



Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, December 11th, 2023

Time: 6:30 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions / Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Question Period**
- 7. Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)**
 - a) **Regular Meeting of Council – November 27th, 2023** (Page 1-12)
- 8. Awards / Delegations / Presentations**
 - a) **Delegation**
 - i) **Arnprior-McNab-Braeside Men's Shed**, Darrel O'Shaughnessy (Page 13-24)
 - b) **Presentations**
 - i) **Winter Recreation Overview**, Lucas Power, Program and Events Coordinator (Page 25-37)
- 9. Public Meetings**

10. Matters Tabled / Deferred / Unfinished Business

11. Notice of Motion(s)

12. Staff Reports

- a) **Municipal Grant Application – Arnprior-McNab-Braeside Men’s Shed**, Oliver Jacob, Client Services Coordinator (Page 38-56)
- b) **Granting of Easement to Hydro One to Service 12 Thomas Street**, Ryan Wall, Engineering Officer, Civil (Page 57-59)
- c) **Community Improvement Plan (CIP) Grant – 109 John Street North**, Lindsay Wilson, MEDO (Page 60-67)
- d) **2024 Integrity Commissioner Services**, Shelley Mackenzie, Town Clerk and Oliver Jacob, Client Services Coordinator (Page 68-70)
- e) **2023 Annual Accessibility Status Report**, Oliver Jacob, Client Services Coordinator (Page 71-91)

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-NOV-21
 - ii) Correspondence Package A-23-NOV-18

15. By-laws & Resolutions

- a) **By-laws**
 - i) **By-Law Number 7448-23** – Grant Easement to Hydro One Networks Inc. to Service 12 Thomas Street South (Page 92)
 - ii) **By-Law Number 7449-23** – Authorize Community Improvement Plan (CIP) Grant for 109 John Street North (Page 73-107)

- iii) **By-Law Number 7450-23** – 2024 Integrity Commissioner / Closed Meeting Investigator Services (William R. Hunter) (Page 108-117)

b) Resolutions

- i) **Municipal Grant Application** – Canadian Blood Services (2024 Blood Donation Clinics) (Page 118)
- ii) **Municipal Grants Application** – Arnprior Regional Health Auxiliary (2024 Annual General Meeting) (Page 119)
- iii) **Municipal Grants Application** – Arnprior Optimist Club of Arnprior (2024 Optimist Winter Carnival) (Page 120)
- iv) **Request for Support** – One Year Extension to the Draft Approval of the Marshall's Bay Meadows Subdivision (Page 121)

16. Announcements

17. Media Questions

18. Closed Session

One (1) matter pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal or local board employees (Staff Award).

19. Confirmatory By-law

By-law No. 7451-23 to confirm the proceedings of Council

20. Adjournment

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

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

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

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



**Minutes of Council Meeting
November 27th, 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

Jennifer Morawiec, GMCS / Treasurer
John Steckly, GM Operations
Amy Dean, Environmental Engineering
Officer
Graeme Ivory, Director of Recreation
Shelley Mackenzie, Town Clerk
Oliver Jacob, A/Deputy Clerk

1. Call to Order

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

2. Roll Call

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

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 385-23

Moved by Lynn Cloutier
Seconded by Billy Denault

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, November 27th, 2023 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

I, Chris Couper, declare a pecuniary interest on Item No. 15 (a) (iv) on the November 27th, 2023 Council agenda. I am making this declaration as I live in close proximity to the subject lands.

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 386-23

Moved by Lynn Cloutier

Seconded by Chris Couper

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

Resolution Carried

8. Awards/Delegations/Presentations

a) Presentation

i) Waterfront Trail and 2023 Parks Project Update, Director of Recreation

Staff presented Council with an update highlighting the progress of the redeveloped Waterfront Trail, as well as Legion and Caruso Parks upgrades.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motions

**a) Request for Support for the Further Development of the Arnprior Station Rest Stop
Resolution Number 387-23**

Moved by Dan Lynch

Seconded by Tom Burnette

Whereas the Council of the Town of Arnprior recognizes that the Algonquin trail provides recreational, health, economic and social benefits to our communities; and

Whereas Arnprior is proud to be part of the Algonquin Trail portion of the Ottawa Valley Rail Trail (OVRT) as a connecting link to the rest of the Algonquin Trail and the Lanark portion of the OVRT; and

Whereas on March 27, 2023 Council passed a resolution directing staff to send a letter to the County of Renfrew Algonquin Trail Advisory Committee requesting that the name "Arnprior Station:" be designated to identify the newly seeded Algonquin Trail land located on John Street South at Meehan Street; and

Whereas on August 30, 2023 the Development and Property Committee for the County of Renfrew granted approval to the Town of Arnprior to erect signage and additional trees along the Algonquin Trail for the purpose of identifying the Town's business centre and a park and further that the park name "Arnprior Station" be approved; and

Whereas further development, as outlined in Drawing A, of the “Arnprior Station” as a dedicated rest stop along the Algonquin Trail would be beneficial for trail users, encourage visitors to the Town’s business centre and would be completed at little to no cost through volunteers and donations.

Therefore Be It Resolved That Council provide a letter of support to the County of Renfrew for the further development of an “Arnprior Station Rest Stop” on the Algonquin Trail at its intersection with John Street North.

Resolution Carried

b) Naming for Developed Waterfront Trail

Resolution Number 388-23

Moved by Dan Lynch

Seconded by Billy Denault

Whereas one of the first Waterfront Master Plan projects completed is the waterfront pathway surfacing improvements which enhances accessibility, adds lighting and seating, from the intersection of Madawaska Street and the Madawaska Bridge, stretching along the western shore of the Madawaska River to Robert Simpson Park;

And Whereas while waterfront trails have existed in various forms for decades, the current trail layout was re-developed with support from the Government of Canada in 1999/2000 under the Canada Millennium Partnership Program;

And Whereas under this Millennium Project, three (3) walking trails were created at that time (Gillies Trail, McLachlin Trail and Heritage Trail) by a Millennium Ad Hoc Committee, who through outside consultation, informally adopted these trail names for the creation of maps and brochures; and

Therefore Be It Resolved That Council formally adopt the names formed by the Millennium Ad Hoc Committee for the three (3) walking trails (Gillies Trail, McLachlin Trail and Heritage Trail).

Resolution Carried

12. Staff Reports

a) Contract Award – Joint Solid Waste Collection Tender

Resolution Number 389-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council award a five-year contract with the option of two one-year extensions for the Collection of Solid Waste in the Town of Arnprior to Topps Environmental Solutions (803836 Ontario Inc) with the amount of \$430,429.48 (including HST) for year one of the contract; and

Further That should the volume discount criteria be met, that the \$20,000 annual volume discount be applied; and

Further That Council direct staff to update the draft 2024 Waste Management Operating Budget and 2024 Waste Management User Fee Rate to reflect the results of this contract award.

Resolution Carried

**b) Asset Retirement Obligations (ARO) Policy
Resolution Number 390-23**

Moved by Dan Lynch

Seconded by Chris Couper

That Council enact a By-Law adopting Policy No. FS-CA-03 (Asset Retirement Obligations).

Resolution Carried

**c) 2024 Calendar of Meetings
Resolution Number 391-23**

Moved by Lynn Cloutier

Seconded by Chris Toner

That Council approve the attached 2024 Calendar of Meetings.

Resolution Carried

13. Council Committee Reports and Minutes

a) Mayors Report

Mayor McGee reported on the following:

- The Mayor attended the ribbon cutting grand opening ceremony for Kirk Orthodontics & the unveiling of the Steelheads and Strikes newly renovated interior.
- Met with Bruce Firestone, formerly with the Ottawa Senators, along with the owners of Humble Creek Homes. Humble Creek is a company that builds tiny homes. They are keen to bring their ideas forward and to work with federal partners to see if they can assist with the housing crisis and gaps in affordable housing. The Mayor directed them to the County of Renfrew for further discussion.
- Saturday was the 2023 Arnprior Santa Claus Parade in honour of the late Theresa Carron. Council handed out chocolate to hundreds of spectators and attended the Legion afterwards where they met with Santa.
- Delegation forms for the upcoming ROMA conference have been submitted. Councillor Denault, Councillor Couper, County Councillor Lynch and Mayor McGee will be attending and they are looking forward to meeting with Minister of Tourism, Culture and Sport to discuss the Nick Smith Centre upgrades, the Cultural Night Market and the Waterfront Master Plan. Mayor McGee will be working with staff to prepare a presentation. The Mayor confirmed that she

has submitted a joint delegation with Mayor MacKenzie from the Township of McNab Braeside, along with the Councillor from the City of Ottawa adjacent ward, with the Minister of Health concerning how local residents are being directed to use the emergency room due to family Physicians being fined when their patients use the VTAC service. Mayor McGee is hoping to discuss these healthcare challenges and to find solutions that work for residents.

b) County Councillor's Report

County Councillor Lynch reported the following:

- **Taste of the Valley** - Upcoming event dates include:
Pembroke – December 16. (10am-3pm)
Vendors are sold out.
- The Statistics from A Point-In-Time Count (Homelessness Enumeration) report from Friday, October 27, 2023, indicates that Arnprior has two persons who are currently homeless.
- On December 12th, 2023, Warden Emon will be acclaimed County Warden for 2024 at the inaugural meeting.
- The next County Council meeting is scheduled for November 29th, 2023.

Councillor Toner reported on the following:

- The Seniors Active Living Centre membership is up to over 350 people, in large part to speaking at retirement homes and an increase of Facebook posts.
- The new and successful walking club will be continuing throughout the winter.
- Tech workshops on chrome books will be starting up again and they are hoping to add cybersecurity training as part of the training.
- SALC is continuing with the popular bus trips. The next trip scheduled for Dec. 14th to Morrisburg. Travellers will enjoy a turkey buffet dinner at McIntosh Inn then off to Upper Canada Village where they will walk off dinner through the Alight at Night Extravaganza with over one million lights.
- There will be a live music tribute to Gaston Moreau on Thursday, November 30th from 1-3pm. Gas' Gang of Musicians will be on hand to pay tribute to the man who launched the live music events at the SALC 5 years ago. Please rsvp to the SALC as seating is on a first come first serve basis.
- The SALC Advisory Committee also discussed logistics on renting out space. Several inquiries have come forward, especially since the Library meeting space is currently unavailable. The folks from L'Arche have confirmed and they will be having an event in the centre.
- Councillor Toner was the Arnprior SALC representative at the Revitalizing and Reactivating Communities collaboration meetings on October 26th at Laurentian Valley Fit & Feisty, and again on November 16th at the Centre Lajoie. These collaborative meetings are made possible from a grant received by Eganville & District Seniors through the Government of Canada

Community Services Recovery Fund. The goal of the meetings is to come together to look at our strengths and challenges as individual groups and as a collective group to address how we can revitalize our organizations. The monthly meetings will discuss common challenges, share our strengths, brainstorm and work together on projects and training that will benefit everyone. From attending the last two meetings I can report that the Arnprior and McNab SALC is functioning extremely well.

Update from the Arnprior and District Museum:

- The museum offered a two-day Canadian Conservation Institute workshop on Care of Objects to four regional organizations. The event had fifteen participants who attended and museum staff were able to meet and work with colleagues from across Renfrew and Lanark Counties.
- The museum has also developed a series of workshops in partnership with an Indigenous Education Consultant from RCDSB and a grade 5/6 class from Walter Zadow school; 23 students and 2 staff have visited to participate in the cardboard community-building workshops.
- The Lego Robotics team have been meeting twice a week for the past two months at the museum.
- The local ESL group have been meeting on Friday mornings at the Museum while the Library remediation repairs are continuing.
- A full day of programming was offered to homeschool families and the museum looks forward to future opportunities to continue that relationship.
- The museum has also partnered with the Renfrew County Youth Wellness Hub to provide tours and workshops over the last three months. On average between 6-10 staff and young people attend these events.
- There have been several events at the museum including the Opportunity Shop Coat Sale with 323 visitors; the Opportunity Shop Christmas Sale with 484 visitors and the Halloween Witch Walk with 566 visitors.
- Emily has also held Storytelling Workshops at Sawmill Flats and Island View. These workshops are stimulating for the brain and an opportunity to learn about local history through stories.
- Museum collection staff developed and put together a Remembrance Day pop up exhibit with two interactive stations that resulted in 38 visitors that saw their family members celebrated.
- A small community group gathered to begin drafting a proposal for a co-created exhibit on peace and alternative responses to violent conflict.
- Digitization of the collection continues despite staffing obstacles. Scanning of 2D belongings will wrap up by the end of November thanks to a large number of remarkable volunteers that stepped up to help.
- The Programming and Outreach Coordinator and Digitization Assistant positions remain open.
- Our Curator submitted a report to the Parks Canada Architectural Historian who is developing a report with respect to our request for historic designation.
- The museum has been accepted to the MASS Culture's Data Narratives for the Arts Program (DNA). MASS Culture is an organization that supports the arts community through workshops such as the DNA program. The DNA

program will help make decisions according to the data that museums collect and use this data to market our organization.

- Our Museum Curator was elected to the Ontario Museum Association Board of Directors. The current Museum Board have welcomed the new proposal for a Culture and Diversity Advisory Committee and look forward to its development.
- There have been some early planning sessions between the Museum, the Historical Society and the Friends of the Museum to host several events in the new year.

Councillor Denault reported on the following:

- Airport Commission held a special meeting on Wednesday, November 22nd, 2023, to discuss the budget which will be presented at the December 6th, 2023 budget consultations meeting.

Councillor Couper reported on the following:

- At the last Library meeting the board was updated that the clean up after the flood is now complete, but the restoration is not expected until March of 2024. The Library CAO has been working with suppliers to secure 2024 pricing for some of the capital items that were lost in the flood.
- Staff has been working with Service Ontario to assist residents to update their OHIP cards. At this time only OHIP cards can be updated.
- The Library is getting ready for the 2024 budget deliberations. The Board Chair met with Councillors in Arnprior to discuss adding a community Librarian to the 2024 budget request.
- The Community Fridge Project is currently on hold due to pressures from the flood.
- The Board provided an update concerning the expansion. Due to the flood, the naming of the expansion has been delayed. The library will be adding a bench with a land acknowledgment on one side and a message from the Algonquin Nation on the other side of the bench. The bench will be in the shape of a book. Landscaping ideas are being supplied from the Butterflyway Project to encourage pollination.
- The Strategic Planning process has been put on hold due to the retirement of the consultant and the OLS will be looking at replacing the position in the near future.
- Programming updates included author visits from Wit Fraser, Dr. Brain Goldman and the Right Honourable David Johnston.
- Tickets are now on sale for the New Years Eve, Black and White Literary Gala. The library has received donations for the event, and they will cover the rental costs for the event.
- Local musicians will be performing once a month on Tuesdays at the library for a Busker's Café.
- Other programs include: Tuesday Chess Club, Senior Book Clubs and the Whatknots Knitting Group.
- The ESL group is currently meeting at the Museum to allow for the Friday morning Storytime to take place at the library.

- The library has tried to accommodate meetings with Renfrew County Social Workers and they have set up office space at the library for at risk youth and those struggling with homelessness.
- Class visits are in full swing, and Baby Rhyme Time is at full capacity.

14. Correspondence & Petitions

i) Correspondence Package – I-23-NOV-20

Resolution Number 392-23

Moved by Chris Couper

Seconded by Dan Lynch

That the Correspondence Package Number I-23-NOV-20 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch noted the following items:

- Page 13 - Ontario is exploring additional tools to help fund municipal water infrastructure to support housing growth, such as providing improved flexibility for municipalities to access loans under the Infrastructure Ontario Loan Program. In response to County Councillor Lynch, the General Manager, Client Services / Treasurer confirmed that we use the Infrastructure Ontario Loan Program for both Water and Wastewater Plant Expansions in 2011-12, Downtown Revitalization Loan (2017) and the purchase of the Quint fire truck (2018). Depending on the size and nature of future water infrastructure projects, if financing is required, we will consider using this loan program again.
- Page 18 -The Ontario government is strengthening regulations to clamp down on landfill site owners who contravene environmental laws. The changes will allow the province to take stronger action against illegal activity by giving enforcement officials the ability to issue monetary penalties. This could include (but is not limited to): industrial or commercial noise or odour pollution waste being dumped into the natural environment improper disposal of commercial waste. In response to County Councillor Lynch, staff indicated they have reviewed the change in regulations for landfill penalties, and no concerns were noted for our landfill site. Staff have shared this information with McCrea's (our landfill operator and site attendant) to keep them up to date with the changes.
- Page 26 - Doug Ford, Premier of Ontario, announced "On behalf of the people of Ontario, it is an honour to congratulate Edith Dumont on being installed as the 30 Lieutenant Governor of Ontario and the first ever Francophone Lieutenant Governor in our province's history."
- Page 34 -The government of Ontario is also taking action to further protect the safety of children by requiring all licensed childcare operators to implement a Safe Arrival and Dismissal Policy by January 1, 2024. This will ensure that when a child does not arrive at the licensed childcare program or is not picked up as expected, parents will be informed in line with existing protocols within Ontario's publicly funded schools.

- Page 40 - Registered Early Childhood Educators will receive a increase in pay as of January 2024. Wages will be raised to \$23.86/hour from the planned \$20/hour. This 19.3 per cent increase will apply to all new hires and current employees getting paid less than \$23.86/hour.
- Page 43 - Ontario is investing an additional \$15 million over three years in the Racialized and Indigenous Supports for Entrepreneurs (RAISE) program to provide free access to business coaching, training and grants. The program will launch and grow successful businesses, creating great jobs for Ontarians, providing goods and services people need and fostering vibrant and inclusive communities.
- Page 47 - AMO is conducting a survey of Ontario municipal employees to learn about their work experience. In response to County Councillor Lynch on if staff have completed the survey, the General Manager, Client Services / Treasurer responded that staff have had the opportunity to complete the survey while it was open. Staff have not received any statistics from AMO at this time on who completed the survey.
- Page 48 - The Ontario Fire Marshal is conducting an online survey for volunteer firefighters and Fire Chiefs to inform their understanding on recruiting and retaining volunteer firefighters. Staff responded that full-time fire department staff have completed the survey, and it has been forwarded to our volunteers for their participation.
- Page 52 - The ChargeON Program will provide up to 75% provincial funding for municipalities to install Electric Vehicle charging stations. Canoe Procurement Group and Flo will be hosting webinars on November 29th, 2023 and the Ministry of Transportation will be hosting on November 30th. In response to County Councillor Lynch regarding participation in the program, the General Manager, Client Services / Treasurer responded that the municipality is looking at this grant program for possible expansion of electric vehicle charging stations at the Nick Smith Centre and in municipal parking lots. The grant application is due in January 2024 and staff will bring further information forward to Council either in a report or with 2024 budget.

ii) Correspondence Package – A-23-NOV-17

Resolution Number 393-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That the Correspondence Package Number A-23-NOV-17 be received, and the recommendation outlined be brought forward for council consideration.

Resolution Carried

15. By-laws & Resolutions

a) By-Laws

Resolution Number 394-23

Moved by Lynn Cloutier

Seconded by Chris Couper

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

- By-law Number 7441-23 – Award Joint Solid Waste Collection
- By-law Number 7442-23 – Adopt Asset Retirement Obligations (ARO) Policy
- By-law Number 7443-23 – Adopt 2024 Occupational Health and Safety Statement

Resolution Carried

Councillor Couper left the Council table at 7:49 PM

Resolution Number 395-23

Moved by Dan Lynch

Seconded by Tom Burnette

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

- By-law Number 7444-23 – Part Lot Control (Marshall's Bay Meadows)

Resolution Carried

Councillor Couper returned to the Council table at 7:49 PM

b) Resolutions

Municipal Grant Application – Community Choir and Valley Concert Band (2024 Music! Music! Music!)

Resolution Number 396-23

Moved by Lynn Cloutier

Seconded by Chris Toner

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Arnprior Community Choir and Valley Concert Band; and

Whereas the Arnprior Community Choir and Valley Concert Band has hosted the “Music! Music! Music!” event for the past six years and provides an opportunity to showcase and experience musical talent in the local community;

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$350.00 plus HST) for the 2024 “Music! Music! Music!” event on March 2nd, 2024; and

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

Resolution Carried

**Municipal Grant Application – Arnprior and Area Physician Recruitment Committee
(Doctors Dining Duel)**

Resolution Number 397-23

Moved by Dan Lynch

Seconded by Tom Burnette

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Arnprior and Area Physician Recruitment Committee; and

Whereas the Arnprior and Area Physician Recruitment Committee is an eligible organization under the Municipal Grants Policy with a mandate to support the recruitment of family physicians in the Greater Arnprior area;

Whereas the Doctors Dining Duel is one of the annual fundraising events which fund the attraction and retention of family physicians to support our community;

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$450.00 plus HST) for the Doctors Dining Duel on Thursday, April 25th, 2024; and

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

Resolution Carried

Municipal Grant Application – Arnprior Minor Hockey Association (Trivia Night and Dance Fundraiser)

Resolution Number 398-23

Moved by Chris Couper

Seconded by Billy Denault

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Arnprior Minor Hockey Association; and

Whereas the Arnprior Minor Hockey Association is an eligible not-for-profit organization under the Municipal Grants Policy who support the participation of local youth in the sport of hockey by providing a fun and safe environment for all participants;

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$450.00 plus HST) for the AMHA Trivia Night and Dance Fundraiser on January 27th, 2024; and

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

Resolution Carried

16. Announcements

Mayor McGee noted the following announcements:

- Service Ontario is currently working on having a full-service permanent location in the near future and asked residents to stay tuned for future updates.
- Mayor McGee received a letter from John Okum, Director of Protective Services and Fire Chief in North Grenville, to congratulate the Deputy Fire Chief, Cory Nicholas on receiving his certification as a Level 3 Certified Municipal Manager from the Ontario Municipal Manager's Institute. Council extended a warm congratulations to Cory for his accomplishments.

Councillor Toner announced the following:

- December 2nd is the Annual Penny Stashick Ugly Sweater Walk in support of Arnprior Regional Health. The walk will take place at Robert Simpson Park in memory of Penny.

17. Media Questions

None

18. Closed Session

None

19. Confirmatory By-Law

Resolution Number 399-23

Moved by Dan Lynch

Seconded by Tom Burnette

That By-law No. 7445-23 being a By-law to confirm the proceedings of the Regular Meeting of Council held on November 27th, 2023 be and it is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 400-23

Moved by Lynn Cloutier

Seconded by Billy Denault

That this meeting of Council be adjourned at 7:56 p.m.

Resolution Carried

Signatures

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

The Men's Shed – Community Fundraising Campaign



Fundraising Team: Lori Sullivan Van Wyk, Glenn Arthur, Ed Reid, Darrel O'Shaughnessey

Page 13

**Arnprior
McNab/Braeside
Men's Shed**

Today's Purpose



The **purpose** of this presentation is to garner your support for new and a much-needed relocation of our Men's Shed.



Our Objective

To help the Arnprior & McNab/Braeside Men's Shed unite their strengths and resources to raise \$100,000 for meaningful causes, leaving lasting legacy in our Community.

- Larger space required for continued growth and development
- More Community Programs & Services
- More Community Engagement
- More Autonomy



Our New Home

Old Braeside Schoolhouse

- General repairs and upgrades
- New Heat Pump Assembly
- Adequate and more efficient Heating & Cooling
- Water Supply
- Indoor Plumbing &
Accessible Washroom Facilities
- New insulated windows and doors



Our Vision

We will continue to provide Senior Men a safe space where they can enjoy meeting, making Friends, socialize, and help each other overcome or deal with any feelings of loneliness, isolation and or depression.



The Men's Shed movement around the world is considered a "*Social Health Care Innovation*"



Our History

Six-years of Accomplishments in our Communities

- Accepted and encouraged by the Communities that we serve
- Formed and are part of an *“Age-Friendly Community”*
- Helped keep our Senior Men Productive, Healthy, Active and Engaged
- Helped our Senior Men to stay at home longer

Common Purpose:

To give back more than we receive, without question.



Notable Accomplishments

Designed and built

- ✓ 96 Memory Boxes for our new Grove Nursing Home
- ✓ Community Little Lending Libraries
- ✓ Wheelchair Accessible Picnic Tables
- ✓ Woodworking Kits for the Dementia Society of Ottawa & Renfrew County

Continued...



Notable Accomplishments (continued)

Designed and built:

- ✓ Woodworking Kits for Youth
 - > Intergenerational Programing
- ✓ Recreation equipment for our Community partners
- ✓ Little Wooden Toys & Trucks for Youth Fire Victims in Nova Scotia
- ✓ Provision of minor repairs for Senior's
- ✓ Hundreds of Volunteer Hours for our Community



The Situation/Background

- Striking out on Our Own
- No longer part of Arnprior Regional Health (ARH)
- No longer a Program under the Senior's Active Living Centre (SALC)
- No further expectation of ARH Resources including Finance



ARH Press Release (Oct 20, 2023)

The partnership between ARH and the Shed has been fruitful, but the members are looking to expand their services to the community and pursue opportunities beyond what the financial and regulatory requirements of a healthcare organization allow.

“We value the Men’s Shed’s commitment to the community,” says Cathy Jordan, Chair of the ARH Board of Directors. *“We are excited to see what they can accomplish, and we will continue to support them through this new phase.”*

“We are grateful for all the support we have received from ARH. We wouldn’t have got this far without them,” says Gary McBurney, co-host of the Shed. *“There is a lot we want to do to expand our reach, like how-to workshops and courses. Becoming an independent entity gives us more freedom to do that.”*



The Ask



Overall Mission:

To help empower Senior Men with purpose and camaraderie, as we unite our strengths and resources to raise \$100,000 for meaningful causes, leaving a lasting legacy in our Communities.

The Request

One-time Financial Contribution to help ready our new Men's Shed Braeside home for occupancy.



Thank You

Arnprior & McNab/Braeside Men's Shed Community Fundraising Team:



- Lori Sullivan Van Wyk - email: lori@sullivan.ca
- Glenn Arthur - email: - email: goaliearch35@gmail.com
- Ed Reid - Telephone: 613 282 2371
- Darrel O'Shaughnessy - email: darrel.osh@gmail.com



Winter Recreation Overview

Graeme Ivory & Lucas Power
Recreation Department

Meeting Date: December 11, 2023

Background

Winter Recreation

- Winter is typically when people participate less in recreation due to suboptimal weather and accessibility.
- According to ParticipACTION, about 60% of Canadians admit to feeling the 'Winter Blues' which can be improved by being active and stimulating your brain.
- The Town of Arnprior's Recreation Department continues to work on increasing our community's access to recreation by making it more affordable and accessible.



Winter Overview

What's coming?

- Winter Aquatics
- Holiday Swims and Skates
- Events
- Sustainable Programs
- Wintermission

Winter Overview

Winter Aquatics

- The pool will see a full slate of programs from lessons to aquafit to recreational swims.
- Registration for aquatics programming spans the week of January 2nd with different dates for youth, adult, resident and non-resident registrations.
- The pool is also hosting National Lifeguard Certifications in January which will help develop future Lifeguards at the Nick Smith Centre and Beach at Robert Simpson Park.



Holiday Swims & Skates

Public Swimming

- Tim Horton's McCluskey Group is proud to sponsor 10 public swims reducing the cost to just \$2 over the holidays (December 27th to January 6th).

Public Skating

- All public skates are free thanks to all of our arena rinkboard sponsors
- December 27-30; January 2-5
 - 12-1pm
 - December 31 → 9-10am and 10-11am
- December 22; 27-30; January 3, 5
 - 6-7pm
 - December 23 → 7-8pm (following the Arnprior Rivermen Game)

Events Overview

Events

- December 23 – Santa’s DJ Skate Party
- January 19-21 – Optimist Winter Carnival
- February 4 – Sunday Snow Day
- February 14 – Valentine’s Skate
- February 19 – FamFest
- March 16 – St. Patty’s Party

Program Overview

Winter Programs

Courses

- Drama Lab
- Young Actors Academy
- Conditioning and Balance
- Sledge Hockey
- Preschool Explorers
- Adult Volleyball League
- Electronic Music

Drop-In

- Pickleball
- Badminton
- Table Tennis
- Youth Nights
- Craft Programs
- Ready, Set, Go!
- Walk The Halls



School Year Camps

Holiday Camp

- January 2-5 at the Nick Smith Centre
- Shift Performance (Arnprior Packers) are also running hockey development camps December 27-29 and January 2-5

PA Day Camp

- February 2 at the Nick Smith Centre

March Break Camp

- March 11-15 at the Nick Smith Centre

Youth Club

Youth Club

After a very successful debut of Youth Club, the program will continue in 2024 under two seasons, Jan-May (\$50) and Sept-Dec (\$40). Youth Club will cost participants \$10/month and provide access to:

- Weekly Craft Program or Youth Night
- Two afterschool programs per week at a subsidized rate of \$3.00 per day
- Monthly Youth Club public skate
- Two Youth Club events per season
- Sledge Hockey Program



Wintermission

Wintermission 2024

Launched in 2023, Wintermission is a campaign to foster a healthy and active lifestyle, embracing the indoor and outdoor recreation spaces and programs that our community offers.

This campaign spans from December 27 through February 29 as the Recreation Department has created a winter activity campaign that provides the community a one-stop-shop for information on how they can be active in the winter.



Wintermission

Events

- Optimist Winter Carnival
- Sunday Snow Day
- Watch Party Weekend
- Valentine's Skate
- FamFest

Free Programs

- Walk The Halls
- Holiday Skates
- Tennis on Ice
- Parent, Tot + Senior Skates
- Lending Hub

Amenities

- Outdoor rinks
- Walking trails
- Park spaces

Local Attractions

- Ski hills
- Curling Club
- Sport and wellness organizations
- Packers & Rivermen Games

Stay In The Know

How can residents learn more about winter recreation?

- Arnprior Life publication
- Monthly Recreation Newsletter
- Town website
 - Arnprior.ca/Wintermission
 - Arnprior.ca/YouthClub
- Social Media
- Contact the Nick Smith Centre
- More community events at calendar.Arnprior.ca

Questions?



• WHERE THE RIVERS MEET •



Town of Arnprior Staff Report

Subject: Municipal Grants Application – Arnprior-McNab-Braeside Men’s Shed

Report Number: 23-12-11-01

Report Author and Position Title: Oliver Jacob, Client Services Coordinator

Department: Client Services

Meeting Date: December 11th, 2023

Recommendations:

That Council receive the Municipal Grants Application from the Arnprior-McNab-Braeside Men’s Shed dated November 19th, 2023; and

Further That Council not approve the Arnprior-McNab-Braeside Men’s Shed request for support funding in the amount of \$10,000 for capital improvements to their leased property as it does not meet the qualification and eligibility criteria of the Municipal Grants Policy.

Background:

In 2019, the Town of Arnprior adopted a Municipal Grants Policy under By-law Number 6931-19 to define the process through which Council provides municipal grants to eligible non-profit / charitable organizations. Organizations must provide programs or services that address an identifiable need or problem in the community and bestow some community-wide benefit. The policy outlines four streams for grant support and these are listed in Appendix A for reference.

The current application is from the Arnprior-McNab-Braeside Men’s Shed (hereinafter referred to as the “Men’s Shed”). This is the first application that the Town has received under the Municipal Grants Policy for this organization as previous grants were provided to Arnprior Regional Health to support the Seniors Active Living Centre (SALC). The Men’s Shed program was supported through SALC’s annual Operating Budget.

The Men’s Shed is a community-based organization that provides recreational activities for local male community members in Arnprior and McNab/Braeside, especially those who are experiencing loneliness, isolation and/or depression. Originally housed under Arnprior Regional Health (ARH) as a SALC program, the Men’s Shed has [recently announced](#) that it has decided to pursue independent status from ARH effective November 1st, 2023. In the past, the Men’s Shed has been located at 328 Nieman Drive in McNab/Braeside; however, the current location has been sold and the group are looking to create a new home in the Village of

Braeside where they can continue their operations. In order to retrofit the building, the Men's Shed has noted that an investment of \$100,000 is required to meet their growing needs.

Discussion:

Applications are received and evaluated based on the qualifications and eligibility criteria listed in Section 3 of the Municipal Grants Policy. The applications received come forward to Council in the form of a Staff Report or through an Action Item, depending on their type.

The current application was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, attached as Appendix B, and it does not meet several of the key criteria. In particular, the application includes ineligible activities (capital projects), and it does not include information on the financial status or viability of the organization itself. It also does not include supporting documentation that are required to assist Council in the decision-making process including an operating budget, proof of incorporation as a non-profit entity and proof of insurability.

Options:

Council could choose to fund the grant application as requested however as the new home (832 River Road) for the Men's Shed is a privately owned building, providing capital funding to renovate a privately owned building would directly benefit one individual property owner which is not the intent of the Municipal Grants Policy.

The Men's Shed in the future, could submit a separate grant request under the Municipal Grants Policy to support their 2024 operations or for in-kind support, after they have met the grant eligibility criteria.

Policy Considerations:

The application does not meet the stated purpose of the Municipal Grants Policy in providing assistance to organizations/groups that require financial or in-kind assistance to provide services, programs and/or events to the residents of the Town of Arnprior through their regular operations. The current grant request is for capital improvements to a building that is not owned by the Arnprior-McNab-Braeside Men's Shed, an ineligible expense, not for funding to support their regular operations.

Financial Considerations:

Council has approved budget funding in the amount of \$22,500 in the Municipal Grants account (1-5-7600-6999) for various Municipal Grants. To date, Council has allocated \$12,500 in grant funding to the Seniors Active Living Centre, \$500 for 2023 secondary school bursaries, \$1,000 donation to the Canadian Red Cross Earthquake in Türkiye and Syria Appeal, and \$3,000 support funding for the Arnprior and District NeighbourLink Fountain.

There is currently approximately \$5,500 remaining as uncommitted funds in the Municipal Grants account which would be insufficient to finance this request in the 2023 fiscal year.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A – Overview of Municipal Grant Streams

Appendix B – Evaluation Matrix

Appendix C – Application Package

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

Appendix A – Overview of Municipal Grant Streams

Municipal Grant Stream	Definition	Application	Request Eligibility
Support Funding	A Municipal Grant provided by Council to an eligible community organization, by way of a dollar (\$) amount.	<ul style="list-style-type: none"> Organizations will be provided an annual maximum of \$3,000 under this stream A maximum of one (1) request per year per organization 	Support Funding <u>cannot</u> be used to: <ul style="list-style-type: none"> support ongoing operating costs; support annual capital costs; to retire debt to increase endowment funds
In-Kind Support (Partnership)	A form of Municipal Grant that is provided by Council to an eligible community organization, by way of an on-going in-kind contribution over the course of a year, or specified timeframe, to support a program, activity, event or service.	<ul style="list-style-type: none"> Organizations may require a specified lease/partnership agreement A maximum of two (2) requests per year per organization 	Eligible Requests – Waiving Fees for: <ul style="list-style-type: none"> Town Facilities Town Equipment Town Staff time
In-Kind Support (Single)	A form of Municipal Grant that is provided by Council to an eligible community organization, by way of a single in-kind contribution to support a program, activity, event, or service.	<ul style="list-style-type: none"> A maximum of two (2) requests per year per organization 	Eligible Requests – Waiving Fees for: <ul style="list-style-type: none"> Town Facilities Town Equipment Landfill Vouchers/ Garbage Bag Tags Town Staff Time
Festivals and Events Support Funding	A form of Municipal Grant that is provided by Council to an eligible events organization, by way of a single one-time support funding and/or in-kind contribution to support a festival or event held in the Town of Arnprior.	<ul style="list-style-type: none"> A max of one (1) request per year per organization 	Festivals and Events Support Funding <u>cannot</u> be used to: <ul style="list-style-type: none"> support ongoing operating costs; support annual capital costs; retire debt; increase endowment funds; provide gifts, hospitality, or other benefits to individuals and/ or organizations



Appendix B – Evaluation Matrix Applicant: The Arnprior-McNab-Braeside Men’s Shed	
Qualification Criteria	Meets Criteria
A not-for-profit or charitable organization operating in the Town of Arnprior (Other community groups may be considered based on demonstrated benefit to overall community)	Note 1
Hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior	Note 2
Using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments	No
Demonstrates financial need	No
Demonstrates having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc. where applicable	No
Completed and submitted the appropriate application form a minimum of 60 days prior to their need	No

Note 1 - The organization indicated on its application that it operates as a not-for-profit entity; however, supporting documentation was not provided to support their current status.

Note 2 – While operating a Men’s Shed benefits the participants who are Arnprior residents, this grant application is for capital improvements to a privately owned property, where the capital improvements will benefit the private property owner.

Appendix B – Evaluation Matrix Applicant: The Arnprior-McNab-Braeside Men’s Shed	
Eligibility Criteria	Meets Criteria
Overall contribution to community: The Arnprior-McNab-Braeside Men’s Shed provides a valuable community service to connect older men who may be facing challenges associated with loneliness, isolation and/or depression, particularly following the COVID-19 pandemic. The participants work together through the art of carpentry to build community and items for sale to local community groups (i.e. park benches, accessible picnic tables, lending libraries, childrens’ toys, etc.).	Yes
Supports & promotes Town’s vision, values and strategic priorities: The Town’s 2024-2027 Strategic Plan outlines our policy priorities and vision for the Town and the broader community. Organizations like the Men’s Shed would support the overall well-being of the community and its ability to continue to “build our future together”.	Yes
Financial Management of the community organization: As the applicant has not provided any financial statements, it is not possible to evaluate the financial viability or capacity of the Men’s Shed as an organization. It is unclear if the Men’s Shed exists as a legal entity at present and if it has the financial capacity to support its operations. The budget provided notes all sources of revenue for the organization (i.e. projected grants, donations/sponsorships, user fees, membership fees, etc.) but only identifies the estimated costs associated with the construction materials for the Braeside building renovation. It does not outline the operating expenses for the organization including rent, utilities, operating expenses, materials and supplies, etc. It is also unclear from the budget provided if a similar funding request is being made to the Township of McNab/Braeside or any other funding bodies.	No
Demonstrated support of volunteers: The Men’s Shed operates solely with volunteers and it does not have any formal administrative capacity as an independent entity from Arnprior Regional Health. As the organization is in its infancy, a fundraising committee is responsible for its revenue generation.	Yes
Demonstrated the benefits to the residents of the Town of Arnprior: The Men’s Shed serves approximately thirty (30) members from the Town of Arnprior and the Township of McNab/Braeside and their proposed location is situated in the village of Braeside.	Yes

Municipal Grants Application

General Information	Submission Date: _____		
Name of Organization:			
Street Address:			
City/Town:		Postal Code:	
Contact Person:		Position/Title:	
Telephone:		Fax Number:	
E-mail:			
What is your organization's status?	Charitable	Not-for-profit	Other
Authorization:	<p>I declare that I am authorized to sign this grant request on behalf of</p> <p>_____</p> <p style="text-align: center;">[insert name of organization]</p> <p>_____</p> <p style="text-align: center;"> [signature]</p> <p>_____</p> <p style="text-align: center;">[date]</p>		<p>Name (print):</p> <p>_____</p>
			<p>Position/Title:</p> <p style="text-align: right;"></p> <p>_____</p>
			<p>Phone:</p> <p>_____</p>
Please provide project/event date(s) or any relevant timelines related to this request.			

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

Grant Request	Please check applicable request	Brief description of request (i.e. dollar amount and/or type of in-kind support, staffing requirements)
Support Funding (complete Parts A and B)		
In-Kind Support (Partnership) (complete Parts A and B)		
In-Kind Support (Single) (complete Part A)		
Festivals and Events Support Funding (complete Parts A and B)		

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

Organization/Grant Information	
What is the function of your organization (mandate/key objections)?	
Please provide an overview of the service, program or event being supported with this funding.	
Please explain how this service, program or event benefits the Town of Arnprior and its residents.	
<p>Does your organization use volunteers?</p> <p>Yes No</p>	<p>If yes, how many volunteers are involved and in what capacity? (e.g. administration, service level, etc.)</p>

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

Does this request align with the Town of Arnprior's Strategic Plan , as determined by Council? Please explain.	
<p><u>Key Priorities</u></p> <ul style="list-style-type: none"> Economic Development – Attraction, retention and marketing initiatives and economic impact 	

<ul style="list-style-type: none"> Community Well Being – Community support, arts and culture, recreational and leisure, health and well being support initiatives 		
<p>Has your organization received support from the Town of Arnprior in previous years?</p> <p>Yes No</p>	If yes, please provide additional details below.	
	Dollar (\$) value received:	
	Service/ Program/ Festival/ Event grant support was received for:	
	Type of grant support received:	<p>Support Funding</p> <p>In-Kind Support</p> <p>In-Kind Partnership</p> <p>Festival and Event Support Funding</p>
	<p>Was Town staff support provided?</p> <p>If yes, in what capacity?</p>	

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

	If this submission/request differs from previous year(s), please describe the difference?
--	--

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

Financial Information
<p>Indicate your organizations fundraising policy. Comment on your organizations fundraising plans for the current year and upcoming years. (If Applicable)</p>
<p>Does your organization raise enough money through fundraising to cover its expenses? If not, indicate your organizations plan to pay these expenses. (If Applicable)</p>
<p>Indicate if you received funding or are seeking funding from sources other than the municipality.</p>

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

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

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

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

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

Part B (cont'd)

Projected Budget	
Please fill out the projected budget for your organization's festival/event/initiative/project below.	
<u>Revenue Description</u>	<u>Budget Amount</u>
Grants – Federal and/or Provincial	\$
Grants – Town of Arnprior	\$
Donations/Sponsorships	\$
Earned Income	\$
Applicant Contribution	\$
User Fees	\$
Membership Fees	\$
Fundraising Efforts	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Total Revenue	\$

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

<u>Expenses Description</u>		<u>Budget Amount</u>
Salaries and Benefits		\$
Advertising and Promotion		\$
Entertainment		\$
Administration		\$
Facilities Rental		\$
Prizes and Awards		\$
Other (please specify)		\$
Other (please specify)		\$
Other (please specify)		\$
Other (please specify)		\$
Total Expenses		\$
Please attach the listed documentation to your completed application.	<div>Most recent financial statements</div> <div>Financial statement from previous year or previous festival/event</div> <div>Budget for program, service, festival/event</div> <div>Proof of incorporation, if applicable</div> <div>Proof of insurance (required if funding is approved)</div>	
<div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> (initial)	I hereby acknowledge that the Town of Arnprior requires any successful applicant to provide a follow-up report, as described in the Municipal Grants Policy.	

Conditions of Assistance

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

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

Budgetary Estimate
September 2023
832 River Road, Braeside Pricing (rough estimate only)

\$35,827

Main room: $25' \times 66.5' = 1662.5$ square feet;
Annex $26.5' \times 29.5' = 781.75$ square feet;
Vestibule $6' \times 9.5' = 57$ square feet
Total = 2501.25 square feet

Bathroom

Toilet including tank & pump =	\$1000	
Urinal =	\$410	
Laundry sink, taps & cabinet	\$350	
Walls + door =	\$580	
Total		<u>\$2340</u>

Deep well pump + 20 gallon pressure tank \$2500

Wall protection wood = $66' + 66' + 25' + 25' - 40' = 142' / 8' = 18$ pcs x \$107 = \$1926

Drywall replacing plaster:

Purchase of Drywall=	\$1809	
Walls = 950 sq'; ceiling = 1800 sq'; total = 2750 square feet x \$2.50 = \$6875		
Total		<u>\$8684</u>

Lighting:

21 off 8' LED ceiling lights = $21 \times \$150 =$ \$3150

Work benches:

$100' / 8' \text{ of } 3/4" \times 4" \times 8" \text{ plywood} = 14 \times \$107 = \$1498 \text{ } 3/4";$
 $2" \times 4" \times 10' = 3.5 \text{ pc} \times \$7.05 = \$25 \times 14 \text{ benches} = \$350.$
Total = \$1848

Wiring + plugs + switches:

Panel 200 Amp & 35 breakers	<u>\$879</u>
Conduit, plugs & switches =	<u>\$1500</u>

Heating:

2 Sealed Combustion Propane Heaters (Nev's) \$13,000

Current RONA prices used:

Plywood 3/4 finished one side @ \$107. per sheet
Plywood 1/2 finished one side @ \$67. per sheet
OSB 7/16" x 4' x 8' @ \$23.83 per sheet
2" x 4" x 10' select spruce studs @ \$7.05 each
Drywall Lightweight 1/2" x 4' x 8' @ \$23.34 per sheet
Drywall install tape and mud 3 coats @ \$2.50 per square foot
LED 8' 2 bulb Ceiling Lighting @ \$149.99 each

Main room: 25' x 66.5" = 1662.5 sq' 5 windows, 2 covered @ back 37 ½" door 5 lights

Annex: 23.5' x 29.5' = 693 sq' 3 windows, 3 covered 3 + 1;ts 13' – 3" high

Vestibule: 6' x 9.5' = 56 sq' 36" door pass through to main room sewer pipe

2410.5 square feet total

No insulation in ceiling, 9" crawl space separated by rock wall

Patches missing in plaster (directly on brick) paint poor

Bump in floor in main room, Fallen floor in annex

Water pump??? Wires and pipe under floor Toilet & sink where???

Plumber??? Well driller for pump???

Heaters? Nev's, 1 in each room, propane i/c thermostat, natural gas later

Windows: annex to shop or CCTV???

Wiring: Electrical contractor to get hydro hook up and what is needed for same?

EMT (conduit) for surface wiring; Lighting & plugs?

Twp of McNab?:

What is needed for occupancy permit?

Fire codes?? Building inspector?

Smoke detector 110 powered? Exit lighting? Emergency lighting?



Town of Arnprior Staff Report

Subject: Granting of Easement to Hydro One to service 12 Thomas Street

Report Number: 23-12-11-02

Report Author and Position Title: Ryan Wall, Engineering Officer

Department: Operations

Meeting Date: December 11, 2023

Recommendations:

That Council authorize the CAO to enter into an Offer to Grant an Easement to Hydro One Networks Inc. for a utility easement along the municipal lands identified as roll number 470200006512201, located at the end of Havey Street, to provide an electrical service to 12 Thomas Street South.

Background:

The property at 12 Thomas Street South is subject to a plan for multi-residential development. As a result, the developer and Hydro One Networks Inc. (Hydro One) have provided the Town of Arnprior with a proposed layout for the electrical service to 12 Thomas Street South.

Currently, there is an overhead hydro line that travels from where the Havey Street road allowance terminates (at the end of the paved portion of Havey Street), along the Town's gravel entrance to the back of the Town's Water Filtration Plant. The gravel entrance is not considered a municipal road allowance; therefore, the Town cannot grant municipal consent for utilities to occupy space through the typical utility franchise/joint use agreements which cover municipal road allowances. Instead, a registered utility easement needs to be granted.

Discussion:

The proposed electrical service layout by Hydro One to provide electrical service to 12 Thomas Street South for the future multi-residential development on that site, will require the relocation of an existing overhead three-phase service that is currently on the south side of the Town's gravel entrance. The proposed new three-phase service will cross overhead across the Town's gravel entrance, then will be installed underground parallel to the gravel entrance, and then loop back across the entrance

road overhead behind the Water Filtration Plant to reconnect to the existing overhead three-phase line.

The new line will be the most cost-effective way to service 12 Thomas Street South and will not impact Town operations. Staff are therefore recommending that a utility easement be granted to Hydro One to facilitate the relocation of the electrical utility on the Town-owned lands.

Options:

Council could choose not to grant the CAO the authority to enter into an agreement to grant an easement to Hydro One, however this will result in a more invasive and expensive means of servicing 12 Thomas Street South from an alternate location.

Policy Considerations:

This report is in keeping with the Town's Strategic Plan Priority to foster economic growth and prosperity.

Financial Considerations:

The granting of the easement is of zero cost to the Town. All costs required to prepare the Offer to Grant an Easement, registration of the agreement on title and preparation of legal R-Plan will be borne by Hydro One.

Consultation:

- Hydro One Networks Inc.

Documents:

1. Schedule A: Location of Proposed Easement

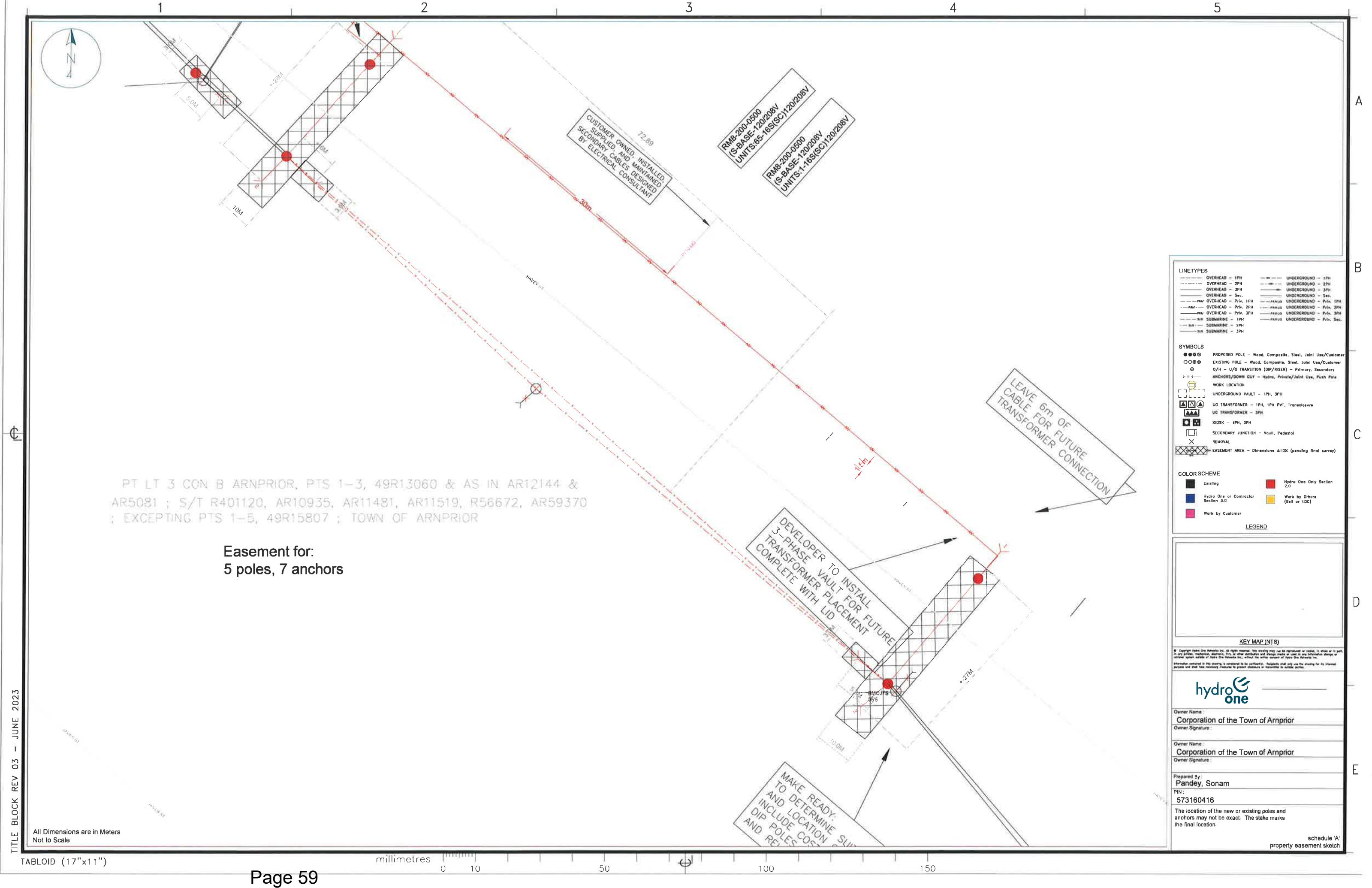
Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie



LINETYPES

OVERHEAD - 1PH	UNDERGROUND - 1PH
OVERHEAD - 2PH	UNDERGROUND - 2PH
OVERHEAD - 3PH	UNDERGROUND - 3PH
OVERHEAD - Sec.	UNDERGROUND - Sec.
OVERHEAD - Priv. 1PH	UNDERGROUND - Priv. 1PH
OVERHEAD - Priv. 2PH	UNDERGROUND - Priv. 2PH
OVERHEAD - Priv. 3PH	UNDERGROUND - Priv. 3PH
SUB - SUBMARINE - 1PH	UNDERGROUND - Priv. Sec.
SUB - SUBMARINE - 2PH	
SUB - SUBMARINE - 3PH	

SYMBOLS

PROPOSED POLE - Wood, Composite, Steel, Joint Use/Customer
EXISTING POLE - Wood, Composite, Steel, Joint Use/Customer
O/H - U/G TRANSITION (DIP/RISER) - Primary, Secondary
ANCHORS/DOWN GUY - Hydro, Private/Joint Use, Push Pole
WORK LOCATION
UNDERGROUND VAULT - 1PH, 3PH
UD TRANSFORMER - 1PH, 1PH PVT, Transclosure
UD TRANSFORMER - 3PH
KIOSK - 1PH, 3PH
SECONDARY JUNCTION - Vault, Pedestal
REMOVAL
EASEMENT AREA - Dimensions ±10% (pending final survey)

COLOR SCHEME

Existing	Hydro One Only Section
Hydro One or Contractor Section 3.0	Work by Others (Bell or LDC)
Work by Customer	

LEGEND

KEY MAP (NTS)

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hydro one

Owner Name:
Corporation of the Town of Arnprior

Owner Signature:

Owner Name:
Corporation of the Town of Arnprior

Owner Signature:

Prepared By:
Pandey, Sonam

PIN:
573160416

The location of the new or existing poles and anchors may not be exact. The stake marks the final location.

schedule 'A'
property easement sketch

TITLE BLOCK REV 03 - JUNE 2023

All Dimensions are in Meters
Not to Scale

TABLOID (17"x11")



Town of Arnprior Staff Report

Subject: Community Improvement Plan Grant – 109 John St North

Report Number: 23-12-11-03

Report Author and Position Title: Lindsay Wilson, MEDO

Department: Community Services Branch

Meeting Date: December 11, 2023

Recommendations:

That Council enact a by-law to enter into an Agreement with Grace Dillon for a Community Improvement Plan (CIP) Financial Incentive under the Business Location, Expansion and Start-up Program, Signage Improvement Program, Façade and Property Improvement Program, and Application and Permit Fees Rebate Program for 109 John Street North in an amount of up to \$10,600.25 to be funded from the CIP Grants operating account.

Background:

The Town has received an application for a Community Improvement Plan (CIP) Financial Incentive under the following Incentives:

- Business Location, Expansion and Start-up Program;
- Signage Improvement Program;
- Façade and Property Improvement Program; and
- Application and Permit Fees Rebate Program

The subject lands are known as 109 John Street North. The project entails renovating a downtown commercial retail storefront to accommodate a dog grooming and retail space, including façade improvements and a new sign. The total project costs are \$76,510 (includes eligible and ineligible costs).

Discussion:

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

- ✓ Application Submitted Before Commencing (s. 6.7.1)

- ✓ Applicant is a tenant of a property to whom the owner has provided written consent (s. 6.7.2)
- ✓ Located within CIP Project Area (s. 6.7.3)
- ✓ Project is not part of already approved CIP grant (s. 6.7.4)
- ✓ No Outstanding Tax Arrears (s. 6.7.5)
- ✓ Complete Application Package (s. 6.7.6)
- ✓ Work in accordance with Town regulations (s. 6.7.7)
- ✓ Land Use is Compatible with OP / ZBL (s. 6.7.8)
- ✓ Exterior changes must meet Urban Design Guidelines (s. 6.7.10)
- ✓ Total of combined grants and rebates must not exceed total project costs (s. 6.7.12)

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

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

Business Location, Expansion and Start-Up Program

The purpose of this program is to encourage new and existing businesses to expand and locate within the Town of Arnprior in order to help foster and develop successful businesses within the Town. Eligible Properties in accordance with the CIP include those in the Downtown Area, Mixed Use Residential / Commercial Area, and Mixed Use Commercial / Employment Area. The subject lands are in the Downtown Area.

The maximum grant value for this program is 50% of Total Project Costs up to \$5,000.00. It should be noted that a number of the interior renovation costs quoted are not eligible for this funding so the estimated eligible project costs under this incentive program are \$11,000. The eligible amount for funding therefore would be the total of \$5,000 available.

The specific grant criteria for this program includes:

- ✓ The relocated business must have moved, paid all associated expenses, submitted receipts to the Town and operate at the new location for a period of 12 consecutive months to receive the full grant amount. Any application may be required to operate at the new location for more than 12 consecutive months at the discretion of the Review Panel.
- ✓ If a business fails to expand or relocate within twelve months of grant approval, the grant shall be revoked, and the applicant will be required to re-apply for the grant. Grant approvals are not transferrable between addresses if the applicant fails to secure the original location.

- ✓ As a condition of the Business Location, Expansion and Start-Up Grant, businesses will be required to be a year-round operation (i.e. not seasonal in nature), and will be required to be in operation at its new location for a minimum of 12 months.

Application and Permit Fees Rebate Program

Application and permit fees normally imposed by the Town may also represent a barrier to investment in Arnprior. Rebating such fees is desirable because it will reduce or eliminate these barriers to private investment, including major investments such as the development of new housing units.

Eligible Properties for this program include those in the Downtown Area, Mixed Use Residential / Commercial Area, and Mixed-Use Commercial / Employment Area. This property is in the Downtown Area.

The maximum grant value 50% of Total Application Fees up to \$5,000.00. The estimated building permit fees are \$240. Therefore, the eligible grant amount is \$120.

Signage Improvement Program

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

The maximum grant value for this program is 50% of Total Project Costs up to \$500. The total eligible cost for this project is \$960.50. The eligible amount for funding therefore would be a total of \$480.25.

The specific grant criteria for this program includes:

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

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

Façade and Property Improvement Program

The façade and property improvement program encourages aesthetic improvements to buildings and properties and supports continued maintenance and upkeep of the building stock. The business community and the overall pride of the community benefits from these improvements, and create more attractive places in which to live, work, shop and play. The program also encourages private investment and stimulates economic

activity in Arnprior, as property owners purchase goods and services to construct the improvements to their buildings and properties. Eligible properties in accordance with the CIP include those in the Downtown Area, Mixed Use Residential / Commercial Area, and Mixed-Use Commercial / Employment Area. The subject lands are in the Downtown Area.

The maximum grant value for this program is 50% of Total Project Costs up to \$5,000.00. The total eligible cost for this project is \$11,200. The eligible amount for funding therefore would be a total of \$5000.

The specific grant criteria for this program includes:

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

Summary of Grants:

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

- **Total Eligible Project Costs:** \$23,160.50 (total project estimated less renovation costs not eligible for the program)
- **Total Permit Costs:** \$240.00
- **Eligible Grant Value:** \$10,600.25
 - 50% of Total Façade Project Costs up to \$5,000, being the full \$5,000 in this case
 - 50% of Total Utility Fit-up Project Costs up to \$5,000, being the full \$5,000 in this case
 - 50% of Total Sign Project Costs up to \$500, being \$480.25 in this case
 - 50% of Total Application Fees up to \$5,000, being \$120.00 in this case

Options:

Council could determine that the application is not appropriate for the CIP Grant programs as applied for however staff recommend providing these incentives to encourage investment.

Policy Considerations:

Economic Development is a key priority in the Town's Strategic plan. The Community Improvement Plan Financial Incentives are a valuable tool to attract business investment to the community. Application and permit fees normally imposed by the Town may also represent a barrier to investment in Arnprior. Rebating such fees is desirable because it will reduce or eliminate these barriers to private investment.

Financial Considerations:

The current uncommitted balance for 2023 CIP grants is \$6,533.55. If this project was approved as submitted, the remaining balance would be \$0.00.

Staff is recommending the remaining \$4066.70 be funded from the MEDO Programs budget as there is sufficient uncommitted funds in the 2023 operating budget to approve this additional amount without requiring funding from reserves.

Meeting Dates:

1. Pre-Consult Meeting – September 25, 2023

Consultation:

- Chief Building Official
- Town Planner
- Treasurer

Documents:

1. Proposed Layout
2. Proposed Façade
3. Existing Façade

Signatures

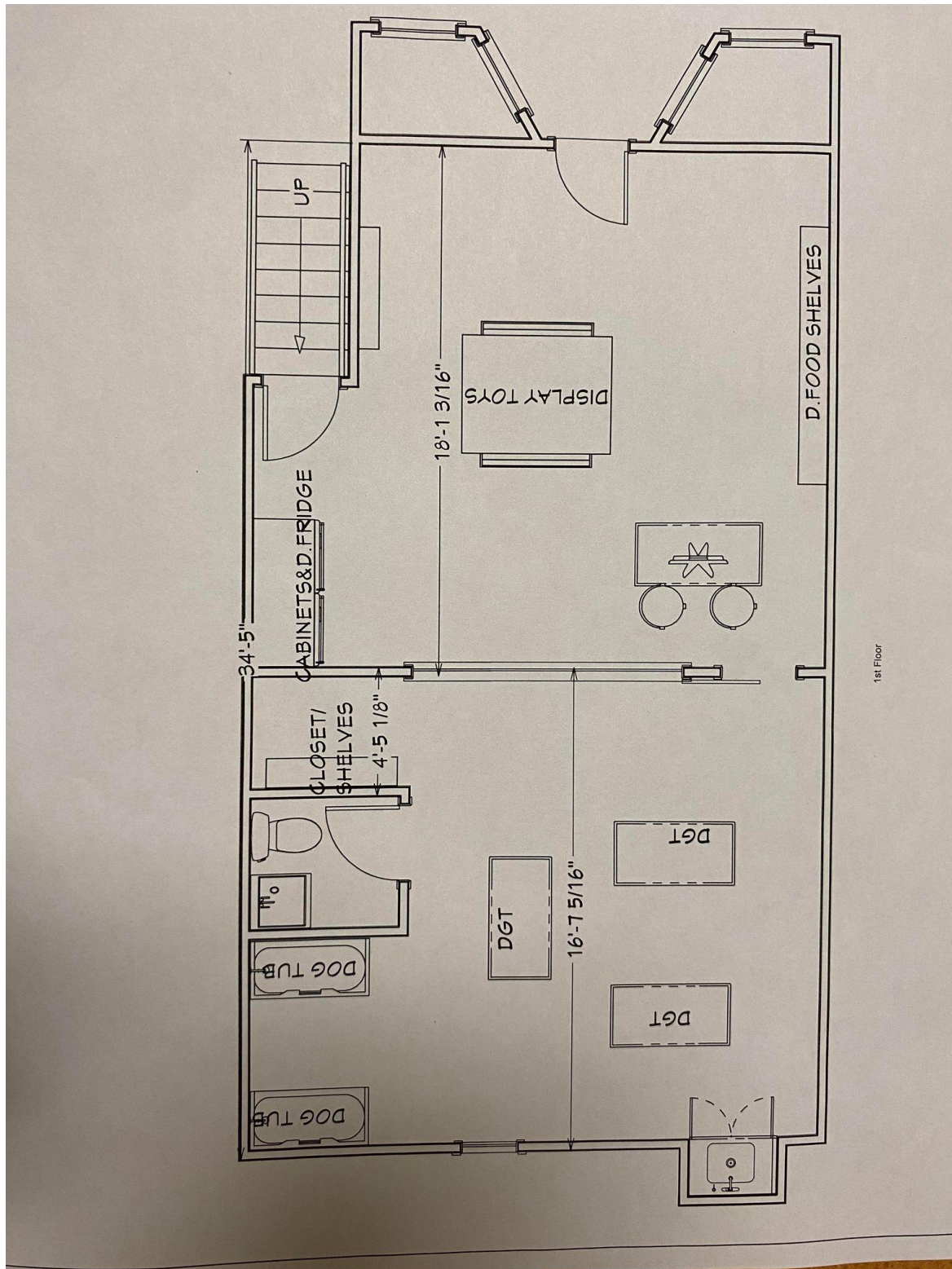
Reviewed by Department Head: Robin Paquette

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

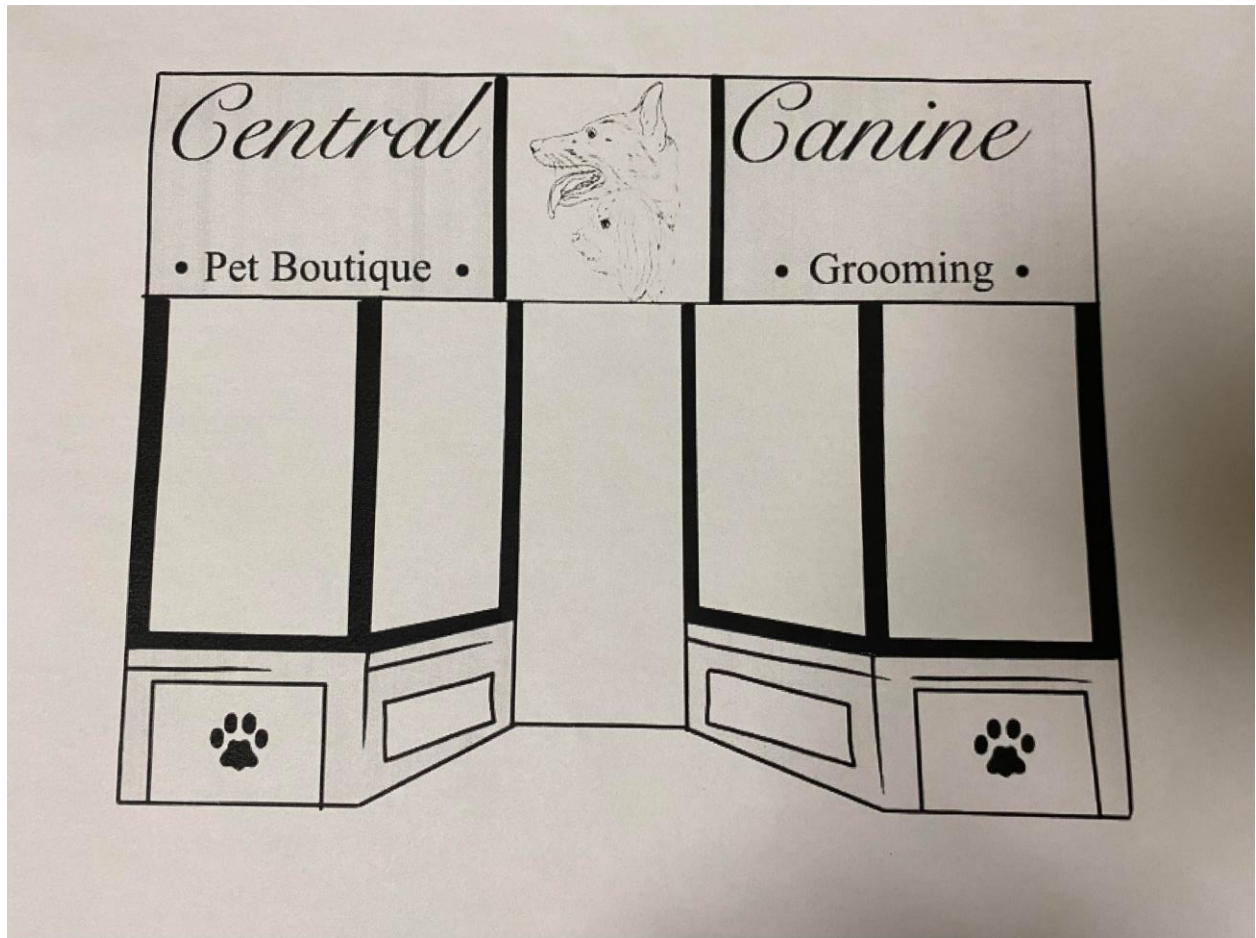
CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie

Document #1 – Proposed Layout



Document #2 – Proposed Façade



Document #3 – Existing Façade





Town of Arnprior Staff Report

Subject: 2024 Integrity Commissioner Services

Report Number: 23-12-11-04

Report Author and Position Title: Shelley Mackenzie, Town Clerk and Oliver Jacob, Client Services Coordinator

Department: Client Services

Meeting Date: December 11th, 2023

Recommendations:

That Council repeal by-law 7119-20 and adopt a by-law to authorize the Mayor and Clerk to enter into a revised agreement to retain and appoint William R. Hunter as Integrity Commissioner and Closed Meeting Investigator for the 2024 Calendar Year.

Background:

In accordance with Sections 223.3 (1) and 239 (1) of the *Municipal Act, 2001*, municipalities are required to appoint an Integrity Commissioner and a Closed Meeting Investigator to investigate complaints under the Council Code of Conduct and Procedure By-Law and any other policies, rules or procedures governing the ethical behaviour of Members of Council and local boards. The Integrity Commissioner may also provide advice respecting the obligations of Members of Council under existing Town policies.

The Town of Arnprior appointed Mr. William R. Hunter for the first time in 2013 and re-appointed him in 2016 and 2020. Mr. Hunter's experience is broad and varied with decades of extensive civil litigation and municipal law experience through his legal practice. He has also completed a program of training in Alternate Dispute Resolution with the University of Windsor and acted as a mediator on various matters, including a large number for the City of Ottawa during the amalgamation of the Regional Municipality of Ottawa-Carleton in 2001. He has also served as Integrity Commissioner for many Ontario municipalities including the Township of Rideau Lakes, Town of Gananoque, and the Township of South Stormont.

Having now retired from the practice of law, Mr. Hunter is continuing to provide Integrity Commissioner / Closed Meeting Investigator services through his own company, Hunter Arbitrations and Mediations Ltd. His current agreement with the Town of Arnprior expires on December 31st, 2024. Recently, Mr. Hunter has requested that the Town consider a

new revised agreement for 2024 which reflects his status as an independent officer given his recent retirement from his legal firm and a new reduced hourly fee for services.

Discussion:

Town staff have reviewed the proposed agreement and note the following key changes:

- Section 1: Broadened scope to include Sections 223.1 to 223.8 of the *Municipal Act, 2001*.
- Section 2: The term has been set as the 2024 calendar year or until such further time as may be mutually agreed between the parties.
- Section 5: Reduction of hourly fee from \$365.00 to \$275.00.
- Section 13: Change in insurance provider.
- Section 14: New language added to indemnify the Integrity Commissioner from liability related to their investigations and activities undertaken as part of their legislated duties.

A by-law to repeal the previous agreement (By-Law 7119-20) and authorize the proposed new agreement is included on the current December 11th, 2023 agenda. By-Law 7119-20 does require a minimum two-thirds vote of Council members to repeal or amend.

Options:

Option 1 – Council could choose to amend the proposed by-law and agreement.

Option 2 – Council could choose not to approve the proposed by-law and agreement, which is not recommended by staff, as the proposed agreement realizes cost savings for the municipality should Integrity Commissioner / Closed Meeting Investigator services be required during 2024 and maintains the current expiration date of the Integrity Commissioners term (December 31st, 2024).

Policy Considerations:

The provision of Integrity Commissioner / Closed Meeting Investigator services directly supports the Town's vision, mission and values, in particular its focus on being accountable to the community. It also supports Council's commitment to transparency, responsibility, and integrity in governance and decision-making.

Financial Considerations:

Should Integrity Commissioner / Closed Meeting Investigator services be required during 2024, the Town would realize cost savings from the hourly fee reduction.

Meeting Dates:

None

Consultation:

None

Documents

1. [Proposed By-Law and Agreement](#)

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: 2023 Accessibility Status Report

Report Number: 23-12-11-05

Report Author and Position Title: Oliver Jacob, Client Services Coordinator

Department: Client Services

Meeting Date: December 11th, 2023

Recommendations:

That Council approve the Town of Arnprior's 2023 Accessibility Status Report as presented; and

Further That the 2023 Accessibility Status Report be posted on the Town website.

Background:

In 2005, the Ontario Legislature adopted Bill 118 (*Accessibility for Ontarians with Disabilities Act, 2005*) with the goal to ensure that all Ontarians have fair and equitable access to programs and services and to improve opportunities for persons with disabilities.

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) replaced the *Accessibility for Ontarians Act, 2001* and extended accessibility requirements to both public and private entities. The Government of Ontario, the Legislative Assembly, every designated public sector organization and every other person or organization that provides goods, services or facilities to the public or other third parties and that has at least one employee in Ontario must follow the Integrated Accessibility Standards Regulation (IASR) to prevent and remove barriers for people with disabilities.

Ontario Regulation 191/11: Integrated Accessibility Standards Regulation (IASR) sets standards in five areas:

- Customer Service
- Information and Communication
- Employment
- Transportation
- Built Environment

There are also the General Requirements that apply across the IASR. The requirement to have an Accessibility Plan in place is one such requirement. The Accessibility Plan outlines what steps the municipality will take to prevent and remove barriers that people with disabilities face when interacting with the municipality, and when it will implement each step. Each designated organization must review and update their plan at least once in every five-year period.

On April 11th, 2023, Town Council adopted the third Multi-Year Accessibility Plan in accordance with the IASR which will help the municipality to remain in compliance with the Act and address the necessary areas specified in the regulations. This Plan will span for two (2) years to align with the Province of Ontario's 2025 AODA mandate for compliance with all standards. Additional information regarding accessibility standards beyond 2025 has not been released by the Province of Ontario; however, Town staff will continue to monitor for future guidance.

The Multi-Year Accessibility Plan details where the Town stands when looking at accessibility legislation compliance, as well as how and when the Town is going to meet the various requirements of the legislation. The Multi-Year Accessibility Plan was reviewed internally by staff with input from the 2018-2022 Accessibility Advisory Committee. As noted in the Plan, the Town of Arnprior is in compliance with current legislation with ongoing items to be reviewed on a regular basis.

The Multi-Year Accessibility Plan also lists "Further Goals Above and Beyond the AODA and IASR" for multiple municipal facilities and areas. The Arnprior Accessibility Advisory Committee (AAAC) has outlined these non-legislative items as areas where accessibility can be further improved throughout the Town. The Town endeavors to work toward completing these items as budget permits and wherever grant opportunities arise.

Discussion:

In accordance with the IASR, the Town of Arnprior is to complete an annual status report on the Multi-Year Accessibility Plan, detailing what items have been addressed, and which items of the plan continue to be on the radar for completion. Attached to this report is the 2023 Annual Accessibility Status Report. Staff would note at this time, when it comes to applicable legislative requirements, the Town continues to be in full compliance with the Act and continues to monitor areas that require ongoing attention.

In 2023, the Town of Arnprior had many accessibility-related achievements across various departments:

General Initiatives

- In November 2023, Council adopted a new committee structure which includes a new "Accessibility and Age Friendly Advisory Committee" which will allow the municipality to study the accessibility of our physical infrastructure as well as service delivery. This new committee will be further able to ensure that our accessibility policies are reflective of the wide variety of people who make use of

the Town's programs and services (i.e. youth, seniors, etc.). There will also be a Culture and Diversity Advisory Committee which will serve to support the overall inclusivity and cultural awareness of Town programs and services, which will help to increase their accessibility to all. It is expected that these new committees will accept public nominations in Q1 of 2024.

- The Town continues to provide mandatory training to new staff and volunteers across the organization and has implemented annual training refreshers for all staff. These training sessions include:
 - AODA Customer Service Standards
 - IASR: Information & Communication Standards & Employment Standards
 - Unconscious Bias
 - Gender and Sexual Diversity
 - Diversity and Inclusion
- [Ausome Ottawa](#) training was also been provided to the client-focused, front-line Recreation team members, as well as Arnprior and District Museum programming staff. This training provided a deeper understanding of autism in a sport and recreation environment and practical strategies for how to build rapport, teach skills and provide effective feedback to individuals with autism and their families.
- At the Nick Smith Centre, Recreation staff implemented an accessible sledge hockey program in 2022 through a Jumpstart Community Development Grant and based on the success of the program, the Town has incorporated the sledge hockey program into the 2023 Operating Budget so that it can continue year-over-year to offer this innovative and accessible programming opportunity for residents.
- Of note, the Town of Arnprior has also continued to partner with Community Living Renfrew County South to support clients with increased needs. Through this partnership, Community Living support staff work directly with the Town's programming team to support their clients in the catchment area who take part in the Town's summer camp.

Employment

- The Town continues to notify the public that accommodation will be provided upon request throughout all recruitment initiatives and throughout the employment lifecycle.
- The Town continues to make a Return-to-Work Process available and accommodation for staff, where necessary and applicable.

Information and Communication

- There has been continued use of the accessible "Contact Us" form for logging complaints, inquiries, requests for service, and compliments, through the Town

website, using the Town's newly updated electronic complaint management system. Residents are able to submit information through the Town's website and receive email confirmation of their ticket submission including its ticket number.

- A separate By-law Enforcement Contact Form has been implemented for ease of access to logging concerns for by-law enforcement related areas of interest.
- Staff continue to look at all documents posted on the Town's website and update for accessibility where required. In 2023, over a dozen accessible by-laws have been added to the [Frequently Requested By-Laws](#) webpage for public viewing.
- Creating Accessible Documents continues and training for staff who create and upload documents to the Town's website will be an ongoing process. In 2023, the Client Services Coordinator completed training on creating accessible PDFs.
- The Town's website continues to be compliant with the accessibility regulations of WCAG 2.0 Level AA.
- New access to other online payment and form submissions, as well as those previously provided (i.e. pet registrations, parking tickets, tax/water certificates, etc.) is available to the public. Staff are continuing to review other areas where online payments can be implemented.

Design of Public Spaces

- Funded by the Investing in Canada Infrastructure Program (ICIP), the Caruso Park and Legion Park projects were completed with upgraded pathways and play structures. These features have created accessible access to the parks and were supported by feedback from the public open house.
 - At Legion Park, accessibility enhancements included the installation of a play structure with accessible play features along with a rubber base that not only improves the safety of play but supports accessibility to the structure for all. Coinciding with this park upgrade is an asphalt pathway network making the park space (play structure, swings, outdoor rink/court) fully accessible.
 - At Caruso Park, the existing play structure was replaced, and a pathway was added to increase accessibility for youth in this growing neighbourhood. The play structure will be installed on engineered wood fiber base that also supports accessibility and enhanced safety for all users.
- The Town completed the first project under Council's Waterfront Master Plan aimed at improving the accessibility of the Gillies Trail (Waterfront Trail) with improvements to the pathway surface and additional lighting/seating to support increased accessibility along the trail. Additional accessible wayfinding signage will be installed in 2024 in accordance with the Signage and Wayfinding Policy.
- Tactile Walking Surface Indicators were installed on sidewalks completed during the 2023 Road Rehabilitation Projects (Gardner, Smoklin, Cranston). These indicators are intended to be detectable underfoot when walking or by a long white

cane. They are used to alert people with low or no vision of potential hazards, such as moving vehicular traffic.

- Along with the safety-related enhancements of the intersection re-alignment, accessibility improvements were implemented at intersection of Daniel Street South, Edey Street and Galvin Street with the curb being depressed and the Tactile Walking Surface Indicators being installed at either side of the crosswalks. This also permitted the signalization of the Galvin Street intersection for the first time to facilitate more accessible crossing on Daniel Street South.
- Sidewalk patching was completed across Town under the annual rolling road rehabilitation program. A total of 3,161m² of sidewalks were repaired in 2023.
- In October 2023, Council approved the preliminary design for the Nick Smith Centre Arena project which has been tentatively scheduled for 2024/2025. The selected design will significantly enhance accessibility within both Arena A (Bert Hall Arena) and Arena B (Glenn Arthur Arena).
 - In the Bert Hall Arena, the project will provide for modern, accessible seating across the entire side of the exterior wall side of the space and enlarge the players' benches. It will also create a second storey between the two arenas that will include an elevator to permit access to new meeting room space as well as provide a public mezzanine space overlooking both arenas. This enclosed and heated public viewing area would also provide twenty-four (24) additional spaces for accessible seating in addition to general spectator viewing.
 - In the Glenn Arthur Arena, the stands will be replaced with modern, accessible stands and the players' box will also be enlarged.
 - Both arena surfaces will have a zero-degree entry at all doors and benches supporting accessibility on and off the ice and sports such as sledge hockey. The design also features a raised apron on the west side of each arena to allow for those in wheelchairs to view the ice surface from the side and/or from the front row of the stands (there are sections of accessible & companion seating in the front row of each stand).
- The Town also completed the Arnprior Public Library Expansion project which included an accessible meeting room (Scharf Hall) within the existing library building as well as an accessible pathway from the hall to the landscaping on the exterior patio.

Next Steps

- Complete the Town of Arnprior's AODA Compliance Report for the Province of Ontario by December 31st, 2023. Staff are in the process of drafting this report and it will be submitted to the Province by the required deadline.
- The Town will need to continue to consult with the public, persons with disabilities and the Accessibility and Age Friendly Advisory Committee.

- Re-Audits of Town facilities and parks will continue to take place regularly as equipment reaches the end of its useful life and necessitates replacement.
- The Accessibility and Age Friendly Advisory Committee will be asked to complete a full review and walk through of all Town Facilities in the spring of 2024 to acquaint new members with Town facilities and gain insights into emerging priorities and suggestions from those with lived experience.
- Continue to review corporate policies and by-laws to ensure accessibility compliance.
- Continue to monitor the corporate website and web content as well as update existing web content for accessibility.
- Continue to welcome accommodations throughout the recruitment, selection process and employment lifecycles.
- Ensure new facilities and reconstruction are designed with accessibility features being incorporated.

Options:

Option 1 – Council could choose to amend the 2023 Accessibility Status Report

Option 2 – Council could choose not to approve the status report, which is not recommended by staff, as the Annual Accessibility Status Report is a requirement of the Integrated Accessibility Standards Regulation (IASR).

Policy Considerations:

The Town of Arnprior's Strategic Plan has been considered in the development of the 2023 Accessibility Status Report in terms of Effective Service Delivery and improved Infrastructure, and with the inclusion of the core values of Inclusivity and Accessibility. Additional policies considered include:

- Town of Arnprior Accessible Customer Service Policy
- Town of Arnprior IASR Policy
- Town of Arnprior 2023-2025 Multi-Year Accessibility Plan
- Accessibility for Ontarians with Disabilities Act (AODA)
- Integrated Accessibility Standards Regulation (IASR)

Financial Considerations:

There is no cost associated with the approval of the 2023 Accessibility Status Report. However, necessary training and implementation of the various items included in the regulations will continue to incur some cost to the municipality, as well as the cost of implementing any maintenance/ infrastructure items being actioned under the "Further Goals Above and Beyond the AODA and IASR". All of these additional items being actioned have been listed in the further attached summary chart, which encompasses part of the Annual Status Report Document. These items are completed under departmental operating budget funds, either as a capital item, or through grant funding.

Meeting Dates:

None

Consultation:

- Director of Recreation
- Program and Events Coordinator
- Engineering Officer, Facilities and Assets
- Engineering Officer, Civil
- Manager of Culture / Curator

Documents

1. 2023 Town of Arnprior Accessibility Status Report

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



2023 Town of Arnprior Annual Accessibility Status Report

Background and Purpose

The 2023 Accessibility Status Report is the annual update on the Town of Arnprior's progress of measures taken to improve accessibility and implement the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Regulation 191/11: Integrated Accessibility Standards Regulation (IASR). The Town of Arnprior approved its third Multi-Year Accessibility Plan, being the 2023-2025 Multi-Year Accessibility Plan, as per the Act and its regulations. This plan assists the Town in adhering to the requirements of the AODA and IASR, as well as identifying any further accessibility related improvements that the Town of Arnprior should consider completing which are outlined in the Multi-Year Accessibility Plan under "Further Goals Above and Beyond the AODA and IASR."

This Status Report includes the initiatives completed in 2023 as outlined in the 2023-2025 Multi-Year Accessibility Plan as well as identifies additional items that were completed to improve accessibility across the municipality. The purpose of this Status Report is to make the public aware of the Town of Arnprior's progress concerning the Multi-Year Accessibility Plan, and to prevent and remove barriers and meet requirements under the AODA and IASR.

This 2023 Annual Status Report will be made available on the Town's website at www.arnprior.ca/accessibility. It will also be provided to anyone who requests a copy, in addition to providing other accessible formats upon request.

Commitment to Accessibility

The Corporation of the Town of Arnprior is committed to promoting independence, dignity, integration and equality of opportunity for persons with disabilities. The Town is committed to making the Town workplaces accessible and welcoming environments where both employees and customers are accommodated, in a timely manner, to meet their needs.

The Town's Multi-Year Accessibility Plan and annual status reports demonstrate the Town's commitment to modifying service delivery, programming and other workplace processes, policies and procedures to ensure equal access for all.

The Town's Accessibility and Age Friendly Advisory Committee will play a key role in assisting the Town of Arnprior in meeting its accessibility goals. The Advisory Committee will review the multi-year accessibility plan and provide recommendations to Council on accessibility matters. The plan is also reviewed annually to highlight the progress made to date and identify any new priorities and recommended projects.

2023 Accessibility Achievements

General Initiatives

- In November 2023, Council adopted a new committee structure which includes a new "Accessibility and Age Friendly Advisory Committee" which will allow the municipality to study the accessibility of our physical infrastructure as well as service delivery. This new committee will be further able to ensure that our accessibility policies are reflective of the wide variety of people who make use of the Town's programs and services (i.e. youth, seniors, etc.). There will also be a Culture and Diversity Advisory Committee which will serve to support the overall inclusivity and cultural awareness of Town programs and services, which will help to increase their accessibility to all. It is expected that these new committees will accept public nominations in Q1 of 2024.
- The Town continues to provide mandatory training to new staff and volunteers across the organization and has implemented annual training refreshers for all staff. These training sessions include:
 - AODA Customer Service Standards
 - IASR: Information & Communication Standards & Employment Standards
 - Unconscious Bias
 - Gender and Sexual Diversity
 - Diversity and Inclusion
- Ausome Ottawa training was also provided to the client-focused, front-line Recreation team members as well as Arnprior and District Museum programming staff. This training provided a deeper understanding of autism in a sport and recreation environment and practical strategies for how to build rapport, teach skills and provide effective feedback to individuals with autism and their families.

- At the Nick Smith Centre, Recreation staff implemented an accessible sledge hockey program in 2022 through a Jumpstart Community Development Grant and based on the success of the program, the Town has incorporated the sledge hockey program into the 2023 Operating Budget so that it can continue year-over-year to offer this innovative and accessible programming opportunity for residents.

Employment

- The Town continues to notify the public that accommodation will be provided upon request throughout all recruitment initiatives and throughout the employment lifecycle.
- The Town continues to make a Return-to-Work Process available and accommodation for staff, where necessary and applicable.

Information and Communication

- There has been continued use of the accessible “Contact Us” form for logging complaints, inquiries, requests for service, and compliments, through the Town website, using the Town’s newly updated electronic complaint management system. Residents are able to submit information through the Town’s website, and receive email confirmation of their ticket submission including its ticket number. A separate By-law Enforcement Contact Form has been implemented for ease of access to logging concerns for by-law enforcement related areas of interest.
- Staff continue to look at all documents posted on the Town’s website and update for accessibility where required. In 2023, over a dozen accessible by-laws have been added to the Frequently Requested By-Laws webpage for public viewing.
- Creating Accessible Documents continues and training for staff who create and upload documents to the Town’s website will be an ongoing process. In 2023, the Client Services Coordinator completed training on creating accessible PDFs.
- The Town’s website continues to be compliant with the accessibility regulations of WCAG 2.0 Level AA.

- New access to other online payment and form submissions, as well as those previously provided (i.e. pet registrations, parking tickets, tax/water certificates, etc.) is available to the public. Staff are continuing to review other areas where online payments can be implemented.

Design of Public Spaces

- Funded by the Investing in Canada Infrastructure Program (ICIP), the Caruso Park and Legion Park projects were completed with upgraded pathways and play structures. These features have created accessible access to the parks and were supported by feedback from the public open house.
 - At Legion Park, accessibility enhancements included the installation of a play structure with accessible play features along with a rubber base that not only improves the safety of play but supports accessibility to the structure for all. Coinciding with this park upgrade is an asphalt pathway network making the park space (play structure, swings, outdoor rink/court) fully accessible.
 - At Caruso Park, the existing play structure was replaced and a pathway was added to increase accessibility for youth in this growing neighbourhood. The play structure will be installed on engineered wood fiber base that also supports accessibility and enhanced safety for all users.
- The Town completed the first project under Council's Waterfront Master Plan aimed at improving the accessibility of the Gillies Trail (Waterfront Trail) with improvements to the pathway surface and additional lighting/seating to support increased accessibility along the trail. Additional accessible wayfinding signage will be installed in 2024 in accordance with the Signage and Wayfinding Policy.
- Tactile Walking Surface Indicators were installed on sidewalks completed during the 2023 Road Rehabilitation Projects (Gardner, Smoklin, Cranston). These indicators are intended to be detectable underfoot when walking or by a long white cane. They are used to alert people with low or no vision of potential hazards, such as moving vehicular traffic.

- Along with the safety-related enhancements of the intersection re-alignment, accessibility improvements were implemented at intersection of Daniel Street South, Edey Street and Galvin Street with the curb being depressed and the Tactile Walking Surface Indicators being installed at either side of the crosswalks. This also permitted the signalization of the Galvin Street intersection for the first time to facilitate more accessible crossing on Daniel Street South.
- Sidewalk patching was completed across Town under the annual rolling road rehabilitation program. A total of 3,161m² of sidewalks were repaired in 2023.
- In October 2023, Council approved the preliminary design for the Nick Smith Centre Arena project which has been tentatively scheduled for 2024/2025. The selected design will significantly enhance accessibility within both Arena A (Bert Hall Arena) and Arena B (Glenn Arthur Arena).
 - In the Bert Hall Arena, the project will provide for modern, accessible seating across the entire side of the exterior wall side of the space and enlarge the players' benches. It will also create a second storey between the two arenas that will include an elevator to permit access to new meeting room space as well as provide a public mezzanine space overlooking both arenas. This enclosed and heated public viewing area would also provide twenty-four (24) additional spaces for accessible seating in addition to general spectator viewing.
 - In the Glenn Arthur Arena, the stands will be replaced with modern, accessible stands and the players' box will also be enlarged.
 - Both arena surfaces will have a zero-degree entry at all doors and benches supporting accessibility on and off the ice and sports such as sledge hockey. The design also features a raised apron on the west side of each arena to allow for those in wheelchairs to view the ice surface from the side and/or from the front row of the stands (there are sections of accessible & companion seating in the front row of each stand).
- The Town also completed the Arnprior Public Library Expansion project which included an accessible meeting room (Scharf Hall) within the existing library building as well as an accessible pathway from the hall to the landscaping on the exterior patio.

Next Steps for Accessibility

- Complete the Town of Arnprior's AODA Compliance Report for the Province of Ontario by December 31st, 2023. Staff are in the process of drafting this report and it will be submitted to the Province by the required deadline.
- The Town will need to continue to consult with the public, persons with disabilities and the Accessibility and Age Friendly Advisory Committee.
- Re-Audits of Town facilities and parks will continue to take place regularly as equipment reaches the end of its useful life and necessitates replacement.
- The Accessibility and Age Friendly Advisory Committee will be asked to complete a full review and walk through of all Town Facilities in the spring of 2024 to acquaint new members with Town facilities and gain insights into emerging priorities and suggestions from those with lived experience.
- Continue to review corporate policies and by-laws to ensure accessibility compliance.
- Continue to monitor the corporate website and web content as well as update existing web content for accessibility.
- Continue to welcome accommodations throughout the recruitment, selection process and employment lifecycles.
- Ensure new facilities and reconstruction are designed with accessibility features being incorporated.

2023 Status Report – Summary Chart of “Actioned Further Goals Above and Beyond the AODA and IASR”

The Town of Arnprior continues to endeavour to go above and beyond the legislative requirements of the AODA. Attached as Appendix A to this report, a summary chart outlines the progress and accomplishments made on any Further Goals as recommended by the Accessibility Advisory Committee. For ease of reference, all goals have been marked with their current status (Completed, Scheduled, Ongoing, In Progress) and notes have been provided to explain the overall progress made on the identified areas in the Plan.

Let Us Know What You Think

Members of the public are encouraged to provide comments on the Town of Arnprior's Multi-Year Accessibility Plan, the Accessibility Plan Status Reports, and any other accessibility related matter.

The Multi-Year Accessibility Plan and Annual Accessibility Status Reports are made available through a number of efforts:

Website:

www.arnprior.ca/accessibility

Hard Copy:

Town of Arnprior Municipal Office
105 Elgin Street West
Arnprior, Ontario, Canada
K7S 0A8

Contact Information:

For more information or to provide feedback / request an accommodation, please contact:

Kaila Zamojski, Deputy Clerk
Email: kzamojski@arnprior.ca
Phone: 613-623-4231 Ext. 1818

Oliver Jacob, Client Services Coordinator
Email: ojacob@arnprior.ca
Phone: 613-623-4231 Ext. 1840

Appendix A

2023 Status Report - Summary Chart of “Actioned Further Goals Above and Beyond the AODA and IASR”

In the 2018-2023 Multi-Year Accessibility Plan, the Town identified a number of additional goals above and beyond legislated AODA and IASR requirements. For scheduled projects, it is important to note that these are based on the Long Range Capital Forecast (LRCF) which is subject to change through the annual budget process.

General Goals

Goal	Current Status	Notes
Increase internal staff knowledge on providing accessible communication materials for public consumption.	Ongoing	Town staff continue to undertake work to increase their ability to serve diverse populations. Programming staff from the Nick Smith Centre and Arnprior and District Museum have completed Ausome Ottawa training which focusses on including individuals with autism and their families in recreational programming. The Client Services Coordinator has also completed Accessible PDF training to enhance the Town’s ability to create accessible documents for public consumption.
Continue to improve accessibility for future document additions to the Town website.	Ongoing	With the assistance of the Administrative Assistant Summer Student, the Clerk’s Office has created accessible versions for over a dozen Frequently Requested By-Laws which have now been posted to the Town’s website.
Complete minor facility upgrades including improving contrast colour strips on doors and stairs across all Town sites where conditions necessitate replacement and installing accessible features (where appropriate).	Ongoing	Town staff continue to address necessary accessibility-related minor capital projects as needed. This is considered to be a standard practice across the organization.

Utilize accessible design elements across all Town sites to ensure accessibility for individuals with dementia (i.e. high contrast, maximized natural light, avoid bold/proximate patterns).	Ongoing	Town staff have begun to take a look at dementia-friendly accessible practices (i.e. high contrast toilet seats, use of imagery on doors, etc.). This priority will be addressed further in 2024.
Install accessible wayfinding signage at Town sites (lifecycle replacements) in accordance with the Town's Signage and Wayfinding Policy (By-Law 7026-20).	Scheduled	Through the operating budget, wayfinding signage will be added in 2024 and all signage will adhere to the requirements of the Signage and Wayfinding Policy.
Continue to incorporate accessible features into new Town-funded road reconstruction projects (where possible).	Ongoing	The Town continues to add tactile surface walking indicators at pedestrian crossings in road reconstruction projects. In addition, the Operations Department has implemented various traffic calming approaches including flexi-posts at existing pedestrian cross-overs (PXOs) and pavement markings to narrow driving lanes (i.e. Cranston Street). Additional measures may be taken following completion of the Transportation Master Plan in 2024.
Review / Update Emergency Evacuation Plans for Town facilities to improve accessibility (as required).	Ongoing	Plans exist for all Town facilities. Of note, the Nick Smith Centre plan has been updated with mock evacuation exercises to be completed in early 2024
Seek out grants and alternative funding sources from upper levels of government and/or the private sector to enable scheduled projects to be completed sooner.	Ongoing	Town staff continue to monitor both public and private funding opportunities related to accessibility. In particular, work is being done to prepare the Arena Replacement Project for potential submission to funding opportunities before construction begins.

Implement a Step Safe program, a public reporting process to identify sidewalk trip hazards requiring repair.	Completed	The Operations Department has implemented a new sidewalk inspection protocol where summer students conduct sidewalk inspections on all Town sidewalks each summer, mark potential tripping hazards and record their location for further review. For hazards that exceed provincial regulations, Operations staff determine a plan to fix the issue and schedule its repair into the annual sidewalk rehabilitation program. In addition, the Town's online complaint management system provides an easy opportunity for clients to submit any concerns that they notice which will be reviewed by Operations staff in accordance with the policy.
Conduct a public awareness campaign targeting residents and business owners regarding the rules and regulations for service animals.	Scheduled	A public awareness campaign will be implemented in 2024 through the Clerk's Office annual workplan to build on past public communications initiatives.
Continue to engage with local businesses and business groups to educate and share information on the importance of accessibility and the programs offered to assist with accessibility upgrades (i.e. new Community Improvement Plan).	Ongoing	The Community Services branch continues to encourage local businesses to incorporate accessibility upgrades into their projects. Over 2023, three (3) local businesses have expressed interest in the Accessibility Improvements Program.
Incorporate outdoor centre road lines painted on streets to assist the visually impaired where they are not painted and where deemed appropriate.	Ongoing	The Town continues to implement pavement markings in accordance with the Ontario Traffic Manual based on the road classification, speed, traffic volumes and road configuration. Centerlines are also repainted on an annual basis on high-traffic roads.

Town Hall Goals

Goal	Current Status	Notes
Emergency Evacuation Plan to be completed	Scheduled	The Town Hall Evacuation plan is currently in the process of being updated and it will be finalized in 2024.

Stanley Tourangeau Fire/Police Services Centre Goals

Goal	Current Status	Notes
Install automatic door opener for meeting room to increase accessibility for volunteer firefighters, class visits and rental bookings.	Ongoing	This item will be included on the 2024 workplan for the Operations Department.

Nick Smith Centre Goals

Goal	Current Status	Notes
Make change rooms (pool and arena) fully accessible.	Scheduled	This project has been scheduled in the Long-Range Capital Forecast for completion in 2026/2027. Staff continue to look for grant opportunities to complete this project sooner.
Make all washrooms fully accessible	Scheduled	The Town has scheduled projects to create a new accessible washroom in the Community Hall (2027) and new accessible Arena A washrooms (2026/2027) in the Long-Range Capital Forecast. Staff continue to look for grant opportunities to improve washroom accessibility across the Nick Smith Centre building.

Goal	Current Status	Notes
<p>Increase the accessibility of Arena A, including installing handrails in the stands and incorporating accessibility features into the planned renovations.</p>	<p>Scheduled</p>	<p>In October 2023, Council approved the preliminary design for the Nick Smith Centre Arena project which has been tentatively scheduled for 2024/2025. The selected design will significantly enhance accessibility within both Arena A (Bert Hall Arena) and Arena B (Glenn Arthur Arena).</p> <ul style="list-style-type: none"> • In the Bert Hall Arena, the project will provide for modern, accessible seating across the entire side of the exterior wall side of the space and enlarge the players' benches. It will also create a second storey between the two arenas that will include an elevator to permit access to new meeting room space as well as provide a public mezzanine space overlooking both arenas. This enclosed and heated public viewing area would also provide twenty-four (24) additional spaces for accessible seating in addition to general spectator viewing. • In the Glenn Arthur Arena, the stands will be replaced with modern, accessible stands and the players' box will also be enlarged. • Both arena surfaces will have a zero-degree entry at all doors and benches supporting accessibility on and off the ice and sports such as sledge hockey.

Parks, Trails and Recreational Amenity Goals

Goal	Current Status	Notes
<p>Complete the accessibility upgrades outlined in the Waterfront Master Plan with continued consultation with the Arnprior Accessibility Advisory Committee (AAAC) as the project moves forward.</p> <ul style="list-style-type: none"> • Make the washrooms fully accessible. • Install an accessible pathway into the water on the beach area. • Install an accessible pathway to the Canteen, Gazebo, Splash Pad and Playground. • Lower the service counter at the Robert Simpson Park Canteen building. 	Scheduled	<p>The Waterfront Master Plan includes the creation of a safe and accessible pedestrian ramp from the upper level to the lower beach and Gillies Trail, and additional hard surfaced pathways throughout the park connecting key park features such as the playground, splash pad, seating areas and beach. Existing pathways will also be upgraded to improve accessibility. These enhancements are scheduled for design in 2024 and construction in 2025/2026.</p> <p>Staff continue to consider the implementation of multiple individual family style / gender neutral washrooms rather than gender specific washrooms (as currently exist).</p> <p>In 2023, the accessible mats and accessible beach chair were installed in Summer 2023 and they have been successful at increasing accessibility from the walking trail into the Ottawa River.</p>
<p>Design and install accessible features at new and redeveloped community parks, trails and recreational amenities across the Town, including play structures, picnic tables, rest benches, swing sets, pathways, and other accessible play elements.</p>	Ongoing	<p>In 2023, several accessibility-related enhancements were completed at Legion Park, Caruso Park and the Gillies Trail along the western shore of the Madawaska River. These parks will be opened to the public in Spring 2024.</p> <p>In addition, the design for parkland in the Marshall's Bay Meadows Subdivision (Phases 1 and 2) will be undertaken in 2024 and park construction will occur at Fairview Park and the CN Trail Park. New and revitalized parks will include accessible amenities, where possible.</p>

Arnprior and District Museum Goals

Goal	Current Status	Notes
Provide access to exhibits on all three (3) floors of the Museum and adopt practices to ensure that exhibits are available to people of all abilities (i.e. verbal descriptive elements and closed captioning).	Ongoing	The Manager of Culture / Curator continues to implement virtual offerings and programs based on the main floor that are accessible to all.
Install an elevator in the D. A. Gillies Building to allow full access to upper floors by individuals with mobility-related disabilities.	Scheduled	This item has been tentatively included in the Long Range Capital Forecast for completion in 2032 subject to grant availability.
Make the shared parking lot between the D. A. Gillies Building and the Arnprior Public Library Building more accessible by grading the parking lot surface.	Scheduled	This item has been tentatively included in the Long Range Capital Forecast for completion in 2030 subject to grant availability.
Continue to install explanation tools (audio and/or braille) for new exhibits.	Ongoing	The Manager of Culture / Curator continues to create exhibits with accessible audio-visual elements (i.e. audio recording and/or braille) where possible.

**The Corporation of the
Town of Arnprior**

By-law Number 7448-23

A by-law to authorize the CAO to enter into an Offer to Grant an Easement to Hydro One Networks Inc. for a utility easement along the municipal lands identified as roll number 470200006512201, located at the end of Havey Street, to provide an electrical service to 12 Thomas Street South.

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues;

And Whereas authorizing a utility easement be granted to Hydro One Networks Inc. to facilitate the relocation of the electrical utility on the Town-owned lands will be the most cost-effective way to service 12 Thomas Street South;

And Whereas Council deems it expedient to enter into a utility easement with Hydro One Networks Inc. along such lands.

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

1. **That** Council authorize the CAO to enter into an Offer to Grant an Easement to Hydro One Networks Inc. for a utility easement along the municipal lands identified as roll number 470200006512201, located at the end of Havey Street, to provide an electrical service to 12 Thomas Street South.
2. **That** any by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 11th day of December, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7449-23

A by-law to authorize the execution of a funding agreement between the Corporation of the Town of Arnprior and Grace Dillon for participation and funding in the Community Improvement Plan (CIP) for 109 John Street North.

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

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

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

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

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

1. **That** authority is hereby granted for the Mayor and Clerk to execute the necessary agreement, attached as "Appendix A", with Grace Dillon for funding under the Community Improvement Plan (CIP) to improve 109 John Street North.
2. **That** funding is granted in the amount of \$10,600.25 with \$6,533.55 funded from the CIP operating grants account and \$4,066.70 funded from the MEDO operating programs account.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 11th day of December, 2023.

Signatures:

Lisa McGee, Mayor

Shelley Mackenzie, Clerk



Town of Arnprior Community Improvement Plan Financial Incentive Program Agreement

Registered Property Owner(s):

Authorized Applicant (if not the owner): Grace Dillon

Application File Number: CIP-2023-07

Property Address: 109 John Street North

Legal Description of Property (Lot and Plan Number): PTLTS19&21, RL7, Elgin,
Asin R79765, R58770&R62532

Roll Number of Property: 47020001508100

Date of Application Approval: December 11, 2023

Anticipated Commencement Date of Community Improvement Works: December
2023

Anticipated Completion Date of Community Improvement Works: February 2024

Grants

	CIP Financial Incentive Programs	Value of Grant
	Accessibility Improvements Program	
X	Application and Building Permit Fees Refund Program	\$120.00
X	Business Location, Expansion and Start-Up Program	\$5,000.00
	Brownfield Remediation Tax Assistance Program (BRTAP)	
X	Façade and Property Improvement Program	\$5,000.00
	Heritage Property Improvement Program	
	Parking Area and Landscaping Improvement Program	
	Sidewalk Café Grant Program	
X	Signage Improvement Program	\$480.25
	Total Grants	\$10,600.25

Financial Incentive Program Period: Provided on a one-time basis upon the successful completion of the work, to the satisfaction of the Town.

Declaration:

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

6. Based on the Applicant's Acknowledgement and Agreement, the Town of Arnprior agrees to advance the above-described grant upon satisfactory proof of the completion of the work, and documentation of paid invoices associated with the community improvement works.
7. I/We hereby agree that it is the responsibility of the Applicant to notify the Town of Arnprior of the following:
 - a. Any change in the ownership of the property;
 - b. Any change in the tenancy of the subject property, where the Applicant is a tenant;
 - c. Any changes to the approved cost/quotes, work plan and/or drawings;
 - d. The completion of the work; or
 - e. Any delay in the timing of commencement or completion of the work as stated herein.
8. I/We hereby agree that this Agreement Form shall be binding upon the parties and their heirs, executors, successors and assigns.

This agreement shall be binding upon the successors and assigns of the parties hereto.
In witness whereof the parties have affixed their hands and seals this ____day of
December, 2023.

Signatures:

I/We have authority to bind the Corporation, Central Canine.

Print Name:

Print Name:

Title:

Title:

Lisa McGee
Mayor

Shelley Mackenzie
Town Clerk

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

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

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

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

Schedule “B” – Specific Terms & Conditions

Application and Permit Fees Rebate Program

Purpose

Application and permit fees normally imposed by the Town may also represent a barrier to investment in Arnprior. Rebating such fees is desirable because it will reduce or eliminate these barriers to private investment, including major investments such as the development of new housing units.

According to Section 69(2) of the Planning Act, despite a tariff of fees established under subsection (1), the council of a municipality, a planning board, a committee of adjustment or a land division committee in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council, planning board or committee is satisfied that it would be unreasonable to require payment in accordance with the tariff.

This program will be issued as a rebate.

Eligible Properties

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

Refund Value

Where an eligible applicant is undertaking an approved project in accordance with the goals and objectives of the Arnprior Community Improvement Plan, the Town will provide a rebate equivalent to the applicable cost of normal planning application fees (minor variance, zoning by-law amendment, site plan, or official plan amendment) and building permit fees, to a maximum of 50% of the application fees paid by the applicant, or \$5,000, whichever is lesser.

Eligible Project Costs

Eligible community improvement projects under this program will include:

1. Large and small scale development;
2. Redevelopment;
3. Construction and reconstruction of lands and buildings for rehabilitation purposes or for the provision of energy efficient uses; and
4. Buildings, structures, works, improvements or facilities, that in the opinion of Council in consultation with the Review Panel, are generally consistent with and maintain the intent of the Design Guidelines (Appendix A) of the CIP.

Payment of Application Fees

Applicants must pay for all applicable application fees and development charges prior to undertaking the approved work. The grant will only be allocated as a rebate to the fees paid.

Payment of Rebate

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

General Eligibility Criteria

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

Schedule “B” – Specific Terms & Conditions

Business Location, Expansion and Start-Up Program

Purpose

Supporting the attraction of new businesses is important to the long-term economic success of the Town. The purpose of the Business Location, Expansion and Start-Up program is to encourage new and existing businesses to expand and locate within the Town of Arnprior in order to help foster and develop successful businesses within the Town.

The program will be administered as a grant.

Eligible Properties

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

Grant Value

Grants for business location, expansion and start up of a retail, commercial or industrial business, may be provided to eligible applicants for a total of 1/2 (50%) of the construction costs to a maximum of \$5,000 per new registered business.

Eligible Projects

Business owners are eligible for the Business Location, Expansion and Start-Up Grant provided:

- the business is registered with the Town of Arnprior; and
- the business is locating to a space that is equivalent in gross floor area to their current location or larger; or
- the expansion of the business, in its new or current location represents an increase in gross floor area by a minimum of 50%; or
- the business is new and has not previously been registered with the Town of Arnprior.

Eligible Costs

The following costs will be eligible for this program:

- Moving expenses;
- Equipment setup and utility services setup;
- Temporary storage; and
- Exterior signage; and

- Exterior façade improvements or replacements.

Design Guidelines

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

Payment of Grant

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

General Eligibility Criteria

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

Specific Eligibility Criteria

If a business fails to expand or relocate within twelve months of grant approval, the grant shall be revoked and the applicant will be required to re-apply for the grant. Grant approvals are not transferrable between addresses if the applicant fails to secure the original location.

The relocated business must have moved, paid all associated expenses, submitted receipts to the Town and operate at the new location for a period of 12 consecutive months to receive the full grant amount. Any application may be required to operate at the new location for more than 12 consecutive months at the discretion of the Review Panel.

As a condition of the Business Location, Expansion and Start-Up Grant, businesses will be required to be a year-round operation (i.e. not seasonal in nature), and will be required to be in operation at its new location for a minimum of 12 months.

Schedule “B” – Specific Terms & Conditions

Façade and Property Improvement Grant Program

Purpose

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

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

This program will be issued as a grant.

Eligible Properties

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

Eligible Facades

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

Grant Value

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

Eligible Project Costs

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

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

canopies;

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

Design Guidelines

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

Payment of Grant

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

General Eligibility Requirements

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

Specific Eligibility Requirements

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

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

Schedule “B” – Specific Terms & Conditions

Signage Improvements Program

Purpose

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

The program will be administered as a grant.

Eligible Properties

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

Eligible Signage

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

Grant Value

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

Eligible Projects

The following types signage improvements are considered eligible:

Replacement, repair, improvement or installation of signage on building façades, including signage lighting;

Stand-alone permanent signs located in front or side yards;

The removal of temporary sign units utilized as permanent signage solutions;

Any other signage-related work approved by the Town; and

Any combination of the above.

Design Guidelines

The proposed improvements will be generally consistent with and maintain the intent of the

Design Guidelines (Appendix A of the CIP) and are in accordance with the Heritage Conservation District Master Plan, if applicable.

Payment of Grant

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

General Eligibility Requirements

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

Specific Eligibility Requirements

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

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

**The Corporation of the
Town of Arnprior**

By-Law No. 7450-23

A By-law to repeal By-Law 7119-20, being a by-law authorizing an agreement to retain and appoint William R. Hunter as Integrity Commissioner and Closed Meeting Investigator for the Town of Arnprior, and replace with a new agreement.

Whereas Council of the Corporation of the Town of Arnprior is authorized, pursuant to Section 223.3 (1) of the *Municipal Act, 2001* (the *Act*), as amended, to appoint an integrity commissioner (the “Integrity Commissioner”), whose function is to investigate in an independent and confidential manner, a complaint made to him by any person, as to whether a member of council or a member of a local board has complied with the Code of Conduct, or other ethics-related policies, rules or procedures, and to report on the investigation; and

Whereas the *Act* has been amended to include additional powers of Integrity Commissioners, including the function to investigate as to whether a member of Council or a member of a local board has complied with the *Municipal Conflict of Interest Act*, effective March 1, 2019; and

Whereas the Integrity Commissioner has represented, and Arnprior is satisfied, that the Integrity Commissioner has the skills and abilities necessary to perform the role of the Integrity Commissioner; and

Whereas Section 239 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended authorizes a municipality to appoint an investigator who has the function to investigate, in an independent manner, on a complaint made to him or her by any person, whether the municipality or a local board has complied with section 239 of a procedure by-law under section 238 (2) in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation; and

Whereas William R. Hunter was first appointed in 2013 and re-appointed in 2016 and 2020 to provide services in accordance with the *Municipal Act, 2001*, for all requests for an investigation of an alleged breach of Code of Conduct by a Member of Council or Board of the municipality; and to provide the Closed Meeting Investigator services in accordance with the *Municipal Act 2001*, for all requests for an investigation in respect of a meeting or part of a meeting that was closed to the public; and

Whereas By-law No. 7119-20, William R. Hunter’s current appointment by-law, expires on December 31, 2024 and the parties desire to mutually adopt a new agreement to govern the terms of the contractual relationship; and

Whereas, Arnprior wishes to continue to retain William R. Hunter as an independent Integrity Commissioner and Closed Meeting Investigator under terms of a new agreement.

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

1. **That** William R. Hunter is hereby appointed the position of Integrity Commissioner and Closed Meeting Investigator for the Town of Arnprior pursuant to section 223.3 and section 239.2 of the Municipal Act effective January 1st, 2024 until December 31st, 2024.
2. **That** the Mayor and Clerk execute the Agreement between William R. Hunter and the Corporation of the Town of Arnprior, attached as Appendix A, forming part of this by-law.
3. **That** By-Law No. 7119-20 and any by-laws, resolutions or parts of by-law or resolutions inconsistent with this by-law are hereby repealed.
4. **That** a vote of two-thirds of all Members be required to amend or repeal this by-law.
5. **THAT** this by-law shall come into force and effect on the day of its passing.

Enacted and Passed this 11th day of December, 2023.

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

THIS AGREEMENT MADE THIS DAY OF , 2023

BETWEEN:

THE CORPORATION OF THE TOWN OF ARNPRIOR
(hereinafter referred to as "Arnprior")

- and -

WILLIAM R. HUNTER
(hereinafter referred to as "the Integrity Commissioner")

WHEREAS, Arnprior is authorized, pursuant to Subsection 223.3 of the *Municipal Act, 2001* (the *Act*), as amended, to appoint an integrity commissioner (the "Integrity Commissioner") who has the function to investigate in an independent and confidential manner, a complaint made to him by any person, as to whether a member of council or a member of a local board has complied with the Code of Conduct, or other ethics-related policies, rules or procedures, and to report on the investigation;

AND WHEREAS, the *Act* has been amended to include additional powers of Integrity Commissioners, including the function to investigate as to whether a member of Council or a member of a local board has complied with the *Municipal Conflict of Interest Act*, effective March 1, 2019;

AND WHEREAS, the Integrity Commissioner has represented, and Arnprior is satisfied, that the Integrity Commissioner has the skills and abilities necessary to perform the role of the Integrity Commissioner;

AND WHEREAS, Arnprior wishes to retain William R. Hunter as an independent Integrity Commissioner whose services are provided through and by Hunter Arbitrations and Mediations Ltd., a corporation incorporated pursuant to the laws of the Province of Ontario;

NOW THEREFORE, in consideration of the covenants, terms and conditions contained herein, Arnprior and the Integrity Commissioner agree as follows:

POWERS AND DUTIES

1. Pursuant to section 239.1 of the *Municipal Act, 2001*, Arnprior hereby retains and appoints William R. Hunter as an Integrity Commissioner accepts such appointment and agrees to carry out the responsibility of the Integrity Commissioner, as more specifically described in the Statement of Duties and Responsibilities, attached as Schedule "A" to this Agreement, during the term of this Agreement. The Integrity Commissioner shall have all the powers set out in Section 223.1 to 223.8 of the *Municipal Act, 2001*, as amended from time to time.

TERM OF AGREEMENT

2. The Integrity Commissioner's appointment pursuant to this Agreement is effective on January 1, 2024 and will continue until December 31, 2024 or such further time as agreed:
 - a. Arnprior may be released from the Agreement at any time, with ninety (90) days written notice.
 - b. The Integrity Commissioner shall provide ninety (90) days written notice to Arnprior of his or her intention to resign as the Integrity Commissioner and his or her resignation shall only be effective at the expiry of the notice period.

RECORDS

3. All records are the property of Arnprior and the records and should be submitted to the Clerk associated with the municipal record upon termination of the contract.

RENEWAL

4. The Integrity Commissioner's appointment pursuant to this Agreement may be renewed for a time acceptable to the Parties, on the mutual agreement of the Parties.

COMPENSATION

5. Arnprior agree to pay to the Integrity Commissioner an hourly fee of \$275.00 per hour, plus applicable expenses and taxes, during such time that the Integrity Commissioner is actively carrying out his duties pursuant to this Agreement.

Travel time is billed at one-half the rate. The Integrity Commissioner shall provide Arnprior with a monthly invoice detailing the hours worked and expenses incurred for the period in question.

6. Arnprior agrees to reimburse the Integrity Commissioner for all reasonable expenses and disbursements, including mileage, incurred by the Integrity Commissioner, which are necessary to enable the Integrity Commissioner to perform his or her duties pursuant to this Agreement.

CONSULTANT STATUS

7. In performing his or her duties and responsibilities as Integrity Commissioner pursuant to this Agreement, it is recognized that the Integrity Commissioner is independent of Arnprior and administration and shall report directly to Arnprior's Council.
8. The Integrity Commissioner acknowledges that he is an independent contractor and shall not be deemed an employee of Arnprior, for any purpose. The Integrity Commissioner further acknowledges that, as an independent contractor, he will not be entitled to any employment-related benefit, including such benefits that are applicable to employees of Arnprior and partnering municipalities.
9. In light of the Integrity Commissioner's status as an independent contractor, Arnprior shall have no responsibility whatsoever with regard to any income taxes or any other remittances which may be payable by the Integrity Commissioner on the fees paid under this Agreement. Arnprior assume no obligation or liability to deduct or remit any statutory or government remittances.

CONFIDENTIAL INFORMATION

10. The Integrity Commissioner acknowledges that Arnprior is an institution for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Accordingly, the Integrity Commissioner undertakes not to disclose information subject to the MFIPPA except as may be necessary in the proper discharge of his duties and responsibilities pursuant to the terms of this Agreement

and in accordance with the MFIPPA. This Article shall survive the termination of this Agreement.

DELEGATION

11. The Integrity Commissioner shall not assign or sublet the whole or any part of this Agreement without the prior consent of Arnprior.

INDEMNITY

12. Arnprior hereby agrees to indemnify and save harmless the Integrity Commissioner and his delegates from and against any and all liabilities, losses, expenses, costs (including legal costs), demands, damages, suits, judgments, penalties, expenses and liabilities of any kind or nature whatsoever arising out of the carrying out by the Integrity Commissioner and his or her delegates in good faith of their duties and responsibilities under this Agreement including, but not limited to, any alleged breach of this Agreement, any procedural defect or other breach of the relevant statutory provisions.

13. The Integrity Commissioner shall, at his expense, obtain and keep in force during the term of this Agreement, professional liability insurance from Zensurance Brokers Inc. or another qualified insurance broker.

14. The parties agree that William R. Hunter and Hunter Arbitrations and Mediations Ltd. shall not be liable for any claim or loss arising from or in relation to the functions provided by the Integrity Commissioner except that which would be incurred by the Integrity Commissioner if sitting in court as a judge of the Superior Court of Ontario under the *Courts of Justice Act* of Ontario. The parties otherwise release and indemnify the Integrity Commissioner and Hunter Arbitrations and Mediations Ltd. with respect to any matter relating to or arising from the Integrity Commissioner's investigations.

15. The Integrity Commissioner shall hold Arnprior harmless from and against any liability, loss, claims, demands, costs (including legal costs), damages, suits, judgments, penalties, and expenses, including reasonable, occasioned wholly or in part by any negligence, acts or omissions whether willful or otherwise by the Integrity

Commissioner, their agents, officers, employees or other persons for whom the Integrity Commissioner is legally responsible.

16. In the event of any dispute with respect to the payment of the invoices, or any other matter in dispute which cannot otherwise be resolved between the Integrity Commissioner and Arnprior, the Parties hereby agree to submit the matter to an impartial arbitrator under the *Arbitrations Act*, whose decision shall be final and binding. In the event that a matter is referred to an arbiter under this Article, Arnprior and the Integrity Commissioner agree to equally share the cost of the arbitrator and any related expenses.

17. This Article shall survive termination of this Agreement.

GENERAL PROVISIONS

18. This Agreement shall be governed by and construed exclusively in accordance with the laws of the province of Ontario.

19. If any provision of this Agreement is declared to be void or unenforceable, such provision shall be deemed to be separate from the remainder of this Agreement to the extent of the particular circumstances giving rise to such declaration, and such provision as it applies to other persons and circumstances and the remaining terms and conditions of this Agreement shall remain in full force and effect.

20. This Agreement, along with the attached Schedule "A", constitutes the entire agreement between the Parties and supersedes all previous negotiations, understandings and agreement, whether verbal or written, with respect to any matters referred to in this Agreement.

21. This Agreement shall ensure to the benefit of, and be binding on, the Parties and their successors and assigns.

The Parties have executed this Agreement this day of December, 2023.

THE CORPORATION OF THE TOWN OF ARNPRIOR

Lisa McGee, Mayor

Shelley Mackenzie, Town Clerk

"I/We have the authority to bind the Corporation"

INTEGRITY COMMISSIONER

William R. Hunter on behalf of himself personally and
on behalf of Hunter Arbitrations and Mediations Ltd.

SCHEDULE “A”

STATEMENT OF DUTIES AND RESPONSIBILITIES

The duties of the Integrity Commissioner shall be:

EDUCATION AND ADVICE

1. Upon the request of Council, to provide advice, education, and training on the Code of Conduct to Members of Council and those to whom the Code applies, either collectively or individually, for Members of Council;
2. Upon the request of Council, to provide advice, education, and training on the Code of Conduct for Local Boards (if applicable) to the Members of the Local Board and those to whom the Code applies, either collectively or individually, for Members of Local Boards;
3. To provide advice and opinions to Members of Council and those to whom the Code applies, either collectively or individually, with respect to the *Municipal Conflict of Interest Act*, the Code of Conduct and other procedures, rules and policies of the Municipalities governing ethical behaviour.
4. Upon the request of Council, to provide educational information to the municipality and the public about the municipality's codes of conduct for members of council and members of local boards (if applicable), and about the *Municipal Conflict of Interest Act*.
5. At the request of Council, to develop policies and procedures for the Office of the Integrity Commissioner, and to review these.
6. At the request of Council, to review the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable) and any related policies and procedures, as required, and to make recommendations for any needed changes in respect thereof;

INVESTIGATIONS

7. In accordance with the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), other applicable ethics-related policies, rules or procedures and the policies and procedures for conducting investigations, to engage in dispute resolution activities as deemed appropriate in advance of or as part of any investigation.
8. In conducting any investigations under this Agreement, to have regard to the importance of:
 - a. the investigator's independence and impartiality;

- b. confidentiality with respect to the investigator's activities; and
 - c. the credibility of the investigator's investigative process;
9. To conduct investigations from time to time upon receipt of a request for investigation (a "Request") in respect of complaints and alleged breaches of the Code of Conduct for Members of Council and the Code of Conduct for Members of Local Boards (if applicable), or other applicable ethics-related policies, rules or procedures and to provide recommendations based on the outcome of the investigation;
 10. To proceed without undue delay and with due diligence to investigate a Request and to report to the Council of the affected Municipality within a reasonable period of time;
 11. To conduct each investigation in private and to not disclose the identity of the complainant to any person/body unless written authorization to do so is obtained from the complainant or unless necessary to report on the investigation;
 12. To hear or obtain information from such persons as the Integrity Commission thinks fit and to make such inquiries as he/she thinks fit;
 13. To provide an opportunity to any person that may be adversely affected by a proposed report of the Integrity Commissioner, the opportunity to make representations respecting such report or recommendation;
 14. To preserve confidentiality and secrecy with respect to all matters that come to his or her knowledge in the course of performing duties hereunder, save and except disclosure of such matters as in the Integrity Commissioner's opinion ought to be disclosed in order to establish grounds for his/her conclusions and recommendations;
 15. After making an investigation into an alleged breach of the Council Code of Conduct, the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct and, if so, recommend to the Council of the affected municipality any appropriate sanction(s) or remedial action(s);
 16. After making an investigation into an alleged breach of the Code of Conduct for Local Boards (if applicable), the Integrity Commissioner shall render his/her opinion as to whether or not a member of Council has contravened the Council Code of Conduct and, if so, recommend to the Local Board any appropriate sanction(s) or remedial action(s);
 17. After making an investigation into an alleged breach of the *Municipal Conflict of Interest Act*, the Integrity Commissioner shall render an opinion as to whether or not a Member of Council or a Member of a Local Board has contravened the Act, and if so, whether any sanction is recommended



Municipal Grants Application – Canadian Blood Services (2024 Blood Donation Clinics)

Moved by _____
Seconded By _____

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from Canadian Blood Services; and

Whereas Canadian Blood Services is an eligible organization under the Municipal Grants Policy and provides a safe option where community members can share the gift of blood donation and save a life;

Whereas the 2024 blood donor clinics will be held on the following dates:

- March 20th, 2024
- June 12th, 2024
- September 18th, 2024
- December 18th, 2024

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$1,400.00 plus HST) for the 2024 Blood Donation Clinics; and

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



Municipal Grants Application – Arnprior Regional Health Auxiliary (2024 Annual General Meeting)

Moved by _____

Seconded By _____

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

Whereas the Arnprior Regional Health Auxiliary is an eligible organization under the Municipal Grants Policy and is hosting their Annual General Meeting event on June 17th, 2024;

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$350.00 plus HST) for the Auxiliary's 2024 Annual General Meeting on June 17th, 2024; and

Further That the Arnprior Regional Health Auxiliary 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.



Municipal Grants Application – Optimist Club of Arnprior (2024 Optimist Winter Carnival)

Moved by _____
Seconded By _____

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Optimist Club of Arnprior; and

Whereas the Optimist Club of Arnprior is an eligible not-for-profit organization under the Municipal Grants Policy and supports local families and children by providing a full program of social and recreational activities that promote community wellness;

Whereas the annual Arnprior Optimist Club Winter Carnival will be hosted between January 12th, 2024 to Sunday, January 21st, 2024 at various locations across the Town of Arnprior; and

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall, Arena, Swimming Pool and McLean Avenue Ball Diamond rental fees (value of approximately \$7,868.00 plus HST) for the 2024 Optimist Winter Carnival between January 12th, 2024 to Sunday, January 21st, 2024; and

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



Request for Support – One Year Extension to the Draft Approval of the Marshall’s Bay Meadows Subdivision

Moved by _____
Seconded By _____

Whereas Council approved the recommendation for the plan of subdivision proposed by T. Anas Holding Inc. in September of 2014 and indicated to the approval authority, the County of Renfrew, that the proposed draft plan of subdivision was not premature, that it met the intent of the Provincial Policy Statements and requesting the conditions of draft approval as outlined in the staff report; and

Whereas draft approval was given by the County of Renfrew on August 5, 2015, with revised conditions issued on December 11, 2018, which had a lapsing date of December 11, 2023, however the County has granted an emergency 3 month extension to March 4, 2023; and

Whereas the applicant, Madawaska Regional Inc., has requested that Council provide a resolution in support of a request for extension, as the development is proceeding in a phased approach with Phases 1, 2 and 3 registered, and the developer actively working on finalizing Phases 4 and 5.

Therefore Be It Resolved That Council supports the request by Madawaska Regional Inc. for a one-year extension to the draft approval of the Marshall’s Bay Meadows Draft Plan of Subdivision (47-T-14002) and that this resolution be forwarded to the County of Renfrew for consideration of approval.