



**Town of Arnprior**

**Regular Meeting of Council Agenda**

**Date: Monday, December 12, 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 – October 11, 2022](#) (Page 1-12)
  - b) [Special Meeting of Council – October 17, 2022](#) (Page 13-14)
  - c) [Special Meeting of Council – November 21, 2022](#) (Page 15-16)
  - d) [Special Meeting of Council – November 28, 2022](#) (Page 17-19)
- 8. Awards/ Delegations/ Presentations**

**Presentations**

  - a) [Wintermission](#), Lucas Power, Program and Events Coordinator (Page 20-30)
- 9. Public Meetings**
- 10. Matters Tabled/ Deferred/ Unfinished Business**
- 11. Staff Reports**

- a) **Sign By-law Variance – 8 McGonigal Street West**, Robin Paquette, CAO (Page 31-37)
- b) **Award Municipal Insurance & Risk Management Services**, Jennifer Morawiec, GM Client Services / Treasurer (Page 38-41)
- c) **Sale and Declaration of Surplus Municipal Lands – McGonigal Street E.**, Robin Paquette, CAO (Page 42-45)
- d) **Calendar of Meetings**, Maureen Spratt, Town Clerk (Page 46-51)

**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-Dec-18
- ii. Correspondence Package A-22-Dec-14

**16. By-laws & Resolutions**

**a) By-laws**

- i. **By-law Number 7341-22** – Part Lot Control – Thomas Street Semi-detached (Page 52-53)
- ii. **By-law Number 7342-22** – Approve Annual Occupational Health and Safety Statement (Page 54-55)
- iii. **By-law Number 7343-22** – Declare Surplus Lands (McGonigal Street) (Page 56-57)
- iv. **By-law Number 7344-22** – Disposal of Surplus Lands (Norma Street South) (Page 58-59)

**b) Resolutions**

**i. Emergency Management Program**

**Whereas** Ontario Regulation 380/04 establishes the minimum standards for emergency management programs required by municipalities and provincial ministries and supports the requirement in the Act for mandatory emergency management programs; and

**Whereas** O. Reg 380/04 provides that the emergency management program coordinator shall coordinate the development and implementation of the municipality's emergency management program; and

**Whereas** the emergency management program coordinator shall report to the Emergency Management Program Committee on the development and implementation of the municipality's management program, conduct an annual review of the program and make recommendations to council if necessary; and

**Whereas** the Emergency Management Program Committee at their meeting held on November 30, 2022, has reviewed the Emergency Management Program for the Town of Arnprior, and has verified compliance with the Emergency Management and Civil Protection Act and O.Reg 380/04.

**Therefore Be It Resolved That** the Emergency Management Program Committee recommends to Council support of the Town of Arnprior's emergency management program.

## **17. Announcements**

## **18. Media Questions**

## **19. Closed Session**

One (1) matter pursuant to Section 239 (2)(b) to discuss a personal matter about an identifiable individual including Municipal or Local Board Employees (Library Board Members)

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

By-law No. 7345-22 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  
October 11, 2022 6:30 PM**

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

**Council and Staff Attendance**

**Council Members Present:**

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

**Council Members Absent:**

**Town Staff Present:**

Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Robin Paquette, CAO  
Jennifer Morawiec, General Manager,  
Client Services/ Treasurer  
Rick Desarmia, Fire Chief

**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 311-22

Moved by Chris Toner

Seconded by Lynn Grinstead

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

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None

**6. Question Period**

None

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

Resolution Number 312-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

**That** the minutes of the Regular Meeting of Council listed under item number 7 (a) the Agenda be adopted (Regular Meeting of Council – September 26, 2022).

Resolution Carried

**8. Awards/Delegations/Presentations**

**a) Presentation:**

**i. Community Improvement Plan (CIP) Funding – 136 John Street North - CAO**

The CAO provided a presentation on the Community Improvement Plan, as attached in the Council Agenda Package, and responded to questions.

**9. Public Meetings**

None

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

None

**11. Staff Reports**

**a) Bi-Annual Financial Update – October 2022 – General Manager, Client Services/Treasurer**

Resolution Number 313-22

Moved by Lisa McGee

Seconded by Lynn Grinstead

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

Resolution Carried

**b) Proclamation – Waste Reduction Week, October 17-23, 2022 – Deputy Clerk**

Resolution Number 314-22

Moved by Ted Strike

Seconded by Tom Burnette

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

Resolution Carried

The Town Clerk read the proclamation:

**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.

**c) Proclamation – Local Government Week, October 17-23, 2022 – Deputy Clerk**

Resolution Number 315-22

Moved by Lisa McGee

Seconded by Ted Strike

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

Resolution Carried

The Town Clerk read the proclamation:

**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.

**d) Proclamation – Small Business Week, October 16-22, 2022 – Deputy Clerk**

Resolution Number 316-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

**That** Council proclaim October 16-22, 2022 as Small Business Week in the Town of Arnprior.

Resolution Carried

The Town Clerk read the proclamation:

**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.

**e) Proclamation – Ontario Public Library Week, October 16-22, 2022 – Deputy Clerk**

Resolution Number 317-22

Moved by Lisa McGee

Seconded by Ted Strike

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

Resolution Carried

The Town Clerk read the proclamation:

**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.

**f) Proclamation – Carbon Monoxide Awareness Week, November 1-7, 2022 – Deputy Clerk**

Resolution Number 318-22

Moved by Chris Toner

Seconded by Lynn Grinstead

**That** Council proclaim November 1-7, 2022 as Carbon Monoxide Awareness Week in the Town of Arnprior.

Resolution Carried

The Town Clerk read the proclamation:

**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 urges 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.

**g) Proclamation – 230<sup>th</sup> Anniversary of the 1792 Black Loyalist Exodus to Sierra Leone – Deputy Clerk**

Resolution Number 319-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

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

Resolution Carried

The Town Clerk read the proclamation:

**Whereas** the Town of Arnprior acknowledges that 2022 is the 230<sup>th</sup> 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 230<sup>th</sup> 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 230<sup>th</sup> 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.

**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:

- The County of Renfrew received the Community Impact Award for the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) at the Upper Ottawa Valley Chamber of Commerce 2022 Business Excellence Awards Gala held at Garrison Petawawa.
- County Council passed a resolution to set out 2023 Budget Guidelines as follows:
  - Annual levy increase of 2.5%
  - Restriction in the use of that levy increase to only 2.5% per year for operating expenses
  - Utilization of the annual current value assessment (CVA) weighted growth into capital reserves (estimated at 1.48%)
  - New debt for projects in excess of \$3 million
  - Annual Provincial funding of at least \$500 thousand
  - Annual Federal Gas Tax funding of at least \$2.6 million
  - Minimum Capital Reserve balance of \$2 million.
- County Council passed a resolution to approve the Cost-of-Living Allowance (COLA) increase for non-union staff under Employment By-law #1 be set at 2.0% for 2023.
- County Council passed a resolution authorizing the County of Renfrew to enter into an agreement with the Arnprior Heritage Child Care Centre for the provision of child-care services and into a special needs resourcing agreement.
- Taste of the Valley events were held on September 24 in Renfrew, October 1 in Deep River and October 2 in Arnprior with approximately 4,000 visitors attending. The final and largest event will take place on Saturday, October 15 in Cobden with over 100 vendors registered to date.
- The new Tourism Development Officer for the County is Ms. Ryan Gilbertson.
- Operations Committee is recommending that Campbell Drive from Usborne to White Lake Road be uploaded to the County asset management plan.
- County Development & Property advises that the Ontario Land Tribunal dismissed the appeal dealing with an Official Plan Amendment for 640 White Lake Road.
- Mayor Stack requested information on what the County reserves were at currently – County Councillor Lynch noted that he will report back with this information.

### 14. Correspondence & Petitions

#### a) Correspondence Package – I-22-October-17

Resolution Number 320-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

**That** the Correspondence Package Number I-22-October-17 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following:

- Page 6 – The Ontario government is investing \$6.9 million over the next three years in the Women's Futures program. This program provides employment training opportunities and supports for women facing social and economic barriers, including abuse and isolation, so they can overcome barriers, increase well-being, build skills and gain employment.

