



ARNPRIOR

Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, October 23rd, 2023

Time: 6:30 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions / Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Question Period**
- 7. Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)**
 - a) [Special Meeting of Council – September 26th, 2023](#) (Page 1-2)
 - b) [Regular Meeting of Council – October 10th, 2023](#) (Page 3-14)
- 8. Awards / Delegations / Presentations**
 - a) **Delegation**
 - i) [Lions Club - Proposal Amphitheatre Hydro Park East](#)
(Page 15-17)

9. Public Meetings

- a) OPA No. 8 and ZBLA No. 7/23 - Norma and Charlotte Street, South
- b) ZBLA No. 6/23 - 50 Carss Street
- c) OPA No. 7 and ZBLA No. 5/23 - Arthur Street

10. Matters Tabled / Deferred / Unfinished Business

11. Notice of Motion(s)

12. Staff Reports

- a) **Award RFP Municipal Audit Services**, Jennifer Morawiec, GM Client Services / Treasurer (Page 18-20)
- b) **Bi-Annual Financial Update**, Jennifer Morawiec, GM Client Services / Treasurer (Page 21-28)
- c) **Nick Smith Centre Rink Replacement Design Project**, Graeme Ivory, Director of Recreation (Page 29-51)
- d) **Carbon Monoxide Awareness Week (November 1st to 7th, 2023)**, Oliver Jacob, A/Deputy Clerk (Page 52-55)

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-18
 - ii. Correspondence Package A-23-OCT-15

15. By-laws & Resolutions

- a) **By-laws**
 - i) **By-law Number 7433-23** – Appoint Municipal Auditor (KPMG) (Page 56)

- ii) **By-law Number 7434-23** – Part Lot Control - Marshall's Bay Meadows Subdivision (49M-115) (Page 57-58)
- b) **Resolutions** (Page 59-61)
- i) **Arnprior Regional Health Foundation** - Penny Stashick's Ugly Sweater Walk
 - ii) **Arnprior District Humane Society**, Feliz Naughty Dog Bake Sale
 - iii) **Santa Claus Parade**, Royal Canadian Legion Branch No. 174
 - iv) **Victim Services of Renfrew County** – Declaring Intimate Partner Violence an Epidemic
 - v) **MHSRC Hoarding Program**, Letter of Support, Cory Nicholas, Deputy Fire Chief

16. Announcements

17. Media Questions

18. Closed Session

One (1) matters pursuant to Section 239 (2) (b) (f) concerning personal matters about an identifiable individual, including municipal or local board employees and concerning advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Airport).

19. Confirmatory By-law

By-law No. 7435-23 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 Special Council Meeting
September 26th, 2023 5:30 PM
Town Hall, Council Chambers – 105 Elgin St. W. Arnprior, ON**

Council and Staff Attendance

Council Members Present (In-Person):

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

Council Members Present (Electronic):

Town Staff Present

Robin Paquette, CAO
Jennifer Morawiec, GMCS / Treasurer
John Steckly, GM Operations
Shelley Mackenzie, Town Clerk

1. Call to Order

Mayor Lisa McGee called the Regular Council Meeting to order at 5:30 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of Council being present.

3. Land Acknowledgement Statement

Mayor Lisa McGee asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

I would like to begin by acknowledging that the land on which we work and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.

4. Adoption of Agenda

Resolution Number 318-23

Moved by Dan Lynch
Seconded by Chris Couper

Be It Resolved That the agenda for the Special Meeting of Council dated Tuesday, September 26th, 2023 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Staff Reports

None

7. By-Laws and Resolutions

None

8. Closed Session

Resolution Number 319-23

Moved by Lynn Cloutier

Seconded by Billy Denault

To discuss one (1) matter pursuant to Section 239 (3.1) (1) of the Municipal Act, 2001 for the purpose of Education or Training Sessions (Strategic Plan).

Resolution Carried

9. Confirmatory By-Law

Resolution Number 320-23

Moved by Billy Denault

Seconded by Chris Toner

That By-law No. 7424-23 being a By-law to confirm the proceedings of the Special Meeting of Council held on September 26th, 2023 be and it is hereby enacted and passed.

Resolution Carried

Resolution Number 321-23

Moved by Dan Lynch

Seconded by Tom Burnette

That Council resume to Open Session. (8:34 p.m.)

Resolution Carried

10. Adjournment

Resolution Number 322-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That this meeting of Council be adjourned at 8:34 p.m.

Resolution Carried

Signatures

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk



**Minutes of Council Meeting
October 10th, 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 Present (Electronic):

Council Members Absent:

Town Staff Present

Robin Paquette, CAO
Jennifer Morawiec, GMCS / Treasurer
Oliver Jacob, A/Deputy Clerk
Shelley Mackenzie, Town Clerk
Emily Stovel, Manager of Culture/Curator
Lindsay Wilson, Marketing & Economic
Developer Officer
Rick Desarmia, Fire Chief

1. Call to Order

Mayor Lisa McGee called the Regular Council Meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of Council being present.

3. Land Acknowledgement Statement

Mayor Lisa McGee asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

I would like to begin by acknowledging that the land on which we work and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.

4. Adoption of Agenda

Resolution Number 323-23

Moved by Lynn Cloutier

Seconded by Billy Denault

Be It Resolved That the agenda for the Regular Meeting of Council dated Tuesday, October 10th, 2023 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

I, Billy Denault, declare a pecuniary interest on items 12 (b) and 15 (a) (i) on the October 10th, 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 15 (a) (v) on the October 10th, 2023 Council agenda. I am making this declaration as I live close to the subject lands.

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 324-23

Moved by Chris Couper

Seconded by Dan Lynch

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

a) Delegation

Glenn Arthur, President of this year's Arnprior Santa Claus Parade, presented Council with an update of the planning underway for this popular event including requests for Town participation with floats and other in-kind services. The parade follows the same route as last year and will take place on Saturday, November 25th at 6pm.

b) Presentation

The Manager of Culture / Curator gave a presentation outlining the museum summer programming and a wrap-up from this year's Cultural Night Market event.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motions

None

12. Staff Reports

a) Draft Plan of Subdivision – Westhaven Gate (47T21004)

Resolution Number 325-23

Moved by Billy Denault

Seconded by Chris Toner

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 Tuesday, November 14th, 2023, regarding the proposed amendment, to allow for public review and comment.

Resolution Carried

Councillor Denault left the council table at 7:09 p.m

- b) Zoning By-Law Amendment No. 3/23 – 128 Mary Street (Public Comment)**
Resolution Number 326-23
Moved by Dan Lynch
Seconded by Lynn Cloutier

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.

Resolution Carried

Councillor Denault returned to the table at 7:12 p.m

- c) Community Improvement Plan Grant for 50 Madawaska Street**
Resolution Number 327-23
Moved by Billy Denault
Seconded by Lynn Cloutier

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.

Resolution Carried

- d) Community Improvement Plan Grant – 44 Elgin Street West**
Resolution Number 328-23
Moved by Dan Lynch
Seconded by Lynn Cloutier

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.

Resolution Carried

- e) Community Improvement Plan Grant – 12 Thomas Street**
Resolution Number 329-23
Moved by Billy Denault
Seconded by Lynn Cloutier

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.

Resolution Carried

**f) Brockville Fire Department Dispatch Services – 2 Year contract extension
Resolution Number 330-23**

Moved by Tom Burnette
Seconded by Dan Lynch

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.

Resolution Carried

**g) Proclamation for Local Government Week
Resolution Number 331-23**

Moved by Lynn Cloutier
Seconded by Billy Denault

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

Resolution Carried

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 Council does hereby proclaim October 15th to 21st, 2023 as Local Government Week in the Town of Arnprior and encourages all residents to learn more about municipal government and how they can get involved.

- h) **Proclamation for Waste Reduction Week**
Resolution Number 332-23
Moved by Chris Couper
Seconded by Tom Burnette

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

Resolution Carried

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 Council does 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.

- i) **Proclamation for Small Business Week**
Resolution Number 333-23
Moved by Lynn Cloutier
Seconded by Chris Toner

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

Resolution Carried

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; and
- Suggesting – through recommending that local businesses add themselves to the Town of Arnprior Business Directory.

Now Therefore Council does 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

13. Council Committee Reports and Minutes

a) Mayor's Report

- Together with staff, Councillor Toner, County Councillor Lynch and Councillor Cloutier, the Mayor attended the National Day for Truth and Reconciliation flag raising ceremony at the Town Hall.
- The Mayor attended the following:
 - a number of ribbon-cutting ceremonies in town to open new local businesses;
 - joined recreation staff member Hazel Powers and dropped the first puck at the home opener for the Arnprior Rivermen's Senior Hockey team;

- the *Night at the Maritimes* event in support of Arnprior Regional Health;
 - the local food bank for a tour of the facility and to discuss the increased need for food bank services in the area;
 - the local Girl Guides class on Monday for their first meetings of the year;
 - a presentation in Council Chambers with a grade 10 class from ADHS to discuss local government;
 - the Galilee Centre for lunch last Thursday and met with Galilee staff; and
 - the Arnprior District High School girls' rugby tournament.
- Mayor McGee also met with Erin Arthur from Enbridge to discuss their Benevity Program, met with staff and By-Law service provider Municipal By-Law Enforcement Services, and attended the Emergency Management Team exercise with senior staff to receive training from the Loomex Group.

b) County Councillor's Report

County Councillor Lynch reported the following:

Taste of the Valley - Upcoming event dates include:

Cobden – October 14; and Pembroke – December 16.

Vendors are sold out. All events are held from 10:00 a.m. to 3:00 p.m

- The following delegations took place at County Council:
 - a) Pembroke and Area Airport – This Presentation sent to Arnprior Airport Commission
 - b) Jodi Bucholtz, Manager, Algonquin College, Eastern Ontario Immigrant Attraction and Retention Strategy
 - c) County Council participated in Truth and Reconciliation Smudging Recognition Event with Aimee Bailey.
- The County will develop a policy for the purpose of naming bridges. We have two bridges (Madawaska and Algonquin Trail bridge).
- A resolution dealing with Arnprior Regional Health/County of Renfrew Paramedic Service Agreement was "Carried" that dealt with the renewal Agreement between the County of Renfrew Paramedic Service and Arnprior Regional Health to deploy Paramedics in the Emergency Department.
- Retirements
 - Director of Corporate Services/Treasurer, Jeffrey Foss, will retire December 15; and
 - Director of Community Services, Laura LePine, will retire January 12, 2024.
- The County was advised by the Ontario government that the current MPAC rate assessment of January 2016 will continue through the 2024 taxation year.

- The Wardens Golf Tournament raised \$4,500 that will be directed to the Housing and Homelessness Fund and Renfrew County 2023 Ontario Winter Games Legacy.
- The Wardens Community Achievement Awards submission end date is November 4th. Three categories: Individual, Not for Profit and For Profit.
- There is a Provincial Resolution to make the Black Ash tree a “Endangered Species” at which time if the tree is healthy there is a 30 metre area of protection surrounding the tree.

c) Councillor(s) Report

Councillor Toner reported on the following:

Archives Report –

- The search for an archivist is ongoing and the closing date for the position is October 11th. A short list of potential candidates will be contacted soon. It was suggested that in this competitive job market an increase in pay might be needed to attract more qualified candidates.
- The archives had their own hard-working heroes after the unfortunate flooding of the library and archives. They worked tirelessly to safely move, accurately document and securely protect archival material during the remediation work.
- McNab will be celebrating their 200th anniversary in 2025. Organizers are suggesting that Arnprior be involved in some way as it was part of McNab in 1825.
- There have been discussions regarding updating the Arnprior/McNab Braeside Archives (AMBA) By-laws and corporate structure to remain compliant with the Ontario Non-for-Profit Corporations Act.
- Discussion surrounding more fundraising possibilities are ongoing.

14. Correspondence & Petitions

i) Correspondence Package – I-23-OCT-17

Resolution Number 334-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That the Correspondence Package Number I-23-OCT-17 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch noted the following items:

Page 12 - If you were being paid the minimum wage, on October 1st you received a 6.8% increase which made your hourly wage \$16.55 per hour.

Page 14 – Effective October 1st, your pharmacist can prescribe prescriptions for some common ailments.

Page 25 - AMO's Baseline Waste & Recycling Report reviews Ontario's current circular economy efforts. With only ten(10) years of disposal capacity remaining in Ontario, new waste diversion policy is required.

County Councillor Lynch expressed concern with the present-day collection of recyclables and our landfill timeline being shortened. He inquired into the consolidation of the report information for Council and into the difference in amounts of waste being dumped since the switch to the producer-based recycling model. In response to County Councillor Lynch, the CAO indicated that there is a two (2) page summary of the report that will be provided to Council, and that staff are reviewing our waste diversion strategy and quantities of waste going to the landfill.

Page 25 – The Association of Municipalities of Ontario (AMO) and the province came together to form a Technical Working Group to provide an inter-governmental dialogue on municipal insurance costs, coverage and liability issues.

In response to County Councillor Lynch's inquiry regarding any impact on the Town, the GM Client Services / Treasurer responded that the report's two-page executive summary highlights the main points and action items. Overall, while there is no immediate impact on the Town, it is a positive development that a working group has formed to study and monitor the impacts of increasing municipal insurance costs.

ii) Correspondence Package – A-23-OCT-14

Resolution Number 335-23

Moved by Tom Burnette

Seconded by Chris Couper

That the Correspondence Package Number A-23-OCT-14 be received, and the recommendation outlined be brought forward for council consideration.

Resolution Carried

15. By-laws & Resolutions

a) By-Laws

Resolution Number 336-23

Moved by Dan Lynch

Seconded by Chris Couper

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

- By-law Number 7427-23 – CIP Grant Agreement (44 Elgin Street West)
- By-law Number 7428-23 – CIP Grant Agreement (50 Madawaska Street)
- By-law Number 7430-23 – Zoning By-Law Amendment No. 4/23 (375 Daniel Street)

- By-law Number 7431-23 – Appoint Acting Deputy Treasurer (C. Marshall)

Resolution Carried

Councillor Denault left the Council table at 8:10 p.m.

Resolution Number 337-23

Moved by Lynn Cloutier
Seconded by Chris Toner

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

- By-law Number 7426-23 – Zoning By-law Amendment No. 3/23 (128 Mary Street)

Resolution Carried

Councillor Denault returned to the Council table at 8:10 p.m.

Councillor Couper left the Council table at 8:10 p.m.

Resolution Number 338-23

Moved by Tom Burnette
Seconded by Dan Lynch

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

- By-law Number 7429-23 – Zoning By-law Amendment No. 4/23 (Marshall's Bay Meadows – Phases 4 and 5)

Resolution Carried

Councillor Couper returned to the Council table at 8:11 p.m.

Resolutions

Municipal Grant Application – It Shouldn't Hurt to be a Child Hockey Tournament

Resolution Number 339-23

Moved by Billy Denault
Seconded by Lynn Cloutier

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.

16. Announcements

Councillor Couper noted the following items:

The Arnprior Rivermen Hockey team opened with their first game last week. They are hoping to get more people out to support the team and watch the games. The next game is scheduled for Sunday, October 15th at 4:30pm. The Arnprior Packers will also be playing a number of upcoming games.

The CAO noted for the public that the draft Strategic Plan survey is currently posted on our website for feedback and review. Staff encourage residents to review and submit comments by October 27th. The Transportation Master plan is also posted, and we encourage the public to share their comments. The survey is open until December 1st, 2023.

Next week is Small Business Week and there are events planned all next week to celebrate and support our small business. Information can be found on the business calendar on the Town website.

17. Media Questions

None

18. Closed Session

Resolution Number 340-23 (8:14 p.m.)

Moved by Tom Burnette

Seconded by Chris Couper

That Council move into a closed session concerning two (2) matters related 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).

Mayor McGee called a brief recess at 8:14 p.m. and council returned to the table at 8:20 p.m

Resolution Carried

Resolution Number 341-23

Moved by Chris Toner

Seconded by Tom Burnette

That Council resume to Open Session. (9:15 p.m.)

Resolution Carried

Resolution Number 342-23

Moved by Billy Denault

Seconded by Lynn Cloutier

That Council authorize staff to proceed as directed in closed session.

Resolution Carried

19. Confirmatory By-Law

Resolution Number 343-23

Moved by Billy Denault

Seconded by Lynn Cloutier

That By-law No. 7432-23 being a By-law to confirm the proceedings of the Regular Meeting of Council held on October 10th, 2023 be and it is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 344-23

Moved by Tom Burnette

Seconded by Dan Lynch

That this meeting of Council be adjourned at 9:16 p.m.

Resolution Carried

Signatures

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

Request to Appear as a Delegation Form

Topic *

Proposal for an Amphitheatre on Hydro Park East

Type of Meeting *

Council

Meeting Date

10/23/2023



Who are you representing

Myself

My Business

Other

Please specify your business or other representation *

Arnprior Lions Club

Reason for Appearing *

The Arnprior Lions Club would like to present a proposal to build an amphitheater in Hydro Park East. Presentation to be made by Lions Bill Gardiner and Don Gougeon.

Do you have material to distribute at the meeting *

Yes

No

If yes please specify *

Graphic of proposed amphitheater.

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

Yes

No

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

Contact Information

Name *

Don Gougeon

Address *

151 John St. S., Arnprior.

Phone Number *

613 299-8704

E-mail Address *

dmgougeon@sympatico.ca

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

I Agree

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



Town of Arnprior Staff Report

Subject: Award RFP CORP-2023-01 – Municipal Audit Services

Report Number: 23-10-23-01

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

Department: Client Services

Meeting Date: October 23, 2023

Recommendations:

That Council award KPMG LLP the contract for municipal audit services for the fiscal years ending December 31, 2023, 2024, 2025 with the option to extend for 2026 and 2027; and

That Council adopt a by-law appointing KPMG LLP as the municipal auditor for the 2023 to 2025 fiscal years with the option to extend for 2026 and 2017.

Background:

Section 296 (1) of the *Municipal Act, 2001* indicates that a municipality shall appoint an auditor licensed under the *Public Accounting Act, 2004* who is responsible for:

- (a) annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and
- (b) performing duties required by the municipality or local board.

Section 296 (3) of the *Municipal Act, 2001* states an auditor of a municipality shall not be appointed for a term exceeding five years.

The Town's previous RFP for municipal audit services was completed in 2018 and covered the fiscal years 2018-2022. The 2018 RFP was awarded to Allan and Partners and they were appointed as the municipal auditor for the 2018-2022 fiscal years. The accounting firm Allan and Partners was acquired by KPMG LLP in 2021.

Discussion:

An RFP for municipal audit services was published to MERX on September 12, 2023 with the RFP closing for bids on October 3, 2023. The RFP sought proposals from qualified professional firms to complete the audit of the consolidated financial statements for the Corporation of the Town of Arnprior for the fiscal years 2023, 2024 and 2025 with the option to extend for an additional two fiscal years, 2026 and 2027. The RFP also included an option to provide audit services pricing for the Arnprior Public Library Board for their consideration.

One bid submission was received from KPMG LLP. The submission was reviewed and no discrepancies were noted. Proposed service fees:

Service	2023 Fee	2024 Fee	2025 Fee	2026 Fee	2027 Fee
Arnprior Consolidated Audit	\$30,000	\$31,500	\$33,250	\$35,000	\$36,750
Arnprior Public Library Board	\$6,500	\$6,825	\$7,150	\$7,500	\$7,875
Sub-total	\$36,500	\$38,325	\$40,400	\$42,500	\$44,625
HST	\$4,745	\$4,982	\$5,252	\$5,525	\$5,801
Total	\$41,245	\$43,307	\$45,652	\$48,025	\$50,426

Proposed fees include attendance at applicable Council meetings related to the presentation of the consolidated financial statements and our Audit Findings Report. Our professional fees include all audit-related activities, including routine telephone consultation and meetings with management and Council.

While only one bid was received, municipal audit services is a niche market with only a few local organizations able to provide the service. Several accounting firms were notified by email of the open RFP in an effort to increase the number of proposals received.

The proposal submitted by KPMG was reviewed by staff and the submission meets all the RFP requirements. KPMG is an experienced audit firm and has recently or is currently providing services for City of Kingston, County of Lanark, United Counties of Leeds and Grenville, Town of Smith Falls, Town of Carleton Place, Mississippi Mills, Town of Gananoque, City of Cornwall and County of Renfrew.

Audit fees of \$30,000 for the 2023 fiscal year is an increase of \$4,100 over the \$25,900 in audit fees for the 2022 fiscal year however these annual fees over the 2023-2027 term are still significantly lower than previous Town audit fees from 2018 of \$42,600.

Options:

Council could choose not to award the contract for municipal audit services however this is not recommended as the KPMG proposal meets the requirements for the Town and the pricing is competitive.

Policy Considerations:

The proposal was obtained through an open competitive process in accordance with the Town's procurement policy and meets the Town's Strategic Plan values for accountability and vision for embracing a sustainable financial model.

Financial Considerations:

Audit fees included in the 2023 operating budget for the 2022 fiscal year were \$25,900. The \$4,100 increase in audit fees will be included in the 2024 operating budget.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head:

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: Bi-annual Financial Update – October 2023

Report Number: 23-10-23-02

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

Department: Client Services

Meeting Date: October 23, 2023

Recommendations:

That Council receive report number 23-10-23-02 as information.

Background:

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

Discussion:

2023 Operating Budget Analysis

As of September 30, 2023, 89% of budgeted revenues have been received (89%, 2022) and 74% of budgeted expenses have been expended (69%, 2022). It is normal for more revenues to be received at this point in the year given that final taxation bills are issued in July.

Comparison YTD Sept 30 to Budget	2022	2023
Revenues	89%	89%
Expenses	69%	74%

A detailed breakdown by service group of year-to-date (YTD) figures to September 30, 2023 compared to the 2023 operating budget is included in Table 2 for Revenues and Table 3 for Expenses.

Table 2 – Operating Revenues – Comparison of YTD to Budgeted

Account Description	Revenues			
	Year to Date - Sept 30	2023 Budgeted	Variance (\$)	Variance (%)
Taxation				
Revenue from Taxation	11,733,673	\$ 11,538,085	(195,588)	102%
Payments in Lieu of Taxation	118,273	119,474	1,201	99%
General Government				
Council	-	-	-	-
Clerk	53,322	49,500	(3,822)	108%
Corporate Management	273,123	200,750	(72,373)	136%
Human Resources	-	-	-	-
Information Systems	8,000	8,000	-	100%
Protection to Persons & Property				
Fire Services	188,880	171,212	(17,668)	110%
Police Services	-	-	-	-
Animal Services & By-Law	30,543	35,070	4,527	87%
Public Works				
Public Works	38,411	80,600	42,189	48%
Vehicles and Equipment	457,283	632,900	175,617	72%
Buildings	-	-	-	-
Crossing Guards	-	5,300	5,300	0%
Cemetery	87,407	114,500	27,093	76%
Environmental Services				
Waterworks	2,713,094	3,621,689	908,595	75%
Wastewater	1,928,137	2,564,975	636,838	75%
Waste Management	996,263	1,002,400	6,137	99%
Parks and Recreation				
Parks	8,282	8,600	318	96%
Marina	82,506	87,700	5,194	94%
Programs	239,544	215,650	(23,894)	111%
Nick Smith Centre - Programs	833,870	1,024,528	190,658	81%
Nick Smith Centre - Building	-	-	-	-
Community Services				
Museum	31,590	57,780	26,190	55%
Building Services	350,464	311,410	(39,054)	113%
Planning and Zoning	43,850	28,400	(15,450)	154%
Marketing & Economic Development	3,090	14,000	10,910	22%
Grants and Subsidies	1,718,135	2,699,419	981,284	64%
To Reserves / Reserve Funds*	-	-	-	
Total Operating Budget	21,937,742	\$ 24,591,942	2,654,200	89%

Operating Budget Notes - Revenues:

- Taxation revenues are higher than forecasted due to increased supplemental billings from growth. Current supplemental revenues are \$466K versus \$250K budgeted.
- Corporate revenues - due to higher interest rates, interest earned on operating revenues is significantly higher than budgeted.
- While Public Works revenues look low, this is expected as the second payment from the County for the Town's winter maintenance on County roads is generally received in December. Similarly, the revenues from the Catholic School Board to partial offset one of the crossing guards is received in December.
- Water and Wastewater base revenues are coming in slightly under projected levels however consumption revenues are slightly over projected levels actually making the combined revenues on target for this time of year.
- Revenues for Waste Management are 99% received but this is due to the timing of the garbage / recycling rate being billed on the final taxes in July.
- Recreation programming revenues are coming in higher than budgeted (111%), partially due to the mid-year switch from the Joint User Agreement to Resident/Non-Resident fee structure. NSC recreation program revenues received by end of September are 81% of budgeted which when you take into account the change in the user agreement, is on par with last year at this time.
- While Museum revenues look low, this is due to the annual CMOG grant funds have not yet been received yet. They usually arrive in Oct-Nov timeframe. Museum programming revenues are actually significantly higher in 2023 (\$20K) over 2022 levels (\$9K) over the same time period.
- While Building services revenues show 113% of budgeted, this includes an estimated contribution from the Building Services Reserve of \$111K to cover operating expenses. As the permitting revenues are higher than budgeted (\$239K vs \$200K) less funds will need to be transferred from reserves at year-end for this cost centre.
- Planning revenues are higher than anticipated due to a high volume of planning applications.
- Marketing revenues look low however this was due to recording Priorpalooza sponsorship revenues in Recreation event revenues instead of the MEDO revenue account. This will be adjusted for 2024.
- Remaining grant funds (OCIF, OMPF, CCBF) will be received this fall bring this revenue account to 100% of budgeted.

Table 3 – Operating Expenses – Comparison of YTD to Budgeted

Account Description	Expenses			
	Year to Date - Sept 30	2023 Budgeted	Variance (\$)	Variance (%)
General Government				
Council	154,571	234,100	79,529	66%
Clerk	279,880	430,450	150,570	65%
Corporate Management	676,984	1,086,300	409,316	62%
Human Resources	92,458	128,250	35,792	72%
Information Systems	221,268	329,900	108,632	67%
Protection to Persons & Property				
Fire Services	498,941	941,088	442,147	53%
Police Services	1,112,198	1,682,080	569,882	66%
Animal Services & By-Law	70,167	104,500	34,334	67%
Public Works				
Public Works	1,601,182	2,042,274	441,092	78%
Vehicles and Equipment	218,329	262,400	44,071	83%
Buildings	277,969	355,750	77,781	78%
Crossing Guards	25,941	43,500	17,559	60%
Cemetery	86,924	111,800	24,876	78%
Environmental Services				
Waterworks	1,916,034	2,521,265	605,231	76%
Wastewater	1,615,241	2,072,709	457,468	78%
Waste Management	672,891	951,400	278,509	71%
Parks and Recreation				
Parks	339,285	393,550	54,265	86%
Marina	66,779	84,400	17,621	79%
Programs	337,305	391,105	53,800	86%
Nick Smith Centre - Programs	591,756	835,900	244,144	71%
Nick Smith Centre - Building	990,992	1,376,020	385,028	72%
Community Services				
Museum	222,810	293,220	70,410	76%
Building Services	230,546	311,410	80,864	74%
Planning and Zoning	114,792	137,900	23,108	83%
Marketing & Economic Development	143,409	231,100	87,691	62%
Grants and Subsidies	441,804	459,453	17,649	96%
To Reserves / Reserve Funds*	5,085,089	6,780,118	1,695,030	75%
Total Operating Budget	18,085,544	\$24,591,942	6,506,398	74%

Operating Budget Notes - Expenses:

- While Fire Department expenses look low for September, this is due to wages for the volunteer firefighters are paid once per year in December.
- Public works expenses are trending slightly higher than 2022 levels mainly due to winter control expense being 83% expended compared to 58% expended in 2022 by end of September. Due to a number of lighter winter seasons, the winter control reserve balance is sufficient to cover any overages should there be a number of November / December winter events.
- While Parks is 86% spent by end of Sept, this cost centre does expend the majority of its expenses during the spring and summer.
- Recreation programs expenses are higher at 85% expended however are offset by higher revenues with the actual net cost of programming being lower than budgeted.
- Contribution to reserves are set at 75% for this chart to reflect to September (9 / 12 months). We anticipate the full contribution to reserves for year-end.
- MEDO expenses are trending lower as some expense lines such as events, programs and the CIP grants line have not yet been fully expended.
- Grants and subsidies include grant funds to SALC, Arnprior Public Library, Arnprior Airport Commission and the Arnprior M/B Archives with the majority of the grants having been already distributed.

Financial Considerations

(a) RFP for Municipal Audit Services

KPMG was the successful vendor in the RFP for municipal audit services. We anticipate that KPMG will begin the procedural portion of the 2023 audit in Q4 of this year and will return in Q1 / Q2 of 2024 to complete the audit process.

(b) Property Tax Arrears

In September 2023, two properties that were unsuccessful in their 2022 tax sale process, proceeded again to tax sale by public tender. One property was successfully sold (25 Daniel) and one property received no bids (Carss).

Only one other property is currently registered with a Tax Arrears Certificate and will continue through the process until they are brought into good standing through payment or become eligible for tax sale. This property would not be eligible for tax sale until late 2024 / early 2025.

(c) Development Charges

- On August 28, 2023 Council held a hearing with respect to a complaint received under section 20 of the Development Charges Act. Council determined that development charges were properly calculated and applied. The Complainant has filed a notice of appeal with the Town Clerk with respect to Council's decision on this matter to the Ontario Land Tribunal. Further information will be provided to Council as we move through the appeal process.

- The County of Renfrew is considering the implementation of County level development charges, looking at either a County-wide or a 417 corridor specific charge. Feedback on this possible implementation of development charges was requested from lower tier municipalities. The submission from the Town included strong support for the implementation of development charges and a clear request that, for appropriate fiscal management and planning, County growth projects be included in the County of Renfrew’s Long Range Capital Planning documents which they currently are not.

(d) Asset Retirement Obligations

PS 3280 is a new accounting standard covering asset retirement obligations (ARO) that was approved by the Public Sector Accounting Board (PSAB) and applies to all public sector entities who prepare their financial statements under PSAB, including municipalities. This standard for asset retirement obligations addresses liabilities where there is a legal obligation to incur retirement costs in relation to a tangible capital asset. Common asset retirement obligations under the scope of PS 3280 have not previously been recognized by municipalities, such as obligations to retire buildings with asbestos or underground fuel storage tanks.

A comprehensive exercise to scope the impacted assets and provide proper measurement and estimations for the liability is being completed by staff and with assistance from Public Sector Digest. All ARO estimates will be included in the Town’s CityWide software for future tracking and management. The exercise will need to be completed for the Town’s 2023 financial statements.

2023 Capital Project Highlights

The 2023 capital program includes over 58 projects (includes WIP) and over \$10.8M in funding. While projects vary on their current stage of completion, significant progress is being made on the capital program. Capital highlights include:

Linear Infrastructure	<ul style="list-style-type: none"> • Daniel / Edey Street Signalization Intersection and Realignment • Rolling Rehab – Smolkin, Gardner, Cranston, Maple • Design: River Crossing, Clearwell Replacement, MacDonald / Edey Street Reconstruction
Land Improvements	<ul style="list-style-type: none"> • Waterfront Pathways • Legion Park / Caruso Park Improvements • Malloch Road Columbaria
Facilities	<ul style="list-style-type: none"> • Library Expansion Project • WFP / WPCC Building Condition Assessments • NSC Pool Dectron Unit Replacement
Equipment / Vehicles	<ul style="list-style-type: none"> • PW Tandem Axle • Skid Steer Loader
Studies	<ul style="list-style-type: none"> • Recreation Master Plan, Transportation Master Plan, Water / Wastewater Master Plan, Business Retention and Expansion Study

Procurements Under Delegated Authority

As per the Procurement policy, the following table outlines procurements made under delegated authority for the reporting period.

Vendor Name	Goods/Services	Value Awarded (pre HST)	Funding Source
Jp2G Consulting	Caruso/Legion Contract Admin	\$32,905	Capital Budget
CIMCO	NSC Arena Brine Leaks	\$47,522	Operating Budget
Perfect Mind	Multi-year licensing agreement	\$38,232	Operating Budget
Timpson Paving	Winners Circle Sidewalks	\$35,921	Capital Budget
Regional Fence	Various Fencing	\$27,296	Operating Budget
Lakeshore Hydrants	Hydrant Flow Testing	\$37,091	Operating Budget
Wagar & Corput	Eco-Friendly Weed Control	\$34,352	Operating Budget
Nad-Core Environmental	Landfill Wood Grinding	\$23,730	Operating Budget
SCG	Coagulant Pump Package	\$26,569	Operating Budget

Investments

All investment related activities are and will continue to be executed in accordance with the Investment Policy By-Law and the Delegation of Authority By-Law.

Options:

N/A

Policy Considerations:

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

Financial Considerations:

As outlined in this report.

Meeting Dates:

N/A

Consultation:

Senior Management Team

Documents:

N/A

Signatures:

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie



Town of Arnprior Staff Report

Subject: Nick Smith Centre Rink Replacement Design Project

Report Number: 23-10-23-03

Report Author and Position Title: Patrick Foley, Engineering Officer / Graeme Ivory, Director of Recreation

Department: Operations / Recreation

Meeting Date: October 23, 2023

Recommendations:

That Council direct Staff to complete a tender-ready design for Option #4 – “Two Storey Storage and Public Spaces” and include updated costing values in the 2024 Capital and Long-Range Capital Forecast; and

That Council authorize \$ 113,237.71 in funding from the Capital Expenditure Reserve Fund (CERF) to cover the increased design costs.

