps users find other nearby commuters to form carpools.

Information from with Town staff indicates that Lyft was planning on expanding into Arnprior, prior to the COVID-19 pandemic.

3.4 Taxi services

There are four taxi companies in Arnprior. These include A-1 Taxi, Clay Valley Taxi, Grab-A-Taxi, and Murry’s Taxi. These taxi companies provide door-to-door service and delivery services for customers.



3.5 OC Transpo services

OC Transpo does not serve the Town of Arnprior. However, any service between Arnprior and Ottawa would need to connect with OC Transpo's services.

OC Transpo classifies its routes by the level of service they offer. The routes that come closest to Arnprior in each class are as follows:

- ▶ **LRT:** the current western terminus of the Confederation Line (Line 1) is at Tunney's Pasture station, approximately 63km or 45 minutes from downtown Arnprior.
Work is currently underway to extend Line 1 westwards to Moodie transitway station, approximately 50km or 35 minutes from downtown Arnprior.
 - The City of Ottawa has plans to further extend the line to Kanata. The closest station would then be approximately 45km or 30 minutes from downtown Arnprior.
- ▶ **Rapid** (*high-frequency express service*): the route that comes closest to Arnprior is 62 TERRY FOX. This serves Terry Fox bus station, approximately 45km or 30 minutes from downtown Arnprior.
- ▶ **Frequent** (*high-frequency service*): the route that comes closest to Arnprior is 88 HURDMAN. This route also serves Terry Fox bus station, approximately 45km or 30 minutes from downtown Arnprior.
- ▶ **Local:** No local route serves a location significantly closer than those served by Rapid or Frequent routes.
- ▶ **Connexion** (*weekday peak-period O-Train connections*): The closest route is 262 West Ridge-Tunney's Pasture. This route serves the Carp Road park-and-facility, approximately 40km or 25 minutes from downtown Arnprior.

Given the various distance/time from Arnprior and service level offered by each option, it is recommended that any service to/from Arnprior connect with the nearest LRT station. This would provide the highest level of service for onward travel towards central Ottawa. LRT stations are also hubs for bus routes serving the surrounding area. This would allow easy connections for trips to nearby destinations.



4 Transit Supply Options Analysis

The provision of transit services can be broken into four components:

- ▶ **Service Delivery Model:** *What* the service looks like to the user, such as fixed-route or demand-responsive;
- ▶ **Operator Model:** *Who* runs the service, such as a municipality or private contractor;
- ▶ **Vehicle Type:** *How* the service is operated (such as electric vs. diesel, or vehicle size); and
- ▶ **Individual Service Options:** *Where* and *when* service is provided, such as whether a route serves a particular community.

This study's scope covers the first three components, which are addressed in the following three sections. This chapter concludes with a review of communities similar to Arnprior that have transit services.

4.1 Service Delivery Model

This section describes the range of service delivery models, based on those in use elsewhere in North America. Some of the key differences between the different models are as follows:

- ▶ **Access:** how do passengers access transit services?
- ▶ **Routing:** how is the transit vehicle's route decided?
- ▶ **Journey time:** how much certainty does the model provide?
- ▶ **Sharing:** how often do passengers share the vehicle with other passengers?
- ▶ **Cost basis:** what drives the operating costs?
- ▶ **Vehicle size:** how large are the typical vehicles?
- ▶ **Productivity:** how many boardings per hour can the model expect to accommodate?
- ▶ **Goals:** what overarching goals does the model best serve?

The answers to these questions will depend on each community's unique needs. **Figure 4.1** (next page) shows the various models of transit and their attributes. The rest of this section provides detailed descriptions of each model, their strengths and weaknesses, where they are most suitable, and a real-world example of each.



	FIXED	FLEXIBLE			DEMAND RESPONSIVE		
Model	Fixed Route	Deviated Route	Scheduled Demand-Responsive Connector	Demand-Responsive Connector	Point-to-Point	Door-to-Door	Taxi / Rideshare Vouchers
Access	Walk to / from transit stops					Curbside pick-up / drop-off	
Routing	Fixed	Semi-dynamic	Dynamic				Individual
Journey time	Fixed	Dependable		Variable			Individual
Sharing	Most of the time				Sometimes		No
Cost base	Per vehicle						Per passenger
Vehicle size	Largest (40-foot buses)					Smallest (sedan)	
Productivity	Highest					Lowest	
Service goal	Predictable / efficient					Personal / flexible	

4.1.1 Fixed-route model

A **fixed-route service** operates along a pre-set route, following a schedule of when to serve each stop. This model is the most common approach for long-distance inter-city or inter-community services, and for transit within medium and large urban areas.

A fixed-route service will directly serve the people within walking distance of the bus stops. “Walking distance” is typically defined to be 400m. Calculations of this distance should take into consideration the pedestrian routes and crossing points available.

This model is the most efficient way to provide transit in areas of high demand. It can accommodate the highest demand of the models discussed here. For all models, picking up a passenger adds to the journey time of people already on the transit vehicle. This effect is smallest under the fixed-route model.

The fixed-route model is easiest to apply in areas where the street network allows routing to be mostly in straight lines. Areas with a grid of major roads are the ideal situation. Where multiple routes are required to cover an urban area, coverage will be most efficient if the area is roughly rectangular. This allows routes to be parallel, minimizing the overlap in their service areas.

Fixed-route services are easy for potential customers to understand. They provide predictable trip start times and durations. The administrative overhead of running a fixed-route service is low. However, small communities may not generate sufficient demand to justify running buses often enough to be convenient.

Example: Ontario Northland services, including the Ottawa-North Bay service via Arnprior. This model is also used in most Ontario municipalities with significant urban populations, including Ottawa.

4.1.2 Demand-responsive models

Under a demand-responsive model, the route of the transit vehicle will depend on the needs of the passengers using it – that is, it *responds* to travel *demand*. A demand-responsive service will be limited to a specified geographic area or set of origin and destinations. The term **microtransit** typically refers to any form of demand-responsive transit that uses small vehicles such as minibuses, vans or cars.



The simplest form of demand-responsive service is the **door-to-door** model. A transit vehicle picks up passengers from outside their origin point and then drops them off at their destination point. (This is typically at the curb, rather than literally at someone's front door.) This replicates the convenience of a private car or taxi. There are two main differences between this model and a taxi. Firstly, the vehicle is generally shared with other passengers. Secondly, the vehicle will often pick-up and drop-off other passengers along the way.

The convenience of door-to-door service limits its efficiency. Using minor residential roads can result in relatively long detours to pick-up or drop-off one passenger. Consequently, it is highly unusual for a door-to-door service to average less than five minutes between successive pick-ups/drop-offs. This means it can't average more than six boardings per hour, which increases the costs per passenger.

Example: Specialised transit services are almost always door-to-door, because of the mobility constraints of potential customers.

The efficiency of the demand-responsive service can be improved using the **point-to-point** model. Under this model, passengers are picked up or dropped off at pre-set points (that is, transit stops). Customers generally need to walk a short distance between the transit stop and their origin or destination. Transit stops can be placed to facilitate the easy movement of transit vehicles, by placing them on major roads or continuous minor roads. In urban areas, this results in a significantly greater efficiency.

The greater efficiency allows for more boardings per hour, which in turn reduces the number of required vehicles (and hence operating costs). However, it requires a supportive pedestrian environment, with strong sidewalk provision and plenty of road crossing points. Arnprior has these conditions in most of its urban area.

Example: Belleville Transit late night service. Belleville is a self-contained city of about 50,000 people. The transit agency uses fixed-routes during the day, and point-to-point demand-responsive service at night. The same vehicles and bus stops are used for both service models. Customers can book rides on the on-demand service via an app or a website.

The two models can co-exist within one agency or service area, potentially even using the same vehicles. For example, customers needing specialized transit are offered door-to-door service, while



other customers are offered point-to-point service. Another example would be door-to-door service in rural areas, and point-to-point service in urban areas.

4.1.3 Flexible transit models

The term “flexible transit service” covers a range of models that include elements of both the fixed-route model and demand-responsive models.

One type of flexible transit service is **route deviation**. Under this model, a service operates as a fixed-route service by default, but will detour to an alternative route in response to customer needs. The alternative route could have just one stop, or multiple stops. This model is useful when a location or area needs transit service, but doesn’t generate enough to demand to justify running every transit vehicle trip there.

This service model is also appropriate for services running through rural areas, as it will increase the number of people who can use the service beyond those within walking distance of the route.

Example: San Joaquin RTD’s “County Hopper”. The agency serves a rural area in northern California, east of San Francisco. The five County Hopper routes run primarily along major roads. Customers in rural areas living away from those roads can request the service deviate by up to one mile to a point where they can be picked up or dropped off.

Another type of flexible transit service is the **demand-responsive connector** model. Under this model, a service will provide demand-responsive service between a transit hub and people’s origins / destinations in a prescribed area. Passengers travelling within that area could either get direct service or be required to travel via the hub.

This model is useful for connecting low-density areas with a focal point for travel. The focal point could be a mall, medical facility, post-secondary institution, or transit hub with fixed-route service to other places.

Example: Oakville Transit’s “Home to Hub”. Oakville is a growing suburban community west of Toronto. The Home-to-Hub service operates in areas of the town that are not yet fully built out, and hence do not generate sufficient trips to justify fixed-route service. The service transports people between their homes (or other



destination in the service area) and a transit hub. The hub is served by fixed-route service, providing connections to the rest of the town.

A variant on this is the **scheduled demand-responsive connector**. Under this model, a service will have scheduled arrival or departure times at one or more points, but otherwise operate as a demand-responsive service. The focal point could be an inter-Town transit hub or other location where a timed arrival or departure is particularly valued.

Example: Durham Region Transit late night service (pre-COVID). DRT's service area includes several GO Transit commuter rail services. At Ajax rail station, late-night local transit service was provided by a service that left shortly after trains from Toronto arrived. The route was then based on destinations of passengers.

4.1.4 Taxis / rideshare voucher model

Under this model, customers use conventional taxis or rideshare providers (such as Lyft), with the municipality paying some form of subsidy for each trip. This could be structured as a percentage of the normal fare, or by passengers being charged a pre-set fare with the municipality paying the operator the difference.

This arrangement results in a significant financial difference between the voucher model and other transit delivery models, assuming fares do not cover costs.

Under other transit delivery models, vehicles operate (and incur costs) throughout the day. This means their annual costs are fixed. Each additional passenger pays a fare but does not increase the cost of operation. This means the greater the number of passengers, the *lower* the subsidy requirement. (Assuming no additional capacity is needed.)

By contrast, the voucher model means vehicles only incur costs to the municipality when they are transporting passengers. Each additional passenger both pays a fare *and* increases the cost of operation. This means the greater the number of passengers, the *higher* the subsidy requirement.

Example: Innisfil Transit. The town is a largely rural municipality in central Ontario. The Town contracted rideshare operator Uber to operate the service. Passengers can book via Uber's app or a third-



party phone service. Fares are \$4-\$6 for certain common destinations, or \$4 off Uber's standard charge for other destinations. Customers could make a maximum of 30 subsidised trips per month, meaning that people travelling every weekday pay the full Uber fare for some of their trips.

Service started in 2017 and proved successful at attracting riders. However, that success resulted in municipal subsidy requirements being substantially higher than expected. In 2018, subsidies for trips to/from Innisfil were removed (except for one key destination). In 2019 the number of subsidized trips per customer was capped.

Unusually, teenagers require a parental consent form before they can use the service.

Wheelchair-accessible service is provided by a taxi company, as Uber was unable to ensure its fleet of driver-owned vehicles would include wheelchair-accessible vehicles when needed.

4.1.5 Vanpool models

A vanpool service brings people to common destination, such as a workplace, business/industrial park, seniors centre or shopping mall. Service is typically provided by a passenger van (hence the name) with a capacity of 10-15 seats. Use of the service is restricted to those who have signed up to use the program in advance. Vanpools operate with fixed routes and pick-up/drop-off times, although this may be adjusted as customers join or leave the program.

The vehicle will typically be owned and operated by an organization associated with the common destination (for example, the employer if the destination is a workplace). The vehicle could be driven by one of the users, or by a person hired by the organisation responsible for the service. The most common ways of organizing the vanpool are as follows:

- ▶ **Employer-sponsored** vanpools are limited to the company's employees, with the employer organizing the operations and underwriting any costs not covered by users. They typically serve one destination.
- ▶ **Third-party** vanpools are organized and operated by for-profit or not-for-profit operators (such as transit agencies). They may serve any number of destinations, but are still limited to a particular group of people in some way.



- ▶ **Privately owned vanpools** are organized and operated by individuals. They typically serve one destination.

The vanpool model has a lot in common with school bus services, with the obvious differences being type of users. However, the planning and delivery of the service is similar. Vanpools require a suitable mass of (potential) customers who travel on a routine basis between an origin and the common destination.

Vanpools occupy a grey area between private transportation and public transit. By their nature, they are open to a select group of people only, unlike other public transit model. However, they do involve people sharing a means of transport provided by a third party, unlike private transportation.

4.1.6 Assessment – travel within Arnprior

A key task for this study is to determine an optimal transit solution for Arnprior. Given Arnprior's size and land use patterns, it is possible to narrow down the various options into suitable and unsuitable models as follows.

- ▶ **Fixed-route:** Arnprior is separated into the east side and west side by the Madawaska River with only one bridge crossing. Possibilities for fixed-route service include:
 - A one-way "figure 8" route with loops around the industrial area east of the river and residential areas west of the river. This would be about 14km, and take 45 minutes for a bus to complete one loop.
 - A pair of routes, one running north-south (between Arnprior Regional Health, Arnprior District High School, the town centre along John Street North, and Arnprior Shopping Centre); the other running east-west (connecting the residential areas on the west side of town to the employment and service areas on the east side of town). These would have (two-way) lengths of about 10km and 7km, respectively.

Both these options would result in relatively long average wait times and in-vehicle travel times. Consequently, this model is not suitable for transit service within Arnprior.

- ▶ **Deviated route:** The urban area of Arnprior is separated by the Madawaska River into a west side and an east side with one bridge crossing to connect them. Services and employment are concentrated along the north-south and east-west corridors of



the town and thus doesn't have distinct areas to deviate a route to. Consequently, this model is not suitable for transit service within Arnprior.

- ▶ **Demand-responsive connector:** Arnprior's commercial areas are distributed along a corridor running across the Town and are separate from the industrial and employment areas. Consequently, it lacks a single focal point for transit, making this model unsuitable for transit service within Arnprior.
- ▶ **Scheduled demand-responsive connector:** Arnprior's only scheduled transit service is the (daily) Ontario Northland service between North Bay and Ottawa. The low capacity implies a relatively low number of passengers travelling from Arnprior. These factors make it an unsuitable focus for a scheduled demand-responsive connector, and hence this model is not suitable for Arnprior.
- ▶ **Point-to-point demand responsive:** Arnprior is an urban community with several points of interests and generally good pedestrian connectivity and infrastructure. These factors both mean **point-to-point demand-responsive is a suitable model for Arnprior.**
- ▶ **Door-to-door demand responsive:** The population density in Arnprior is not low enough to justify a door-to-door model for most trips. In general, this model is not suitable for transit service within Arnprior. However, **this model is suitable for specialized transit customers in Arnprior.**
- ▶ **Taxis / rideshare vouchers:** Arnprior's compact size and urban nature means that shared models will offer significantly better productivity (and hence lower costs per passenger) than a voucher model. Consequently, this model is not suitable for conventional transit service within Arnprior. However, Arnprior's population would result in low specialized transit demand. Consequently, **this model is suitable for specialized transit customers in Arnprior.**
- ▶ **Vanpools:** For this study, the Town of Arnprior is examining options to facilitate the movement of all people throughout the municipality. Vanpools, by their nature, are for specific groups of people only. Consequently, this model is not suitable for transit service within Arnprior.

To summarise, point-to-point demand-responsive is the only suitable service delivery model for conventional (that is, non-specialized) transit in Arnprior; door-to-door demand-responsive service and taxis /



rideshare vouchers are both suitable model for specialized transit in Arnprior.

4.1.7 Assessment – travel to/from Ottawa

For purposes of this assessment, it is assumed that an Arnprior-Ottawa service would connect with OC Transpo services at an LRT station or at a bus terminal.

- ▶ **Fixed-route:** Plausible options for fixed-route service include:
 - A route between a suitable interchange location in Ottawa (a bus station or LRT station) via Hwy 417 and an interchange point with any local transit service near the Hwy 417 Daniel St interchange. This would be about 45-50km long, and would take a bus about 60-75 minutes to complete the entire route.
 - A route that does the same thing, but then circulates around Arnprior. This would be about 50-55km long, and would take a bus about 105-120 minutes to complete the entire route.
 - Funding for Ontario Northland to provide additional trips between Arnprior and/or lower fares.

Consequently, **fixed-route is a suitable model for Arnprior-Ottawa service.**

- ▶ **Deviated route:** There are no significant communities between Arnprior and Ottawa's main urban area, and thus no locations to sensibly deviate a route to. Consequently, this model is not suitable for Arnprior-Ottawa services.
- ▶ **Demand-responsive connector:** Under this model, demand-responsive service would be provided between OC Transpo services in Ottawa and Arnprior. However, the long journey time between the two would likely result in long and unpredictable wait periods. Consequently, this model is not suitable for Arnprior-Ottawa services.
- ▶ **Scheduled demand-responsive connector:**
 - Arnprior's only scheduled transit service is the (daily) Ontario Northland service between North Bay and Ottawa. The low capacity implies a relatively low number of passengers travelling to/from Arnprior. These factors make it an unsuitable focus for a scheduled demand-responsive connector.
 - Alternatively, the service could connect with OC Transpo services in Ottawa (at a bus station or LRT station) and then



provide demand-responsive service with Arnprior. The “scheduled” aspect would mean trips to/from Ottawa would have a dependable arrival/departure time.

