



**Town of Arnprior**

**Regular Meeting of Council Agenda**

**Date: Monday, January 23, 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 – January 9, 2023** (Page 1-11)
- 8. Awards/ Delegations/ Presentations**
- 9. Public Meetings**
- 10. Matters Tabled/ Deferred/ Unfinished Business**
- 11. Staff Reports**
  - a) **Blue Box Transition to Individual Producer Responsibility**, Deanna Nicholson, Environmental Engineering Officer (Page 12-76)

- b) **User Fees and Charges Annual Review**, Jennifer Morawiec, GM Client Services /Treasurer (Page 77-117)
- c) **Zoning By-law Amendment 2/22 (Sheffield Street)**, Alix Jolicoeur, Manager of Community Services / Planner (Page 118-126)
- d) **Recommendations to Address Impacts of Bill 109, the More Homes for Everyone Act** Alix Jolicoeur, Manager of Community Services / Planner (Page 127-141)
- e) **Proclamation – Wear Canada Red Canada Day (February 13, 2023)**, Kaila Zamojski, Deputy Clerk (Page 142-146)
- f) **Proclamation – 2023 Black History Month** Kaila Zamojski, Deputy Clerk (Page 147-149)

**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-23-Jan-02
- ii. Correspondence Package A-23-Jan-02

**16. By-laws & Resolutions**

**a) By-laws**

- i. **By-law Number 7350-23** – Adopt 2023 Non-Union Salary Grid (Page 150-153)

**b) Resolutions**

**Whereas** County of Renfrew is hosting the Ontario Winter Games with the Ringette event taking place February 2-5, 2023 at the Nick Smith Centre and the WUSHU event taking place February 10-11, 2023 at Arnprior District High School; and

**Whereas** the Ontario Winter Games Organizing Committee presented to the Council of the Town of Arnprior at the December 7, 2022 special meeting of Council and requested approximately \$10,000 of in-kind support, including use of the Nick Smith Centre Arena and Community

Hall for the Ringette event and other incidental support, subject to operational availability; and

**Therefore be it resolved that** Council of the Corporation of the Town of Arnprior authorize up to \$10,000 of in-kind support for facility use and incidental support, for the 2023 Ontario Winter Games.

**17. Announcements**

**18. Media Questions**

**19. Closed Session**

**20. Confirmatory By-law**

By-law No. 7351-23 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  
January 9, 2022 6:30 PM  
Town Hall, Council Chambers – 105 Elgin St. W. 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  
Jennifer Morawiec, General Manager,  
Client Services / Treasurer  
Jennifer Eve, Manager of Finance  
John Steckly, GM, Operations  
Graeme Ivory, Recreation Director  
Alix Jolicoeur, Manager of Community  
Services/Planner  
Rick Desarmia, Fire Chief

**1. Call to Order**

Mayor Lisa McGee 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 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 001-23

Moved by Chris Couper

Seconded by Tom Burnette

**Be It Resolved That** the agenda, for the Regular Meeting of Council dated Monday, January 9, 2023 be adopted.

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None

**6. Question Period**

None

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

Resolution Number 002-23

Moved by Billy Denault

Seconded by Lynn Grinstead

**That** the minutes of the Special and Regular Meeting(s) of Council listed under Item 7 (a and b) on the Agenda be adopted (Special Meeting of Council –December 7 2022 and Regular Meeting – December 12, 2022).

Resolution Carried

**8. Awards/Delegations/Presentations****a) Presentation****i. Tabling of the Draft 2023 Budget and Long Range Capital Forecast, General Manager Client Services, Treasurer**

The General Manager Client Services, Treasurer and the Manager of Finance provided a PowerPoint presentation, attached as Appendix A and forming part of these minutes outlining the 2023 draft budget. A question and answer period ensued.

The CAO concluded the budget presentation, thanking the GMCS, Treasurer and staff for drafting the budget, amid the many challenging budget pressures facing the municipality in 2023.

**9. Public Meetings**

None

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

None

**11. Staff Reports**

None

**12. Notice of Motions**

None

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

- Premier Doug Ford and other members of parliament visited Renfrew County; along with County representatives to attend the 175th anniversary of Shaw Lumber.
- On December 19, 2022, Renfrew County Paramedics broke new ground in Point of Care Ultrasound. The County of Renfrew Paramedic Service is leading the way, becoming the only Paramedic Service in Canada utilizing Point of Care Ultrasound in Community Para medicine. Point-of-care-ultrasound will enhance patient safety, improve time to diagnosis, and guide treatment decisions out of hospital.
- The fall session of the Starter Company Plus program resulted in eighteen participants being awarded a total of \$31,300 in grant funding. Seven participants received \$4,000 each and two participants received \$1,650 each. Of note is an Arnprior participant, Tina Carr of Chris'tina Studio, Arnprior Body – a piercing and tattoo shop offering shared collaborative space with LGBTQ+ community.

- The Ontario Winter Games hosted by the County of Renfrew are looking for more volunteers to assist in the games. Typically for a five hour shift.
- ZenCity Public Engagement – this web-based program is available to all County departments and local municipalities through the sharing of information and data; and to provide transparency to the public for County projects and initiatives. There is no cost for this program.
- The County Economic Development Division welcomed Lindsay Debertin as the new Program Officer with Enterprise Renfrew County.

#### 14. Correspondence & Petitions

##### a) Correspondence Package – I-23-Jan-01

Resolution Number 003-23

Moved by Lynn Grinstead

Seconded by Billy Denault

**That** the Correspondence Package Number I-23-Jan-01 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following:

- Page 4 - The Ontario government is giving people more convenient access to care by allowing pharmacists to prescribe Paxlovid, an antiviral treatment option used to reduce severe outcomes from COVID-19. Pharmacists can prescribe Paxlovid to eligible individuals in-person or virtually (such as by telephone) at no cost.
- Page 14 - The Ontario government is renewing Ornge Air Ambulance's fixed wing fleet with a new fleet of state-of-the-art aircraft.
- Page 18 - The government is launching a first-of-its-kind program to make free naloxone kits (and free training) available at workplaces where there is a risk of staff witnessing or experiencing an opioid overdose. Of note that on June 1, 2023, at-risk employers will be required by legislation to ensure their workplaces have these life-saving naloxone kits.
- Page 55 -As of January 1, 2023, Ontarians will be able to stop in at pharmacies across the province to receive prescriptions for thirteen common ailments, including rashes, pink eye, insect bites and urinary tract infections with just their health card. This service makes it more convenient to access care by removing a doctor's office visit and will come at no extra cost to Ontarians.
- Page 60 - The Ontario government is amending the Agricultural and Horticultural Organizations Act to permit the new threshold for agricultural societies would be reduced from 60 to 40 members. For horticultural societies, it would be reduced from 50 to 25 members. I believe this is good news for our local organizations.
- Page 98 - Since June 2021, MTO has been piloting golf carts in Huron-Kinloss and Pelee Island. It is now exploring expansion and offering municipal consultation on February 1.
  - On question of the County Councillor the CAO advised the municipality has not yet considered the option of using golf carts as a means of transportation, but will investigate.
- Page 98 - The COVID-19 Resilience Stream program provides up to 80% of costs for municipal infrastructure projects up to \$10 million that start by September 30, 2023 and are completed by the end of 2023.

- On question of the County Councillor, the CAO advised the municipality was fortunate in receiving grant funding for two playgrounds under this funding stream, therefore, at this time does not anticipate submitting any projects.

## **b) Correspondence Package A-23-Jan-01**

Resolution Number 004-23

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** the Correspondence Package Number. A-23-Jan-01 be received, and that the recommendations outlined be brought forward for Council's consideration.

Resolution Carried

Resolution Number 005-23

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant (In-Kind Support) request from the Arnprior Community Choir and Valley Concert Band; and

**Whereas** the Arnprior Community Choir is an eligible organization under the Municipal Grants Policy and is hosting its sixth annual "Music! Music! Music!" concert event celebrating community music in the form of a concert where a variety of band and choir music is showcased (over 125 musicians performing to an audience of approximately 250 people); and

**Whereas** the Arnprior Community Choir hosts this event to promote and support local arts in the Town of Arnprior;

**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 (valued at approximately \$350.00), for the Arnprior Community Choir's 2023 "Music! Music! Music!" concert scheduled for March 4<sup>th</sup>, 2023; and

**Further That** the Arnprior Community Choir 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 006-23

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant (In-Kind Support) request from the Arnprior and District Quilters' Guild; and

**Whereas** the biannual Arnprior and District Quilt Show will be hosted between April 28<sup>th</sup>, 2023 and April 30<sup>th</sup>, 2023 at the Nick Smith Centre; and

**Whereas** the Arnprior and District Guild Show supports and promotes the art of quilting and its benefits to quilters' well-being and combating social isolation in our community; and

**Therefore Be It Resolved That** Council approve the request for waiving the rental fees for the Nick Smith Centre Bert Hall Arena and Community Hall, including set up and tear down (valued at approximately \$2,925.00), for their 2023 Arnprior and District Quilt Show taking place on April 28<sup>th</sup> to 30<sup>th</sup>, 2023; and

**Further That** the Arnprior and District Quilters' Guild 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 007-23

Moved by Lynn Grinstead

Seconded by Chris Toner

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

**Further That** ontrac Employment Resource Services is hosting a Job Fair at the Nick Smith Centre on Thursday, March 9<sup>th</sup>, 2023 from 10:00 am to 5:00 pm; and

**Therefore Be It Resolved That** Council approve of providing in-kind support, through the waiving of fees for the rental of the Community Hall at the Nick Smith Centre (valued at approximately \$350.00), as well as providing Town staff support for the set up and tear down of the event (as necessary); and

**Further That** ontrac Employment Resource Services 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 008-23

Moved by Lynn Grinstead

Seconded by Chris Toner

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

**Whereas** the annual Arnprior Optimist Club Winter Carnival will be hosted between January 14<sup>th</sup>, 2023 and January 21<sup>st</sup>, 2023 at various locations across the Town of Arnprior; and

**Whereas** the Optimist Winter Carnival supports local families and children by providing a full program of social and recreational activities that promote community wellness;

**Therefore Be It Resolved That** Council approve the Optimist Club of Arnprior's request for waiving the rental fees for the Nick Smith Centre Pool, Arena and Community Hall, including set up and tear down (valued at approximately \$8,019.00) for their 2023 Winter Carnival programming taking place at the Nick Smith Centre between January 19<sup>th</sup>, 2023 and January 21<sup>st</sup>, 2023; and

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

Resolution Carried



**16. By-laws & Resolutions****a) By-laws**

Resolution Number 009-23

Moved by Dan Lynch

Seconded by Chris Couper

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

- By-law Number 7346-23 - Adopt Interim Tax Levy
- By-law Number 7347-23 – Adopt Alternate Member Renfrew County Council
- By-law Number 7348-23 – Appoint Members to the Arnprior Public Library Board

Resolution Carried

**17. Announcements**

Mayor's McGee reported on her attendance at events/meetings attached as Appendix B and forming part of these minutes.

Councillor Toner made the following announcement(s):

The 2023 Optimist Winter Carnival begins on Saturday, with events, including; a movie, horse wagon rides, bowling, skating relay, dog sledding, public swimming, hockey tournament, shanty breakfast, children's entertainment, kids craft table, and wine tasting taking place between January 13 and 21<sup>st</sup>. Details on events can be found on the Optimist's facebook page.

County Councillor Lynch made the following announcement(s):

- The Arnprior Regional Health Foundation is holding a Masquerade Fund Raising Party on Saturday 28<sup>th</sup> January at the Nick Smith Centre. All proceeds from this event goes towards medical equipment for the Arnprior Hospital.
- Congrats to Luke Homer, who put Arnprior on the map, thanks to his winning of three gold medals at the December 2022 Commonwealth Powerlifting Championships held in New Zealand.
- A local company, M. Sullivan and Son Limited and The Algonquin's of Pikwakanagan First Nation's Economic Development Entity are pleased to announce that they are in the process of forming a Pikwakanagan-Sullivan Construction entity to pursue construction-related opportunities across Eastern Ontario.
- Congratulations to a number of local Arnprior companies that were identified in the publication in Eastern Ontario named "Stuff". They were Competition Composites Inc (CCI) (4<sup>th</sup> Ave); MetaLigna (Hartney Street); and Elmira Stove Work, which is part of Plaintree Systems on Hwy 15\29.
- If you enjoy "Fun" Euchre, the Knights\Legion Euchre Challenge starts this Friday at the Parrish Hall. Registration at 6:30 with a cost of \$10.00 per team.
- Firefighters integral to fighting the recent fire at Calabogie Peaks included Staff Member Wes Schnob. Well done!

Mayor McGee made the following announcement(s):

- Monday meetings with the Mayor appear to be the ideal day to schedule meetings, or to come by and discuss matters of concern. Mayor McGee noted her intention to have a regular drop-in day, likely the first Saturday of the month, or every second month. However, outside of these times, the Mayor can always be reached by email, phone and messenger.

Councillor Couper made the following announcement(s):

- Congratulations to Alicia and Matthew Ott, owners Bee Savvy, Steelheads and Strike, Beach Bites and the former Cara and Mels' who were the 2022 Arnprior Newsmakers of the Year.

CAO Paquette made the following announcement(s):

- The Town would like to thank residents for their patience when recycling collection was delayed due to recent weather events over the holidays. We will continue to monitor the service and provide information to residents as quickly as possible when these types of delays occur.
- Flooding will be occurring at our outdoor rinks over the next few cold nights and we request residents please stay off the surfaces until the rinks are officially opened. Please monitor the Town's website for information on openings.
- Alix Jolicoeur has joined the Town as our new Manager of Community Services/Planner as of December 19<sup>th</sup> and we welcome her to the team.

## 18. Media Questions

None

## 19. Closed Session (8:10 p.m.)

Resolution Number 010-23

Moved by Tom Burnette

Seconded by Dan Lynch

**That** Council meet in closed session matter pursuant to Section 239 (2)(b)(d) to discuss a personal matter about an identifiable individual including Municipal or Local Board Employees and labour relations or employee negotiations (Pay Equity/Job Evaluation)

## Open Session (8:43 p.m)

Resolution Number 011-23

Moved by Lynn Grinstead

Seconded by Billy Denault

That Council resume to Open Session.

Resolution Carried

Resolution Number 012-23

Moved by Dan Lynch

Seconded by Chris Couper

**That** Council direct staff to bring forward a by-law to adopt a new salary grid.

Resolution Carried

## 20. Confirmatory By-Law

Resolution Number 013-23

Moved by Billy Denault

Seconded by Chris Toner

**That** By-law No. 7349-23 being a By-law to confirm the proceedings of the Regular Meeting of Council held on January 9, 2023 be and it is hereby enacted and passed.

Resolution Carried

**21. Adjournment**

Resolution Number 014-23

Moved by Lynn Grinstead

Seconded by Billy Denault

**That** this meeting of Council be adjourned at 8:45 p.m.

Resolution Carried

**Signatures**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

**Appendix A**  
**Tabling of the Draft 2023 Budget and Long Range Capital Forecast**

Mayor's Report  
Monday, January 9, 2023

Soon after our last meeting, I attended Metalinga in the former Sandvik building with County Councillor Lynch. Our MPP John Yakabuski was also there, along with our Warden, Peter Emon and other County representatives. The tour was an opportunity to view new equipment that will allow MetaLigna to expand scope and efficiencies. They were also hosting a very exciting is interested in investing in Arnprior by way of expanding their rapidly growing company (currently based in Belgium). After learning of his interest in flying I reached out the airport to see if they could accommodate a tour and flight. County Councillor Lynch picked up the ball and ran with it. My understanding is that since that time, there has been another opportunity that arose from the tour.

Ron Warburton – came in for an introductory meeting and to discuss the waterfront master plan. You may recall, Mr. Warburton presented a concept plan to Council earlier last year – with an emphasis on developing over at the marina. We had a lengthy discussion where Mr. Warburton sees the potential of the waterfront, and in many ways, our views aligned. While I cannot speak on his behalf, I felt that it was a positive meeting and that he was pleased with the discussion. Councillor Denault attended with me. As a general side note, and in the interest of transparency, it is my plan to ask members of council or staff to be present at and attend meetings with me when they involve potential lobbying efforts, or meetings with developers.

Maha and Eli El-Chantiry holiday event. It was a great opportunity to connect with many department heads and members of council from the City of Ottawa in a social environment.

Some of you may have heard the Town's seasonal greetings with YourTV and local radio stations. I was proud to be able to bring greetings on behalf of council and staff, and have heard some lovely feedback from people who heard or saw the ads.

Towards the end of December, it was a pleasure to cut the ribbon on behalf of the crew at Sawmill Flats along with our provincial representative, John Yakabuski. This is a beautiful new apartment complex and amenities building overlooking the Madawaska River and a great sign that developers see value in investing here. The building is filling up fast, and I wish all tenants, new to Arnprior or long time residents best wishes in your new home. My understanding is that the developers are planning to move forward with a third building this summer – between Island View and the first residential complex and I wish them all the best as they push forward. As an aside, am I the only one who didn't know that John can belt out a tune, or that he has recorded a couple of CDs?

I was able to enjoy the event hosted by the Chamber of Commerce, Moonlight and Mistletoe. It was a beautiful evening for it with the weather hovering around zero. The carollers were fantastic and moved around from John Street to Elgin and people were out enjoying the night. Congrats to Amy from Racked who had the Grinch and Cindy Lou Who and raised money for TAP by hosting them and allowing pictures.

I had the privilege of attending the Christmas potluck at the SALC. My understanding is that it was the gentlemen of the Men's Shed who coordinated all aspects of the event. It was great to connect with everyone in attendance after a couple of long years away from social events. I don't think anyone walked away hungry that day!

I had a brief meeting with Mayor Mark MacKenzie in December. Mayor MacKenzie came by to provide a courtesy visit and let me know of his council's intention to provide notice of the cancellation of the recreation user agreement that evening at their council meeting. I appreciated the courtesy visit and I look forward to finding the best solutions for residents in the coming months.

As many of you know, I hosted an impromptu open house in my office and opened up the jail cells to visitors in exchange for a donation to the food bank. It was a last minute decision and I was somewhat concerned about the numbers who might show up, so I did not post it widely, only to the local social media group. It was probably a good thing that I limited this, because it was very well-attended, and there were times it would not have been ideal to have people there without waiting outside. I am hoping to do this once a month or every couple of months moving forward. The event received extremely positive feedback, and some great coverage on CTV and our local paper. I am grateful that CTV and Derek Dunn attended, especially since I had not even reached out to them. It just shows that our presence on social media is a tool for us to leverage.



## **Town of Arnprior Staff Report**

**Subject:** Blue Box Transition to Individual Producer Responsibility

**Report Number:** 23-01-23-01

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

**Department:** Operations

**Meeting Date:** January 23, 2023

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### **Recommendations:**

That Council receive report 23-01-23-01 as information.

### **Background:**

*This report is to be read in conjunction with the attached presentation developed by the Continuous Improvement Fund (CIF) titled "Blue Box Transition Backgrounder". Further to the attached presentation, this report provides an update on the Town of Arnprior's Blue Box transition to Individual Producer Responsibility, which will begin on July 29, 2023.*

The objective of Individual Producer Responsibility is to hold persons who are most responsible for the design of products and packaging responsible for the products and packaging at the end of life.

On June 24, 2020, Council passed resolution 180-20 stating that Council's preferred date to transition the Town's blue box recycling program to the new Individual Producer Responsibility model is July 29, 2023 and that the Town of Arnprior would not be interested in providing collection services to Producers. The preferred transition date was approved by the Ministry of the Environment Conservation and Parks and was subsequently written into the new Blue Box Regulation, O Reg. 391/21. This date was selected based on the end date of our existing recycling collection and processing contracts with Topps and Emterra.

All municipal blue box programs in the province will be transitioned over a three-year period and Producers, through their producer-responsible organizations (PROs), will assume responsibility for all blue box programs providing service to single-family residences, multi-family residential properties, select retirement homes and long-term care facilities and public spaces effective January 1, 2026.

The PROs will also implement changes such as a province-wide common material list, grouping municipalities in catchment areas and elimination of co-collection of residential and ICI blue box waste. PRO's are directed under the regulation to ensure that their take-over of blue box programs are seamless, with residents seeing no change in the blue box program delivery.

## **Discussion:**

### Transition Period July 29, 2023 – Dec 31, 2025

In Arnprior, transition of the blue box program to individual producer responsibility (IPR) will take place through a two-step process beginning on July 29, 2023. The first step will see the PRO, Circular Materials Ontario (CMO), taking over management, delivery and 100% financial responsibility of the Town's existing residential curbside and depot collection program. The Town will no longer manage the collection and marketing contracts for recycling at residential households. Additionally, the Town will no longer be responsible for providing blue boxes to residents or managing resident concerns. CMO's collection contractor will manage resident communications, including promotion and education.

During the transition period, CMO may allow for the continued co-collection of recyclables from ICI locations, if appropriate arrangements can be made with CMO's contractor. The Town will remain responsible for 100% of the costs associated with delivery of blue box services to ICI properties. At this point in time, the Town's only remaining responsibility to the blue box program will be costs associated with ICI collection, paid to the PROs collection contractor, and the provision of space and management of the recycling depot at the Arnprior Waste Disposal Site.

At the time of writing this report, Town staff are aware that CMO has signed contracts with Topps (the Town's existing collection contractor) to provide collection services during transition (and potentially beyond) to several neighboring municipalities that are transitioning at the same time as Arnprior. However, staff understand that negotiations between Topps and CMO regarding Arnprior are still ongoing. Town staff have been in contact with Topps' ownership regarding collection during transition and Topps has stated they are confident that an agreement between the two parties will be reached. CMO has also stated to the Town that they are actively working to establish a contract with Topps for collection services in Arnprior. Once Topps has been confirmed as the collection contractor during the transition period, the Town can begin to discuss with Topps what cost, if any, there will be to the Town to continue ICI curbside collection during the transition period.

CMO will also be responsible for blue box collection at the Arnprior Waste Disposal Site recycling depot. As with the collection contract, producers are only responsible for the costs related to residential blue box waste and not ICI waste. As the Town will be providing space at the landfill for the recycling depot and our landfill contractor (Tomlinson) will be providing oversight of the bins, CMO will be required to reimburse the Town for costs related to the residential portion of recyclables collected there.



Staff are in the early stages of discussions with CMO regarding the landfill depot and understand that CMO is currently developing a compensation rate and Statement of Work contract to reimburse the Town for our costs related to running the landfill depot. A portion of the compensation rate that will be paid to the Town will be deducted by CMO to account for the efforts of our landfill contractor to manage ICI traffic and for the costs associated with tonnage generated by ICI users. That amount will be determined by comparing the number of residential properties in Arnprior to the number of ICI properties, as determined by MPAC.

Once the Town understands what the cost for ICI collection and depot will be during the transition period, Staff will return to council for approval to set an ICI recycling user fee. The user fee would be applied to current ICI users of the blue box collection program.

#### Post Transition – January 1, 2026 and beyond

On January 1, 2026, the second step in the IPR transition process takes place, with the full implementation of IPR. The most notable change that will occur is that the collection of blue box waste from ICI properties, including those in our downtown core, will no longer be permitted to be co-collected with residential blue box waste.

The current Provincial regulations only require the Town to collect from residential sources, not ICI sources. O Reg. 103/94 (Industrial, Commercial and Institutional Source Separation Programs) is the regulation that requires ICI businesses to create source separation programs. The level of adherence to this regulation however is unknown. If the Town does not provide some level of recycling collection to ICI properties it should be expected that recyclable materials deposited in the garbage at ICI properties will increase and ultimately increase the amount of recyclables ending up in the Town's landfill.

While the previous 50/50 blue box funding model allowed ICI and Residential blue box waste to be co-collected, funding from producers only ever covered 50% of costs related to the residential portion. No funding was ever provided by producers to cover the costs associated with the ICI portion. While the municipality was always responsible for 100% of the costs associated with the ICI blue box waste; the ICI properties did benefit from the economy of scale savings provided by co-collecting residential and ICI recyclables. In 2026, the new regulation allows PROs to stop ICI recyclables from being collected at the same time as residential recyclables and therefore the collection of ICI blue box waste will no longer benefit from the economy of scale savings enjoyed previously.

Similarly, the regulation stipulates that ICI generated recyclables may not be collected together with residential recyclables at depots either. More so, it is not fully clear if Producers will even continue to fund and operate the residential depots in municipalities that have curbside collection in the post transition period. The regulation appears to not require it; however, CMO will likely still need the tonnage collected at residential depots in order to meet their quotas.

Staff anticipate that separate recycling depot collection areas will need to be set up to keep ICI recyclable waste completely separate from residential recyclable waste. Additionally, if the Town continues to offer ICI collection, the Town would need to set up a collection contract to haul the ICI blue box materials to a MRF and also pay tipping fees to the MRF to process and market the material.

In order to inform staff and Council on the level of interest in the Town setting up an ICI recycling collection program, whether it be curbside collection, depot collection or both; staff will over the next year release a survey to each of the ICI properties in Arn prior to gauge whether there would be sufficient participation from businesses to warrant setting up a Town run, user pay, ICI collection program. This will provide staff with sufficient time to develop any new programs before the end of the ICI/residential co-collection program (2026).

### **Options:**

Council will need to decide on a course of action for ICI recycling collection and depot, both for the transition period and the post-transition period. As noted above, staff will return to Council with next steps for decision-making purposes as more information comes available.

### **Policy Considerations:**

Once the Town has decided on a course of action for ICI recycling collection, Waste Management By-law – 6396-14 will require significant updating. The existing By-law states that the Town shall provide collection services for residential, multi-residential and non-residential establishments. An updated By-law should be created to match the requirements of any new ICI recycling collection program established, if at all.

