



Town of Arnprior

Regular Meeting of Council Agenda

Date: Tuesday, October 11, 2022

Time: 6:30 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions/ Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Question Period**
- 7. Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)**
 - a) [Regular Meeting of Council – September 26, 2022](#) (Page 1-10)**
- 8. Awards/ Delegations/ Presentations**

Presentations

 - i) [Community Improvement Plan \(CIP\) Funding - 136 John Street North](#) Erin Coyle, A/MEDO and (Page 11-24)**
- 9. Public Meetings**
- 10. Matters Tabled/ Deferred/ Unfinished Business**
- 11. Staff Reports**
 - a) [Bi-Annual Financial Update – October 2022](#), Jennifer Morawiec, GM Client Services / Treasurer (Page 25-30)**

- b) **Proclamation Waste Reduction Week, October 17-23, 2022** Kaila Zamojski, Deputy Clerk (Page 31-33)
- c) **Proclamation – Local Government Week, October 17-23, 2022** Kaila Zamojski, Deputy Clerk (Page 34-36)
- d) **Proclamation – Small Business Week October 16-22, 2022,** Kaila Zamojski, Deputy Clerk (Page 37-40)
- e) **Proclamation – Ontario Public Library Week, October 16 - 22, 2022,** Kaila Zamojski, Deputy Clerk (Page 41-43)
- f) **Proclamation – Carbon Monoxide Week November 1-7, 2022,** Kaila Zamojski, Deputy Clerk (Page 44-47)
- g) **Proclamation – 230th Anniversary of the 1792 Black Loyalist Exodus to Sierra Leone,** Kaila Zamojski, Deputy Clerk (Page 48-52)

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-Oct-17
- ii. Correspondence Package A-22-Oct-13

16. By-laws & Resolutions

a) By-laws

By-law Number 7335-22 – Approve CIP Funding Agreement – 136!John Street North (Page 53-79)

17. Announcements

18. Media Questions

19. Closed Session

20. Confirmatory By-law

By-law Number 7336-22 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 26, 2022 6:30 PM**

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

Council and Staff Attendance

Council Members Present:

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

Council Members Absent:

Town Staff Present:

Maureen Spratt, Town Clerk
Robin Paquette, CAO
Jennifer Morawiec, General Manager,
Client Services/ Treasurer
John Steckly, General Manager,
Operations
Graeme Ivory, Director of Recreation
Deanna Nicholson, Environmental
Engineering Officer
Erin Coyle, A/Marketing & Economic
Development Officer
Rick Desarmia, Fire Chief
Bob Smith, Fire Prevention/Protection
Officer

1. Call to Order

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

2. Roll Call

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

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 289-22
Moved by Lynn Grinstead
Seconded by Dan Lynch

Be It Resolved That the agenda, for the Regular Meeting of Council dated Monday, September 26, 2022 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

Minutes of Council Meeting

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 290-22

Moved by Tom Burnette

Seconded by Lisa McGee

That the minutes of the Regular Meeting of Council listed under item number 7 (a) the Agenda be adopted (Regular Meeting of Council – September 12, 2022).

Resolution Carried

8. Awards/Delegations/Presentations

a) Delegation:

i. JR. B Packers, Dustin Dorken

Representatives Dustin Dorken and Donaven Welk, from the Jr. B. Packers provided a verbal presentation outlining their organization and upcoming events. They noted their appreciation for the partnership with the Town of Arnprior as well as the Summer Ice available in Arnprior for their programming. They further noted their excitement for this year noting some new adventures to look forward to, being a School Game (daytime) as well as a Family Day Game, and much more.

Mayor Stack thanked the gentlemen for their presentation and noted the Town is looking forward to continuing this partnership.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Staff Reports

a) Communications Plan – A/Marketing & Economic Development Officer and Redbrick Communications

Resolution Number 291-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

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.

Resolution Deferred

Resolution Number 292-22

Moved by Dan Lynch

Seconded by Lisa McGee

That Council defer Resolution Number 291-22, and Report on Communications Plan until the new term of Council.

Resolution Carried

Minutes of Council Meeting

b) Waterfront Master Plan – Director of Recreation and General Manager, Client Services/Treasurer

Resolution Number 293-22

Moved by Lynn Grinstead

Seconded by Chris Toner

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.

Resolution Carried

c) Electronic Monitoring Policy – General Manager, Client Services/Treasurer

Resolution Number 294-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

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).

Resolution Carried

d) TOPPS Environmental Solutions – Year 7 Garbage Collection Contract Extension – Environmental Engineering Officer

Resolution Number 295-22

Moved by Tom Burnette

Seconded by Lisa McGee

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.

Resolution Carried

e) Disposal of Surplus Plow Truck to Arnprior Airport – General Manager, Operations

Resolution Number 296-22

Moved by Lynn Grinstead

Seconded by Tom Burnette

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

Resolution Carried

f) Municipal Grant Application, Special Olympics – Director of Recreation

Resolution Number 297-22

Moved by Lisa McGee

Seconded by Ted Strike

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;

Minutes of Council Meeting

- 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.

Resolution Amended

Resolution Number 298-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

That Council amend resolution number 297-22 by removing the word “not” in paragraph one(b), replacing the “total value” in paragraph one(c) with “4,886.00”, and deleting paragraph two.

Resolution Carried

Resolution Number 299-22

Moved by Tom Burnette

Seconded by Lisa McGee

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 (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 \$4,886.00).

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.

Resolution Carried As Amended

g) **Municipal Grant Application, 2360 Royal Canadian Army Cadets – Director of Recreation**

Resolution Number 300-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

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

Minutes of Council Meeting

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).

Resolution Carried

h) Proclamation – Fire Prevention Week – October 9-15, 2022 – Town Clerk and Fire Chief

Resolution Number 301-22

Moved by Tom Burnette

Seconded by Lynn Grinstead

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

Resolution Carried

The Town Clerk read the proclamation:

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.

Minutes of Council Meeting

Therefore, I Walter Stack, Mayor, do hereby proclaim October 9th to 15th, 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.

i) Proclamation – October – Rett’s Syndrome Awareness Month – Town Clerk

Resolution Number 302-22

Moved by Chris Toner

Seconded by Lynn Grinstead

That Council proclaim October 2022 as Rett Syndrome Awareness Month in the Town of Arnprior.

Resolution Carried

The Town Clerk read the proclamation:

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, non-profit 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.

Minutes of Council Meeting

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.

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:

- Staff is preparing materials for the November 23rd inauguration and the mid-December orientation workshops. All lower tier municipalities have been invited to participate in the first phase of the orientation (council-staff relations, municipal law 101, planning 101, etc.).
- Strong Mayors, Building Homes Act, 2022. There is a resolution dated September 1, 2022 from the Town of Kingsville in disagreement of Bill 3 to amend various statutes with respect to special powers and duties of heads of council. The Town of Kingsville feels this change is unnecessary and should not be implemented in smaller municipalities. Committee noted that the Association of Municipalities of Ontario (AMO) is urging the government to consult broadly and extensively with the public, and large and small municipalities including AMO, if the government is considering extending these powers to other municipalities to avoid unintended consequences.
- KPMG LLP is now the Auditor for the County their office is located in Perth.
- Mrs. Nancy Lemire is now the Director of Care at Miramichi Lodge.
- Next County Council meeting this Wednesday, 28 September 2022.

14. Correspondence & Petitions

a) Correspondence Package – I-22-September-16

Resolution Number 303-22

Moved by Lisa McGee

Seconded by Tom Burnette

That the Correspondence Package Number I-22-September-16 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following:

- Page 30 - The LAS Energy Program is offering a free webinar on the direction of electricity and natural gas market and how it will affect its customers. A free Webinar will be held on October 18, 2022.
 - In response to County Councillor Lynch the CAO noted the Town of Arnprior is enrolled in the LAS Energy Program and staff already receives regular correspondence from LAS on electricity and gas, which covers the topics of the webinar, thus there is no real need for us to attend this webinar.
- Page 30 - LAS is offering a new energy training catalogue.
 - In response to County Councillor Lynch the CAO noted the LAS Energy Training Catalogue provides information on opportunities for training that may be beneficial to staff, therefore staff will review this catalogue and try to take advantage of some of these opportunities.
- Page 30 - Registration is now open for Ontario Recreation Facilities Association (ORFA) Fall Professional Development Program which is being held October, 17-21, 2022. LAS has information for Parks & Recreation.

Minutes of Council Meeting

- In response to County Councillor Lynch the CAO noted that, staff are either already enrolled in online training, or already have the certification being offered, thus will not be registering specifically for these courses at this time. However, it is worth noting, the Parks and Facilities Supervisor of Petawawa, is now the president elect for the ORFA, and he is hoping to bring more of these events and training programs to Renfrew County and Eastern Ontario.
- Page 2 - The bivalent COVID-19 booster dose can be obtained at the Grove. Please check the dates the clinic is open.

Councillor Lisa McGee vacated her seat at the Council table at 8:49 pm.

b) Correspondence Package A-22-September-12

Resolution Number 304-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That the Correspondence Package Number. A-22-September-12 be received, and that the recommendations outlined be brought forward for Council's consideration.

Resolution Carried

Resolution Number 305-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant (In-Kind Support) request from Arnprior & Area Physician Recruitment Committee; and

Whereas the Arnprior & Area Physician Recruitment Committee will be hosting a 2022 Christmas Craft Market on November 12, 2022 from 9:00 am – 2:00 pm, in support of the Physician Recruitment Committee; and

Whereas this Christmas Craft Market event will be hosted in place of the annual Doctors Dining Dual fundraising event, due to ongoing COVID-19 concerns.

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 2022 Christmas Craft Market on Saturday, November 12, 2022 (7:00 am – 4:00 pm); and

Further That the Arnprior & Area Physician Recruitment Committee 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

Councillor Lisa McGee resumed her seat at the Council table at 8:51 pm.

16. By-laws & Resolutions

a) By-laws

Resolution Number 306-22

Moved by Lynn Grinstead

Seconded by Ted Strike

That the following by-law be and is hereby enacted and passed:

- i. By-law Number 7333-22 – Electronic Monitoring Policy**

Resolution Carried

Minutes of Council Meeting

b) Resolutions

One Year Extension to the Draft Approval of the Marshall's Bay Meadows Subdivision

Resolution Number 307-22

Moved by Lisa McGee

Seconded by Dan Lynch

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.

Resolution Carried

17. Announcements

County Councillor Dan Lynch made the following announcements:

- Thanks to Denise Johnston and her volunteers for successful Terry Fox Run.
- Legion Week is over. Thank you to our Veterans past and present for their service.
- Taste of the Valley will take place on Sunday, October 2, 2022, in Arnprior, the time is from 9:00 am – 2:00 pm downtown Arnprior.
- An All Candidates Debate will be taking place this Wednesday at the Parish Hall beginning at 7:00 pm.
- If residents know of any Canadian Armed Forces person, who has been posted to CFB Bell Cartier, between 1995-2006, please advise them to contact the Legion, as they may be eligible for compensation, due to water contamination. The deadline is January 2023.

Councillor Lynn Grinstead made the following announcements:

- There has been much devastation on the East Coast, due to the hurricane. Discussion ensued surrounding making a donation to the Red Cross, to assist those affected by this devastation, resulting in the following resolution:

Resolution Number 308-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council donate \$1,000 to the Red Cross in support of those affected by the East Coast hurricane devastation, to be funded from the Corporate Contingency account.

Resolution Carried

Minutes of Council Meeting

Mayor Walter Stack made the following announcements:

- The Terry Fox Run was well attended and well organized by a new volunteer, Denise Johnston, this year.
- This weekend I attended the Legion Veterans Dinner, that was also very well attended and was a very nice evening.
- The new industrial company in Arnprior, Metaligna, has noted they will be shutting down their Ottawa Office and moving their full office and administration staff to the Arnprior location. This is good news for Arnprior, and could create more jobs in our community.
- Please be cautious this fall, as COVID-19 is on the rise, according to the Director of Public Health. Mayor's meetings will be resuming to keep everyone informed in the County about the situation surrounding the COVID-19 virus.

18. Media Questions

None

19. Closed Session

None

20. Confirmatory By-Law

Resolution Number 309-22

Moved by Lynn Grinstead

Seconded by Tom Burnette

That By-law No. 7334-22 being a By-law to confirm the proceedings of the Regular Meeting of Council held on September 26, 2022 be and it is hereby enacted and passed.

Resolution Carried

21. Adjournment

Resolution Number 310-22

Moved by Lisa McGee

Seconded by Lynn Grinstead

That this meeting of Council be adjourned at 9:00 pm.

Resolution Carried

Signatures

Walter Stack, Mayor

Maureen Spratt, Town Clerk



ARNPRIOR
• WHERE THE RIVERS MEET •

CIP Application for 136 John Street North

Erin Coyle, A/ MEDO

October 11th, 2022

Background

- Following a thorough review, the Town's new Community Improvement Plan (CIP) was adopted by Council in March 2022
 - Includes **nine (9)** financial incentive programs
 - Project Area includes all properties within the Town of Arnprior





Proposed Project

- **Location:** 136 John Street North
- **Property Owner:** Lana Chenier, The Artful Gallery
- **Project Description:**
 - Installation of fixed awnings on John Street North (Front Entrance) and Rock Lane (Side Entrance)
- **Total Project Cost:** \$4,150.00

Proposed Project cont.



1. John Street North (Front Entrance)



2. Rock Lane (Side Entrance)

Proposed Project cont.



Similar in style to the awning at 26 Elgin Street



Façade and Property Improvement Program

- **Description:** This program aims to encourage aesthetic improvements to buildings and properties and support continued maintenance and upkeep of the building stock.
- **Eligible Properties:**
 - Downtown Area
 - Mixed Use Residential / Commercial Area
 - Mixed Use Commercial / Employment Area
- **Maximum Grant Value:**
 - 50% of Total Project Costs up to \$5,000.00



General Eligibility Criteria

- ✓ Application Submitted Before Commencing (s. 6.7.1)
- ✓ Applicant is the property owner (s. 6.7.2)
- ✓ Located within CIP Project Area (s. 6.7.3)
- ✓ Project is not part of already approved CIP grant (s. 6.7.4)
- ✓ No Outstanding Tax Arrears (s. 6.7.5)
- ✓ Complete Application Package (s. 6.7.6)
- ✓ Work in accordance with Town regulations (s. 6.7.7)
- ✓ Land Use is Compatible with OP / ZBL (s. 6.7.8)

General Eligibility Criteria cont.

- Work to be undertaken pursuant to planning approvals and/or building permit (s. 6.7.9)
- ✓ Exterior changes must meet Urban Design Guidelines (s. 6.7.10)
- Work must be consistent with application (s. 6.7.11)
- ✓ Total of combined grants and rebates must not exceed total project costs (s. 6.7.12)



Specific Eligibility Criteria

- ✓ All grant applications related to new or updated facades shall be in compliance with the Town's Property Standards By-law.
- ✓ All grant applications related to new or updated facades within the Downtown Core shall be in compliance with the Town's Downtown Heritage Conservation Plan.



Eligible Grant

- ✓ Meets General Eligibility Criteria
- **Total Project Cost: \$4,150.00**
- **Eligible Grant Value: \$2,075.00**
 - 50% of Total Project Costs up to \$5,000.00



Policy Considerations

- The new Community Improvement Plan (CIP) vision statement is:
 - “Arnprior will be a vibrant and complete community that retains its small-town historic character while offering residents and visitors exceptional services and opportunities, accessible to all people”
- As part of Council’s Strategic Plan focus on business attraction and retention, the proposed project supports the beautification and vibrancy of the downtown core.



Financial Considerations

- The current uncommitted balance for 2022 CIP grants is \$15,000.00.
- If this project was approved as submitted, the remaining balance would be \$12,925.00.



Recommendation

That Council approve a Community Improvement Plan (CIP) project grant under the Façade and Property Improvement Program for 136 John Street North in an amount of up to \$2,075.00 to be funded from the CIP Grants operating account.

Questions?



• WHERE THE RIVERS MEET •



Town of Arnprior Staff Report

Subject: Bi-annual Financial Update – October 2022

Report Number: 22-10-11-01

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

Department: Client Services

Meeting Date: October 11, 2022

Recommendations:

That Council receive report number 22-10-11-01 as information.

Background:

As per section 14 of the Procedural By-Law 6922-19, the General Manager, Client Services / Treasurer will provide Council with bi-annual Financial Reports, with the first report being in May/June and with the second report being October/November. The intent of the report is to provide Council with a clear picture of the Town's financial status, identify any financial matters of concern and update Council on progress and improvements made to date on finance related initiatives.

