



Town of Arnprior
Regular Meeting of Council Agenda
Date: Monday, April 25, 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 – April 11, 2022](#) (Page 1-12)
 - b) [Special Meeting of Council – April 13, 2022](#) (Page 13-14)
- 8. Awards/ Delegations/ Presentations**
- 9. Public Meetings**
- 10. Matters Tabled/ Deferred/ Unfinished Business**

11. Staff Reports

- a) **Hybrid Meetings**, Maureen Spratt, Town Clerk (Page 15-17)
- b) **Commemorative Naming Policy**, Maureen Spratt, Town Clerk and Kaila Zamojski, Deputy Clerk (Page 18-37)
- c) **Proclamation – Dementia Awareness**, Kaila Zamojski, Deputy Clerk (Page 38-49)
- d) **Proclamation – Emergency Preparedness Week**, Kaila Zamojski, Deputy Clerk (Page 50-53)

12. Committee Reports and Minutes

- a) **CDAC – February 22, 2022** (Page 54-57)

13. Notice of Motion(s)

14. County Councillor's Report from County Council

15. Correspondence & Petitions

a) Correspondence

- i. Correspondence Package I-22-Apr-08
- ii. Correspondence Package A-22-Apr-05

16. By-laws & Resolutions

a) By-laws

- i. **By-law Number 7293-22** – Release of Agreements registered as Instrument No. R283988 and Instrument No. RE59771 (16 Sheffield) (Page 58-59)
- ii. **By-law Number 7294-22** – Council Remuneration 2022-2026 Term of Council (Page 60-61)
- iii. **By-law Number 7295-22** – Repeal & Replace By-law 6494-15 - Meal Allowance (Page 62)
- iv. **By-law Number 7296-22** – Amend Council Conferences, Training and Functions Policy TD-HR-02 for Knowledge Sharing (Page 63)
- v. **By-law Number 7297-22** – Amend By-law 6922-19, Hybrid Meeting Participation (Page 64-67)
- vi. **By-law Number 7298-22** – Amend Commemorative Naming Policy AS-CO-14 (Page 68-80)

17. Announcements

18. Media Questions

19. Closed Session

20. Confirmatory By-law

By-law No. 7299-22 to confirm the proceedings of Council

21. Adjournment

Please note: Town Hall continues to follow 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
April 11, 2022 6:30 PM**

Town Hall, Council Chambers – 105 Elgin St. W. Arnprior, ON.

Council and Staff Attendance

Council Members Present:

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

Council Members Absent:

Town Staff Present:

Robin Paquette, CAO
Maureen Spratt, Town Clerk
Jennifer Morawiec, General Manager,
Client Services/ Treasurer
John Steckly, General Manager,
Operations
Payton Hofstetter, Junior Planner
Patrick Foley, Engineering Officer,
Facilities and Assets
Erin Coyle, A/Marketing & Economic
Development Officer

1. Call to Order

Mayor Walter Stack called the Regular Council Meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

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

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 110-22

Moved by Lynn Grinstead

Seconded by Tom Burnette

Be It Resolved That the agenda, for the Regular Meeting of Council dated Monday, April 11, 2022 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

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7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 111-22

Moved by Lisa McGee

Seconded by Chris Toner

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 28, 2022)

Resolution Carried

8. Awards/Delegations/Presentations

a) Town of Arnprior Transit Feasibility Study – Tom Willis, Paradigm

Tom Willis of Paradigm Consulting made a presentation to Council outlining the highlights of the Transit Needs Study provided in the Agenda Package, and responded to questions.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

a) 2022-2026 Council Remuneration

Resolution Number 112-22

Moved by Dan Lynch

Seconded by Ted Strike

That Council authorize the Council Remuneration for the 2022-2026 Term of Council be as follows:

a) **That** Council maintain the following in regards to Council Remuneration:

- i. Monthly expense coverages:
 - \$50 per month for internet costs
 - \$35 per month for cell phone costs
 - \$30 per month for mileage in-town costs;
- ii. Mileage rate for out-of-town travel as per Canada Revenue Agency (CRA) rates;
- iii. A laptop being provided by the Town for the term of Council;
- iv. Current drug and health care benefits;
- v. \$750/ year for a Health Care Spending Account (HCSA) and current insurance coverage for life/ AD&D;
- vi. Meal allowance for meal expenses incurred in accordance with CRA rates (\$91 full day; \$20 breakfast; \$21 lunch; \$50 dinner);
- vii. Current out-of-town per diem, with a half day being defined as an event that is 3.5 hours in duration or less, and a full day being defined as an event that extends beyond 3.5 hours in duration

b) **That** Council implement:

- i. A policy that within 90 days after attending a conference, a report must be submitted to Council for knowledge sharing purposes;
- ii. A requirement that Council endeavour to appoint youth ambassadors to committees to encourage youth civic engagement on all committees.

c) **That** Council implement the following amendments to the Ad-Hoc Council Remuneration Committee's recommendations, and set the 2022-2026 Council and Mayor salaries as follows:

- i. The Councilor salary for the 2022-2026 term be set at \$19,592, and be adjusted annually for Cost of Living Adjustment (COLA), equivalent to the COLA provision set in the Collective Bargaining Agreement at that time; and

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- ii. The Mayor salary for the 2022-2026 term be set at \$48,980, and be adjusted annually for Cost of Living Adjustment (COLA), equivalent to the COLA provision set in the Collective Bargaining Agreement at that time; and
- iii. Current policy dealing with conferences training or other functions remain as is; and

Further That staff be authorized and directed to do all things necessary to give effect to this resolution.

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

Recorded vote

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

Resolution Carried

11. Staff Reports

a) Nick Smith Centre Rink Dehumidification Improvements – Engineering Officer, Facilities & Assets

Resolution Number 113-22

Moved by Lynn Grinstead

Seconded by Lisa McGee

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.

Resolution Carried

b) Tender No. PW-2022-03 Nick Smith Centre & Water Filtration Plant Roof Replacements – Engineering Officer, Facilities & Assets

Resolution Number 114-22

Moved by Dan Lynch

Seconded by Ted Strike

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.

Resolution Carried

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c) **Tender No. PW-2022-08 – 2022 Road Reconstruction – Engineering Officer**

Resolution Number 115-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

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.

Resolution Carried

d) **Annual Statement of Development Charges – 2021 – General Manager Client Services/ Treasurer**

Resolution Number 116-22

Moved by Tom Burnette

Seconded by Lisa McGee

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.

Resolution Carried

e) **My Main Street Grant – Director of Recreation & Acting Marketing & Economic Development Officer**

Resolution Number 117-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

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.

Resolution Amended

Resolution Number 118-22

Moved by Walter Stack

Seconded by Dan Lynch

That Council amend resolution number 116-22 to add the word “and” to the end of the first paragraph, and add a second paragraph to include the following wording:

“Further That a \$3000.00 contingency be added for the Cultural Night Market event, to be funded from the Corporate Contingency account.”

Resolution Carried

Resolution Number 119-22

Moved by Walter Stack

Seconded by Dan Lynch

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; and

Further That a \$3000.00 contingency be added for the Cultural Night Market event, to be earmarked out of the Corporate Contingency account.

Resolution Carried as Amended

f) Outdoor Sidewalk and Patio Cafes Policy Amendment – Acting Marketing & Economic Development Officer

Resolution Number 119-22

Moved by Lynn Grinstead

Seconded by Chris Toner

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).

Resolution Carried

g) Proclamation – Pitch-In Canada Week (April 17-23, 2022) – Deputy Clerk

Resolution Number 120-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

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

Resolution Carried

The Town Clerk read the 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; and

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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!

h) Proclamation – Earth Day (April 22, 2022) – Deputy Clerk

Resolution Number 121-22

Moved by Lisa McGee

Seconded by Ted Strike

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

Resolution Carried

The Town Clerk read the proclamation:

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.

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12. Committee Reports and Minutes

None

13. Notice of Motions

None

14. County Councillor's Report from County Council

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

- On March 30, 2020, Warden Robinson, two years to the day, signed off the paperwork officially terminating the County of Renfrew State of Emergency.
- County CAO, Paul Moreau, announced he is leaving the County in late August/early September.
 - Mayor Walter Stack, noted his best wishes to Paul Moreau.
- Council passed a resolution to raise the Ukrainian flag at County Administration Buildings until April 30, 2022 to show support to Ukraine and the Ukrainian community
- Council passed a revised Tariff of Fees By-law. The revised by-law had included the addition of a fee for General Inquiries, however the fee proposed was deferred to the Development & Property Committee to be dealt with as part of the 2023 budget deliberations.
- Council approved Policy G-010 Vaccination Policy for the Long-Term Care Homes (Bonnechere Manor and Miramichi Lodge). Dr. Robert Cushman, Acting Medical Officer of Health for the Renfrew County and District Health Unit, advises all long-term care facilities to postpone lifting of restrictions.
- The County Public Works and Engineering Department staff are to issue a Request for Proposal (RFP) for Professional Services to develop a Transportation Master Plan (TMP) for the County of Renfrew. As the development of a TMP has not been included in the 2022 budget, the funding for this will come from the Working Capital Reserve.
- Council approved waiving the Tourism Signage fees on County Roads for 2022, and the Tourism Signage fees will be reinstated in January 2023.

15. Correspondence & Petitions

a) Correspondence Package – I-22-APR-07

Resolution Number 122-22

Moved by Tom Burnette

Seconded by Ted Strike

That the Correspondence Package Number I-22-APR-07 be received as information and filed accordingly.

Resolution Carried

County Councilor Dan Lynch noted the following:

- Page 7 – The Ontario Government is investing 29.1 million to expand services at the future state-of-the-art Ottawa Civic Hospital.
- Page 10 – The Ontario government is investing an additional \$2 million in annual funding in the Victim Crisis Assistance Ontario (VCAO) Program to ensure victims of crime, their families, and witnesses have access to the services and supports they need.

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- Page 12 – On March 28, 2022, Ontario reached a \$13.2 billion agreement with the federal government on funding for a Canada-wide Early Learning and Child Care program. The highlight - “Work with municipalities to enrol 5,000 licensed child care centres and home child care agencies into the program between now and September 1, 2022.”
 - In response to County Councillor Lynch the CAO noted the Town of Arnprior does not licence childcare or home daycares, however, staff will keep watch for regulations or further communication from the Province and assist as needed.
- Page 23 – On April 22, 2022 the speed limit on Hwy 417 from Arnprior to Kanata will be raised to 110 km/h.
- Page 25 – Ontario made an announcement on March 31, 2022 noting The International Transgender Day of Visibility, and that the province is investing more than \$800,000 to develop new services and supports that respond to the distinct needs of lesbian, gay, bisexual, transgender, Two Spirit and queer children, youth and families in the child welfare system. Initiatives such as trips to inclusive and gender affirming camps for youths and expanded training for society staff that will help LGBT2SQ children and youth feel accepted and remain connected to their communities.
- Page 27 – Beginning April 1, 2022, Ontario government is eliminating the cost for police record checks.
- Page 33 – Ontario is investing in Special Education - \$150,000 to Down Syndrome Association of Ontario; \$100,000 to Child Development Institute (CDI) and; \$25,000 to Children at Risk for programs for children with autism.
- Page 36 – Minimum wage increases on October 1, 2022 to \$15.50.
- Page 38 – The Ontario government, in consultation with the Chief Medical Officer of Health, is expanding eligibility for fourth doses of the COVID-19 vaccine to individuals aged 60.
- Page 40 – Congrats to our Emergency Management Team for ensuring our Emergency Planning for the year 2021 was compliant to the standards of the Ministry of the Solicitor General Office of the Fire Marshal and Emergency Management.
- Page 53 - The Independent Electricity System Operator are offering information sessions to learn about the emerging electricity needs and to discuss the role that municipalities have in a procurement process to acquire electricity resources. Registration dates are April 12 and 19, 2022.
 - In response to County Councillor Lynch the CAO noted that both the Jr. Planner and General Manager, Operations are looking at attending these sessions to gain further information.

b) Correspondence Package – A-22-APR-04

Resolution Number 123-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

That the Correspondence Package Number A-22-APR-04 be received and the recommendations be brought forward for Council consideration.

Resolution Carried

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Resolution Number 124-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

That the Council of the Corporation of the Town of Arnprior receive the application for In-Kind Municipal Grant Support from ontrac Employment Resource Services of Arnprior.

Further That ontrac Employment Resource Services of Arnprior is hosting a Job Fair at the Nick Smith Centre on May 4, 2022 from 10:00 am to 5:00 pm; and

Therefore Be It Resolved That Council approve of providing in-kind support, through the waiving of fees for the rental of the Arena Slab at the Nick Smith Centre (\$625.00), as well as providing Town staff support for the set up and tear down of the event.

Further That ontrac Employment Resource Services 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 ontrac Employment Resource Services 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 125-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

That the Council of the Corporation of the Town of Arnprior receive the House of Commons Petition regarding the proposed Near Surface Disposal Facility (NSDF) project at Canadian Nuclear Laboratories .

Whereas:

- Canadian Nuclear Laboratories' (CNL) proposed Near Surface Disposal Facility (NSDF) at Chalk River Laboratories (CRL) is a safe, responsible, intensely studied, and highly appropriate solution for the remediation of low-level waste;
- The NSDF project will significantly improve environmental conditions at CRL, reducing risk to the Ottawa River, the local environment and nearby communities;
- Nuclear energy is an important part of Canada's clean energy future and commitment to net-zero;
- Nuclear is the only Canadian energy sector that manages all its waste by products, accounts for their disposal, and fully funds environmental remediation activities;
- CNL has conducted extensive Indigenous and public engagement on the NSDF project;
- Canada has been a global leader in nuclear science and technology for over 75 years;
- More than one billion medical procedures have been performed using medical isotopes produced at CRL, benefiting people around the world;
- Canadians expect decisions to be based on the facts and merits of a proposal and not unduly delayed by alarmist opinions, rooted in bias or misinformation; and
- The Government of Canada is committed to science and evidence-based decision-making.

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Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior supports the House of Commons petition, and calls upon the Government of Canada to:

1. Maintain its commitment to science and evidence-based decision-making;
2. Support the results of the NSDF Environmental Assessment, overseen by the Canadian Nuclear Safety Commission, Canada's internationally respected and independent regulator;
3. Cause no undue delays to the safe remediation of legacy wastes based on misinformation; and
4. Acknowledge the right to be engaged, and a duty to be informed; and

Further That Members of Town Council sign this petition at the following link: Petition e-3929 - Petitions (ourcommons.ca); and

Further That the Town of Arnprior encourages residents of Arnprior to sign this petition; and

Further That a copy of this resolution be sent to MP, Cheryl Gallant, the County of Renfrew and Glenn Doncaster, Reeve/County Councillor Town of Deep River, for their information.

Resolution Carried

16. By-laws & Resolutions

a) By-laws

Resolution Number 126-22

Moved by Tom Burnette

Seconded by Ted Strike

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

- i. By-law Number 7284-22 – Adopt OPA No. 5 (11 Lake, 321 Albert, Vacant Lot)
- ii. By-law Number 7285-22 – Amend Zoning By-law 6875-18 (ZBL1/22 11 Lake, 321 Albert, Vacant Lot)
- iii. By-law Number 7286-22 – Enter into Purchase and Sale Agreements Surplus Lands (Lena St)
- iv. By-law Number 7287-22 - Award Sole Source Contract to Cimco Refrigeration for NSC Dehumidification Upgrades
- v. By-law Number 7288-22 – Award Tender Number PW-2022-08 – 2022 Road Reconstruction
- vi. By-law Number 7589-22 – Award Tender PW-2022-03 NSC and WFP Roof Replacement
- vii. By-law Number 7290-22 – Authorize Agreement My Main Street Ontario

Resolution Carried

17. Announcements

Mayor Walter Stack made the following announcements:

- Mayor Stack provided an overview of a new business known as Anjac Health and Beauty, that has bought the Pillar5 Pharma facility, equipment, and entire company staff. This company is a large cosmetics conglomerate of 14 companies based in France. There are talks that they will be expanding in the future and will be providing more jobs in Arnprior as well. Mayor Stack formally welcomed the new company to

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Arnprior. Mayor Stack further noted the importance of approval of development applications, for this reason, to continue to see growth in the business and industrial areas of our community.

- Mayor Stack provided an overview of growth and new job opportunities available in Arnprior noting he has met with various local industries and businesses and there are employment/ career opportunities available or coming available in our community:
 - Nylene is currently recruiting for production workers and chemical engineers;
 - Pillar5 is currently recruiting for multiple positions and is in a significant hiring mode;
 - Metalinga is in a start-up period and will be needing people to fill a range of positions;
 - Convergence Design and Riverwood Acoustics is currently recruiting for programmers and electronic engineers;
 - Plaintree is currently recruiting for a range of positions.
 - Mayor Stack officially congratulated the Plaintree owners on the new growth of their business with the acquisition of Elmire Stove Works.

Mayor Stack further noted that Arnprior is at the point right now, where if we keep the pace with growth in our residential sector, to continue to see growth in industry and ultimately more local jobs for residents.

- Mayor Stack noted calls with Arnprior Regional Health, in relation to the reason why they cannot open the over 30 beds available at The Grove Nursing Home, and they have noted there is a significant staffing shortage of personal support workers, nurses, and registered practical nurses, and they are not able to find the required number of staff to support the extra beds available.
- Mayor Stack noted that the Federal Government has approved a grant under the Investing in Canada Infrastructure Program, for the Arnprior Water Filtration Plant Clearwell Replacement. The federal government is supporting up to 40% in total eligible costs up to a maximum of \$1 million, and the provincial government is supporting 33.3% in total eligible costs up to a maximum of \$833,250.

County Councillor Dan Lynch made the following announcements:

- Thank you to Giant Tiger for bringing in the Beavertails last weekend, and for the support they are providing to the Arnprior Food Bank and the KidSport, which were both supported.
- The Arnprior Hospital Catch the Ace is still available and is currently at approximately \$29,000.

Councillor Chris Toner made the following announcement:

- The Arnprior Optimist Club Spring Fling was a well attended event. It was nice to see people out and about and participating in community events again. A job well done by the Optimist Club, and thank you to the Town of Arnprior for the support provided for this event.

The Director of Recreation made the following announcement:

- There have been some sightings of the Easter Bunny recently, and he will be in attendance at the Nick Smith Centre on April 14th, as part of the Easter Bunny DJ Skate Party from 6-9 pm.
- Look for clues on the Town of Arnprior, Arnprior Life Facebook page, as the Easter Bunny will be hiding over 500 easter eggs in multiple parks around town on April 16th.

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18. Media Questions

None

19. Closed Session

Resolution Number 127-22 (9:02 pm)

Moved by Lisa McGee

Seconded by Tom Burnette

That Council move into Closed Session regarding one (1) matter pursuant to Section 239 (2)(f) of the Municipal Act, to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Arnprior Airport).

Resolution Carried

Resolution Number 128-22 (9:54 pm)

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council resume to Open Session.

Resolution Carried

Resolution Number 129-22

Moved by Tom Burnette

Seconded by Ted Strike

That Council authorize staff to proceed as directed in Closed Session.

Resolution Carried

20. Confirmatory By-Law

Resolution Number 130-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That By-law No. 7291-22 being a By-law to confirm the proceedings of the Regular Meeting of Council held on April 11, 2022 be and it is hereby enacted and passed.

Resolution Carried

21. Adjournment

Resolution Number 131A-22

Moved by Lynn Grinstead

Seconded by Tom Burnette

That this meeting of Council be adjourned at 9:55 pm.

Resolution Carried

Signatures

Walter Stack, Mayor

Maureen Spratt, Town Clerk



Minutes of Special Council Meeting

April 13, 2022

8:30 AM

Council Chambers – 105 Elgin Street West, Arnprior

Council and Staff Attendance

Council Members Present:

Mayor Walter Stack
County Councillor Dan Lynch
Councillor Lynn Grinstead
Councillor Tom Burnette
Councillor Chris Toner
Councillor Lisa McGee

Town Staff Present:

Robin Paquette, CAO
Maureen Spratt, Town Clerk
Jennifer Morawiec, GM Client Services /
Treasurer
John Steckly, GM, Operations
Payton Hofstetter, Junior Planner

Council Members Absent:

Councillor Ted Strike

Also Present:

Municipal Solicitor

1. Call to Order

Mayor Walter Stack called the Regular Council Meeting to order at 8:30 AM and welcomed those present.

2. Roll Call

The roll was called, with all Members of Council being present with the exception of Councillor Ted Strike.

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 131-22

Moved by Chris Toner

Seconded by Dan Lynch

Be It Resolved That the agenda, for the Special Meeting of Council dated Wednesday, April 13, 2022, be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Closed Session

Resolution Number 132-22 (8:31 am)

Minutes of Special Council Meeting

Moved by Chris Toner

Seconded by Lynn Grinstead

That Council meet in closed session to discuss one (1) matter regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239 (2)(e)(f)(Arnprior OVD Inc. OLT appeal)

Resolution Carried

Resolution Number 133-22 (9:46 am)

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council resume to Open Session.

Resolution Carried

Resolution Number 134-22

Moved by Tom Burnette

Seconded by Lisa McGee

That Council authorize the CAO and Municipal Solicitor to proceed as directed in Closed Session.

Resolution Carried

7. Confirmatory Session

Resolution Number 135-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That By-law No. 7292-22 being a By-law to confirm the proceedings of the Special Meeting of Council held on April 13, 2022 be and it is hereby enacted and passed.

Resolution Carried

8. Adjournment

Resolution Number 136-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That this meeting of Council be adjourned at 9:47 a.m.

Resolution Carried

Signatures

Walter Stack, Mayor

Maureen Spratt, Town Clerk



Town of Arnprior Staff Report

Subject: Hybrid Meetings

Report Number: 22-04-25-01

Report Author and Position Title: Maureen Spratt, Town Clerk

Department: Client Services

Meeting Date: April 25, 2022

Recommendations:

That Council approves the following:

- a) That the Staff Report 22-04-25-01 be received as information; and
- b) That Council approve Appendix B Hybrid Meeting Participation as Attachment 1 to Report 22-04-25-01; and
- c) That Council amend By-law 6922-19, as amended to allow for hybrid meetings; and
- d) That staff be directed to report back to Council in 2023 with a review of the Hybrid Meeting Participation; and
- e) That beginning May 9, 2022, staff be directed to facilitate meetings in a hybrid manner with in-person and electronic participation for Members of Council, staff and the public;

Background:

Staff reported to Council in August and December of 2021 regarding the timing of return to in-person meetings and that if Council were seeking a hybrid model for members (some members in-person and some virtually) amendments to the procedure by-law, and policy considerations would be required.

Council, at their meeting in December, approved that committees remain virtual until the end of 2022, but that Council resume in-person meetings on April 1, 2022. Since January 2022 committees continue to meet virtually, however, Council resumed in-person meetings on April 11th.

As directed by Council, at their meeting held on March 28, 2022, the purpose of this report is to provide Council with a procedure by-law amendment to allow for hybrid meetings of Council for the remainder of 2022 and until a review of the hybrid policy and report are provided in the next term of Council.

Discussion:

As the Town continues to transition through the COVID-19 pandemic period, it has become apparent that both virtual and hybrid meetings are a flexible response to emergencies and ever-changing public health guidelines.

The municipality has had the opportunity to learn from experiences throughout the pandemic; including but not limited to: the use of Zoom (software that allows users to view multiple participants at the same time); and the use of YouTube for live streaming and recording of meetings. It has become evident that with the use of live streaming and/or recording Council meetings there is much more public awareness of issues in the community.

As reported to Council in December, the Council Chambers were equipped with the Meeting OWL (360-degree camera, mic, and speaker) and plexiglass barriers, so that Council could comfortably return to in-person meetings, while still live streaming meetings for the public. The first in-person meeting was held on April 11th. The meeting was live-streamed and recorded on YouTube with very minor issues.

Many municipalities in Ontario are now conducting hybrid meetings, with varying rules and procedures. Based on a review of standard practices, the attached draft Appendix B to By-law 6922-19, as amended, allows the opportunity for up to two (2) of the members to attend a hybrid meeting as electronic participants. For each meeting, the members are permitted to participate electronically on a first-come, first-served basis, with a requirement to provide three days' notice before the scheduled meeting. A member may participate electronically up to four (4) times per year.

