



Town of Arnprior

Regular Meeting of Council Agenda

Date: Tuesday, October 10th, 2023

Time: 6:30 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions / Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Question Period**
- 7. Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)**
 - a) **Regular Meeting of Council – September 25th, 2023** (Page 1-12)
- 8. Awards / Delegations / Presentations**
 - a) **Delegation**
 - i) **Santa Claus Parade**, Glenn Arthur
 - b) **Presentation**
 - i) **Summer Programming / Cultural Night Market**, Emily Stovel, Manager of Culture / Curator (Page 13-24)

9. Public Meetings

10. Matters Tabled / Deferred / Unfinished Business

11. Notice of Motion(s)

12. Staff Reports

- a) **Draft Plan of Subdivision – Westhaven Gate (47T21004)**, Robin Paquette, CAO (Page 25-37)
- b) **Zoning By-Law Amendment No. 3/23 – 128 Mary Street (Public Comment)**, Robin Paquette, CAO (Page 38-42)
- c) **Community Improvement Plan Grant for 50 Madawaska Street**, Lindsay Wilson, MEDO (Page 43-47)
- d) **Community Improvement Plan Grant for 44 Elgin Street West**, Lindsay Wilson, MEDO (Page 48-51)
- e) **Community Improvement Plan Grant – 12 Thomas Street**, Jennifer Morawiec, GM, Client Services/Treasurer (Page 52-66)
- f) **Brockville Fire Department Dispatch Services – 2-Year Contract Extension**, Rick Desarmia, Fire Chief (Page 67-69)
- g) **Proclamation for Local Government Week**, Shelley Mackenzie, Town Clerk (Page 70-72)
- h) **Proclamation for Waste Reduction Week**, Oliver Jacob, A/Deputy Clerk (Page 73-75)
- i) **Proclamation for Small Business Week**, Oliver Jacob, A/Deputy Clerk (Page 76-78)

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-OCT-17
 - ii. Correspondence Package A-23-OCT-14

15. By-laws & Resolutions

a) By-laws

- i) **By-law Number 7426-23** – Zoning By-Law Amendment No. 3/23 (128 Mary Street) (Page 79-81)
- ii) **By-Law Number 7427-23** – Authorize Community Improvement Plan Grant Agreement – 44 Elgin Street West (Page 82-90)
- iii) **By-Law Number 7428-23** – Authorize Community Improvement Plan Grant Agreement – 50 Madawaska Street (Page 91-99)
- iv) **By-Law Number 7429-23** – Zoning By-Law Amendment No. 2/23 (Marshall's Bay Meadows – Phases 4 and 5) (Page 100-101)
- v) **By-Law Number 7430-23** – Zoning By-Law Amendment No. 4/23 (375 Daniel Street South) (Page 102-103)
- vi) **By-Law Number 7431-23** – Appoint Acting Deputy Treasurer (C. Marshall) (Page 104-105)

b) Resolutions

- i) **Municipal Grant Application:** It Shouldn't Hurt to be a Kid Hockey Tournament (Page 106)

16. Announcements

17. Media Questions

18. Closed Session

Two (2) matters pursuant to Section 239 (2) (b) concerning personal matters about an identifiable individual, including municipal or local board employees and Section 239 (2) (f) concerning advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Airport and **Staffing**).

19. Confirmatory By-law

By-law No. 7432-23 to confirm the proceedings of Council

20. Adjournment

Please note: Please see the Town's [website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

E-mail to: Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business



**Minutes of Council Meeting
September 25th, 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 Chris Couper
Councillor Billy Denault

Council Members Absent:

Town Staff Present

Robin Paquette, CAO
Jennifer Morawiec, GMCS / Treasurer
Shelley Mackenzie, Town Clerk
Oliver Jacob, A/Deputy Clerk
Rick Desarmia, Fire Chief

Council Members Present (Electronic):

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 302-23

Moved by Chris Couper
Seconded by Tom Burnette

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, September 25th, 2023 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

I, Billy Denault, declare a pecuniary interest on items 9 (b) on the September 25th, 2023 Council agenda. I am making this declaration as I have a professional relationship with the owner.

I, Chris Couper, declare a pecuniary interest on items 9 (a) on the September 25th, 2023 Council agenda. I am making this declaration as I live in close proximity to the subject lands.

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 303-23

Moved by Lynn Cloutier

Seconded by Chris Toner

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

Resolution Carried

8. Awards/Delegations/Presentations

None

9. Public Meetings

Resolution Number 304-23

Moved by Lynn Cloutier

Seconded by Dan Lynch

That Council move into a public meeting to inform the public concerning three (3) planning applications.

Resolution Carried

Mayor McGee called the public meeting to order at 6:34 p.m. and welcomed those present.

a) By-Law No. 6875-18 ZBLA-2/23 – Marshall’s Bay Meadows, Phases 4 and 5 of the Draft Plan of Subdivision (47-T-14002).

Councillor Couper left the council table at 6:34pm.

Staff presented council and the public with information pertaining to the public meeting requirements.

Staff outlined the proposed amendments to the zone designations to permit the land uses associated with Phases 4 and 5 of the Draft Plan of Subdivision (47-T-14002). The requested zoning includes:

- Residential Three (R3) to allow for single detached dwellings;

- Residential Three – Exception 41 (R3*41) zoning to allow for semi-detached residential uses with an exception to the requirement of Section 6.4.3g) of the Bylaw which requires that individual driveways accessing the two semi-detached dwellings be paired;
- Residential Four – Exception 28 (R4*28) zoning to allow for townhouse dwellings with a minimum interior side yard of 1.2m;
- Residential Four – Exception 42 (R4*42) zoning to allow for back-to-back street town homes or apartment dwellings with a maximum building height of 15.5m; and
- Open Space (OS) zoning to allow for the location of a stormwater management plan.
- Open Space (OS) zoning to allow for the location of a park.

Staff noted that no comments or submissions were received in advance of the Public Meeting.

The floor was opened to the public for comments. There were no comments received.

Councillor Couper returned to the council table at 6:39 p.m.

b) Amendment to Comprehensive Zoning By-law, No. 6875-18 ZBLA-3/23 – 128 Mary Street.

Councillor Denault left the council table at 6:39 p.m.

Staff provided information concerning the proposed amendment to the zoning of the subject lands. The amendment would allow for a multiple dwelling residential use subject to the provisions of the R2 zone within the existing building and restrict the number of multiple dwelling units to three (3) until a servicing brief/report is provided in support of any further development. The amendment would increase the number of units permitted within the existing building from one (1) to three (3).

Staff noted that one letter was received at the beginning of the meeting and will be provided to Council. One member of the public stepped forward with questions for staff and council pertaining to the application:

- Tracey Jeror, 13 Huyke Drive

A summary of comments is as follows:

- Where will the access be located to the units?
Staff indicated where the access would be located.
- Will these apartments be geared to income?

The mayor indicated that the building is privately owned and that we have not received any information concerning pricing of the units.

- Will the building have additional floors added that would create additional height?

Staff responded that the plans did not include information to suggest that additional floors are being added the building.

Councillor Denault returned to the council table at 6:44 p.m.

c) Amendment to Comprehensive Zoning By-law, No. 6875-18 ZBLA-4/23 – 375 Daniel Street, South.

Staff outlining the specifics of the application, the purpose of which is to reduce the number of required parking spaces from 545 to 522 for the subject lands.

Staff noted that no comments or submissions were received in advance of the Public Meeting.

The floor was opened to the public for comments. There were no comments shared at the meeting.

Staff indicated that Council will consider any comments from the public prior to the adoption of any amendments to the Zoning By-law. Subject to any comments received at the Public Meeting, by-laws to effect the amendments will be at the next Council meeting.

Resolution No 305-23 (6:52 p.m.)

Moved by Tom Burnette

Seconded by Chris Couper

That Council resume to the regular meeting.

Resolution Carried

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motions

None

12. Staff Reports

a) Housing Needs Assessment

Resolution Number 306-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council receive the Housing Needs Assessment as information and use the Assessment as a long-range planning tool to guide and inform future decisions.

Resolution Carried

b) Official Plan Amendment No.7 and Zoning By-Law Amendment No. 5/23 (Arthur Street)

Resolution Number 307-23

Moved by Billy Denault

Seconded by Lynn Cloutier

That Council receives applications for an amendment to the Official Plan (OPA #7) and implementing Zoning By-law amendment (ZBLA-5/23) for the site municipally known as 0 Arthur Street to redesignate the lands from “Established Residential Area” and “Environmental Protection Area” to “Established Residential Area – Exception”, to reduce the required water setback as per the Natural Heritage Resource policies.

That pursuant to the Planning Act, Council holds a public meeting on Monday, October 23rd, 2023, regarding the proposed amendments, to allow for public review and comment.

Resolution Carried

c) Zoning By-law Amendment 6/23 – Temporary Use – 50 Carss Street

Resolution Number 308-23

Moved by Chris Couper

Seconded by Billy Denault

That Council receives an application for a Zoning By-law Amendment (ZBLA 6/23) for the property known municipally as 50 Carss Street to rezone the subject property from “Residential One (R1)” to “Residential One – Temporary Two (R1-T2)”

That pursuant to the Planning Act, Council holds a public meeting on Monday, October 23rd, 2023, regarding the proposed amendment, to allow for public review and comment.

Resolution Carried

d) Official Plan Amendment No. 8 and Implementing Zoning By-law Amendment No. 7/23 (Norma/Charlotte Street)

Resolution Number 309-23

Moved by Lynn Cloutier

Seconded by Tom Burnette

That Council receive applications for an amendment to the Official Plan (OPA #8) and implementing Zoning By-law (ZBLA 7/23) for vacant land on Norma and Charlotte Streets to re-designate the lands from Open Space to Residential One;

And That pursuant to the Planning Act, Council hold a public meeting on Monday, October 23rd, 2023, regarding the proposed amendments to allow for public review and comment.

Resolution Carried

e) **Proclamation for National Day for Truth and Reconciliation (September 30th, 2023)**

Resolution Number 310-23

Moved by Billy Denault

Seconded by Lynn Cloutier

That Council proclaim September 30th, 2023 as the National Day for Truth and Reconciliation in the Town of Arnprior.

Resolution Carried

Whereas each year, September 30th marks the National Day for Truth and Reconciliation, an opportunity to honour residential school survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process; and

Whereas this day builds on Orange Shirt Day, an Indigenous-led grassroots commemorative day intended to raise awareness of the individual, family and community inter-generational impacts of residential schools, and to promote the clarion call that “Every Child Matters”. The orange shirt is a symbol of the stripping away of culture, freedom and self-esteem experienced by Indigenous children over generations; and

Whereas as a first step, a commemorative bench was installed and painted orange in Fall 2022 to honour lost Indigenous children, provide a space for healing and reflection, and provide a permanent commemoration for the history and legacy of residential schools and the resilience of residential school survivors as a vital component of the reconciliation process; and

Whereas the Town of Arnprior is humbly engaged in a learning path through building relationships with local Indigenous Nations and organizations in order to better understand the history of Indigenous-settler relationships, the enduring impacts of colonization and how we can best serve Indigenous community members while working together on the path of reconciliation and decolonization; and

Whereas community members are invited to join us on our learning path to share in the understanding of generations impacted by residential schools, and

Whereas a Flag Raising Ceremony will be held on Tuesday, September 26th, 2023, to raise awareness for the National Day of Truth and Reconciliation on September 30th, 2023; and

Now Therefore I, Lisa McGee, Mayor, do hereby recognize September 30th, 2023, as National Day of Truth and Reconciliation (Orange Shirt Day) in the Town of Arnprior and encourage all Members of Council, staff and residents wear orange as a sign of respect and to honour the thousands of survivors of residential schools.

f) Proclamation for Rett Syndrome Awareness Month (October 2023)

Resolution Number 311-23

Moved by Chris Couper

Seconded by Dan Lynch

That Council proclaim October 2023 as Rett Syndrome Awareness Month in the Town of Arnprior.

Resolution Carried

Whereas Rett syndrome is a rare genetic neurological disorder that occurs almost exclusively in girls and leads to severe impairments, affecting nearly every aspect of the individual's life; and

Whereas Rett syndrome occurs worldwide in 1 of every 10,000 female births and it is usually recognized in children between 6-18 months of age as they begin to miss developmental milestones or lose abilities they had once gained; and

Whereas throughout their lives, these courageous individuals will need total care and constant support from their family as they will combat many medical challenges including seizures, osteoporosis, scoliosis, breath holding, hyperventilation, nutritional problems, apraxia and the loss of speech; and

Whereas in 1999, it was discovered that Rett Syndrome is primarily caused by a sporadic mutation in the MECP2 gene on the X chromosome, and since this discovery there are many research projects taking place across Ontario and Canada; and

Whereas as there is no Canadian Rett Syndrome Association, the Ontario Rett Syndrome Association has members across Canada and through donations and fundraising efforts have been able to fund the Canadian Rett Syndrome Registry and over \$600,000 in Canadian Rett syndrome research; and

Whereas Rett syndrome clinics across the province provide direct critical support to the families and their loved one on care and management issues, including at the Children's Hospital of Eastern Ontario (CHEO);

Now Therefore I, Lisa McGee, Mayor, do hereby proclaim October 2023 as Rett Syndrome Awareness Month in the Town of Arnprior and urge all citizens to make an effort this month to learn more about Rett Syndrome, fight stigma, light Canada purple and wear a purple ribbon to show support.

g) Proclamation for Ontario Public Library Week

Resolution Number 312-23

Moved by Chris Couper

Seconded by Tom Burnette

That Council proclaim October 16th to 22nd, 2023 as Ontario Public Library Week in the Town of Arnprior.

Resolution Carried

Whereas October 16th to 22nd, 2023 is celebrated across the province as "Ontario Public Library Week"; and

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

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

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

Whereas this year the theme for Ontario Public Library Week is "Libraries For Life" focusing on the role that libraries play in supporting individual and collective connections to the past and future of our communities, nations and civilizations; and

Whereas the Arnprior Public Library will be celebrating Ontario Public Library Week with a line-up of events and activities including an author visit by Dr. Brian Goldman on Sunday, October 22nd, 2023;

Therefore I, Lisa McGee, Mayor, do hereby proclaim October 16th to 22nd, 2023 as "Ontario Public Library Week" in the Town of Arnprior and encourage all residents to

show their support for our local public library by visiting, not just this week, but all year long, and utilize the services that they have to offer.

