



## **Town of Arnprior**

### **Regular Meeting of Council Agenda**

**Date: Monday, June 12, 2023**

**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 – May 23, 2023** (Page 1-10)
- 8. Awards / Delegations / Presentations**
  - a) **Delegations**
    - i) **Arnprior Skateboard Association**, Luke Sheldrick (Page 11-28)
    - ii) **Arnprior McNab Ringette Association**, Jillian Lotan, Krys Rousselle and Lisa Belton (Page 29-43)
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**

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

## **12. Staff Reports**

- a) **Lifting of 0.3m Reserve (Marshall's Bay Meadows)**, Alix Jolicoeur, Manager of Community Services / Planner (Page 44-45)
- b) **Request for Sign By-Law Exemption (240 Baskin Drive West)**, Alix Jolicoeur, Manager of Community Services / Planner (Page 46-50)
- c) **Annual Statement of Development Charges 2022**, Jennifer Morawiec, GM, Client Services / Treasurer (Page 51-57)
- d) **Bi-Annual Financial Update**, Jennifer Morawiec, GM, Client Services / Treasurer (Page 58-63)

## **13. Committee Reports and Minutes**

- a) **Mayor's Report**
- b) **County Councillor's Report**
- c) **Committee Reports and Minutes**

## **14. Correspondence & Petitions**

- a) **Correspondence**
  - i. Correspondence Package I-23-Jun-11
  - ii. Correspondence Package A-23-Jun-09

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

- a) **By-laws**
  - i. **By-law Number 7395-23** – Lifting of 0.3 m Reserve (Marshall's Bay Meadows) (Page 64)
  - ii. **By-law Number 7396-23** – Sign By-Law Exemption (240 Baskin Drive West) (Page 65)
  - iii. **By-law Number 7397-23** – Appointment of Town Clerk (Shelley Mackenzie) (Page 66-67)
  - iv. **By-law Number 7398-23** – Amend Hiring Policy (Volunteer Fire Fighters) (Page 68-71)

## **b) Resolutions**

- i. **Municipal Grant Application:** Ottawa Valley Cycling and Active Transportation Alliance – Waive Rental Fees for Nick Smith Centre Community Hall (Trail Towns Conference) (Page 72)
- ii. **Municipal Grant Application:** Arnprior Braeside McNab Seniors at Home Program Inc. – Waive Rental Fees for Nick Smith Centre Community Hall (Christmas Craft Fair) (Page 73)
- iii. **Municipal Grant Application:** Arnprior Braeside McNab Seniors At Home Program Inc. – Waive Rental Fees for Robert Simpson Park (Annual Memorial Butterfly Release) (Page 74)
- iv. **Municipal Grant Application:** St. Andrews United Church – Waive Rental Fees for Nick Smith Centre Community Hall (Christmas Craft Market) (Page 75)
- v. **Municipal Grant Application:** Rotary Club of Arnprior – Waive Rental Fees for Robert Simpson Park (Tarts & Arts In The Park) (Page 76)

## **16. Announcements**

## **17. Media Questions**

## **18. Closed Session**

One (1) matter(s) regarding personal matters about an identifiable individual including municipal or local board employees pursuant to Section 239(2)(c) of the Municipal Act, 2001, as amended (Secondary School Bursaries)

One (1) matter regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Land Sale – McGonigal Street)

## **19. Confirmatory By-law**

By-law No. 7399-23 to confirm the proceedings of Council

## **20. 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

Amended





**Minutes of Council Meeting  
May 8, 2023 6:30 PM  
Town Hall, Council Chambers – 105 Elgin St. W. Arnprior, ON**

**Council and Staff Attendance**

**Council Members Present (In-Person):**

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

**Council Members Present (Electronic):**

**Council Members Absent:**

**Town Staff Present**

Robin Paquette, CAO  
Maureen Spratt, Town Clerk  
Jennifer Morawiec, GMCS / Treasurer  
Graeme Ivory, Director of Recreation  
John Steckly, GM, Operations  
Patrick Foley, Engineering Officer,  
Facilities and Assets  
Alix Jolicoeur, Manager of Community  
Services / Planner  
Jacques Benoit, CBO  
Emily Stovel, Manager of Culture /  
Curator  
Oliver Jacob, Client Services Coordinator

**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 176-23

Moved by Chris Couper

Seconded by Tom Burnette

**Be It Resolved That** the agenda for the Regular Meeting of Council dated Tuesday, May 23, 2023 be adopted.

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None

# Minutes of Council Meeting

## 6. Question Period

None

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

Resolution Number 177-23

Moved by Billy Denault

Seconded by Chris Couper

**That** the minutes of the Regular Meeting of Council listed under Item 7 (a) on the Agenda be adopted.

Resolution Carried

## 8. Awards/Delegations/Presentations

None

## 9. Public Meetings

Resolution No 178-23

Moved by Dan Lynch

Seconded by Lynn Grinstead

**That** Council Move into a public meeting to inform the public of the proposed subdivision application no 47-T-22002 for the lands described as Concession C, Part of Lot 5, being parts 2 and 4 RP 49R3337, geographic town of Arnprior.

Resolution Carried

Mayor McGee called the meeting to order at 6:33 p.m. and welcomed those present. The Planner noted that written submissions and a copy of the meeting minutes would be provided to the County of Renfrew prior to the granting of Draft Conditions.

The Planner explained that the County of Renfrew has received an application for a plan of subdivision which would create 55 townhouse units on 3 street extensions connecting to Charlotte Street North, Norma Street North and Ida Street North. A block of land for stormwater management is included on the plan. The Planner provided a presentation, attached as Appendix A, and forming part of these minutes, of the developer's proposal and the next steps.

The floor was opened to the public for comments:

- Russ Corbett, 167 Dan Street.
- Blaine Lenser, 140 McLachlin Street North
- Mike Battison, 124 Charlotte Street North
- Emily Prospero, 2518 Highway 29, Pakenham
- Meera Manghani, 61 Jack Crescent
- Elenea Prospero, 45 Hill Road
- Travis McLeod – 3 Kinsmen Crescent
- Susan Davis – 63 Victoria Street, Unit 7
- Ali Homer, 119 Vancourtland Street North
- Graham Spaul 123 Vancourtland Street
- Luke Battison, 124 Charlotte Street North
- Jonathan David McLaren, 211 Bell Street
- Mikayla Smith, 85 Division Street

A summary of comments is as follows:

## Minutes of Council Meeting

- Watercourse is aquifer fed brook important to the health of the Gilles Grove
- Opposition to filling in a wetland
- The subject property contributes to the health of Gilles Grove in an integral way, development of this land will negatively impact Gilles Grove
- Project will add to global warming
- Development is not going to significantly improve housing access, Arnprior has done its part to address housing need
- Existing recent residential development negatively affecting the Town of Arnprior (not enough commercial, traffic issues), this development would contribute to these issues
- Concerns regarding how stormwater will be managed, including increased localized flooding and the look of the stormwater management pond
- Require more information on how the development meets the Town of Arnprior Official Plan Natural Heritage policies
- Have MNRF and Nature Conservancy of Canada been notified/provided the EIS?
- How and who will conduct Species at Risks (SAR) sweeps during construction?
- Who pays for development of infrastructure and maintenance of this new infrastructure?
- Developer should donate the entire property to the Nature Conservancy of Canada
- Concern regarding alleged 2% loss of Gilles Grove forest
- How will the development impact the water quality in the watercourse to be relocated?
- Behind in trail management in Gilles Grove

The Mayor thanked the public for their comments, noting the property is privately owned and there is legislation in effect that the planning process is legislated, however, there be mitigating options available, of which will be presented at a future meeting.

Resolution No 179-23 (7:45 p.m.)

Moved by Chris Couper

Seconded by Dan Lynch

**That** Council resume to the regular meeting of Council.

Resolution Carried

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

None

### 11. Notice of Motions

None

### 12. Staff Reports

- a) Bill 97 Helping Homebuyers, Protecting Tenants Act, 2023” and the proposed new Provincial Planning Statement (PPS)  
Resolution Number 180-23

Moved by Billy Denault

Seconded by Chris Toner

**That** Council receives Report 23-05-23-01 as information regarding Bill 97, the Helping Homebuyers, Protecting Tenants Act, 2023 and the proposed Provincial Planning Statement 2023.

Resolution Carried

## Minutes of Council Meeting

**b) Building By-law Amendment**

Resolution Number 181-23

Moved by Billy Denault

Seconded by Chris Toner

**That** Council adopt a by-law to amend By-law 6694-17, being the Building By-law.

Resolution Carried

**c) Water Filtration Plant and Water Pollution Control Centre Building Condition Assessment Award**

Resolution Number 182-23

Moved by Dan Lynch

Seconded by Lynn Grinstead

**That** Council enact a by-law to:

(a) Award the Water Filtration Plant and Water Pollution Control Centre Building Condition Assessments project to J.L. Richards & Associates Limited, for a total of \$279,279.00 (plus HST) under the existing Standing Offer agreement; and

(b) Authorize the CAO to execute the agreements and related documents with J.L. Richards to complete the assessments as per the defined scope of work.

Resolution Carried

**d) Request for Award of PW-2023-05 Replacement of Two Rooftop Units and One Pool Dehumidifier**

Resolution Number 183-23

Moved by Tom Burnette

Seconded by Chris Couper

**That** Council award Tender No. PW-2023-05 Replacement of Two Rooftop Units and One Pool Dehumidifier to Black & McDonald Limited, for a total of \$250,671.00 (plus HST); and

**That** Council adopt a bylaw authorizing the CAO to execute the agreements, and related documents with Black & McDonald Limited to complete the scope of work specified.

Resolution Carried

**e) Request for Award Tender PW-2023-06 Operation of the Arnprior Waste Disposal Site**

Resolution Number 184-23

Moved by Billy Denault

Seconded by Lynn Grinstead

**That** Council award the Operation of the Arnprior Waste Disposal Site Tender #PW-2023-06, for a period of five (5) years, to McCrea Excavating Ltd. for the amount of \$494,100.00 per year (excluding HST) plus adjustments for CPI and fuel surcharge.

**That** Council enact a bylaw authorizing the CAO to enter into an agreement with McCrea Excavating Ltd. to complete the works.

Resolution Carried

## Minutes of Council Meeting

f) Proclamation – Community Living Month (May 2023)

Resolution Number 185-23

Moved by Lynn Grinstead

Seconded by Chris Toner

**That** Council proclaim May 2023 as Community Living Month in the Town of Arnprior.

**Whereas** Community Living Renfrew County South is a local organization who works to improve the quality of life for people with developmental disabilities through partnership and collaboration; and,

**Whereas** Community Living Renfrew County South has been providing services and support to people with developmental disabilities and their families in the Greater Arnprior area since 1964; and,

**Whereas** Community Living Month is a province-wide annual awareness campaign to recognize the accomplishments of the Community Living movement and to celebrate the successes of creating inclusive communities for people with developmental disabilities;

**Therefore Be It Resolved That** I, Lisa McGee, Mayor, do hereby proclaim May 2023 as “**Community Living Month**” in the Town of Arnprior and encourage all residents to recognize and celebrate the accomplishments of Community Living Renfrew County South and their clients in our community.