### **Financial Considerations:**

Financial impacts of an ICI program for the transition period and/or post-transition period will be brought back to Council for consideration. There will be minimal operating costs to develop and distribute survey to ICI properties.

### **Meeting Dates:**

1. N/A

### **Consultation:**

- Topps – Howard McRae
- Circular Materials Ontario

### **Documents:**

1. Blue Box Transition Backgrounder

## **Signatures**

**Reviewed by Department Head:** John Steckly, General Manager, Operations

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

**CAO Concurrence:** Robin Paquette

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



# **Backgrounder on the Ontario Blue Box Program Transition to Producer Responsibility**

Updated Version 2

# Outline

## **Producer Responsibility**

Legislative Framework

Current vs. Future

Key Concepts & Terms

Decisions for Council

Eligible Sources

Non-Eligible Sources

Service Standards

Designated Materials

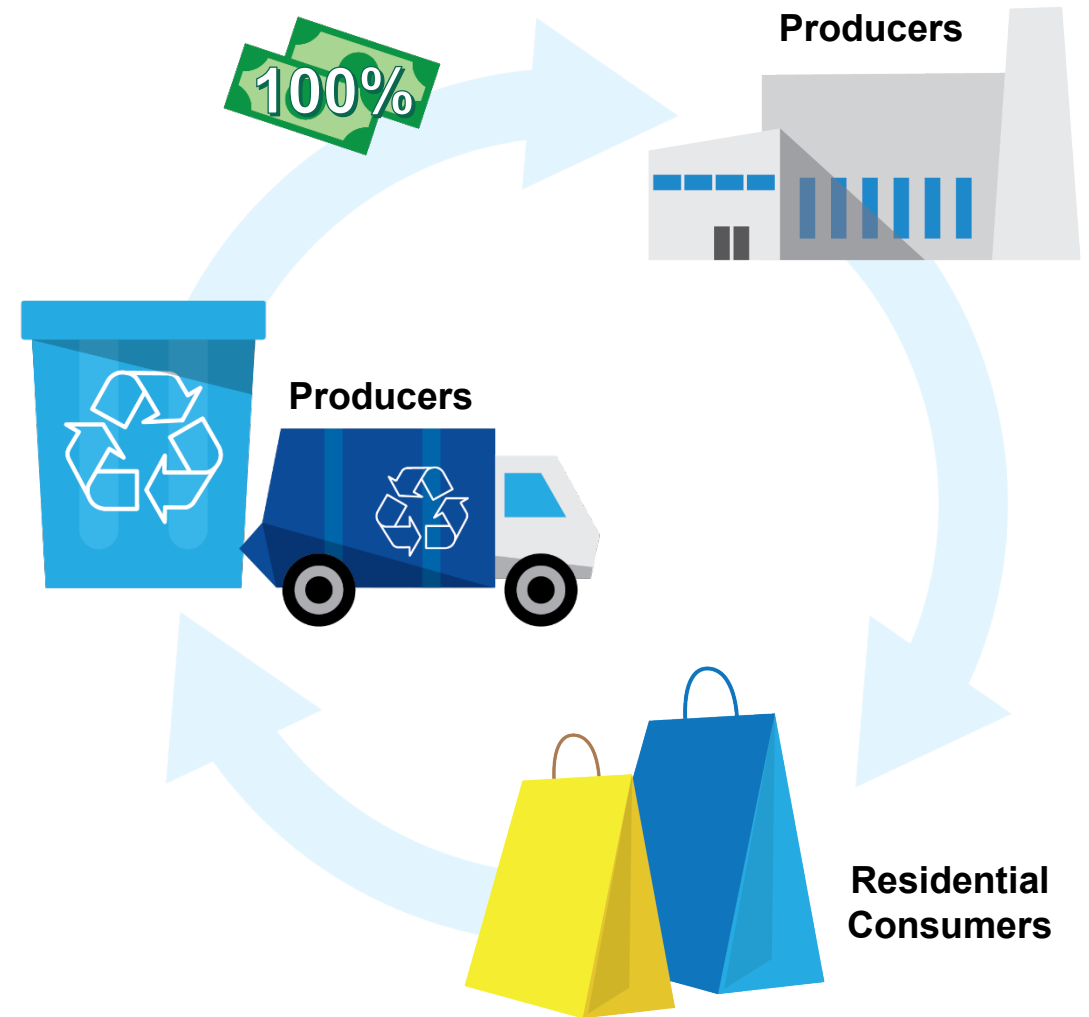
Targets

Timelines

Glossary

## What is Producer Responsibility?

- A regulatory approach to waste management, where producers (companies that make and import products) are responsible for the waste generated from their products and packaging
- In Ontario, the blue box program is transitioning from a model of shared industry funding, to one of full producer responsibility where producers are operationally and financially responsible



# Outline

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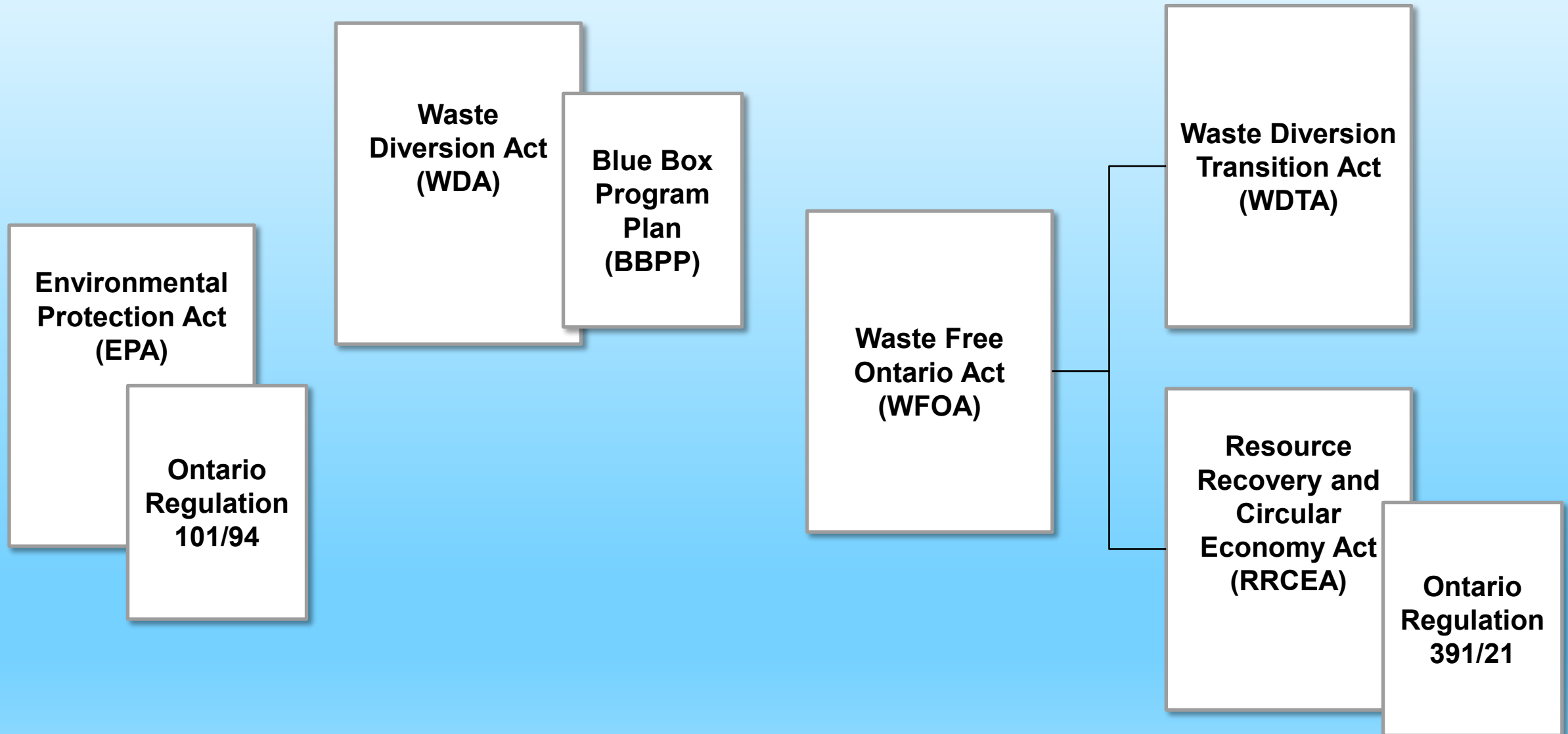
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EPA, O.Reg. 101.94

**Full Municipal Responsibility**

WDA, BBPP

**Shared Responsibility**

WFOA , WDTA, RRCEA, O.Reg.391/21

**Full Producer Responsibility****Operational**

100% Municipalities/First Nations

100% Municipalities/First Nations

100% Producer

**Financial**

100% Municipalities/First Nations

50/50 Municipalities/First Nations + Stewards

100% Producer

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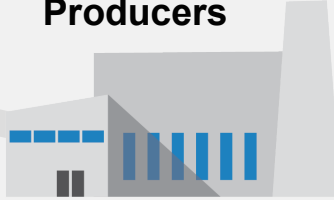
Glossary

## Roles &amp; Responsibilities

Industry Funding Organization  
(Stewardship Ontario)

Fees to SO  
based on  
reported  
materials sold  
in Ontario

## Producers



RPRA determines SO  
payment obligation  
and provides oversight

Funding of  
approx. 50% of  
annual net  
operating costs

Municipalities  
& First Nation  
Communities

Report program  
performance and  
costs to RPRA  
through Datacall

Service provision via  
Municipal assets or  
contracts

## Service providers



Promotion &  
Education



Collection

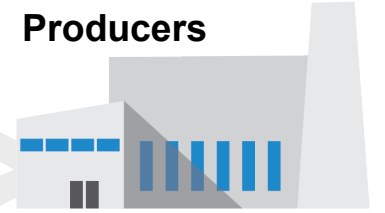


Processing

Regulatory  
Authority  
(RPRA)Producer  
Responsibility  
Organizations  
(PROs)

Producers work  
independently or  
with a PRO to meet  
their obligations

## Producers



RPRA assigns Producer  
obligations based on reported  
materials sold in Ontario and  
provides oversight.

Provide service via contracts  
with private and/or **municipal**  
service providers

Regulatory  
Authority  
(RPRA)

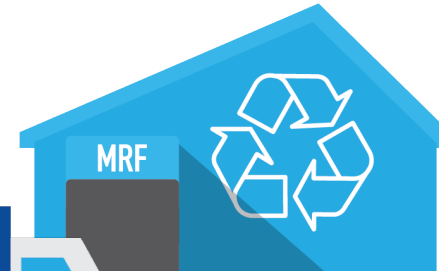
## Service providers



Promotion &  
Education



Collection



Processing



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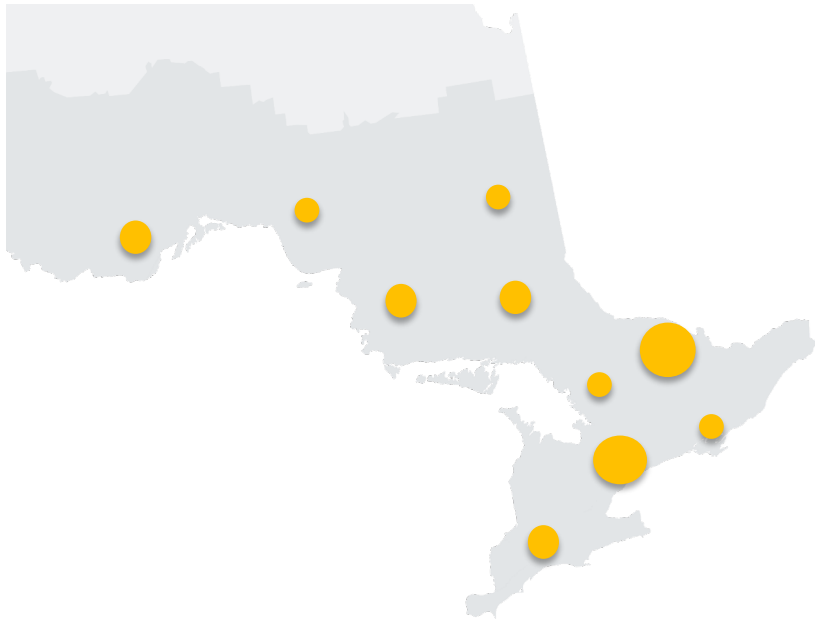
Timelines

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## Eligible Community vs. Eligible Source

### Eligible Community

- a local municipality or local services board area that is not located in the Far North, or
- a reserve,
  - that is not located in the Far North, and
  - is registered by a First Nation with the Authority



### Eligible Sources

- Property types, as defined under O. Reg 391/21, (e.g., residence, apartment buildings) that will receive service
  - See “Eligible Sources” section for further details



## Transition Period vs. Post-Transition

### Transition Period

- July 1, 2023 to December 31, 2025
- Producers will assume operational and fiscal responsibility for all Eligible Communities throughout the Transition Period on dates provided by the Ministry
- Producers will be responsible for communications, replacing blue boxes and dealing with complaints/concerns from residents
- Eligible communities can choose to negotiate with PRO to continue service delivery or fully divest their responsibility

### Post Transition

- January 1, 2026 & thereafter
- Producers will be fully responsible for operating and financing the blue box program in all Ontario municipalities
- Producers will be responsible for communications, replacing blue boxes and dealing with complaints/concerns from residents
- Producers will have increased responsibilities and targets as set out in O. Reg 391/21
- Eligible communities could choose to negotiate with PRO to continue service delivery or fully divest their responsibility

2023

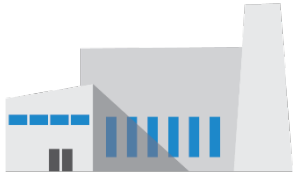
2024

2025

2026



## Producers vs. Producer Responsibility Organizations (PROs)



### Producers

The brand holders, importers, or retailers of products that contain blue box materials

Any company that supplies products (containing packaging, paper products and packaging-like products) into the Ontario market, including online sales. Includes:

- Grocery store foods with packaging (cereals, cookies, frozen foods, dairy products)
- Retail stores items with packaging (cosmetics, games, household wares, dog and cat foods)
- Fast food packaging (burgers, fries, pizza, pop cans, water bottles)



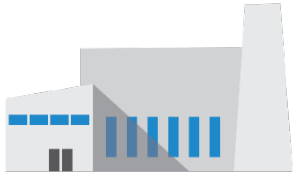
### Producer Responsibility Organization (PRO)

The Blue Box legislation allows for more than one organization/entity (called a Producer Responsibility Organization - PRO) to represent the producers of paper and packaging products

Producers may collaborate to meet their requirements and responsibilities in the new regulation under a PRO

Each Producer decides which PRO to join

## Producers vs. Producer Responsibility Organizations (PROs)



Producers



Producer Responsibility Organization (PRO)



**CIRCULAR**  
MATERIALS

(Source: [CircularMaterials.ca: Our Founders](https://CircularMaterials.ca/Our-Founders))

## PROs in Ontario



### Circular Materials

- Currently operating in ON with expansion plans in other Canadian jurisdictions
- Known as Circular Materials Ontario (CMO) in ON
- Blue box materials only



### RYSE

- Jurisdiction in Ontario only
- Blue box materials and tires



### Canadian Beverage Container Recycling Association (CBCRA)

- Multi-jurisdictional within Canada (MB, ON)
- Containers only
- Public space only (municipal locations)

## Circular Materials Ontario (CMO )

- As the majority PRO in Ontario, Circular Materials Ontario (CMO) is responsible for the **Common Collection System**
  - Will procure & award agreements for collection & consolidation of blue box materials
  - Has hired Reverse Logistic Group (RLG) to help arrange and manage its agreements
- Eligible Communities must share critical details about their Eligible Sources prior to the transition period to ensure a smooth handover of responsibility



**CIRCULAR**  
M A T E R I A L S

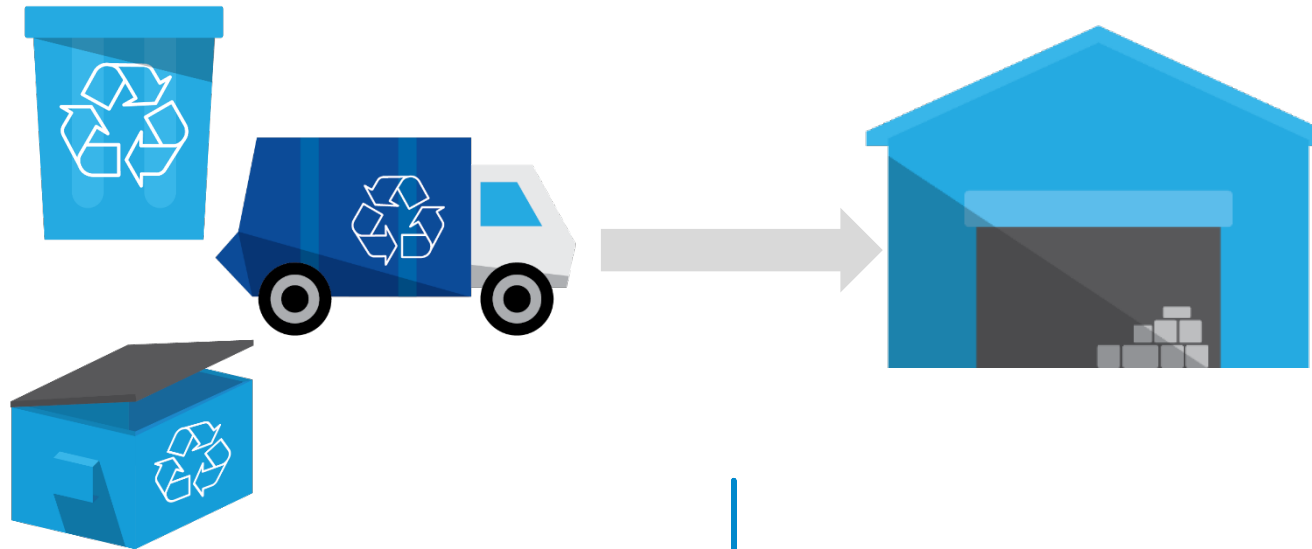


## Common Collection System

### Collection

PROs will ensure curbside & depot collection for **Eligible Sources**

### Blue Box Collection Service



### Consolidation

PROs will require collection operators (curbside & depot) to deliver materials to a designated RF\*

Materials are consolidated at the RF

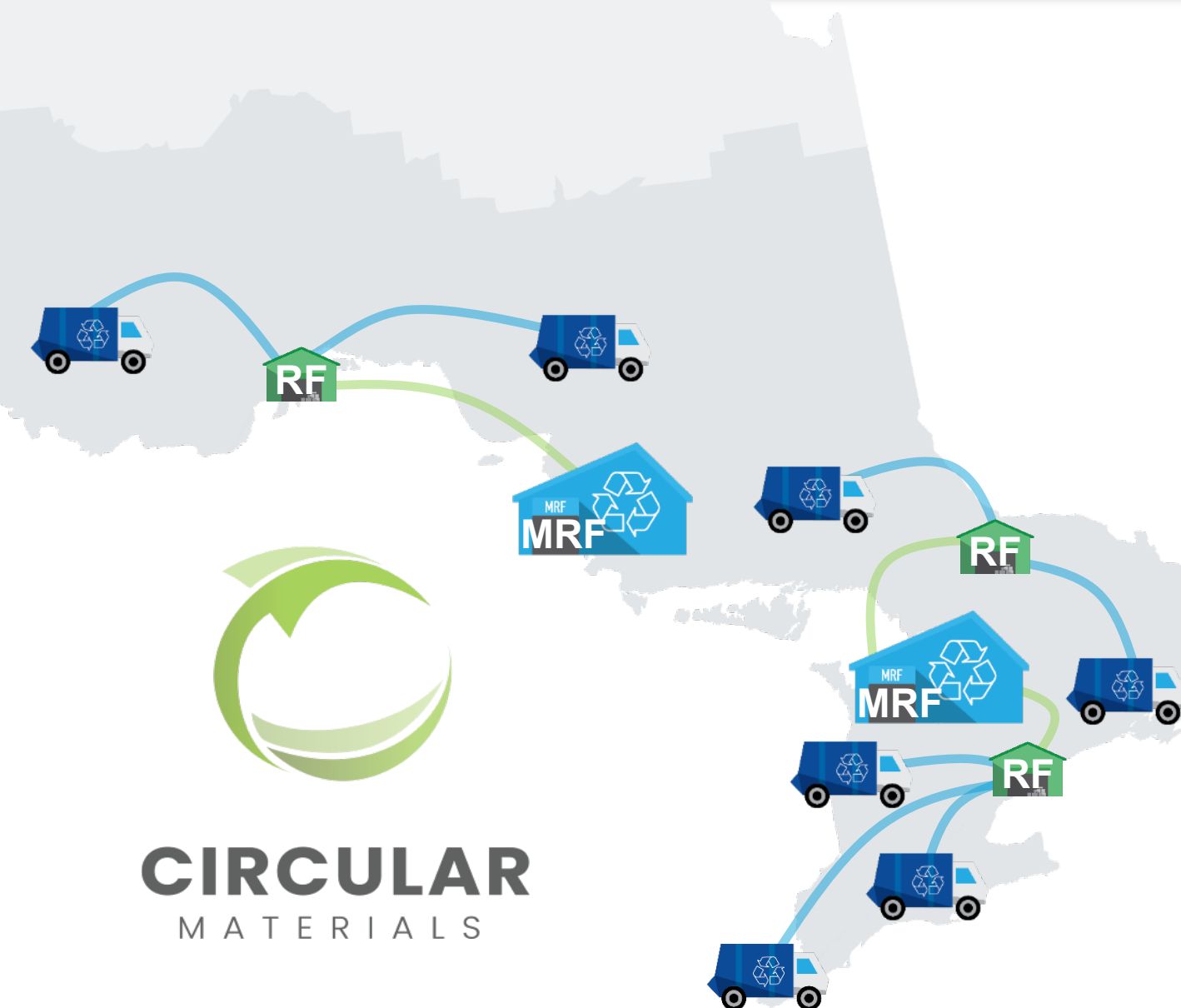
PROs will transfer the consolidated materials to a material recycling facility (MRF)

\*PRO (CMO) determines RF locations

### Common Collection System

= Collection & hauling to a designated **Receiving Facility (RF)** and consolidation of materials at the RF

## Common Collection System



Circular Materials will oversee the **Common Collection System**

- Ensure curbside & depot collection for all Eligible Sources throughout the Province
- Determine locations of and designate **Receiving Facilities (RF)** for collection operators to deliver materials to for consolidation
- PROs transfer consolidated materials to a **Material Recycling Facility (MRF)**

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## Consider Providing Service

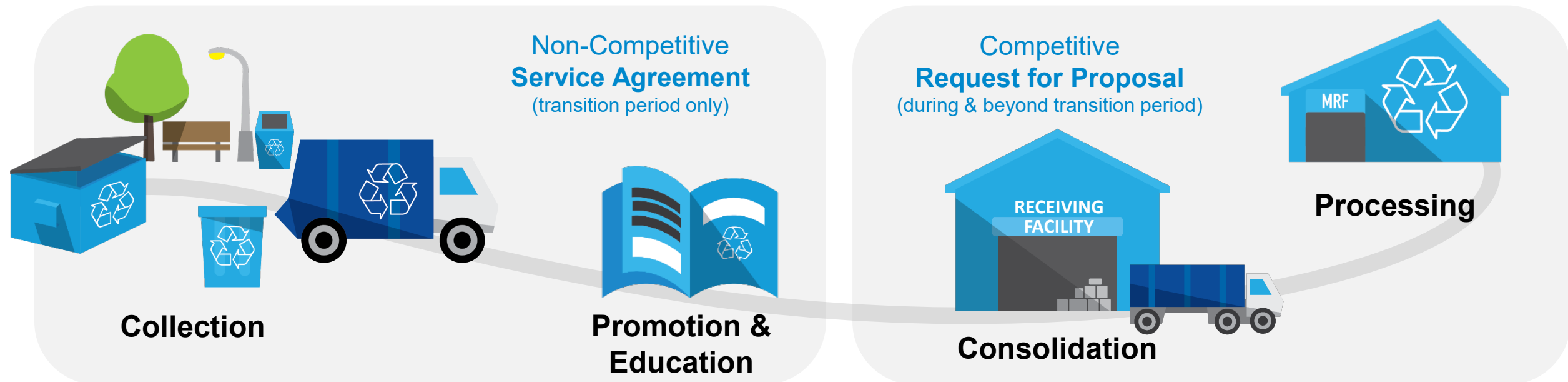
Eligible Communities can consider providing services at one or multiple points in the system.

As the majority PRO, Circular Materials Ontario, with Reverse Logistics Group, are currently working to procure services:

- In a **non-competitive process**, eligible communities may accept a contract offer to provide services **during** the transition period
- In separate **competitive processes**, eligible communities may submit proposals to provide services **during and beyond** transition

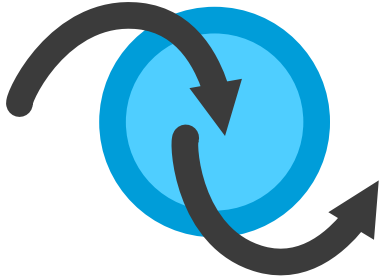


CIRCULAR  
MATERIALS





## Opt In or Out for Transition Period

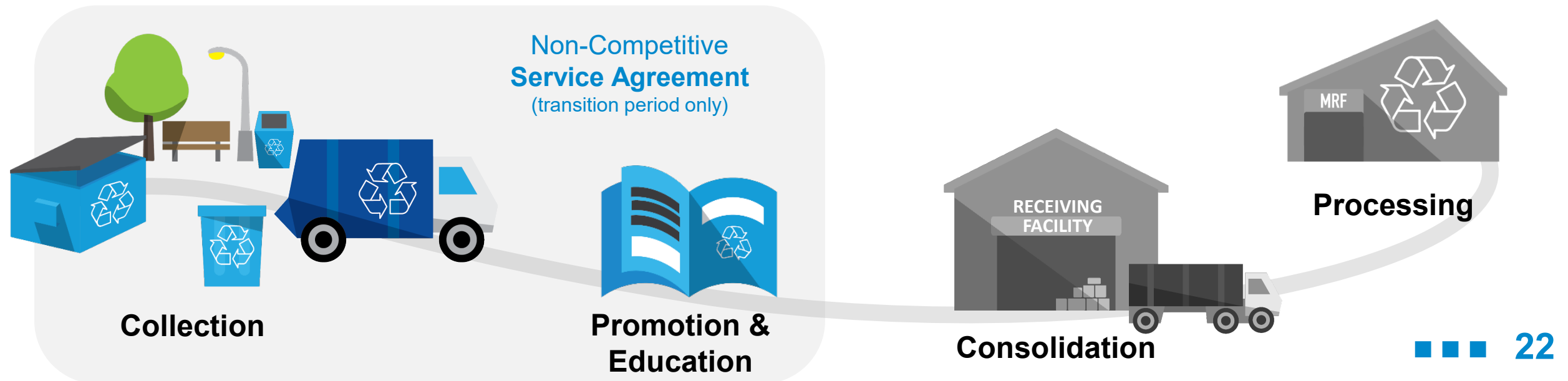


During the Transition Period, Eligible Communities may **OPT IN** to providing services by accepting the Master Services Agreement and the Statement(s) of Work being offered:

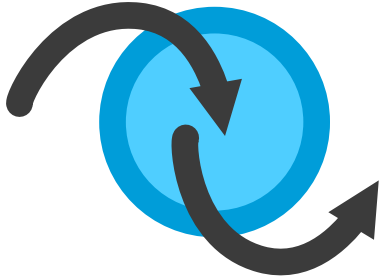
- Residence and Facility Collection
  - Public Space Collection (if applicable)
- Depot Collection
- Optional add-on: Promotion and Education

These documents can be found on [Circular Materials website](#).

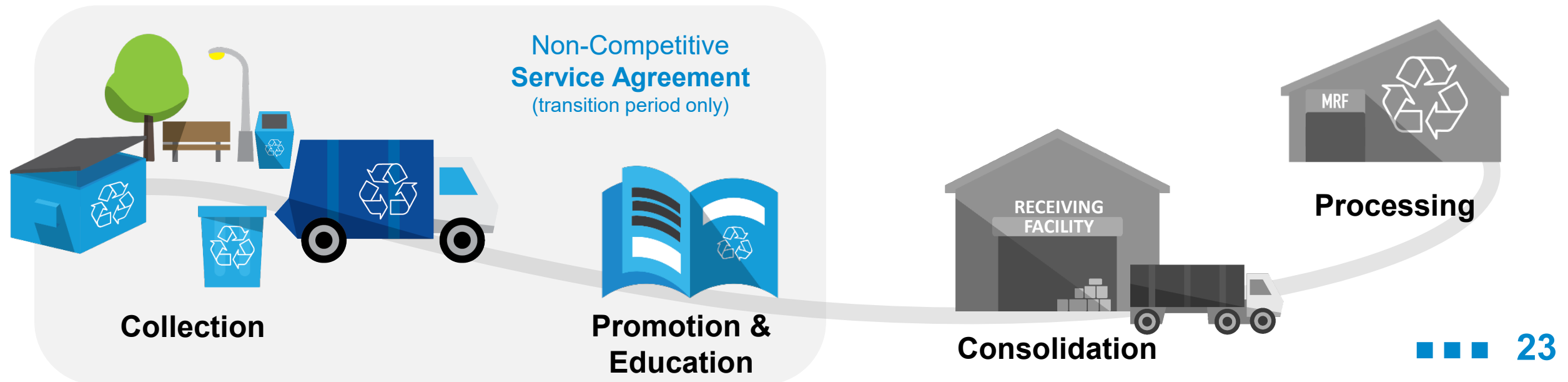
Eligible Communities may also **OPT OUT** of providing services during the Transition Period and CMO will secure arrangements with an alternate service provider.



## Should We Opt In or Out During Transition Period?



- Can performance requirements be met? Is compensation adequate?
- Is discretion over program details important?
  - collection days, routes, co-collection
  - depot location
  - whether to service non-eligible sources embedded along routes until December 31, 2025, at a cost to the community (after Transition Period, must unbundle eligible and non-eligible services)
- Will current contracts need to be amended to align dates or unbundle waste streams?
- Are resources available to manage contracts with service providers?
- Can equipment/vehicles, resources and other assets be redeployed, repurposed, leased, or sold?



## Summary of CMO Procurement Processes

Circular Materials Ontario and Reverse Logistics Group are currently working to provision services for the Common Collection System. These documents can be found on [Circular Materials website](#).



**CIRCULAR**  
MATERIALS



### Non-Competitive Procurement:

Contracts being offered to **Eligible Communities** for services **during Transition Period**:

- Master Services Agreement
- Statements of Work:
  - Residence and Facility Collection
  - Depot Collection
  - Public Space Collection
  - Promotion and Education
- Pricing Explanatory Note

### Competitive Procurement:

Requests for Proposals, **open to any applicants**, to provide services **during and beyond Transition Period**:

- RFP: Collection Services (Confidential)
- RFP: Receiving Facilities
- RFP: Pre-Conditioning Facilities
- RFP: Plastic Sorting Facilities (Coming Soon)

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## Eligible Sources

Local municipalities with 5,000+ population



Collect or accept from same sources as residential garbage



50% funding does not include costs for Industrial, Commercial and Institutional (IC&I), even if delivered through municipal program

([O. Reg 101/94 s. 7](#), [BBPP p. 59](#))

All Ontario communities outside of the [Far North](#), including First Nation communities.



single-family homes



seasonal dwellings



multi-unit residential buildings



public & private schools



**specified** retirement & long-term care homes



**specified** public spaces

([O. Reg 391/21 s. 1 & 4](#))

## Eligible Sources



### Transition Date to December 31, 2025:

- PROs to maintain servicing as of August 15, 2019 for eligible sources already serviced and new developments. PROs will not be required to collect from non-eligible sources

### January 1, 2026:

- PROs to extend collection to all non-serviced communities outside the Far North, and non-serviced eligible sources, if registered

## Eligible Sources

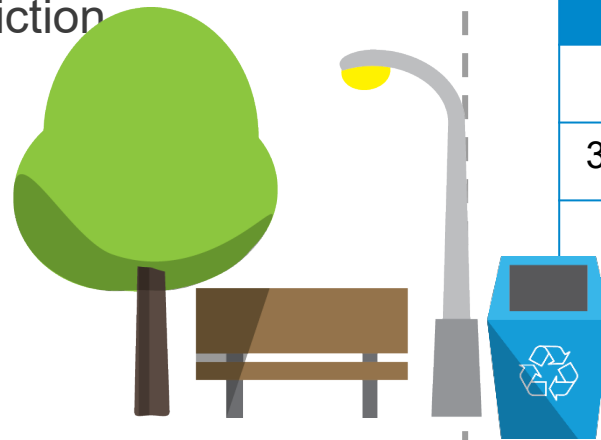
### **Specified** retirement & long-term care homes



- Includes retirement homes and long-term care homes that are either:
  - Operated by a municipality,
  - Non-profit, or
  - Included in the WDTA blue box program on August 15, 2019 (collection provided by the community on August 15, 2019)

## Specified Public Spaces

- Blue box material from public space receptacles that were collected under the WDTA Blue Box program as of August 15, 2019, will be collected (i.e., those along residential routes)
- Public space - outdoor area in a park, playground or beside/on a sidewalk, a public transit station or stop under municipal or provincial jurisdiction
- Producers will provide blue box public space receptacles and repair/replace any that are damaged



- Required number of public space blue box receptacles determined by accessibility targets based on a density formula
- Public spaces - outdoor areas in parks, playgrounds, sidewalks, public transit stops or stations
- If the # of bins is less than one, at least one blue box receptable shall be provided

Population	Formula	# of Bins
$\geq 500,000$	Population $\div$ 400	1,250+ bins
30,000 – 499,999	Population $\div$ 600	50 – 833 bins
5,000 – 29,999	Population $\div$ 800	6 – 38 bins
$\geq 5,000$	Population $\div$ 1000 (but no less than one)	1 – 5 bins



## Public Spaces: PROs



### Circular Materials (CMO)

- CMO will be responsible for public space collection, as outlined in O. Reg 391/21 (see previous slide for details)



### Canadian Beverage Container Recycling Association (CBCRA)

- CBCRA is investigating opportunities to collect beverage containers in other public settings, beyond what's required (e.g., arenas, libraries, malls, stadiums)

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## Non-Eligible Sources



50% funding does not include costs for Industrial, Commercial and Institutional (IC&I), even if delivered through municipal program



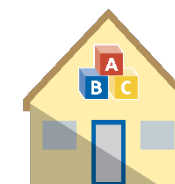
Industrial or commercial properties



Not-for-profit organizations



Municipal buildings or facilities (e.g., libraries, arenas)



Daycare



Places of worship

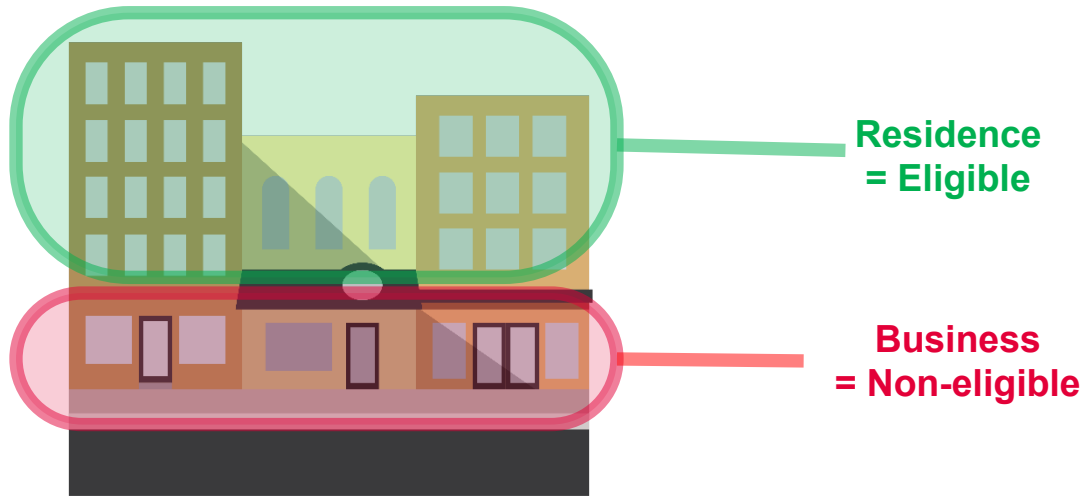


Campgrounds and trailer-parks (without permanent or seasonal households)

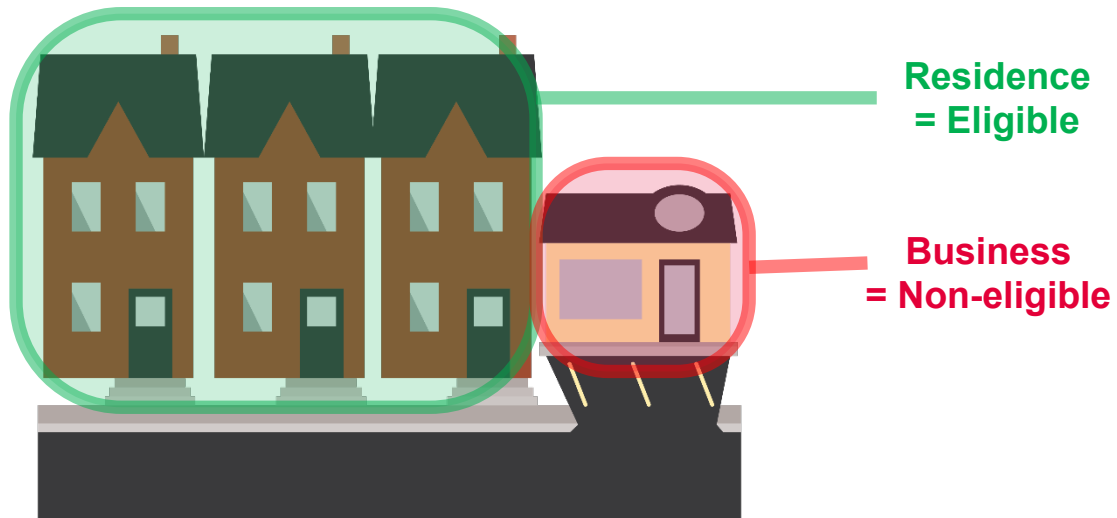


Commercial Farms

## Non-Eligible Sources embedded along routes



Mixed Use Properties



Commercial buildings along residential routes

There are some properties that have both eligible and non-eligible materials. Non-eligible sources need to be separated from residential collection and serviced in an alternative way, starting in 2026.

### Mixed Use Properties:

- Residential apartments on top of a business are considered **eligible**
- Industrial or commercial property underneath the residential building are **non-eligible**
- Found in Business Improvement Area (BIA) or along residential routes

### Commercial Buildings Along Residential Routes:

- Residential buildings (single family homes/ multi-unit residential buildings) are **eligible**
- Industrial or commercial properties (e.g., coffee shop, convenience store) are **non-eligible**

## Non-Eligible Sources

- PROs are not responsible to service these sources
- Currently, some non-eligible sources are serviced through residential blue box programs (not covered in 50% Shared Funding model)
  - During the Transition Period, PROs will allow continued service to non-eligible sources, if appropriate arrangements are made:
    - Communities that **opt in** can deduct the costs when invoicing the PRO as the service provider
    - Communities that **opt out** can pay the PROs private sector service provider, if an agreement is made
  - After the Transition Period, PROs will not allow blended collection of non-eligible and eligible materials
    - Communities to decide whether to continue servicing these non-eligible sources separately

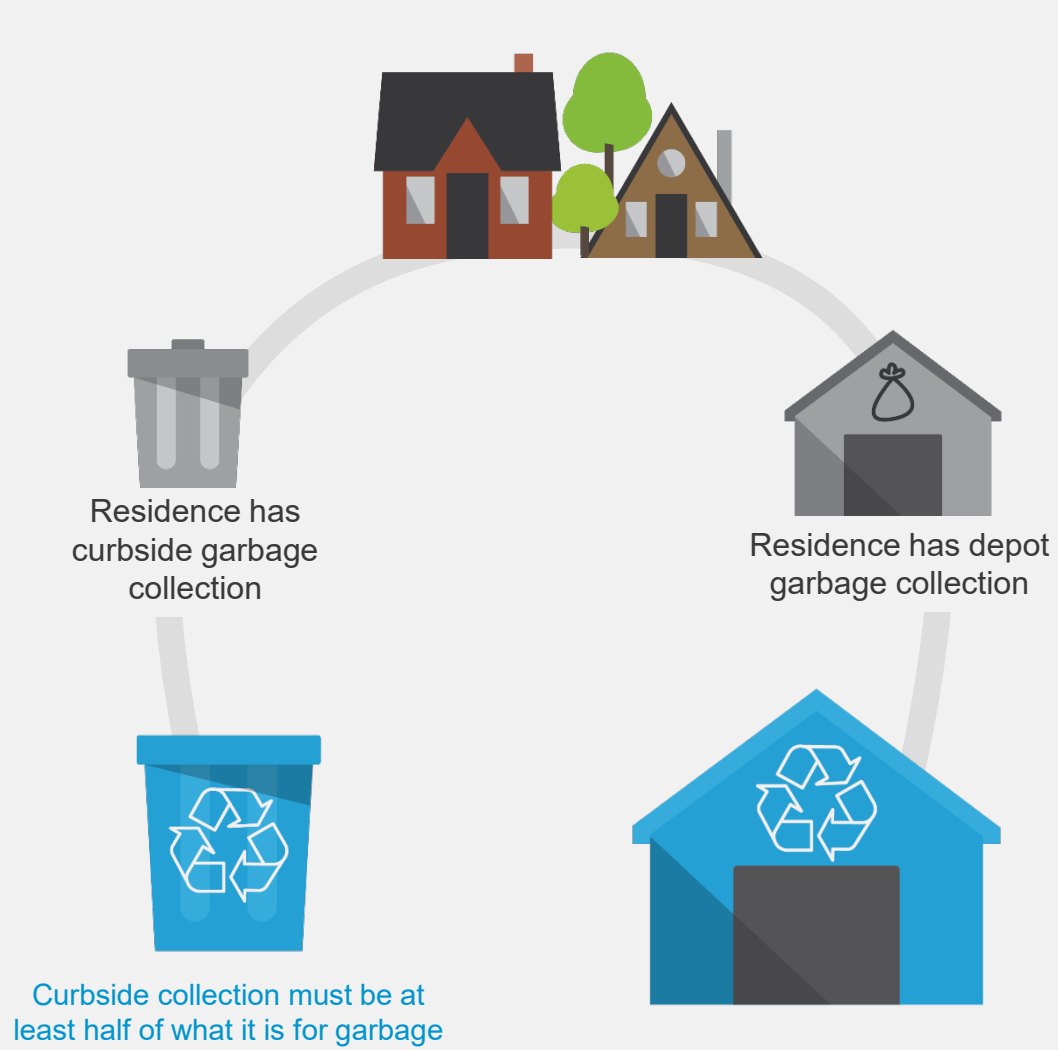


# Outline

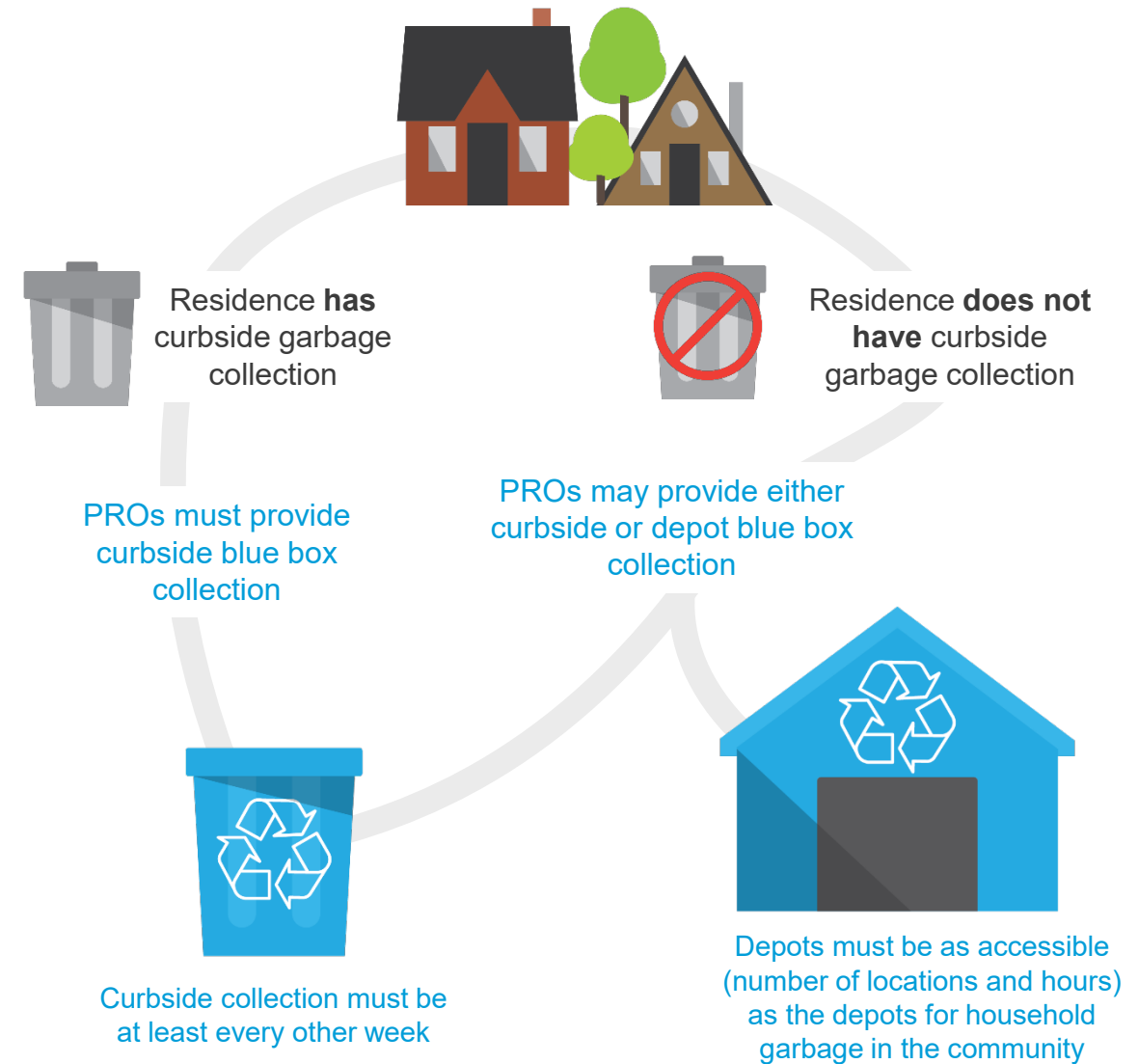
Producer Responsibility  
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## Service Standards - Residences



(O. Reg 101/94 s. 7 (2) & (5))



(O. Reg 391/21 s. 20-26)

## Service Standards - Residences



### **Transition Date to December 31, 2025:**

PROs to collect curbside from all residences that received curbside as of August 15, 2019, at the same or increased frequency.

### **January 1, 2026:**

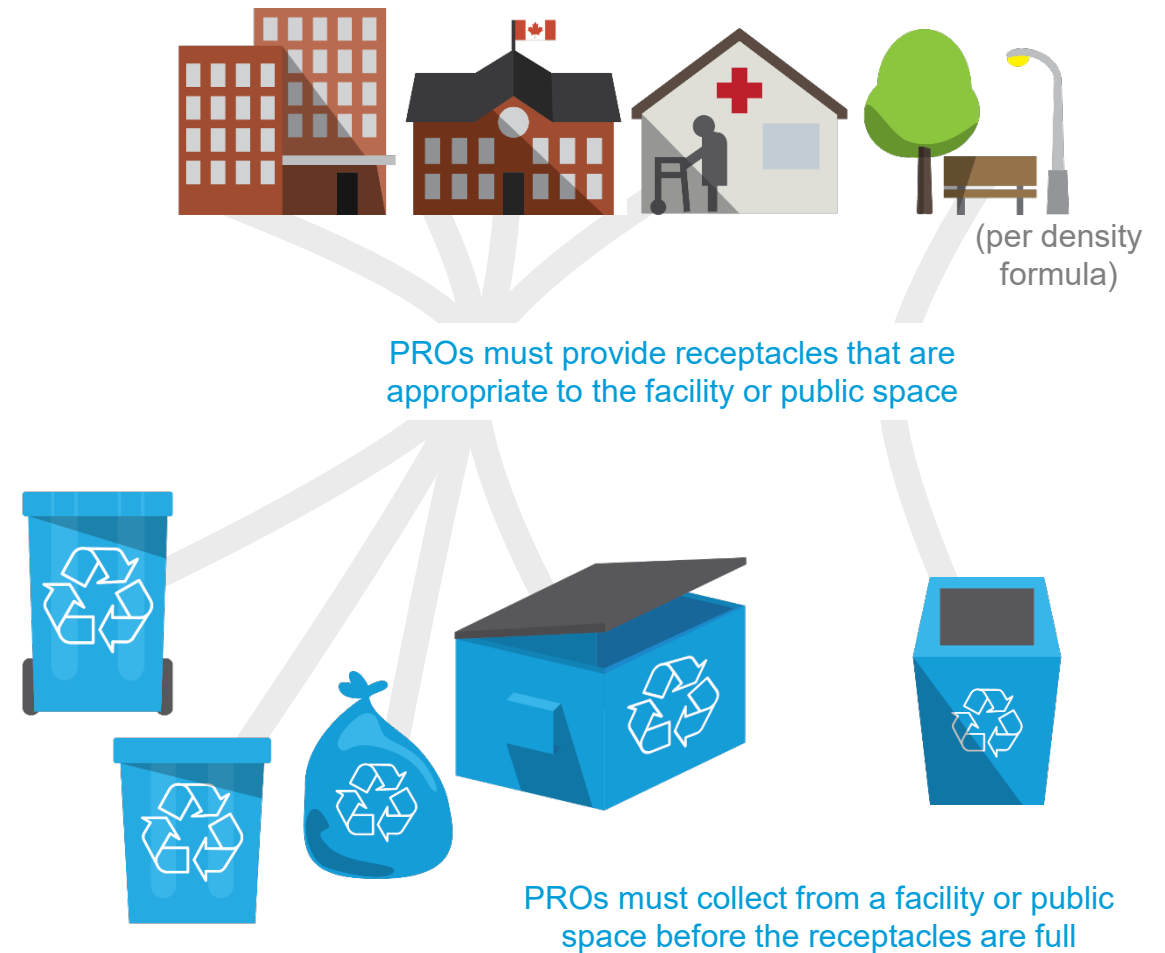
PROs may serve all residences with curbside collection (not supplemented by depots) or have only depot collection to residences that do not have curbside garbage collection.



## Service Standards – Facilities & Public Spaces

O. Reg. 101/94 does not specify collection of blue box materials from facilities or public spaces, other than multi-residential buildings.

(O. Reg 101/94 s. 7 (2))



(O. Reg 391/21 s. 27 - 30)

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## Designated Materials

### All of these:



Aluminum cans



Glass bottles & cans



PET plastic bottles



Steel cans



Newsprint

for food and beverages

### At least two of these:



Aluminum foil



Boxboard & paperboard



Cardboard



Polystyrene containers & packing materials



Office paper



Polycoat cartons



Magazines



Paper cups & plates



Plastic film



Rigid plastic containers (HDPE, PS)



Telephone Directories



Textiles

Varies by Municipality

(O. Reg 101/94: Schedule 1)

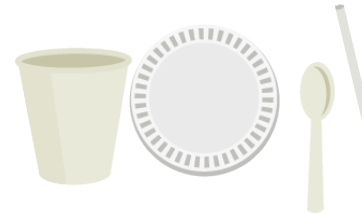
### Packaging, Paper Products, & Packaging-like products:



- ✓ Typical “blue box packaging” items, made of paper, glass, metal or plastic



- ✓ Printed and un-printed paper (newspaper, magazines, flyers, office paper)



- ✓ Single-use products used for consumption (e.g., straws, cutlery, plates, coffee cups)



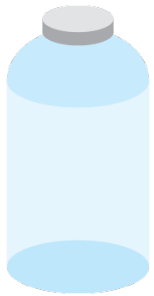
- ✓ Single-use products used for containment (e.g., aluminum foil, plastic bag)

Consistent across the Province

(O. Reg 391/21 s. 2)

## Designated Materials

Each material will be assigned a category:



**Beverage Containers**  
(including made of glass,  
paper, metal or plastic)



**Glass**



**Flexible Plastic**



**Rigid Plastic**



**Metal**

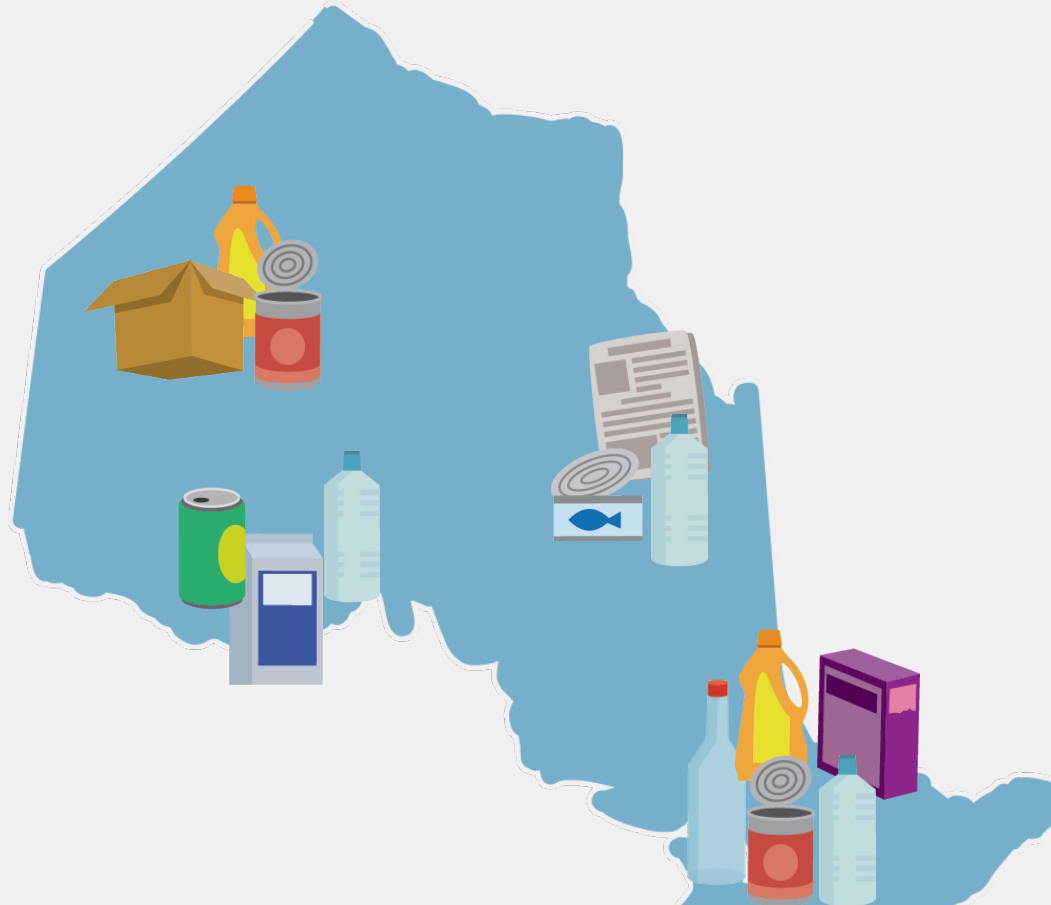


**Paper**



**Certified compostable  
products & packaging**  
(included for registration and reporting  
purposes, with no requirement to collect)

# Blue Box Materials



## Varies by Community

(O. Reg 101/94: Schedule 1)



## Consistent across the Province

(O. Reg 391/21 s. 2)

## Designated Materials

**Still excluded:**

- Hard or soft-cover books
- Flexible plastic used for containment of food (i.e., cling wrap, sandwich bags)
- Packaging & single-use items not primarily made of paper, glass, metal or plastic (i.e., wooden box, bamboo cutlery)
- Garbage bags, recycling bags, compostable waste bags
- Tissues, paper towel and other paper sanitary products
- Alcohol packaging
- Biomedical or hazardous waste
- Items designated under other diversion regulations

**Transition Date to December 31, 2025:**

PROs must collect/accept the same materials that were included in the WDTA blue box program as of August 15, 2019. Materials that were collected with the blue box, but not designated under the WDTA program (e.g., pots and pans, books, etc.) will not be required to be collected.

**January 1, 2026:**

PROs must collect/accept all designated materials under the new regulation, but may stop collecting items not designated.

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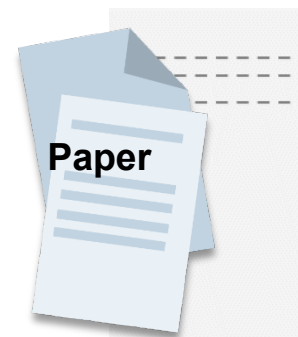
## Targets (Minimum Requirements)



**60% recovery of  
blue box materials  
by 2008**

- Announced by the Ministry in 2003
- Not codified in the regulation

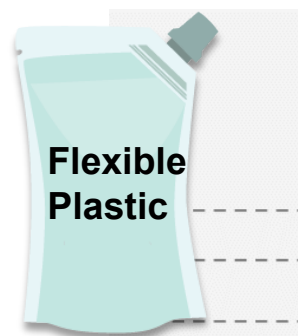
**Sources:** [2009 Stewardship Ontario Annual Report](#)  
[“McGuinty Government builds on Success of Blue Box Program”](#) December 22, 2003



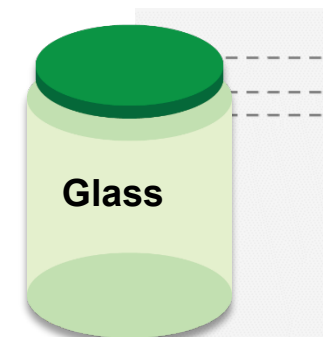
**85% by 2030**  
**80% by 2026**  
 72% in 2018



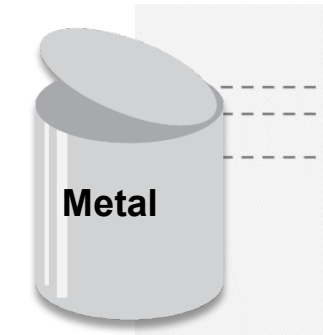
**60% by 2030**  
**50% by 2026**  
 48% in 2018



**40% by 2030**  
**25% by 2026**  
 7% in 2018



**85% by 2030**  
**75% by 2026**  
 68% in 2018



**75% by 2030**  
**67% by 2026**  
 54% in 2018



**80% by 2030**  
**75% by 2026**  
 (Data not  
 available for  
 2018)

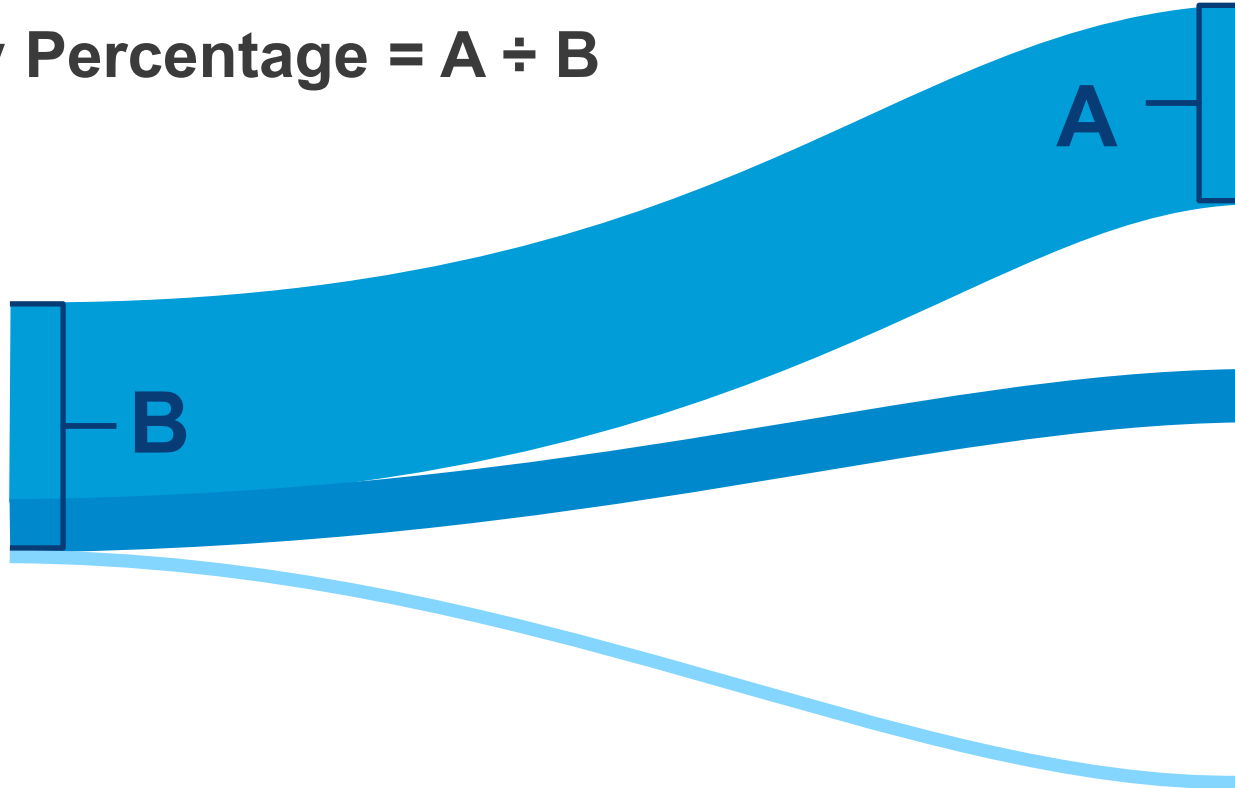
([O. Reg 391/21 s. 42](#))



## Targets (Minimum Requirements)

$$\text{Recovery Percentage} = A \div B$$

Weight of  
material supplied  
to consumers in  
Ontario



### Recovered Resources

- Marketed for re-use
- Marketed for use in new products or packaging
- Used as aggregate (not more than 15%)
- Used as soil amendment

### Un-recovered Resources

- Materials collected, but never marketed for re-use or recycling
- Used as landcover
- Used as fuel or fuel supplement
- Used in incineration (energy-from-waste)
- Landfilled

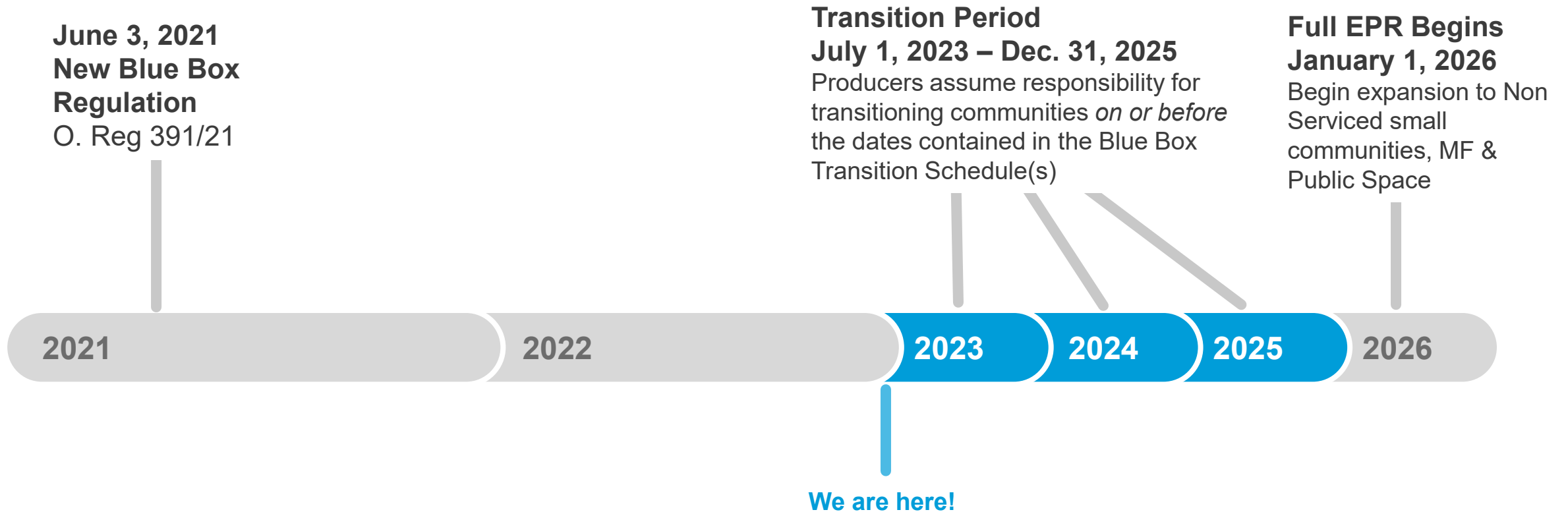
Materials deposited at ineligible sources

# Outline

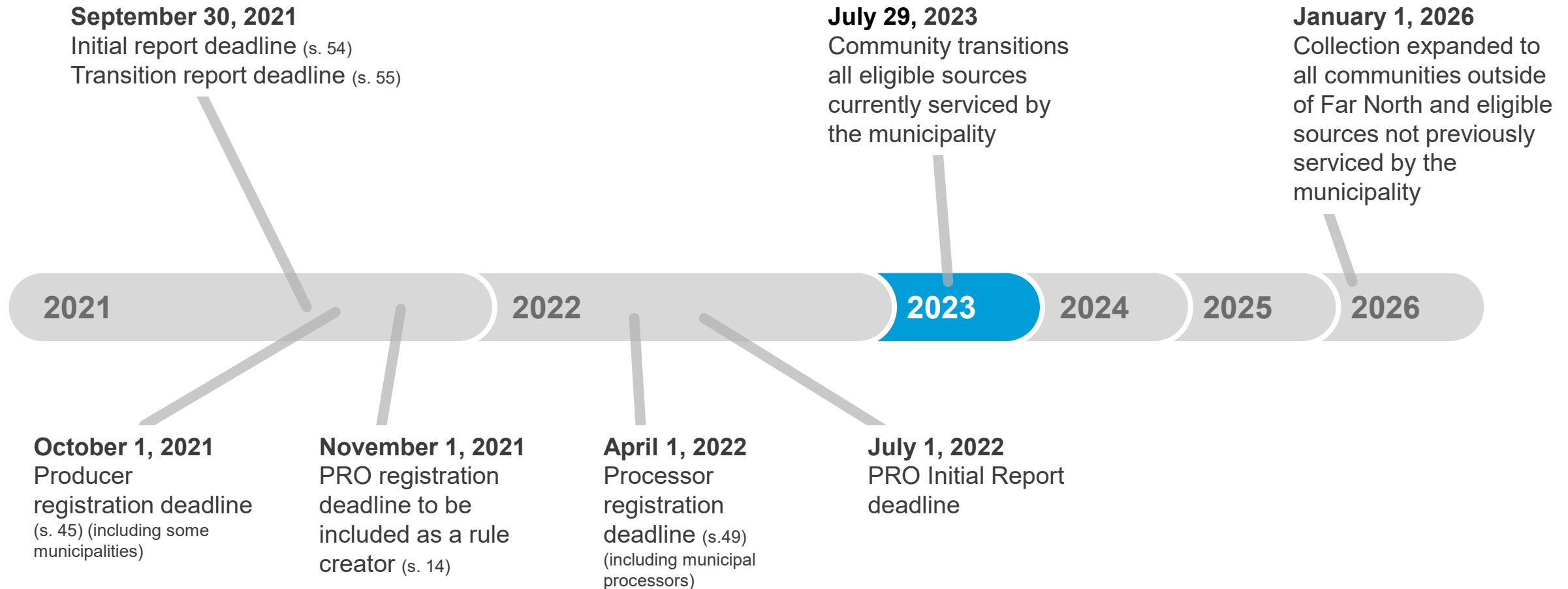
Producer Responsibility  
Legislative Framework  
Current vs. Future  
Key Concepts & Terms  
Decisions for Council  
Eligible Sources

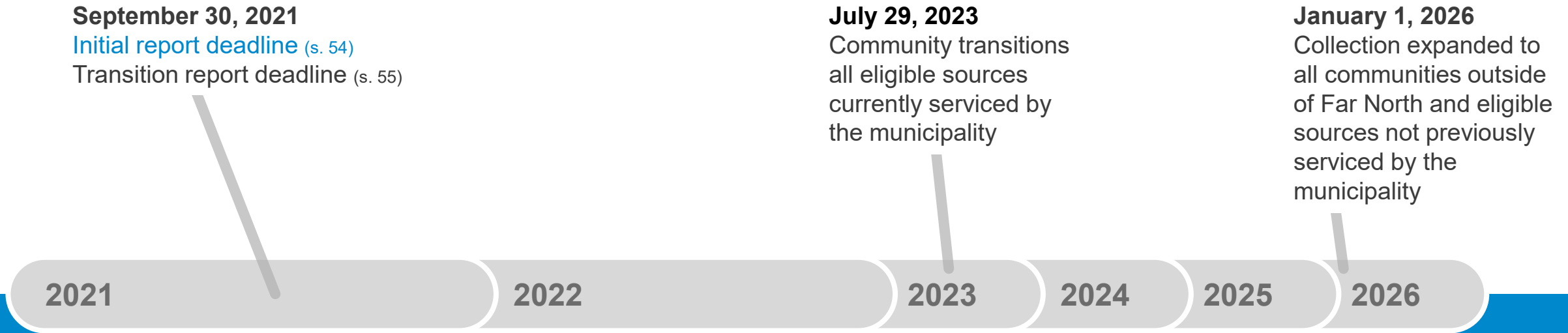
Non-Eligible Sources  
Service Standards  
Designated Materials  
Targets  
**Timelines**  
Glossary

## Blue Box Transition Timeline



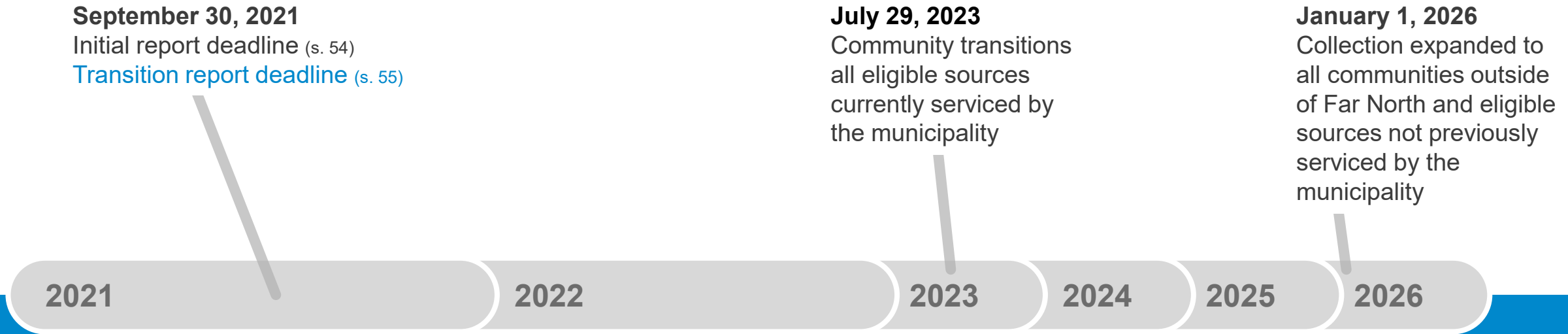
## Arnprior will transition on **July 29, 2023**





## Initial Report

- Submitted to RPRA by the municipality, local services board or First Nation
- Number of
  - residents and residences
  - residences that received collection services
  - facilities that received collection services
  - blue box receptacles in a public space that receive collection
- The municipality, local services board, First Nation or other entity that provides the WDTA blue box program
- Contact information of the person responsible
- Criteria or conditions used to determine which facilities were included in the WDTA blue box program on August 15, 2019.

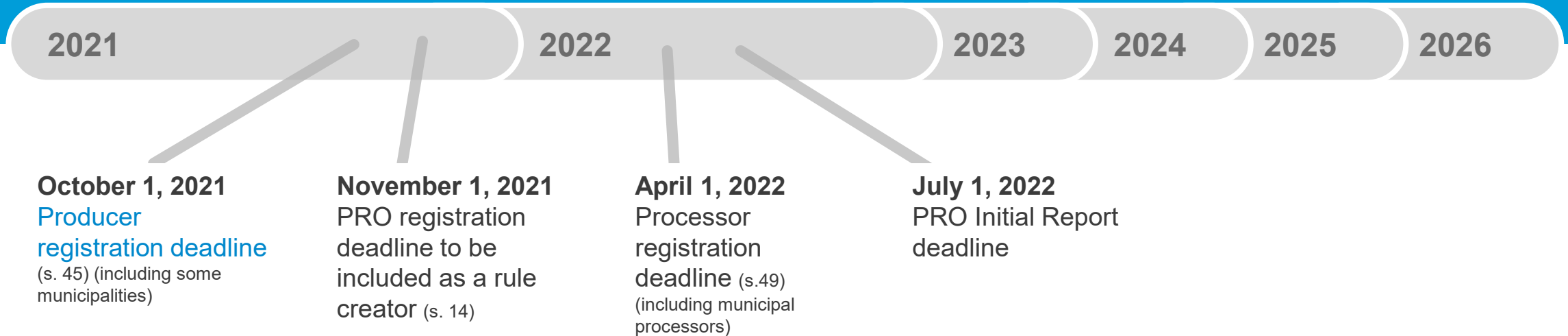


## Transition Report

- Submitted to RPRA by the municipality, local services board or First Nation
- Location of
  - residences that receive curbside garbage and blue box collection
  - residences that receive depot garbage and blue box collection
  - every garbage and blue box depot collection site
  - facilities that receive blue box collection services
  - each blue box receptacle in a public space that received collection
- Method to which additional information about the addresses can be provided
- List of blue box materials that are collected
- Frequency residences receive blue box collection
- The number of blue box collection streams
- Languages used for communications about the blue box program

# Producer Registration

- A municipality can be a Producer
- Usually, because of printing and distribution of paper (e.g., tax bill inserts, waste collection calendars, recreation guides, maps, brochures, etc.)
- If a municipality generates more the 9 tonnes of paper, they must register as a Producer (s. 42)



# Processor registration

- Submitted to RPRA by the processor
- Name and contact information
- Each material category of blue box materials that is processed at facility
- Location of each site that receives and processes material
- Types of recovered resources that result from processing
- Producers/PROs that have agreements with the processor





**March 31, 2023**

Topps Year 6 Garbage Contract Ends

**August 31, 2023**

Tomlinson Landfill Contract Ends

**March 31, 2023**

Topps Year 7 Garbage Contract Ends

2021

2022

2023

2024

2025

2026

**We are here!**

# Outline

Producer Responsibility  
Legislative Framework  
Current vs. Future  
Key Concepts & Terms  
Decisions for Council  
Eligible Sources

Non-Eligible Sources  
Service Standards  
Designated Materials  
Targets  
Timelines  
**Glossary**

**AMO** - Association of Municipalities of Ontario

**CCS** – Common Collection System

**CIF** – Continuous Improvement Fund

**CMO** – Circular Materials Ontario

**FN** – First Nation

**M3RC** - Municipal Resource Recovery and Research Collaborative

**MECP** - Ministry of the Environment, Conservation and Parks

**MFAM** - Municipal Funding Allocation Model

**MSA** – Master Services Agreement

**PRO** - Producer Responsibility Organization

**RPWCO** - Regional Public Works Commissioners Office

**RPRA** – Resource Productivity and Recovery Authority

**RRCEA** – Resource Recovery and Circular Economy Act (2016)

**SOW** – Statement of Work

**WDTA** – Waste Diversion Transition Act (2016)

**WFOA** – Waste Free Ontario Act (2016)

**Blue Box Materials** - includes blue box packaging, paper products and packaging-like products (Source: [O. Reg 391/21](#))

**Blue Box Packaging** - includes primary, convenience, or transport packaging that is provided with a product, an ancillary product that is integrated into the packaging, and a single-use product that is supplied with a food or beverage product, that facilitates the consumption of that product (i.e., straw, cutlery) (Source: [O. Reg 391/21](#))

**Collection Contractor** – service provider of blue box collection

**Common Collection System (CCS)** – Blue Box collection and hauling services from municipality/FN to receiving facility

**CCS Service Provider** - those that carry out the work of the blue box program, including curbside collection, operation of depots, collection from depots and transport to receiving facilities.

**Contractor** – municipality/FN that signs contract with CMO to provide collection services during transition

**Depot** – a location that residents can deliver blue box material

**Eligible Community** – municipality or local services board or First Nation (FN) community, not located in the Far North (as defined in the Far North Act, 2010, S.O. 2010, c. 18) (Source: [O. Reg 391/21](#))

**Eligible sources** - any residence or facility (e.g. long term care or retirement) in an eligible community (Source: [O. Reg 391/21](#))

**FPR (Full Producer Responsibility)** - producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed

**Facility** – a building containing more than one dwelling unit (e.g. apartment or condominium), non-profit retirement home, non-profit long-term care facility or school serviced under the WDTA as of August 15, 2019 (Source: [O. Reg 391/21](#))

**Processor** - an entity that processes, for the purpose of resource recovery, blue box materials (Source: [O. Reg 391/21](#))

**Producer Responsibility Organization (PRO)** - has entered into an agreement with a Producer for the purposes of carrying out one or more of the responsibilities relating to blue box material (Source: [O. Reg 391/21](#))

**Producers** - the brand holders, importers, or retailers of products that contain blue box materials (Source: [O. Reg 391/21](#))

**Receiving Facility** – a facility at which Blue Box Material collected from Eligible Sources or from public space collection receptacles or at depots is first received. (Source: [RFP for Receiving Facilities, Appendix A](#))

**Resource Productivity & Recovery Authority ([RPRA](#))** - the regulator mandated by the Government of Ontario to enforce the province's circular economy laws

**Subcontractor** – work (e.g. collection contract) subcontracted by the municipality/FNs (Contractor) to a private company – the company may be referred as the collections contractor or service provider.

**Transfer station** - means a waste disposal site used for the purpose of transferring waste from one vehicle to another for transportation to another waste disposal site; - from R.R.O. 1990, Regulation 347 General — Waste Management

- [The Waste Free Ontario Act, 2016](#)
  - [Resource Recovery and Circular Economy Act](#)
    - [Ontario Regulation 391/21](#)
  - [Waste Diversion Transition Act](#)
- [Waste Diversion Act, 2002](#)
  - [Blue Box Program Plan, 2003](#)
- [Environmental Protection Act, 1990](#)
  - [Ontario Regulation 101/94](#)
- [Resource Productivity and Recovery Authority](#)
  - [Blue Box Regulation Webpage](#)
  - [Municipalities Webpage](#)

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## Town of Arnprior Staff Report

**Subject:** User Fees and Charges – Annual Review

**Report Number:** 23-01-23-02

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

**Department:** Client Services

**Meeting Date:** January 23, 2023

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### Recommendations:

That Council pass a by-law at the February 13, 2023 Council meeting to implement the proposed changes to the User Fees and Charges By-law.

### Background:

The Consolidated User Fees and Charges By-Law #7134-21 is meant to incorporate all user fees and charges imposed for services and activities for the municipality. Annually, staff conduct a comprehensive review of the user fees and charges to ensure that the fees meet legislative requirements, strategic plan sustainability objectives, align with budget and remain comparable with neighbouring or like municipalities.

### Discussion:

The current user fees and charges by-law includes multiple schedules:

Schedule	Description
Schedule A	Administration & Finance
Schedule B	Animal Control
Schedule C	Fire Services
Schedule D	Building Services
Schedule E	Planning & Marketing, Economic Development
Schedule F	Waste Management



Schedule	Description
Schedule G	Water and Wastewater
Schedule H	Cemeteries
Schedule I	Equipment Charges
Schedule J	Sewage Charges
Schedule K	Recreation Facility Usage & Programs
Schedule L	Museum & Culture Services

The draft by-law incorporating the following additions / revisions is attached as Appendix A. Additions / revisions in the by-law are highlighted in yellow for tracking purposes. A description of the proposed additions / revisions is provided below by schedule.

### **Schedule E – Planning / Marketing & Economic Development**

- Planning: Wording clarification that the fee for a by-law change applies to other by-law changes besides encroachments, such as a sign by-law exemption. No change to the fee amount.

### **Schedule F – Waste Management**

- Adjustment of the Garbage & Recycling Annual fee from \$170 to \$150 as outlined in the budget presentation reflective of the change to Producer Pay model during 2023. A separate ICI rate may need to be established once more information is known regarding ICI recycling collection and processing.

### **Schedule G – Water / Wastewater**

- Water / wastewater fee adjustments as presented during tabling of the budget including increases on base rates and a \$0.02 increase on consumption rates for both water and wastewater, totaling an average of 5% increase for the average residential user. Increases will help address inflationary impacts on the operating budget and increase contributions to reserves to fund future capital requirements.
- Bulk water rates are calculated at 2.25 x the water/wastewater rates and have been adjusted accordingly based on the consumption rate increases.
- Rates are to come into effect March 1, 2023.

### **Schedule H – Cemeteries**

- Set a 2023-2025 cemetery fee schedule for plot / niche sales and interment fees. Fees include a 2% annual adjustment to address inflationary impacts on the cemetery cost centre.
- Fees for niches now include an additional Level E for Malloch Rd columbaria (includes a 5<sup>th</sup> row) that will be installed in 2023.

## Schedule K – Recreation Facility & Programs

Overall cost of facility management and recreation programs are increasing, and it is important over time for user fees to keep up with the increasing costs as this will ensure that the proportion of costs covered by the user versus what is covered by the overall levy is maintained. Proposed revisions include:

- 3% increase for ice rentals with increase coming into effect Apr 1, 2023.
- Clarification that daily tournament rates to cover up to 12 hours of ice time.
- Include that Public Skating – Infant (0 – 2 years) is no charge.
- Consolidate Swimming Pool hourly rentals to three rates: resident, non-resident and swim club / school rates.
- Add a seasonal locker rental fee for swim club members.
- Adjust swim lesson titles to match the new swim lesson descriptions under the Lifesaving Society and remove multiple registration discounts.
- Adjust Aquafit rates for new 10-week sessions instead of 30 classes.
- Public swimming rate increase of \$0.25 per age category.
- Replace swim memberships that are no longer utilized with public swim / lane swim punch card rates.
- Adjust non-resident gazebo rental rates to reflect the non-resident markup.
- Inflationary adjustment to ball diamond rental rates.

### Public Swimming Comparators

Description	Arnprior Current	Arnprior Proposed	Ottawa	Carleton Place	Pembroke	Deep River
Public Swim Admission – Child	\$3.25	\$3.50	\$4.25	\$4.00	\$2.25	\$5.00
Public Swim Admission – Youth	\$3.25	\$3.50	\$4.25	\$6.00	\$3.75	\$5.00
Public Swim Admission – Adults	\$4.25	\$4.50	\$6.50	\$7.25	\$4.50	\$6.00
Public Swim Admission – Seniors	\$3.25	\$3.50	\$5.00	\$6.00	\$3.75	\$6.00

## Schedule L – Museum & Culture

- Schedule L is renamed to Museum & Culture.
- The Museum is planning to expand programming offerings to include cultural, adult and children's programming. Due to the possible varying nature of programs to be offered, it is recommended that the programming fees are set by the Manager of Culture / Curator in consultation with the GM Client Services / Treasurer based on the forecasted revenues / expenses and the annual Council approved operating budget.

## **Options:**

Council could choose to not adopt or amend any of the proposed user fees and charges additions and revisions.

## **Policy Considerations:**

The report was prepared in accordance with the Town's Strategic Plan vision for embracing a Sustainable Financial Model.

## **Financial Considerations:**

Proposed amendments to user fees and charges are submitted by departmental staff and reviewed by the Client Services - Finance Branch during the annual budget preparation process. The draft 2023 budget presented at the January 9, 2023 regular meeting of Council includes any financial impacts from the proposed user fees and charges included herein.

## **Meeting Dates:**

N/A

## **Consultation:**

Department Heads, Managers, Staff

## **Documents:**

Appendix A: Draft User Fees and Charges By-law Schedules

## **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 – Administration and Finance Fees	
Description	Fees
<b>General Administration and Finance Fees</b>	
Photocopies (per page)	\$0.20
Commissioner of Oaths - Resident	\$10.00
Commissioner of Oaths - Non-Resident	\$35.00
Meeting Room Rental Per Hour	\$12.50
Meeting Room Rental Half Day (3.5 hours)	\$25.00
Meeting Room Rental Full Day (7 Hours)	\$50.00
Lower Level Meeting Room – Hourly Evening Rental	\$12.50
Lower Level Meeting Room – Full Evening Rental	\$25.00
Tax/Water Certificate	\$63.00
New Tax Account	\$42.00
Ownership Change	\$20.00
Dishonoured Cheques	\$25.00
<b>Merchandise</b>	
Town Merchandise (Mugs, Hats, Shirts, Pins, Jackets, Sweaters, Etc.)	Cost Recovery + 5%

Schedule A – Administration and Finance Fees	
Description	Fees
<b>Municipal Freedom of Information (MFOI) Requests and Routine Disclosure</b>	
MFOI Application Fee	\$5.00
MFOI Search and Preparation Time (each 15 minutes)	\$7.50
MFOI Photocopies (per page)	\$0.20
MFOI Computer Programming Time (per ½ hour)	\$30.00
MFOI external electronic media/ device – i.e. CD, USB, etc. (per device)	\$10.00
Note: MFOI Fees estimated at over \$100 require a deposit of 50% of estimate	
<b>Licensing Fees</b>	
Marriage Licence - Resident	\$125.00
Marriage Licence – Non-Resident	\$150.00
Civil Ceremony – At Town Facility During Office Hours	\$175.00
Civil Ceremony – Outside Office Hours/ Off Site	\$300.00
Civil Ceremony – Officiant Attendance at Rehearsal	\$75.00
Civil Ceremony - Mileage	As per Canada Revenue Agency
Death Registrations (Burial Permit)	\$15.00
Death Registrations (Burial Permit) after hours	\$60.00
Lottery Licence (% of total prize value)	3%
Lottery Licence Amendments	\$10.00
Hawkers and Peddlers - Annual	\$500.00

<b>Schedule A – Administration and Finance Fees</b>	
<b>Description</b>	<b>Fees</b>
Refreshment Vehicles/ Stands and Ice Cream Bicycle/Stand and Mobile Canteen	\$750.00 per year or \$62.50 per month
Old Gold and Precious Metal Dealer Annual Licence	\$200.00
Old Gold and Precious Metal Dealer Temporary Licence (1 week)	\$100.00
Pawnbroker Annual Licence (One Time Security Deposit of \$2,000 required to be held by the Municipality as per Pawnbrokers Act)	\$250.00
Clothing Donation Drop Box Annual Licence – Not For Profit/ Charity	No Charge
Special Event Licence (Municipal Property)	\$25.00 per day or part thereof, up to maximum of \$150.00
Market Vendor – Season (May 1 <sup>st</sup> to September 30 <sup>th</sup> )	\$50.00
Market Vendor – Daily 1 to 5 Markets	\$15.00 per day
Market Vendor – 6 to 10 Markets	\$10.00 per day
Market Vendor – 11 to 20 Markets	\$5.00 per day
Market Rotational Community Group Booth (1 use)	No Charge
Market Rotational Youth Booth (1 use)	No Charge
Market Vendor Access to a Generator (single connection) – fee subject to adjustment by the Treasurer for commodity price increases (fuel) and related costs	\$12.50 per day
Outdoor Sidewalk Patio Café (Non-Liquor Licensed) – Full Season	\$100.00
Outdoor Sidewalk Patio Café (Liquor Licensed) – Full Season	\$3.00 per square foot with a mandatory minimum fee of

Schedule A – Administration and Finance Fees	
Description	Fees
	\$500.00 and up to a maximum fee of \$1,000.00
<b>Application and Other Fees</b>	
Property Standards Committee – Appeal Application	\$150.00
Business Licence Appeals Committee – Appeal Application	\$150.00
Licence Amendment/ Extension	\$25.00
Commemorative Naming Plaque, Signage, and/or purchase of Minor Asset (Bench/ Tree)	Cost Recovery + 5%
Initial Backyard Chicken Licence	\$50.00
Backyard Chicken Licence Annual Renewal	\$25.00

Schedule B – Animal Control	
Description	Fees
<b>Pet Tags (Cats and Dogs)</b>	
For January and February	No Charge
From March 1 <sup>st</sup> to March 31 <sup>st</sup> – Spayed or Neutered	\$25.00
From March 1 <sup>st</sup> to March 31 <sup>st</sup> – Not Spayed or Neutered	\$50.00
From April 1 <sup>st</sup> to December 31 <sup>st</sup> – Spayed or Neutered	\$50.00
From April 1 <sup>st</sup> to December 31 <sup>st</sup> – Not Spayed or Neutered	\$100.00
Replacement Tag	\$5.00
Pet Registration Mailing Fee	\$5.00



Schedule C – Fire Services	
Description	Fees
Fire Inspection Letter or Order, Fire Reports, Investigation Reports, Compliance Letters and Real Estate Records Search (plus MFIPPA fees where applicable)	\$100.00
Indemnification Technology – Per Fire Marque Agreement - Should the insurer pay the coverage to the property owner and/ or policy holder, the property owner and/or policy holder is liable to remit these funds to the municipality or its representative	Current Ministry of Transportation (MTO) rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services	Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services – Annual Agreement Administration Charge for Participating Municipalities	\$1,000.00
Provision of Emergency Services to a Municipality where there is no agreement for services in place	(Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call) multiplied by 1.5
False Alarm Fee (when there are more than 2 false alarms caused by a controllable factor within a 12 month period of time)	\$250.00
Supply and install smoke alarm, carbon monoxide alarm, and combination smoke/ carbon monoxide alarm	Plug-in CO Alarms \$30 Combination Alarms \$35 Smoke Alarms \$10

Schedule D – Building Services	
Description	Fees
<b>Building Fees</b>	
Minimum Permit Fee – Residential	\$90.00
Minimum Permit Fee – Commercial/ Industrial/ Institutional	\$150.00
Building Permit – Residential	\$0.95 per square foot
Building Permit – New Residential – Non Living Space	\$0.42 per square foot
Building Permit – Commercial/ Industrial/ Institutional	\$0.75 per square foot
Renovation to Residential or Commercial or Institutional or Industrial (includes finished basement area in new home)	\$0.25 per square foot
Patio Deck Permit Fee	\$55.00
Additional Inspection Fee	\$90.00
Demolition Permit – for 5000 square feet	\$90.00
Demolition Permit – for each additional 1,000 square feet	\$20.00
Conditional Permit – Regular Permit fee plus:	\$400.00
Change of Use	\$200.00
Plumbing Permit – minimum fee	\$90.00

Schedule D – Building Services	
Description	Fees
Plumbing Permit – per fixture	\$10.00
Revision to permit (re-examination fee)	\$250.00
Transfer of permit	\$90.00
Administrative Surcharge – regular permit fee plus:	75%
Private Sewage System	\$500.00
Occupancy Permit	No Charge
Sign Permit	\$50.00
Private Swimming Pools	\$75.00
<b>Wood Energy Technology Transfer (WETT) Inspections</b>	
For solid fuel burning appliance (includes report if compliant)	\$125.00
For 2 <sup>nd</sup> solid fuel burning appliance at the same time as 1 <sup>st</sup> appliance	\$50.00
Re-inspection of non-compliant appliance per inspection (includes report if compliant)	\$50.00
WETT Compliance Letter with existing building permit for solid fuel appliance – per appliance	\$25.00

Schedule E – Planning and Economic Development	
Description	Fees
<b>Planning Services Fees</b>	
Consent per new lot created, boundary adjustment or easement requested (not including retained parcel)	\$1,500.00
Minor Variance	\$1,500.00
Recirculation for Consent or Minor Variance	\$500.00
Deferral Fee for Consent or Minor Variance	\$300.00
Validation of Title	\$500.00
If Peer Review of any study is required – Peer Review Costs (\$5,000 deposit required)	Actual Costs
Zoning Amendment	\$2,000.00
Zoning Lifting of Holding	\$1,500.00
OP Amendment	\$2,000.00
Site Plan Applications (Fees plus Legal and Engineering Costs) (\$5,000 Deposit Required)	\$2,000.00
Site Plan Agreement Amendment	\$550.00
Subdivision Agreement (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$3,000.00
Subdivision Agreement Amendment	\$1,100.00
Review of Red Line changes to Draft Plan	\$800.00
Release of Site Plan Agreement Fee	\$300.00

<b>Schedule E – Planning and Economic Development</b>	
<b>Description</b>	<b>Fees</b>
Development Agreement	\$1,100.00
Compliance Reports	\$125.00
Deeming by-law	\$325.00
Part Lot control (per by-law) or amendment to Part Lot Control By-law for extension	\$600.00
Lifting of 0.3 m reserve – per block	\$400.00
Encroachment By-law Requests (Encroachment By-law, Sign By-law Exemption, etc.)	\$325.00
Vehicle agency letters	\$100.00
Cash-in-lieu of Parking Agreement	\$325.00
Cash-in-lieu of Parking – per parking space	\$1,600.00
Condominium Approval (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$3,000.00
Condominium - Exemption	\$1,500.00
Draft Plan Approval Extension (Required Annually)	\$800.00
Purchase and Sale Process Fee for Purchase of Town-Owned Lands	\$325.00
<b>Marketing and Economic Development Fees – Advertisements</b>	
Business Card (Size (WxH): 3.5 inch x 2 inch)	\$100.00

<b>Schedule E – Planning and Economic Development</b>	
<b>Description</b>	<b>Fees</b>
¼ Page (Size (WxH): 3.75 inch x 5 inch)	\$200.00
½ Page (Size (WxH): 7.5 inch x 5 inch)	\$400.00
Full Page (Size (WxH): 7.5 inch x 10 inch)	\$600.00
Cover Half Page (Colour) (Size (WxH): 7.5 inch x 5 inch)	\$500.00
Cover Full Page (Colour) (Size (WxH): 7.5 inch x 10 inch)	\$700.00
Event sponsorship packages and alternate advertising fees will be determined by the Marketing & Economic Development Officer in consultation with the CAO to allow flexibility for other ad sizes and formats.	
<b>Marketing and Economic Development Fees – Nick Smith Centre Advertising</b>	
Nick Smith Centre Wall Ad – Annual	\$250.00 (one arena) \$350.00 (both arenas)
Nick Smith Centre Rink Board Ad – Annual - includes sponsorship of one public skate (one ad), two public skates (two ads)	\$500.00 (one arena) \$650.00 (both arenas)
Nick Smith Centre Ice Surface Ad – Annual - includes sponsorship of one public skate (one ad), two public skates (two ads)	\$750.00 (one arena) \$1125.00 (both arenas)
Display Screen Ad	\$40 / month, \$400 / year
Pool Wall Ad - Annual	\$250

### Schedule E – Planning and Economic Development

Description	Fees
Note: Advertiser is responsible for providing the physical signage.	

### Schedule F – Public Works – Waste Management

Description	Resident Fees	Non-Resident Fees
<b>Landfill Tipping Fees</b>		
Private Passenger Vehicle – Car, Mini-van, Small SUV	\$10.00	\$20.00
Up to ¾ Ton Pick-up, Full size van, large SUV, or Single-Axle Utility Trailer	\$30.00	\$60.00
Tandem-axle Trailer (Heavy Utility Trailer)	\$95.00	\$190.00
Single-axle Truck (Maximum 5 ton capacity)	\$300.00	\$600.00
Tandem-axle Dump Truck, or Single-axle Packer (i.e. garbage truck)	\$395.00	\$790.00
Tri-axle Dump Truck, Tandem-axle Dump Truck with pup, or Tandem-axle Packer (i.e. garbage truck)	\$690.00	\$1,380.00
Tractor-trailer	\$1,200.00	\$2,400.00
Roll-off Box (per cubic yard capacity)	\$20.00	\$40.00

<b>Schedule F – Public Works – Waste Management</b>		
<b>Description</b>	<b>Resident Fees</b>	<b>Non-Resident Fees</b>
Tipping Fee (per tonne)	\$80.00	\$160.00
Compacted Waste – per tonne or 2 times standard tipping fee	\$80.00	\$160.00
Tires – no rim	No Charge	No Charge
Tires – with rim	No Charge	No Charge
Freon Evacuation (items also require a disposal fee) (i.e: air conditioner, freezer, refrigerator, dehumidifier, water coolers)	\$40.00	\$80.00
Brush (i.e. shrubs, hedges, trees, large branches (over 1.5” diameter), stumps, roots, timber, and logs)	Tipping Fees Apply	Tipping Fees Apply
Leaf and Yard Waste (i.e. plants, flowers, compost, leaves grass clippings, small branches (less than 1.5” diameter), tree/shrub trimmings)	No Charge	Tipping Fees Apply
Blue Bin Recyclables (i.e. comingled, fiber and cardboard)	No Charge	Tipping Fees Apply
Christmas Trees (Expires January 31st after the Christmas Holiday)	No Charge	Tipping Fees Apply
Bulk purchases of 500 or more bag tags for registered charities or non-profit organizations. Re-sale or bag tags is prohibited (Residents Only)	\$1.50/tag	N/A
Electronic Waste (i.e. TV’s, cell phones, printers, computer monitors, speakers)	No Charge	No Charge
Scrap Metals (Source Separated Metals)	No Charge	No Charge



Schedule F – Public Works – Waste Management		
Description	Resident Fees	Non-Resident Fees
Mattress or Boxspring (each)	Cost Recovery	2x Cost Recovery
Construction, Demolition, Renovation Waste	Cost Recovery	2x Cost Recovery
<b>Other Waste Management Fees</b>		
Requires a 'Bag Tag'	\$3.00	N/A
Recycling Blue Box Purchase – Residents Only (Note 1)	Cost Recovery	N/A
Composter Purchase – Residents Only (Note 1)	Cost Recovery	N/A
Garbage & Recycling – Annual Fee (Note 2)	\$150.00	N/A
<p>Note 1: The General Manager, Client Services/Treasurer is delegated authority to adjust to fees as they pertain to Cost Recovery items listed.</p> <p>Note 2: The ratio of the annual fee that is Garbage Fee versus Recycling fee is established annually based on the current year budget and will be adjusted by the Treasurer to reflect contractual obligations*</p>		

<b>Schedule G – Public Works – Water / Wastewater</b>	
<b>Water Rates</b>	<b>Mar 1 - 2023</b>
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	<b>\$1.78</b>
Service Charge per month – 5/8" meter	<b>\$22.31</b>
Service Charge per month – 3/4" meter	<b>\$30.49</b>
Service Charge per month – 1" meter	<b>\$53.06</b>
Service Charge per month – 1.5" meter	<b>\$94.27</b>
Service Charge per month – 2" meter	<b>\$152.68</b>
Service Charge per month – 3" meter	<b>\$274.81</b>
Service Charge per month – 4" meter	<b>\$636.19</b>
Service Charge per month – 6" meter	<b>\$1,234.44</b>
Service Charge per month – 8" meter	<b>\$1,960.29</b>
<b>Wastewater Rates</b>	<b>Mar 1 - 2023</b>
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	<b>\$1.22</b>
Service Charge per month – 5/8" meter	<b>\$16.06</b>
Service Charge per month – 3/4" meter	<b>\$21.95</b>

<b>Schedule G – Public Works – Water / Wastewater</b>	
Service Charge per month – 1” meter	<b>\$38.20</b>
Service Charge per month – 1.5” meter	<b>\$67.87</b>
Service Charge per month – 2” meter	<b>\$109.92</b>
Service Charge per month – 3” meter	<b>\$197.86</b>
Service Charge per month – 4” meter	<b>\$458.04</b>
Service Charge per month – 6” meter	<b>\$888.77</b>
Service Charge per month – 8” meter	<b>\$1,411.35</b>

Schedule G – Public Works – Water Continued	
Description	Fee
<b>Water/ Sewer Service Installation – Residential (main to property line to 30 feet)</b>	
Standard 5" Sanitary Service, Standard 4" Storm Service and 3/4" Water Service	Actual Cost
<b>Oversized Residential</b>	
Installation of sanitary sewers, storm sewers and water lines to property lines	Actual Cost
Material, labour and machine costs for all installations	Actual Cost
<b>Water/ Sewer Service Installation – Commercial</b>	
Material, labour and machine costs for all installations	Actual Costs
<b>Water Meter and Related Appurtenance</b>	
New Water Meters	Actual cost
Replacement of Damaged Meters	Cost + 10%
Meter pit (excluding meter)	Cost + 10%
Relocation of Water Meter	Actual cost
Water Meter Accuracy Testing Deposit (for each test)	\$45.00
Water Disconnection Charge (For Delinquent Accounts Only)	\$75.00
Water Connection Charge (For Delinquent Accounts Only)	\$75.00

Schedule G – Public Works – Water Continued	
Description	Fee
<b>Bulk Water</b>	
Annual Registration Fee	\$100.00
Bulk Water Consumption Rate (per cubic meter) - Resident Rate	\$4.00
Bulk Water Consumption Rate (per cubic meter) - Non-Resident Rate	\$6.00
Note: Bulk water consumption rate is charged at 2.25 times the residential/non-residential consumption rate	

## Schedule H – Public Works - Cemeteries

Description	2023 Rate			2024 Rate			2025 Rate		
	Lot	Care and Maintenance	Total	Lot	Care and Maintenance	Total	Lot	Care and Maintenance	Total
<b>Sale of Plots – Resident Rate</b>									
1 Grave Plot	\$780.50	\$520.50	\$1,301.00	\$796.00	\$531.00	\$1,327.00	\$812.00	\$542.00	\$1,354.00
2 Grave Plot	\$1,561.00	\$1,041.00	\$2,602.00	\$1,592.00	\$1,062.00	\$2,654.00	\$1,624.00	\$1,084.00	\$2,708.00
3 Grave Plot	\$2,341.50	\$1,561.50	\$3,903.00	\$2,388.00	\$1,593.00	\$3,981.00	\$2,436.00	\$1,626.00	\$4,062.00
4 Grave Plot	\$3,122.00	\$2,082.00	\$5,204.00	\$3,184.00	\$2,124.00	\$5,308.00	\$3,248.00	\$2,168.00	\$5,416.00
Cremation Plot	\$530.50	\$353.50	\$884.00	\$541.00	\$361.50	\$902.50	\$552.00	\$368.50	\$920.50
<b>Sale of Plots – Non-Resident Rate</b>									
1 Grave Plot	\$1,170.75	\$780.75	\$1,951.50	\$1,194.00	\$796.50	\$1,990.50	\$1,218.00	\$813.00	\$2,031.00
2 Grave Plot	\$2,341.50	\$1,561.50	\$3,903.00	\$2,388.00	\$1,593.00	\$3,981.00	\$2,436.00	\$1,626.00	\$4,062.00
3 Grave Plot	\$3,512.25	\$2,342.25	\$5,854.50	\$3,582.00	\$2,389.50	\$5,971.50	\$3,654.00	\$2,439.00	\$6,093.00
4 Grave Plot	\$4,683.00	\$3,123.00	\$7,806.00	\$4,776.00	\$3,186.00	\$7,962.00	\$4,872.00	\$3,252.00	\$8,124.00
Cremation Plot	\$795.75	\$530.25	\$1,326.00	\$811.50	\$542.25	\$1,353.75	\$828.00	\$552.75	\$1,380.75

### Schedule H – Public Works - Cemeteries

Description	2023 Rate			2024 Rate			2025 Rate		
	Lot	Care and Maintenance	Total	Lot	Care and Maintenance	Total	Lot	Care and Maintenance	Total
<b>Sale of Columbaria Niches – Resident Rate</b>									
Level A Niche	\$1,369.00	\$242.00	\$1,611.00	\$1,396.50	\$247.00	\$1,643.50	\$1,424.50	\$251.50	\$1,676.00
Level B Niche	\$1,244.50	\$220.00	\$1,464.50	\$1,269.50	\$224.50	\$1,494.00	\$1,294.51	\$229.00	\$1,523.50
Level C Niche	\$1,131.00	\$200.00	\$1,331.00	\$1,154.00	\$204.00	\$1,358.00	\$1,177.00	\$208.00	\$1,385.00
Level D Niche	\$1,028.50	\$181.50	\$1,210.00	\$1,049.00	\$185.50	\$1,234.50	\$1,070.00	\$189.00	\$1,259.00
Level E Niche	\$935.00	\$165.00	\$1,100.00	\$953.50	\$168.50	\$1,122.00	\$972.51	\$172.00	\$1,144.50
<b>Sale of Columbaria Niches – Non-Resident Rate</b>									
Level A Niche	\$2,053.50	\$363.00	\$2,416.50	\$2,094.75	\$370.50	\$2,465.25	\$2,136.75	\$377.25	\$2,514.00
Level B Niche	\$1,866.75	\$330.00	\$2,196.75	\$1,904.25	\$336.75	\$2,241.00	\$1,941.75	\$343.50	\$2,285.25
Level C Niche	\$1,696.50	\$300.00	\$1,996.50	\$1,731.00	\$306.00	\$2,037.00	\$1,765.50	\$312.00	\$2,077.50
Level D Niche	\$1,542.75	\$272.25	\$1,815.00	\$1,573.50	\$278.25	\$1,851.75	\$1,605.00	\$283.50	\$1,888.50
Level E Niche	\$1,402.50	\$247.50	\$1,650.00	\$1,430.25	\$252.75	\$1,683.00	\$1,458.75	\$258.00	\$1,716.75

Schedule H – Public Works – Cemeteries Continued						
Description	2023 Fee		2024 Fee		2025 Fee	
Interment Charges	Earth Burial	Niche	Earth Burial	Niche	Earth Burial	Niche
Interment - Adult (12+ Years)	\$790.50	N/A	\$806.50	N/A	\$822.75	N/A
Interment - Youth (Under 12 Years)	\$395.25	N/A	\$403.25	N/A	\$411.50	N/A
Interment - Cremated Remains	\$405.00	\$175.00	\$413.50	\$178.50	\$422.00	\$182.00
Disinterment Charges					Earth Burial	Cremated Remains
Disinterment and reburial in the same location/ removal from the cemetery					\$900.00	\$450.00
Disinterment and reburial in another location in the same cemetery					\$1,125.00	\$562.50
Disinterment and reburial in another Arnprior Municipal cemetery					\$1,350.00	\$675.00



Schedule H – Public Works – Cemeteries Continued	
Description	Fee
<b>Additional Cemetery Charges</b>	
Plot Transfer / Administration Fee	\$100.00
Vaults or Outer Shells	\$123.00
Weekend/Holidays Interments	\$300.00
Double Depth (Where Possible)	\$300.00
Niche Lettering/ per Door	\$150.00
Niche Door Delivery/Pick-Up Charge	\$50.00
Future Niche Lettering Fee (i.e. DOD Date)	\$50.00
Staking Fee for Monument and Marker Installations	\$40.00
<b>Monument Care and Maintenance Fees</b>	
Flat Marker (under/or 439.42 sq. cm (173 sq. in.))	No Charge
Flat Marker (over 439.42 sq. cm (173 sq. in.))	\$100.00
Upright Marker (up to 1.22 meters (4ft.) or less in height)	\$200.00
Upright Marker (over 1.22 meters (4ft.) or more in height)	\$400.00

Schedule I – Public Works – Equipment and Other Charges	
Description	Fee
<b>Road Cut Permit Fees</b>	
Permit Fee	\$20.00
Inspection Fee	\$55.00
Sewer Camera Services Fee	\$100.00
Internal Equipment Rate	Rates as per current Ontario Provincial Standards (OPSS) internal rate schedule
External Equipment Rate	Rates as per current OPSS external rate schedule

<b>Schedule J – Public Works – Sewage Charges</b>	
<b>Description</b>	<b>Fee</b>
Hauled Waste Fees – Annual Permit Fee	\$285.00
Hauled Waste Fees – Annual Permit Revision Fee (per revision)	\$165.00
Disposal Fees – Hauled Liquid Waste (in accordance with Section 6 of Bylaw 6227-13 as amended) – (per cubic meter)	\$3.60
Discharge Fees – Biochemical Oxygen Demand – (per kg)	\$1.66
Discharge Fees – Suspended Solids – (per kg)	\$0.88
Discharge Fees – Phenolic Compounds – (per kg)	\$1.66
Discharge Fees – Kjeldahl Nitrogen – (per kg)	\$6.60
Discharge Fees – Phosphorous – (per kg)	\$2.66
Discharge Fees – Uncontaminated water from a source other than the municipal distribution – (per cubic metre)	\$2.37
Administration Fees – Temporary Discharge Agreement Fee (Fees plus Legal and Engineering Costs -\$5,000 Deposit Required)	\$1,107.00
Administration Fees – Sanitary Sewer Agreement Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$788.00
Administration Fees – Sanitary Sewer Agreement Revision Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$118.00

Schedule J – Public Works – Sewage Charges	
Description	Fee
Administration Fees – Compliance Program Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$1,107.00
Administration Fees – Compliance Program Revision Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$238.00

Schedule K – Recreation – Facility Usage	
Description	Fee
<b>Arena – Seasonal Contract &amp; Casual Rental Hourly Ice Rates</b>	
Junior A Packers	\$175.00
Winter Prime Time & All Summer Ice – Resident, Adults	\$180.25
Winter Prime Time & All Summer Ice – Resident, Minors & Seniors	\$134.00
Winter Prime Time & All Summer Ice – Non-Resident, Adults	\$270.00
Winter Prime Time & All Summer Ice – Non-Resident, Minors & Seniors	\$201.00
Winter Non- Prime – Resident, Adults	\$151.50
Winter Non- Prime – Resident, Minors & Seniors	\$108.00
Winter Non- Prime – Non-Residents, Adults	\$227.50
Winter Non- Prime – Non-Resident, Minors & Seniors	\$162.00
Winter Early Morning Ice (pre 8:30 a.m.)	\$85.00
Ice Discounts	
Last Minute (within 72 hours of rental, not applicable on Early Morning Ice)	30%
Late Ice (11:00 pm to midnight)	50%
Tournament Rates – Ice (Daily) – Resident, Adults (up to 12 hours of ice)	\$1,802.50

Schedule K – Recreation – Facility Usage	
Description	Fee
Tournament Rates – Ice (Daily) – Resident, Minors & Seniors (up to 12 hours of ice)	\$1,340.00
Tournament Rates – Ice (Daily) – Non-Resident, Adults	\$2,703.73
Tournament Rates – Ice (Daily) – Non-Resident, Minors & Seniors	\$2,010.00
<b>Slab Rental</b>	
Hourly Rate (Community Groups or Leagues; No Set Up)	\$62.50
Daily Rate – Resident	\$625.00
Daily Rate – Non-Resident	\$812.50
Set-up / Tear Down - Daily Rate	Cost Recovery
Hydro Fees and Set Up - Daily Rate	Cost Recovery
Electrical Fees - Inside & Outside Panel Per Event	Cost Recovery
<b>Public Skating</b>	
Public Skating – Adult (16-60 Years)	\$3.00
Public Skating – Infants (0-2 Years)	No Charge
Public Skating – Children (3-15 Years)	\$2.50

Schedule K – Recreation – Facility Usage	
Description	Fee
Public Skating – Seniors (60+ Years)	\$2.50
<b>Shinny Hockey</b>	
Shinny Hockey – Hourly Rate Per Person (16 Years & Over)	\$5.00
Jr. Shinny Hockey – Hourly Rate Per Person (15 Years & Under)	\$4.00
<b>Nick Smith Centre Community Hall</b>	
Hall Rental Fee - Hourly Rate	\$40.00
Set Up/Tear Down Fee - Hourly Rate (Applied to any setup that is beyond setup of tables and chairs)	\$25.00
Hall Rental Fee - Daily Rate	\$350.00
Hall Rental Fee with Bar Services - Daily Rate	\$450.00
Hall Rental Fee with Bar Services – Hourly Rate (Minimum 3 hour rental)	\$100.00
Security and Damage Deposit – Daily (Fee to secure rental and is fully refunded barring damages)	\$200.00
<b>Swimming Pool Rental – Recreation Swim Per Hour</b>	
Basic Fee – Resident	\$81.00
Basic Fee – Non-Resident	\$121.50

Schedule K – Recreation – Facility Usage	
Description	Fee
Staff Fee – Per Guard (1:10 Ratio)	\$29.50
Basic Fee – Club & School Rentals	\$70.50
<b>Swimming Pool Rental – Instructional Swim Rental Per Hour</b>	
Basic Fee – Resident	\$172.00
Basic Fee – Non-Resident	\$258.00
Staff (1:10 Ratio) – Maximum Fee	\$35.00
Basic Fee – Club Rentals	\$68.50
<b>Swimming Pool Rental – School Rentals Per Hour</b>	
Basic Fee (Includes 1 Staff)	\$97.00
Staff (1:10 Ratio)	\$29.50
<b>Lock Rentals Per Hour</b>	
Lock Rental (Single Day Only)	\$1.00 (\$5.00 rental fee; \$4.00 rebate upon lock return)
Swim Club Locker Rental (Members Only)	\$15.00 (season)



Schedule K – Recreation – Facility Usage	
Description	Fee
<b>Swimming Lessons</b>	
Children's Lessons – Aquatots – Resident (1-2 Children)	\$100.00
Children's Lessons – Aquatots – Resident (3 Children)	\$85.00
Children's Lessons – Aquatots – Resident (4 Children)	\$80.00
Children's Lessons – Aquatots – Resident (5+ Children)	\$75.00
Children's Lessons – Aquatots – Non-Resident (1-2 Children)	\$150.00
Children's Lessons – Aquatots – Non-Resident (3 Children)	\$127.50
Children's Lessons – Aquatots – Non-Resident (4 Children)	\$120.00
Children's Lessons – Aquatots – Non-Resident (5+ Children)	\$112.50
Children's Lessons – Levels 1-10 – Arnprior (1-2 Children)	\$100.00
Children's Lessons – Levels 1-10 – Arnprior (3 Children)	\$85.00
Children's Lessons – Levels 1-10 – Arnprior (4 Children)	\$80.00
Children's Lessons – Levels 1-10 – Arnprior (5+ Children)	\$75.00
Children's Lessons – Levels 1-10 – Non-Resident (1-2 Children)	\$150.00
Children's Lessons – Levels 1-10 – Non-Resident (3 Children)	\$127.50
Children's Lessons – Levels 1-10 – Non-Resident (4 Children)	\$120.00
Children's Lessons – Levels 1-10 – Non-Resident (5+ Children)	\$112.50
Children's Lessons – Parents & Tots – Resident	\$90.00
Children's Lessons – Parents & Tots – Non-Resident	\$135.00
Children's Lessons – Pre-School - Resident	\$100.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Children's Lessons – Pre-School – Non-Resident	\$150.00
Children's Lessons – Swimmer Level 1-3 – Resident	\$100.00
Children's Lessons – Swimmer Level 1-3 – Non-Resident	\$150.00
Children's Lessons – Swimmer Level 4-6 – Resident	\$110.00
Children's Lessons – Swimmer Level 4-6 – Non-Resident	\$165.00
Children's Lessons – Patrol Level – Resident	\$120.00
Children's Lessons – Patrol Level – Non-Resident	\$180.00
Children's Lessons – Small Group Rates – Resident	\$128.00
Children's Lessons – Small Group Rates – Non-Resident	\$192.00
Children's Lessons – Semi Private Lessons – Resident	\$154.00
Children's Lessons – Semi Private Lessons – Non-Resident	\$231.00
Children's Lessons – Individual Private Lessons – Resident	\$190.00
Children's Lessons – Individual Private Lessons – Non-Resident	\$285.00
Adult Lessons – Resident	\$116.00
Adult Lessons – Non-Resident	\$174.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Adult Lessons – Per Class – Resident	\$10.00
Adult Lessons – Per Class – Non-Resident	\$15.00
AquaFit – Full Session ( <del>30 Classes</del> 10-Week Program) – Resident	<del>\$90.00</del>
AquaFit – Full Session ( <del>30 Classes</del> 10 Week Program) – Non-Resident	<del>\$135.00</del>
AquaFit – Punch Card – 10 Classes – Resident	<del>\$100.00</del>
AquaFit – Punch Card – 10 Classes – Non-Resident	<del>\$150.00</del>
AquaFit – Drop In Cost Per Class	\$15.00
<b>Public Swimming</b>	
Public Swim Admission – Under 2 Years	No Charge
Public Swim Admission – Children (Under 16 Years)	<del>\$3.50</del>
Public Swim Admission – Adults (16+ Years)	<del>\$4.50</del>
Public Swim Admission – Seniors (60+ Years)	<del>\$3.50</del>
<b>Seasonal Aquatic Programming</b>	
Aquatic Fitness/ Therapeutic Classes – Per Class (Fee Varies Per Program – See Nick Smith Centre for Details & Specific Program Pricing)	<del>\$8.50-</del> <del>\$15.00</del>

Schedule K – Recreation – Facility Usage	
Description	Fee
<b>Memberships</b>	
<del>Public Swim Membership – Family – 6 Months – Resident</del>	<del>\$338.00</del>
<del>Public Swim Membership – Family – 1 Year – Resident</del>	<del>\$501.50</del>
<del>Public Swim Membership – Family – 6 Months – Non-Resident</del>	<del>507.00</del>
<del>Public Swim Membership – Family – 1 Year – Non-Resident</del>	<del>\$752.00</del>
<del>Public Swim Membership – Adult (16+ Years) – 6 Months – Resident</del>	<del>\$176.00</del>
<del>Public Swim Membership – Adult (16+ Years) – 1 Year – Resident</del>	<del>\$262.00</del>
<del>Public Swim Membership – Adult (16+ Years) – 6 Months – Non-Resident</del>	<del>\$264.00</del>
<del>Public Swim Membership – Adult (16+ Years) – 1 Year – Non-Resident</del>	<del>\$393.00</del>
<del>Public Swim Membership – Child (15 &amp; Under) – 6 Months – Resident</del>	<del>\$146.50</del>
<del>Public Swim Membership – Child (15 &amp; Under) – 1 Year – Resident</del>	<del>\$210.00</del>
<del>Public Swim Membership – Child (15 &amp; Under) – 6 Months – Out of Town</del>	<del>\$219.50</del>
<del>Public Swim Membership – Child (15 &amp; Under) – 1 Year – Non-Resident</del>	<del>\$315.00</del>
<del>Public Swim Membership – Senior (60+ Years) – 6 Months – Resident</del>	<del>\$94.50</del>
<del>Public Swim Membership – Senior (60+ Years) – 1 Year – Resident</del>	<del>\$138.50</del>

Schedule K – Recreation – Facility Usage	
Description	Fee
<del>Public Swim Membership – Senior (60+ Years) – 6 Months – Non-Resident</del>	<del>\$142.00</del>
<del>Public Swim Membership – Senior (60+ Years) – 1 Year – Non-Resident</del>	<del>\$207.50</del>
Public/Lane Swim Punch Card (10 Swims) – Child (15 & Under) / Seniors (60+ years) – Resident	\$30.00
Public/Lane Swim Punch Card (10 Swims) – Adult (16+ Years) - Resident	\$40.00
<b>Robert Simpson Park</b>	
Use of Gazebo Only – Resident (4 Hours, includes access to power box)	\$93.50
Use of Gazebo Only – Non-Resident (4 Hours, includes access to power box)	\$140.25
Use of Gazebo Per Hour, Beyond 4 Hours (includes access to power box)	\$25.00
Use of Gazebo – Resident (4 Hours, including chairs, tables, sound system, set up & tear down)	\$443.00
Use of Gazebo – Non-Resident (4 Hours, including chairs, tables, sound system, set up & tear down)	\$664.50
Licensed Event	Negotiated Rate
<b>Ball Diamonds</b>	
Adult Leagues – per hour	\$24.00

Schedule K – Recreation – Facility Usage	
Description	Fee
Minor Leagues – Recreation Affiliates – per hour	\$16.00
Minor Tournaments – per Day/per Diamond	\$160.00
Minor Tournaments – Friday-Sunday /per Diamond	\$240.00
Adult Tournaments – per Day/per Diamond	\$240.00
Adult Tournaments – Friday-Sunday /per Diamond	\$360.00
<b>Marina</b>	
Slip Rental for the season (per foot) - Resident	\$32.50
Slip Rental for the season (per foot) – Non Resident	\$45.50
Slip Rental for the month (per foot) - Resident	\$17.00
Slip Rental for the month (per foot) – Non Resident	\$23.80
Daily Docking	\$15.00
Daily Docking – Non Resident	\$21.00
Refundable Key Deposit	\$25.00
Daily Launch	\$10.00
Seasonal Launch Pass	\$100.00

Schedule K – Recreation – Facility Usage	
Description	Fee
<b>Birthday Parties</b>	
Birthday Party: 1 hr swim	\$140.00
Birthday Party: 1 hr private skating	\$130.00
Birthday Party: 1hr community hall	\$40.00
Birthday Party: 1hr pool + 2hr community hall	\$200.00
Birthday Party: 1hr ice + 2hr community hall	\$190.00
Customized packages may be arranged. For booking please call at least 14 days in advance.	
<b>Recreational Programming</b>	
Recreation program fees and lending hub rates are variable and set by Director of Recreation in consultation with the GM Client Services / Treasurer based on forecasted revenues/ expenses and the annual Council approved operating budget.	

Schedule L – Museum Services	
Description	Fee
Admission Fee	By Donation
School Groups Admission – Per Person	\$3.00
Photocopy of Archived Picture or Document	\$25.00
Children's Programing	\$12.00 / session
Reception Venue Rental	\$250.00
Special Event Venue Rental / Per Hour	\$50.00
Set Up/Tear Down Fee - Hourly Rate	\$25.00
Special Event Damage Deposit	\$200.00
Museum program fees are variable and set by the Manager of Culture/Curator in consultation with the GMCS/Treasurer based on forecasted revenues/expenses and the annual Council approved operating budget.	





## **Town of Arnprior Staff Report**

**Subject:** Zoning By-law Amendment 2/22

**Report Number:** 23-01-23-03

**Report Author and Position Title:** Alix Jolicoeur, Manager of Community Services/Planner

**Department:** Community Services Branch

**Meeting Date:** January 23, 2023

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### **Recommendations:**

**That** Council receives an application for an amendment to Zoning By-law 6875-18, for a vacant property along Sheffield Street to rezone the subject property from “Residential Two Holding symbol H1 (R2(H1))” to “Residential Two Exception 43 with holding symbol H1 (R2\*43 (H1))”.

**That** pursuant to Section 34(12) of the Planning Act, Council holds a public meeting on Monday, February 27, 2023, regarding the proposed amendment, to allow for public review and comment.

### **Background:**

**Owner:** 16 Sheffield Ltd.

**Description of Subject Lands:** Vacant lands along Sheffield Street across from Melville Road. (See Key Plan).

**Legal Description:** Part of Lot 3, Concession C, former Township of McNab, now in the Town of Arnprior, Parts 7 to 9, Registered Plan 49R16063 (Document 1 is a Key Plan)

**Area of Land:** 0.32 ha (0.79 acres)

**Existing Structures:** Vacant lands

**Official Plan:** Mixed Use Commercial/Employment Area Subject to Section C5.8.4.

**Zoning:** Residential Two with Holding Symbol H1 (R2(H1))

The subject property is bounded by Sheffield Street on the east. East of Sheffield Street are existing single detached dwellings. To the south are existing single-detached dwellings that front on Short Road with rear yards facing the subject property (29 to 45 Short Road).

To the west is an existing three storey multi-unit residential building. To the north of the subject property is vacant land zoned Mixed Use-Commercial/Employment Exception 37 (MU-CE\*37).

The property is subject to an easement to allow access from Sheffield Street to the existing parking areas for 16 Sheffield Street and 61 Jack Crescent.

The subject lands are currently vacant.

The Zoning By-law amendment application seeks to rezone the subject lands to increase the maximum height from 10.5 m to 17 m, and increase the balcony encroachment into the front yard setback from 1.5 m to 1.7 m.

### **Summary of Proposal**

The applicants are seeking the amendment to permit the development of a four-storey, 37-unit condominium development with a rooftop terrace. The development will include one one-bedroom unit and thirty-six two-bedroom units, and forty-six parking spaces. A site plan was submitted in support of the application (document 2).

The proposed building will have a main roof height of 13.13 m. A rooftop patio stairwell is proposed that would reach a height of 16.73 m. The rooftop terrace is proposed to include a pergola, seating area, gas fireplace, and barbeque area.

In support of the application, the applicant submitted the following reports and plans, copies of which are available for review at the Planning Office:

- Planning Justification Report, Multi-unit Residential Development, prepared by LandPro Planning Solutions Inc., dated December 2022
- Servicing and Stormwater Management Report, 16 Sheffield St., Arnprior ON, prepared by McIntosh Perry Consulting Engineers Ltd., dated November 23, 2022
- Civil plans including a Site Grading Plan, a Site Servicing Plan, and a Post Development Storm Drainage Area Plan, prepared by McIntosh Perry Consulting Engineers Ltd., dated November 23, 2022
- Landscape Plan, prepared by GJA Inc., dated November 30, 2022
- Site Plan, prepared by BR2 Architecture, dated November 29, 2022
- Floor Plans, and Exterior Elevations, prepared by BR2 Architecture, dated November 29, 2022
- 3D Renderings, prepared by BR2 Architecture, dated November 21, 2022
- Urban Design Brief, prepared by BR2 Architecture, undated
- Geotechnical Study: Foundation Investigation and Design Recommendation Report, prepared by McIntosh Perry Consulting Engineers Ltd., dated December 01, 2022

- Exterior Lighting Proposal
- Structural Design Brief, prepared by CanStruct Engineering Group, dated November 30, 2022
- Plan of Survey and Topographical Plan, prepared by McIntosh Perry Surveying Inc., dated August 26, 2022

Should the zoning be approved by Council, the property owner will be required to enter into a site plan agreement with the municipality prior to the issuance of a building permit. Site plan review will include detailed review of the plans and studies as well as technical review of the civil plans, and servicing and stormwater management report.

A zoning by-law amendment to remove the holding provision will be required once the Site Plan agreement has been signed.

## **Discussion:**

### **Provincial Policy Statement, 2020**

The 2020 Provincial Policy Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, livable, and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Section 2 of the Planning Act requires that decisions be 'consistent with' the PPS.

Section 1.1.3 states that settlement areas shall be the focus of growth and development. Land use patterns within settlement areas shall be based on densities and a mix of uses which efficiently use land and resources. Land use patterns shall be appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available and avoid the need for their unjustified and/or uneconomical expansion.

Section 1.4 requires municipalities to provide for an appropriate range and mix of housing options and densities to meet the needs of current and future residents. Housing is to be directed towards areas with appropriate existing or planned infrastructure and public service facilities. Municipalities must permit and facilitate residential development and intensification which efficiently use land, resources, infrastructure, and public service facilities and support the use of active transportation and transit in areas where it exists or is to be developed.

The subject property does not contain any natural heritage features deemed significant and does not contain any natural, or human made hazards.

The proposed zoning amendment is consistent with the policy framework set out in the Provincial Policy Statement. The proposed development promotes efficient use of land and infrastructure within the urban area with no impact to natural heritage features, agricultural resources, mineral and aggregate resources, or cultural heritage.

### **Official Plan Policies**

The subject property is designated 'Mixed Use Commercial/Employment Area' Subject to Section C5.8.4. as per "Schedule A" of the Town of Arnprior Official Plan.

Section C5.8 contains site or area specific policies for areas designated 'Mixed Use Commercial/Employment Area.' Subsection C5.8.4. Madawaska Boulevard (Between McNab Street/Jack Crescent and Vicinity of Bridge Street) states:

"In addition to the other uses permitted in the Mixed-Use Commercial/Employment Area designation, medium and high density residential uses up to six storeys and long-term care facilities and retirement homes up to six storeys may be permitted subject to the consideration of a zoning by-law amendment. One of the factors to consider when such an application is submitted is the compatibility of the proposed use with existing land uses."

The proposed use conforms to the area specific policies (C8.5.4.), permitting a medium/high density residential development of under six storeys (4 storey). The proposed use is compatible with the existing land uses which are low density and medium density residential on three sides, with a vacant lot to the north which can permit a wide variety of commercial, and employment uses and also permits apartment dwellings.

The Official Plan includes a number of goals, objectives and policies which support residential infill and intensification. The OP identifies that 37% of future housing should be medium density development.

A Planning Rationale was submitted in support of the application. The rationale contained an inventory of nearby uses and assessed the compatibility of the condominium project. The study found that the development context surrounding the site included a mix of commercial uses to the north and east, and both medium and low-density residential uses to the south, west and east.

The existing medium density residential to the west includes two multi-unit residential buildings with sloped rooves. The buildings are three storeys in height with one of the buildings having a 4-storey section. The existing residential development to the south and east is composed of 1 and 2 storey single-detached dwellings.

The proposed building is distanced from existing single detached dwellings to the east by Sheffield Street and the front yard setback; and from the single detached dwellings to the south by the existing rear yards, an existing internal access road (6 m wide) and the proposed snow storage area. These setbacks will help buffer the transition in height proposed.

The maximum height proposed (17 m) is only at the location of the rooftop terrace to accommodate the stairway access and other features such as a pergola. The rooftop terrace is setback a minimum of 2.755 m from the edge of the flat roof. This setback will help mitigate the impact of the additional height making it less visible from the ground and softening the height transition.

Planning staff recommend limiting the maximum height requested (17 m) to areas minimum 2.7 m from the exterior wall of the building, with the maximum height for the remainder of the building increased to 13.5 m. Requiring the step back from the edge of the building for the maximum height will permit the building as proposed and ensure that the proposed building design remains compatible with existing adjacent development if a future redesign is proposed.

The applicant advised, “the balconies for this project have been designed with a 1.7m projection to promote and enhance outdoor living spaces. With a larger balcony, one of the objectives is to promote residents to spend more quality time outdoors, become part of the community, enjoy fresh air, enjoy the views, grow flowers and plants. All of this is intended to make the building blend into the existing community.”

The zoning amendment conforms to the policies in the Town of Arnprior Official Plan.

### **Zoning By-law Amendment Proposal**

The current zoning of the lands is Residential Two with Holding Symbol H1.

The proposed Zoning by-law amendment seeks to rezone the subject lands to increase the maximum height from 10.5 m to 17 m and increase the balcony encroachment into the front yard setback from 1.5 m to 1.7 m, to support development of a 37-unit, 4-storey condominium building with rooftop terrace as proposed.

The following table illustrates how the proposed meets the required zone provisions:

Parameters	Minimum	Provided
Front yard setback	6 m	6 m
Rear yard setback	7.5 m	11.5 m +
Interior side yard setback	2.4 m	4.5 m +
Lot frontage	30 m	72 m
Building height (maximum)	10.5 m	<b>16.73 m</b>
Balcony encroachments into the front yard (maximum)	1.5 m	<b>1.7 m</b>
Parking spaces	46	46

The proposed development meets or can meet all other applicable zoning provisions.

The holding provision is in place and does not permit development until “the execution of appropriate agreements with the Town.” For the proposed development this will be a site plan agreement. Other agreements may be required as determined through the site plan review process.

### **Process**

Notice of complete application and public meeting will be circulated to hold a public meeting on Monday, February 27, 2023, in accordance with the Planning Act regulations. Twenty days’ notice of the public meeting will be provided by mailing a notice to all landowners within 120 meters of the subject property and placing signage on the property. A courtesy notice will also be posted in the local newspaper. After the public meeting, a staff report will be brought forward to Council and will include options for consideration including passage of the amending by-law, proposed changes to the amending by-law, or refusal of the amending by-law.

Should Council pass the amending by-law or refuse to pass the by-law, a 20-day appeal period to the Local Planning Appeal Tribunal will apply.

The applicant has filed a concurrent application for Site Plan Control Approval for the subject lands, with all the supportive studies and plans included. The site plan control approval application is being reviewed concurrently but no agreement can be signed until the proposal meets the applicable zoning by-law provisions or the by-law is amended.

### **Options:**

Proceed to the public meeting to allow the public to review the proposed zoning by-law amendment. The application should proceed to the public meeting stage, required by the Planning Act. After the public meeting and prior to the passage of the necessary zoning by-law amendment, Council will need to consider input from the public. If Council passes an amending by-law, it will be subject to a 20-day appeal period.

### **Policy Considerations:**

As outlined in the Discussion section of this report.

### **Financial Considerations:**

Not applicable.

### **Meeting Dates:**

1. Public meeting - February 27, 2023
2. Council meeting – March 13, 2023, for a decision

### **Consultation:**

- The zoning by-law amendment application and site plan were pre-circulated to the County of Renfrew Planning Department, the County of Renfrew Public Works, and Engineering Department, Arnprior OPP, Arnprior Fire Chief, the Arnprior Chief Building Official, Public Works Supervisor, Engineering officers, General Manager of Operations, and CAO for comment.

### **Documents:**

1. Key Plan
2. Site Plan
3. Rendering

### **Signatures**

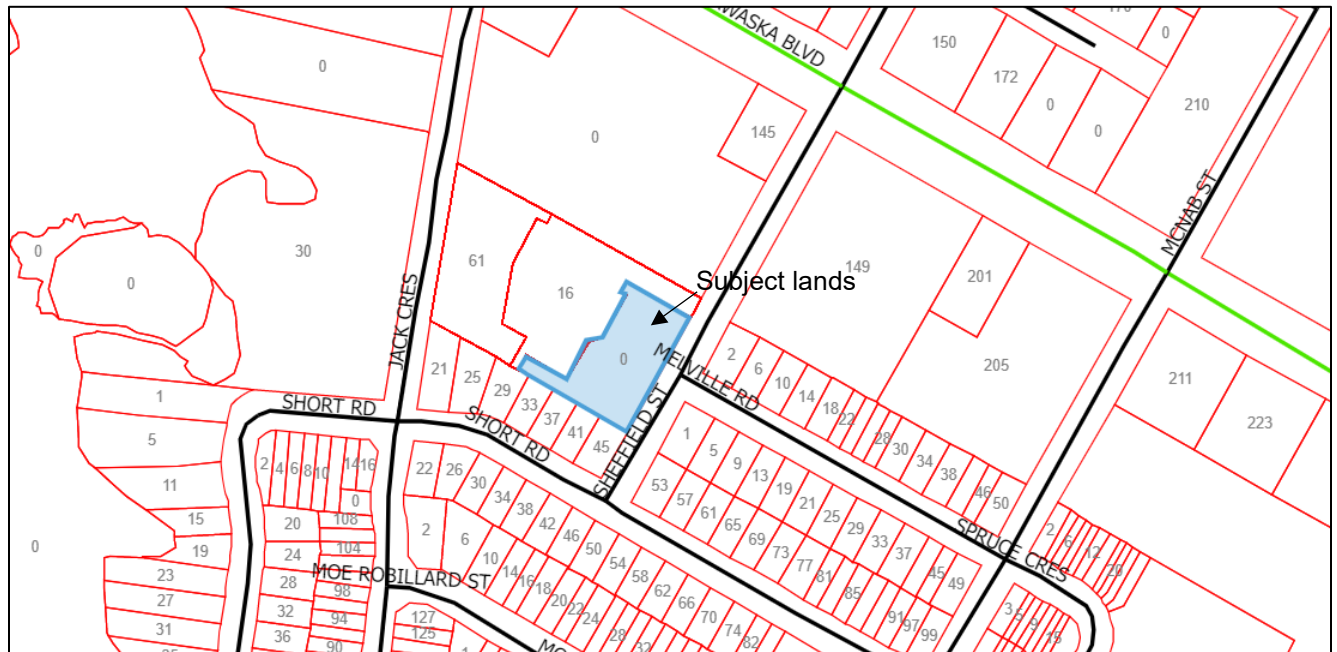
**Reviewed by Department Head:** Alix Jolicoeur

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

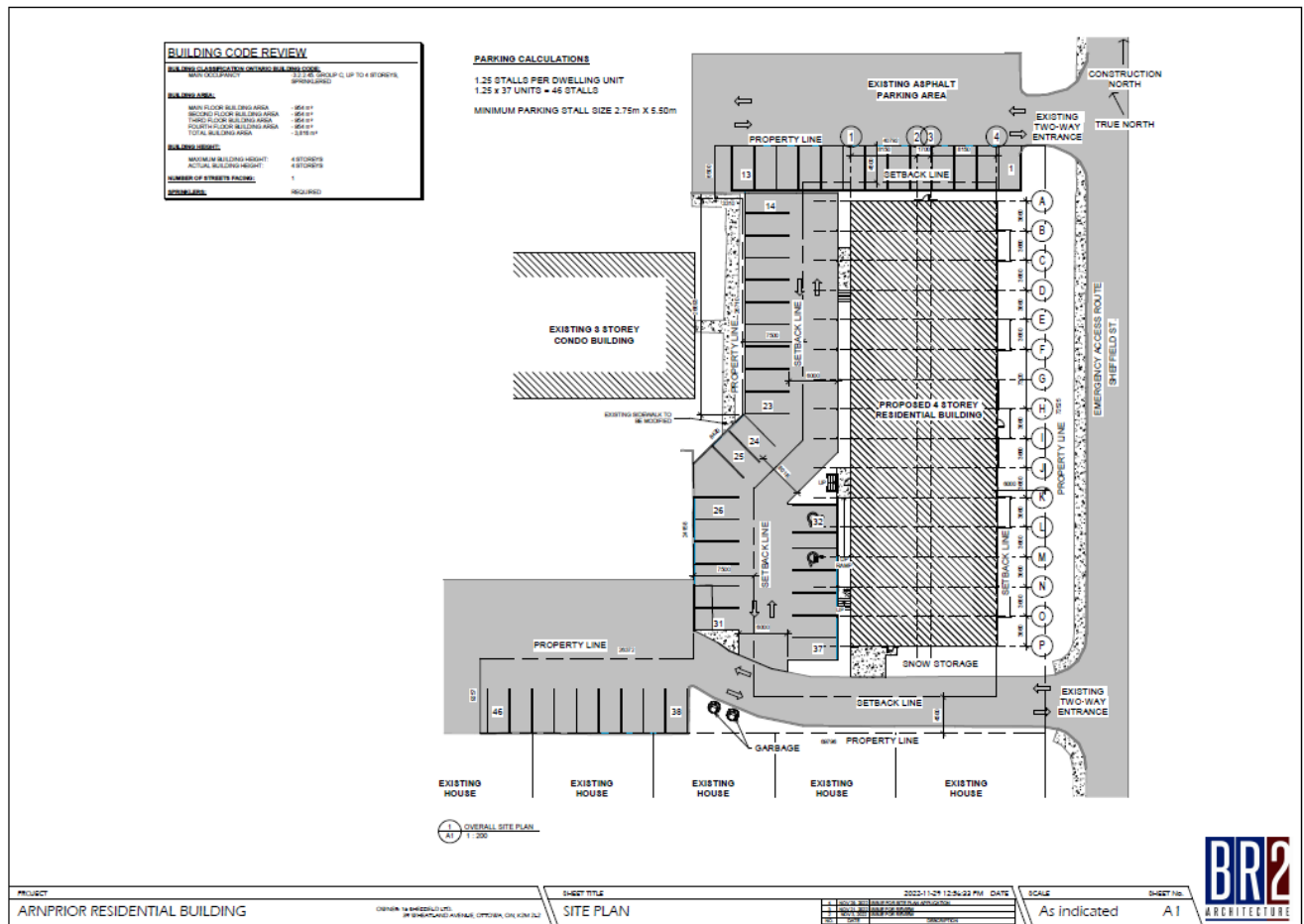
**CAO Concurrence:** Robin Paquette

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

## Document 1 – Key Plan



## Document 2 – Site Plan





Document 3 – Rendering



ARNPRIOR RESIDENTIAL

RENDERING #1 - NOVEMBER 21, 2022



## **Town of Arnprior Staff Report**

**Subject:** Recommendations to address impacts of Bill 109, the *More Homes for Everyone Act*

**Report Number:** 23-01-23-04

**Report Author and Position Title:** Alix Jolicoeur, Manager of Community Services/Planner

**Department:** Community Services

**Meeting Date:** Monday, January 23, 2023

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### **Recommendations:**

**That** Council receives Staff Report 23-01-23-04, as information regarding Bill 109, the *More Homes for Everyone Act 2022* and Bill 23, the *More Homes Built Faster Act 2022*.

**And Further That** Council directs staff to proceed with drafting an official plan amendment to specify the plans and documents that may be required for a complete zoning by-law amendment or site plan application; require pre-consultation review which may require peer review, technical sign-off or acceptance; and to include wording that recognizes the ability of the municipality to approve a site plan with conditions.

### **Background:**

Bill 109, the *More Homes for Everyone Act 2022*, was the province's first step in implementing the Ontario Housing Affordability Task Force Report's recommendations released on February 8, 2022. The task force report indicated that the province requires 1.5 million homes over the next 10 years. Bill 109 amended four pieces of legislation including the *Planning Act*; the *Development Charges Act, 1997*; the *New Home Construction Licensing Act, 2017*; and the *Ontario New Home Warranties Plan Act*. The main objectives of Bill 109 are to increase housing supply, address market speculation and protect homebuyers, owners, and renters.

### **Discussion:**

Below is a brief description of changes to the various Acts under Bill 109, the potential impact and staff recommendations on how the Town of Arnprior may want to make changes to by-laws, policies or procedures in response to these changes in order to implement this Bill.

A separate report at an upcoming Council meeting will consider the impact of Bill 23.

A report summarizing some of these changes was brought to Council June 13, 2022, however, changes under Bill 23 affect some of the Bill 109 amendments. Additionally, further consideration of these changes and the impacts to operations, as well as discussions with other municipalities and the County has resulted in some changes to staff recommendations.

### **Bill 109, the *More Homes for Everyone Act 2022***

#### 1. Schedule 1 - Changes to the *City of Toronto Act, 2006*

Not applicable to the Town of Arnprior

Staff recommendation: No action required.

#### 2. Schedule 2 – Changes to the *Development Charges Act, 1997*

Amendments to the Development Charges Act will now require the treasurer's report relating to development charge by-laws and reserve funds to be available to the public online. The Development Charges Act, 1997 requires the municipal treasurer to provide the municipal council with an annual financial statement related to development charges and reserve funds each year.

The Treasurer's report of the annual statement of development charges is already available for viewing on the Town's website. Staff will continue to post the annual statement related to development charges to the Town website each year.

Staff recommendation: No further action required.

#### 3. Schedule 3 – Changes to the *New Home Construction Licensing Act, 2017*

The Bill 109 amendments are aimed at better regulating builders.

Staff recommendation: These changes do not affect the Town of Arnprior operations. No action required.

#### 4. Schedule 4 – Changes to the *Ontario New Home Warranties Plan Act, 1990*

The Bill 109 amendments are aimed at better protecting new home buyers.

Staff recommendation: These changes do not affect the Town of Arnprior operations. No action required.

#### 5. Schedule 5 – Changes to the *Planning Act, 1990*

##### a) Minister can suspend timeline for Official Plan approvals

When an Official Plan or Official Plan amendment is adopted by a Council, the approval authority has 120 days to decide on the application. If a decision has not been made within 120 days, the municipality or applicant can file an appeal with the Ontario Land Tribunal.

The amended subsections 17 (40.1) to (40.1.3) allow the Minister, where they are the approval authority, to suspend the 120-day timeline to decide on the Plan or amendment by giving notice to the municipality and to the applicant, where applicable. This could delay approval of a new Official Plan, or any Official Plan amendment should the minister exercise this ability. This could delay development projects or implementation of changes in policy.

This does not currently affect the Town of Arnprior as the upper-tier municipality, the County of Renfrew, is the approval authority for the Town of Arnprior Official Plan and Official Plan amendments.

This amendment may affect Town of Arnprior in future. Bill 23 identifies that upper-tier municipalities may be removed from the Planning Act approval process for lower-tier municipal Official Plans and Official Plan amendments and plans of subdivision, however, there is currently no implementation date for these changes.

Staff recommendation: No action required at this time. Staff will continue to watch for an implementation date for the section of Bill 23 that could remove the County of Renfrew as the approval authority for Official Plans and Official Plan amendments.

b) Timelines for Zoning By-law amendment approval and refund of fees

The new subsection 34 (10.12) provides rules respecting when municipalities are required to refund fees in respect of zoning by-law amendment applications.

The timeline for making a decision on a Zoning by-law amendment and for providing a refund when a decision is not made within the prescribed timeline is detailed in the table below:

<b>Amount of refund</b>	<b>Combined Zoning by-law and Official Plan amendment applications</b>	<b>Zoning By-law amendment applications</b>
<b>No refund</b>	Decision is made within 120 days	Decision is made within 90 days
<b>Refund 50% of application fee</b>	Decision made in 121 to 179 days	Decision made in 91 to 149 days
<b>Refund 75% of application fee</b>	Decision made in 180 to 239 days	Decision made in 150 to 209 days
<b>Refund 100% of application fee</b>	Decision made in 240 days or more	Decision made in 210 days or more

The legislated timeline does not have a 'stop the clock' mechanism for when applicants are required to respond to comments or requirements and submit a revised report, plan or study.

The requirement for refunds was set to take effect January 1, 2023, however, municipalities received a letter from Steve Clark dated December 22, 2022 which states

"I am committed to bringing forward legislation to delay the effective date of the fee refund changes from January 1, 2023, to July 1, 2023. These legislative changes would be introduced in the new year.

In the event that any fee refunds become due to applicants before these legislative changes are made, municipalities might consider not issuing refunds in the interim given my express commitment to introduce legislation that, if passed, would retroactively cancel the requirement."

Staff recommendation: Staff recommend that an Official Plan amendment further detail what may be required for a complete zoning by-law amendment application, including completion of required pre-consultation(s).

Though these timelines are generally met, Staff recommend that the an Official Plan amendment include that application for zoning by-law amendment will require a Stage 1, and may require a stage 2, pre-consultation. Stage 1 pre-consultation would determine and identify issues or policies affecting a proposed planning application and identify any information or material required at the time of application submission or for the pre-consultation – stage 2 review. Pre-consultation Stage 2 which may require peer review, technical sign-off or acceptance prior to application. This will allow the timeline for a decision to begin only after any revised plans, studies or reports are submitted and have been determined to provide the information required for staff to prepare a recommendation to Council. This is consistent with the approach proposed by the County of Renfrew through COPA#35.

In addition, Council should be cognizant of these timelines when deferral of decision on Zoning by-law amendment applications are being considered.

c) Community Infrastructure and Housing Accelerator (CIHA)

An additional type of Minister's order is added to the Act in section 34.1. These orders, CIHA, are similar to Minister's zoning orders however, they are made by the Minister at the request of a municipality. This section sets out the process for municipalities to request an order and the rules respecting such orders.

Staff recommendation: No action required.

d) Regular reviews of Community Benefits Charge by-laws required

New subsections 37 (54) to (59) require regular reviews of community benefits charge by-laws and provide rules respecting such reviews.

Staff recommendation: No action required, as the Town of Arnprior does not currently have a community benefits charges by-law.

e) Site Plan approval changes to timeline, refunds and delegation of approval authority

A number of amendments are made to section 41.

Council may, by by-law require applicants to pre-consult. Council adopted By-law 7168-21 to require pre-consultation for all Planning Act applications.

The Act or supporting regulations may set out prescribed information required for a site plan application to be considered complete. A municipality may require additional information for a site plan application to be considered complete but only if the official plan contains provisions relating to requirements for complete site plan applications detailing what may be required for a complete application.

Staff have 30 days to determine and advise if a site plan application is complete. An applicant can appeal this decision or if no decision is made with the 30 days.

Approval of site plan applications and subsequent site plan agreements has to be delegate to a staff person(s). The authority to approve site plan and enter into site plan agreements was delegated to the Chief Administrative Officer (CAO) through By-Law 7312-22, an amendment to the Delegation of Authority By-law.

The new subsection 41 (11.1) provides rules respecting when municipalities are required to refund fees in respect of site plan control applications.

The timeline for deciding on a site plan control application and for providing a refund when a decision is not made within the prescribed timeline is detailed in the table below:

<b>Amount of refund</b>	<b>Site Plan Control application</b>
<b>No refund</b>	Decision is made within 60 days
<b>Refund 50% of application fee</b>	Decision made in 61 to 89 days
<b>Refund 75% of application fee</b>	Decision made in 90 to 119 days
<b>Refund 100% of application fee</b>	Decision made in 120 days or more

The legislated timeline does not have a 'stop the clock' mechanism for when applicants are required to respond to comments or requirements and submit a revised report, plan or study.

The requirement for refunds was set to take effect January 1, 2023, however, municipalities received a letter from Steve Clark dated December 22, 2022 which states

"I am committed to bringing forward legislation to delay the effective date of the fee refund changes from January 1, 2023 to July 1, 2023. These legislative changes would be introduced in the new year.

In the event that any fee refunds become due to applicants before these legislative changes are made, municipalities might consider not issuing refunds in the interim given my express commitment to introduce legislation that, if passed, would retroactively cancel the requirement."

Staff recommendation: Staff recommend that an Official Plan amendment detail what may be required for a complete site plan application, including completion of required pre-consultation(s).

Staff recommend that an Official Plan amendment include that application for Site Plan approval will require a Stage 1 and may require a stage 2 pre-consultation. Stage 1 pre-consultation would determine and identify issues or policies affecting a proposed planning application and identify any information or material required at the time of application submission or for the pre-consultation – stage 2 review. Pre-consultation Stage 2 may require peer review, technical sign-off or acceptance, and/or external agency sign-off of technical studies as part of the review process. This will allow the timeline for a decision to begin only after any revised plans, studies or reports are submitted and have been determined to provide the information required for staff to make an informed decision on the application. This is consistent with the approach proposed by the County of Renfrew.

Staff recommend that the official plan amendment include wording that recognizes the ability of the municipality to approve site plan with conditions. Section 41(7) of the Planning Act sets out that as a condition of approval a municipality may require widenings of highways that abut on the land, facilities to provide access to and from the land, off-street vehicular loading and parking facilities, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways, walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access, facilities designed to have regard for accessibility for persons with disabilities, lighting, walls, fences, hedges, trees, shrubs or other groundcover, vaults, enclosures for the storage of garbage, easements conveyed to the municipality, and grading or alteration in elevation for the disposal of storm, surface and waste water.

Conditional approval would be similar to draft plan approval of a subdivision in that the conditions of the site plan agreement would need to be met in order for the building permit to be issued. Though wording in the official plan is not required to allow conditional approval on site plans, including this in the official plan would clarify the municipal approach on site plan approval with conditions.

f) Parkland conveyance maximum parkland to be conveyed established

Changes to the Act now establish maximum amounts of parkland that can be required to be conveyed where the alternative requirement for parkland is used. The alternative parkland requirement is calculated at a rate of 1 hectare per 600 dwelling units (previously 1 ha/300 units).

Other changes allow the minister to require municipalities to accept encumbered land for parkland where the land is designated as a transit-oriented community. The Town of Arnprior has no designated transit-oriented community

Staff recommendation: No action required.

The Town of Arnprior does not currently use the alternative requirement for parkland, therefore, these changes do not affect the amount of parkland that can be required, which is currently 5% of land, or the equivalent cash-in-lieu, for residential developments and 2% of the land, or the equivalent cash-in-lieu, for non-residential developments.

g) New rules are added to section 51 with respect to extensions of approvals by approval authorities.

The changes allow municipalities to deem a subdivision approval not to have lapsed if it has been less than 5 years since the approval lapsed. Subdivision approval can be a lengthy process and approval authorities can grant extensions to approval if requested, however, if a developer fails to request an extension or if possible extensions have been exhausted and the approval lapses the recourse prior to these changes was to reapply for subdivision approval which would make the application subject to new policies and regulations.

Staff recommendation: No action required. The County of Renfrew is currently the approval authority for subdivisions. The Town may be asked by the County for our recommendation on whether to deem a subdivision approval not to have lapsed. These requests and the Town of Arnprior's recommendation will be considered on a case-by-case basis.

This amendment may affect the Town of Arnprior more directly in future. Bill 23 identifies that upper-tier municipalities will be removed from the Planning Act approval process for lower-tier municipal Official Plans and Official Plan amendments and plans of subdivision, however, there is currently no implementation date for these changes.



- h) Bill 109 permits the establishment of a regulation-making authority to determine what cannot be required as a condition of draft plan approval.

Though this change to the Planning Act permits the establishment of a regulation-making authority to determine what cannot be required as a condition of draft plan approval of a subdivision, these requirements would need to be made by regulation under the Act. No regulation has yet been released.

Staff recommendation: No action required at this time.

- i) New section 70.3.1 provides the Minister with authority to make certain regulations respecting surety bonds and other instruments in connection with approvals with respect to land use planning.

The Minister may make regulations prescribing the ways securities required by municipalities may be provided to include surety bonds or other instruments.

Staff recommendation: No action required as no regulations have yet been released.

## Options:

1. That Council receives this Staff Report, as information regarding Bill 109, the More Homes for Everyone Act 2022 and directs staff to proceed with drafting an official plan amendment to specify the plans and documents that may be required for a complete zoning by-law amendment or site plan application; require pre-consultation review which may require peer review, technical sign-off or acceptance; and to include wording that recognizes the ability of the municipality to approve a site plan with conditions.
2. That Council receives this Staff Report, as information regarding Bill 109, the More Homes for Everyone Act 2022 and directs staff not to proceed with drafting an official plan amendment. Staff do not recommend this option due to the necessity to meet the regulatory requirements of Bill 109.
3. That Council receives this Staff Report, as information regarding Bill 109, the More Homes for Everyone Act 2022 and directs staff to proceed with drafting an official plan amendment with a more limited scope. Again, Staff do not recommend this option in order to meet the regulatory requirements of Bill 109.
4. That Council receives this Staff Report, as information regarding Bill 109, the More Homes for Everyone Act 2022 and directs staff to undertake alternative actions.

## **Policy Considerations:**

Bill 109, the *More Homes for Everyone Act 2022*

Some sections of Bill 23, the *More Homes Built Faster Act 2022*

County of Renfrew Official Plan Amendment No. 35

## **Financial Considerations:**

There is a potential loss of revenue from Site plan applications and Zoning by-law amendment application if timelines are not met and refunds need to be made. The proposed changes to the Official Plan are intended to ensure that the timeline for an application begins only once staff have all the information required to make a recommendation on a zoning by-law amendment or decision on a site plan amendment to reduce the probability of not meeting the applicable timeline.

## **Meeting Dates:**

1. February 13, 2023 – Report on Bill 23, the More Homes Built Faster Act 2022

## **Consultation:**

- County of Renfrew Planning Staff
- CAO

## **Documents:**

Document 1 – Letter from MMAH signed by Steve Clark dated December 22, 2022

## **Signatures**

**Reviewed by Department Head:** Alix Jolicoeur

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

**CAO Concurrence:** Robin Paquette

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

**Letter from MMAH signed by Steve Clark dated December 22, 2022****Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000

Ontario

234-2022-6136

December 22, 2022

Dear Head of Council:

Ontario's housing supply crisis is a problem which has been decades in the making. It will take both short-term strategies and long-term commitment from all levels of government, the private sector, and not-for-profits to drive change. Each entity will have to do their part to be part of the solution.

To help support this important priority, I am pleased to provide you with an update on recent legislative and regulatory changes our government has made to help get 1.5 million homes built over the next 10 years.

**Bill 109, the *More Homes for Everyone Act*, 2022**

Bill 109, the More Homes for Everyone Act, 2022, was introduced on March 30, 2022 and received Royal Assent on April 14, 2022.

As part of the government's More Homes for Everyone Plan, Schedule 5 of Bill 109 made changes to the Planning Act. Consequential changes were also made to the City of Toronto Act, 2006.

Most of the Planning Act changes are now in effect except for the zoning and site plan control fee refund provisions, which are due to come into force on January 1, 2023. However, I am committed to bringing forward legislation to delay the effective date of the fee refund changes from January 1, 2023 to July 1, 2023. These legislative changes would be introduced in the new year.

In the event that any fee refunds become due to applicants before these legislative changes are made, municipalities might consider not issuing refunds in the interim given my express commitment to introduce legislation that, if passed, would retroactively cancel the requirement.

You can find more information about Bill 109 on the Environmental Registry of Ontario ([019-5284](#)), and the Ontario Legislative Assembly [website](#).

**Bill 23, More Homes Built Faster, 2022**

Bill 23, the More Homes Built Faster Act, 2022, was introduced on October 25, 2022, and received Royal Assent on November 28, 2022.

To support More Homes Built Faster: Ontario's Housing Supply Action Plan: 2022–2023, Schedule 9 of Bill 23 made changes to the Planning Act. Schedule 1 of Bill 23 also made similar changes to the City of Toronto Act, 2006 related to site plan provisions. Schedule 3 of Bill 23 made changes to the Development Charges Act.

The planning-related and municipal development-related charges changes came into force on November 28, 2022, except for provisions related to removal of planning responsibilities from certain upper-tier municipalities, certain provisions related to parkland dedication, and exemptions from municipal development-related charges for affordable and attainable housing, which will come into force on a day in the future to be named by proclamation. Provisions related to Conservation Authorities will take effect January 1, 2023.

Bill 23 also made changes to legislation led by other ministries. Please see Appendix A for an overview of the effective dates of the Bill 23 changes by schedule.

You can find more information about Bill 23 on the Environmental Registry of Ontario ([019-6163](https://www.ero.on.ca/019-6163)), and the Ontario Legislative Assembly [website](https://www.ola.on.ca/).

**Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022**

Bill 3, the Strong Mayors, Building Homes Act, 2022, was introduced on August 10, 2022, and received Royal Assent on September 8, 2022. Bill 3 and associated regulations ([O. Reg. 529/22](https://www.ero.on.ca/019-6163) and [O. Reg. 530/22](https://www.ero.on.ca/019-6163)) came into force on November 23, 2022.

Bill 39, the Better Municipal Governance Act, 2022, was introduced on November 16, 2022, and received Royal Assent on December 8, 2022. Bill 39, amendments to associated regulations ([O. Reg. 581/22](https://www.ero.on.ca/019-6163) and [O. Reg. 583/22](https://www.ero.on.ca/019-6163)), and additional regulations to prescribe provincial priorities ([O. Reg. 580/22](https://www.ero.on.ca/019-6163) and [O. Reg. 582/22](https://www.ero.on.ca/019-6163)) came into force on December 20, 2022. Additional details can be found in Appendix B and on the Ontario Legislative Assembly's website ([Bill 3](https://www.ola.on.ca/) and [Bill 39](https://www.ola.on.ca/)).

Sincerely,



Steve Clark  
Minister

c: Chief Administrative Officer

## Appendix A

### Effective Dates for Bill 23, the More Homes Built Faster Act, 2022

Schedule	Effective Date
Schedule 1: City of Toronto Act, 2006	<p>All of the changes in Schedule 1 (City of Toronto Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the City of Toronto Act include amendments that give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 2: Conservation Authorities Act	<p>Changes in Schedule 2 (Conservation Authorities Act) came into force the day the bill received Royal Assent, except for:</p> <ul style="list-style-type: none"> <li>On January 1, sections related to streamlining disposition of lands for CAs comes into force which would allow CAs to sell or lease land without Minister's approval provided they follow rules around public consultation and notifications.</li> <li>Also on January 1, sections that enable the Minister's ability to issue direction to freeze fees and ability to scope CA commenting on development applications and land use planning policies through regulation, would come into force but only have effect when the Minister issues direction on fees or if a regulation prescribing Act under which CA commenting roles is restricted is made.</li> <li>Changes related to CA permitting (including removal of "conservation of land" and "pollution", adding "unstable soil and bedrock", regulation making powers to exempt development from a CA permit where it has been authorized under the Planning Act, etc.) take effect on a later date (upon proclamation) once a new regulation under Section 28 of the CA Act is in effect. MNRF continues to consult on that regulation through the Environmental Registry (#019-2927).</li> </ul>
Schedule 3: Development Charges Act, 1997	<p>All of the changes in Schedule 3 (Development Charges Act) came into force on the day the bill received Royal Assent, with the exception of provisions relating to development charge exemptions for affordable and attainable housing units, which would take effect upon proclamation.</p>
Schedule 4: Municipal Act, 2001	<p>All of the changes in Schedule 4 (Municipal Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the Municipal Act give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 5: New Home Construction Licensing Act, 2017	<p>Many of the amendments in Schedule 5 (New Home Construction Licensing Act) came into force on the day the bill received Royal Assent.</p> <p>The amendments regarding the maximum fine that a court may impose for a subsequent conviction, as well as most of the amendments related</p>

Schedule	Effective Date
Schedule 6: Ontario Heritage Act	<p>to administrative penalties, will come into force on February 1, 2023.</p> <p>Most of the amendments to the Ontario Heritage Act (OHA) made through the bill will be proclaimed into force on January 1, 2023. These include:</p> <ul style="list-style-type: none"> <li>• The new authorities under Part III.1 of the Act that relate to the Standards and Guidelines for Conservation of Provincial Heritage Properties.</li> <li>• Most of the changes to procedures related to municipal registers, including the process and requirements around inclusion of non-designated properties on the municipal registers. However, the requirement for municipalities to make their municipal registers available on a publicly accessible website will not come into force until July 1, 2023 to provide municipalities with time to ensure compliance.</li> <li>• Limiting the ability to issue a Notice of Intention to Designate a property subject to a prescribed event to only those properties included on a municipal register.</li> <li>• The authority to prescribe criteria for determining cultural heritage value or interest for the purposes of including non-designated properties on the municipal register and designating a Heritage Conservation District (HCD).</li> <li>• The authority to set out processes to amend and repeal HCD bylaw in regulation. Note, the Ministry of Citizenship and Multiculturalism will consult on the development of these processes to be set out in regulation in 2023.</li> </ul> <p>Regulatory amendments to O.Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest will also come into force on January 1, 2023. These changes establish that non-designated properties included on a register must meet one or more of the criteria outlined in the regulation, and that individual properties and HCDs must meet two or more of the criteria included in the regulation in order to be designated. The regulation also includes transitional provisions to address matters underway at the time of the changes coming into force.</p> <p>The outstanding amendments to the OHA made through Bill 108, the More Homes, More Choice Act, 2019, will also be proclaimed into force on January 1, 2023. The amendments speak specifically to the demolition or removal of an attribute that is not a building or structure within an HCD.</p> <p>Regulatory amendments to O.Reg. 358/21: General will come into force on January 1, 2023. These amendments include consequential housekeeping amendments and transition provisions related to the above legislative amendments coming into force.</p> <p>Bill 23 included some minor housekeeping amendments to the OHA that came into force upon Royal Assent. These included repealing the alternative definition of “alter”.</p>
Schedule 7: Ontario Land Tribunal Act, 2001	The changes in Schedule 7 (More Homes Built Faster Act, 2022) will come into force on proclamation.

Schedule	Effective Date
Schedule 8: Ontario Underground Infrastructure Notification System Act, 2012	The changes in Schedule 8 (Ontario Underground Infrastructure Notification System Act, 2012) came into force on the day the bill received Royal Assent.
Schedule 9: Planning Act	<p>The changes in Schedule 9 (Planning Act) all came into force on the day the bill received Royal Assent, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• provisions related to removal of planning responsibilities from certain upper-tier municipalities, which would come into force on a day to be named by proclamation.</li> <li>• provisions related to the exemption of community benefits charge and parkland dedication requirements for affordable and attainable housing units</li> <li>• provisions related encumbered land to be conveyed to municipalities by developers for park or other recreational purposes</li> <li>• provisions related to Conservation Authorities (linked to the changes in Schedule 2) will take effect January 1, 2023</li> </ul>
Schedule 10: Supporting Growth and Housing in York and Durham Regions Act, 2022	<p>Except as otherwise provided, the Act set out in Schedule 10 came into force on the day bill received Royal Assent.</p> <ul style="list-style-type: none"> <li>• Sections 7 to 10, subsection 11 (5) and section 14 come into force on a day to be named by proclamation of the Lieutenant Governor. Once in force, these sections will require a prescribed municipality to develop, construct, and operate the Lake Simcoe phosphorus reduction project and allow the Ontario Clean Water Agency to undertake some or all of that project if ordered to do so by the Lieutenant Governor in Council. The project will also be exempt from the Environmental Assessment Act.</li> <li>• Subsection 85 (1) comes into force on the later of the day subsection 44 (1) of this Act comes into force and the day section 2 of Schedule 5 to the Accelerating Access to Justice Act, 2021 comes into force. Subsection 85 (1) makes consequential changes to the Act arising out of changes to the Expropriations Act in respect of alternative hearings processes.</li> <li>• Subsection 85 (2) comes into force on the later of the day section 61 of this Act comes into force and the day section 42 of Schedule 4 to the Comprehensive Ontario Police Services Act, 2019 comes into force. Subsection 85 (2) makes consequential changes to the Act arising out of the Comprehensive Ontario Police Services Act, 2019 consistent with other Ministry of the Environment, Conservation and Parks legislation. The change would allow a person undertaking an inspection to obtain the assistance of the local police force rather than the Ontario Provincial Police Force.</li> </ul>

## Appendix B

### **Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022**

As a result of Bills 3 and 39, changes were made to the Municipal Act, 2001, City of Toronto Act, 2006 and the Municipal Conflict of Interest Act, and regulations were established to give the mayors in Toronto and Ottawa strong mayor powers to help advance shared provincial-municipal priorities, including building new homes. These powers include:

- Choosing to appoint the municipality's chief administrative officer,
- Hiring certain municipal department heads, and establish and re-organize departments,
- Creating committees of council, assigning their functions and appointing the Chairs and Vice-Chairs of committees of council, and
- Proposing the municipal budget, subject to council amendments and a head of council veto and council override process.

The mayors of Toronto and Ottawa can also use strong mayor powers related to provincial priorities. These include:

- Vetoing certain by-laws if the mayor is of the opinion that all or part of the by-law could potentially interfere with a provincial priority,
- Bringing forward matters for council consideration if the mayor is of the opinion that considering the matter could potentially advance a provincial priority, and
- Proposing certain municipal by-laws if the mayor is of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.

The provincial priorities for the purposes of strong mayor powers are prescribed in O. Reg. 580/22 and O. Reg. 582/22 and they are:

1. Building 1.5 million new residential units by December 31, 2031.
2. Constructing and maintaining infrastructure to support housing, including, transit, roads, utilities, and servicing.





## Town of Arnprior Staff Report

**Subject:** Proclamation – Wear Red Canada Day (February 13, 2023)

**Report Number:** 23-01-23-05

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

**Department:** Client Services

**Meeting Date:** January 23, 2023

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### Recommendations:

That Council proclaim February 13, 2023 as Wear Red Canada Day in the Town of Arnprior.

### Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Canadian Women's Heart Health Centre  University of Ottawa Heart Institute Prevention and Wellness Centre 40 Ruskin Street, Room H-S112A Ottawa, Ontario K1Y 4W7
Section 5.2.2 – Contact Person's Name	Adriana Beaman  <a href="mailto:abeaman@hewittslaw.com">abeaman@hewittslaw.com</a>
Section 5.2.3 – Name of Proclamation and Duration	Wear Red Canada Day February 13, 2023

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

Section 5.2.4 – Appropriate Wording for Proclamation	Yes
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 – Wear Red Canada Day (February 13, 2023)

### **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

## Wear Red Canada Day

### February 13, 2023

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**Whereas** Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

**Whereas** Globally, cardiovascular diseases affect one out of three women, yet women everywhere are under-studied, under-diagnosed, under-treated, and under-aware when it comes to their cardiovascular health; and

**Whereas** The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

**Whereas** [Wear Red Canada Day](#) is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

**Whereas** We want to see better prevention, diagnosis, care, and fewer women dying prematurely from heart disease.

**Now Therefore**, I Lisa McGee Mayor of Arnprior, do hereby proclaim February 13, 2023, as Wear Red Canada Day in the Town of Arnprior, Ontario.

**Lisa McGee, Mayor**  
**Town of Arnprior**



November 4, 2022

BY EMAIL: [lmcgee@arnprior.ca](mailto:lmcgee@arnprior.ca)

Her Worship Lisa McGee  
Mayor of Arnprior  
105 Elgin Street West  
Arnprior, ON K7S 0A8

Dear Mayor McGee:

Congratulations on your election as Mayor of Arnprior. As we had the support of Council last year, we are writing again for this year's campaign. As we had outlined, heart disease is the number one killer of women worldwide and the leading cause of premature death in women in Canada. Globally, cardiovascular diseases affect 1 out of 3 women, yet women everywhere are under-studied, under-diagnosed, under-treated, and under-aware when it comes to their cardiovascular health. Worse, considering that 80% of a woman's risk factors are within her control, heart disease is largely preventable.

**Wear Red Canada Day** continues to be celebrated annually across Canada on February 13<sup>th</sup> to raise awareness about women's cardiovascular health. Organized events held across the country serve as a reminder for all people in Canada, but especially women, to be mindful, curious and proactive in the management of their heart health and wellness.

Powered by the Canadian Women's Heart Health Centre (CWHHC), the [Canadian Women's Heart Health Alliance](#) (CWHHA) is comprised of over 100 women's heart health professionals, patients and scientists from across Canada. Our mission is to share evidence-based strategies that will transform clinical practice and enhance collaborative action concerning women's heart health in Canada.

The CWHHA continues to develop its annual national Wear Red Canada awareness campaign with the ultimate goal of improving the heart health of women in Canada of all ages. We invite you to learn more about Wear Red Canada Day at [WearRedCanada.ca](http://WearRedCanada.ca).



I write to you today Mayor McGee, as the elected representative, and as an advocate for improving health outcomes for women in the Town of Arnprior to request your assistance in proclaiming **February 13, 2023 as *Wear Red Day* in the Town of Arnprior**. We enclose for your review a sample of a proclamation format which may be of assistance.

We want to see improved awareness of the greatest health risk to women in our communities, and, most importantly, fewer women dying prematurely from heart disease—and we believe we can achieve this with your help.

Thank you for your time, for reading, and for your consideration. Do not hesitate to contact me at [abeaman@rogers.com](mailto:abeaman@rogers.com) or by phone at 613-563-0202 ext. 304 if I can provide further information or further suggested proclamation language for your review.

Yours sincerely,

Adriana C. Beaman, Patient Advocate  
Wear Red Canada campaign team member

Encl.



## Town of Arnprior Staff Report

**Subject:** Proclamation – 2023 Black History Month

**Report Number:** 23-01-23-06

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

**Department:** Client Services

**Meeting Date:** January 23, 2023

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### Recommendations:

That Council proclaim February 2023 as Black History Month in the Town of Arnprior.

### Background:

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

Section 5.1 – Charitable or Non-Profit Organization	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 105 Elgin Street West, Arnprior, ON. K7S 0A8
Section 5.2.2 – Contact Person's Name	Robin Paquette, CAO
Section 5.2.3 – Name of Proclamation and Duration	Black History Month February 2023
Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	No
Section 5.3.1 – Does not promote any commercial business	Complies

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

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 – February 2023 Black History Month

**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

## February 2023 as:

### **“Black History Month”**

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**Whereas** the Government of Canada is celebrating Black History Month in February; and

**Whereas** the Province of Ontario and Government of Canada also recognize Black History Month and its significance in February; and

**Whereas** the Town of Arnprior understands the importance of recognizing individuals in Arnprior, both past and present, who are members of the Black community; and

**Whereas** during Black History Month, we commemorate and celebrate the many achievements and contributions made by Black Canadians, who throughout our history have shaped our country's heritage and identity; and

**Whereas** through the month of February the Town of Arnprior will share various information and resources pertaining to Black History Month via social media and the Town's website.

**Therefore** I, Lisa McGee, Mayor of the Town of Arnprior, do hereby proclaim February 2023, as Black History Month in the Town of Arnprior. I encourage all residents, staff, and Members of Council to take the time to participate and utilize shared resources, and other information, to learn more and understand how these communities continue to help shape the story of Canada.

Lisa McGee, Mayor



**The Corporation of the  
Town of Arnprior**

**By-law Number 7350-23**

A By-law to confirm compliance with Pay Equity requirements and implement a new salary grid for non-union positions.

**Whereas** Section 8 of the *Municipal Act* S.O. 2001, c. 25, as amended states that the powers of a municipality under the *Municipal Act* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

**Whereas** Section 4 (1) of the *Pay Equity Act* R.S.O. 1990, c. P.7, as amended states that the purpose of the *Pay Equity Act* is to redress systemic gender discrimination in compensation for work performed by employees in female job classes; and

**Whereas** Cornerstone Management Solutions Ltd, a professional firm with expertise in Job Evaluation and Pay Equity practices and requirements has completed an independent analysis of non-union positions to ensure internal equity, market alignment and compliance with Pay Equity requirements; and

**Whereas** the Council of the Corporation of the Town of Arnprior deems it expedient to authorize implementation of a new salary grid, recommended by Cornerstone Management Solutions Ltd, that takes into consideration external market data, internal job hierarchy and pay equity.

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

1. **That** Council authorize a new salary grid, attached as Appendix A, effective January 01, 2023; and
2. **That** By-Law 6429-15 and By-Law 6797-18 as amended, and any other by-laws or resolutions or parts of by-laws and/or resolutions inconsistent with the provisions herein are repealed.

**Enacted and passed** this 23<sup>rd</sup> day of January, 2023.

**Signatures:**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

## Appendix A

**TOWN OF ARNPRIOR**  
**Full-time Non-Union Position Ranking**

GRADE	POSITIONS
1	
2	
3	
4	Cashier Receptionist / AR
4a	Client Services Administrative Assistant
5	
6	Accounts Clerk Finance Specialist (Taxation & AP) Finance Officer (Payroll & Special Projects) Recreation Administrator Client Services Coordinator
7	Program and Events Coordinator
8	Junior Planner
9	Environmental Engineering Officer Marketing and Economic Development Officer Aquatics and Facility Services Supervisor Building Inspector
10	Deputy Clerk Manager of Culture / Curator IT Support Coordinator Engineering Officer, Civil Engineering Officer, Facilities and Assets Fire Prevention & Protection Officer / Captain
11	Fire Prevention & Protection Officer / Deputy Chief Human Resources Officer Operations Supervisor Chief Building Official Public Works Supervisor* Water Works Supervisor Senior Engineering Officer Town Clerk
12	Manager of Finance
13	Manager of Community Services / Planner
14	Director of Recreation Fire Chief
15	
16	General Manager, Client Services / Treasurer General Manager, Operations

\* Based on 40 hours per week

**Part-time / Casual Non-Union Position Ranking**

GRADE	POSITIONS
1	
2	Bartender Crossing Guard Facility Attendant* Marina Attendant Museum Collections Coordinator Museum Programming and Outreach Coordinator Museum Weekend Staff Program and Event Staff
3	Customer Service Representative Lifeguard / Instructor
4	Museum Administrative Assistant

\*Previously Arena Attendant / Custodian

**TOWN OF ARNPRIOR**  
**2023 Salary Grid**  
**Non Union Positions**

	85%	88%	91%	94%	97%	100%
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Hold for future use					
2	\$ 33,985	\$ 35,185	\$ 36,384	\$ 37,584	\$ 38,783	\$ 39,983
3	\$ 38,936	\$ 40,310	\$ 41,684	\$ 43,058	\$ 44,433	\$ 45,807
4	\$ 44,609	\$ 46,183	\$ 47,757	\$ 49,332	\$ 50,906	\$ 52,481
4a	\$ 49,070	\$ 50,801	\$ 52,533	\$ 54,265	\$ 55,997	\$ 57,729
5	\$ 52,504	\$ 54,357	\$ 56,210	\$ 58,063	\$ 59,916	\$ 61,769
6	\$ 56,180	\$ 58,162	\$ 60,145	\$ 62,128	\$ 64,111	\$ 66,094
7	\$ 58,989	\$ 61,071	\$ 63,153	\$ 65,235	\$ 67,317	\$ 69,399
8	\$ 62,893	\$ 65,113	\$ 67,332	\$ 69,552	\$ 71,772	\$ 73,992
9	\$ 66,905	\$ 69,266	\$ 71,628	\$ 73,989	\$ 76,350	\$ 78,712
10	\$ 72,926	\$ 75,500	\$ 78,074	\$ 80,648	\$ 83,222	\$ 85,796
11	\$ 78,761	\$ 81,540	\$ 84,320	\$ 87,100	\$ 89,880	\$ 92,660
12	\$ 85,061	\$ 88,063	\$ 91,066	\$ 94,068	\$ 97,070	\$ 100,072
13	\$ 91,866	\$ 95,108	\$ 98,351	\$ 101,593	\$ 104,835	\$ 108,078
14	\$ 99,215	\$ 102,717	\$ 106,218	\$ 109,720	\$ 113,222	\$ 116,724
15	\$ 107,153	\$ 110,935	\$ 114,717	\$ 118,498	\$ 122,280	\$ 126,062
16	\$ 114,653	\$ 118,700	\$ 122,746	\$ 126,793	\$ 130,839	\$ 134,886



105 Elgin St. West  
Arnprior, ON K7S 0A8

tel 613 623 4231  
fax 613 623 8091

arnprior@arnprior.ca  
[www.arnprior.ca](http://www.arnprior.ca)

# Memo

To: Mayor & Town Council

From: Jennifer Morawiec, GM Client Services / Treasurer

Date: 23 January 2023

**Subject: Full-time and Part-time Non-Union Salary Grid**

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The Council agenda for the January 23, 2023 Council Meeting includes a new salary grid for full-time and part-time non-union staff as recommended by Cornerstones Management Solutions Ltd. for Council's further information, please note the following:

- a) Vacant positions: The grid currently includes a Junior Planner and Senior Engineering Officer positions. For 2023, these positions are not staffed or funded at this time and remain as placeholders for future use should the need arise.
- b) Position titles: The part-time positions for Arena Attendant and Arena Custodian have been combined into a part-time Facility Attendant position due to the high volume of responsibility overlap in the positions.
- c) Hours adjustment: In the latest Collective Bargaining Agreement, the hours for the Roads and Services department adjusted from 42.5 hours / week to 40.0 hours / week. The salary grid includes the Supervisor, Roads and Services at the amended 40 hours / week instead of the previously stated 42.5 hours / week.

Please let me know if you have any questions.

Sincerely,

Jennifer Morawiec  
GM Client Services / Treasurer

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Cc: CAO, GM, Operations, Director of Recreation