Discussion:

2022 Operating Budget Analysis

Table 1 provides a summary of year-to-date (YTD) figures to September 30, 2022 compared to both the 2022 budget and 2021 figures for comparison. An expanded breakdown of this summary table is included in Appendix A.

Revenues include taxation and grant revenues while departmental expenses are net user fee and other departmental specific revenues. Figures in brackets (\$) represent positive revenue balances and will appear that way under the Expenses when the current user fee revenues are greater than the departmental expenses. The bottom line figure of \$6,441,727 under the 2022 budget column is the total planned Contributions to Reserve and Reserve Funds.

Table 1 – Net Operating Budget

Description	2021 YTD (Sept)	2022 YTD (Sept)	2022 Budget
Revenue			
Taxation	(10,106,075)	(10,815,421)	(10,374,969)
Payments-in-lieu	(122,112)	(118,042)	(125,000)
Grants - Operating	(1,336,207)	(1,291,600)	(1,688,800)
Grants - Capital	(1,023,305)	(964,164)	(1,378,531)
Total Revenues	(12,587,699)	(13,189,227)	(13,567,300)
Expenses*			
Governance / Client Services	1,002,277	1,045,742	1,790,245
Fire / Police / By-Law	1,499,080	1,473,058	2,460,056
Operations	1,137,934	1,312,345	1,871,634
Environmental Services	(1,755,389)	(1,213,800)	(1,638,536)
Parks and Recreation	906,584	839,700	1,686,883
Community Services	(285,231)	255,139	450,240
Municipal Grants / Subsidies	409,581	500,582	505,051
Total Net Expenses*	2,914,836	4,212,766	7,125,573
Revenue Less Net Expenses	(9,672,863)	(8,976,461)	(6,441,727)
Contribution to Reserves (Budgeted)	5,606,287	6,441,727	6,441,727
Net Operating Funds	(4,066,576)	(2,534,734)	0

Positive Notes:

- Taxation revenues are higher than forecasted due to increased supplemental billings from growth. As remaining operating and capital grant funds to be received in Q4, the Town is expected to reach revenue targets by year-end.
- Overall net expenses are higher in 2022 compared to 2021 which was expected with 2022 returning closer to pre-COVID levels compared with 2021. We are still on target to meet most expense projections with net expenses sitting at 60% of budgeted at this time.
- Winter control expenses are currently at 58% expended. While expenditures in this cost centre are dependent on the number of and type of winter events that occur, heading into the fall/winter timeframe with only 58% expended is a positive place to be. Previous year expenditures heading into Q4: 2021 41%, 2020 56%, 2019 91%, 2018 66% and 2017 85%.
- COVID recoveries
 - Despite a one-month closure in January 2022 due to COVID-19, revenues for recreation programming are rebounding well with recreation revenues up 88% compared to revenues at the same time period for 2021.
 - Clerks licensing revenues have already surpassed budgeted values due to the uptake in lotteries, marriages and seasonal vendors.
 - Landfill tipping fees are up 18% compared to 2021 revenues.

- Museum expenses are trending lower due to staff vacancy from a planned retirement and a change of custodial services from external contractor to internal services.
- While Building services revenues are trending lower than 2021, this was anticipated due to the nature of how building permit fees are charged up front with the building permits with inspection services to follow. Portions of surplus fees received in 2021 are to support the provision of 2022 services.

Items to Monitor:

- Water and wastewater consumption levels are trending slightly lower (6% decrease) compared to consumption data from 2021 for the same time period. Consumption impacts are mainly attributable to lower usage from a few industrial accounts and a small decrease in residential over the summer most likely due to the wetter summer and less lawn watering. Staff will continue to monitor the water and wastewater consumption levels over the next few months.

Financial Considerations

(a) 2022 Financial Reporting

Our Auditor KPMG will be onsite in Q4 to begin the procedural portion of the 2022 audit and will return in Q1 / Q2 of 2023 to complete the audit process.

(b) Insurance RFP

A request for proposal for General Insurance and Risk Management services will be issued shortly for municipality. The request for proposal will seek a vendor to provide municipal insurance along with risk management and claims management services. Going to market with a competitive RFP process will hopefully generate stable insurance premiums for the municipality in a challenging insurance market with limited municipal vendors. A staff report will come forward on the December 12th, 2022 Council meeting to award the services to the successful vendor prior to the 2023 calendar year.

(c) Water / Wastewater Billing – Pre-Authorized Payments

A new method of payment for water / wastewater billing is now available. Interested residents and businesses are encouraged to participate in pre-authorized payment plans (PAP) for their bi-monthly or monthly billings.

(d) Property Tax Arrears

In 2022, four property proceeded through tax sale with a public tender. One property was successfully sold, one property was vested to the municipality and two properties are under consideration for next steps.

For properties registered with Tax Certificates in 2021, one property remains in arrears, will eligible for tax sale this fall and will go through the tax sale process in early 2023 should the property remain in arrears.

For properties registered with Tax Arrears Certificates in 2022, five properties remain in arrears and will continue through the process until they are brought into good standing through payment or become eligible for tax sale. Properties would not be eligible for tax sale until late 2023 or early 2024.

(e) Online Initiatives

The municipality has a number of online initiatives in progress that are anticipated to go live in 2022 Q4 or 2023 Q1 including an online portal to view property and water/wastewater bills; an online portal for building permit services; and municipal ticketing module for MTO reporting purposes. These important modernization projects will offer more convenient access and services for property owners.

(f) Development Charges

The Development Charges By-Law update project is progressing well and is on track for completion prior to the expiration of the Town's current Development Charges By-law in March 2023. As required under the Development Charges Act, the Background Study report will be posted publically in December 2022 for a period of at least 60 days with a public meeting will be held in January, 2023 for feedback with a final by-law planned to come forward February 2023.

(g) Legislation Changes – Upcoming

- **OMERS:** As of January 1, 2023 the eligibility requirements for participating in OMERS are changing with all staff, including part-time and casual, will be eligible to participate in the OMERS pension program. Registration options for existing staff will take place this fall and new procedures and requirements for ongoing new hires will be implemented by Client Services staff. In addition to the administrative impact to manage the change, the financial impact for this change will be addressed in the 2023 budget.
- **Asset Retirement Obligations – PS 3280** is a new accounting standard covering asset retirement obligations (ARO) that was approved by the Public Sector Accounting Board (PSAB) and applies to all public sector entities who prepare their financial statements under PSAB, including municipalities. This standard for asset retirement obligations addresses liabilities where there is a legal obligation to incur retirement costs in relation to a tangible capital asset. Common asset retirement obligations under the scope of PS 3280 have not previously been recognized by municipalities, such as obligations to retire buildings with asbestos or underground fuel storage tanks. A comprehensive exercise will need to be conducted to scope the impacted assets and provide proper measurement and estimations for the liability. The exercise will need to be completed for the Town's 2023 financial statements.

2022 Capital Projects

The 2022 capital plan is robust with over 58 projects (33 current, 24 prior year, 1 addition) and over \$8.8M in funding when you include prior year WIP funds. While projects vary on their current stage of completion, significant progress is being made on the capital program. While impossible to avoid all supply-chain and delivery delays in the current market, the majority of large projects were tendered early in the year to get orders out promptly. Despite going out to tender early for most projects, some tender pricing was high.

Procurements Under Delegated Authority

Vendor Name	Goods/Services	Value Awarded (pre HST)	Funding Source
Jp2G Consulting	Waterfront Trail & RSP Ramp Design	\$59,975	Capital Budget
Golder Associates Ltd	2022 Landfill Monitoring	\$33,472	Operating Budget
Golder Associates Ltd	Landfill Additional Borehole	\$31,979	Operating Budget
Kyber Columbarium	Malloch Rd Columbaria	\$83,130	Capital Budget
Wagar and Corput	Eco-Friendly Weed Spray	\$30,510	Operating Budget

Investments

All investment related activities are and will continue to be executed in accordance with the Investment Policy By-Law and the Delegation of Authority By-Law.

Options:

N/A

Policy Considerations:

This report has been completed in accordance with the Town's Procedure By-law and meets the Town's Strategic Plan vision for embracing a Sustainable Financial Model.

Financial Considerations:

As outlined in this report.

Meeting Dates:

N/A

Consultation:

Senior Management Team

Documents:

Schedule A: Detailed Year-to-Date (YTD) for period ending Sept 31, 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

Schedule A: Detailed Year-to-Date (YTD) for period ending Sept 30

Description	2021 YTD (Sept)	2022 YTD (Sept)	2022 Budget
Revenue			
Taxation	(10,106,075)	(10,815,421)	(10,374,969)
Payments-in-lieu	(122,112)	(118,042)	(125,000)
Grants - Operating	(1,336,207)	(1,291,600)	(1,688,800)
Grants - Capital	(1,023,305)	(964,164)	(1,378,531)
Total Revenues	(12,587,699)	(13,189,227)	(13,567,300)
Expenses*			
Governance / Client Services			
Council	139,180	142,928	223,500
Clerks Office	187,320	183,812	373,900
Corporate Management	498,690	520,501	833,950
Human Resources	69,819	82,256	120,200
Information Systems	107,268	116,245	238,695
	1,002,277	1,045,742	1,790,245
Protection to Persons & Property			
Fire Services	268,605	304,251	691,684
Police Services	1,174,603	1,125,949	1,704,342
Animal & Parking Services	55,872	42,858	64,030
	1,499,080	1,473,058	2,460,056
Operations			
Roads & Services	1,110,022	1,225,326	1,891,298
Vehicles & Equipment	(243,914)	(201,694)	(385,500)
Buildings	229,418	241,719	334,050
Crossing Guards	10,819	20,139	34,736
Cemetery	31,589	26,855	(2,950)
	1,137,934	1,312,345	1,871,634
Environmental Services			
Waterworks	(1,060,785)	(563,092)	(1,123,546)
Wastewater	(354,837)	(258,436)	(463,990)
Waste Management	(339,767)	(392,272)	(51,000)
	(1,755,389)	(1,213,800)	(1,638,536)
Parks and Recreation			
Parks	273,515	255,161	372,350
Marina	(48,873)	(54,881)	(8,600)
Programs	112,399	157,263	236,825
NSC Programs	(144,341)	(294,985)	(174,442)
NSC Building	713,884	777,142	1,260,750
	906,584	839,700	1,686,883
Community Services			
Museum	95,341	79,290	153,220
Building Services	(545,048)	58,086	(4,630)
Planning / Zoning	51,850	6,091	99,450
Marketing & Econ Development	112,626	111,672	202,200
	(285,231)	255,139	450,240
Municipal Grants / Subsidies	409,581	500,582	505,051
Total Expenses	2,914,836	4,212,766	7,125,573
Contribution to Reserves (Budgeted)	5,606,287	6,441,727	6,441,727
Total	(4,066,576)	(2,534,734)	0
*Expenses are net any user fee revenues			



Town of Arnprior Staff Report

Subject: Proclamation – Waste Reduction Week (October 17-23, 2022)

Report Number: 22-10-11-02

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: October 11, 2022

Recommendations:

That Council proclaim October 17-23, 2022 as Waste Reduction Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 105 Elgin Street West Arnprior ON K7S0A8
Section 5.2.2 – Contact Person’s Name	Deanna Nicholson, Environmental Engineering Officer 613-623-4231
Section 5.2.3 – Name of Proclamation and Duration	Waste Reduction Week October 17-23, 2022
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

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

Documents:

1. Proclamation Document – Waste Reduction Week – October 17-23, 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

Waste Reduction Week

October 17-23, 2022

Whereas the week of October 17-23, 2022 is Waste Reduction Week in Canada; and

Whereas Waste Reduction Week is a national environmental campaign that builds awareness around issues of sustainable and responsible consumption, encourages choice for more environmentally responsible products/services, and promotes actions that divert more waste from disposal and conserves natural resources; and

Whereas as a municipality we are committed to waste reduction, resource conservation, and community education for sustainable living; and

Whereas we recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability; and

Whereas we as a municipality will take action to reduce our waste and support the circular economy; and

Whereas the Town of Arnprior will circulate the [Circular Innovation Council of Canada "Waste Reduction Theme Days" information](#) to the schools in Arnprior, to help educate students and their families, and promote Waste Reduction Week in Arnprior, as well as share this information on the Town's website.

Now Therefore, I, Walter Stack, Mayor of the Town of Arnprior, Do Hereby Proclaim October 17-23, 2022 as Waste Reduction Week in the Town of Arnprior and urge residents to choose more environmentally responsible products/services and divert more waste from disposal and conserve natural resources.

Walter Stack, Mayor
Town of Arnprior



Town of Arnprior Staff Report

Subject: Proclamation – Local Government Week (Oct 17-23, 2022)

Report Number: 22-10-11-03

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: October 11, 2022

Recommendations:

That Council proclaim October 17-23, 2022 as Local Government Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 105 Elgin Street West Arnprior ON K7S 0A8
Section 5.2.2 – Contact Person’s Name	Maureen Spratt, Town Clerk mspratt@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Local Government Week October 17-23, 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 – Local Government Week – October 17-23, 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

Local Government Week

October 17-23, 2022

Whereas the week of October 17-23, 2022 will be celebrated in Ontario as Local Government Week; and

Whereas the municipal level of government performs the functions that significantly impact the day to day life of citizens throughout the world; and

Whereas the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), the Ontario Ministry of Municipal Affairs and Housing and the Association of Municipalities of Ontario (AMO) acknowledge and celebrate the significant role that municipal governments play in helping to define the character, priorities, physical make up and quality of life of communities across Ontario; and

Whereas eligible electors across Ontario will be voting in the 2022 Municipal and School Board Election from October 14-24, 2022, which falls during Local Government Week; and

Whereas an election year gives us a great opportunity to talk with children about what local government provides; fairness and making decisions as a group; and

Whereas to promote education and awareness of the 2022 Municipal and School Board Election and Local Government Week , the Clerk's Office will be sharing with the schools, a [video published by CIVIX Student Vote Ontario, which showcases youth who provide their outlook on "Why Voting Matters"](#).

Now Therefore, I, Walter Stack, Mayor of the Town of Arnprior, Do Hereby Proclaim October 17-23, 2022 as Local Government Week in the Town of Arnprior.

Walter Stack, Mayor
Town of Arnprior



Town of Arnprior Staff Report

Subject: Proclamation – Small Business Week (October 16-22, 2022)

Report Number: 22-10-11-04

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: October 11, 2022

Recommendations:

That Council proclaim October 16-22, 2021 as Small Business Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 105 Elgin St. W. Arnprior ON. K7S 0A8
Section 5.2.2 – Contact Person’s Name	Erin Coyle, A/MEDO ecoyle@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Small Business Week October 16-22, 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 – Small Business Week – October 16-22, 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

Small Business Week

October 16–22, 2022

Whereas Small Business Week has been recognized since 1981 as an opportunity to celebrate the small business owners who provide essential services, local jobs, and an invaluable touchpoint in our communities; and

Whereas the Business Development Bank of Canada organizes Small Business Week in Canada to pay tribute to Canadian entrepreneurs; and

Whereas this year's theme is "Dare to do things differently: Power up your growth!". This theme recognizes and celebrates the outstanding contribution of Canadian entrepreneurs and small and medium-sized businesses (SMEs) from coast to coast; and

Whereas the Town of Arnprior recognizes the importance of small businesses to the growth and development of our Town and County; and

Whereas the Town of Arnprior will continue to bring awareness of opportunities to support local small businesses by:

- **Shopping** – through participation in the Live, Love, Local program;
- **Sharing** – through sharing messaging from local businesses;
- **Suggesting** – through recommending local businesses list on the Town of Arnprior Business Directory.

Now Therefore, I, Walter Stack, Mayor of the Town of Arnprior, **Do Hereby Proclaim October 16-22, 2022 as Small Business Week** in the Town of Arnprior and encourage Arnprior residents to shop, learn about, and support their local small businesses.

Walter Stack, Mayor
Town of Arnprior

Small Business is Big in Canada



Did you know that small and medium-sized businesses contribute 54% of Canada's gross domestic product? The Business Development Bank of Canada (BDC) is the bank for Canadian entrepreneurs. Celebrate entrepreneurship during *BDC Small Business Week*[™] and help fuel our country's entrepreneurial spirit!

More than 1.2 million businesses in Canada...

98%
of businesses have less than 100 employees

1/3
are lead/co-lead by women

88%
of private sector jobs are in an SME (10M people)

8,413
new businesses per year on average between 2014 and 2018

Micro business
1-4 employees

Small business
5-99 employees

Medium business
100-499 employees

Large business
500+ employees

...and 746,300 entrepreneurs

Where small and medium-sized businesses are found

16%
British Columbia and the Territories

20%
Prairies

37%
Ontario

21%
Quebec

6%
Atlantic

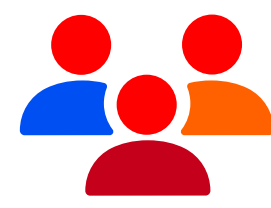
25 – 44 year olds → have the greatest tendency to form new businesses

Men → are 2.3 times more likely to start businesses than women

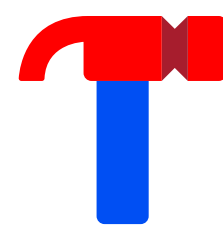
Women → now account for 27% of all entrepreneurs in Canada

Top 3 industries with the most SMEs

1 Professional, scientific and technical services
→ Sector employs 1.05M people



2 Construction
→ Sector employs 1.06M people



3 Retail trade
→ Sector employs 1.95M people



For 43 years, the Business Development Bank of Canada has organized *BDC Small Business Week*[™], bringing thousands of entrepreneurs together to learn, network and celebrate the people building companies across the country.

in f @BDC
@BDC_ca

#BDCsbw
bdc.ca/sbw



Sources: Statistics Canada; Innovation, Science and Economic Development Canada Small Business Branch; BDC.



Town of Arnprior Staff Report

Subject: Proclamation – Ontario Public Library Week (October 16-22, 2022)

Report Number: 22-10-11-05

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: October 11, 2022

Recommendations:

That Council proclaim October 16-22, 2022 as Ontario Public Library Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Arnprior Public Library 21 Madawaska Street, Arnprior ON K7S 1R6
Section 5.2.2 – Contact Person’s Name	Karen DeLuca, Chief Librarian 613-623-2279
Section 5.2.3 – Name of Proclamation and Duration	Ontario Public Library Week October 16-22, 2022
Section 5.2.4 – Appropriate Wording for Proclamation	Yes (from Ontario Library Week website)
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 – Ontario Public Library Week – October 16-22, 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

Ontario Public Library Week

October 16-22, 2022

Whereas October 16-22, 2022 is being celebrated across the province as Ontario Public Library Week; and

Whereas during this week, libraries and library partners raise awareness of the valuable role libraries play in our lives; and

Whereas the Arnprior Public Library serves as a center for lifelong learning and plays a vital role in helping citizens of all ages access the information and tools that they need to live, learn and work; and

Whereas the board, staff and volunteers of the Arnprior Public Library provide a vital service to our community; and

Whereas this year the theme for Ontario Public Library Week is “One Card, One Million Possibilities”; and

Whereas in a world undergoing constant change, public libraries provide enduring connections to the past and future of our communities, nations and civilizations; and

Whereas the Arnprior Public Library will be celebrating Ontario Public Library Week with a full line up of events/ activities including an author visit, and some giveaways.

Now Therefore, I, Walter Stack, Mayor of the Town of Arnprior, Do Hereby Proclaim October 16-22, 2022 as Ontario Public Library Week in the Town of Arnprior and encourage residents to show their support for their public library by visiting, not just this week, but all year long, and utilize the services they have to offer. [Visit the Arnprior Public Library website](#) and social media channels for more information.

Walter Stack, Mayor
Town of Arnprior



Town of Arnprior Staff Report

Subject: Proclamation – November 1-7, 2022 Carbon Monoxide Awareness Week

Report Number: 22-10-11-06

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: October 11, 2022

Recommendations:

That Council proclaim November 1-7, 2022 as Carbon Monoxide 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	Not Applicable
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 67 Meehan Street Arnprior, ON K7S 2B7
Section 5.2.2 – Contact Person’s Name	Bob Smith, Captain – Fire Suppression/Prevention Services Arnprior Fire Department
Section 5.2.3 – Name of Proclamation and Duration	Carbon Monoxide Week November 1 – 7, 2022
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

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

Documents:

1. Proclamation Document – Carbon Monoxide Week November 1 – 7, 2022
2. Request Letter – Arnprior Fire Department

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

Carbon Monoxide Awareness Week

November 1-7, 2022

Whereas Carbon monoxide (CO) is often referred to as the silent killer because it is a colourless, odourless and tasteless gas; and

Whereas CO is the leading cause of accident poisoning deaths in North America; and

Whereas each year it proves fatal for dozens of Canadians and makes more thousands sick with what they think is the flu; and

Whereas increasing awareness of the importance of having functioning carbon monoxide detectors can help save lives; and

Whereas this November the Town of Arnprior Fire Prevention/Protection Office will be increasing public awareness of carbon monoxide hazards at home, school and work, highlighting the simple steps we can all take to avoid personal tragedy.

Therefore, I Walter Stack, Mayor of the Town of Arnprior, do hereby proclaim November 1-7, 2022 as “Carbon Monoxide Awareness Week” in the Town of Arnprior and urge all residents to participate in the outreach activities planned by the Fire Prevention/Protection Office to highlight the simple steps all residents can take to avoid personal tragedy.

Walter Stack, Mayor
Town of Arnprior



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

tel 613 623 4231
fax 613 623 8026

arnprior@arnprior.ca
www.arnprior.ca

August 26th, 2022

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

Mrs. Spratt,

Re: Request for “Carbon Monoxide Awareness Week” proclamation.

This November the Fire Prevention Office of the Arnprior Fire Department will be increasing public awareness of carbon monoxide hazards around us at home, school, and work. The Fire Prevention Office would like to enhance this initiative by asking Town Officials to proclaim the week of November 1st – 7th, 2022 “Carbon Monoxide Awareness Week in the Town of Arnprior”. Campaign resources and outreach activities highlight the simple steps we can all take to avoid personal tragedy. CO is the leading cause of accidental poisoning deaths in North America. Each year it proves fatal for dozens of Canadians, and, makes many more thousands sick with what they think is the flu.

We urge Council to join with us in this important initiative to increase awareness in order to reduce the number of preventable deaths that may occur in our community as a result of carbon monoxide poisoning. A Carbon Monoxide Awareness 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.

Sincerely,

Bob Smith

Captain – Fire Prevention Officer,
Arnprior Fire Department



Town of Arnprior Staff Report

Subject: Proclamation – 230th Anniversary of the 1792 Black Loyalist Exodus to Sierra Leone

Report Number: 22-10-11-07

Report Author and Position Title: Kaila Zamojski, Deputy Clerk

Department: Client Services

Meeting Date: October 11, 2022

Recommendations:

That Council recognize and proclaim 2022 as the 230th anniversary of the 1792 Black Loyalist Exodus to Sierra Leone.

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	#1792Project
Section 5.2.2 – Contact Person’s Name	Karen Hudson, Kathrin Winkler and Carol Millett
Section 5.2.3 – Name of Proclamation and Duration	230th anniversary of the 1792 Black Loyalist Exodus to Sierra Leone (2022)
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

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

Documents:

1. Proclamation Document – 230th anniversary of the 1792 Black Loyalist Exodus to Sierra Leone

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

230th Anniversary of the 1792 Black Loyalist Exodus to Sierra Leone

Whereas the Town of Arnprior acknowledges that 2022 is the 230th anniversary of the Black Loyalist Exodus from Nova Scotia to Sierra Leone on fifteen (15) ships; and

Whereas we recognize that people of African descent have been a part of Canadian society since the early 1600s and that their enslavement occurred on this land for centuries. The Black Loyalists' departure is directly linked to the failure of institutional, political and societal will to fulfill the promises that were made to the Black Loyalists that departed for Sierra Leone from the harbour of Halifax, Nova Scotia, in 1792; and

Whereas #1792Project is committed to promote histories such as the 15 ships to Sierra Leone that often have been left in a vacuum of erasure throughout Canada; and

Whereas the conditions and causes that led to the exodus of 1,196 self-liberated Black Loyalists were conditions of abject institutionalized racism and that this departure took place at the height of the transatlantic chattel slave trade, one of the cruelest chapters in the history of humanity; and

Whereas the Town of Arnprior joins with municipalities across Canada to honour and recognize the significance and impact of the 230th Anniversary. Recognition of the anniversary strengthens and acknowledges the important role that municipalities continue to play in addressing systemic and institutional racism across Canada; and

Whereas the Town of Arnprior recognizes the ongoing significance of the UN Decade of African Descent and the importance of recognizing the history of Black Loyalists throughout Canada and how all communities in Canada continue to be affected by the historic rift of the Black community.

Now Therefore, I, Walter Stack, Mayor of the Town of Arnprior, **Do Hereby Proclaim** 2022 as the 230th anniversary of the 1792 Black Loyalist Exodus to Sierra Leone and encourage local residents to reflect and learn more about African Canadian history and the important contributions that African Canadians have played in our national history.

Walter Stack, Mayor
Town of Arnprior



Dear Mayor and Council,

This year marks the 230th anniversary of the remarkable Black Loyalist exodus from Halifax to Freetown. This journey is the single, largest return of African descendants to the continent of Africa throughout history. **Please help us reach our goal of 230 Proclamations and/or social media announcements by mayors and councils from across Canada to acknowledge this 230th anniversary year.** We acknowledge the importance of your leadership for community and change, and respectfully request your support for this initiative.

#1792Project began in Nova Scotia. The story of the 15 Ships to Sierra Leone departing Halifax harbour on January 15, 1792, is not only a Maritime story. This voyage has had an impact on all of Canadian society. Together we can address this omission in our history books to reach a fuller understanding of the history of slavery and race in this nation. Over 25 municipalities have issued proclamations in Nova Scotia and the town of Shelburne leads this initiative of cross Canada Proclamations.

Black Loyalists were self liberated individuals who came to Nova Scotia after the American Revolution, as did the white Loyalists who brought with them an estimated 1,232 slaves.¹ Broken promises of land and liberation together with remarkable courage to cross the ocean at the height of the trans-Atlantic chattel slave trade remains an untold story of resilience of the 1,196 seafarers who chose to leave. But it is also a story of failure of community and government to provide safe haven here on these shores for these Black Loyalists. Through participation and education we must all do better to connect the history of failures to how the legacy of this history continues.

We, the [#1792Project](#) team, are community members, students and educators and we have come together in the imperative of sharing, commemorating and acknowledging this story through education. How can we make a difference as a grassroots effort?

We request that your municipal government as one of 230 municipalities across Canada proclaim and recognize the historic departure of 15 ships prepared in the dead of winter (the Lucretia, the Somerset, the Beaver, the Parr, the Venus, the Mary, the Catherine, the Prince William, the Sierra Leone, the Morning Star, the Eleanor, the Felicity, Prince Fleury, the Brothers, and the Betsey) for a journey of hope. Please find a sample proclamation below.

Sincerely,

Karen Hudson, kathrin winkler, Carol Millett #1792Project

¹ James W. St. G. Walker, *The Black Loyalists: The Search for a Promised Land in Nova Scotia and Sierra Leone, 1783-1870*, page 40.

DRAFT PROCLAMATION

Whereas we proclaim the 230th anniversary year of the Black Loyalist Exodus on 15 ships to Sierra Leone recognizing that people of African descent have been a part of Canadian society since the early 1600s and that their enslavement occurred on this land for centuries. The Black Loyalists departure is linked to the failure of institutional, political and societal will to fulfill the promises that were made to the communities that left for Sierra Leone departing the harbour of Halifax in 1792.

Whereas the conditions and causes that led to the exodus of 1,196 self liberated Black Loyalist were conditions of abject institutionalized racism and that this departure took place at the height of the transatlantic chattel slave trade, one of the cruelest chapters in the history of humanity.

Whereas #1792Project is committed to promote histories such as the 15 Ships to Sierra Leone that often have been left in a vacuum of erasure throughout Canada. The resources provided for well known monumentation have historically been funded at the expense of those erasures.

Whereas the ----- joins with municipalities across Canada to honour and recognize the significance and impact of the 230th Anniversary and shares this proclamation with the people of Nova Scotia on Emancipation Day , 2022.

Whereas the conditions and causes that led to the Exodus of 1,196 self liberated Black Loyalist were conditions of abject institutionalized racism and that this departure took place at the height of the transatlantic chattel slave trade, one of the cruelest chapters in the history of humanity. Recognition of the anniversary strengthens and acknowledges the important role that municipalities continue to play in addressing institutional racism.

Whereas the city_____ continues to recognize the ongoing significance of the UN Decade of African Descent and the importance of recognizing the history of Black Loyalists in Nova Scotia and throughout Canada. We recognize that rural or urban, from sea to sea we share a responsibility for reparation.

Thereby be it resolved that I, Mayor_____ declare 2022 as the 230th anniversary - Year of Black Loyalist Exodus: 15 Ships to Sierra Leone #1792Project

MORE INFORMATION #1792 Project Team (We are happy to present the project to council)

- [CityNews Everywhere Article: Local school marks African Heritage Month with the #1792Project](#)
- [Cole Harbour Wire Article: The class of...1792](#)
- [Global News Article - Nova Scotia students commemorate Black Loyalists who sailed to Sierra Leone in 1792](#)
- [CBC Article: N.S. pays tribute to Black Loyalists who sailed to Sierra Leone in 1792](#)
- [YouTube: #1792 Project - Freetown Sierra Leone](#)
- [Happy birthday Song To King Adebayoh - Sierra Leone Music 2020](#)

Elementary/Junior High Resources:

- [Elementary and Junior H.S. Students - #1792 Project Resources and Lesson Starters](#)
- ["Message in a Bottle- 15 Ships to Sierra Leone."](#)
- [Black Loyalist site: Nova Scotia](#)
- [Black Loyalist site: New Brunswick](#)
- [Thomas Clarkson's journal](#)
- [The journals of Black Loyalists Boston King and David George](#)
- [tREv clothing design](#)

Attachment(s):

-  [samara_hudson-ash_and_zais_letters_003.pdf](#)
-  [letter_to_the_editor_1792project_-_230th_anniversary_of_15_ships_to_sierra_leone.pdf](#)
-  [elementary_and_junior_h.s._students_1792_project.pdf](#)

**The Corporation of the
Town of Arnprior**

By-law Number 7335-22

A by-law to authorize the execution of a funding agreement between the Corporation of the Town of Arnprior and Lana Chenier for participation and funding in the Community Improvement Plan (CIP) for 136 John Street North.

Whereas Section 8(1) of the *Municipal Act*, S.O. 2001, Chapter 25, confers broad authority on municipalities to enable municipalities to govern their affairs as they consider appropriate; and

Whereas Section 11 (2)3 provides that a municipality may pass By-laws respecting the financial management of the municipality under Section 11 (3)10 respecting economic development services; and

Whereas By-law No. 7274-22, designated a Community Improvement Project Area for the purpose of preparing and implementing a Community Improvement Plan respecting the revitalization, redevelopment; and

Whereas By-law No. 7275-22 adopted a Community Improvement Plan for the established Community Improvement Project Area, in accordance with Section 28 of the *Planning Act*, R.S.O., 1990, as amended, for the purpose of carrying out community improvement through various Town-led initiatives and financial incentives set forth in a Community Improvement Plan;

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

1. **That** authority is hereby granted for the Mayor and Clerk to execute the necessary agreement, attached as "Appendix A", with Lana Chenier for funding under the Community Improvement Plan (CIP) to improve 136 John Street North.
2. **That** funding in the amount of \$2,075.00 for the CIP Application is allocated from the CIP Grants Account.
3. **That** this By-law shall come into force and effect on the day of its passing.