Resolution Carried

g) Proclamation – CDKL5 Awareness Month

Resolution Number 186-23

Moved by Dan Lynch

Seconded by Tom Burnette

**That** Council proclaim June 2023 as CDKL-5 Awareness Month in the Town of Arnprior.

**Whereas** CDKL5 Canada is a registered charitable corporation founded to pursue research into finding a cure for CDKL5 disorder; and

**Whereas** CDKL5 Deficiency Disorder is a rare genetic mutation that prevents the body from making essential proteins needed for brain development, causing children to have seizures as well as have issues achieving basic motor, vision, and other basic developmental milestones; and

**Whereas** CDKL5 Canada is looking to raise public awareness of this disorder, and provide support and information to all who deal with the hardships of this disorder; and

**Whereas** June is known as CDKL5 Awareness Month; and

**Whereas** local resident Jakob Ruest passed away from this devastating disorder when he was just three years old and his family has created an awareness campaign in his memory;

**Therefore Be It Resolved That** I, Lisa McGee, Mayor, do hereby proclaim June 2023 as “**CDKL5 Awareness Month**” in the Town of Arnprior and encourage all citizens to participate in the CDKL5 Canada online event, and learn more about this rare disorder, which affects people in our community.

Resolution Carried

# Minutes of Council Meeting

## 13. Council Committee Reports and Minutes

### a) Mayors Report

Mayor McGee reported on the following:

- Recently, through happenstance, met with the Red Cross Coordinator for the area, and had an impromptu meeting, discussed what triggers responses, resources that they have available, and their structure.
- Today, presented the first round of winners of the Renfrew County Senior Games Pickleball winners for the bronze, silver and gold. Under the direction of Glenn Arthur there were ten teams playing almost twenty games each. Thank you to the organizers, volunteers and the winners.
- Attended a collaborative event, between Bee Savvy and Farm Gate Cider, Buzzin' in the Blossoms – a seven-course meal paired with local ciders. There were 116 attending along with Councillors Toner and Denault.
- Attended the Optimistic Women's Trivia Night, where over 17,000 dollars was raised. Twenty-seven teams of women brought their spirit, costume and enthusiasm. A huge congratulations to the organizers and thank you to the many sponsors for the event, where every penny raised goes back to local youth and families.
- I will not be hosting an office open house on June 3<sup>rd</sup>, as I will be at Priorpalooza throughout the day. Please do say Hello!
- Continue to meet with area retail business owners where patio rules, tax rate for commercial retail businesses, and the request for fellow business owners to respect the window of time for putting out garbage and recycling have been raised.
- Compliments from retail business owners on the banners recently installed and the flowers planted annually.

### b) County Councillors Report

- The Development and Property Committee received a Letter of Intent from the First Baptist Church in Arnprior, Ontario regarding development of land located on Division Street in Arnprior to meet the need for affordable housing in the community. Staff will review the correspondence with Community Services staff for any potential alignment with their programs.
- Taste of the Valley dates have been selected for 2023 and 2024. Vendor applications will open online in May for the 2023 season. Events in 2023 and 2024 include:
  - August 12, 2023 Eganville Arena Township of Bonnechere Valley
  - September 9, 2023 Calabogie Rink and Community Centre Township of Greater Madawaska
  - September 30, 2023 Town Hall Parking Lot Town of Deep River
  - October 14, 2023 Cobden Fairgrounds Township of Whitewater Region
  - December 16, 2023 (Holiday Edition) Germania Club City of Pembroke (Holiday Edition)
  - September 7, 2024 Municipal Parking Lot, Killaloe Township of Killaloe, Hagarty and Richards
  - August 10, 2024 The Railway Station, Barry's Bay Township of Madawaska Valley
  - September 28, 2024 Civic Centre Town of Petawawa

# Minutes of Council Meeting

- October 12, 2024 Cobden Fairgrounds Township of Whitewater Region
- An invitation from Atomic Energy of Canada Limited and Canadian Nuclear Laboratories (AECL/CNL) to attend a County Day for local municipal councils from Renfrew and Pontiac Counties is being held on June 2, 2023 from 10:00 a.m. until 3:00 p.m. at the Chalk River Laboratories.
- Tree Planting season is here and funding is available by Forests Ontario's 50 Million Tree Program (50 MTP) restoration program.
- A resolution from the Township of McNab/Braeside requesting that the County of Renfrew reduce the posted speed limit from 80 kph to 70 kph from Green Meadow Road to Highland Road was received. Staff will review and provide a recommendation at a future meeting.
- A Resolution was carried that future road rehabilitation will include a one meter hardened shoulder (where possible).
- There was a recommendation that a new console and radio system be purchased from BearCom in the amount of \$318,710 plus applicable taxes; and further that the cost be shared between the 17 user municipalities.
- Spring Load Restrictions were lifted on May 08, 2023.
- Of note when County Roads are rehabilitated the portion of the Algonquin Trail will be paved inward from the road allowance. This should deter the holes being created by ATV's. The first road to be completed is from County Road 1 (River Road), from Lochwinnoch Road to the Algonquin Trail.
- Community Services administrative staff currently located at 80 McGonigal Street will be vacating the space and temporarily relocating by May 31, 2023 to the Renfrew offices at Renfrew County Place until renovations at the Albert Street location (Arnprior) are completed.
- Information brought back by the County Director of Public Works who attended the American Public Works North American Snow Conference was that the "Opening Speaker" Phil Gwoke, who is a proud Gen X'er and a firm believer that with the proper motivation, training and support system members of any generation are capable of remarkable accomplishments.
- The County of Renfrew Chief's Commendations were presented by Chief Mike Nolan, to Dr. Robert Cushman, former Acting Medical Officer of Health, and Leah Levesque, President and CEO of Arnprior Regional Health for their participation in the creation and early success of the Renfrew County Virtual Triage and Assessment Centre better known as VTAC.

## c) Councillor(s) Report

None

## 14. Correspondence & Petitions

### a) Correspondence Package – I-23-MAY-10

Resolution Number 187-23

Moved by Billy Denault

Seconded by Chris Couper

**That** the Correspondence Package Number I-23-MAY-10 be received as information and filed accordingly.

Resolution Carried

## Minutes of Council Meeting

County Councillor Lynch noted the following items:

- The Ontario government is investing \$700,000 to support four innovative and free training projects designed for 203 professional and volunteer firefighters across the country. This training will focus on fighting fires in situations in small and rural services to ensure they are equipped and prepared for ground rescue and wildfire scenarios.
  - On question of the County Councillor, the CAO responded that she will verify with the Fire Chief if any firefighters were selected for the training.
- Page 27 - The Federal Housing Advocate has launched a review of homeless encampments. Municipalities, service providers, and people experiencing homelessness are encouraged to submit experiences and ideas for solutions by May 26.
- Page 27 - A free assessment of disability management programs is available until June 2024. The assessment involves an interview and produces a report. For details, visit the National Institute of Disability Management and Research website.
- Page 27 - Eye on Events AMO is embarking on new partnerships with Wilfrid Laurier University. Municipal councils rely on high-quality reports to form the basis of sound decision making. This virtual (Zoom) training was purpose-built in consultation with an Ontario municipality to foster specific report-writing skills that meet the needs of varying audiences such as councils, committees, boards, agencies, and the public. Register for the June 13 full day program.
  - On question of the County Councillor the CAO advised the municipality does have staff that would benefit from the training, however it is booked solid in June, and we are looking into a September training date.

Councillor Denault noted the following items:

- Page 4 - Ontario Investing in Infrastructure improvements at Algonquin Park MPP John Yakabuski has announced that the Province of Ontario is investing more than 3.3 million, to build, maintain and revitalization infrastructure at Algonquin Park. The funding will increase opportunities for overnight camping and improve visitor experience.
- Page 9 - Ontario Helping Children and Youth Overcome Barriers - The Ontario government is investing more than 13.5\$ million through the youth opportunities fund to support 38 youth focused grassroots projects across the province that will help children, youth and families develop new skills, overcome social and economic barriers, and navigate services in their community.
  - On question of Councillor Denault the CAO advised that the municipality is not aware of any funding available to community partners or the municipality at this time.
- Page 27 - AMO is excited to announce its 2023 conference will be held in London Ontario August 20 – 23, and if it was anything like ROMA I would highly appreciate it, it was a great learning experience, especially in meeting fellow municipal colleagues across Ontario and up and down the valley.

### **b) Correspondence Package – A-23-MAY-09**

Resolution Number 188-23

Moved by Billy Denault

Seconded by Lynn Grinstead

**That** the Correspondence Package Number A-23-MAY-09 be received and the recommendation outlined be brought forward for council consideration.

Resolution Carried



# Minutes of Council Meeting

Resolution Number 189-23

Moved by Chris Couper

Seconded by Lynn Grinstead

**Whereas** elected leaders at the municipal level do not have an appropriate accountability structure when it comes to perpetrating violence and harassment in the workplace; and

**Whereas** a fundamental, underlying principle of broadening diversity, equity and inclusion in politics rests on the assumption that the workplace is safe; and

**Whereas** Bill 5, the *Stopping Harassment and Abuse by Local Leaders Act* would require Members of Council to comply with the workplace violence and harassment policies of the municipality they represent, permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member's seat for failing to comply with the municipality's workplace violence and harassment policies as well as restrict officials whose seat has been vacated from seeking immediate subsequent re-election; and

**Whereas** Bill 5 would both hold accountable and protect all municipal officials.

**Therefore Be It Resolved That** the Council of the Corporation of the Town of Arnprior support the Sault Ste. Marie City Council resolution in support of Bill 5, *Stopping Harassment and Abuse by Local Leaders Act*.

**Further That** this resolution be circulated to the Hon. Doug Ford, Premier of Ontario, the Hon. Steve Clark, Minister of Municipal Affairs and Housing; John Yakabuski, MPP for Renfrew-Nipissing-Pembroke, the Association of Municipalities of Ontario, and Stephen Blais, MPP for Orleans.

Resolution Carried

## 15. By-laws & Resolutions

### By-laws

Resolution Number 190-23

Moved by Chris Toner

Seconded Billy Denault

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

- By-law Number 7388-23 – Award Building Condition Assessment for the Water Filtration Plant and the Water Pollution Control Centre
- By-law Number 7389-23 – Award Tender No. PW-2023-06 (Operation of the Arnprior Waste Disposal Site)
- By-law Number 7390-23 – Award Tender No. PW-2023-05 Replacement of Two Rooftop Units and One Pool dehumidifier
- By-law Number 7391-23 – Close Portion of the Edey Street Road Allowance
- By-law Number 7392-23 – Disposal of Surplus Lands Edey Street Road Allowance
- By-law Number 7393-23 – Building By-law Amendment

Resolution Carried

## 16. Announcements

County Councillor Lynch made the following announcement(s):

- Paramedics week is May 21 – 27, 2023 and the theme for this year's week is: "Diversity In Paramedicine – The Patient. The Provider. The Profession".
- Welcome the new owners of Canadian Craft Crate, Shandel Goth and wish Brittany Saylor all the best in her retirement.

## Minutes of Council Meeting

- Giant Tiger Manager, Mike Marcil and his wife Robyn are moving to Grand Falls, New Brunswick, to be the Manager there.

Councillor Couper made the following announcement:

- On May 13<sup>th</sup> attended a “Bubbles for Brain Cancer” fundraiser, in memory of Abby. Ran by Abby’s parents Abby’s Adventures is a touching not-for-profit charity focused on raising awareness/funding for ATRT brain cancer.

### 17. Media Questions

None

### 18. Closed Session

### 19. Confirmatory By-Law

Resolution Number 191-23

Moved by Lynn Grinstead

Seconded by Billy Denault

**That** By-law No. 7394-23 being a By-law to confirm the proceedings of the Regular Meeting of Council held on May 23, 2023 be and it is hereby enacted and passed.