13. Council Committee Reports and Minutes

a) Mayor's Report

Mayor McGee reported on the following:

- Mayor McGee attended the first meeting for the Santa Claus parade and confirmed that Council will have a float in the parade.
- The Mayor toured the damage at the Arnprior Public Library from the recent sewer backup. The full scope of work is still being determined and remediation is underway.
- Save the date October 28th between 3-6pm for an event in the jail cells at the Town Hall for Halloween. Mayor McGee will be following up with Council to confirm availability to participate in the event. This event will be held the same day as the *Witch Walk* and Mayor McGee is in contact with the organizers to partner up regarding communication to share information for both events.
- Mayor McGee and County Councillor Lynch attended the Army Cadets Recruitment BBQ. They have several new recruits and Mayor McGee wishes them all the best.
- The Mayor congratulated Scott Shoe Store on the grand opening and attended their ribbon cutting ceremony. Mayor McGee was joined by Councillor Chris Couper who was their first customer.
- The Mayor attended the Terry Fox run on Sunday with County Councillor Lynch, Councillor Denault and Councillor Couper. The event raised between \$8,000 - \$9,000 for cancer research.
- Last Sunday Mayor McGee and County Councillor Lynch attended the Veterans Dinner at the Legion. The Mayor commented that it was an honour to be included in the event and to celebrate the day with the attendees.
- The Mayor attended the Arnprior Marina to witness the shore cleanup with the Scuba Finatics Diving Team.
- Mayor McGee, along with County Councillor Lynch, Councillor Denault, Councillor Toner, Councillor Couper and Councillor Burnette, attended an event to celebrate the partnership between the Arnprior Fire Station and Enbridge Gas. Enbridge Gas supplied 162 combination carbon monoxide and smoke detectors through the *Safe Community Project Zero*. The Mayor extended a thank you to Enbridge Gas.
- The Mayor and Councillor Burnette attended the Carp Fair kick off dinner.

b) County Councillor's Report

County Councillor Lynch reported the following:

- Taste of the Valley upcoming event dates include: Deep River – September 30; Cobden – October 14; and Pembroke – December 16 with all events being held from 10:00 a.m. to 3:00 p.m.
- The Warden's Golf Tournament took place September 21, 2023. County Councillor Lynch participated in the event with funds raised going to the Housing and Homeless Fund and the County of Renfrew 2023 Ontario Winter Games Legacy Fund.
- The next County Council meeting is Wednesday, September 27th, 2023.

c) Councillor(s) Report

Councillor Couper reported updates from the Arnprior Public Library Board:

- Councillor Couper provided Council with an update regarding the Arnprior Public Library flood damage to the lower level and on-going clean up efforts.
- The book sale racks will be moved to the main floor.
- The Library's Community Hall will not be available for room bookings at this time. The Library staff will try to accommodate requests in the new programming space. The Chief Librarian extended a thank to everyone for the patience and understanding.
- As part of *Ontario Public Library Week*, the library will be hosting Whit Fraser on Saturday, October 21st at 3pm. Mr. Fraser will be speaking about his book "*The True North Rising*" and Canada's North. Registration is required for this event.
- On October 22nd at 2pm Mayor McGee will join library staff, along with the 28th Governor General of Canada, David Johnston, and CBC Radio host Dr. Brian Goldman for a discussion at the Arnprior Library.
- The Library Board has extended an invitation to Councillors from both Arnprior and McNab/Braeside to tour the damage and clean up efforts at the Library.

14. Correspondence & Petitions

i) Correspondence Package – I-23-SEP-16

Resolution Number 313-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That the Correspondence Package Number I-23-SEP-16 be received as information and filed accordingly.

Resolution Carrie

County Councillor Lynch noted the following items:

Page 26 - Under Provincial Matters: The Office of the Fire Marshal released an interpretation of the Fire Protection and Prevention Act regarding fire chiefs' roles and responsibilities with respect to reporting directly to the municipal council.

ii) Correspondence Package – A-23-SEP-13

Resolution Number 314-23

Moved by Tom Burnette

Seconded by Billy Denault

That the Correspondence Package Number A-23-SEP-13 be received, and the recommendation outlined be brought forward for council consideration.

Resolution Carried

15. By-laws & Resolutions

a) Resolutions

Municipal Grant Application – Arnprior Lions Club (Christmas Market)

Resolution Number 315-23

Moved by Chris Toner

Seconded Billy Denault

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

Whereas Arnprior Lions Club is a not-for-profit service club which raises funds for local community projects and makes donations to various social causes within the Greater Arnprior area; and

Whereas the Arnprior Lions Club will be hosting the 2023 Christmas Market on November 1st, 2023 as a fundraising event for the organization; and

Therefore Be It Resolved That Council supports the Arnprior Lions Club request by providing in-kind support through waiving the rental fees for the Nick Smith Centre Community Hall (value of approximately \$350.00) for their Christmas Market event to be held on November 1st, 2023;

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

Resolution Carried

16. Announcements

County Councillor Lynch made the following announcement(s):

- He would like to extend a congratulations to the Terry Fox Run on a great event.
- County Councillor Lynch thanked staff for a job well done with the last Arnprior Sunday Market of the year.

- The Nick Smith Center is offering a trip to see Ottawa Redblacks play the Toronto Argonauts this Saturday, September 30th, 2023.
- Friday, September 29th at 7:30 p.m. the Arnprior Packers are hosting the Richmond Royals at the Nick Smith Centre.

Councillor Couper made the following announcement:

- He extended a thank you to a new local resident, Barry Goodman, who organized the Arnprior Marina shore cleanup event with Scuba Finatics Diving team, as well as a cleanup of the MacNamara Trail.

17. Media Questions

None

18. Closed Session

19. Confirmatory By-Law

Resolution Number 316-23

Moved by Dan Lynch

Seconded by Tom Burnette

That By-law No. 7423-23 being a By-law to confirm the proceedings of the Regular Meeting of Council held on September 25th, 2023 be and it is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 317-23

Moved by Chris Couper

Seconded by Lynn Cloutier

That this meeting of Council be adjourned at 7:57 p.m.

Resolution Carried

Signatures

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk



Summer Programming/ Cultural Night Market

Emily Stovel, Manager of
Culture/Curator
October 10, 2023



Community Museums

- **Community Museums** collaboratively explore art, science, and history in innovative ways.
- The **Community** can thus leverage past experience to understand the present and plan for the future together.
- This occurs via **Exhibits** that use community belongings for impactful and transformational storytelling.
- **Interactive Programs** immerse neighbours in diverse experiences and ways of knowing, challenging received wisdom.
- **Operations, Facilities, and Staff** allow this transformational process to take place in careful, respectful ways.
- Because of these resources and skills, the Museum is the best hub for **Cultural Planning**.



Summer Programs

- Canada Day (July 1st)
- Experimentation Station
Sunday Market Booth
- Experimentation Station
Summer Camp
- Brazilian Community
Gathering (July 15th)
- StoryJam with John Leslie
(July 22nd)
- Museum Volunteer Rally
(July 27th)
- Arnprior Pride Paint Night
(August 22nd)
- Robotics Workshop
(August 24th)
- Hip Hop dance workshop
(August 25th)
- How to Engage
Meaningfully in Allyship and
Anti-Bias Practices
(August 25th)
- Cultural Night Market
(August 26th)
- Daniel McLachlin
Celebration of Life
(September 9th)

Cultural Night Market

- A dedicated group of community members worked with the Town to share their ideas for several months prior to the event
- Community volunteers committed hours to help on the night of the event



Cultural Night Market

- 500 – 600 attendees were present each hour, peaking at almost 900 just before 8 PM.





Cultural Night Market



- 43 vendors and local businesses registered for space in the market.
- Many other local businesses along John and Elgin streets participated.



Cultural Night Market



- Workshops before and after the Market and interactive booths allowed for a deeper dive into community heritage and interests.



Cultural Night Market

- Two artists provided signage and a community painting station, which has left us with three signs for the Museum.
- Many other artists sold their work at the event.





Cultural Night Market

- We welcomed 17 performers to the stage.



Final Considerations



- Two debriefing meetings have already taken place.
- Suggestions and observations from vendors, performers, local businesses, and participants are being compiled.
- Contribute your ideas at nightmarket@arnprior.ca.



CNM 2024

- Call the event committee
- Set a planning schedule
- We welcome ideas and suggestions!



Questions?



• WHERE THE RIVERS MEET •



Town of Arnprior Staff Report

Subject: Westhaven Gate Draft Plan of Subdivision Application
(47T21004)

Report Number: 23-10-10-01

Report Author and Position Title: Robin Paquette, CAO / Saide Sayah,
Fotenn

Department: Community Services Branch

Meeting Date: October 10th, 2023

Recommendations:

That Council receives a revision to the Draft Plan of Subdivision application for the creation of a 106-unit plan of subdivision for the property located at 124 Fourth Avenue;

Further That pursuant to Section 34(12) of the Planning Act, Council holds a public meeting on Monday, November 14th, 2023, regarding the proposed amendment, to allow for public review and comment.

Background:

Owner: 2843870 Ontario Inc. and 2809981 Ontario Inc.

Legal Description: Part of Lot 3 and 4, Concession C – Fourth Avenue

Area of Land: 5.38 ha (13.3 acres)

Existing Structures: Vacant lands

Surrounding uses: Residential along Seventh Avenue to the north, light industrial to the east, Fourth Avenue to the south and residential to the west along Riverview Drive

Current Designations:

Official Plan: Low/Medium Density Residential Area

Zoning Designation: Future Development (FD) (See Document 3: Current Zoning)

The subject site consists of approximately 13.3 acres (53,800 m²) of land with approximately 94 metres of broken frontage along Fourth Avenue. The site is vacant of structures and contains a mixture of deciduous coniferous woodlands, open meadows, former parkland, and a vacant parking lot.

The original subdivision application was submitted to the County of Renfrew in January 2022, for the creation of a 115-unit plan of subdivision for the property located at 124 Fourth Avenue. Following the review and feedback of the original submission, the applicant has submitted a revised plan that replaces an apartment block, which was to accommodate a 22-unit apartment building, with 13 single detached residential lots. The proposed change results in an overall decrease of 9 residential units for the development, from 115 to 106 units. The proposed lots remain in use.

The Applicant submitted the following documents in support of the Application:

List of Drawings

1. Drawings N1, Cover, Notes and Specifications, prepared by Advance Engineering dated November 22, 2022.
2. Drawings CUP 1 and CUP 2: Composite Utility Plan, prepared by Advance Engineering. Dated November 21, 2022.
3. Drawings D1-D6: Site Servicing and Grading Details 1-6, prepared by Advance Engineering, Dated November 15, 2022.
4. Drawing S1 Draft Plan of Subdivision, prepared by Advance Engineering, Revision 03 Noise Barrier and Cul-de-Sac Added. Dated May 26, 2022.
5. Drawings EC-1: Erosion and Sediment Control Plan, prepared by Advance Engineering, Dated November 22, 2022.
6. Drawings GPS, and PP1-PP5: General Plan of Services and Plan and Profile, prepared by Advance Engineering, Dated November 22, 2022.
7. Drawing GR-1: Grading and Drainage Plan, prepared by Advance Engineering. Dated November 22, 2022.
8. Drawings LS-1 and LS-2: Landscape Plans, prepared by Advance Engineering, Dated November 21, 2022.
9. Drawings TR-1-TR-3: Turning Plans. Dated May 23 2022.

List of Reports

1. Westhaven Gate Subdivision, Site Servicing Report, 124 Fourth Avenue Arnprior, ON. Prepared by Advance Engineering Ltd. Dated November 18, 2022.
2. Westhaven Gate Subdivision, Stormwater Management Report, 124 Fourth Avenue Arnprior, ON. Prepared by Advance Engineering Ltd. Dated November 18, 2022.
3. Westhaven Gate Subdivision, TIA Addendum Letter Response. Prepared by Castleglenn Consultants. Dated August 19, 2022.
4. Westhaven Response Sheet. Dated January 17 2023.

Discussion:

The subject property is in an area characterized by residential development, parks and open space, and employment lands, with frontage on Fourth Avenue. The site is located approximately 600 metres northeast of the downtown core with the Madawaska River separating the site from the downtown.

An existing hydro easement bisects the site in a north-south direction and will be protected through the development proposal and will be maintained in the proposed plan of subdivision.

The subject property is currently zoned Future Development. The original plan of subdivision proposed 51 single detached dwellings, 4 semi-detached dwellings, 38 townhouse units and 2 apartment buildings creating 22 apartment units. The revised plan, submitted prior to any public meeting or Council consideration of the original application, consists of 64 single detached lots, 38 townhomes, 4 semi-detached homes for a total of 106 dwelling units. Table 1 below illustrates the changes between the original and revised submissions.

Table 1: Comparison of 2022 original submission and revised 2023 submission

Land Use	Original Submission		Revised Submission	
	Lots and Blocks	Number of Units	Lots and Blocks	Number of Units
Single detached units	1 to 51	51	1 to 64	64
Multiple attached units	Blocks 1 to 7	38	Blocks 1 to 7	38
Semi detached units	Blocks 8 & 9	4	Blocks 8 & 9	4
Apartments	Block 10	22	-	0
Stormwater / Parkland	Block 11	-	Block 11	-
Pedestrian pathway	Block 12	-	Block 10	-
Streets	A, B and C	-	A (extended), B and C	-
Total	51 lots and 12 blocks	115 units	64 lots and 11 blocks	106 units

Policy Considerations:

The following is a review of the existing planning policy framework and demonstrates that the proposed plan of subdivision is consistent with the Provincial Policy Statement and conforms to policies in the Town of Arnprior Official Plan. However, it should be noted that the site will require a Zoning By-law Amendment prior to the development proceeding.

Provincial Policy Statement (2020)

The 2020 Provincial Policy Statement (PPS) provides policy direction on land use planning and development matters of provincial interest. All decisions affecting planning matters “shall be consistent with” policies issued under the authority of Section 3 of the Planning Act.

Policy 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by promoting efficient land use patterns with a range and mix of uses arranged as to minimize land consumption and servicing costs. Further, development patterns should avoid environmental or public health and safety concerns, conserve biodiversity, and consider the impacts of a changing climate.

The development proposes multiple forms of urban residential dwelling types which promote diversity in the range of residential units available in the community while minimizing land consumption. Policy 1.1.3.2 requires land use patterns within settlement areas to be based on: “densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;
- d) prepare for the impacts of a changing climate;
- e) support active transportation;
- f) are transit-supportive, where transit is planned, exists or may be developed, and;
- g) are freight-supportive.”

The proposal increases the density and within the urban boundary of the Town of Arnprior. The change will not result in the loss of significant natural features and can be appropriately serviced utilizing available capacity in the municipal servicing network.

Section 1.6 of the PPS states that infrastructure shall be provided in a coordinated, efficient, and cost-effective manner to accommodate projected needs. The proposed development will connect to existing water services as well as existing sanitary and storm sewer infrastructure.

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

Town of Arnprior Official Plan

The Town of Arnprior adopted a new Official Plan in 2017, which was approved by the County of Renfrew on November 29, 2017 (herein referred to as the 'Official Plan'). The subject property is designated under the Low/Medium Density Residential Area as per the Town of Arnprior Official Plan "Schedule A" (Document 2).

The application for the subdivision conforms to the policies of the new 2017 Official Plan. The proposed revisions to the Draft Plan of Subdivision will require a Zoning By-law Amendment and appear to be in general conformity to the R3 and R4 zones which are used for development in the Low/Medium Density Residential Area. The following section identifies key policies and objectives of the Official Plan and demonstrates how the proposed Revisions maintain these policies and objectives.

Section A3.2 (Sustainable Development) of the Official Plan lists several strategic objectives aimed at meeting a goal "to promote and encourage sustainable forms of land use and development":

- a) Minimize the Town's ecological footprint and the impacts of growth by encouraging new development that is based on the principles of sustainable development;
- f) Promote a compact urban form and develop an energy-efficient mix of land uses, where appropriate, to provide livable, healthy communities;
- g) Encourage reductions in the use of private automobiles by promoting active transportation and the use of Transportation Demand Management measures, such as cycling and walking;
- h) Encourage efficient site design, and building design and construction techniques that minimize space heating and cooling energy consumption, and encourage the upgrading/retrofitting of existing buildings and facilities;

Section A3.4 (Community Character) lists objectives that direct new development to *"protect and enhance the character of the community"*:

- a) *Encourage the development of neighbourhoods which are: compact; provide for an integrated network of pedestrian-oriented streets, pathways and cycling facilities; and provide an appropriate mix of housing types, community facilities, commercial and service uses, and open spaces;*

The proposed revisions to the proposed subdivision conform to the objectives of Sections A3.2 and A3.4 by:

- Increasing densities through the provision of semi-detached and townhouse dwellings proposed to accommodate additional growth and address current market trends towards affordability;

Section A3.8 (Housing) of the Official Plan lists objectives aimed at meeting a goal “To provide an appropriate housing supply and range of housing choices to meet the needs of present and future residents” by:

- a) “Ensure that there is an appropriate supply of land for residential development subject to the availability of water and wastewater capacity;
- b) Assist in the achievement of residential intensification and affordable housing by encouraging opportunities for mixed-use development in appropriate locations that support the other objectives of this Plan;
- c) n/a
- d) n/a
- e) Ensure that a full range of housing opportunities for all incomes and ages is available for residents in the Town;
- f) Ensure that a viable amount of rental housing continues to be available;
- g) Support universal physical access and encourage the building industry to incorporate such features in new residential structures.”

The proposed application conforms to the objectives of Section A3.8 by:

- Continuing to propose a mix of single-family dwellings, semi detached dwellings and townhomes to accommodate housing opportunities for a wide variety of lifestyles and needs.

For the majority of the subject property designated ‘Low/Medium Density Residential Area’, Section C2.2 of the Official Plan states that the objectives of this designation are to:

- a) Provide for new housing opportunities to meet the Town’s projected housing needs;
- b) Provide for a range of housing types and forms to ensure accessible, affordable, adequate, and appropriate housing for all socio-economic groups;
- c) Achieve more compact forms of residential development in a manner that is compatible with the character and pattern of adjacent surrounding development;
- d) Ensure that new residential areas permit a variety of complementary and compatible land uses, including community facilities, open space areas; and,
- e) Establish a comprehensive set of design guidelines and policies for new residential development that fosters the establishment of an urban environment that is safe, functional, sustainable and attractive.”

Section C2.3 of the Official Plan establishes the list of uses permitted in the ‘Low/Medium Density Residential Area designation’. Uses permitted are:

- a) Single detached dwellings;
- b) Semi-detached dwellings;

- c) Townhouse dwellings;
- d) Low-rise apartments buildings (maximum height – 6 storeys);
- e) Secondary residential units in accordance with Section B9.3;
- f) Home businesses in accordance with Section C1.5.1;
- g) Bed and breakfast establishments in accordance with Section C1.5.2;
- h) Day nurseries and local institutional uses in accordance with Section C1.5.3.”

Only residential uses are proposed by the applicant in the Westhaven Gate subdivision application and are permitted in the ‘Low/Medium Density Residential’ designation.

Section C2.4.1 of the Official Plan includes policies that are intended to promote the development of single-detached dwellings in all new large subdivisions. It is understood that the intent of these policies is to protect the historic residential character of the Town, which is predominately single detached older homes. To address this intention, the policies of Section C2.4.1 state,

- a) The predominant form of housing in new development areas shall be in the form of single detached dwellings and in this regard, no less than 50% of the new dwelling units in any contiguous development area that has more than 20 units be comprised of single detached dwellings.
- b) This policy also applies to existing contiguous development areas as well and if an application to re-lot an already registered Plan of Subdivision is received by the Town.
- c) An amendment to this Plan is not required if the Town determines that an alternative approach that is generally in keeping with this section of the Plan is appropriate.”

Table 1 above provides a comparison between the distribution of units from the 2022 application and the revised 2023 application resulting in 64 of 106 dwellings, 60% being single detached homes.

The policies of Section C2.4.2 state:

- a) Where semi-detached and/or townhouse dwellings are proposed in already developed areas and new development areas, they shall be integrated with single detached dwellings to provide for variability in the built form and streetscape and to provide housing choice throughout the development area.
- b) Where townhouse dwellings are proposed, they shall generally not back onto or be located across the street from existing and/or proposed single detached dwellings, unless they have a built form that is compatible with the existing and/or proposed single detached dwellings.
- c) In addition to the above, townhouse dwellings shall generally not front on the entrance roads to development areas, where the predominant form of housing is single detached dwellings.
- d) In order to ensure compatibility with existing development in the Established Residential Area designation, new development in the Low/Medium Density

Residential Area designation should generally have a physical character that is compatible with development in the existing neighbourhood in terms of density, lot sizes, maximum building heights, and minimum setbacks.”

The proposed application conforms to the policies of Section C2.4.2 by:

- Maintaining a mix of housing types that are available within the subdivision.
- Where townhouses have been located in areas where they will front onto, or back onto, single-detached dwellings, the townhouses are internal to the site and front on to each other.

Town of Arnprior Zoning By-law

The subject property at 124 Fourth Avenue is zoned Future Development (FD) in the Town of Arnprior Zoning By-Law No. 6875-18 (See Document 3). Future development on lands within this Zone will require an amendment to the Zoning By-law. The proposed development will see a mixture of single detached, semi-detached and townhomes and will be subject to a future Zoning Amendment Application that likely considers provisions in the R3 and R4 zones in the Zoning By-Law.

Review of the subdivision plans shows that the built form will be able to conform to general yard and frontage requirements (section 4.6) and Parking (Section 5.2.1) with parking dimensions and number spaces appearing to meet minimum standards.

The proposed subdivision is contemplated within the policy framework and the supporting documents and studies will be further reviewed by staff prior to submitting comments to the County of Renfrew.

Financial Considerations:

Process

While no longer required under the Planning Act, as this application was received prior to the changes in the Act, notice of public meeting will be circulated to hold a public meeting on Tuesday, November 14th, 2023, in accordance with the previous Planning Act regulations. Twenty days' notice of the public meeting will be provided by mailing a notice to all landowners within 120 meters of the subject property and placing signage on the property. After the public meeting staff will review comments and report back to Council with appropriate conditions of draft approval to be sent, along with minutes of this public meeting, to the approval authority, the County of Renfrew.

As stated in the report, a Zoning By-law Amendment is also required and will also be subject to the required Planning Act regulations and public meeting requirements.

Options:

Proceed to the public meeting to allow the public to review the proposed subdivision application. The application should proceed to the public meeting stage.

Financial Considerations:

Not applicable.

Meeting Dates:

1. Public meeting – November 14, 2023

Consultation:

Public Works, Fire, Recreation and Building Department staff reviewed the submissions.

Documents:

1. Document 1: Site Location
2. Document 2: Town of Arnprior Official Plan, Schedule A
3. Document 3: Current Zoning Schedule
4. Document 4: Proposed Subdivision (Revised)

Signatures

Reviewed by Planning Consultant: Saide Sayah, RPP

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie

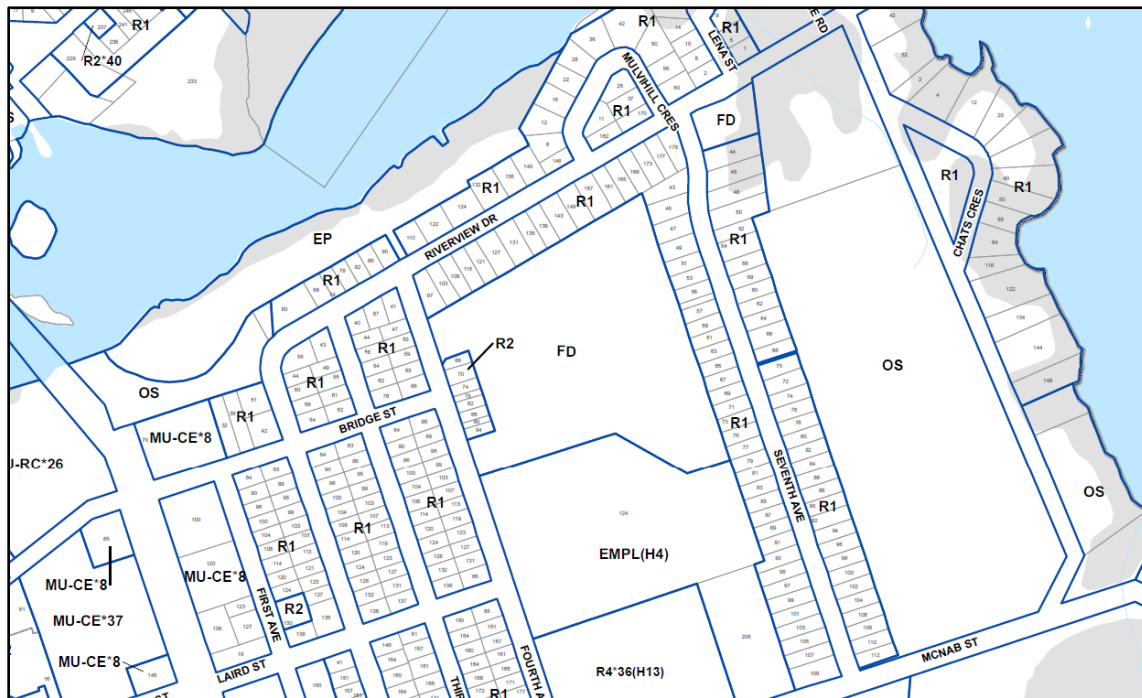
Document 1: Site Location (provided by applicant)



Document 2: Town of Arnprior Official Plan, Schedule A, Land Use

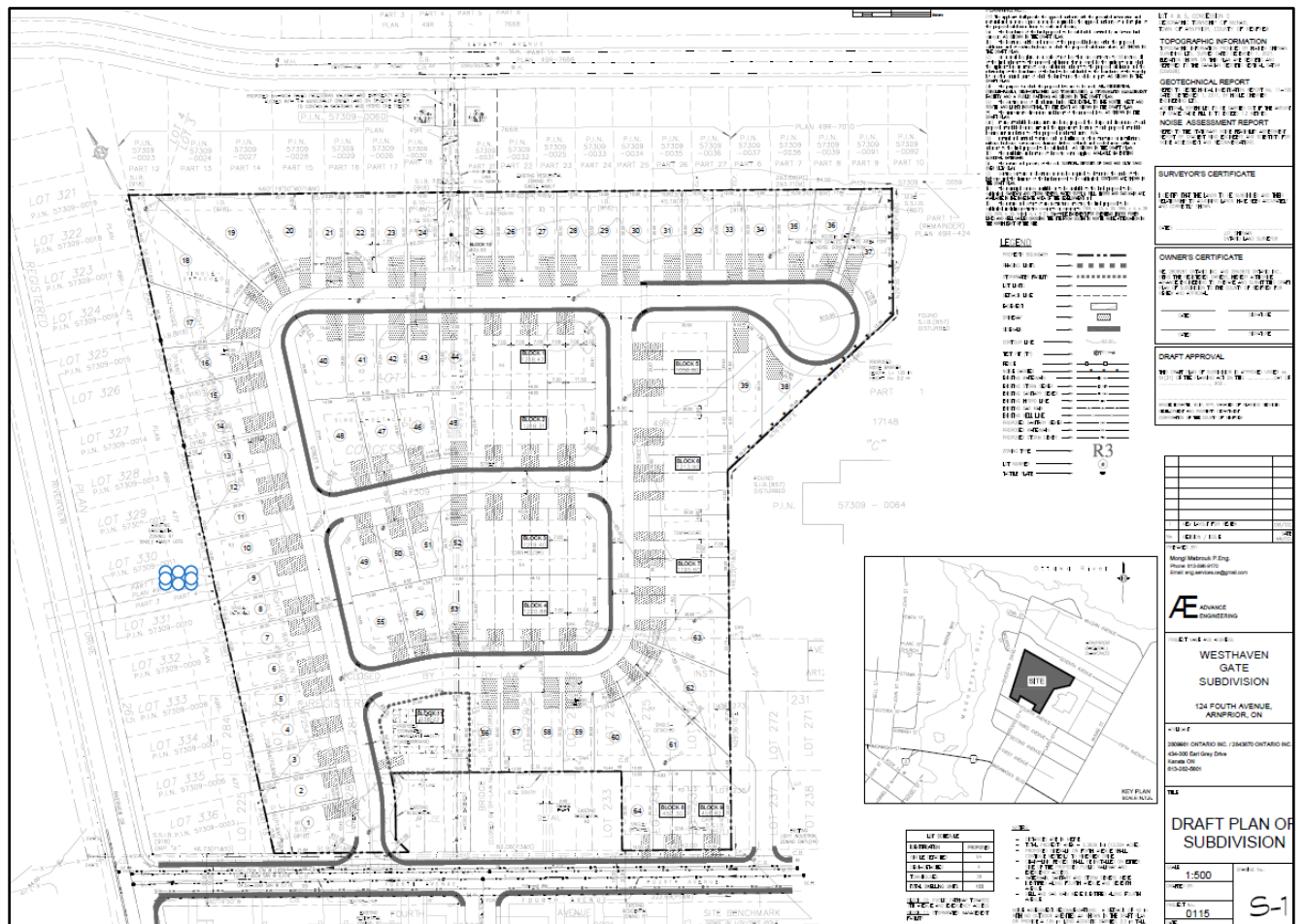


Document 3: Zoning By-Law 6875-18 Schedule A



Existing Zoning is FD – Future Development

Document 4: Proposed Subdivision (Revised)





Town of Arnprior Staff Report

Subject: Zoning By-law Amendment 3/23 – 128 Mary Street – Public Comment

Report Number: 23-10-10-02

Department: Community Services

Report Author: Robin Paquette, CAO

Meeting Date: October 10, 2023

Recommendations:

That Council consider all written and oral submissions received with respect to an application for amendment to Zoning By-law 6875-18 for 128 Mary Street, the effect of which will help Council make an informed decision;

Further That Council adopt a by-law to amend Zoning By-law 6875-18.

Background:

Owner: Waldo Hordijczuk

Description of Subject Lands: 128 Mary Street

Legal Description: Part of Park Lot 6, Plan 19

Area of Land: 0.74ha (1.83 ac)

Existing Structure: Converted former public elementary school now housing a church, a community group, mental health unit as well as one existing apartment dwelling unit.

Official Plan: Established Residential Area

Zoning: Institutional Exception 19 (I*19)

The Zoning By-law amendment application seeks to amend the provisions of Exception 19 (*19) to permit a multi-unit apartment dwelling as a permitted use. The applicant intends to convert existing vacant space within the structure to provide for two (2) additional apartment dwelling units at this time, in accordance with the provisions of the Residential Two (R2) zone.

A detailed summary of the proposal and planning analysis were included in the planning report on the [August 28th, 2023 Council Agenda](#).

Discussion:

Public Comments

A letter was received at the Public Meeting from Clayton Payer, 76 Craig Street. A copy of the correspondence is attached as Document #1.

The concerns raised include whether the uses in the building are in compliance with the zoning by-law; if the building is compliant with the Ontario Building Code, particularly for mixed-use structures of this size and concerning fire separation and material usage; and whether there has been site plan applications or building permits applications approved.

As indicated in the staff report, the property is currently zoned Institutional Exception 19 (I*19). The institutional zoning recognizes the institutional uses being undertaken at the site, as well as one apartment dwelling unit which is permitted specifically through the Exception 19 provision which states:

Permitted Uses - All uses permitted in the I Zone plus one dwelling unit in a building that existed on the effective date of this By-law.

There are no special provisions around the Exception use.

The applicant would like to amend the exception provision to include “all uses permitted in the Institutional (I) zone plus a multiple dwelling in accordance with the provisions of the Residential Two (R2) zone.” A multiple dwelling is defined as “a dwelling unit in a building containing four or more dwelling units that would not be considered any other type of dwelling unit as defined by this Bylaw.” A multiple dwelling is permitted in the R2 zone.

The uses currently in the structure are considered permitted uses in the Institution Exception 19 zone.

The Ontario Building Code is stringent with regard to multiple uses within a structure and the applicant will be required to demonstrate compliance with the Code should the zoning be approved. The property owner will need to retain an Architect and Engineers to provide the Design and General Review as noted in Division ‘C’, 1.2.1 in the Ontario Building Code (OBC) due to the size and occupancy of the building. A general review for the life safety of the entire building will be required to confirm that all existing and proposed uses will be compatible and meet the intent of the OBC.

The changes of use proposed within the structure do not require a site plan approval from the Town in accordance with the Town’s Site Plan Control By-law. There have been minimal changes to the layout of the site because of the changes. Parking requirements have been met.

As a reminder the large former school yard portion of the property has been severed and is in separate ownership from 128 Mary Street. Any development of those lands will be subject to planning act applications.

Options:

Council may proceed to pass an amending bylaw to approve the zoning amendment requests, may defer the application for additional information, or may refuse the application. If Council passes an amending by-law, it will be subject to a 20 day appeal period. If Council refuses the application, a motion providing the reason for the refusal will need to be provided.

An amending bylaw has been prepared and has been included on the agenda for Council's consideration.

Policy Considerations:

A detailed review of planning policy was included in the August 28th, 2023 Report to Council.

Financial Considerations:

Not applicable.

Meeting Dates:

1. Public Meeting – September 25, 2023

Consultation:

Jacques Benoit, Chief Building Official

Documents:

1. Correspondence from Clayton Payer, 76 Craig Street received September 25th, 2023

Signatures

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie

To the Esteemed Members of the Town Council,

It has come to our attention that the owners of 128 Mary Street are once again proposing a form of development that appears incompatible with the existing structures and lands. As it stands, we do not support the amendments for the following reasons:

For many years, from our vantage point across the street, we've observed the activities at 128 Mary Street. Disturbingly, we have not witnessed any display of building permits or public presentations of site plan proposals indicating changes in the building's use. This raises serious reservations about the true intent and purpose behind the alterations to 128 Mary Street. We strongly urge the council to address these concerns with the property owners and direct the town's scrutiny towards discerning the genuine intentions for this land.

Statement:

It is widely acknowledged that for years the owners of 128 Mary Street have sought to develop the property in ways that are not congruent with existing norms. They have seemingly acted without full disclosure to the council or the public. Such undisclosed intentions raise legitimate concerns about the future of this parcel of land.

As it stands, the R2 zoning does not accommodate mixed-use development. The present building, with its A2 assembly designation, once served as a school but now houses religious events, medical offices, and residential units. This is in direct violation of its zoning specifications. Furthermore, with such varied uses, one has to ask: Are all facilities in compliance with the Ontario Building Code (OBC)? Such a diverse range of uses demands rigorous code review and planning. The introduction of offices and retail spaces should have been the primary focus for planning approval.

Given its estimated coverage of 2,600 m², the building likely falls under the Part 3 - Assembly A2 category. The OBC has stringent stipulations for mixed-use structures of this size, particularly concerning fire separation and material usage. We passionately appeal to the town to undertake a thorough code review, considering both current and proposed uses to ensure public safety is not compromised.

Over the years, local residents have noted that the former school building at 128 Mary Street has been used as a residence. Alarming, there is no public record of a site plan approval for a change of use, and no visible permit notices. The town appears to be taking action against these illegal conversions. However, it seems to be a token gesture to appease the property owner rather than a genuine effort at ensuring compliance. We implore the town to scrutinize the intended use of the building closely.

Moreover, we have not been made aware of any notices for site plan amendments pertaining to the change in the building's current occupancies. The coexistence of a church and retail space

within 128 Mary Street, especially under Part 11, carries significant risk. This should be meticulously reviewed, especially in relation to its compatibility with residential use.


Should the owners provide a comprehensive report, the town must thoroughly assess the proposed details, especially regarding the intended use of the open lands and the long-term vision for the existing structure. This document should encompass all standard information, including traffic studies and potential impacts on neighboring properties. It should be treated with the same rigor as any significant infill development proposal.

We anticipate that the town will demand full payment of development charges for all existing and proposed uses. The town should also investigate when these dwellings were established and retroactively claim all relevant taxes for every usage that contradicted the zoning regulations.

It is of paramount importance that the town rigorously assess the activities at 128 Mary Street, ensuring all building codes and public safety mandates are upheld to the highest standards.

Should you require further clarification on any point, please do not hesitate to contact me.

Warm regards,



Clayton U.H. Payer, OAA





Town of Arnprior Staff Report

Subject: Community Improvement Plan Grant – 50 Madawaska Street

Report Number: 23-10-10-03

Report Author and Position Title: Lindsay Wilson, MEDO

Department: Community Services Branch

Meeting Date: October 10, 2023

Recommendations:

That Council enact a by-law to enter into Agreement with Lan Luu for a Community Improvement Plan (CIP) Financial Incentive Grants under the Façade and Property Improvement Program for an amount of up to \$1,316.45 to be funded from the CIP Grants operating account.

Background:

The Town has received an application for the Community Improvement Plan Financial Incentive Grants under the Façade and Property Improvement Program. The project includes repairing the damaged paving on the front of the building and painting the building in different shades of tan and brown to accommodate the requests of a new commercial tenant. The total estimated costs are \$2,632.90.

Discussion:

The proposed project was reviewed by the Review Panel. The proposal meets all the general criteria as outlined in the CIP Program including:

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

- ✓ Land Use is Compatible with OP / ZBL (s. 6.7.8)
- ✓ Exterior changes must meet Urban Design Guidelines (s. 6.7.10)
- ✓ Total of combined grants and rebates must not exceed total project costs (s. 6.7.12)

The following criteria can only be verified to be met once the work is undertaken:

- Work to be undertaken pursuant to planning approvals and/or building permit (s. 6.7.9)
- Work must be consistent with application (s. 6.7.11)

Façade and Property Improvement Program

The façade and property improvement program encourages aesthetic improvements to buildings and properties and supports continued maintenance and upkeep of the building stock. The business community and the overall pride of the community benefits from these improvements, and create more attractive places in which to live, work, shop and play. The program also encourages private investment and stimulates economic activity in Arnprior, as property owners purchase goods and services to construct the improvements to their buildings and properties. Eligible properties in accordance with the CIP include those in the Downtown Area, Mixed Use Residential / Commercial Area, and Mixed Use Commercial / Employment Area. The subject lands are in the Downtown Area.

The maximum grant value for this program is 50% of Total Project Costs up to \$5,000.00. The total eligible cost for this project is \$2,632.90. The eligible amount for funding therefore would be a total of \$1,316.45.

The specific grant criteria for this program includes:

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

Summary of Grants:

The application meets the General Eligibility Criteria and specific criteria for the programs applied for.

- **Total Project Cost:** \$2,632.90
- **Eligible Grant Value:** \$1,316.45
 - 50% of Total Project Costs up to \$5,000 per applicant

Options:

Council could determine that the applications is not appropriate for the CIP Grant programs as applied for however staff recommend providing these incentives to encourage investment in property maintenance in the historical downtown core.

Policy Considerations:

Economic Development is a key priority in the Town's Strategic plan. The Community Improvement Plan Financial Incentives are a valuable tool to attract business investment to the community. New, attractive signage contributes to the visual identity and character of the Town and providing incentives for this helps encourage investment in high quality signage.

Financial Considerations:

The current uncommitted balance for 2023 CIP grants is \$8,350.00

If this project was approved as submitted, the remaining balance would be \$7,033.55

Meeting Dates:

1. Pre-Consult Meeting – September 1, 2023

Consultation:

- Chief Building Official

Documents:

1. Current Photos of Building

Signatures

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie

Document 1 – Photos of the current shape of building facade







Town of Arnprior Staff Report

Subject: Community Improvement Plan Grant – 44 Elgin St West

Report Number: 23-10-10-04

Report Author and Position Title: Lindsay Wilson, MEDO

Department: Community Services Branch

Meeting Date: October 10, 2023

Recommendations:

That Council enact a by-law to enter into an Agreement with Jodie-Lee Primeau for a Community Improvement Plan (CIP) Financial Incentive Grant under the Signage Improvement Program for 44 Elgin St. W. in an amount of up to \$500 to be funded from the CIP Grants operating account.

Background:

The Town has received an application for a Community Improvement Plan Financial Incentive Grant under the Signage Improvement Program. The project involves installing a new sign at 44 Elgin St. W. for the new business, Primeau Law. The total estimated signage costs are \$1,804.96.

Discussion:

The proposed project was reviewed by the Review Panel. The proposal meets all the general criteria as outlined in the CIP Program including:

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

- ✓ Exterior changes must meet Urban Design Guidelines (s. 6.7.10)
- ✓ Total of combined grants and rebates must not exceed total project costs (s. 6.7.12)

The following criteria can only be verified to be met once the work is undertaken:

- Work to be undertaken pursuant to planning approvals and/or building permit (s. 6.7.9)
- Work must be consistent with application (s. 6.7.11)

Signage Improvement Program

The purpose of the Signage Improvements Program is to encourage and facilitate the improvement of signage in the Town, including the installation of permanent signage that replace existing temporary signage structures. The program is intended to promote new, attractive signage that contributes to the visual identity and character of the Town. Eligible properties in accordance with the CIP include those in the Downtown Area, Mixed Use Residential / Commercial Area, and Mixed Use Commercial / Employment Area. The subject lands are in the Downtown Area.

The maximum grant value for this program is 50% of Total Project Costs up to \$500. The total eligible cost for this project is \$1,804.96. The eligible amount for funding therefore would be a total of \$500.

The specific grant criteria for this program includes:

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

Summary of Grants:

The application meets the General Eligibility Criteria and specific criteria for the programs applied for.

- **Total Project Cost:** \$1,804.96
- **Eligible Grant Value:** \$500
 - 50% of Total Project Costs up to \$500

Options:

Council could determine that the applications is not appropriate for the CIP Grant programs as applied for, however staff recommend providing these incentives to encourage investment in property maintenance in the historical downtown core.

Policy Considerations:

Economic Development is a key priority in the Town's Strategic plan. The Community Improvement Plan Financial Incentives are a valuable tool to attract business investment to the community. New, attractive signage contributes to the visual identity and character of the Town and providing incentives for this helps encourage investment in high quality signage.

Financial Considerations:

The current uncommitted balance for 2023 CIP grants is \$7,033.55.

If this project was approved as submitted, the remaining balance would be \$6,533.55

Meeting Dates:

1. Pre-Consult Meeting – September 29, 2023

Consultation:

- Chief Building Official

Documents:

1. Sign Mock-up

Signatures

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie

Document 1 – Sign Mock-up



Current Building Facade





Town of Arnprior Staff Report

Subject: CIP Applications – Brownfield Remediation Tax Assistance Grant and Application and Fee Rebate Grant (OVD Inc. – 12 Thomas Street)

Report Number: 23-10-10-05

Report Author and Position Title: Robin Paquette, CAO / Jennifer Morawiec, GM, Client Services / Treasurer

Department: Community Services / Client Services

Meeting Date: October 10, 2023

Recommendations:

That Council approve the Brownfield Remediation Tax Assistance Program (BRTAP) application submitted by OVD Inc., owner of the property at 12 Thomas Street, for rehabilitation assistance under the Community Improvement Plan, and that a BRTAP agreement be established governing the payment of grant with the following grant terms:

- (a) A total grant payable value of 75% of eligible costs, not to exceed a maximum cap of \$1,121,750;
- (b) The grant payment period being phased over a maximum of ten years of development;
- (c) That the annual grant payable be set at 75% of the tax increment (new tax revenues less existing tax revenues) subject to the establishment of, and in accordance with, the terms and conditions of a BRTAP Agreement; and

Further That Council submit a request to the County of Renfrew to approve their participation in the BRTAP program for the applicant, OVD Inc., to cancel all or a portion of the county taxes over the same ten years of development subject to the establishment of, and in accordance with, the terms and conditions of the BRTAP Agreement; and

Further That a future by-law be brought forward for Council to authorize the BRTAP Agreement with OVD Inc., for rehabilitation assistance of 12 Thomas Street, once the level of County of Renfrew participation has been confirmed.

Background:

The Brownfield Remediation Tax Assistance Program (BRTAP) is one of the financial incentive programs included in the Town of Arnprior's Community Improvement Plan (CIP) adopted by Council March 14, 2022. Offering tax assistance to owners of brownfield properties will encourage the cleanup and redevelopment of these properties and contribute to achieving the goals of the Arnprior Community Improvement Plan. A full outline of the BRTAP is in Section 4.2.4 of the CIP, attached as Document #3.

Properties that are classified as Brownfield sites within the Community Improvement Project Area, which includes all lands within the Town's municipal boundary, are eligible for this program. Brownfields are properties where past actions have resulted in actual or perceived environmental contamination and/or derelict or deteriorated buildings. They may be vacant, abandoned or underutilized. They are usually, but not exclusively, former industrial or commercial properties (e.g. a former gas station).

