



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

**Date: Monday, May 9, 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 25, 2022](#) (Page 1-9)**
- 8. Awards/ Delegations/ Presentations**
  - Delegations**
    - a) [Ron Warburton, Waterfront Master Plan](#) (Page 10-35)**
  - Presentations**
    - a) [2022 Summer Events, Graeme Ivory, Director of Recreation](#) (Page 36-48)**
- 9. Public Meetings**
- 10. Matters Tabled/ Deferred/ Unfinished Business**

## **11. Staff Reports**

- a) **Patio Extension Policy Amendment**, Robin Paquette, CAO, Erin Coyle, A/MEDO (Page 49-53)
- b) **Water Leak Policy Adjustment**, Jennifer Eve, Manager of Finance (Page 54-56)
- c) **Municipal Grant Application – Renfrew County Senior Games**, Kaila Zamojski, Deputy Clerk, Graeme Ivory, Director of Recreation (Page 57-87)
- d) **Proclamation – Falun Dafa Day**, Kaila Zamojski, Deputy Clerk (Page 88-95)

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

- a) **Corporate Services Advisory Committee Minutes – March 7, 2022** (Page 96-99)

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

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

## **15. Correspondence & Petitions**

- a) **Correspondence**
  - i. Correspondence Package I-22-May-09

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

- a) **By-laws**
  - i. **By-law Number 7300-22** – Amend Licensing By-law (Patio Extension) (Page 100-104)
  - ii. **By-law Number 7301-22** – Adopt 2022 Tax Rate (Page 105-107)
  - iii. **By-law Number 7302-22** – Adopt Water Leak Adjustment Policy (Page 108-118)

## **17. Announcements**

## **18. Media Questions**

## **19. Closed Session**

One (1) matter pursuant to the Municipal Act, 2001 Section 239(2)(b) to discuss a personal matter about an identifiable individual, including municipal or local board employees (Volunteer Award)

One (1) matter pursuant to the Municipal Act, 2001 Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Surplus Lands)

One (1) matter pursuant to the Municipal Act, 2001 Section 239(2)(3) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Arnprior OVD Inc. OLT Appeal)

One (1) matter pursuant to the Municipal Act, 2001 Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Purchase of Land)

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

By-law No. 7303-22 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 25, 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  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager,  
Client Services/ Treasurer

**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 137-22

Moved by Ted Strike

Seconded by Tom Burnette

**Be It Resolved That** the agenda, for the Regular Meeting of Council dated Monday, April 25, 2022 be adopted.

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None

**6. Question Period**

None



# Minutes of Council Meeting

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

Resolution Number 138-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

**That** the minutes of the Regular and Special Meetings of Council listed under item number 7 (a) and (b) on the Agenda be adopted (Regular Meeting of Council – April 11, 2022; Special Meeting of Council – April 13, 2022).

Resolution Carried

## 8. Awards/Delegations/Presentations

None

## 9. Public Meetings

None

## 10. Matter Tabled/ Deferred/ Unfinished Business

None

## 11. Staff Reports

### a) Hybrid Meetings – Town Clerk

Resolution Number 139-22

Moved by Lynn Grinstead

Seconded by Lisa McGee

**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.

Resolution Carried

### b) Commemorative Naming Policy – Town Clerk and Deputy Clerk

Resolution Number 140-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

**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).

Resolution Carried

## Minutes of Council Meeting

### c) Proclamation – Dementia Awareness – Deputy Clerk

Resolution Number 141-22

Moved by Lynn Grinstead

Seconded Dan Lynch

That Council proclaims May 7-13, 2022 as Dementia Awareness Days in the Town of Arnprior.

Resolution Carried

The Town Clerk read the proclamation:

**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.

# Minutes of Council Meeting

## d) Proclamation – Emergency Preparedness Week – Deputy Clerk

Resolution Number 142-22

Moved by Tom Burnette

Seconded by Ted Strike

**That** Council proclaim May 1-7, 2022 as Emergency Preparedness Week in the Town of Arnprior.

Resolution Carried

The Town Clerk read the proclamation:

**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.

## 12. Committee Reports and Minutes

### a) Community Development Advisory Committee Minutes – February 22, 2022

Resolution Number 143-22

Moved by Lynn Grinstead

Seconded by Tom Burnette

**That** Council receive the Community Development Advisory Committee Minutes of February 22, 2022 as information.

Resolution Carried

## 13. Notice of Motions

None

# Minutes of Council Meeting

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

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

- Twinning - The Upper Ottawa Valley Chamber of Commerce (UOVCC) met on Tuesday April 5, 2022 to discuss opportunities as they relate to a Chamber Initiated Business Twinning Mission with Renfrewshire's Chamber of Commerce(s) in late 2022/early 2023. The UOVCC is extremely excited at the prospect of working with likeminded individuals in Renfrewshire, Scotland and the opportunities that exist, and will be forming a small committee of community leaders to shepherd this initiative forward in the coming months. UOVCC are to reach out to other Chambers to see if any businesses are interested. Costing to be provided in the near future.
- The Hwy 417 110 km per hour speed limit ends at 2 km from Campbell Drive exit, when going Westbound on the highway.
- All COVID expenses incurred by the County will not be passed on to County residents via their tax bill. Provincial / Federal funding has covered off these expenses.
- Line Painting costs have gone up \$156,695.00 from last year, which was budgeted at \$526,695.00. This was twice as high as 2019 (note: new environmentally friendly paint now has to be used, which could be contributing to the cost).
- On Tuesday, April 26, 2022 the Ottawa Valley Tourist Association (OVTA) will host a Virtual Annual General Meeting (AGM) and mini conference from 10 a.m. to 12:30 p.m. This will be an excellent opportunity to meet virtually with our tourism business leaders and will feature the awarding of the Ottawa Valley Tourism Awards.
- County of Renfrew staff will be scheduling a virtual meeting with local municipalities to review 911/Civic Addressing processes along with an update of the Next Generation 911 requirements.
  - New Street/Road Naming Process
  - How to calculate new PIN addresses
  - Order Forms
  - Next Generation 911 – data requirements
- An announcement from Federal Economic Development Agency for Southern Ontario (FedDev Ontario) on a new funding stream to be delivered via the Federal Government Tourism Relief Fund via the Regional Tourism Organization (RTO) network in Ontario. RTO 11, Ontario's Highlands Tourism Organization (OHTO) supports the County of Renfrew, as well as the Counties of Hastings, Lanark, Frontenac and Lennox and Addington, and will have \$3 million in funding to deliver across the region.
- An update on the progress of planning for the Taste of the Valley events for 2022 and the proposal and approval for a Taste of the Valley Christmas Market to take place in the Township of Laurentian Valley at the Shady Nook Community Centre on November 26-27, 2022 was provided to County Council.
- A new Agri-tourism project, "Farms Open", like the old "Rural Rumble", is planned to become an annual event, and will be on Sunday, September 18, 2022. This will involve participating farms opening up their properties for public tours and activities. Event support and Agri-tourism route maps will be developed with the assistance of Renfrew County Economic Development Services.

## Minutes of Council Meeting

- Algonquin Trail Information was provided to County Council, noting:
  - The Cultural Night Market in Arnprior. Where the trail parking will be made available for use for parking for this event. The event will be held on a Saturday night in August (August 27) in the Town of Arnprior's Historic Downtown. From 4:00pm to 11:00pm the streets will be closed so they can house the various food vendors, artisans, art activations and performances.
  - Land Improvement - County staff advised that landscaping of land West of John Street will commence late May early June of this year.
- On April 20, 2022, Watson & Associates (Gary Scanlon) made a presentation on Development Charges. County Departments will now investigate to see if they may be applicable at the County level.
- More internet is coming to the rural parts of the County. Rogers will be erecting a tower on County Lands in the Township of Brudenell, Lyndoch and Raglan.

### 15. Correspondence & Petitions

#### a) Correspondence Package – I-22-APR-08

Resolution Number 144-22

Moved by Lisa McGee

Seconded by Ted Strike

**That** the Correspondence Package Number I-22-APR-08 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following:

- Page 10 - July 1st, 2022 Ontario will be cutting the gas taxes by 5.7 cents per litre and the fuel tax by 5.3 cents per litre for six months. Of note, gas has risen from \$1.63 to \$1.82 in the last week.
- Page 14 – The Ontario government is Modernizing its Emergency Response System by making an investment in 9-1-1. They will be investing \$208 million over three years to enhance the province's 9-1-1 emergency response system. Once fully implemented, the new system will make it easier to provide additional details about emergencies, such as video from the scene of an accident and to text 9-1-1 when requesting immediate help from police, fire or ambulance services.
- Page 16 –The Ontario government will invest \$142 million to launch the new “Learn and Stay” grant. The program will allow for up to 1,500 nurse graduates each year to receive full tuition reimbursement in exchange for committing to practice in an underserved community. Students will be eligible to receive full, upfront funding for tuition, books and other direct educational costs.
- Page 38 –Bears are now wandering into urban areas in search of food, but not every bear sighting is an emergency. The reporting line is 1-866-514-2327.
- Page 39 – A warning to persons who use Crown Lands, is being issued by the government, by holding individuals accountable when they leave their personal property on public lands. An example, an individual left his camper behind and was fined \$7000.00 (second offence).
- Page 40 –The Ontario government is investing over \$40 million in additional nutritional support funding for long-term care homes so residents can receive more individualized food choices, more fresh produce and local foods in season, and additional menu flexibility.

## Minutes of Council Meeting

- Page 61 – On behalf of Council, thanks to our Fire Department in its successful bid to receive training on the Mobile Live Fire Training Unit. Application was made by Deputy Chief Cory Nicholas. It's staff actions such as this that ensures our Town takes advantage of all types of training, grants, etc. Well done.

### b) Correspondence Package – A-22-APR-05

Resolution Number 145-22

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** the Correspondence Package Number A-22-APR-05 be received and the recommendations be brought forward for Council consideration.

Resolution Carried

Resolution Number 146-22

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** the Council of the Corporation of the Town of Arnprior receive the application for In-Kind Municipal Grant Support from Arnprior Stray Cat Division Rescue.

**Further That** Arnprior Stray Cat Division Rescue is hosting a Garage Sale, with all proceeds raised going to their rescue efforts, at the Nick Smith Centre on May 14, 2022; 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 for the Arnprior Stray Cat Division Rescue First Annual Garage Sale, at the Nick Smith Centre (for 6 hours - \$375.00), as well as providing Town staff support for the setup and tear down of the event.

**Further That** Arnprior Stray Cat Division Rescue 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** Arnprior Stray Cat Division Rescue 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 147-22

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** the Council of the Corporation of the Town of Arnprior receive the application for In-Kind Municipal Grant Support from the Dementia Society of Ottawa and Renfrew County.

**Further That** the Dementia Society of Ottawa and Renfrew County is hosting Dementia Awareness Days in Arnprior and McNab/Braeside from May 7-13 with the official opening of the event on Saturday, May 7, 2022, from 11:00 am – 3:00 pm; and

**Further That** the Dementia Society of Ottawa and Renfrew County is requesting hosting the opening of the event, at the Nick Smith Centre.

## Minutes of Council Meeting

**Therefore Be It Resolved That** Council approve of providing in-kind support, through the waiving of fees for the rental of two Nick Smith Arena Slabs for the Dementia Society of Ottawa and Renfrew County opening ceremony for “Dementia Awareness Days”, at the Nick Smith Centre (\$500.00), as well as providing Town staff support for the setup and tear down of the event.

**Further That** the Dementia Society of Ottawa and Renfrew County be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event; and

**Further That** the Dementia Society of Ottawa and Renfrew County 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 148-22

Moved by Lynn Grinstead

Seconded by Chris Toner

**Whereas** when considering changes to their speed limit by-law, the County of Renfrew seeks the support of the local Municipality for which the request has been made as it would have a direct impact on the residents of the Town.

**Whereas** the County of Renfrew has requested the support of the Council of the Town of Arnprior, through a passing of a Resolution, to reduce the current posted speed limit on County Road 1 (Madawaska Boulevard) from 80km/hr to 60km/hr between Connifer Lane and approximately 200 metres west of Herrick Drive; and

**Whereas** with the ongoing construction of the Marshall’s Bay Meadows Subdivision, a 60km/hr zone would be more conducive to the environment of the developed lands and would create a safer road network; and

**Therefore** the Council of the Corporation of the Town of Arnprior hereby supports the request from the County of Renfrew to reduce the current posted speed limit on County Road 1 (Madawaska Boulevard) from 80km/hr to 60km/hr between Connifer Lane and approximately 200 metres west of Herrick Drive.

Resolution Carried

### 16. By-laws & Resolutions

#### a) By-laws

Resolution Number 149-22

Moved by Lynn Grinstead

Seconded by Ted Strike

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

- i. By-law Number 7293-22 – Release of Agreements registered as Instrument No. R283988 and Instrument No. RE59771 (16 Sheffield)
- ii. By-law Number 7294-22 – Council Remuneration 2022-2026 Term of Council
- iii. By-law Number 7295-22 – Repeal & Replace By-law 6494-15 - Meal Allowance
- iv. By-law Number 7296-22 - Amend Council Conferences, Training and Functions Policy TD-HR-02 for Knowledge Sharing

# Minutes of Council Meeting

- v. By-law Number 7297-22 - Amend By-law 6922-19, Hybrid Meeting Participation
- vi. By-law Number 7598-22 – Amend Commemorative Naming Policy AS-CO-14  
Resolution Carried

## 17. Announcements

Mayor Walter Stack made the following announcements:

- This past Friday morning I, along with the CAO, attended the official ground breaking ceremony for the new French Catholic School on Baskin Drive. Congratulations to those involved for bringing this project to fruition.
- Thank you to the Volunteer Firefighters for hosting a car wash on Saturday. All proceeds from this event went to the Red Cross to support Ukraine.

County Councillor Dan Lynch made the following announcements:

- Thank you to the Volunteer Firefighters for hosting a car wash this past weekend.
- The Arnprior Regional Health Catch the Ace lottery has been won.

Councillor Lynn Grinstead made the following announcement:

- Arnprior Regional Health is hosting a Jeep Adventure Lottery. More information can be found at [www.jeeplottery.com](http://www.jeeplottery.com).
- The Greater Arnprior Chamber of Commerce is hosting their Awards Gala on May 18<sup>th</sup>, 2022. Online voting for different categories has opened and can be found at [www.gacc.ca](http://www.gacc.ca). They would appreciate a good turnout for the event, as well as voting for the particular categories online.

## 18. Media Questions

None

## 19. Closed Session

None

## 20. Confirmatory By-Law

Resolution Number 150-22

Moved by Tom Burnette

Seconded by Ted Strike

**That** By-law No. 7299-22 being a By-law to confirm the proceedings of the Regular Meeting of Council held on April 25, 2022, be and it is hereby enacted and passed.

Resolution Carried

## 21. Adjournment

Resolution Number 151-22

Moved by Lisa McGee

Seconded by Lynn Grinstead

**That** this meeting of Council be adjourned at 7:15 pm.

Resolution Carried

## Signatures

Walter Stack, Mayor

Maureen Spratt, Town Clerk



# Arnprior Waterfront Master Plan

Delegation Presentation V 5.0 - May 9, 2022



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## Delegates

- Ron Warburton
- David Reid
- Peter Anas
- Dean DiMonte
- David Huycke



Waterfront Master Plan – Excellent plan that captures all of the elements needed to build out Arnprior’s World Class waterfront.



## Issue 1 - It is a 20 year build-out

- The Beach Expansion and Breakwater Pier - The highest ranked item in the public input priority matrix is not scheduled until 2032
- The beach boardwalk is not scheduled until 2033
- The Marina projects are currently not scheduled in the plan and the docks are at the end of their useful lifecycle.
- Arnprior residents will continue to wait for things to be built while enduring 20 years of construction on its cherished waterfront
- The 1987 Arnprior Waterfront plan also proposed to build a new breakwater at the beach at some point in the future...it was never done



## Issue 2 : Harbour Master Building Design & Execution

- The Harbour Master Building (HBM) is number 4 on the public input priority matrix however there is no defined plan and no scheduled time frame for completion
- Lots of great potential design elements have been proposed such as having a good restaurant, retail, canoe/kayak rental, public facilities etc
- The lack of a defined plan for the HBM has led to suggestions of setting up a food truck or squeezing in a restaurant in the building after construction. Both suggestions would lead to a substandard facility that would not provide the dynamism that would be a draw for Town residents or folks from out of town.

# Recommendations

- Recommendation 1 - Complete the Waterfront Plan in Two Phases
  - Phase 1- Focus on the West Side of the Madawaska River including the build out of the breakwater, beach upgrades, Robert Simpson Park, the Marina docks and the Gateway Plaza & Lookout. Completion target – 2025.
  - Phase 2- All the remaining areas including Hydro Park, McLean Ave and Bell Park . Completion target – 2030 or sooner if possible

# Recommendations

- Recommendation 2 - Separate the Harbour Master Building from the 2 phased implementation of the Waterfront Master Plan and consider a full service, four season waterfront restaurant in the facility
  - Essentially a good restaurant similar to Krave, Urban's or Lumbertown with a ground floor waterfront patio that could be enjoyed by the entire community
  - Combined with canoe/kayak rental, convenience/gas/bait store, ice cream shop, public facilities and possibly other uses such as a banquet hall on the second floor.
  - Fully funded via rent from all commercial activities including the provision of year round revenue during the winter months.
  - Perform feasibility studies in 2022/2023 to analyze financial viability, scale of the project, environmental and geotechnical considerations. Thereafter expressions of interest could be solicited.
  - When and if it is determined that a commercial development is viable then the HBM could proceed . Completion target of 2025 or TBD.