Resolution Carried

### 20. Adjournment

Resolution Number 192-23

Moved by Lynn Grinstead

Seconded by Tom Burnette

**That** this meeting of Council be adjourned at 8:55 p.m.

Resolution Carried

### Signatures

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

# Request to Appear as a Delegation Form

**Topic \***

Arnprior Skateboard Association

**Type of Meeting \***

Council

**Meeting Date**

5/23/2023



**Who are you representing**

☐ Myself

☐ My Business

☒ Other

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

Terramor Farm

**Reason for Appearing \***

To discuss the need and potential for Arnprior's new skateboard park.

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

☒ Yes

☐ No

**If yes please specify \***

A slide show and some data

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

☐ Yes

☒ No

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

## Contact Information

**Name \***

Luke Sheldrick

**Address \***

1004 Dickson Rd. Burnstown

**Phone Number \***

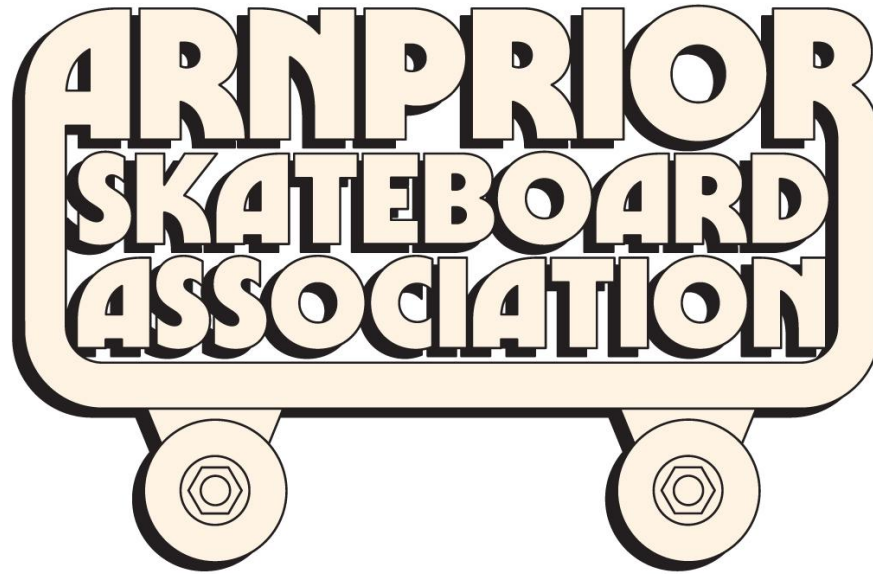
613 809-3650

**E-mail Address \***

sheldrick.luke@gmail.com

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

☒ I Agree



**Foster community through promoting Skateboarding**

**‘Every Kid is at Home in the Park’**

# Contents

- What drives us
- Introduce the ASA
- Why Skateparks Matter
- What the ASA has Done
- Opportunities and Goals
- Steps Forward
- What we're Asking For

**Community:** fundraising, events, grants

**Youth Empowerment:** leadership, mentorship, skills, confidence

**Program Development:** lessons, coaching, programming



**Luke Sheldrick** - Owner/Farmer (Terramor Farm)

**Brian Watson** - Project Manager

**Jane Kenny-Chaput** - Educator/Community

**Kade Chaput** - Student/Skateboard Instructor

**Jeremy Barnett** - Owner/Contractor (Milowen)

**Breen Trott** - Entrepreneur/Educator (Algonquin College/Snowboard Instructor)

**Troy Egan** - Owner/Carpenter (Carpenter)





## Why Skateboarding is an important sport in every community ...

**Accessibility** - affordable, can do it anywhere

**Mentorship/leadership** - no age groups, older participants coach and assist the younger

**Community** - a skatepark can become a place of comfort outside of the home where anyone with a board is welcome

**Skills/Discipline** - helps youth develop important mental and physical skills throughout their formative years





### **Benefits of a Proper Skatepark**

- Location for local skateboarders to practice
- Site for lessons/camps and events
- Prevents the criminalization of youth (inadequate park = more street skating)
- Attracts people from out of town
- Grow the sport / Improve local talent

# ASA Accomplishments

- **Fundraising** - We have raised over \$15000, we use the funds to purchase skateboards, insurance for events, refreshments/snacks/pizza for events as well as prizing and new ramps
- **New Ramps** - we (mostly Troy) have donated our time and resources to create new ramps for our events and the current skatepark
- **Getting youth onto Skateboards** - this past season we were able to sponsor 4 children through the TAP program that had skateboards on their list. Prizing for those in need as well as those who perform
- **20+ Boards, Helmets and Pads**
- **Events** - held several events often attracting +100 participants
- **Lessons/Programming** - Fall pilot for skate lessons was a massive success





# **Skate Nights - Lessons Pilot (October 2022/Spring 2023)**

## **2022 Summary:**

- We offered free skate lessons for 4 consecutive weeks in the fall of 2022
- Our first lesson garnered so much attention online that we decided to create registration which filled at 50 participants within 2 hours.
- All of our subsequent lessons increased in size and still filled within 2-3 hrs each time we opened registration
- Our final event had 100 participants, prizes, pizza and snacks

## **2023 Summary:**

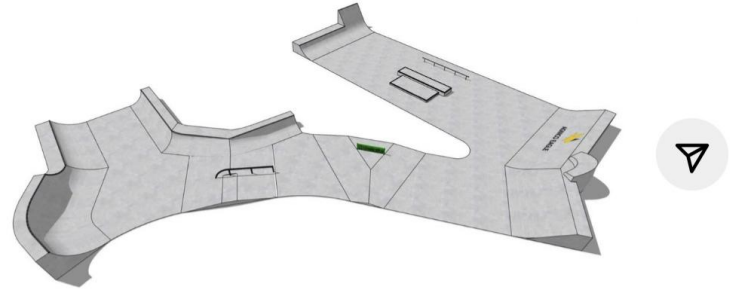
- over 100 participants to our first skate night inside the Nick Smith Centre
- Waiting on insurance to launch lessons program w/ Arnprior Rec.



# Opportunities and Goals

## Funding/Grants

- Corporate Sponsorship - Large Funding, Tiered Sponsorship
- Local Sponsorship (in-kind donations)
- Recreation Grants (infrastructure)
- Programming Grants (Equipment, Administration, Coaching)



See this one we're building in the spring has the logo of a gold mining corporation and has a green rail with the logo of Desjardins Bank on it , these 2 companies are paying for the park



# Opportunities and Goals Cont.

## Program Development

- Lessons, coaching
- Indoor Location
- Teen Jobs
- After-School Programs
- Skateboarding as a competitive sport
- Arnprior at the forefront of youth skateboarding development
- Amazing Skatepark!





# Municipalité de Saint-Charles (design&construction)

\$375 000 + taxes



**Akwesasne Reserve, Ontario (design & construction)**  
**\$500 000 + taxes**



# **Steps Forward (2023)**

## **ASA**

- 2 x 4 week Skate Lesson sessions (establish coaching guides, develop framework)
- Fall Event
- Fundraising
- Grant Applications

## **Town**

- Establish Location
- Update budget/timeline

## **What We're Asking for ...**

- Create SkatePark Advisory Committee (SAC)
- SAC meeting with the Recreation Master Plan consultant
- Consult accredited skatepark builder in the decision making process for best location
- Raise Budget to 300k
- Set cumulative goal for Skatepark value at +500K (including fundraising, budget, grants, sponsors)
- Town Council/Rec. Department continue to work with SAC to further develop skateboard programming, access grants/funds, develop sponsorship packages

# Request to Appear as a Delegation Form

## Topic \*

Recreation Agreement - Arnprior McNab Ringette Association

## Type of Meeting \*

Council

## Meeting Date

6/12/2023



## Who are you representing

☐ Myself

☐ My Business

☒ Other

## Please specify your business or other representation \*

Local Sports Organization - AMRA

## Reason for Appearing \*

The Arnprior McNab Ringette Association (AMRA) is looking to appear and review the Out-of-Town fees for association membership, along with our regulated boundaries.  
We will be prepared with information slides for our appearance and will share in advance as required.

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

☒ Yes

☐ No

**If yes please specify \***

We will be prepared with information slides for our appearance and will share in advance as required.

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

☐ Yes

☒ No

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

## Contact Information

**Name \***

Jillian Lotan

**Address \***

623 Carl Lee Ave, Almonte, ON

**Phone Number \***

613 852-7718

**E-mail Address \***

amrapublicist@gmail.com

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

☒ I Agree

## Presentation to Arnprior Town Council



June 12, 2023



## Objectives

- Provide background information on the Arnprior-McNab Ringette Association (AMRA)
- Demonstrate how AMRA is supporting the growth and development of girls and keeping them in sports
- Seek an agreement with the Arnprior Town Council to allow AMRA participants to have access to fair recreational fees



U12 getting "game ready"

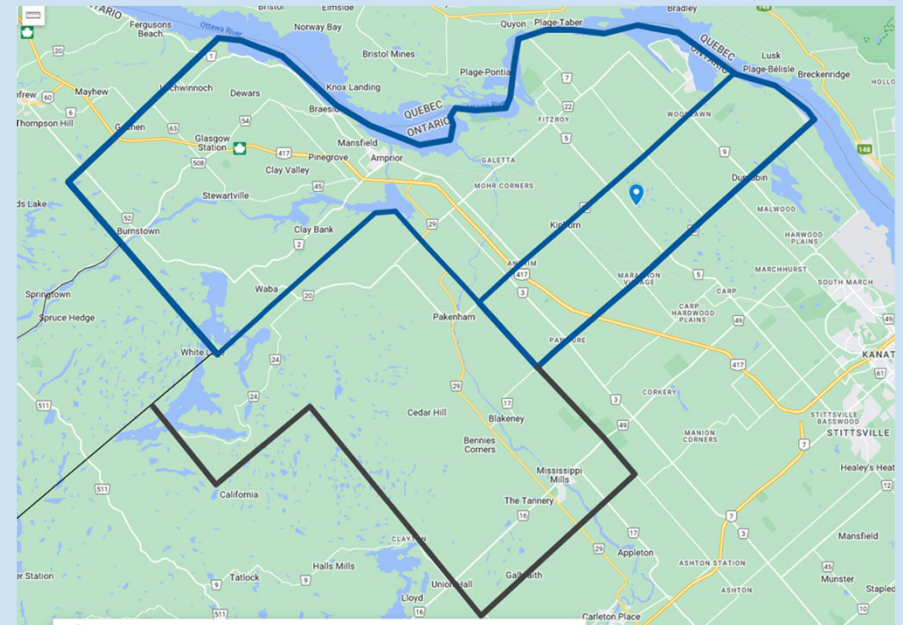


## **AMRA Background**

- The AMRA is a non-profit, volunteer association, established in 1983 (40 years)
- Has seen continuous growth the past 10 years

## Boundary Map

- Geographical boundaries span four (4) municipalities
  - Arnprior / McNab Braeside / Mississippi Mills / western portion of Ward 5 in Ottawa
- Approximately 32% of players reside outside of the Town of Arnprior and McNab Braeside municipalities



Geographical boundaries map

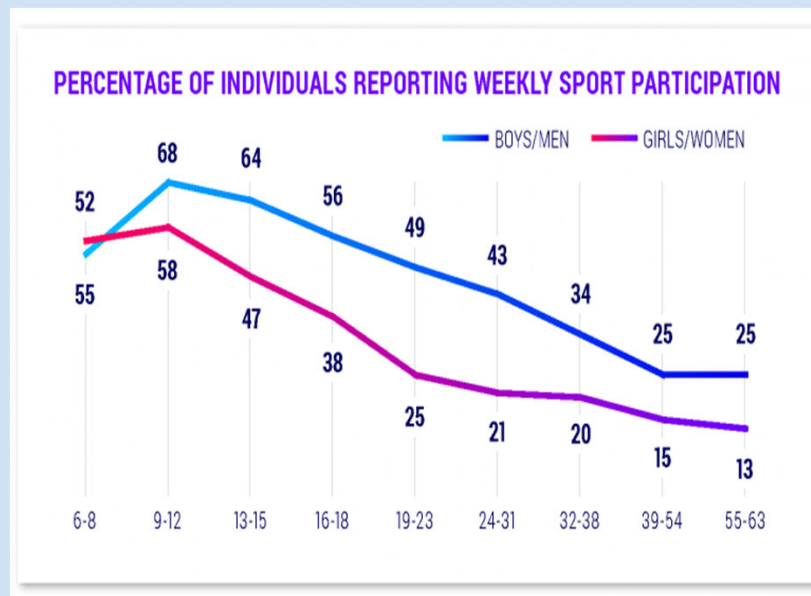
## AMRA HIGHLIGHTS

- We strive to keep girls in sport!
- AMRA prides itself on keeping fees affordable for families. Pay it forward equipment exchange
- Joyce Potter Award
- Home tournament draws 30+ teams
- Ringette Ontario hosted the 2023 Ontario Winter Games in Arnprior



U10 players bonding & teammates  
enjoying the AA Ontario Winter Games

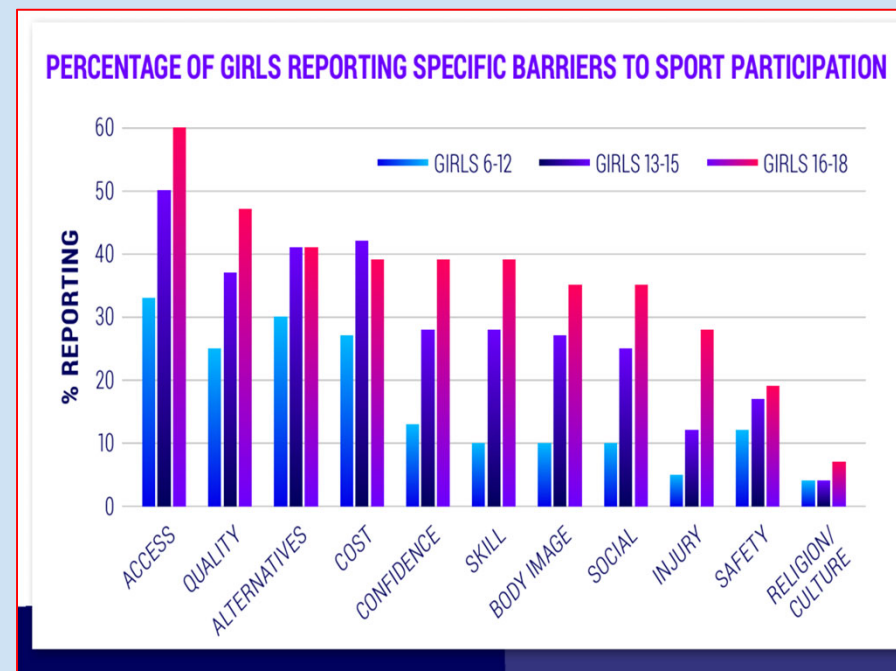
# Girls in Sport



<https://womenandsport.ca/canadian-girls-dropping-out-of-sport/>

- Girls drop out of sport at twice the rate of boys. An alarming one in three Canadian girls leave sport in their adolescence. (Canadian Women Sport, 2020)
- Lack of access to sport is one of the main reasons why girls are not involved or don't remain active.

- The cost of sport and physical activity is a great barrier in accessing physical wellness.
- Limited opportunities to play on school teams or in free community organizations means that girls have to look elsewhere which is usually not cost friendly.



<https://womenandsport.ca/resources/research-insights/rally-report/>

## **Our Proposal / Request**

### **Proposal 1: Charge Braeside residents additional \$250 only**

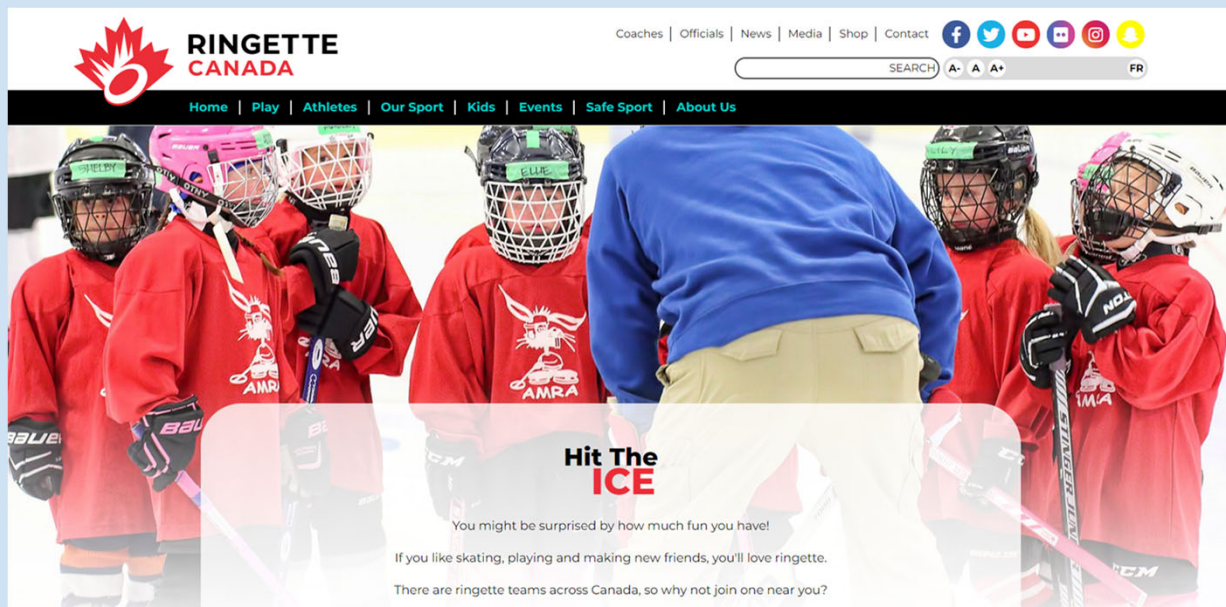
AMRA would seek reimbursement for these funds and pay them in one lump sum to Town of Arnprior

### **Proposal 2: Determine a custom fee per player for non-residents**

AMRA is open to further discussion with the Town to determine a nominal fee

# Did you know?

AMRA is front and centre on the Ringette Canada website!  
We recognize these young Bunnies who are still playing with  
AMRA today!





# Testimonials

“Hi, My name is Blakelee. I have been playing ringette for over half my life, I’ve learned teamwork, respect and communication. However, as I get older associations become more scarce and players are limited. The majority of AMRA players come from out of town, many of my friends who come from out of town have moved on to other sports and no longer enjoy the sport due to its cost of registration and firm rules of coming to/from another association. This is a sport that has had a huge impact on my life and molded me into the person I am today, unfortunately with these fees I am worried for the future of ringette itself and hope for a change in the future, for young girls to get a chance to learn and enjoy it like I have.”





## Celebrations & Testimonials



These young athletes brought home Gold and Silver medals in their age category  
(2022-2023)

# Testimonials - First Year

She turned 4 during this past ringette season [...]

She's an only child, and won't have any other siblings. We have always wanted her to participate in community sports in order to give her the exposure to other kids [...] A lot of sports don't start before school age, but the Devil's took her on happily, and she thrived.

[...]

The day she got her first ever sports medal, for completing her first year [in Bunnies], was a highlight of her year, and she still wears it around the house. But the lessons she learned about effort, getting back up no matter how many times she falls, and finishing things she starts, will be with her, long after the medal and banner are loving tucked away in her keepsakes.

As a community, we have a responsibility to people from all walks of life, marginalized and otherwise. I understand that serving these groups in a way that is prioritized to make sense financially, and morally is a significant feat. But please consider that if we can't find a way for all of our children to participate in community activities that build dedication, resilience, community spirit, discipline, a sense of fair play, and leadership, (not to mention a whole host of others); then the future of our communities [...] will surely suffer in ways we can't yet foresee.

*Full testimonial available*



Working families rely on local sport and community activities for all of these benefits[...] we rely on our local representation to find ways to help make it possible for us to afford it.

With the cost of equipment, and the same added cost of living we are all facing, this is already the most expensive sport our daughter plays, and that is without the added fees we are facing. [...] is counting on help to make it possible for her to come back next year...and maybe even score her first goal...

Together, let's find a way to show the girls we've learned our lessons too, like cooperation, and not let these kids down.

# Testimonials - U19



*"Ringette gave me a sense of teamwork and leadership skills"*

*"It gave us new friendships along the way"*

*"It brought a love of the game"*

*Full video testimonial available*



## **Town of Arnprior Staff Report**

**Subject:** Lifting and dedicating 0.3 m reserves on Block 50 on Plan 49M-108, and Block 23 and 24 on Plan 49M-110

**Report Number:** 23-06-12-01

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

**Department:** Community Services Branch

**Meeting Date:** June 12, 2023

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### **Recommendations:**

That Council adopt a by-law to lift 0.3 m reserves and dedicate the lands as public highways for Block 50 on Plan 49M-108, and Blocks 23 and 24 on 49M-110, Town of Arnprior (Seabert Drive and Morgan Clouthier Way).

### **Background:**

On February 13, 2023, Council adopted a by-law to authorize the Mayor and Clerk to enter into a subdivision agreement for Phases 3 and 4A of Marshall's Bay Meadows Subdivision (47-T-14002). The subdivision agreement has since been executed and a clearance letter provided to the County.

### **Discussion:**

A 0.3m reserve is a strip of land 0.3m wide, running along the street frontage or perimeter of a property or perpendicularly across a road right-of-way that is deeded temporarily to the Town as a condition of a subdivision agreement. This reserve has the effect of technically denying access to a property, or adjacent lands and the by-law requires that all land must have frontage on a public street to qualify for a full building permit. The reserve is used as a means to control development until such time as various conditions are met or to prohibit development on lands that are not yet scheduled for development.

The condition for lifting and dedicating the subject reserves is entering into and registration of the Phase 3 and 4A subdivision agreement which has been completed. Permits issued to date are all conditional building permits.

### **Options:**

It is recommended that Council lift/dedicate the reserves for the road system for the orderly development of Phases 3 and 4A. A by-law has been prepared for Council's consideration.

### **Policy Considerations:**

N/A

### **Financial Considerations:**

N/A

### **Meeting Dates:**

N/A

### **Consultation:**

- Marshall's Bay Regional Inc.

### **Documents:**

1. By-law lifting and dedicating 0.3 m reserves for Blocks 50 on Plan 49M-108, and 23 and 24 on 49M-110

### **Signatures**

**Reviewed by Department Head:** Alix Jolicoeur, Manager of Community Services

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

**CAO Concurrence:** Robin Paquette

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



## Town of Arnprior Staff Report

**Subject:** Request for Sign By-Law Exemption (240 Baskin Drive West)

**Report Number:** 23-06-12-02

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

**Department:** Community Services

**Meeting Date:** June 12<sup>th</sup>, 2023

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### Recommendations:

**That** Council approve a minor variance from the provisions of the Sign and Merchandise Display By-Law Number 5209-04 to permit the installation of a ground-mounted sign board with an increased maximum sign face at 240 Baskin Drive West, as requested by the Conseil des Écoles Catholique de Centre-Est (CECCE).

**That** Council adopt an amending by-law to provide for the exemption.

### Background:

The Conseil des Écoles Catholique de Centre-Est (CECCE) is currently finalizing the construction of the new Ecole Élémentaire Catholique des Deux-Rivieres at 240 Baskin Drive West. As part of their project, a two-sided, ground sign is proposed to promote the school and communicate important information regarding the schools' activities. The applicant has noted that their proposed signage is consistent with signage already installed at other CECCE sites.

The following variance has been requested to permit the proposed signage:

- **Section 8.4: Exceptions for Institutional Uses**

The Sign and Merchandise Display By-Law currently permits double-sided signs of up to 4.0 square meters (m<sup>2</sup>) (2 m<sup>2</sup> per side); however, the proposed sign would be a total combined sign face area of approximately 8.92 m<sup>2</sup> (4.46 m<sup>2</sup> per side).

### Discussion:

The Town's Sign and Merchandise Display By-Law regulates signs and merchandise displays in order to maintain fairness and preserve public safety for pedestrians and motorists.

Pending Council's decision on the requested variance, the proposed sign must also meet the general provisions which apply to all ground signs for the placement of the sign(s) including street-lot line setback (minimum of 1.0m) and interior lot line setback (minimum 1.5m). The sign also meets the maximum height restrictions outlined in Section 8.4 (2.13m<sup>2</sup>).

The Chief Building Official has been appointed as the Issuing Officer for sign permits under the Sign and Merchandise Display By-Law. In this instance, the Chief Building Official has concluded that the proposed sign does not meet the requirements of Section 8.4 and cannot issue a sign permit as a result. However, Council maintains authority to deal with appeals and to provide for minor variances from the provisions of the by-law as outlined in Section 4.3.

#### **4.3 Appeals**

A decision of the issuing officer may be appealed to Council. Council may, upon application of any person, authorize minor variances from the provisions of the by-law, if, in the opinion of Council, the general intent and purpose of the by-law are maintained.

In the case of the proposed sign, the requested variance from Section 8.4 is considered to be minor and given the subject property, it should have little impact on surrounding properties and land uses.

Should Council pass an amending by-law to approve the variance request, the applicants will still be required to obtain a sign permit and submit required drawings. They will also be required to consult with the County of Renfrew on the design and placement of the sign to ensure that it will not create a traffic hazard along Baskin Drive West. The location of the sign may be subject to change; however, the design of the sign could not exceed the variance permitted by the Town.

#### **Options:**

Council could choose to not permit the requested variance; in which case, the applicant would be required to adhere to the maximum sign face area requirements of the By-Law (not exceeding 4.0 square metres in total combined sign face area).

#### **Policy Considerations:**

The Town's Sign and Merchandise Display By-Law ensures control of community appearance and supports public safety while permitting effective signage to identify institutions/organizations within the Town of Arnprior. The By-Law is currently under review and revisions are expected to be presented to Council late 2023.

#### **Financial Considerations:**

None



**Meeting Dates:**

None

**Consultation:**

- Jacques Benoit, Chief Building Official

**Documents:**

1. Request Letter – Conseil des Écoles Catholique de Centre-Est (CECCE)
2. Sign Design and Specification Drawing

**Signature**

**Reviewed by Department Head:**

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

**CAO Concurrence:** Robin Paquette

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

June 1<sup>st</sup> 2023

Olivier Jacob  
Acting Deputy Clerk  
Town of Arnprior  
105, Elgin Street W  
Arnprior (Ontario) K7S 0A8

**RE : Request for variance – exterior signage  
École élémentaire catholique des Deux-Rivières  
240, Baskin Drive West, Arnprior**

Dear Sir,

This letter is a request for an exemption to section 8.4 of the municipal sign by-law 5209-04.

The size of the sign the CECCE wishes to install, at the new school mentioned above, does not meet current municipal standards.

The CECCE is therefore requesting a variance to this by-law for the following reasons:

- To maintain the same standard as all our other elementary schools.
- Allow the addition of a message box to provide parents with brief information (registration, telephone number).
- Allow space for the school's name and address, as well as the CECCE logo.
- Allow emergency services and the community to see the school's address and name so they can find it easily.
- Allow space for the name of the daycare at the bottom of the sign.

We trust this information meets with your request.

Yours truly,

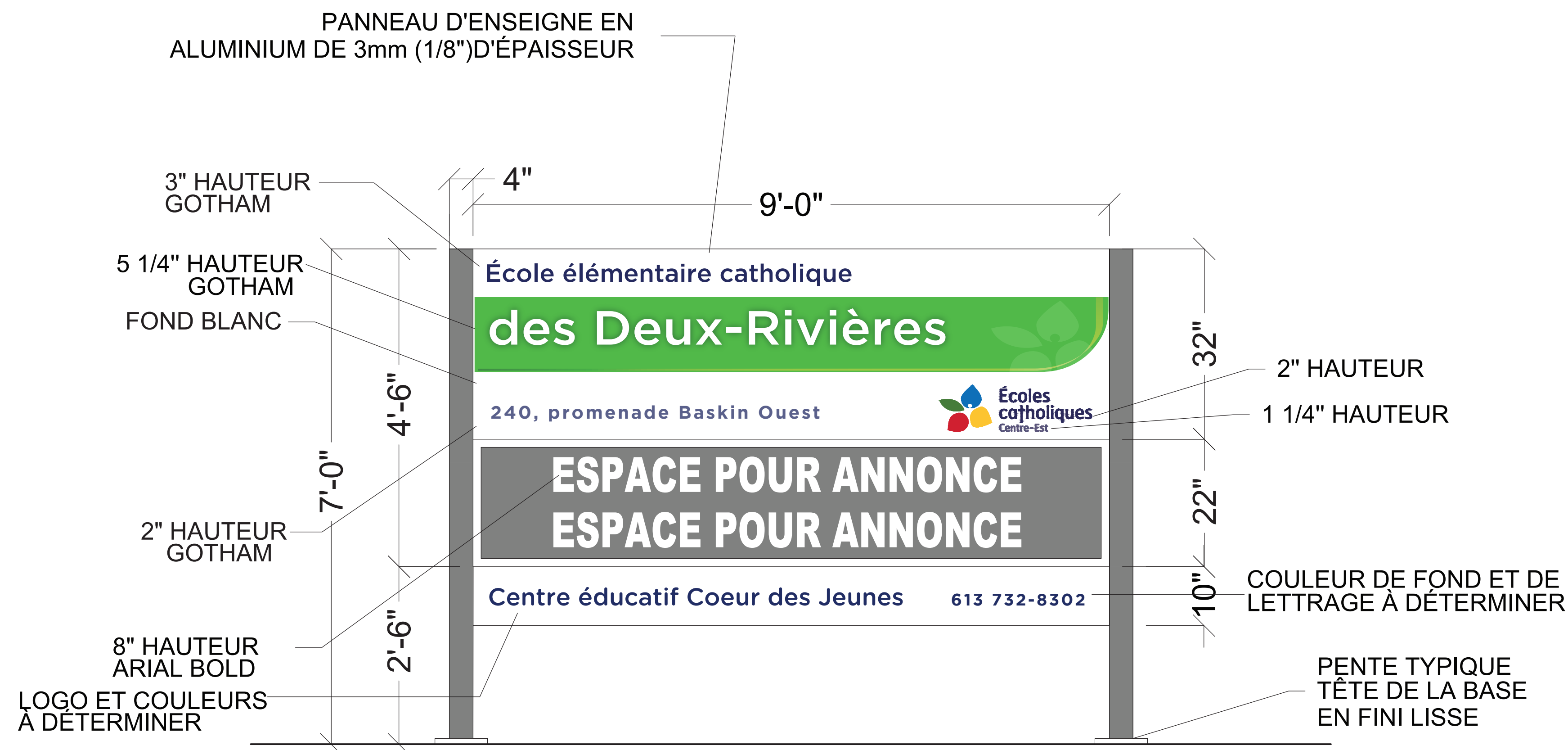
Director of facility,



Luc Poulin

LP/bc

c.c. Isabel Richer, Architect – Pye & Richards – Temprano & Young Architects Inc  
Annick Prud'homme, Assistant Director - Construction – CECCE  
Brigitte Cécile, project manager, CECCE



NOTE : LE PRÉSENT DESSIN EST RÉSERVÉ À L'USAGE INTERNE DU CECCE. L'ENTREPRENEUR EST RESPONSABLE DE VÉRIFIER TOUTES LES DIMENSIONS ET DE RAPPORTER AU CHARGÉ DE PROJET TOUTE ERREUR OU OMISSION AVANT DE PROCÉDER AUX TRAVAUX.

PROJET :	
ENSEIGNE D'ÉCOLE ÉLÉMENTAIRE DES DEUX-RIVIÈRES	
DESSINÉ PAR :	
P.E	
FICHER :	DATE:
ENSEI_EXT	2023.05.30
ECHELLE:	FEUILLE:
AUCUNE	A - 1/1



## **Town of Arnprior Staff Report**

**Subject:** Annual Statement of Development Charges - 2022

**Report Number:** 23-06-12-03

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

**Department:** Client Services

**Meeting Date:** June 12, 2023

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### **Recommendations:**

**That** Council receive report number 23-06-13-03 as information; and

**That** this Annual Statement of Development Charges be made available to the public on the Town of Arnprior website or upon request.

### **Background:**

Development Charges (DCs) are fees collected from new development at the time a building permit is issued. Municipalities use these charges to help pay for the cost of infrastructure required as a result of new development, such as roads, parks, recreation, fire as well as water and wastewater. Most municipalities in Ontario use development charges to ensure that the cost of providing infrastructure to service new development is not borne by existing residents and businesses in the form of higher property taxes.

The development charge by-laws and associated development charge rates in place for the January to December 31, 2022 timeframe was established through the 2017 Development Charge Background Study update with a new Development Charge By-Law adopted by Council on March 12, 2018. The Development Charge By-Law was further updated in 2019 to include an additional exemption relating to not-for-profit long-term care homes.

Section 43 of the Development Charges Act, S.O. 1997, requires the Treasurer of a municipality to each year provide council a financial statement relating to development charge by-laws and reserve funds established under Section 33. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing.

O. Reg. 82/98 prescribes the detailed information that must be included in the annual Treasurer's statement, including but not limited to: opening and closing balances; a description of each service and/or service category for which the reserve fund was established (Appendix A); interest earned and transactions for the year (collections, draws) including each assets capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (Appendix B).

Amendments to O. Reg 82/98 under Bill 109 in 2022 now require the following additional information must be provided for each D.C. service being collected for during the year: a) whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law; b) if the answer to a) is no, the amount the municipality now expects to incur and a statement as to why this amount is expected; and c) if no money was spent from the reserve fund during the year, a statement as to why there was no spending during the year.

## Discussion:

### Annual Financial Summary:

The following table highlights a summary of the development charge reserve fund for the period January 1 to December 31, 2022 and includes DC funds collected, DC receivables, interest earned and disbursements. The DC receivable amount is reflective of DC amounts owing to the municipality from instalment payments for eligible developments under the DCA. A further breakdown of development charges by service category is included in Appendix A: Annual Statement of Development Charges Reserve Fund.