Consequently, **scheduled demand-responsive connector is a suitable model for Arnprior-Ottawa service.**

- ▶ **Point-to-point demand responsive:** The long journey time between the Arnprior and Ottawa’s urban area would likely result in long and unpredictable wait periods. Consequently, this model is not suitable for Arnprior-Ottawa services.
- ▶ **Door-to-door demand responsive:** The population density in Arnprior is not low enough to justify a door-to-door model for most trips.. Consequently, this model is not suitable for Arnprior-Ottawa services.
- ▶ **Taxis / rideshare voucher model:** The long journey time between the Arnprior and Ottawa’s urban area means that shared models will offer significantly better productivity (and hence lower costs per passenger) than a voucher model. Consequently, this model is not suitable for Arnprior-Ottawa services.
- ▶ **Vanpools:** For this study, the Town of Arnprior is examining options to facilitate the movement of all people. Vanpools, by their nature, are for specific groups of people only. Consequently, this model is not suitable for Arnprior-Ottawa services.

To summarise, fixed-route service and scheduled demand-responsive connector are both suitable models for Arnprior-Ottawa services.

4.1.8 Recommend service delivery models

Given the market size and area served, the recommended service delivery models are as follows:

- ▶ **Within Arnprior (conventional):** Point-to-point demand responsive
- ▶ **Within Arnprior (specialized):** Door-to-door demand-responsive *and/or* taxi / rideshare vouchers.
- ▶ **To/from Ottawa (conventional and specialized):** fixed-route service *or* scheduled demand-responsive connector.



4.2 Operator Model

The operator is responsible for providing the day-to-day aspects of a transit service – providing vehicles, conducting maintenance, employing drivers, addressing disruptions, and collecting fares. A municipality can either directly employ the people do these things through in-house operations, or contract with a third party to provide them. This chapter describes the three main types of operator model, then assesses each for their suitability in Arnprior.

4.2.1 In-house operation

Under this model, the municipality employs all the people to manage, operate and maintain the transit vehicles. The municipality will also procure and own the vehicles and associated facilities. This arrangement is common for larger Canadian transit systems (30+ vehicles).

Modern demand-response systems are typically centred around a software platform that handles bookings and vehicle routing. This platform is normally provided by a specialist vendor, even if all other aspects of operations are done in-house. (This approach is used by Belleville Transit).

Advantages	Disadvantages
<ul style="list-style-type: none"> ▶ Full control of customer experience and transit assets ▶ No contract oversight required 	<ul style="list-style-type: none"> ▶ Full capital cost required to start services ▶ Requires internal management experience

4.2.2 Private contractor

Under this model, the municipality pays a private contractor, who in turn employs all the people to manage, operate and maintain the transit vehicles.

The exact responsibilities will depend (in part) on the service delivery model. Under a fixed-route or deviated fixed-route model, service planning and scheduling is typically done by the municipality, along with the creation of associated customer information.



With demand-responsive models, the contractor will be responsible for the (dynamic) routing and scheduling, as well as the associated customer information and booking system.

The contractual arrangements will specify the quantity and quality of service. There is typically a base fee for a certain service level, plus some adjustment for if service needs to be increased or decreased. This arrangement is common for smaller Canadian transit systems (fewer than 10 vehicles) and newer systems.

Advantages	Disadvantages
<ul style="list-style-type: none"> ▶ Quick start-up with low up-front costs ▶ Retain control over service levels ▶ Can draw on external management expertise 	<ul style="list-style-type: none"> ▶ Contract oversight required ▶ Customer experience is indirectly controlled ▶ Can only adjust service within parameters of contract

4.2.3 Inter-government collaboration

Under this model, a municipality contracts with a government agency that operates transit (which may be another municipality) to provide services. The advantages and disadvantages are similar to private contractors, with the added disadvantage that the service model is outside the contracting municipality's control. The same is typically true of service levels and operating hours.

However, contracting with a neighbouring municipality allows for seamless integration of services, resulting in cross-boundary trips easier to make by transit. Further, the contractual arrangements between municipalities can be simpler than when a private company is involved.

Advantages	Disadvantages
<ul style="list-style-type: none"> ▶ Quick start-up with low up-front costs ▶ Can draw on external management expertise 	<ul style="list-style-type: none"> ▶ Service levels controlled by third party ▶ Contract oversight required ▶ Customer experience is indirectly controlled



4.2.4 Non-operational management

The choice of operator model can be done independently of **vehicle ownership**. A municipality may elect to own the transit vehicles but contract out operations. For example, Simcoe County decided to purchase and own their transit vehicles, with operations and maintenance contracted out. This arrangement took advantage of federal government grants for municipalities to purchase buses. Otherwise, the County would have to pay extra to the contractor to cover the annualised capital cost of the vehicle. This arrangement also gave the County full control over the type of vehicle and on-board amenities.

The same is also true for **other capital assets**, including vehicle maintenance / storage facilities and transit stops. These can be the responsibility of the municipality or the operator. Arnprior would probably save money by allowing a private contractor to use Town facilities for storing and maintain transit vehicles. The alternative would involve transit vehicle being driven to/from an out-of-town facility each day at the start and end of service.

Successful transit requires effective **promotion and marketing**. The Town has the strongest incentive to increase transit use, so this role would default to them. However, if using transit requires use of an app or website, then there is potential for the app creator to provide training on its use to potential users, or those who help potential transit users (such as staff at seniors' centres, shops, bars/restaurants, municipal amenities etc.)

4.2.5 Assessment and recommended operator model

The size of Arnprior (9,000) people suggests that any transit system will have a relatively low number of vehicles. As the Town would be starting a new service, it does not have in-house expertise to draw upon. These factors indicate that in-house operation is not a suitable option.

The only adjacent municipality that operates transit services is the City of Ottawa (with services provided by OC Transpo). Preliminary discussions with OC Transpo indicate that it would be possible for them to provide service between Arnprior and Ottawa under a suitable financial arrangement, subject to vehicle availability. (Ongoing LRT construction means that vehicles are not currently available, but could be available when construction concludes.)



All these factors mean **that service within Arnprior** would be best provided by a private contractor, and **service to/from Ottawa** could be provided by either a private contractor or other government agency.

At a minimum, the contractor should be responsible for maintaining and operating the transit vehicles and managing the service. This includes recruitment and training of the employees performing those roles. It also includes customer service elements involving their employees or services (such as any software platform).

Subject to suitable funding being available from the Town or from third-party grants, the Town should aim to own the transit vehicles. This will give it more control over the quality of customer experience. Ideally, the Town should also consider providing space at any Town-owned vehicle maintenance facility for use in maintaining transit vehicles.

Promotion and marketing activities should be done jointly by the Town and the operator in a way that aligns with their respective expertise and interests.







4.3 Vehicle Type

There are a wide variety of vehicles that can be used for transit services. This section identifies the broad types of vehicles used for transit, the service delivery models they are suitable for, and the required fleet size. It then recommends the vehicle type for each market, and discusses the potential for using electric vehicles for transit service.

4.3.1 Vehicle size

Table 4.1 provides an overview of the range of sizes available, including information on capacity, lifespan, and capital cost. Within each type, there is some variation. For example, a standard bus can vary from 9m to 15m in length, with a commensurate change in cost and capacity.

TABLE 4.1: VEHICLE TYPES USED FOR TRANSIT SERVICES

Type	Standard bus	Passenger van	Minivan	Sedan
Image				
Example model	Nova Bus LFS	Ford Transit Passenger Van	Honda Odyssey	Toyota Corolla
Capacity	30 to 60	12 to 18	4 to 7	1 to 4
Lifespan	10 to 12 years	10 to 12 years	6 to 8 years	6 to 8 years
Capital cost	\$500-600k (ICE*) \$1,000,000 (EV)	\$75-100k (ICE) \$200-300k (EV)	\$35-75k	\$20-75k
Suitable for...				
<i>Fixed-route</i>	Yes	Yes	No	No
<i>Demand-responsive</i>	Yes	Yes	Yes	No
<i>Specialized</i>	No	Yes	Yes	Yes
Available fuel / energy options	Diesel Hybrid Electric	Gasoline Diesel Electric	Gasoline Diesel Hybrid	Gasoline Diesel Hybrid Electric

* ICE = internal combustion engine (diesel or gasoline)



As the table shows, standard buses and passenger vans are both generally suitable for both fixed-route service and demand-responsive service. Minivans are also suitable for demand-responsive service. Specialized service requires smaller vehicles – either minivans or sedans. Discussion in the rest of this section will be limited to those vehicle sizes that are suitable for each service type.

Service within Arnprior: A point-to-point demand-responsive service generally requires more frequent turns than a fixed-route service. Within the context of Arnprior's typical roadway widths and street layout, a standard bus would have to turn more slowly and carefully than other vehicles. Depending on the choice of stop locations, this may make standard buses unsuitable for a point-to-point demand-responsive service in Arnprior. For specialized services, the low demand levels means that minivans and sedans would both be suitable.

Service to/from Ottawa: the service would be likely to use major roads (including Hwy 417). A standard bus or passenger van would be suitable, with the choice depending on the required capacity. For low volumes, passenger vans would be cheaper to purchase and operate.

4.3.2 Fleet size

The fleet size required depends on the number of trips made by transit in the peak hour. To estimate this, the first step was to apply a trip rate (trips per person) to Arnprior's adult population. This took into account the age profile of Arnprior, the different purposes for people's travel, and the time of day people typically travel. This produced the number of trips made by Arnprior residents in the peak hour. A range of transit mode shares were then tested to see how many vehicles would be required.

For **conventional transit within Arnprior using point-to-point demand-responsive service**, the capacity of the service is determined by the number of boardings per hour the system can allocate each vehicle, as well as the vehicle capacity. With standard buses or passenger vans, 15 boardings/hour is a reasonable upper limit. Using this, it was found a transit mode share for travel of up to 0.9% required 1 vehicle; up to 1.8% required 2 vehicles. With minivans, the smaller vehicle sizes means that 5 boardings/hour is a reasonable upper limit. Consequently, three times as many minivans as passenger vans or standard buses would be needed for a given mode share.



For **specialized transit demand within Arnprior**, the likely demand can be estimated using the typical percentage of conventional transit demand observed in other municipalities. Boardings tend to take longer for specialized transit. Consequently, specialized transit vehicles rarely average more than 4 boardings/hour. For Arnprior, this suggests one vehicle would be needed for specialized transit vehicle if a dedicated fleet was used. This could be any vehicle physically suitable for carrying specialized transit customers.

For **transit to/from Ottawa** using either fixed-route service or a scheduled demand-responsive connector, the capacity is limited by the size of the vehicle. A useful comparison is Russell Township's (pre-COVID) transit services, which provided peak-only service to downtown Ottawa. This service required four standard buses. 2016 Census data shows that 4,845 Russell residents worked in Ottawa, compared with 1,350 Arnprior residents. This implies that with a similar mode share, one standard bus would be sufficient. (Unlike Russell's service, the one vehicle would provide all day service and do more than one trip in the peak period). If passenger vans were used, more vehicles would be needed. This would result in higher operating costs.

4.3.3 Electric transit vehicles

This section assesses the viability of electric buses for each service delivery method under consideration.

Availability

The availability and capabilities of electric vehicles (EVs) have improved significantly in recent years. Electric passenger vans are a newer addition to the market, typically coming from manufacturers that are new to the transit market. However, there are multiple options for vehicles in the 7.5-9.0m size, with seating capacities of 15 to 25, depending on the configuration.

Electric buses have no issues with the climate in most Canadian cities. Edmonton Transit System (ETS) is rolling out an electric bus fleet; ETS has found that electric buses can provide sufficient A/C in summer and heating in winter. The city of Edmonton has both hotter summers and colder winters than Ottawa.¹⁰

The City of Sarnia recently studied the feasibility of electrifying their bus fleet.¹¹ Their study showed that battery capacity should allow 1.0

¹⁰ Edmonton's lower humidity levels do not significantly affect the energy consumption of A/C or heating on buses.

¹¹ IBI Group / City of Sarnia: *Sarnia Electric Bus Feasibility Study* (July 16, 2021)



to 1.4 kWh/km, plus up to 12kW for heating. (A/C consumes less power than heating.) This means a standard bus operating for 12 hours/day at an average of speed 24km/hr would need a capacity of at least 550kWh; a bus operating at an average speed of 18km/hr would need a capacity of at least 216kWh.

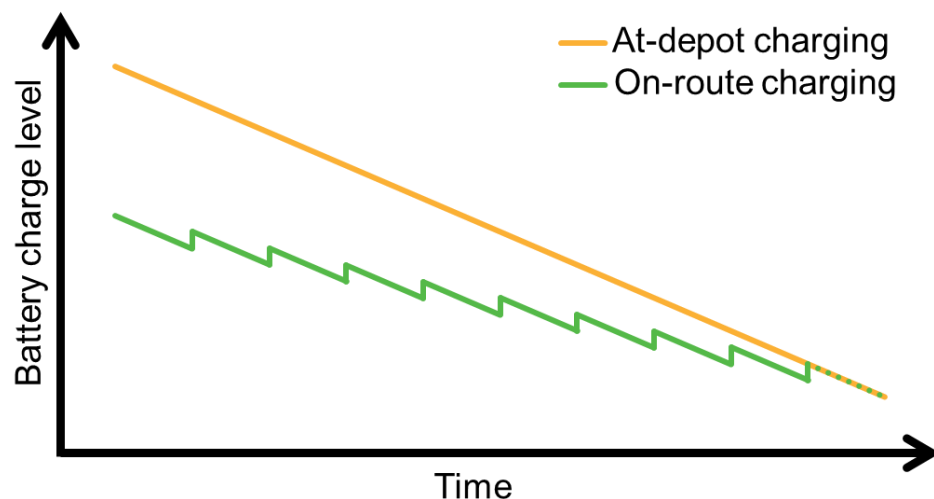
Charging

Electric buses can be charged through at-depot charging or on-route charging. With **at-depot charging**, buses are charged each night between the end and start of service. They must have enough charge to get them through the entire day. Alternatively, buses can return to the depot during the day to top-up their charge. This decreases capital costs (smaller batteries) but increases operating costs (because of travel to/from the depot).

For **on-route charging**, buses are charged both overnight and at select places on their route during normal daytime operations. These daytime top-ups are not intended to fully charge the battery, but provide enough charge in conjunction with the overnight charge.

Figure 4.2 conceptually illustrates how the battery charging level varies through the day under the two approaches, and hence how smaller batteries are needed with on-route charging.

Figure 4.2: Battery charging patterns



At-depot charging minimizes the number of charging facilities needed, which reduces capital costs. However, buses must have larger capacity batteries than if on-route charging is used. This increases



vehicle capital costs. Consequently, on-route charging is more suitable where service levels are high, and multiple vehicles operate on each route. This means the cost of the on-route charging facility is offset by the cost reduction of the multiple vehicles that use it.

For a **point-to-point demand-responsive service**, on-route charging is not a feasible option. Consequently, such a service would have to use at-depot charging.

Costs

Electric buses have a substantially higher purchase bus than diesel-powered equivalents. As shown in **Table 4.1**, the cost is substantially higher. However, electric buses offer savings: the cost of electricity to charge an electric bus is much lower the cost of fuel for a diesel bus. Further, electric buses do not need as much maintenance as bus with a diesel engine.

Several transit agencies in Canada are in the process of rolling out or trialing electric vehicle fleets. At the current time, it appears the lifecycle costs of diesel and electric buses are roughly equal, with the higher capital costs being offset by years of lower operating costs. The relative life cycle costs of electric and diesel passenger vans are not yet known.

If the Town can obtain a third-party grant to cover part of the cost of purchasing transit vehicles, then the lower operating costs (which will be incurred by the Town) mean electric vehicles would be the cheaper option. Otherwise, the financial consideration depends on the Town's desired cashflow profile over the lifespan of the transit vehicles, and political considerations of environmental benefits compared with the higher capital costs.

Implementation

Starting a transit service using electric buses would take significantly longer than starting one with diesel buses. The Town of Sarnia's electric bus feasibility study indicated that designing, building and commissioning the necessary infrastructure would take one to two years.

By contrast, the Town of Arnprior already has the infrastructure in place to support diesel buses. This means the implementation time would be much shorter, being primarily by the procurement process.



Example: Edmonton Transit Service (ETS) is currently transitioning to an all-electric bus fleet. It is using standard (12m) buses manufactured by Proterra with 660kWh of battery capacity. This provides them with 350km of range, sufficient to last all day on any of ETS's routes.

The buses are charged at the depot using overhead (pantograph) connectors. Charging the battery takes up to three hours.

ETS has a fleet of around 950 buses. Existing diesel buses will be replaced with electric buses at the end of their normal working lives, subject to suitable depot facilities being available.

Summary

If the Town decides it wishes to pursue use of electric vehicles for transit services, then:

- ▶ **Electric transit vehicles are a viable option** in terms of operations and range.
- ▶ The **initial capital costs** would be higher than non-electric buses, but the **lifecycle costs** would be similar but standard buses. The financial assessment should consider the availability of third-party funding for capital costs, the Town's desired cashflow profile, and political considerations of the environmental benefits.
- ▶ The **implementation** of the infrastructure for electric buses would take significantly longer than for diesel buses. If the Town wanted to start service quickly (in less than a year), then it would have to start with diesel buses (owned or leased). This would not preclude switching to electric buses at a later date

4.3.4 Recommend vehicle types

Given the required capacity and other vehicle attributes, the recommended vehicle types are as follows:

- ▶ **Within Arnprior (conventional):** Passenger van
- ▶ **Within Arnprior (specialized):** Minivan and/or sedan
- ▶ **To/from Ottawa (conventional and specialized):** Standard bus

Electric vehicles are viable option for all three services, with no significant operational reason to not choose them. However, their higher capital cost means the choice is a policy / financial decision that should be made by Council.



4.4 Transit Solutions Peer Review

The experience of municipalities that both operate transit and are similar to Arnprior offers potential lessons for the Town. A set of peer municipalities was chosen to fit the following requirements:

- ▶ Lower-tier or single-tier Ontario municipality
- ▶ Transit service provided by the municipality (as opposed to another level of government)
- ▶ Low population (under 20,000)
- ▶ Population concentrated in a single distinct urban area
- ▶ Not part of a larger metropolitan area

The municipalities selected that fit these criteria were Cobourg, Port Hope, Tillsonburg and Kenora. **Table 4.2** provides details on the municipalities and their transit systems. For comparison, Arnprior is a lower-tier municipality has a population of 9,600, an area of 15km², a population density of 640 people/km².

TABLE 4.2: PEER MUNICIPALITY TRANSIT SYSTEM INFORMATION

Municipality	Cobourg	Port Hope	Tillsonburg	Kenora
Population	19,400	16,200	15,800	15,100
Area (km ²)	22	278	22	211
Density (/km ²)	869	60	710	71
Administration	Lower-tier	Lower-tier	Lower-tier	Single-tier
Service delivery model	PTPDR *	Fixed-route (2 local routes; 1 inter-municipal)	Fixed-route (2 local routes; 4 inter-municipal)	Fixed-route (3 routes)
Operator model	Private contractor (Century Transportation)	In-house	Private contractor (Voyago)	Private contractor (FSC)
Vehicle type and capacity	Standard bus (28-30 seats)	Passenger van (12 passengers)	Small bus (20 passengers)	Standard bus (28-30 seats)
Fleet size	2	1 (for local)	1 (for local)	3
Service hours	Mon-Fri: 6am-10pm Sat: 8am-7pm Sun: 9am-4pm (96 hours/week)	Mon-Fri: 7am-8pm Sat: 9am-4pm Sun: N/A (72 hours/week)	Mon-Fri: 6am-6pm Sat: N/A Sun: N/A (60 hours/week)	Mon-Fri: 7am-6pm Sat: 11am-5pm Sun: N/A (61 hours/week)



Municipality	Cobourg	Port Hope	Tillsonburg	Kenora
Operating cost ¹²	\$680,000	\$552,402	\$225,700	\$386,149
<i>Per capita</i>	<i>\$35.05</i>	<i>\$33.08</i>	<i>\$14.28</i>	<i>\$25.57</i>
Ridership ¹³	189,000	58,025	~12,500	34,600
<i>Per capita</i>	<i>9.74</i>	<i>3.58</i>	<i>~0.79</i>	<i>2.28</i>
Farebox recovery ratio ¹³	17%	14%	11%	24%

* PTPDR = point-to-point demand-responsive

The peer municipalities' **populations** are between 15,100 and 19,400, which are all higher than Arnprior. Further analysis shows that Arnprior would be the least populous municipality in Ontario to provide transit.¹⁴ Lower population suggests a small tax base from which to fund transit – both capital and operating costs.

The **areas** of the peer municipalities are all higher than Arnprior. However, transit service in Kenora and Port Hope is not provided outside the single urban area. The urban area of both is around 12km². Consequently, Arnprior's urban area is similar in size to all four peers. The data shows that Arnprior's **population density** is similar to its peers. This relatively high density is good for transit provision, as it means a larger potential market for a given amount of service.

The **service delivery model** for three peer municipalities is fixed-route. Cobourg Transit switched from fixed-route (two routes) to demand-responsive in June 2021; financial and ridership figures therefore date from the time of fixed-route operation. This reflects that transit services in these communities pre-dates the availability of app-based demand-responsive service provision.

The most common **operator model** is a private contractor. Port Hope transitioned from a private contractor to in-house operations in 2018, drawing on management expertise built up over a lengthy period. The prevalence of private contractors (that serve multiple customers) allows small municipalities to draw on external management expertise at a potentially lower cost.

¹² 2020 budget or 2019 actual operating costs for conventional and specialized transit services. Farebox revenues are not included.

¹³ Ridership and farebox recovery ratio are for 2019.

¹⁴ Brighton and Penetanguishene have lower populations and local transit. However, their transit services are provided jointly with Quinte West and Midland, respectively. Other less-populous municipalities with transit have it provided by their upper-tier government.



The **vehicle types and capacity** show more variation. This reflects how vehicles are chosen to meet the service model and demand levels of their individual system. All peer municipalities have a small **fleet size** (no more than three vehicles). This implies that transit service in Arnprior would probably need a similarly-sized fleet.

The **hours of service** also show consideration variation. Only one (Cobourg) operates Sunday service; three out of four provide Saturday service. Weekday start times are all 6am or 7am, but service end times range from 6pm to 10pm. Consequently, total weekly service hours range from 60 hours per week to 96 hours per week (over 50% higher). If Arnprior had one vehicle costing \$70/hour, this range of service hours corresponds to \$200,000 to \$350,000 in annual operating costs.

The gross annual **operating cost** (that is, excluding farebox revenues) ranges from \$225,700 to \$680,000. This reflects the considerable variation in service levels each municipality is willing to support. Service costs are primarily proportional to length of service span and the number of vehicles in operation.

The annual **ridership** varies by more than a factor of ten between the lowest and highest figures, despite the relatively similar populations. This is a much broader range than for operating costs. Applying the range of ridership per capita to Arnprior's population (9,600) implies a transit service within Arnprior would have a ridership of 8,000 to 95,000 per year. This is a very wide range, and demonstrates that transit ridership does not just depend on the number of people served. This implies the Town has ample opportunity to take actions that result in higher ridership.

The **farebox recovery ratio** is the percentage of operating costs covered by fares. The farebox recovery ratio in peer municipalities varies between 11% and 24%. Costs not covered by fares must be covered from other sources. These sources can include municipal support and other funding sources. A farebox recovery ratio of 24% and annual operating costs of \$200,000 would require \$152,000/year in subsidy; farebox recovery ratio of 11% and annual operating costs of \$350,000 would require \$311,000/year in subsidy.



5 Partnership Opportunities

Partnering with organizations in and around Arnprior would provide the Town with the means to encourage and increase transit use in a way that also benefits those organizations. This section details key potential partners and how the partnerships could work.

5.1 Municipalities

Arnprior is a service and employment hub for the surrounding area. Services in the Town are accessed by people from outside Arnprior. Further, as discussed in Chapter 2, nearly half of jobs in Arnprior are filled by non-Arnprior residents. The industrial and employment areas in the Town also extends beyond the municipal boundaries. These conditions create an environment for plenty of cross-boundary trips.

As a result, partnering with other municipalities so that transit can be extended to serve their residents could result in greater ridership (and farebox revenue) and lower costs for the Town. It would also advance the Town's wider aims regarding supporting sustainable travel and decreasing the number of cars on its roads.

Travel by modes other than transit (car, bike, foot) faces no obstacles in crossing a municipal boundary, and the aim should be for transit users to have a similarly seamless experience. The amount of travel between Arnprior and other municipalities indicates that any form of partnership that supports any form of cross-boundary transit service would mutually beneficial.

Given the current municipal boundaries, the neighbouring **City of Ottawa** and **Township of McNab/Braeside** would be natural partners. Of the people who work in Arnprior, 23% and 15% live in McNab/Braeside and Ottawa, respectively. Conversely, 43% of Arnprior's employed residents work in Ottawa and 3% work in McNab/Braeside. More generally, it would be expected that most trips to/from Arnprior to access its jobs and services would come from McNab/Braeside and Ottawa.

5.1.1 City of Ottawa / OC Transpo

The City of Ottawa's transit services are provided by OC Transpo. Engagement with OC Transpo for this study indicated they would be happy to help facilitate a transit connection between the town and an LRT station.



The bus loops at LRT stations are “fare paid” areas, only accessible to passengers who have paid an OC Transpo fare. A bus service from Arnprior could use the bus loop if there was an integrated fare agreement between the Town and the City of Ottawa. Under such an arrangement, passengers using the Arnprior-Ottawa service would be able to transfer for free onto OC Transpo services. The Town would pay OC Transpo a portion of the fare revenue collected for Arnprior-Ottawa services.

Absent such an agreement, an Arnprior-Ottawa service would have to use an on-street stop beside the LRT station.

5.1.2 McNab/Braeside

Census data shows that McNab/Braeside is a significant source of labour for Arnprior workplaces. This suggests a transit service between Arnprior and McNab/Braeside would offer benefits to both communities. Although outside the scope of this study, such a service should be considered as a longer-term option.

5.1.3 Renfrew County

The information available at the time of writing suggests Renfrew County’s upcoming Transportation Master Plan will assess the County’s potential future transit needs. This could include service within its local municipalities (such as service within Arnprior), between those municipalities (such as service between Arnprior and McNab/Braeside), or between Renfrew and adjacent areas (such as service between Arnprior and Ottawa).

The County would former a natural partner in coordinating transit services, particularly those between municipalities.

5.2 Willis College

Willis College is a private career college offering post-secondary diploma programs and industry-recognized certifications across a range of programs. Courses are offered online and at their campuses in Arnprior, Ottawa, and Winnipeg.

Many post-secondary institutions in Ontario offer a “U-Pass” system, where students pay a mandatory fee to receive a transit pass for the year or semester. Such a system would be attractive to the student body if most of them live in Arnprior, or can access the campus via any Arnprior-Ottawa service. The Town should consider engaging with the



college and student body to determine the level of support for a U-Pass system.

5.3 Seniors' housing providers

As discussed in Chapter 2, seniors would be a good market for transit in Arnprior. This is particularly true for seniors living in dedicated housing, and this creates a partnership opportunity between the Town and seniors' housing providers.

The Town could offer basic training to on-site staff on how to book transit trips for residents, or how to help residents use transit. This would provide an efficient way for Town staff to enable transit use and provide relevant information to a large number of seniors.

The Town can also ensure that stops are located to minimize walking distance for seniors. If the housing provider allows, stops could even be located within their property (subject to agreement about whether non-residents would be allowed to use that stop).

5.4 Major employers and trip attractors

Partnering with major employers in Arnprior could provide the Town with an effective way to encourage commuters to use transit. Such employers include ServiceOntario, Arnprior Regional Health, Quality Inn, manufacturers, and the Town itself. Employers could help by targeting communications at workers who live in Arnprior, encouraging employees to use transit, helping distribute monthly transit passes (if available), or even contributing to the cost of using transit.

There is also potential to partner with significant trip attractors such as the Arnprior Shopping Centre, supermarkets, healthcare facilities, and Town amenities. Those trip attractors could provide information about transit services to their customers/users, a phone line or computer that allows their customers/users to book a transit trip, or training so that staff can book a transit trip on behalf of a customer/user.



6 Public Survey

An online public survey was conducted using Microsoft Forms from 11th to 27th February 2022. The survey's questions for respondents included:

- ▶ Relationship to Arnprior
- ▶ Support for a property tax increase of \$25/year
- ▶ Travel habits and vehicle ownership
- ▶ Demographic information

A total of 475 people filled out the survey online, with an additional two completing paper surveys. This included 412 people who lived in Arnprior, approximately 4.3% of its population. This is a high response rate for an open survey.

Like any open online survey, the results should be treated as a true random sample. Respondents with stronger feelings on a survey topic (positive or negative) are more likely to respond. Further, the distribution of respondents' ages indicated they skewed significantly older than the general population (as shown in Census data). Despite these limitations, the survey results provide a robust assessment of the views of a significant portion of Arnprior's population.

The questions in the survey are listed in **Appendix A**, along with the number and percentage of respondents choosing each option. The following sections provide more detailed analysis of specific topics.

6.1 Support for property tax increase

Overall, 70% of respondents who stated they live in Arnprior supported a property tax increase to support a transit service within Arnprior. Support was not uniform, with the following variations being observed:

- ▶ Respondents' **relationship to Arnprior** revealed broadly similar support across people who work, shop, or attend high school in Arnprior.
- ▶ Support decreased slightly among Arnprior residents with higher **vehicle ownership**, ranging from 76% for households with one vehicles to 65% to households with three vehicles¹⁵. The **travel mode(s)** people normally use slightly affected support. Support

¹⁵ Too few respondents reported zero or 4 or more vehicles to draw a robust conclusion about the level of support among such households.



was strongest among residents who normally use taxis (74%), cycle (74%) or rideshare (75%), and lowest among those who normally drive a car (69%). This suggests that people in households with less car access are more aware of the potential benefits of transit

- ▶ Support generally increased among Arnprior residents with **household size**, particularly with the number of children. Support ranged from 63% in Arnprior households with no children to 88% in Arnprior households with four children.¹⁶ This implies that respondents are aware of the need for people aged under 18 to be able to travel independently.
- ▶ Support generally decreased steadily with **age**, ranging from 77% for respondents aged 18 to 25, to 73% among respondents aged 75 to 84.

Despite the variations, the support for a property tax increase was strong (over 65%) across almost all subgroups with significant number of respondents. The only exception was the small proportion (26%) of resident respondents who would neither expect to use transit, nor know anyone they would expect to use it.

6.2 Expected transit usage

Overall, 42% of respondents said they would expect they would use a transit service and 69% said they knew someone inside or outside their household who would they expect to use transit.

- ▶ Respondents' **relationship to Arnprior** revealed that the expectation of using transit was highest among high school students (78%). In other subgroups, 40-43% of respondents said they would use transit. This implies that students will form a key market for transit, supporting the analysis elsewhere in this report.
- ▶ Respondents' expectation of using transit decreased slightly with higher **vehicle ownership**, ranging from 76% for respondents in households with no vehicles to 65% to households with three vehicles. Similarly, the **travel mode(s)** people normally use somewhat affected usage expectations. 74% of respondents who normally use taxis said they expect to use transit, compared with only 64% of respondents who normally drive and 67% of respondents who are normally passengers in a car.

¹⁶ Too few respondents reported they were residents and had 5 or more children to draw a robust conclusion about the level of support among such households.



This supports the idea that people in households with less car access are more likely to use transit.

- ▶ The **household size** (number of children or adults) and **age** did not seem to have a significant effect on whether respondents were expecting to use transit.

Overall, there were smaller variations in the proportions of each subgroup who said they would use transit compared to the support for a property tax increase.

6.3 Comments

The final question in the survey allowed people to provide any comments they wished. Although each comment was unique, various repeated themes and ideas were present.

Those opposed to the idea of providing transit typically cited unhappiness with existing or higher property taxes, and the need to address other transportation issues within the Town across a variety of modes.

Those that supported the idea of local transit identified numerous groups who would benefit. These groups included seniors, teenagers, students, people with disabilities, and people to whom cars would be or are a financial burden.

Respondents also brought up a range of potential benefits of a transit service. These benefits included providing people with access to jobs, shops, and healthcare. The environmental benefits of transit were also mentioned.

The survey asked whether respondents would use transit for trips within Arnprior. However, around a quarter of comments (22%) mentioned the need and benefits of transit services to/from Ottawa (including Kanata).

Overall, respondents saw transit as an important service for a growing Town, and as a way to make Arnprior a more attractive place to live.



7 Recommendations and Next Steps

7.1 Recommended Transit Solution

The potential transit solutions were analysed for their ability to serve the travel markets within Arnprior. The analysis took into consideration Arnprior's patterns of land use, density, street network, pedestrian facilities, and likely demand levels. The best options are summarised in **Table 7.1**.

TABLE 7.1: RECOMMENDED TRANSIT SOLUTIONS

Market	Service model	Vehicle type(s)	Operator
Within Arnprior (conventional)	Point-to-point demand responsive	Passenger van	Private contractor
Within Arnprior (specialized)	Door-to-door demand-responsive <i>or</i> Taxis / rideshare vouchers	Minivan Sedan	
To/from Ottawa (conventional and specialized)	Fixed-route <i>or</i> Scheduled demand-responsive connector	Standard bus	Private contractor <i>or</i> other government agency

For conventional transit within Arnprior, **point-to-point demand-responsive service** offers lower walk distances, more flexibility in stop spacing, and lower end-to-end journey times than the other reasonable options for service delivery model for travel within Arnprior.

For specialized transit within Arnprior, **door-to-door demand-responsive** and **taxis / rideshare vouchers** both provide the access to transit necessary for people who need to use specialized services.

For travel to/from Ottawa, **fixed-route** and **scheduled demand-responsive connector** both provide the operational predictability necessary for long-distance services.

For all markets, a **private contractor** would bring transit management expertise (which the Town currently lacks). This would follow typical practice at similarly-sized municipalities. Service to/from Ottawa could also be provided by **another government agency** (OC Transpo), subject to fleet availability and a suitable agreement being place. The



Town should conduct promotion and marketing jointly with the operator.

The recommended **vehicle types** provide sufficient capacity and appropriate service at the lowest lifetime cost for each market. For all markets, **vehicles should be owned the Town**. This would allow them to take advantage of third grants for vehicle purchases, and to control the exact specification of the vehicles used.

The choice between **electric and non-electric vehicles** is a policy and financial decision that should be made by Council.

7.2 Next Steps

Should the Town wish to advance its investigations into transit within Arnprior or to/from Ottawa, the following next steps are recommended:

- ▶ **Develop a service plan**, including routing (where applicable), service area, typical stop locations, and service span/days.
- ▶ **Estimate ridership**, based on service levels, access arrangements, and total travel demand.
- ▶ **Determine vehicle requirements**, based on ridership, service delivery model, levels of service, and spares allowance.
- ▶ **Establish a fare framework**, covering fare discounts for each user group; monthly passes and multi-ride tickets; fare integration with other transit providers; ticket purchasing options; and prices.
- ▶ **Engage with OC Transpo and other potential partners**, to determine how they could assist with transit service provision and encourage use, and what benefits they would gain from the partnership.
- ▶ **Determine financial impacts**, covering the capital and operating costs of establishing and operating a transit service, as well as revenue from fares and third-party grants.

Regardless of whether the Town wishes to advance its investigations into transit, it should **engage with Renfrew County**. The County's upcoming Transportation Master Plan is set to assess its potential future transit needs. These could include the needs and solutions identified in this report. The Town should use the results of this study to inform its input into the County's Transportation Master Plan process.



Appendix A: Public Survey Questions

The following tables provide the number of responses and percentage of respondents choosing the various options for each question.

RESPONSES TO QUESTION 1: WHICH OF THE FOLLOWING APPLY TO YOU?

Option (select all that apply)	Responses	Percentage
I live in Arnprior	412	87%
I work in Arnprior	141	30%
I attend Willis College	1	0%
I attend high school in Arnprior	9	2%
I shop in Arnprior	317	67%
I visit Arnprior for other reasons	72	15%
None of the above apply to me	0	0%

RESPONSES TO QUESTION 2: WHICH OF THE FOLLOWING APPLY TO OTHER MEMBERS OF YOUR HOUSEHOLD?

Option (select all that apply)	Responses	Percentage
They work in Arnprior	157	33%
They attend Willis College	1	0%
They attend high school in Arnprior	68	14%
They shop in Arnprior	335	71%
They visit Arnprior for other reasons	99	21%
None of the above apply to me	16	3%

RESPONSES TO QUESTION 3: HOW MANY VEHICLES ARE OWNED BY MEMBERS OF YOUR HOUSEHOLD?

Option (select one)	Responses	Percentage
I do not own a vehicle	4	1%
1	154	32%
2	242	51%
3	52	11%
4	13	3%
5	1	0%
6 or more	1	0%



**RESPONSES TO QUESTION 4:
WHICH OF THE FOLLOWING APPLY TO
HOW YOUR NORMALLY TRAVEL WITHIN ARNPRIOR?**

Option (select all that apply)	Responses	Percentage
I drive a car	426	90%
I am a passenger in a (privately-owned) car	113	24%
I take a taxi	32	7%
I use the "Seniors At Home" transportation service	0	0%
I bicycle	90	19%

**RESPONSES TO QUESTION 5:
IF A TRANSIT SERVICE WAS PROVIDED FOR TRIPS WITHIN
ARNPRIOR AT A REASONABLE PRICE, WHICH OF THE
FOLLOWING APPLIES TO YOU?**

Option (select all that apply)	Responses	Percentage
I expect I would use transit	199	42%
I expect other people in my household would use transit	187	39%
I expect other people that I know (outside my household) would use transit	281	59%
None of the above	108	23%

**RESPONSES TO QUESTION 7:
WOULD YOU SUPPORT AN AVERAGE PROPERTY TAX
INCREASE OF \$25/YEAR FOR EACH HOUSEHOLD TO FUND A
LOCAL TRANSIT SERVICE?**

Option (select one)	Responses	Percentage
Yes	332	70%
No	136	29%
[Did not respond]	7	1%



**RESPONSES TO QUESTION 8:
HOW MANY ADULTS (AGE 18+) LIVE IN YOUR HOUSEHOLD?**

Option (select one)	Responses	Percentage
1	69	15%
2	306	64%
3	72	15%
4	21	4%
5	4	1%
6 or more	1	0%

**RESPONSES TO QUESTION 9:
HOW MANY CHILDREN (AGE 0-17) LIVE IN YOUR HOUSEHOLD?**

Option (select one)	Responses	Percentage
0	53	11%
1	99	21%
2	58	12%
3	25	5%
4	8	2%
5	4	1%
6 or more	2	0%

**RESPONSES TO QUESTION 10:
WHAT IS YOUR AGE?**

Option (select one)	Responses	Survey percentage	Census percentage
Under 18	4	1%	17%
18 - 25	13	3%	9%
26 - 35	84	18%	12%
36 - 45	93	20%	10%
46 - 55	81	17%	13%
56 - 65	83	17%	14%
66 - 75	88	19%	11%
76 or older	22	5%	13%

OPEN COMMENT FIELD

The survey ended with an open comment field, with the prompt “Do you have any other comments about transit in Arnprior?”. About 570 respondents (roughly half) left a comment (other than “No”, “N/A”, or similar).



Ad Hoc Remuneration Committee Presentation (February 14, 2022):

Summary of Recommendations

- Align Councillor salaries with 2020 Carleton Place rate @ \$22,400 plus 2021 COLA and COLA applies annually after.
- Compensate Mayor on full-time basis at a rate of appx \$59,000-\$65,000.
- Maintaining the following expense coverages:
 - \$50 / month internet costs
 - \$35 / month cell phone costs
 - Mileage: In-Town \$30 / month
 - Mileage: Out of Town – As per CRA rates
 - Laptop: Provided by Town for term of Council
 - Current Drug & Health Care Benefits
 - \$750 / year HCSA
 - Current Insurance coverage (life/AD&D etc.)
- For meal expenses incurred, the meal allowance(s) shall be reimbursed in accordance with the Canada Revenue Agency established rates:
 - CRA: \$91 full-day: Breakfast \$20, Lunch \$21, Dinner \$50
 - Current Rates: \$75 full-day: Breakfast \$15, Lunch \$25, Dinner \$35
- Maintain the current out of town per diem:
 - Out of Town Expenses
 - Per diem is a daily stipend that traveling members of Council receive in addition to regular pay.
 - A half-day event shall be defined as an event that is three and one-half hours in duration or less, exclusive of breaks.
 - A full-day event shall be defined as an event that extends in excess of three and one-half hours in duration, exclusive of breaks.
- Amend the Council Conferences, Training & Functions Policy as follows:
 - The Town will budget and Members of Council shall be entitled to attend an equivalent of one (1) three (3) day Conference, Training or other Function per calendar year with the Mayor being entitled to attend an equivalent of two (2) three (3) day Conference, Training and other Function per calendar year.
- Investigate a method which unused budgeted training entitlements can be placed in a reserve fund exclusively for the use of Council. The allocation of additional training / education must be voted upon / approved by a majority of Council.

- Implement a policy that “within 90 days after attending the conference, a report must be submitted to Council for knowledge sharing purposes”.
- Greater community outreach leading up to next election:
 - Outline the role of being on Council to the public at large: outreach campaign(s).
 - Appoint youth ambassadors to committees from local secondary school students: encourage youth civic engagement on all committees.
 - Outline expense coverages including the ability to receive family benefits.
 - Have Committee Chairs proactively address Citizen Members on Town Advisory committees: this encourages involvement from an established pool of civic-minded leaders in the community.



Town of Arnprior Staff Report

Subject: Nick Smith Centre Rink Dehumidification Improvements

Report Number: 22-04-11-01

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: April 11, 2022

Recommendations:

That Council enact a by-law to:

- (a) Award the Nick Smith Centre Dehumidification Improvements project to Cimco Refrigeration, for a total of \$313,386.00 (plus HST); and
- (b) Authorize the CAO to execute the agreements, and related documents with Cimco Refrigeration, to supply, deliver and install components as per the defined scope of work.

Background:

Excess moisture levels have been an issue in both arenas at the Nick Smith Centre for several years causing disruptions to public use and damage to structural components in the facility. In September 2021, staff worked with Cimco Refrigeration to establish a scope for an improvement project that would eliminate the moisture build-up issues in the rink arenas. The proposed solution was to replace components of two existing 10-year-old dehumidifying units to maximize performance in the remaining 10 years of their estimated useful life, replace two units at the end of their useful life and add an additional unit to each arena.

This capital project was proposed at \$320,000 and approved by Town Council to proceed in the 2022 capital budget. This project scope and accompanying quotation was submitted to the Ontario Trillium Fund (OTF) – Community Building Fund (Capital Stream) for grant consideration in September of 2021. The grant was approved by the province in January 2022 for 100% of the project budget at \$320,000.

Once approved for grant funding, staff reached out to Cimco to have them come to the site and provide a complete and comprehensive quotation to complete the work. Repair and maintenance of rink mechanisms is quite specialized and Cimco Refrigeration has been the contractor used regularly for maintenance at the Nick Smith Centre for the past several years.

Discussion:

On March 28, 2022, Cimco provided a proposal (No. MW210180) for a sum of \$313,386.00 plus HST to complete the outlined scope of work, inclusive of:

- Essential maintenance to two existing 10-year-old units on Bert Hall Arena
- Replacement of two units that are approximately 20 years old on Glenn Arthur Arena
- Supply & install an additional unit on each arena
- Design, modification, fabrication and installation of all stands and supports
- All accompanying mechanical and electrical work

The proposal has been reviewed by staff, to ensure that they match the Town's requirements. Work will ideally be completed during the shutdown period from May to August though timelines are required to be flexible depending on material availability during this time of supply chain disruptions.

Options:

Council may choose not to permit sole sourcing this scope of work though staff has assessed this approach as being the most practical way to ensure proper installation of all aspects within the project in a timely fashion.

Policy Considerations:

The General Manager of Operations has verified that proper procurement practices required by By-Law 6942-19 were adhered to and is in agreement with the recommended award with the exception of the following:

Section 6.1 states that projects over the value of \$100,000 must be posted as a Request for Tender. However, Section 6.5 Non-Standard Procurements (Sole Source) states:

Non-standard Procurements may only be approved in the following circumstances:

- c. Where there is an absence of competition for technical reasons and the Deliverables can only be supplied by one particular Supplier and no alternative or substitute exists;*

Staff believes that this exception applies in this case due to the specialization of the required works, knowledge of the facilities existing equipment and lack of other qualified vendors.

Financial Considerations:

Funding for this project will be coming from the Ontario Trillium Fund (OTF) – Community Building Fund Capital Stream grant. After net HST, this project is \$1,098.41 under the estimated capital budget amount and grant value of \$320,000.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

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

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Tender No. PW-2022-03 Nick Smith Centre & Water Filtration Plant
Roof Replacements

Report Number: 22-04-11-02

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: April 11, 2022

Recommendations:

That Council enact a by-law to:

- (a) Award the Nick Smith Centre and Water Filtration Plant Roof Replacement Tender No. PW-2022-03 to Simluc Contractors, for a total of \$801,453.40 (plus HST); and
- (b) Authorize the CAO to execute the agreements, and related documents with Simluc Contractors to implement the defined scope of work.

Further That Council authorize the budget shortfall be funded \$272,046.48 from Capital Expenditure Reserve Fund and \$28,512.50 be funded from the Water Reserve Fund.

Background:

As part of the 2022 capital budget, the following projects were approved by Council:

- WFP Roof Replacement/Repair \$ 100,000
- Nick Smith Centre Roof Replacement \$ 415,000

Due to the similarity in scope and proximity of the buildings in questions, the two roofing projects were tendered as a single Request for Tender (RFT).

Discussion:

Staff published the RFT package to Merx.com on February 28, 2022 where they remained open to the public until April 1, 2022. Several contractors who have bid on past similar projects were notified by email or phone call by staff in an effort to increase number of bids and in turn competitive pricing.

At the April 1st, 11:00 AM deadline, submissions were received as follows:

Company	Tender Price (Plus HST)
Covertite Eastern Ltd.	\$ 876,920.00
Flynn Canada Ltd.	\$1,059,347.30
Irvcon Limited	\$ 984,777.00
Simluc Contractors	\$ 801,453.40

Staff reviewed the tenders to ensure that they match the Town's requirements, as originally declared in the RFT package.

Options:

Council may choose not to award this project, however the tender bids received were obtained through a competitive bid process and are representative of current construction costs. These roof areas are beyond their useful lives and are allowing water to leak into the facilities.

Council may direct staff to negotiate costs for a smaller scope of work though it should be noted that all roof sections are in need of replacement, and this would not be the most economical method of achieving completion of this scope.

Policy Considerations:

These projects were tendered in accordance with section 6.3 request for tender of the Town of Arnprior's Procurement Policy.

Financial Considerations:

The total combined budget for the roofing project is \$515,000.00. The tendered cost for the project totals \$815,558.98 (incl. net HST) for the scope of replacing the roof areas designated. This leaves an overall budget shortfall of \$300,558.98. It is noted that roof costs for the 2018 Nick Smith Centre roof project were tendered at \$18.10 per square foot whereas this project resulted in \$27.73 per square foot cost which equates to a substantial 53% increase to unit costs.

This increase to costs seems to be the culmination of supply chain disruptions linked to COVID-19, scope complication discovered in the tendering phase, as well as a significant rise in construction costs that has been building for the past few years.

The Water Filtration Plant roof is to be funded from the Water Reserve Fund and the Nick Smith Centre roof from the Capital Expenditure Reserve Fund (CERF). When breaking down the overage into the two funding sources based on the pricing for each phase of the project, approximately 81.6% is funded from the Capital Expenditure Reserve Fund and 18.4% from the Water Reserve Fund per the following table.

Funding Source	2022 Budget	Tender Costs (incl. net HST)	Budget Shortfall
Capital Expenditure Reserve Fund	\$415,000.00	\$687,046.48	\$272,046.48
Water Reserve Fund	\$100,000.00	\$128,512.50	\$ 28,512.50
Total	\$515,000.00	\$815,558.98	\$300,558.98

The Town has been fortunate with a number of successful grant applications in 2022, including a \$330,000 Ontario Trillium Grant (for NSC Desiccants) and \$102,396 under the Municipal Modernization Grant (Telecom Modernization & Integrated Waste Management Review) which resulted in additional contributions to reserves than originally proposed. Given the ability to fund and the importance of the facility roofing project, staff are recommending that Council proceed with the project and authorize the budget shortfall be funded from Capital Expenditure Reserve Fund (\$272,046.48) and Water Reserve Fund (\$28,512.50).

Meeting Dates:

1. Job showing – March 15, 2022

Consultation:

- IRC Building Sciences Group – Design and consultation services

Documents:

N/A

Signatures

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

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Tender No. PW-2022-08 - 2022 Road Reconstruction

Report Number: 22-04-11-03

Report Author and Position Title: Ryan Wall, Engineering Officer

Department: Operations

Meeting Date: April 11, 2022

Recommendations:

That Council enact a bylaw to:

- a) Award Tender No. PW-2022-08 - 2022 Road Reconstruction to Thomas Cavanagh Construction Ltd, for a total of \$3,083,000.00 (plus HST); and
- b) Award the contract administration and inspection services for the 2022 Road Reconstruction Project to JP2G Consultants Inc per their fee proposal dated March 25, 2022, for a total of \$194,455.00 (plus HST); and
- c) Authorize the CAO to execute the agreements and related documents with Thomas Cavanagh Construction Ltd. and JP2G Consultants Inc to implement the defined scopes of work.
- d) Authorize the General Manager, Operations to spend up to an additional \$308,300.00 as a 10% project contingency fund.

Background:

The 2022 Capital Budget, as approved by Council on February 14, 2022, included capital budgets for the Reconstruction of Craig Street (\$1,600,000), Reconstruction of Hugh Street (\$1,800,000) and Rolling Road Rehab (\$250,000) totaling \$3,650,000.

Following the passing of the Capital Budget, Staff proceeded to assemble a tender package which included reconstruction projects for Craig Street and Hugh Street, as well as the resurfacing of the dead ends of Ida Street and Norma Street between Elgin Street and the Algonquin Trail.

Craig Street and Hugh Street have similar scopes of work, which include the replacement of the Sanitary Sewers, Water Mains, and reconstruction of the roadway including new curb, replacing the sidewalk on the East side of the road, and a new sidewalk on the West side of the street.

The scope of work on Ida Street and Norma Street include a new road base, asphalt surface, and new curbs.

Discussion:

On March 4, 2022, Staff published the tender via Merx.com, with a deadline for questions of March 25, 2022, and a tender closing date of April 1, 2022.

Upon closing of the tender, a submission was received from one firm. It was evaluated by staff for math errors and discrepancies.

Following the evaluation process, the tender results were as follows:

Proponents	Bid Price (excluding HST)
Thomas Cavanagh Construction Ltd	\$3,083,000.00

Upon evaluating the tender submissions, staff did not find any discrepancies or errors in the submission from Thomas Cavanagh Construction Ltd.

Staff also requested a proposal for inspection and contract administration services for the project from JP2G Consultants Inc under the standing-offer agreement. The proposal was received on March 25, 2022. The proposal's value is \$194,455.00 (excluding HST).

Separate funding for contingency to provide allowance for possible contract extras which may arise during construction is required as the tender was specific to the scope of work without allowance for contingency.

Options:

Council could choose not to award the project, though this is not recommended as the submissions, when accounted for net HST and contingency allowance are within budget.

Policy Considerations:

This project was tendered and evaluated to ensure it is in accordance with the Town's Procurement Bylaw. No math errors or irregularities were found in the submissions.

Financial Considerations:

The 2022 Capital budget includes \$250,000 for Rolling Road Rehabilitation, \$1,800,000 for Hugh Street, and \$1,600,000 for Craig Street totaling \$3,650,000.

The tendered cost of the project including net HST is as follows:

- Construction (Cavanagh) = \$3,137,260.80
- Contract Admin (JP2G) = \$197,877.41
- Project Contingency (10%) = \$308,300.00

When accounting for net HST, the total cost of the project is \$3,643,438.21, which is \$6,561.79 below the \$3,650,000.00 available budget.

Meeting Dates:

N/A

Consultation:

- Jennifer Moraweic, General Manager, Client Services/ Treasurer
- John Steckly, General Manager, Operations

Documents:

N/A

Signatures

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

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Annual Statement of Development Charges - 2021

Report Number: 22-04-11-04

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

Department: Client Services

Meeting Date: April 11, 2021

Recommendations:

That Council receive report number 22-04-11-04 as information; and

That this Annual Statement of Development Charges be made available to the public on the Town of Arnprior website or upon request.

Background:

Development charges (DCs) are fees collected from new development at the time a building permit is issued. Municipalities use these charges to help pay for the cost of infrastructure required as a result of new development, such as roads, transit, parks, community centres, as well as fire and police facilities. Most municipalities in Ontario use development charges to ensure that the cost of providing infrastructure to service new development is not borne by existing residents and businesses in the form of higher property taxes.

The development charge by-laws and associated development charge rates in place were established through the 2017 Development Charge Background Study update with a new Development Charge By-Law adopted by Council on March 12, 2018. The Development Charge By-Law was further updated in 2019 to include an additional exemption relating to not-for-profit long-term care homes.

Section 43 (2) of the Development Charges Act, S.O. 1997, requires the Treasurer of a municipality to each year provide council a financial statement relating to development charge by-laws and reserve funds established under Section 33. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing.

O. Reg. 82/98 prescribes the detailed information that must be included in the annual Treasurer's statement, including but not limited to: opening and closing balances; a description of each service and/or service category for which the reserve fund was established (Appendix A); and transactions for the year (collections, draws) including each assets capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (Appendix B).

Discussion:

Annual Financial Summary:

The following table highlights a summary of the development charge reserve fund for the period January 1 to December 31, 2021 and includes funds collected, interest earned and disbursements. A further breakdown of development charges by service category is included in Appendix A: Annual Statement of Development Charges Reserve Fund.

2021 Development Charges Summary		
Opening Balance, January 1, 2021	\$	2,071,765
Development Charges Collected		4,643,485
Investment and Interest Income		<u>20,777</u>
Total		6,736,026
Disbursements		(1,539,036)
Year End Return to Source		<u>35,919</u>
Closing Balance, December 31, 2021	\$	<u><u>5,232,909</u></u>

Development Charge Financed Projects:

Disbursements for development charge funded projects included but not limited to: \$249,825 for Downtown Revitalization loan payments, \$770,169 for water/wastewater plant expansion financing, \$75,656 for Quint financing, \$137,731 for NSC parking lot paving, and \$150,000 for the water/wastewater master plan. A detailed listing of development charge activity by project is included in Appendix B: Development Charge Project Activity Report.

Options:

N/A

Policy Considerations:

Amendments to the Development Charges Act:

Following Bill 138 receiving royal assent on December 10th, Sections 8(1), 9, 12, and 13(6) of Schedule 3 of Bill 108 the More Homes, More Choice Act, 2019 were proclaimed and came into force on January 1, 2020. Schedule 3 of Bill 108 covered a number of changes to the Development Charges Act (DCA) including but not limited to the ability for interest payable on development charges owing from a rate freeze or instalment payments.

The balance of the amendments to the Development Charges Act & Planning Act of Bill 108 and Bill 197 (COVID 19 Economic Recovery Act, 2020) were proclaimed on September 18, 2020 which triggers the two year transition period to the new regimes. Bill 197 rolls back some amendments first proposed by Bill 108, does not permit the charging of a DC for the acquisition of lands for parks and expands the list of services for what a DC can be imposed from the list furnished in Bill 108.

In 2022, an update to the Town's Development Charge By-law is being conducted and will formally include the changes under Bill 108 along with further changes to the DCA that came into force under Bill 197, the COVID 19 Economic Recovery Act, 2020.

Financial Considerations:

Compliance Statement: The Town of Arnprior is compliant with Section 59.1(1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act or another Act.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A: 2021 Annual Statement of Development Charges Reserve Fund
Appendix B: 2021 Development Charge Project Activity Report

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt

Appendix A: Town of Arnprior - Annual Treasurer's Statement of Reserve Funds

Town of Arnprior

Annual Treasurer's Statement of Reserve Funds

Description	Services to which the Development Charge Relates							Total
	Non-Discounted Services				Discounted Services			
	Services Related to a Highway	Water	Wastewater	Protection ²	General Government	Parks and Recreation ³	Library	
Opening Balance, January 1, 2021	-1,206,045	439,374	2,659,481	43,253	-207,167	146,160	196,710	2,071,765
Plus:								
Development Charge Collections	995,113	1,489,868	1,872,915	69,507	163,326	42,132	10,623	4,643,484
Accrued Interest	4,453	6,666	8,380	311	731	188	48	20,777
Repayment of Monies Borrowed from Fund and Associated Interest								
Sub-Total	999,566	1,496,534	1,881,295	69,818	164,057	42,320	10,671	4,664,261
Less:								
Amount Transferred to Capital (or Other) Funds ¹	312,325	374,139	396,030	75,656	206,986	167,400	6,500	1,539,036
Amounts Refunded	-786				-10,863	-24,269		-35,919
Amounts Loaned to Other D.C. Service Category for Interim Financing								
Sub-Total	311,539	374,139	396,030	75,656	196,123	143,131	6,500	1,503,117
Closing Balance, December 31, 2021	-518,018	1,561,769	4,144,746	37,415	-239,232	45,349	200,881	5,232,909

¹ See Appendix B for details

² Service category includes: Police Services and Fire Services

³ Service category includes: Indoor Recreation Services and Parkland Development Services

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

Appendix B: 2021 Development Charge Project Activity Report				
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions				
Capital Fund Transactions	DC Recoverable Cost Share	Non-D.C. Recoverable Cost Share		Gross Capital Cost (2021)
	D.C. Reserve Fund Draw	Other Reserve/Reserve Fund Draws	Grants, Subsidies Other Contributions	
<u>General Government</u>				
Growth Management Study	\$ 56,986.00	\$ -	\$ -	\$ 56,986.00
Water/Wastewater Master Plan	\$ 150,000.00	\$ 50,000.00	\$ -	\$ 200,000.00
Sub-Total - General Government	\$ 206,986.00	\$ 50,000.00	\$ -	\$ 256,986.00
<u>Library</u>				
Provision for Library Materials	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00
Sub-Total - Library	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00
<u>Fire Vehicles / Equipment</u>				
Quint Apparatus Loan	\$ 75,656.00	\$ 75,656.00	\$ -	\$ 151,312.00
Sub-Total - Fire Vehicles / Equipment	\$ 75,656.00	\$ 75,656.00	\$ -	\$ 151,312.00
<u>Services Related to a Highway</u>				
Rolling Road Rehabilitation	\$ 25,000.00	\$ 225,000.00	\$ -	\$ 250,000.00
Downtown Revitalization Loan	\$ 249,825.00	\$ 582,926.00		\$ 832,751.00
Daniel Street Signalization Design	\$ 37,500.00	\$ 37,500.00		\$ 75,000.00
Sub-Total - Services Related to Highway	\$ 312,325.00	\$ 845,426.00	\$ -	\$ 1,157,751.00
<u>Water</u>				
Past Plant Expansion - Loan	\$ 374,139.00	\$ -	\$ -	\$ 374,139.00
Sub-Total - Water	\$ 374,139.00	\$ -	\$ -	\$ 374,139.00
<u>Wastewater</u>				
Past Plant Expansion - Loan	\$ 396,030.00	\$ -	\$ -	\$ 396,030.00
Sub-Total - Wastewater	\$ 396,030.00	\$ -	\$ -	\$ 396,030.00
<u>Parks and Recreation</u>				
Pave NSC Parking Lot	\$ 162,000.00	\$ 24,500.00	\$ -	\$ 186,500.00
Community Hall Divider	\$ 5,400.00	\$ 14,600.00		\$ 20,000.00
Sub-Total - Parks and Recreation	\$ 167,400.00	\$ 39,100.00	\$ -	\$ 206,500.00
TOTAL	\$ 1,539,036.00	\$ 1,010,182.00	\$ -	\$ 2,549,218.00



Town of Arnprior Staff Report

Subject: My Main Street Grant

Report Number: 22-04-11-05

Report Author and Position Title: Erin Coyle, Acting Marketing and Economic Development Officer / Graeme Ivory, Director of Recreation

Department: Community Services Branch / Recreation

Meeting Date: April 11, 2022

Recommendations:

That Council enact a by-law authorizing the Mayor and Clerk to enter into a My Main Street Community Activator Program Ultimate Recipient Agreement with the Canadian Urban Institute for the funding of a Cultural Night Market.

Background:

At the November, 2021 meeting of the Inclusivity and Diversity Advisory Committee, Chair Grinstead raised the interest of the Town in holding a cultural event to recognize the diversity of our community and bring our community together. Discussion ensued and the idea of a night market that celebrated diversity, creating a safe and inclusive environment and bringing awareness to the community through spaces featuring food, arts, youth engagement, entertainment and culture space was suggested. These spaces would provide a platform for our equity seeking populations to prosper and establish an annual event that is theirs. With the growth of the community and this event, over time we would expect many other events stemming from the success of this project. The Town's Inclusivity and Diversity Advisory Committee represents the interests of the Town's indigenous peoples, Black communities, 2SLGBTQI+, newcomers, women and youth.

The Committee endorsed this idea with a potential date in August and provided direction to the Recreation Program and Event Coordinator and Marketing and Economic Development Officer to further investigate options.

In early January 2022, staff became aware of the My Main Street Community Activator Program grant provided by Canadian Urban Institute. This is a grant which provides support for community projects in southern Ontario designed to draw visitors and increase local vibrancy. As communities continue to adapt to COVID-19, this program provides support for projects that seek to revitalize neighborhoods and reimagine public spaces including main streets, downtown strips and plazas as vibrant and inclusive places that work for everyone.

My Main Street supports placemaking, an approach that asks people to collectively reimagine and reshape public space to maximize its shared value. Placemaking can take the form of events that draw people into a community, murals that brighten neglected streetscapes and celebrate local artists, seating and temporary patios that allow people to gather safely outdoors, new uses for neglected or empty spaces, and more.

Funding was prioritized for projects that support sustainable placemaking strategies for their geographic area and that are designed to support economic and social benefits for equity seeking groups, including Francophone, women, Indigenous, racialized groups, Black communities, newcomers, youth (39 and under), people living with disabilities, the unhoused, low-income people, Trans or non-binary people, and or LGBTQ+. The proposed cultural market seemed like a very strong fit with the priorities provided.

Funding between \$25,000 and \$250,000 was made available to cover 100% of the budgeted costs and is provided as reimbursements against completed work. This is slightly different from other grants the Town has been provided in that most grants are paid up-front. If requested, 25% of funding can be obtained at the launch of a project. The closing date for this grant was February 1, 2022.

Discussion:

Staff undertook to apply for a My Main Street Community Activator Program grant to create the proposed cultural night market. The application included the following description and rationale for the project:

A cultural night market will be hosted in the rural community of Arnprior, Ontario. It will feature food vendors and artisans from various ethnicities; an opportunity for attendees to become more acquainted with neighbours and the diverse cultural backgrounds they come from.

The Town of Arnprior has historically been a primarily uni-cultural community. As the population begins to grow in numbers, it is also growing in its diversity. The days of knowing “everyone” in town are beginning to fade but we are benefiting from new cultural additions to the fabric of the town. The market will provide a chance for people to gather once again, to reconnect but also become acquainted with new neighbours, new Canadians, and possibly new cultures.

The event will be held on a Saturday night in August (August 27) in the Town of Arnprior's Historic Downtown. From 4:00pm to 11:00pm the streets will be closed so they can house the various food vendors, artisans, art activations and performances. The area will be populated with art installations and placemaking modular seating in the hopes of reigniting the traditions of community gatherings. A centralized stage will provide a platform for musicians and storytellers from a variety of backgrounds to showcase their talents.

For businesses on John Street and within the downtown core who continue their long road to financial recovery, this increase in traffic will be a welcome opportunity to gain new patrons from this captive audience. For vendors who are often otherwise limited by the costs associated with brick and mortar businesses, it will provide a space to drive their revenue at a nominal charge.

In the intention of creating a welcoming barrier-free event, there will be no charge to attend.

The budget proposed for the event, for which the grant would cover 100% with the exception of the cost of entertainment, which is an ineligible expense, is estimated at \$38,350.00, and included several important elements including the following:

- The services of an event planning consultant
- Two contract staff: a Market Coordinator (FT/8weeks); a Volunteer Coordinator (PT/8 weeks)
- Radio and print advertising, promotional materials and the assistance of a graphic designer for content creation
- Sound system rental
- Accessible picnic tables and modular benches, with umbrellas
- Art and craft supplies to create art cubes. These art cubes will be used both as an art activity during the event and as installations that will remain as community beautification and inspiration for the remainder of the season.

On March 24th, we were advised that our grant application was well received and has been accepted. We learned that of over 400 applications received, only 8% were approved. Next steps include entering into the Recipient Agreement with the My Main Street Community Activator Program.

Options:

Council could choose to not take advantage of this funding grant however staff recommend proceeding as this grant will allow us to hold an exceptional community event which promotes our diversity and inclusivity.

Policy Considerations:

One of the visions of the Town's Strategic Plan includes having 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. This cultural market will assist in achieving the vision through the goal of establishing arts and culture initiatives.

Financial Considerations:

As outlined, the funding will cover 100% of the proposed budget costs for this event, save any costs associated with entertainment, estimated at \$3,000. It is anticipated that these costs will be covered through sponsorship opportunities with any net costs covered under the MEDO operating budget, Events account (1-5-8200-6998).

Meeting Dates:

N/A

Consultation:

N/A

Documents:

1. [My Main Street Community Activator Program Ultimate Recipient Agreement with the Canadian Urban Institute](#)

Signatures

Reviewed by Department Head: Graeme Ivory, Director of Recreation

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: Outdoor Sidewalk Patio Café Policy Amendment

Report Number: 22-04-11-06

Report Author and Position Title: Erin Coyle, A/MEDO and Robin Paquette, CAO

Department: Community Services Branch

Meeting Date: April 11, 2022

Recommendations:

That Council direct staff to revise Schedule VIII – Outdoor Sidewalk Patio Café provisions of By-law 6769-17 Licencing By-law, to include regulations which would allow for the use of parking stalls for pedestrian by-pass platforms at the applicants cost.

And Further That Council approve the waiving of the 2022 licence fee for Outdoor Sidewalk Patio Licence (estimated between \$500 - \$1000).

Background:

In 2021, due to the impacts caused by the ongoing COVID-19 pandemic and resulting public health measures implemented by the Ontario Government, the local hospitality industry continued to be significantly affected by reduced seating and building capacity regulations. In response, the Town of Arnprior implemented a pilot project which saw three parking stall patios set-up downtown. Restaurants were permitted to utilize up to two (2) parking spaces, where space allowed, for an expansion of their patio.

Lumbertown Ale House, Urban Angus Steak and Wine and Sweet and Sassy participated in the pilot project. The patios created used two on-street parking spaces each, for a total of 6 parking spaces.

Cement barricades were installed on three (3) of the patio sides. The businesses were responsible for barricading the remaining curb side. No fee was issued for the use of the parking stalls for the remainder of the 2021 season.

Discussion:

In the July 12, 2021 council meeting staff indicated they would bring report back to Council regarding the effectiveness of the patio pilot project.

The intention of the project was to find a way to assist downtown restaurants by allowing the use of the parking space in front of their location in order to increase their patio size or another option that would allow them to expand their patio to help mitigate the hardships they have faced during the pandemic. The project was successful in supporting the restaurants to be able to operate in some capacity throughout the COVID restrictions.

Survey

Following the pilot project the Town collected feedback from the general public, by survey, to get their perspective on the use of the parking spaces, type of patio and experiences they had.

There was also a debriefing with the participating business owners. Both points of view were given the consideration for the possible amending of the Sidewalk Patio License By-law to allow for extended patios in future years.

The survey asked the following questions:

- A. Did you dine at one of the parking stall patios this season? If yes, what was your experience like?

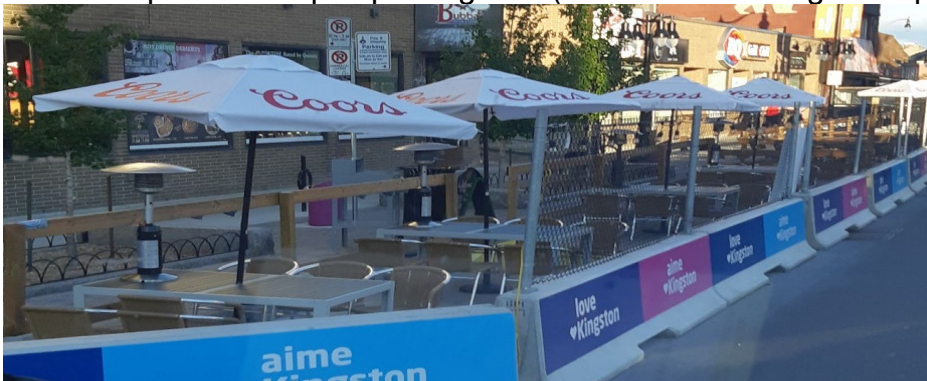
Of the 278 responses received, 42% had dined at one of the parking stall patios. Almost all (95%) said they had a positive experience.

- B. If no, would you have dined in one of the parking stall patios if given the option?

Those who hadn't dined at one of the patios responded equally across "yes" and "no". Of the respondents who said 'no', 25% made reference to the impact of reducing the amount of parking downtown and the assumption that dining experience would not be enjoyable.

- C. What type of patios should be allowed in the downtown? (Note: participants were permitted to select more than one option):

1. Extended patios set up in parking stall (model used during 2021 pilot) - 23% in favour



2. Extended patios set up along the roadway side of sidewalk (Does not utilize parking spaces) - 36% in favour



3. Extended patios set up on entire sidewalk with pedestrian by-pass built in parking stall - 58% in favour



4. PER CURRENT POLICY: Sidewalk patios set up along the restaurant façade which maintain a path of travel on the sidewalk (Does not utilize parking spaces) - 64% in favour



5. No patios of any kind utilizing sidewalks or parking stalls should be allowed in the Downtown - 9%

D. Do you have any further feedback or ideas regarding patios in the downtown?

Residents preferred #4 being “along the restaurant façade” which conforms to the existing policy, over #3 being “pedestrian by-pass” which uses parking spaces for the sidewalk realignment, by a small margin (6%).

Of those who offered additional feedback close to 50% commented that:

- they would prefer parking stalls not be used for patios;
- the poor esthetics of the patio with the cement barriers was not acceptable;
- they would not partake in this dining experience as it felt like they were sitting on the road;
- or a combination of some or all of those.

Two of the 3 participating businesses offered feedback. Both found value in the patio extensions as it related to the pilot’s no cost model. Neither business was interested in incurring additional charges. One would not pay an additional fee for the increase in square footage, the other would not pay to construct a pedestrian bypass. It should be noted that Council has waived the fees charged for patio license for 2020 and 2021 during COVID per Resolutions 170-20 and 133-21.

The pilot could be considered a success during the restrictions imposed during the pandemic as it assisted business overcome the issue of reduced or no indoor dining for long periods of time and showed the Town’s support for local business. The feedback suggests that, moving forward, there would be support for Option 3 whereby extended patios could be set up on the entire sidewalk in front of a restaurant, with the pedestrian by-pass built in parking stalls.

Consideration around this option relate to:

- Safety – One should consider that the intent of sidewalks is to provide for the safe travel of pedestrians, maintaining the use of roads for vehicles. The by-pass would be required to be built of appropriate construction materials and to OBC requirements, in the non-travelled portion of the road allowance (parking spaces).
- Accessibility – The current policy states that a pedestrian right-of-way must be in a straight line (the alignment of the clear width of sidewalk should remain straight within the right of way) to assist with accessibility for those with mobility or vision issues. The Municipality has obligations under the Accessibility for Ontarians with Disabilities Act (AODA) to prevent new barriers from being created and to create accessible public spaces. Any new public-use outdoor spaces will need to be designed using the principles of universal design to ensure these spaces meet the needs of people with disabilities.
- Structural Integrity- Any proposed pedestrian by-pass structures would need to be designed by a qualified designer, in accordance with the Ontario Building Code, as is the requirement for raised deck platforms permitted on the sidewalk currently. As the by-pass would be in place of the municipal sidewalk, the construction would need to be up to standard to ensure safety and stability for use.
- Loss of street parking – One of the main concerns raised was the loss of parking in the downtown core to accommodate sidewalks, particularly in an area where the sidewalks are considered very wide. Other issues to note are that parking spaces in front of businesses provide close parking for seniors and those with mobility issues. It is anticipated that pedestrian by-pass construction would occupy 2-3 parking spaces in front of the restaurant they service. Based on the interest shown in creating pedestrian by-passes as part of the restaurant's patio, it is not anticipated that more than 2-3 restaurants will take advantage of this opportunity, having minimal impact on the amount of parking in the downtown core.

The Downtown Revitalization project included an increase in sidewalk widths to encourage pedestrian use of sidewalks, create a pedestrian-friendly streetscape, meet accessibility standards and add vibrancy to the downtown. The current patio policy has encouraged the use of the sidewalks to provide an inviting atmosphere to the revitalized downtown core. Summer patios, the return of the Sunday market / events and the addition of the night market will see a welcome increase in visitors and undoubtedly contribute to that vibrancy and the success of our many downtown restaurants and businesses.

At this time, staff recommend that Council direct staff to revise the sidewalk café policy to include provisions to create pedestrian by-passes in the parking areas in front of restaurants on John and Elgin Streets in the downtown core as outlined.

Options:

If Council does not wish to permit an option for restaurants to increase patio areas through the expansion of the patio over the entire sidewalk in front of their business with the realignment of the pedestrian pathway onto a by-pass over the parking stall, By-law 6769-17, the Licensing By-law, provisions in Schedule VIII "Outdoor Patio Sidewalk Café" provisions restricting use to on the existing sidewalk only would remain in place.

Policy Considerations:

By-law 6769-17 - Licensing By-law provides policy for the implementation of outdoor patio sidewalk cafés within the Town.

The Strategic Plan includes visions for the town including having a vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors and being 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 costs associated with pedestrian by-pass structures would be borne by the applicant and may include:

- Design costs
- Fees for building permits
- Liquor Licencing Control Board application fees
- Construction costs
- Off-site storage for winter

Due to the restrictions restaurants have faced even in 2022, staff recommend that Council again consider waiving the patio fees for this year to show support for those businesses who have suffered losses.

Meeting Dates:

July 12, 2021 Regular Meeting of Council

Consultation:

As outlined in this report.

Documents:

N/A

Signatures

Reviewed by Department Head:

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Proclamation – Pitch-In Canada Week (April 17-23, 2022)

Report Number: 22-04-11-07

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: April 11, 2022

Recommendations:

That Council proclaims April 17-23, 2022 as Pitch-In Canada Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Pitch-In Canada www.pitch-in.ca
Section 5.2.2 – Contact Person's Name	Lucas Power, Town of Arnprior 613-623-4231
Section 5.2.3 – Name of Proclamation and Duration	Pitch-In Canada Week April 17-23, 2022
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

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

Documents:

1. Proclamation Document – Pitch-In Canada Week (April 17-23, 2022)

Signatures

Reviewed by Department Head:

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Proclamation

Pitch-In Canada Week

April 17-23, 2022

Whereas hundreds of thousands of Canadians show their concern for the environment and their communities each year by participating in Pitch-In Canada projects to: reduce, reuse, recycle and properly dispose of waste; clean up and rejuvenate local neighbourhoods, green spaces, ravines, waterways and illegal dump sites; restore habitats; and to establish composting and recycling projects; and

Whereas Pitch-In Canada, a national, community-based, organization comprised of eco-action and community volunteers, believes that maintaining a quality environment and encouraging civic pride is everyone's responsibility; and

Whereas Pitch-In Canada encourages voluntary action to keep communities clean and beautiful and restore and maintain a healthy environment; and

Whereas the Town of Arnprior will be participating in Pitch-In Week from April 17-23, 2022. During this week, the public can pick up a free Park Clean Up Kit from the Nick Smith Centre to take with them to clean up our community. The bags will be picked up by Parks Staff in any of our public spaces by calling the Nick Smith Centre and informing us of where the collected waste is.

Now Therefore, I Walter Stack Mayor of Arnprior, do hereby proclaim April 17-23, 2022 as Pitch-In Canada Week in the Town of Arnprior, and invite all citizens in our region to actively participate in Pitch-In Week!

Walter Stack, Mayor
Town of Arnprior



55 Years of Keeping
Canada Litter-Free

PITCH-IN Week/Semaine Passons à l'action
April 17-23, 2022

Tim Hortons

PROCLAMATION

WHEREAS hundreds of thousands of Canadians show their concern for the environment and their communities each year by participating in PITCH-IN CANADA projects to:

reduce, reuse, recycle and properly dispose of waste; clean up and rejuvenate local neighbourhoods, green spaces, ravines, waterways and illegal dump sites; restore habitats; and to establish composting and recycling projects;

AND WHEREAS PITCH-IN CANADA, a national, community-based, organization comprised of eco-action and community volunteers, believes that maintaining a quality environment and encouraging civic pride is everyone's responsibility;

AND WHEREAS PITCH-IN CANADA encourages voluntary action to keep communities clean and beautiful and restore and maintain a healthy environment;

NOW THEREFORE the _____ declares the week of April 17 - 23, 2022 as "PITCH-IN CANADA Week" in the _____ and invites all citizens in our region to actively participate in PITCH-IN Week!

www.pitch-in.ca



Town of Arnprior Staff Report

Subject: Proclamation – Earth Day (April 22, 2022)

Report Number: 22-04-11-08

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: April 11, 2022

Recommendations:

That Council proclaim April 22, 2022 as Earth Day in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Earth Day www.earthday.org
Section 5.2.2 – Contact Person's Name	John Steckly, Town of Arnprior 613-623-4231
Section 5.2.3 – Name of Proclamation and Duration	Earth Day April 22, 2022
Section 5.2.4 – Appropriate Wording for Proclamation	Yes – Taken from Earth Day Website

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

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

Documents:

1. Proclamation Document – Earth Day (April 22, 2022)

Signatures

Reviewed by Department Head:

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Proclamation

Earth Day

April 22, 2022

Whereas Earth Day is celebrated on April 22 each year, and is a key time to unite our community and make a positive impact on the environment; and

Whereas the theme for Earth Day 2022 is “Invest in Our Planet”; and

Whereas Earth Day is known as the movement to change the business climate, political climate, and how we take action on climate change; and

Whereas climate change is being observed and experienced at an increasingly local level and needs to be taken seriously; and

Whereas local levels of government are finding themselves at the frontline of the battle against climate change; and

Whereas the mounting environmental challenges that we are facing, will require our towns and cities to take a leading role in the fight for a more sustainable world; and

Whereas the Town of Arnprior is a registered municipal partner with Earthday.ca; and

Whereas the Town of Arnprior will be participating in Earth Day, through the planting of 100 trees in Fall of 2022 in our municipality.

Whereas the Town of Arnprior is partnering with the Township of McNab/Braeside to host an Earth Day Errand Cycle on April 22, 2022 at 1:00 pm.

Now Therefore, I Walter Stack Mayor of Arnprior, do hereby proclaim April 22, 2022 as Earth Day in the Town of Arnprior, and encourage all residents to learn more and understand their role in helping to combat climate change and make a positive impact on the environment on Earth Day and every day.

Walter Stack, Mayor
Town of Arnprior

**The Corporation of the
Town of Arnprior**

By-Law Number 7284-22

Being a By-Law to amend the Official Plan of the Town of Arnprior, being Amendment No. 5.

The Council of the Corporation of the Town of Arnprior in accordance with the provisions of Sections 17 and 21 of the Planning Act, 1990, hereby enacts as follows:

1. **That** Amendment No.5 to the Official Plan for the Town of Arnprior consisting of the attached Schedule "A" is hereby adopted.
2. **That** the Clerk is hereby authorized and directed to make application to the County of Renfrew for approval of Amendment No. 5 to the Official Plan for the Town of Arnprior.
3. **That** this By-law shall come into force and take effect on the day of final passing thereof.

Enacted and passed this 11th day of April, 2022.

Walter Stack, Mayor

Maureen Spratt, Clerk

This Amendment No. 5 to the Official Plan for the Town of Arnprior which has been adopted by the Council of the Corporation of the Town of Arnprior is hereby approved in accordance with Section 17(34) of The Planning Act, 1990.

Date

Approval Authority

AMENDMENT NO. 5 TO THE OFFICIAL PLAN FOR
THE TOWN OF ARNPRIOR

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THE CONSTITUTIONAL STATEMENT

PART A - THE PREAMBLE does not constitute part of this amendment.

PART B - THE AMENDMENT consisting of Schedule "A", constitutes Amendment No. 5 to the Official Plan for the Town of Arnprior.

PART A - THE PREAMBLE

Purpose

To amend the policy for the lands shown on Schedule "A" attached hereto designated as Parks and Open Space Area to be designated as Established Residential Area to reflect the current land use and to correct a mapping error on Schedule "A" Town of Arnprior Official Plan Land Use.

Location

The lands affected by this amendment are described as Part Lot 29 Plan 77, Part Reserve N, Plan 33 (11 Lake St), Part Lot 29, Plan 77 (321 Albert St) and; Part Reserve N S, Plan 33 (0 Lake St), Town of Arnprior, as shown on the Location Plan found in Appendix I.

321 Albert Street is approximately 647.5 square metres (0.16 acres), with 20.65m (67.75') of frontage on Albert Street and 32m (105') on Lake Street (corner lot). There is current a single detached dwelling that was built in 1885.

11 Lake Street is approximately 768.9 square metres (0.19 acres) with 13.7m (45') of frontage on Lake Street. There is currently a semi-detached dwelling that was built in 1890.

0 Lake Street is approximately 971.2 square metres (0.24 acre) with approximately 18m (60') of frontage on the end of Lake Street (irregular shaped lot). The lot is currently vacant.

321 Albert St and 11 Lake St are currently privately owned residential properties, 0 Lake St is owned by the abutting St. John Chrysostom Catholic Church. The properties sit on the edge of an already existing Established Residential Area, with the Albert Street Cemetery directly abutting 321 Albert St and 11 Lake St.

Basis

Official Plan Conformity

All three properties are currently designated as Parks and Open Space being with in the Waterfront Development Study Area on Schedule "A" of the Town of Arnprior Official Plan Land Use map. Staff believe that the boundary was incorrectly drawn to include the three properties, using Lake Street as a designation boundary for the Open Space lands.

The intent of the Parks and Open Space Area designation in the Town of Arnprior Official Plan is to provide parks and open space for residents and only permits passive and active recreational uses. Furthermore, the Waterfront Development Study Area is intended to recognize public and private lands within the Waterfront of the Madawaska and Ottawa Rivers intended for development or redevelopment. These lands are

beyond the scope of the Study Area and should not have been included.

Subsequently to align with the designations of the Official Plan, all three properties were zoned Open Space (OS) in the Town of Arnprior Zoning By-law 6875-18 Schedule A mapping. Permitted uses in the OS zone include Conservation Uses, Public Parks and Stormwater Management Ponds.

Staff believe that all three properties should be designated as Established Residential Area in the Town's Official Plan. Established Residential Areas are residential areas that were established and completed 5 years prior to the adoption of the Official Plan (2017). The purpose and goals of the Established Residential Area are to recognize low density housing, as well as local institutional uses, such as churches, day cares and schools.

The Residential One (R1) Zone is intended to implement the policies of the Established Residential Area designation in the Official Plan. The R1 Zone is intended to generally permit single-detached, semi-detached and duplex dwellings.

0 Lake Street, the L-shaped vacant lot at the end of Lake Street, had previously been zoned for residential uses and previously contained a residential dwelling. Residential zoning would better reflect the intended use of the land.

The Town of Arnprior Official Plan, Section F2 Official Plan Administration, permits alteration of the Plan to correct errors in the text or schedules without an Amendment to this Plan provided the alterations do not change the effect of the policies of the Plan. Staff have determined that the correction to the designation changes the policies which affect the development and use of the subject properties and therefore recommend that the error be corrected through an Official Plan Amendment. Section F3 requires that the Zoning By-law shall be amended to conform with this Plan pursuant to Section 27(1) of the Planning Act, therefore staff are of the opinion that an implementing Zoning By-law Amendment be required as well.

PART B - THE AMENDMENT

All of this part of the document entitled Part B - The amendment, consisting of the following text and Schedule 'A' constitutes Amendment No. 5 to the Official Plan for the Town of Arnprior.

Details of the Amendment

The Official Plan is amended as follows:

- (1) Schedule "A" of the Official Plan is hereby amended by re-designating those lands described as Part Lot 29 Plan 77, Part Reserve N, Plan 33 (11 Lake St), Part Lot 29, Plan 77 (321 Albert St) and Part Reserve N S, Plan 33 (0 Lake St), Town of Arnprior, from Parks and Open Space to Established Residential Area as shown on the attached Schedule "A".

Implementation and Interpretation

The implementation and interpretation of this Amendment shall be in accordance with the respective policies of the Official Plan for the Town of Arnprior.

SCHEDULE "A"

Note: This schedule forms part of Amendment No. 5 to the Official Plan for the Town of Arnprior and must be read in conjunction with the written text.

This schedule represents an excerpt from the Official Plan document.



- Established Residential Area
- Parks and Open Space

DESIGNATION AMENDMENT

- Parks and Open Space Area to Established Residential Area

APPENDIX I LOCATION PLAN



APPENDIX III

Minutes Of Public Meeting, March 28th, 2022

No public comment received.

TO BE ADDED WHEN SIGNED

APPENDIX IV

PRE-CONSULTATION RESPONSE FROM COUNTY OF RENFREW

(SEE ATTACHED)

Payton Hofstetter

From: Payton Hofstetter
Sent: Tuesday, February 15, 2022 12:27 PM
To: Bruce Howarth
Subject: RE: Possible Official Plan and Zoning Map Error - 11 Lake St.

Hi Bruce,

Just an update we have looked into this more, and the owner of 11 Lake St would like to rezone his property to an R2 to permit an apartment building with that said we think it is imperative that the Official Plan Schedule properly designate the lands as 'Established Residential Area' to be consistent the intent of the Official Plan.

We will be preparing a report to Council for an OPA & implementing ZB to fix the error on the mapping.

Thank you,



Payton Hofstetter
Junior Planner
Town of Arnprior
105 Elgin Street W.
Arnprior ON K7S 0A8
(613)623-4231 ext. 1816
phofstetter@arnprior.ca
www.arnprior.ca
[@arnprior](https://www.facebook.com/arnprior)

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From: Bruce Howarth <BHowarth@countyofrenfrew.on.ca>
Sent: Thursday, February 10, 2022 2:28 PM
To: Payton Hofstetter <phofstetter@arnprior.ca>
Subject: RE: Possible Official Plan and Zoning Map Error - 11 Lake St.

Hi Payton – I think just a ZBA should be able to clean it up. I don't think it would need an OPA
Bruce

From: Payton Hofstetter <phofstetter@arnprior.ca>
Sent: February 10, 2022 9:43 AM
To: Bruce Howarth <BHowarth@countyofrenfrew.on.ca>
Cc: Anne McVean <AMcVean@countyofrenfrew.on.ca>
Subject: Possible Official Plan and Zoning Map Error - 11 Lake St.

[CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.]

Good Morning Bruce,

The owners at 11 Lake St., in Arnprior have requested a pre-consultation with the Town, upon looking into the property we discovered it is zoned as Open Space (OS) and designated as Parks and Open Space in the Official Plan.

I spoke with Robin and she thinks this would be a technical error, simply misdrawn boundaries, as there are 2 lots on the corner that have been long standing residential properties. The L-shaped lot at the end of the street without a municipal address is owned by the Catholic Church next store.

Will this require an amendment to the plan to fix? Or do you think we could address it through an amending by-law?

Thanks in advance,





Payton Hofstetter
Junior Planner
Town of Arnprior
105 Elgin Street W.
Arnprior ON K7S 0A8
(613)623-4231 ext. 1816
phofstetter@arnprior.ca
www.arnprior.ca
@arnprior

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**The Corporation of the
Town of Arnprior**

By-law Number 7285-22

A by-law to amend By-Law No. 6875-18 of the Corporation of the Town of Arnprior, as amended.

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

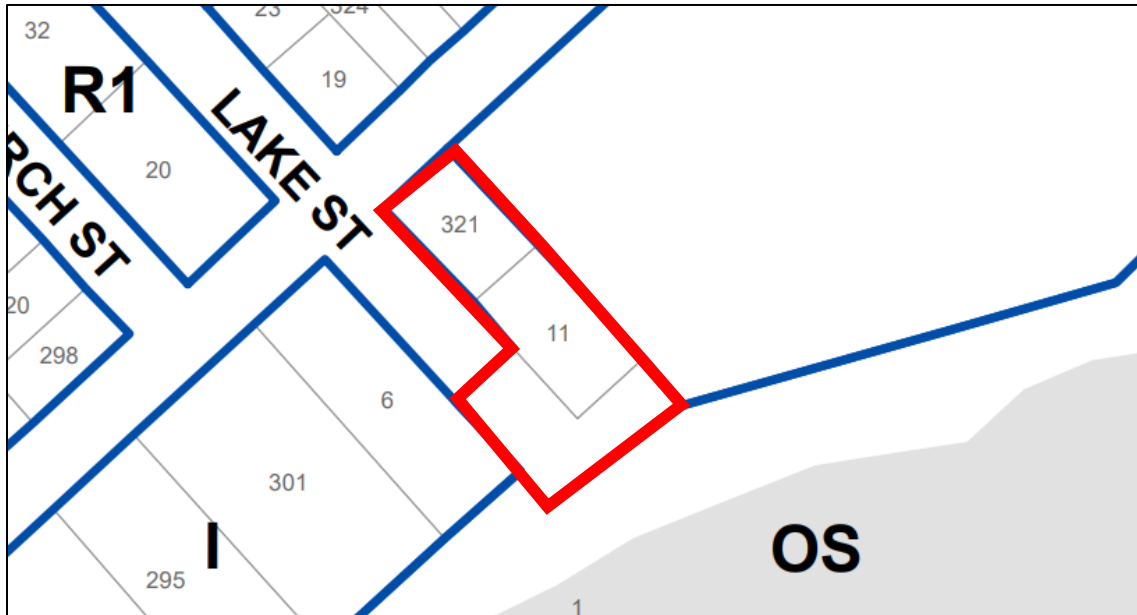
1. **That** By-law Number 6875-18, as amended, be and the same is hereby further amended as follows:
 - a) Schedule "A" is amended by rezoning those lands being:
 - (i) Part Lot 29 Plan 77, Part Reserve N, Plan 33 (11 Lake St);
 - (ii) Part Lot 29, Plan 77 (321 Albert St) and;
 - (iii) Part Reserve N S, Plan 33 (0 Lake St) in the Town of Arnprior from Open Space (OS) to Residential One (R1) as shown on the attached Schedule "A".
2. **That** this By-law shall come into force and effect in accordance with the provisions of Section 24(2) of the Planning Act.

Enacted and Passed this 11th day of April, 2022.

Walter Stack, Mayor

Maureen Spratt, Clerk

Schedule 'A'



To be rezoned from Open Space (OS) to Residential One (R1)

Schedule 'A' to By-law Number 7285-22

Enacted and **Passed** this 11th day of April, 2022.

Walter Stack, Mayor

Maureen Spratt, Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7286-22

A by-law to authorize the council of the Town of Arnprior to enter into agreements of purchase and sale for the sale of lands owned by the Town of Arnprior.

Whereas the Municipal Act, 2011, S.O. 2001, c. 27 as amended (the "Act") requires that Municipalities adopt a policy for governing the sale and other disposition of land; and

Whereas the Corporation of the Town of Arnprior passed By-law 7094-20 to establish procedures governing the sale and other disposition of land in the Town of Arnprior; and

Whereas the Council of the Corporation of the Town of Arnprior declared lands surplus to the needs of the Town of Arnprior and provided notice of intent to sell; and

Whereas the Council of the Town of Arnprior deems it is desirable to sell the lands.

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

1. That the Mayor and Clerk be authorized to execute Agreements of Purchase and Sale in consultation with the Town Solicitor and CAO for land in Schedule A, described as Parts 1, 2 and 3 on 49R-19758, Part of Lot 4, Concession C, as disposal of non-viable land by direct sale to the adjoining property owners at 1, 5, and 9 Lena Street;
2. That the costs associated with the sale of these lands, including but not limited to the Land Transfer Tax, legal fees and survey fees be the responsibility of the purchaser;
3. That Schedule 'A' attached hereto shall form part of this by-law; and
4. That this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 11th day of April, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

[illegible]

This is schedule 'A' to By-law Number 7286-22

Passed this 11th day of April, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-Law No. 7287-22

A by-law to award a sole source contract to Cimco Refrigeration for Nick Smith Centre Dehumidification Upgrades.

Whereas Section 8 of the *Municipal Act, 2001*, 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 on February 14th, 2022 council passed by-law 7261-22 to adopt the 2022 Capital Budget which included the replacement of Desiccant dehumidifiers in Arenas A and B of the Nick Smith Centre with a total budget of \$320,000.00; and

Whereas the Town's Procurement Policy (By-Law 6942-19) permits non-standard procurement (sole source) to occur "where there is an absence of competition for technical reasons and the deliverables can only be supplied by one particular Supplier and no alternative or substitute exists; and

Whereas Cimco Refrigeration is a contractor with experience in the Nick Smith Centre facility and is uniquely qualified to complete the scope of work within the immediate area; and

Whereas Cimco has provided a proposal to complete the defined scope of work for \$313,386.00 (plus HST); and

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

- 1. That** Council Award the Nick Smith Centre Dehumidification Improvements project to Cimco Refrigeration, for a total of \$313,386.00 (plus HST); and
- 2. That** the CAO is authorized to execute the agreements, and related documents with Cimco Refrigeration, to supply, deliver and install components as per the defined scope of work.
- 3. That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
- 4. That** this by-law come into force and take effect on the day of its passing.

Enacted and Passed this 11th day of April, 2022.

Mayor Walter Stack

Maureen Spratt, Clerk

**The Corporation of the
Town of Arnprior**

By-Law No. 7288-22

A by-law to award Tender Number PW-2022-08 - 2022 Road Reconstruction and associated contract administration and inspection services.

Whereas Section 8 of the *Municipal Act* S.O. 2001, CHAPTER 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 on February 14th, 2022 Council passed by-law 7261-22 to adopt the 2022 Capital Budget which included a budget of \$250,000 for Rolling Road Rehabilitation, \$1,600,000 for Craig Street Reconstruction and \$1,800,000 for Hugh Street Reconstruction; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender #PW-2022-08 through a public process; and

Whereas Thomas Cavanagh Construction Ltd submitted the lowest acceptable bid of \$3,083,000 (plus HST) for Tender No. PW-2022-08 - 2022 Road Reconstruction; and

Whereas JP2G Consultants Inc submitted a proposal for Inspection and Contract Administration Services, for the 2022 Road Reconstruction Project, under the standing-offer agreement, in the amount of \$194,455.00 (plus HST).

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

1. Award Tender No. PW-2022-08 - 2022 Road Reconstruction to Thomas Cavanagh Construction Ltd, for a total of \$3,083,000.00 (plus HST);
2. Award the contract administration and inspection services for the 2022 Road Reconstruction Project to JP2G Consultants Inc per their fee proposal dated March 25, 2022, for a total of \$194,455.00 (plus HST);
3. Authorize the CAO to execute the agreements and related documents with Thomas Cavanagh Construction Ltd. and JP2G Consultants Inc to implement the defined scopes of work;
4. Authorize the General Manager, Operations to spend up to an additional \$308,300.00 as a 10% project contingency fund; and
5. That and by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.

6. That this by-law come into force and take effect on the day of its passing.

Enacted and **Passed** this 11th day of April 2022.

Walter Stack, Mayor

Maureen Spratt, Clerk

The Corporation of the Town of Arnprior

By-law Number 7289-22

A by-law to award a contract for roofing replacements at the Nick Smith Centre and Water Filtration Plant.

Whereas Section 8 of the *Municipal Act, 2001*, 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 on February 14th, 2022 council passed by-law 7261-22 to adopt the 2022 Capital Budget which included the replacement of roof areas of the Nick Smith Centre with a total budget of \$415,000.00 as well as roof areas of the Water Filtration Plant with a total budget of \$100,000; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender PW-2022-03 through a public process for the Nick Smith Centre & Water Filtration Plant Roof; and

And Whereas Simluc Contractors submitted the lowest acceptable bid of \$801,453.40 (plus HST) for the replacement of roof areas on the Nick Smith Centre and Water Filtration Plant; and

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

1. **That** Council award the Nick Smith Centre and Water Filtration Plant Roof Replacement Tender No. PW-2022-03 to Simluc Contractors, for a total of \$801,453.40 (plus HST); and
2. **That** the CAO is authorized to execute the agreements, and related documents with Simluc Contractors to implement the defined scope of work; and
3. **That** the budget shortfall be funded \$272,046.48 from Capital Expenditure Reserve Fund and \$28,512.50 be funded from the Water Reserve Fund; and
4. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
5. **That** this by-law come into force and effect on the day of its passing.

Enacted and passed this 11th day of April, 2022.

**The Corporation of the
Town of Arnprior**

By-law Number 7290-22

A by-law to authorize entering into an Ultimate Recipient Agreement to receive funding from the Canadian Urban Institute's My Main Street Community Activator Program

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 municipality submitted a funding application to the My Main Street Community Activator Program implemented through the Canadian Urban Institute on behalf of the Federal Economic Development Agency for Southern Ontario through the Southern Ontario Prosperity Program; and

Whereas this application for funding was specifically submitted for Cultural Night Market to take place in the Town of Arnprior; and

Whereas Council of the Town of Arnprior deems it expedient to enter into an Ultimate Recipient Agreement with the Canadian Urban Institute.

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

1. That Schedule "A" – Ultimate Recipient Agreement between the Canadian Urban Institute and the Town of Arnprior attached hereto, forms part of this by-law.
2. That the Mayor and Clerk are hereby authorized to sign the Ultimate Recipient agreement on behalf of the Corporation.
3. That this by-law shall take force and effect upon the passage hereof.

Enacted and passed this 11th day of April, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**MY MAIN STREET COMMUNITY ACTIVATOR PROGRAM
ULTIMATE RECIPIENT AGREEMENT PROJECT 543**

Made this 25 day of March, 2022 (the “**Effective Date**”)

BETWEEN:

CANADIAN URBAN INSTITUTE,

A non-share capital corporation established under the laws of Ontario
and registered as a charitable organization under the laws of Canada,
(hereinafter “**CUI**”)

AND

Corporation of the Town of Arnprior
(hereinafter the “**Ultimate Recipient**”)

WHEREAS:

- A. The Federal Economic Development Agency for Southern Ontario (“**FedDev**”) has developed the Southern Ontario Prosperity Program (the “**SOPP**”), which is intended to stimulate economic activity in neighbourhoods across Southern Ontario by supporting small and medium sized enterprises located in Southern Ontario;
- B. CUI has entered into an agreement with FedDev (the “**FedDev Agreement**”) for the implementation of the SOPP through the My Main Street Community Activator Program (the “**MMS Program**”);
- C. The MMS Program will focus on supporting the recovery from the pandemic across Southern Ontario by revitalizing main streets and facilitating the return of locally owned independent businesses;
- D. CUI is empowered by the FedDev Agreement to select qualified recipients for MMS Program funding and to distribute that funding accordingly on behalf of the Agency;
- E. The Ultimate Recipient is an incorporated not-for-profit organization approved for funding by CUI;
- F. The Ultimate Recipient has applied to CUI to participate in the MMS Program and to receive funding for its Eligible Project (as defined herein);
- G. CUI has selected the Ultimate Recipient to be a MMS Program participant and a therefore a recipient of MMS Program funding in support of the Eligible Project;

NOW THEREFORE, in consideration of the mutual covenants contained in this agreement (the “**Agreement**”), CUI and the Ultimate Recipient agree as follows:

1. Purpose of the Agreement

- 1.1 The purpose of this Agreement is to set out the terms and conditions under which CUI will distribute Eligible Project funding to the Ultimate Recipient, as well as the relationship between CUI and the Ultimate Recipient.

2. Interpretation

- 2.1 **Definitions.** In this Agreement, the following terms have the meaning given in this section, unless otherwise specified:

Agreement means this funding agreement, including all annexes hereto, as amended, restated or added to from time to time.

Completion Date means the Project completion date, December 31, 2022.

Control Period means the period of six (6) years following the period determined herein as the duration of the Agreement.

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

Eligibility Period means January 1 to December 31, 2022.

Eligible Project means the Ultimate Recipient’s Eligible Project as described in Annex 1 – Statement of Work to this Agreement.

FedDev means the Federal Economic Development Agency for Southern Ontario.

FedDev Agreement means the agreement between CUI and FedDev relating to the implementation of the MMS program.

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.

Funds and Funding mean the funds transferred by CUI to the Ultimate Recipient on behalf of FedDev for the carrying out of the Eligible Project.

Minister means the Minister responsible for FedDev, or any one or more of the Minister’s representatives.

MMS Program means programming focused on supporting the recovery from the pandemic across Southern Ontario by revitalizing main streets and facilitating the return of locally owned independent businesses.

SOPP means the Southern Ontario Prosperity Program as created and defined by FedDev.

3. Duration of Agreement

3.1 This Agreement comes into force on the Effective Date first stated above and will terminate on the date on which the Eligible Project is complete, unless otherwise determined 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:

Subsection 6.8 – Overpayment or non-entitlement
Section 7 – Reporting, Monitoring, Audit and Evaluation
Section 9 – Indemnification and Limitation of Liability
Subsection 11.1(c) – Representations
Section 13 – Default and Remedies
Section 14 – Project Assets and Intellectual Property
Section 15 – General

4. Terms of Participation in the MMS PROGRAM

4.1 The Ultimate Recipient agrees to act strictly in accordance with the terms of this Agreement with respect to its participation in the MMS PROGRAM.

4.2 The Ultimate Recipient represents and warrants to CUI that it has the power to enter into this Agreement and to perform its obligations hereunder.

4.3 The Ultimate Recipient shall not have the authority to do any act on behalf of CUI or the Agency.

4.4 The Ultimate Recipient agrees to comply with instructions provided by CUI to acknowledge the support through the Government of Canada and FedDev in their communications about support received through the MMS PROGRAM, including websites, news releases, social media, success stories, and announcements.

4.5 The Ultimate Recipient warrants that it will comply with all federal, provincial, territorial, municipal and other applicable laws governing the Ultimate Recipient or the Eligible Project, or both, 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.

- 4.6 The Ultimate Recipient warrants that any assets acquired, constructed, rehabilitated or improved with the Funds provided under this Agreement will not be sold or otherwise disposed of without prior written approval from CUI for the term of the Agreement;
- 4.7 CUI reserves the right to transfer to any third party all rights, title and interest in this Agreement.

5. Funding

- 5.1 Subject to, and in accordance with, the terms and conditions of this Agreement, CUI will distribute to the Ultimate Recipient the following Funds in respect of the Eligible Project:

An amount not exceeding the lesser of:

- (a) One hundred percent (100%) of Eligible Costs of the Project incurred by the Ultimate Recipient; and
- (b) the total costs anticipated by the Ultimate Recipient's approved budget for the Eligible Project, as detailed in Annex 1 – Statement of Work,

but in any case, not less than fifty percent (50%) of the Eligible Costs of the Eligible Project.

- 5.2 No Funds shall be disbursed under this Agreement unless the Eligible Project meets and continues to meet the requirements of Section 10.

6. Claims and Payment of Funds

- 6.1 The Ultimate Recipient shall maintain accounting records that account for the Funding paid to the Ultimate Recipient and the related Eligible Project costs in respect of this Agreement, separate and distinct from any other sources of funding.
- 6.2 **Quarterly Claims.** The Ultimate Recipient may submit a claim for reimbursement of Eligible Costs a maximum of once per quarter. Each Quarterly Claim must be for Eligible Costs incurred during one of the following quarterly periods in the year:
- a) Beginning on January 1, 2022 and ending on (a) the date on which the Funding Agreement was signed or (b) March 31, 2022 whichever is later.
 - b) Beginning the day after the final day of the previous quarter as calculated in (i) above, and ending on June 30, 2022.
 - c) Beginning on July 1, 2022 and ending on September 30, 2022.
 - d) Beginning on October 1, 2022 and ending on December 31, 2022.

Each Quarterly Claim must be submitted no later than one month after the end of the quarterly period to which it relates.

- 6.3 **Final Claims.** The Ultimate Recipient shall submit a Final Claim for reimbursement of Eligible Costs incurred during the Eligibility Period by February 1, 2023, in a form satisfactory to CUI and in accordance with Annex 2 – Costing Memorandum Guideline. The Final Claim must include the following information:
- (a) a final statement of total Eligible Project costs;
 - (b) a statement of total government assistance (federal, provincial and municipal assistance) received or requested towards the Eligible Costs;
 - (c) an itemized summary by cost category of Eligible Costs incurred substantially in the form prescribed by CUI;
 - (d) a final report on the Eligible Project;
 - (e) a certification of the claim by a director or officer of the Ultimate Recipient, confirming the accuracy of the claim and all supporting information provided;
 - (f) if applicable, a certification by a director or officer of the Ultimate Recipient that any environmental mitigation measures that may be set out in this Agreement have been implemented; and
 - (g) any other substantiating documentation (including without limitation, any invoice or proof of payment), as may be required by CUI.
- 6.4 The Ultimate Recipient shall submit the Final Claim for reimbursement of Eligible Costs incurred to the satisfaction of CUI no later than February 1, 2023 or the date the Eligible Project is completed to the satisfaction of CUI, whichever is earlier. CUI shall have no obligation to pay any claims submitted after this date.
- 6.5 **Advance Payments.** The Ultimate Recipient may request a one-time advance against Eligible Costs payable under this Agreement of up to twenty-five percent (25%) of the total costs anticipated by the Ultimate Recipient's approved budget for the Eligible Project, as detailed in Annex 1 – Statement of Work. A request for an advance must include a forecast of cash flow requirements to be incurred during the Eligibility Period along with any other documentation that CUI may reasonably request. CUI shall review the request and may, at its sole discretion, pay some or all of the requested advance to the Ultimate Recipient. Before any further funds can be issued, CUI requires that the Ultimate Recipient submit a reconciliation of incurred costs against the advance.
- 6.6 **Payment Procedures.**
- (a) CUI shall review and approve the documentation submitted by the Ultimate Recipient following the receipt of the Ultimate Recipient's claim and in the event of any deficiency in the documentation, it will notify the Ultimate Recipient and the Ultimate Recipient shall immediately take action to address and rectify the deficiency.

- (b) Subject to the maximum Funding amounts set forth in Subsection 5.1 and all other conditions contained in this Agreement, CUI shall pay to the Ultimate Recipient the Eligible Costs set forth in the Recipient's claim, in accordance with CUI's customary practices.
- (c) CUI may request at any time that the Ultimate Recipient provides satisfactory evidence to demonstrate that all Eligible Costs claimed have been paid.
- (d) CUI may require, at CUI's expense, any claim submitted for payment of the Funding be certified by an auditor approved by CUI.

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

6.8 **Revenue Earned.** If the Ultimate Recipient earns any interest as a consequence of any revenue from all or part of the activities supported by the Funding, other than that interest or revenue which is used to pay for all or part of the Eligible Costs incurred by the Ultimate Recipient during the Eligible Project, CUI may in CUI's absolute discretion reduce the Funding by all or by such portion of the revenue as deemed appropriate.

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

- 7.1 The parties agree to maintain proper and accurate accounts and records of the Eligible Project for a minimum of 6 years after the date of completion of the Eligible Project.
- 7.2 **Reports.** The Ultimate Recipient agrees to provide CUI with the reports in the form prescribed by CUI and satisfactory to CUI in scope and detail, in order to allow CUI to assess the progress of the Eligible Project. Reports will be submitted on the dates described in the reporting schedule provided by CUI. CUI may reassess the reporting frequency from time to time at CUI's sole discretion and notify the Ultimate Recipient of any changes.
- 7.3 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.
- 7.4 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.