As a general rule, the amendments to the Procedure By-law are based on the expectation that Members are expected to attend meetings in person. It is understood however that extenuating circumstances may prohibit Members, from time to time, to attend a meeting in person, therefore hybrid meetings of Council provide the flexibility for members to join remotely potentially allowing for greater attendance.

The hybrid meeting approach will continue to evolve and be reviewed as best practices are developed.

Options:

Council could choose to:

1. Not Amend By-law 6922-19 to allow for Hybrid Meetings
2. Recommend alternative conditions for Members attending Hybrid Meetings
3. Resume to electronic meetings of Council with all members of Council participating electronically

Policy Considerations:

Procedure By-law Number 6922-19, as amended

Financial Considerations:

N/A.

Meeting Dates:

August 23, 2021

December 31, 2021

Consultation:

N/A

Documents:

Attachment 1 - Appendix B Hybrid Meeting Participation

Attachment 2 – By-law

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: Commemorative Naming Policy

Report Number: 22-04-25-02

Report Author and Position Title: Maureen Spratt, Town Clerk, and Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: April 25, 2022

Recommendations:

That Council receives this report as information; and

That Council amend By-law Number 6884-13, Policy AS-CO-14 Commemorative Naming Policy to include further specifications related to minor asset commemorations (benches/trees).

Background:

In 2018, Council approved a Commemorative Naming Policy including a process for both major assets (such as municipal streets, facilities, and parks), and minor assets (such as benches and trees). The establishment of the policy was instrumental in assisting staff in consistently dealing with applications, setting uniform specifications, and tracking commemorations for historical purposes and future replacement, if required.

In 2019, Council complimented the Commemorative Naming Policy by adopting a Road Naming Policy AS-CO-16, again to provide a consistent and rational procedure for the naming of roads within subdivisions and throughout the Town of Arnprior.

It is important to note that street names are circulated to the County of Renfrew, who review them based on ease of pronunciation, duplication, or similar sounding names within the County. Concerns with suggested street names are brought to Council for consideration of inclusion on the street name bank. Once approved, street names are added to the street name bank, a fluid document, from which the planning department provides the names, in order of priority, to developers when an application for a plan of subdivision has received draft approval.

The purpose of this report is to advise Council on the success of the Commemorative Naming policy, since 2018, as well as, advise Council on minor housekeeping changes that are required following staff's recent review of the policy.

Discussion:

Since the establishment of the Commemorative Naming Policy, staff is pleased to report that the municipality has received many applications for both major and minor assets. Attached as Appendix A in this report is a summary of the major and minor assets received to date.

Regarding major assets (streets and facilities), referenced in Appendix A, of the thirteen street names, five (5) were previously vetted through the Royal Canadian Legion Branch 174 and eight (8) have been approved by Council through the commemorative naming process. In addition, Council has received four (4) applications for facilities and/or parks. All but one street has been named and/or earmarked in a subdivision and all but one of the four parks/facilities has been formally recognized.

Through the policy, staff has processed six (6) applications for benches and three (3) applications for trees. Depending on the request, the family or group meets with staff for the location and other details. Trees and benches are generally installed between April and October of each year.

The applications for commemorative naming of municipal streets, facilities, and parks can be found on the municipal website at arnprior.ca. The Municipality appreciates those bringing forward names in recognition and honour of an individual, family, or organization, and the donation of minor assets (benches and trees) that improve public spaces.

Amendments to the Policy

As referenced above, with the adoption of a new Commemorative Naming Policy in November of 2018, including the introduction of Minor Asset Commemorations (benches and trees), there has been a considerable amount of interest from the public in purchasing minor asset commemorations, particularly benches. Upon review of the current Commemorative Naming Policy and application of the policy, staff feels minor amendments are necessary, to make the overall minor asset commemoration process more clear. Attached to the Council package you will find an amended Commemorative Naming Policy which includes amendments to the following sections:

- Definitions – adding the Director of Recreation;
- 6.2 (ii) – adding the Director of Recreation as a staff person whom the applications will be circulated for minor asset commemoration requests;
- 6.3 – adding the Director of Recreation as a staff person who has the authority to accept or deny applications for commemorative naming of minor assets;
- 6.8 – updating wording to be more clear on the lifecycle/ lifecycle replacement of minor asset commemorations;
- 6.9 – addition of this subsection to outline the process for replacement of plaques on minor assets, if required;

- 6.10 – addition of this subsection to outline the Town’s right to move a minor asset commemoration, if required for operational or safety reasons.

These amendments are considered overall housekeeping in nature, to align with the process that is already being undertaken. Wording has been added to the policy to ensure all processes and procedures surrounding minor asset commemorations are clear to the applicant(s).

The By-law to amend Policy AS-CO-14 Commemorative Naming Policy is included on the April 25, 2022 agenda for consideration of Council.

Options:

Council could choose not to amend the Commemorative Naming Policy. This is not recommended as the amendments add clarity to the process, and are already being undertaken from an operational standpoint.

Policy Considerations:

Policy AS-CO-14 Commemorative Naming Policy

Financial Considerations:

There are minimal additional financial considerations associated with the Commemorative Naming Policy. The municipality purchases the commemorative items (benches, trees, plaques, signage), to allow for consistency in assets, however most costs associated (+5% administrative recovery charge) are obtained from the individual or association applying for the commemoration.

Meeting Dates:

N/A

Documents:

Appendix A – Commemorative Assets

Appendix B - Draft Policy (amendments highlighted in yellow)

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 to Report Number 22-04-25-02

Major Assets (Streets, Facilities and Parks) – Streets

Edward Levesque Gate commemorates Edward Levesque also known as “Fast Eddie”. Eddie was born in Arnprior in 1920, joined the Prince of Wales Own Regiment in 1941, and was a cook in the Army during the Second World War. Following his retirement from service to his county, he returned home, married, and raised five sons. Like many others in the community, Eddie was employed at Kenwood Mills for 39 years. Following retirement, Eddie volunteered as a handyman at the Galilee Mission. Now in his 102 year, Eddie continues to live in the Town of Arnprior. Edward Levesque Gate is located off Madawaska Boulevard in the Marshall’s Bay Subdivision.

Douglas Brown Way commemorates Douglas Martyn Brown. At the age of 5, Doug’s family moved to Arnprior where Doug attended the local elementary and high school. Doug was a decorated WWII veteran and member of the Canadian Armed Forces, Royal Canadian Naval Volunteer Reserve (1943 - 1946), and served as an Able Seaman in both Canada and on the High Seas in the Atlantic. Doug was a lifelong member of the Royal Canadian Legion. Douglas Brown Way is located off Madawaska Boulevard in the Marshall’s Bay Subdivision.

Seabert Drive commemorates Maurice Vincent Seabert a 50 Year member of the Royal Canadian Legion Branch 174. Maurice was a decorated military veteran in the Royal Canadian Air Force in WWII having received the WWII War Medal, the Canadian Volunteer Service Medal. Seabert Drive is located in Marshall’s Bay Meadows off Madawaska Boulevard.

Dickie Pell Way commemorates Richard Edward Cameron Pell, also known as “Dickie”. Dickie, a decorated Navy veteran, received the 1939-45 Defence Medal, the War Medal, the Canadian Volunteer Service Medal, and the North Atlantic Star. After the war Dickie returned home and raised his family in Arnprior. Dickie Pell Way is located in Marshall’s Bay Meadows located off Madawaska Boulevard.

Morrall Court commemorates Lt Col. Aleck James Morrall. Col. Morrall was a member of the Governor-General Foot Guards, a Member of the Order of the British Empire, and a decorated military veteran of World War II. Following his military service, Lt. Col. Morrall became the Director of Arnprior’s Emergency Preparedness College. After his retirement from the College Col. Morrall took on the role of Justice of the Peace for 14 years, retiring at the age of 81. Morrall Court is located off Daniel Street in the Fairgrounds Subdivision.

Mac Beattie Drive commemorates John MacNab Beattie. Mac was born and raised in Arnprior, attended Arnprior high school, played goalie for the Arnprior Greenshirts, and went on to play for the Nanaimo Clippers before serving in World War II. After the war, Mac returned home to start a family and perform professionally with his old-time music group the Ottawa Valley Melodiers. Mac was inducted into the Country Music Hall of fame, writing songs like the Log Drivers’ Song, This Ottawa Valley of Mine, and Meet Me in Arnprior, written for Arnprior’s Centennial year. Mac Beattie Drive is located off Daniel Street in the Fairgrounds Subdivision.

Ernie Godin Way commemorates Ernest Godin. Ernie Godin was a decorated Veteran of WWII – and a member of the Governor General's Foot Guard. The RCAF Sergeant received the Canadian Volunteer Service Medal and the WWII War Medal. Ernie retired as a Manager at Brewers Retail. Ernie Godin Way is located off Daniel Street in the Fairgrounds Subdivision.

Morgan Clouthier Way commemorates John Joseph Morgan Ode Clouthier, born and raised in Arnprior. Morgan was stationed in Ortona, Italy during WWII. Morgan fought in Europe and Great Britain, was wounded but continued to serve. Morgan returned home from the war and took on various jobs including a truck driver for a local creamery, working for the Town plowing the streets, and looking after the local ice rink on Elgin Street. Morgan was very active in the Arnprior Fish and Game Club and the Royal Canadian Legion Branch 174. Morgan Clouthier Way is located off Madawaska Boulevard in the Marshall's Bay Subdivision.

Dr. Reid Drive - Dr. A. H. Reid, Dental Surgeon, a life-long resident of the Town of Arnprior demonstrated his commitment to the municipality by serving as a Councillor in 1936, Deputy Reeve in 1937, and Mayor in 1938-45. Dr. Reid had a hand in convincing Daniel McLachlin to convey a piece of property on John Street for a hospital. The property located at 350 John Street North became known as the Arnprior and District Memorial Hospital (ADMH). In 1944 Dr. Reid, along with other prominent citizens held the first meeting of the Directors of ADMH. Dr. Reid Drive is earmarked for future use in Marshall's Bay Subdivision.

Rudd Lane commemorates Stafford Robertson Rudd, furniture dealer, and resident of the Town of Arnprior. Stafford demonstrated his commitment to the municipality by serving on Arnprior Town Council as a Councillor in 1902, 1906-1907, Mayor in 1930-31, and Reeve in 1946. Rudd Lane is earmarked for future use in Marshall's Bay Subdivision

Yade Road commemorates John WH Yade. John was born in Arnprior and attended local schools including Arnprior High School where he was a well-known and popular athlete. After high school, John worked at Kenwood Mills before enlisting. Able Seaman John WH Yade died in his country's service on February 2, 1941, at the very young age of 19. Yade Road is earmarked for future use in Marshall's Bay Subdivision.

Corb Stewart Court commemorates Corb Stewart, born in Port Dover, Ontario and retired in Arnprior. Corb was a WWII veteran having served in the Royal Canadian Air Force. In 1944 Corb was assigned to Lancaster Bombing Crew 514 as Bomber Navigator. In recognition of the high-risk duty of bomber squadron servicemen, the RAE decided that 40 operations against the enemy constituted a complete tour of operations, and RAE personnel could change their career. Canadians, after 40 sorties, were eligible to return to Canada and so Corb shipped home on the Aquitania in early 1945 arriving in Halifax and was Struck off Strength on April 12, 1945. On his return from the war, Corb finished his education, graduating from university a Veteran. Corb Stewart Court is earmarked for the new subdivision off Baskin Drive beside AJ Charbonneau Public School.

Irvin Woermke will be commemorated on a future local street. Irvin was born in Arnprior in 1923 and is a long-time resident. Irvin's passion for flying and building model airplanes saw him enlist with the RCAF in 1942 and discharged with the rank of corporal in 1945. Initially an aircraft technician prior to D-Day he was parachuted into France behind enemy lines, making contact with the French Resistance. Irvin demonstrated his commitment to the Town of Arnprior by volunteering for many years in health care, education, and housing services. Irvin received Arnprior's 2011 Senior of the Year Award, as well as a Provincial Senior Achievement Award.

Major Assets (Streets, Facilities and Parks) - Parks

Optimist Wayne Lavallee Park - Optimist Wayne Lavallee Park located on McLean Avenue commemorates Wayne Lavallee, a long-time volunteer with the Arnprior Optimist Club. Wayne was a community builder – along with volunteering for many clubs and community events, Wayne was a founding member and President of the Greater Arnprior Chamber of Commerce, a committee member for the Partners in Caring Foundation Emergency Department Upgrade, and a minor ball coach for 10 years. In 2000 Wayne received the Town Award, given to individuals and organizations who have shown excellence and achievement of the highest degree in the Town of Arnprior and whose contributions have enriched the lives of others and helped make a better community.

Sullivan Rink of Dreams - Sullivan Rink of Dreams located on Edey Street commemorates the Sullivan Construction Company. Sullivan partnered along with the Optimist Club and the Ottawa-Gatineau Youth Foundation (former Ottawa Senators Foundation) to build an outdoor rink to provide additional affordable recreation opportunities in the Town of Arnprior. Sullivan, one of Canada's oldest construction companies has been in business for over 100 years and has always been very active in community giving. Sullivan Rink of Dreams officially opened on December 8, 2020.

Sergeant Howard Slater Park - Sergeant Howard Slater Park located off Desmond Trudeau Drive in the Village Creek Subdivision commemorates Sergeant Howard Slater. Sgt. Slater was the lone survivor of a five-member crew during the attack on Moerstratten Netherlands in October 1944.

Future – Art Dodds Park commemorates George Arthur “Art” Dodds, born in Arnprior, a World War I Veteran serving in Canada, England, and France. Art was wounded in France, recuperated in England, and returned home. Art received a medal from the Town of Arnprior for his service to his country.

Minor Assets (Benches / Trees)

Arnprior's beautiful parks and cemeteries are a place for parents to relax while watching over their children, as well as peaceful green spaces to seek rest and reflection. Through the commemorative naming policy, it is now possible to dedicate benches and/or trees in parks as well as the Albert Street and Malloch Road Cemetery. This tribute is a unique way to celebrate a special occasion or honour the memory of a loved one.

Benches

Charlebois Family

A bench in the Malloch Road Cemetery commemorates the Charlebois Family. The family donated the bench, located in Section D, close to the family's plot, near the pines. This bench will provide a place to rest or simply pause and reflect at beautiful Malloch Road Cemetery.

Diotte

A bench in Hydro Park East commemorates Sarah Jesmer Diotte. The bench was donated by Sarah's family in honour and remembrance of a young life, aged 16, whose death has enhanced other lives through the gift of organ donation, teen alcohol awareness through MADD Canada, and a Yellow Butterfly Scholarship to encourage creative writers.

Bilorus

A bench in Bell Park commemorates Vladyslav Bilorus. The bench was donated by Vlad's family, friends, and co-workers in memory of Vlad who passed away at the young age of 33. Bell Park was a special place for Vlad and the bench is a tribute to his memory.

Morrow

In the spring of 2022, a bench commemorating Brian Henry Morrow will be installed at the corner of Madawaska Boulevard and Jack Crescent. The bench donated by the Morrow family is in remembrance of Brian Henry Morrow who passed away in June 2021 and whose family misses his laughter, faith, and hugs. The bench will be a welcome addition for those traveling across the bridge and looking for a bit of rest along the way.

Hunter-Wright

A bench in memory of two sisters Catherine Hunter and Rosemary Breman will be installed in 2022. The commemorative bench will be located in Robert Simpson Park in memory of the sisters whose families miss them dearly.

Forsyth

A bench commemorating Christina Jane Forsyth, donated by the family, is a tribute to Christina Jane Forsyth, an employee of the Town of Arnprior between 1957-and 1981 who loved Arnprior, believed in its people, helped it grow. The bench will be installed in 2022 in Bell Park.

Trees

Prior Chestnuts

The first application received for commemorative naming of a minor asset was made by the Prior Chestnuts in 2019. A tree was donated and planted in Robert Simpson Park in dedication of their 10th Anniversary.


Vincent

A commemorative tree has been ordered, for an application received in 2022, to commemorate Stanley Vincent and his wife Enid Vincent. Stanley Vincent was a past Member of Council in Arnprior (1958-1959), President of the Jaycees (1957), President of the Lion's Club (1962-1962), and President of the Chamber of Commerce (1963-1964). He worked to bring industry to Arnprior. His main career in Arnprior, before leaving was at Playtex. Enid was a homemaker who raised the Vincent children. A tree will be planted in memory of the Vincents in Robert Simpson Park later in 2022.

Carriveau

A commemorative tree has been ordered, for an application received in 2022, to commemorate Brent Carriveau, who was born and raised in Arnprior. Brent loved white pine trees and always walked in the Grove and Robert Simpson Park. A tree will be planted in Brent Carriveau's memory in Robert Simpson Park later in 2022.

The Town has been approached by several other individuals and/or organizations interested in donating minor assets (benches and trees) in memory of / or in tribute to their loved ones; including the recommendation of the Inclusivity and Diversity Advisory Committee commemorating a bench to honour lost indigenous children and provide a space for healing and reflection.

	The Corporation of the Town of Arnprior Corporate Policies and Procedures Manual	
	Section: Administrative Standards – Clerk’s Office (AS-CO)	Policy #AS-CO-14
Policy Name: Commemorative Naming Policy		
Effective Date: November 13, 2018 By-law No: 6884-18	Revised Date: March 28, 2022 By-law No: XXXX 7298-22	Coverage: Council, Town Employees, Individuals, Organizations

1.0 Policy Statement

The Town of Arnprior, through its Operations and Client Services Departments, administers and supports the Commemorative Naming of major and minor Town assets, including municipal parks, streets and facilities as well as benches and trees. As the naming of a particular asset is important for public awareness and promotion, naming shall be consistent with Town of Arnprior policies and shall not negatively reflect on the Town’s public image (see General Guidelines for Commemorations, attached).

2.0 Purpose

The purpose of this policy is to provide a consistent and rational procedure for the commemorative naming of both major and minor Town assets, including municipal parks, streets and facilities, as well as benches and trees.

3.0 Scope

The intent of this policy is to provide direction on how to apply for approval to commemorate Town assets. This policy sets out the detailed criteria to process requests for commemorative naming, to ensure that relevant factors are present prior to honoring an individual, family, or organization. This policy and process will ensure appropriate public notice is provided, and the commemoration request is in keeping with the Town’s vision and policies, as well as not having a negative impact on the Town’s public image.

4.0 Responsibility

The Clerk's Office shall be responsible for receiving application forms from the public for commemoration, and determining whether the request will be forwarded for approval to the General Manager, Operations and/or Director of Recreation (minor assets – benches and trees) or Council (major assets – municipal parks, streets and facilities). The Clerk's office will also be responsible for providing the necessary public notice for commemoration of major assets.

The General Manager, Operations and/or Director of Recreation, or his/her designate shall ensure compliance with this policy, and be responsible for its implementation. The General Manager, Operations will be responsible for screening and final approval of requests for commemoration of minor assets, being benches and trees.

Council of the Town of Arnprior shall be responsible for reviewing and final approval of requests for commemoration of major Town assets.

5.0 Definitions

Applicant – individual, group or association applying for the commemoration.

Clerk's Office – The Town Clerk, Deputy Clerk and his/her designate.

Council – The Council of the Corporation of the Town of Arnprior.

Director of Recreation – The Director of Recreation of the Town of Arnprior, which includes his/her designate.

General Manager, Operations – The General Manager of the Operations Department of the Town of Arnprior, which includes his/her designate.

Major Asset Commemoration – the naming or re-naming of a major municipal asset, or part of a major municipal asset.

Major Town Assets – includes municipal parks, streets, and facilities or parts of parks or facilities, for the purposes of this policy.

Minor Asset Commemoration – a commemorative plaque, as approved and designed by the Town of Arnprior, to commemorate a minor Town asset.

Minor Town Assets – includes municipal benches or trees, for the purposes of this policy.

6.0 Procedures

6.1 The Clerk's office shall be the central depository for all naming requests for any corporate assets. Applicant(s) shall complete the application form in full for consideration. The application form shall provide the following:

- a) Background information concerning the rationale for consideration of the commemorative naming request;
- b) Biographical information of the named individual/ organization being commemorated;
- c) Documentation including letters from organizations and/or individuals providing substantial support for the request to commemorate a Town asset.

6.2 Each application for commemorative naming/re-naming shall undergo a process which will:

- a) Review the application for conformity with this policy and any other applicable Town policies/procedures;
- b) Circulate the application to the appropriate internal stakeholder(s) for review/ comment on the suitability of the application:
 - i) **Major Town Assets** – The Clerk's Office will circulate the application to Council in a Closed Session Meeting for their review. The approval/ denial of the application, would be presented in an Open Session Council Meeting.
 - ii) **Minor Town Assets** – The Clerk's Office will circulate the application to the General Manager, Operations **and/or Director of Recreation** for his/her and/or their designates review and approval/denial of the application.
- c) Provide notice to the public of the approval to name/ re-name a major Town asset.
- d) Determine whether or not a special event is planned to coincide with their formal naming.

6.3 The General Manager, Operations **and/or the Director of Recreation** or his/her designate has the authority to accept or deny applications for commemorative naming of minor Town assets. Criteria would be based on availability and/or suitability of the location and/or other circumstances as deemed applicable by the General Manager, Operations **and/or the Director of Recreation**, or his/her designate as the approval authority.

- 6.4 Council has the authority to accept or deny applications for commemorative naming of major Town assets. Criteria would be based on availability and/or suitability of the location and/or other circumstances as deemed applicable by Council as the approval authority,
- 6.5 Notwithstanding the above, Council has the authority to commemoratively name both major and minor assets by way of a resolution of Council.
- 6.6 The Town of Arnprior, through the General Manager, Operations and/or Director of Recreation, controls the selection(s) and location(s) of the bench/tree/plaque/signage, in an effort to ensure a consistent appearance of commemorations throughout the Town.
- 6.7 To remain consistent in the purchase of assets (benches and trees) and plaques/signage, the Town will acquire these items on behalf of the applicant. The applicant will be responsible for the cost (+5% administration recovery charge) of the commemorative item(s). Fees for commemorative naming signage, plaques and/or the purchase of minor assets (benches/trees) will be identified in the Town's User Fees and Charges By-law, as amended.
- 6.8 Once a commemoration is purchased/ installed, it becomes the property of the Town of Arnprior. For minor asset commemorations, being benches and trees, the lifecycle of the minor asset has passed when it is deemed by the General Manager, Operations and/or Director of Recreation, as being at the point where the minor asset has become unsafe or unusable. ~~All historical commemorations will be grandfathered, until such time they require replacement. At this time the commemoration will be replaced with a selection in keeping with the consistent appearance throughout Town.~~ At the expiry of a minor asset commemorative item, the Town will make every reasonable effort to contact the donor and return the plaque.
- 6.9 Should a plaque of a minor asset commemoration be vandalized or stolen, during the lifecycle of the minor asset, the Town of Arnprior will pay for one replacement plaque. Anything after that, would be an additional cost to the donor, if they choose.
- 6.10 The Town of Arnprior has the right to move a minor asset commemoration, if required operationally or for safety reasons. The Town will restore the minor asset commemoration as close to the area of its original placement as possible. If the asset needs to be moved to a different location entirely, the Town will make every

reasonable effort to contact the donor.

- 6.11** A commemoration can be removed if it is found that the individual/organization being commemorated has done something inappropriate/ that would have a negative effect on the Town and its image.

7.0 Attachments

General Guidelines for Commemorations

Commemorative Naming Application (Minor Asset) Form

Commemorative Naming Application (Major Asset) Form

General Guidelines for Commemorations

In an effort to remain consistent and ensure the commemorations are in keeping with the Town's vision and policies, as well as not having a negative impact on the Town's public image, the following guidelines have been developed.

Epitaph choices for commemorative plaques:

- In Memory of
- In Loving Memory
- In Commemoration of
- In Tribute To
- In Our Hearts
- To Commemorate
- To Congratulate
- Never Forgotten
- Always With Us
- Forever Loved

Sample Plaque

In Memory of
John Doe, 1945 – 2018
(optional) Dedicated by Mr. & Mrs. Smith



Commemorative Naming Application (Minor Asset)

Applicant Information			
First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Primary Telephone Number	Alternate Telephone Number		Email
Location of Minor Asset (Bench/Tree)			
Park Examples: Robert Simpson Park Legion Park Atkinson Park Bell Park Other		Other Location Examples: Albert Street Cemetery Malloch Road Cemetery Downtown Arnprior Ball Diamonds (McLean Park) Other	
Name of Preferred Park/ Cemetery/ Municipal Location (1 st Choice)			
Name of Preferred Park/ Cemetery/ Municipal Location (2 nd Choice)			

Request for Tree/Bench/Plaque

Request (please check appropriate box)

Commemorative Bench (type specified by Town) (including plaque)

Commemorative Tree (including plaque)

Commemorative Plaque (on existing bench)

Fees are cost of commemoration item +5% and will be discussed with the applicant at the time of request

Tree Choice

Choice of Trees (Native Red Maple, Sugar Maple, Common Hackberry, Honey Locust, Oak, Silver Fir, Norway Spruce, White Spruce, Green Colorado Spruce, Blue Colorado Spruce, Austrian Pine, White Pine):

Choice 1.

Choice 2.

Plaque Wording

Personal Wording – Wording is to consist of no more than 120 characters. You must include spaces punctuations as part of the allowed characters per line. Wording will be centre on the plaque and the layout will be at the Town's discretion. Tree Plaques are 2" x 4" in size and Bench Plaque 2" x 6" in size. To assist you, common phrases include "In Loving Memory of" or "In Tribute To" or "To Commemorate." See the "General Guidelines for Commemorations" attached in the Commemorative Naming Policy.

How to submit the form and payment (if applicable)

Please submit this application form via email to clerks@arnprior.ca

Once your application has been approved, Staff will contact you with payment options.

For additional information, please call the Clerk's Office - 613-623-4231 Ext. 1819

email clerks@arnprior.ca

All commemorations made to the Town of Arnprior must be given unconditionally and voluntarily without any expectation of benefit.

Would you like a certificate to accompany the commemoration (suitable for framing)?

Yes

No

To assist with the application approval process, please include biographical information and rationale for the commemoration.

Yes

No (Information Included)

Note: Should anything on this form be found to be incorrect or inaccurate, under any circumstance, the Town reserves the right to remove the commemorative item.

Applicant Signature

Date (yyyy/mm/dd)

For Office Use Only

Staff Initials

Position Assigned

Location

Date Contacted

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



Commemorative Naming Application

Affidavit

To be completed by the applicant/nominee

I _____, of the Town/City of _____ in the

Province of _____, say to the best of my knowledge that:

1. I myself and the nominee (if applicable) have never been convicted of an offence as set out in a Federal/ Provincial Statute.
2. I myself and the nominee (if applicable) do not have any outstanding convictions or infractions as set out in the Provincial Offences Act and/or any Town of Arnprior Municipal By-laws.
3. I, on behalf of myself and the nominee (if applicable), make this Affidavit, to the best of my knowledge in support of the Commemorative Naming Policy and the applicable application form attached, and for no improper use.

Signature of Commissioner, etc.

Signature of Applicant

Sworn before me at the

Town/City of _____ in the

Province of _____ this

_____ day of _____, 20_____.

Commemorative Naming Application (Major Asset – Park, Facility, Street)

Applicant Information

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Primary Telephone Number	Alternate Telephone Number		Email

Location of Major Asset – Name of Park, Facility, Street

Please name the park, facility, street you are looking to commemoratively name/ re-name:
--

Commemoration Request

Please provide the name for the commemoration (ie. individual/ organization):

Applicable Criteria/ Information

Please provide the following information (attached to this application form) about the commemoration request:	
Background information concerning the rationale for consideration of the request	
Biographical information of the named individual/ organization	
Documentation including letters of support for the commemoration of the named individual/organization	

How to submit the form and payment (if applicable)

Please submit this application form via email to emelanson@arnprior.ca		
Once your application has been approved, Staff will contact you with payment options.		
For additional information, please call the Clerk's Office - 613-623-4231 Ext. 1819 email emelanson@arnprior.ca		
All commemorations made to the Town of Arnprior must be given unconditionally and voluntarily without any expectation of benefit.		
Would you like a certificate to accompany the commemoration (suitable for framing)?	Yes	No

Applicant Signature	Date (yyyy/mm/dd)
---------------------	-------------------

For Office Use Only

Staff Initials	Position Assigned	Location	Date Contacted
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Note: Should anything on this form be found to be incorrect or inaccurate, under any circumstance, the Town reserves the right to remove the commemorative item."

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

Commemorative Naming Application Affidavit

To be completed by the applicant/nominee

I _____, of the Town/City of _____ in the

Province of _____, say to the best of my knowledge that:

1. I myself and the nominee (if applicable) have never been convicted of an offence as set out in a Federal/Provincial Statute.
2. I myself and the nominee (if applicable) do not have any outstanding convictions or infractions as set out in the Provincial Offences Act and/or any Town of Arnprior Municipal By-laws.
3. I, on behalf of myself and the nominee (if applicable), make this Affidavit, to the best of my knowledge in support of the Commemorative Naming Policy and the applicable application form attached, and for no improper use.

X

Signature of Commissioner, etc.

X

Signature of Applicant

Sworn before me at the

Town/City of _____ in the

Province of _____ this

_____ day of _____, _____.



Town of Arnprior Staff Report

Subject: Dementia Awareness Days (May 7-13, 2022)

Report Number: 22-04-25-03

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: April 25, 2022

Recommendations:

That Council proclaims May 7-13, 2022 as Dementia Awareness Days 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	The Dementia Society of Ottawa and Renfrew County https://dementiahelp.ca/
Section 5.2.2 – Contact Person's Name	Kate Holmes Director of Marketing The Dementia Society of Ottawa and Renfrew County 613-769-9773 kholmes@dsorc.org
Section 5.2.3 – Name of Proclamation and Duration	Dementia Awareness Days (May 7-13, 2022)

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

Section 5.2.4 – Appropriate Wording for Proclamation	Yes – from materials provided
Section 5.2.5 – Request Flag to be flown/ flag-raising ceremony	Yes
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 – Dementia Awareness Days (May 7-13, 2022)

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Proclamation

Dementia Awareness Days

May 7-13, 2022

Whereas Dementia is a term used to describe a group of symptoms that occur when brain cells stop functioning properly and affect a person's ability to engage in Day-to-Day activities under the following three domains:

1. Cognition (memory, thinking, language)
2. Behaviour (mood, personality, social skills)
3. Physical Functioning (movement, visual field changes, coordination, balance, etc.); and

Whereas over 24,000 people live with a diagnosis of dementia in Ottawa and Renfrew County; and

Whereas it is important to reduce the stigma around dementia, to make those living with dementia and those caring for them feel safe, understood, while then reducing social isolation and improving overall quality of life for all; and

Whereas The Dementia Society of Ottawa and Renfrew County has received a two-year grant from the Public Health Agency of Canada to support the implementation of Canada's National Dementia Strategy in our region ; and

Whereas this grant will allow The Dementia Society to further its mission to build a more dementia-aware Ottawa and Renfrew County, so that people impacted by dementia feel valued, supported, and included; and

Whereas The Dementia Society will be conducting Dementia-Inclusive Training through their "Stronger Together Project", which will offer insight into the experience of dementia for people diagnosed with it, and for their caregivers, while also offering practical ways that businesses and individuals can help; and

Whereas the Town of Arnprior staff will be participating in The Dementia Society Dementia-Inclusive Training; and

Whereas the Town of Arnprior will support this initiative by promoting the information on our website, and raising the Dementia Flag at Town Hall from May 7-13, 2022;

Now Therefore, I Walter Stack Mayor of Arnprior, do hereby proclaim May 7-13, 2022 as Dementia Awareness Days in the Town of Arnprior, and encourage all residents, schools, and businesses to learn more about Dementia, and participate in the training initiative that is being hosted in our community.

Walter Stack, Mayor
Town of Arnprior

Stronger Together - Exciting News

The Dementia Society has been successful in receiving a two year grant from the Public Health Agency of Canada to enhance, extend and evaluate a large scale dementia inclusion project in our region.



Dementia Days in Arnprior & McNab/ Braeside Township— May 7-13

Create awareness

- Mayor to Proclaim Dementia Awareness Days & raising of the flag
- Clock Tower illuminated in Dementia Society colours
- Information Fair
- Reminiscing Gardens
- Training modules for students, individuals, Service clubs and businesses

Dementia Days in Arnprior & McNab/ Braeside Township – May 7- 13

Schedule of Events

May 7th – Information Fair 10:30-3:00 Nick Smith CC

- Invite Mayors, politicians, CEO Dementia Society to officially open the event
- Information Stations – awareness & prevention, warning signs, communication tips, Brainy Active, designing a dementia friendly space, resources in your community, virtual reality (what it feels like to have dementia)
- Children's activities – arts & crafts, face painting, ice cream truck (create your own sundae) fire truck, plant a daisy for dementia, puppet show

Training: Deliver training modules to individuals and businesses

Months of March and April;

High School Students: Training sessions delivered and ask for student volunteers to help out with the event in May (count towards volunteer hours for diploma)

First Responders: police, fire, paramedic, town employees

Need a contact for each group

Service Clubs

Thursday May 12th at MYCC 3:00pm individuals and 6:30pm for businesses

Sessions during the week of May 7th to 13th

Businesses:

Work with Chamber of Commerce (Christine Jarrett)

Send out “teasers” in newsletter – Present at monthly meeting

Individuals:

Send out “teasers” and posters

Reminiscing Gardens

- Galilee Centre and The Grove
- Approach local garden stores for donations
- Gather volunteers (school age children, local citizens, LTC residents, etc.)
- Develop a garden plan
- Collect materials and tools for gardening (gloves, spades, hoes, soil, fertilizer, seeds,
- Supply water and snacks – ask local grocery stores,/coffee shops for donations

Thursday May 12th – Waba Cottage Museum & Garden

- Working with grade 6 students and seniors in the community create the garden plot
- Local musician, Murray Langford to provide music
- Light snacks & drinks to be provided
- Garden supplies donated by local garden centre

FOR IMMEDIATE RELEASE

Media Contact:

1 March 2022

Kate Holmes | Director of Marketing
The Dementia Society of Ottawa and Renfrew County
P: (613) 769-9773
E: kholmes@dsorc.org

Public Health Agency of Canada investment enables The Dementia Society of Ottawa and Renfrew County to build a more inclusive community for people living with dementia and the people who care for them.

OTTAWA, ONTARIO- The Dementia Society of Ottawa and Renfrew County announced today the award of a two-year grant from the Public Health Agency of Canada (PHAC) to support the implementation of Canada's national dementia strategy in our region. [The grant](#) allows The Dementia Society to further its **mission to build a more dementia-aware Ottawa and Renfrew County** so that **people impacted by dementia feel valued, supported, and included. This will help to reduce the stigma** that leads to social isolation and **improve the quality of life** for people living with dementia, their caregivers, and families in our region. **The Dementia Society will create awareness through an information campaign, education and events about brain health, dementia prevention, inclusion and accommodation for people affected by dementia in our community.**

A core component of this is **Dementia-Inclusive Training** which offers insight into the experience of dementia for people diagnosed with it, and for their caregivers, while also offering practical ways that businesses and individuals can help.

“Working in partnership with businesses and the local community, the Stronger Together Project will help us develop and deliver our Dementia Inclusive Training on a larger scale so that the 24,000 people living with a diagnosis of dementia in Ottawa and Renfrew County and the people caring for them feel safe, understood and included. If we can reduce the stigma around dementia, we can reduce social isolation and improve quality of life for all,” states Wendy Grimshaw, CEO of The Dementia Society.

Dementia Awareness Days, Arnprior, May 7-13, 2022

In partnership with Arnprior Town Council, The Dementia Society will host a Dementia Awareness Days from May 7-13, 2022 which will feature training to businesses, high school and elementary school students, an information fair, and the creation of “reminiscing gardens” in locations across the Township. This showcase of a model dementia-inclusive community in action aligns with the Township’s age-friendly community plan.