<b>2022 Development Charges Summary</b>		
Opening Balance, January 1, 2022	\$	5,232,909
Development Charges Collected		1,046,611
Development Charges Receivable		431,050
Investment and Interest Income		154,067
Total		6,864,637
Disbursements		(1,533,955)
Year End Return to Source		(8,010)
Closing Balance, December 31, 2022	\$	<u>5,322,672</u>

## Development Charge Financed Projects:

Disbursements for development charge funded projects included but not limited to: \$770,169 for water/wastewater plant expansion financing, \$75,656 for Quint financing, \$270,000 for snow plow (loader), \$50,000 for park designs, \$49,200 for waterfront redevelopment design and \$146,430 towards the Library building expansion. A detailed listing of all development charge disbursements by project is included in Appendix B: Development Charge Project Activity Report.

## Gross Capital Cost Expectations:

As per O. Reg 82/98, as of the end of the year, a municipality has to indicate if they expect to incur the amount of capital costs that were estimated, in the relevant development charge background study, during the term of the applicable development charge by-law. As 2022 is the last year of the applicable term (2018-2022), Appendix C demonstrates that the municipality met and surpassed the estimated amount of capital costs over the term.

For future years, a new development charges by-law has been adopted in 2023 along with an updated background study that includes new estimated capital costs for a ten-year period with \$47.4M in planned expenditures and \$26.95M recoverable from development charges.

## Options:

N/A

## Policy Considerations:

Development Charges Act: A significant number of amendments have been made by the Province to the Development Charges Act including changes under Bill 108, 138, 197, 213 and 109. A summary of these changes are included in the [2023 Development Charges Background Study](#) and have been included in the new 2023 Development Charges By-law which came into effect on March 13, 2023.

Interest Rates: While in 2021, Council passed a resolution #108-21 authorizing interest to be charged on development charges which are payable in accordance with section 26.1 and 26.2 of the Development Charges Act, 1997, at the Statistics Canada Quarterly, non-residential Construction Price Statistics for the most recent year over year period; this rate has now been replaced. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate provision would apply to all instalment payments and eligible site plan and zoning bylaw amendment applications occurring after November 28, 2022.

Requirement to Allocate Funds: Annually, beginning in 2023, municipalities will be required to spend or allocate at least 60% of the monies in a reserve fund at the beginning of the year for water, wastewater, and services related to a highway. Other services may be prescribed by the regulation.

## **Financial Considerations:**

Compliance Statement: The Town of Arnprior is compliant with Section 59.1(1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act or another Act.

## **Meeting Dates:**

N/A

## **Consultation:**

N/A

## **Documents:**

Appendix A: 2022 Annual Statement of Development Charges Reserve Fund

Appendix B: 2022 Development Charge Project Activity Report

Appendix C: Estimated Gross Capital Costs (2018-2022)

## **Signatures**

**Reviewed by Department Head:** Jennifer Morawiec

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

**CAO Concurrence:** Robin Paquette

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



Town of Arnprior

Appendix A: Treasurer's Statement - Development Charge Reserve Funds

For the period January 1, 2022 to December 31, 2022

	Services to which the Development Charge Relates							
	Services Related to a Highway	Water	Wastewater	Protection	General Government	Parks and Recreation <sup>2</sup>	Library	Total
<b>Opening Balance, January 1, 2022</b>	<b>\$ (518,018)</b>	<b>\$ 1,561,769</b>	<b>\$ 4,144,747</b>	<b>\$ 37,414</b>	<b>\$ (239,233)</b>	<b>\$ 45,350</b>	<b>\$ 200,881</b>	<b>\$ 5,232,910</b>
<b>Revenues</b>								
Development Charge Collections	224,292	335,806	422,143	15,666	36,813	9,496	2,394	1,046,610
Development Charge Receivable	92,376	138,303	173,861	6,452	15,161	3,911	986	431,050
Accrued Interest	33,017	49,433	62,142	2,306	5,419	1,398	352	154,067
<b>Sub-Total</b>	<b>\$ 349,685</b>	<b>\$ 523,542</b>	<b>\$ 658,146</b>	<b>\$ 24,424</b>	<b>\$ 57,393</b>	<b>\$ 14,805</b>	<b>\$ 3,732</b>	<b>\$ 1,631,727</b>
<b>Expenditures</b>								
Amount Transferred to Capital (or Other) Funds <sup>1</sup>	351,250	374,139	396,030	75,656	91,250	99,200	146,430	1,533,955
Prior Commitments (Return to Source)	26,969				-17,408	-1,551		8,010
<b>Sub-Total</b>	<b>\$ 378,219</b>	<b>\$ 374,139</b>	<b>\$ 396,030</b>	<b>\$ 75,656</b>	<b>\$ 73,842</b>	<b>\$ 97,649</b>	<b>\$ 146,430</b>	<b>\$ 1,541,965</b>
<b>Closing Balance, December 31, 2022</b>	<b>\$ (546,552)</b>	<b>\$ 1,711,172</b>	<b>\$ 4,406,863</b>	<b>\$ (13,818)</b>	<b>\$ (255,682)</b>	<b>\$ (37,494)</b>	<b>\$ 58,183</b>	<b>\$ 5,322,672</b>

<sup>1</sup> See Appendix B for details

<sup>2</sup> Service category includes: Indoor Recreation Services and Parkland Development Services

**Town of Arnprior**  
**Appendix B: 2022 Development Charge Project Activity Report**  
**Amount Transferred to Capital (or Other) Funds**  
**For the period January 1, 2022 to December 31, 2022**

Service Category	Project Description	D.C. Reserve Fund Draw	Other Reserve / Reserve Fund Draws	Grants / Other Contributions	Total
Services Related to a Highway	Transportation Master Plan	\$ 56,250	\$ 18,750	\$ -	\$ 75,000
Services Related to a Highway	Rolling Rehab Program	25,000	225,000	-	250,000
Services Related to a Highway	Snow Plow	270,000	-	-	270,000
Water Services	Past Plant Expansion - Loan	374,139	225,592	-	599,731
Wastewater Services	Past Plant Expansion - Loan	396,030	181,971	-	578,001
Protection	Quint Apparatus Loan	75,656	75,656	-	151,312
General Government	Development Charges Background Study	35,000	-	-	35,000
General Government	Recreation Master Plan	56,250	18,750	-	75,000
Parks and Recreation	Fairview Park Design	20,000	-	-	20,000
Parks and Recreation	Marshall Bay Meadows Park Design	30,000	-	-	30,000
Parks and Recreation	Waterfront Redevelopment	49,200	114,800	-	164,000
Library	Library Expansion	146,430	430,123	540,712	1,117,265
<b>TOTAL</b>		<b>\$ 1,533,955</b>	<b>\$ 1,290,642</b>	<b>\$ 540,712</b>	<b>\$ 3,365,309</b>

**Town of Arnprior**  
**Appendix C: Estimated Gross Capital Costs**  
**For the period covered by the By-Law 2018-2022**

Services to which the Development Charge Relates								
For the period 2018-2022	Services Related to a Highway	Water	Wastewater	Protection	General Government	Parks and Recreation <sup>2</sup>	Library	Total
<u>Background Study</u>								
Funding Source - DC Recoverable	793,709	2,167,747	2,099,714	5,000	344,250	161,100	136,216	5,707,736
Tax Base or Other Non-DC Source	2,831,986	1,006,450	543,237	45,000	80,750	248,900	32,634	4,788,957
<b>Gross Capital Cost Estimates (2018-2022)</b>	<b>\$ 3,625,695</b>	<b>\$ 3,174,197</b>	<b>\$ 2,642,951</b>	<b>\$ 50,000</b>	<b>\$ 425,000</b>	<b>\$ 410,000</b>	<b>\$ 168,850</b>	<b>\$ 10,496,693</b>
<u>Incurred Capital</u>								
Funding Source - DC Recoverable	2,213,299	1,338,278	1,188,090	303,298	396,170	277,100	174,430	5,890,665
Tax Base or Other Non-DC Source	4,758,413	923,377	363,942	303,298	126,808	178,400	970,835	7,625,073
<b>Gross Capital Costs (2018-2022)</b>	<b>\$ 6,971,712</b>	<b>\$ 2,261,655</b>	<b>\$ 1,552,032</b>	<b>\$ 606,596</b>	<b>\$ 522,978</b>	<b>\$ 455,500</b>	<b>\$ 1,145,265</b>	<b>\$ 13,515,738</b>



## **Town of Arnprior Staff Report**

**Subject:** Bi-annual Financial Update – May 2023

**Report Number:** 23-06-12-04

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

**Department:** Client Services

**Meeting Date:** June 12, 2023

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### **Recommendations:**

That Council receive report number 23-06-12-04 as information.

That an adjustment be made for the 2023 funding sources for the capital project 'Daniel Street Signalization Intersection Realignment and Culvert Replacement' to reflect funding from the Fairgrounds Development, funding from Renfrew County, 2023 Canada Community Building Fund grant values and Capital Expenditure Reserve Fund contributions as outlined herein.

### **Background:**

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

### **Discussion:**

#### **1. 2023 Operating Budget Analysis**

Overall revenues and expenses are on target for 2023, sitting at approximately 44% (44% - 2022) of budgeted revenues received and 39% (36% - 2022) of budgeted expenses incurred. The slightly higher expenses for 2023 is related to filling of staff vacancies, higher winter control expenses \$581K (2023) compared to \$430K (2022), and timing of program revenues.

	Revenues	Expense
2023 YTD Actuals	10,730,604	9,618,412
2023 Budget	24,591,942	24,591,942
YTD / Budget (%)	44%	39%
2022 YTD Actuals	10,282,575	8,500,406
2022 Budget	23,315,867	23,315,867
YTD / Budget (%)	44%	36%

A full listing of revenues and expenses by service area is included in Appendix A. Table 1 below provides a summary of year-to-date (YTD) figures to May 31, 2023 compared to both the 2023 budget and 2022 YTD figures over the same period for comparison. YTD and budget totals are the net of revenues less (expenses) for the respective time period. YTD figures for Contributions to Reserve and Reserve Funds are allocated proportionate to the number of months (5/12).

**Table 1 – YTD Operating Budget Summary**

Description	2022 YTD (May)	2023 YTD (May)	2023 Budget	2023 YTD as % Budget
Taxation	4,946,533	5,187,485	11,657,559	44%
General Government	(475,919)	(589,307)	(1,950,750)	30%
Fire / Police / By-Law	(609,644)	(625,941)	(2,521,386)	25%
Public Works	(767,476)	(978,999)	(1,982,424)	49%
Environmental Services	555,543	467,598	1,643,690	28%
Parks and Recreation	(175,545)	(360,730)	(1,744,497)	21%
Community Services	(121,098)	(192,752)	(562,040)	34%
Grants & Subsidies	1,113,829	1,029,888	2,239,966	46%
Reserve / Reserve Funds	(2,684,053)	(2,825,049)	(6,780,118)	42%
<b>Net YTD Total</b>	<b>1,782,170</b>	<b>1,112,193</b>	<b>0</b>	

**Notes:**

- Winter control expenses for 2023 by end of May are \$581K compared to \$430K from 2022. The 2023 YTD expenses are higher, sitting at 80% expended compared to 57% expended in 2022. There is still a healthy winter control reserve to address any overages should there be a substantial number of winter events in Q4.
- Water and wastewater base and consumption revenues are trending similar to 2022 YTD values. Staff continue to replace a considerable number of meters per year as we get closer to the end of life for the units, most of which were installed in 2009.
  - Water 35.27% (2023), 34.10% (2022)
  - Wastewater 34.72% (2023), 34.22% (2022)
- Recreation program revenues look significantly lower in 2023 (\$52K) compared to 2022 (\$126K) however the majority of this variance is a timing difference for when

summer registration revenues were recognized. 2022 revenues include Camp Wanago and Sport camp registrations. If these registrations revenues were added to 2023 amounts, program revenues would be \$121K.

## **Financial Considerations**

### **(a) 2022 Financial Reporting**

- The 2022 Audited Consolidated Financial Statements were presented by KPMG representatives and were adopted by Council on the May 8, 2023 regular Meeting of Council.
- The 2022 Financial Information Return (FIR) was submitted to the Ministry of Municipal Affairs and Housing on May 23, 2023 prior to the May 31 submission deadline.

### **(b) Property Taxation**

- The 2023 tax rates were adopted by Council on the May 8<sup>th</sup>, 2023 regular Meeting of Council. 2023 final property tax bills will be issued in July with due dates of August 31 and November 30<sup>th</sup>. Residents are encouraged to participate in pre-authorized payment plans (PAP) available by due date or monthly. Over 500 properties have signed up for instalment or monthly PAPs. PAP plans are now also available for water/wastewater billing.
- Tax Sale Process: In February 2023, 41 registered letters were issued to property owners with properties that were two years in arrears. As per policy, they were provided a deadline of March 31, 2023 to bring their account into good standing. Currently, 2 of these properties currently remain two years in arrears and have been registered with a Tax Arrears Certificate. For prior files that were registered with a Tax Arrears Certificates in past years, 3 remaining outstanding with tax sale scheduled for September 2023. 2 of the 3 properties are second tax sales following 2022 unsuccessful tax sales.

## **2023 Capital Projects**

The 2023 capital plan is robust with over 61 projects (31 current, 27 prior year, 3 additions) and over \$10.8M in funding when you include prior year WIP funds. Good progress has already been made with over 93% projects already in-progress with 75% having completed or in the midst of completing the procurement process (RFP/Tender/Award). While some 2023 tenders have come under budget, we are still seeing an overall increase in tender costs for the large procurement items.

<b>2023 Projects</b>	<b>Budget</b>	<b>Tender / Cost</b>
Rolling Road Rehabilitation	\$1,063,000	\$1,630,458
Pool Dectron / Fire Hall RTU / NSC RTU	\$375,000	\$255,083
Water / Wastewater Plant Building Condition Assessment	\$290,000	\$284,194
Daniel St Signalization / Realignment / Edey Culvert	\$2,150,000	\$2,150,452
Skid Steer Loader	\$117,000	\$130,558
¾ Ton Truck with Plow	\$68,000	\$75,233
Tandem Axle Plow Truck	\$340,000	\$304,233
<b>Total</b>	<b>\$4,403,000</b>	<b>\$4,830,211</b>

The 2023 capital budget included estimated funding sources for the Daniel Street Signalization Intersection Realignment & Culvert Replacement. Council awarded the tender for this project on the April 24, 2023 Council meeting. The amount of funding from the Capital Expenditure Reserve Fund requires amendment to cover funding held from the Fairgrounds Development (\$50K), slightly less funding from the County (\$684K vs \$700K) and lower grant funding than anticipated under the Canada Community Building Fund (Gas Tax).

	Grants	DCs	CERF	County	Other	Total
2023 Budget	\$562,377	\$264,000	\$573,623	\$700,000	-	\$2,100,000
Actual / Amended	\$291,062	\$264,000	\$860,188	\$684,357	\$50,452	\$2,150,059

### **Procurements Under Delegated Authority**

<b>Vendor Name</b>	<b>Goods/Services</b>	<b>Value Awarded (pre HST)</b>	<b>Funding Source</b>
Stantec	Recreation Master Plan	\$75,805.09	Capital Budget
JP2G Consultants	Sidewalks McNab/Madawaska	\$79,576.32	Capital Budget
Public Sector Digest	AMP 2025 Compliance	\$55,968.00	Capital/Op Budget
Public Sector Digest	Asset Retirement Obligation	\$22,183.68	Capital Budget
McIntosh Perry	Transportation/Pedestrian MP	\$78,095.24	Capital Budget

### **Options:**

N/A

### **Policy Considerations:**

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

### **Financial Considerations:**

As outlined in this report.

### **Meeting Dates:**

N/A



**Consultation:**

Senior Management Team

**Documents:**

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

## Schedule A: Detailed Year-to-Date (YTD) for period ending May 31<sup>st</sup>

Description	January 1 to May 31, 2023			2023 Budget	January 1 to May 31, 2022			2022 Budget
	Revenues	Expenses	YTD Total		Revenues	Expenses	YTD Total	
<b>Taxation</b>								
Revenue from Taxation	5,187,485	-	5,187,485	\$ 11,538,085	4,946,533	-	4,946,533	\$ 10,374,969
Payments in Lieu of Taxation	-	-	-	119,474	-	-	-	125,000
<b>General Government</b>								
Council	-	85,073	(85,073)	(234,100)	-	78,066	(78,066)	(223,500)
Clerk	32,040	108,567	(76,526)	(380,950)	26,371	94,390	(68,019)	(373,900)
Corporate Management	60,336	337,788	(277,452)	(885,550)	101,176	342,945	(241,769)	(833,950)
Human Resources	-	46,409	(46,409)	(128,250)	-	43,689	(43,689)	(120,200)
Information Systems	8,000	111,846	(103,846)	(321,900)	24,905	69,280	(44,375)	(238,695)
<b>Protection to Persons &amp; Property</b>								
Fire Services	158,027	217,806	(59,779)	(769,876)	159,803	196,087	(36,284)	(691,684)
Police Services	-	559,738	(559,738)	(1,682,080)	-	557,833	(557,833)	(1,704,342)
Animal Services & By-Law	21,061	27,485	(6,424)	(69,430)	17,948	33,475	(15,527)	(64,030)
<b>Public Works</b>								
Public Works	32,360	1,041,283	(1,008,923)	(1,961,674)	34,007	783,256	(749,249)	(1,891,298)
Vehicles and Equipment	344,440	132,356	212,084	370,500	254,358	101,608	152,750	385,500
Buildings	-	172,769	(172,769)	(355,750)	-	156,660	(156,660)	(334,050)
Crossing Guards	-	17,284	(17,284)	(38,200)	-	13,807	(13,807)	(34,736)
Cemetery	35,815	27,922	7,893	2,700	30,774	31,283	(510)	2,950
<b>Environmental Services</b>								
Waterworks	1,562,925	1,084,439	478,485	1,100,424	1,475,445	1,034,229	441,216	1,123,546
Wastewater	1,151,833	859,309	292,524	492,266	1,087,074	754,991	332,083	463,990
Waste Management	100,913	404,324	(303,411)	51,000	100,070	317,826	(217,756)	51,000
<b>Parks and Recreation</b>								
Parks	3,461	72,880	(69,419)	(384,950)	2,954	32,308	(29,354)	(372,350)
Marina	59,156	5,194	53,961	3,300	59,297	1,231	58,066	8,600
Programs	52,696	112,148	(59,452)	(175,455)	126,022	101,941	24,081	(236,825)
Nick Smith Centre - Programs	591,934	287,031	304,903	188,628	442,758	229,435	213,323	174,442
Nick Smith Centre - Building	-	590,723	(590,723)	(1,376,020)	-	441,660	(441,660)	(1,260,750)
<b>Community Services</b>								
Museum	2,292	88,015	(85,723)	(235,440)	2,603	68,373	(65,770)	(153,220)
Building Services	107,327	134,166	(26,839)	-	101,963	104,593	(2,630)	4,630
Planning and Zoning	14,300	44,277	(29,977)	(109,500)	26,200	31,174	(4,974)	(99,450)
Marketing & Economic Development	27	50,240	(50,213)	(217,100)	1,385	49,109	(47,723)	(202,200)
<b>Grants and Subsidies</b>	1,204,179	174,291	1,029,888	2,239,966	1,260,932	147,104	1,113,829	2,562,280
<b>To Reserves / Reserve Funds*</b>	-	2,825,049	(2,825,049)	(6,780,118)	-	2,684,053	(2,684,053)	(6,441,727)
<b>Total Operating Budget</b>	<b>10,730,604</b>	<b>9,618,412</b>	<b>1,112,193</b>	<b>\$ -</b>	<b>10,282,575</b>	<b>8,500,406</b>	<b>1,782,170</b>	<b>\$ -</b>
Operating Budget	\$ 24,591,942	\$24,591,942			\$23,315,867	\$23,315,867		
Jan-May YTD %	44%	39%			44%	36%		

\*for comparison purposes, contributions to reserve and reserve funds are allocated proportionately per month (5/12).

**The Corporation of the  
Town of Arnprior**

**By-law Number 7395-23**

A by-law to lift 0.3 m reserves and dedicate the lands as public highways for Block 50 on Plan 49M-108, and Blocks 23 and 24 on 49M-110, Town of Arnprior (Seabert Drive and Morgan Clouthier Way).

**Whereas** the Town of Arnprior has acquired certain lands for a 0.3m reserve; and

**Whereas** the Council deems it desirable to assume these lands into the Town road system for road purposes; and

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

1. **That** Council lift the 0.3m reserve on Block 50 on Plan 49M-108, and Blocks 23 and 24 on Plan 49M-110 and dedicate the lands as public highway.
2. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted** and **passed** this 12<sup>th</sup> day of June, 2023.

**Signatures:**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7396-23**

A by-law to provide for an exemption to By-law No. 5209-04, being a By-law to Regulate Signs, Merchandise Displays and other Advertising Devices in the Town of Arnprior (240 Baskin Drive West)

**Whereas** Section 11 (3) (7) of the Municipal Act, 2001 as amended, provides that a municipality may pass by-laws respecting structures, including fences and signs; and

**Whereas** the Council of the Corporation of the Town of Arnprior has jurisdiction over advertising devices including signs; and

**Whereas** Council deems it necessary and advisable to regulate the size, use, location and maintenance of signs and advertising devices on private property within the Town of Arnprior; and

**Whereas** Council deems it expedient to grant an exemption to Section 8.4 of the Sign and Merchandise Display By-Law Number 5209-04 for a ground sign located at 240 Baskin Drive West.

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

1. **That** an exemption from the provisions of Section 8.4 of By-law Number 5209-04 be granted to allow a ground sign with a maximum sign face area of 4.46 sq. m. per sign face (side) and a total of 8.92 sq. m. sign face area at the École Élémentaire Catholique des Deux-Rivières located at 240 Baskin Drive West.
2. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 12<sup>th</sup> day of June, 2023.

**Signatures:**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

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

## **By-law Number 7397-23**

A by-law to appoint Shelley Mackenzie, Clerk for the Town of Arnprior

**Whereas** Section 228(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides that a municipality shall appoint a Clerk; and

**Whereas** the Vital Statistics Act, R.S.O. 1990, c.V.4 provides that the clerk of every municipality is, by virtue of the office, the division registrar of the registration division and shall perform such duties and have such powers as prescribed in the Vital Statistics Act; and

**Whereas** Ontario Regulation 285 / 04 authorized clerks of local municipalities to perform civil marriages; and

**Whereas** Council of the Corporation of the Town of Arnprior adopted By-law Number 6252-13, as amended, authorizing the Clerk and Deputy Clerk to perform civil marriages; and

**Whereas** under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) the municipality is authorized to license certain lottery events; and

**Whereas** the Clerk is the Lottery Licensing Officer for the municipality; and

**Whereas** Council deems it expedient to appoint Shelley Mackenzie as Clerk of the Corporation of the Town of Arnprior.

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

1. **That** Shelley Mackenzie be appointed Clerk of the Town of Arnprior effective July 1, 2023.
2. **That** the powers and duties of the Clerk shall be those of Division Registrar, Issuer of Marriage Licences, Wedding Officiant and Lottery Licensing Officer, for the Corporation of the Town of Arnprior and any other powers and duties as set forth in the Municipal Act, as amended and every other Act for a municipal clerk as well as any other duties assigned by the Town Council, Chief Administrative Officer or General Manager Client Services / Treasurer.
3. **That** By-law number 6154-12 appointing Maureen Spratt as Town Clerk and any other by-law, resolution or parts of by-laws or resolutions that are inconsistent with this By-law are hereby repealed in their entirety.

4. **That** this By-law shall come into force and effect on July 1, 2023.

**Enacted and passed** this 12<sup>th</sup> day of June, 2023.

**Signatures:**

Lisa McGee, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7398-23**

A by-law to amend By-law Number 6615-16, being Policy HR-ES-03 Hiring of and Employment of Family Members.

**Whereas** Section 8 (1) of the Municipal Act, 2001 provides broad authority on the municipality to enable municipalities to govern their affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

**Whereas** when Council enacted By-law No. 6615-16 in 2016, the policy included volunteer firefighters in the policy coverage and scope; and

**Whereas** including volunteer firefighters in the policy scope had the unintended impact of limiting the promotion and development opportunities for a number of volunteer firefighters;

**Whereas** Council deems it expedient to adopt an amended Policy HR-ES-03 Hiring of and Employment of Family Members.


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

1. **That** amended policy No. HR-ES-03 (Hiring of and Employment of Family Members) be adopted, as attached hereto and forming part of this By-law; and
2. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and Passed** this 12<sup>th</sup> day of June, 2023.

Lisa McGee, Mayor

Maureen Spratt, Clerk

	<b>The Corporation of the Town of Arnprior Corporate Policies and Procedures Manual</b>	
	<b>Section: Human Resources - Employment Standards (HR-ES)</b>	<b>Policy # HR-ES-03</b>
<b>Policy Name: Hiring of and Employment of Family Members</b>		
<b>Effective Date:</b> <b>August 22, 2016</b> <b>By-law No: 6615-16</b>	<b>Revised Date:</b> <b>June 12, 2023</b> <b>By-law No: 7398-23</b>	<b>Coverage:</b> <b>All Town employees, members of council, local board or committee of council.</b>

## 1.0 Policy Statement

It is the Corporation of the Town of Arnprior ("Town") policy that all employment-related matters, including hiring, promotions, performance appraisals and discipline shall be undertaken in a fair, transparent, and impartial manner. This policy shall be in compliance with Town by-laws and policy including, but not limited to, the *Recruitment Selection Hiring Policy, Accountability and Transparency Policy, Employee Code of Conduct, the Council Code of Conduct*.

This policy is written to be in compliance with Section 24(1) (d) of the *Ontario Human Rights Code* and Section 270(1) of the *Ontario Municipal Act, 2001*, and principles of the *Accessibility for Ontarians with Disabilities Act (AODA)*, as amended.

## 2.0 Purpose

The purpose of this policy is to establish guidelines for the hiring of and employment of family members related to Town employee and/or members of Council. These guidelines are intended to prevent real or perceived conflicts of interest by prohibiting situations where family members would be directly or indirectly supervised by or subordinate to one another, or where they would be given preferential treatment during hiring or employment practices.

At the same time, it is recognized that familial relationships with Town employees, members of council, or local boards should not unduly or unfairly restrict or enhance an individuals' opportunity to pursue employment.

## 3.0 Scope

This policy applies to all Town employees, Members of Council, local board or committee of council.



## **4.0 Responsibility**

### **4.1 Employees**

- a) All employee(s) involved in the hiring or promotional process for a position shall immediately disclose to his or her manager, in writing, any instance in which a family member is identified as a candidate for that position.
- b) An employee finding him or herself in a direct reporting relationship with a family member, either as a manager, supervisor, or a subordinate, shall immediately disclose such a situation to his or her manager, in writing, for appropriate resolution.
- c) Failure on the part of an employee to comply with this policy may result in discipline up to and including dismissal.

### **4.2 Hiring Supervisors**

All hiring supervisors (i.e. directors and/or managers) are accountable for ensuring and enforcing compliance with this policy.

### **4.3 Human Resources and/or their designate**

- a) The Human Resources Officer and/or their designate shall review and monitor the employment practices to ensure consistency and compliance with this policy.
- b) Provide guidance and support to all supervisors and employee(s) for addressing understanding and interpretation of this policy, and promoting consistent application.

### **4.4 Chief Administrative Officer**

- a) The CAO is authorized to resolve any conflict or ambiguity regarding the interpretation of any provisions of this policy.

## **5.0 Definitions**

For the purposes of this policy, the following definitions shall apply:

**“Family Member”** – shall mean the wife, husband, father, mother, father-in law, mother-in-law, sister, brother, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, common law spouse, grandchildren, niece, nephew, foster child and /or the equivalent members of a blended family of a current Town employee, member of council, local board or committee of council of the municipality.

**“Hiring Supervisor”**- shall mean a relationship in which an employee or elected official, or member of local board has authority to administer:

- recruitment, promotion;
- merit increments, or salary level;
- performance appraisals;
- discipline; or
- work assignments, hours of work, overtime.

**“Nepotism”** – shall mean preferential treatment granted to a family member in the form of hiring or other employment decisions without regard or with lesser regard to the individual’s qualification, ability, and performance.

## **6.0 Procedures**

- 6.1** Recruitment of hiring a family member is permissible provided that:
- a) Standard competition procedures have not been circumvented;
  - b) The applicant is the most qualified;
  - c) No undue influence was exerted on the hiring supervisor or committee;
  - d) No potential conflict or difficulties appear to exist.
- 6.2** Members of the same family are permitted to work for the Town provided they possess the necessary qualifications to perform the positions they were appointed to and there is no direct or indirect supervisory relationship between the members.
- a) For clarification of indirect supervisory relationship, a family member of a Director of a department would not be permitted to work for the Town in that same department.
- 6.3** Members of Council, local board or committee members, or employees who are related to an applicant for a vacant position with the Town shall not be involved in the interview or selection process. Members of Council, local board or committee members, or employees shall remain neutral and in no way influence the interviewers who are involved with the hiring of the position to which the family member has applied.
- 6.4** Should employees marry or become members of the same household after becoming employed by the Town, may continue their employment as long as there is no:
- a) Direct or indirect reporting relationship between the two employees;
  - b) Actual conflict of interest or the perceived conflict of interest.
- 6.5** Where a situation arises the conflict of interest, or perceived conflict of interest exists, the Town will make every effort to find a suitable position to which one of the affected employees, possible resolutions may include:
- a) Offering one employee a permanent alternate but comparable position in another division, branch, or department;
  - b) Transferring one employee to a comparable position in another department (i.e. lateral transfer);
  - c) Altering the reporting relationships.

If all of the above options are deemed unsuitable, the respective employees will determine which one of them shall resign.



**Municipal Grant Application: Ottawa Valley Cycling and Active Transportation Alliance – Waive Rental Fees for Nick Smith Centre Community Hall (Trail Towns Conference)**

Moved by \_\_\_\_\_

Seconded By \_\_\_\_\_

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant Policy Application from the Ottawa Valley Cycling and Active Transportation Alliance; and

**Whereas** the Ottawa Valley Cycling and Active Transportation Alliance is a group of volunteers who promote safe and healthy active transportation in the Ottawa Valley;

**Therefore Be It Resolved That** Council supports the Ottawa Valley Cycling and Active Transportation Alliance request by providing in-kind support through waiving the rental fees for the Nick Smith Centre Community Hall (value of approximately \$450.00) for their Trail Towns Conference event to be held on September 20<sup>th</sup>, 2023;

**Further That** the Ottawa Valley Cycling and Active Transportation Alliance be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the events.



**Municipal Grant Application: Arnprior Braeside McNab Seniors at Home Program Inc. – Waive Rental Fees for Nick Smith Centre Community Hall (Christmas Craft Fair)**

Moved by \_\_\_\_\_

Seconded By \_\_\_\_\_

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant Policy Application from the Arnprior Braeside McNab Seniors At Home Program Inc.; and

**Whereas** the Arnprior Braeside McNab Seniors At Home Program Inc. is a community support agency offering an umbrella of programs for individuals with special needs and individuals over the age of 55; and

**Therefore Be It Resolved That** Council supports the Arnprior Braeside McNab Seniors At Home Program Inc. request by providing in-kind support through waiving the rental fees for the Nick Smith Centre Community Hall (value of approximately \$450.00) for their Christmas Craft Fair to be held on November 25<sup>th</sup>, 2023;

**Further That** the Arnprior Braeside McNab Seniors At Home Program Inc. be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the events.



**Municipal Grant Application: Arnprior Braeside McNab Seniors At Home Program Inc. – Waive Rental Fees for Robert Simpson Park (Annual Memorial Butterfly Release)**

Moved by \_\_\_\_\_

Seconded By \_\_\_\_\_

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant Policy Application from the Arnprior Braeside McNab Seniors At Home Program Inc.; and

**Whereas** the Arnprior Braeside McNab Seniors At Home Program Inc. is a community support agency offering an umbrella of programs for individuals with special needs and individuals over the age of 55; and

**Therefore Be It Resolved That** Council supports the Arnprior Braeside McNab Seniors At Home Program Inc. request by providing in-kind support through waiving the rental fees for the Robert Simpson Park (value of approximately \$443.00) for their Annual Memorial Butterfly Release Event to be held on August 20<sup>th</sup>, 2023;

**Further That** the Arnprior Braeside McNab Seniors At Home Program Inc. be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the events.



**Municipal Grant Application: St. Andrews United Church – Waive Rental Fees for Nick Smith Centre Community Hall (Christmas Craft Market)**

Moved by \_\_\_\_\_

Seconded By \_\_\_\_\_

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant Policy Application from the United Church Women of Grace – St. Andrews United Church; and

**Whereas** as a charitable organization, the St. Andrews United Church is an eligible community organization under the Municipal Grants Policy;

**Therefore Be It Resolved That** Council supports the St. Andrews United Church request by providing in-kind support through waiving the rental fees for the Nick Smith Centre Community Hall (value of approximately \$450.00) for their Christmas Craft Market to be held on November 4<sup>th</sup>, 2023;

**Further That** the St. Andrews United Church be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the events.



## **Municipal Grant Application: Rotary Club of Arnprior – Waive Rental Fees for Robert Simpson Park (Tarts & Arts In The Park)**

Moved by \_\_\_\_\_

Seconded By \_\_\_\_\_

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant Policy Application from the Rotary Club of Arnprior; and

**Whereas** the Rotary Club of Arnprior raises funds which goes toward many community projects in the Greater Arnprior area; including families in need;

**Therefore Be It Resolved That** Council supports the Rotary Club of Arnprior request by providing in-kind support through waiving of fees for the Special Event Licence (\$25.00), the rental of the Robert Simpson Park Gazebo (value of approximately \$443.00) as well as providing Town staff support for the set up and tear down for their Butter Tart Festival to be held on August 26<sup>th</sup>, 2023;

**Further That** the Rotary 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 events.