- 7.5 The Minister shall have the right to audit, or cause to have audited, the accounts and records of the Ultimate Recipient and to have a right of access to Eligible Project site and the books and accounts of the Ultimate Recipient. To this end, the Ultimate Recipient shall, at its own expense and for the duration of the Control Period:
- (a) Preserve and make available for audit and examination by CUI and the Minister proper books, accounts and records of the Eligible Project costs, wherever such books and records may be located, and permit CUI and the Minister to conduct such independent audits and evaluations as CUI's or the Minister's discretion may require;
 - (b) upon reasonable notice and after consultation with the Ultimate Recipient, permit CUI and the Minister reasonable access to the Eligible Project site and/or the Recipient's premises and documents in order to inspect and assess the progress and results of the Eligible Project and compliance with the terms of this Agreement; and
 - (c) supply promptly, on request, such other reports or data in respect of the Eligible Project and its results, as CUI or the Minister may require for purposes of this Agreement and for statistical and/or evaluation purposes.
- 7.6 **Auditor General of Canada.** The Ultimate Recipient acknowledges that the Auditor General of Canada may, at the Auditor General's cost, after consultation with CUI, conduct an inquiry under the authority of Subsection 7.1 (1) of the *Auditor General Act* in relation to this 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 Ultimate 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 Ultimate Recipient or by agents or contractors of the Ultimate Recipient, relating to this Agreement and use of the Funding; 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. **Public Communications**
- 8.1 The Ultimate Recipient consents to being contacted directly by CUI and/or the Minister in relation to success stories, announcements, ceremonies and other communications activities.
- 8.2 The Ultimate Recipient acknowledges the federal government's role in the funding provided through this Agreement;
- 8.3 The Ultimate Recipient consents to a public announcement of their project by or on behalf of the Minister in the form of a news release and/or event;

- 8.4 The Minister, through FedDev and CUI, shall inform the Ultimate Recipient of the date the public announcement is to be made, and the Ultimate Recipient shall maintain the confidentiality of the funding agreement until such date;
- 8.5 The Ultimate Recipient consents to the participation of the Minister or the Minister's representatives at the announcement event of the Eligible Project, and to have the event take place on a day mutually agreed upon by the Ultimate Recipient and the Minister or its representatives;
- 8.6 The Ultimate Recipient agrees to a media/public event upon completion of the Eligible Project with the Minister or the Minister's designated representatives at mutually agreeable venue, time and date; and
- 8.7 The Ultimate Recipient agrees to display promotional material and/or signage provided by the Agency at the event.

9. Indemnification and Limitation of Liability

- 9.1 The Ultimate Recipient shall at all times indemnify and save harmless CUI and 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 Eligible 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 Ultimate Recipient, their 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 Eligible Project; and
 - (d) any omission or other wilful or negligent act or delay of the Ultimate 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 CUI or of Her Majesty, in the performance of his or her duties.
- 9.2 CUI shall have no liability under this Agreement, except for payments of the Funding in accordance with and subject to the provisions of this Agreement. Without limiting the generality of the foregoing, CUI and the Minister shall not be liable for

any direct, indirect, special or consequential damages, or damages for loss of revenues or profits of the Ultimate Recipient.

10. Environmental

10.1 The Ultimate Recipient represents and warrants that the Eligible Project is not a “designated project” or a “project” under the applicable federal environmental and impact assessment legislation.

10.2 Construction or any other physical activity that is carried out in relation to the Eligible Project, including site preparation, will not be undertaken or will be suspended and no funds or additional funds will be payable by CUI to the Ultimate Recipient for the Eligible Project unless and until the requirements under the applicable federal environmental or impact assessment legislation are met and continue to be met:

- (c) where the Eligible 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 Eligible Project; or
 - (ii) a decision statement in respect of the Eligible Project is issued to the Ultimate Recipient indicating that:
 - 1) the Eligible Project is not likely to cause significant adverse environmental effects;
 - 2) the Eligible 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 Eligible Project; or
 - 3) the adverse effects with respect to the impact assessment of the Eligible Project are in the public interest,
- (d) where the Eligible 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
- (e) where relevant the requirements under any applicable agreements between Her Majesty and Indigenous groups.

- 10.3 The Ultimate Recipient will provide the Minister with reasonable access to any Eligible 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 Eligible Project or otherwise, the Minister is of the opinion that an environmental or impact assessment or a subsequent determination is required for the Eligible Project, the Ultimate Recipient agrees that construction of the Eligible Project or any other physical activity that is carried out in relation to the Eligible 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 CUI or the Minister to the Ultimate Recipient for the Eligible Project unless and until:
- (a) where the Eligible 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 Eligible Project; or
 - (ii) a decision statement in respect of the Eligible Project is issued to CUI or Ultimate Recipient indicating that:
 - 1) the Eligible Project is not likely to cause significant adverse environmental effects;
 - 2) the Eligible 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 Eligible Project; or
 - 3) the adverse effects with respect to the impact assessment of the Project are in the public interest,
 - (b) where the Eligible 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 Ultimate Recipient acknowledges that CUI's obligation to provide the Funding 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. Representations and Covenants

- 11.1 **Representations.** The Ultimate Recipient represents and warrants that:

- (a) it is a not-for profit organization, duly incorporated and validly existing and in good standing under the laws of Ontario, and it has the power and authority to carry on its business, to hold its property and to enter into this Agreement. The Ultimate 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 Ultimate 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) this Agreement constitutes a legally binding obligation of the Ultimate Recipient, enforceable against it in accordance with its terms, subject as to enforcement of remedies to applicable 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;
- (d) the execution and delivery of this Agreement and the performance by the Ultimate 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 Ultimate Recipient's by-laws, any other corporate governance document subscribed to by the Recipient or any resolution of the Ultimate 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.
- (e) there are no actions, suits, investigations or other proceedings pending or, to the knowledge of the Ultimate Recipient, threatened and there is no order, judgment or decree of any court or governmental agency, which could

materially and adversely affect the Ultimate Recipient's ability to carry out the activities contemplated by this Agreement;

- (f) 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;
- (g) it owns or holds sufficient rights in any intellectual property required to carry out the Project;
- (h) the description of the Eligible Project in Annex 1 – Statement of Work is complete and accurate; and
- (i) it is located in Southern Ontario.

11.2 Covenants. The Ultimate Recipient covenants and agrees that:

- (a) it shall use the Funding solely and exclusively to support the Eligible Costs of the Eligible Project, and shall carry out the Eligible 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 CUI before making any material change to any aspect of the Eligible Project or to the management of the Eligible Project or the Ultimate Recipient; and
- (c) it shall acquire and manage all equipment, services and supplies required for the Eligible Project in a manner that ensures the best value for funds expended.

11.3 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 Ultimate Recipient is not in default of compliance with any terms of this Agreement.

12. Official Languages

12.1 The Ultimate Recipient acknowledges and understands that:

- (a) any public acknowledgement of FedDev's support for the MMS program must be expressed in both official languages;
- (b) all MMS program information must be developed and made available in both official languages; and
- (c) all signage related to the MMS program must be in both official languages.

12.2 The Ultimate Recipient agrees that it will consider the needs of the official language minority community in developing the Eligible Project and related services,

acknowledge FedDev's support for the Eligible Project in English and French, and specifically invite the official language minority community to participate in the development and implementation of the Eligible Project, if applicable.

13. Default and Remedies

13.1 Event of Default. CUI may declare that an Event of Default has occurred if:

- (a) the Ultimate Recipient has failed or neglected to pay CUI any amount due in accordance with this Agreement;
- (b) the Eligible Project is not meeting its objectives or milestones as set out in Annex 1 – Statement of Work, is not completed to CUI's satisfaction by the Completion Date or the Eligible Project is abandoned in whole or in part;
- (c) the Ultimate 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 Ultimate 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 Ultimate Recipient has passed a resolution for the winding up of the Ultimate Recipient, or the Ultimate Recipient is dissolved;
- (f) the Ultimate Recipient has, in the opinion of CUI, ceased to carry on business or has sold, disposed or transferred all or substantially all of its assets;
- (g) the Eligible Project is carried out outside of Southern Ontario, unless an exception is set out in Annex 1 – Statement of Work;
- (h) the Ultimate Recipient has submitted false or misleading information, or has made a false or misleading representation to CUI in this Agreement or in its application for the Funding;
- (i) the Ultimate Recipient has not, in the opinion of CUI, met or satisfied a term or condition of this Agreement;
- (j) the Ultimate Recipient has not met or satisfied a term or condition under any other agreement of any kind with CUI;
- (k) the Ultimate Recipient is not eligible or is otherwise not entitled to the Funding; or
- (l) the Ultimate Recipient has not complied with the reporting, monitoring, audit and evaluation requirements, specified in this Agreement.

13.2 **Notice of Breach and Rectification Period.** CUI will not declare that an Event of Default has occurred unless it has given prior written notice to the Ultimate Recipient of the occurrence, which in CUI's opinion constitutes an Event of Default. The Ultimate Recipient shall, within such period of time as CUI may specify in the notice, either correct the condition or event or demonstrate, to the satisfaction of CUI, that it has taken such steps as are necessary to correct the condition, failing which CUI may declare that an Event of Default has occurred. During the period of time specified in the notice, CUI may suspend payment of any claim submitted before or after the date of notice.

13.3 **Remedies.** If CUI declares that an Event of Default has occurred, CUI 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 CUI to make any payment under this Agreement, including any obligation to pay an amount owing prior to such termination;
- (b) suspend any obligation by CUI to make any payment under this Agreement, including any obligation to pay an amount owing prior to such suspension; and
- (c) require the Ultimate Recipient to repay forthwith to CUI all or part of the Funding, and that amount is a debt due to CUI and may be recovered as such.

14. **Project Assets and Intellectual Property**

14.1 Title to and ownership of any assets the cost of which has been contributed to by Funding under this Agreement shall be determined by CUI in accordance with the FedDev Agreement, CUI's policy on intellectual property, and any applicable Canadian law.

15. **General**

15.1 **No Assignment of Agreement.** Neither this Agreement nor any part thereof shall be assigned by the Ultimate Recipient, without the prior written consent of CUI.

15.2 **Successors and Assigns.** This Agreement is binding upon the Ultimate Recipient, its successors and permitted assigns.

15.3 **Confidentiality.** Subject to the law and this Agreement, 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.

15.4 **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.

- 15.5 **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.
- 15.6 **No Amendment.** No amendment to this Agreement shall be effective unless it is made in writing and signed by the Parties hereto.
- 15.7 **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 CUI and the Ultimate Recipient, or between CUI and a third party. The Ultimate Recipient is not in any way authorized to make a promise, agreement or contract and to incur any liability on behalf of CUI, nor shall the Ultimate Recipient make a promise, agreement or contract and incur any liability on behalf of CUI, and shall be solely responsible for any and all payments and deductions, required by the applicable laws.
- 15.8 **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.
- 15.9 **Public Dissemination.** All reports and other information that CUI or the Minister collects, manages or has a right to receive or produce in accordance with this Agreement, or that the Ultimate Recipient collects, creates, manages and shares with CUI or 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.
- 15.10 **No conflict of interest.** The Ultimate 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 CUI, with the carrying out of the Eligible 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 Eligible Project.
- 15.11 **Disclose potential conflict of interest.** The Ultimate Recipient shall disclose to CUI without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

- 15.12 **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.
- 15.13 **Business Information.** Notwithstanding anything else contained in this Agreement, CUI and the Minister shall be given the right to the use of any of the Ultimate Recipient's publicly available business information about the Eligible Project (e.g. brochures, awareness, packages, etc.).
- 15.14 **Tax.** The Ultimate 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.

16. Notice

- 16.1 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.
- 16.2 All notices must be sent to the following addresses:

To CUI

Canadian Urban Institute
30 St. Patrick Street, Suite 500
Toronto, Ontario M5T 3A3
Attention: Mary Rowe

To the Ultimate Recipient

Town of Arnprior
105 Elgin Street West,
Arnprior, Ontario K7S 0A8
Attention: Maureen Spratt

- 16.3 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.

17. Acceptance

- 17.1 The Ultimate Recipient agrees that unless CUI receives a duly executed duplicate copy of this Agreement within thirty (30) calendar days of the date of execution by CUI, this Agreement is revocable at the discretion of CUI.

18. Counterparts and Electronic Signature

- 18.1 This Agreement and any amendments may be signed in counterparts and by electronic signature, including PDF and any other electronic copies acceptable to the Parties. Such electronic signature shall be deemed to be an original for the purpose of this Agreement with the same legal effect as an original signature.

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

CANADIAN URBAN INSTITUTE

Per: _____ Date: _____
Mary Rowe
Canadian Urban Institute

I have authority to bind the corporation.

CORPORATION OF THE TOWN OF ARNPRIOR

Per: _____ Date: _____
Walter Stack
Mayor

Per: _____ Date: _____
Maureen Spratt
Clerk

I have authority to bind the corporation.

**SOUTHERN ONTARIO PROSPERITY PROGRAM
ULTIMATE RECIPIENT AGREEMENT**

ANNEX 1 – STATEMENT OF WORK

BETWEEN:

CANADIAN URBAN INSTITUTE,
(hereinafter “CUI”)

AND

Corporation of the Town of Arnprior
(hereinafter the “Ultimate Recipient”)

Project Name: Cultural Night Market

Project Number: 543

Project Description:

The Town of Arnprior has been a primarily uni-cultural community for some time. As the population begins to grow in numbers it is also growing in its diversity. The days of knowing “everyone” in town are beginning to fade.

“A Cultural Night Market” will provide a chance for people to gather once again, to reconnect but also become acquainted with new neighbours, new Canadians and possibly new cultures.

The event is a cultural night market that will be held on a Saturday night in August (Aug 27) in the Town of Arnprior's Historic Downtown. From 4:00pm - 11:00pm the streets will be closed so they can house the various food vendors, artisans, art activations and performances. The area will be populated with art installations and placemaking modular seating in the hopes of reigniting the traditions of community gatherings. A centralized stage will provide a platform for musicians and storytellers from a variety of backgrounds to showcase their talents.

For businesses on Main Street who continue on their long road to financial recovery this increase in traffic will be welcome; an opportunity to gain new patrons from this captive audience. For vendors who are often otherwise limited by the costs associated with brick and mortar businesses it will provide a space to drive their revenue at a nominal charge (subsidies available)

In the intention of creating a welcoming barrier-free event there will be no charge to attend.

Project Budget: \$38,350

Total approved My Main Street project budget amount: \$38,350

See attached budget for detailed approved funding breakdown.

**SOUTHERN ONTARIO PROSPERITY PROGRAM
ULTIMATE RECIPIENT AGREEMENT**

ANNEX 2 – COSTING MEMORANDUM GUIDELINE

BETWEEN:

CANADIAN URBAN INSTITUTE,
(hereinafter “CUI”)

AND

Corporation of the Town of Arnprior
(hereinafter the “Ultimate Recipient”)

1. General Conditions

- 1.1 Costs are Eligible Costs for the purposes of this Agreement only if they are, in the opinion of CUI and FedDev:
- a) directly related to the intent of the Eligible Project;
 - b) reasonable;
 - c) appear in Annex 1 – Statement of Work; and,
 - d) 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 Ultimate 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 CUI, is not at arm’s length from the Ultimate Recipient, shall be valued at the cost which, in the opinion of CUI, 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 Costs, unless the Ultimate Recipient causes the supplying entity to maintain proper books, accounts and records of the costs related to the Sub-Project, and to provide CUI and FedDev access to such books, accounts and records.

2. Eligible Costs

2.1 Travel Costs – Transportation

- a) Eligible costs incurred for travel are those, which are deemed necessary to the performance of the Eligible 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 CUI.

- b) 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 Costs shall be limited to the cost that would have been incurred and paid had normal public transportation at economy rates been used.
- c) Food and accommodation costs are eligible only if deemed necessary to the performance of the Project in the opinion of CUI. If eligible, food and accommodation allowances will be based on current Treasury Board of Canada Travel Directives.
- d) Costs that are, in the opinion of CUI, entertainment or hospitality costs are not eligible.

2.2 Consultants

- a) The direct costs of studies and/or services carried out by a private contractor or consultant are Eligible Costs.
- b) Where a particular contractor or consultant has been specified in the Agreement, and the Ultimate Recipient wishes to proceed with the Eligible Project using another contractor or consultant, prior consultation with CUI is advised to ensure eligibility.
- c) The cost of the services of any consultant that is not, in the opinion of CUI, at arm's length from the Ultimate Recipient, shall not be Eligible Costs.

2.3 Calculation of Direct Labour

- a) Labour and benefit costs claimed by the Ultimate Recipient as direct Eligible Costs toward the Eligible Project will include only that time worked directly on the Eligible 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 CUI, may be claimed. Time off in lieu of payment is not eligible. Time claimed will normally be expressed in hours.
- b) 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.
- c) 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:
 - i. actual cost; and
 - ii. twenty percent (20%) of the payroll rate of each employee.

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

2.4 Sales Taxes

- a) Eligible Costs include the amount of the harmonized sales tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.
- b) In order to have the HST approved as an Eligible Cost on claims, the Ultimate Recipient will be required to provide documentation verifying the organization's status under the relevant tax legislation.

2.5 Ineligible Costs

- a) For greater certainty, any costs that do not qualify as Eligible Costs in accordance with section 1 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:
 - i. costs of land, building or vehicle purchase;
 - ii. refinancing;
 - iii. costs of intangible assets such as goodwill, whether capitalized or expensed;
 - iv. depreciation or amortization expenses;
 - v. interest on invested capital, bonds, debentures, or mortgages;
 - vi. bond discount;
 - vii. losses on investments, bad debts and any other debts;
 - viii. fines or penalties;
 - ix. costs related to litigation;
 - x. non-incremental wages;
 - xi. fees for administrators, including payments to any member or officer of the Ultimate Recipient's Board of Directors;
 - xii. opportunity costs;
 - xiii. hospitality and entertainment costs;
 - xiv. capital expenditure (e.g. new construction and renovation of existing infrastructure and buildings);
 - xv. costs of individual membership in a professional body (e.g. professional designations);
 - xvi. and lobbyist fees.