About Dementia-Inclusive Training and Certification

Dementia-Inclusive Training and certification are available at no charge and can be delivered virtually, on-demand or in-person and on-site at business and organization locations. Businesses that become Dementia Inclusive-Certified can benefit from increased traffic and demonstrate good corporate citizenship.

More:

- A no-cost training session that is customized to your business lasting between 30 and 45 minutes education module that sensitizes businesses, service providers and individuals to the needs and concerns of people living with dementia and their caregivers.
- Gain strategies for:
 - Approaching a person living with dementia and recommended communication tactics
 - Environmental considerations to assist people living with dementia in a given business or service recommend strategies, practical tips and approaches for improving accessibility and support.
- Receive personalized advice on opportunities to create a dementia-inclusive environment for your business.
- Receive a Dementia Society Dementia-Inclusive Training Certification to display.
- Receive a complimentary post-training audit and ongoing support.
- For enquiries, visit: <https://dementiahelp.ca/programs-services/dementia-inclusive/>

The grant allows The Dementia Society to expand its existing dementia-inclusion education, and to co-design new content with people living with dementia and care partners, and customize modules for different industries. As a legacy, program materials including evaluation methodology will be made available to other communities to scale the model elsewhere in Canada.

Quotes

“This is a wonderful initiative to come to the Town of Arnprior. One of the key goals of our Age Friendly Community Plan is to expand services for seniors with dementia. This Stronger Together Project will provide invaluable tools for our youth, business community, front line works as well as town staff and members of Council to support those living with dementia – including their caregivers – in our community.”

“Dementia has impacted my family and many others in the Town of Arnprior and throughout Renfrew County. I know first-hand the impact dementia has on those diagnosed with it and their caregivers. We are grateful to the dementia society and their work with the Greater Arnprior Seniors Council to organize Dementia Inclusion Week to Arnprior, May 9-13.”

- *Walter Stack, Mayor, The Town of Arnprior*

“We know that people want to continue to live at home and in their communities for as long as possible. We all want to feel understood and welcomed when we visit a business in our community. In addition to providing direct, practical support to people affected by dementia, The Dementia Society’s mission is to create awareness and understanding of dementia, destigmatize it, and transform the way we think, act and talk about dementia.”
- Wendy Grimshaw, CEO of The Dementia Society of Ottawa and Renfrew County

“The Dementia Society has been an incredible resource to our OC Transpo outreach staff in providing training and awareness about the importance of understanding the impact of dementia in our community. Through the efforts of the Dementia Society, we have been able to equip a number of our staff with knowledge that allows them to identify and work with customers who may need their greater understanding. We are fortunate to have their services available to us.” -Keith Duncanson, OC Transpo, Team Lead, Community Relations

Statistics

- 46% of Canadians do not feel comfortable interacting with a person living with dementia.*
- 70% of Canadians agree with the perception that people living with dementia generally face a lower quality of life than people without dementia.*

*EKOS Dementia Survey 2020 for The Public Health Agency of Canada

Other Related Dementia Society Dementia-Inclusive Resources

An additional **Seniors Community Grant** by **The Ontario Ministry for Seniors and Accessibility** is supporting The Dementia Society to work with Business Improvement Associations (BIAs) across Ottawa and Renfrew County to provide free training, education and support to build dementia-inclusive work, service and business environments, and social engagement opportunities so that people impacted by dementia can continue to live well, longer in the community.

www.Dementia613.ca is a web-based directory of regional businesses and services where people living with dementia and their care companions can find dementia-inclusive businesses. It aims to ease the burden of finding people and places that will welcome them and understand their needs. Dementia Inclusive Certified businesses and organizations are also listed in this directory.

About The Dementia Society of Ottawa and Renfrew County

In Ottawa and Renfrew County, 24,000 people live with a diagnosis of dementia and in Canada, one in 5 of us cares for someone living with dementia. In the next decade, the number of diagnosed cases is expected to double. The Dementia Society is the Ontario Health-funded not-for-profit agency charged with supporting and

providing services in our region for people affected by dementia. For over 40 years, The Dementia Society has provided free support, social, recreational and educational programs to reduce isolation and meaningfully engage people living with dementia and their caregivers and families so that no one faces dementia alone.

Production of this project has been made possible through a financial contribution from the Public Health Agency of Canada. The views expressed herein do not necessarily represent the views of the Public Health Agency of Canada.





Town of Arnprior Staff Report

Subject: Proclamation – Emergency Preparedness Week May 1-7, 2022

Report Number: 22-04-25-04

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: April 25, 2022

Recommendations:

That Council proclaim May 1-7, 2022 as Emergency Preparedness 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	Emergency Preparedness Week https://www.getprepared.gc.ca
Section 5.2.2 – Contact Person's Name	Cory Nicholas, Town of Arnprior 613-623-4231
Section 5.2.3 – Name of Proclamation and Duration	Emergency Preparedness Week May 1-7, 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 – Emergency Preparedness Week (May 1-7, 2022)

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Proclamation

Emergency Preparedness Week

May 1-7, 2022

Whereas Emergency Preparedness Week is a national awareness initiative that has taken place annually since 1996; and

Whereas Emergency Preparedness Week encourages Canadians to take three simple steps to become better prepared to face a range of emergencies:

1. Know the risks
2. Make a Plan
3. Get an Emergency Kit; and

Whereas this awareness initiative is a collaborative event undertaken by the provincial and territorial emergency management organizations supporting activities at the local level in conjunction with Public Safety Canada and partners; and

Whereas the Town of Arnprior Fire Prevention Office has been raising awareness throughout the community in support of Emergency Preparedness Week; and

Now Therefore, I Walter Stack Mayor of Arnprior, do hereby proclaim May 1-7, 2022 as Emergency Preparedness Week in the Town of Arnprior, and encourage all residents to learn more about preparing for an emergency (know the risks, make a plan, get an emergency kit) and understand the importance of emergency preparedness.

Walter Stack, Mayor
Town of Arnprior



Fire Department
67A Meehan Street
Arnprior, ON K7S 2B7

tel 613 623 4231
fax 613 623 8026

arnprior@arnprior.ca
www.arnprior.ca

March 30, 2022

Mrs. Maureen Spratt
Clerk, Town of Arnprior
105 Elgin Street West
Arnprior, Ontario, K7S 0A8

Mrs. Spratt,

Re: Request for Proclamation—Emergency Preparedness Week (May 1st – 7th, 2022)

Emergency Preparedness Week (EP Week) is an annual event that takes place each year during the first full week of May. This awareness initiative has taken place since 1996 and is a collaborative event undertaken by provincial and territorial emergency management organizations supporting activities at the local level, in conjunction with Public Safety Canada and partners. EP Week encourages Canadians to take three simple steps to become better prepared to face a range of emergencies:

- Know the risks
- Make a plan
- Get an emergency kit

The Fire Prevention Office of the Arnprior Fire Department has embraced this awareness initiative and respectfully requests that Town of Arnprior proclaim May 1st - 7th, 2022 Emergency Preparedness Week in the Town of Arnprior. The Fire Prevention Office has been raising awareness throughout the community in support of EP Week and will continue to do so throughout the duration of the campaign. By taking a proactive approach together we can communicate the importance of emergency preparedness to the citizens of Arnprior.

Sincerely,

Cory Nicholas

Deputy Fire Chief - Fire Suppression / Prevention Services
Arnprior Fire Department



**Minutes of Community Development Advisory Committee Meeting
February 22, 2022
6:30 PM
Electronic Participation – Via Zoom**

Committee and Staff Attendance

Committee Members Present:

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

Committee Members Absent:

Citizen Member, Seth Malina

Town Staff Present:

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

1. Call to Order

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

2. Roll Call

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

3. Land acknowledgement statement

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

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

4. Adoption of Agenda

Resolution Number 01-22
Moved by Guy Bahm
Seconded by Dennis Turpin

Minutes of Community Development Advisory Committee Meeting

Be It Resolved That the agenda for the Community Development Advisory Committee Meeting of dated Tuesday, February 22, 2022 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 02-22

Moved by Guy Bahm

Seconded by Tom Burnette

That the Community Development Advisory Committee Minutes of October 18, 2021 be adopted.

Resolution Carried

7. Presentations/ Delegations

a) Parks Project - 2022, Graeme Ivory, Director of Recreation

The Director of Recreation provided a PowerPoint presentation on the Parks Project, attached as Appendix A and forming part of these minutes. The Director of Recreation highlighted the 2022 budget features more than \$418,000 of capital investment in the municipality. Following the presentation, the following question was asked:

- Is there a possibility of utilizing some of the parkland funding earmarked for Marshalls Bay Meadows to integrate the MacNamara Trail?
 - In response, the Director Recreation advised he will reach out to the MacNamara Field Naturalists Club to discuss.

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

a) 2021 Building Activity, Director of Recreation

Resolution Number 003-22

Moved by Guy Bahm

Seconded by Peter Anas

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

Resolution Carried

The Chief Building Official provided an overview of the report and responded to questions.

b) Annual Museum Update, Museum Curator

Resolution Number 004-22

Minutes of Community Development Advisory Committee Meeting

Moved by Dennis Turpin
Seconded by Tom Burnette

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

Resolution Carried

The Museum Curator provided an overview of the staff report, highlighting the following:

- successful grant writing resulted in grant funding of \$84,036;
- activities with tourism partners;
- 2020 summer programming,
- monthly museum board meetings;
- museum building collaborative use with the Opportunity shop;
- meetings of the Arnprior and District Historical Society (speaker series);
- reduction of volunteers (the lifeblood of the museum) from 65 to 20;
- use of social media platforms including Google My Business, Instagram, and Facebook;
- the museum collection in storage was consolidated, moved and rehoused, with many large and damage artefacts deaccessioned;
- Unravelling the Yarn Exhibit (depicting the textile industry in Arnprior) launched on Family Day;
- planning for a new exhibit "Found in Arnprior"; and
- visitor tracking statistics between 2014 and 2021 and weekend visitor tracking between 2017 and 2021

c) Planning Department Activity and Application Status, CAO

Resolution Number 005-22

Moved by Guy Bahm
Seconded by Peter Anas

That the Committee receives report number 22-02-22-03 as information.

Resolution Carried

The Junior Planner provided a PowerPoint presentation attached as Appendix B, and forming part of these minutes and she and the CAO responded to questions.

- What is the general appeal on the Tartan property?
 - The official plan amendment was approved at the municipal level, however the County of Renfrew acts as the approval authority for the province, therefore the appeal is in their hands, and the County has not yet shared the details of the appeal.
- There is incredible growth in the municipality, is the municipality able to sustain that growth?
 - The municipality is in the process of hiring a full time building inspector to assist with the increase in growth.
 - The municipality has made the County of Renfrew aware of ways in which the County can financially support development local improvements; specifically with regards to County Roads
 - The municipality anticipates its Growth Management Study will be available in the Spring

Minutes of Community Development Advisory Committee Meeting

10. New Business

None

11. Adjournment

Resolution Number 006-22

Moved by Guy Bahm

Seconded by Dennis Turpin

That this meeting of the Community Development Advisory Committee be adjourned at 7:29 p.m.

Resolution Carried

The Corporation of the Town of Arnprior

By-law Number 7293-22

A by-law to release agreements from Part Lot 3, Concession C, Geographic Township of McNab; Parts 7-9 on Registered Plan 49R-16063.

Whereas in 1987, the Corporation of the Town of Arnprior entered into a Site Plan Agreement with 6108504 Canada Inc., and said Agreement was registered in the Land Registry Office for the Town of Arnprior as Instrument Number R283988; and

Whereas in 2006, the Corporation of the Town of Arnprior entered into a Condominium Agreement with 1443808 Ontario Inc. and said Agreement was registered in the Land Registry Office for the County of Renfrew as Instrument Number RE59771; and

Whereas the owners of the subject lands have requested permission from Council to release the said Agreements from the title to their lands; and

Whereas the Council of the Corporation of the Town of Arnprior agrees to the release of the said Agreements from title as outlined in Schedule 'A'.

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

1. **That** Council of the Corporation of the Town of Arnprior agrees to a release of the Agreements, registered as Instrument No. R283988 and Instrument No. RE59771 from title of the subject lands, as described in Schedule 'A'.
2. **That** the solicitor acting on behalf of the owner of the subject lands described in Schedule 'A' may de-register the said Agreements from title.
3. **That** the Mayor and Clerk be and are hereby authorized and required, after the passing of this By-law, to execute on behalf of the Corporation of the Town of Arnprior, the necessary documents to deregister the Agreements.
4. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 25th day of April, 2022.

Signatures:

Walter Stack, Mayor

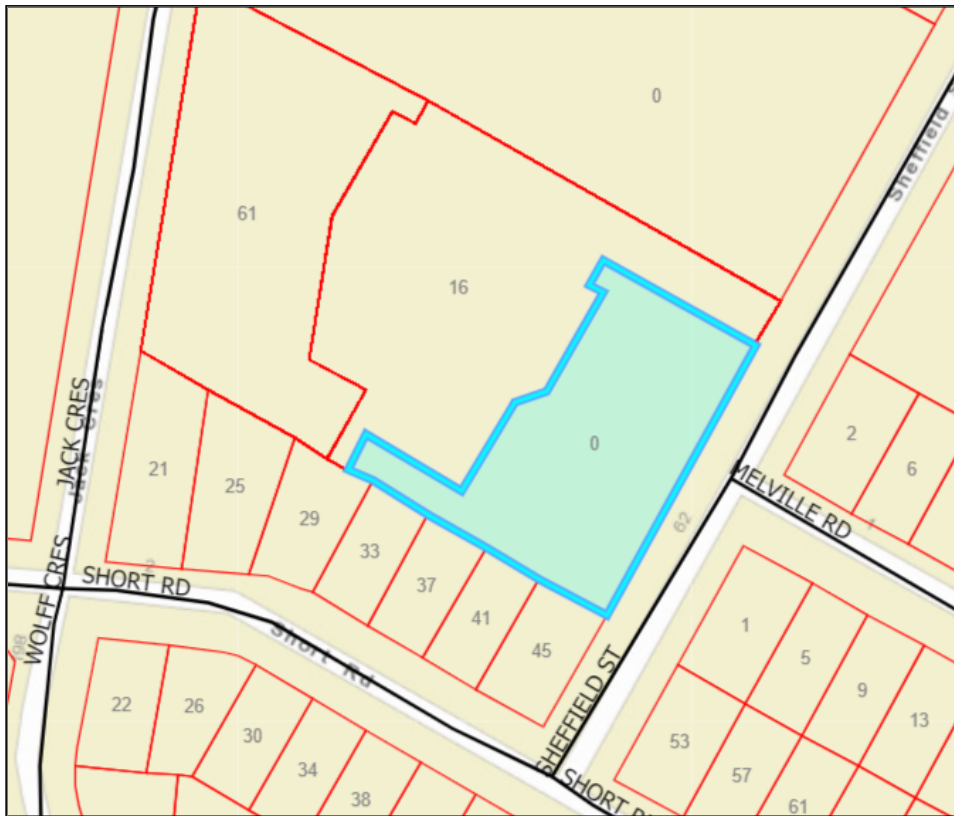
Maureen Spratt, Town Clerk

Schedule 'A'

Subject lands:

PIN: 57311-0101 (LT)

PT LT 3 CON C MCNAB, PTS 7, 8 & 9, 49R16063; S/T PTS 7, 8 & 9, 49R16063 AS IN R312419; T/W EASEMENT OVER PT OF COMMON ELEMENTS OF RENFREW CONDOMINIUM PLAN NO. 5 AS IN R312419 ; S/T EASEMENT IN GROSS OVER PTS 7, 8 & 9, 49R16063 IN FAVOUR OF BELL CANADA AS IN RE56180 ; T/W EASEMENTS OVER PTS 1-6 , 49R16063 AS IN SCHEDULE A OF DECLARATION RE60419 ; TOWN OF ARNPRIOR



This is Schedule 'A' to By-law Number 7293-22

Passed this 25th day of April, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7294-22

A by-law to repeal By-Law 6368-14 and set the remuneration of Council for the 2022-2026 term.

Whereas Section 283 of the Municipal Act, 5.0. 2001, c.25, as amended, provides that Municipalities may pay remuneration and expenses of Council members;

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

1. **That** the salary for the position of the Mayor for the first year of the term of Council following the October 24, 2022 election be set at \$48,980; and
2. **That** the salary for the positions of the County Councillor and Councillor for the first year of the term of Council following the October 24, 2022 election be set at \$19,592; and
3. **That** the salaries for the Mayor, County Councillor and Councillors be adjusted annually using the same Cost of Living Adjustment (COLA) set out in the Collective Bargaining Agreement at that time; and
4. **That** the Mayor, County Councillor and Councillors be provided with monthly allowances of \$50 for internet costs, \$35 cellular telephone costs and \$30 for in-town mileage costs, subject to provision of receipts; and
5. **That** the Mayor, County Councillor and Councillors be compensated a per diem, \$150 for a full day and \$75 for a half day, to attend an approved out-of-town event; and
6. **That** the Mayor, County Councillor and Councillors be eligible to participate in the extended health and dental group policy plan specific for Town Council; and
7. **That** the Mayor, County Councillor and Councillors be provided a Town purchased laptop for conducting Town business during the term of Council which must be returned to the Town at the end of the term or upon vacating the seat on Council; and
8. **That** a market review for Council compensation be conducted every four years during the third year of the Council's term of office, to take effect in the following term of Council.
9. **That** By-Law 6368-14 is hereby repealed.
10. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 25th day of April, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7295-22

A by-law to repeal and replace By-Law 6494-15 being a by-law to establish the Meal Allowance for Members of Council and employee(s) of the Corporation of the Town of Arnprior.

Whereas Section 8 of the Municipal Act, 5.0., 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 Section 283 of the Municipal Act, 5.0. 2001, c.25, as amended, provides that Municipalities may pay the expenses of the Members of Council, and Town employee(s); and

Whereas the Council of the Corporation of the Town of Arnprior deems it desirable to establish a By-law to set the Meal Allowance for actual meal expenses incurred by the Members of Council and Town employee(s) while conducting Town business and/or acting in their official capacity for the Town.

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

1. **That** the meal allowance for Members of Council and Town staff shall be reimbursed at the meal allowance rates established by Canada Revenue Agency's Directive on Travel, Appendix B: Meals & Allowances; and
2. **That** by-law 6494-15 be repealed and any other by-laws or resolutions or parts of by-laws or resolutions inconsistent with the provisions herein are repealed; and
3. **That** this By-law shall come into force and effect on November 15, 2022.

Enacted and **passed** this 25th day of April, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7296-22

A by-law to amend By-Law 6398-14 being a by-law to establish the Policy TD-HR-02 – Council Conferences, Training and Functions Policy.

Whereas Section 8 of the Municipal Act, 5.0., 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 the Council of the Corporation of the Town of Arnprior deems it desirable for members of Council to share knowledge from municipal conferences, training or other functions with all members of Council.

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

- 1. That** the following section be added to Policy TD-HR-02 – Council Conferences, Training and Functions Policy:

5.4 Knowledge Sharing

(a) That within 90 days after attending a conference, training or function, a report shall be submitted to Council for knowledge sharing purposes.

- 2. That** this By-law shall come into force and effect on November 15, 2022.

Enacted and passed this 25th day of April, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7297-22

A by-law to amend By-law Number 6922-19, as amended, being a By-law to Regulate the Proceedings of Council.

Whereas Section 238(2) of the Municipal Act, 2001 provides that every municipality shall pass a procedure by-law for governing the calling, place, and proceedings of Meetings; and,

Whereas the Province of Ontario passed Bill 197, COVID-19 Economic Recovery Act 2020 an Act which amends a number of acts including the Municipal Act, 2001, S.O. 2001, c. 25; and

Whereas Bill 197, COVID-19 Economic Recovery Act, 2020 provides for Municipal Councils to participate electronically at any time; and

Whereas Council at their Meeting of March 28, 2022 directed that staff bring forward provisions for electronic participation in hybrid meetings of Council; and

Whereas Council deems it expedient to amend By-law 6922-19 to establish electronic participation in hybrid meetings of Council.

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

1. That the following definition be added to Section 1 to Procedure By-law 6922-19

“Hybrid Meeting” means a meeting that is held both in-person and through electronic participation, where members may choose to attend through either method.

2. **That** the following be deleted as Section 5.2 to Procedural By-law 6922-19

5.2 Electronic Participation at Meetings

5.2.1 In this section:

- (a) **“Electronic Means”** includes any device, software or technology that, enables a person to hear and participate in the Meeting.
- (b) **“Electronic Participation”** means participation at a Meeting at which all Members participate by Electronic Means.

3. That the following be added as Section 5.2 to Procedural By-law No. 6922-19

5.2 Electronic Participation at Meetings

5.2.1 In this section:

(a) “**Electronic Participation**” means the participation in a meeting of a member who is not physically present in the room but through electronic means such as audio-only communication, or audiovisual communication.

4. **That** By-law 6922-19 be amended by adding Appendix B, being a guidance document for Hybrid Meeting Participation, attached hereto and forming part of this by-law.
5. **That** this By-law shall come into full force and effect on the day of its passing.

Enacted and **Passed** this 25th day of April, 2022.

Walter Stack, Mayor

Maureen Spratt, Clerk

Appendix B to By-law 6922-19, as amended

Hybrid Meeting Participation

This document guides Council Members on electronic participation during meetings of Council of the Town of Arnprior and the necessary framework to ensure consistent administrative practices.

1. In accordance with the Municipal Act, as amended,
 - a) Members participating electronically may count towards quorum
 - b) Members participating electronically may participate in a meeting that is open or closed to the public.
2. A Member may participate electronically no more than four (4) times per year.
3. During a hybrid meeting a maximum of two (2) Members may participate electronically.
4. During a hybrid meeting the Chair and/or their designate must be physically present in the Meeting Room.
5. If a Member wishes to participate in a hybrid meeting, they must advise the Clerk a minimum of three days prior to the meeting.
6. If a member loses connectivity during a meeting for more than two (2) minutes, the Member will be deemed to have left the meeting. The Member may return to the meeting once connectivity (audio or audio-visual) is restored.
7. If there are members of the public that are physically in attendance at a meeting they must be able to hear the members who are participating electronically using audio-only communication or see the members who are participating using audiovisual communications.
8. When the Chair calls for a vote, Members who are participating using audio-only communication shall verbally announce their vote by stating “in favour” or “opposed”.
9. When the Chair calls for a vote, Members who are participating using audiovisual communications, shall visually show their vote by raising their hand either “in favour” or “opposed”.

10. A recorded vote is treated the same for audio and audiovisual – a verbal vote when called upon.
11. Members of the public who wish to provide a delegation or presentation at a Council Meeting may attend in person in the meeting room or through electronic participation when the meeting is held as a hybrid meeting.
12. Members of the public who wish to attend a hybrid meeting to observe the meeting without participating may attend in person in the meeting room or through the town's electronic video stream.
13. Due to special circumstances as decided by the Chair, in consultation with the CAO, some Council Meetings may be held in-person only, rather than as a Hybrid Meeting without the option for electronic participation.
14. This policy shall be administered by the Clerk's Office and will be reviewed early in the new term of Council.
15. The Clerk will track the electronic participation of Members and advise Council when the maximum number of electronic participants has been reached.

**The Corporation of the
Town of Arnprior**

By-law Number 7298-22

A by-law to amend By-law Number 6884-18, being Policy AS-CO-14 Comprehensive Commemorative Naming Policy.

Whereas Section 8 (1) of the Municipal Act, 2001 provides broad authority on the municipality to enable municipalities to govern their affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

Whereas Council enacted By-law No. 6884-18, in 2018, and this policy requires updates to include further specifications surrounding minor asset commemorations (benches/ trees); and

Whereas Council deems it expedient to adopt an amended Comprehensive Commemorative Naming Policy.


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

1. **That** amended AS-CO-14 Comprehensive Commemorative Naming Policy be adopted, as attached hereto and forming part of this By-law; and
2. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and **Passed** this 25th day of April, 2022.

Walter Stack, Mayor

Maureen Spratt, Clerk

	The Corporation of the Town of Arnprior Corporate Policies and Procedures Manual	
	Section: Administrative Standards – Clerk’s Office (AS-CO)	Policy #AS-CO-14
Policy Name: Commemorative Naming Policy		
Effective Date: November 13, 2018 By-law No: 6884-18	Revised Date: March 28, 2022 By-law No: 7298-22	Coverage: Council, Town Employees, Individuals, Organizations

1.0 Policy Statement

The Town of Arnprior, through its Operations and Client Services Departments, administers and supports the Commemorative Naming of major and minor Town assets, including municipal parks, streets and facilities as well as benches and trees. As the naming of a particular asset is important for public awareness and promotion, naming shall be consistent with Town of Arnprior policies and shall not negatively reflect on the Town’s public image (see General Guidelines for Commemorations, attached).

2.0 Purpose

The purpose of this policy is to provide a consistent and rational procedure for the commemorative naming of both major and minor Town assets, including municipal parks, streets and facilities, as well as benches and trees.

3.0 Scope

The intent of this policy is to provide direction on how to apply for approval to commemorate Town assets. This policy sets out the detailed criteria to process requests for commemorative naming, to ensure that relevant factors are present prior to honoring an individual, family, or organization. This policy and process will ensure appropriate public notice is provided, and the commemoration request is in keeping with the Town’s vision and policies, as well as not having a negative impact on the Town’s public image.

4.0 Responsibility

The Clerk's Office shall be responsible for receiving application forms from the public for commemoration, and determining whether the request will be forwarded for approval to the General Manager, Operations and/or Director of Recreation (minor assets – benches and trees) or Council (major assets – municipal parks, streets and facilities). The Clerk's office will also be responsible for providing the necessary public notice for commemoration of major assets.

The General Manager, Operations and/or Director of Recreation, or his/her designate shall ensure compliance with this policy, and be responsible for its implementation. The General Manager, Operations will be responsible for screening and final approval of requests for commemoration of minor assets, being benches and trees.

Council of the Town of Arnprior shall be responsible for reviewing and final approval of requests for commemoration of major Town assets.

5.0 Definitions

Applicant – individual, group or association applying for the commemoration.

Clerk's Office – The Town Clerk, Deputy Clerk and his/her designate.

Council – The Council of the Corporation of the Town of Arnprior.

Director of Recreation – The Director of Recreation of the Town of Arnprior, which includes his/her designate.

General Manager, Operations – The General Manager of the Operations Department of the Town of Arnprior, which includes his/her designate.

Major Asset Commemoration – the naming or re-naming of a major municipal asset, or part of a major municipal asset.

Major Town Assets – includes municipal parks, streets, and facilities or parts of parks or facilities, for the purposes of this policy.

Minor Asset Commemoration – a commemorative plaque, as approved and designed by the Town of Arnprior, to commemorate a minor Town asset.

Minor Town Assets – includes municipal benches or trees, for the purposes of this policy.

6.0 Procedures

6.1 The Clerk's office shall be the central depository for all naming requests for any corporate assets. Applicant(s) shall complete the application form in full for consideration. The application form shall provide the following:

- a) Background information concerning the rationale for consideration of the commemorative naming request;
- b) Biographical information of the named individual/ organization being commemorated;
- c) Documentation including letters from organizations and/or individuals providing substantial support for the request to commemorate a Town asset.

6.2 Each application for commemorative naming/re-naming shall undergo a process which will:

- a) Review the application for conformity with this policy and any other applicable Town policies/procedures;
- b) Circulate the application to the appropriate internal stakeholder(s) for review/ comment on the suitability of the application:
 - i) **Major Town Assets** – The Clerk's Office will circulate the application to Council in a Closed Session Meeting for their review. The approval/ denial of the application, would be presented in an Open Session Council Meeting.
 - ii) **Minor Town Assets** – The Clerk's Office will circulate the application to the General Manager, Operations and/or Director of Recreation for his/her and/or their designates review and approval/denial of the application.
- c) Provide notice to the public of the approval to name/ re-name a major Town asset.
- d) Determine whether or not a special event is planned to coincide with their formal naming.

6.3 The General Manager, Operations and/or the Director of Recreation or his/her designate has the authority to accept or deny applications for commemorative naming of minor Town assets. Criteria would be based on availability and/or suitability of the location and/or other circumstances as deemed applicable by the General Manager, Operations and/or the Director of Recreation, or his/her designate as the approval authority.

- 6.4** Council has the authority to accept or deny applications for commemorative naming of major Town assets. Criteria would be based on availability and/or suitability of the location and/or other circumstances as deemed applicable by Council as the approval authority,
- 6.5** Notwithstanding the above, Council has the authority to commemoratively name both major and minor assets by way of a resolution of Council.
- 6.6** The Town of Arnprior, through the General Manager, Operations and/or Director of Recreation, controls the selection(s) and location(s) of the bench/tree/plaque/signage, in an effort to ensure a consistent appearance of commemorations throughout the Town.
- 6.7** To remain consistent in the purchase of assets (benches and trees) and plaques/signage, the Town will acquire these items on behalf of the applicant. The applicant will be responsible for the cost (+5% administration recovery charge) of the commemorative item(s). Fees for commemorative naming signage, plaques and/or the purchase of minor assets (benches/trees) will be identified in the Town's User Fees and Charges By-law, as amended.
- 6.8** Once a commemoration is purchased/ installed, it becomes the property of the Town of Arnprior. For minor asset commemorations, being benches and trees, the lifecycle of the minor asset has passed when it is deemed by the General Manager, Operations and/or Director of Recreation, as being at the point where the minor asset has become unsafe or unusable. At the expiry of a minor asset commemorative item, the Town will make every reasonable effort to contact the donor and return the plaque.
- 6.9** Should a plaque of a minor asset commemoration be vandalized or stolen, during the lifecycle of the minor asset, the Town of Arnprior will pay for one replacement plaque. Anything after that, would be an additional cost to the donor, if they choose.
- 6.10** The Town of Arnprior has the right to move a minor asset commemoration, if required operationally or for safety reasons. The Town will restore the minor asset commemoration as close to the area of its original placement as possible. If the asset needs to be moved to a different location entirely, the Town will make every reasonable effort to contact the donor.

- 6.11** A commemoration can be removed if it is found that the individual/organization being commemorated has done something inappropriate/ that would have a negative effect on the Town and its image.

7.0 Attachments

General Guidelines for Commemorations

Commemorative Naming Application (Minor Asset) Form

Commemorative Naming Application (Major Asset) Form

General Guidelines for Commemorations

In an effort to remain consistent and ensure the commemorations are in keeping with the Town's vision and policies, as well as not having a negative impact on the Town's public image, the following guidelines have been developed.

Epitaph choices for commemorative plaques:

- In Memory of
- In Loving Memory
- In Commemoration of
- In Tribute To
- In Our Hearts
- To Commemorate
- To Congratulate
- Never Forgotten
- Always With Us
- Forever Loved

Sample Plaque

In Memory of
John Doe, 1945 – 2018
(optional) Dedicated by Mr. & Mrs. Smith



Commemorative Naming Application (Minor Asset)

Applicant Information			
First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Primary Telephone Number	Alternate Telephone Number		Email
Location of Minor Asset (Bench/Tree)			
Park Examples: Robert Simpson Park Legion Park Atkinson Park Bell Park Other		Other Location Examples: Albert Street Cemetery Malloch Road Cemetery Downtown Arnprior Ball Diamonds (McLean Park) Other	
Name of Preferred Park/ Cemetery/ Municipal Location (1 st Choice)			
Name of Preferred Park/ Cemetery/ Municipal Location (2 nd Choice)			

Request for Tree/Bench/Plaque

Request (please check appropriate box)

Commemorative Bench (type specified by Town) (including plaque)

Commemorative Tree (including plaque)

Commemorative Plaque (on existing bench)

Fees are cost of commemoration item +5% and will be discussed with the applicant at the time of request

Tree Choice

Choice of Trees (Native Red Maple, Sugar Maple, Common Hackberry, Honey Locust, Oak, Silver Fir, Norway Spruce, White Spruce, Green Colorado Spruce, Blue Colorado Spruce, Austrian Pine, White Pine):

Choice 1.

Choice 2.

Plaque Wording

Personal Wording – Wording is to consist of no more than 120 characters. You must include spaces punctuations as part of the allowed characters per line. Wording will be centre on the plaque and the layout will be at the Town's discretion. Tree Plaques are 2" x 4" in size and Bench Plaque 2" x 6" in size. To assist you, common phrases include "In Loving Memory of" or "In Tribute To" or "To Commemorate." See the "General Guidelines for Commemorations" attached in the Commemorative Naming Policy.

How to submit the form and payment (if applicable)

Please submit this application form via email to clerks@arnprior.ca

Once your application has been approved, Staff will contact you with payment options.

For additional information, please call the Clerk's Office - 613-623-4231 Ext. 1819

email clerks@arnprior.ca

All commemorations made to the Town of Arnprior must be given unconditionally and voluntarily without any expectation of benefit.

Would you like a certificate to accompany the commemoration (suitable for framing)?

Yes

No

To assist with the application approval process, please include biographical information and rationale for the commemoration.

Yes

No (Information Included)

Note: Should anything on this form be found to be incorrect or inaccurate, under any circumstance, the Town reserves the right to remove the commemorative item.

Applicant Signature

Date (yyyy/mm/dd)

For Office Use Only

Staff Initials

Position Assigned

Location

Date Contacted

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

Commemorative Naming Application Affidavit

To be completed by the applicant/nominee

I _____, of the Town/City of _____ in the

Province of _____, say to the best of my knowledge that:

1. I myself and the nominee (if applicable) have never been convicted of an offence as set out in a Federal/Provincial Statute.
2. I myself and the nominee (if applicable) do not have any outstanding convictions or infractions as set out in the Provincial Offences Act and/or any Town of Arnprior Municipal By-laws.
3. I, on behalf of myself and the nominee (if applicable), make this Affidavit, to the best of my knowledge in support of the Commemorative Naming Policy and the applicable application form attached, and for no improper use.

X

Signature of Commissioner, etc.

X

Signature of Applicant

Sworn before me at the

Town/City of _____ in the

Province of _____ this

_____ day of _____, _____.

Commemorative Naming Application (Major Asset – Park, Facility, Street)

Applicant Information

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Primary Telephone Number	Alternate Telephone Number		Email

Location of Major Asset – Name of Park, Facility, Street

Please name the park, facility, street you are looking to commemoratively name/ re-name:
--

Commemoration Request

Please provide the name for the commemoration (ie. individual/ organization):

Applicable Criteria/ Information

Please provide the following information (attached to this application form) about the commemoration request:	
Background information concerning the rationale for consideration of the request	
Biographical information of the named individual/ organization	
Documentation including letters of support for the commemoration of the named individual/organization	

How to submit the form and payment (if applicable)

Please submit this application form via email to emelanson@arnprior.ca		
Once your application has been approved, Staff will contact you with payment options.		
For additional information, please call the Clerk's Office - 613-623-4231 Ext. 1819 email emelanson@arnprior.ca		
All commemorations made to the Town of Arnprior must be given unconditionally and voluntarily without any expectation of benefit.		
Would you like a certificate to accompany the commemoration (suitable for framing)?	Yes	No

Applicant Signature	Date (yyyy/mm/dd)
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For Office Use Only

Staff Initials	Position Assigned	Location	Date Contacted
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Note: Should anything on this form be found to be incorrect or inaccurate, under any circumstance, the Town reserves the right to remove the commemorative item."

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



Commemorative Naming Application

Affidavit

To be completed by the applicant/nominee

I _____, of the Town/City of _____ in the

Province of _____, say to the best of my knowledge that:

1. I myself and the nominee (if applicable) have never been convicted of an offence as set out in a Federal/ Provincial Statute.
2. I myself and the nominee (if applicable) do not have any outstanding convictions or infractions as set out in the Provincial Offences Act and/or any Town of Arnprior Municipal By-laws.
3. I, on behalf of myself and the nominee (if applicable), make this Affidavit, to the best of my knowledge in support of the Commemorative Naming Policy and the applicable application form attached, and for no improper use.

Signature of Commissioner, etc.

Signature of Applicant

Sworn before me at the

Town/City of _____ in the

Province of _____ this

_____ day of _____, 20_____.