- Page 25 – The government of Ontario is asking hunters to submit deer samples as part of its Chronic Wasting Disease (CWD) surveillance program to allow for early detection of the disease.
- Page 30 – Ontario will be making available four new and expanded energy-efficiency programs, also known as Conservation and Demand Management (CDM) programs. Of note, households who meet the criteria could voluntarily enroll in this program to be paid an incentive in return for the IESO being able to reduce their cooling load on a select number of summer afternoons to reduce peak demand.
- Page 38 – The Ontario government recognizes the importance of streamlining development approvals in land use planning in supporting the development of 1.5 million new homes by 2031. The Planning Act requires public meetings to be held prior to making certain planning decisions for the purpose of giving the public an opportunity to make representations in respect of the matter under consideration.
  - The CAO noted there are not any new guidelines for Public Meetings, but the province has confirmed that public meetings held under the Planning Act can be held in person, electronically or virtually or through a combination of methods.
- Page 47 – Ontario Ombudsman Annual Report was sent to all municipalities for the 2021-2022 fiscal year. This is their sixth full fiscal year of reporting on our oversight of municipalities, universities and school boards.
- Page 56 – AMO provided a webinar on Wednesday, October 5 to discuss Bill 109 changes, featuring a panel of municipal planners.
  - The CAO noted that none of our staff attended this particular webinar, however staff have attended other information sessions on Bill 109.
- Page 56 – AMO and the Drainage Superintendents Association of Ontario (DSAO) circulated a Railways and Drainage Act survey to municipal staff members on September 20. Members are encouraged to complete the survey by October 7, 2022.
  - The CAO noted that the Town of Arnprior did not complete this survey, as none of our drainage systems cross a rail line.
- Page 56 – The Skills Development Fund offers funding for innovative projects that address challenges to hiring, training, or retaining workers. Municipalities are eligible to apply.
  - The CAO noted that staff are reviewing this funding opportunity.
- Page 56 - The Government of Canada announced a call for proposals under the Enabling Accessibility Fund to support infrastructure improvements such as the renovation, construction or retrofit of ramps, accessible doors, accessible washrooms, elevators and lifts, accessible communications technology, accessible playgrounds, and multisensory rooms.
  - The CAO noted that staff are reviewing our project lists to determine what would be suitable for funding support.
- The Tribunal dealing with the apartments on William Street at Thomas Street South found that the Town has extremely well established planning policy for the subject property and surrounding area and followed a careful, complete, and comprehensive planning review of the proposed settlement and requisite ZBA. The Tribunal was impressed with the detail of analysis presented by the Town planners to Town Council with respect to the ZBA.

**b) Correspondence Package A-22-October-13**

Resolution Number 321-22

Moved by Tom Burnette

Seconded by Lisa McGee

**That** the Correspondence Package Number. A-22-October-13 be received, and that the recommendations outlined be brought forward for Council's consideration.

Resolution Carried

Resolution Number 322-22

Moved by Tom Burnette

Seconded by Lisa McGee

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant (In- Kind Support) request from the Arnprior Lions Club; and

**Whereas** the Arnprior Lions Club will be hosting a Christmas Shopping Event on November 2, 2022 as a fundraising event for the organization; and

**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 \$320.00) for the Arnprior Lions Club Christmas Shopping Event on November 2, 2022 (6:00 pm – 10:00 pm); and

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

Resolution Carried

Resolution Number 323-22

Moved by Tom Burnette

Seconded by Lisa McGee

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant (In- Kind Support) request from the It shouldn't hurt to be a child hockey tournament organizers; and

**Whereas** the It shouldn't hurt to be a child hockey tournament will be hosted on November 18-19, 2022 at the Nick Smith Centre as a fundraising event to raise money for the Children's Poverty Action Network of Renfrew County , and the Arnprior Regional Health Foundation.

**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 \$900.00) for the It shouldn't hurt to be a child hockey tournament on November 18-19, 2022; and

**Further That** the It shouldn't hurt to be a child hockey tournament organizers be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event.

Resolution Carried

## 16. By-laws & Resolutions

### a) By-laws

Resolution Number 324-22

Moved by Chris Toner

Seconded by Lynn Grinstead

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

- **By-law Number 7335-22** – Approve CIP Funding Agreement – 136 John Street North

Resolution Carried

## 17. Announcements

County Councillor Dan Lynch made the following announcements:

- Welcome to a new Business TAAG, an accounting firm, located at 129 John Street North, Arnprior.
- October 1, 2022 – Arnprior Packers took place in Arnprior, with Mayor Stack dropping the official puck.

Councillor Lynn Grinstead made the following announcements:

- Greater Arnprior Chamber of Commerce will be hosting their Fall Fest, for the 4<sup>th</sup> year, in Downtown Arnprior. The event will take place over three days October 20 -22, 2022. Councillor Grinstead provided an overview noting the various themes of the days of the event.
- There are many Halloween themed events taking place in Arnprior this year. Some to take note of are:
  - Saturday, October 29, 2022 – Trunk and Treat at Robert Simpson Park and the Witches Walk Downtown Arnprior (Christina Studio)
  - Sunday, October 30, 2022 – Early ON Arnprior is hosting a Halloween Parade at the Corner of Edward and William Streets along the Algonquin Trail to the Fire Station and the Legion is also holding Trick or Treat event for special needs children
  - Monday, October 31, 2022 – A Haunted Hall at the Nick Smith Centre

Mayor Walter Stack made the following announcements:

- Mayor Stack provided an update on the various power surges that took place in Arnprior a couple of weeks ago. He noted that he has had several conversations with Hydro One and requested a meeting. A meeting took place, with Hydro representatives noting they have completed an in-depth investigation and confirmed the power surge was caused by a power cross arm that broke. Actions taken were within standard operating procedures. The cause of the outage is independent of growth of the Town. Hydro One asked that it be noted they care about their customers and thanked everyone for their patience and understanding. Hydro One stressed the separate incidents that occurred were not anticipated and not due to growth of the Town. Hydro One encourages customers to reach out to them directly with their questions or concerns, by calling 1-888-664-9376.
- Mayor Stack provided an update on the Rogers Tower situation, noting the Town was told that we would receive a report from CRINS. This report was received on October 7<sup>th</sup> and will come forward to the new Council. In the meantime it has been noted that the Edward Street location will not be recommended to Rogers.

Mayor Stack strongly suggested the new Council review this report and reconsider their agreement with CRINS.

- Mayor Stack noted his pleasure in acknowledging Councillor Ted Strike's retirement from Council. Mayor Stack provided a brief overview of Councillor Strike's history on Council, noting his contributions to the Town of Arnprior. Mayor Stack noted his 24 years as a Director of Public Works for the Town of Arnprior and his 17 years as a politician (Councillor, and Reeve) around this Council table, as well as his many other contributions in the community through Boards and Committees. Mayor Stack congratulated Ted and thanked him for all his years serving this community and for his many contributions.
  - Councillor Ted Strike thanked Mayor Stack for the kind words, and noted he has had an interesting journey, one in which he has enjoyed. He thanked staff and Council and noted he has enjoyed his time serving the Town of Arnprior. Councillor Strike wished all candidates good luck in the upcoming election.

The Town Clerk made the following announcements:

- Voting for the Municipal and School Board Election starts on October 14 at 8:30 am and is open until 8:00 pm on October 24<sup>th</sup>, 2022. In order to vote, you will need a Voter Information Letter (VIL). If you have not received your Voter Information Letter (VIL), please contact Town Hall, and we will gladly assist any eligible elector.

The Voter Help Centre will be located at Town Hall. Voter Help Centre Hours are Monday – Friday during office hours (8:30 am – 4:30 pm) as well as these additional hours:

- Saturday, October 15<sup>th</sup> and Saturday October 22<sup>nd</sup> – 8:30 am – 1:00 pm
- Wednesday, October 19<sup>th</sup> – 4:30 pm – 8:00 pm
- Thursday, October 20<sup>th</sup> – 4:30 pm – 8:00 pm
- Monday, October 24<sup>th</sup> – 4:30 pm – 8:00 pm

Electors can visit us here at the Voter Help Centre to get set up with a Voter Information Letter/ PIN and or receive assistance with electronic voting. There will also be several voting kiosks available for people to use to vote. The Clerk noted she and the Deputy Clerk will also be visiting several Seniors Homes and residences throughout the advance voting period. Any senior or person who requires assistance, please contact us and we can gladly visit you in your home as well, if required.

## **18. Media Questions**

None

## **19. Closed Session**

None

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

Resolution Number 325-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

**That** By-law No. 7336-22 being a By-law to confirm the proceedings of the Regular Meeting of Council held on October 11, 2022 be and it is hereby enacted and passed.

Resolution Carried

## **21. Adjournment**

Resolution Number 326-22

Moved by Ted Strike

Seconded by Lisa McGee

**That** this meeting of Council be adjourned at 7:19 pm.

Resolution Carried

## **Signatures**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk



**Minutes of Special Council Meeting  
October 17, 2022  
8:00 AM  
105 Elgin Street West, Arnprior, ON**

**Council and Staff Attendance**

**Council Members Present:**

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

**Council Members Absent:**

Councillor Tom Burnette

**Town Staff Present:**

Robin Paquette, CAO  
Maureen Spratt, Town Clerk

**1. Call to Order**

Mayor Walter Stack called the Regular Council Meeting to order at 8:00 AM and welcomed those present.

**2. Roll Call**

The roll was called, with all Members of Council being present, except Councillor Tom Burnette.

**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 327-22

Moved by Lisa McGee

Seconded by Ted Strike

**Be It Resolved That** the agenda, for the Special Meeting of Council dated Monday, October 17, 2022 be adopted.

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None



## 6. Closed Session

Resolution Number 328-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

**That** Council meet in Closed Session pursuant to Section 239(2)(b)(d) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual including municipal or local board employees; labour relations or employee negotiations.

Resolution Carried

Resolution Number 329-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

**That** Council resume to Open session.

Resolution Carried

Resolution Number 330-22

Moved by Lisa McGee

Seconded by Lynn Grinstead

**That** Council proceed as directed in closed session.

Resolution Carried

## 7. Confirmatory Session

Resolution Number 331-22

Moved by Chris Toner

Seconded by Lynn Grinstead

**That** By-law No. 7337-22 being a By-law to confirm the proceedings of the Special Meeting of Council held on October 17, 2022 be and it is hereby enacted and passed.

Resolution Carried

## 8. Adjournment

Resolution Number 332-22

Moved by Lisa McGee

Seconded by Ted Strike

**That** this meeting of Council be adjourned at 8:20 a.m.

Resolution Carried

## Signatures

Lisa McGee

Maureen Spratt, Town Clerk



**Minutes of Special Council Meeting  
November 21, 2022 6:30 PM  
Nick Smith Centre – 77 James Street Arnprior, ON.**

**Council and Staff Attendance**

**Council Members Present:**

Mayor Lisa McGee  
County Councillor Dan Lynch  
Councillor Lynn Grinstead  
Councillor Tom Burnette  
Councillor Chris Toner  
Councillor Chris Couper  
Councillor Billy Denault

**Council Members Absent:**

**Town Staff Present:**

Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Robin Paquette, CAO  
Jennifer Morawiec, General Manager,  
Client Services/ Treasurer  
John Steckly, GM, Operations  
Rick Desarmia, Fire Chief  
Graeme Ivory, Recreation Director  
Jennifer Eve, Manager of Finance  
Emily Stovel, Manager of Culture,  
Museum Curator

Led by Piper Bobby Smith and the Arnprior Fire Department Colour Party, Council Elect entered the Inaugural Meeting of Council

**1. Call to Order**

The Town Clerk called the Inaugural Meeting of the 2022-2026 Term of Council to order at 6:30 pm and welcomed those present.

**2. National Anthem**

The CAO welcomed Paula Rich-McGowen, from the Arnprior Mainstreet School of Music, to lead in the singing of the National Anthem.

**3. Land Acknowledgement Statement**

The CAO 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. Introduction of Council Elect - CAO**

The CAO introduced Council Elect and congratulated each member on their election to office.

**5. Administration of Declaration of Office and Oath of Allegiance**

The CAO called upon the Town Clerk to administer the Declaration of Office and Oath of Allegiance to Members of Council Elect.

The CAO called Council Elect to the podium, beginning With Mayor Elect McGee, followed by County Councillor Elect Lynch, Councillor Elect Grinstead, Councillor Elect Burnette, Councillor Elect Toner Councillor Elect Couper and Councillor Elect Denault. The Clerk administered the Declaration of Office and Oath of Allegiance to Council Elect, following which each member proceeded to take their seat at the Council Table.

**6. Presentation of Chain of Office**

The CAO presented the Chain of Office to Mayor McGee.

**7. Mayor's Inaugural Address**

Mayor McGee presented her Inaugural Address to Council, staff and the public.

**8. Statement by Members of Council**

County Councillor Lynch followed by Councillor(s) Grinstead, Burnette, Toner, Couper and Denault provided a brief address to Council, staff and the public.

**17. Confirmatory By-Law**

Resolution Number 333-22

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** By-law No. 7338-22 being a By-law to confirm the proceedings of the Special Inaugural Meeting of Council held on November 21, 2022 be and it is hereby enacted and passed.

Resolution Carried

**18. Adjournment**

Resolution Number 334-22

Moved by Tom Burnette

Seconded by Dan Lynch

**That** this meeting of Council be adjourned at 7:05 p.m.

Resolution Carried

**Signatures**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk



**Minutes of Special Council Meeting  
November 28, 2022  
6:30 PM  
105 Elgin Street West, Arnprior, ON**

**Council and Staff Attendance**

**Council Members Present:**

Mayor Lisa McGee  
County Councillor Dan Lynch  
Councillor Lynn Grinstead  
Councillor Tom Burnette  
Councillor Chris Toner  
Councillor Chris Couper  
Councillor Billy Denault

**Council Members Absent:**

**Town Staff Present:**

Robin Paquette, CAO  
Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, GM Client Services,  
Treasurer  
John Steckly, GM Operations  
Graeme Ivory, Director of Recreation  
Rick Desarmia, Fire Chief  
Cory Nicholas, Deputy Fire Chief  
Emily Stovel, Manager of Culture/ Museum  
Curator  
Steve McLean, PW Supervisor  
Scott Matthews, Waterworks Supervisor  
Ryan Wall, Engineering Officer  
Patrick Foley, Engineering Officer, Facilities  
& Assets

**1. Call to Order**

Mayor Lisa McGee called the Special 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 Lisa McGee 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 335-22

Moved by Lynn Grinstead

Seconded by Billy Denault

**Be It Resolved That** the agenda, for the Special Meeting of Council dated Monday, November 28, 2022 be adopted.

Resolution Carried

#### **5. Disclosures of Pecuniary Interest**

None

#### **6. Closed Session**

Resolution Number 336-22 (6:31 pm)

Moved by Tom Burnette

Seconded by Dan Lynch

**That** Council meet in Closed Session regarding two matters:

- One matter pursuant to the Municipal Act, 2001, as amended, Section 239 (3.1)(1), a meeting held for the purpose of educating or training members (Council Orientation); and
- One (1) matter pursuant to the Municipal Act 2001, as amended, Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees (Award).

Resolution Carried

Resolution Number 337-22 (8:55 p.m.)

Moved by Dan Lynch

Seconded by Chris Couper

**That** Council resume to Open session.

Resolution Carried

Resolution Number 338-22

Moved by Lynn Grinstead

Seconded by Billy Denault

**That** Council authorize staff to facilitate the presentation of the Employee Excellence Award on December 2, 2022.

Resolution Carried

#### **7. Confirmatory By-law**

Resolution Number 339-22

Moved by Tom Burnette

Seconded by Chris Toner

**That** By-law No. 7339-22 being a By-law to confirm the proceedings of the Special Meeting of Council held on November 28, 2022 be and it is hereby enacted and passed.

Resolution Carried

#### **8. Adjournment**

Resolution Number 340-22

Moved by Lynn Grinstead

Seconded by Billy Denault

**That** this meeting of Council be adjourned at 8:57 p.m.

Resolution Carried

## **Signatures**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk



# Wintermission

Lucas Power  
Program and Events Coordinator

Meeting Date: December 12, 2022

# Background

## Recreation in 2022

- The Town of Arnprior has had a very successful return to regular programming and events following two-years of COVID-19 measures.
- The Recreation Department was able to host numerous community events, campaigns, and develop new programming for all ages and abilities.
- In June 2022, we launched the Recreation Passport in an effort to foster strong mental, social, and physical lifestyle through barrier free activities as part of Recreation and Parks Month.



# Background

## Recreation in 2022

- The 2022 ParticipACTION report found that only 28% of kids in Canada are meeting the national physical activity guidelines.
- ParticipACTION also found that 56% of adults are meeting the 3 hours of light physical activity mark each day.
- The winter season is typically a time where people are less active and choose to stay indoors more.

# Wintermission

## What is Wintermission?

- Wintermission is a campaign spanning from December 27 through February 28 to combat social isolation and increase levels of physical activity in winter for all residents, no matter their age, ability, socio-economic, or ethnocultural backgrounds.
- This is done by offering and highlighting numerous free community programs and events taking place in our community offered through the municipality and other organizations and service clubs.
- Programs and events were created for all ages and abilities in mind to ensure everyone can participate.

# Wintermission

## What can you do during Wintermission?

- Programs range from free public skating in the Nick Smith Centre and on the Sullivan Rink of Dreams to weekly group snowshoe walks at McLean Ball Diamonds.
- Residents can also take part in popular badminton, pickleball and fitness programs indoors with free classes and sessions being offered weekly.
- New programs are being introduced and created to spark interest including Tennis on Ice, Sledge Hockey on the outdoor rink, snow workouts, and more.

# Wintermission

## What can you do during Wintermission?

- Residents can also take part in a weekly photo contest of shots taken of Arnprior winter. Weekly winners receive a prize donated by local businesses or free recreation activities.
- Outdoor recreational spaces (outdoor rinks, trails, etc.) are outlined with the amenity/activity offered in these spaces as a guide to residents who may not be as familiar to our great spaces.

# Wintermission

## Events scheduled this winter

- Wintermission highlights community events hosted in Arnprior including:
  - Family Games Night
  - Optimist Winter Carnival
  - Ontario Winter Games
  - Valentine's Day Skate
  - Senior's Active Living Fair
  - FamFest
  - Youth Nights

# Wintermission

## How is this campaign made possible?

- Building this campaign in efforts to remove barrier and create exciting programming took collaboration with local businesses and organizations including:
  - Arnprior Optimist Club
  - Arnprior Lions Club
  - Canadian Tire Jumpstart
  - Jay Fit Now
  - Mount Pakenham
  - Wild Roga
  - Wyvern Wares
  - and more!

# Information

## Where can residents go to find information?

- A complete list of every program and event is highlighted on [www.arnprior.ca/wintermission](http://www.arnprior.ca/wintermission)
- The Winter Recreation Guide was published on December 5, both digitally and in print and includes a calendar of events and a list of outdoor recreation spaces in Arnprior.
- Monthly recreation newsletters will highlight upcoming programs and events.
- Social media awareness for Wintermission programs will be published leading up to each activity.
- Other organizations can highlight their winter programming or events through the Town's online Event Calendar.



# WINTERMISSION



A winter campaign to foster a healthy and active lifestyle, embracing the indoor and outdoor recreation spaces and programs that our community offers. Take advantage of the programs and events in Arnprior and the outdoor facilities you can visit this winter.

## DECEMBER / JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25 MERRY CHRISTMAS HAPPY NEW YEAR	26 BOXING DAY	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### Great Recreation Spaces to Visit



**Robert Simpson Park**  
400 John Street North

- Outdoor Rink
- Walking



**Caruso Park**  
306 Caruso Street

- Outdoor Rink



**Algonquin Trail**

- Snowshoe
- Walking
- Cross Country Ski



**Sullivan Rink of Dreams**  
100 Edey Street

- Outdoor Rink
- Change Area



**Sergeant Howard Slater Park**  
33 McGregor Scobie Street

- Outdoor Rink



**Nick Smith Centre**  
77 James Street

- Arenas
- Pool
- Community Hall
- Programs

### Free Activities

Public Skating



Swimming



Snowshoeing



Walk and Talk



Badminton



Photo Contest



Pickleball



Fitness Class



Pilates



Tennis on Ice



Lending Hub



Packers Game



Sledge Hockey



Rivermen Game



Mindful Sweat



Outdoor Workout



### Events

**FAMILY GAMES NIGHT**



**WINTER CARNIVAL**



Games Ontario Jeux de l'Ontario

**VALENTINES**

*Skate*

**SENIORS FAIR**

**FamFest**

### More Programs

**YOUTH NIGHTS**



**Dodgeball League**

**Craft Program**

For more information and a complete list of activities and events, visit [www.arnprior.ca/wintermission](http://www.arnprior.ca/wintermission)



# Questions?



• WHERE THE RIVERS MEET •



## **Town of Arnprior Staff Report**

**Subject:** Sign By-law Variance – 8 McGonigal Street West

**Report Number:** 2022-12-12-01

**Report Author and Position Title:** Robin Paquette, CAO

**Department:** Community Services Branch

**Meeting Date:** December 12, 2022

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### **Recommendations:**

That Council approve the variance request from the provisions of By-law Number 5209-04 (Sign and Merchandise Display By-law), with respect to minimum height from finished floor and having a sign fronting a parking lot, at 8 McGonigal Street West.

### **Background:**

The new owner of the property known as 8 McGonigal Street West, on the corner of McGonigal Street and Daniel Street, has submitted a request for a variance from the Town's Sign and Merchandise Display By-law, 5209-04, for signage on the structure. The owner is converting the building to a dental office. The owner is proposing signage identifying the business on three sides; the two street frontages, as well as fronting onto the parking lot on the south side.

The proposed signs will need the following relief from By-law Number 5209-04:

1. The proposed sign on the McGonigal Street side will need relief from section 9.1 (c) from a minimum height above the finished floor of 2.44 metres to a proposed height of 1.672 metres.
2. The proposed sign fronting the parking lot will need permission to be installed on the parking lot side wall as signs can only be installed on sides of the building fronting onto a street.

## **Discussion:**

### Variance #1 – Reduction in height from grade

One of the signs, fronting on McGonigal Street, is proposed to be located in the lower portion of the wall, thereby reducing the height from grade from the required 2.44 metres to a proposed height of 1.672 metres.

While the signage on the Daniel Street facing side of the building has been raised to be incorporated into the upper section of the façade detail, the proposed McGonigal Street facing signage will be within the lower section of the façade detail. The signage will be at a more pedestrian height and clearly visible for traffic traveling south on Daniel Street.

### Variance #2 – Signage on a Side wall not facing a street

Similarly, the proposed signage on the south building wall, facing the parking lot, will provide high visibility to the signage for the vehicles and pedestrians approaching from the south on Daniel Street.

## **Options:**

Council could grant the requested variances and permit the erection of the signs as proposed, should it be determined that the variances are minor and the general intent and purpose of the By-law is being maintained. Staff caution of the precedent that could be set by allowing the variances as requested.

## **Policy Considerations:**

The Sign and Merchandise Display By-law ensures control of community appearance and safety while permitting effective signage to identify businesses within the Town's commercial areas.

The Town's Strategic Plan includes the following visions:

- A vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors
- Be known for open, exceptional, and highly effective customer service delivery where our residents feel included in the process and decisions being made

## **Financial Considerations:**

N/A

## **Meeting Dates:**

N/A

**Consultation:**

- Jacques Benoit, CBO

**Documents:**

1. Proposed sign locations and building elevations

**Signatures**

**Reviewed by Department Head:**

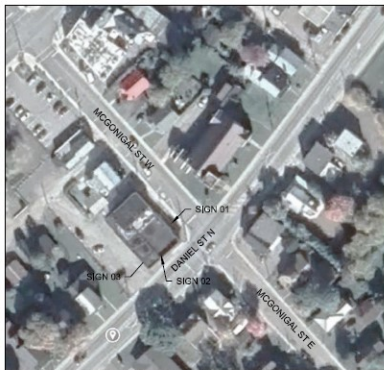
**Reviewed by General Manager, Client Services/Treasurer:** Jennifer Morawiec

**CAO Concurrence:** Robin Paquette

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



PROPOSED SIGN 01 & 02 LOCATIONS

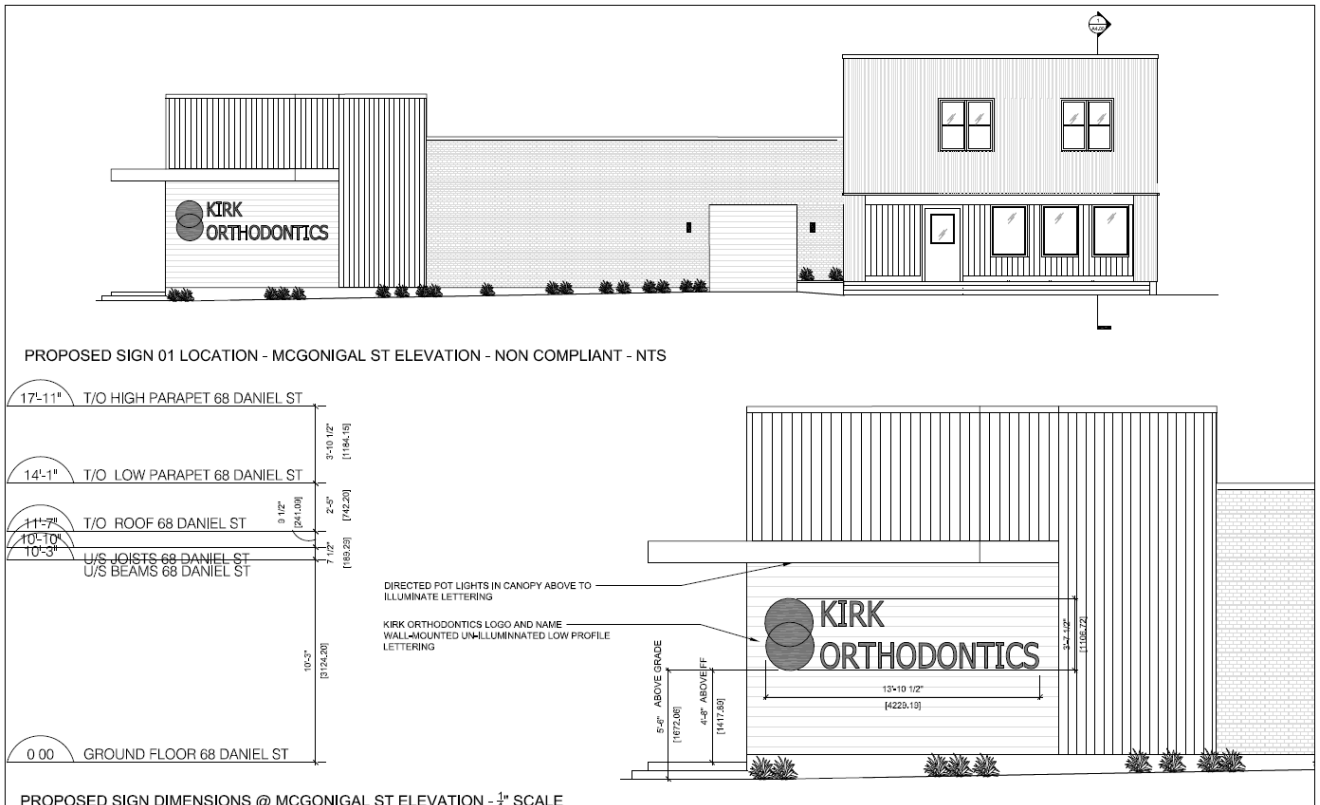


PROPOSED SIGN LOCATION KEY PLAN



PROPOSED SIGN 02 & 03 LOCATIONS

## 8 MCGONIGAL ST W / 68 DANIEL ST N - PROPOSED SIGNAGE | OCT 10, 2022



## 8 MCGONIGAL ST W / 68 DANIEL ST N - PROPOSED SIGNAGE | OCT 10, 2022





**Arnprior Town Council**

**November 30, 2022**

**RE: Dr Kirk Othodontics Signage  
68 Daniel St N | 8 McGonigal St W.**

To Whom it may concern,

We would like to request Consideration from this council for a Minor variance from the signage bylaw for several proposed signs to be incorporated into an existing building fit up occurring at 68 Daniel St North. The project will feature a total of 3 signs, 2 of which will require slight variances from the permitted bylaw guidelines.

Summary of proposed signage:

- One wall sign facing McGonigal St with an area of 5.0 m<sup>2</sup> -Compliant with 9.3 i)  
*(Length of wall is 18.7m x 0.75 = 14 m<sup>2</sup> sign permitted)*  
**Sign is located at 1.3m AFF – Non-Compliant 9.1 c)**  
Sign design: Chanel letters within .5m of building face – Compliant with 9.1 b)  
Located on McGonigal St – Compliant with street facing
- One wall sign on the South west façade with an area of 2.9 m<sup>2</sup>, facing the parking lot and visible when approaching from the south along Daniel St – Compliant with 9.3 i)  
*(Length of wall is 27.5m x 0.75 = 20 m<sup>2</sup>sign permitted)*  
Sign is located at 2.6m AFF – Compliant with 9.1 c)  
Sign design: Chanel letters within .5m of building face – Compliant with 9.1 b)  
**Located facing Parking lot – Non Street facing, Non-compliant**
- One Wall sign above the canopy directly facing Daniel St N with an area of 5.2 m<sup>2</sup> - Compliant with 9.3 i)  
*(Length of wall is 17.7 m x 0.75 = 13.2 m<sup>2</sup> sign permitted)*  
Sign is located at 3.4m AFF – compliant with 9.1 c)  
Sign design: Chanel letters within .5m of building face – compliant with 9.1 b)  
Located on Daniel St – Compliant with Street facing

All three signs will add up to a total of 13.1 m<sup>2</sup>, which falls within the permitted 16 m<sup>2</sup> of signage area permitted for a single business, as per section 9.3 i).

As per section 7.0 ii) there will be a total of only 1 wall sign per exterior wall.

As described above, the variances being requested relate to the height of the McGonigal St sign and to the location of the southwest corner wall sign of the building. Below we have described why we believe that these variances are minor and would not contravene the intent of the signage bylaw.

#### **Variance 1, McGonigal St Sign:**

The sign for which we are seeking a variance to 9.1 c) – required 2.4m min height for wall signs- is the sign proposed to be located on the McGonigal facade at the corner of Daniel St. In the current design for this sign, the graphics and lettering have been integrated into the base building design and located closer to eye level in order to provide a more pedestrian driven curb appeal for people approaching along Daniel St from the North.

While the sign does not meet the required 2.44m height above the ground floor for a wall sign, if the format were to be revised to be a ground sign, the dimensions and configuration of the signage would meet all bylaw requirements. That said, we feel that a wall mounted sign maintains a much more open and accessible approach to the building than a ground mounted sign would do.

In the context of this design and given that the signage dimensions would adhere to the bylaw should the format of the sign be revised, we feel that the requested variance to the bylaw is a small one and would not contravene the intent of the guidelines.

#### **Variance 2, Parking lot facing Signage.**

The second variance that is being requested relates to the parking lot facing sign at the Southwest corner of the building. We understand from the municipality that signage is permitted only on street facing facades, however, in the case of the south west corner of the Daniel St building, this corner offers more prominent visibility for vehicular traffic approaching from the south along Daniel St than any other building signage and as such offers much better wayfinding.

Without this signage, there would be no indication of the business before vehicles had already passed by the entrance to the parking area. We feel that this sign will guide patron most efficiently, particularly those patients visiting the clinic for the first time and avoid having unnecessary traffic pass through the secondary parking access points, which would likely be of greater inconvenience to neighboring properties.

In all other ways, this signage is compliant with the signage bylaw and as such we feel that this sign is in keeping with the intent of the by law.

We hope that this letter explains our intent and clarifies the reasons behind the variances being requested. We would be very pleased to respond to any questions that may be raised at the council meeting on December 8<sup>th</sup>.

Kind regards,



Leila Emmrys

Architect, OAA | B. Arch S. | M.Arch





## Town of Arnprior Staff Report

**Subject:** Award Municipal Insurance & Risk Management Services

**Report Number:** 22-12-12-02

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

**Department:** Client Services

**Meeting Date:** December 12, 2022

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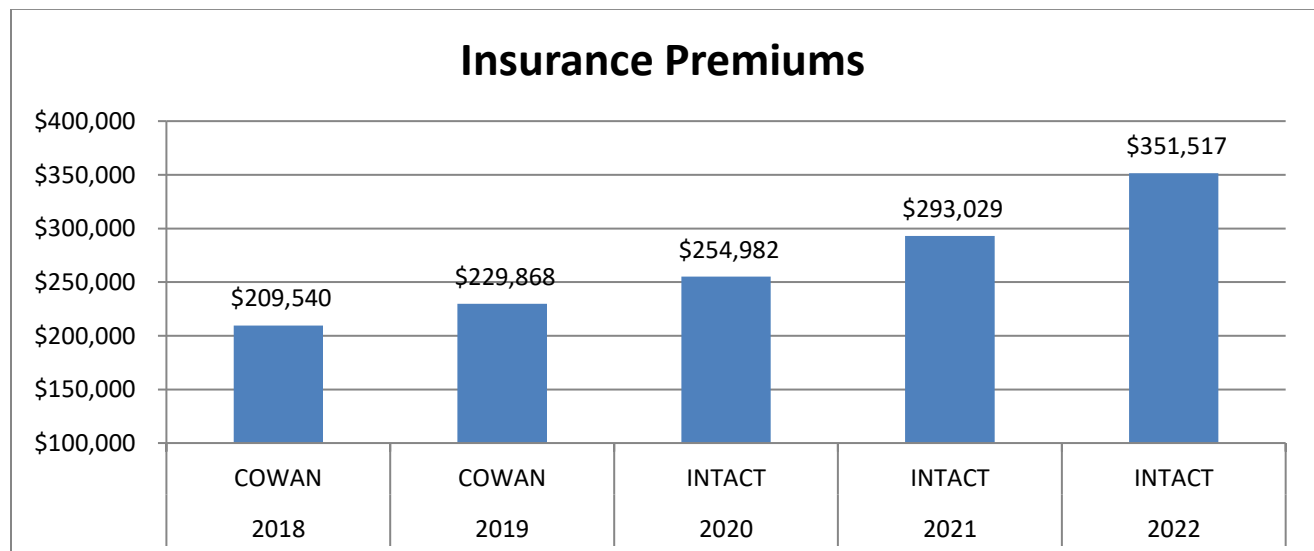
### Recommendations:

That Council award the provision of insurance and risk management services for the municipality to Intact Public Entities Inc. in partnership with J.P. Mulvihill & Son General Insurance Brokers for the upcoming policy term, from January 1, 2023 to December 31, 2023. Based on satisfactory performance and service, subsequent renewals, up to four (4) one (1) year extensions, may be granted.

### Background:

In October 2022, a request for proposal (RFP) was issued for provision of insurance and risk management services for the upcoming policy term (2023) with the possibility of up to four (4) one (1) year extensions, may be granted based on satisfactory performance and service.

With significant increased insurance costs in 2021 and 2022, going out to market through a competitive RFP process is intended to help the Town ensure they are receiving high service standards and maintaining competitive premiums.



## Discussion:

RFP Proposals were received from the following vendors:

1. Intact Public Entities Inc. / J.P. Mulvihill and Son General Insurance Brokers
2. BFL Canada Risk and Insurance Services Inc.
3. MIS Municipal Insurance Services (MIS) / Marsh Canada Limited (Marsh)
4. AON

The vendor submissions were evaluated by the evaluation committee formed by the Manager of Finance Services and the General Manager, Client Services / Treasurer. The proposal submitted by BFL Canada Risk and Insurance Services Inc. was automatically rejected for two major irregularities under the Town's procurement policy including (a) bid document missing signature of authorized representative (authority to bind); and (b) bid documents in which all addendum issued have not been acknowledged, where the bid addendum significantly impacted the bid.

The remaining three submissions were evaluated and scored based on the RFP Evaluation Matrix as follows:

EVALUATION MATRIX - RFP General Insurance and Risk Management Services	WEIGHT	Intact / Mulvihill	MIS / Marsh	AON
		SCORE	SCORE	SCORE
Financial Proposal	40%	34	40	18
Comprehensiveness of Coverage / Completeness of Submission	30%	26	10	19
Services Offered - Risk and Claims Management	20%	18	17	17
Experience, Financial Stability, References	10%	9	8	8
<b>Total</b>	<b>100%</b>	<b>87</b>	<b>75</b>	<b>62</b>

The highest scoring vendor based on the evaluation is Intact Public Entities Inc. / J.P. Mulvihill and Son General Insurance Brokers.

## Insurance Premium

The bid submission by Intact / Mulvihill does result in an increase in premium for 2023. As outlined in the table below, the majority of the premium increase is related to Property coverage, which would be reflective of the growing asset base of the Town. A contributor to the increase as well is for Public Entity Casualty (General Liability), which could be reflective of upward trends in the insurance market and the Town's claims audit history.

	<b>2022</b>	<b>2023</b>
<b>CLASS</b>	<b>TOTAL</b>	<b>TOTAL</b>
PUBLIC ENTITY CASUALTY	141,336	158,860
EXCESS LIABILITY	5,774	6,139
LEGAL EXPENSE	1,701	1,786
PROPERTY	150,552	181,426
EQUIPMENT BREAKDOWN	8,362	9,490
AUTOMOBILE FLEET	33,618	40,268
FACILITY USER	1,490	2,500
CYBER RISK	8,683	TBD
<b>TOTALS:</b>	<b>351,517</b>	<b>400,469</b>

During the RFP process, the proponent was unable to quote Cyber risk coverage as the markets were blocked. If they are the successful proponent, they will work with Town staff to place cyber coverage as soon as possible. Implementation of multi-factor authentication is a key requirement which the Town has been implementing through-out the past year.

### **Vendor Experience and Qualifications**

Intact Public Entities (IPE) is a Canadian leader in providing specialized insurance programs, including risk management and claims services to municipal, public administration and community-based organizations across Canada. Proven industry knowledge, gained through over nine decades of partnering with insurance companies and independent brokers, gives IPE the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues. As part of their proposal, IPE has included an account management team including a variety of specialists and local representatives from J.P. Mulvihill & Son General Insurance Brokers.

### **Risk Management Services**

Along with Municipal Insurance, Intact Public Entities will provide Risk Management Services at no cost to help the Town mitigate risk and minimize exposure before potential incidents occur. These services include educational training, road risk assessments, asset valuations and risk assessments, contract reviews, property inspections, minimum maintenance standard compliance and fleet management evaluations.

Based on the proposal evaluations and the vendor qualifications, staff recommend that Council award the provision of General Insurance and Risk Management Services to Intact Public Entities in partnership with J.P. Mulvihill & Son General Insurance Brokers for the policy term January 1, 2023 to December 31, 2023. The RFP also included options for four separate one-year extensions to be considered on an annual basis for potential renewal.

## **Options:**

Council could award the provision of General Insurance and Risk Management Services for January 1, 2023 to December 31, 2023 to MIS / Marsh, the second ranked proponent. Staff does not recommend this option due to the Proponent failure to meet the insurance coverage and deductible requirements for the Municipality in a number of instances as reflected by the lower score in the Comprehensiveness of Coverage category which would impact the level of insurance coverage for the Town.

## **Policy Considerations:**

This report is in line with the Town's Strategic Plan vision for embracing a sustainable financial model.

## **Financial Considerations:**

Intact Public Entities / J.P. Mulvihill and Son obtained the highest evaluation score with their proposal for comprehensive insurance coverage and risk management proposal. The 2023 premium however represents a 14% increase over 2022 rates.

## **Meeting Dates:**

N/A

## **Consultation:**

N/A

## **Documents:**

N/A

## **Signatures**

**Reviewed by Department Head:** Jennifer Morawiec

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

**CAO Concurrence:** Robin Paquette

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



## **Town of Arnprior Staff Report**

**Subject:** Sale and Declaration of Surplus Municipal Lands – McGonigal Street E.

**Department:** Community Services Branch

**Report Number:** 22-12-12-03

**Report Author:** Robin Paquette, CAO

**Meeting Date:** December 12, 2022

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### **Recommendations:**

**That** Council declare lands identified as Part of Lots 1-3, Plan 89, McGonigal St. E, Town of Arnprior, as surplus lands to the Town of Arnprior; and

**That** Council, in its sole discretion, deems the lands to be non-viable and proposes to dispose via direct sale/negotiation with the abutting landowner; and

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

### **Background:**

At their regular meeting on September 28, 2020, Council adopted Policy AS-CP-14 Sale and Disposal of Land. In accordance with Section 270 of the Municipal Act, the policy established a comprehensive framework governing the sale and other disposition of Town-owned lands. The policy is intended to advance and maintain the best interest of the municipality and ensure fiscal accountability, consistency with Council's Strategic Plan, sustainability, social responsibility, and accountability and transparency. The policy ensures that any dispositions of land are conducted in a manner that fosters public trust, is fair/open/transparent, considers the value of real property assets, and protects current and future interests. The policy also ensures that potential or real risks to the environment, the health and safety of residents and the financial integrity of the Town are minimized.

The policy, generally, outlines the following process for the disposal of lands:

- **Declaration of Surplus Lands:** Before land may be disposed of Council shall declare the subject lands to be surplus to the needs to the municipality and determine if the lands are viable or non-viable. The declaration of lands as surplus does not obligate the Town to dispose of such lands, Council may rescind the declaration any time prior to the completion of the disposal.

Viable lands are lands that can be granted a building permit. Non-viable lands are lands that are potential liability to the Municipality and/or are determined to be of a size, shape or nature for which there is no general demand. This includes land for which a building permit cannot be granted because either it is landlocked, or because it is of insufficient size and shape to permit development unless developed in conjunction with abutting land.

- **Method of Disposal Identification:** Council shall determine the method of disposal of the surplus lands by:
  - Direct sale/negotiation
  - Request for Tender (RFT)
  - Listing with a real estate agent/broker
  - Land exchange
- **Public Notice:** Notice of Council's intent to dispose of the surplus lands is required to be posted on the Town's website and in the local newspaper at least 10 days before Council may adopt a by-law authorizing the sale of land. Should submissions or concerns be received by Council, they shall be considered by Council in an open public meeting.
- **Offer Evaluation, Acceptance of Offer:** All bids, proposals and offers are required to be presented to Council, unless directed otherwise. Council shall pass a by-law authorizing the disposition and directing the Mayor and Clerk to execute an Agreement of Purchase and Sale, in consultation with the Town Solicitor.

The purchaser is responsible for all costs including the completion of a survey and legal costs.

The Town has received an expression of interest in particular Town-owned lands through the submission process outlined in the policy. The intent of this report is to seek direction from Council on the declaration of certain lands as surplus, whether the surplus lands are viable or non-viable and the method of disposal.

## **Discussion:**

The Town has received an expression of interest in a parcel of land known as Part of Lots 1-3 on Plan 89, having frontage of 16' on McGonigal Street East.

### **Official Plan Designation: Established Residential Area**

Zoning: Residential One (R1)

Area: ~160.5m<sup>2</sup> (1728 ft<sup>2</sup>) with frontage along McGonigal St East

Key Features: Vacant land

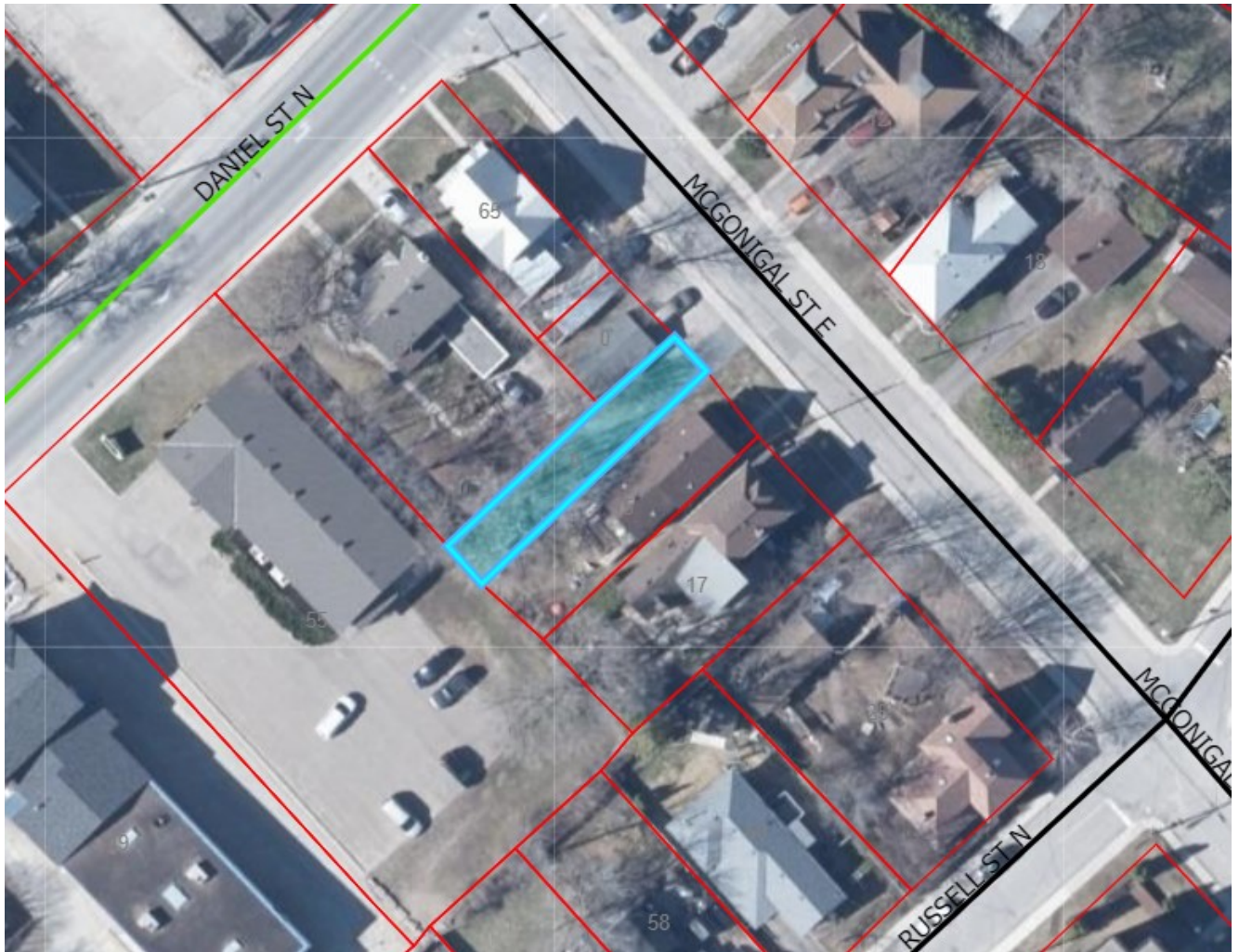


Figure 1. Expression on interest for Parcel A, highlighted in blue.

Staff comments and recommendation:

The lands were subject to a failed tax sale in 2022. The lands have now been vested with the Town thereby giving ownership to the Town. There does not appear to be any value to the Town to maintain ownership of the parcel. At this time, the subject lands have not been deemed surplus. A by-law has been prepared and included in the agenda for Council's consideration and adoption, should Council wish to declare the lands surplus.

The lands have approximately 4.8m of frontage along McGonigal Street East; this frontage does not meet the minimum requirements in the Zoning By-law to support development as a separate lot.

Staff recommend, should Council deem the lands surplus, the lands be sold via direct sale/negotiation to the abutting property owner who expressed interest (15 McGonigal Street East). A property valuation will be required to be obtained in the form of a letter of opinion, should the lands be deemed non-viable.

**Options:**

Up until Council has adopted a by-law authorizing the sale of lands, Council may rescind a decision to declare lands surplus or determine an alternative format for the methods of disposal and valuation.

**Policy Considerations:**

AS-CP-14 Sale and Disposal of Land Policy

**Financial Considerations:**

None.

**Meeting Dates:**

1. None

**Consultation:**

- Public notice is required to be provided prior to Council authorizing the sale of land

**Documents:****Signatures**

**Reviewed by Department Head:** Robin Paquette

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

**CAO Concurrence:** Robin Paquette

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





## **Town of Arnprior Staff Report**

**Subject:** 2023 Calendar of Meetings

**Report Number:** 22-12-12-05

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

**Department:** Client Services

**Meeting Date:** December 12, 2022

---

### **Recommendations:**

That Council approve the attached 2023 Calendar of Meetings.

### **Background:**

Council Meeting dates are defined, in advance, demonstrating the municipality's commitment to conducting its business in an open and transparent manner.

Council Meetings are generally held on the second and fourth Mondays of the month, at 6:30 p.m., with the exception of July, August, and December, when meetings are held once per month. If one such Monday falls on a holiday, the meeting automatically takes place the next day, which is not a holiday, at the same time.

Council meetings are open to the public, unless permitted to be in closed session, in accordance with Section 239 of the Municipal Act, 2001, as amended.

Committee Meetings are scheduled at varying times throughout the year. However, as the new term of Council was sworn into office on November 21, 2022, committee structure for 2023 has not yet been determined.

### **Discussion:**

Each year, in accordance with the Town's Procedure By-law, the Clerk's Office provides Council with a report setting out the exceptions to the regularly scheduled Council and Advisory Committee Meetings for the upcoming year.

The proposed 2023 Calendar of Council Meetings allows the municipality to conduct its business in an open and transparent manner, while ensuring that there is an appropriate level of public notice for meetings. The proposed Calendar of Council Meetings includes the meeting dates for all Regular and any planned Special Meetings of Council known at the time of publication. The proposed calendar has been drafted pursuant to the Town's Procedure By-law. Special Budget Meetings have also been outlined (highlighted in purple).

As referenced above, with respect to committees, Council intends to provide an efficient decision-making forum, with public input and access, therefore any committee structure will evolve within the first year of the new term of Council, and should be considered a work-in-progress.

Upon approval by Council, the 2023 Meeting Calendar will be posted on the municipal website. Extenuating circumstances may cause meeting dates, times and/or locations to change, however, the website events calendar is kept up to date, as well as the calendar in the Arnprior App. In addition to the events calendar, agendas for Council and Committee meetings are posted on the website the Thursday prior to the meeting date, as well as sent to the Media for their information.

### **Options:**

Council could consider adopting an alternative schedule for Council Meetings.

### **Policy Considerations:**

Procedure By-law

### **Financial Considerations:**

N/A

### **Meeting Dates:**

N/A

### **Consultation:**

N/A

### **Documents:**

1. Document 1 – 2023 Dates and Times of Council & Committee Meetings
2. Document 2 – 2023 Calendar of Meetings

## **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

## Document 1 - 2023 Dates and Times of Council & Committee Meetings

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
January 9, 2023	6:30 pm	Council
January 23, 2023	6:30 pm	Council
February 6, 2023	5:00 pm	Special Council – Budget Deliberations
February 7, 2023	5:00 pm	Special Council – Budget Deliberations
February 13, 2023	6:30 pm	Council
February 27, 2023	6:30 pm	Council
March 13, 2023	6:30 pm	Council
March 27, 2023	6:30 pm	Council
April 11, 2023	6:30 pm	Council
April 24, 2023	6:30 pm	Council
May 8, 2023	6:30 pm	Council
May 23, 2023	6:30 pm	Council
June 12, 2023	6:30 pm	Council
June 26, 2023	6:30 pm	Council
July 10, 2023	6:30 pm	Council
August 28, 2023	6:30 pm	Council
September 11, 2023	6:30 pm	Council
September 25, 2023	6:30 pm	Council
October 10, 2023	6:30 pm	Council
October 23, 2023	6:30 pm	Council
November 14, 2023	6:30 pm	Council
November 27, 2023	6:30 pm	Council
December 6, 2023	6:00 pm	Special Council – Budget Consultations
December 11, 2023	6:30 pm	Council

# 2023 Calendar of Meetings

## Legend

	Council Meetings
	Special Council (Budget Council Meeting(s))
XX	Holiday

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
February						
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26	27	28				
March						
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April						
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May						
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28	29	30	31			
June						
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18	19	20	21	22	23	24
25	26	27	28	29	30	
July						
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30	31					
August						
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27	28	29	30	31		
September						
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29	30	31				
November						
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26	27	28	29	30		
December						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Page 53

**Disclosure Information:**

The Town of Arnprior conducts its business in an open and transparent manner; and therefore, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) may be duplicated and distributed in an agenda package which may be disclosed or made available to the general public.

Accordingly, when providing such information; you shall be deemed to have consented to its use and disclosure unless such written submissions, documents, correspondence, e-mails or other communications is/are clearly identified to be a confidential matter.

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

## **By-law Number 7341-22**

A by-law of the Town of Arnprior to exempt certain lands from Part Lot Control.

**Whereas** the Planning Act, subsection 50(5), as amended, provides that all lands within a plan of subdivision are subject to part lot control; and

**Whereas** authority is vested in Council by the Planning Act, subsection 50(7) to enact by-laws which provide that subsection 50(5) does not apply to such lands as are designated in the by-law;

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

1. **That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as Block 1 on Plan 49M-59, in the Town of Arnprior, County of Renfrew, more particularly described as certain parts on Plan 49R-17288 and 49R-20147, municipally known as 99, 103 and 105 Thomas Street to be divided into a conveyable parcel as follows:
  - a. Parts 10 & 11, Plan 49R-17288
  - b. Part 1, Plan 49R-20147
  - c. Part 2, Plan 49R-20147
2. **That** this by-law shall be effective only to the extent necessary to permit:
  - (a) the creation of parcels for construction purposes and to permit such parcels to be charged and/or discharged;
  - (b) individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
  - (c) any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit;and this by-law shall not be construed as to permit the further severance or resubdivision of any such parcel.
3. **That** a conveyance or conveyances in favour of the Town of Arnprior shall not for the purpose of this by-law be considered to be a severance and this by-law shall also be deemed to permit the grant or release of easements held in favour of the Town on or with respect to the lands described above.
4. **That** this by-law shall become effective upon the endorsement by the Corporation of the County of Renfrew of its said approval of the by-law.

5. **That** no further subdivision of the aforementioned lands shall be undertaken upon completing of the original purpose for which this by-law is being passed and approved except by an application made pursuant to Section 50 of the Planning Act, R. S. O. 1990, as amended.
6. **That** this by-law shall expire and be of no further force and effect as of the 12th day of December, 2023.

**Signatures:**

Lisa McGee, Mayor

Maureen Spratt, Clerk



**The Corporation of the  
Town of Arnprior**

**By-law Number 7342-22**

Being a By-law to repeal and replace By-law Number 7234-21 to review and approve the annual Occupational Health and Safety Policy written statement for the Corporation of the Town of Arnprior.

**Whereas** Sections 25(2) (j) & (k) of the *Ontario Occupational Health and Safety Act* requires an employer to prepare and review a written Occupational Health & Safety Policy written statement on an annual basis and post same in a conspicuous place in the workplace(s); and

**Whereas** the Council of the Corporation of the Town of Arnprior deems it expedient to approve the annual Occupational Health & Safety Policy written statement for issuance to the employees of the Corporation.

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

1. **That** the Occupational Health & Safety Policy written statement attached hereto as 'Schedule A' is hereby adopted;
2. **That** By-law Number 7234-21 and any by-laws and/or resolutions inconsistent with the provisions herein are repealed;
3. **That** this by-law shall come into force and effect on the day of its passing.

Enacted and passed on this 12th day of December 2022.

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Lisa McGee, Mayor

---

Maureen Spratt, Clerk



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Arnprior, ON K7S 0A8

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613 623 4231  
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[www.arnprior.ca](http://www.arnprior.ca)

## **Schedule 'A' to By-law No. 7342-22**

### **The Corporation of the Town of Arnprior's Occupational Health & Safety Policy Statement**

The Corporation of the Town of Arnprior recognizes that the health and safety of employees is of primary importance to all municipal operations. As a continuing objective, the Corporation will make every effort to prevent and/or minimize occupational injuries and/or illness for its employee(s), including volunteers, and contractors/subcontractors.

The Corporation and its Management team take our responsibility to provide a physically and psychologically safe and healthy workplace for all employees seriously. This policy is our commitment that we will comply with our duties under the *Ontario Occupational Health & Safety Act*, and take every reasonable precaution for the protection of workers in the workplace.

Supervisors are accountable for the health and safety of workers under their supervision and therefore are responsible to ensure that the workplace and equipment are safe. Each Supervisor shall ensure that workers follow established safe work practices, Town policies and procedures, receive and wear the appropriate Personal Protective Equipment (PPE); and receive adequate supervision and training in their specific work tasks.

Every worker must protect his or her own health and safety by working in compliance with the law, adopting safe work practices, adhering to Town policies and procedures, and by wearing the appropriate PPE established by the Corporation. Workers will receive information, training, appropriate PPE, and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, for all parties.

Sincerely,

Lisa McGee, Mayor  
Town of Arnprior  
December 12, 2022

**The Corporation of the  
Town of Arnprior**

**By-law Number 7343-22**

A by-law to declare lands owned by the Corporation of the Town of Arnprior as surplus in accordance with the provisions of By-law 7094-20

**Whereas** Section 270(1) of the Municipal Act, R.S.O., 2001, provides that a municipality shall adopt and maintain a policy for its sale and other disposition of land; and

**Whereas** the Corporation of the Town of Arnprior passed By-law 7094-20 to adopt Policy AS-CP-14 Sale and Disposition of Land to establish policies and procedures governing the sale of land in the Town of Arnprior; and

**Whereas** the Council of the Corporation of the Town of Arnprior deems it desirable to declare lands identified in Schedule 'A' to this By-law as surplus to the needs to the municipality.

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

1. **That** the lands identified in Schedule 'A' to this By-law be declared as surplus to the Town of Arnprior.
2. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 12<sup>th</sup> day of December, 2022.

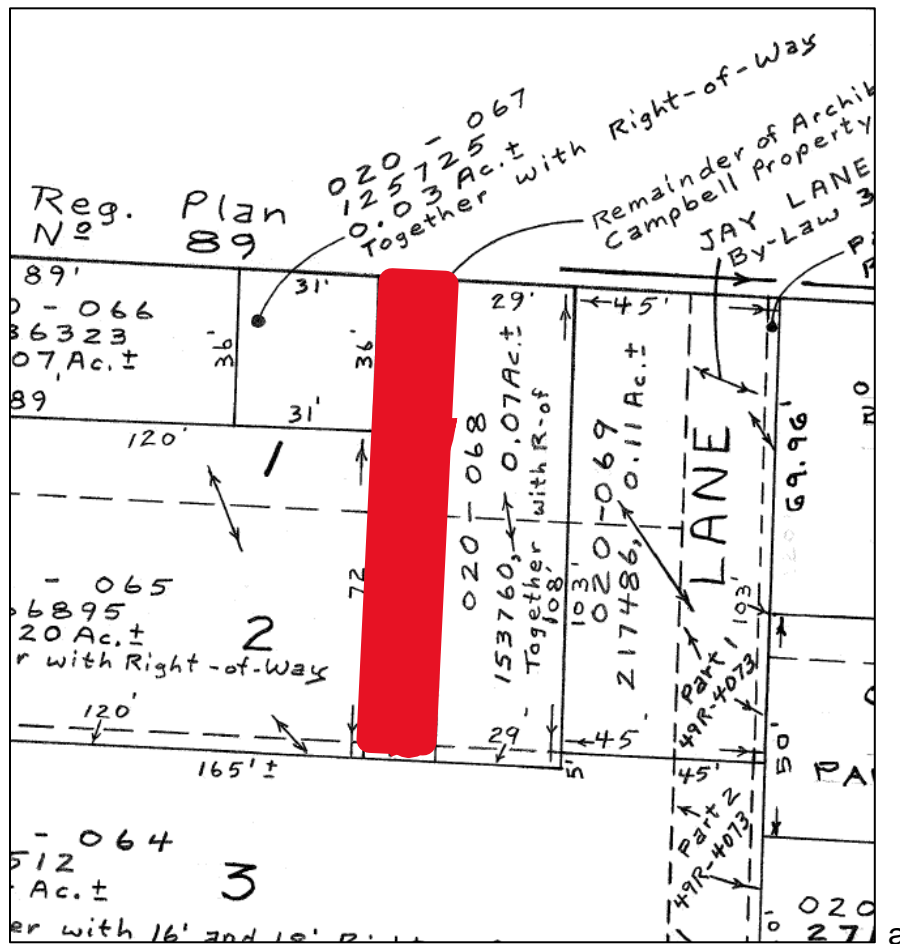
**Signatures:**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

## Schedule 'A'

Part of Lots 1-3, Plan 89, McGonigal Street E, Town of Arnprior



This is Schedule 'A' to By-law Number 7343-22

Passed this 12th day of December, 2022

Signatures:

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7344-22**

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

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

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

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

**Whereas** the Council of the Town of Arnprior deems is desirous to sell the lands.

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

1. That the Mayor and Clerk be authorized to execute Agreements of Purchase and Sale in consultation with the Town Solicitor and CAO for lands in Schedule ‘A’, described as Part 1 and the remainder of Part 2 on Registered Plan 49R-12945, fronting on Norma Street South;
2. That the costs associated with the sale of these lands, including but not limited to the Land Transfer Tax, legal fees and survey fees be the responsibility of the purchaser;
3. That Schedule ‘A’ attached hereto shall form part of this by-law; and
4. That this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 12th day of December, 2022

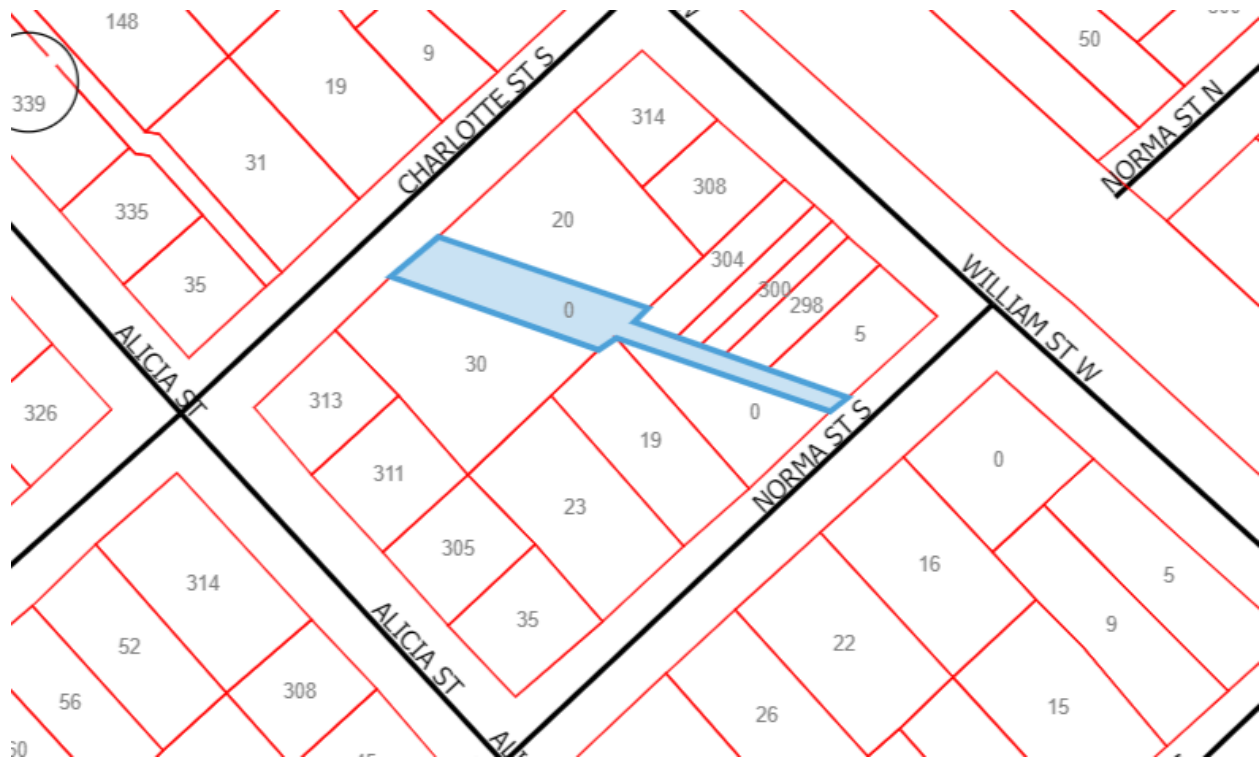
**Signatures:**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

## Schedule 'A'

Part 1 and the remainder of Part 2 on Registered Plan 49R-12945, fronting on Norma Street South. (property shaded)



**This is Schedule 'A' to By-law Number 7344-22**

**Passed this 12th day of December, 2022.**

**Signatures:**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk