



**Town of Arnprior**

**Regular Meeting of Council Agenda**

**Date: Monday, September 26, 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 – September 12, 2022](#) (Page 1-9)**
- 8. Awards/ Delegations/ Presentations**
  - a) Delegation:**
    - i. [JR. B Packers, Dustin Dorken](#) (Page 10-12)**

**9. Public Meetings**

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

**11. Staff Reports**

- a) **Communications Plan**, Erin Coyle, A/MEDO and Andrea Montgomery (Redbrick Communications) (Page 13-22)
- b) **Waterfront Master Plan**, Graeme Ivory, Director of Recreation and Jennifer Morawiec, GM, Client Services/Treasurer (Page 23-29)
- c) **Electronic Monitoring Policy**, Jennifer Morawiec, GM, Client Services/Treasurer (Page 30-32)
- d) **TOPPS Environmental Solutions – Year 7 Garbage Collection Contract Extension**, Deanna Nicholson, Environmental Engineering Officer (Page 33-35)
- e) **Disposal of Surplus Plow Truck to Arnprior Airport**, John Steckly, GM, Operations (Page 36-39)
- f) **Municipal Grant Application, Special Olympics Ontario – Arnprior Community**, Graeme Ivory, Director of Recreation (Page 40-56)
- g) **Municipal Grant Application, 2360 Royal Canadian Army Cadets**, Graeme Ivory, Director of Recreation (Page 57-75)
- h) **Proclamation – Fire Prevention Week – October 9 – 15, 2022**, Maureen Spratt, Clerk (Page 76-82)
- i) **Proclamation – October – Rett’s Syndrome Awareness Month**, Maureen Spratt, Town Clerk, (Page 83-87)

**12. Committee Reports and Minutes**

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

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

**15. Correspondence & Petitions**

**a) Correspondence**

- i. Correspondence Package I-22-Sept-16
- ii. Correspondence Package A-22-Sept-12

**16. By-laws & Resolutions**

**a) By-laws**

- i. **By-law Number 7333-22** – Electronic Monitoring Policy (Page 88-91)

## **b) Resolutions**

### **i. One Year Extension to the Draft Approval of the Marshall's Bay Meadows Subdivision**

**Whereas** Council approved the recommendation for the plan of subdivision proposed by T. Anas Holding Inc. in September of 2014 and indicated to the approval authority, the County of Renfrew, that the proposed draft plan of subdivision was not premature, that it met the intent of the Provincial Policy Statements and requesting the conditions of draft approval as outlined in the staff report; and

**Whereas** draft approval was given by the County of Renfrew on August 5, 2015, with revised conditions issued on December 11, 2018, which will lapse on December 11, 2022 if not granted an extension by the County of Renfrew before the lapsing date; and

**Whereas** the applicant, Madawaska Regional Inc., has requested that Council provide a resolution in support of a request for extension, as the development is proceeding in a phased approach with Phases 1 and 2 registered, and the developer actively working on finalizing Phases 3, 4 and 5.

**Therefore Be It Resolved That** Council supports the request by Madawaska Regional Inc. for a one-year extension to the draft approval of the Marshall's Bay Meadows Draft Plan of Subdivision (47-T-14002) and that this resolution be forwarded to the County of Renfrew for consideration of approval.

## **17. Announcements**

## **18. Media Questions**

## **19. Closed Session**

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

By-law No. 7334-22 to confirm the proceedings of Council

## **21. Adjournment**

Please note:. 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  
September 12, 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

**Town Staff Present:**

Maureen Spratt, Town Clerk  
Robin Paquette, CAO  
Jennifer Morawiec, General Manager,  
Client Services/ Treasurer  
Jennifer Eve, Manager of Finance

**Council Members Absent:**

**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 276-22

Moved by Lynn Grinstead

Seconded by Chris Toner

**Be It Resolved That** the agenda, for the Regular Meeting of Council dated Monday, September 12, 2022 be adopted.

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None

**6. Question Period**

None



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

Resolution Number 277-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

**That** the minutes of the Regular Meeting of Council listed under item number 7 (a) the Agenda be adopted (Regular Meeting of Council – August 22, 2022).

Resolution Carried

**8. Awards/Delegations/Presentations**

Oliver Jacob and Josie Scott, representatives of the Greater Arnprior Community Council on Poverty and Homelessness, proceeded to provide a PowerPoint presentation on the 2021-2022 Annual Report, attached as Appendix A and forming part of these minutes. The representatives provided background information on the establishment of the committee's Guiding Report "A Path Forward" and updated the status of specific recommendations within the report.

The representatives advised Council that they will continue to work with the recommendations contained in the report; specifically, food security, affordable housing options and public education, as detailed in the 2022/2023 Strategic Priorities document. The presentation concluded with the representatives offering their thanks for the continued support and encouragement of Arnprior and McNab/Braeside Council, community partners and the public at large.

**9. Public Meetings**

None

**10. Matter Tabled/ Deferred/ Unfinished Business**

None

**11. Staff Reports****a) Growth Management Strategy – CAO**

Resolution Number 278-22

Moved by Ted Strike

Seconded by Lisa McGee

**That** Council receive the Growth Management Study prepared by Watson and Associates for use as a long-range planning tool to guide and inform future decisions concerning the Town's growth and servicing needs.

Resolution Carried

**b) Water and Wastewater Billing Policy – Manager of Finance**

Resolution Number 279-22

Moved by Tom Burnette

Seconded by Ted Strike

**That** Council receives this report as information; and

**That** Council amend by-law Number 6187-13, as amended by By-law 6524-15 Policy FS-BR-06 Water and Wastewater Billing and Collection Policy to include further specifications related to the Water and Wastewater Billing and Collection process.

Resolution Carried

**c) Digital Access to Heritage – Museum Assistance Program Contribution Agreement**

Resolution Number 280-22

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** Council authorizes the Mayor and Clerk to enter into a Contribution Agreement with Her Majesty the Queen in Right of Canada as represented by the Minister of Canadian Heritage and funding from the Digital Access to Heritage – Museum Assistance Program for the proposed Digitization of the Arnprior and District Museum Collection Project in the amount of \$187,958.; and

**Further That** the Town contributes \$68,687 for in-kind services and \$51,689 for the expense being funded from the Museum Reserve Fund.

Resolution Carried

**d) Joint Compliance Audit Committee – 2022-2026 Term of Council**

Resolution Number 281-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

**That** Council direct staff to establish a Joint Compliance Audit Committee of five (5) members, with one representative from each of the following municipalities;

- Town of Arnprior
- Township of McNab/Braeside
- Township of Greater Madawaska
- Township of Admaston/Bromley; and
- Horton Township; and

**Further That** Council authorize Donna Anderson to be the Town of Arnprior representative on the Joint Compliance Audit Committee for the 2022-2026 term of Council, at a per diem rate of \$175/meeting and mileage (as per the CRA mileage rate) for travel to and from any required meetings.

Resolution Carried

**e) Application to Municipal Grants Policy – Arnprior Community Choir**

Resolution Number 282-22

Moved by Lynn Grinstead

Seconded by Ted Strike

**That** Council receive the Municipal Grant Application from the Arnprior Community Choir; and

**Further that** due to ineligibility under the Support Funding stream, the request for \$3,000 for the Arnprior Community Choir 30th Anniversary Project to Commission a Four-Part Choral Composition be declined.

**f) Proclamation – National Day of Truth and Reconciliation (Orange Shirt Day)**

Resolution Number 283-22

Moved by Lynn Grinstead

Seconded by Ted Strike

**That** Council proclaim September 30, 2022 as National Day of Truth and Reconciliation (Orange Shirt Day) in the Town of Arnprior.

**Whereas** the Federal Government announced September 30th, 2021, as the first National Day for Truth and Reconciliation to honour residential school survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and

**Whereas** each year, September 30 marks the National Day for Truth and Reconciliation; and

**Whereas** this day builds on Orange Shirt Day, an Indigenous-led grassroots commemorative day intended to raise awareness of the individual, family and community inter-generational impacts of residential schools, and to promote the concept of “Every Child Matters”. The orange shirt is a symbol of the stripping away of culture, freedom and self-esteem experienced by Indigenous children over generations; and

**Whereas** to publically commemorate this history and legacy of residential schools and the resilience of residential school survivors, a bench located at the Town Hall will be painted orange to honour lost indigenous children and provide a space for healing and reflection, and provide a permanent commemoration being a vital component of the reconciliation process; and

**Whereas** a Flag Raising Ceremony will be held on Monday, September 26, 2022, to raise awareness for the National Day of Truth and Reconciliation on September 30, 2022; and

**Now Therefore Be It Resolved That** I, Walter Stack, Mayor of the Town of Arnprior hereby recognize September 30th, 2022, as the National Day of Truth and Reconciliation (Orange Shirt Day) in the Town of Arnprior and encourage all Members of Council, staff and residents wear orange as a sign of respect and to honour the thousands of Survivors of residential schools.

Resolution Carried

## 12. Notice of Motions

None

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

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

- On the 31 August the County of Renfrew Warden, Debbie Robinson officially opened the County of Renfrew's Reconciliation Garden, appropriately named Noojimokamig (new-jih-mah Gah-mig) Garden (A Place For Healing). This garden is made of a rock circle that displays seven grandfather stones. Aimee Bailey conveyed the meaning of these grandfathers as:
  - To cherish knowledge is to know **Wisdom**.
  - To know **Love** is to know peace.
  - To honour all of the Creation is to have **Respect**.
  - **Bravery** is to face the foe with integrity.
  - **Honesty** in facing a situation is to be brave.

- **Humility** is to know yourself as a sacred part of the creation.
- **Truth** is to know all these things.

Should you wish to visit the Garden there is a protocol in place. You must enter via the entrance, move clockwise to visit each grandfather and then leave by the entrance.

- On 31 August a Retirement Celebration for the County CAO Paul Moreau was held. Mayor Stack and CAO Paquette attended and brought best wishes from Arnprior.
- County Council “Carried” the restructuring plan in the Public Works & Engineering Department that includes the addition of i) Civil Designer; ii) an Engineering Technician, and iii) an Operations Coordinator that will be part of the 2023 budget. Of note the Civil Engineer will be available to municipalities that will in turn save on consultant fees.
- On 01 September the County CAO, Craig Kelly and Director of Development and Property, Jason Davis assumed their respective offices.
- Staffing Update: Margo Smith is the new Manager of Child Care and Early Years.
- County Housing – There are currently 1,250 ongoing tenants that are receiving monthly allowances and there are 1,226 applications for the second quarter of 2022.
- The inaugural meeting for the new County Council is on 23 November 2022.
- The recommendation for the 2023 County Levy is 3%.
- A reminder that the Taste of the Valley Dates and locations of this year’s events include:

24 September	Renfrew (8am – 3pm),
01 October	Deep River 10 am – 3 pm
02 October	Arnprior (9am – 2pm)
15 October	Cobden (8am – 3pm)

The first two Taste of the Valley events were successful. In Barry’s Bay, 44 vendors and 2500 visitors, and in Eganville 14 vendors with 1,000 visitors. Eganville’s shortfall was blamed on poor weather and 5 vendors cancelling that morning.

- Farms Open (like the old Rural Ramble), a new agri-tourism event taking place on September 18, has nine locations participating including:
  - Forest Cove Alpacas (Chalk River) – Alpacas
  - Shulist Family Farm (Combermere)- beef, pork, chicken and lamb
  - Sernoskie’s Tree Farm (Golden Lake) - Christmas tree farm
  - Alder Creek Farm (Golden Lake) - producing quality lamb
  - Mapleside Sugar Bush (Rankin) - producing maple syrup
  - Cardaleacres (Dacre) - showcasing Caspian horses
  - Ottawa Valley Farm to Fork (Dacre) - Scottish Highland cattle, chickens, goats, turkeys
  - Pinnacle Haven Farm (Renfrew) - flock of Dorset sheep
  - Calabogie Rustic Farm (Calabogie)- organic fruit and vegetables
- Starter Company Plus spring session has two Arnprior participants who were successful in receiving a \$4,000.00 grant award:
  - Redneck Recipes Owner: Jennifer McGuire Preserves & Food Education
  - Kelly’s Salon Services Unbound Inc. Owner: Kelly Sperry Salons in Long-Term Care Location.
- Ontario East Municipal Conference 14-16 Sep is being held in Cornwall. Warden Robinson, CAO, Craig Kelly, David Wybou, Business Development Officer and Melissa Marquardt, Manager of Economic Development will be attending.
- Thursday, November 3, 2022 has been set for “Renfrew County Day” at Queen’s Park.

- At the Association of Municipalities of Ontario (AMO) Conference the Parliamentary Assistant to the Minister of Infrastructure, Mr. Amarjot Sandhu (Brampton West), advised the County delegation that his government would continue to double the Ontario Community Infrastructure Fund (OCIF) financing model for Ontario Municipalities for the next five years.

**14. Correspondence & Petitions****a) Correspondence Package – I-22-September-15**

Resolution Number 283-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

**That** the Correspondence Package Number I-22-September-15 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following:

- Page 14 - Residents of Ontario who have or need Accessible Parking Permits can now go on online to apply or renew. Simply go to Ontario.ca/Renew.
- Page 41 - Applications to the Federal Flood Hazard Identification and Mapping Program. Applications are due on September 16<sup>th</sup>. To the CAO as the municipality has experienced flooding on the North East side of the Madawaska River near Lena Street and Bell Park will the municipality be seeking grant funding?
  - The CAO responded that the program is a grant funding opportunity to have mapping prepared. Staff have met with their counterparts in the County and are looking into a joint application for funding.
- Page 41 Municipal Asset Management Program Training. To the CAO are there any staff that can take advantage of the training?
  - The CAO responded staff will look into this opportunity.

**b) Correspondence Package A-22-September-11**

Resolution Number 284-22

Moved by Tom Burnette

Seconded by Ted Strike

**That** the Correspondence Package Number. A-22-September-11 be received, and that the recommendations outlined be brought forward for Council's consideration.

Resolution Carried

Resolution Number 285-22

Moved by Tom Burnette

Seconded by Ted Strike

**That** Council of the Corporation of the Town of Arnprior receive the request from Mike Delorme;

**Whereas** Mike Delorme is a member of the Richmond Ramblers Band and local res who is looking to host a tribute concert, free of charge, at the Nick Smith Centre in celebration of Marc Reid's musical contributions on October 8, 2022; and

**Whereas** Marc Reid, a long time-time local musician, who passed away last month, contributed significantly to the Arts in the Town of Arnprior for many years; and

**Whereas**, the free tribute concert is slated to feature area musicians including, but not limited to Gail Gavin, Maria Hawkins, Richmond Ramblers band, Kevin Lentz band, and Mick Armitage, and

**Whereas** all musicians are giving of their time and talent to pay homage to Marc's contributions to the local music scene.

**Therefore Be It Resolved That** Council approve the request for waiving the Nick Smith Centre Community Hall rental fees, including, set up and tear down (value of \$450.00) for the tribute concert in celebration of Marc Reid's musical contributions in Arnprior on Saturday, October 8, 2022; and

**Further That** Mike Delorme 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.

Resolution Carried

## 16. By-laws & Resolutions

### a) By-laws

Resolution Number 286-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

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

- i. **By-law Number 7329-22** – Appoint Joint Compliance Audit Committee and Adopt Terms of Reference
- ii. **By-law Number 7330-22** – Amend Water and Wastewater Billing & Collection
- iii. **By-law Number 7331-22** – Enter into a Contribution Agreement- Museum Assistance Program

Resolution Carried

## 17. Announcements

Mayor Walter Stack made the following announcements:

- Condolences to Dr. John Findley's family on his recent passing. Dr. Findley passed away days before his 98<sup>th</sup> birthday. Dr. Findley was born in Arnprior and raced under the name Madawaska Farms. Dr. Findley spent decades as a breeder trainer/driver and veterinarian. He had over 1300 victories winning over \$2 million dollars.
- There is a Book of Condolence at the Arnprior Public Library and Boyce Funeral Home, for those who wish to send condolences on the recent passing of the Queen.
- Thank you to volunteers, performers, etc. for the fundraiser for Easton Harris that took place on Saturday in the Giant Tiger Parking Lot.
- Thank you to the Lions Club for matching funds from their barbecue.

- The Arnprior Legion Open House Family Fun Day took place on Saturday, September 10<sup>th</sup>.
- Two Ontario Land Tribunal (OLT) appeals with respect to properties in Arnprior have been heard.
- Arnprior Regional Health will be hosting a Masquerade fundraising even on Saturday, October 15th at the Nick Smith Centre.

County Councillor Dan Lynch made the following announcements:

- Thanks to the Rotary Club for hosting the Tarts n' Arts Festival at Robert Simpson Park. It was a huge success. Butters tarts were sold out by 12:00 Noon. The winner of the Men Shed Love Seat was Ms. Krista Campbell.
- Victims of Crime Golf Tournament is being held this Friday (September 16) at the Oaks of Cobden.
- Thank you to our Recreation Staff, Graeme Ivory and Lucas Power, for organizing a family-oriented day trip that took us to watch the Ottawa Redblack's football game last Saturday.
- Congratulations to Councillor Grinstead's Inclusivity and Diversity Committee (IDAC), MEDO Erin Coyle, and the numerous volunteers for an outstanding Cultural Night Market. Thank you to the merchants and museum for staying open and receiving the hundreds of visitors to our revitalized downtown.
- Thanks to the waiving of the fee for the ABBA Ball Diamonds the organizers of the Ball Tournament raised over \$6,700 for the Harris family.

Councillor Grinstead made the following announcements:

- Congratulations to Erin, Chloe and the team on executing a very successful Night Market. The event was very well attended with anywhere from 800-1000 individuals in attendance from beginning to end.

Councillor Strike made the following announcements:

- Numerous complaints in the area of Thomas, Havey, James regarding the misuse of ATV's (speed, dust control, modified exhausts etc.)
  - Mayor Stack advised that with the growth in the community there may be a need for increased hours of by-law enforcement services.

## **18. Media Questions**

None

## **19. Closed Session**

None

## **20. Confirmatory By-Law**

Resolution Number 287-22

Moved by Tom Burnette

Seconded by Ted Strike

**That** By-law No. 7332-22 being a By-law to confirm the proceedings of the Regular Meeting of Council held on September 12, 2022 be and it is hereby enacted and passed.

Resolution Carried

**21. Adjournment**

Resolution Number 288-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

**That** this meeting of Council be adjourned at 7:50 p.m.

Resolution Carried

**Signatures**

Walter Stack, Mayor

Maureen Spratt, Town Clerk



# Request to Appear as a Delegation Form

**Topic \***

Introduce Jr B Arnprior Packers new Ownership

**Type of Meeting \***

Council

**Meeting Date****Who are you representing**

☐ Myself

☒ My Business

☐ Other

**Please specify your business or other representation \***

Arnprior Jr B Packers

**Reason for Appearing \***

Good Day, I am representing the new ownership group who acquired the Jr B Packers last week. They would like to meet council and introduce themselves as well as describe their vision for the town's representative in the Eastern Ontario Junior Hockey League.

**Do you have material to distribute at the meeting \***

☐ Yes

☒ No

Do you have a copy of your notes/ presentation to attach \*

Page 11

☐ Yes

☒ No

Please Note: All material to be distributed at the meeting and/or any electronic presentations must be received by the Town Clerk no later than 12:00 PM (noon) the Tuesday prior to the meeting. Materials must follow the guidelines provided on the back on this form.

## Contact Information

**Name \***

Dustin Dorken

**Address \***

31 Hidden River Rd, M/B Twp

**Phone Number \***

613 402-5335

**E-mail Address \***

DDorken@shiftperformance.ca

**I hereby consent to the release of my personal contact information for the purposes of the agenda preparation and meeting \***

☒ I Agree

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O c.M.56 as amended and will be used to document delegates names, addresses, and key messages for Advisory Committees and Council. Inquiries may 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).

# Guidelines for Materials

The Town of Arnprior is guided by the values and principles outlined in our Multi-Year Accessibility Plan and the Accessibility for Ontarians with Disabilities Act (AODA). We strive to provide all documents in the most accessible format, with alternate formats available upon request. As all materials presented to Members of Council during Council meetings are public documents, the Town of Arnprior offers the following guidelines for public delegations.

## Reports and Other Written Documents

- Use plain language.
- Use a sans serif family font (i.e. Arial, Verdana, etc.).
- Use at least 12pt font size.
- Be generous with spacing (between letters, words and lines).
- Use bold for emphasis, not underline or italics.
- Use mixed case, not all CAPS.
- Avoid using variable text colours (black is recommended).
- Ensure that text is mainly left-justified for screen readers.

## Presentations (Microsoft PowerPoint, Google Slides, Prezi, etc.)

- Use plain language. Be mindful of the use of acronyms that may not be commonly understood by Members of Council and/or the Public.
- Use a sans serif family font (i.e. Arial, Verdana, etc.).
- Use at least 24pt font size.
- Be generous with spacing (between letters, words and lines).
- Use bold for emphasis, not underline or italics.
- Use mixed case, not all CAPS.
- Avoid using variable text colours (black is recommended).
- Ensure that text is mainly left-justified for screen readers.
- Limit (or eliminate) the use of transitions and animations.
- Use simple designs that do not distract from slide text.
- Ensure that slides would make sense if printed in black and white. Remember that slides may be viewed by someone who is colour blind.
- Ensure that colour contrast is strong (dark text on light background or vice versa).
- Include captions for photos.
- Limit the length of text on each slide for easy readability.

## Questions?

Contact the Town Clerk in person at the Clerk's Office at Town Hall, by telephone at (613) 623-4231 ext. 1817 or by email at [clerk@arnprior.ca](mailto:clerk@arnprior.ca).



## **Town of Arnprior Staff Report**

**Subject:** Communications Plan

**Department:** Community Services Branch

**Report Number:** 22-09-26-01

**Report Author:** Erin Coyle, A/MEDO

**Meeting Date:** September 26, 2022

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### **Recommendations:**

**That** Council adopt the Communications Plan prepared by Redbrick Communications for use as a long-range planning tool to guide and inform communication efforts over the next 3 years.

### **Background:**

Council's 2020-2023 Strategic Plan highlighted, in the area of Operational and Financial Efficiencies, a high level goal of "Communication Improvements", including the creation and implementation of a Communication Strategy. In late 2021, staff engaged Redbrick Communications, a leader in strategic communications counsel and training with clients in a broad range of public and private sector clients, to assist in development of the Strategy. The consultant reviewed the Town's current communication practices, interviewed various stakeholders and staff to understand the needs, undertook a survey of residents and focused on opportunities to increase two-way communication with the public including improving internal efficiencies.

### **Discussion:**

The Strategy, or Communication Plan, has a goal to create a clear direction for the Town's communication efforts over the next 3 years. The Plan indicates that there are 5 main strategic communication goals:

1. Create a culture of communications at the Town
2. Ensure factual, timely information is easy to find and share
3. Tell a more consistent and positive story about the Town
4. Enhance public engagement efforts
5. Ensure proactive issues mitigation and management

The Plan outlines a phased approach to guide the efforts of the Town over the next several years to a) analyze needs, b) set up for success and c) increase efficiency. The plan includes an ambitious 21 Objectives with multiple Actions associated with each to move forward in achieving the goals.

As with all our strategies, the plan will be used by staff as a guiding document to achieve the goals in a timely manner but isn't to suggest that the plan will not be flexible and fluid in the undertaking of the actions. There will be overlap and adjustments made to move the plan forward and ensure success.

As we move to implement, staff will be reviewing the resources available and how we can meet the objectives with the resources we have on hand, and what resources we may need to increase in the coming years to ensure the actions are included in work plans and monitored.

### **Options:**

Council may wish to further consider any part of the Communication Plan and provide, through a Council Resolution, direction on any amendments. However, staff at this time are recommending that Council adopt the Plan as presented.

### **Policy Considerations:**

The Strategic Plan includes in the area of Operational and Financial Efficiencies, an overall goal of "Communication Improvements", including the creation and implementation of a Communication Strategy.

### **Financial Considerations:**

Implementation may include the need to provide resources to achieve the objectives. As with other strategies, budgetary implications will be brought forward for Council consideration during the upcoming budget approvals.

### **Meeting Dates:**

N/ap

### **Consultation:**

Redbrick Communications

### **Documents:**

Communications Plan 2022 to 2024

## **Signatures**

**Reviewed by Department Head:** Robin Paquette

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

**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:**



# **Town of Arnprior Communications Plan 2022 to 2024**

**VISION:** A communications program that lays the foundation for success toward a more informed and engaged community

## Communications Plan

### Introduction

This Communications Strategy represents a first for the Town of Arnprior. Its goal is to set a clear direction for the municipality's communications efforts over the next three years. It details realistic goals and objectives that will help lay a stronger foundation towards a more informed and engaged community.

Through the COVID-19 pandemic, effective communication with internal Town staff and the community became more important than ever. It emphasized the critical role of communications to maintain trust, inspire behaviour change and instill calm in a disruptive time.

As we come out of the pandemic, the Town recognizes the need to continue to enhance communications efforts to better meet changing community needs, improve stakeholder relations and demonstrate transparency and accountability from the Town.

This Communications Strategy is aligned with the Town's Strategic Plan and is informed by the community's input and that of internal leadership, staff and elected officials. It is also informed by municipal best practice. It defines opportunities for the Town to analyze needs, increase two-way engagement with the public it serves and improve internal efficiencies.

This Strategy is a step forward for the Town in meeting its commitment to open, exceptional and highly effective customer service delivery where our residents feel included in the process and decisions being made.

### Corporate Values

- Honesty + Integrity
- Teamwork + Collaboration
- Open + Transparent
- Respect, Inclusivity + Accessible
- Accountability, Dependability + Reliability



## Community context

Arnprior is a great place to live, work and play. It offers a number of urban conveniences with a small town feel in the beautiful Ottawa Valley. Residents are proud of where they live, and more are moving here to call Arnprior home.

The municipality is facing population growth and working with the community to meet needs and find ways of welcoming and engaging new residents from diverse backgrounds. The Town is putting focus on building and sustaining a strong local economy and increasing the quality and timeliness of its communications using a variety of channels to reach residents where they are.

## Communications

### Purpose

Communications staff support the organization through:

- Inspiring a positive culture and community
- Fostering an engaged/informed community
- Increasing community pride
- Promoting a vibrant local economy
- Supporting Strategic Plan Deliverables

### Guiding Principles

- Proactive
- Collaborative and consistent
- Human and engaging
- Accessible and clear
- Innovative

### Core functions

- External communications
- Community engagement
- Media relations
- Digital and social media
- Council support
- Issues management
- Branding and marketing
- Internal communications

## Target Audiences

- Residents
- Visitors
- Businesses
- Council
- Staff
- Media
- Renfrew County, neighbours
- Community organizations and agencies
- Targeted
- Diverse communities in Arnprior
- Potential investors

## Strategic goals

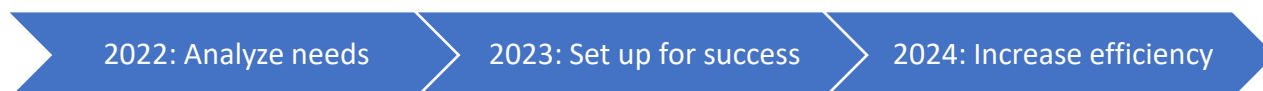
This strategy outlines five strategic goals for the Town of Arnprior's communications. These priorities are based on feedback from the community, the Town's council, leaders, and staff across the organization. They are also based on municipal best practice. They provide the Town with a clear focus to 2024 to enhance how the Town informs and engages the community.

### 5 strategic communications goals

1. Create a culture of communications at the Town
2. Ensure factual, timely information is easy to find and share
3. Tell a more consistent and positive story about the Town
4. Enhance public engagement efforts
5. Ensure proactive issues mitigation and management

## Phased Implementation Plan

To manage resources effectively and efficiently and to ensure realistic timelines, the Town will take a phased approach to achieve each of the five strategic goals. Each year of the communications strategy will have an area of focus to drive actions.



## 2022: Analyze needs

Objective	Actions
<b>Assess current capacity for communications</b>	<ul style="list-style-type: none"> <li>• Propose establishing a dedicated communications role at the Town</li> <li>• Establish a clear role for the Communications Officer</li> </ul>
<b>Increase monitoring and reporting on common community contact points</b>	<ul style="list-style-type: none"> <li>• Monitor and establish regular reporting on Town call volumes, social media activity and media coverage</li> </ul>
<b>Maintain communications as top of mind across the organization</b>	<ul style="list-style-type: none"> <li>• Leverage this communications strategy to rollout a “communications roadshow”; include the importance of positive story telling and proactive issues management</li> <li>• Regularly attend department meetings</li> <li>• Add a “Communications and Public Engagement” section to Council reports</li> <li>• Add communications to new employee orientation – brand expectations, contacts, policies etc.</li> </ul>
<b>Establish consistent processes for issues monitoring, flagging and reporting</b>	<ul style="list-style-type: none"> <li>• Create a checklist of prompts for staff flagging issues</li> <li>• Create an issues briefing note template, that includes communications and audiences</li> <li>• Establish a clear process of information flow when issues arise and create feedback loops</li> </ul>
<b>Develop proactive approaches and messaging to common issues</b>	<ul style="list-style-type: none"> <li>• Identify the top 3 to 5 more common issues faced by the Town (e.g., watermain breaks, snow plowing)</li> <li>• Work with program area staff on consistent processes to alert communications and effectively manage these issues</li> <li>• Develop approved related key messaging and materials (media release, social media content etc.)</li> </ul>
<b>Review opportunities to improve Arnprior app and the website</b>	<ul style="list-style-type: none"> <li>• Review app and opportunities for improvement</li> <li>• Rollout enhancements as appropriate – raise its profile</li> <li>• As an area of top community concern, review Construction pages – create consistency, improved mapping</li> </ul>
<b>Review best practices in public engagement</b>	<ul style="list-style-type: none"> <li>• Research municipalities who do engagement well and share lessons learned with key staff</li> </ul>

## 2023: Set us up for success

Objective	Actions
<b>Increase staff competency</b>	<ul style="list-style-type: none"> <li>• Identify key individuals who would benefit from specific communications training</li> <li>• Create a communications training plan – media training, plain language writing, writing for the web, issues management, social media and public engagement (IAP2)</li> </ul>
<b>Engage and support Council as key influencers in the community</b>	<ul style="list-style-type: none"> <li>• Provide materials and templates for Councillor use (Community Snapshot and newsletter template)</li> </ul>

Objective	Actions
	<ul style="list-style-type: none"> <li>• Provide support and messaging on emerging issues, includes crisis communications</li> <li>• Provide communications training to new council following the municipal election</li> </ul>
<b>Improve processes to tell a consistent story and to gather content, and share Town achievements and photos</b>	<ul style="list-style-type: none"> <li>• Work with leaders and/or Town staff to develop top key messages about the Town (about the Town, organizational values, etc.)</li> <li>• Share messaging across the organization and embed where appropriate</li> <li>• Launch internal “campaign” to inspire sharing positive stories and keep them top of mind</li> <li>• Improve processes to better showcase all businesses in Arnprior</li> </ul>
<b>Provide stronger toolkits, guidelines, resources to staff in all departments</b>	<ul style="list-style-type: none"> <li>• Support staff and develop a clear and easy process for them to take photos/video share stories</li> <li>• Create social media guidelines and photo standards</li> <li>• Provide templates for common communications tactics (for example, posters, newsletters) Review communications tools available – high quality phone/camera, tripods, simple design and video editing tools, lighting, microphones, and consider investing in needed equipment</li> <li>• Develop a public engagement framework guide that details key principles/values and commitments from the Town</li> <li>• Update social media and media relations policies</li> </ul>
<b>Enhance the Town’s social media presence</b>	<ul style="list-style-type: none"> <li>• Establish regular, consistent post series, such as weekly social media days – e.g., Recreation Tuesdays, or this week in Arnprior</li> <li>• Humanize staff – profile staff on social; or use them as story tellers on key projects</li> <li>• Increase the use of video by creating and posting 3 new videos per year</li> </ul>
<b>Increase public engagement coordination / collaboration across the organization to leverage opportunities to cross promote</b>	<ul style="list-style-type: none"> <li>• Create a central stakeholder list of groups to be engaged</li> <li>• Develop an annual engagement calendar – community event opportunities</li> <li>• Establish a public engagement committee to share lessons learned, best practices, idea sharing</li> </ul>
<b>Establish regular opportunities to hear from the public</b>	<ul style="list-style-type: none"> <li>• Promote a monthly social media poll</li> <li>• Conduct a bi-annual short community pulse survey</li> </ul>
<b>Increase engagement with media outlets</b>	<ul style="list-style-type: none"> <li>• Engage media to find out how Town can better support them and implement findings</li> <li>• Look for opportunities to pitch stories, beyond media releases</li> </ul>
<b>Leverage community partners and build local champions</b>	<ul style="list-style-type: none"> <li>• Identify opportunities to work with and share content with local partners</li> </ul>

Objective	Actions
	<ul style="list-style-type: none"> <li>• Identify community influencers and engage in how they might help share Town stories</li> <li>• Offer a seasonal photo contest and feature winners on the website or other channels</li> <li>• Consider launching a “Local heroes” or “#inArnprior” campaign to inspire stories of people making a difference in the community</li> <li>• Consult with Indigenous communities re opportunities to improve engagement and develop a shared understanding or key principles/processes going forward</li> </ul>
<b>Increase capacity as needed for issues management support</b>	<ul style="list-style-type: none"> <li>• Consider options to engage a third party as needed for sensitive or high-profile issues management to increase capacity and leverage expertise</li> </ul>

## 2024: Increase efficiency

Objective	Actions
<b>Enhance internal communications</b>	<ul style="list-style-type: none"> <li>• Consider developing an intranet as a central resource for staff</li> <li>• Consider regular CAO email or short video to staff (e.g., monthly)</li> <li>• Create an internal communications committee to work together to keep staff informed and engaged, increasing staff morale</li> </ul>
<b>Improve communications measurement and evaluation</b>	<ul style="list-style-type: none"> <li>• Set clear measurement objectives in all communications plans – define up front how success will be evaluated</li> <li>• Consistently measure and report on social media engagement scores – number of shares, likes and comments</li> <li>• Monitor and report on media coverage – sentiment, alignment with Town key messaging, breadth of coverage</li> <li>• Track Town call volumes and top issues</li> </ul>
<b>Enhance the use of social media</b>	<ul style="list-style-type: none"> <li>• Develop a strategy for social media use and needed channels</li> <li>• Increase promotion of Town channels</li> <li>• Increase capacity within the Town to manage channels effectively</li> <li>• Include social media in regular program meetings with communications</li> </ul>
<b>Establish consistent practices to meet common departmental needs</b>	<ul style="list-style-type: none"> <li>• As an initial pilot, develop a Public Works communications toolkit to inform processes and practices for construction projects.</li> </ul>



## **Town of Arnprior Staff Report**

**Subject:** Waterfront Master Plan

**Report Number:** 2022-09-26-02

**Report Author and Position Title:** Graeme Ivory, Director of Recreation / Jennifer Morawiec, GM Client Services / Treasurer

**Department:** Recreation / Client Services

**Meeting Date:** September 26, 2022

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### **Recommendations:**

That Council adopt the Waterfront Master Plan prepared by Thinc Design, excluding the implementation plan, for use as a long-range planning tool to guide and inform future decisions with respect to the Town's waterfront; and

Further That Council direct staff to complete a revised Waterfront implementation plan that considers a two-phase approach, a condensed 10-year implementation timeline and separate feasibility project for the marina, to be proposed for the 2023 budget deliberations.

### **Background:**

Arnprior's Waterfront is seen as the Town's greatest asset as its ideal location provides for large open spaces allowing for residents and visitors alike, to come together for recreational activities year-round. Since 2015, redevelopment of the Town's Waterfront has been highlighted as a Key Priority in the Strategic Plans.

As a first step in moving forward with improvements, in September 2016, the Town of Arnprior retained the services of a consulting team led by Momentum Planning to carry out an analysis of the waterfront area. The purpose of this assignment was to identify the issues and feasibility of enhancing and supplementing the current facilities along the waterfront with the goal of improving linkages to the downtown and tapping into the economic and social potential of this unique resource. The public input received during the Arnprior Waterfront Feasibility Issues and Options Analysis clearly demonstrated overwhelming support for improvements within the defined study area. Residents were in favour of Town Council providing the funding on a yearly basis to achieve these improvements, which would over the years redevelop the area to make it a more desirable resident and visitor destination.

Following the Analysis, the next step was identified as a Waterfront Master Plan to provide a more detailed assessment of the various projects identified and provide an implementation

plan. The Town retained Thinc Design to undertake this plan which was presented to Council on November 22, 2021. The Waterfront Master Plan allows for improvements to all major waterfront areas, along with achieving cohesive connectivity between them. The plan recommendations also improve access; enhance the visitor experience; provide spaces to celebrate and enjoy; support arts, culture and heritage; improve the aesthetic of the waterfront; provide multi-season benefit; and is ecologically driven.

The 65 recommendations are organized into eight areas:

- 1) Waterfront Wide (7)
- 2) Robert Simpson Park (13)
- 3) Municipal Marina (13)
- 4) Treatment Plant, Fishing Dock and Lookout (3)
- 5) West Side Gateway and Lookout (3)
- 6) Hydro Park (3)
- 7) Bell Park (11)
- 8) McLean Avenue Beach (12)

Each planned project is costed including both soft (planning, design, approvals) and hard (capital) costs for a total \$12.6M estimate for full implementation of all 65 recommendations. As financial feasibility was a key consideration, the original plan presented to Council outlined the execution of the Master Plan over a 20-year period.

## Discussion:

At the May 9, 2022 Regular Meeting of Council, a group of local residents (Ron Warburton, David Reid, Peter Anas, Dean DiMonte and David Huycke) attended as a delegation and presented additional feedback and recommendations for the Waterfront Master Plan that is currently tabled with Council.

While the delegation agreed that the Waterfront Master Plan is an excellent plan that captures all of the elements needed to build out Arnprior's World Class waterfront, they raised the following items for further consideration:

- 1) **20-Year Build-out:** the delegation felt the 20-year implementation timeline for this project was too long and that items such as the Robert Simpson Park beach expansion and breakwater (proposed in 2032) and beach boardwalk (2033) need to be implemented earlier.

Staff have reviewed the implementation plan and agree that a more condensed implementation plan can be drafted. This would include grouping some projects with similar scopes and joint tendering. Staff are preparing an amended plan that covers a 10 year instead of 20-year implementation.

While the Robert Simpson Park beach expansion and breakwater pier did rank high on the public input priority matrix, the public priority matrix was not the only factor considered for the implementation timeline. Weighted criteria used to inform the timeliness also included project dependencies, project efficiencies, advancement / delay of projects and budget considerations.

For Council consideration, staff will include the Robert Simpson Park beach expansion, breakwater pier and boardwalk in the first phase of the amended implementation plan. It is important to note that the planning and design phase will require comprehensive consultation and approvals from a number of government agencies including but not limited to the Ministry of Natural Resources (MNR), Department of Fisheries and Oceans (DFO), and Transport Canada.

The amended implementation plan will be proposed during the 2023 budget process for Council consideration. This will allow for the financial implications of a shorter implementation timeline be considered in conjunction with other municipal capital projects that require funding.

- 2) **Complete in Two Phases:** the Delegation recommended the Waterfront plan be completed in Two Phases with Phase I focusing on the west side of the Madawaska River (including RSP breakwater, beach and park upgrades, Madawaska Gateway Plaza, West Side Lookout plaza) and Phase II addressing the east side of the Madawaska River (including Hydro Park, McLean Avenue Park, Bell Park). The Delegation recommended a completion target of 2025 for Phase I, 2030 for Phase II.

Taking a phased approach to handle large capital projects can be beneficial and is an approach the Town has taken in the past. Given the related nature of a number of the waterfront projects, a phased implementation approach as suggested by the Delegation will be included in the amended implementation plan.

The Delegation recommends that the Phases be determined by location with Phase I being everything west of the Madawaska River and with Phase II being projects east of the Madawaska River. By using location only as driver of the implementation timeline, you will gain some efficiencies by completing all projects in one area at the same time, however the offset is that you may also complete lower priority projects before other higher priority projects. The Waterfront implementation plan was based on a comprehensive matrix that considered a series of weighted criteria, aimed to establish project priority.

Based on location, Phase I (west of Madawaska River) would include 22 projects with a cost of \$6.23M and Phase II (east of Madawaska River) would include 18 projects with a cost of \$2.45M. Listing of projects are included in Table 1.

Completion dates for the phases will be subject to a number of factors. While combining the planning and design elements of some of the projects may allow for a reduced timeline, there are still significant design work and lengthy approval processes that need to be completed prior to construction of some of the elements. The majority of the projects will also require a full competitive tendering process under our procurement policies.



**Table 1 – Delegation Recommended Phases based on Location**

<b>PHASE I - West of Madawaska River</b>	<b>TOTAL</b>	<b>PHASE II - East of Madawaska River</b>	<b>TOTAL</b>
Waterfront - Pathway Surfacing Improvements	315,000	Hydro Park - East Side Path Improvements	104,500
Waterfront - Pathway Lighting	475,000	Hydro Park - Performance Platform	55,000
Waterfront - River Rescue Stations / Location Identifiers	11,000	Hydro Park - Amphitheatre	247,500
RSP - Pedestrian Ramp to Beach	300,000	Bell Park - Old Cabin Picnic Pavillion	100,000
RSP - Park Park-wide Accessibility Improvements	250,000	Bell Park - Poison Ivy Management	95,000
RSP - Additional Seating and Picnic Opportunities	82,500	McLean Beach - Boardwalk	170,000
RSP - Accessible Washrooms	325,000	McLean Beach - Shade Structure	100,000
RSP - Playground & Splashpad Enhancements	600,000	McLean Beach - Picnic Amenities	11,000
RSP - Beach Level Change Huts	30,000	McLean Beach - Seating Amenities	25,000
RSP - Beach Expansion and Pier	1,380,000	McLean Beach - Parking Lot Improvements	30,000
RSP - Beach Level Vehicle Access and Parking	172,500	McLean Beach Expansion, Small Craft Launch, Buffer	11,000
RSP - Boardwalk and Landscaping	627,000	Bell Park - Anprior Marble Exhibit and Play Area	82,500
RSP - Small Craft Rental	27,500	Bell Park - Logging Themed Natural Playground	440,000
RSP - Gradual Timber Steps	38,500	Bell Park - Log Lookouts	192,500
Madawaska Gateway Plaza	99,000	Bell Park - Picnic Area	55,000
Madawaska Bridge Lighting	287,500	Bell Park - Timber Lookout Structure	550,000
West Side Lookout Plaza	126,500	Bell Park - Interpretive Gathering Space	165,000
Treatment Plant - Buffer Planting	16,500	Bell Park - Gates and Security	15,000
Treatment Plant - Decorative Screens	20,000	<b>TOTAL (2028-2032)</b>	<b>2,449,000</b>
Treatment Plant - Cantilevered Fishing Dock & Seating	187,000		
Marina Dock Improvements	110,000		
Marina Boat Slip Improvements	747,500		
<b>TOTAL (2023-2027)</b>	<b>6,228,000</b>		

- 3) **Marina Projects:** the delegation (a) indicated that Marina projects are currently not assigned a definitive schedule in the implementation plan and the marina docks are at the end of their useful lifecycle; and (b) recommend that the Harbour Master Building be separate from the two phased implementation of the Waterfront Master Plan projects and consider a full service, four season waterfront restaurant in the facility.
- (a) As noted in the 2022 Long-Range Capital Forecast (LRCF), Waterfront Master Plan projects for the Marina relating to current infrastructure such as the docks and boat slips are already included in the first five years of the LRCF.
- (b) Funding for a feasibility project for a Harbour Master Building and potential further development opportunities for the site can be included in the amended implementation plan to determine if the significant hurdles such as the proximity of the floodplain, geotechnical concerns and ability to obtain approval from regulatory authorities are achievable or not.

### Options:

- i) Council could adopt the entirety of the Waterfront Master Plan including the implementation plan as originally presented.

Staff recommend that Council adopt the Waterfront Master Plan, excluding the implementation plan, to allow for an amended plan to be presented at the 2023 budget deliberations to include some of the recommendations put forth by the delegation and feedback received by Council.

- ii) Council could choose to not accept the Waterfront Master Plan as presented.

As the Waterfront Master Plan was developed under this term of Council, it is appropriate for this Council to adopt the plan itself as a planning tool for future waterfront decisions however allow the implementation plan to be addressed during the 2023 budget process.

- iii) Council could provide feedback or direction to staff for the inclusion of further amendments to the implementation plan than those included herein this report.

### Policy Considerations:

This report supports the Town of Arnprior Strategic Plan visions for both a vibrant healthy economy with robust sustainable growth and good jobs and opportunities in all sectors; along with residents having access to services and supports that promote well-being, health and safety and providing a superior quality of life through recreation and cultural amenities. Also, it is important to consider the vision of being known for open, exceptional and highly effective customer service delivery where our residents feel included in the process and decisions being made was taken very seriously in the development of this plan and the consideration of the delegation's comments. The Strategic Plan key priority of Community Well-Being - Recreation and Leisure activities, includes completion of the Waterfront Master Plan as a key

action plan item.

## Financial Considerations:

The current Long Range Capital Forecast (LRCF) approved by Council includes all projects (listed for Phase I and Phase II) at an estimated \$8,677,000, however the costs are spread out across a 20-year timeframe. In order to accelerate completion of the waterfront master plan projects as recommended by the Delegation, \$2,749,000 of projects and associated funding would need to shift forward from latter years of the LRCF (2028-2040) into Years 1-5 of the LRCF and an additional \$50,000 would need to be added for the Marina feasibility study.

	2023-2027	2028-2032	2033-2040	TOTAL
Current LRCF Funding	\$ 3,479,000	\$ 3,074,500	\$ 2,123,500	\$8,677,000
Delegation Phase I & Phase II	\$ 6,228,000	\$ 2,449,000	\$ -	\$8,677,000
Marina Feasibility Study	\$ 50,000	\$ -	\$ -	\$ 50,000
Surplus / (Shortfall)	-\$ 2,799,000	\$ 625,500	\$ 2,123,500	-\$ 50,000

The May Delegation suggested that an accelerated waterfront implementation plan could be funded from debentures (debt) as repayment of the Downtown Revitalization loan would result in a reduction in the Town's debt servicing charges. While the Town did complete repayment of the Downtown Revitalization loan in 2022, it was recommended during budget and as part of the financing strategy for the Asset Management Plan that these funds be utilized to help meet our annual asset replacement targets and to help close the current infrastructure funding gap.

In November 2021 Council passed a Debt Management Policy for the Town of Arnprior. The policy recognizes that municipalities have limited resources and debt is one financial tool that can be utilized by municipalities as part of their funding structure. The policy includes guidelines for debt issuance to ensure responsible management of the Town's financial resources and to support the Town's pay-as-you-go model. The servicing of long-term debt must be both affordable and sustainable, and considered when no other viable sources of funding is available.

As outlined in the Waterfront Master Plan financing strategy, there are a number of potential other funding sources for the various projects including but not limited to capital reserves, development charges, and grants.

Annually during the budget deliberation process, recommendations for funding sources for projects in the current year are included along with detailed analysis on the Town's financial strategy for funding future requirements in the LRCF.

## Meeting Dates:

Regular Meeting of Council – November 22, 2021

Regular Meeting of Council (Delegation) – May 9, 2022

**Consultation:**

N/A

**Documents:**

1. [2021 Arnprior Waterfront Master Plan & Implementation Strategy](#)

**Signatures**

**Reviewed by Department Head:** Robin Paquette

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

**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:** Kaila Zamojski, Deputy Clerk



## **Town of Arnprior Staff Report**

**Subject:** Electronic Monitoring Policy

**Report Number:** 22-09-26-03

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

**Department:** Client Services

**Meeting Date:** September 26, 2022

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### **Recommendations:**

That Council authorize a by-law adopting an Electronic Monitoring Policy IT-TI-06 and that the policy be issued to all staff in accordance with the requirements under the *Employment Standards Act, 2000* (ESA).

### **Background:**

On April 11, 2022, Bill 88, the *Working for Workers Act, 2022* became law. This act makes amendments to the *Employment Standards Act, 2000* (ESA) and these changes impact Ontario employers, including Municipalities. One of the amendments to the ESA requires that all employers who had 25 or more employees on January 1, 2022 must have a written policy in place on electronic monitoring of employees by October 11, 2022 and provide a copy of the policy to existing employees by November 10, 2022.

The ESA requirements relating to an electronic monitoring policy include:

- Information on whether the employer electronically monitors employees and if so,
  - A description of how and in what circumstances the employer may electronically monitor employees; and
  - The purposes for which information obtained through electronic monitoring may be used by the employer;
- The policy must include the date prepared and the date any changes were made to the policy.
- Employers must provide a copy of the written policy to its employees within 30 calendar days of the policy being prepared or the policy being changed.

- The employer must also provide a copy of the written policy to any new employees within 30 calendar days of the new employee being hired.

This new requirement does not affect or limit an employer's ability to engage in electronic monitoring of employees, or the employer's ability to use information obtained through electronic monitoring of its employees, nor does it establish any new privacy rights for employees. The intention of this legislation is to protect workers' privacy by requiring employers to be transparent about how it tracks employees' use of electronic devices, including computers, cell phones and GPS systems. Electronic monitoring could include, for example, tracking the use of computers, emails, cell phones, GPS systems and other electronic devices, and is applicable in the workplace, in the field or at home.

## **Discussion:**

The Town of Arnprior's core values include openness and transparency and as such want to ensure that employees are aware of how and when their work is being monitored. The Town utilizes a variety of methods for electronically monitoring activities:

- (a) Town issued resources (e.g. PCs, laptops, tablets, mobile devices)
- (b) Vehicle usage and activities
- (c) Internet access / software usage
- (d) Email utilization
- (e) Remote management
- (f) Cameras and surveillance equipment
- (g) Access control (facilities)
- (h) Recordings / Live Streaming

Town of Arnprior collects information through electronic monitoring for a variety of reasons, including protecting the company's legal and business interests. Information gathered via the aforementioned electronic activities may also be used to assess productivity, and in the investigation of alleged violations of law, regulations, or applicable Town policies, procedures and expectations, or other instances of misconduct.

## **Options:**

Council could choose to amend the draft Electronic Monitoring policy to include additional expectations or clarifications as it pertains to electronic monitoring for municipal employees.

## **Policy Considerations:**

Ontario Bill 88: Working for Workers Act, 2022  
Employment Standards Act, 2000

IT-IS-01 Access Control Policy – Municipal Facilities  
IT-IS-02 Closed Circuit Television (CCTV) Policy  
IT-TI-02 Social Media Policy  
IT-TI-04 Mobile Hardware Security Policy  
IT-TI-05 Use of Cellular Devices  
HR-ER-05 Use of Information Resources

**Financial Considerations:**

There are no direct financial implications for implementing the Electronic Monitoring policy. The policy is intended to complement the policies and procedures the Town already has in place and increases openness and transparency for employees.

**Meeting Dates:**

N/A

**Consultation:**

N/A

**Documents:**

[IT-TI-06 Electronic Monitoring Policy \(DRAFT\)](#)

**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:** Topps Environmental Solutions – Year 7 Garbage Collection Contract Extension

**Report Number:** 22-09-26-04

**Report Author and Position Title:** Deanna Nicholson, Environmental Engineering Officer

**Department:** Operations - Engineering

**Meeting Date:** September 26, 2022

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### **Recommendations:**

That Council authorize a one-year extension (Year 7) to Topps Environmental Solutions for the provision of waste collection services within the Town of Arnprior, pursuant to the RFT released in January 2017, for the period of April 1, 2023 to March 31, 2024.

### **Background:**

In 2017, the Town issued a Request for Tender in conjunction with Horton Township, the Township of McNab/Braeside and the Town of Renfrew for solid waste and recycle collection services.

The low bidder for solid waste collection was Topps Environmental Solutions for a 5 year period with an option for two - one year extensions (Year 6 and Year 7), with an initial bid price of \$160,107.71 annually including HST. The 5 year contract was awarded under By-Law # 6682-17 on March 13<sup>th</sup>, 2017.

### **Discussion:**

The Town is currently in Year 6 of the contract as it was previously extended once. The current end date of the contract is March 31<sup>st</sup>, 2023, if the Town chooses not to extend. The contract requires that the Town inform Topps in writing no later than six (6) months prior to the end of the contract, being a date of October 1<sup>st</sup>, 2022, if the Town, at its sole discretion, wishes to extend the contract for an additional 1 year term from April 1, 2023 to March 31, 2024.



The 2017 RFT submission form included annual costing for Year 1 of the contract. The contract allows for price adjustments based on CPI, stop count changes and fuel surcharges.

The current contract cost for 2022 (Year 6) is approximately \$182,000 based on the most recent CPI and Stop Counts as of April, 2022. This represents an average annual increase of approximately 2.2%.

Since Beaumen's ceased operations in 2019, Topps Environmental Solutions has been awarded the contract for recycle collection as well; however, the scope of this contract extension is only for garbage collection. Given the current market volatility due to the Covid-19 pandemic, tendering in the near term could result in unexpected bid results. Also, given that the Town entered into the previous RFT in conjunction with multiple municipalities, this could add to the potential price volatility that could come with releasing a new RFT.

Staff recommends the contract with Topps be extended for the one year (Year 7), ending March 31, 2024 which is the final year permitted to be extended under the original contract.

The service provided by Topps over the course of the 6 years of this contract has met the Town's expectations, especially given the rapid growth of the Town. Topps has always been willing to work with the Town to ensure collection is complete in a timely and sanitary manner in line with the Town's expectations.

### **Options:**

Option 1: Council could authorize a one year extension to the existing agreement for Year 7.

Option 2: Council could direct staff to release a new tender for solid waste collection with a start date of new service to begin on April 1, 2023. The 2023 allotted budget for waste collection would likely be impacted by this action.

### **Policy Considerations:**

This report is in line with the Town's Strategic Plan vision for embracing a Sustainable Financial Model.

### **Financial Considerations:**

The bid response from Topps to the 2017 RFT provided in conjunction with Horton Township, the Township of McNab/Braeside and the Town of Renfrew provides a stable cost model through March, 2024. Tendering, especially as an individual municipality and during a pandemic, could yield unexpected results that could impact the current operating budget. The year 7 cost to the Town will be approximately \$182,000 plus CPI, fuel and stop counts as of April 1, 2023.