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

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

Town of Arnprior Community Improvement Plan

Financial Incentive Program Agreement

Registered Property Owner (s): Lana Chenier

Authorized Applicant (if not the owner): _____

Application File Number: CIP – 22-01

Property Address: 136 John St. North

Legal Description of Property (Lot and Plan Number): North Part Lot 3 Plan 7

Roll Number of Property: 4702 000 015 06500 0000

Telephone Number: _____

Date of Application Approval: October 11, 2022

Anticipated Commencement Date of Community Improvement Works:

Nov 2022

Anticipated Completion Date of Community Improvement Works: Nov 2022

<u>CIP Financial Incentive Programs</u>	<u>Value of Grant</u>
---	-----------------------

Check all that apply:

Accessibility Improvements Program \$ _____

Application and Building Permit Fees Refund Program \$ _____

Business Location, Expansion and Start-Up Program \$ _____

Brownfield Remediation Tax Assistance Program (BRTAP) \$ _____

X Façade and Property Improvement Program \$ 2,075.00

Heritage Property Improvement Program \$ _____

Parking Area and Landscaping Improvement Program \$ _____

- Sidewalk Café Grant Program \$ _____
 - Signage Improvement Program \$ _____
- Total Grants: \$ 2,075.00**

Financial Incentive Program Period:

Provided on a one-time basis upon the successful completion of the work, to the satisfaction of the Town;

OR

Number of Years: __, from _____ to _____;

OR

Other, (as approved by the Community Improvement Plan Administrator in conformity with the Community Improvement Plan):

Declaration:

1. I/We hereby apply for a grant/rebate, pursuant to the Town of Arnprior Community Improvement Plan, and have completed and fulfilled the requirements of the Financial Incentive Program Application Form to the satisfaction of the Town.
2. I/We hereby acknowledge receiving and reviewing this form and attached Schedule “A” and agree to be bound by the General Terms and Conditions of the Financial Incentive Programs therein.
3. I/We hereby acknowledge receiving and reviewing this form and attached Schedule “B” and the Specific Terms and Conditions as contained therein.
4. I/We hereby agree that in the event of default, the rebate, refund, and/or grant is immediately cancelled and any rebate, refund, and/or grant monies previously received by the applicant become immediately due for payment to the Town of Arnprior.

5. Any of the following events will be considered default during the grant period:
 - i. Commencement of the approved community improvement works is not undertaken within 6 months of the signing of this Agreement;
 - ii. Completion of the community improvement works are not consistent with the description or information as provided by the Applicant on an approved Financial Incentive Program Application Form and by supporting materials, or are not completed to the satisfaction of the Town as confirmed by the Administrator;
 - iii. Demolition of the building which was subject to the community improvement works;
 - iv. Use of the grant for ineligible costs, or for works which were not specified as part of the project, as indicated by the Applicant on the approved Financial Incentive Program Application Form and supporting materials;
 - v. Failure of the property owner to pay taxes in any year during the rebate, refund or grant period;
 - vi. Bankruptcy of the recipient of the rebate, refund or grant;
 - vii. Transfer of ownership of the subject real estate, (unless, in its sole discretion, the Town approves, in writing, a continuance of this grant with the Transferee); or
 - viii. Conversion, reconstruction or change in use of the subject building in a manner that defeats or contravenes the stated purposes for which this grant was approved by the Town's Review Committee or Council in accordance with the grant application.

6. Based on the Applicant's Acknowledgement and Agreement, the Town of Arnprior agrees to advance the above-described grant upon satisfactory proof of the completion of the work, and documentation of paid invoices associated with the community improvement works.

7. I/We hereby agree that it is the responsibility of the Applicant to notify the Town of Arnprior of the following:
 - i. Any change in the ownership of the property;
 - ii. Any change in the tenancy of the subject property, where the Applicant is a tenant;
 - iii. Any changes to the approved cost/quotes, work plan and/or drawings;
 - iv. The completion of the work; or
 - v. Any delay in the timing of commencement or completion of the work as stated herein.

8. I/We hereby agree that this Agreement Form shall be binding upon the parties and their heirs, executors, successors and assigns.

THIS AGREEMENT shall be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties have affixed their hands and seals this _____ day of _____, 20_____.

SIGNED, SEALED AND DELIVERED) THE CORPORATION OF THE TOWN
In the presence of) OF ARNPRIOR
)
)
)
) _____
) Mayor
)
)
) _____
) Clerk
)
) I/We have authority to bind the Corporation
)
) BUSINESS NAME (Printed in Full)
)
) The Artful Gallery
) _____
)
)
) _____
) Name: Lana Chenier
) Title: Owner
)

WITNESS

Note: If a Business is a registered Ontario Corporation, a Witness is not required, but under the signing authority the following wording will be required: "I/We have the authority to bind the Corporation" and/or affix the Corporate Seal.

SCHEDULE “A” - GENERAL TERMS & CONDITIONS OF THE FINANCIAL INCENTIVE PROGRAMS

The general and program-specific requirements contained in the Town of Arnprior Community Improvement Plan (CIP) are not necessarily exhaustive and the Town reserves the right to include other requirements and conditions as deemed necessary:

An application for any financial incentive program contained in the CIP must be submitted to the Town prior to the commencement of any works to which the financial incentive program applies and prior to an application for a building permit;

If the applicant is not the owner of the property (e.g. tenant), the applicant must provide written consent from the owner of the property to make the application;

An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports and other details, as required by the Town, to satisfy the Town with respect to project costs and conformity to the CIP, as well as all municipal by-laws, policies, procedures, standards and guidelines, including Official Plan, Zoning By-law, and Site Plan requirements and approvals;

Town Staff will review applications and supporting materials for CIP programs. Applications will be reviewed by the Plan Administrator, as determined by the Town. The Plan Administrator will evaluate applications against program eligibility requirements and make a recommendation to Town Council or Council's designate. The application is subject to approval by Town Council or Council's designate;

As a condition of application approval, the applicant may be required to enter into an agreement with the Town. The Agreement will specify the terms, duration, and default provisions of the incentive to be provided;

Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the grant may be reduced on a pro-rated basis;

The Town reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;

The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including and without limitation, costs incurred in anticipation of a tax assistance and/or grant payment;

If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel the approved tax assistance and/or grant payment and require repayment of the approved tax assistance and/or grant;

The Town may discontinue any of the programs contained in the CIP at any time, but applicants with approved tax assistance and/or grant payments will still receive said payment, subject to meeting the general and program specific requirements;

Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town;

Eligible applicants can apply for one, more, or all of the incentive programs contained in the CIP, with the exception of the Tax Increment Equivalent Grant which cannot be combined with any other grant in this plan. No two programs may be used to pay for the same eligible cost. Also, the total of all tax assistance and grants provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property; and

The subject property shall not be in arrears of any municipal taxes, area rates or other charges;

All expenses that are eligible for the incentive programs contained herein, must be paid in full and the amount of the incentive will be reimbursed as a grant to the applicant. Grants will only be paid out when the work has been completed and paid invoices are submitted to the Town.

Outstanding work orders from the Town's Fire Department or the Building Department must be addressed prior to grant approval; and,

Applications for financial incentives shall be in accordance with the eligibility criteria indicated for each individual incentive program (Sections 4.2.1 to 4.2.9 of the CIP) as well as the general policies and requirements for submitting applications as outlined in Section 6.7 of the CIP.

Schedule “B” – Specific Terms & Conditions

1.1 Accessibility Improvements Program

1.1.1 Purpose and Rationale

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

The program will be administered as a grant.

1.1.2 Eligible Properties

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

1.1.3 Grant Value

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

1.1.4 Eligible Costs

The following types accessibility improvements are considered eligible:

1. Installation of new automatic doors and door openers;
2. Widening of public entryways;
3. Installation of an accessible washroom;
4. Leveling or repairs to pathways/accesses that serve as ramps and stairs; and
5. Any combination of the above improvements.

1.1.5 Payment of Grant

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

1.1.6 General Eligibility Requirements

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

Schedule “B” – Specific Terms & Conditions

1.2 Application and Permit Fees Rebate Program

1.2.1 Purpose

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

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

This program will be issued as a rebate.

1.2.2 Eligible Properties

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

1.2.3 Refund Value

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

1.2.4 Eligible Project Costs

Eligible community improvement projects under this program will include:

1. Large and small scale development;
2. Redevelopment;
3. Construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses; and
4. Buildings, structures, works, improvements or facilities, that in the opinion of Council in consultation with the Review Panel, are generally consistent

with and maintain the intent of the Design Guidelines (Appendix A) of the CIP.

1.2.5 Payment of Application Fees

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

1.2.6 Payment of Rebate

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

1.2.7 General Eligibility Criteria

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

Schedule “B” – Specific Terms & Conditions

1.3 Business Location, Expansion and Start-Up Program

1.3.1 Purpose

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

The program will be administered as a grant.

1.3.2 Eligible Properties

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

1.3.3 Grant Value

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

1.3.4 Eligible Projects

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

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

1.3.5 Eligible Costs

The following costs will be eligible for this program:

1. Moving expenses;
2. Equipment setup and utility services setup;
3. Temporary storage; and

4. Exterior signage; and
5. Exterior façade improvements or replacements.

1.3.6 Design Guidelines

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

1.3.7 Payment of Grant

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

1.3.8 General Eligibility Criteria

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

1.3.9 Specific Eligibility Criteria

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

Schedule “B” – Specific Terms & Conditions

1.4 Brownfield Remediation Tax Assistance Program (BRTAP)

1.4.1 Purpose

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

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

1.4.2 Eligible Properties

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

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

1.4.3 Program Value

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

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

participate in the tax assistance program. Prior to passing the by-law approving the tax assistance, the Town will be required to notify the Ministry of Finance. Within 30 days of passing the by-law, the Town will also be required to notify the Minister of Municipal Affairs and Housing and the Minister of Finance.

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

1.4.4 Eligible Project Costs

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

1. Phase III Environmental Site Assessments (ESAs) and Risk Assessment Plans;
2. Environmental remediation costs, including the costs of preparing a record of Site Condition;
3. Placing clean fill and related grading;
4. Installing environmental and/or engineering controls or works, as specified in the Phase III ESA and/or Risk Assessment Plan;
5. Monitoring, maintaining and operating environmental and engineering controls/works, as specified in the Phase III ESA and/or Risk Assessment Plan; and
6. Environmental insurance premiums.

1.4.5 Business Plan

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

1.4.6 Combination with Other Financial Incentive Programs

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

1.4.7 Duration

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

1.4.8 General Eligibility Criteria

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

1.4.9 Specific Eligibility Criteria

1. When an approved project is complete, a rebate that is equal to or part of the Town's portion of the increase in taxation will be provided annually following the payment of all property taxes by the owner.
2. At its sole discretion, the Town shall require a financial pro forma (at the expense of the applicant) and/or an independent third party financial review (at the expense of the applicant and as contracted by the applicant on approval of the Town). The financial pro-forma and/or independent third party financial review will be used by the Town to ensure that the rebate is consistent with the terms, conditions and performance expectations, as contained within the information provided by the applicant in the approved Financial Incentive Application Form and within this Agreement.
3. An application must be accompanied by a Phase II ESA, Phase III ESA, or Risk Assessment Plan prepared by a "qualified person" (as defined in Ontario Regulation 153/04 as amended by Ontario Regulation 66/08, or the equivalent legislation) that contains:
 - a. an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
 - b. a work plan and budget for said environmental remediation, and/or risk management actions and/or the application must be

accompanied by proof that an RSC for the proposed use of the property has been acknowledged by the Ministry of the Environment.

4. Where applicable, a separate Financial Incentive Program Agreement may apply to any Provincial or County tax assistance provided in addition to the municipal portion of the tax incentive, where the Town has agreed to apply for external incentives on behalf of the applicant. A separate timeline may apply to Provincial or County tax assistance. In no case shall the total value of the incentive(s) exceed the eligible project costs.

Schedule “B” – Specific Terms & Conditions

1.5 Heritage Property Improvement Program

1.5.1 Purpose

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

This program will be issued as a grant.

1.5.2 Eligible Properties

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

1.5.3 Grant Value

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

1.5.4 Eligible Project Costs

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

1. works that preserve, restore, and/or enhance elements specified in the Reasons for Designation within the designating by-law (including fences and outbuildings) for properties which are designated under Part IV of the Heritage Act;
2. repair of original siding and roofing materials;
3. removal of modern building materials and replacement with documented original building materials;
4. reconstruction or construction of former and significant architectural features based on documentary sources (photographs, drawings, etc.);

5. cleaning of masonry buildings;
6. improvement of buildings or properties designated as part of the Downtown Heritage Conservation District which are in accordance with the Heritage Conservation District Master Plan Design Guidelines (as determined through approval of a heritage permit) are eligible for this program;
7. an economic feasibility study to determine the viability of restoring and/or adaptively re-using a heritage property (up to a maximum of \$2,500 or 50% of the approved grant amount, whichever is lesser);
8. an architectural or design study prepared in relation to the property owner's intent to restore an eligible heritage property (up to a maximum of \$2,500 or 50% of the approved grant amount, whichever is lesser); and
9. other similar repairs/improvements as may be approved.

1.5.5 Payment of Grant

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

1.5.6 General Eligibility Criteria

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

Schedule “B” – Specific Terms & Conditions

1.6 Façade and Property Improvement Grant Program

1.6.1 Purpose

Under Section 28(7) of the Planning Act, the Town may make grants to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, to pay for the whole or any part of the cost of rehabilitating such lands and buildings.

A façade and property improvement program will encourage aesthetic improvements to buildings and properties, and support continued maintenance and upkeep of the building stock. The business community and the overall pride of the community will benefit from these improvements, and create more attractive places in which to live, work, shop and play. The program will also encourage private investment and stimulate economic activity in Arnprior, as property owners purchase goods and services to construct the improvements to their buildings and properties.

This program will be issued as a grant.

1.6.2 Eligible Properties

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

1.6.3 Eligible Facades

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

1.6.4 Grant Value

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

1.6.5 Eligible Project Costs

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

1. repair or replacement of storefront doors and windows;
2. repair or replacement of masonry and brickwork;
3. repair or replacement of architectural details;

4. repair or replacement of awnings or canopies, or installation of new awnings or canopies;
5. façade painting, including murals, as well as cleaning or treatments to improve the durability;
6. the addition of new lighting/upgrading of existing fixtures on exterior façade and in entrance and storefront display areas;
7. architectural/design fees required by a licensed Architect for eligible works (to a maximum of 15% of the approved grant amount); and
8. other similar repairs/improvements as may be considered and approved by Council in consultation with the Review Panel.

1.6.6 Design Guidelines

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

1.6.7 Payment of Grant

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

1.6.8 General Eligibility Requirements

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

1.6.9 Specific Eligibility Requirements

1. All grant applications related to new or updated facades shall be in compliance with the Town's Property Standards By-law.
2. All grant applications related to new or updated facades within the Downtown Core shall be in compliance with the Town's Downtown Heritage Conservation Plan.

Schedule “B” – Specific Terms & Conditions

1.7 Parking Area and Landscaping Improvement Program

1.7.1 Purpose

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

The program will be administered as a grant.

1.7.2 Eligible Properties

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

1.7.3 Grant Value

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

1.7.4 Eligible Parking and Landscaped Areas

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

1.7.5 Eligible Project Costs

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

1. Repair, replacement, or improvement of front, rear, or side yard driveways and parking areas, provided that an improvement is made over the existing condition;
2. Improvements to signage and markings to clearly designate reserved parking for clients or employees, as well as accessible barrier-free parking spaces;
3. Installation or improvement of decorative retaining walls or fences;

4. Installation or improvement of pedestrian walkways;
5. Installation of stormwater management systems;
6. Installation of active transportation infrastructure, such as bicycle parking, electric vehicle charging stations, which are publicly accessible;
7. Replacement of sod with new sod or other ground cover treatments such as water efficient, native plant species;
8. Planting of trees, shrubs, plants or installation or repair of hanging planters;
9. Installation of street furniture, such as benches or permanent planters; and
10. Any combination of the above.

1.7.6 Design Guidelines

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

1.7.7 Payment of Grant

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

1.7.8 General Eligibility Criteria

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

Schedule “B” – Specific Terms & Conditions

1.8 Sidewalk Café Program

1.8.1 Purpose

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

The program will be administered as a grant.

1.8.2 Eligible Properties

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

1.8.3 Grant Value

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

1.8.4 Eligible Costs

The following sidewalk café costs are considered eligible:

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

1.8.5 Payment of Grant

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

1.8.6 General Eligibility Requirements

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

1.8.7 Specific Eligibility Requirements

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

Schedule “B” – Specific Terms & Conditions

1.9 Signage Improvements Program

1.9.1 Purpose

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

The program will be administered as a grant.

1.9.2 Eligible Properties

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

1.9.3 Eligible Signage

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

1.9.4 Grant Value

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

1.9.5 Eligible Projects

The following types signage improvements are considered eligible:

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

1.9.6 Design Guidelines

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

1.9.7 Payment of Grant

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

1.9.8 General Eligibility Requirements

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

1.9.9 Specific Eligibility Requirements

1. All grant applications related to new or updated facades shall be in compliance with the Town's Property Standards By-law.
2. All grant applications related to new or updated facades within the Downtown Core shall be in compliance with the Town's Downtown Heritage Conservation Plan.