In order to be eligible for tax assistance under the BRTAP, the property must have had a Phase II Environmental Site Assessment which concluded that action needs to be taken to remediate the site. The purpose of this report is to bring a BRTAP application for 12 Thomas Street before Council for consideration and approval.

Discussion:

The Site

The property has an area of approximately 1.86 ha (4.6 acres) with 36.42 metres of frontage along Thomas Street. The property's previous uses were industrial including a former cabinet factory.

Proposed Redevelopment

The applicant proposes to construct approximately 140 residential units to be housed in three separate apartment buildings. A Site Plan Application (SPC-11/22) is under review by Town staff at this time.

Brownfield Remediation Tax Assistance Program (BRTAP) Application

OVD Inc. filed an application under the BRTAP for the clean-up and redevelopment of 12 Thomas Street. A Phase I and II Environmental Site Assessment (ESA) was prepared by Paterson Group Inc. in 2021, which identified that based on the findings of the Phase II ESA, fill material considered to be impacted with Polycyclic aromatic compounds (PAH) parameters were identified throughout the central and western portion of the Phase II Property. Multiple PAH parameters concentrations identified on the Phase II Property, exceeded the MECP Table 2 Residential Standard. Groundwater beneath the Phase II Property complies with the MECP Table 2 Residential Standards.

A clean up of existing contamination on site and the completion of a record of site condition is required before residential development can occur.

The required documents that are to be submitted to the Town as part of a BRTAP application are described in Document 3. The applicant has submitted the required documents and estimates for eligible environmental costs (environmental studies not covered by previous grants, remediation, removal of concrete and debris, filing a Record of Site Condition) and rehabilitation costs (on site infrastructure upgrading). The applicant has also applied for site plan control with the Town for the construction of three apartment buildings with approximately 140 units with the first building to commence construction shortly. Staff reviewed the submissions and deemed the application to be complete.

Under the Town's CIP Brownfield Remediation Tax Assistance Program, it outlines where in accordance with Section 365.1 of the Municipal Act, the Town may defer or cancel all or a portion of municipal taxes during the period in which the brownfield site is being cleaned up or redeveloped (the rehabilitation period and statement period, as defined in the Municipal Act). Under the Program, it indicates that the Town may also formally request that the County of Renfrew participate in the tax assistance program to defer or cancel all or a portion of the county taxes during the same period.

The grant for this program would be capped at a pre-determined percent of the municipal (and possibly County) share of the increase in property taxes that result from the redevelopment, payable annually for up to ten years or up to the time when the total grant payments equal the total eligible grants, whichever comes first.

The Town will only pay the annual grant after the property taxes have been paid in full each year and all terms and conditions specified in the registered legal agreement between the Town and the applicant have been met. The anticipated maximum eligible costs for the Rehabilitation Grant for this project are estimated at \$1,495,667.

Table 1: Brownfield Assistance – Eligible Costs

No.	Eligible Costs	Actual / Estimated Costs
1	RSC and risk assessment	\$26,000
2	Remediation monitoring and meetings	\$36,000
3	Tender and project management (Robinson Engineering)	\$15,000
4	RSC survey for filing with MOE	\$3,500
5	Tender quote (Akman)	\$1,415,167
	Total Costs Eligible for a Remediation Grant	\$1,495,667

Most established municipal remediation grants set percentage of eligible costs to fund and a maximum funding cap. This percentage and cap is set by Council and differs across municipalities. Council can decide a cap on the amount of remediation grant payable they would like to provide under the program by assigning a remediation grant assistance percentage (%). Staff are recommending 75% of eligible costs to a maximum grant contribution of \$1,121,750.

Table 2: Grant Payable – Maximum % of Eligible Costs

% Eligible Costs	100%	75%	50%	25%
Grant Max.	\$1,495,667	\$1,121,750	\$747,834	\$373,917

Example Grant Calculation – *based on estimates.*

The Current Value Assessment (2023) on the property is \$142,000 classed as Residential (RT). Current property taxes are approximately \$2,070 with the municipal property tax portion being \$1,297, county taxes being \$556 and education taxes being \$217. Future property tax assessment for the property is estimated at \$6,500,000 per building. At the new Multi-residential tax class, a full year would result in future estimated annual municipal taxes of \$59,361 per building and annual county taxes of \$25,448 per building.

Table 3: Estimated Future Taxes

		Phase 1	Phase 2	Phase 3
Multi-Res New	Assessment (2023)	Estimated Assessment	Estimated Assessment	Estimated Assessment
Tax Rate (2023)	\$142,000	\$6,500,000	\$13,000,000	\$19,500,000
0.00913245	\$1,297	\$59,361	\$118,722	\$178,083
0.00391501	556	25,448	\$50,895	\$76,343
0.00153000	217	9,945	\$19,890	\$29,835
0.01457746	\$2,070	\$94,753	\$189,507	\$284,260

To determining the annual grant payable, we need to:

- Estimate new taxes less existing taxes to determine the tax increment.
- Determine what % of the annual tax increment to allocate towards the grant.

Table 4A: Schedule of Estimated Annual Tax Increment for Town & County

Year		Existing Taxes (2023)		Estimated New Taxes		Tax Increment		Total Tax Increment
		Town	County	Town	County	Town	County	
1	2025	\$1,297	\$556	\$19,787	\$8,483	\$18,490	\$7,927	\$26,416
2	2026	\$1,297	\$556	\$59,361	\$25,448	\$58,064	\$24,892	\$82,955
3	2027	\$1,297	\$556	\$118,722	\$50,895	\$117,425	\$50,339	\$167,764
4	2028	\$1,297	\$556	\$138,509	\$59,378	\$137,212	\$58,822	\$196,033
5	2029	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
6	2030	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
7	2031	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
8	2032	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
9	2033	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
10	2034	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
TOTAL		\$12,970	\$5,560	\$1,404,875	\$602,259	\$1,391,905	\$596,699	\$1,988,604

Table 4B: Estimated Annual Grant Payable – Percentage Options

Year		Total Tax Increment	100% Tax Increment	75% Tax Increment	50% Tax Increment
1	2025	\$26,416	\$26,416	\$19,812	\$13,208
2	2026	\$82,955	\$82,955	\$62,217	\$41,478
3	2027	\$167,764	\$167,764	\$125,823	\$83,882
4	2028	\$196,033	\$196,033	\$147,025	\$98,017
5	2029	\$252,572	\$252,572	\$189,429	\$126,286
6	2030	\$252,572	\$252,572	\$189,429	\$126,286
7	2031	\$252,572	\$143,435	\$189,429	\$126,286
8	2032	\$252,572	\$0	\$189,429	\$126,286
9	2033	\$252,572	\$0	\$9,155	\$126,286
10	2034	\$252,572	\$0	\$0	\$126,286
TOTAL		\$1,988,604	\$1,121,750	\$1,121,750	\$994,302

In the examples above, if the annual grant payable was set to 100% of the resulting tax increment, the total grant cap of \$1,121,750 would be reached by approximately year 7 based on the estimated development timeline and valuations. In comparison, setting the annual grant payable to 75% of the resulting tax increment, the total grant cap of \$1,121,750 is reached in year 9 and a setting of 50% would result in a total grant of \$994,302, slightly under the maximum grant cap, having reached the end of the set 10 year timeline.

These schedules are estimations. In the administration of this grant, the annual grant payment would be calculated every year based on the new assessment, tax rate, taxes paid and actual municipal and county tax increment. It is possible that the pay-out would not occur within 10 years of the first payment if the first phase of the project is not completed at which time the annual municipal payment would end even if the grant has not been paid in full.

Table 5: Breakdown Grant Payable and Additional Revenues by Town and County

Eligible Remediation Costs (75%)	\$1,121,750	\$1,121,750	\$1,121,750
Annual Grant Payable (% of tax increment)	100%	75%	50%
Town - Estimated Grant Value	\$ 785,225	\$ 785,225	\$ 695,953
County - Estimated Grant Value	\$ 336,525	\$ 336,525	\$ 298,350
Combined Grant Funding	\$ 1,121,750	\$ 1,121,750	\$ 994,302
Maximum reached	Year 7	Year 9	n/a
Additional Tax Revenues over 10 Year Timeline			
Town - Additional Tax Revenues	\$ 606,573	\$ 606,573	\$ 696,011
County - Additional Tax Revenues	\$ 260,101	\$ 260,101	\$ 298,291

Staff are recommending 75% of the annual tax increment be allocated to the annual grant payable. Based on the timeline provided by the developer, this should allow sufficient time to reach the maximum grant payable amount \$1,121,750 in the 10 year timeline and still provide some additional taxation revenues to both the Town and County.

Benefits to the Community

The impact of the proposed residential development is 140 new residential units housed in three separate apartment buildings. The development of this site will add additional rental options to the housing market and the development itself will provide direct and indirect economic benefits to the local economy as a result of site remediation, the construction period through payroll, purchased material supplies, services, and equipment rentals.

It is estimated that at full development, this project could bring over \$19 million in new multi-residential assessment to the property tax assessment roll. After completion of the project in 2034, it is estimated that over \$176K per year in increased municipal property taxes and \$76K in upper tier taxes could be expected to be added to annual

revenues.

If supported by Council, the applicant and the Town will need to enter into a Rehabilitation Grant Agreement outlining the terms and conditions of the grant. Additionally, the Town will submit a request to the County for their participation in this program.

Application and Building Permit Fees Rebate Application

The proponent also included an application under the CIP Building Permit Fees Rebate program, which establishes a rebate of 50% of Town application fees up to \$5,000. Application and permit fees normally imposed by the Town may also represent a barrier to investment in Arnprior. Rebating such fees is desirable because it will reduce or eliminate these barriers to private investment, including major investments such as the development of new housing units. The CIP provides criteria for the rebate program, which excludes those properties zoned strictly for residential use. The subject lands are zoned Residential Four (R4), thereby making them ineligible for this rebate program.

Options:

Council could choose a number of options:

- Not accept the application or provide a BRTAP grant. This is not recommended as this CIP program is intended to help facilitate development of local Brownfield lands into developments that support the community and will generate future additional taxation revenues.
- Set the maximum funding amount at another percentage of eligible remediation costs than the recommended 75%.
- Set the annual grant payable percentage of tax increment at another percentage than the recommended 75%.

Policy Considerations:

The requested Brownfield Rehabilitation Grant will satisfy Council's strategic priority by implementing the financial incentive programs of the Brownfield CIP and working towards a healthy and vibrant community with the remediation and redevelopment of the lands to provide housing within the built area boundary.

The approval of this grant will assist with the redevelopment of this brownfield property and ensure that this contaminated site is properly remediated prior to development. A Record of Site Condition will be required as per the funding agreement. Brownfield redevelopment is identified as a key strategy for promoting reinvestment in existing urban areas and for reducing the need to expand into greenfield sites.

Financial Considerations:

Based on the documents and estimated eligible costs submitted the maximum grant amount is estimated to total \$1,121,750 (75% of eligible costs \$1,495,667) in environmental costs and in rehabilitation costs (on site infrastructure upgrading and debris removal).

The actual annual grant amount will be calculated every year based on the new assessment, tax rate, taxes paid and actual municipal tax increment to establish the actual grant payment. As much of the grant payable is dependent upon the timing of the construction of the three buildings and the future property assessments, it is possible that the maximum pay-out would not occur within 10 years of the first payment, at which time the annual municipal grant payment would end even if the grant has not been paid in full. It is also possible that the maximum grant payment will be reached earlier than the 10 years.

The total annual grant payable amount is subject to County participation in the grant program. Should the County choose not to participate, the annual grant payable will be based on only the municipal tax increment.

Meeting Dates:

N/A

Consultation:

Emma Blanchard, BLG, Town's Solicitor of Record

Documents:

1. Schedule 1 – Location Map
2. Schedule 2 – Site Plan for Residential Redevelopment
3. Schedule 3 – Section 4.2.4 Brownfield Remediation Tax Assistance Program

Signatures

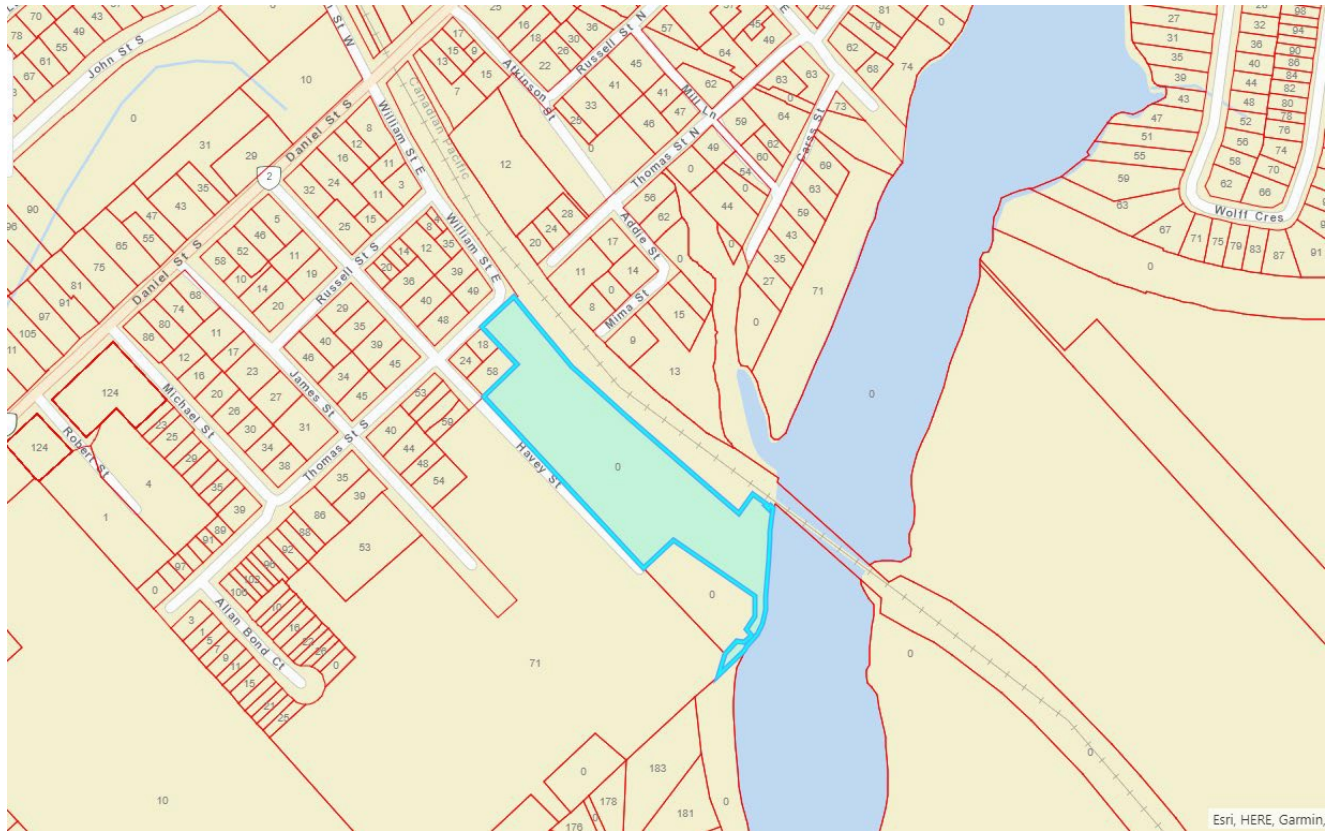
Reviewed by Department Head: Robin Paquette

