



Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, September 11th, 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) **Special Meeting of Council – August 28th, 2023** (Page 1-3)
 - b) **Regular Meeting of Council – August 28th, 2023** (Page 4-19)
- 8. Awards / Delegations / Presentations**
 - a) **Delegations**
 - i) **FoodCycler Municipal Solutions**, Jacob Hanlon, Food Cycle Science (Page 20-42)
 - b) **Presentations**
 - i) **Fall Recreation Overview**, Lucas Power, Program and Events Coordinator (Page 43-59)

9. Public Meetings

10. Matters Tabled / Deferred / Unfinished Business

11. Notice of Motion(s)

12. Staff Reports

- a) **Home Life and Safety Program – Proactive Outreach Model**, Cory Nicholas, Deputy Fire Chief (Page 60-70)
- b) **Municipal Grant Request – 2360 Royal Canadian Army Cadets**, Graeme Ivory, Director of Recreation (Page 71-87)
- c) **Proclamation for Test Your Smoke Alarm Day (September 28th, 2023)**, Oliver Jacob, A/Deputy Clerk (Page 88-91)
- d) **Proclamation for Fire Prevention Week (October 8th to 14th, 2023)**, Oliver Jacob, A/Deputy Clerk (Page 92-95)

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-SEP-15

15. By-laws & Resolutions

- a) **By-laws**
 - i. **By-law Number 7421-23** – Amend By-Law No. 6345-14 (Home Fire and Life Safety Program) (Page 96-97)

16. Announcements

17. Media Questions

18. Closed Session

One matter pursuant to Sections 239 (2) (b) and (f) of the Municipal Act, 2001 to discuss a personal matter about an identifiable individual including municipal or

local board employees; advice that is subject to solicitor-client privilege including communications necessary for that purpose (Claims Update).

19. Confirmatory By-law

By-law No. 7422-23 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. 1840. 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 Special Council Meeting
August 28th, 2023 5:30 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 Cloutier
Councillor Tom Burnette
Councillor Chris Toner
Councillor Billy Denault
Councillor Chris Couper

Council Members Present (Electronic):

Town Staff Present

Robin Paquette, CAO
Jennifer Morawiec, GMCS / Treasurer
Shelley Mackenzie, Town Clerk
Oliver Jacob, A/Deputy Clerk
Emma Blanchard, Town Solicitor

1. Call to Order

Mayor Lisa McGee called the Regular Council Meeting to order at 5:30 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 266-23
Moved by Tom Burnette
Seconded by Lynn Cloutier

Be It Resolved That the agenda for the Special Meeting of Council dated Monday, August 28th, 2023 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Awards/Delegations/Presentations

A brief presentation, attached as Appendix A and forming part of these minutes, was provided by Robin Paquette, CAO, identifying that a compliant was received by the Town of Arnprior under Section 20 of the Development Charges Act, 1997, and outlined the steps for Council to conduct the Hearing.

a) Hearing Pursuant to s. 20 of the Development Charges Act, Arnprior Bay Property Ltd. – 124 Fourth Avenue (Self Storage Facility)

The representatives for the complainant outlined for Council their submission that Development Charges were incorrectly applied. Council responded with questions and comments.

7. Staff Reports

a) Development Charges Hearing Report, CAO and GM Client Services/Treasurer

Robin Paquette, CAO outlined for Council the Town of Arnprior staff position that the Development Charges were correctly applied. Council responded with questions and comments.

Resolution Number 267-23

Moved by Dan Lynch

Seconded by Chris Couper

That Council finds that with regard to the Self-Storage Facility at 124 Fourth Avenue, the development charges have been properly applied; and,

Further that Council dismissed the complaint dated May 29, 2023 with respect to 124 Fourth Avenue filed pursuant to Section 20 of the DC Act.

Mayor McGee requested a recorded vote:

Councillor Denault	YES
Councillor Couper	YES
Councillor Toner	YES
Councillor Burnette	YES
Councillor Cloutier	YES
County Councillor Lynch	YES
Mayor McGee	YES

Resolution Carried

8. Confirmatory By-Law

Resolution Number 268-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That By-law No. 7420-23 being a By-law to confirm the proceedings of the Special Meeting of Council held on August 28th, 2023 be and it is hereby enacted and passed.

Resolution Carried

9. Adjournment

Resolution Number 269-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That this meeting of Council be adjourned at 6:06 p.m.

Resolution Carried

Signatures

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk



**Minutes of Council Meeting
August 28th, 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 Cloutier
Councillor Tom Burnette
Councillor Chris Toner
Councillor Billy Denault
Councillor Chris Couper

Council Members Present (Electronic):

Council Members Absent:

Town Staff Present

Robin Paquette, CAO
Jennifer Morawiec, GMCS / Treasurer
John Steckly, GM, Operations
Rick Desarmia, Fire Chief
Cory Nicholas, Deputy Fire Chief
Lindsay Wilson, MEDO
Patrick Foley, Eng. Officer, Facilities & Assets
Shelley Mackenzie, Town Clerk
Oliver Jacob, A/ Deputy Clerk

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 270-23
Moved by Lynn Cloutier
Seconded by Chris Couper

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, August 28th, 2023 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

I, Chris Couper, declare a pecuniary interest on items 12(c) and 15 (a) v. on the August 28th, 2023 Council agenda. I am making this declaration as I live close to the subject lands.

I, Billy Denault, declare a pecuniary interest on item 12(d) on the August 28th, 2023 Council agenda. I am making this declaration as I have a professional relationship with the applicant.

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 271-23

Moved by Lynn Cloutier

Seconded by Billy Denault

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

Resolution Carried

8. Awards/Delegations/Presentations

None

9. Public Meetings

Resolution Number 272-23 (6:34 pm)

Moved by Dan Lynch

Seconded by Lynn Cloutier

That Council move into a public meeting to inform the public of the proposed Notice of Application for Official Plan Amendment OPA #6 and Zoning By-Law Amendment ZBL-1/23.

Resolution Carried

Mayor McGee called the public meeting to order at 6:34 p.m. The CAO introduced the planning consultant, Jamie Batchelor of JL Richards & Associates Ltd. who provided an overview of the proposed amendments as follows:

- Official Plan Amendment #6 - Site Specific Amendments to add retirement home consisting of a mix of townhouse and apartment dwellings (maximum height – 4 storeys) as permitted.
- Zoning By-law Amendment 1/23 - Site Specific Amendments to add retirement home as a permitted use in addition to all uses permitted in the MU-CE Zone, as well as to reduce the minimum rear yard to 7.5 m and the minimum bicycle parking to 6 bicycle parking spaces.

One written comment was received from the Ministry of Transportation, and they did not have any specific objections to the proposal, but they would request a 14m set back from their property line and that the development would be subject to their permit control area requirements.

One member of the public, Tom Orr, 580 White Lake Rd, commented that if the town were to grant permission for the amendments from commercial to residential, the Town could anticipate others approaching the town with the same request and that Council should consider that, with growth occurring in the town, we will need to have commercial space to expand.

Resolution Number 273-23 (6:51 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) Amend Open Air Burning By-Law No. 6974-19

Resolution Number 274-23
Moved by Dan Lynch
Seconded by Tom Burnette

That Council adopts a by-law to amend Subsection (3)(a) of By-law 6974-19 requiring landowners to obtain permits for recreational open air burning fires on private and public property.

Resolution Carried

b) Community Improvement Grant (114 John Street North)

Resolution Number 275-23
Moved by Billy Denault
Seconded by Lynn Cloutier

That Council enact a by-law to enter into Agreements with Chantal Beaulieu, Lyndsey Cunningham, and Nathan Scott for Community Improvement Plan (CIP) Financial Incentive Grants under the Signage Improvement Program for each unit at 114 John Street North in an amount of up to \$1,500 (\$500 each) to be funded from the CIP Grants operating account.

Resolution Carried

Councillor Couper left the Council table at 6:59 PM.

c) Zoning By-Law Amendment No. 2/23 (Phase 4 – Marshall's Bay Meadows)

Resolution Number 276-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council receives an application for an amendment to Zoning By-law 6875-18 for the Marshall's Bay Meadows Subdivision Phase 4 Block 148 lands from R3*41 to R4*28 and to amend the remainder of Phase 5 lands from Future Development (FD) to R4*28, R4*42, R3*41, R3 and OS.

That pursuant to Section 34 (12) of the Planning Act, Council holds a public meeting on Monday, September 25th, 2023, regarding the proposed amendment, to allow for public review and comment.

Resolution Carried

Councillor Couper returned to the Council table at 7:03 PM.

Councillor Denault left the Council table at 7:04 PM.

d) Zoning By-Law Amendment No. 3/23 (128 Mary Street)

Resolution Number 277-23

Moved by Lynn Cloutier

Seconded by Chris Toner

That Council receives an application for amendment to Zoning By-law 6875-18 for 128 Mary Street to amend Exception 19 to allow for a multiple dwelling residential use subject to the provisions of the R2 zone and subject to a holding provision restricting the number of multiple dwelling units to three (3) until a servicing brief/report is provided in support of any further development;

And That pursuant to Section 34 (12) of the Planning Act, Council hold a public meeting on Monday, September 25th, 2023, regarding the proposed amendment, to allow for public review and comment.

Resolution Carried

Councillor Denault returned to the Council table at 7:06 PM.

e) Zoning By-Law Amendment No. 4/23 (375 Daniel Street South)

Resolution Number 278-23

Moved by Chris Couper

Seconded by Tom Burnette

That Council receives an application for an amendment to Zoning By-law 6875-18 for

Arnprior Shopping Centre at 375 Daniel Street to rezone the subject property from “Mixed Use Commercial/Employment (MU-CE)” to “Mixed Use Commercial/Employment Exception X (MU-CE*XX)”.

That pursuant to Section 34 (12) of the Planning Act, Council holds a public meeting on Monday, September 25th, 2023, regarding the proposed amendment, to allow for public review and comment.

Resolution Carried

Mayor Lisa McGee left the Council table at 7:08 PM and returned at 7:10 PM.

- f) Clearwell Design Award**
Resolution Number 279-23
Moved by Billy Denault
Seconded by Chris Toner

That Council enact a by-law to:

- (a) Award the Water Filtration Plant Clearwell #1 Replacement Design project to Stantec Consulting Limited, for a total of \$175,339.34 (plus HST) under the existing Standing Offer agreement; and
- (b) Authorize the CAO to execute the agreements, and related documents with Stantec Consulting Limited to complete the project as per the defined scope of work.

Resolution Carried

- g) Proclamation – Terry Fox Day (September 17th, 2023)**
Resolution Number 280-23
Moved by Lynn Cloutier
Seconded by Chris Toner

Whereas the Terry Fox Run is inspired by a dream as big as our country, which began in 1980 with Terry Fox and his Marathon of Hope. The run is now entirely volunteer driven, and grounded in traditions with events held annually around the world to foster research in the fight against cancer; and

Whereas it has become a tradition in Canada to gather friends and family to participate in a volunteer fundraiser to raise public awareness and financial support for cancer research; and

Whereas we recognize the importance of cancer research as part of the aims and objectives of the Terry Fox Run on behalf of the people of Canada, of the Province of Ontario, and of the Town of Arnprior; and

Whereas Terry once said “Anything is possible if you try.” He was an innovator, attempting to run across Canada on one leg on a humanitarian mission we had never seen before; and

Whereas our local residents have taken the initiative to organize a Terry Fox Run for the past 41 years, since 1982; and

Whereas a Flag Raising Ceremony for Terry Fox Day will be held on Monday, September 11, 2023, prior to the event to raise further awareness for the Terry Fox Run being held at Robert Simpson Park on Sunday, September 17, 2023.

Therefore Be It Resolved That the Council of Arnprior does hereby proclaim September 17, 2023 as “**Terry Fox Day**” in the Town of Arnprior and call upon all residents to participate in the Terry Fox Run to raise money for cancer research.

Resolution Carried

13. Council Committee Reports and Minutes

a) Mayors Report

The Mayor will present Council with her update at the next meeting of council.

b) County Councillor’s Report

County Councillor Lynch updated Council on matters covered in the County Council session.

- The Development and Property Committee recommended the Request for Proposal DP-2023-01 for the Climate Change Action Plan be awarded to Ainsworth Inc., Toronto, Ontario in the amount of \$72,522 plus applicable taxes.
- Renfrew County Housing Corporation Property – Arnprior
The Development and Property Committee directed county staff to review opportunities with housing providers for the use of County of Renfrew and Renfrew County Housing Corporation owned lands and bring back to Committee for updates and considerations.
- Algonquin Trail Park Area – Arnprior
The Development and Property Committee granted approval to the Town of Arnprior to erect signage and additional trees along the Algonquin Trail for the purpose of identifying the Town’s business centre and a park; and that the park name “Arnprior Station” be approved.

- Taste of the Valley Vendor – Upcoming event dates include:
 - Calabogie – September 9th
 - Deep River – September 30th
 - Cobden – October 14th
 - Pembroke – December 16th

○ All events are held from 10:00 a.m. to 3:00 p.m. More information is available at www.TOTV.ca
- 2023 Visitor Information Centre Program
 As part of the OVTA's visitor services program, the Association supports 14 visitor information centres (VICs) across Renfrew County to which Arnprior has two (Quality Inn and Museum). Of note, once a year VIC staff go on a road tour to visit tourism sites, so they know first hand what is offered.
- Advanced Manufacturing and Innovation Competitiveness Stream
 The fourth intake period for the Advanced Manufacturing and Innovation Competitiveness Stream is accepting applications until August 31, 2023.
- The New Horizons for Seniors Program provides federal grants to organizations wanting to help seniors (aged 55 and older) make a difference in the lives of others, and in their communities. Eligible organizations can apply for funding of up to \$25,000 for projects that are led by seniors and are volunteer based. Open to Municipal governments. Organizations can only submit one application per project. Multiple projects may not exceed a total of \$25,000 per organization. Applications close on September 14, 2023 at 3:00 p.m. EST.
- Grow Ontario Market Initiative: A Sustainable Canadian Agricultural Partnership (Sustainable CAP) is investing \$6 million to help eligible agri-food businesses and industry organizations expand into domestic and foreign markets. The Grow Ontario Market Initiative is a new, cost-share initiative that helps food and beverage processors, farm businesses and agri-food sector organizations take actions to reach new markets. Initiative, applicants can receive up to 50% cost share for eligible costs, to a maximum of \$60,000 per business for producers and food and beverage processors, and up to \$125,000 for sector organizations.
- Canadian Nuclear Laboratories and the Organization of Canadian Nuclear Industries Supplier Day – September 7, 2023 Canadian Nuclear Laboratories (CNL) and the Organization of Canadian Nuclear Industries (OCNI) are hosting a supplier day on September 7, from 8:30 a.m. to 2:30 p.m., at the Chalk River site. The Supplier Day is an opportunity for Renfrew County and MRC Pontiac businesses to connect with members

of Canada's nuclear industry supply chain and learn more about the program of work underway at CNL and the opportunities it could create.

- New Economic Development Business Newsletter: The Economic Development Division is launching a digital quarterly newsletter for the local business community. The goal is to inform, engage and educate the Ottawa Valley business community about government announcements, legislative changes, funding opportunities, market intelligence, research and relevant business information. The newsletter also aims to put a spotlight on the enterprising spirit in Renfrew County by featuring two to three businesses from a variety of sectors in each issue. Businesses are encouraged to complete the content repository form at <https://investrenfrewcounty.ca/BizSpotlight>.
- Rural Economic Development Program Funding Agreement for Rural Community Inclusion Pilot Project: The County of Renfrew was successful in a co-application with the County of Lanark for their Ontario Rural Economic Development (RED) funding application for a Rural Community Inclusion Pilot Project to a maximum of \$131,719.50.
- 2023 Tourism Development Fund: The Ministry of Tourism, Culture and Sport has announced the launch of the Tourism Development Fund, formerly known as the Tourism Economic Development and Recovery Fund. The fund offers a matching contribution of up to 50% (maximum of \$25,000) for new tourism projects and experiences, aligning with the project's budget. The application period is now open and applications will be accepted until **September 14, 2023, at 5:00 p.m.**
- The County's Director of Public Works has accepted an appointment as a Director of CPWA, as well as being the President Elect for 2023-2024 and President 2024-2035.
- Appointment of County Forester to Ontario Professional Foresters Association Council: Lacey Rose, R.P.F. has been nominated by her peers to let her name stand for Vice President of the Ontario Professional Foresters Association.
- As of July 25th, 2023, the Renfrew County Virtual Triage and Assessment Centre is now located at 80 McGonigal Street West in Arnprior. The new location serves patients who are in need of an assessment and treatment by a paramedic, physician and or a hybrid appointment with a paramedic in person and a physician via video. The central location features two exam rooms, a waiting room, and a staff workspace. 1-844-727-6404.
- The County of Renfrew Deputy Clerk, Rose Gruntz is retiring, with the Wednesday August 30th, 2023 meeting being her last meeting.

Councillor Couper left the Council table at 7:30 PM and returned at 7:32 PM.

Councillor Denault left the Council table at 7:33 PM and returned at 7:35 PM.

c) Committee Reports and Minutes

Councillor Denault presented Council with an update from the Airport Commission meeting.

- Airport Commission hosted a fly-in breakfast debrief at their last meeting.
- Discussions included a commitment to an audit for the year ending on December 31st, 2022 and associated financials.
- Manager's update was provided concerning a garage expansion and the potential requirements for an Engineer report.
- Military training – nothing further planned at the airport.
- Discussion was had concerning the creation of a user manual for the airport.
- Communication regarding the Xplornet Tower on White Lake Rd.

14. Correspondence & Petitions

a) Correspondence Package – I-23-AUG-14

Resolution Number 281-23

Moved by Chris Couper

Seconded by Dan Lynch

That the Correspondence Package No. I-23-AUG-14 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch gave an update on the information provided in the Information package:

- Page 5 - The governments of Canada and Ontario are investing over \$1.3 million to help improve the resiliency and competitiveness of beekeeper operations in Ontario. The application intake for the Honey Bee Health Initiative will open on September 15, 2023, and will remain open until funding for the initiative is allocated. Up to 50 per cent of the costs of approved projects may be funded under the initiative. Ontario beekeepers with fewer than 50 hives are eligible for up to \$4,500 total on approved projects and beekeepers with more than 50 hives are eligible for up to \$25,000.
- Page 12 - The Ontario government is investing \$8.27 million for new and expanded midwifery services across the province that will connect thousands of families to faster care in their own community. This funding includes \$4.82 million to expand midwifery services in community health centres, hospitals, family health teams and existing midwifery practices, as well as \$3.45 million to support future initiatives put forward by health care providers to expand midwifery services in

their community.

- In response to County Councillor Lynch, the A/Deputy Clerk responded that the information has been shared with the Arnprior Regional Hospital Board, but currently midwifery services are not available.
- Page 15 - Ontario is Expanding Self-Serve Online Vehicle Registration through a Digital Dealership Registration. Now, new and used vehicle sales can be registered online by dealerships and they can register and issue licence plates right from their showroom.
- Page 21 - The Ontario government is investing \$166 million to deliver more legal services online, replacing outdated paper-based procedures. Thomson Reuters has been awarded the contract to deliver the new digital justice platform which will allow court users to: File documents quickly, digitally access court case information, pay fines online, connect virtually to hearings, manage court appearances online, and receive decisions electronically.
- Page 29 - The Ontario government is investing \$5.4 million to design and build three mobile tech classrooms that will travel across the province and teach students and young people about the skilled trades. The new mobile classrooms will be fully operational by the summer of 2024 and will accommodate 150,000 visitors a year.
- Page 42 - The Ontario government is investing \$3.6 million to support three innovative projects to help over 2,200 women and young people in grade 12 across Ontario prepare for meaningful and well-paying careers in the construction trades. To apply: Tradeswomen interested can apply at www.OBCTradeswomen.com.
- Page 47 - Ottawa will receive \$10 million from Province to create 53 housing units to support individuals and families experiencing homelessness. As well Smiths Falls will receive over \$1.63 million to create five affordable housing units. No word on money to support housing for Arnprior's homelessness.
- Page 74 - Arnprior is leading the way. Zencity is the community's new hub to share, discuss, and collaborate on creating sustainable solutions for critical issues, challenges, and opportunities across Renfrew County. It allows residents to make their voices heard about projects within their communities. The Town of Arnprior was the first local municipality to embrace the Zencity tool and currently has four projects highlighted on its page – Recreation and Parks Master Plan, Sign By-law Review, Waterfront Trail Design and Caruso and Legion Parks Design.
- Page 101- LAS and the City of Barrie partnering to help more Ontario municipalities improve public safety and slow down motorists through the use of

speed enforcement cameras in designated safety zones.

- In response to County Councillor Lynch regarding opportunities to partnering with LAS to create this public safety enforcement in our community, the CAO responded that staff have met with LAS representative and expressed our interest in this program. Staff will be closely watching Barrie, where they have currently implemented a pilot project.
- Page 106 - The Ontario government is providing one-time grants of up to \$10,000 to help faith based, cultural, 2SLGBTQQIA+, First Nations, Inuit, Métis and Urban Indigenous organizations and communities to enhance or implement measures to ensure community spaces remain safe and secure from hate-motivated incidents. Applications are open for 2023-2024. The deadline to apply: September 12, 11:59 p.m. EDT.
- Page 160 - MPAC On August 16, the Ontario government filed Regulation 261/23 under the Assessment Act to extend the current assessment cycle, and the valuation date of January 1, 2016, through to the end of the 2024 taxation year.
 - In response to Councillor Lynch, the General Manager, Client Services / Treasurer highlighted that the prolonged postponement by the Provincial government of property assessment updates and leaving property at 2016 values, continues to leave municipalities without Current Value Assessment (CVA) revenues, generally used to address inflationary operating pressures. There are concerns with how the continuing gap between assessments and fair market values will impact the future of Ontario's property taxation model.
- Page 156 - In response to Councillor Denault, the CAO indicated that with respect to Net Zero incentives from the provinces, staff will look into possible funding opportunities for any upcoming projects.
- Page 161 - Councillor Couper highlighted the letter received from the Algonquins of Ontario and spoke about the province acknowledging the importance of consulting with aboriginal communities on planning matters that may affect their treaty rights. The Mayor and CAO indicated that they have requested a meeting with the Algonquins of Ontario as offered and are awaiting a response.

b) Correspondence Package – A-23-AUG-12

Resolution Number 282-23
Moved by Chris Couper
Seconded by Billy Denaut

That the Correspondence Package Number A-23-AUG-12 be received, and

That the recommendation(s) outlined be brought forward for Council's consideration.

Resolution Carried

15. By-laws & Resolutions

a) By-laws

Resolution Number 283-23

Moved by Chris Couper

Seconded by Lynn Cloutier

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

- By-law Number 7411-23 – Amend Open Air Burring By-law (Private Properties)
- By-law Number 7412-23 – CIP Grant – 114 John Street North (Beaulieu)
- By-law Number 7413-23 – CIP Grant – 114 John Street North (Cunningham)
- By-law Number 7414-23 – CIP Grant – 114 John Street North (Scott)
- By-law Number 7416-23 – Clearwell Design Award – Stantec Consulting
- By-law Number 7417-23 – Contract Administration Award – JP2G
- By-law Number 7418-23 – Contribution Agreement with the Province of Ontario (RED Grant)

Resolution Carried

Councillor Couper left the Council table at 7:45 PM.

Resolution Number 284-23

Moved by Lynn Cloutier

Seconded by Billy Denault

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

- By-law Number 7415-23 – Part Lot Control (Marshall's Bay Meadows Subdivision – Phase 3)

Resolution Carried

Councillor Couper returned to the Council table at 7:46 PM.

b) Resolutions

i) Request for Support – MFIPPA Changes – Municipality of Chatham-Kent

Resolution Number 285-23

Moved by Lynn Cloutier

Seconded by Billy Denault

Whereas the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990* (MFIPPA) dates back 30 years;

Whereas municipalities, including the Town of Arnprior, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

Whereas government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

Whereas the creation, storage and utilization of records has changed significantly, and the Town Clerk and the Clerk's Office is now responsible for records and information management programs as prescribed by the *Municipal Act, 2001*;

Whereas Ontario Regulation No. 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

Whereas the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

Whereas the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

Whereas the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

Whereas legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

Be It Resolved That the Council of the Corporation of the Town of Arnprior requests that the Ministry of Government and Consumer Services review the *Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990* and consider the following recommendations:

1. That MFIPPA assign the Municipal Clerk, or their designate, to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;

4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the Information and Privacy Commissioner (IPC), be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

Resolution Carried

ii) Request for Support – Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement – Association of Municipalities of Ontario

Resolution Number 286-23
Moved by Chris Couper
Seconded by Lynn Cloutier

Whereas all Ontarians deserve and expect a safe and respectful workplace;

Whereas municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

Whereas several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

Whereas these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

Whereas municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

Whereas municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

Be It Resolved That the Council of the Corporation of the Town of Arnprior supports the call of the Association of Municipalities of Ontario (AMO) for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

Further That the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment;
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario;
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province;
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner;
- Prohibiting a member so removed from sitting for election in the term of removal and the subsequent term of office.