# Fun facility that would draw in residents and out of towners





Provides additional access for the community to enjoy the waterfront





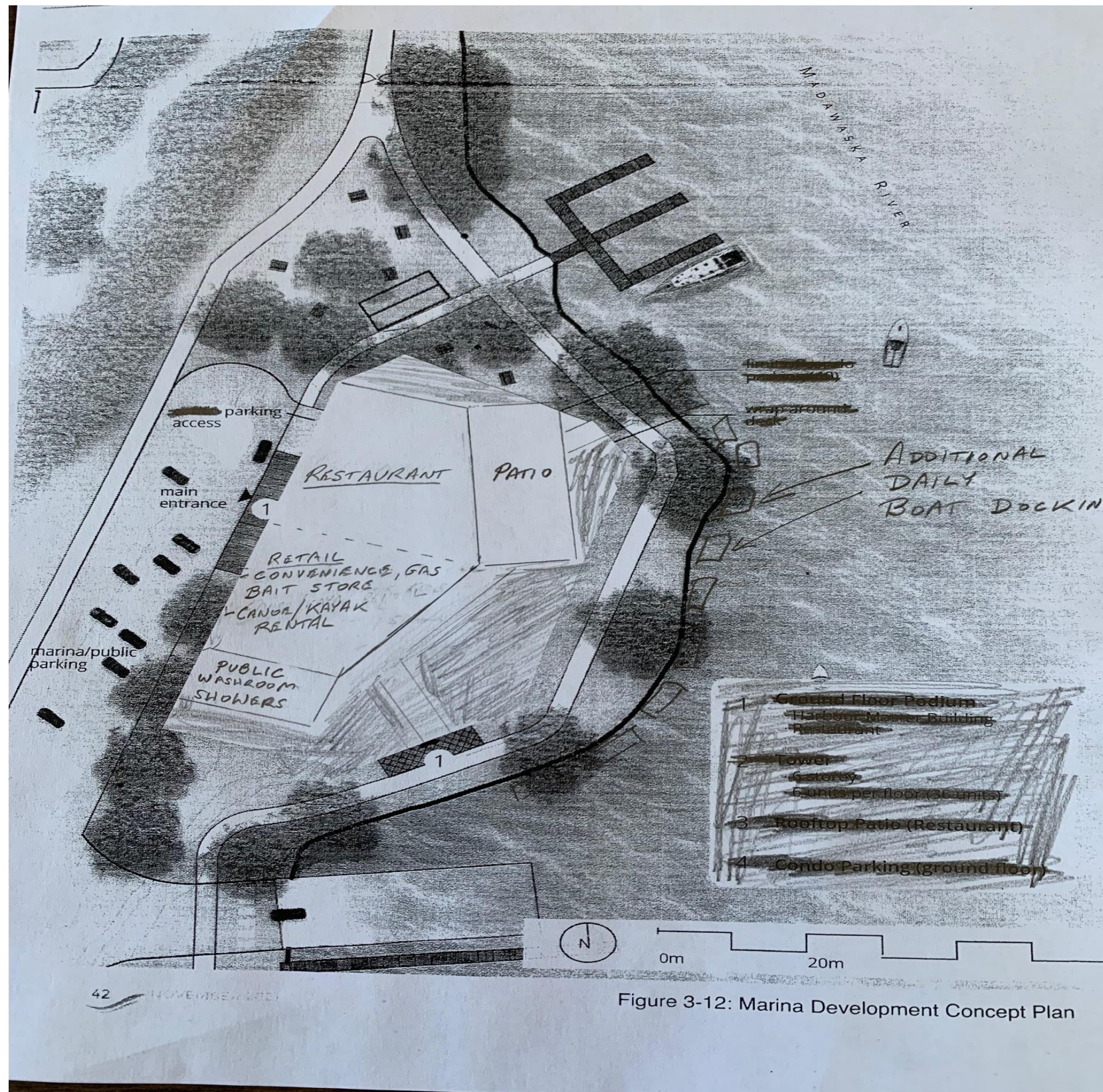


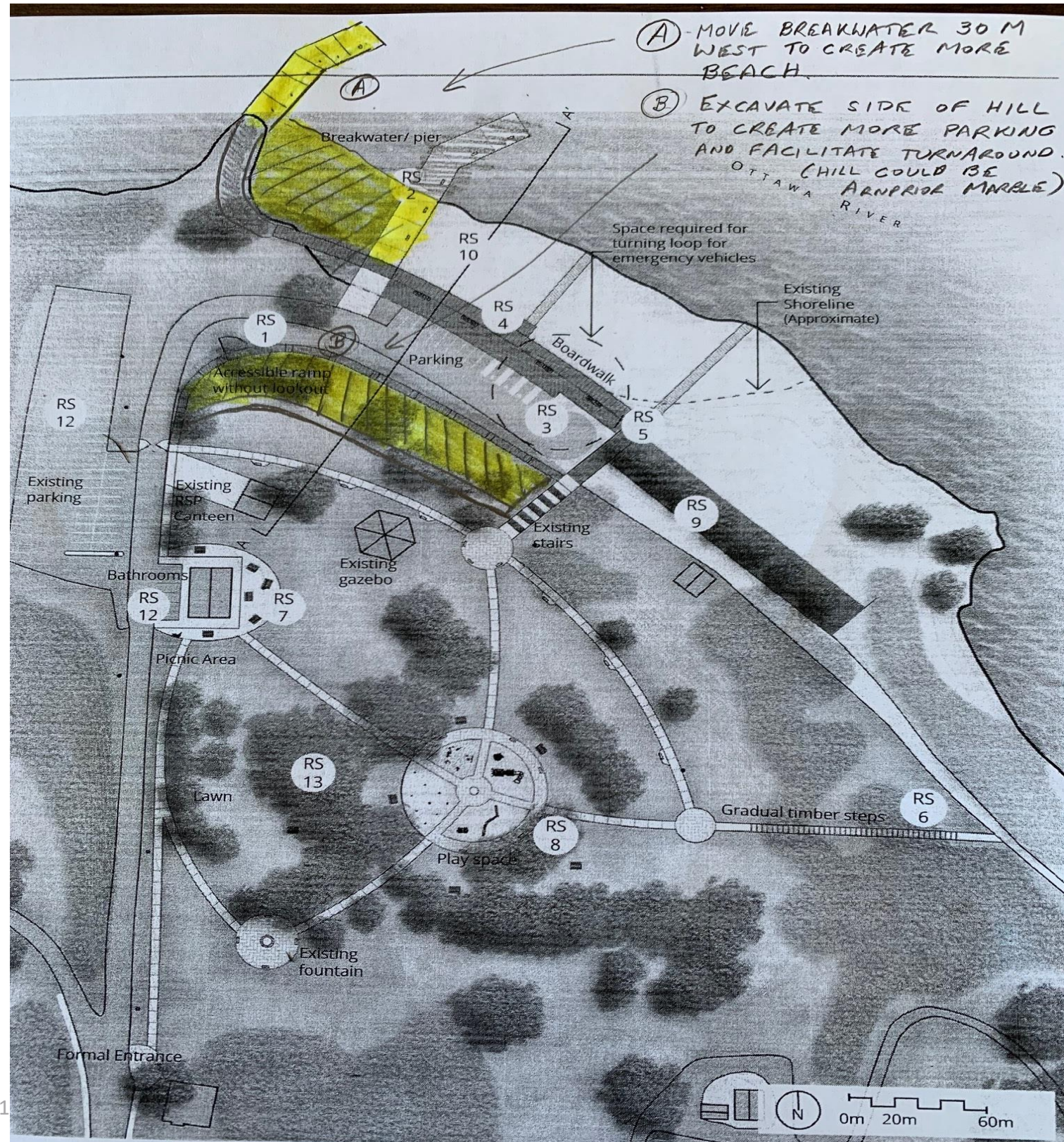
Figure 3-12: Marina Development Concept Plan

- Revised Harbour Master Building with a good restaurant and waterfront patio. Complete with retail and public facilities.

- Additional daily boat docking adjacent.







- A) Recommendation to move the breakwater 30 meters west to create more beach and further away from the Madawaska River.
- B ) Recommendation to excavate side of the hill to create more beach side parking and facilitate a turnaround for emergency vehicles.



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Figure 3-5: Robert Simpson Park Recommendations Plan



# Phase 1 Project Costs – West Side of Madawaska River

<b>Phase 1 (West Side of Madawaska River - 2025)</b>		
<b>Parks &amp; Trails</b>		
Waterfront Wide	\$920,000	
Robert Simpson Park (incl beach expansion & breakwater)	\$3,953,000	
Treatment Plant & Fishing Dock	\$223,500	
Gateway Plaza & Lookout	\$513,000	
	\$5,609,500	\$5,609,500
Contingency		\$390,500
<b>Total</b>		<b>\$6,000,000</b>
<b>Municipal Marina</b>		
Municipal Marina (incl dock replacement )	\$4,115,500	
Less: Harbor Master Building & Parking Lot	-\$2,143,000	
	\$1,972,500	\$1,972,000
Contingency		\$128,000
<b>Total</b>		<b>\$2,100,000</b>



# Phase 1 Funding – West Side of Madawaska River

<b>Potential Financing (Target completion in 2025)</b>		
<b>Breakwater, Beach , Robert Simpson Park ,Fishing Dock, Gateway Plaza</b>		<b>\$6,000,000</b>
<b>Municipal Marina</b>		<b>\$2,100,000</b>
		<b>Total</b>
Fed/Prov Grants ,Capital Reserves, Dev. Charges, Community Fundraising		\$3,000,000
Debenture		\$5,100,000
Annual Debenture Costs - 3.5% over 5 years	\$1,110,887	
Less: Annual Marina Net Revenue for 96 Slips	\$25,000	
Less: Annual Debt Servicing Savings from 2017/22 to 2024/29	\$1,001,462	
Increased Annual Debt Service Costs	\$84,425	

Repayment of the \$4,500,000 debt for the downtown revitalization is completed in 2022 resulting in a reduction in debt servicing charges of \$1,001,462 per annum thereafter.

# Phase 2 - Project Costs and Funding – East Side of Madawaska River

<b>Phase 2 Project Costs - East Side of Madawaska River – (2030 or sooner, if possible)</b>		
<b>Parks &amp; Trails</b>		
Hydro Park	\$407,000	
Bell Park	\$2,145,500	
Less: Lookout Costs	-\$550,000	
McLean Avenue Park	\$357,000	
	\$2,359,500	\$2,359,000
Contingency		\$141,000
<b>Total</b>		<b>\$2,500,000</b>

<b>Phase 2 Funding – Hydro Park, Bell Park, McLean Park (2030 or sooner)</b>		<b>\$2,500,000</b>
Fed/Provincial Grants, Capital Reserves, Dev. Charges, Community Fundraising		\$1,000,000
Debenture		\$1,500,000
Annual Debenture Costs - 3.5% over 5 years	\$326,731	
Increased Annual Debt Service Costs	\$326,731	



## Next Steps

- Update the recommended implementation plan along with the related financial proformas for Phase 1 and Phase 2 .
- Approve the revised Waterfront Master plan
- Phase 1
  - Perform geotechnical investigations in the beach area and commercial feasibility studies for the Harbourfront Master Building - 2022/2023
  - Consultations, planning and engineering can follow in 2023/2024.
  - Construction in 2024 - 2025 .

Thank You





# Appendix



# Ottawa River - Chats Falls to Chenaux

- 45 Kilometre stretch of navigable river
- Many communities – Marshalls Bay, Vydon Acres, Rhoddy's Bay, Norway Bay, Castleford, Portage etc.
- Roughly 4,000 to 5,000 live on the River during the summer
- Many Ottawa owned cottages
- Boaters have no place to go as a destination
  - Norway Bay ice cream, Pine Lodge ??
  - Desire to go shopping and have a good meal with the family

# Condo Option combined with Restaurant / Retail Building

- - The condo option would only be considered if there is insufficient funding available for the Waterfront Master Plan
  - 6 story building
  - Restaurant / Retail on ground floor – restaurant, gift shop, washroom/shower facilities, convenience/gas/bait store, canoe/kayak rentals,
  - Possibly a banquet facility on the second floor.
  - High end condos on upper floors
  - Parking on first floor
  - Use \$1.5M from sale of property or amortized lease value to help finance and build out all of the facilities proposed in the Arnprior Waterfront Master plan.
  - The Town would maintain ownership of the first 30 feet from the shoreline. This would ensure public access to the waterfront and provide for a boardwalk along the water.
  - All development fees including paving, lighting, boardwalk along waterfront, hydro, sewer, water etc to be paid for by developer. (considering that this will be a valuable property)
  - Arnprior would also receive one time development charges and economic benefits from construction,,,,, plus annual residential & commercial taxes



Concept is similar to the Brockville Marina





# Proposed Westboro Waterfront Facility







David Reid comments/thoughts for consideration:

- **The Town has been prioritizing waterfront improvements since 1987....IT IS TIME!**
- **It remains one of the Town’s top strategic goals of the Strategic Plan 2013-2019 (Revised 2015)**
- **It is the focal point of Arnprior’s brand “Where the River’s Meet”**
- **The timing is very favourable to accelerate this important, legacy project:**
  - **Arnprior’s financial position is very good.**
  - **Future financial, growth projections for Arnprior remain very strong.**
  - **Debt servicing of the downtown revitalization comes off the books in 2022.**
  - **Interest rates remain low.**
- **Suggest commitment to complete the project over 2 phases, with construction starting in 2025:**
- **WE CAN AFFORD TO DO THIS!**

<b>Phase 1 (West Side of Madawaska River - 2025)</b>		
<b>Parks &amp; Trails</b>		
Waterfront Wide	\$920,000	
Robert Simpson Park	\$3,953,000	
Treatment Plant & Fishing Dock	\$223,500	
Gateway Plaza & Lookout	\$513,000	
	\$5,609,500	\$5,609,500
Contingency		\$390,500
<b>Total</b>		<b>\$6,000,000</b>
<b>Municipal Marina</b>		
Municipal Marina	\$4,115,500	
Less: Harbor Master Building & Parking Lot	-\$2,143,000	
	\$1,972,500	\$1,972,000
Contingency		\$128,000
<b>Total</b>		<b>\$2,100,000</b>
<b>Phase 2 (East Side of Madawaska River - 2030 or sooner, if possible)</b>		
<b>Parks &amp; Trails</b>		
Hydro Park	\$407,000	
Bell Park	\$2,145,500	
Less: Lookout Costs	-\$550,000	
McLean Avenue Park	\$357,000	
	\$2,359,500	\$2,359,000
Contingency		\$141,000
<b>Total</b>		<b>\$2,500,000</b>
<b>Commercial Development – (TBD only with solid business plan)</b>		
Restaurant/Other complimentary uses	\$2,143,000	
Additional Costs	\$857,000	
	\$3,000,000	\$3,000,000
Contingency		\$500,000
<b>Total (Fully Funded )</b>		<b>\$3,500,000</b>

## Phase 1

- There are several benefits of completing Phase 1 all at once.
- This will continue the momentum of the downtown revitalization, with tangible benefits for both the Town and its residents.
- The concepts and recommendations for the parks and trails are substantially agreed upon by all stakeholders.
- If the Community is to rally around this project, they need to see a much tighter timeline for completion, so that they have an opportunity to enjoy it. This should help potential fundraising efforts.
- Accelerating the implementation strategy will provide construction cost savings.
- It is necessary, if all the linkages are to be made for the waterfront trail.
- Will avoid ongoing construction, with related interruptions and mess.
- Marina docks are at end of useful lifecycle.
- The projected increased annual cost is approximately \$85,000 over the annual costs to revitalize the downtown core. THIS IS AFFORDABLE and while hard to quantify, will provide many offsetting financial benefits to both the Town and its residents.

## Phase 2

- Phase 2 has been shown to follow the payment of the debenture for Phase 1 of this project.
- The assumption is that there are likely other capital project priorities for the Town, that may make it difficult to do both Phases at the same time.
- However, at a total additional cost of approximately \$400,000 per year, one could easily make a case to proceed with both phases, at the same time.
- The debt servicing costs, include both principal and interest. The reality is that some of the principal payments are allocated to current assets that are at the end of their lifecycle and need to be replaced regardless. (ie....splash pad, boat slips, beach improvements, etc)

## Commercial Development

- I personally like the idea of a full-service, four-season waterfront restaurant, potentially with other complimentary spaces, but only when a solid business plan can be put in place. This is ultimately a decision for the Town and residents to make.
- While preliminary planning can begin, it is quite conceivable that a viable business plan is currently not possible, until current construction prices settle out.
- The Waterfront Master Plan's financial proforma for the Marina is flawed. It does not account for any income from the Harbour Master Building. A \$2.1 million dollar investment in a Harbor Master Building without income does not make any sense.
- The cost of the commercial development of \$3.5 million dollars would be fully funded through rent from a third party, with further potential for profit, taxes, and development charges. For illustration purposes, a \$3.5 million-dollar commercial development excluding land costs, adjacent to the marina, should generate approximately \$300,000 in annual Triple Net revenue, plus realty taxes.
- The restaurant can be enjoyed by the entire community.
- The restaurant/marina combination will increase potential revenue for both operations.
- The cost of the Marina (run by the Town) would be fully funded through the rental of boat slips and other related revenue sources. Grant opportunities may be available for the marina.



**Financial Considerations**

Debt Servicing (\$4,500,000) for the Downtown Revitalization (\$11,000,000) is finished in 2022

<b>Arnprior's Current Debt Servicing Costs (Principal &amp; Interest)</b>	
2017	\$2,312,014
2018	\$2,232,238
2019	\$2,351,891
2020	\$2,416,052
2021	\$2,282,189
2017-2021 Total	\$11,594,384
2017-2021 Average	\$2,318,877
2025	\$1,570,976
2026	\$1,254,025
2027	\$1,254,025
2028	\$1,254,025
2029	\$1,254,025
2025-2029 Total	\$6,587,076
2025-2029 Average	\$1,317,415
<b>Total Cost Difference</b>	<b>-\$5,007,308</b>
<b>Average Cost Difference</b>	<b>-\$1,001,462</b>

- **Potential Project Financing over 5 years, as follows:**

<b>Potential Financing</b>		
<b>Parks &amp; Trails - Phase 1</b>		<b>\$6,000,000</b>
<b>Municipal Marina</b>		<b>\$2,100,000</b>
	<b>Total</b>	<b>\$8,100,000</b>
Grants, Capital Reserves, Dev. Charges, Community Fundraising		\$3,000,000
Debenture		\$5,100,000
Annual Debenture Costs - 3.5% over 5 years	\$1,110,887	
Less: Annual Marina Net Revenue for 96 Slips	\$25,000	
Less: Annual Debt Servicing Savings from 2017/22 to 2024/29	\$1,001,462	
Increased Annual Debt Service Costs	\$84,425	
<b>Parks &amp; Trails - Phase 2</b>		<b>\$2,500,000</b>
Grants, Capital Reserves, Dev. Charges, Community Fundraising		\$1,000,000
Debenture		\$1,500,000
Annual Debenture Costs - 3.5% over 5 years	\$326,731	
Increased Annual Debt Service Costs	\$326,731	
<b>Parks &amp; Trails - Phases 1 &amp; 2</b>		
<b>Increased Annual Debt Service Costs</b>	<b>\$411,156</b>	

Further comments/ considerations:

- The location of the break wall at RSP should be upstream to match location of former wharf, which already has part of a natural break wall started.
- Consider mining some of the rock adjacent the proposed breakwater pier, both to improve parking and turnaround space. The excavated rock can then possibly be used to construct the breakwater pier.
- Does the current relationship with the Yacht Club really provide good value and use of this property for the residents of Arnprior??
  - Utilize this property for sail boats and winter boat storage, as part of the marina operations, adding another revenue source.
  - Negotiate for the building, which could be used for youth camps and activities related to the Bell Park enhancements.



**ARNPRIOR**  
• WHERE THE RIVERS MEET •

# Summer Events - 2022

Graeme Ivory, Director of Recreation

Meeting Date: May 9, 2022



# Background

- Historically, the Town of Arnprior hosts several marquee events throughout the summer, most of which are based at Robert Simpson Park.
- Due to the COVID-19 pandemic, many of these events we moved to a virtual setup in 2020 and 2021.
- With key public health indicators improving and a change in several restrictions that pertained to recreation and public events, the Town of Arnprior expects all events to return this summer along with new events being added to the calendar.



# Calendar of Events

- June
  - Recreation and Parks Month
    - ParticipACTION Community Better Challenge
    - Recreation Passport
  - Priorpalooza (June 4)
  - Concerts in the Park (June 12, 19, 26)
- July
  - Canada Day (July 1)
  - Concerts in the Park (July 3, 10, 17, 24, 31)
  - Dragon Boat Festival (July 16)
- August
  - Concerts in the Park (August 7, 14)
  - Cultural Night Market (August 27)



# Recreation & Parks Month

- June is Recreation & Parks Month
  - A movement that promotes the benefits of recreation and parks for physical, social, and environmental health.
  - Promote local programs and events, parks and facilities that are available for all citizens to enjoy.
  - Raise awareness for the role recreation programs and park spaces play as a pathway to individual, community, and environmental well-being.
  - ParticipACTION Community Better Challenge Month





# Recreation & Parks Month

- ParticipACTION Community Better Challenge
  - Town of Arnprior received a grant through ParticipACTION in the amount of \$1,490
  - Offering barrier free recreation activities for all to participate
  - Recreation & Parks Month Activity Passport
  - Track your personal physical activity minutes on the ParticipACTION App and join the Town of Arnprior team giving the municipality the chance to be crowned Canada's most active community and win \$100,000. In addition to the national winner, there will be prizes for the most active community in each Province and Territory.



# Priorpalooza

- Saturday, June 4
  - Musical Performances
  - Family Entertainment
  - Bouncy Castles
  - Food Trucks
  - Vendors
  - Celebrating Arnprior's 160<sup>th</sup> Birthday
- Train Show (Nick Smith Centre) – June 4 & 5
- Sunday Market returns to downtown on June 5
- Movies at O'Brien Theatre – June 5





# Concerts in the Park

- The sound of music returns to Robert Simpson Park this summer
  - June 12 – August 14
  - 10 different performances throughout the summer
  - Every Sunday from 2-4pm at Robert Simpson Park
  - Watch for announcements on all our performers on May 12



# Canada Day

- Musical Guests
- Family Entertainment
- Canada Day Cake
- Food Vendors
- Fireworks Display







# Dragon Boat Festival

- 6<sup>th</sup> Annual Dragon Boat Festival Returns in 2022
  - Saturday, July 16
  - Robert Simpson Park
  - Expecting over 450 participants and more than 500 spectators





# Cultural Night Market

- Grant Info

- As communities continue to adapt to COVID-19, this program provides support for projects that seek to revitalize neighborhoods and reimagine public spaces including main streets, downtown strips and plazas as vibrant and inclusive places that work for everyone.
- My Main Street supports placemaking, an approach that asks people to collectively reimagine and reshape public space to maximize its shared value. Placemaking can take the form of events that draw people into a community, murals that brighten neglected streetscapes and celebrate local artists, seating and temporary patios that allow people to gather safely outdoors, new uses for neglected or empty spaces, and more.





# Cultural Night Market

- Grant Info
  - Funding will be prioritized for projects that support sustainable placemaking strategies for their geographic area and that are designed to support economic and social benefits for equity seeking groups, including Francophone, women, Indigenous, racialized groups, Black communities, newcomers, youth (39 and under), people living with disabilities, the unhoused, low-income people, Trans or non-binary people, and or LGBTQ+.



# Cultural Night Market

- Town Application
  - The Town of Arnprior was recently named a successful recipient of a My Main Street Community Activator Program grant provided by Canadian Urban Institute in the amount of \$38,350.00.
  - The application was to host a Cultural Night Market
- Event Info
  - Saturday, August 27 from 4:00-11:00pm
  - Downtown Arnprior (John Street between Elgin and Rock Lane)
  - The Night Market will feature food vendors and artisans from various ethnicities; an opportunity for attendees to become more acquainted with neighbours and the diverse cultural backgrounds they come from.

# Questions?



• WHERE THE RIVERS MEET •



## Town of Arnprior Staff Report

**Subject:** Patio Extension Policy Amendment

**Report Number:** 22-05-09-01

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

**Department:** Community Services Branch

**Meeting Date:** May 9, 2022

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### **Recommendations:**

That Council adopt a by-law to amend By-law 6769-17 to include provisions for the construction of pedestrian sidewalk by-passes.

### **Background:**

On April 11<sup>th</sup>, Council passed the following resolution:

That Council direct staff to revise Schedule VIII – Outdoor Sidewalk Patio Café provisions of By-law 6769-17 Licensing 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).

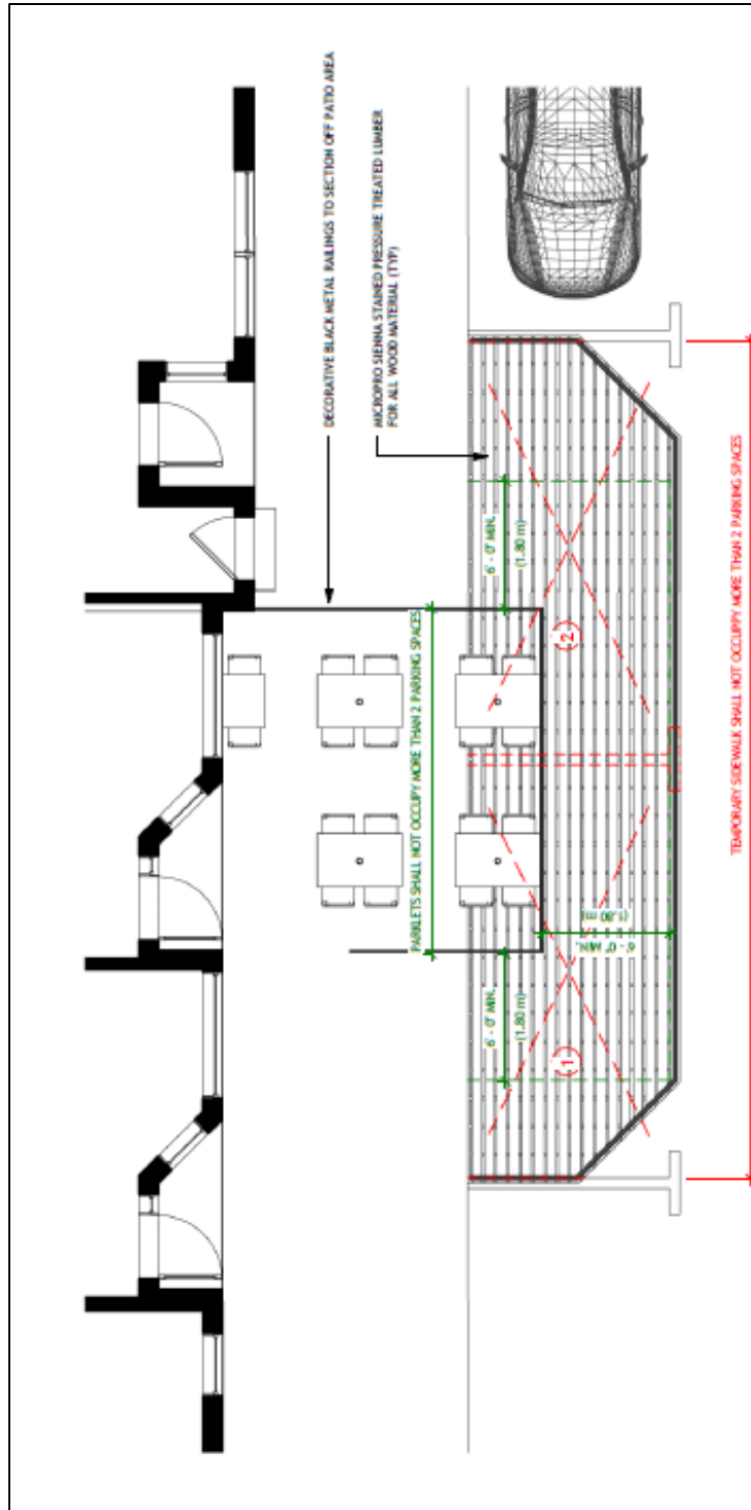
### **Discussion:**

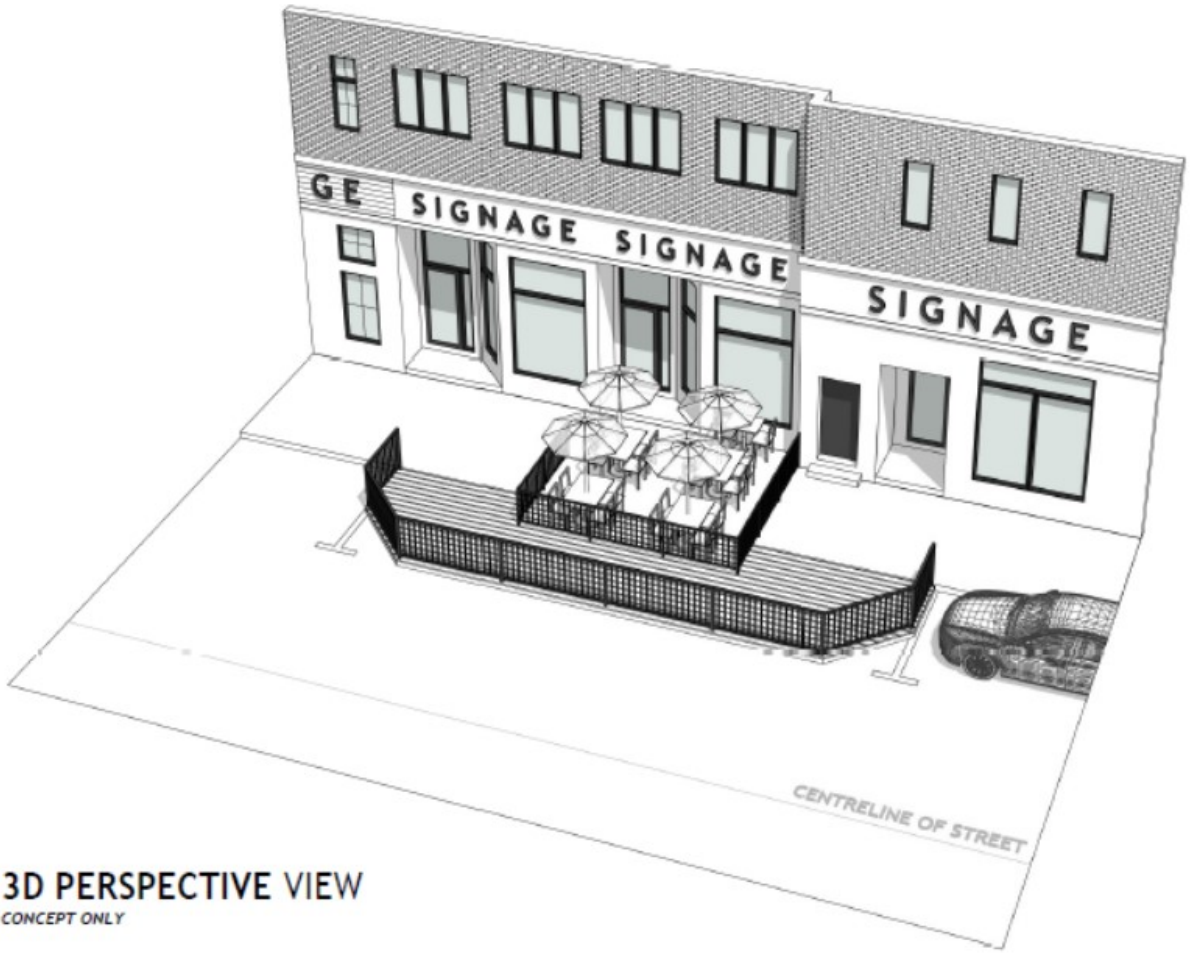
During the discussion, Council raised several questions in relation to the establishing of pedestrian by-pass platforms. Staff have researched various standard policies and provide the following additional information for Council consideration.

1. Could staff design the by-pass to ensure consistency of the construction?



Because a building permit is required for the construction, staff are not permitted to prepare design drawings, however, the policy can include guidance on material to be used and illustrations to indicate to the applicants the type of construction and layout which must be adhered to for consistency. As such the following diagrams have been included in the Schedule of the Policy and the designs must substantially conform to these diagrams:





**3D PERSPECTIVE VIEW**  
CONCEPT ONLY



2. Should a lottery system be instituted to provide control over the number of patio extension applications permitted due to the number of restaurants in the downtown core?

Based on the up-take in the pilot project, as well as the number of patios we have seen since the downtown revitalization project was completed, it is not anticipated that more than a few of the local restaurants will take advantage of the option to install pedestrian sidewalk by-passes to increase current patio sizes. In a review of other municipalities in Ontario, only larger cities such as Hamilton and Ottawa were shown to have used a lottery system at some time to control the numbers. No systems appear to be in place currently.

3. Can the Town assist financially?

The Town's newly adopted Community Improvement Plan includes a financial incentive of 50%, up to a maximum \$2,500, of the design and construction costs to create a sidewalk café for a commercial or mixed-use property. The following sidewalk café costs are considered eligible:

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

### **Options:**

Council could amend any of the provisions outlined in the policy. Staff have reviewed the current policy and similar policies from across Ontario and recommend the changes proposed in the By-law on the agenda at this time.

### **Policy Considerations:**

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

The Strategic Plan includes visions for the town including having a vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors and being known for open, exceptional and highly effective customer service delivery where our residents feel included in the process and decisions being made.

### **Financial Considerations:**

The construction and maintenance of any sidewalk patio or pop out sidewalk shall be wholly at the expense of the applicant. The Town of Arnprior will not be required to pay for any work or supply any equipment required to make public lands more suitable for the proposed sidewalk patio or pedestrian sidewalk by-pass. The Applicant may be eligible for an incentive under the Community Improvement Plan in accordance with By-law 7275-22.

**Meeting Dates:**

Council Meeting – April 11, 2022

**Consultation:**

Chief Building Official

**Documents:**

**Signatures**

**Reviewed by Department Head:**

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

**CAO Concurrence:** Robin Paquette

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





## Town of Arnprior Staff Report

**Subject:** Water Leak Adjustment Policy

**Report Number:** 22-05-09-02

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

**Department:** Client Services

**Meeting Date:** May 09, 2022

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### **Recommendations:**

That Council authorize a by-law to repeal By-Law 5923-10 and replace with Policy No. FS-BR-09, a revised Water Leak Adjustment Policy.

### **Background:**

In 2009, the Town of Arnprior implemented a new water meter system using Neptune water meters. On occasion, property owners may experience water leaks and if undetected can result in unexpected high water consumption and costly bills for the resident. In 2010, Council authorized a Water Leak Adjustment policy under By-Law 5923-10 to allow for onetime financial assistance for water leaks.

The Water Leak Adjustment Policy not only provides some financial relief for high water consumption due to unexpected leaks and encourages residents to repair leaks in a timely manner, thus encouraging water conservation and reducing the volume of water treated.

### **Discussion:**

Over the past twelve (12) years, the Town of Arnprior has provided account holders with an opportunity to request adjustments to water and wastewater charges where a leak has been repaired on the customer's side of the water meter, within a reasonable timeframe.

From 2019 to 2021, on average, the Town has processed approximately three to five water leak adjustments per year. The average financial impact of these adjustments resulted in approximately \$1,583.00 annually to assist ratepayers with financial relief.

This policy has provided the Town of Arnprior the ability to assist the consumer but also an opportunity to educate the consumer about the impact of water leaks and encourage water conservation through timely repair of leaks and helps save the Town funds by not having to treat excess water.

However, since implemented, staff have recommended that as for best practice, the policy should be reviewed every five (5) years to evaluate its effectiveness and to update as necessary. This policy provides various updates including additional clarification on the eligibility, application, and calculation of the leak adjustment. Highlights of policy updates include:

- Scope of the policy was adjustment from a one-time financial assistance to once every five years per property during the term of the applicant's ownership of the property;
- Updated eligibility requirement to clarify items such as that the overage needs to be at least two times the average monthly consumption and that the account holder needs to be in good standing.
- Provided addition factors that would make a claim ineligible such as if the excess water costs are covered by another funding source like an insurance claim.
- Provided updated application and notification forms for residents.

### **Options:**

Council could choose not to adopt the revised Water Leak Adjustment Policy or choose to amend any items contained within.

Staff does not recommend this option as the revised water leak adjustment policy provides additional information and clarification on the eligibility and application requirements, calculation of the leak adjustment and the process.

### **Policy Considerations:**

Policy FS-BR-09 Water Leak Policy

### **Financial Considerations:**

There is no additional financial impact resulting from the amended Water Leak Adjustment Policy.

### **Meeting Dates:**

The revised Water Leak Adjustment Policy was presented to the Corporate Services Advisory Committee at the May 2, 2022 meeting and the Committee supported the policy as presented.

**Consultation:**

N/A

**Documents:**

1. [Amended Policy FS-BR-09 Water Leak Policy](#)

**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: Municipal Grant Application – Renfrew County Senior Games**

**Report Number:** 2022-05-09-03

**Report Author and Position Title:** Kaila Zamojski, Deputy Clerk; Graeme Ivory, Director of Recreation

**Department:** Client Services/ Recreation

**Meeting Date:** May 9, 2022

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### **Recommendations:**

That Council waive the user fees and charges for the 2022 Renfrew County Senior Games In-Kind municipal grant request for use of the Nick Smith Centre Arena Ice Pad on May 18, 2022 to host the Carpet Bowling Event (value \$625.00); and

Further That due to ineligibility under the Support Funding stream that the request for \$500 for the 2022 Renfrew County Senior Games Event be declined; and

Further that Renfrew County 55+ Senior Games be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured; and

Further That Renfrew County 55+ Senior Games be advised that it is mandatory to follow all public health guidelines that are in place at the time of the event

### **Background:**

The Town's Municipal Grants Policy, was last updated on November 23, 2020, and helps to define the purpose, scope and procedures for Council to provide municipal grants to organizations that provide programs or services that address an identifiable need or problem in the community and bestow some community-wide benefit. Municipal Grant streams authorized under the policy include:

- Support Funding (Maximum 1 request per year, \$3,000 limit per request)
- In-Kind Support – Partnership (Maximum 2 requests per year)
- In-Kind Support – Single (Maximum 2 requests per year)
- Festivals & Event Support – (Maximum 1 request per year, \$5,000 limit per request)



In order to qualify for Municipal Grant Funding applicants are required to complete the application form and meet various qualification criteria, including demonstration of financial need. Applications are received and evaluated based on the qualifications and eligibility criteria listed in Section 3 of the Municipal Grants Policy. Depending on the funding stream, the applications received come forward to Council in the form of a Staff Report or through an Action Item.

In 2018, prior to the renewal of the Municipal Grants Policy, by way of an Action Item, Council provided the Renfrew County 55+ Senior Games with \$500.00 to support the rental of the Nick Smith Centre Community Hall as well as to assist with purchasing awards for the award ceremony.

The Town of Arnprior has historically hosted Renfrew County 55+ Senior Games events, primarily carpet bowling. Arnprior residents do compete in this event as well as many of the over 36 sanctioned sports and activities that are comprised of these games and hosted throughout Renfrew County. As a host venue, Arnprior welcomes participants from across Renfrew County for carpet bowling with the winners poised to advance to the Provincial games.

### **Discussion:**

The Renfrew County 55+ Senior Games submitted a grant request under both the In-Kind and Support Funding streams of the Municipal Grant Policy. The Renfrew County 55+ Senior Games have requested 100% of the fees to be waived for the use of an Arena Ice Pad at the Nick Smith Centre, on May 18, 2022, which is equivalent to a total cost of \$625.00, not inclusive of HST and under the Support Stream \$500 in cash funding.

The request was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, outlined in Appendix B: Evaluation Matrix – Renfrew County 55+ Senior Games, and was found to be in compliance with all requirements, except for the “demonstration of financial need.”

### **Financial Need Analysis:**

When reviewing the financial information received in the Renfrew County 55+ Senior Games application, two key factors to determine financial need are (a) whether or not the event itself will generate a surplus or deficit and (b) what financial resources exist (cash, savings, investments, etc) and are uncommitted.

A review of the event budget demonstrates:

Projected Revenues	\$17,807.50
Projected Expenses	<u>\$16,671.00</u>
Projected Event Surplus	\$1,136.50

Financial information provided in the application also indicates that the organization has \$20,548 in available funds to them through their operating bank account and investments which would increase by \$1,136.50 should the event surplus be as projected.

Staff reached out to the Renfrew County 55+ Senior Games to determine if there was any specific reason for their surplus and available funds in their accounts, with the response being that the funding is there in case new equipment is needed to be purchased, and/or if a senior requires financial assistance in order to advance on to Provincial or National Senior Games. The projected expenses do already include some funding for those advancing to the provincial or national games.

As the event would still result in a projected \$1,100 surplus for funds without the \$500 in cash support and their available fund balance is over \$20K, the \$500 request is not recommended. However, providing the in-kind support request of waiving the fees for the Nick Smith Centre Arena Ice Pad on May 18, 2022 to host the carpet bowling event is recommended.

### **Annual Applications:**

As Municipal Grant Applications can be submitted each year, the financial need demonstrated by the applicant will be re-evaluated for each submission in subsequent years.

### **Options:**

Other options for Council consideration include:

1. Choose to support the Renfrew County 55+ Senior Games request for \$500.00 in Support Funding;
2. Choose to support the Renfrew County 55+ Senior Games request at a different amount as determined by Council;
3. Choose not to support the Municipal Grant Request as a whole. Staff does not recommend this, as this event is an event that supports the physical, social and mental well-being of our older adult community.

### **Policy Considerations:**

The Municipal Grants Policy aligns with the Town's Strategic Plan of effective service delivery, as well as growth and expansion. Providing Municipal Grants to eligible organizations, allows the Town of Arnprior to have various programs and events, which compliment or support those offered by the municipality, which contributes to the overall growth of the Town.

This request also aligns with the Age Friendly Community Plan, approved by the Town of Arnprior in 2016. This event supports the older adult community of Arnprior and the surrounding areas, through promoting physical and mental well-being, and maintaining good health, through participation in sport.

## **Financial Considerations:**

This Municipal Grant request falls under two streams of the policy, being In-Kind and Support Funding, where staff is recommending providing support by way of In-Kind through the waiving of user fees and charges. While other revenue-generating programs could be using the Arena Ice Pad on May 18, 2022, staff does consider this event to be one of benefit for the Town of Arnprior, and does not see this as a barrier for approving the space for the Carpet Bowling portion of the event.

## **Meeting Dates:**

None

## **Consultation:**

- General Manager, Client Services/ Treasurer
- Town Clerk
- CAO

## **Documents:**

1. Appendix A – Evaluation Matrix – Renfrew County 55+ Senior Games
2. Appendix B – Municipal Grant Application Form – Renfrew County 55+ Senior Games

## **Signatures**

**Reviewed by Department Head:**

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

**CAO Concurrence:** Robin Paquette

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

## Appendix A – Evaluation Matrix – Renfrew County 55+ Senior Games

Applicant: Renfrew County 55+ Senior Games	Meets Criteria	Notes
<b>Qualification Criteria</b>		
A not-for-profit or charitable organization operating in the Town of Arnprior (other community groups may be considered based on demonstrated benefit to overall community)	Yes	Operating in the County of Renfrew – hosting an event in the Town of Arnprior
Hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior	Yes	Benefits all seniors 55+ in the County of Renfrew, which includes those in the Town of Arnprior.
Using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments	Yes	
Demonstrates financial need	No	See financial information submitted - demonstrating a surplus of funds in their operating account, and GIC account.
Demonstrates having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc. where applicable	Yes	
Completed and submitted the appropriate application form a minimum of 60 days prior to their need	Yes	
<b>Eligibility Criteria</b>		
1. Overall contribution to community		
The Renfrew County 55+ Senior Games provides a sporting event for senior adults to participate in multiple types of sporting games. This event not only supports residents in Arnprior, but also brings seniors and their families from all over the County of Renfrew to Arnprior for an event.	Yes	

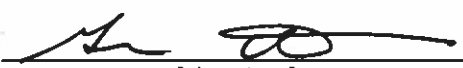


2. Supports & promotes Town’s vision, values and strategic priorities		
Provides an event that is not otherwise offered (service delivery). This event also supports the Town’s goal of being an “Age Friendly Community” by supporting and providing an event for the older adult population.	Yes	
3. Financial Management of the community organization		
They rely on support from municipalities, as they are a not-for-profit organization and monies raised throughout the year are used to offset costs of purchasing equipment and assisting seniors financially in advancing to other levels of Senior Games either provincially or nationally.	Yes	
4. Demonstrated support of volunteers		
Not For Profit Organization with 8-10 volunteers, and more for event day support.	Yes	
5. Demonstrated the benefits to the residents of the Town of Arnprior		
Providing an event to residents that does not otherwise exist in Arnprior, and provides an avenue for physical, social and mental well-being of the older adult/ senior community in Arnprior and the County of Renfrew.	Yes	
NOTES:		



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

### Municipal Grants Application

<b>General Information</b>	Submission Date: <u>APRIL 6/22</u>		
Name of Organization:	<u>RENFREW COUNTY SR GAMES</u>		
Street Address:	<u>23 LAURENTIAN PC</u>		
City/Town:	<u>ARNPRIOR</u>	Postal Code:	<u>K7S 2X6</u>
Contact Person:	<u>GLENN ARTHUR</u>	Position/Title:	<u>VICE CHAIR</u>
Telephone:	<u>613 862-4899</u>	Fax Number:	
E-mail:	<u>goaliearch35@gmail.com</u>		
What is your organization's status?	Charitable	Not-for-profit	Other
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorization:	I declare that I am authorized to sign this grant request on behalf of <u>RENFREW COUNTY SR GAMES</u> <small>(insert name of organization)</small>		Name (print): <u>GLENN ARTHUR</u>
	 <small>[signature]</small>		Position/Title: <u>VICE CHAIR</u>
	<u>APRIL 6/2022</u> <small>[date]</small>		Phone: <u>(613) 862-4899</u>
Please provide project/event date(s) or any relevant timelines related to this request.			
<p><u>PLEASE SEE ATTACHED REGISTRATION PACKAGE THAT LISTS DATES AND TIMES OF 2022 RENFREW COUNTY SR GAMES</u></p>			

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Grant Request	Please check applicable request	Brief description of request (i.e. dollar amount and/or type of in-kind support, staffing requirements)
Support Funding (complete Parts A and B)	<input checked="" type="checkbox"/>	<p>500 GRANT TO HELP SUPPORT RENFREW COUNTY SR GAMES TO PROVIDE MEALS LUNCHES AND FINANCIAL AID TO PARTICIPANTS WHO MAY QUALIFY FOR PROVINCIAL GAMES IN PETERBOROUGH FROM AUGUST 9-11 2022</p>
In-Kind Support (Partnership) (complete Parts A and B)	<input checked="" type="checkbox"/>	<p>THE USE OF THE BERT HALL OR GLENN ARTHUR ARGNA TO HOST THE CARPET BOWLING EVENT ON MAY 18 2022</p>
In-Kind Support (Single) (complete Part A)	<input type="checkbox"/>	
Festivals and Events Support Funding (complete Parts A and B)	<input type="checkbox"/>	

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**Part A** (to be completed for all municipal grant requests)

**Organization/Grant Information**

What is the function of your organization (mandate/key objectives)?

PLEASE SEE ATTACHED A COPY OF THE RENFREW COUNTY SR GAMES BY-LAW'S WHICH PROVIDE OUR MISSION STATEMENT, GOALS AND OBJECTIVES

Please provide an overview of the service, program or event being supported with this funding.

EACH YEAR THE RENFREW COUNTY SR GAMES COMMITTEE OFFERS SUMMER AND WINTER GAMES TO THE RESIDENTS OF RENFREW COUNTY WHO ARE 55+ IN AGE. EACH MUNICIPALITY IN RENFREW COUNTY PARTICIPATES BY HELPING WITH CASH GRANTS AND FACILITIES TO HOST THE VARIOUS EVENTS THAT ARE OFFERED. PARTICIPANTS MAY QUALIFY TO PARTICIPATE IN THE PROVINCIAL GAMES

Please explain how this service, program or event benefits the Town of Arnprior and its residents.

TOWN OF ARNPRIOR RESIDENTS WHO ARE 55+ IN AGE QUALIFY TO PARTICIPATE IN THE RENFREW COUNTY SR GAMES. THEY MAY ALSO QUALIFY TO PARTICIPATE IN THE FOLLOWING PROVINCIAL GAMES. IF HOSTED, PARTICIPANTS CAN BE TRANSFERRED TO PARTICIPATE IN THE GAMES, WHERE EVER THEY MAY BE HOSTED IN THE COUNTY

Does your organization use volunteers?

Yes  No

If yes, how many volunteers are involved and in what capacity? (e.g. administration, service level, etc.)

OUR ORGANIZATION USES VOLUNTEERS AT ALL LEVELS. FROM THE EXECUTIVE TO ADMINISTRATION, TO PUTTING ON THE GAMES AS EVENT CO-ORDINATOR AND OFFICIALS. THE BD OF DIRECTORS CONSISTS OF 8-10 VOLUNTEERS ALONG WITH STAFF REPS FROM RENFREW COUNTY MUNICIPALITIES

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<p>Please select target population that will benefit from this request.</p>	<p><b>Age Range:</b></p> <p><input type="checkbox"/> Children (Ages 0-12)</p> <p><input type="checkbox"/> Youth (Ages 13-18)</p> <p><input checked="" type="checkbox"/> Adults (Ages 19-59)</p> <p><input checked="" type="checkbox"/> Seniors (Ages 60+)</p>	<p><b>Number of participants benefitting from this request:</b></p> <p><input type="checkbox"/> 1-50</p> <p><input type="checkbox"/> 51-100</p> <p><input type="checkbox"/> 101-499</p> <p><input type="checkbox"/> 500-1000</p> <p><input type="checkbox"/> &gt;1000</p>
---	---	---

<p>Does this request align with the Town of Arnprior's <a href="#">Strategic Plan</a>, as determined by Council?        Please explain.</p>	
<p><b>Key Priorities</b></p> <ul style="list-style-type: none"> <li>Economic Development – Attraction, retention and marketing initiatives and economic impact</li> </ul>	<p>THIS ECONOMIC DEVELOPMENT IS SPREAD OUT ACROSS RENFREW COUNTY AS EACH MUNICIPALITY PROVIDES SERVICES TO HOLD AT LEAST ONE EVENTS, ALLOWING THE PARTICIPANTS TO VISIT MORE THAN ONE MUNICIPALITY</p>

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**ARNPRIOR**  
WHERE THE RIVERS MEET

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<ul style="list-style-type: none"> <li>Community Well Being – Community support, arts and culture, recreational and leisure, health and well being support initiatives</li> </ul>	<p>OUR BY LAWS ARE ATTACHED TO THIS APPLICATION AND THE GOALS THAT ARE LISTED SHOW THE COMMUNITY WELL BEING AND COMMUNITY SUPPORT SINCE 2019 THE DEVELOPMENT OF THE SR ACTIVE LIVING CONCEPT HAS SHOWN A HUGE AMOUNT OF COMMUNITY SUPPORT</p>									
<p>Has your organization received support from the Town of Arnprior in previous years?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>UP UNTIL COVID-19 THERE WAS FUNDING SET ASIDE IN THE MUNICIPAL BUDGET OF \$500/YEARLY TO HELP SPONSOR THE RENEW COUNTY SR CAMPS</p>	<p>If yes, please provide additional details below.</p> <table border="1"> <tr> <td data-bbox="635 840 1002 943"> <p>Dollar (\$) value received:</p> </td> <td data-bbox="1002 840 1516 943"> <p>\$ 500.00 GRANT</p> </td> </tr> <tr> <td data-bbox="635 943 1002 1160"> <p>Service/ Program/ Festival/ Event grant support was received for:</p> </td> <td data-bbox="1002 943 1516 1160"> <p>USE OF FACILITIES TO HOST THE EVENTS</p> </td> </tr> <tr> <td data-bbox="635 1160 1002 1552"> <p>Type of grant support received:</p> </td> <td data-bbox="1002 1160 1516 1552"> <p><input checked="" type="checkbox"/> Support Funding <input checked="" type="checkbox"/> In-Kind Support <input type="checkbox"/> In-Kind Partnership <input type="checkbox"/> Festival and Event Support Funding</p> </td> </tr> <tr> <td data-bbox="635 1552 1002 1874"> <p>Was Town staff support provided?</p> <p>If yes, in what capacity?</p> </td> <td data-bbox="1002 1552 1516 1874"> <p>THE PROGRAM IS PART OF THE RECREATION DEPT. HOLDS OUT DURING THE LEVENS FOR SET UP AND OFFICERS. NOTE THAT THIS IS NO LONGER NEEDED AS WE HAVE SECURED VOLUNTEERS</p> </td> </tr> </table>		<p>Dollar (\$) value received:</p>	<p>\$ 500.00 GRANT</p>	<p>Service/ Program/ Festival/ Event grant support was received for:</p>	<p>USE OF FACILITIES TO HOST THE EVENTS</p>	<p>Type of grant support received:</p>	<p><input checked="" type="checkbox"/> Support Funding <input checked="" type="checkbox"/> In-Kind Support <input type="checkbox"/> In-Kind Partnership <input type="checkbox"/> Festival and Event Support Funding</p>	<p>Was Town staff support provided?</p> <p>If yes, in what capacity?</p>	<p>THE PROGRAM IS PART OF THE RECREATION DEPT. HOLDS OUT DURING THE LEVENS FOR SET UP AND OFFICERS. NOTE THAT THIS IS NO LONGER NEEDED AS WE HAVE SECURED VOLUNTEERS</p>
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<p>Type of grant support received:</p>	<p><input checked="" type="checkbox"/> Support Funding <input checked="" type="checkbox"/> In-Kind Support <input type="checkbox"/> In-Kind Partnership <input type="checkbox"/> Festival and Event Support Funding</p>									
<p>Was Town staff support provided?</p> <p>If yes, in what capacity?</p>	<p>THE PROGRAM IS PART OF THE RECREATION DEPT. HOLDS OUT DURING THE LEVENS FOR SET UP AND OFFICERS. NOTE THAT THIS IS NO LONGER NEEDED AS WE HAVE SECURED VOLUNTEERS</p>									

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If this submission/request differs from previous year(s), please describe the difference?

THE ONLY DIFFERENCE FROM  
PAST YEARS IS THAT WE NO  
LONGER REQUIRE USE OF STAGE  
TO HOLD WITH ARNPRIOR EVENTS

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**Part B** (to be completed for the following Streams: Support Funding, In-kind Partnership, Festivals and Events)

**Financial Information**

Indicate your organizations fundraising policy. Comment on your organizations fundraising plans for the current year and upcoming years. (If Applicable)

THE ROWFROW COUNTY SR GAMES COMMITTEE HAS A FUNDRAISING CHAIRPERSON WHO SENDS OUT TO ALL MUNICIPALITIES REQUESTING FINANCIAL AID TO HELP SUPPORT THE GAMES. AID MAY COME IN BOTH FINANCIAL AND FACILITY RENTALS

Does your organization raise enough money through fundraising to cover its expenses? If not, indicate your organizations plan to pay these expenses. (If Applicable)

FORTUNATELY, WE ARE ABLE TO RAISE ENOUGH FUNDS EACH YEAR TO FACILITATE PUTTING ON THE GAMES. ANY EXCESS FUNDS THAT ARE LEFT OVER ARE PUT TOWARDS PURCHASING EQUIPMENT TO ENSURE THAT WE CAN PUT ON THE GAMES EACH YEAR

Indicate if you received funding or are seeking funding from sources other than the municipality.

EACH YEAR THE FUND RAISING CHAIRPERSON SUBMITS WRITTEN REQUESTS TO EACH MUNICIPALITY IN ROWFROW COUNTY TO HELP SUPPORT THE ROWFROW COUNTY SR GAMES IN BOTH CASH AND FACILITY SUPPORT

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Funding provided must benefit the residents of the Town of Arnprior. Please indicate how the funding would be used to benefit the residents of Arnprior.

FUNDING RECEIVED WOULD HELP OUR ARNPRIOR RESIDENTS PARTICIPATE IN ANY OR ALL OF THE EVENTS INCLUDED IN THE ROWFREN COUNTS SR GAMES, AS WELL AS TO HELP OUR RESIDENTS WHO MAY QUALIFY TO ATTEND THE PROVINCIAL GAMES TO FOLLOW.

In what way is your organization working on becoming self-sufficient?

ALTHOUGH IT WOULD BE NICE TO BECOME SELF SUFFICIENT, THE SMALL PROFIT THAT IS BUDGETED TO BE MADE EACH YEAR IS PUT ASIDE TO PURCHASE NEW EQUIPMENT FOR THE GAMES AS WELL AS ENSURE THAT WE HAVE A STORAGE PLACE FOR OUR EQUIPMENT

What effect would the denial of all or a part of this request have on your organization and/or the event/activity/program/service you are applying for?

DENIAL OF OUR REQUEST WOULD NOT SEE US HAVE TO CANCEL THE GAMES. INSTEAD WE WOULD FIND THAT WE MAY HAVE TO CUT BACK ON SOME OF THE THINGS THAT ARE OFFERED TO OUR PARTICIPANTS IN WAY OF TRAVEL, FOOD, ETC.

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Has your participation been greater, less or more than last year? (If Applicable)

OUR GAMES HAVE BEEN CANCELLED SINCE 2019 DUE TO COVID-19. THE 2022 GAMES WE ARE Hoping will bring our SR IN RENFRE COUNTY'S BACK OUT TO PARTICIPATE ONCE AGAIN.

**Part B (cont'd)**

Projected Budget (SEE ATTACHED)	
Please fill out the projected budget for your organization's festival/event/initiative/project below.	
<u>Revenue Description</u>	<u>Budget Amount</u>
Grants – Federal and/or Provincial	\$
Grants – Town of Arnprior	\$
Donations/Sponsorships	\$
Earned Income	\$
Applicant Contribution	\$
User Fees	\$
Membership Fees	\$
Fundraising Efforts	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
<b>Total Revenue</b>	<b>\$</b>


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<u>Expenses Description</u> (SEE ATTACHED)	<u>Budget Amount</u>
Salaries and Benefits	\$
Advertising and Promotion	\$
Entertainment	\$
Administration	\$
Facilities Rental	\$
Prizes and Awards	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
<b>Total Expenses</b>	<b>\$</b>

Please attach the listed documentation to your completed application.	<input checked="" type="checkbox"/> Most recent financial statements  <input checked="" type="checkbox"/> Financial statement from previous year or previous festival/event  <input checked="" type="checkbox"/> Budget for program, service, festival/event  <input type="checkbox"/> Proof of incorporation, if applicable  <input checked="" type="checkbox"/> Proof of insurance (required if funding is approved)
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 (initial)	I hereby acknowledge that the Town of Arnprior requires any successful applicant to provide a follow-up report, as described in the Municipal Grants Policy.
--	--


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## Conditions of Assistance

- a) Any Grant funding provided by the Town of Arnprior must be applied to current expenses associated with the approved project, and not be used to subsidize any other project of the applicant, or to reduce or eliminate accumulated deficits.
- b) The Town of Arnprior must be notified in writing of any significant changes and/or purpose of the supported activity or event. In the event that the activity or event is not completed, or does not move forward, the Town of Arnprior reserves the right to request the return of any grant funding provided.
- c) Receipt of a grant does not guarantee funding the following or any subsequent year.
- d) The applicant acknowledges and agrees that the Town of Arnprior shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the organization arising out of or in any way related to the approved program/event/ service.
- e) Where applicable, the Town of Arnprior must be acknowledged on promotional materials related to the funded activities/event, including but not limited to brochures, print ads, programs, posters, signage and media releases, as well as websites, e-newsletters, and social media campaigns, where possible. The Marketing and Economic Development Officer will require information from the applicant, in advance on what materials/ electronic formats the Town's logo will be included on to ensure compliance with the Town's brand guidelines.
- f) The Town of Arnprior reserves the right to an onsite presence, or formal role, at Festivals and Events. Failure to acknowledge the Town's support may result in the inability of an organization to obtain grant support in future years.

 (initial)	I acknowledge that I have read and understand the Condition of Assistance for receipt of Town of Arnprior Municipal Grants. I also acknowledge that I have read and agree to follow the Town of Arnprior's Municipal Grants Policy.
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# Renfrew County

## 55+ Games

**Registration Deadline Apr 22/22**

Late registrations may be accepted up to 10 days prior to the event if schedule permits.

First Name:		Last Name:	
<input type="checkbox"/> Female	<input type="checkbox"/> Male	Year of Birth:	
Address:		City/Town:	
Postal Code:		Telephone #	

**Do you intend to represent the District at the Provincial Games in Peterborough on August 9 to 11 at a cost of \$169.50. YES  NO**

*Check all events* you wish to enter and indicate the division you wish to participate when there is more than one option. For games that require partner, list your partner's name(s).

Check	Date	Events	Town	Time	Division
	9-May	Cribbage	Cobden	1:00 PM	Open Doubles
	10-May	5-Pin Bowling	Deep River	9:00 AM	Signles <input type="checkbox"/> Teams <input type="checkbox"/> Average: _____ Team Captian:
	10-May	Prediction Walking	Braeside	11:00 AM	55+ <input type="checkbox"/> 3.0K or 75+ <input type="checkbox"/> 1.6k Men <input type="checkbox"/> Women <input type="checkbox"/>
	10-May	Nordic Walking	Braeside	1:00 PM	55+ <input type="checkbox"/> 3.0K or 75+ <input type="checkbox"/> 1.6k Men <input type="checkbox"/> Women <input type="checkbox"/>
	11-May	Darts Men's & Women	Deep River	9:30 AM	Men's <input type="checkbox"/> Women <input type="checkbox"/> Doubles Partner:
	11-May	Pickle Ball	Renfrew	9:00 AM	Mixed Doubles Partner:
	11-May	Pickle Ball	Renfrew	1:00 PM	Men's <input type="checkbox"/> Women <input type="checkbox"/> Doubles Partner:
	17-May	Bid Euchre	Pembroke	1:00 PM	Open Doubles Partner:
	18-May	Carpet Bowling	Arnprior	9:00 AM	Open Doubles Partner:
	18-May	Darts Mixed	Deep River	9:30 AM	Mixed Doubles Partner:
	25-May	Bocce Ball	Deep River	9:30 AM	Mixed Doubles Partner:
	26-May	Lawn Bowling	Deep River	9:30 AM	Mixed Doubles Partner:
	27-May	Contract Bridge	Eganville	10:00AM	Open Doubles Partner:
	31-May	Floor Shuffleboard	Barry's Bay	9:00 AM	Open Doubles Partner:
	31-May	Euchre	Renfrew	1:00 PM	Open Doubles Partner:
	1-June	Golf	Eganville	9:30 AM	Calloway Men <input type="checkbox"/> Women <input type="checkbox"/> 55+ <input type="checkbox"/> 65+ <input type="checkbox"/> 75+ <input type="checkbox"/>
	2-June	Tennis	Deep River	10:00 AM	Men <input type="checkbox"/> Women <input type="checkbox"/> Mixed <input type="checkbox"/> Doubles 55+ <input type="checkbox"/> 65+ <input type="checkbox"/> 75+ <input type="checkbox"/> Partner:
	15-June	Annual General Mtg.	Pembroke	2:00 PM	

Difficulty Climbing Stairs YES  NO  Do you require wheelchair Assistance? YES  NO

EMERGENCY MEDICAL CONTACT	
First Name:	Last Name:
Telephone Number:	



# Renfrew County

**Registration Deadline Apr 22/22**

Late registrations may be accepted up to 10 days prior to the event if schedule permits.

The AGM on June 15 at 2:00pm be held at the Pembroke Active Living Centre but limited to 26 people but we will also be letting people join the meeting via Zoom. If you plan to attend to attend by Zoom please email Mark Ling at [newmarkwork@gmail.com](mailto:newmarkwork@gmail.com) to register. The zoom link will be sent before the meeting.

The Ontario Senior Games Association (OSGA) has requested that participants register and pay their membership fees online this year using the OSGA data base at <https://osga55plus.ca/>. The District 5 Board has decided this year that District 5 would pay the OSGA membership fee of \$15 for anyone taking part in the events this year. It is still requested that this year you register using the OSGA website but at the end please click on PAY BY Cheque. This will enter you into the database and no payment required.

If you are **NOT** registering on-line, please fill out this form, including the waiver form and submit the forms to the address below along with event fees.

### FEES

OSGA Participant.....	\$0.00
1 <sup>st</sup> Event .....	\$5.00
Additional Event fee .....	\$3.00
Golf (includes cart) .....	\$45.00
Bowling .....	\$15.00

### Fee Summary

OSGA Participant.....	\$ 0.00
1 <sup>st</sup> Event .....	\$5.00
Additional Event fee (\$3.00 each game).....	\$ _____
Golf (includes cart) .....	\$ _____
Bowling .....	\$ _____
TOTAL _____	

You must read and submit the registration and waiver forms. If you registered online then you would have completed the waiver forms and would not have to submit the waiver forms with the games form.

*Mail Completed registration form with Cheques payable to Renfrew County Senior Games*

**TO: Renfrew County 55+ Games  
c/o Irene Churchill  
107 Tom Gavinske St.  
Amprior Ontario K7S 0C6**

For more information call: 613-633-1851

**NO REFUNDS WILL BE ISSUED**

**NOTE:** If you are driving to an event and are willing to provide a ride to someone, please check this box

**ONTARIO SENIOR GAMES ASSOCIATION**  
**ASSUMPTION OF RISK, WAIVER OF CLAIMS, AND RELEASE OF LIABILITY AGREEMENT**  
(This Agreement *must be signed and all boxes checked* prior to participation or volunteering.)

Name: \_\_\_\_\_

This is a binding legal agreement. Clarify any questions or concerns before signing.

**ACTIVITIES**

I am participating or volunteering in the activities, programs, classes, services or events (collectively the "Activities") sponsored or organized by the Ontario Senior Games Association ("OSGA") or OSGA's Districts. I agree that the OSGA and its Directors, Officers, employees, coaches, volunteers, officials, participants, agents, sponsors, organizers, owners/operators of the facilities in which the Activities take place, Districts, and representatives, in addition to the Province of Ontario and all municipalities within the OSGA's designated Districts (collectively the "Organization") are not responsible for any injury, personal injury, damage, property damage, expense, loss of income or loss of any kind that I suffer during or as a result of participating or volunteering in the Activities and/or when caused by the negligence of the Organization.

When you are a volunteer who is younger than 18 years old, your parent/guardian must acknowledge and agree to the terms described in this document on your behalf and references in this document to you agreeing to or acknowledging a risk or term is understood to be referring to your parent/guardian agreeing to or acknowledging the risk or term on your behalf.

**RISKS**

The Activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution or expertise can eliminate, including without limitation, the potential for serious bodily injury, permanent disability, paralysis, and loss of life. These risks include:

- a) **Health:** executing strenuous and demanding physical techniques; physical exertion; overexertion; stretching; dehydration; fatigue; cardiovascular workouts; rapid movements and stops; lack of fitness or conditioning; traumatic injury; sprains and fractures, spinal cord injuries, bacterial infections; rashes; and the transmission of communicable diseases, including viruses of all kinds, bacteria, parasites or other organisms or any mutation thereof;
- b) **Premises:** defective, dangerous or unsafe condition of the facilities; falls; collisions with objects or barriers that are a part of the premises; dangerous, unsafe, or irregular conditions on the ground, floor, ice, grass, turf or other surfaces; extreme weather conditions; and travel to and from the premises;
- c) **Use of equipment:** mechanical failure of the equipment; negligent design or manufacture of the equipment; the provision of, or the failure by, the Organization to provide any warnings, directions, instructions or guidance as to the use of the equipment; failure to wear safety or protective equipment; and failure to use or operate equipment within my own ability;
- d) **Contact:** contact with participants, equipment, machines and equipment, or other persons; and other contact that may lead to serious bodily injury, including but not limited to concussions and/or other brain injury or serious spinal injury;
- e) **Advice:** negligent advice regarding the Activities;
- f) **Ability:** failing to act safely or within my own ability or within designated areas;
- g) **Sport:** the inherent risks of participating or volunteering in sport, including but not limited to slipping or falling on ice or the floor or ground; being hit with or tripping on sports equipment; dropping a weight, ball or other equipment onto any part of my body; and the malfunction of an exercise machine or other piece of equipment;
- h) **Conduct:** my conduct and the conduct of other persons including any physical altercation between participants or volunteers; and
- i) **Travel:** travel to and from the Activities

I accept the inherent risks of participating and/or volunteering in sport

**Cyber:** The Organization may offer or promote online programming (such as webinars, virtual competitions, remote conferences, workshops, and online training) which has different foreseeable and unforeseeable risks than in-person programming. These risks include privacy breaches, hacking, technology malfunction or damage.

I accept the online programming risks

**Coronavirus disease (COVID-19):** COVID-19 has been declared a worldwide pandemic by the World Health Organization and is contagious. The Organization has put in place preventative measures to reduce the spread of COVID-19, however, the Organization cannot guarantee that I will not become infected with COVID-19. Further, participating or volunteering in the Activities could increase my risk of contracting COVID-19 or any other contagious disease.

**COVID-19 Protocol:** The Organization may develop COVID-19 protocols to which all participants and volunteers must adhere. I have reviewed the COVID-19 protocols and, when applicable, responded to any COVID-19 questionnaire or compliance declaration provided to me by the Organization. The Organization has the discretion to remove me from the Activities if I do not comply with the protocols.

I accept the COVID-19 risks and the COVID-19 protocols

**Negligence:** The Organization may be negligent, which may include failure by the Organization to take reasonable steps to safeguard or protect me from the risks, dangers and hazards associated with participating or volunteering in the Activities. (Does not apply to volunteers younger than 18 years old)

I accept that the Organization may be negligent

## TERMS

In consideration of the Organization allowing me to participate or volunteer in the Activities, I agree:

- a) that the sole responsibility for my safety remains with me;
- b) that I am not relying on any oral or written statements made by the Organization or their agents, whether in a brochure or advertisement or in individual conversations, to agree to participate or volunteer in the Activities;
- c) that I am responsible for my surroundings and the location and equipment that I select;
- d) that my mental and physical condition is appropriate to participate or volunteer in the Activities and I assume all risks related to my mental and physical condition;
- e) to comply with the rules and regulations for participating or volunteering in the Activities;
- f) to comply with the rules of the facility and use of equipment;
- g) that if I observe an unusual or significant hazard or risk, I will remove myself from participation and bring my observations to a representative of the Organization immediately;
- h) the risks associated with the Activities are increased when I am impaired and I will not participate if impaired in any way;
- i) that it is my sole responsibility to assess whether any Activities are too difficult for me. By commencing an Activity, I acknowledge and accept the suitability and conditions of the Activity;
- j) that COVID-19 is contagious in nature and I may be exposed to, or infected by, COVID-19 and such exposure may result in personal injury, illness, permanent disability, or death;
- k) that I am responsible for choosing my safety or protective equipment and the secure fitting of that equipment; and
- l) that negligence includes failure on the part of the Organization to take reasonable steps to safeguard or protect me from the risks, dangers and hazards associated with the Activities.

## ACTIVITIES STATUS

I agree that the Organization has the discretion to cancel any scheduled Activities or modify the structure of any Activities due to a public health or safety issue, which may include removing specific disciplines or age groups from a competition, changing a competition format, or changing the manner in which individuals become eligible to participate.

I agree that the Organization may implement and enforce guidelines for participating or volunteering that may include adhering to 'Return to Play' protocols, signing declarations of compliance, or requiring that personal protective equipment be worn by participants and volunteers. The Organization has the discretion to remove any individual who does not comply with the Return to Play protocols, sign a declaration, or wear personal protective equipment. When required, I am responsible for providing my own personal protective equipment.

## DISCLAIMER

I assume all risks arising out of, associated with, or related to, participating and volunteering in the Activities and waive any and all claims that I may have now or in the future against the Organization. I accept and fully assume all such risks and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from participation in the Activities. (Does not apply to volunteers younger than 18 years old)

I forever indemnify and release the Organization from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which I have or may have in the future, that might arise out of, result from, or relate to, participation in the Activities, even though such Claims may have been caused by any manner whatsoever, including but not limited to, the Organization's negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of the Organization. (Does not apply to volunteers younger than 18 years old)

The Organization is not responsible or liable for any damage to my vehicle, property, or equipment that may occur as a result of participating or volunteering in the Activities. This Agreement is intended to be as broad and inclusive as is permitted by law of the Province of Ontario and if any portion thereof is held invalid, the balance shall continue in full legal force and effect. I agree to file any lawsuit against the Organization in the Province of Ontario and further agree that the substantive law of the Province of Ontario will apply with regard to conflict of law rules.

## ACKNOWLEDGEMENT

I acknowledge that I have read and understand this Agreement, that I have executed this Agreement voluntarily, and that this Agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives. I further acknowledge that by signing this Agreement I have waived my right to maintain a lawsuit against the Organization on the basis of any claims from which I have released herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned acknowledges and agrees that they are a parent/guardian of the volunteer and have legal responsibility for the decisions of the volunteer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian (if the volunteer is younger than 18 years old)



# RENFREW COUNTY

## 55 + GAMES

MAY / JUNE 2022

### EVENTS INCLUDE:



FOR ADULTS 55 OR OVER

**June 15, 2022 2 PM  
AGM  
Pembroke Active  
Living Centre/ ZOOM**

More info:  
Mark Ling  
613-735-4885  
newmarkwork@gmail.com

**REGISTRATION DEADLINE:  
APRIL 22, 2022**

**May 9 - 1 PM  
Cribbage - Cobden**

**May 10  
Walking Braeside**

**Prediction 11 AM**

**Nordic Walking 1PM**

**May 10 - 9 AM  
Bowling—Deep River**

**May 11 - 9:30 AM  
Darts Men's &  
Women's -  
Deep River**

**May 11  
Pickleball—Renfrew**

**Men's , Women's, 9AM  
Mixed 1 PM**

**May 17 - 1PM  
Bld Euchre - Pembroke**

**May 18 9:00AM  
Carpet Bowling-  
Amprior**

**May 18 9:30 AM  
Darts Mixed -  
Deep River**

**May 25—9:30 AM  
Bocce Ball—  
Deep River**

**May 26- 9:30 AM  
Lawn Bowling -  
Deep River**

**May 27 - 10 AM  
Contract Bridge  
Eganville**

**May 30—9 AM  
Shuffleboard -  
Barry's Bay  
May 31—1 PM**

**Euchre - Renfrew**

**June 1 - 9:30 AM  
Golf - Eganville**

**June 2—10 AM  
Tennis-Deep River**

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**Costs per person:  
Participants (1st Game - \$5 Participants (each additional game) \$3  
Additional Fees : Golf \$45 Bowling \$15**

## REGISTRATION FORMS AVAILABLE AT:

YOUR LOCAL  
SENIOR CENTRES

*OSGA Website :*  
*www.OSGA.ca*

YOUR  
COMMUNITY'S  
RECREATION  
DEPARTMENT

W

## **BY-LAWS OF THE RENFREW COUNTY 55+ GAMES ASSOCIATION**

These By-laws relate to the general conduct of the affairs of the Renfrew County 55+ Games Association.

### **ARTICLE I: General**

#### **Mission Statement:**

To provide Adults 55+ in Ontario with an opportunity to:

- increase their social interaction with others,
- increase their physical and mental well-being, through participation in recreational activities and sports,
- promote active living among adults 55+ in Ontario.

#### **Goals:**

To enhance the opportunity for adults 55+

1. to expand and develop their social interaction.
2. to provide an environment that stimulates physical activity.
3. to provide an environment conducive to mental development.
4. to increase participation in recreational activities.
5. to facilitate more cooperation and communication between 55+ adult groups within Renfrew County.

#### **Objectives:**

The Renfrew County 55+ Games Committee, will follow guidelines set out by the Ontario 55+ Games (OSGA55+), using their resources to facilitate district planning, organization and administration of activities that will:

1. create an environment conducive to social interaction.
2. include appropriate recreational and sport activities so that the adult 55+ is able to meet new people and establish new relationships.
3. establish an environment through events that help provide opportunities for fellowship and social activities.
4. promote improved fitness levels.
5. promote activities that reflect current needs of the adults 55+ in relation to their mental well-being.
6. promote a positive, active image of adults 55+
7. encourage increased participation on an on-going basis.

## **ARTICLE 2: GOVERNANCE**

### **BOARD OF DIRECTORS**

There shall be a President, a Vice-President, a Past-President, a Treasurer, a Secretary, District Event Co-ordinator, and such other officers as the Renfrew County 55+ GA members may determine from time to time.

### **RC55+GA BOARD**

- a) The affairs of the RC55+G shall be managed by the "RC55+GA Board" which will consist of members in good standing of Renfrew County, District 5 of the OSGA55+.
- b) Board Members: The Board shall consist of a President, Vice President, Past-President, Treasurer, Secretary, Media Chair, Fundraising Chair, District Event Coordinator and members at large.
- c) The Executive shall consist of the President, Vice President, Treasurer and Secretary.
- d) RC55+G Committee: Shall consist of the Board, District event Coordinator, and representatives of the communities of Renfrew County.
- e) Time of Service: The Executive shall be elected at the Annual General Meeting of the RC55+GA and serve for a two (2) year term and may be re-elected for a total of three (3) consecutive two (2) year terms. Members may remain on the Committee for an unlimited term. President and Treasure will be elected on odd numbered years while Vice President and Secretary will be elected on even numbered years.
- f) The Past-President will recommend a slate of officers of the Board at the Annual General Meeting. In the absence of the Past President, a member appointed by the board will recommend the slate of officers.
- g) Remuneration: The members of the Board shall serve without remuneration and no member shall receive, directly or indirectly, any profit from the position as such. However, members may be paid reasonable expenses incurred by them in the performance of their duties.
- h) Election: The election of Executive will be held at the annual general meeting of the RC55+G may be by a show of hands unless a ballot be demanded by any member present at the meeting.
- i) Dismissal: A Director may be removed by Ordinary Resolution of the Members at an Annual Meeting or Special Meeting, provided the Director has been given notice of and the opportunity to be heard at such a meeting. If the Director is removed and holds a position as an Executive

Member, the Director will automatically and simultaneously be removed from his or her position as an Executive member.

j) Vacancy – Where the position of an Executive member or Director member becomes vacant and there is still a quorum of Directors, the Board may appoint a qualified member of a Member District to fill the vacancy until the next Annual Meeting of Member Districts.

### **ARTICLE 3: MEETINGS**

a) Call of Meeting – Meetings of the Board will be held any time and place as determined by the Board.

b) Notice – Notice of meetings of the Board will be given to all Directors at least seven (7) days prior to the scheduled meeting. No notice of a meeting of the Board is required if all Directors/ waive notice.

c) Number of Meetings – The Board will hold at least four (4) meetings per fiscal year.

d) Quorum – At any meeting of the Board, quorum will consist of fifty percent (50%) of Directors holding office.

e) Voting – Each Director, in attendance or participating, is entitled to one vote. Voting will be by a show of hands, orally or by ballot, unless a Director requests a secret ballot. Motions will be passed by majority vote of Directors present. The President shall refrain from voting unless there is a tie and then the President will cast the deciding vote.

f) Absentee Voting – There will be no absentee or proxy voting by Directors.

g) Meetings by Telephone and Other Electronic Means – Any Director who is unable to attend a meeting may participate in the meeting by telephone or other telecommunications technology. Directors who participate in a meeting by telephone or other telecommunications technology are considered to have attended the meeting.

h) Annual General Meeting:

The membership shall meet after the completion of the Summer Games to review the past games and elect the executive positions that are up for election.

i) The board will determine the number of representatives that will attend the OSGA55+ AGM each year. The representatives will be approved by the Board of Directors.

### **ARTICLE IV: MEMBERSHIP**

Membership in the District

- a) Must have a permanent residence in the geographical area known as Renfrew County.
- b) A member in good standing must have paid their OSGA dues (the amount of money assessed to persons to participate in any Ontario Senior Games Association program.)
- c) Duration of Membership – Membership within the District is on an annual basis and will terminate on March 31st, subject to re-admission in accordance with these By-laws.
- d) A member in good standing may participate in any events that may be held at the RC55+G District Summer and Winter Games, Regional 55+ Games and Provincial 55+ Games.
- e) A Participant is any member who takes part in any authorized activity having been properly registered, conducted in Renfrew County and reported to as part of the Ontario Senior Games Association 55+ Program.
- f) Some Eligibility requirements must be met in order to participate in the Ontario Senior Games Association 55+ program. (See the Ontario Senior Games Association 55+ Technical Manual and policies and Summer and Winter Games Technical Manuals.)
- g) Transfer of Membership -Membership is not transferable.



**RCSG Budget for 2021-2022**  
**Based on. 200 Participants**

**REVENUE**

**REGISTRATIONS**

**OSGA (10)**

Summer	1,70	\$1,700.00	
Winter	;	\$250.00	
	<b>Sub-total</b>	2,00	\$2,000.00

**DISTRICT**

GAMES (\$7).	1,4	\$1,400.00	
EXTRA GAMES (75X3)	;	\$250.00	
TOTAL DISTRICT.	<b>Sub-total.</b>	1,6	\$1,625.00
SPECIAL (VENUES golf bowling).	1,	\$1,500.00	
Meals at venues	;	\$500.00	
DISTRICT AGM	1	\$125.00	
TOTAL SPECIALS.	<b>Sub-total.</b>	2,1	\$2,125.00

**EASTERN REGIONAL PROVINCIAL GAMES**

SUMMER FEES (169.50*30).	5,1	\$5,085.00	
Travel subsidy (6*15)		\$240.00	
WINTER FEES (169.50*15)		\$2,542.50	
Travel subsidy (6*15)		\$90.00	
	<b>Sub-total.</b>		\$7,957.50

**TOTAL REGISTRATIONS.** **\$13,707.50**

**FUNDRAISING**

MUNICIPAL		\$1,200.00	
BUSINESS		\$100.00	
SERVICE CLUBS		\$1,000.00	
SENIOR CLUBS		\$1,100.00	
GAMES SPONSORS			
OTHER DONATIONS		\$200.00	
TOTAL FUNDRAISING	<b>Sub-total</b>		\$3,600.00
COMMITTEE/EVENTS			
OTHER		\$500.00	
TOTAL OTHER REVENUE	<b>Sub-total</b>		\$500.00

**TOTAL FUNDRAISING** **\$4,100.00**

**Total Reg. & Fund.** **\$17,807.50**

**EXPENSES**

**COMMITTEE**

Bank Charges \$36.00

Mileage	\$1,000.00	
Administration	\$500.00	
Printing	\$750.00	
Marketing	\$500.00	
AGM RCSG	\$300.00	
TOTAL COMMITTEE.	<b>Sub-total</b>	\$3,086.00
<b>VENUES</b>		
Snacks and Refreshments	\$200.00	
Golf/Bowling/Curling etc.	\$1,500.00	
Meals	\$500.00	
Game Supplies	\$100.00	
TOTAL VENUE EXPENSES	<b>Sub-total</b>	\$2,300.00
<b>OSGA</b>		
OSG Participation Fees		
Summer	\$1,750.00	
Winter	\$250.00	
Committee	\$120.00	
Conference - AGM	\$700.00	
TOTAL OSGA	<b>Sub-total</b>	\$2,820.00
<b>EASTERN REGIONAL PROVINCIAL GAMES</b>		
Summer Provincial (169.50*30)	\$5,085.00	
Travel Subsidy (8*30)	\$240.00	
Winter Provincial (169.50*15)	\$2,700.00	
Travel Subsidy (8*30)	\$240.00	
Coordinator Registration	\$350.00	
<b><u>TOTAL PROVINCIAL</u></b>	<b>Sub-total</b>	\$8,465.00
<b>CANADA GAMES</b>		
	<b><u>\$16,671.00</u></b>	<b><u>\$16,671.00</u></b>
SURPLUS/(DEFICIT).	<b>1,136.50</b>	<b><u>\$1,136.50</u></b>
<b>TOTAL CHEQUES</b>		
<b>BANK BALANCE April 1, 2020</b>	\$15,217.04	
GIC	\$5,306.33	
Shares	\$25.00	
<b>BANK BALANCE</b>	<b>\$20,548.37</b>	
Revenue		
Expenses		

**RCSG INCOME AND EXPENSE from April 1, 2018 to March 31, 2019**

Based on 20 participants

BUDGET	YTD
<b>REVENUE</b>	
<b>REGISTRATIONS</b>	
OSGA (10)	
Summer	\$1750.00
Winter	230.00
	2180.00
	170.50
	\$2000.00
<b>DISTRICT</b>	
<b>GAME(S)7</b>	1400.00
<b>EXTRA GAMES (74X3)</b>	225.00
<b>TOTAL DISTRICT</b>	\$1625.00
<b>SPECIAL VENUES(golf bowling)</b>	1500.00
Meals at venues	500.00
<b>DISTRICT AGM</b>	125.00
<b>TOTAL SPECIAL</b>	\$2125.00
<b>EASTERN REGIONAL</b>	
Provincial games	
Summer fees (169.50)	5085.00
Travel subsidy (8*30)	240.00
<b>WINTER FEES (169.50*15)</b>	2542.50
Travel subsidy (615)	90.00
	\$7957.50
<b>TOTAL REGISTRATIONS</b>	<b>13,707.50</b>
<b>FUNDRAISING</b>	<b>11,690.50</b>
MUNICIPAL	1200.00
BUSINESSES	100.00
SERVICE CLUBS	1000.00
	2,200.00

SENIOR CLUBS	1100.00	1650.00
OTHER DONATIONS	200.00	3547.50
TOTAL FUNDRAISING		3600.00
COMMITTEE/EVENTS		
OTHER	500.00	250.00
TOTAL OTHER REVENUE	500.00	

TOTAL FUNDRAISING	4100.00	10197.50
TOTAL REG & FUND	17807.50	21888.00

EXPENSES

COMMITTEE		
Bank Charges	36.00	40.50
Mileage	1000.00	817.08
Administration	500.00	258.47
Printing	750.00	555.96
Marketing	500.00	377.06
AGM RCGS	300.00	
Total Committee		3086.00

Venues		
Snacks and Refreshments	200.00	29.00
Venues golf/bowling	1500.00	2009.18
Meals	500.00	744.00
Games Supplies	100.00	6.77
Total Venue Exp.		2300.00

OSGA		
OSGA Participant fees		
Summer	1750.00	5014.00
Winter	250.00	300.00
Committee	120.00	
Conference - AGM	700.00	504.20

TOTAL OSGA 2820.00

EASTERN REGIONAL

PROVINCIAL GAME

Summer Provincial (169.50\*30) 5085.00 840.00

Total subsidy (8\*30) 240.00 2429.50

Winter Provincial (169.50\*15) 2700.00

Travel Subsidy (6\*15) 90.00

Coordinator Registration 350.00 169.50

TOTAL PROVINCIAL 8465.00

Canada Games 1050.00

16,671.00 16,671.00 15,145.22

Surplus/deficit 1,136.50 1,136.50 6,742.78

Total Cheque 5,160.86 5,160.86

BANK BALANCE APR. 1, 2018 5,160.86 5,102.00

GIC 5,102.00

Shares 25.00

BANK BALANCE

Revenue

Expenses

Bank Balance March 31, 2019 11,903.64





## Town of Arnprior Staff Report

**Subject:** Proclamation – Falun Dafa Day

**Report Number:** 22-05-09-04

**Report Author and Position Title:** Kaila Zamojski, Deputy Clerk

**Department:** Client Services

**Meeting Date:** May 9, 2022

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### Recommendations:

That Council proclaim May 13, 2022 as Falun Dafa Day in the Town of Arnprior.

### Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Falun Dafa Association of Canada For more information: <a href="https://faluninfo.net">https://faluninfo.net</a>
Section 5.2.2 – Contact Person's Name	Grace Wollensak <a href="mailto:grace.d.w@falundafa.ca">grace.d.w@falundafa.ca</a> 613-859-4408

Section 5.2.3 – Name of Proclamation and Duration	<b>Falun Dafa Day May 13, 2022</b>
Section 5.2.4 – Appropriate Wording for Proclamation	Yes through documentation 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. Request from G. Wollensak on behalf of Falun Dafa Association of Canada

**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

## Falun Dafa Day

May 13, 2022

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**Whereas** Falun Dafa, also known as Falun Gong, is a self-improvement practice for mind and body, rooted in the ancient schools of cultivation in China. It consists of meditative exercises, and a moral philosophy aimed at the promotion of virtue. At the core of Falun Dafa's teachings are the tenets of "Truthfulness, Compassion, and Tolerance"; and

**Whereas** Falun Dafa was first introduced in 1992 in China and is celebrating their 30<sup>th</sup> Anniversary; and

**Whereas** Falun Dafa has demonstrated a steadfast commitment to improving health in mind, body and spirit, and to enhancing the well-being of people from all walks of society, who follow its tenets; and

**Whereas** the physical and spiritual benefits of Falun Dafa have led to its spread throughout over 100 countries and enjoyed by millions of peoples from diverse racial and cultural backgrounds; and

**Whereas** every year Falun Dafa has garnered worldwide recognition, including thousands of greetings and proclamations from government officials, which included over 130 Canadian MPs, MPPs, Mayors and City Councillors in 2021; and

**Whereas** Falun Dafa practitioners in the communities across Canada celebrate Falun Dafa day on May 13<sup>th</sup> each year.

**Therefore be it resolved that** I, Walter Stack, Mayor, do hereby proclaim May 13 2022 as "**Falun Dafa Day**" in the Town of Arnprior.

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



## Celebrating the 30<sup>th</sup> Anniversary of Falun Dafa in Canada

Re: *A special request for a Falun Dafa Day greeting video/letter or proclamation*

Dear Mayor Walter Stack,

In recognition of the 30<sup>th</sup> anniversary of Falun Dafa's introduction to the public in 1992, and the contributions of the Falun Dafa community in Canada, we respectfully request a recognition greeting (video, letter, or proclamation), for our annual Falun Dafa Day celebration on May 13, 2022. On this day we celebrate the values of Truthfulness, Compassion, and Tolerance that we espouse.

[Falun Dafa](#) (also known as Falun Gong) is a mind/body meditation and improvement practice based on the universal principles of Truthfulness, Compassion, and Tolerance. It was introduced by the founder, Mr. Li Hongzhi, in 1992 in China and it is now enjoyed by millions from diverse racial and cultural backgrounds in over 100 countries.

Here in Canada, for the past 30 years, Falun Gong volunteers have taught [free meditation exercises](#) to help Canadians improve their mental, moral and physical wellbeing, contributing to a more healthy and harmonious society.

During the pandemic, the Falun Gong community continued to offer [free meditation classes online](#) in English, French, and Chinese, which has helped thousands cope with the difficult time.

As you may be aware, for the past 23-years the Falun Gong community has been victims of persecution by the communist regime in China. While Human rights and legal experts affirm that [crimes against humanity](#) and [genocide](#) is occurring, Falun Dafa practitioners have peacefully endured, persevered, and stood up for basic human rights and freedoms.

Canadians who practice Falun Gong—many of whom arrived as refugees fleeing the persecution in China—are truly grateful that we can enjoy the freedom, diversity and compassionate support across the Canadian society and are proud to be part of the communities here and call Canada our home.

Every year we have garnered worldwide recognition, including thousands of greetings and proclamations from government officials. In 2021 alone, we were very encouraged to receive support recognition from over 130 Canadian MPs, MPPs, Mayors, and City Councillors. Moreover, under the lock-down in 2021, 8 Canadian city halls held flag-raising or lighting-up ceremonies.

Your greeting/proclamation will help support Canada's cultural diversity, freedom of conscience, and also the universal values of truthfulness, compassion and tolerance.

We would truly appreciate if you could please send by May 13th, 2022. Should you have any questions, please don't hesitate to contact us.

Sincerely,

Grace Wollensak  
Falun Dafa Association of Canada  
Tel: 613-859-4408  
Email: [grace.d.w@falundafa.ca](mailto:grace.d.w@falundafa.ca)

**5 enclosures below:**

**1. A short video of ‘An Introduction to Falun gong’ (6:35 min)**

<https://www.youtube.com/watch?v=aJ-A6xY47jc>

**2. Eight Flag Raising and Light-up Ceremony Hosting Cities in 2021:**

Niagara Falls, ON; Edmonton, AB; Kingston, ON; New Westminster, BC; Nanaimo, BC; Orangeville, ON; St. Catharine, ON; Orillia, ON



**3. 29 Video Greetings from VIPs in Canada on World Falun Dafa Day (2021)**

<https://www.youtube.com/watch?v=GbEZUTh6qTI&t=57s>

**4. Greetings excerpts for the 2021 Falun Dafa Month Celebration (from 138 greetings issued by representatives of three levels of government):**

<b>2021 Municipal Proclamation and Mayor’s Greetings of Falun Dafa Day</b>	
Mayor John Tory, Toronto, ON	Mayor Craig Copeland, City of Cold Lake, AB
Mayor Jim Watson, Ottawa, ON	Mayor John Stewart, City of Beaumont, AB
Mayor Bryan Paterson, Kingston, ON	Mayor Stuart Houston, City of Spruce Grove, AB
Mayor Walter Sendzik, St. Catherines, ON	Mayor Jackie Clayton, City of Grande Prairie, AB
Mayor Steve Clarke, Orillia, ON	Mayor Ray Ralph, Town of Devon, AB
Mayor Sandy Brown, Orangeville, ON	
Mayor Gordon Krantz, Milton, ON	
Mayor Marianne Meed Ward, Burlington, ON	Mayor Lisa Helps, Victoria, BC
Mayor Bobbie Drew, Scugog, ON	Mayor Colin Basran, City of Kelowna, BC
Mayor Maurizio Bevilacqua, Vaughan, ON	Mayor Leonard Krog, City of Nanaimo, BC
Mayor Ed Holder, London, ON	Mayor Aaron Stone, City of Ladysmith, BC





Mayor Jeff Lehman, Barrie, ON Mayor Mike Bradley, Sarnia, ON Mayor Gary McNamara, Tecumseh, ON  Mayor Brian Bowman, Winnipeg, MB Mayor Darren Ellis, George's Brook-Milton, NL Mayor Daniel Conway, St. George's, NL Mayor Charlie Clark, Saskatoon, SK Mayor Michael Fougere, Regina, SK Mayor Mike Savage, Halifax, NS	Mayor Chris Pieper, City of Armstrong, BC Mayor Brad West, City of Port Coquitlam, BC Mayor Jack Froese, Township of Langley, BC Mayor Mike Morden, City of Maple Ridge, BC Mayor Michelle Staples, City of Duncan, BC Mayor Bob Wells, City of Courtenay, BC
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“My thanks to members of the Falun Dafa community in Saskatchewan for contributing to a more harmonious society. As well, thank you for sharing your meditation practices to help others manage the additional stress caused by the challenges of the past year.”

***-Lieutenant Governor Russ Mirasty of the Province of Saskatchewan, Letter of Greetings, 2021 Falun Dafa Day***

“On behalf of Her Majesty Queen Elizabeth II, I commend you for your promoting peace in the world, especially through your teachings on the universal human values of truthfulness, compassion and forbearance.”

***-Lieutenant Governor of Province of Prince Edward Island, Letter of Greetings, 2021 Falun Dafa Day***

“Through the promotion of the universal principles of truthfulness, compassion, and tolerance, this traditional Chinese practice has attracted followers around the world and I am proud of Canada’s lively Falun Dafa community. In Canada, we are fortunate to live in a country that respects human rights and Canada’s Conservatives will always stand up for religious minorities.”

***-Hon. Erin O’Toole, Leader of the Conservative Party, greetings 2021***

“Your compassion, your truthfulness, your principles, and your morals are wonderful attributes to all of you. We should continue to focus on issues of freedom, respect, and love for each other as we continue to build a better Canada and a better world.”

***-MP Judy Sgro, Co-chair of the Falun Gong Parliamentary Friendship Group, Video Greeting 2021***

“But we also know today that Falun Gong, long a legal entity in Hong Kong, is resisting the regime’s intimidation, an important voice in defense of the democratic principles of free thought, free speech, free assembly, and the rule of law... on this anniversary, it is an honor to join millions enjoying freedom around the world and offering our support of greetings: Zhen, Shan, Ren [Truthfulness-Compassion-Forbearance].”

***-MP Peter Kent, Co-chair of the Falun Gong Parliamentary Friendship Group, Video Greeting 2021***



“Your commitment to Compassion, Truthfulness, and Forbearance in the midst of very challenging circumstances has been an inspiration to me and to many others.... the Falun Gong community has been leading the way in terms of advocating for their own community but also highlighting the plight of the other communities facing challenges as well.”

***-MP Garnett Genuis, co-chair of the Inter-Parliamentary Alliance on China, Video Greeting 2021***

“I have great respect for the Principles of Truth, Benevolence and Forbearance, which the guide the Falun Dafa movement. I stand with you not only in celebration but in solidarity as you fight to protect your right to your spiritual practice.”

***-Elizabeth May, Member of Parliament (MP) and Parliamentary Leader of the Green Party of Canada, Greeting Letter 2021 Falun Dafa Day***

“The past year has been a time of uncertainty and struggle for many. However, I know that Falun Dafa’s values of truthfulness, harmony, compassion and tolerance have guided and enriched the lives of many thousands of practitioners these difficult times.”

***-MP Hon. Candice Bergen, Letter of Greetings, 2021 Falun Dafa Day***

“Falun Dafa is an ancient practice that transcends barriers and embraces people from all walks of life – guided by principles of “Truthfulness, Compassion, and Forbearance”. Sadly, innocent practitioners of this peaceful discipline continue to be persecuted on ethnic or religious grounds by the Chinese Communist Party. We must continue to stand in solidarity with adherents of Falun Dafa and all other oppressed religious minority groups, such as Tibetans and Uighurs.”

***-Senator Thanh Hai Ngo, Greeting Letter, 2021 Falun Dafa Day***

***Greeting from MPs:*** Hon. Candice Bergen, James Bezan, Mark Gerretsen, Nally Shin, Kenny Chiu, Ziad Aboultaif, James Cumming, Tom Kmiec, KerryDiotte, Hon. Dominic Cardy, Elizabeth May, Ed Fast, Laurel Collins, Marc Dalton, Brad Vis, Tamara Jansen, Stephanie Kusie, Greg McClean, Jag Sahota, Len Webber, Ron Liepert, Kelly McCauley, Heather McPherson, John Barlow, Ted Falk, Kyle Seeback, Cathay Wagantall, Warren Steinley, Marty Morantz, Hon. Pierre Poilievre, Marie-France Lalonde, Scott Reid, et.al

***Greeting from MPPs/MLAs:*** Lindsey Park, Hon. Peter Bethlenfalvy, France Gélinas, Amy Fee, Hon. Laura Ross, Marty Morantz, DijieetBrar, Stephen Blais, Belinda Karahalios, et.al

## **5. about Falun Dafa:**

[Falun Dafa](#) (also known as Falun Gong) is a self-improvement practice rooted in the ancient schools of cultivation in China. It consists of meditative exercises, and a moral philosophy aimed at the promotion of virtue. At the core of Falun Dafa’s teachings are the tenets of Truthfulness, Compassion, and Forbearance. Practitioners of Falun Dafa aim to live in accordance with these principles, taking them as a guide for daily life and practice.

Falun Dafa transcends cultural boundaries and contributes to a healthier and more harmonious society. Since Falun Dafa’s public introduction in 1992, hundreds of millions of people from diverse cultural backgrounds in over 100 countries, including Canada, benefit from practicing Falun Gong, where the [free teachings](#) help people improve their mental, moral, and physical wellbeing.



On 20 July, 1999, the Chinese Communist Party (CCP) launched a campaign to eradicate Falun Gong. For the past 23 years, major human rights organizations, the United Nations, the U.S. government, and NGOs, etc. have extensively documented the nation-wide campaign of hatred, mass imprisonment, forced slave labour, torture, and killing of people who practice Falun Dafa in China.

Hence, millions of Falun Dafa practitioners and their families have been torn apart. Countless practitioners have been killed for their vital organs that are sold by the state. International legal experts say that crime [against humanity](#), and possibly [genocide](#), have occurred. Falun Gong community and supporters in Canada continue to experience various kinds of intimidation, harassment, and vilification by the CCP.

The Falun Dafa community, both within China and abroad, has endured two decades of unimaginable adversity with resolute non-violence and persistence to uphold freedom and the universal values. This has garnered worldwide recognition, including thousands of greetings and proclamations from governments and officials.

***For more information about Falun Dafa, please visit [faluninfo.net](http://faluninfo.net)***



**Minutes of Corporate Services Advisory Committee Meeting  
March 7, 2022  
6:30 PM  
Electronic Participation – Via Zoom**

**Committee and Staff Attendance**

**Committee Members Present:**

Chair, Ted Strike  
Vice Chair, Lisa McGee  
Chris Couper, Committee Member  
Darrel O’Shaughnessy, Committee Member

**Committee Members Absent:**

Andy Tamas, Committee Member

**Town Staff Present:**

Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager Client Services/Treasurer  
Payton Hofstetter, Junior Planner

**1. Call to Order**

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

**2. Roll Call**

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

**3. Land Acknowledgment**

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

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

**4. Adoption of Agenda**

Resolution Number 001-22  
Moved by Chris Couper  
Seconded by Darrel O’Shaughnessy

**Be It Resolved That** the agenda for the Corporate Services Advisory Committee Meeting of dated Monday, March 7, 2022, be adopted.

Resolution Carried

# Minutes of Corporate Services Advisory Committee Meeting

## 5. Disclosure of Pecuniary Interest

None

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

Resolution Number 002-22

Moved by Chris Couper

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee approve the Minutes listed under item no. 6(a) on the Agenda (November 1, 2021).

Resolution Carried

## 7. Presentations/ Delegations

### a) Delegations

#### i. Dementia Awareness Days – Catharina van Es

Catharina van Es from the Dementia Society provided an overview of the presentation provided in the Agenda Package, noting that Dementia Awareness Days will be celebrated this year in the Town of Arnprior and Township of McNab/Braeside from May 7-13, 2022.

Committee Member Chris Couper noted he would be happy to promote this on Social Media as well as help with getting the Dementia Society in touch with the educators in the School Boards, as he works for the Catholic School Board.

### b) Presentations

#### i. Transit Needs Survey – Junior Planner

Resolution Number 003-22

Moved by Darrel O'Shaughnessy

Seconded by Chris Couper

That the Corporate Services Advisory Committee receive the Transit Needs Survey Presentation as information.

Resolution Carried

The Junior Planner requested feedback from Committee Members. The following represents a summary of the comments received:

- The time-of-day use metric seems to be missing on this survey. There only seems to be a note about overnight and late night use. The Junior Planner noted that she would provide this feedback to the consultant.

#### ii. 2022 Budget – GM Client Services/Treasurer

Resolution Number 004-22

Moved by Chris Couper

Seconded by Darrel O'Shaughnessy

That the Corporate Services Advisory Committee receive the Budget Recap Presentation as information.

Resolution Carried

The General Manager, Client Services/Treasurer provided a presentation outlining the 2022 Budget highlights.



# Minutes of Corporate Services Advisory Committee Meeting

## iii. 2022 Municipal Election Update – Deputy Clerk

Resolution Number 005-22

Moved by Chris Couper

Seconded by Darrel O’Shaughnessy

That the Corporate Services Advisory Committee receive the 2022 Municipal Election Update presentation as information.

Resolution Carried

The Deputy Clerk provided an update on the 2022 Municipal Election.

## 8. Matters Tabled/ Deferred/ Unfinished Business

None

## 9. Staff Reports

None

## 10. New Business

### Graffiti By-law – Committee Member, Chris Couper

Committee Member Chris Couper asked to have a discussion about implementing a Graffiti By-law in the Town of Arnprior, as he has noticed a lot more graffiti around Town. He recommended bringing forward a by-law to Council that addresses graffiti on both public and private property. He noted he feels that graffiti can be hateful, threatening and lessens property values, when on either public or private property. He would like to see standards developed for dealing with graffiti as a whole.

The Town Clerk thanked Chris for bringing this to the Town’s attention and noted, the Town does deal with graffiti when made aware of it, on Town property, and does reach out to private properties when complaints are received. She noted that she will look into the current Property Standards By-law and see if there are any amendments that can be made to give way for some more standards and enforcement surrounding this issue.

### Welcome Wagon – Committee Member, Darrel O’Shaughnessy

Committee Member Darrel O’Shaughnessy noted there are two people from the Greater Arnprior Seniors Council that are working with the Town of Arnprior on this initiative.

Darrel provided the Committee with a brief overview of the status of this project, noting the Town in a recent meeting stated they do not feel the traditional “Welcome Wagon” type initiative could come to fruition, due to privacy related concerns. However, the volunteers from the GASC are working with the Town on having a table at the Arnprior Sunday Market with welcome and Town information to provide to new residents. He further noted that he feels it is important to have a document like Arnprior Life, and event/ information pamphlet to provide to new residents at this table at the Market, as well as showcase Arnprior as an Age Friendly Community.

# Minutes of Corporate Services Advisory Committee Meeting

## 11. Adjournment

Resolution Number 006-22

Moved by Chris Couper

Seconded by Lisa McGee

That the Corporate Services Advisory Committee adjourns at 7:31pm.

Resolution Carried

**The Corporation of the  
Town of Arnprior**

**By-law Number 7300-22**

A by-law to amend By-Law Number 6969-17 as amended, a by-law which provides for Licensing and thereby regulating and governing certain trades, callings, and businesses in the Town.

**Whereas** Part IV of the Municipal Act, 2001, S.O. 2001, c.25, as amended, (hereinafter referred to as the Municipal Act) gives a municipality powers to provide for a system of licensing; and

**Whereas** Part XIV of the Municipal Act provides for certain powers in relation to the enforcement of municipal by-laws; and

**Whereas** Council adopted By-law No. 6769-17, as amended, to provide a system of licensing; and

**Whereas** Council deems it expedient to amend By-law 6769-17, as amended to allow for pedestrian sidewalk by-passes into on-street parking spaces;

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

1. **That** Appendix C, Schedule VIII Section 6 – Pedestrian Sidewalk By-passes be added by including the following immediately following para. P), of By-law Number 6769-17:

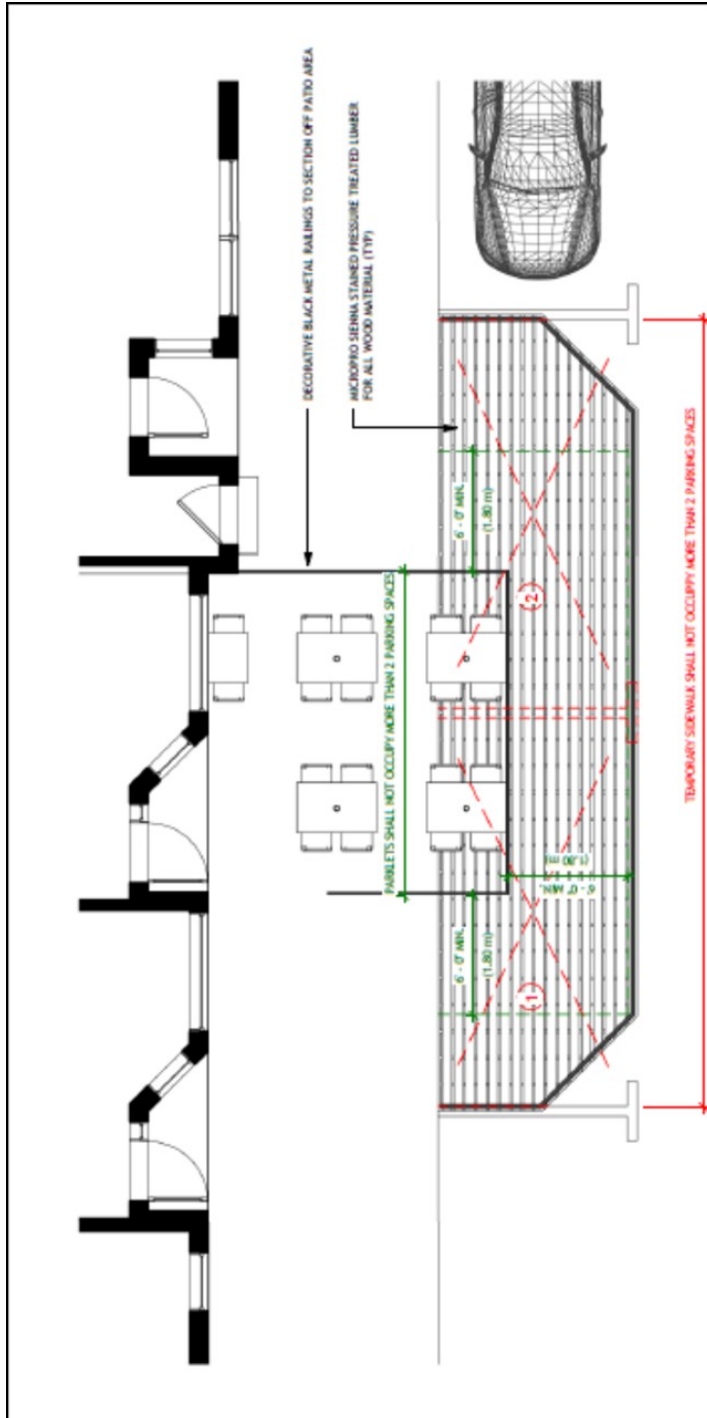
“q) **Pedestrian Sidewalk By-passes**

- i) Notwithstanding any provisions of Section e) of Schedule VIII to this by-law, pedestrian sidewalk by-passes shall be permitted in the location of on-street parking spaces and shall maintain a walkway with a minimum width of 1.8 metres to accommodate pedestrian movement around the sidewalk patio.
- ii) Where pedestrian sidewalk by-passes are required in order to accommodate pedestrian movement around the sidewalk patio, these temporary walkways shall:
  - a. not be installed until expressly approved by the Town, having obtained a building permit and licence;

- b. use up to two full parking space lengths. The parking area that remains available on either side of the patio must provide one or more full parking spaces;
- c. be designed and constructed so that there is no change in grade between the sidewalk and the pedestrian sidewalk by-pass;
- d. be of modular construction to allow for easy installation and removal, not fastened to the asphalt surface of the road;
- e. be constructed of sienna stained, pressure treated wood and the walking surface of the sidewalk patio shall be constructed by 2x6" boards as a minimum;
- f. be able to safely bear the weight of people and elements on the platform (4.8 kPa – 100 psf). A Professional Engineer or Architect licensed in the Province of Ontario must certify the design of the extension of the temporary sidewalk for safety and load bearing design and compliance with the standards for decks and platforms set out in the Accessibility for Ontarians with Disabilities Act and the Ontario Building Code, including guards and railings;
- g. feature fencing or another vertical barrier which separates the walkway from vehicle traffic and be located a minimum of 0.5m from the travel lane or a greater setback as determined by the General Manager of Operations if considered on a street where posted and operating speeds are greater than 40 kilometres/hour;
- h. maintain a 1.5m clear radius around streetscape objects such as garbage receptacles, tree grates, fire hydrants, street furniture, and any other item that poses an obstruction within the clear path of travel. Having streetscape elements within the path or travel along the patio is acceptable as long as the 1.5 clear width is maintained, and they do not cause pedestrians to zig-zag around them. Streetscape elements, outside of the clear path of travel do not require a buffer. For example, a tree grate can be near the edge of your patio if it is not within the path of travel. Street trees may be incorporated into the patio;
- i. accommodate stormwater drainage and not block stormwater drainage and/or overland flow or interrupt surface drainage along the gutter;
- j. feature accessible signage and exterior barriers facing on-street parking or the roadway must be affixed with high-visibility reflective markers;
- k. the sidewalk pedestrian by-pass must include a traction aid to reduce slipping hazards and must also include a transition plate between the sidewalk pedestrian by-pass and existing concrete sidewalk surface;
- l. patios intended to serve alcohol and/or that are situated along the curb or are within the on street parking area are required to be enclosed on all sides by fencing approved by the Town, except

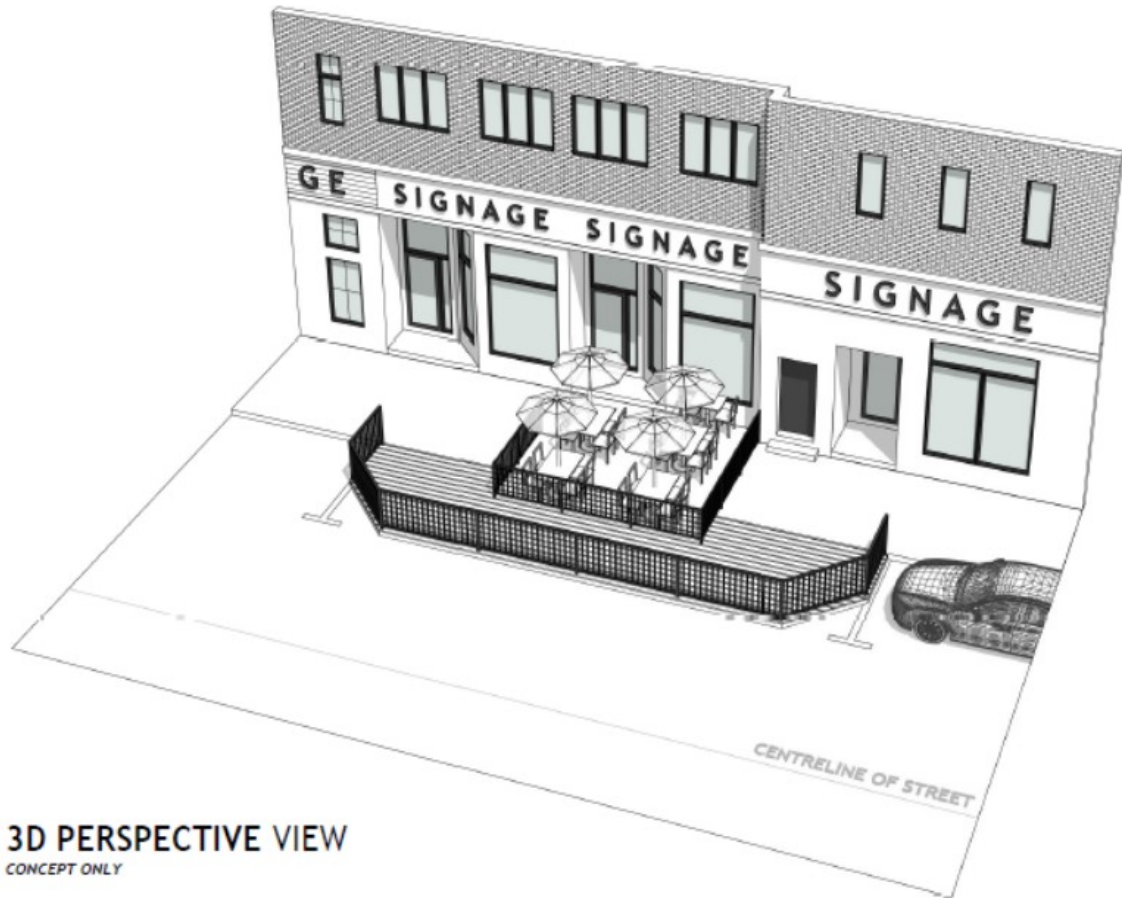
- for designated ingress and egress points; no ingress or egress points may face the roadway or adjacent parking stalls;
- m. Not be located where there are accessible parking spaces or loading zones or where access to those spaces may be impacted;
- n. should two or more eligible neighbouring businesses apply to establish sidewalk patios, patios and sidewalks shall be designed to provide one continuous path of travel for pedestrians; and
- o. shall substantially conform to the following sample layouts:

Sample Layout A





Sample Layout B



Sample Layout C:



2. **That** any other by-law or resolution or part of by-law or resolution thereof which are inconsistent with the provisions herein, are hereby repealed

3. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted** and **Passed** this 9<sup>th</sup> day May, 2022.

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Walter Stack, Mayor

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Maureen Spratt, Clerk

# **The Corporation of the Town of Arnprior**

## **By-law Number 7301-22**

A by-law to provide for the adoption of 2022 tax rates and to provide for penalty and interest in default of payment thereof.

**Whereas** Section 312(2) of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that for the purposes of raising the general local municipal levy, the council of the municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law on the assessment in each property class in the local municipality rateable for local municipality purposes; and

**Whereas** Section 312 of the said Act requires tax rates to be established in the same proportion to tax ratios established by County of Renfrew By-law No. 41-22; and

**Whereas** Section 313 of the said Act requires tax rate reductions to be provided for prescribed property subclasses as established by County of Renfrew By-law No. 42-22; and

**Whereas** the 2022 tax levy for general own purposes has been set at \$10,229,126.61; and

**Whereas** the County of Renfrew passed By-law No. 43-22 directing the Council of the Town of Arnprior to levy specified tax rates on the assessment for County purposes; and

**Whereas** the province of Ontario has by regulation directed Council of the Town of Arnprior to levy specified tax rates on certain assessment for Municipal and Education purposes.

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

- 1. That** the tax rates to be levied for the Town of Arnprior and tax rates set for County of Renfrew and Education, as outlined in Schedule A, be applied against the whole of the assessment for real property in each property class.
  - i. For purposes of this by-law, the commercial property class and subclasses includes all commercial office property, shopping centre property and parking lot property.

- ii. Amounts due to the Town of Arnprior for payments-in-lieu of tax properties shall be based on the assessment roll, municipal tax rates as per Schedule A and Education rates as per Ontario Regulation 400/98.
  - iii. The tax rates as established by Ontario Regulations be applied against the whole of the acreage for real property in the Railway Right-of-way class.
2. **That** every owner shall be taxed accordingly to the tax rates in this by-law and such tax shall become due and payable in two installments as follows:
  - i. The final levy less the interim levy at 50 percent rounded upwards to the next whole dollar shall become due and payable on the 31<sup>st</sup> day of August, 2022;
  - ii. The remaining 50 percent rounded upwards to the whole dollar shall become due and payable on the 30<sup>th</sup> day of November, 2022 and non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.
3. **That** there shall be imposed a penalty for non-payment thereof of taxes on due date or any installment thereof, the amount of 1.25% of the amount due and unpaid on the first day of default, and an additional penalty of 1.25% shall be added on the first day of each calendar month thereafter in which default continues.
4. **That** the collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
5. **That** taxes are payable to the Corporation of the Town of Arnprior.
6. **That** "Schedule A" attached hereto shall be and form a part of this By-law.

**Enacted and passed** this 9th day of May, 2022.

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**"Schedule A"**  
**2022 Tax Rates**

<b>Property Class</b>		<b>Town</b>	<b>County</b>	<b>Education</b>	<b>Total</b>
Residential/Farm	RT	0.00886646	0.00381620	0.00153000	0.01421266
Residential Shared PIL	RH	0.00886646	0.00381620	0.00153000	0.01421266
Residential Farm Development 1	R1	0.00310326	0.00133567	0.00053550	0.00497443
Multi-Residential	MT	0.01723285	0.00741717	0.00153000	0.02618002
Multi-Residential - New	NT	0.00886646	0.00381620	0.00153000	0.01421266
Commercial Occupied	CT	0.01608996	0.00692526	0.00880000	0.03181522
Commercial Taxable Full, Shared PIL	CH	0.01608996	0.00692526	0.01250000	0.03551522
Commercial Vacant Units	CU	0.01608996	0.00692526	0.00880000	0.03181522
Commercial Vacant Land	CX	0.01608996	0.00692526	0.00880000	0.03181522
Commercial Farm Development 1	C1	0.00310326	0.00133567	0.00053550	0.00497443
Commercial New Construction	XT	0.01608996	0.00692526	0.00880000	0.03181522
Commercial New Construction Excess Land	XU	0.01608996	0.00692526	0.00880000	0.03181522
Shopping Centre	ST	0.01608996	0.00692526	0.00880000	0.03181522
Industrial Occupied	IT	0.02408874	0.01028676	0.00880000	0.04317550
Industrial Taxable Full, Shared PIL	IH	0.02408874	0.01028676	0.01250000	0.04687550
Industrial Vacant Units	IU	0.02408874	0.01028676	0.00880000	0.04317550
Industrial Vacant Land	IX	0.02408874	0.01028676	0.00880000	0.04317550
Large Industrial Occupied	LT	0.02716589	0.01160081	0.00880000	0.04756670
Large Industrial Vacant	LU	0.02716589	0.01160081	0.00880000	0.04756670
Pipelines	PT	0.01181722	0.00508623	0.00880000	0.02570345
Farmlands	FT	0.00221662	0.00095405	0.00038250	0.00355317



**The Corporation of the  
Town of Arnprior**

**By-law Number 7302-22**

Being a By-law to repeal By-law Number 5923-10 and to replace with the revised FS-BR-09 Water Leak Adjustment Policy.

**Whereas** the Council of the Corporation of the Town of Arnprior has identified the need to provide limited financial relief to utility account holders for high water consumption due to unexpected leaks that results with a high water and sewer bill to the consumer.

**And Whereas** Council identifies the opportunity to educate the utility consumer about the impact of water leaks and encourage water conservation through a timely repair of the water leaks.

**And Whereas** Council adopted By-Law No. 5923-10, as amended, to provide utility account holders with limited financial relief for high water consumption due to unexpected leaks where a leak has been repaired on the customer's side of the water meter within a reasonable timeframe.

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

1. **That** By-Law 5923-10 be repealed and replaced with Policy FS-BR-09 Water Leak Adjustment Policy attached as Appendix "A" to this By-Law; and
2. **That** any by-laws and/or resolutions inconsistent with the provisions herein are repealed.
3. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 9th day of May, 2022.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk



**ARNPRIOR**

**Town of Arnprior  
Corporate Policies and Procedures Manual  
Policy Name: Water Leak Adjustment Policy**

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**Policy Manual Section:** Financial Services – Budget and Revenues

**Revision Date:** May 9, 2022

**Policy Number:** FS-BR-09

**By-law Number:** 7301-22

**Effective Date:** May 9, 2022

**Organizational Coverage:** All

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## **1.0 Policy Statement**

The Corporation of the Town of Arnprior recognizes the importance of assisting residential customers who utilize Town water services with limited financial relief for high water consumption due to unexpected leaks. This policy also provides the opportunity to educate the consumer about the impact of water leaks and encourage water conservation through timely repair of leaks.

## **2.0 Purpose**

To provide an opportunity for customers to request adjustments to water and wastewater charges where a leak has been repaired on the customer's side of the water meter, within a reasonable timeframe.

## **3.0 Scope**

This policy applies to all residential account holders who experience increased water consumption due to leaks within their property. Leak adjustment applications will only be considered once every five years per property during the term of the applicant's ownership of the property.

## **4.0 Responsibility**

The General Manager, Client Services / Treasurer and/or their designate is responsible to ensure that the water leak adjustments are performed in accordance with this policy and is delegated by authority to amend the sample forms included in Section 7.0 as necessary. This policy shall be reviewed at least every five (5) years to evaluate its effectiveness and to update as necessary.

## **5.0 Definitions**

- i. "Account Holder" means legal owner of the property;
- ii. "Average Monthly Consumption" is the total of one year's consumption for the subject property divided over 12 months;
- iii. "Increased Water Consumption" is water exceeding 2 times the customer's average monthly consumption;
- iv. "Credit" means water leak adjustment;
- v. "Good Standing" means the utility account has been paid in full up to the utility bill in question;
- vi. "Leak" means an unintentional water loss caused by a broken or otherwise malfunctioning water supply pipe or fixture;

## **6.0 Procedures**

### **a) Process**

- i. During each bi-monthly billing, properties that are flagged with 15+ consecutive days on the leak detection report, will be issued a Water Leak Notification letter highlighting their property may have a possible leak. Water Leak Notification letters will be sent in the same manner as the utility bills (mail or email).  
  
Customers who have received an unusually high water bill or a Water Leak Notification letter will have the opportunity to investigate the leak and may contact the Town to inquire if they are eligible for a water leak adjustment.
- ii. If eligible, the customer can request a copy of the required Water Leak Adjustment Request Form;
- iii. A customer will have 4 months after the leak has been repaired to provide the Town with a completed Water Leak Adjustment Request Form along with applicable supporting documentation. Failure to provide this documentation within 4 months waives the opportunity for an adjustment.

- iv. Once an account has returned to a normal monthly consumption and is no longer listed with a leak code of 4 to 6 for two consecutive billings (4 months), the leak adjustment application will be processed.
- v. A maximum of two billing cycles (4 months) will be adjusted, if applicable. The applicable adjustment period shall be the two most recent billings after the repair has been confirmed made.
- vi. In most circumstances, the adjustment will be in the form of a credit applied to the utility account.

## **b) Eligibility**

An Account Holder may apply for a leak adjustment in respect of the Account Holder's property if the property:

- i. Is serviced by the Town's Water Supply system;
- ii. Has a properly functioning and accessible internal shut off valve;
- iii. During a one year period prior to the abnormal use, has not failed to respond to a request from Town staff for access to the property's water meter;
- iv. Has not engaged in or taken advantage of fraudulent or misleading behavior relating to the credit program, such as tampering with a meter or supplying misinformation;
- v. Possess a water bill identifying at least two times the average monthly consumption (compared to the previous 12 months) for the property to which a leak adjustment has been applied for. In the event that the account holder has not owned the property for 12 months, the consumption will be compared to the average consumption used in the Town's current Water and Wastewater Rate Study;
- vi. Have successfully repaired the leak and provided a completed Water Leak Adjustment Form with all supporting documentation to the Town of Arnprior within 4 months of the repair being made. Failure to provide this documentation within this time frame waives the opportunity for an adjustment.

## **c) Application Requirements**

To apply for the credit, the Account Holder must:

- i. Submit a completed Water Leak Adjustment Form along with proof of repair at the owner's expense;
- ii. Carry out all actions required as outlined in the water leak adjustment policy;
- iii. Provide consent to the Town of Arnprior to access their private property for the purposes of an inspection should it be deemed necessary;

- iv. Have a utility account in good standing and agree that there will be no extension to the due date of the time for paying water and wastewater bills due to any pending adjustment request;
- v. Pay the portion of all fees and charges owing that are not eliminated by the water leak adjustment credit.

Utility accounts must remain current to avoid additional service charges. Customers are advised to pay all water and/or wastewater amounts owing while leak adjustment applications are being processed. Any unpaid amounts pending consideration of a water leak bill adjustment will be treated in the same manner as all other unpaid accounts. Credits will only be processed following the approval of a water leak adjustment request.

#### **d) Exceptions**

Any water use or loss from the following factors are not eligible for a leak adjustment credit:

- i. Theft or fraudulent activity;
- ii. Vandalism;
- iii. Outdoor water use, such as, but not limited to, irrigation, pool, basin or hot tub filling, hose, outdoor cleaning and maintenance, or skating rink;
- iv. Action by a third party, from whom the Account Holder is able to recover the Account Holder's loss;
- v. Costs that can be recovered through an insurance claim;
- vi. Neglect of the Property; or
- vii. An occurrence in a Property where, although the property is ordinarily occupied, the occupants were absent for more than 3 days without routine property checks.

#### **e) Calculation of Water Leak Adjustment Credit**

The Town of Arnprior shall carry out the calculation of a water leak adjustment credit as follows:

- i. Calculate the average daily water consumption for the leak billing(s) approved for an adjustment;
- ii. Calculate the average daily water consumption for the two most recent billings after the repair has been confirmed made, and Water Leak Adjustment application has been received and approved;



- iii. Deduct the average daily water consumption during the leak period from the average daily water consumption after the repair has been made to determine the adjusted daily consumption;
- iv. Multiply the adjusted daily consumption by the total number of days in leak billing(s);
- v. Calculate the fees and charges for the quantity of excess water and sewer consumption using the applicable Town of Arnprior approved fees and charges;
- vi. A maximum of two billing cycles (4 months) will be adjusted, being the two most recent past billings after the Water Leak Adjustment Request Form was received and after the leak was repaired.

## **7.0 Attachments**

Appendix A – Sample Water Leak Notification Letter

Appendix B – Sample Water Leak Adjustment Request Form

Appendix C – Sample Water Meter Leak Notification Tips



105 Elgin St. West  
Arnprior, ON K7S 0A8

tel 613 623 4231  
fax 613 623 8091

arnprior@arnprior.ca  
www.arnprior.ca

[DATE]

To Whom It May Concern:

This letter is to inform you that the water meter at your property indicates that there is a continuous water flow for at least 35 days at your property.

The Corporation of the Town of Arnprior's Water Leak Policy provides customers a notification letter. This initiative is to encourage you to repair any leaks that may cause a higher than necessary water reading thus minimizing the impact of future billings.

Attached for your reference is a Water Savings Tips information sheet that might help you identify where you might have a possible leak and further encourage savings in your consumption use.

Utility bills with double the average billing consumption may be eligible for a water leak adjustment. Please contact the Finance department to determine if you qualify.

If you have any questions regarding this notification please do not hesitate to contact the Finance Department at (613) 623-4231 ext. 1825 or email at [utility.billing@arnprior.ca](mailto:utility.billing@arnprior.ca)

Sincerely,

[Account Clerk]

Accounts Clerk  
Utility Billing



**ARNPRIOR**

**Town of Arnprior  
Water Leak Adjustment Request**

Please return completed form with proof of repair within 60 days of high consumption to:

Town of Arnprior  
Finance Department  
105 Elgin St W.  
Arnprior, ON K7S 0A8

Request Date: \_\_\_\_\_ Account #: \_\_\_\_\_

Customer's Name on Account: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Service Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Was this property occupied during the leak period? \_\_\_\_\_

Can these costs be recovered through a third party or insurance claim? \_\_\_\_\_

Describe what was done to fix or correct the water leak problem(s). Proof of repair is required and must be submitted with this form (i.e. Plumber itemized invoice, repair parts itemized receipt, or other documents supporting any repairs).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the customer for the above noted property, I hereby apply for reimbursement under the Town of Arnprior's Water Leak Policy. I confirm that the above and attached information are true and accurate.

Customer's Signature: \_\_\_\_\_

If necessary, how would you like to be contacted for follow-up?

By Phone: \_\_\_\_\_

Via e-mail: \_\_\_\_\_

**PLEASE NOTE:** Completion of this form does not guarantee an adjustment will be made to your bill. As your water account must remain current to avoid additional service charges, customers are advised to pay the water and/or wastewater amounts due while your adjustment is pending. Any unpaid amounts pending consideration of a water leak bill adjustment will be treated in the same matter as all other unpaid accounts. Reimbursement will only occur once the water leak adjustment request is granted.

**Notice of Collection of Personal Information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

Personal information on this form is collected under the authority of the *Municipal Act, 2001*, S.O. 2001, c 25, as amended. This information will be used in the consideration of your water leak adjustment request and the implementation of the Town of Arnprior's water leak adjustment policy.

Questions about this process should be directed to the Town Clerk by telephone at 613-623-4231 ext. 1817 or by email at [clerk@arnprior.ca](mailto:clerk@arnprior.ca).

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Water Leak Policy



## **Water Meter Leak Notification**

Please be advised that your water meter has detected a potential water leak in your home or business. It is recommended that you investigate your plumbing and plumbing fixtures for potential source of leaks. The following information is being provided to assist you.

### **Toilet leaks**

Flapper valves function as a gasket between the toilet tank and bowl and are the most common source of a toilet leak. Flapper valves can sometimes fail and release a steady flow of water from the toilet tank to the bowl.

To check to see if you have a leaking toilet tank, place dye tablets or a little food colouring into the tank. Wait 20-30 minutes; if there is colour in the bowl, then you know you have a leak.

A leaking toilet can waste up to 400,000 litres (400 cubic metres or 88,000 gallons), or the equivalent of around \$1,000.00 per year!

### **Other places for leaks - faucets & showerheads.**

You may not notice faucets or showerheads leaking if the leak is small. To check for leaks, make sure the sink or tub is dry, insert the plug into the drain, wait, check the sink or tub from time to time to see if water starts to pool in the sink or tub.

Don't forget to check all bathrooms, the kitchen, outside taps and sprinkler systems, ice makers, dishwasher, washing machine, hot water heater, as well as water pipes and connections inside your home/business.

A steady drip can waste up to 55 litres (12 gallons) in just 24 hours.

### **Excessive lawn watering habits**

Please keep in mind that watering your lawn or garden for extended periods of time can also sometimes cause your water meter to believe you have a "leak", when in fact it may only be a high frequency of water usage.

### **What can I do if I think my water meter is faulty or inaccurate?**

Every 5/8", 3/4", and 1" Neptune T-10 water meter that the Town of Arnprior installs meets or exceeds the latest AWWA C700 and ANSI/NSF 61 Standards, and is warranted to meet or exceed accuracy standards of the AWWA Standard C700-95 for a period of five years from the date of shipment. However, should you wish to have your meter tested for accuracy, the Town of Arnprior will remove your water meter and send it off for third party testing in accordance with by law No. 5762-090, which states:

"2.10 Upon written request from the consumer and payment of a deposit as set out in Schedule "A" of this By-Law, the Corporation will remove and test a meter. If the meter is found to register correctly or not to exceed a 3% discrepancy, the consumer's deposit shall be forfeited towards the cost of the test and any additional expense incurred in removing, testing and reinstalling the meter shall be paid for in full by the consumer requesting such test, plus the consumption undercharged of the previous three (3) months based on the water rate prior to the testing.

2.11 If a meter, when tested, is found to register in excess of a 3% discrepancy in favour of the consumer, a refund will be made to the consumer of an amount equal to such excess percentage of the water rates paid for the previous three (3) months prior to the testing, plus the consumer's deposit for the test; provided, however, that no reduction shall be made to reduce the water rate for the previous three (3) months prior to the testing below the minimum water rate established by Council."

\*Please note that the current Water Meter Accuracy Testing Deposit Fee is \$45.00 for each test.

## How to Read Your Meter

### How can I take a reading from my water meter myself?

In order to maximize the life of the water meter's internal battery, the LCD display on the new Neptune E-Coder R900i water meters remains off until activated with a light.

1. Using an ordinary flashlight, shine the light over the "light sensor" hole on the face of the meter for a few seconds.
2. Once activated, the LCD display will alternate every six seconds from displaying the current meter reading to the current rate of flow.

### How to tell if water is in use:

To determine if water is in use, complete the following steps:

- 1 Check the flow indicator by closely watching it for two minutes.
- 2 Determine the following conditions:
  - If the arrow is Flashing, then water is running very slowly.
  - If the arrow is continuously ON, water is running.
  - If the arrow does not flash, water is not running.

### If a continuous leak is found and repaired, complete the following steps:

1. Use no water for at least 15 minutes.
2. Check the leak indicator.
3. If the leak has been correctly repaired, the leak icon changes from **On Continuously** to **Flashing**.

### If an intermittent leak is found and repaired, complete the following steps:

1. Check the leak indicator after at least 24 hours.
2. If the leak is OFF, then a leak is no longer indicated.

- Replaceable Battery ①
- Antenna ②
- Light Sensor ③
- Flow Indicators ④
- Date of Manufacture ⑤
- LCD Display ⑥
- T-10 Meter ⑦



	<p><b>LIGHT SENSOR</b> Recessed under the small hole near the center of the faceplate of the E-CoderR900i, supplies the power for the LCD panel (light activated) as well as the activation of the data logging extraction.</p>
	<p><b>FLOW INDICATOR</b> Shows the direction of flow through the meter:  <b>ON</b> Water in use.  <b>OFF</b> Water not in use.  <b>Flashing</b> Water is running slowly.  <b>(-)</b> Reverse flow.  <b>(+)</b> Forward flow.</p>
	<p><b>LEAK INDICATOR</b> Displays a possible leak:  <b>OFF</b> No leak indicated.  <b>Flashing</b> Intermittent leak indicates that water has been used for at least 50 of the 96 15-minute intervals during a 24-hour period.  <b>On Continuously</b> Indicates water use for all 96 15-minute intervals during a 24-hour period.</p>
<b>RATE</b>	<p><b>RATE OF FLOW</b> Average flow rate is displayed every six seconds on LCD display.</p>
<b>RF LOG</b>	<p><b>DATA LOGGING</b> displayed on LCD during extraction of data logging consumption data. *"DL" on dial face denotes data logging</p>
	<p><b>LCD DISPLAY</b> Nine-digit LCD displays the meter reading in billing units of measure: U.S. gallons, cubic feet, Imperial gallons, or cubic metres.</p> <ul style="list-style-type: none"> <li>① E-Coder Basic Reading/Customary 6-digit remote reading</li> <li>② Customary sweep hand digits</li> <li>③ E-CoderPLUS Reading (8-digit remote reading)</li> <li>④ Testing units used for diagnostics</li> <li>⑤ Extended reading units</li> <li>⑥ Customary billing units</li> </ul>