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

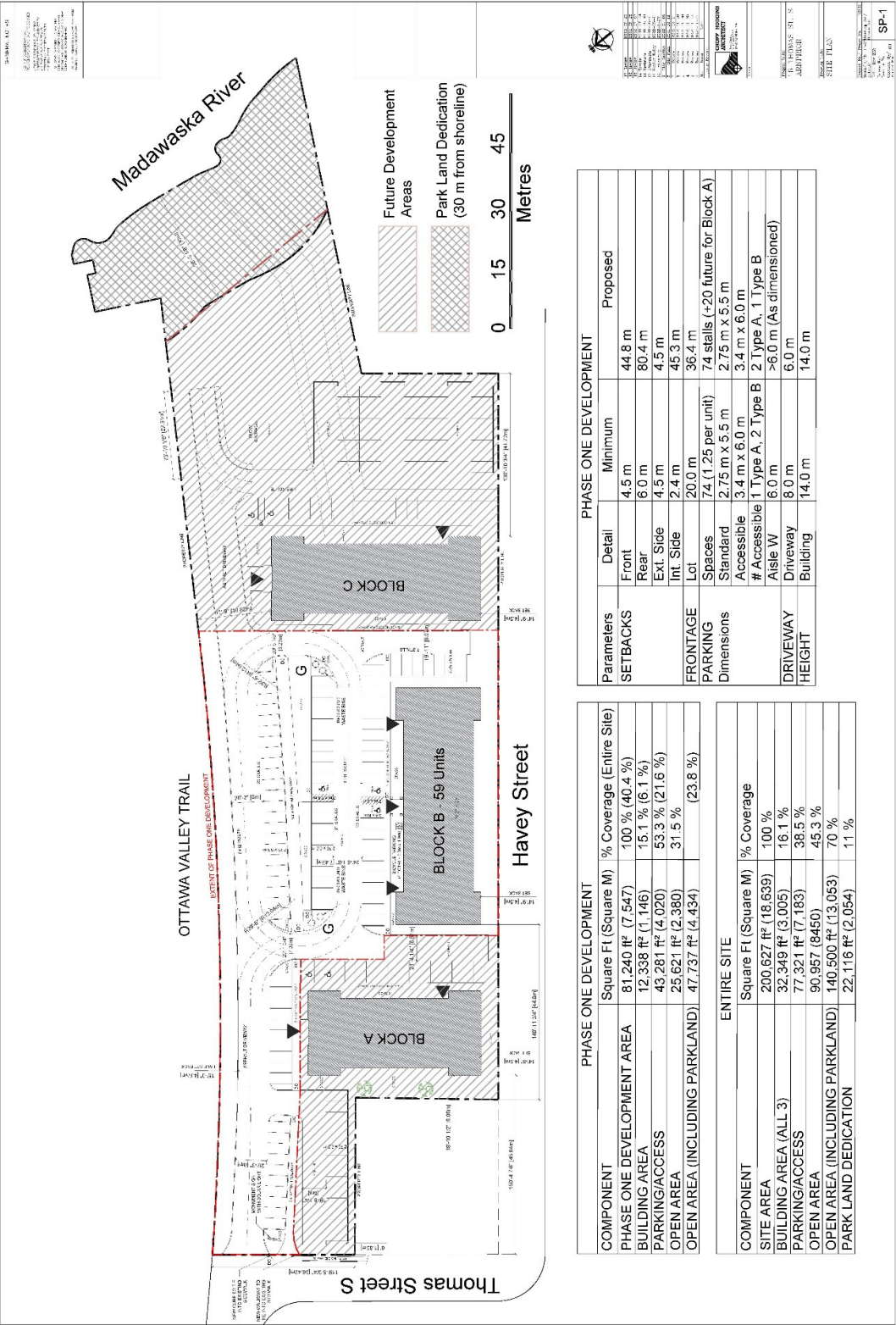
CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie

Schedule 1 – Location Map



Schedule 2 – Site Plan



4.2.4 Brownfield Remediation Tax Assistance Program (BRTAP)

A) Purpose and Rationale

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

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

B) Funding Source

On an annual basis, the Town may allocate a portion of the financial incentives fund to fund the loss in tax revenue associated with the taxation assistance. The Province may provide funding that is proportional or matches the funding offered by the Town, subject to approval by the Ministry of Finance.

C) Eligible Properties

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

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

D) Program Value

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

- a. **Municipal Tax Assistance:** The Town may pass by-laws to provide a deferral or cancellation of all or a part of the municipal taxes on a brownfield site during the rehabilitation period and statement period, as defined in Section 365.1(1) of the Municipal Act. The total value of the tax assistance will not exceed the total eligible costs, which are defined in the eligibility requirements below. The level and duration of the tax assistance will be considered on a case-by-case basis. The Town may formally request that the County of Renfrew participate in the tax assistance program. Prior to passing the by-law approving the tax assistance, the Town will be required to notify the Ministry of Finance. Within 30 days of passing the by-law, the Town will also be required to notify the Minister of Municipal Affairs and Housing and the Minister of Finance.

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

E) Eligible Project Costs

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

- a. Phase III Environmental Site Assessments (ESAs) and Risk Assessment Plans;
- b. Environmental remediation costs, including the costs of preparing a record of Site Condition;
- c. Placing clean fill and related grading;
- d. Installing environmental and/or engineering controls or works, as specified in the Phase III ESA and/or Risk Assessment Plan;
- e. Monitoring, maintaining and operating environmental and engineering controls/works, as specified in the Phase III ESA and/or Risk Assessment Plan; and
- f. Environmental insurance premiums.

F) Business Plan

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

G) Combination with Other Incentive Programs

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

H) Duration

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

I) General Eligibility Criteria

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

J) Specific Eligibility Criteria

- a) When an approved project is complete, a rebate that is equal to or part of the Town's portion of the increase in taxation will be provided annually following the payment of all property taxes by the owner.
- b) At its sole discretion, the Town shall require a financial pro forma (at the expense of the applicant) and/or an independent third party financial review (at the expense of the applicant and as contracted by the applicant on approval of the Town). The financial pro-forma and/or independent third party financial review will be used by the Town to ensure that the rebate is consistent with the terms, conditions and performance expectations, as contained within the information provided by the applicant in the approved Financial Incentive Application Form and within this Agreement.
- c) An application must be accompanied by a Phase II ESA, Phase III ESA, or Risk Assessment Plan prepared by a "qualified person" (as defined in Ontario Regulation 153/04 as amended by Ontario Regulation 66/08, or the equivalent legislation) that contains:
 - 1. an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
 - 2. a work plan and budget for said environmental remediation, and/or risk management actions and/or the application must be accompanied by proof that an RSC for the proposed use of the property has been acknowledged by the Ministry of the Environment.
- d) Where applicable, a separate Financial Incentive Program Agreement may apply to any Provincial or County tax assistance provided in addition to the municipal portion of the tax incentive, where the Town has agreed to apply for external incentives on behalf of the applicant. A separate timeline may apply to Provincial or County tax assistance. In no case shall the total value of the incentive(s) exceed the eligible project costs.

4.2.5 Heritage Property Improvement Program

A) Purpose and Rationale

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

This program will be issued as a grant.

B) Eligible Properties

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

C) Grant Value

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

D) Eligible Project Costs

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

- a) works that preserve, restore, and/or enhance elements specified in the Reasons for Designation within the designating by-law (including fences and outbuildings) for properties which are designated under Part IV of the Heritage Act;
- b) repair of original siding and roofing materials;
- c) removal of modern building materials and replacement with documented original building materials;
- d) reconstruction or construction of former and significant architectural features based on documentary sources (photographs, drawings, etc.);
- e) cleaning of masonry buildings;
- f) improvement of buildings or properties designated as part of the Downtown Heritage Conservation District which are in accordance with the Heritage Conservation District Master Plan Design Guidelines (as determined through approval of a heritage permit) are eligible for this program;

- g) an economic feasibility study to determine the viability of restoring and/or adaptively re-using a heritage property (up to a maximum of \$2,500 or 50% of the approved grant amount, whichever is lesser);
- h) an architectural or design study prepared in relation to the property owner's intent to restore an eligible heritage property (up to a maximum of \$2,500 or 50% of the approved grant amount, whichever is lesser); and
- i) other similar repairs/improvements as may be approved.

E) Payment of Grant

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

F) General Eligibility Criteria

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



Town of Arnprior Staff Report

Subject: Brockville Fire Department Dispatch Services – 2-Year Extension

Report Number: 23-10-10-06

Report Author and Position Title: Rick Desarmia, Fire Chief

Department: Fire Services

Meeting Date: October 10, 2023

Recommendations:

That Council authorize a two-year extension to Brockville Fire Department for the provision of dispatch services for the Town of Arnprior, pursuant to the Agreement dated June 2019, for the period of January 1, 2024, to December 31, 2025.

Background:

In 2018, the Town issued a Request for Proposals for dispatch services, for which only one submission was received.

The bidder was the Brockville Fire Department for a 5-year period with an option for up to a two-year extension.

The Agreement, entered into in June of 2019, included the following costing, reflecting a 4% yearly increase:

Statement of Cost of Services

Initial Set Up Cost	\$ 8,736.20
Year 1 (2019)	\$ 22,984.50 (7 months)
Year 2 (2020)	\$ 40,984.00
Year 3 (2021)	\$ 42,568.00
Year 4 (2022)	\$ 44,239.00
Year 5 (2023)	\$ 45,998.00

Discussion:

The Town is currently in Year 5 of the contract. The current end date of the contract is December 31st, 2023, if the Town chooses not to extend.

The Agreement indicates that the “cost for the optional two (2) years extension will be the cost of the last year initial agreement added by the CPI index for Ottawa-Gatineau. Each year cost will be the previous years added by the CPI index for Ottawa-Gatineau region.”

The Brockville Fire Department has agreed to the CPI index of 3.2%, establishing the pricing for the 2-year extension as:

Year 6 (2024)	\$ 47,470.00
Year 7 (2025)	\$ 48,989.00

Staff recommends the contract with Brockville Fire Department will be extended for the 2 years ending December 31, 2025, which is the final year permitted to be extended under the original contract.

The service provided by the Brockville Fire Department over the course of the 5 years of this contract has met the Town’s expectations, especially given the rapid growth of the Town and continuous increase in call volume per year. Throughout the contract period Brockville Fire Department staff have willingly worked with the Town’s fire department staff to ensure the dispatch service is maintained and provided in a professional manner.

Options:

Option 1: Council could authorize a one-year extension to the existing agreement for Year 6.

Option 2: Council could direct staff to release a new Request for Proposals for dispatch service with a start date of new service to begin on January 1, 2024. The 2024 allotted budget for this service would likely be impacted by this action.

Policy Considerations:

This report is in line with the Town’s Strategic Plan vision for embracing a Sustainable Financial Model.

Financial Considerations:

The bid response from the Brockville Fire Department to the 2019 RFP provides a stable cost model through December 2025. Tendering could yield unexpected results that could impact the current operating budget.

Meeting Dates:

N/A

Consultation:

Brockville Fire Department

Documents:

N/A

Signatures

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie



Town of Arnprior Staff Report

Subject: Proclamation for Local Government Week (October 15th to 21st, 2023)

Report Number: 23-10-10-07

Report Author and Position Title: Shelley Mackenzie, Town Clerk

Department: Client Services

Meeting Date: October 10th, 2023

Recommendations:

That Council proclaim October 15th to 21st, 2023 as Local Government Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 105 Elgin Street West Arnprior, ON K7S 0A8
Section 5.2.2 – Contact Person's Name	Shelley Mackenzie, Town Clerk smackenzie@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Local Government Week October 15th to 21st, 2023
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

Section 5.2.5 – Request Flag to be flown / flag raising ceremony	Yes
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – Local Government Week (October 15-21, 2023)

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie



Town of Arnprior Proclamation

Local Government Week

October 15th to 21st, 2023

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

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

Whereas the third week of October in each year is celebrated as Local Government Week across the Province of Ontario; and

Whereas the Clerk's Office will be welcoming local school classes to visit Town Hall during the month of October 2023 to educate and raise awareness about the role that local government plays in people's everyday lives and the many opportunities that they can avail themselves of from their local government; and

Whereas the Town of Arnprior will be holding a "Mayor for a Day" contest for students in Grades 1 to 5 where students will be asked to answer the question "What is your favourite part of the Town of Arnprior?" through a drawing, photo, video, or short essay; and

Now Therefore I, Lisa McGee, Mayor, do hereby proclaim October 15th to 21st, 2023 as Local Government Week in the Town of Arnprior and encourage all residents to learn more about municipal government and how they can get involved.

Lisa McGee, Mayor
Town of Arnprior



Town of Arnprior Staff Report

Subject: Proclamation for Waste Reduction Week (October 16th to 22nd, 2023)

Report Number: 23-10-10-08

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

Department: Client Services

Meeting Date: October 10th, 2023

Recommendations:

That Council proclaim October 16th to 22nd, 2023 as Waste Reduction Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 105 Elgin Street West Arnprior, ON K7S 0A8
Section 5.2.2 – Contact Person's Name	Amy Dean, Environmental Engineering Officer – adean@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Waste Reduction Week October 16th to 22nd, 2023
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

Section 5.2.5 – Request Flag to be flown / flag raising ceremony	Yes
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – Waste Reduction Week (October 16th to 22nd, 2023)

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie



Town of Arnprior Proclamation

Waste Reduction Week

October 16th to 22nd, 2023

Whereas the week of October 16th to 22nd, 2023 is recognized as Waste Reduction Week by municipalities, environmental groups and industry across Canada; and

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

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

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

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

Now Therefore I, Lisa McGee, Mayor, do hereby proclaim October 16th to 22nd, 2023 as Waste Reduction Week in the Town of Arnprior and urge residents to prioritize environmental sustainability by purchasing environmentally responsible products / services, diverting unnecessary waste from garbage disposal and conserving natural resources.

Lisa McGee, Mayor
Town of Arnprior



Town of Arnprior Staff Report

Subject: Proclamation for Small Business Week (October 15th to 21st, 2023)

Report Number: 23-10-10-09

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

Department: Client Services

Meeting Date: October 10th, 2023

Recommendations:

That Council proclaim October 15th to 21st, 2023 as Small Business Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 105 Elgin Street West Arnprior, ON K7S 0A8
Section 5.2.2 – Contact Person's Name	Lindsay Wilson, MEDO lwilson@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Small Business Week October 15th to 21st, 2023
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

Section 5.2.5 – Request Flag to be flown / flag raising ceremony	Yes
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – Small Business Week (October 15-21, 2023)

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie



Town of Arnprior Proclamation

Small Business Week

October 15th to 21st, 2023

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

Whereas the Business Development Bank of Canada organizes [Small Business Week](#) to pay tribute to Canadian entrepreneurs; and

Whereas this year's theme is "Let's talk solutions for today's business challenges" to recognize the immense challenges and exciting opportunities that Canadian entrepreneurs and small and medium-sized businesses (SMEs) face from coast to coast to coast; and

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

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

- **Shopping** – through participation in the Live, Love, Local program;
- **Sharing** – through sharing messaging from local businesses;
- **Suggesting** – through recommending that local businesses add themselves to the Town of Arnprior [Business Directory](#).

Now Therefore I, Lisa McGee, Mayor, do hereby proclaim October 15th to 21st, 2023 as Small Business Week in the Town of Arnprior and encourage local residents to shop, learn about and support local small businesses across the Town of Arnprior.

Lisa McGee, Mayor
Town of Arnprior

The Corporation of the Town of Arnprior

By-law Number 7426-23

A by-law to amend By-law Number 6875-18 of the Corporation of the Town of Arnprior, as amended.

Pursuant to Section 34 of the Planning Act, 1990, the Council of the Town of Arnprior enacts as follows:

1. **That** By-law Number 6875-18, as amended, be and the same is hereby further amended as follows:
 - a. Schedule “A” is amended by rezoning those lands described as Part of Park Lot 6, Plan 19, Town of Arnprior, from Institutional - Exception 19 (I*19) to Institutional – Exception 19 – Holding 15 (I*19-H15), as shown on the attached Schedule “A”.
 - b. By amending exception 19 to “Table 10.1: Exceptions” to read as follows:

Exception Number	Base Zone	Permitted Uses	Special Rules and/or Provisions that apply that are different than in the BASE Zone
19	I	- All uses permitted in the I Zone plus a multi-unit apartment dwelling in a building that existed on the effective date of this By-law	Provisions for a Multi-unit Apartment Dwelling: In accordance with Section 6.6

- c. By adding Holding 15 to “Table 12.1: List of Holding Provisions” to read as follows:

Holding Symbol	Property / Legal Description	Uses Permitted with Holding Symbol in Effect	Conditions for Removal
H15	Part of Park Lot 6, Plan 19, Town of Arnprior	- All uses permitted in I*19 zone to a maximum of three (3) apartment dwelling units	- Council acceptance of appropriate plans and studies to ensure adequate servicing is available for additional apartment dwelling units

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

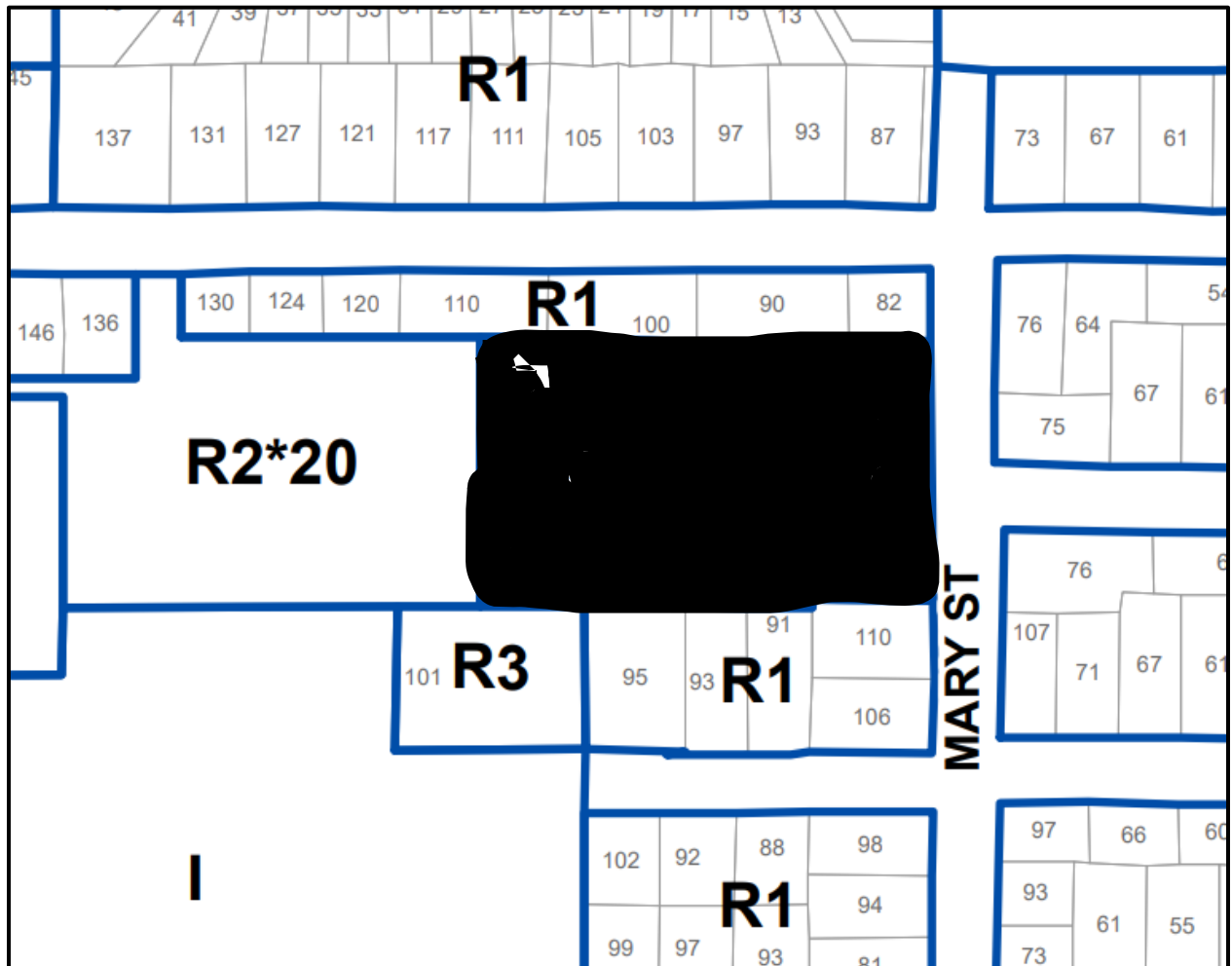
Enacted and passed this 10th day of October, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

Schedule "A"



I*19 to I*19-H15

This is Schedule "A" to By-law Number 7426-23

Passed this 10th day of October, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7427-23

A by-law to authorize the execution of a funding agreement between the Corporation of the Town of Arnprior and Jodie-Lee Primeau for participation and funding in the Community Improvement Plan (CIP) for 44 Elgin Street West.

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

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

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

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

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

1. **That** authority is hereby granted for the Mayor and Clerk to execute the necessary agreement, attached as “Appendix A”, with Jodie-Lee Primeau for funding under the Community Improvement Plan (CIP) to improve 44 Elgin Street West.
2. **That** funding in the amount of \$500 for the CIP Application is allocated from the CIP Grants Account.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 10th day of October, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Clerk

Town of Arnprior Community Improvement Plan Financial Incentive Program Agreement

Registered Property Owner (s): Paolo Vincenti
Authorized Applicant (if not the owner): Jodie-Lee Primeau
Application File Number: CIP-23-04
Property Address: 44 Elgin Street West
Legal Description of Property: PT LT 1, Elgin St. PL 7 PT Reserve E, PL 85, Mcnab, as in R216667
Roll Number of Property: 470200002504300
Date of Application Approval: October 10, 2023
Anticipated Commencement Date of Community Improvement Works: October 2023
Anticipated Completion Date of Community Improvement Works: October 2023

Grants

	CIP Financial Incentive Programs	Value of Grant
	Accessibility Improvements Program	
	Application and Building Permit Fees Refund Program	
	Business Location, Expansion and Start-Up Program	
	Brownfield Remediation Tax Assistance Program (BRTAP)	
	Façade and Property Improvement Program	
	Heritage Property Improvement Program	
	Parking Area and Landscaping Improvement Program	
	Sidewalk Café Grant Program	
X	Signage Improvement Program	\$500
	Total Grants	\$500

Financial Incentive Program Period:

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

Declaration:

1. I/We hereby apply for a grant/rebate, pursuant to the Town of Arnprior Community Improvement Plan, and have completed and fulfilled the requirements of the Financial Incentive Program Application Form to the satisfaction of the Town.
2. I/We hereby acknowledge receiving and reviewing this form and attached Schedule "A" and agree to be bound by the General Terms and Conditions of the Financial Incentive Programs therein.
3. I/We hereby acknowledge receiving and reviewing this form and attached Schedule "B" and the Specific Terms and Conditions as contained therein.
4. I/We hereby agree that in the event of default, the rebate, refund, and/or grant is immediately cancelled and any rebate, refund, and/or grant monies previously received by the applicant become immediately due for payment to the Town of Arnprior.
5. Any of the following events will be considered default during the grant period:
 - a. Commencement of the approved community improvement works is not undertaken within 6 months of the signing of this Agreement;
 - b. Completion of the community improvement works are not consistent with the description or information as provided by the Applicant on an approved Financial Incentive Program Application Form and by supporting materials, or are not completed to the satisfaction of the Town as confirmed by the Administrator;
 - c. Demolition of the building which was subject to the community improvement works;
 - d. Use of the grant for ineligible costs, or for works which were not specified as part of the project, as indicated by the Applicant on the approved Financial Incentive Program Application Form and supporting materials;
 - e. Failure of the property owner to pay taxes in any year during the rebate, refund or grant period;
 - f. Bankruptcy of the recipient of the rebate, refund or grant;

- g. Transfer of ownership of the subject real estate, (unless, in its sole discretion, the Town approves, in writing, a continuance of this grant with the Transferee); or
 - h. Conversion, reconstruction or change in use of the subject building in a manner that defeats or contravenes the stated purposes for which this grant was approved by the Town's Review Committee or Council in accordance with the grant application.
- 6. Based on the Applicant's Acknowledgement and Agreement, the Town of Arnprior agrees to advance the above-described grant upon satisfactory proof of the completion of the work, and documentation of paid invoices associated with the community improvement works.
- 7. I/We hereby agree that it is the responsibility of the Applicant to notify the Town of Arnprior of the following:
 - a. Any change in the ownership of the property;
 - b. Any change in the tenancy of the subject property, where the Applicant is a tenant;
 - c. Any changes to the approved cost/quotes, work plan and/or drawings;
 - d. The completion of the work; or
 - e. Any delay in the timing of commencement or completion of the work as stated herein.
- 8. I/We hereby agree that this Agreement Form shall be binding upon the parties and their heirs, executors, successors and assigns.

This agreement shall be binding upon the successors and assigns of the parties hereto.

In witness whereof the parties have affixed their hands and seals this ____day of October, 2023.

Signatures:

I/We have authority to bind the Corporation:

Print Name: Jodie-Lee Primeau

Title:

Print Name:

Title:

Witness

Witness

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

Schedule “A” - General Terms & Conditions of the Financial Incentive Programs

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

- An application for any financial incentive program contained in the CIP must be submitted to the Town prior to the commencement of any works to which the financial incentive program applies and prior to an application for a building permit;
- If the applicant is not the owner of the property (e.g. tenant), the applicant must provide written consent from the owner of the property to make the application;
- An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports and other details, as required by the Town, to satisfy the Town with respect to project costs and conformity to the CIP, as well as all municipal by-laws, policies, procedures, standards and guidelines, including Official Plan, Zoning By-law, and Site Plan requirements and approvals;
- Town Staff will review applications and supporting materials for CIP programs. Applications will be reviewed by the Plan Administrator, as determined by the Town. The Plan Administrator will evaluate applications against program eligibility requirements and make a recommendation to Town Council or Council's designate. The application is subject to approval by Town Council or Council's designate;
- As a condition of application approval, the applicant may be required to enter into an agreement with the Town. The Agreement will specify the terms, duration, and default provisions of the incentive to be provided;
- Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the grant may be reduced on a pro-rated basis;
- The Town reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including and without limitation, costs incurred in anticipation of a tax assistance and/or grant payment;
- If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel the approved tax assistance and/or grant payment and require repayment of the approved tax assistance and/or grant;

- The Town may discontinue any of the programs contained in the CIP at any time, but applicants with approved tax assistance and/or grant payments will still receive said payment, subject to meeting the general and program specific requirements;
- Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town;
- Eligible applicants can apply for one, more, or all of the incentive programs contained in the CIP, with the exception of the Tax Increment Equivalent Grant which cannot be combined with any other grant in this plan. No two programs may be used to pay for the same eligible cost. Also, the total of all tax assistance and grants provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property; and
- The subject property shall not be in arrears of any municipal taxes, area rates or other charges;
- All expenses that are eligible for the incentive programs contained herein, must be paid in full and the amount of the incentive will be reimbursed as a grant to the applicant. Grants will only be paid out when the work has been completed and paid invoices are submitted to the Town.
- Outstanding work orders from the Town's Fire Department or the Building Department must be addressed prior to grant approval; and,
- Applications for financial incentives shall be in accordance with the eligibility criteria indicated for each individual incentive program (Sections 4.2.1 to 4.2.9 of the CIP) as well as the general policies and requirements for submitting applications as outlined in Section 6.7 of the CIP.

Schedule “B” – Specific Terms & Conditions

Signage Improvement Program

Purpose

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

The program will be administered as a grant.

Eligible Properties

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

Eligible Signs

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

Grant Value

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

Eligible Project Costs

The following types signage improvements are considered eligible:

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

Design Guidelines

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

Payment of Grant

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

General Eligibility Criteria

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

Specific Eligibility Criteria

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

**The Corporation of the
Town of Arnprior**

By-law Number 7428-23

A by-law to authorize the execution of a funding agreement between the Corporation of the Town of Arnprior and Lan Luu for participation and funding in the Community Improvement Plan (CIP) for 50 Madawaska Street.

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

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

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

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

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

1. **That** authority is hereby granted for the Mayor and Clerk to execute the necessary agreement, attached as “Appendix A”, with Lan Luu for funding under the Community Improvement Plan (CIP) to improve 50 Madawaska Street
2. **That** funding in the amount of \$1,316.45 for the CIP Application is allocated from the CIP Grants Account.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 10th day of October, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Clerk

Town of Arnprior Community Improvement Plan Financial Incentive Program Agreement

Registered Property Owner (s): Lan Luu

Authorized Applicant (if not the owner):

Application File Number: CIP-23-03

Property Address: 50 Madawaska Street

Legal Description of Property (Lot and Plan Number): Plan 92 PT Lot 3

Roll Number of Property: 4702000015035000000

Date of Application Approval: Oct 10, 2023

Anticipated Commencement Date of Community Improvement Works:

October 2023

Anticipated Completion Date of Community Improvement Works: October

2023

Grants

	CIP Financial Incentive Programs	Value of Grant
	Accessibility Improvements Program	
	Application and Building Permit Fees Refund Program	
	Business Location, Expansion and Start-Up Program	
	Brownfield Remediation Tax Assistance Program	
X	Façade and Property Improvement Program	\$1,316.45
	Heritage Property Improvement Program	
	Parking Area and Landscaping Improvement Program	
	Sidewalk Café Grant Program	
	Signage Improvement Program	
	Total Grants	1,316.45

Financial Incentive Program Period:

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

Declaration:

1. I/We hereby apply for a grant/rebate, pursuant to the Town of Arnprior Community Improvement Plan, and have completed and fulfilled the requirements of the Financial Incentive Program Application Form to the satisfaction of the Town.
2. I/We hereby acknowledge receiving and reviewing this form and attached Schedule "A" and agree to be bound by the General Terms and Conditions of the Financial Incentive Programs therein.
3. I/We hereby acknowledge receiving and reviewing this form and attached Schedule "B" and the Specific Terms and Conditions as contained therein.
4. I/We hereby agree that in the event of default, the rebate, refund, and/or grant is immediately cancelled and any rebate, refund, and/or grant monies previously received by the applicant become immediately due for payment to the Town of Arnprior.
5. Any of the following events will be considered default during the grant period:
 - a. Commencement of the approved community improvement works is not undertaken within 6 months of the signing of this Agreement;
 - b. Completion of the community improvement works are not consistent with the description or information as provided by the Applicant on an approved Financial Incentive Program Application Form and by supporting materials, or are not completed to the satisfaction of the Town as confirmed by the Administrator;
 - c. Demolition of the building which was subject to the community improvement works;
 - d. Use of the grant for ineligible costs, or for works which were not specified as part of the project, as indicated by the Applicant on the approved Financial Incentive Program Application Form and supporting materials;
 - e. Failure of the property owner to pay taxes in any year during the rebate, refund or grant period;
 - f. Bankruptcy of the recipient of the rebate, refund or grant;

- g. Transfer of ownership of the subject real estate, (unless, in its sole discretion, the Town approves, in writing, a continuance of this grant with the Transferee); or
 - h. Conversion, reconstruction or change in use of the subject building in a manner that defeats or contravenes the stated purposes for which this grant was approved by the Town's Review Committee or Council in accordance with the grant application.
- 6. Based on the Applicant's Acknowledgement and Agreement, the Town of Arnprior agrees to advance the above-described grant upon satisfactory proof of the completion of the work, and documentation of paid invoices associated with the community improvement works.
- 7. I/We hereby agree that it is the responsibility of the Applicant to notify the Town of Arnprior of the following:
 - a. Any change in the ownership of the property;
 - b. Any change in the tenancy of the subject property, where the Applicant is a tenant;
 - c. Any changes to the approved cost/quotes, work plan and/or drawings;
 - d. The completion of the work; or
 - e. Any delay in the timing of commencement or completion of the work as stated herein.
- 8. I/We hereby agree that this Agreement Form shall be binding upon the parties and their heirs, executors, successors and assigns.

This agreement shall be binding upon the successors and assigns of the parties hereto.

In witness whereof the parties have affixed their hands and seals this 10 day of October, 2023.

Signatures:

I/We have authority to bind the Property

Print Name:

Title:

Print Name:

Title:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

Schedule “A” - General Terms & Conditions of the Financial Incentive Programs

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

- An application for any financial incentive program contained in the CIP must be submitted to the Town prior to the commencement of any works to which the financial incentive program applies and prior to an application for a building permit;
- If the applicant is not the owner of the property (e.g. tenant), the applicant must provide written consent from the owner of the property to make the application;
- An application for any financial incentive program contained in the CIP must include plans, estimates, contracts, reports and other details, as required by the Town, to satisfy the Town with respect to project costs and conformity to the CIP, as well as all municipal by-laws, policies, procedures, standards and guidelines, including Official Plan, Zoning By-law, and Site Plan requirements and approvals;
- Town Staff will review applications and supporting materials for CIP programs. Applications will be reviewed by the Plan Administrator, as determined by the Town. The Plan Administrator will evaluate applications against program eligibility requirements and make a recommendation to Town Council or Council's designate. The application is subject to approval by Town Council or Council's designate;
- As a condition of application approval, the applicant may be required to enter into an agreement with the Town. The Agreement will specify the terms, duration, and default provisions of the incentive to be provided;
- Where other sources of government and/or non-profit organization funding (Federal, Provincial, etc.) that can be applied against the eligible costs are anticipated or have been secured, these must be declared as part of the application. Accordingly, the grant may be reduced on a pro-rated basis;
- The Town reserves the right to audit the cost of any and all works that have been approved under any of the financial incentive programs, at the expense of the applicant;
- The Town is not responsible for any costs incurred by an applicant in relation to any of the programs, including and without limitation, costs incurred in anticipation of a tax assistance and/or grant payment;
- If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel the approved tax assistance and/or grant payment and require repayment of the approved tax assistance and/or grant;

- The Town may discontinue any of the programs contained in the CIP at any time, but applicants with approved tax assistance and/or grant payments will still receive said payment, subject to meeting the general and program specific requirements;
- Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for any of the financial incentive programs offered by the Town;
- Eligible applicants can apply for one, more, or all of the incentive programs contained in the CIP, with the exception of the Tax Increment Equivalent Grant which cannot be combined with any other grant in this plan. No two programs may be used to pay for the same eligible cost. Also, the total of all tax assistance and grants provided in respect of the subject property for which an applicant is making application under the programs contained in the CIP shall not exceed the eligible cost of the improvements to that property; and
- The subject property shall not be in arrears of any municipal taxes, area rates or other charges;
- All expenses that are eligible for the incentive programs contained herein, must be paid in full and the amount of the incentive will be reimbursed as a grant to the applicant. Grants will only be paid out when the work has been completed and paid invoices are submitted to the Town.
- Outstanding work orders from the Town's Fire Department or the Building Department must be addressed prior to grant approval; and,
- Applications for financial incentives shall be in accordance with the eligibility criteria indicated for each individual incentive program (Sections 4.2.1 to 4.2.9 of the CIP) as well as the general policies and requirements for submitting applications as outlined in Section 6.7 of the CIP.

Schedule “B” – Specific Terms & Conditions Façade and Property Improvement Grant Program

Purpose

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

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

This program will be issued as a grant.

Eligible Properties

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

Eligible Facades

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

Grant Value

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

Eligible Project Costs

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

- repair or replacement of storefront doors and windows;
- repair or replacement of masonry and brickwork;
- repair or replacement of architectural details;
- repair or replacement of awnings or canopies, or installation of new awnings or

canopies;

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

Design Guidelines

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

Payment of Grant

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

General Eligibility Requirements

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

Specific Eligibility Requirements

All grant applications related to new or updated facades shall be in compliance with the Town's Property Standards By-law.

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

The Corporation of the Town of Arnprior

By-law Number 7429-23

A By-law to amend By-law No. 6875-18 of the Corporation of the Town of Arnprior, as amended.

Pursuant to Section 34 of the Planning Act, 1990, the Council of the Town of Arnprior enacts as follows:

- 1. That** By-law Number 6875-18, as amended, be and the same is hereby further amended as follows:
 - a. Schedule “A” is amended by zoning those lands being Part of Lot 1, Concession C and Part of Road Allowance between Concessions C & D, Town of Arnprior, as Residential Three (R3), Residential Four Exception 28 (R4*28), Residential Four Exception 41 (R4*41), Residential Four Exception 42 (R4*42) and Open Space (OS) as shown on the attached Schedule “A”.

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

Enacted and passed this 10th day of October, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

Passed this 10th day of October, 2023.

Lisa McGee, Mayor

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**The Corporation of the
Town of Arnprior**

By-law Number 7430-23

A by-law to amend By-law Number 6875-18 of the Corporation of the Town of Arnprior, as amended.

Pursuant to Section 34 of the Planning Act, 1990, the Council of the Town of Arnprior enacts as follows:

- 1. That** By-law Number 6875-18, as amended, be and the same is hereby further amended as follows:
 - a. Schedule “A” is amended by zoning those lands being Part of Lots 3 and 4, Concession B, Part 1, Plan 49R19684, Town of Arnprior, as Mixed Use – Commercial Employment Exception 45 (MU-CE*45) as shown on the attached Schedule “A”.
 - b. By adding exception 45 to “Table 10.1: Exceptions” to read as follows:

Exception Number	Base Zone	Permitted Uses	Special Rules and/or Provisions that apply that are different than in the BASE Zone
45	MU-CE	- All uses permitted in the MU-CE zone	Minimum number of parking spaces: 522

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

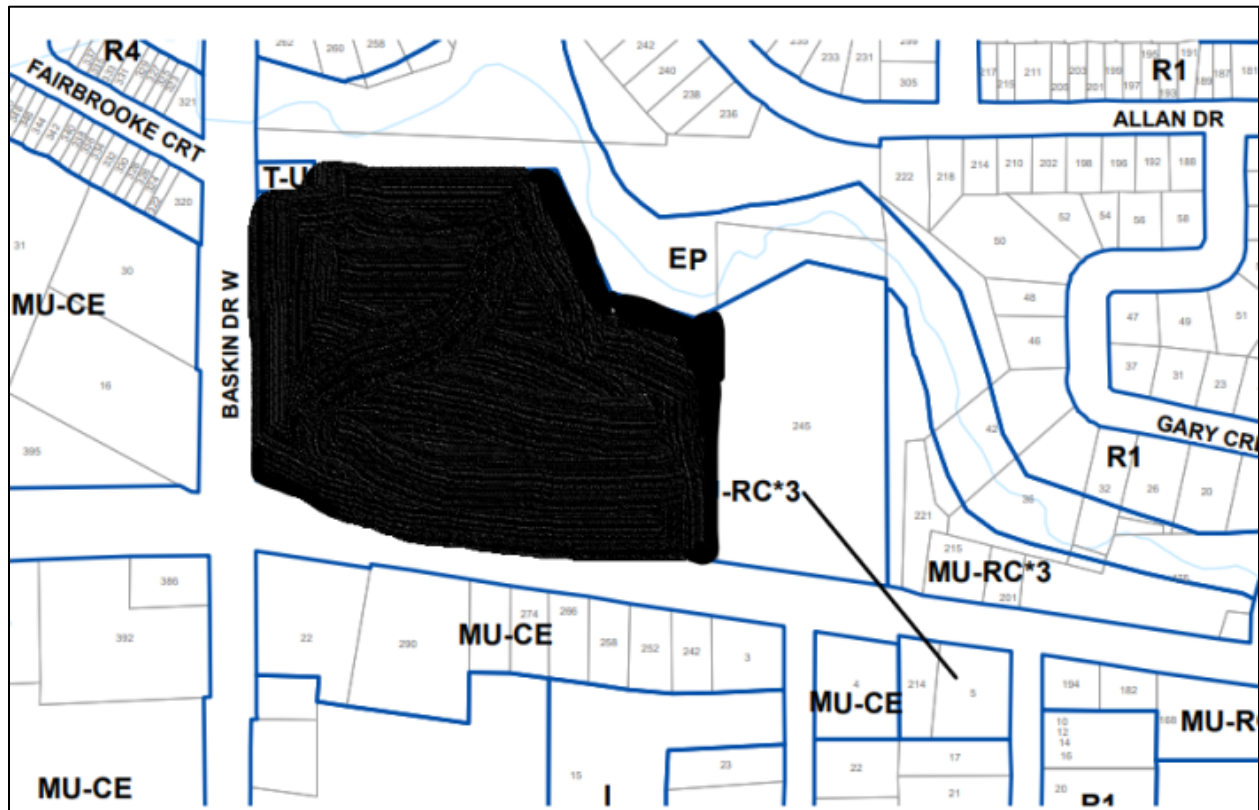
Enacted and passed this 10th day of October, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

Schedule “A”



This is Schedule “A” to By-law Number 7430-23

Passed this 10th day of October, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7431-23

A by-law to repeal by-law 7210-21 and to appoint Cassidy Marshall as acting Deputy Treasurer with signing authority for the Corporation of the Town of Arnprior.

Whereas Section 8 of the Municipal Act, 2001, S.O., c.25 as amended states that the municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority; and

Whereas Section 11 of the Municipal Act, S.O. 2001, as amended allows the municipality to provide any service or thing that the municipality considers necessary or desirable for the public, including the passing of by-laws pertaining to governance structure of the municipality; and

Whereas Section 23 (1) of the Municipal Act, S.O. 2001, as amended authorizes a municipality to delegate its powers and duties under this or any other Act to a person; and

Whereas subsection 286(2) of the Municipal Act, S.O. 2001, c.25 as amended, provides that a municipality may appoint Deputy Treasurers who shall have all the powers and duties of the Treasurer under the Municipal Act 2001, and any other act; and

Whereas the Council of the Town of Arnprior deems it necessary to enact a by-law to provide for a Deputy Treasurer, who in the absence of the Treasurer shall carry out the duties of the Treasurer; and

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to appoint Cassidy Marshall as acting Deputy Treasurer, effective October 18, 2023.

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

1. **That** Cassidy Marshall is hereby appointed as acting Deputy Treasurer of the Town of Arnprior, effective October 18, 2023 and shall have the title of acting Manager of Finance for Town Business; and

2. **That** Cassidy Marshall as acting Deputy Treasurer shall have all authority granted through all pertinent Town of Arnprior By-laws and all applicable law; and
3. **That** effective October 18, 2023 Cassidy Marshall shall be an authorized signing authority for banking purposes for the Corporation of the Town of Arnprior; and
4. **That** By-law Number 7210-21 and any by-law as they existed prior to October 18, 2023 are repealed insofar as they apply to the appointment of a Deputy Treasurer.
5. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and **Passed** this 10th day of October, 2023.

Lisa McGee, Mayor

Shelley Mackenzie, Clerk



Municipal Grants Application – It Shouldn't hurt to be a child Hockey Tournament

Moved by _____

Seconded By _____

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

Whereas the It shouldn't hurt to be a child hockey tournament will be hosted on November 17th and 18th, 2023 at the Nick Smith Centre as a fundraising event to raise money for the Arnprior Regional Health Foundation;

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees including set up / tear down and security costs (value of approximately \$1,300.00 plus HST) for the It shouldn't hurt to be a child hockey tournament on November 17th and 18th, 2023; and

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