Mayor McGee requested a recorded vote:

Councillor Denault	YES
Councillor Couper	YES
Councillor Toner	YES
Councillor Burnette	YES
Councillor Cloutier	YES
County Councillor Lynch	YES
Mayor McGee	YES

Resolution Carried

16. Announcements

Mayor McGee thanked staff and volunteers for a job well done with the Cultural Night Market.

County Councillor Lynch wanted to extend a special thanks to Operations and Recreation staff for the work later in the day taking down tents and setting up for the Sunday Market.

Councillor Toner thanked the 'Tarts and Arts' event for asking him to be a judge. Councillor Toner also extended a thank you to Arnprior McNab Braeside Archives for their Historical Walk of Arnprior held during the Cultural Night Market. Councillor Couper extended a thank you to the event as well. He mentioned that the walk was the largest fundraiser the Archives have had, and it was a great evening.

Councillor Couper also extended a welcome back to school for students and staff next week. He reminded everyone to be safe and asked everyone to be mindful of school buses returning to the roads. Councillor Couper expressed the importance of local news in social media. He asked that residents go to the source for their local news.

Councillor Denault highlighted some of the topics of discussion at the AMO (Association of Municipalities of Ontario) conference he attended recently in London, Ontario.

17. Media Questions

None

18. Closed Session

None

19. Confirmatory By-Law

Resolution Number 287-23
Moved by Dan Lynch
Seconded by Tom Burnette

That By-law No. 7419-23 being a By-law to confirm the proceedings of the Regular Meeting of Council held on August 28th, 2023 be and it is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 288-23
Moved by Lynn Cloutier
Seconded by Billy Denault

That this meeting of Council be adjourned at 8:02 p.m.

Resolution Carried

Signatures

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

Request to Appear as a Delegation Form

Topic *

Municipal Food Waste Diversion Program

Type of Meeting *

Council

Meeting Date

9/11/2023



Who are you representing

☐ Myself

☒ My Business

☐ Other

Please specify your business or other representation *

Food Cycle Science

Reason for Appearing *

To provide Council with information regarding our Municipal Food Waste Diversion program and partnership.

Do you have material to distribute at the meeting *

☐ Yes

☒ No

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 *

Jacob Hanlon

Address *

371A Richmond Road, Ottawa ON

Phone Number *

613 316-4094

E-mail Address *

jacobh@foodcycler.com

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

☒ I Agree

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O c.M.56 as amended and will be used to document delegates names, addresses, and key messages for Advisory Committees and Council. Inquiries may be directed to the Town Clerk by telephone at 613-623-4231 ext. 1817 or by email at clerk@arnprior.ca.



FOODCYCLER™ MUNICIPAL SOLUTIONS

The Future of Food Waste.



FOODCYCLER

Page 22

ABOUT US

Food Cycle Science

- **Canadian company** based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on **Food Waste Diversion Solutions**
- Products available in North America through **FoodCycler Municipal** / **Vitamix** and internationally through network of distributors & OEM partners
- **Finalists** in Impact Canada/AAFC's **Food Waste Reduction Challenge**
- **Globe & Mail** Canada's **Top Growing Companies** (2021 & 2022)
- **Deloitte Fast 50 CleanTech** award winners (2021)
- **Approved supplier** with Canoe Procurement Group of Canada



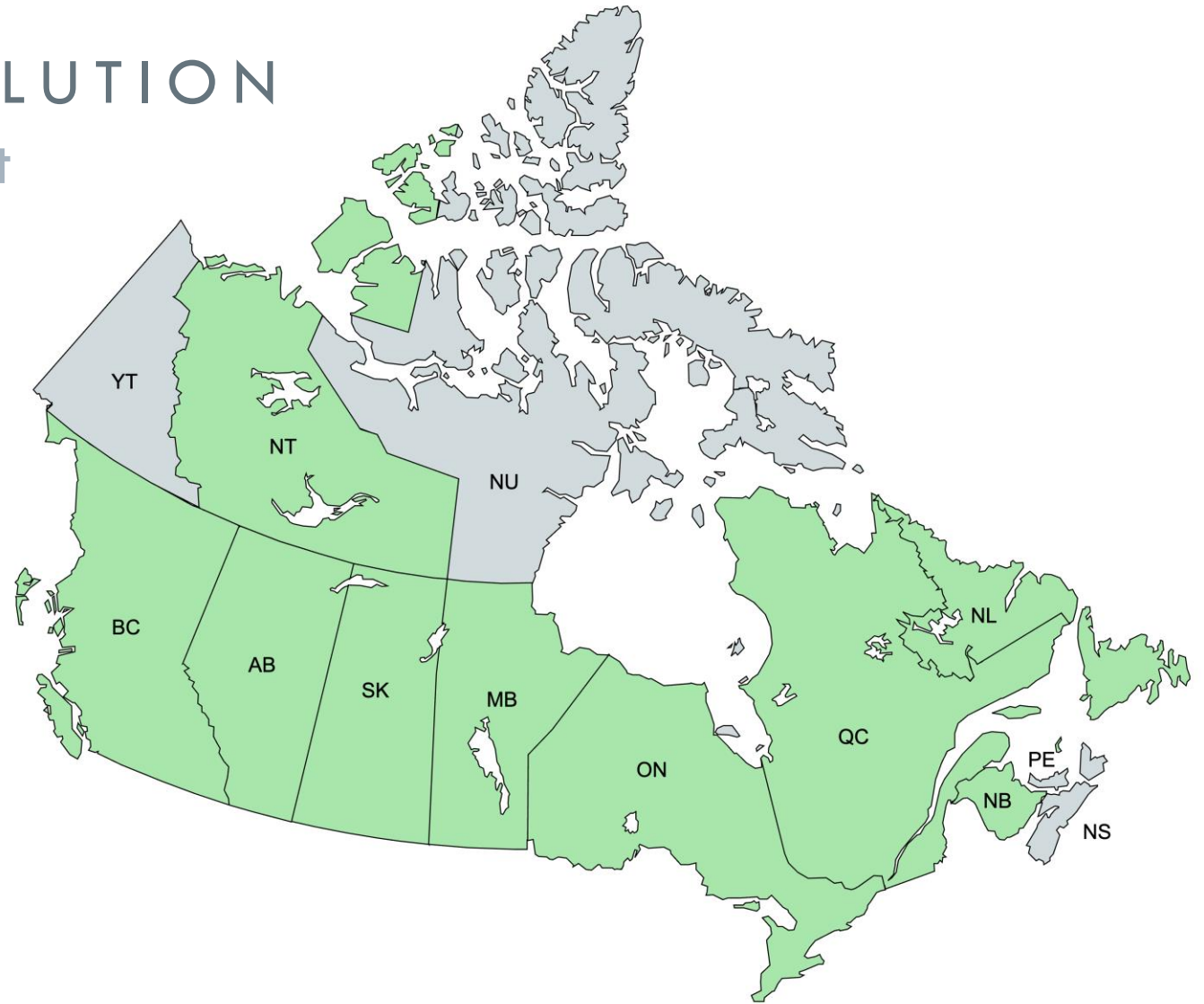
TRUSTED CANADIAN SOLUTION

Coast to Coast to Coast

100
Canadian
Municipal
Partnerships

○ **8 Provinces**

○ **1 Territory**



THE PROBLEM – FOOD WASTE

- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



MUNICIPAL IMPACT

Waste is a municipal responsibility

LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO₂
- 1 tonne of food waste is equivalent to 1 car on the road for one year



COMMUNITY

Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals

HAVEN'T WE SOLVED THIS ALREADY?



GREEN BINS

- Major **capital expenditure** to invest in **processing & collection infrastructure**
- **Contamination** is an ongoing challenge
- **GHG emissions** and **safety concerns** from collection vehicles
- **Participation rates** are often lower than desired, particularly in **multi-residential dwellings**

BACKYARD COMPOST

- **Space, ability, and know-how** are limiting factors
- Most users **do not compost in winter** or inclement weather
- May **attract pests/animals** or create unpleasant **odors**
- **Participation rates** are relatively low and stagnant
- Can produce **methane** if done incorrectly

LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance
- **Landfill capacity** is quickly running out

THE SOLUTION? THE FOODCYCLER



THE FOODCYCLER PRODUCT FAMILY

**FOODCYCLER™
FC-30**



2.5 L

30.5 L

4 - 8 HOURS

0.8 kWh

2
REFILLABLE
FILTERS

BACK

VOLUME CAPACITY

UNIT VOLUME

PROCESSING TIME

POWER CONSUMPTION
PER CYCLE

ODOUR CONTROL

VENT LOCATION

5.0 L

28.9 L

6 - 8 HOURS

1.3 kWh

1
REFILLABLE
FILTER

TOP

**FOODCYCLER™
Eco 5**



90% FOOD WASTE REDUCTION

Full bucket of wet,
smelly food waste

2.5L / 5L

Handful of dry, sterile, odourless
& nutrient-rich by-product

100 g / 200 g



4-8 HOURS
(Overnight)

0.8-1.5 kWh
(Equivalent to a laptop)

\$0.10-\$0.15 per cycle
(\$2-4 per month)



FOODILIZER™ : BENEFICIAL USES

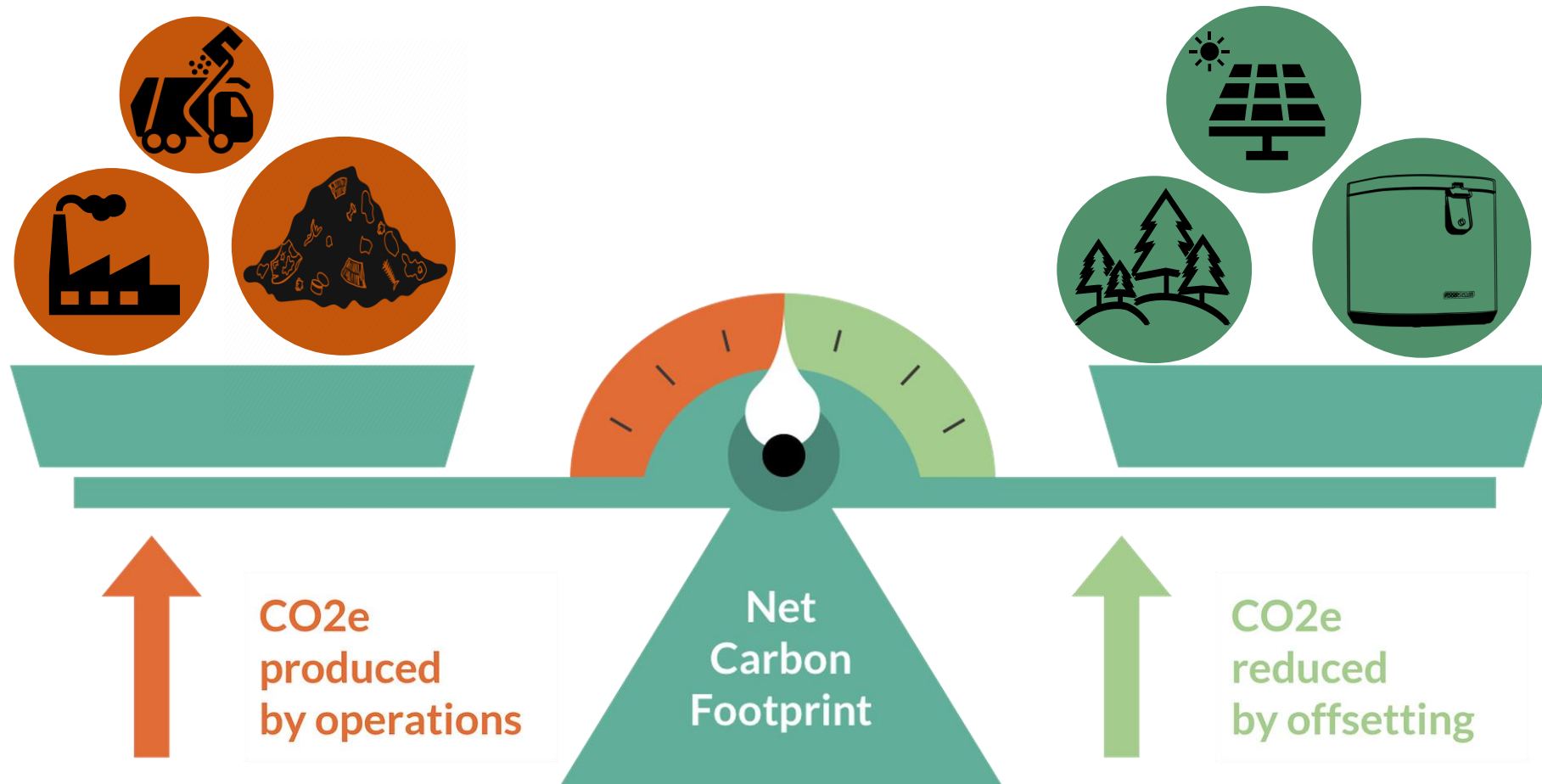
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)

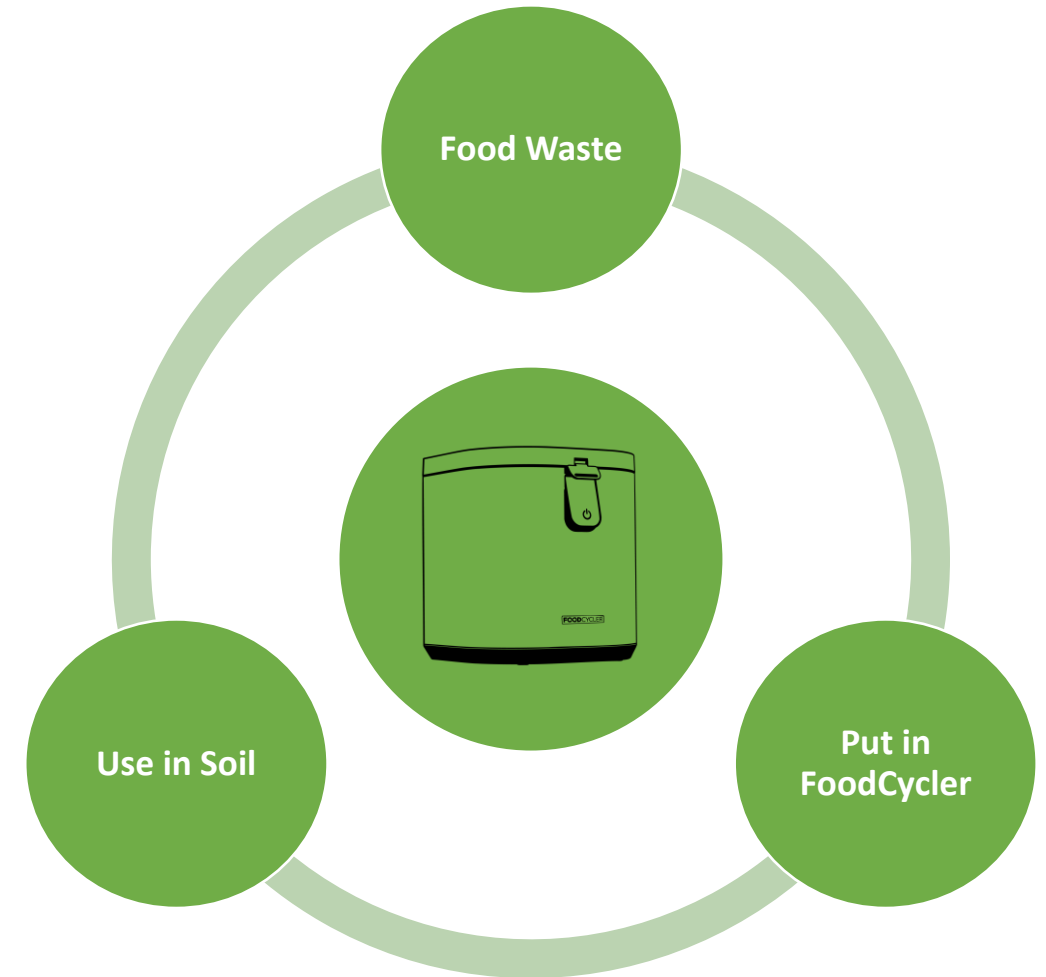
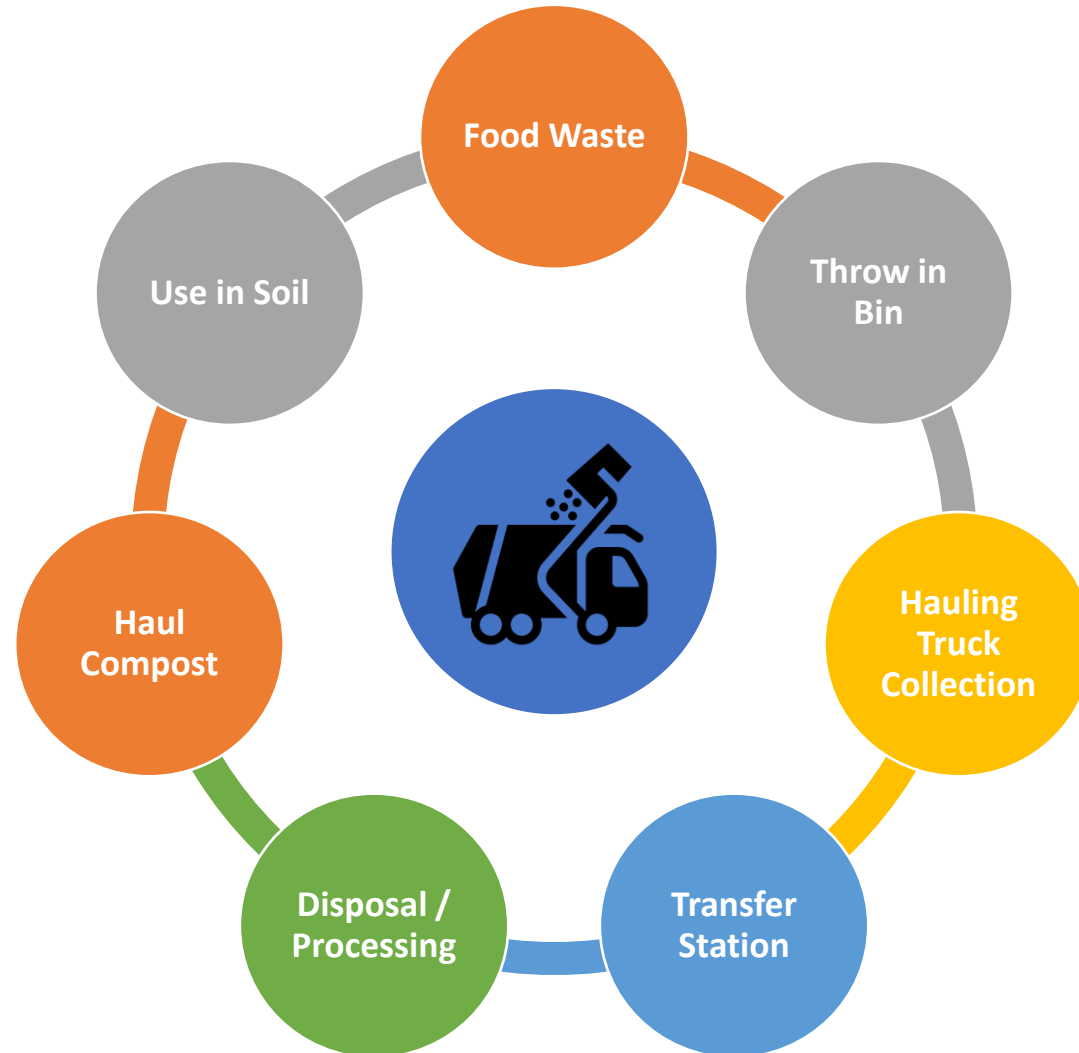


IMPACT: ENVIRONMENT

The Path to Net Zero



IMPACT: ECONOMIC



IMPACT: PRESSURE

Regulatory + Social

THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."

Deputy Mayor Lyle Warden, (South Glengarry ON)

"We were extremely happy with this program and loved that it made us aware of our daily waste."

Pilot participant in South Glengarry

"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."

Pilot participant in Hornepayne

"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."

**Kylie Hissa, Strategic Initiatives Officer
(Kenora, ON)**

THE FOODCYCLER PILOTS

The results are in.

Completed pilots in:

6000+
Households

50+
Municipalities



Participation Rate **98%**

- 98% of pilot participants will continue using the FoodCycler after the pilot period

Recommendation Rate **96%**

- 96% of users would recommend the FoodCycler to friends/family/neighbours

User Experience Rating **4.6/5**

- 4.6 out of 5 star rating for the overall user experience of the FoodCycler

Net New Diversion **300 kg**

- Each participating household is estimated to divert approximately 300 kg of food waste per year

Awareness + Prevention **77%**

- 77% of pilot participants resolved to waste less food as a result of increased awareness

FOOD WASTE REDUCTION CHALLENGE

Impact Canada Finalists

Federal Funding

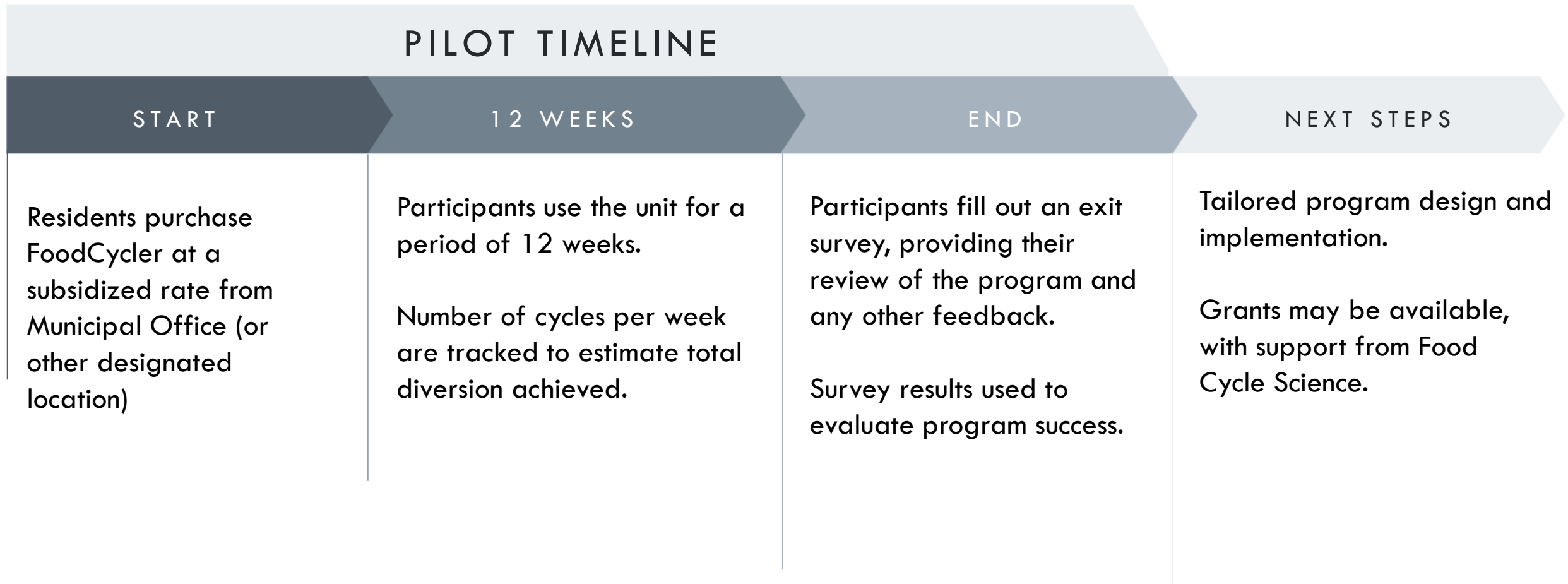
- ✓ Semi-Finalists in Stage 1 received **\$100,000**
- ✓ Finalists in Stage 2 received **\$400,000**
- Finalists will compete in Stage 3 to win one of two Grand Prizes of up to **\$1,500,000**

IN PARTNERSHIP WITH:



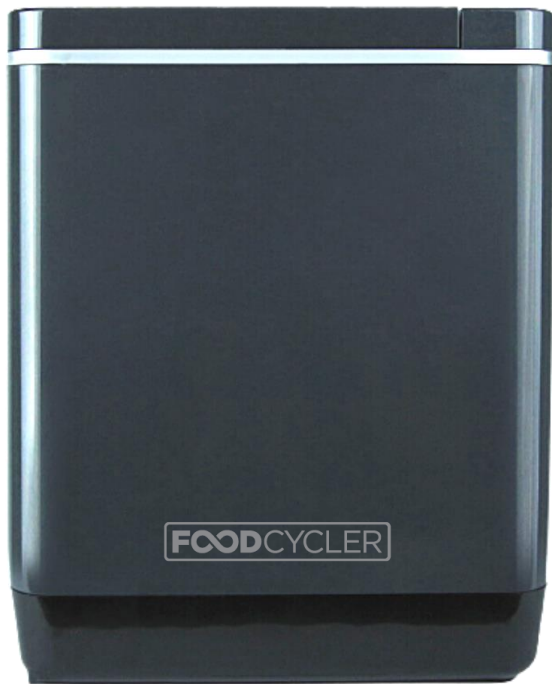
PILOT PROGRAM

12 Weeks from Start to Finish



FUNDED PILOT PROGRAM OPTIONS

Municipal Subsidy Model



FOODCYCLER™
FC-30

\$ 5 0 0

-\$ 2 0 0

-\$ 5 0

\$ 1 0 0

\$ 1 5 0

RETAIL PRICE

MUNICIPAL
DISCOUNT

IMPACT CANADA
INVESTMENT

* MUNICIPAL
SUBSIDY *

RESIDENT
COST

\$ 8 1 5

-\$ 2 6 5

-\$ 1 5 0

\$ 1 0 0

\$ 3 0 0



FOODCYCLER™
Eco 5

FUNDED PILOT PROGRAM OPTIONS

Pilot Scope Recommendations

Municipality Population	Pilot Scope	Municipal Investment
< 2,500 Residents	50 Households	\$5,000
2,500 – 10,000 Residents	100 Households	\$10,000
10,000 – 20,000 Residents	200 Households	\$20,000
> 20,000 Residents	250+ Households	\$25,000+

- **Plus shipping costs and applicable taxes**



PARTNERSHIP BENEFITS

Why pilot with us?

- 🍃 Opportunity to trial a food waste diversion solution at a **cost well below market prices**
- 🍃 Immediate impact of reduced residential waste volumes thus **increasing diversion rates**
- 🍃 **Reduced costs** associated with waste management (collection, transfer, disposal, and landfill operations)
- 🍃 The **reduction of greenhouse gas** (GHG) emissions from transportation and decomposition of food waste in landfills
- 🍃 Extend the **life of your landfill(s)**
- 🍃 Opportunity to support **Canadian innovation** and clean tech
- 🍃 Opportunity to provide **residents** with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🍃 Obtaining **data** that could be used to develop a **future organic waste diversion program**

Next Steps:

- 🍃 Receive presentation as information.
- 🍃 If interested in partnering, refer to Staff for a recommendation to Council.



THANK YOU!
ANY QUESTIONS?

Jacob Hanlon

Municipal Program Coordinator

Email: jacbh@foodcycler.com

Phone: 613-316-4094

The Municipal Solutions Team

municipal@foodcycler.com





Fall Recreation Overview

Lucas Power

Program and Events Coordinator

Meeting Date: September 11, 2023

Background

2023 Thus Far

- The Recreation Department has continued to build back programming and events since the COVID-19 pandemic by offering new programs and creating partnerships with local businesses and organizations.
- The summer months were busy with free daily activities in June for Recreation and Parks Month, 7 events, and 12 combined weeks of summer camp.
- In addition, weekly programming including sport leagues, preschool recreation, and swimming lessons ran near capacity in each session.



Fall Overview

What's coming?

- Fall Aquatics
- Events
- New & Inclusive Programming
- New Partnerships
- Youth Club

Fall Overview

Fall Aquatics

- Our annual pool maintenance period began Aug 26 starting with the draining of the pool.
 - Cleaning, painting and repairs will occur over the 4-week shutdown period with the pool scheduled to reopen on Sept 25.
- Registration for aquatics programming opening:

Registration	Resident	Non-Resident
Adult Lessons / Aquafitness	Sept 18 (9 am)	Sept 19 (9 am)
Youth Swimming Lessons	Sept 20 (9 am)	Sept 22 (9 am)

- While Recreational Swims (Lane, Senior, Public, etc.) resume on September 25, all lessons and aqua-fitness programs resume on October 2.



Fall Overview

Events

- September 16 – Movie in the Park (Legion Park)
- September 30 – Arnprior Day at the REDBLACKS
- October 7 – Laser Tag
- October 27 – Halloween Dance
- October 28 – Trunk or Treat
- October 31 – Haunted Hall
- November 10 – Game Night w/ Valley Nostalgia
- Nov. 20 – Dec. 20 – Christmas Lights Contest
- December 23 – DJ Skate Party

Fall Overview

New & Inclusive Programming

- Many of our programming staples will return including:
 - Recreational Swimming (i.e. Lane, Senior, Public)
 - Aqua fitness
 - Drop-In Sports (i.e. Badminton, Pickleball)
 - Fitness Programs
 - Afterschool Programming
 - Preschool Programming
 - Youth and Craft Nights
 - Sport Leagues and Programs
 - Shinny & Public Skating

Fall Overview

New & Inclusive Programming

- After expanding our inclusive programming to include Sledge Hockey in 2022, we are happy to create more programming by partnering with Glassbox Fitness
 - This group offers fitness programs for neurodivergent individuals in classes including support workers and classes for more independent individuals.
 - This program is set to begin the week of September 11th



Fall Overview

More New Programming

- Broadway Workout
- Kinderdrama and Young Actors Company
- Skateboarding Lessons with ASA
- Introduction to Meditation
- Introduction to Electronic Music
- Futsal League
- Teen Nights

Fall Overview

New Partnerships

- With new programming and expanding our scope comes greater community relations. We are now working with:
 - Arnprior Skateboard Association
 - Bring It On by Meagan Mask
 - Broadway Workout
 - Crystal McLeod
 - Denise Weise
 - Glassbox Fitness
 - Jay Fit Now
 - Lifesaving Society
 - Mystery Maze Laser Tag
 - Ottawa REDBLACKS
 - Ottawa Valley Theatre Kids
 - Valley Nostalgia
 - 13 First Aid
- We continue to build partnerships and encourage community groups and businesses to reach out should they have interest in collaboration.

Youth Club

Youth Club Grant

- At the end of August, we were notified that our Canadian Tire Jumpstart Grant application had been approved in the amount of \$6,362.00
- This application was created to establish an initiative called Youth Club, a program that is designed to remove financial and physical barriers to participating in recreational programs through an affordable membership.
- The membership will cost families \$20 per child and provides all-access to drop-in programs for those aged 4-16 between September and December 2023.

Youth Club

Youth Club Programming

- These programs include:
 - Afterschool Programs (twice weekly in schools)
 - Open court at Sullivan Rink of Dreams (once weekly)
 - Youth Nights, Junior Youth Nights, Teen Nights (alternating every Friday)
 - Sledge Hockey Program (once weekly)
 - Special Events
 - Halloween Dance, Pool Party, DJ Skate Party
- Youth Club does not apply to
 - Aquatics
 - PA Day Camps
 - Courses or programs/events with contracted services
 - Shinny or skating
- As we are able to gather data on what is successful and feasible, we can make adjustments to what is covered under the membership.

Youth Club

Programming for Wide Ranges

- Afterschool Program, Open Court, Sledge Hockey and Special Events are open to all ages with staff and volunteer leaders there to create programming for different ages and ensure safety.
- Allocated time for specific age ranges are also scheduled
 - Junior Youth Night (Age 4-7)
 - Youth Night (Age 8-12)
 - Teen Night (Age 13-15)
- Each program will be monitored and evaluated to make necessary adjustments to ages, programming and create an inclusive environment.

Youth Club

Youth Club Leader

- An exciting component to this initiative is engaging older youth in our community, primarily high school students, as leaders in our community.
- Those looking for volunteer hours or a resume builder can volunteer to assist our staff in running various programs.
- More information will be sent to the High Schools about these opportunities with contact information on how to get involved.

Youth Club

Staff Training Opportunities

- As mandated through the grant funding, Program and Events Staff who are involved in the delivery of these programs will be going through the following training course, provided by Jumpstart:
 - Respect In Sport Youth Activity Leader
 - Keeping Girls in Sport
 - Supporting Positive Behaviors (Coaching Kids of All Abilities)
 - Welcoming All Abilities (Coaching Kids of All Abilities)

Youth Club

Allocating Funds

- Of the funds provided, about \$1,500 will be used to invest in sports equipment for the Recreation Department.
- The remaining funds will be allocated to staffing hours to ensure safe supervision of each program.

Youth Club

Benefits of Youth Club

- Remove physical barriers by bringing programming into schools and park spaces that kids are already comfortable with or live near
- Remove financial barriers of registration costs for individual programs.
- Opportunity to engage more with the youth in our community and gauge which programs interest them.
- Providing time for youth of all age to interact together while also allocating set times for age ranges.
- Engage older youth in our community to be involved as leaders and offer time for their mandated volunteer hours.
- Offer additional training resources to our Program and Events Staff.

Questions?



• WHERE THE RIVERS MEET •



Town of Arnprior Staff Report

Subject: Home Fire and Life Safety Program — Proactive Outreach Model

Report Number: 23-09-11-01

Report Author and Position Title: Cory Nicholas, Deputy Fire Chief

Department: Fire Services

Meeting Date: September 11th, 2023

Recommendations:

That Council receive Staff Report 23-09-11-01, entitled “Home Fire and Life Safety Program — Proactive Outreach Model” as information.

Further That Council adopt a by-law to amend Section 5.0 of the Program to establish a “Public Awareness Campaign” to replace the “Door-to-Door Awareness Campaign”.

Background:

In 2014, Council enacted and passed By-Law 6345-14 establishing the Town of Arnprior Home Fire & Life Safety Program in order to ensure the municipality meets the requirements of Subsection 2(1)(a) of the Fire Protection and Prevention Act, 1997 (FPPA). To comply with subsection 2(1)(a) the municipality must establish a program which must include public education with respect to fire safety and certain components of fire prevention. The purpose of the Home Fire and Life Safety Program is to ensure that:

- a) smoke and carbon monoxide alarms are installed maintained and functioning as intended in accordance with the provisions of the Ontario Fire Code, as amended to help minimize fire and CO related deaths/injury/illness and property loss;
- b) residents are educated about the importance of home fire escape planning and the critical role having working smoke and CO alarms plays combined with their associated requirements under provincial legislation; and
- c) opportunity is created for positive community engagement with the Arnprior Fire Department through a proactive outreach program.

Discussion:

By-law No. 6345-14 adopted Arnprior's Home Fire and Life Safety program outlining program activities to be undertaken to achieve the purpose which is:

- 2.1.1. Ensure mandatory alarms are installed and maintained in accordance with the provisions of the Ontario Fire Code, as amended.
- 2.1.2. Ensure mandatory alarms are installed and functioning properly, as required.
- 2.1.3. Help to minimize fire deaths/injury and property losses.
- 2.1.4. Ensure early detection in the event of an incident, increasing the occupants' odds of safely escaping an unsafe condition and to support earlier notification to the fire department.
- 2.1.5. Educate residents about the importance of, and requirements under provincial legislation for the installation and maintenance of mandatory alarms in their homes.
- 2.1.6. Promote residents to develop and practice an effective family home escape plan.
- 2.1.7. Assist the Town of Arnprior in meeting its legislative requirements of the FPPA and provide core services as approved by Council.
- 2.1.8. Create an opportunity for positive community public relations with the fire department.

Section 5.0 of the Program establishes the delivery of a Door-to-Door Awareness campaign. Typically, this campaign occurs over two-scheduled training nights every fall where Volunteer Firefighters deploy to one defined area of risk based on actual emergency response data. Volunteer Firefighters engage with residents, explain the intent of the program, and offer to check the dwelling unit's mandatory alarms to determine if they are installed and functioning properly. If there are deficiencies noted, crews troubleshoot the issue for the resident, distribute educational resources and have the ability to provide alarms on a cost recovery basis to ensure the home is adequately protected.

As the Town grows and our community profile evolves, it is proving to be challenging to connect with residents using the current program delivery model.

As families become increasingly busy with multiple schedules that often overlap and extend into the evening hours, a flexible solution for delivering door-to-door program services is required. Similarly, limiting the program to one target area annually over four hours, restricts potential outreach to residents that could make great use of the resources the Home Fire and Life Safety program provides.

Furthermore, it should be noted that the pandemic of 2020 impacted staff's ability to enter people's residences for the purpose of the campaign.

As such, the Arnprior Fire Department is recommending a new initiative, considered the "Public Awareness Campaign" rather than the "Door-to-Door Campaign", whereby the public is invited to call or use an online form to book an inspection should they wish. This method of education and assistance will invite those residents who would like a visit from the Fire Department personnel, at a time convenient to them, to easily and readily make an appointment.

Coincidentally, the Office of the Fire Marshal and the Ontario Association of Fire Chiefs have worked together to develop Ontario's first "Test Your Smoke Alarm Day!" scheduled for Thursday Sept. 28, 2023. With the campaign slogan "Saved by the Beep", all Ontarians are encouraged to learn more about smoke alarms, fire safety, and home fire escape planning.

Should Council adopt this change to the Program, staff would begin the 2023 Home Fire and Life Safety Campaign on Thursday Sept. 28, 2023 and extend it until the conclusion of Fire Prevention Week (October 8-14, 2023). For a couple of weeks in advance and during this time, all Town residents will be presented with accessible options to request a scheduled visit from the Arnprior Fire Department between the hours of 9:00am and 7:00pm Monday to Friday. A redlined version of the Home Fire and Life Safety Program indicating proposed changes to Section 5 is attached here to and a by-law to implement the amendments is included on the agenda for Council's consideration.

Through this collaborative approach to public education, staff are hopeful that our existing Home Fire and Life Safety Program will have increased ability to connect with our community members that need it.

Options:

N/A

Policy Considerations:

By-Law No. 6345-14 – Home Fire and Life Safety Program

Financial Considerations:

N/A

Meeting Dates:

N/A

Consultation:

- Ontario Association of Fire Chiefs
- Office of the Fire Marshal

Documents:

1. Red-lined version of Home Fire and Life Safety Program

Signatures

Reviewed by Department Head: Rick Desarmia

Reviewed by General Manager of Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie

Town of Arnprior Home Fire & Life Safety Program

1. Introduction

The intention of the Town of Arnprior Home Fire & Life Safety Program is to meet the municipalities minimum requirements of Subsection 2(1) (a) of the Fire Protection and Prevention Act, 1997 (FPPA). To be in compliance with subsection 2(1) (a) the municipality must establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention.

Statistics show that most fire deaths in residential occupancies occur at night and involve the misuse of smoking materials or cooking equipment or appliances. The proper installation of smoke alarms in dwellings has proven to be effective in alerting occupants in the early stages of a fire. The Province of Ontario statistics show that a working smoke alarm can greatly increase the chances of surviving a fire.

Working smoke alarms will alert residents to a fire in their home but to safely escape; everyone must know what to do when the alarm sounds. In a fire, every second counts. It is critical that everyone have a fire escape plan in place and the home fire escape plan be practiced regularly.

Carbon monoxide (CO) often referred to as the “silent killer” is a colourless, odourless, tasteless and toxic gas. Carbon monoxide is a by-product of incomplete combustion of fuels such as natural gas, propane, heating oil, kerosene, coal, charcoal, gasoline or wood. Carbon monoxide alarms monitor airborne concentration levels (parts per million) of carbon monoxide and sound an audible alarm when harmful CO levels are present.

It is important to note that smoke alarms detect the presence of smoke and will not detect carbon monoxide. Carbon monoxide alarms detect the colourless, tasteless and scentless gas of carbon monoxide and do not detect the presence of smoke. Dual sensor alarms can provide protection against both smoke and carbon monoxide.

2. Purpose

2.1. The purpose of the Home Fire & Life Safety Program is to:

2.1.1. Ensure mandatory alarms are installed and maintained in accordance with the provisions of the Ontario Fire Code, as amended.

- 2.1.2. Ensure mandatory alarms are installed and functioning properly, as required.
- 2.1.3. Help to minimize fire deaths/injury and property losses.
- 2.1.4. Ensure early detection in the event of an incident, increasing the occupants' odds of safely escaping an unsafe condition and to support earlier notification to the fire department.
- 2.1.5. Educate residents about the importance of, and requirements under provincial legislation for the installation and maintenance of mandatory alarms in their homes.
- 2.1.6. Promote residents to develop and practice an effective family home escape plan.
- 2.1.7. Assist the Town of Arnprior in meeting its legislative requirements of the FPPA and provide core services as approved by Council.
- 2.1.8. Create an opportunity for positive community public relations with the fire department.

3. Community Program Considerations

- 3.1 Implementation of a Home Fire & Life Safety Program must involve careful planning, development of fire department operating guidelines and comprehensive training for fire department staff that are responsible for delivering the program. The Office of the Fire Marshal technical guideline "OFM-TG-04-98 Maintenance of Smoke Alarms" was referenced while establishing this program.

4. Program Activities

- 4.1 Inspection activities following an emergency response:
 - 4.1.1 Following an emergency response to a dwelling unit, firefighters and/or an officer will inspect the dwelling unit for mandatory alarms to ensure

compliance with the Ontario Fire Code. A departmental data collection form shall be used to record findings.

- 4.1.2 During the inspection, if it is determined that required alarm(s) are missing, improperly located or not working immediate action must be taken to inform the property owner and/or occupant of the requirements of the Ontario Fire Code and the penalties for non-compliance. Public education materials will be provided to the property owner and or occupant.
- 4.1.3 After explaining the requirements and consulting with the property owner and/or occupant it may be determined by the Officer in Charge that it will be necessary to supply one or more alarms to the property owner and/or occupant. The Officer in Charge shall ensure that the alarm(s) is installed and tested before clearing the scene. In circumstances which the property owner and/or occupant may not be able to install the alarm(s) themselves an offer to install the alarm(s) should be extended.
- 4.1.4 Responding units of the Arnprior Fire Department will have the necessary alarms and/or batteries readily available at all times.
- 4.1.5 Alarms are to be installed by properly trained firefighters or officers only with the permission of the owner and/or occupant. The Arnprior Fire Department Alarm Installation Waiver & Release of Liability Form (Appendix 1) shall be signed by the owner and/or occupant as well as the Officer in Charge and a copy shall be provided to the property owner and/or occupant and a copy shall be retained by the fire department. If the owner/occupant remains non-compliant with the Ontario Fire Code, the owner/occupant will be subject to charges under the Fire Protection and Prevention Act 1997.
- 4.1.6 The property owner will be invoiced by the Town of Arnprior for the installation of the alarm(s) and/or batteries in accordance with the current recovery fee schedule as approved under Town of Arnprior Bylaw (Appendix 2).
- 4.1.7 Once it has been determined that the dwelling unit is in compliance with the Ontario Fire Code all appropriate forms will be completed and forwarded to the Fire Prevention Office of the Arnprior Fire Department.

- 4.1.8 If the property owner and/or occupant are uncooperative in meeting compliancy and/or this is the second time that a dwelling unit has been found in non-compliance, fire officials may find it necessary to issue a Provincial Offences Certificate or apply the appropriate charges against the property owner and/or occupant at the discretion of the Fire Chief and/or designate.
- 4.1.9 Failure to comply with the Ontario Fire Code requirements could result in an issuance of a Provincial Offences Certificate under Part 1 of the Provincial Offences Act, or an Offence Notice or Summons under Part 3 of the Provincial Offences Act.
- 4.1.10 All property owners and/or occupants shall be encouraged to develop and practice a home-escape plan. Early warning of life safety devices is more effective if the occupants of the dwelling know what to do when the alarm sounds. All occupants shall be given a home escape-planning pamphlet.

Note:

Due to unique circumstances with certain emergency response (i.e. medical emergencies) it may not be appropriate to inspect the dwelling for mandatory alarm compliance. A visual observation should be conducted and if a required alarm appears to be missing, not installed properly and/or not operating properly a follow-up inspection should be initiated. The Fire Chief, Deputy Fire Chief or Fire Prevention Officer shall be notified and a follow-up inspection scheduled.

5. ~~DOOR TO DOOR~~ Public Awareness Campaign

- 5.1 The purpose of this activity is to provide essential fire safety information and to provide mandatory alarm inspections as necessary and/or as requested by the property owner and/or occupant housed within the Municipality.
- 5.2 A ~~door-to-door~~ public awareness campaign shall be conducted annually. The level of service will vary based on risk and resources. Fire personnel will provide valuable information regarding smoke alarms, carbon monoxide alarms, home escape planning and general fire safety practices. The public will be invited to request a scheduled inspection at any time, however a special campaign shall be undertaken yearly to coincide with Fire Prevention

Week. Crew members will offer to check the dwelling unit's mandatory alarm(s) to determine if they are installed and functioning properly. Random inspections of defined areas based on risk will be targeted during the campaign. If it is determined that the dwelling is not in compliance with mandatory alarm requirements of the Ontario Fire Code, as amended, immediate action shall be taken. Fire personnel shall reference the Program Activities (Section 4) of this program and the fire department Standard Operating Guidelines for guidance in conducting the ~~door-to-door~~ public campaign when immediate action is required.

- 5.3 In the event that the occupants of the dwelling unit are not at home at the time of the fire department visit a door hanger shall be left indicating the fire department had visited and a reminder to check their alarms. An effort will be made to conceal door hangers, making it less conspicuous that people are not at home.

6. Public Fire Safety Information Distribution

6.1. Town of Arnprior Website

6.1.1 Use of the Town of Arnprior Website is an effective way to promote fire safety information and the importance of having properly installed and working alarms, as well as the consequences for non-compliance. The use of the website can also effectively promote fire department events and the activities associated with the Home Fire & Life Safety. Public Service Announcements (PSAs) are available from the Office of the Fire Marshal (OFM) and can be provided free of charge. The PSAs can be downloaded from the OFM's website at <https://www.ontario.ca/page/office-fire-marshal>.

6.1.2 As an example PSAs containing Home Fire & Life Safety information can be provided for use during:

- Fire Prevention Week
- Seasonal time changes
- Winter holiday season
- Fall and winter (home heating seasons)

- 6.1.3 Periodic messages can be developed and sent to the Marketing and Economic Development Officer to post on social media sites.

6.2 Local and Regional Media

- 6.4.1 Using the local media is another effective way to promote fire safety information and the importance of having properly installed and working alarms and the consequences for non-compliance. The media can also effectively promote fire department events associated with the Home Fire & Life Safety Program. Local media often welcome the opportunity to cooperatively develop media events or contests that will enhance their own programming as well as educate the public in fire safety. PSA's from the OFM website can also be provided to local media for publication. All released material must be in compliance with Town policies.
- 6.4.2 Statistics from the Home Fire & Life Safety Program should be provided to the Municipal Council and distributed to local media to reinforce Fire & Life Safety awareness. For example, it could be noted that during the recent door-to-door campaign it was determined that a high percentage of dwellings did not meet the requirements of the Ontario Fire Code.

6.3 Brochures/Fact Sheets

- 6.3.1 In addition to the local media, brochures and fact-sheets shall be distributed and made available to the residents of the Town of Arnprior. This can be achieved in various ways such as:
- Information included in municipal invoices
 - Distribution at municipal buildings including; municipal office, fire stations, libraries, community halls, etc.
 - Distribution at privately owned stores, businesses, doctor's offices, insurance companies.
 - Distribution at institutional sites such as churches, senior's homes, lodges, etc.
 - Distribution at various events such as; fairs and festivals, etc.
 - Distribution with local service agencies such as Seniors at Home, Victim Services, Chamber of Commerce.

6.4 Schools and Community Organizations

6.4.1 Initiating and supporting programs at schools and through various community organizations will effectively enhance awareness to the importance of fire and life safety devices as well as home escape planning. Children are great safety advocates and often have considerable influence over their parents and families. Activities may include:

- Introducing and supporting school programs that promote fire and life safety
- Supporting community supported educational activities
- Supporting babysitter training activities
- Coordinating fire safety awareness contests in schools
- Delivering presentations to senior's clubs, church groups and other community meetings and conferences
- Developing partnerships with local service clubs or home support agencies

7. Reference Material

Ontario Fire Code, as amended
Fire Protection and Prevention Act, 1997
Fire Marshal's Public Fire Safety Council
Office of the Fire Marshal



Town of Arnprior Staff Report

Subject: Municipal Grant Application – 2360 Royal Canadian Army Cadets

Report Number: 23-09-11-02

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

Department: Recreation Services

Meeting Date: September 11, 2023

Recommendation:

That Council waive 100% of the user fees and charges for the 2360 Royal Canadian Army Cadets municipal grant request for the use of the Nick Smith Centre Community Hall on Thursday evenings (from 6:00 p.m. to 9:00 p.m.) on thirty-five (35) dates and for two (2) weekend rentals (Saturday or Sunday) for the period of September 6, 2023 – June 13, 2024 (value \$4,900.00); and

Further That the 2360 Royal Canadian Army Cadets be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured.

Background:

The Town's Municipal Grants Policy, helps to define the purpose, scope and procedures for Council to provide municipal grants to organizations that provide programs or services that address an identifiable need or problem in the community and bestow some community-wide benefit. Municipal Grant streams authorized under the policy include:

- Support Funding (Maximum 1 request per year, \$3,000 limit per request)
- In-Kind Support – Partnership (Maximum 2 requests per year)
- In-Kind Support – Single (Maximum 2 requests per year)
- Festivals & Event Support – (Maximum 1 request per year, \$5,000 limit per request)

In order to qualify for Municipal Grant Funding applicants are required to complete the application form and meet various qualification criteria, including demonstration of financial need. Applications are received and evaluated based on the qualifications and eligibility criteria listed in Section 3 of the Municipal Grants Policy. Depending on the funding stream, the applications received come forward to Council in the form of a Staff Report or through an Action Item.

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

In 2022-2023, the Cadet's request for the waiving of fees for the use of the Community Hall, at a value of \$8,750.00, was granted by Council. This request included additional hours on Thursday evenings, as well more weekend rentals, than proposed for this term.

Discussion:

The 2360 Royal Canadian Army Cadets submitted a grant request under the In-Kind – Partnership Stream. The Cadets have requested 100% of the fees to be waived for the use of the Nick Smith Centre Community Hall, for the period of September 6, 2023 – June 13, 2024, which is equivalent to a total cost of \$4,900.00, not inclusive of HST.

Rental Period	Cost / Rental	Value (\$)
<u>Weeknight Rentals</u> 35 Rentals (140 hrs. rental time) September 6, 2023 – June 13, 2024	\$40 / hour	\$4,200.00
<u>Weekend Rentals</u> 2 Rentals (Full Day Rentals) September 2023 – June 2024	\$350 / day	\$700.00
Total Value of Request		\$4,900.00

The request was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, outlined in Appendix B: Evaluation Matrix – 2360 Royal Canadian Army Cadets, and was found to be in compliance with the requirements, however it doesn't full demonstrate financial need which is outlined in the Financial Needs Analysis below.

Financial Needs Analysis:

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

2360 Army Cadets Funding Availability for 2023	
Operating Bank Account Balance	\$9,838.36

The following is a financial review based on the documentation provided by the 2360 Royal Canadian Army Cadets. It outlines current funds available to them, out of their Operating Bank Account, (balance of \$9,838.36) along with their projected revenues and expenses for 2023-2024.

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

	2023-2024 Operating Budget	Without donations / sponsorships	Without fundraising	Without donations & fundraising
Current Bank Balance	\$9,383.36	\$9,383.36	\$9,383.36	\$9,383.36
Projected Revenues	\$3,000.00	\$1,000.00	\$2,000.00	\$0.00
Total Revenue	\$12,383.36	\$10,383.36	\$11,383.36	\$9,383.36
Projected Expenses	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00
Ending Balance	\$6,983.36	\$4,983.36	\$5,983.36	\$3,983.36

Ending Balance Based on Grant Funding Options:	2023-2024 Operating Budget	Without donations / sponsorships	Without fundraising	Without donations & fundraising
Municipal Grant – 100%	\$6,983.36	\$4,983.36	\$5,983.36	\$3,983.36
Municipal Grant – 75%	\$5,758.36	\$3,758.36	\$4,758.36	\$2,758.36
Municipal Grant – 50%	\$4,533.36	\$2,533.36	\$3,533.36	\$1,533.36
Municipal Grant – 25%	\$3,308.36	\$1,308.36	\$2,308.36	\$308.36
No Municipal Grant	\$2,083.36	\$83.36	\$1,083.36	-\$916.64

As the chart outlines, the Cadets could operate without any municipal grant support and would not enter into any deficit unless all their other revenue sources were not successful, though in some cases it leaves no room for budget overages.

It is important to note that as part of the Cadets 2022-2023 budget and actuals, the cadets generated \$11,000 in revenue (\$2,000 greater than budgeted) and only spent \$6,000 in operating costs (\$9,800 less than budgeted) resulting in the favourable bank balance to begin the 2023-2024 year.

Options:

Other options for Council consideration include:

1. Choose to support the 2360 Royal Canadian Army Cadets request at a difference percentage, as determined by Council;
2. Choose not to support the Municipal Grant Request. Staff does not recommend this, as this program is offered at no cost to youth in the community (ages 12-18) and is a vehicle by which young people learn to be leaders and good citizens, which is a benefit to the community.

Policy Considerations:

The Municipal Grants Policy aligns with the Town's Strategic Plan of effective service delivery, as well as growth and expansion. Providing Municipal Grants to eligible organizations, allows the Town of Arnprior to have various programs and events, which compliment or support those offered by the municipality, which contributes to the overall growth of the Town.

Financial Considerations:

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

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A – Evaluation Matrix

Appendix B – Application Form – 2360 Royal Canadian Army Cadets

Signatures

Reviewed by Department Head: Graeme Ivory

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

CAO Concurrence: Robin Paquette


Workflow Certified by Town Clerk: Shelley Mackenzie

Appendix A: Evaluation Matrix

Applicant: 2360 Royal Canadian Army Cadets	Meets Criteria	Notes
Qualification Criteria		
A not-for-profit or charitable organization operating in the Town of Arnprior (other community groups may be considered based on demonstrated benefit to overall community)	Yes	
Hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior	Yes	
Using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments	Yes	
Demonstrates financial need	No	
Demonstrates having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc. where applicable	Yes	
Completed and submitted the appropriate application form a minimum of 60 days prior to their need	Yes	
Eligibility Criteria		
1. Overall contribution to community	Yes	
The Cadets volunteer for special events that benefit the residents of Arnprior such as, for example, food bank, the Town's clean-up day, poppy campaign, and they serve veterans at the dinners hosted by the Legion.		
2. Supports & promotes Town's vision, values and strategic priorities	Yes	
Provides a youth program that is not otherwise offered (service delivery) at no cost to participants.		

3. Financial Management of the community organization	Yes	
They rely on community to support program as they are a not-for-profit organization and monies raised throughout the year are used to offset costs of equipment and training, not supplied by Department of National Defence.		
4. Demonstrated support of volunteers	Yes	
Not For Profit Organization with 10 volunteers: support committee, police officers and veterans		
5. Demonstrated the benefits to the residents of the Town of Arnprior	Yes	
Providing a program to residents that has does not exist otherwise in Arnprior and is offered. It is offered at no cost to youth and their family.		
Notes		

Municipal Grants Application

General Information	Submission Date: _____		
Name of Organization:	2360 Royal Canadian Army Cadets		
Street Address:	77 James St		
City/Town:	Arnprior	Postal Code:	
Contact Person:	Greg Kibble - Sartorelli	Position/Title:	Commanding Officer
Telephone:		Fax Number:	
E-mail:	co@2360armycadets.ca		
What is your organization's status?	Charitable	Not-for-profit	Other
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorization:	I declare that I am authorized to sign this grant request on behalf of <div style="text-align: center;"> 2360 RCACC Arnprior <small>[insert name of organization]</small>  <small>[signature]</small> 8/11/23 <small>[date]</small> </div>		Name (print): Irene Deeks
			Position/Title: League Liaison Officer
			Phone: 613-293-2997
Please provide project/event date(s) or any relevant timelines related to this request.			
Please see attached document with the requested evening and weekends.			

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

Grant Request	Please check applicable request	Brief description of request (i.e. dollar amount and/or type of in-kind support, staffing requirements)
Support Funding (complete Parts A and B)	<input type="checkbox"/>	
In-Kind Support (Partnership) (complete Parts A and B)	<input checked="" type="checkbox"/>	Use of the Nick Smith Community Centre for youth activities.
In-Kind Support (Single) (complete Part A)	<input type="checkbox"/>	
Festivals and Events Support Funding (complete Parts A and B)	<input type="checkbox"/>	

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

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

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

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

Please select target population that will benefit from this request.	Age Range:	Number of participants benefitting from this request:
	<input checked="" type="checkbox"/> Children (Ages 0-12) <input checked="" type="checkbox"/> Youth (Ages 13-18) <input type="checkbox"/> Adults (Ages 19-59) <input type="checkbox"/> Seniors (Ages 60+)	<input checked="" type="checkbox"/> 1-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-499 <input type="checkbox"/> 500-1000 <input type="checkbox"/> >1000

Does this request align with the Town of Arnprior's <u>Strategic Plan</u> , as determined by Council? Please explain.	
<p><u>Key Priorities</u></p> <ul style="list-style-type: none"> Economic Development – Attraction, retention and marketing initiatives and economic impact 	<p>The cadet program is a vehicle by which young people learn to be leaders and good citizens in preparation for the responsibilities of adulthood who serve not only their cadet corps ut also their community. These young people often have profound effect on the future of Canada as many go on to become leaders in our society; in business, government and education.</p>
<ul style="list-style-type: none"> Community Well Being – Community support, arts and culture, recreational and leisure, health and well being support initiatives 	<p>The Canadian Cadet Program offers an exceptional youth program for youth ages 12-18. The Cadet program offers its program at no cost to the community or individual families. The Program also works with the Royal Canadian Legion to help assist their community events. The Canadian Cadet Programs provides some focus to get youth to be more involved in their communities.</p>

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

Has your organization received support from the Town of Arnprior in previous years? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please provide additional details below.	
	Dollar (\$) value received:	\$8750.00
	Service/ Program/ Festival/ Event grant support was received for:	Use of the Nick Smith community centre
	Type of grant support received:	<input type="checkbox"/> Support Funding <input type="checkbox"/> In-Kind Support <input checked="" type="checkbox"/> In-Kind Partnership <input type="checkbox"/> Festival and Event Support Funding
	Was Town staff support provided? If yes, in what capacity?	
If this submission/request differs from previous year(s), please describe the difference?		

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

Part B (to be completed for the following Streams: Support Funding, In-kind Partnership, Festivals and Events)

Financial Information
Indicate your organizations fundraising policy. Comment on your organizations fundraising plans for the current year and upcoming years. (If Applicable)
The support committee follows the internal financial policy and procedures dictated by the governing body, The Army Cadet League. Fundraising is done throughout the year and is primarily organised and managed by the 2360 support committee volunteers. Twice per year the cadets participate in Tag Day, which is the largest fundraiser event. Throughout the year, cadets also fundraise through Christmas wreaths, bottled maple syrup and at times coffee or pizza sales.
Does your organization raise enough money through fundraising to cover its expenses? If not, indicate your organizations plan to pay these expenses. (If Applicable)
The support committee struggles to raise funds to cover the training activities, field trips, busing, non DND supported equipment required training staff to ensure a fun and exciting program to local youth.
Indicate if you received funding or are seeking funding from sources other than the municipality.
Department of National Defence (DND) policy allocates funds for mandatory training based on the number of cadets from the previous training year.

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

Funding provided must benefit the residents of the Town of Arnprior. Please indicate how the funding would be used to benefit the residents of Arnprior.

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

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

2360 Army cadets continue too rely on the community of Arnprior for support as we are not for profit and monies raised provides for the cost of equipment not supplied by DND.

What effect would the denial of all or a part of this request have on your organization and/or the event/activity/program/service you are applying for?

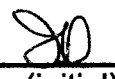
The denial of this request would be devastating. Not only to the cadets, but the community as well. Families that may not be able to afford youth programs benefit from the Cadet Program as there are no cost to join.

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

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

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

Part B (cont'd)

Projected Budget	
Please fill out the projected budget for your organization's festival/event/initiative/project below.	
<u>Revenue Description</u>	<u>Budget Amount</u>
Grants – Federal and/or Provincial	\$0
Grants – Town of Arnprior	\$
Donations/Sponsorships	\$2000.00
Earned Income	\$
Applicant Contribution	\$0
User Fees	\$0
Membership Fees	\$0
Fundraising Efforts	\$1000.00
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Total Revenue	\$3000.00
<u>Expenses Description</u>	<u>Budget Amount</u>
Salaries and Benefits	\$0
Advertising and Promotion	\$500.00
Entertainment	\$200.00
Administration	\$500.00
Facilities Rental	\$
Prizes and Awards	\$1000.00
Other (please specify)	\$1200.00
Other (please specify)	\$2000.00
Other (please specify)	\$
Other (please specify)	\$
Total Expenses	\$5400.00
Please attach the listed documentation to your completed application.	<input checked="" type="checkbox"/> Most recent financial statements <input type="checkbox"/> Financial statement from previous year or previous festival/event <input type="checkbox"/> Budget for program, service, festival/event <input type="checkbox"/> Proof of incorporation, if applicable <input checked="" type="checkbox"/> Proof of insurance (required if funding is approved)
 (initial)	I hereby acknowledge that the Town of Arnprior requires any successful applicant to provide a follow-up report, as described in the Municipal Grants Policy.

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

Conditions of Assistance

- a) Any Grant funding provided by the Town of Arnprior must be applied to current expenses associated with the approved project, and not be used to subsidize any other project of the applicant, or to reduce or eliminate accumulated deficits.
- b) The Town of Arnprior must be notified in writing of any significant changes and/or purpose of the supported activity or event. In the event that the activity or event is not completed, or does not move forward, the Town of Arnprior reserves the right to request the return of any grant funding provided.
- c) Receipt of a grant does not guarantee funding the following or any subsequent year.
- d) The applicant acknowledges and agrees that the Town of Arnprior shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the organization arising out of or in any way related to the approved program/event/ service.
- e) Where applicable, the Town of Arnprior must be acknowledged on promotional materials related to the funded activities/event, including but not limited to brochures, print ads, programs, posters, signage and media releases, as well as websites, e-newsletters, and social media campaigns, where possible. The Marketing and Economic Development Officer will require information from the applicant, in advance on what materials/ electronic formats the Town's logo will be included on to ensure compliance with the Town's brand guidelines.
- f) The Town of Arnprior reserves the right to an onsite presence, or formal role, at Festivals and Events. Failure to acknowledge the Town's support may result in the inability of an organization to obtain grant support in future years.