Background:

The Nick Smith Centre, then Arnprior Civic Centre, was built in 1977 featuring the same amenities the facility still has today – two arenas, a swimming pool and community hall. Over its 46 years of operation, the facility has seen upgrades to the arena dressing rooms, pool (deck and liner), roof, mechanical equipment and the parking lot – to name a few, however the arena floors and refrigeration piping remain original to the building.

Over the past 5 years, significant brine leaks and repairs have occurred at the Nick Smith Centre as aging arena components have failed. The expected useful life of an arena slab is approximately 25 years and with the current slab, now 46 years old, staff endeavoured to begin preparations for its replacement.

Design for the replacement of the rink slabs was included in the 2023 capital budget. The Town invited submissions through a Request for Proposal (RFP) process to establish a design for the replacement of the following:

- Two (2) indoor concrete arena pads including all associated refrigeration piping, drainage and essential equipment
- Concrete surfaces leading to and from the Ice Machine garage including drainage
- Arena boards, glass, netting
- Arena spectator stands
- Arena rubber flooring
- Scraping and recoating of roof trusses
- Audience comfort heating
- Economization of space (including options increasing storage, washrooms or changeroom space utilizing the existing footprint of the slabs)
- Refrigeration Options Analysis

Council approved awarding the design scope to Architecture 49 on August 2, 2023. The design process has two phases:

- 1) Conduct an options analysis to provide all reasonable options available for the final design including refrigeration methods, layout options and possible economizations. The approach was taken to provide all options from the perspective that this will be the last major project within the arenas for the rest of the facility's useful life.
- 2) After Council selects a concept option, the final design will be produced as tender-ready Contract documents accompanied by a Class B Estimate.

This report outlines the options from the first phase of the design project.

Discussion:

Town Staff first met with Architecture 49 and Goodkey Weedmark & Associates on August 10, 2023 for a facility site tour and general project discussions to support the development of design options and a refrigeration options analysis. This discussion section outlines the design work and options analysis, consultations and expected timelines moving forward.

Architectural, structural, mechanical, electrical, life safety, code compliance (AODA, OBC, ORFA) and costing have all factored into the discussion and design work of this project.

The design options all ensure that the Town of Arnprior's Nick Smith Centre can provide an enhanced, accessible and equitable user experience, providing varying degrees of flexible space for meetings, programming, events and storage, and improved public viewing areas.

Design Options

All of the following design options include full replacement of both arena floors (zero-degree entry), refrigeration lines, boards, expansion of players' benches, replacement of glass, netting and Arena B spectator stands, as well as scraping and recoating of roof trusses. Visual representations of the design options are included as Appendix A.

The following 4 options are presented for Council's consideration. Note that the monetary values are high level Class D estimates. A more concise Class B estimate will be provided

with the final design prior to tendering.

- **Option #1 – “Like-for-Like”** **\$5,792,205 + HST**
 - Remove and replace all stands with modern accessible equivalents.
 - All four “towers” will remain in place with no additions to storage or meeting spaces.

- **Option #2 – “In-Fill”** **\$5,792,205 + HST**
 - Demolish stands on both sides as well as two towers on exterior wall side.
 - New modern accessible stands across the entire side of the exterior wall side of the Bert Hall Arena (Arena A).
 - Existing towers along the demising wall would remain.
 - Construct 5 new storage rooms, a meeting room and a Pro Shop skate sharpening space.

- **Option #3 – “Single Storey Storage”** **\$6,010,281 + HST**
 - Demolish stands on both sides and all four towers.
 - New modern accessible stands across the entire side of the exterior wall side of the Bert Hall Arena (Arena A). Construct 6 new storage rooms, an office space, meeting room and a Pro Shop skate sharpening space.
 - Replace stands on Glenn Arthur Arena (Arena B) allowing for access to select newly constructed rooms along the demising wall, as well as a service window for the Pro Shop.

- **Option #4 – “Two Storey Storage & Public Space”** **\$6,338,682 + HST**
 - Demolish stands on both sides as well as all four towers.
 - Construct new modern accessible stands across the entire side of the exterior wall side of the Bert Hall Arena (Arena A).
 - Construct 6 new storage rooms, an office space, meeting room and a Pro Shop skate sharpening space.
 - On the second storey mezzanine level of the demising wall side, construct meetings room on each end, separated by an enclosed public space.
 - All three rooms on the mezzanine level would be accessible (via an elevator), overlook both arenas and the open public space would provide 24 additional spaces for accessible seating, in addition to general spectator viewing.

- Replace stands on Glenn Arthur Arena (Arena B) allowing for access to select newly constructed rooms along the demising wall, as well as a service window for the Pro Shop

Seating Capacity & Overall Occupancy

The below table compares all options regarding estimated seating capacity and usable spaces:

	Current	Option #1 "Like for Like"	Option #2 "In-Fill"	Option #3 "Single Storey"	Option #4 "Two Storey"
Seating					
Arena A Seating Capacity	1584	1400	880	880	880
Arena B Seating Capacity	200	200	200	190	190
2 nd Floor Mezzanine	n/a	n/a	n/a	n/a	130
Total Seating	1784	1600	1080	1070	1200
Space					
Storage	701 ft ²	701 ft ²	1,733 ft ²	1,561 ft ²	1,539 ft ²
Meeting Rooms	882 ft ²	882 ft ²	237 ft ²	786 ft ²	1,249 ft ²
Enclosed Public Space	0	0	0	0	1,184 ft ²
Total Usable Space	1583 ft²	1,583 ft²	1970 ft²	2,347 ft²	3,972 ft²

Though the above table does show a reduction in spectator seating, this does not take into account permitted standing room around the rink surface. Staff anticipate that overall permitted maximum occupancy of 1600 (including those in non-fixed seating and standing) will not significantly change.

Option #4 is the only option that allows for viewing capacity to increase on Arena B as the 2nd floor mezzanine and meetings room would include viewing windows for both ice surfaces.

Further, attendance data does support a seating capacity of 880 being sufficient. From 2018-2023 (excluding the 2020 season due to COVID-19 restrictions), Arnprior Packers playoff games had an average of 349 spectators in playoff games with 476 spectators at the highest in recent years (data available since 2017). The highest number of spectators in the entire Junior A league is typically below 700 at peak, with an anomalous game in Alexandria reporting 1,000 as a peak attendance in 2019.

Staff did look at Junior A attendance data as well to ensure that the Facility would remain sufficient should the Junior B Packers become a Junior A team in the future. Junior A spectator attendance in nearby communities (Pembroke, Renfrew, Smiths Falls and Carleton Place) average 358 per game with a maximum high of 1,045 (Smiths Falls).

Arnprior Rivermen had a maximum spectator count of 201 with an average audience of 162 in their 2 years at the Nick Smith Centre.

For additional context, the below table indicates the arena seating capacity from nearby municipalities:

Municipality	Arena Capacity
Pakenham	250
Almonte	500
Casselman	500
Petawawa	650
Perth	750
Gananoque	800
Barry's Bay	800
Tweed	900
Carleton Place	1,000
Renfrew	1,200
Smiths Falls	1,500
Pembroke	2,450

Refrigeration Options Analysis

Town Staff met with Architecture 49 and Goodkey Weedmark on August 10, 2023 on site for a facility tour and discussion of the facility needs. Based on comparable projects of similar scope within the region and the rest of Canada, the following were clear recommendations from the refrigeration options analysis:

- **Primary Coolant** – it is recommended that the existing ammonia-based refrigeration plant remain ‘as-is’ due to both cost and efficiency factors.
- **Secondary Coolant** – it is recommended to switch from brine to pre-mixed glycol as it is more user friendly; the plant and associated pumps and heat exchangers will last longer; annual maintenance costs will be lower; there is less risk to health and safety of staff; and glycol is more environmentally friendly than brine should a leak occur.
- **Secondary Coolant Headers** – it is recommended to switch from a trench header pipe to a buried header pipe within this project’s scope. Over the past 30 years, buried headers have become the industry standard in new arenas due to efficiency and longevity factors.

Note: Full report included as Appendix B.

Consultations

Similar Municipal Projects

Staff have consulted with counterparts at the Town of Petawawa, Town of Barry’s Bay, Town of Renfrew and City of Ottawa on their recent arena floor replacement projects and/or arena expansions for feedback on their process, considerations, best practices and recommendations. Staff have also been present for the arena floor pours of both Petawawa

(2021) and Renfrew (2023).

User Group Engagement

The Director of Recreation and Engineering Officer, Facilities & Assets reached out to user groups that primarily operate out of the Nick Smith Centre arenas to gain a better understanding of their current needs and challenges, review preliminary design options and capture their feedback on proposed options.

Staff met with the Arnprior Minor Hockey Association (AMHA), Arnprior McNab Ringette Association (AMRA), Arnprior Figure Skating Club (AFSC), Arnprior Packers and the Arnprior Rivermen. While the division of space (office and storage spaces) is not currently equitable across all user groups, all groups did note the need to maintain or grow their existing storage space. Most groups were satisfied with shared office/meeting space so long as space was available for executive meetings and events (game days / tournaments / etc.). All groups asked that the players' benches be expanded to meet the industry standard.

In the initial design phase, these user groups were shown layouts that could feature a pair of dressing rooms along the demising wall on the Bert Hall Arena (Arena A), behind the stands – these would be change rooms with washrooms only (no showers). Most groups preferred storage space over additional change rooms and those that liked the change rooms did not see the benefit without showers – an option not cost-effective or feasible in this space. Given the limited footprint and the unfeasibility of showers in this space, it was resolved to address the possibility of more changerooms at a later date outside of the current project scope.

All groups were enthusiastic of the potential of the second story option that would provide expanded public spaces and meeting areas that would support the various aspects of their operations and future events.

All groups were pleased with the accessible enhancements proposed to the ice surfaces, stands and meetings areas that would support both participants and patrons.

Only one group expressed concern with the reduced spectator capacity on Bert Hall Arena.

All groups inquired of the possibility of potential licencing opportunities of the enclosed public area and meeting rooms.

Canadian Pro Shop

Designs were also reviewed with the owner and operators of the Canadian Pro Shop as the options looked to relocate their operations. This would not impact their operating space and they were in favour of the plan though did note that any opportunity to move the operation out of the arena and into the lobby area would be beneficial.

Recreation and Parks Master Plan Consultant Comments

As the consultants for developing the Town's new Recreation and Parks Master Plan, these proposed plans were reviewed by Stantec's Project Manager. Their remarks on the importance of enhancing storage and shared community space are included as Appendix C.

Timeline

The timing of this project is a crucial component to its operational and financial success. The following is a general expectation of the timeline over the next 24 months.

- October 2023 – Council approval of design option
- January 2024 – Class B Estimates and Final Design
- March 2024 – Release of construction tender
- April 2024 – Award of construction contract & commencement of procurement
- March 30, 2025 – Final Day of Arena Operations
- April 2025 – Commencement of construction
- September 2025 – Completion of arena replacement project; arenas re-open

Options:

Design Option #4 is recommended as it provides an enhanced, accessible and equitable experience for all users and visitors to the Nick Smith Centre providing varying degrees of flexible space for meetings, programming, events, storage and improved public viewing areas. This option will ensure that the Nick Smith Centre remains a Community Hub for Arnprior for the decades to come.

Council may also choose to direct staff to proceed with the following design options:

- Option #1 – “Like-for-Like”
- Option #2 – “In-Fill”
- Option #3 – “Single Storey Storage”

Alternatively, Council may choose to direct staff to explore other design options.

Staff do not recommend any of these options as Design Option #4 delivers the greatest benefit to facility and program operations for the next 30 years of the Nick Smith Centre.

Policy Considerations:

Staff have noted that Option #4 best meets the needs of the community, is in line with the

Strategic Plan, as well as preliminary drafts of the upcoming Recreation Master Plan.

Financial Considerations:

Design Costs:

The budget for the design of the rink slab replacements was \$160,000 with \$147,310.83 (incl. net HST) already approved by Council. A value of \$12,689.17 remains uncommitted from the total budget of \$160,000.

During the preliminary design phase, it was discovered that part of Arena B appears to be settling unevenly indicating a subgrade issue which will carry a projected additional design cost of approximately \$46,000. This cost must be assumed regardless of which option is selected as the repair is essential to the continued use of the facility.

The increased scope encompassed by options other than the original “like for like” option will carry additional design consultant costs of an anticipated \$79,926.88 (incl. net HST).

Note that these design costs, as well as those approved by Council previously, include all costs relating to construction administration and inspections that are to occur throughout the project. The total design consultant costs and funding are broken down as follows:

“Like for Like” Design Consultant Cost	\$ 147,310.83
Existing structural failure mitigation (Arena B)	\$ 46,000.00
Design Scope Change	<u>\$ 79,926.88</u>
 Total Design Consultant Cost	 \$ 273,237.71
Less: Capital Project Budget Value	<u>\$ 160,000.00</u>
 Additional funding required from CERF	 \$ 113,237.71

Construction Costs:

These construction costs are high level estimates (Class D). A more detailed Class B estimate will be prepared in the next phase of the design project. A summary of the options is outlined below.

	Option #1 “Like for Like”	Option #2 “In-Fill”	Option #3 “Single Storey”	Option #4 “Two Storey”
Cost Estimates	\$5.79M	\$5.79M	\$6.01M	\$6.34M
Seating Capacity	1600	1080	1070	1200
Storage / Public Meeting	1583 ft ²	1970 ft ²	2347 ft ²	3972 ft ²
Storage / Public Rooms	6	8	8	10
2nd Floor Mezzanine	No	No	No	Yes

Option #4 allows the opportunity to address several facility issues including lack of storage,

accessible seating, accessible meeting space and an enclosed viewing area. Option #4 is considered the best-value-for-money for the presented options. The additional cost of these features is \$550K over Options #1 (Like-for-like) and Option #2 (In-Fill).

The Long Range Capital Forecast currently includes construction costs at \$2.975M which took into account projects at other municipal arenas however construction costs have significantly increased over the last few years which is reflected in recent tender pricing.

Moving forward with the next design phase is key for ensuring that this project is shovel ready. Shovel ready design will allow for a quicker implementation should another serious brine leak disable the facility and will also allow for more robust applications for possible grants. Additionally, a shovel ready project will assist with staff's pursuit of grant funding for the project or components therein.

As this project is a two-year project, it is recommended that the project funding, while committed ahead of time during the tender process, will be split over 2024 and 2025 in the Long Range Capital Forecast. Given the nature of this project, a funding model could be considered with a split between reserve funding and financing. While the Town maintains a pay-as-you-go model, this model and the Town's debt management policy does include specific times where financing could be considered appropriate. Under the debt management policy, consideration is given to the impact of the debt on current and future ratepayers. As this large facility investment will extend the life of the facility components (slabs, header trench, etc) over 30 years, financing a portion of the project would meet the policy requirements. That said, given current lending rates, financing is not recommended at this time but will be reviewed prior to the full expenditure in 2025.

Consultation:

- Architecture 49
- Goodkey Weedmark Engineering
- Arnprior Minor Hockey Association (AMHA)
- Arnprior McNab Ringette Association (AMRA)
- Arnprior Figure Skating Club (AFSC)
- Arnprior Packers
- Arnprior Rivermen
- Canadian Pro Shop
- Stantec Consulting Ltd (Recreation and Parks Master Plan Consultants)

Documents:

- Architecture 49 Design Options

- Refrigeration Options Analysis
- Stantec Endorsement Letter

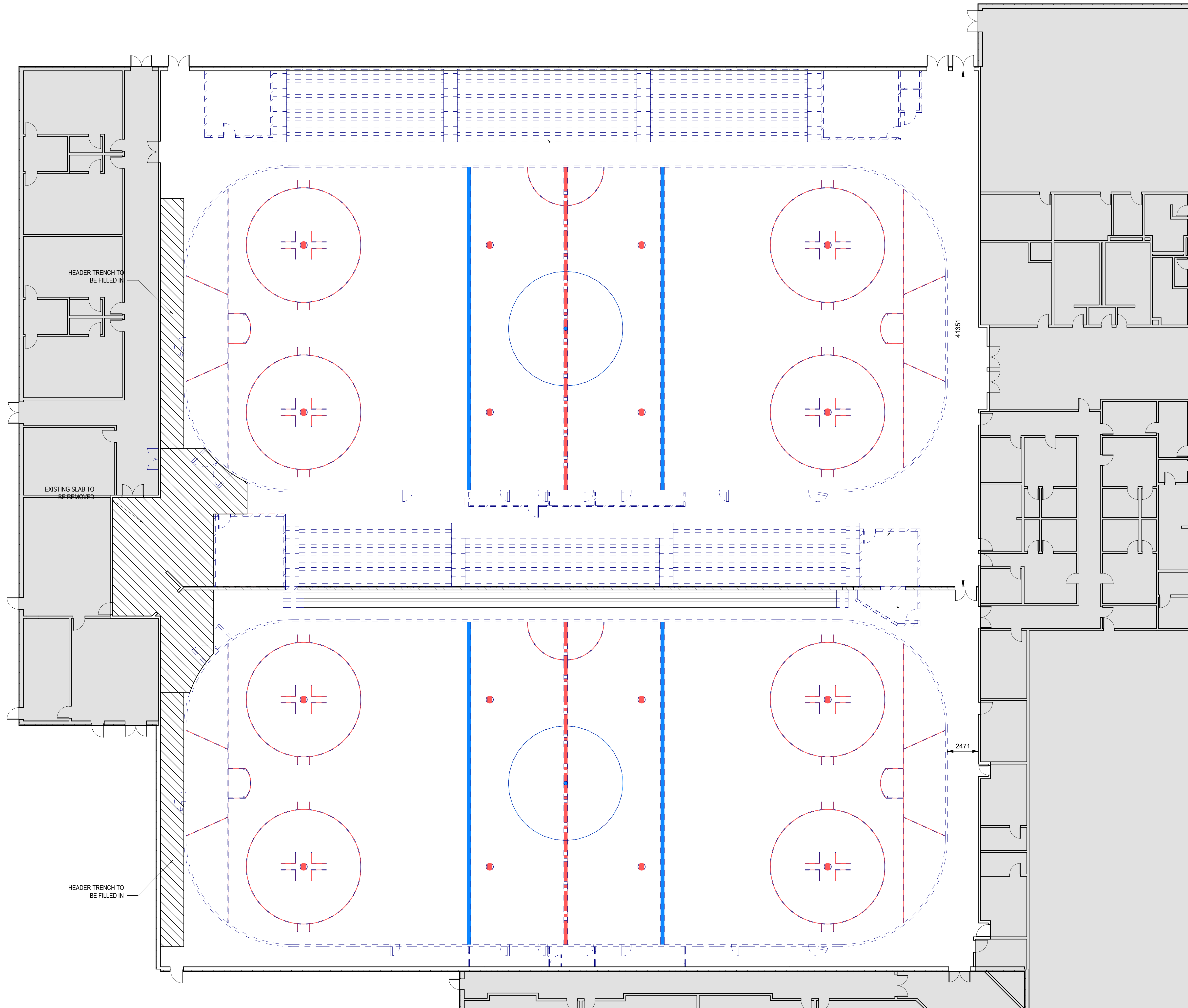
Signatures

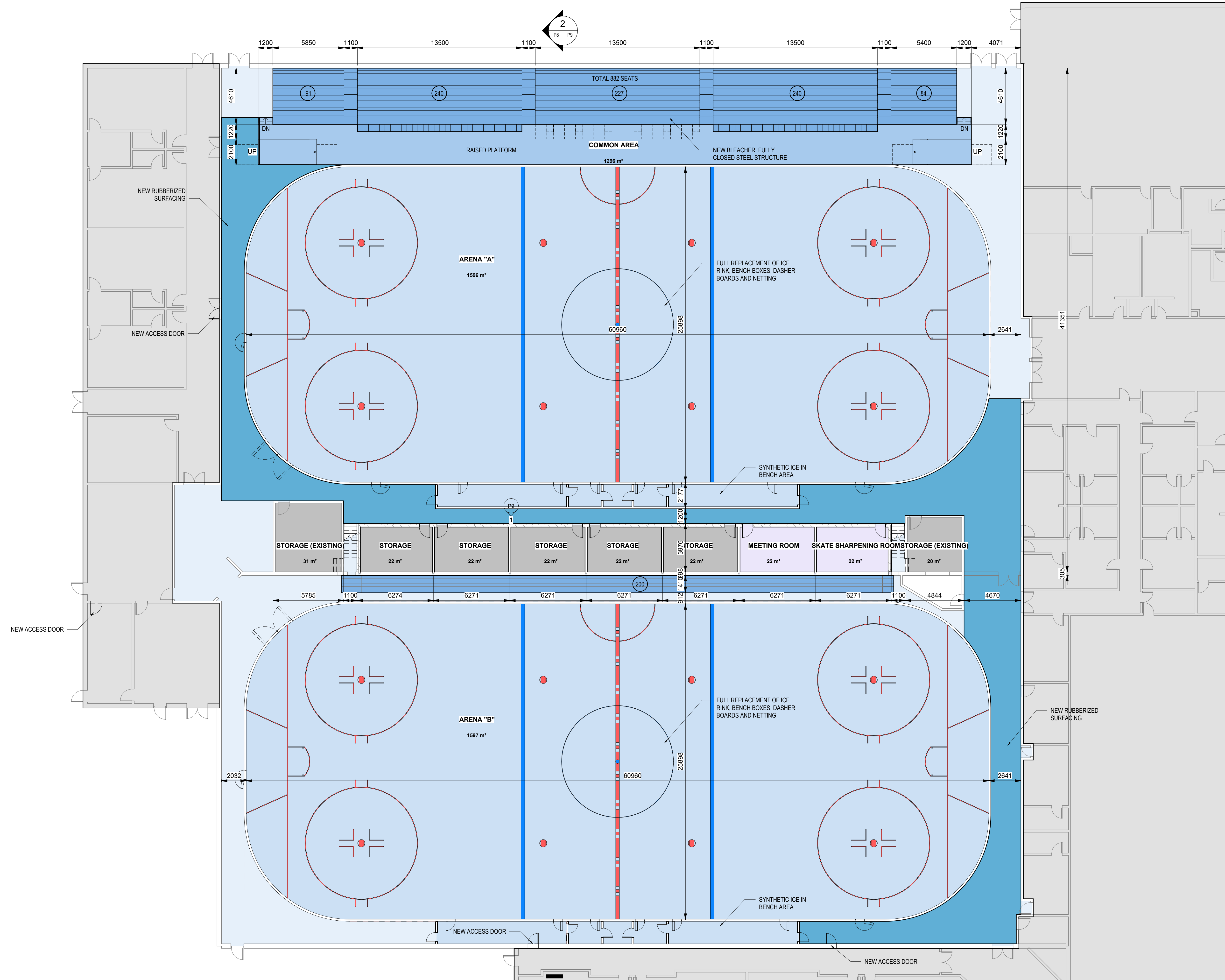
Reviewed by Department Head: Graeme Ivory

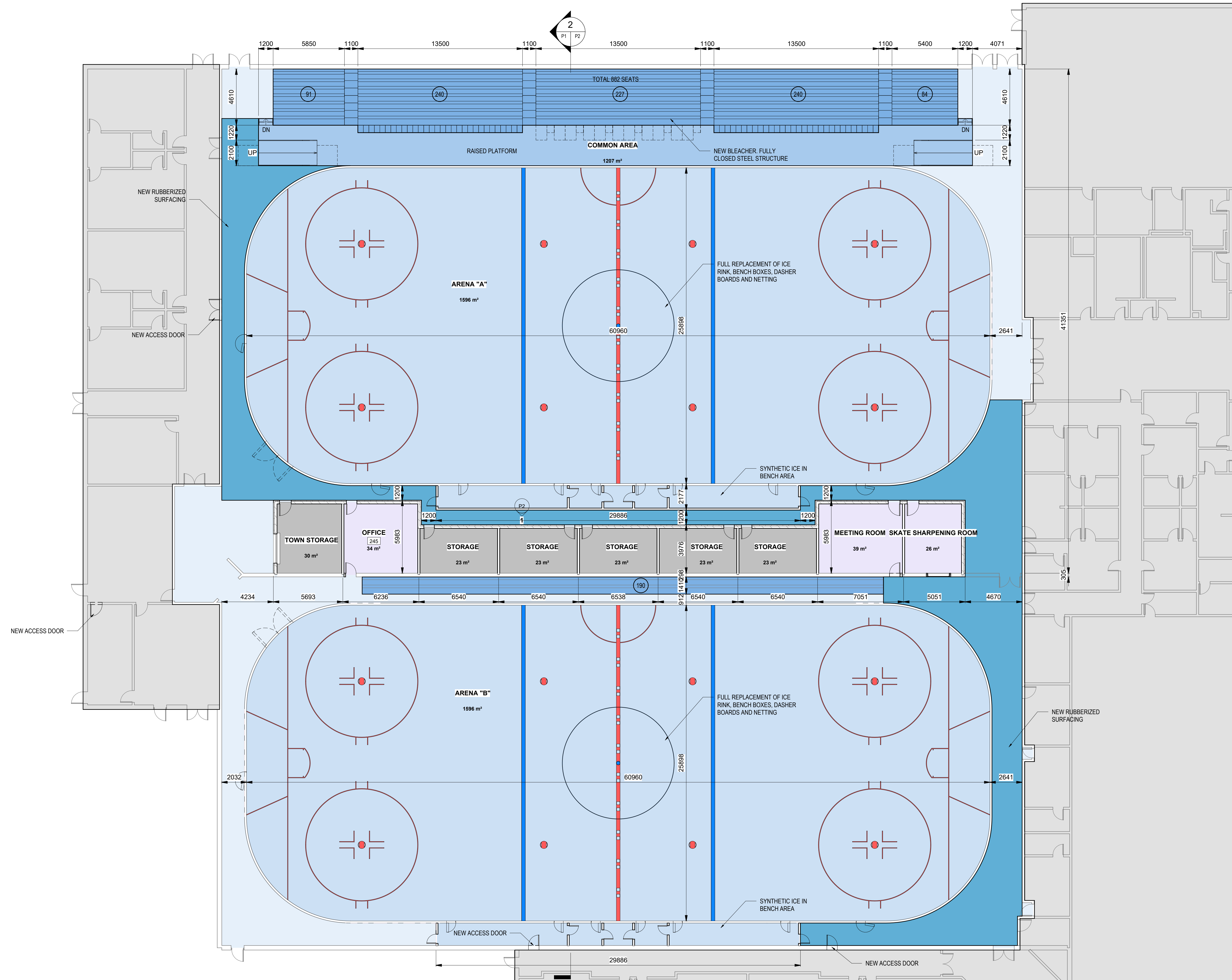
Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

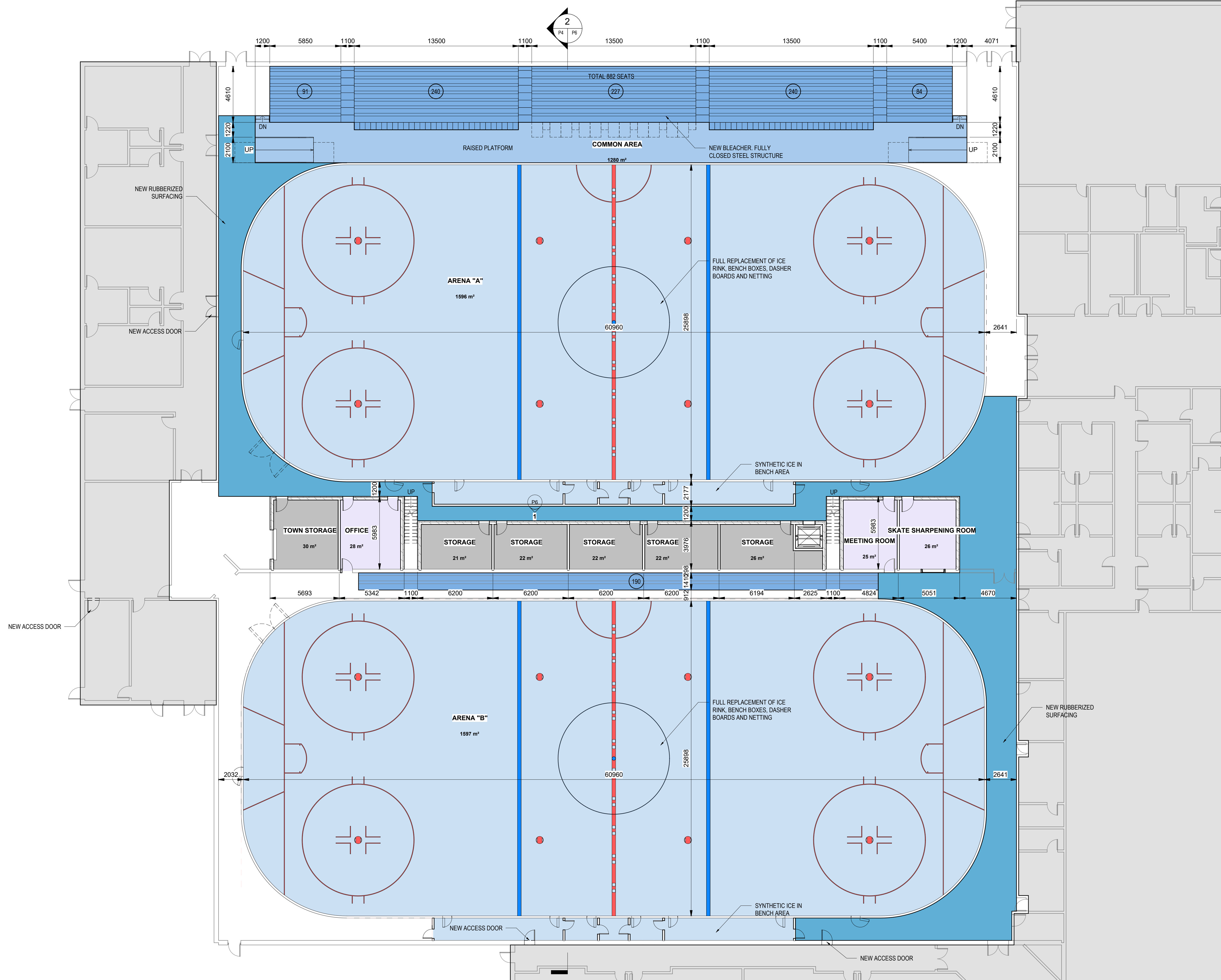
CAO Concurrence: Robin Paquette

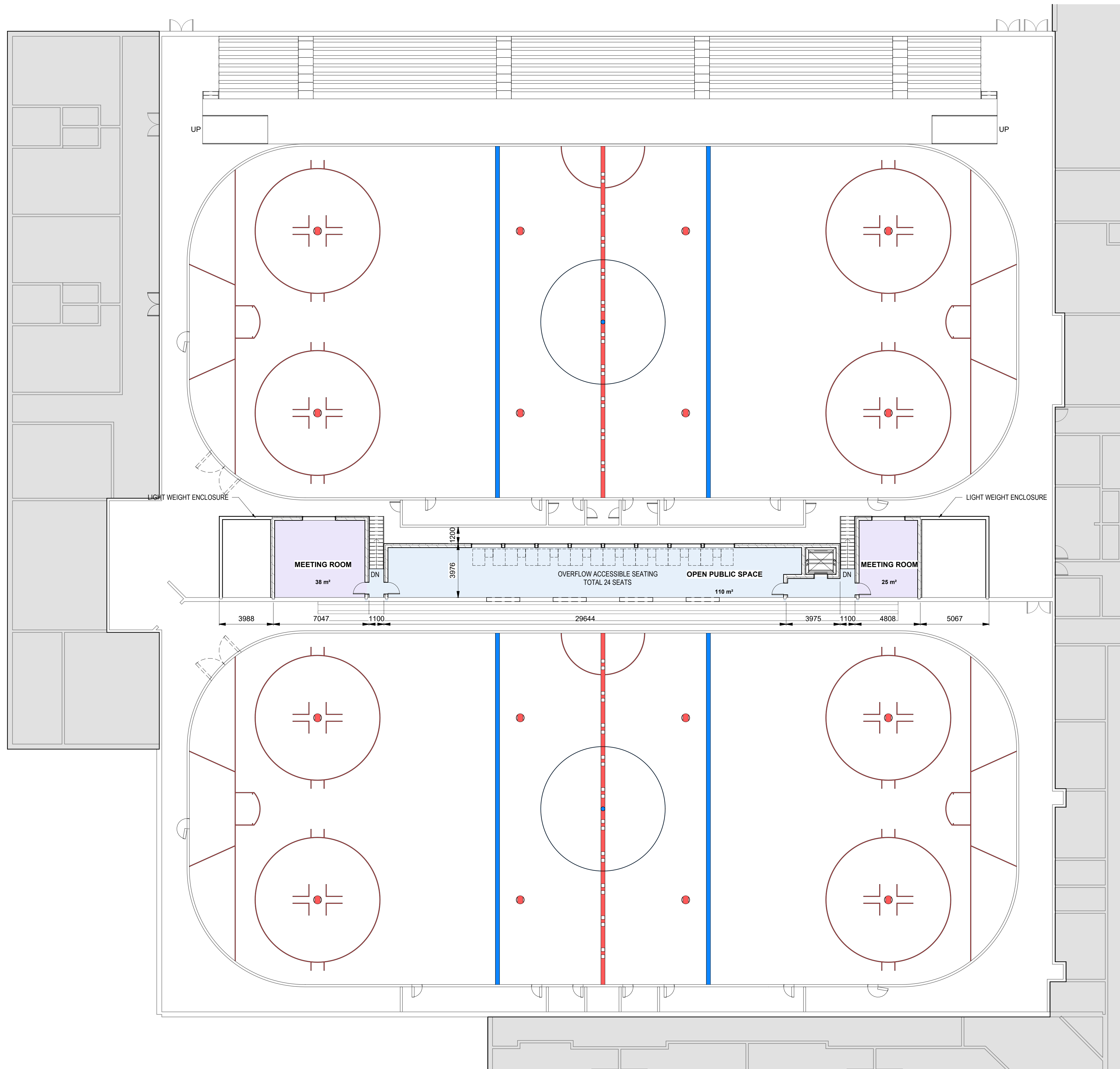
Workflow Certified by Town Clerk: Shelley Mackenzie











Your **Trusted Choice** for Mechanical & Electrical Consulting Engineers.



**77 James St. - Arnprior, ON - Nick Smith Centre
Rink Replacement Design Services
RFP #PW-2023-09**



**Refrigeration Options Report
"FINAL"**

**GWAL 2023-512
September 28, 2023**

Prepared By:

Robert Lefebvre, P.Eng. LEED® AP | Partner, Senior Mechanical Engineer

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1.0 SCOPE

The following are the options analysis and recommendations for the rink slab replacements at the Nick Smith Centre. The agreed upon options by the Town of Arnprior shall form the basis of the design.

2.0 LIMITATIONS

This report is prepared for the Town of Arnprior, the material in it reflects Goodkey, Weedmark & Associates Ltd.'s (GWAL) best judgement in light of information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it are the responsibilities of such third parties. GWAL accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

3.0 ARENA REFRIGERATION SYSTEMS OVERVIEW

Nick Smith Centre is an existing community arena with two (2) NHL size rinks with spectator seating. One (1) rink operates with year-round operation and the other is seasonal. Both rink slabs are cooled by a common refrigeration plant with Ammonia (NH₃) as the primary refrigerant and Calcium Chloride brine (CaCl) as the secondary refrigerant. The brine is cooled by a recently replaced titanium plate heat exchanger and is pumped through a single brine pump to a common header. The supply and return header splits to each rink just outside the mechanical room into an open header trench. The supply and return tubing for each rink slab connects to the steel nipples on the header with stainless steel clamps.

4.0 OPTIONS ANALYSIS AND RECOMMENDATIONS

4.1 PRIMARY COOLANT

The primary coolant is the refrigerant that is used within the refrigeration plant to produce the cooling. Options for the primary coolant are ammonia (NH₃) and carbon dioxide (CO₂).

Ammonia is by far the most popular choice for a community rink of this size and nature. Ammonia is also the most efficient and cost-effective primary coolant for a stand-alone refrigeration system. The ammonia will be contained in the mechanical room.

CO₂ systems are gaining traction in Quebec where electricity is very inexpensive. There are very few CO₂ installations in Ontario. CO₂ systems are more expensive than ammonia systems and they work best when the arena is coupled with a heat sink that can use low grade heat (like an indoor pool).

While the Nick Smith Centre does have a pool, it is not part of the renovation program and is located at the very opposite end of the Community Centre. The existing refrigeration plant is ammonia-based, and the plant has recently undergone equipment replacements. The budget to replace the existing ammonia-based refrigeration system with a CO₂ system is approximately \$1.9 million. Replacement of the existing refrigeration plant was not part of this project's scope or budget.

It is recommended that the existing ammonia-based refrigeration plant remain as is.

4.2 SECONDARY COOLANT

The secondary coolant is the fluid that is used to transfer the cooling from the refrigeration plant to the ice slab. Options for the secondary coolant are brine (CaCl) and glycol.

Brine offers the best heat transfer to the slab, but it has some drawbacks. It is very corrosive especially if exposed to air, requires constant monitoring and adjustment to ensure the concentration and inhibitors are correct, and is not very environmentally friendly if there is a leak.

Glycol's energy transfer coefficient is not as good as brine, however the increase in operation costs will be marginal. It is estimated that the capital cost to replace the brine with glycol in the two (2) pads will be approximately \$30,000.00 (plus disposal charges). Annually, the cost of brine maintenance is \$3,000.00 vs \$200.00 to take a glycol sample. Glycol is not as corrosive as brine so overall the piping and equipment will last longer, and it is easier to maintain (brine uses 575 inhibitor which is caustic and must be handled by specialty contractors).

It is recommended to use pre-mixed glycol as the glycol is more user friendly, the plant and associated pumps and heat exchangers will last longer, annual maintenance cost will be lower, there is less risk to the health and safety of staff, and glycol is more environmentally friendly than brine should a leak occur.

4.3 SECONDARY COOLANT HEADERS

The supply and return headers are the 6" pipes that supply the brine to the tubing that runs in the refrigerated slab. Options for headers are an open trench header and a buried header.

The open trench header runs horizontally in an open concrete trench at the end of the rink and the tubing for the slab connects to the top of the header pipes. While the headers are accessible for maintenance in the trench there are issues with this system:

- The trench is covered with wooden planks that are heavy and cumbersome to move, and in themselves form a potential trip or fall hazard.
- The two (2) circular triangles between the end of the rink boards and the header trench freeze which causes a slip hazard.
- The exposed headers freeze over with ice and then thaw when shutdown. This freeze and thaw action corrodes the header pipes and supports from the outside and reduces the header lifespan.

Most new arenas and slab replacements use a buried header. The supply and return header are buried underground with insulation and vapour barrier and extend from the refrigeration plant to under the rink floor at approximately the end zone face-off circle. The slab tubing connects to the header under the slab. While the headers are no longer accessible, they have the following advantages:

- No trench or frozen slab, so less potential for falls and slips by customers and staff.
- Headers no longer experience seasonal freeze and thaw of exterior ice, so the header pipes should last longer.
- Headers are insulated so the energy gets transferred directly to the slab and is not lost to the atmosphere.

Buried headers have been used in new arenas for over 30 years now and have become the accepted standard for new design. It is recommended to use buried headers for the slab replacements.

5.0 SUMMARY OF RECOMMENDATIONS

The recommendation for the slab replacement is as follows:

- Maintain the ammonia-based refrigeration plant.
- Proceed with 50% pre-mixed ethylene glycol as the secondary refrigerant.
- Use buried headers for the new secondary refrigerant distribution.



Stantec Consulting Ltd.
300 - 1331 Clyde Avenue
Ottawa ON K2C 3G4

October 18, 2023

Project/File: 160401806

Graeme Ivory
Director of Recreation
Town of Arnprior
77 James Street
Arnprior ON K7S 1C9

Dear Graeme Ivory,

Reference: Nick Smith Centre Rink Replacement

Stantec Consulting Ltd (Stantec) has been retained by the Town of Arnprior to update the Recreation and Parks Master Plan in the Spring 2023. At this stage in the development of the Master Plan, strategic directions are currently being drafted following a thorough review of the municipal outdoor and indoor recreation facilities available in Arnprior, the analysis of comparable surrounding municipalities in terms of their offer of recreation opportunities, and the assessment of the service levels for the different recreation facilities and amenities.

We understand that the Town of Arnprior is working with Architecture 49 to replace and update the two ice pads located at the Nick Smith Centre with the objective to continue to provide the service level related to available ice pads of comparable municipalities. In addition to replacing the ice pads, three (3) options have been developed by Architecture 49; these options consider accessibility improvements, a component that was found to be very important for the residents during the public engagement included as part of the Recreation and Parks Master Plan, and the addition of storage spaces for the different organizations and meeting rooms. The following provides a description of the different options developed by the architects:

- A. Option 1 – “Like-for-Like” Option with no additional storage or meeting rooms.
- B. Option 2 – “In-Fill” Option with one (1) level configuration for additional spaces including
 - a. Seven (7) storage spaces – five (5) new spaces for rental to the community organizations and reuse of two (2) existing storage spaces.
 - b. One (1) new meeting room.
 - c. One (1) new skate sharpening room replacing the existing skate sharpening room.
- C. Option 3 – “Single Storey Storage” Option with one (1) level configuration for additional spaces including
 - a. Six (6) storage spaces – five (5) new spaces for rental to the community organizations and one (1) new space for the Town.

Design with community in mind

Reference: Nick Smith Centre Rink Replacement

- b. One (1) new office space.
 - c. One (1) new meeting room.
 - d. One (1) new skate sharpening room replacing the existing skate sharpening room.
- D. Option 4 – “Two Storey Storage & Public Space” Option with two (2) level configuration for additional spaces including
- a. Six (6) storage spaces – five (5) new spaces for rental to the community organizations and one (1) new space for the Town. All storage spaces are located on the main level of the arena.
 - b. One (1) new office space located on the main level of the arena.
 - c. Three (3) meeting rooms – one (1) new meeting room located on the main level of the arena and two (2) new meeting rooms located on the second level of the arena.
 - d. One (1) new skate sharpening room located on the main level of the arena to replace the existing skate sharpening room.
 - e. One (1) new open public space located on the second level of the arena and overlooking both ice pads.

As part of the update of the Recreation and Parks Master Plan, the condition review and the assessment of the service levels for the different recreation facilities and amenities established that the Town of Arnprior requires more storage spaces and office spaces at Nick Smith Centre but also currently provides meeting rooms below the average service level of comparator municipalities. Based on the County of Renfrew Official Plan Population Projections estimated at 10,406 by 2036 for Arnprior, it is recommended that the Town provides at least two (2) additional meeting rooms over the life of the Recreation and Parks Master Plan.

In review of the three (3) design options for the replacement of the ice pads and provision of additional storage and meeting spaces, including the high-level Class D cost estimate, Option 4 appears to be the option that responds to the requirements for storage and office space at the Nick Smith Centre while offering the additional meeting rooms established as required based on the projected growth of the municipality. In addition, Option 4 provides attractive additional public space on the second level that will benefit the community at a cost similar to what is provided by Option 3.

We remain available to further discuss the recreation needs in Arnprior.

Sincerely,

STANTEC CONSULTING LTD.

October 18, 2023
Graeme Ivory
Page 3 of 3

Reference: Nick Smith Centre Rink Replacement

Isabelle Lalonde B.LA, OALA, CSLA, AAPQ
Senior Landscape Architect
Phone: (613) 724-4369
Mobile: (613) 716-3693
isabelle.lalonde@stantec.com



Town of Arnprior Staff Report

Subject: Proclamation for Carbon Monoxide Awareness Week (November 1st to 7th, 2023)

Report Number: 23-10-23-04

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

Department: Client Services

Meeting Date: October 23rd, 2023

Recommendations:

That Council proclaim November 1st to 7th, 2023 as Carbon Monoxide Awareness Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to the event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior Fire Services 67 Meehan Street Arnprior, ON K7S 2B7
Section 5.2.2 – Contact Person’s Name	Bob Smith, Captain – Fire Prevention Officer bsmith@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Carbon Monoxide Awareness Week November 1st to 7th, 2023

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

Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	No
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – Carbon Monoxide Awareness Week – November 1st to 7th, 2023
2. Proclamation Request

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie

Town of Arnprior Proclamation
Carbon Monoxide Awareness Week
November 1st to 7th, 2023

Whereas carbon monoxide (CO) is often referred to as the silent killer because it is a colourless, odourless and tasteless gas; and

Whereas CO is the leading cause of accident poisoning deaths in North America; and

Whereas each year, it proves fatal for dozens of Canadians and makes thousands more sick with what they think is the flu; and

Whereas increasing awareness of the importance of having functioning carbon monoxide detectors can help save lives; and

Whereas this November, the Town of Arnprior's Fire Prevention / Protection Office will be increasing public awareness of carbon monoxide hazards at home, school and work, highlighting the simple steps we can all take to avoid personal tragedy;

Therefore I, Lisa McGee, Mayor, do hereby proclaim November 1st to 7th, 2023 as Carbon Monoxide Awareness Week in the Town of Arnprior and urge all residents and visitors to participate in the outreach activities planned by the Fire Prevention / Protection Officers to highlight the simple steps that everyone can take to limit the risks posed by carbon monoxide to themselves and their families.

Lisa McGee, Mayor
Town of Arnprior

July 21st, 2023

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

Re: Request for “Carbon Monoxide Awareness Week” proclamation.

Dear Ms. Mackenzie,

This November the Fire Prevention Office of the Arnprior Fire Department will be increasing public awareness of carbon monoxide hazards around us at home, school, and work. The Fire Prevention Office would like to enhance this initiative by asking Town Officials to proclaim the week of November 1st to 7th, 2023 as “Carbon Monoxide Awareness Week” in the Town of Arnprior”.

Campaign resources and outreach activities highlight the simple steps we can all take to avoid personal tragedy. CO is the leading cause of accidental poisoning deaths in North America. Each year it proves fatal for dozens of Canadians, and, makes many more thousands sick with what they think is the flu.

We urge Council to join with us in this important initiative to increase awareness in order to reduce the number of preventable deaths that may occur in our community as a result of carbon monoxide poisoning. A Carbon Monoxide Awareness Week proclamation will serve as a powerful example of Council’s commitment to the safety of the people of the Town of Arnprior.

Thank you for your consideration.

Sincerely,

Bob Smith

Captain – Fire Prevention Officer,
Arnprior Fire Department

The Corporation of the Town of Arnprior

By-law Number 7433-23

A by-law to repeal By-Law No. 6876-18 and appoint KMPG LLP as the Municipal Auditors for the Corporation of the Town of Arnprior.

Whereas Section 296 (1) of the *Municipal Act*, S.O. 2001 provides that a municipality shall appoint an auditor licensed under the *Public Accountancy Act, 2004* who is responsible for:

- a) Annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and
- b) Performing duties required by the municipality or local board; and

Whereas 296 (3) of the *Municipal Act*, S.O. 2001 provides that an auditor of a municipality shall not be appointed for a term exceeding five years; and

Whereas it is necessary and expedient to appoint an auditor to act on behalf of the Corporation of the Town of Arnprior.

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

1. **That** KPMG LLP be hereby appointed as Auditors for the Corporation of the Town of Arnprior for a period of three (3) years (2023, 2024, 2025) with a possibility of an extension for an additional two (2) years (2026, 2027).
2. **That** By-law No. 6876-18 and any By-laws, or parts thereof, and all or any resolutions of Council contrary hereto, or inconsistent herewith, be and the same are hereby repealed.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and **passed** this 23 day of October, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7434-23

A by-law of the Town of Arnprior to designate certain lands in Marshall's Bay Meadows Subdivision (49M-115), as being exempt from Part Lot Control.

Whereas the Planning Act, R.S.O. 1990, c.P.13, as amended, (the "Planning Act") subsection 50(5) provides that all lands within a plan of subdivision are subject to part lot control; and

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

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

1. **That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as:
 - a. Block 40 on Plan 49M-115 designated as Parts 1 and 2 on Plan 49R-20437
 - b. Block 40 on Plan 49M-115 designated as Parts 3 and 4 on Plan 49R-20437
 - c. Block 40 on Plan 49M-115 designated as Parts 5 and 6 on Plan 49R-20437
 - d. Block 40 on Plan 49M-115 designated as Part 7 on Plan 49R-20437
 - e. Block 43 on Plan 49M-115 designated as Part 1 on Plan 49R-20485
 - f. Block 43 on Plan 49M-115 designated as Parts 2 and 3 on Plan 49R-20485
 - g. Block 47 on Plan 49M-115 designated as Part 1 on Plan 49R-20486
 - h. Block 47 on Plan 49M-115 designated as Part 2 on Plan 49R-20486
 - i. Block 51 on Plan 49M-115 designated as Part 1 on Plan 49R-20487
 - j. Block 51 on Plan 49M-115 designated as Part 2 on Plan 49R-20487
 - k. Block 52 on Plan 49M-115 designated as Part 1 on Plan 49R-20489
 - l. Block 52 on Plan 49M-115 designated as Part 2 on Plan 49R-20489
 - m. Block 55 on Plan 49M-115 designated as Part 1 on Plan 49R-20490
 - n. Block 55 on Plan 49M-115 designated as Part 2 on Plan 49R-20490
 - o. Block 56 on Plan 49M-115 designated as Part 1 on Plan 49R-20491

p. Block 56 on Plan 49M-115 designated as Parts 2, 3 and 4 on Plan 49R-20491

2. **That** this by-law shall be effective only to the extent necessary to permit:
 - (a) the creation of parcels for construction purposes and to permit such parcels to be charged and/or discharged;
 - (b) individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - (c) any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit; and this by-law shall not be construed as to permit the further severance or resubdivision of any such parcel.
3. **That** a conveyance or conveyances in favour of the Town of Arnprior shall not for the purpose of this by-law be considered to be a severance and this by-law shall also be deemed to permit the grant or release of easements held in favour of the Town on or with respect to the lands described above.
4. **That** this by-law shall become effective upon the endorsement by the Corporation of the County of Renfrew of its said approval of the by-law.
5. **That** no further subdivision of the aforementioned lands shall be undertaken upon completing of the original purpose for which this by-law is being passed and approved except by an application made pursuant to Section 50 of the Planning Act, R. S. O. 1990, as amended.
6. **That** this by-law shall expire and be of no further force and effect as of the 23rd day of October, 2024.

Enacted and Passed this 23rd day of October, 2023

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Clerk

Resolutions

1. **Municipal Grants Application – Arnprior Regional Health Foundation (Penny Stashick Ugly Christmas Sweater Walk)**

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Arnprior Regional Health Foundation; and

Whereas the Arnprior Regional Health Foundation has partnered with the Stashick family for this year’s annual Penny Stashick Ugly Christmas Sweater Walk, in honour of Penny Stashick, a valued member of the Arnprior community who passed away in November of 2017;

Whereas the Arnprior Regional Health Foundation will also be welcoming the community to join in the festive celebrations as it launches the public phase of the CT Scan fundraising campaign;

Therefore Be It Resolved That Council approve the request for waiving the Robert Simpson Park Gazebo rental fees including chairs, tables, sound system, and set up / tear down costs (value of approximately \$443.00 plus HST) for the Penny Stashick Ugly Christmas Sweater Walk on December 2nd, 2023; and

Further That the Arnprior Regional Health Foundation 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.

2. **Municipal Grants Application – Arnprior and District Humane Society (Feliz Naughty Dog Bake and Craft Sale)**

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Arnprior and District Humane Society; and

Whereas the Arnprior and District Humane Society is the local no-kill shelter and their staff and volunteers provide a safe environment for stray dogs and cats until they can find their forever adoptive home;

Therefore Be It Resolved That Council approve the request for waiving the Nick smith Centre Community Hall rental fees including set up / tear down costs (value of approximately \$350.00 plus HST) for the Feliz Naughty Dog Bake and Craft Sale on November 12th, 2023; and

Further That the Arnprior and District Humane Society 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.

3. Municipal Grants Application – Royal Canadian Legion Branch No. 174 (2023 Arnprior Santa Claus Parade)

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Royal Canadian Legion Branch No. 174; and

Whereas the Royal Canadian Legion Branch No. 174 has sponsored the Arnprior Santa Claus Parade for many years in collaboration with a citizen-led planning committee;

Whereas the Arnprior Santa Claus Parade (November 25th, 2023 at 6pm) supports the Arnprior and District Food Bank;

Therefore Be It Resolved That Council approve the request as submitted to provide in-kind support for the following items:

- Use of Town barricades, staging, portable sound system, and radios for the event (estimated value of approximately \$1,200.00);
- Inclusion of event flyer in the September/October 2023 water bills which will be mailed out in early November 2023;

4. Resolution for Support – City of Cambridge and Township of Whitewater Region (Declaring Intimate Partner Violence as Epidemic)

That Council of the Corporation of the Town of Arnprior receive the correspondence from the City of Cambridge and Township of Whitewater Region as information;

Whereas the safety of our community and its members is of extreme importance to every single Arnprior resident as well as to Council as a whole;

Whereas intimate partner violence, often referred to as domestic violence, means any use of physical or sexual force, actual or threatened in an intimate relationship, including emotional and/or psychological abuse or harassing behaviour, and persons of any gender or sex can be victims of intimate partner violence;

Whereas an inquest was held in Summer 2022 to study the 2015 murders of three local women: Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam;

Whereas these tragic deaths highlighted the local implications of intimate partner violence and its prevalence in Renfrew County;

Therefore Be It Resolved That Council declare intimate partner violence to be an epidemic in accordance with the [Culleton, Kuzyk and Warmerdam \(CKW\) Inquest](#) recommendations;

Further That a copy of this resolution be circulated to the Right Honorable Justin Trudeau, Prime Minister of Canada; the Honorable Doug Ford, Premier of Ontario; Cheryl Gallant, MP for Renfrew-Nipissing-Pembroke; John Yakabuski, MPP for Renfrew-Nipissing-Pembroke; the County of Renfrew; and all local municipalities.

5. Resolution for Support – Arnprior Fire Department (Support for MHSRC Hoarding Program)

That Council of the Corporation of the Town of Arnprior receive the correspondence from the Deputy Fire Chief related to the MHSRC Hoarding Program;

Whereas as a funded project of the Pembroke Regional Hospital, Mental Health Services of Renfrew County (MHSRC) operates a Hoarding Program aimed at creating a collaborative approach to both mental health treatment and Fire Code enforcement;

Whereas the MHSRC Hoarding Program has shown marked improvement in achieving compliance with the Fire Code along with a sharp decline in recidivism rates with clients presenting an overall improvement in mental and physical well-being;

Therefore Be It Resolved That Council supports the recommendation of the Arnprior Fire Department on the continuation of funding for the Hoarding Program operated by Mental Health Services of Renfrew County through the Pembroke Regional Hospital;

Further That a copy of this resolution be circulated to Pembroke Regional Health, all local municipalities and the County of Renfrew in support of the MHSRC Hoarding Program.