### **Meeting Dates:**

N/A

**Consultation:**

Topps Environmental Solutions

**Documents:**

N/A

**Signatures**

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

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

**CAO Concurrence:** Robin Paquette

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



## **Town of Arnprior Staff Report**

**Subject:** Disposal of Surplus Plow Truck to Arnprior Airport

**Report Number:** 22-09-26-05

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

**Department:** Operations

**Meeting Date:** September 26, 2022

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### **Recommendations:**

That Council approve the disposal of surplus vehicle 2008 Stirling Plow Truck (#77) to the Arnprior Airport for a price of \$13,000 + HST.

### **Background:**

The Town recently replaced vehicle 2008 Stirling Plow Truck (#77) as part of its asset management life cycle replacement program. This vehicle has now been declared surplus and will need to be disposed of. Typically, staff include the surplus vehicle within a tender document and request a trade in value. Alternatively, if the surplus vehicle is of a lesser value, staff will include the disposal in a surplus vehicle and equipment sale (closed bid auction). In this case, staff included this vehicle in the tender for a replacement plow truck, however the successful bidder elected not to provide a trade in value as they were not interested in the vehicle.

Earlier this year, a representative from the Arnprior Airport reached out to staff to inquire about the surplus vehicle and asked if the Town would consider selling to the airport directly.

Staff have reviewed the estimated value of the surplus 2008 Stirling Plow Truck (#77) and have found comparable listings online for resale. The Town's truck would appear to have an estimated value of \$30,000 to \$33,000 if it were in good condition, (inspected, received a safety standard certificate, passed an e-tested, etc.). This truck however currently requires a number of repairs which have been estimated by a local service garage to cost more than \$20,000. These Stirling trucks have also been discontinued, so obtaining parts is expected to be very challenging.

The Airport Commission has indicated that they are interested in purchasing the truck. They are aware of the extent of repairs required and the estimated costs and have provided a written offer to purchase the truck for \$13,000 (see Document #1).

### **Discussion:**

Staff have given consideration to the Arnprior Airport's written offer and recommend that the Town agree to sell the vehicle when considering the estimated value of the vehicle to be \$33k (with safety and e-tested), subtracting the estimated cost of repairs (\$20k), equals the value of the offer (\$13,000).

### **Options:**

Option 1: Advertise the truck for sale through a closed-bid surplus vehicle and equipment tender to the public. Based on Staff's knowledge of the estimated fair market value of the truck, plus considering the estimated repair costs, staff do not anticipate that the Town would receive a bid more than \$13,000 going through this process.

Option 2: Disposal of vehicle to local vehicle salvage yard is estimated to yield approximately only \$1,500.

### **Policy Considerations:**

This report has been prepared in accordance with the Town's Procurement Policy #6942-19, specifically section 6.9 which reads as follows:

#### **"6.9 Disposal of Surplus Goods**

- a. Department Heads shall obtain the approval of Council for the disposal and/or sale of surplus assets where the value of the asset exceeds \$10,000.
- b. All surplus goods shall be sold by sealed bid and a reserve bid may be established.
- c. All identifying markings on Town assets shall be removed prior to disposal."

As noted, Staff have made efforts to sell this vehicle through a sealed bid process already by including it as a trade-in vehicle within a recent plow truck tender. As the low bid vendor has indicated that they are not interested in the truck, staff are recommending that Council authorize the sale directly to the Arnprior Airport.

### **Financial Considerations:**

The revenue received from the sale of this surplus vehicle will be allocated towards the Public Works capital project to help off-set the cost of the new replacement vehicle.

**Meeting Dates:**

1. N/A

**Consultation:**

- Arnprior Airport Commission
- Supervisor, Roads and Services

**Documents:**

1. Written offer letter from Arnprior Airport Commission.

**Signatures**

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

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

**CAO Concurrence:** Robin Paquette

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



Arnprior Airport Commission  
633 Johnston Road  
Arnprior, ON K7S 3G8

August 31, 2022

Town of Arnprior  
105 Elgin Street W.  
Arnprior, ON K7S 0A8

ATTN:  
John Steckly  
General Manager, Operations

**OFFER TO PURCHASE**

VIN: 2FZAAWBS69AAH2732

The Arnprior Airport is offering \$13,000 (thirteen thousand dollars) for the 2008 Stirling Plow truck #77 (license plate AJ 17584), bearing the VIN referenced above, in AS-IS condition. We acknowledge there is a repair estimate in excess of \$20,000 for emissions related equipment.

Thank you for your consideration

In appreciation,

Johnny Constantinesco  
Chair, Arnprior Airport Commission



## **Town of Arnprior Staff Report**

**Subject:** Municipal Grant Application – Special Olympics Ontario – Arnprior Community

**Report Number:** 22-09-26-06

**Report Author and Position Title:** G. Ivory, Director of Recreation

**Department:** Recreation

**Meeting Date:** September 26, 2022

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### **Recommendation:**

That Council waive 100% of the user fees and charges for the Special Olympics Ontario – Arnprior Community municipal grant request for the following times:

- (a) Use of the Nick Smith Centre Community Pool on Sunday mornings (from 9:00 a.m. to 11:00 a.m.) for the period of October 16, 2022 to March 19, 2023;
- (b) Use of the Nick Smith Centre Community Pool and Community Hall on March 26, 2023 for a Special Olympics Swim Meet (not including additional lifeguard staff); and
- (c) Use of the McLean Ball Diamonds on Monday evenings (for two hours) for twelve (12) dates for the period of June 5, 2023 to August 28, 2023 (total value \$4,178.00).

Further That the Special Olympics Ontario – Arnprior Community pay for the additional hours of the pool staff for the March 26, 2023 swim meet at a minimum cost of \$708.00; and

Further That the Special Olympics Ontario – Arnprior Community be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured.

### **Background:**

The Town's Municipal Grants Policy, 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.

Council has waived the rental fees for the Special Olympics Ontario – Arnprior Community for a number of years at the Nick Smith Centre Community Pool for their weekly swim program as well as McLean Ball Diamonds for their weekly ball program.

### Discussion:

The Special Olympics Ontario – Arnprior Community submitted a grant request under the In-Kind – Partnership Stream. Special Olympics have requested 100% of the fees to be waived for the use of the Nick Smith Centre Community Pool, for the period of October 16, 2022 to March 19, 2023, and the Community Pool and Community Hall for a Swim Meet on March 26, 2023, and the McLean Ball Diamonds for the period of May 23, 2022 to August 29, 2022 which is equivalent to a total cost of \$4,650.00, not inclusive of HST.

Rental Period	Cost / Rental	Value (\$)
<u>Pool Rentals</u> 20 Rentals (40 hrs. rental time) October 16, 2022 – March 19, 2023	\$68.50 / hour	\$2,740.00
<u>Swim Meet – March 26, 2023</u> Pool Rental (8 hours) Three (3) Extra Pool Staff (8 hours) Community Hall (Full Day)	\$68.50 / hour \$29.50 / hour \$350.00 / day	\$1,606.00
<u>Ball Diamond Rentals</u> 12 Rentals (24 hrs. rental time) June – August 2022	\$22.50 / hour	\$540.00
<b>Total Value of Request</b>		<b>\$4,886.00</b>

The request was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, outlined in Appendix B: Evaluation Matrix – Special Olympics Ontario – Arnprior Community, and was found to be in compliance with the requirements.

For all traditional pool rentals, it includes a minimum of two lifeguards during the two-hour pool rental period. However, with the swim meet the pool would reach its maximum bather



load (190) requiring 4 lifeguards on duty plus at least one additional lifeguard on rotation.

### **Options:**

Other options for Council consideration include:

1. Choose to support the Special Olympics Ontario – Arnprior Community request for 100% In-Kind Partnership Support, valued at \$4,866.00 that includes all lifeguard fees;
2. Choose to support Special Olympics Ontario – Arnprior Community request for In-Kind Partnership Support, valued at \$4,178.00 not including lifeguard fees for the swim meet;
3. Choose to support the Special Olympics Ontario – Arnprior Community request at a difference percentage, as determined by Council;
4. Choose not to support the Municipal Grant Request. Staff does not recommend this, as this program is offered at no cost to Special Olympic members in the community and is a benefit to the 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.

### **Financial Considerations:**

This Municipal Grant Request falls under the In-Kind Partnership Support stream, where support is provided through waiving of user fees and charges. While other revenue-generating programs could be using the Community Pool during the times requested by Special Olympics, staff do not consider this a barrier for approving the space for Special Olympics at this time.

### **Meeting Dates:**

N/A

### **Consultation:**

N/A

### **Documents:**

Appendix A – Evaluation Matrix – Special Olympics Ontario – Arnprior Community

Appendix B – Application Form – Special Olympics Ontario – Arnprior Community

## **Signatures**

**Reviewed by Department Head:** Graeme Ivory

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

**CAO Concurrence:** Robin Paquette

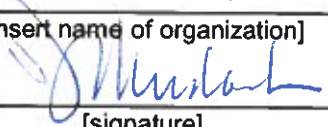
**Workflow Certified by Town Clerk:** Maureen Spratt

## Appendix A – Evaluation Matrix – Special Olympics Ontario – Arnprior Community

Applicant: Special Olympics Ontario – Arnprior Community	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	
Hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior	Yes	
Using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments	Yes	
Demonstrates financial need	Yes	
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	Yes	
Special Olympics in Arnprior ensures athletes are active members of the community and certainly enrich Arnprior's diversity.		
2. Supports & promotes Town's vision, values and strategic priorities	Yes	
Provides a program that is not otherwise offered (service delivery).		
3. Financial Management of the community organization	Yes	
They rely on volunteer coaching and other volunteer support to manage their programming and event operations. They receive no government funding. Funding is generated exclusively through fundraising and donations. Fundraising efforts have been hampered during the COVID-19 pandemic. All funds are exclusively for sports programming.		
4. Demonstrated support of volunteers	Yes	
Not For Profit Organization with 45 volunteer coaches and 30 additional volunteers who donated their time to help the athletes. The Community Council for Special Olympics provides leadership and program direction and is made up of 8 volunteers and 1 athlete representative.		

5. Demonstrated the benefits to the residents of the Town of Arnprior	Yes	
Special Olympics – Arnprior Community is 22 years old and offers inclusive athletic programming to approximately 75 athletes aged 8 to 70. These athletes may have intellectual and/or physical disabilities. Providing a program to residents that has does not exist otherwise in Arnprior and is offered. It is offered at no cost to athletes.		
NOTES:		

## Municipal Grants Application

<b>General Information</b>	<b>Submission Date:</b> <u>15 Sept 22</u>		
Name of Organization:	Arnprior Special Olympics - Arnprior Community		
Street Address:	14 Maple Drive		
City/Town:	Arnprior	Postal Code:	
Contact Person:	Victoria Murdoch	Position/Title:	Community Coordinator
Telephone:	613-623-8254	Fax Number:	
E-mail:	<u><i>murdoch.victoria@gmail.com</i></u>		
What is your organization's status?	Charitable	Not-for-profit	Other
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorization:	I declare that I am authorized to sign this grant request on behalf of  <u>Special Olympics - Arnprior</u> <small>[insert name of organization]</small>		Name (print):  Patty Boettger
	 <small>[signature]</small>		Treasurer
	<u>Sept 14 22</u> <small>[date]</small>		Phone:  613-623-9473
Please provide project/event date(s) or any relevant timelines related to this request.			

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

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 type="checkbox"/>	
In-Kind Support (Partnership) (complete Parts A and B)	<input checked="" type="checkbox"/>	Use of facilities - Nick Smith Centre pool, with 2 life guards. ABBA diamond #2 and Robert Simpson Park for regular weekly sport activity for athletes.  Also, one swim meet day, at Nick Smith Centre pool may be organized.
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	
<p><b>What is the function of your organization (mandate/key objectives)?</b></p> <p>Special Olympics Ontario mission: to provide year round sports training and athletic competition for individuals with intellectual disabilities.</p>	
<p><b>Please provide an overview of the service, program or event being supported with this funding.</b></p> <p>Programming is provided for swimming, softball and bocce. Approximately 15-25 athletes participate in each sport. These sport activities take place on town facilities.</p>	
<p><b>Please explain how this service, program or event benefits the Town of Arnprior and its residents.</b></p> <p>Special Olympics - Arnprior chapter is 22 years old and offers inclusive athletic programming to approximately 60 athletes age 8 to 70. The athletes may have intellectual and or physical disabilities. Arnprior SO (Special Olympics) are 100% managed by volunteers and receive no government funding. Funding is generated exclusively through fund raising and donations. 100% of the funds are exclusively used for sports programming via our tight fiscal governance. Thus, support from the town benefits participants via sports, by reducing financial burden on the athletes and their caregivers.</p>	
<p><b>Does your organization use volunteers?</b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, how many volunteers are involved and in what capacity? (e.g. administration, service level, etc.)</p> <p>We are lucky to have 45 volunteer coaches and 30 additional volunteers who donate their free time to assist our athletes. The community council provides leadership and program direction. Council is made up of 8 volunteers and 1 athletic representative.</p>

<p>Please select target population that will benefit from this request.</p>	<p><b>Age Range:</b></p> <p><input checked="" type="checkbox"/> Children (Ages 0-12)</p> <p><input checked="" 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 checked="" 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><u>Key Priorities</u></b></p> <ul style="list-style-type: none"> <li>Economic Development – Attraction, retention and marketing initiatives and economic impact</li> </ul>		



<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>Arnprior Special Olympics programming is best aligned with community well being. Special Olympics athletes are active members of the community and certainly enrich Arnprior's diversity. As with all residents, the athletes benefit greatly from access to sport facilities for personal growth athletically and socially. Due to the challenging economic position of the majority of the athletes, programming is provided at the least cost to lower financial barriers and enable maximum participation.</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>If yes, please provide additional details below.</p>			
	<table border="1"> <tr> <td data-bbox="634 779 1003 890"> <p><b>Dollar (\$) value received:</b></p> </td><td data-bbox="1003 779 1507 890"></td></tr> <tr> <td data-bbox="634 890 1003 1100"> <p><b>Service/ Program/ Festival/ Event grant support was received for:</b></p> </td><td data-bbox="1003 890 1507 1100"> <p>Access to facilities for Arnprior Special Olympics programming</p> </td></tr> </table>	<p><b>Dollar (\$) value received:</b></p>		<p><b>Service/ Program/ Festival/ Event grant support was received for:</b></p>
<p><b>Dollar (\$) value received:</b></p>				
<p><b>Service/ Program/ Festival/ Event grant support was received for:</b></p>	<p>Access to facilities for Arnprior Special Olympics programming</p>			
<table border="1"> <tr> <td data-bbox="634 1100 1003 1493"> <p><b>Type of grant support received:</b></p> </td><td data-bbox="1003 1100 1507 1493"> <p><input type="checkbox"/> Support Funding</p> <p><input type="checkbox"/> In-Kind Support</p> <p><input checked="" type="checkbox"/> In-Kind Partnership</p> <p><input type="checkbox"/> Festival and Event Support Funding</p> </td></tr> </table>	<p><b>Type of grant support received:</b></p>	<p><input type="checkbox"/> Support Funding</p> <p><input type="checkbox"/> In-Kind Support</p> <p><input checked="" type="checkbox"/> In-Kind Partnership</p> <p><input type="checkbox"/> Festival and Event Support Funding</p>		
<p><b>Type of grant support received:</b></p>	<p><input type="checkbox"/> Support Funding</p> <p><input type="checkbox"/> In-Kind Support</p> <p><input checked="" type="checkbox"/> In-Kind Partnership</p> <p><input type="checkbox"/> Festival and Event Support Funding</p>			
<table border="1"> <tr> <td data-bbox="634 1493 1003 1810"> <p><b>Was Town staff support provided?</b></p> <p><b>If yes, in what capacity?</b></p> </td><td data-bbox="1003 1493 1507 1810"> <p>At Nick Smith Centre, 2 life guards have been provided to support the swim program that runs from October to March.</p> </td></tr> </table>	<p><b>Was Town staff support provided?</b></p> <p><b>If yes, in what capacity?</b></p>	<p>At Nick Smith Centre, 2 life guards have been provided to support the swim program that runs from October to March.</p>		
<p><b>Was Town staff support provided?</b></p> <p><b>If yes, in what capacity?</b></p>	<p>At Nick Smith Centre, 2 life guards have been provided to support the swim program that runs from October to March.</p>			

	<p><b>If this submission/request differs from previous year(s), please describe the difference?</b></p> <p>This submission does not differ from that requested previously.</p>
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**Part B** (to be completed for the following Streams: Support Funding, In-kind Partnership, Festivals and Events)

Financial Information
<p>Indicate your organizations fundraising policy. Comment on your organizations fundraising plans for the current year and upcoming years. (If Applicable)</p>
<p>We not receive any Provincial or National funding. All money raised is spent on local programming for athletes per our financial governance model established by Special Olympics Ontario. Programming expenses include sports equipment, tournament registration fees, transportation to events, team uniforms and coach training. Typically we have many fundraising activities. These include the Police Services Torch Run, Bingos, Bowl-a-thons, Raffles. The largest one is the Golf Tournament, typically held in July which has been temporarily suspended due to the pandemic.</p>
<p>Does your organization raise enough money through fundraising to cover its expenses? If not, indicate your organizations plan to pay these expenses. (If Applicable)</p>
<p>Yes. We are 100% aligned to funds that we can raise. Our budget for programming is determined by what we can raise. We have been successful covering our budget and offering great programming to our athletes in part due to the generous support of the Town of Arnprior.</p>
<p>Indicate if you received funding or are seeking funding from sources other than the municipality.</p>
<p>Donations from various sponsors are sought. Arnprior Special Olympics is governed by Special Olympics Ontario. This means that every chapter is responsible for raising funds required for their programming.</p>

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.

The Arnprior Special Olympics chapter has provided athletic programming to approximately 60 local athletes age 8-70. Arnprior SO programs that utilize town facilities include swimming, softball, snowshoeing and bocce. Local Special Olympic athletes and their caregivers benefit from this opportunity for athletic and social connection.

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

We are self sufficient from the perspective that we generate funds via fundraising and annual budget commitments are offset by funds raised. The goal is to maximize programming while reducing financial barriers faced by the athletes.

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 this request would most certainly raise program costs. These costs would result in higher participation costs for athletes and programming would also have to be reduced. Cost increases to financially challenged athletes would reduce the level of participation.

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

Our participation has been stable in the years prior to the pandemic. There were approximately 60 athletes in 2021.

## **Part B (cont'd)**

### **Projected Budget**

Please fill out the projected budget for your organization's festival/event/initiative/project below.

<b><u>Revenue Description</u></b>	<b><u>Budget Amount</u></b>
Grants – Federal and/or Provincial	\$
Grants – Town of Arnprior	\$
Donations/Sponsorships	\$ 1000
Earned Income	\$
Applicant Contribution	\$
User Fees	\$
Membership Fees	\$ 350
Fundraising Efforts	\$ 3500
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
<b>Total Revenue</b>	<b>\$ 4850</b>

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<u>Expenses Description</u>	<u>Budget Amount</u>
Salaries and Benefits	\$
Advertising and Promotion	\$
Entertainment	\$
Administration	\$
Facilities Rental	\$ 2000
Prizes and Awards	\$
Other (please specify) Equipment Storage	\$ 900
Other (please specify)	\$
Other (please specify) Administration Costs - Supplies	\$ 400
Other (please specify)	\$
<b>Total Expenses</b>	<b>\$ 3300</b>

Please attach the listed documentation to your completed application.


☐ Most recent financial statements

☐ Financial statement from previous year or previous festival/event

☒ Budget for program, service, festival/event available upon request

☐ Proof of incorporation, if applicable

☒ Proof of insurance (required if funding is approved) available upon request

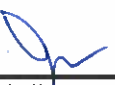
  
(initial)

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.



## 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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## **Town of Arnprior Staff Report**

**Subject:** Municipal Grant Application – 2360 Royal Canadian Army Cadets

**Report Number:** 2022-09-26-07

**Report Author and Position Title:** Graeme Ivory, Director of Recreation

**Department:** Recreation

**Meeting Date:** September 26, 2022

---

### **Recommendation:**

That Council waive 100% of the user fees and charges for the 2360 Royal Canadian Army Cadets municipal grant request for the use of the Nick Smith Centre Community Hall on Thursday evenings (from 6:00 p.m. to 10:00 p.m.) on thirty-five (35) dates and for nine (9) weekend rentals (Saturday or Sunday) for the period of September 8, 2022 – June 22, 2023 (value \$8,750.00); and

Further That the 2360 Royal Canadian Army Cadets 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 Council does not waive the users fees and charges for the 2360 Royal Canadian Army Cadets municipal grant request for a rink board advertising on Bert Hall Arena (value of \$500).

### **Background:**

The Town's Municipal Grants Policy, 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.

Council has waived the rental fees for the Nick Smith Centre Community Hall for the 2360 Royal Canadian Army Cadets for a number of years for their weekly training as well as special training events for their youth program. In addition to use of the Nick Smith Centre Community Hall, a lease agreement is in place between the Town and the Army Cadets for an office trailer and sea container stationed along the exterior of the Bert Hall Arena, in the parking lot. The lease agreement provides these services for no fee with the exception of the monthly hydro services, which the Army Cadets are responsible for.

### Discussion:

The 2360 Royal Canadian Army Cadets submitted a grant request under the In-Kind – Partnership Stream. The Cadets have requested 100% of the fees to be waived for the use of the Nick Smith Centre Community Hall, for the period of September 8, 2022 – June 22, 2023, and a rink board advertisement which is equivalent to a total cost of \$9,250.00, not inclusive of HST.

Rental Period	Cost / Rental	Value (\$)
<u>Weeknight Rentals</u> 35 Rentals (140 hrs. rental time) September 8, 2022 – June 23, 2023	\$40 / hour	\$5,600.00
<u>Weekend Rentals</u> 9 Rentals (Full Day Rentals) January – June 2022	\$350 / day	\$3,150.00
<u>Nick Smith Centre Rink Board Advertisement</u> 1-year	\$500 / year	\$500 / year
<b>Total Value of Request</b>		<b>\$9,250.00</b>

The request was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, outlined in Appendix B: Evaluation Matrix – 2360 Royal Canadian Army Cadets, and was found to be in compliance with the requirements.

With respect to the request to waive the advertisement fee of \$500/year, staff do not recommend this request be approved as the Town does not waive the rink board advertising cost for any other community group or organization. This has not been provided in the past and does provide a revenue stream for the Nick Smith Centre operations.

Financial Needs Analysis:

The application received from the Cadets included financial information, indicating they have the following funds available to them:

<b>2360 Army Cadets Funding Availability for 2021</b>	
Operating Bank Account Balance	\$14,658.85
GIC Account Balance	\$10,000.00

The Army Cadets remained restricted in their program offerings in 2022, much like they were in 2020 and 2021, due to the continued limitations caused by the COVID-19 pandemic. While the Cadets were able to return to in-person training, programming still faced some restrictions and time was missed due to lockdowns in December (2021) and January (2022).

The Operating bank account balance again remains greater than a normal year due to their limited ability to run a full slate of programming and activities for their membership and capital projects (trailer repairs) were delayed and are budgeted to be completed this year.

The following is a financial review based on the documentation provided by the 2360 Royal Canadian Army Cadets. It outlines current funds available to them, out of their Operating Bank Account, (balance of \$14,658.85) along with their projected revenues and expenses for 2022-2023.

The Cadets do have a GIC valued at \$10,000.00. The GIC is earmarked for a capital purchase of band equipment or to replace their office trailer.

The following tables provides a funding analysis based on the funds in the chequing account only while also taking into consideration the potential loss of revenue (donations/sponsorship and fundraising) as we are still in a challenging time financially coming through the COVID-19 pandemic.

	<b>2022-2023 Operating Budget</b>	<b>Without donations / sponsor- ships</b>	<b>Without fundraising</b>	<b>Without donations &amp; fundraising</b>
Current Bank Balance	\$14,658.85	\$14,658.85	\$14,658.85	\$14,658.85
Projected Revenues	\$7,700.00	\$5,700.00	\$5,700.00	\$3,700.00
<b>Total Revenue</b>	<b>\$22,358.85</b>	<b>\$20,358.85</b>	<b>\$20,358.85</b>	<b>\$18,358.85</b>
Projected Expenses	\$15,861.00	\$15,861.00	\$15,861.00	\$15,861.00
<b>Ending Balance</b>	<b>\$6,497.85</b>	<b>\$4,497.85</b>	<b>\$4,497.85</b>	<b>\$2,497.85</b>

<b>Ending Balance Based on Grant Funding Options:</b>	<b>2022-2023 Operating Budget</b>	<b>Without donations / sponsorships</b>	<b>Without fundraising</b>	<b>Without donations &amp; fundraising</b>
Municipal Grant – 100%	\$6,497.85	\$4,497.85	\$4,497.85	\$2,497.85
Municipal Grant – 75%	\$4,185.35	\$2,185.35	\$2,185.35	\$185.35
Municipal Grant – 50%	\$1,872.85	-\$127.15	-\$127.15	-\$2,127.15
Municipal Grant – 25%	-\$439.65	-\$2,439.65	-\$2,439.65	-\$4,439.65
No Municipal Grant	-\$2,752.15	-\$4,752.15	-\$4,752.15	-\$6,752.15

As the chart outlines, without the waiving of at least 50-75% of the fees, the Cadets are at risk of operating at a deficit.

### **Options:**

Other options for Council consideration include:

1. Choose to support the 2360 Royal Canadian Army Cadets request at a difference percentage, as determined by Council;
2. Choose to support the 2360 Royal Canadian Army Cadets request for waiving of fees for the rink board advertising (\$500.00). Staff does not recommend this, as the Town does not waive the rink board advertising cost for any other community group or organization.
3. Choose not to support the Municipal Grant Request. Staff does not recommend this, as this program is offered at no cost to youth in the community (ages 12-18) and is a vehicle by which young people learn to be leaders and good citizens, which is a benefit to the 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.

**Financial Considerations:**

This Municipal Grant Request falls under the In-Kind Partnership Support stream, where support is provided through waiving of user fees and charges. While other revenue-generating programs could be using the Community Hall during the times requested by the Cadets, staff do not consider this a barrier for approving the space for the Cadets at this time.

**Meeting Dates:**

N/A

**Consultation:**

N/A

**Documents:**

Appendix A – Evaluation Matrix – 2360 Royal Canadian Army Cadets

Appendix B – Application Form – 2360 Royal Canadian Army Cadets

**Signatures**

**Reviewed by Department Head:** Graeme Ivory

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

**CAO Concurrence:** Robin Paquette


**Workflow Certified by Town Clerk:** Kaila Zamojski, Deputy Clerk

## Appendix A – Evaluation Matrix – 2360 Royal Canadian Army Cadets

Applicant: 2360 Royal Canadian Army Cadets	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	
Hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior	Yes	
Using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments	Yes	
Demonstrates financial need	Yes	
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	Yes	
The Cadets volunteer for special events that benefit the residents of Arnprior such as, for example, food bank parade (collecting food and setting the pace), the Town's clean-up day, poppy campaign, and they serve veterans at the dinners hosted by the legion.		
2. Supports & promotes Town's vision, values and strategic priorities	Yes	
Provides a program that is not otherwise offered (service delivery).		
3. Financial Management of the community organization	Yes	
They rely on community to support program as they are a not-for-profit organization and monies raised		

throughout the year are used to offset costs of equipment and training, not supplied by Department of National Defence.		
4. Demonstrated support of volunteers	Yes	
Not For Profit Organization with 10 volunteers: support committee, police officers and veterans		
5. Demonstrated the benefits to the residents of the Town of Arnprior	Yes	
Providing a program to residents that has does not exist otherwise in Arnprior and is offered. It is offered at no cost to youth and their family.		
NOTES:		

## Municipal Grants Application

<b>General Information</b>	<b>Submission Date:</b> <u>Sept 15 2022</u>		
Name of Organization:	2360 Royal Canadian Army Cadets		
Street Address:	77 James St		
City/Town:	Arnprior	Postal Code:	
Contact Person:	Capt Josh Hyland	Position/Title:	Commanding Officer
Telephone:		Fax Number:	
E-mail:	co@2360armycadets.ca		
What is your organization's status?	Charitable	Not-for-profit	Other
	<input checked="" 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>2360 RCACC Arnprior</u> <small>[insert name of organization]</small>   <small>[signature]</small>  <u>9/15/22</u> <small>[date]</small>		Name (print): Joshua Hyland
			Position/Title: Commanding Officer
			Phone: 613-986-7691
Please provide project/event date(s) or any relevant timelines related to this request.			
Please see attached document with the requested evening and weekends.			



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 type="checkbox"/>	
In-Kind Support (Partnership) (complete Parts A and B)	<input checked="" type="checkbox"/>	Use of the Nick Smith Community Centre for youth activities.  We would also like our advertising banner in the arena to be included in the grant.
In-Kind Support (Single) (complete Part A)	<input type="checkbox"/>	
Festivals and Events Support Funding (complete Parts A and B)	<input type="checkbox"/>	



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

Organization/Grant Information	
What is the function of your organization (mandate/key objections)?	
The Army Cadet Program contributes to the development and preparation of youth to life's adventures into adulthood, enabling them to meet the challenges of todays society.	
Please provide an overview of the service, program or event being supported with this funding.	
The Army Cadet Program is for youth 12-18 years, which instills military values while developing citizenship, leadership, self-confidence, self esteem and fitness goals. Youth gain life skills, teamwork and some fun through the program.	
Please explain how this service, program or event benefits the Town of Arnprior and its residents.	
Youth are encouraged with training in principals od leadership, civic responsibilities and physical fitness through various in the cadet training year to become active members of society and to provide back to the community.	
Does your organization use volunteers?  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, how many volunteers are involved and in what capacity? (e.g. administration, service level, etc.) volunteers are comprised in all aspects of the corps - administration, training, support committee and fundraising.

<p>Please select target population that will benefit from this request.</p>	<p><b>Age Range:</b></p> <p><input checked="" type="checkbox"/> Children (Ages 0-12)</p> <p><input checked="" type="checkbox"/> Youth (Ages 13-18)</p> <p><input type="checkbox"/> Adults (Ages 19-59)</p> <p><input type="checkbox"/> Seniors (Ages 60+)</p>	<p><b>Number of participants benefitting from this request:</b></p> <p><input checked="" 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 <u>Strategic Plan</u>, as determined by Council? Please explain.</p>		
<p><b><u>Key Priorities</u></b></p> <ul style="list-style-type: none"> <li>Economic Development – Attraction, retention and marketing initiatives and economic impact</li> </ul>	<p>The cadet program is a vehicle by which young people learn to be leaders and good citizens in preparation for the responsibilities of adulthood who serve not only their cadet corps ut also their community. These young people often have profound effect on the future of Canada as many go on to become leaders in our society; in business, government and education.</p>	
<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>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>	If yes, please provide additional details below.	
	Dollar (\$) value received:	
	Service/ Program/ Festival/ Event grant support was received for:	Use of the Nick Smith community centre
	Type of grant support received:	<input type="checkbox"/> Support Funding <input type="checkbox"/> In-Kind Support <input checked="" type="checkbox"/> In-Kind Partnership <input type="checkbox"/> Festival and Event Support Funding
	<p>Was Town staff support provided?</p> <p>If yes, in what capacity?</p>	
<p>If this submission/request differs from previous year(s), please describe the difference?</p>		

**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 support committee follows the internal financial policy and procedures dictated by the governing body, The Army Cadet League. Fundraising is done throughout the year and is primarily organised and managed by the 2360 support committee volunteers. Twice per year the cadets participate in Tag Day, which is the largest fundraiser event. Throughout the year, cadets also fundraise through Christmas wreaths, bottled maple syrup and at times coffee or pizza sales.

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

The support committee struggles to raise funds to cover the training activities, field trips, busing, non DND supported equipment required training staff to ensure a fun and exciting program to local youth.

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

Department of National Defence (DND) policy allocates funds for mandatory training based on the number of cadets from the previous training year.



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.

By allowing the cadets to utilize the Nick Smith Centre at no charge, the cadets are able to train, learn life skill, and have more opportunities to volunteer for special events that benefit the community of Arnprior. Youth participate as colour party for events such as the Canada Day Celebration, santa clause parade and Remembrance Day parade. Cadets also serve at the veterans dinner hosted by the legion and participate in the legion poppy campaign.

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

2360 Army cadets continue too rely on the communityof Arnprior for support as we are not for profit and monies raisedprovides for the cost of equipement not supplied by DND.

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?

The denial of this request would be devastating. Not only to the cadets, but the community as well. Families that may not be able to afford youth programs benefit from the Cadet Program as there are no cost to join.

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

2360 Army Cadets have been consistent over the years and expect given circumstance, to continue to move forward



## Part B (cont'd)

Projected Budget	
<b>Please fill out the projected budget for your organization's festival/event/initiative/project below.</b>	
Revenue Description	Budget Amount
Grants – Federal and/or Provincial	\$0
Grants – Town of Arnprior	\$
Donations/Sponsorships	\$
Earned Income	\$0
Applicant Contribution	\$0
User Fees	\$0
Membership Fees	\$0
Fundraising Efforts	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
<b>Total Revenue</b>	\$
Expenses Description	Budget Amount
Salaries and Benefits	\$0
Advertising and Promotion	\$500
Entertainment	\$
Administration	\$
Facilities Rental	\$
Prizes and Awards	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
<b>Total Expenses</b>	\$
Please attach the listed documentation to your completed application.	<input checked="checked" type="checkbox"/> Most recent financial statements <input type="checkbox"/> Financial statement from previous year or previous festival/event <input type="checkbox"/> Budget for program, service, festival/event <input type="checkbox"/> Proof of incorporation, if applicable <input type="checkbox"/> Proof of insurance (required if funding is approved)
<div style="border: 1px solid black; padding: 5px; width: 50px; float: left;">ID</div> <div style="clear: both;"></div> <div style="border: 1px solid black; padding: 5px; width: 50px; float: left;">(initial)</div>	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.



## 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.

<p><b>JH</b> (initial)</p>	<p>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.</p>
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## 2360 Arnprior RCACC Training Activities & Budget (2022-2023)

	Budget	Actual
<b>REVENUE</b>		
LSA	\$1,700.00	
DND Reimbursements	\$2,000.00	
Tag Day		
Legion Sponsorship	\$2,000.00	
Grocery Bagging		
HST		
Other Fundraising (Wreaths/Fish Fry/Maple Syrup)	\$2,000.00	
<b>Total</b>	<b>\$7,700.00</b>	<b>\$-</b>

### EXPENSES

Start Date	End Date	Event	Support Committee Code	Budget	Actual
		Corp BBQ	5035	\$200.00	
		Legion Dinner		\$-	
		Expedition Weekend **		\$-	
		Poppy			
		Poppy			
Nov 11 2022	Nov 11 2022	Remembrance Day	5065	\$50.00	
		Santa Claus Parade		\$100.00	
Dec 2 2022	Dec 4 2022	PO 513 Workshop ** 20 Nov			
Dec 17th 2022	Dec 17th 2022	Christmas Dinner	LSA 5065	\$1,700.00	
Feb 4 2023	Feb 6 2023	Winter FTX *	5065	\$250.00	
Jan 21 2023	Jan 21 2023	Leadership day *	5065	\$250.00	
		Marksmanship Weekend **	5065	\$250.00	
		Tag Day Weekend	5085	\$50.00	
June 1 2023	June 2 2023	ACR Weekend	5010	\$1,000.00	

		Adventure FTX *	5065	\$250.00	
		Year End Trip	5080	\$2,000.00	
		Instructional Technique day	5065	\$200.00	
Oct 27 2022		Halloween	5030	\$100.00	
	DND	Marked adventure park	5085	\$1,200.00	
		Ceremonial (eg, name tags, medal mounting)	5010	\$300.00	
		Facilities(trailer/roof/locks/windows)	5000	\$4,000.00	
		Recruiting	5005	\$1,000.00	
		Corps Phone	5090	\$25.00	
		AGM	5065	\$500.00	
		Bank Fees	5065	\$36.00	
		League fee/ Insurance and trailer insurance	5040	\$600.00	
		Hydro	5090	\$1,200.00	
		Mail Box	5060	\$350.00	
		Postage	5060	\$50.00	
		Corps Clothing/ Team Clothing	5025	\$200.00	
		IT Equipment (zoom)	5035		
		New Flag poles & base	5010		
		miscellaneous	5065		
				<b>\$15,861.00</b>	<b>\$-</b>



## Town of Arnprior Staff Report

**Subject:** Proclamation – Fire Prevention Week – October 9 – 15, 2022

**Report Number:** 22-09-26-08

**Report Author and Position Title:** Maureen Spratt, Clerk **Department:** Client Services

**Meeting Date:** September 26, 2022

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### Recommendations:

That Council proclaim October 9 - 15, 2022 as Fire Prevention Week in the Town of Arnprior.

### Background:

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

Section 5.1 – Charitable or Non-Profit Organization	N/A
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior Fire Department 67A Meehan Street, Arnprior ON.
Section 5.2.2 – Contact Person's Name	Bob Smith, Captain – Fire Prevention Officer
Section 5.2.3 – Name of Proclamation and Duration	Fire Prevention Week October 9 - 15, 2022
Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	No

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

Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

**Documents:**

1. Proclamation Document – Fire Prevention Week - 2022
2. Memo - Fire Prevention Week and AFD Community Partners
3. Request for Proclamation

**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

## Fire Prevention Week

### October 9 – 15, 2022

**Whereas** the Town of Arnprior is committed to ensuring the safety and security of all those living and visiting our Town as fire is a serious public safety concern both locally and nationally, and homes are where people are at the greatest risk to fire; and

**Whereas** Arnprior residents are dedicated to public education measures and are able to take personal responsibility to increase their safety from fire, especially in their homes; and

**Whereas** this year is the 100th Anniversary of Fire Prevention Week and the 2022 Fire Prevention theme for this period is “**Fire Won’t Wait. Plan Your Escape**” and works to educate everyone about simple but important actions they can take to keep themselves and those around them safe from home fires; and

**Whereas** today’s homes burn faster than ever. You may have as little as two minutes (or even less time) to safely escape a home fire from the time the smoke alarm sounds. Your ability to get out of a home during a fire depends on early warning from smoke alarms and advance planning; and

**Whereas** roughly two-thirds of home fire deaths resulted from fires in which no smoke alarms or no working smoke alarms were present; and

**Whereas** working smoke alarms cut the chance of dying in a reported fire in half; and

**Whereas** the Ontario Fire Code requires at least one smoke alarm on every level of the home (including the basement) and outside all sleeping areas; and

**Whereas** informing the public about the importance of smoke alarm installation and maintenance serves an essential step toward increasing the public’s safety from home fires.

**Therefore**, I Walter Stack, Mayor, do hereby proclaim October 9<sup>th</sup> to 15<sup>th</sup>, 2022 as Fire Prevention Week in the Town of Arnprior; and

**Further** encourage all residents to protect their homes and families by heeding the potentially life-saving messages of Fire Prevention Week 2022 and to support the many public safety activities and efforts of the Arnprior Fire Department; and

**Further** challenge all residents to take responsibility for their fire safety and check their homes and ensure that they have a working smoke alarm on every floor of their house and outside their sleeping areas, as well as at least one working carbon monoxide alarm and have planned and practiced their home escape plan.

Walter Stack  
Mayor



# Memo

**To: Members of Council**

**From: Fire Chief Rick Desarmia**

**Date: Sept 19, 2022**

**Regarding: Fire Prevention Week and AFD Community Partners**

I would like to make Council aware of two initiative that took place through two separate opportunities that have assisted the fire department in educating the public about fire safety and working smoke alarms.

The first initiative was the production of 2500 reusable shopping bags donning the message "Only Working Smoke Alarms Can Save Lives". All funding to produce the reusable bags that have been distributed by local retailers was through sponsorship by local businesses.

The second initiative was the acquisition of 300 educational books for school aged children through Community Safety Net. The books will be distributed during Fire Prevention Week to age-appropriate students in our local elementary schools. Once again, all funding for this initiative was through sponsorship by local businesses.

I will attend the Sept 26<sup>th</sup> meeting of Council when the proclamation of Fire Prevention Week is announced to promote this year's Fire Prevention Week theme "Fire won't wait. Plan your escape". I will also announce our planned Open House on October 1<sup>st</sup>, 2022.

At that time, I would like to take the opportunity to personally thank the following Community Partners for their contributions and dedication to assisting the fire department in promoting fire safety in our community.

Arnprior Lions Club, Arnprior Rona, Knights Inn Arnprior, M. Sullivan and Son, Connie Mahon & Associates the co-operators Arnprior, Pacific Safety Products, Arnprior Home Hardware, Arnprior Quality Inn, Clancy's Drug Store, Mark's No Frills, R&M Truck & Trailer Repairs, Anderson Automotive, Morrison Automotive, Arnprior Metro, Arnprior Legion Branch 174, Competition Composites Inc., Green

Bean Natural Foods, McGonigal Construction Ltd, Madawaska Landscaping & Construction, Scotiabank Arnprior, Danny Belisle & Royal Bank Arnprior, D&A MacLeod Company Ltd, Valley Roots, , The Downtown Spa, Subway Arnprior Valley Vision, Tinks Workshop, Valley Home Services, Urban Farm Girls, OnTrac Arnprior, Negi's Indian Cuisine, Draper Electric, Arnprior Floor Covering Ltd. MacPherson Plumbing & Heating, Caldwell Banker and White Lake Marina.

Thank you

A handwritten signature in black ink, appearing to read "Rick Desarmia". The signature is fluid and cursive, with the first name "Rick" being more prominent than the last name "Desarmia".

Rick Desarmia  
Fire Chief





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

**tel 613 623 4231**  
**fax 613 623 8026**

**arnprior@arnprior.ca**  
**www.arnprior.ca**

August 26<sup>th</sup>, 2022

Corporation of the Town of Arnprior  
 Municipal Office  
 Maureen Spratt, Clerk  
 105 Elgin Street  
 Arnprior On, K7S 0A8

Mrs. Spratt,

Re: Request for "Fire Prevention Week" proclamation.

The Fire Prevention Office of the Arnprior Fire Department sponsors "Fire Prevention Week" each October to increase public awareness of the fire hazards around us at home, school, and work. This year the Fire Prevention Office would like to extend this initiative by asking Town Officials to proclaim the week of October 9<sup>th</sup> – 15<sup>th</sup>, 2022 "Fire Prevention Week in the Town of Arnprior". Campaign resources and outreach activities highlight the simple steps we can all take to avoid personal tragedy. This year's FPW campaign, "Fire won't wait, plan your escape!" works to educate everyone about simple but important actions they can take to keep themselves and those around them safe from home fires. Today's homes burn faster than ever. You may have as little as two minutes (or even less time) to safely escape a home fire from the time the smoke alarm sounds. Your ability to get out of a home during a fire depends on early warning from smoke alarms and advance planning.

We urge Council to join with us in this important initiative to increase fire prevention and safety awareness in our community. A Fire Prevention Week Proclamation will serve as a powerful example of Councils commitment to the safety of the people of the Town of Arnprior.

Thank you for your consideration.

**Bob Smith**

Captain – Fire Prevention Officer,  
 Arnprior Fire Department



## Town of Arnprior Staff Report

**Subject:** Proclamation – Rett Syndrome Awareness Month – October 2022

**Report Number:** 22-09-26-09

**Report Author and Position Title:** Maureen Spratt, Clerk

**Department:** Client Services

**Meeting Date:** September 26, 2022

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### Recommendations:

That Council proclaim October 2022 as Rett Syndrome Awareness Month 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	Ontario Rett Syndrome Association PO Box 50030, London ON N6A 6H8
Section 5.2.2 – Contact Person's Name	Melanie Birch, Director Ontario Rett Syndrome Association
Section 5.2.3 – Name of Proclamation and Duration	Rett Syndrome Awareness Month
Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	No

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

Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

**Documents:**

1. Proclamation Document – Rett Syndrome Awareness Month – October 2022

**Signatures**

**Reviewed by Department Head:** Jennifer Morawiec

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

**CAO Concurrence:** Robin Paquette

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



# Town of Arnprior Proclamation

## Rett Syndrome Awareness Month

### October 2022

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**Whereas** Rett Syndrome is a rare neurodevelopment condition that affects mainly females (1 in 10,000 births) and is caused by a mutation in the X chromosome; and

**Whereas** individuals with Rett Syndrome will lose some if not most acquired skills including speech, and gross and fine motor skills. Some never develop the ability to walk or even talk; and

**Whereas** there is currently no cure but advancements in treatments and research provide thousands of people with hope; and

**Whereas** the Ontario Rett Syndrome Associations (OSRA) is a volunteer, nonprofit charity for parents, caregivers, researchers, medical professionals and other interested support agencies and individuals; and

**Whereas** the OSRA exists to ensure that children and adults with Rett Syndrome are enabled to achieve their full potential and enjoy the highest quality of life within their community; and

**Whereas** this observance gives us a means to focus attention in making it possible for ORSA. to continue public awareness and advocacy, provide parent/family support, operate the Resource Centre, fund research projects through the Hope Fund, host conferences, maintain the Canadian Rett Syndrome Registry, and fund three Rett syndrome clinics in Ontario that provide medical assistance. The Rett syndrome clinics located at the Children's Hospital of Eastern Ontario, Ottawa, Holland Bloorview Kids Rehabilitation Hospital, Toronto and Thames Valley Children's Centre, London, provide direct critical support to the families and their loved one on care and management issues.

**Now Therefore**, I, Walter Stack, Mayor of the Town of Arnprior, **Do Hereby Proclaim October 2022 as Rett Syndrome Awareness Month** in the Town of Arnprior. I urge all citizens to make an effort this month to learn more about Rett Syndrome, fight stigma, light Canada purple and wear a purple ribbon to show support.

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



Ontario  
Rett Syndrome  
Association  
Building Healthy Tomorrows

Office of the Clerks  
Town of Arnprior

May 27, 2022

### Request for Proclamation

Dear Council and/or City Clerk

On behalf of the Ontario Rett Syndrome Association (O.R.S.A), and the diagnosed individuals living in the Town of Arnprior, I am writing to request a **renewal** proclamation of the month of October as Rett Syndrome Awareness Month.

Rett Syndrome is a rare neurodevelopment condition that affects mainly females (1 in 10,000 births) and is caused by a mutation in the X chromosome. Individuals with Rett syndrome will lose some if not most acquired skills including speech, and gross and fine motor skills. Some never develop the ability to walk or even talk.

O.R.S.A. exists to ensure that children and adults with Rett syndrome are enabled to achieve their full potential and enjoy the highest quality of life within their community.

This observance gives us a means to focus attention in making it possible for O.R.S.A. to continue public awareness and advocacy, provide parent/family support, operate the Resource Centre, fund research projects through the Hope Fund, host conferences, maintain the Canadian Rett Syndrome Registry, and fund three Rett syndrome clinics in Ontario that provide medical assistance. The Rett syndrome clinics located at the Children's Hospital of Eastern Ontario, Ottawa, Holland Bloorview Kids Rehabilitation Hospital, Toronto and Thames Valley Children's Centre, London, provide direct critical support to the families and their loved one on care and management issues.

If you need anything further, please don't hesitate to contact me by email: [mbirch@rett.ca](mailto:mbirch@rett.ca) or phone at 519-474-6877.

Thank you for taking the time to consider recognizing and supporting O.R.S.A. as we strive to build "healthy tomorrows" for all Canadians living with Rett syndrome.

Sincerely,

Melanie Birch  
Director  
Ontario Rett Syndrome Association



It is the Ontario Rett Syndrome Association's desire to have the following proclamation considered.

## PROCLAMATION

### *October as Rett Syndrome Awareness Month*

**WHEREAS** Rett syndrome is a rare genetic neurological disorder that occurs almost exclusively in girls and leads to severe impairments, affecting nearly every aspect of the individual's life. Rett syndrome occurs worldwide in 1 of every 10,000 female births and is even rarer in boys, but not impossible. Rett syndrome is usually recognized in children between 6-18 months of age as they begin to miss developmental milestones or lose abilities they had once gained;

**AND WHEREAS** throughout their lives these courageous individuals will need total care and constant support from their family; they will combat many medical challenges. They may have seizures, osteoporosis, scoliosis, breath holding, hyperventilation, nutritional problems and so much more. Apraxia, which is the inability to motor plan, is one of the most challenging aspects of Rett Syndrome along with loss of speech;

**AND WHEREAS** in 1999 it was discovered that Rett Syndrome is primarily caused by a sporadic mutation in the MECP2 gene on the X chromosome, and since this discovery there are many research projects taking place across Ontario and Canada;

**AND WHEREAS** as there is no Canadian Rett Syndrome Association, the Ontario Rett Syndrome Association (O.R.S.A.) has members from many provinces across Canada and through donations and fundraising efforts have been able to fund the Canadian Rett Syndrome Registry, fund over \$678,000 in Canadian Rett syndrome research, and fund and support Rett clinics in Ontario. Currently, the Rett syndrome clinics are located at the Holland Bloor View Hospital, Toronto, Ontario, Children's Hospital of Eastern Ontario, Ottawa, and Thames Valley Children's Centre, London, provide direct critical support to families and their loved one regarding care and management issues.

**NOW THEREFORE**, I, [REDACTED], Mayor of the [REDACTED], **DO HEREBY PROCLAIM October 2022** as **RETT SYNDROME AWARENESS MONTH** in the [REDACTED]. I urge all citizens to make an effort this month to learn more Rett Syndrome, fight stigma, light Canada purple and wear a purple ribbon to show support.

**Dated** [REDACTED]

**The Corporation of the  
Town of Arnprior**

**By-law Number 7333-22**

A by-law to adopt Policy IT-TI-06 Electronic Monitoring Policy.

**Whereas** Section 8 of the Municipal Act, 5.0., c.25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues; and

**Whereas** the *Employment Standards Act*, 2000 (ESA) was amended by Bill 88 Working for Workers Act, 2022 and added requirements that employers that employ 25 or more employees on January 1, 2022 have until October 11, 2022 to have a written policy on electronic monitoring of employees; and

**Whereas** Council of the Corporation of the Town of Arnprior deems it desirable to establish an electronic monitoring policy for employees of the Corporation.

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


1. **That** Policy IT-TI-06 Electronic Monitoring attached as Appendix 'A' be established;
2. **That** any by-laws and/or resolutions inconsistent with the provisions herein are repealed; and
3. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 26<sup>th</sup> day of September, 2022.

**Signatures:**

Walter Stack, Mayor

Maureen Spratt, Town Clerk

	<b>The Corporation of The Town of Arnprior Corporate Policies and Procedures Manual</b>	
	<b>Section: Information Technology</b>	<b>Policy #IT-TI-06</b>
<b>Policy Name: Electronic Monitoring</b>		
<b>Effective Date: Sept 26, 2022</b> <b>By-law No: 7333-22</b>	<b>Revised Date: N/A</b> <b>By-law No: N/A</b>	<b>Coverage:</b> <b>All Employees</b>

## 1.0 Policy Statement

The Town of Arnprior's core values include openness and transparency and believe that employees should be aware of when and how their work is being monitored.

## 2.0 Purpose

This policy is intended to establish guidelines for the Town's practices and procedures related to the electronic monitoring of employees. The Town of Arnprior adheres to the *Employment Standards Act, 2000* and has established this policy to comply its provisions with respect to electronic monitoring of employees.

## 3.0 Scope

The scope of this policy will include defining how and in what circumstances the Town may conduct electronic monitoring of employees. This policy is to be used in addition to the Town's technology related policies including but not limited to:

- IT-IS-01 Access Control Policy – Municipal Facilities
- IT-IS-02 Closed Circuit Television (CCTV) Policy
- IT-TI-02 Social Media Policy
- IT-TI-04 Mobile Hardware Security Policy
- IT-TI-05 Use of Cellular Devices
- HR-ER-05 Use of Information Resources

## 4.0 Responsibility

Department Heads / Supervisors are responsible for communicating this policy to all employees in their department.

Employees are responsible for reading and understanding this policy.



## 5.0 Definitions

Electronic monitoring: Using technological, electronic, or digital means to track, observe, or monitor someone's actions.

Personal information: Any factual or subjective information about an identifiable individual.

## 6.0 Procedures

### 6.1 Electronic Monitoring Practices

Town of Arnprior collects information through electronic monitoring for a variety of reasons, including protecting the company's legal and business interests. The Town may electronically monitor the following activities and procedures:

- (a) **Town issued resources:** Including but not limited to desktops, laptops, tablets and mobile devices. The location and usage of Town issued resources may be monitored to ensure appropriate use, to locate lost or stolen devices, and to monitor compliance with applicable policies, procedures and expectations.
- (b) **Vehicle usage and activity:** Through GPS, access control FOBs or other software / hardware applications, the records, location and usage of Town vehicles & equipment may be monitored in order to access appropriate use, costs arising from motor vehicle use, efficiency of use and compliance with applicable policies, procedures and expectations.
- (c) **Internet access/computer usage:** The history of internet access and computer usage including software applications may be used to monitor appropriate use, and to monitor compliance with applicable policies, procedures and expectations.
- (d) **Email utilization:** The utilization of Town email addresses may be reviewed to ensure no security threats, ensure appropriate use and to monitor compliance with applicable policies, procedures and expectations.
- (e) **Remote management:** The remote management of Town devices may be used to assist Employees with detecting issues and resolving them remotely, and to monitor compliance with applicable policies, procedures and expectations.

- (f) **Cameras and surveillance equipment:** Video transmissions and recordings are monitored, saved, and archived for security purposes, and to monitor compliance with applicable policies, procedures and expectations.
- (g) **Access Control: Fobs / key cards** Electronic records for facility access are monitored, saved and archived for security purposes and to monitor compliance with applicable policies, procedures and expectations.
- (h) **Recordings / Live streaming:** Meetings, training sessions and events may be streamed live, recorded, and/or saved to the Town's YouTube channel.

## **6.2 Additional Use of Electronic Monitoring Information**

Information gathered via the aforementioned electronic activities may also be used to assess productivity, and in the investigation of alleged violations of law, regulations, or applicable Town policies, procedures and expectations, or other instances of misconduct.

## **6.3 Privacy and Confidentiality**

All information collected by the municipality is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All information collected through electronic monitoring will be securely stored and protected. If any personal information is collected, its use and disclosure will be limited to achieve the stated purpose of its collection. The company will adhere to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.

## **7.0 Attachments**

N/A