ID <hr/> (initial)	I acknowledge that I have read and understand the Condition of Assistance for receipt of Town of Arnprior Municipal Grants. I also acknowledge that I have read and agree to follow the Town of Arnprior's Municipal Grants Policy.
------------------------------	---

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

2360 Arnprior RCACC Training Activities & Budget (2022-2023)

			Actual
Revenue			
LSA		\$1,700.00	
DND Reimbursements		\$2,000.00	\$623.70
Tag Day	to be determined if Cadets will be participating		\$3,386.47
Legion Sponsorship		\$2,000.00	\$5,000.00
Maple Syrup	to be determined if Cadets will be participating		\$1,654.50
HST			\$146.14
Other Fundraising (Wreaths/Fish Fry/Maple Syrup)		\$2,000.00	\$150.00
Canteen		\$200.00	\$40.00
Total		\$7,900.00	\$11,000.81

BUDGET

Start Date	End Date	Event	Support Committee Code	OPI	Budget	Actual
		Corp BBQ	5035		\$179.71	\$179.71
		Legion Dinner			\$-	
		Expedition Weekend **			\$-	
		Office Supplies				\$71.37
		Neck Ties / Water bottles				\$349.50
Nov 11 2022	Nov 11 2022	Remembrance Day	5065		\$50.00	
		Santa Claus Parade			\$100.00	\$28.50
Dec 2 2022	Dec 4 2022	PO 513 Workshop ** 20 Nov				
Dec 17th 2022	Dec 17th 2022	Christmas Dinner	LSA 5065		\$1,700.00	\$834.10
Feb 4 2023	Feb 6 2023	Winter FTX *	5065		\$250.00	
Jan 21 2023	Jan 21 2023	Leadership day *	5065		\$250.00	\$61.65
		Marksmanship Weekend **	5065		\$250.00	
		Tag Day Weekend	5085		\$50.00	
June 1 2023	June 2 2023	ACR Weekend	5010		\$1,000.00	
		Adventure FTX *	5065		\$250.00	
		Year End Trip	5080		\$2,000.00	
		Instructional Technique day	5065		\$200.00	
Oct 27 2022		Halloween	5030		\$100.00	\$97.45
		Web Site			\$450.00	\$396.92
		Turkey Shoot			\$250.00	
DND will reimburse \$900	DND	Marked adventure park	5085		\$900.00	\$883.12
		Piper				\$50.00
		Canteen			\$300.00	
Cadet aging out gift		Ceremonial (eg, name tags, medal mounting)	5010		\$300.00	\$45.19
		Facilities(trailer/roof/locks/windows)	5000		\$3,700.00	\$120.00
		Recruiting	5005		\$1,000.00	\$994.40
		Corps Phone	5090		\$25.00	
		AGM	5065		\$500.00	
** \$3.00/month		Bank Fees	5065		\$36.00	\$12.00
** content insurance, league insurance		league fee/ Insurance and trailer insurance	5040		\$200.00	\$420.00
Hydro fees		Hydro	5090		\$1,200.00	\$255.09
		Mail Box	5060		\$350.00	\$355.95
		Postage	5060		\$50.00	
		Corps Clothing/ Team Clothing	5025		\$200.00	

IT Equipment (zoom)	5035			
New Flag poles & base	5010			
miscellaneous	5065	Scope / ski's		\$847.40

\$15,840.71 \$6,002.35

* DND Reimbursement
** DND Funded
Updated 01/23

Actual Remaining	\$9,838.36	\$4,998.46
------------------	------------	------------



Town of Arnprior Staff Report

Subject: Proclamation for Test Your Smoke Alarm Day (September 28th, 2023)

Report Number: 23-09-11-03

Report Author and Position Title: Oliver Jacob, A/ Deputy Clerk

Department: Client Services

Meeting Date: September 11th, 2023

Recommendations:

That Council proclaim September 28th, 2023 as “Test Your Smoke Alarm 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 the event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior Fire Services 67 Meehan Street Arnprior, ON K7S 2B7
Section 5.2.2 – Contact Person’s Name	Cory Nicholas, Deputy Fire Chief cnicholas@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Test Your Smoke Alarm Day September 28 th , 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 – Test Your Smoke Alarm Day – September 28th, 2023
2. Proclamation Request

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: Shelley Mackenize



Town of Arnprior Proclamation

Test Your Smoke Alarm Day

September 28th, 2023

Whereas "Test Your Smoke Alarm Day" marks the first day of action to promote installing and testing working smoke alarms in every home in Ontario;

Whereas in 2022, there were 133 fire fatalities in the Province of Ontario, the largest number of fire-related deaths in 20 years;

Whereas a working smoke alarm has been legally required to be installed on every storey of a residence in Ontario since 2006;

Whereas this new initiative and awareness campaign is led by the Ontario Fire Marshall and supported by the Arnprior Fire Department;

Therefore I, Lisa McGee, Mayor, do hereby proclaim September 28th, 2023 as "Test Your Smoke Alarm Day" in the Town of Arnprior and urge all local residents to test the smoke alarms in their residence by pressing the test button, replacing the batteries and making sure that they are in good working order.

Lisa McGee, Mayor
Town of Arnprior



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

tel 613 623 4231
fax 613 623 8026

arnprior@arnprior.ca
www.arnprior.ca

August 28, 2023

Mrs. Shelley Mackenzie
Clerk, Town of Arnprior
105 Elgin Street West
Arnprior, Ontario, K7S 0A8

Mrs. Mackenzie,

Re: Request for Proclamation—Test Your Smoke Alarm Day (Thursday Sept. 28th 2023)

Thursday Sept. 28, 2023, is Ontario's first Test Your Smoke Alarm Day! Last year there were 133 fire fatalities in the province – the most in 20 years. As part of Test Your Smoke Alarm Day, all Ontarians are encouraged to learn more about smoke alarms, fire safety, and home fire escape planning.

"Test Your Smoke Alarm Day" marks the first day of action to promote installing and testing working smoke alarms in every home in Ontario and is part of a broader strategy by the Office of the Fire Marshal (OFM) to bring attention to the importance of having working smoke alarms.

The Fire Prevention Office of the Arnprior Fire Department has embraced this awareness initiative and respectfully requests that Town of Arnprior proclaim Thursday September 28th 2023 "Test Your Smoke Alarm Day" in the Town of Arnprior. The Fire Prevention Office will be raising awareness throughout the community in support of this initiative and will continue to do so throughout the duration of the annual "Fire Prevention Week" campaign. By taking a proactive approach together, we can communicate the importance of having working smoke alarms to the citizens of Arnprior.

Sincerely,

Cory Nicholas

Deputy Fire Chief - Fire Suppression / Prevention Services
Arnprior Fire Department



Town of Arnprior Staff Report

Subject: Proclamation for Fire Prevention Week (October 8th to 14th, 2023)

Report Number: 23-09-11-04

Report Author and Position Title: Oliver Jacob, A/ Deputy Clerk

Department: Client Services

Meeting Date: September 11th, 2023

Recommendations:

That Council proclaim October 8th to 14th, 2023 as Fire Prevention Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to the event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior Fire Services 67 Meehan Street Arnprior, ON K7S 2B7
Section 5.2.2 – Contact Person's Name	Bob Smith, Captain – Fire Prevention Officer bsmith@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Fire Prevention Week October 8th to 14th, 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 – Fire Prevention Week – October 8th to 14th, 2023
2. Proclamation Request

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: Shelley Mackenzie



ARNPRIOR

Town of Arnprior Proclamation

Fire Prevention Week

October 8th to 14th, 2023

Whereas the Town of Arnprior is committed to ensuring the safety and security of all those living in and visiting Arnprior; and

Whereas fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

Whereas residents should identify places in their home where fires can start and eliminate those hazards; and

Whereas residents should install working smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

Whereas residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place; and

Whereas residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

Whereas our first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

Whereas the 2023 Fire Prevention Week theme, "Cooking safety starts with YOU. Pay attention to fire prevention", works to educate everyone about simple but important actions they can take to keep themselves and those around them safe when cooking;

Therefore I, Lisa McGee, Mayor, do hereby proclaim October 8th to 14th, 2023 as Fire Prevention Week in the Town of Arnprior and urge all residents and visitors to be aware of their surroundings, engage in fire safe practices and support the many public safety activities of the Arnprior Fire Department during Fire Prevention Week and all year long.

Lisa McGee, Mayor
Town of Arnprior



Fire Department

67A Meehan Street
Arnprior, ON K7S 2B7

tel
fax

613 623 4231
613 623 8026

arnprior@arnprior.ca
www.arnprior.ca

July 21st, 2023

Corporation of the Town of Arnprior
Municipal Office
Shelley Mackenzie, Clerk
105 Elgin Street
Arnprior, ON K7S 0A8

Re: Request for “Fire Prevention Week” proclamation.

Dear Ms. Mackenzie,

The Fire Prevention Office of the Arnprior Fire Department sponsors “Fire Prevention Week” each October to increase public awareness of the fire hazards around us at home, school, and work. This year the Fire Prevention Office would like to extend this initiative by asking Town Officials to proclaim the week of October 8th – 14th, 2023 “Fire Prevention Week in the Town of Arnprior”.

Campaign resources and outreach activities highlight the simple steps we can all take to avoid personal tragedy. This year’s Fire Prevention Week™ (FPW™) campaign, “Cooking safety starts with YOU. Pay attention to fire prevention™,” works to educate everyone about simple but important actions they can take to keep themselves and those around them safe when cooking. Today’s homes burn faster than ever. Cooking fires are the leading cause of home fires and home fire injuries and deaths, with unattended cooking being the leading contributing factor. The good news is most cooking fires and burns are preventable. Campaign initiatives encourage residents to help keep their families safe with some simple but effective tips.

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

Thank you for your consideration.

Bob Smith

Captain – Fire Prevention Officer,
Arnprior Fire Department

The Corporation of the Town of Arnprior

By-law Number 7421-23

A by-law to amend By-Law No. 6345-14 to revise the Home Fire and Life Safety Program.

Whereas Section of the Fire Protection and Prevention Act mandates municipalities to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and

Whereas Section 19 of the Fire Protection and Prevention Act authorizes the Fire Marshal, an assistant to the Fire Marshal or a Fire Chief to enter and inspect land and premises without warrant, at all reasonable times, for the purpose of assessing fire safety; and

Whereas the Council of the Corporation of the Town of Arnprior enacted By-law 6345-14 which repealed By-law 5351-05 respecting a Smoke Alarm Program and replace with a Home Fire and Life Safety Program; and

Whereas Council deems it appropriate to amend the Home Fire and Life Safety Program;

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

- 1. That** Section 5.0 of the Home Fire and Life Safety Program, adopted by By-law number 6345-14, is hereby deleted and replaced with the following:

“5.0 PUBLIC AWARENESS CAMPAIGN

5.1. The purpose of this activity is to provide essential fire safety information and to provide mandatory alarm inspections as necessary and/or as requested by the property owner and/or occupant housed within the Municipality.

5.2. A public awareness campaign shall be conducted annually. The level of service will vary based on risk and resources. Fire personnel will provide valuable information regarding smoke alarms, carbon monoxide alarms, home escape planning and general fire safety practices. The public will be invited to request a scheduled inspection at any time, however a special campaign shall be

undertaken yearly to coincide with Fire Prevention Week. Crew members will offer to check the dwelling unit's mandatory alarm(s) to determine if they are installed and functioning properly. Random inspections of defined areas based on risk will be targeted during the campaign. If it is determined that the dwelling is not in compliance with mandatory alarm requirements of the Ontario Fire Code, as amended, immediate action shall be taken. Fire personnel shall reference the Program Activities (Section 4) of this program and the fire department Standard Operating Guidelines for guidance in conducting the door-to-door public campaign when immediate action is required.

5.3. In the event that the occupants of the dwelling unit are not at home at the time of the fire department visit a door hanger shall be left indicating the fire department had visited and a reminder to check their alarms. An effort will be made to conceal door hangers, making it less conspicuous that people are not at home."

2. **That** this By-law shall come into full force and effect on the day of its passing.

Enacted and **passed** this 11th day of September 2023.

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk