



ARNPRIOR

Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, January 29th, 2024

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 – January 8th, 2024](#) (Page 1-9)**
- 8. Awards / Delegations / Presentations**
 - a) Presentation**
 - i. Retirement – Steve Staye**
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**

11. Notice of Motion(s)

Notice of Motion put forward by Councillor Couper – Review of Traffic and Parking By-law 6357-14, Section 14 (Page 10)

12. Staff Reports

- a) **Draft 2024 User Fees and Charges By-Law**, Jennifer Morawiec, GM, Client Services / Treasurer (Page 11-46)
- b) **Electrical Vehicle (EV) Charging Stations**, Patrick Foley, Engineering Officer (Page 47-53)
- c) **Revised 2024 Calendar of Meetings**, Oliver Jacob, Client Services Coordinator (Page 54-59)
- d) **Proclamation for Black History Month (February 2024)**, Oliver Jacob, Client Services Coordinator (Page 60-62)
- e) **Proclamation for Wear Red Canada Day (February 13th, 2024)**, Oliver Jacob, Client Services Coordinator (Page 63-66)

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-24-JAN-02
 - ii) Correspondence Package A-24-JAN-02

15. By-laws & Resolutions

- a) **By-laws**
 - i) **By-law No. 7456-24 – Part Lot Control (Marshall's Bay Meadows)** (Page 67-68)

b) Resolutions

- i) Municipal Grants Application** – Arnprior-Braeside-McNab Seniors At Home Program Inc. (Annual Memorial Butterfly Release) (Page 69)

- ii) Municipal Grants Application** – Grace St. Andrew’s United Church (2024 Christmas Craft Market) (Page 70)

16. Announcements

17. Media Questions

18. Closed Session

One (1) matter pursuant to Section 239 (2) (b) to discuss a personal matter about an identifiable individual, including Municipal or Local Board Employees (Striking Committee – Members of Council)

19. Confirmatory By-law

By-law No. 7457-24 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



ARNPRIOR

**Minutes of Council Meeting
January 8th, 2024 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

Town Staff Present

Robin Paquette, CAO
Jennifer Morawiec, GMCS / Treasurer
Graeme Ivory, Director of Recreation
Shelley Mackenzie, Town Clerk
Oliver Jacob, Client Services Coordinator
Lucas Power, Recreation Coordinator
John Steckly, GM Operations
Cassidy Marshall, A/Manager of Finance

Council Members Present (Electronic):

Council Members Absent:

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 001-24

Moved by Chris Couper
Seconded by Dan Lynch

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, January 8th, 2024 be adopted as amended to include a housekeeping amendment to By-law 7453-24 (Advisory Committee Terms of Reference), a new By-law 7454-24 (Edey Street Road Allowance), as well as an amended Confirmatory By-law number to be 7455-24.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 002-24

Moved by Lynn Cloutier

Seconded by Billy Denault

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

Resolution Carried

8. Awards/Delegations/Presentations

a) Presentations

i) Employee Award of Excellence

Council presented the Employee Award of Excellence to Lucas Power, Recreation Coordinator for the Town of Arnprior. Mayor McGee highlighted many of the achievements and the ways that Lucas has enriched the Town.

ii) Tabling of the Draft 2024 Budget and Long Range Capital Forecast, General Manager Client Services, Treasurer

The General Manager, Client Services / Treasurer, provided a PowerPoint presentation, attached as Appendix A and forming a part of these minutes, outlining the 2024 Draft Budget. A question and answer period ensued. The CAO concluded the budget presentation and confirmed that budget deliberations will take place on Monday February 5th, 2024 and Tuesday February 6th, 2024 (if required) at 5:00 PM in Council Chambers.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motions

Councillor Couper noted that he will bring forward one (1) Notice of Motion at the January 29th, 2024 Regular Meeting of Council for Council consideration on the following topic:

- a) Ask staff to review the Traffic and Parking By-Law No. 6357-14 (Winter Parking Restrictions).**

12. Staff Reports

a) Terms of Reference for Advisory Committees and Working Groups

Resolution Number 003-24

Moved by Billy Denault

Seconded by Lynn Cloutier

That Council receive report number 24-01-08-01 and adopts the by-law establishing the Terms of Reference for the Accessibility and Age Friendly Advisory Committee, Environmental Advisory Committee, and the Culture and Diversity Advisory Committee.

Resolution Carried

Mayor McGee received consensus from Council to change the Accessibility Advisory Committee meetings from quarterly to monthly and to include wording in the Terms of Reference to state that the Vice Chair for each Committee shall be a Member of Council.

13. Council Committee Reports and Minutes

a) Mayor's Report

None

b) County Councillor's Report

County Councillor Lynch reported the following:

- On Wednesday, January 3rd, 2024 a meeting was held at the Nick Smith Centre where Arnprior residents expressed traffic and pedestrian safety concerns within the Town of Arnprior, namely Daniel Street. Concerns were received by staff from County of Renfrew; Town of Arnprior, and Ontario Provincial Police. Residents are encouraged to attend future County and Town Transportation Master Plan Public Meetings.

c) Senior Active Living Centre Report

Councillor Toner reported the following:

- On December 15th, 2023, Councillor Toner attended the Seniors Active Living Centre (SALC) meeting. At the meeting, the Committee was updated that membership had reached 357 members.
- SALC is planning a bus trip with 11 other Senior Centres in Renfrew County. Funding will be provided through the Government of Canada Community Revitalization Fund (CCRF).
- Shuffleboard is now being offered at the John A. Gillies Recreation Centre in Braeside. Those interested should contact SALC for dates and times.
- Functional Fitness has become a huge success and SALC is looking to add weekend classes to accommodate the demand.

- At the meeting, two (2) new SALC representatives were selected to join the Advisory Committee.
- The Seniors Active Living Centre is focused on creating more activities to attract men to join SALC and become more active.

14. Correspondence & Petitions

a) Correspondence Package – I-24-JAN-01

Resolution Number 004-24

Moved by Tom Burnette

Seconded by Billy Denault

That the Correspondence Package Number I-24-JAN-01 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch noted the following items:

Page 3 – The Ministry of Transportation will be undertaking a Pavement Rehabilitation of Highway 417 from Panmure Road to Ottawa Road 29.

Page 11 – The Ontario government is investing an additional \$20.5 million this year to help address the rise of hate incidents against religious and minority groups, particularly amid the recent spike in Antisemitism and Islamophobia. The funding will provide community facilities, including synagogues, mosques, community hubs and Jewish and Muslim schools and childcare centres, with up to \$20,000 to help better protect their spaces from hate-motivated incidents, graffiti, vandalism, or other damage. Grant funding can be used for measures such as hiring security staff, surveillance cameras, security assessments, cybersecurity, and building repairs.

Page 17 – Ontario is investing more than \$40.5 million to increase access to pediatric services for children and youth in Eastern Ontario.

Page 30 – The province announced a review of Minister’s Zoning Orders (MZOs) to increase transparency and support government priorities. As a result, the Township of McNab\Braeside has two orders that are affected: [Ontario Regulation 537/21](#) (664 Campbell Drive) and [Ontario Regulation 538/21](#) (2424 Russett Drive).

Page 36 – The Ontario government announced that beginning no later than January 1, 2026, consumers will be able to buy beer, wine, cider, coolers, seltzers, and other low-alcohol ready-to-drink beverages at all participating convenience, grocery, and big box stores across the province.

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. The Arnprior Fire Chief confirmed that Arnprior Firefighters have been encouraged to participate in the survey.

Page 49 – Ontario Recreation Facilities Association (ORFA) Outdoor Ice Symposium is a two-day event taking place January 23-24, 2024, with a focus on the opportunities and challenges of offering outdoor ice-skating experiences for communities. Staff are intending on attending the symposium.

Page 52 – Fleming College is seeking municipal environmental land-use planning and management projects to be implemented by students in the Environmental Land Management program. Contact Emily Markovic to discuss partnership opportunities. Staff will be reaching out to the contact to secure more information.

Page 54 – Infrastructure Canada is now accepting applications for the Planning and Design Projects Stream of the Rural Transit Solutions Fund (up to \$50,000). Visit their website for webinars for potential applicants. Staff have reviewed the application requirements, and the requirements are intended to support transit planning activities to develop new or expanded transit solutions. At this time, we do not have any plans to develop a transit system based on our 2022 Transit Feasibility Study. Staff can look at the funding and see if we could apply for any of our Trails for active transportation.

Councillor Denault noted the following items:

Page 55 – AMO and Asset Management Ontario are working with nearly 100 municipalities and partnerships with the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program. A webinar will be held on January 18th, 2024 to discuss asset hierarchy and data gaps. Staff from the Town of Arnprior are planning to attend the webinar.

b) Correspondence Package – A-24-JAN-01

Resolution Number 005-24

Moved by Lynn Cloutier

Seconded by Chris Toner

That the Correspondence Package Number A-24-JAN-01 be received, and the recommendation outlined be brought forward for council consideration.

Resolution Carried

15. By-laws & Resolutions

a) By-Laws

Resolution Number 006-24

Moved by Lynn Cloutier
Seconded by Chris Toner

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

- i) By-Law Number 7452-24 – Interim Tax Levy
- ii) By-Law Number 7454-24 – To Close Part of Edey Street Road Allowance

Resolution Carried

Resolution Number 007-24

Moved by Lynn Cloutier
Seconded by Chris Toner

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

- i) By-law Number 7453-24 – Advisory Committee Terms of Reference

Resolution Carried as amended

b) Resolutions

Municipal Grants Application – Arnprior Regional Health Foundation (2024 Sock Hop Event)

Resolution Number 008-24

Moved by Lynn Cloutier
Seconded by Tom Burnette

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

Whereas Arnprior Regional Health Foundation is an eligible organization under the Municipal Grants Policy and fundraises in support of Arnprior Regional Health which operates the Arnprior and District Memorial Hospital, the Grove Nursing Home and a variety of community programs in the Town of Arnprior;

Whereas the 2024 Sock Hop Event is one of the Foundation's 2024 fundraising events aimed at supporting the CT Scan capital campaign which will allow our local hospital to obtain a CT Scan machine to support local health care needs;

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 2024 Sock Hop Event to be held on February 3rd, 2024; and

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

Resolution Carried

Municipal Grants Application – Renfrew County 55+ Winter Games (2024 Winter Games Events)

Resolution Number 009-24

Moved by Billy Denault

Seconded by Lynn Cloutier

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Renfrew County 55+ Winter Games; and

Whereas the Renfrew County 55+ Winter Games is an eligible organization under the Municipal Grants Policy; and

Whereas the 2024 Renfrew County 55+ Winter Games will provide local seniors with an opportunity to increase their social interaction, support improved physical and mental well-being through participation in recreational activities, and promote active living among local seniors over the age of 55 across Renfrew County; and

Whereas the 2024 Renfrew County 55+ Winter Games will host two events in the Town of Arnprior: 1. Prediction Skating (January 24th, 2024) 2. Bridge (January 31st, 2024);

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Arena and Community Hall rental fees (value of approximately \$496.00 plus HST) for the 2024 Renfrew County 55+ Winter Games to be held in late January 2024; and

Further That the Renfrew County 55+ Winter Games 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 Grants Application – ontrac Employment Resource Services (2024 Job Fair Event)

Resolution Number 010-24

Moved by Billy Denault

Seconded by Lynn Cloutier

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from ontrac Employment Resource Services; and

Whereas the ontrac Employment Resource Services is hosting a Job Fair at the Nick Smith Centre on Thursday, March 21st, 2024 from 1:00 pm to 4:00 pm; and

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$200.00 plus HST) for the 2024 ontrac Job Fair event to be held on March 21st, 2024; and

Further That the ontrac Employment Resource 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.

Resolution Carried

16. Announcements

County Councillor Lynch noted the following items:

- County Councillor Lynch passed along a thank you on behalf of Council and the residents of Arnprior to Reverend Leo Hughes. Rev. Hughes raised approximately \$12,000.00 from the sale of his Coca-Cola collection and donated the amount to the Arnprior Hospital CT Scanner.
- Welcome to Lindsay Lynch who is the new owner of the “Jade & Laney” clothing store in downtown Arnprior, as well as a welcome to Hugo Lefleche from Arrowmech Plumbing.
- The Knights of Columbus and Royal Canadian Legion’s Euchre Challenge starts this Friday, January 12th, 2024 at the Parish Hall. Registration will take start at 6:30 PM with the game starting at 7:00 PM.

Councillor Toner noted the following item:

- Arnprior’s Optimist Winter Carnival kicks off this Friday, January 12th, 2024. The opening ceremony will be taking place before the Jr. B Packer’s game. A movie at the O’Brien Theatre and horse wagon rides will be starting at the Nick Smith Centre. Admission to either event is a Winter Carnival button, available at all events and the Nick Smith Centre lobby. Other events include bowling at

Steelheads and Stripes, events all week long and a dance at the Nick Smith Centre on January 20th, 2024 to wrap up the festivities. All proceeds support local youth in the community. For more information on the Winter Carnival, visit the [Optimist Club of Arnprior Facebook page](#).

17. Media Questions

None

18. Closed Session

None

19. Confirmatory By-Law

Resolution Number 011-24

Moved by Tom Burnette

Seconded by Chris Couper

That By-law No. 7455-24 being a By-law to confirm the proceedings of the Regular Meeting of Council held on January 8th, 2024 be and it is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 012-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That this meeting of Council be adjourned at 8:35 p.m.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Deputy Clerk



Notice of Motion – Review of Traffic and Parking By-law No. 6357-14, Section 14

Moved by Councillor Chris Couper

Seconded By _____

Whereas the month of December sees additional demand for overnight parking due to visitors and holiday parties; and

Whereas there is currently no overnight municipal parking available, on roads or in municipal lots, in the Town of Arnprior, between the hours of 2am -7am, from December 1st – March 31st each year; and

Whereas there are sometimes extended periods of time between snowfall events and winter clean up events; and

Whereas the Town of Arnprior has a limited number of bylaw services hours; and

Whereas the Town of Arnprior supports strategies to stop impaired driving; and

Whereas on-call transportation services in Arnprior are often limited or unavailable; and

Whereas the Town of Carleton Place, City of Ottawa and City of Kingston do have provisions to allow for overnight winter parking when there is no weather event and/or make accommodations for overnight parking in prescribed areas.

Therefore, be it resolved that Town of Arnprior staff be directed to undertake a review of the Traffic and Parking By-Law No. 6357-14, section 14, and report back to Council, prior to the next winter season, with possible modifications and/or accommodations for conditional overnight winter parking in the Town of Arnprior.



Town of Arnprior Staff Report

Subject: User Fees and Charges – Annual Review

Report Number: 24-01-29-01

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

Department: Client Services

Meeting Date: January 29, 2024

Recommendations:

That Council pass a by-law at the February 12, 2024 Council meeting to implement the proposed changes to the User Fees and Charges By-law.

Background:

The Consolidated User Fees and Charges By-Law #7134-21 is meant to incorporate all user fees and charges imposed for services and activities for the municipality. Annually, staff conduct a comprehensive review of the user fees and charges to ensure that the fees meet legislative requirements, strategic plan sustainability objectives, align with budget and remain comparable with neighbouring or like municipalities.

Discussion:

The current user fees and charges by-law includes multiple schedules:

Schedule	Description
Schedule A	Administration & Finance
Schedule B	Animal Control
Schedule C	Fire Services
Schedule D	Building Services
Schedule E	Planning & Marketing, Economic Development
Schedule F	Waste Management
Schedule G	Water and Wastewater
Schedule H	Cemeteries
Schedule I	Equipment Charges

Schedule	Description
Schedule J	Sewage Charges
Schedule K	Recreation Facility Usage & Programs
Schedule L	Museum & Culture Services

The draft by-law incorporating the following additions / revisions is attached as Appendix A. Additions / revisions in the by-law are highlighted in yellow for tracking purposes. A description of the proposed additions / revisions is provided below by schedule.

Schedule A – Administration & Finance

- Update Market Vendor Fees to (a) distinguish between seasonal farmer and seasonal non-farmer; (b) including an increase to align closer to comparator markets; and (c) include a new market vendor half-season rate.

Fees were lower than market comparators at the start-up as an introduction fee to attract vendors. The market is going into its 5th season and has built up a positive reputation with a consistent attendance base. The increase in fees keeps the cost of the Arnprior Market low but more comparable to markets in the surrounding area. There is also the addition of a ½ season vendor market rate which provides a lower cost of entry for vendors, meets the challenges of farmers who do not have growing seasons that line up with the full market season and provides opportunity for an increase in vendor variety throughout the season.

	Current Arnprior	Proposed Arnprior	Carleton Place	Calabogie	Carp
Daily Rate	15.00	15.00	30.00	20.00	85.00
Seasonal Rate - Farmer	50.00	100.00	350.00	150.00	1,275.00

Schedule D – Building Services

- Increase to Minimum permit fees and increase administrative surcharge from 75% to 100% as an added deterrent to keep property owners from building without a permit.

	Current Arnprior	Proposed Arnprior	Carleton Place	City of Ottawa	Mississippi Mills	Brockville
Minimum Permit Fee - Residential	90.00	100.00	127.00	100.00	250.00	-
Minimum Permit Fee - ICI	150.00	200.00	127.00	100.00	250.00	-
Demolition Permit – for 5,000 sq ft	90.00	100.00	127.00	100.00	125.00	240.00
Demolition Permit – for each additional 1,000 sq ft	20.00	50.00	varies	11.00	-	-
Plumbing Permit –	90.00	100.00	125.00	100.00	250.00	358.00

Minimum fee						
Sign Permit	50.00	100.00	Varies (50-100)	\$408 minimum	Varies (60-500)	91.00
Private Swimming Pools	75.00	100.00	127.00	220.00	125.00	199.00

Schedule E – Planning / Marketing & Economic Development

- Clarify wording to include “certificate of cancellation” – a new application under the Planning Act.
- Increase to Nick Smith Centre Advertising for Wall / Rink Board / Centre Ice ads to reflect market and inflation.

Advertisements	One Arena		Both Arenas	
	Current Fees	Proposed Fees	Current Fees	Proposed Fees
NSC Wall Ad – Annual (one arena)	\$250	\$275	\$350	\$375
NSC Rink Board Ad – Annual - includes sponsorship of one public skate (one ad), two public skates (two ads)	\$500	\$550	\$650	\$700
NSC Centre Ice Surface Ad – Annual – includes sponsorship of two public skates (one ad), four public skates (two ads) *Limited availability	\$750	\$825	\$1,125	\$1,200

Schedule F – Waste Management

- Adjustment of the Garbage & Landfill Annual fee from \$150 to \$170 as outlined in the budget presentation reflective of increased contracted services costs.
- As recycling collection for ICI (industrial / commercial / institutional) properties are not included in the shift to the Producer Pay Model, a separate Recycling Collection fee for ICI (industrial / commercial / institutional) users is set at \$182 to cover their collection and processing contract costs.
- Adjust (decrease) fees for Roll-Off Box (per cubic yard capacity) based on additional cost data.

Schedule G – Water / Wastewater

- Water / wastewater fee adjustments as presented during tabling of the budget including increases on base rates and a \$0.02 increase on consumption rates for both water and wastewater, totaling an average of 3% increase for the average residential user. Increases will help address inflationary impacts on the operating budget and increase contributions to reserves to fund future capital requirements.
- Bulk water rates are calculated at 2.25 x the water/wastewater rates and have been adjusted accordingly based on the consumption rate increases.
- Rates are to come into effect March 1, 2024.

Schedule H – Cemeteries

- Clarification the plot transfer / administration fee may also be apply as a late charge.

Schedule I – Public Works Equipment and Other Charges

- Increase road cut permit fee (\$20 to \$25) and inspection fees (\$55 to \$75) for cost recovery purposes and move to 511 online system.

Schedule K – Recreation Facility & Programs

Overall cost of facility management and recreation programs are increasing, and it is important over time for user fees to keep up with the increasing costs as this will ensure that the proportion of costs covered by the user versus what is covered by the overall levy is maintained. Proposed revisions include:

- 2-5% increase for ice rentals with increase coming into effect Apr 1, 2024.
- Addition of ice rental contract deposit for contracts greater than 10 hours of rentals to place a hold on the ice.
- Clarification – minimum two lifeguards required for swimming pool rental.
- Increase to ball diamond hourly rental rates.
- Amend Adult Tournament rates to be more in line with surrounding municipal fields.
- Clarification that Marina slip rental calculations are based on a 14ft minimum.
- Addition of a seasonal slip rental deposit.
- Inflationary increase for facility rentals for birthday events and gazebo rentals.

Ice Rental Fees – Current & Proposed

	Current Resident	Current Non-Res	Proposed Resident	Proposed Non-Res
Junior A Packers	175.00	N/A	178.50	N/A
Winter Prime Time & All Summer Ice – Adults	180.25	270.00	190.00	285.00
Winter Prime Time & All Summer Ice – Minors & Seniors	134.00	201.00	136.75	205.25
Winter Non- Prime Time – Adults	151.50	227.50	157.75	236.75
Winter Non- Prime Time – Minors & Seniors	108.00	162.00	113.50	170.25

Ice Rental Fees – Comparisons

	Renfrew	Carleton Place	Perth	Petawawa	Smith Falls	Kinburn (Private)
Prime Time - Adults	200.00	238.25	198.40	195.65	185.84	340.00
Prime Time - Minors	130.00	174.25	130.60	131.84	134.51	340.00
Non- Prime Time – Adults	200.00	204.50	156.85	133.09	115.04	154.00
Non-Prime Time - Minors	130.00	137.25	102.66	90.36	92.92	154.00

Ball Diamond Comparators

Description	Arnprior Current	Arnprior Proposed	Renfrew	M/B	Carleton Place
Adult Leagues / Hour	24.00	27.50	34-45	33.00	26.25
Minor Leagues / Hour	16.00	17.50	29-34	33.00	16.75
Adult Tournament (Per Diamond / Per Day)	240.00	140.00	125.00	160.00	167.25
Minor Tournament (Per Diamond / Per Day)	160.00	120.00	100.00	100.00	167.25

Options:

Council could choose to not adopt or amend any of the proposed user fees and charges additions and revisions.

Policy Considerations:

The report was prepared in accordance with the Town's Strategic Plan vision for embracing a Sustainable Financial Model.

Financial Considerations:

Proposed amendments to user fees and charges are submitted by departmental staff and reviewed by the Client Services - Finance Branch during the annual budget preparation process. The draft 2024 budget presented at the January 8, 2024 regular meeting of Council includes any financial impacts from the proposed user fees and charges included herein.

Meeting Dates:

N/A

Consultation:

Department Heads, Managers, Staff

Documents:

Appendix A: Draft User Fees and Charges By-law Schedules

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Deputy Clerk: Kaila Zamojski

Schedule A – Administration and Finance Fees

Description	Fees
General Administration and Finance Fees	
Photocopies (per page)	\$0.20
Commissioner of Oaths - Resident	\$10.00
Commissioner of Oaths - Non-Resident	\$35.00
Meeting Room Rental Per Hour	\$12.50
Meeting Room Rental Half Day (3.5 hours)	\$25.00
Meeting Room Rental Full Day (7 Hours)	\$50.00
Lower Level Meeting Room – Hourly Evening Rental	\$12.50
Lower Level Meeting Room – Full Evening Rental	\$25.00
Tax/Water Certificate	\$63.00
New Tax Account	\$42.00
Ownership Change	\$20.00
Dishonoured Cheques	\$25.00
Merchandise	
Town Merchandise (Mugs, Hats, Shirts, Pins, Jackets, Sweaters, Etc.)	Cost Recovery + 5%
Municipal Freedom of Information (MFOI) Requests and Routine Disclosure	
MFOI Application Fee	\$5.00
MFOI Search and Preparation Time (each 15 minutes)	\$7.50

Schedule A – Administration and Finance Fees

Description	Fees
MFOI Photocopies (per page)	\$0.20
MFOI Computer Programming Time (per ½ hour)	\$30.00
MFOI external electronic media/ device – i.e. CD, USB, etc. (per device)	\$10.00
Note: MFOI Fees estimated at over \$100 require a deposit of 50% of estimate	
Licensing Fees	
Marriage Licence - Resident	\$125.00
Marriage Licence – Non-Resident	\$150.00
Civil Ceremony – At Town Facility During Office Hours	\$175.00
Civil Ceremony – Outside Office Hours/ Off Site	\$300.00
Civil Ceremony – Officiant Attendance at Rehearsal	\$75.00
Civil Ceremony - Mileage	As per Canada Revenue Agency
Death Registrations (Burial Permit)	\$15.00
Death Registrations (Burial Permit) after hours	\$60.00
Lottery Licence (% of total prize value)	3%
Lottery Licence Amendments	\$10.00
Hawkers and Peddlers - Annual	\$500.00
Refreshment Vehicles/ Stands and Ice Cream Bicycle/Stand and Mobile Canteen	\$750.00 per year or \$62.50 per month

Schedule A – Administration and Finance Fees

Description	Fees
Old Gold and Precious Metal Dealer Annual Licence	\$200.00
Old Gold and Precious Metal Dealer Temporary Licence (1 week)	\$100.00
Pawnbroker Annual Licence (One Time Security Deposit of \$2,000 required to be held by the Municipality as per Pawnbrokers Act)	\$250.00
Clothing Donation Drop Box Annual Licence – Not For Profit/ Charity	No Charge
Special Event Licence (Municipal Property)	\$25.00 per day or part thereof, up to maximum of \$150.00
Market Vendor – Season (May 1 st to September 30 th) - Farmer	\$100.00
Market Vendor – Season (May 1 st to September 30 th) – Non-Farmer	\$150.00
Market Vendor – ½ Season (9 market minimum) - Farmer	\$50.00
Market Vendor – ½ Season (9 market minimum) – Non-Farmer	\$100.00
Market Vendor – Daily 1 to 5 Markets	\$15.00 per day
Market Vendor – 6 to 10 Markets	\$10.00 per day
Market Vendor – 11 to 20 Markets	\$5.00 per day
Market Rotational Community Group Booth (1 use)	No Charge
Market Rotational Youth Booth (1 use)	No Charge
Market Vendor Access to a Generator (single connection) – fee subject to adjustment by the Treasurer for commodity price increases (fuel) and related costs	\$12.50 per day
Outdoor Sidewalk Patio Café (Non-Liquor Licensed) – Full Season	\$100.00
Outdoor Sidewalk Patio Café (Liquor Licensed) – Full Season	\$3.00 per square foot with a mandatory minimum fee of

Schedule A – Administration and Finance Fees

Description	Fees
	\$500.00 and up to a maximum fee of \$1,000.00
Application and Other Fees	
Property Standards Committee – Appeal Application	\$150.00
Business Licence Appeals Committee – Appeal Application	\$150.00
Licence Amendment/ Extension	\$25.00
Commemorative Naming Plaque, Signage, and/or purchase of Minor Asset (Bench/ Tree)	Cost Recovery + 5%
Initial Backyard Chicken Licence	\$50.00
Backyard Chicken Licence Annual Renewal	\$25.00

Schedule B – Animal Control

Description	Fees
Pet Tags (Cats and Dogs)	
For January and February	No Charge
From March 1 st to March 31 st – Spayed or Neutered	\$25.00
From March 1 st to March 31 st – Not Spayed or Neutered	\$50.00
From April 1 st to December 31 st – Spayed or Neutered	\$50.00
From April 1 st to December 31 st – Not Spayed or Neutered	\$100.00
Replacement Tag	\$5.00
Pet Registration Mailing Fee	\$5.00

Schedule C – Fire Services

Description	Fees
Fire Inspection Letter or Order, Fire Reports, Investigation Reports, Compliance Letters and Real Estate Records Search (plus MFIPPA fees where applicable)	\$100.00

Schedule C – Fire Services

Description	Fees
Indemnification Technology – Per Fire Marque Agreement - Should the insurer pay the coverage to the property owner and/ or policy holder, the property owner and/or policy holder is liable to remit these funds to the municipality or its representative	Current Ministry of Transportation (MTO) rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services	Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services – Annual Agreement Administration Charge for Participating Municipalities	\$1,000.00
Provision of Emergency Services to a Municipality where there is no agreement for services in place	(Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call) multiplied by 1.5
False Alarm Fee (when there are more than 2 false alarms caused by a controllable factor within a 12 month period of time)	\$250.00
Supply and install smoke alarm, carbon monoxide alarm, and combination smoke/ carbon monoxide alarm	Plug-in CO Alarms \$30 Combination Alarms \$35 Smoke Alarms \$10

Schedule D – Building Services

Description	Fees
Building Fees	
Minimum Permit Fee – Residential	\$100.00
Minimum Permit Fee – Commercial/ Industrial/ Institutional	\$200.00
Building Permit – Residential	\$0.95 per square foot
Building Permit – New Residential – Non Living Space	\$0.42 per square foot
Building Permit – Commercial/ Industrial/ Institutional	\$0.75 per square foot
Renovation to Residential or Commercial or Institutional or Industrial (includes finished basement area in new home)	\$0.25 per square foot
Patio Deck Permit Fee	\$55.00
Additional Inspection Fee	\$90.00
Demolition Permit – for 5000 square feet	\$100.00
Demolition Permit – for each additional 1,000 square feet	\$50.00
Conditional Permit – Regular Permit fee plus:	\$400.00
Change of Use	\$200.00
Plumbing Permit – minimum fee	\$100.00
Plumbing Permit – per fixture	\$10.00
Revision to permit (re-examination fee)	\$250.00
Transfer of permit	\$90.00

Schedule D – Building Services

Description	Fees
Administrative Surcharge – regular permit fee plus:	100%
Private Sewage System	\$500.00
Occupancy Permit	No Charge
Sign Permit	\$100.00
Private Swimming Pools	\$100.00
Wood Energy Technology Transfer (WETT) Inspections	
For solid fuel burning appliance (includes report if compliant)	\$125.00
For 2 nd solid fuel burning appliance at the same time as 1 st appliance	\$50.00
Re-inspection of non-compliant appliance per inspection (includes report if compliant)	\$50.00
WETT Compliance Letter with existing building permit for solid fuel appliance – per appliance	\$25.00

Schedule E – Planning and Economic Development

Description	Fees
Planning Services Fees	
Consent per new lot created, boundary adjustment or easement requested (not including retained parcel)	\$1,500.00
Minor Variance	\$1,500.00
Recirculation for Consent or Minor Variance	\$500.00
Deferral Fee for Consent or Minor Variance	\$300.00
Validation of Title / Certificate of Cancellation	\$500.00
If Peer Review of any study is required – Peer Review Costs (\$5,000 deposit required)	Actual Costs
Zoning Amendment	\$2,000.00
Zoning Lifting of Holding	\$1,500.00
OP Amendment	\$2,000.00
Site Plan Applications (Fees plus Legal and Engineering Costs) (\$5,000 Deposit Required)	\$2,000.00
Site Plan Agreement Amendment	\$550.00
Subdivision Agreement (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$3,000.00
Subdivision Agreement Amendment	\$1,100.00
Review of Red Line changes to Draft Plan	\$800.00

Schedule E – Planning and Economic Development	
Description	Fees
Release of Site Plan Agreement Fee	\$300.00
Development Agreement	\$1,100.00
Compliance Reports	\$125.00
Deeming by-law	\$325.00
Part Lot control (per by-law) or amendment to Part Lot Control By-law for extension	\$600.00
Lifting of 0.3 m reserve – per block	\$400.00
By-law Requests (Encroachment By-law, Sign By-law Exemption, etc.)	\$325.00
Vehicle agency letters	\$100.00
Cash-in-lieu of Parking Agreement	\$325.00
Cash-in-lieu of Parking – per parking space	\$1,600.00
Condominium Approval (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$3,000.00
Condominium - Exemption	\$1,500.00
Draft Plan Approval Extension (Required Annually)	\$800.00
Purchase and Sale Process Fee for Purchase of Town-Owned Lands	\$325.00
Marketing and Economic Development Fees – Advertisements	
Business Card (Size (WxH): 3.5 inch x 2 inch)	\$100.00
¼ Page (Size (WxH): 3.75 inch x 5 inch)	\$200.00

Schedule E – Planning and Economic Development

Description	Fees
½ Page (Size (WxH): 7.5 inch x 5 inch)	\$400.00
Full Page (Size (WxH): 7.5 inch x 10 inch)	\$600.00
Cover Half Page (Colour) (Size (WxH): 7.5 inch x 5 inch)	\$500.00
Cover Full Page (Colour) (Size (WxH): 7.5 inch x 10 inch)	\$700.00
Event sponsorship packages and alternate advertising fees will be determined by the Marketing & Economic Development Officer in consultation with the CAO to allow flexibility for other ad sizes, formats and ensure cost recovery.	
Marketing and Economic Development Fees – Nick Smith Centre Advertising	
Nick Smith Centre Wall Ad – Annual	\$275.00 (one arena) \$375.00 (both arenas)
Nick Smith Centre Rink Board Ad – Annual - includes sponsorship of one public skate (one ad), two public skates (two ads)	\$550.00 (one arena) \$700.00 (both arenas)
Nick Smith Centre Ice Surface Ad – Annual - includes sponsorship of one public skate (one ad), two public skates (two ads) *limited availability*	\$825.00 (one arena) \$1200.00 (both arenas)
Display Screen Ad	\$40 / month, \$400 / year
Pool Wall Ad – Annual	\$250
Note: Advertiser is responsible for providing the physical signage.	

Schedule F – Public Works – Waste Management

Description	Resident Fees	Non-Resident Fees
Landfill Tipping Fees		
Private Passenger Vehicle – Car, Mini-van, Small SUV	\$10.00	\$20.00
Up to ¾ Ton Pick-up, Full size van, large SUV, or Single-Axle Utility Trailer	\$30.00	\$60.00
Tandem-axle Trailer (Heavy Utility Trailer)	\$95.00	\$190.00
Single-axle Truck (Maximum 5 ton capacity)	\$300.00	\$600.00
Tandem-axle Dump Truck, or Single-axle Packer (i.e. garbage truck)	\$395.00	\$790.00
Tri-axle Dump Truck, Tandem-axle Dump Truck with pup, or Tandem-axle Packer (i.e. garbage truck)	\$690.00	\$1,380.00
Tractor-trailer	\$1,200.00	\$2,400.00
Roll-off Box (per cubic yard capacity)	\$10.00	\$20.00
Tipping Fee (per tonne)	\$80.00	\$160.00
Compacted Waste – per tonne or 2 times standard tipping fee	\$80.00	\$160.00
Tires – no rim	No Charge	No Charge
Tires – with rim	No Charge	No Charge
Freon Evacuation (items also require a disposal fee) (i.e: air conditioner, freezer, refrigerator, dehumidifier, water coolers)	\$40.00	\$80.00
Brush (i.e. shrubs, hedges, trees, large branches (over 1.5" diameter), stumps, roots, timber, and logs)	Tipping Fees Apply	Tipping Fees Apply
Leaf and Yard Waste (i.e. plants, flowers, compost, leaves grass clippings, small branches (less than 1.5" diameter), tree/shrub trimmings)	No Charge	Tipping Fees Apply

Schedule F – Public Works – Waste Management

Description	Resident Fees	Non-Resident Fees
Blue Bin Recyclables (i.e. comingled, fiber and cardboard)	No Charge	Tipping Fees Apply
Christmas Trees (Expires January 31st after the Christmas Holiday)	No Charge	Tipping Fees Apply
Bulk purchases of 500 or more bag tags for registered charities or non-profit organizations. Re-sale or bag tags is prohibited (Residents Only)	\$1.50/tag	N/A
Electronic Waste (i.e. TV's, cell phones, printers, computer monitors, speakers)	No Charge	No Charge
Scrap Metals (Source Separated Metals)	No Charge	No Charge
Mattress or Boxspring (each)	Cost Recovery	2x Cost Recovery
Construction, Demolition, Renovation Waste	Cost Recovery	2x Cost Recovery
Other Waste Management Fees		
Requires a 'Bag Tag'	\$3.00	N/A
Recycling Blue Box Purchase – Residents Only (Note 1)	Cost Recovery	N/A
Counter-Top Composter (Pilot Project) – Small / Large	\$150 / \$300	N/A
Composter Purchase – Residents Only (Note 1)	Cost Recovery	N/A
Garbage & Landfill – Annual Fee (Note 2)	\$170.00	N/A
Recycling & Collection (ICI) – Annual Fee	\$182.00	N/A
<p>Note 1: The General Manager, Client Services/Treasurer is delegated authority to adjust to fees as they pertain to Cost Recovery items listed.</p> <p>Note 2: The ratio of the annual fee that is Garbage Fee versus Landfill fee is established annually based on the current year budget and will be adjusted by the Treasurer to reflect contractual obligations*</p>		

Schedule G – Public Works – Water / Wastewater

Schedule G – Public Works – Water / Wastewater	
Water Rates	As of March 1, 2024
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	\$1.80
Service Charge per month – 5/8” meter	\$22.98
Service Charge per month – 3/4” meter	\$31.41
Service Charge per month – 1” meter	\$54.65
Service Charge per month – 1.5” meter	\$97.10
Service Charge per month – 2” meter	\$157.26
Service Charge per month – 3” meter	\$283.05
Service Charge per month – 4” meter	\$655.28
Service Charge per month – 6” meter	\$1,271.47
Service Charge per month – 8” meter	\$2,019.10
Wastewater Rates	As of March 1, 2024
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	\$1.24
Service Charge per month – 5/8” meter	\$17.28
Service Charge per month – 3/4” meter	\$23.61

Schedule G – Public Works – Water / Wastewater	
Service Charge per month – 1” meter	\$41.09
Service Charge per month – 1.5” meter	\$73.00
Service Charge per month – 2” meter	\$118.23
Service Charge per month – 3” meter	\$212.81
Service Charge per month – 4” meter	\$492.66
Service Charge per month – 6” meter	\$955.64
Service Charge per month – 8” meter	\$1,518.02
Description	Fee
Water/ Sewer Service Installation – Residential (main to property line to 30 feet)	
Standard 5” Sanitary Service, Standard 4” Storm Service and 3/4” Water Service	Actual Cost
Oversized Residential	
Installation of sanitary sewers, storm sewers and water lines to property lines	Actual Cost
Material, labour and machine costs for all installations	Actual Cost
Water/ Sewer Service Installation – Commercial	
Material, labour and machine costs for all installations	Actual Costs
Water Meter and Related Appurtenance	
New Water Meters	Actual cost
Replacement of Damaged Meters	Cost + 10%

Schedule G – Public Works – Water / Wastewater

Meter pit (excluding meter)	Cost + 10%
Relocation of Water Meter	Actual cost
Water Meter Accuracy Testing Deposit (for each test)	\$45.00
Water Disconnection Charge (For Delinquent Accounts Only)	\$75.00
Water Connection Charge (For Delinquent Accounts Only)	\$75.00
Bulk Water	
Annual Registration Fee	\$100.00
Bulk Water Consumption Rate (per cubic meter) - Resident Rate	\$4.05
Bulk Water Consumption Rate (per cubic meter) - Non-Resident Rate	\$6.08
Note: Bulk water consumption rate is charged at 2.25 times the residential/non-residential consumption rate	

Schedule H – Public Works - Cemeteries

Description	2023 Rate			2024 Rate			2025 Rate		
	Lot	Care and Maintenance	Total	Lot	Care and Maintenance	Total	Lot	Care and Maintenance	Total
Sale of Plots – Resident Rate									
1 Grave Plot	\$780.50	\$520.50	\$1,301.00	\$796.00	\$531.00	\$1,327.00	\$812.00	\$542.00	\$1,354.00
2 Grave Plot	\$1,561.00	\$1,041.00	\$2,602.00	\$1,592.00	\$1,062.00	\$2,654.00	\$1,624.00	\$1,084.00	\$2,708.00
3 Grave Plot	\$2,341.50	\$1,561.50	\$3,903.00	\$2,388.00	\$1,593.00	\$3,981.00	\$2,436.00	\$1,626.00	\$4,062.00
4 Grave Plot	\$3,122.00	\$2,082.00	\$5,204.00	\$3,184.00	\$2,124.00	\$5,308.00	\$3,248.00	\$2,168.00	\$5,416.00
Cremation Plot	\$530.50	\$353.50	\$884.00	\$541.00	\$361.50	\$902.50	\$552.00	\$368.50	\$920.50
Sale of Plots – Non-Resident Rate									
1 Grave Plot	\$1,170.75	\$780.75	\$1,951.50	\$1,194.00	\$796.50	\$1,990.50	\$1,218.00	\$813.00	\$2,031.00
2 Grave Plot	\$2,341.50	\$1,561.50	\$3,903.00	\$2,388.00	\$1,593.00	\$3,981.00	\$2,436.00	\$1,626.00	\$4,062.00
3 Grave Plot	\$3,512.25	\$2,342.25	\$5,854.50	\$3,582.00	\$2,389.50	\$5,971.50	\$3,654.00	\$2,439.00	\$6,093.00
4 Grave Plot	\$4,683.00	\$3,123.00	\$7,806.00	\$4,776.00	\$3,186.00	\$7,962.00	\$4,872.00	\$3,252.00	\$8,124.00
Cremation Plot	\$795.75	\$530.25	\$1,326.00	\$811.50	\$542.25	\$1,353.75	\$828.00	\$552.75	\$1,380.75

Schedule H – Public Works - Cemeteries

Description	2023 Rate			2024 Rate			2025 Rate		
	Lot	Care and Maintenance	Total	Lot	Care and Maintenance	Total	Lot	Care and Maintenance	Total
Sale of Columbaria Niches – Resident Rate									
Level A Niche	\$1,369.00	\$242.00	\$1,611.00	\$1,396.50	\$247.00	\$1,643.50	\$1,424.50	\$251.50	\$1,676.00
Level B Niche	\$1,244.50	\$220.00	\$1,464.50	\$1,269.50	\$224.50	\$1,494.00	\$1,294.51	\$229.00	\$1,523.50
Level C Niche	\$1,131.00	\$200.00	\$1,331.00	\$1,154.00	\$204.00	\$1,358.00	\$1,177.00	\$208.00	\$1,385.00
Level D Niche	\$1,028.50	\$181.50	\$1,210.00	\$1,049.00	\$185.50	\$1,234.50	\$1,070.00	\$189.00	\$1,259.00
Level E Niche	\$935.00	\$165.00	\$1,100.00	\$953.50	\$168.50	\$1,122.00	\$972.51	\$172.00	\$1,144.50
Sale of Columbaria Niches – Non-Resident Rate									
Level A Niche	\$2,053.50	\$363.00	\$2,416.50	\$2,094.75	\$370.50	\$2,465.25	\$2,136.75	\$377.25	\$2,514.00
Level B Niche	\$1,866.75	\$330.00	\$2,196.75	\$1,904.25	\$336.75	\$2,241.00	\$1,941.75	\$343.50	\$2,285.25
Level C Niche	\$1,696.50	\$300.00	\$1,996.50	\$1,731.00	\$306.00	\$2,037.00	\$1,765.50	\$312.00	\$2,077.50
Level D Niche	\$1,542.75	\$272.25	\$1,815.00	\$1,573.50	\$278.25	\$1,851.75	\$1,605.00	\$283.50	\$1,888.50
Level E Niche	\$1,402.50	\$247.50	\$1,650.00	\$1,430.25	\$252.75	\$1,683.00	\$1,458.75	\$258.00	\$1,716.75

Schedule H – Public Works – Cemeteries Continued

Description	2023 Fee		2024 Fee		2025 Fee	
	Earth Burial	Niche	Earth Burial	Niche	Earth Burial	Niche
Interment - Adult (12+ Years)	\$790.50	N/A	\$806.50	N/A	\$822.75	N/A
Interment - Youth (Under 12 Years)	\$395.25	N/A	\$403.25	N/A	\$411.50	N/A
Interment - Cremated Remains	\$405.00	\$175.00	\$413.50	\$178.50	\$422.00	\$182.00
Disinterment Charges					Earth Burial	Cremated Remains
Disinterment and reburial in the same location/ removal from the cemetery					\$900.00	\$450.00
Disinterment and reburial in another location in the same cemetery					\$1,125.00	\$562.50
Disinterment and reburial in another Arnprior Municipal cemetery					\$1,350.00	\$675.00

Schedule H – Public Works – Cemeteries Continued

Description	Fee
Additional Cemetery Charges	
Plot Transfer / Administration / Late Fee	\$100.00
Vaults or Outer Shells	\$123.00
Weekend/Holidays Interments	\$300.00
Double Depth (Where Possible)	\$300.00
Niche Lettering/ per Door	\$150.00
Niche Door Delivery/Pick-Up Charge	\$50.00
Future Niche Lettering Fee (i.e. DOD Date)	\$50.00
Staking Fee for Monument and Marker Installations	\$40.00
Monument Care and Maintenance Fees	
Flat Marker (under/or 439.42 sq. cm (173 sq. in.))	No Charge
Flat Marker (over 439.42 sq. cm (173 sq. in.))	\$100.00
Upright Marker (up to 1.22 meters (4ft.) or less in height)	\$200.00
Upright Marker (over 1.22 meters (4ft.) or more in height)	\$400.00

Schedule I – Public Works – Equipment and Other Charges

Description	Fee
Road Cut Permit Fees	
Permit Fee	\$25.00
Inspection Fee	\$75.00
Sewer Camera Services Fee	\$100.00
Internal Equipment Rate	Rates as per current Ontario Provincial Standards (OPSS) internal rate schedule
External Equipment Rate	Rates as per current OPSS external rate schedule

Schedule J – Public Works – Sewage Charges

Description	Fee
Hauled Waste Fees – Annual Permit Fee	\$285.00
Hauled Waste Fees – Annual Permit Revision Fee (per revision)	\$165.00
Disposal Fees – Hauled Liquid Waste (in accordance with Section 6 of Bylaw 6227-13 as amended) – (per cubic meter)	\$3.60
Discharge Fees – Biochemical Oxygen Demand – (per kg)	\$1.66
Discharge Fees – Suspended Solids – (per kg)	\$0.88
Discharge Fees – Phenolic Compounds – (per kg)	\$1.66
Discharge Fees – Kjeldahl Nitrogen – (per kg)	\$6.60
Discharge Fees – Phosphorous – (per kg)	\$2.66
Discharge Fees – Uncontaminated water from a source other than the municipal distribution – (per cubic metre)	\$2.37
Administration Fees – Temporary Discharge Agreement Fee (Fees plus Legal and Engineering Costs -\$5,000 Deposit Required)	\$1,107.00
Administration Fees – Sanitary Sewer Agreement Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$788.00
Administration Fees – Sanitary Sewer Agreement Revision Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$118.00
Administration Fees – Compliance Program Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$1,107.00
Administration Fees – Compliance Program Revision Fee (Fees plus Legal and Engineering Costs - \$5,000 Deposit Required)	\$238.00

Schedule K – Recreation

Nick Smith Centre

Description	Resident	Non-Resident
Arena – Seasonal Contract & Casual Rental Hourly Ice Rates		
Junior A Packers	\$178.50	N/A
Winter Prime Time & All Summer Ice – Adults	\$190.00	\$285.00
Winter Prime Time & All Summer Ice – Minors & Seniors	\$136.75	\$205.25
Winter Non- Prime Time – Adults	\$157.75	\$236.75
Winter Non- Prime Time– Minors & Seniors	\$113.50	\$170.25
Winter Early Morning Ice (pre 8:30 a.m.)	\$85.00	\$127.50
Ice Discounts		
Last Minute (within 72 hours of rental, n/a on Early Morning Ice)	30%	30%
Late Ice (11:00 pm to midnight)	50%	50%
Tournament Rates – Ice (Daily) – Adults (up to 12 hrs)	\$1,900.00	\$2,850.00
Tournament Rates – Ice (Daily) – Minors & Seniors (up to 12 hrs)	\$1,367.50	\$2,052.50
Ice Contract Deposit (Non-Refundable) for contracts great than 10 hours. 20% deposit of total value (Note: Does not apply to primary user groups)	20%	20%
Slab Rental		
Hourly Rate (No Set Up)	\$63.75	\$95.75

Description	Resident	Non-Resident
Daily Rate	\$637.50	\$956.25
Set-up / Tear Down - Daily Rate	Cost Recovery	Cost Recovery
Hydro Fees and Set Up - Daily Rate	Cost Recovery	Cost Recovery
Electrical Fees - Inside & Outside Panel Per Event	Cost Recovery	Cost Recovery
Public Skating		
Public Skating – Adult (16-60 Years)	\$3.00	\$4.50
Public Skating – Infants (0-2 Years)	No Charge	No Charge
Public Skating – Children (3-15 Years)	\$2.50	\$3.75
Public Skating – Seniors (60+ Years)	\$2.50	\$3.75
Shinny Hockey		
Shinny Hockey – Hourly Rate Per Person (16 Years & Over)	\$5.00	\$7.50
Jr. Shinny Hockey – Hourly Rate Per Person (15 Years & Under)	\$4.00	\$6.00
Nick Smith Centre Community Hall		
Hall Rental Fee - Hourly Rate	\$42.50	\$63.75
Hall Rental Fee - Daily Rate	\$357.50	\$536.25
Hall Rental Fee with Bar Services - Daily Rate	\$460.00	\$690.00
Hall Rental Fee with Bar Services – Hourly Rate (Minimum 3 hour rental)	\$105.00	\$157.50
Set Up/Tear Down Fee - Hourly Rate (Applied to any setup that is beyond setup of tables and chairs)	\$25.00	\$25.00

Description	Resident	Non-Resident
Security and Damage Deposit – Daily (Fee to secure rental and is fully refunded barring damages)	\$200.00	\$200.00

Description	Resident	Non-Resident
Nick Smith Centre - Recreation Programs (Various)		
NSC Program & Lending Hub fees are variable and set by Director of Recreation in consultation with the GMCS / Treasurer based on forecasted revenues / expenses & the annual Council approved operating budget.	Various Fees	Resident Fees x 1.5
Swimming Pool Rental – Per Hour		
Basic Hourly Fee	\$82.75	\$124.25
Staff Fee – Per Guard (1:30 Ratio; Minimum 2 guards @ all times)	\$32.00	\$32.00
Swim Club & School Rentals	\$72.00	N/A
Lock Rentals Per Hour		
Lock Rental (Single Day Only)	\$1.00 (\$5.00 rental fee; \$4.00 rebate upon lock return)	\$1.00 (\$5.00 rental fee; \$4.00 rebate upon lock return)
Swim Club Locker Rental (Members Only)	\$15.00 (season)	\$15.00 (season)
Swimming Lessons		
Children’s Lessons – Parents & Tots	\$90.00	\$135.00
Children’s Lessons – Pre-School	\$100.00	\$150.00
Children’s Lessons – Swimmer Level 1-3	\$100.00	\$150.00
Children’s Lessons – Swimmer Level 4-6	\$110.00	\$165.00

Description	Resident	Non-Resident
Children's Lessons – Patrol Level	\$120.00	\$180.00
Children's Lessons – Small Group Rates	\$128.00	\$192.00
Children's Lessons – Semi Private Lessons	\$154.00	\$231.00
Children's Lessons – Individual Private Lessons	\$190.00	\$285.00
Adult Lessons	\$116.00	\$174.00
Adult Lessons – Per Class	\$10.00	\$15.00
Aquafit – Full Session (10-Week Program) – Resident	\$90.00	\$135.00
Aquafit – Punch Card – 10 Classes – Resident	\$100.00	\$150.00
Aquafit – Drop In Cost Per Class	\$15.00	\$22.50
Public Swimming		
Public Swim Admission – Under 2 Years	No Charge	No Charge
Public Swim Admission – Children (Under 16 Years)	\$3.50	\$5.25
Public Swim Admission – Adults (16+ Years)	\$4.50	\$6.75
Public Swim Admission – Seniors (60+ Years)	\$3.50	\$5.25
Public/Lane Swim Punch Card (10 Swims) – Child (15 & Under) / Seniors (60+ years)	\$30.00	\$45.00
Public/Lane Swim Punch Card (10 Swims) – Adult (16+ Years)	\$40.00	\$60.00

Description	Resident	Non-Resident
Seasonal Aquatic Programming		
Aquatic Fitness / Therapeutic Classes – Per Class (Fee Varies Per Program – See Nick Smith Centre for Details & Specific Program Pricing)	\$8.50 - \$15.00	Resident Fees x 1.5
Birthday Parties		
Birthday Party: 1 hr swim	\$150.00	\$225.00
Birthday Party: 1 hr private skating	\$136.75	\$205.25
Birthday Party: 1hr community hall	\$40.00	\$60.00
Birthday Party: 1hr pool + 2hr community hall	\$210.00	\$315.00
Birthday Party: 1hr ice + 2hr community hall	\$190.00	\$285.00
Customized packages may be arranged. For booking please call at least 14 days in advance.	Variable Fee	Resident Fee x 1.5
Hybrid User Groups - Non-Resident Surcharge		
Major Groups (+200 rental hours)	N/A	\$200.00
Recreation Groups (+100 rental hours)	N/A	\$150.00
Limited Use Groups (+20 rental hours)	N/A	\$100.00

Parks & Outdoor Amenities

Description	Resident	Non-Resident
Robert Simpson Park		
Use of Gazebo Only – Resident (4 Hours, includes access to power box)	\$95.50	\$143.25
Use of Gazebo Per Hour, Beyond 4 Hours (includes access to power box)	\$25.00	\$25.00
Use of Gazebo – Resident (4 Hours, including chairs, tables, sound system, set up & tear down)	\$525.00	\$787.50
Licensed Event	Negotiated Rate	Negotiated Rate
Ball Diamonds		
Adult Leagues – per hour	\$27.50	\$27.50
Minor Leagues – Recreation Affiliates – per hour	\$17.50	\$17.50
Minor Tournaments – per Day / per Diamond	\$160.00	\$160.00
Minor Tournaments – Friday-Sunday /per Diamond	\$240.00	\$240.00
Adult Tournaments – per Day/per Diamond	\$240.00	\$240.00
Adult Tournaments – Friday-Sunday /per Diamond	\$360.00	\$360.00
Marina		
Slip Rental for the season (per foot – 14 ft minimum)	\$32.50	\$45.50
Slip Rental for the month (per foot – 14 ft minimum)	\$17.00	\$23.80
Seasonal Slip Rental Deposit (Non-Refundable)	\$250.00	\$250.00
Daily Docking	\$15.00	\$21.00

Description	Resident	Non-Resident
Refundable Key Deposit	\$25.00	\$25.00
Daily Launch	\$10.00	\$10.00
Seasonal Launch Pass	\$100.00	\$100.00
Recreational Programming		
Recreation program and sports league fees are variable and set by Director of Recreation in consultation with the GMCS / Treasurer based on forecasted revenues / expenses and the annual Council approved operating budget.	Variable Fees	Variable Fees

Schedule L – Museum Services

Description	Fee
Admission Fee	By Donation
School Groups Admission – Per Person	\$3.00
Photocopy of Archived Picture or Document	\$25.00
Reception Venue Rental	\$250.00
Special Event Venue Rental / Per Hour	\$50.00
Set Up/Tear Down Fee - Hourly Rate	\$25.00
Special Event Damage Deposit	\$200.00
Museum program fees are variable and set by the Manager of Culture/Curator in consultation with the GMCS/Treasurer based on forecasted revenues/expenses and the annual Council approved operating budget.	



Town of Arnprior Staff Report

Subject: ChargeON Grant & EV Charging in Arnprior

Report Number: 24-01-29-02

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: January 29, 2024

Recommendations:

That Council direct Staff to apply to the EV ChargeON Program for a single level 3 charging unit at the municipal parking lot located at 60 Madawaska Street.

That Council authorize \$40,000 in funding from the Capital Expenditure Reserve Fund (CERF) be allocated in the 2024 Capital Budget.

Background:

The Ontario government has released a new grant called the “EV ChargeON Program” to cover up to 75% of the cost of Electric Vehicle (EV) charging stations established by Ontario municipalities. The goal of this program is to fill gaps in the EV charging network to reduce range anxiety for current and prospective EV drivers. Applicants must establish at least 4 level 2 chargers or 2 level 3 chargers in a single location. A single level 3 charger is permitted if collocated with another level 3 charger within 5km, which is applicable in the Town of Arnprior’s situation.

There are 2 styles of public EV chargers in the market today:

- Level 2 chargers which take approximately 6-10 hours to charge a typical vehicle and are meant for workplaces, park and rides, hotels and residential applications where vehicles are likely to be parked for an extended period.
- Level 3 chargers which, depending on capacity of the network, charger and vehicle, typically charge a vehicle up to 80% in as little as 10 minutes or as long as an hour. Most statistics indicate the time it takes to charge to 80% as charging slows significantly after 80%.
- Level 1 chargers would be a lower capacity charger that individuals may install in their homes but these would not be suitable for a public charging station.

Costs will be outlined later in this report.

Typically a driver would pay a non-standardized rate per hour set by the owner that incorporates the cost of electricity plus profit, overhead and commission. Once the vehicle is charged, the fees would continue at a significantly increased rate to encourage drivers to make the charger available to others once their vehicle is charged. Typically the EV Charger vendor takes an ongoing commission of 7-15% of gross revenue plus a subscription cost for software and payment method access.

In general, the higher the output of the charging unit is, the quicker it charges a vehicle. However, it should be noted that not all electric vehicles on the market today can handle larger wattage. Plug-in hybrids cannot use level 3 chargers and several models cannot handle charging above 50kW. The industry standard for level 3 public chargers is having the 2 most common plugs – SAE Combo (CCS1) and CHAdeMO. Though this is an evolving technology, manufacturers are moving towards the standardized North American Charging Standard (NACS) plug that was, until 2022, specific to Tesla models. There is an adapter from NACS to CCS1 that many drivers keep in their vehicle to be able to use all chargers in public.

Discussion:

Electric vehicle chargers are being positioned by the charging industry as being an economic driver, different from a typical gas station because EV drivers are required to wait as long as an hour for the vehicle to charge. This means that a driver and their occupants are likely to shop at nearby stores and restaurants as they wait for the vehicle to charge.

The objectives of this proposed scope of work is to contribute to economic development for local businesses and further environmental initiatives to lower greenhouse gas emissions. Staff determined 3 possible locations to implement EV chargers: the Municipal Parking Lot located at 60 Madawaska Street, the Ken Scissons parking lot at the corner of McGonigal and John Street and the Nick Smith Centre. An EV charger at the Nick Smith Centre would not directly contribute to additional traffic for local businesses. The Ken Scissons Parking lot has limited spaces so restricting areas for charging electric vehicles may not be ideal for the average shopper. For these reasons, the municipal parking lot located at 60 Madawaska Street (behind the Shoppers Drug Mart) has been determined to be the most appropriate location for an EV charger on Town-owned property. In this setting level 3 chargers were deemed to be the most appropriate.

For additional context, the following 4 EV charging locations are currently active in or near Arnprior:

- Canadian Tire
 - 1 x Level 3 (50kW) \$20.00/hour
 - 1 x Level 2 \$ 1.50/hour
- Reid Brothers Motor Sales
 - 3 x Level 2 Free
- 348 Keatley Road Park & Ride (owned by the province)
 - 4 x Level 2 Free

- Scotia Bank
 - 1 x Level 3 (62.5 kW) \$12.00/hour + \$3.95 flat fee

There is no publicly available data to indicate how often the existing units in the area are used. It stands to reason that they would be used quite infrequently during a typical week but would see an increase in demand at peak travel times in the summer months, on weekends and on holidays. Most EV owners are likely to charge their vehicles at their home over night for the most part due to cost savings and convenience. As a result, public EV chargers appear to be, most likely, used by out-of-town drivers passing through Arnprior on route to somewhere else.

The lifecycle of these chargers is approximately 10 years though it should be noted that this is a rapidly changing technology. There would likely be some components that would require replacement within the unit's lifecycle and a specialized technician would typically be required. These units are also at risk of vandalism and abuse.

There are 3 methods of implementing EV chargers with varying price points outlined in the Financial section of this report:

1. Purchase and maintain equipment.
2. Rent equipment with 5-year agreements.
3. Develop private partnership wherein a third party owns and operates the equipment and retains profits. The third party would typically buy or lease the property from the Town in this situation.

Note that only the first option of purchasing and maintaining the equipment would be eligible for funding through the ChargeON program.

Options:

To complete this project, Staff recommend that Council commit \$40,000 to the 2024 Capital budget from the Capital Expenditure Reserve Fund (CERF) for the procurement of a single level 3 charger to be located in the Municipal Parking lot located at 60 Madawaska Street.

Council may also choose to direct Staff to proceed with one or more of the following options:

1. Select a different or second location for chargers (Add \$40,000+ for each location). Note that EV chargers require an independent service and meter. Not all locations are guaranteed to be suitable from a utility capacity viewpoint and some locations would require more infrastructure than others. Locations could include:
 - a. Nick Smith Centre
 - b. Ken Scissons Parking Lot
 - c. One or more municipal parks
 - d. Incorporation into streetscapes (e.g. on-street parking spots)
2. Apply for the grant to establish four level 2 chargers – this is the minimum number of

level 2 ports eligible for the Charge-ON program. This option would carry a cost of approximately \$35,000 though is believed to be less enticing to a driver travelling through Town when other level 3 chargers are available in Arnprior and other neighboring municipalities. Costs are broken down as follows:

Cost of 4 Units	\$ 15,572
Cost of Installation	\$ 40,000
Contingency (10%)	\$ 5,557
Total Project Cost	\$ 61,129
Less: ChargeON Grant	<u>(\$ 30,000)</u>
Total Town Capital Cost	\$ 31,129

It is noted that 7 of 8 chargers in and around Arnprior are free of charge with a single exception charging \$1.50 per hour so revenue generation would be challenging. With several recent improvements to fast charging (level 3), it is unclear whether level 2 chargers will remain to be relevant in the coming years. Level 2 chargers do require a smaller Hydro service than level 3 chargers thus the Town would incur significant additional costs to change from a level 2 to a level 3 charger at a future date.

3. Apply for the grant to establish multiple level 3 chargers in a single location. This would carry an additional cost to the Town of approximately \$25,000 per charger and an increased operating cost. It is noted that a single charger is not likely to see cost recovery so multiple chargers achieving cost recovery would be even less likely.
4. Apply for the grant to establish a combination of level 2 and level 3 chargers in a single location. To reconcile the differences in voltage, a transformer would likely be required. In general, the cost to the Town would be approximately \$4,500 per additional level 2 charger and \$25,000 per level 3 charger.
5. Select a different capacity of charger with associated costs from the table found in the Financial portion of this report.
6. Pursue a rental agreement at an approximate cost of \$12,000 per unit, per year. In a rental scenario, the vendor would own and maintain the equipment and the Town would still retain 90% of revenue, less hydro costs on a 5-year cycle. The Town would still be responsible to cover all installation costs and the vendor would not be responsible for remediating the land upon termination of the agreement. This would not be eligible for ChargeON grant funding.
7. Investigate and pursue a private partnership to establish privately owned and operated units. At the time of this report, Staff have not received positive interest in this form of partnership. This would not be eligible for ChargeON grant funding.
8. Pause on this initiative and grant funding opportunity until the market becomes more predictable with intent to reinvestigate within 5 years.

Policy Considerations:

This project is in line with the Town Strategic Plan key priorities areas of environmental sustainability and responsible stewardship, as well as fostering economic growth and prosperity.

Financial Considerations:

The ChargeON program has been established to cover 75% of eligible costs for the procurement and installation of EV chargers in Ontario with capped amounts based on the power level of the charging unit proposed.

The ChargeON grant funding model is presented in the below table:

Charger Type	Charger Output	Maximum funding for municipalities and Indigenous Applicants
Level 2	3.3-19kW	Up to 75% of Total Project Costs, to a maximum of \$7,500 per port
Level 3	20-49kW	Up to 75% of Total Project Costs, to a maximum of \$22,500 per port
Level 3	50-99kW	Up to 75% of Total Project Costs, to a maximum of \$75,000 per port
Level 3	100-199kW	Up to 75% of Total Project Costs, to a maximum of \$112,500 per port
Level 3	200kW+	Up to 75% of Total Project Costs, to a maximum of \$150,000 per port

The following table provides details from budgetary estimates from 3 vendors who are prevalent in the EV charging space and who are also pre-approved vendors in the Canoe Procurement Group of Canada Program which is administered through AMO/LAS. The charging time presented in this table assumes a 40kWh battery for presentation purposes. Per preliminary budgetary estimates, \$45,000 has been proposed for installation as follows:

- Establishing a 600V Hydro service \$ 20,000
- Site Plan Engineering (Seismic, Electrical & Life Safety) \$ 10,000
- Concrete pad and mounting the charger \$ 15,000

Procurement Options									
A	B	C	D	E	F	G	H	I	J
Vendor	Unit Capacity	Charge Time to 80%	Unit Cost	Install Cost	Contingency (10%)	ChargeON Grant	Subscription Cost (per year, per unit)	Commission	5 Year Expense (D+E+F-G+5H)
Purchase - Level 3									
Flo	50kW	55 min	\$ 51,000	\$ 45,000	\$ 9,600	\$ 75,000	\$ 850	15%	\$ 34,850
Flo	100kW	30 min	\$151,151	\$ 45,000	\$ 19,615	\$ 112,500	\$ 850	15%	\$ 107,516
Flo	320kW*	10 min	\$230,000	\$ 45,000	\$ 27,500	\$ 150,000	\$ 850	15%	\$ 156,750
ChargePoint	62.5kW	45 min	\$ 65,000	\$ 45,000	\$ 11,000	\$ 75,000	\$ 3,360	10%	\$ 62,800
ChargePoint	120kW	25 min	148,444	\$ 45,000	\$ 19,344	\$ 112,500	\$ 6,720	10%	\$ 133,888
Siemens	60kW	45 min	\$ 48,521	\$ 45,000	\$ 9,352	\$ 75,000	\$ 390	7%	\$ 29,823
Siemens	120kW	25 min	\$ 90,623	\$ 45,000	\$ 13,562	\$ 111,889	\$ 390	7%	\$ 39,246
Rental									
ChargePoint	62.5kW	45 min	-	\$ 45,000		\$ -	\$ 12,000	10%	\$ 105,000
Purchase - Level 2 - 4 Units Must be Purchased for Grant Eligibility									
Siemens	7.4kW	6 hrs	\$3,893**	\$40,000	\$ 5,557	\$ 30,000	\$ 208**	7%	\$ 35,288

*Note this size of charger is provided as a reference point but Hydro One has not confirmed that this capacity exists in the specified locations.

**Note that the starred values in the chart would be multiplied by 4 due to the grant requirement to install a minimum of 4 level 2 units.

The Siemens 120kW unit appears to be the best value option in that it provides a fast charge at a lower commission rate with a comparatively low initial buy-in. The budget required for this project would be as follows:

Cost of Unit	\$ 90,623
Cost of Installation	\$ 45,000
Contingency (10%)	\$ 13,562
Total Project Cost	\$ 149,185
Less: ChargeON Grant	<u>(\$ 111,889)</u>
Total Town Capital Cost	\$ 37,296

Assuming an average profit of \$10 per charge, cost recovery within a 5-year window would require 2.2 vehicles on average to use the charging station each day. This does not account for repairs that may be required in the event that the unit is damaged. As of 2023,

approximately 5% of all vehicles on the road were electric or plug in hybrid which is likely to increase. Unfortunately, of this 5%, the bulk of EV owners are located in British Columbia and Quebec. This project seems unlikely to achieve cost recovery in the short term, but the market is continuing to move towards EVs. It is conceivable that chargers will become more profitable in 5 years' time, but this is not a certainty.

Examples of market conditions and budgetary estimates provided above are for illustrative purposes and Council would not have to commit to a specific model or vendor until the grant was successful.

Private partnerships do exist, though usually in higher traffic locations, wherein a vendor will cover installation, maintenance and operation of the units with interest to retain all profits without any cost to the landowner. This type of vendor is often seeking to install many chargers in proximity to a highway. At the time of this report, Staff has not been successful in gaining interest from this type of vendor for a suitable location in Arnprior.

Level 2 chargers, while universal, feature the J1772 plug which is limited in the wattage that it can handle. As a result, it takes a minimum of 6 hours to charge a typical vehicle. Batteries are becoming larger to allow EV drivers to drive longer distances and/or larger vehicles thus some of the more advanced EVs would take 10 hours to charge with a level 2 unit. Given the proximity of level 3 chargers in and around the Town of Arnprior, it seems less likely that a driver would choose to go to a level 2 charger if it were installed in the municipal parking lot. Note that there are currently 8 level 2 chargers between 3 locations in and around Arnprior, 7 of which carry no cost for use. Cost recovery would require that this unit be used approximately 19 hours per day at a profit of \$1 per hour which is extremely unlikely.

The driving factors for this project would be economic development and contributing to the environmental effort of expanding the EV charging network.

Consultation:

- N/A

Documents:

- N/A

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Deputy Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: Revised 2024 Calendar of Meetings

Report Number: 24-01-29-03

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

Department: Client Services

Meeting Date: January 29th, 2024

Recommendations:

That Council approve the attached Revised 2024 Calendar of Meetings.

Background:

Council and Committee meeting dates are defined in advance to provide notice to the public of when their elected representatives will be making decisions on their behalf, demonstrating the municipality's commitment to conducting its business in an open and transparent manner.

Each year, in accordance with the Town's Procedure By-law, the Clerk's Office provides Council with a report setting out the proposed calendar of meetings for the upcoming year. This report was adopted by Council at the November 27th, 2023 Regular Meeting of Council and listed all Regular and Special Council Meeting dates in accordance with the Procedure By-Law. At the time, it was noted that a revised meeting calendar would be brought forward once Council had adopted the terms of reference for its new Advisory Committee structure.

Discussion:

At the January 8th, 2024 Regular Meeting of Council, Council adopted the terms of reference documents for each of the new Advisory Committees. As amended by Council, By-Law No. 7453-24 (Advisory Committee Terms of Reference) established the mandate, frequency and procedures for all Advisory Committees. It outlined that all Advisory Committees would meet monthly between March and November of each year (except July and August). Where meetings would normally occur on a statutory or observed holiday, the meeting would shift to the next business day.

It is recommended that the Advisory Committees follow the general meeting schedule rule outlined in the table below and reiterated in the attached revised 2024 Calendar of Meetings.

Advisory Committee	Meeting Date and Time
Accessibility and Age Friendly Advisory Committee	First Wednesday of each month
Culture and Diversity Advisory Committee	First Monday of each month
Environmental Advisory Committee	Third Monday of each month

Note: The Committee of Adjustment and Property Standards Committee meets as needed and at the call of the Chair.

Upon approval by Council, the revised 2024 Meeting Calendar will be posted on the municipal website. Extenuating circumstances may cause meeting dates, times and/or locations to change; however, the [website events calendar](#) is kept up to date and linked into the Arnprior App. In addition to the events calendar, agendas for Council and Committee meetings are posted on the website the Thursday prior to the meeting date as well as sent to the local media for their information.

Options:

Council could consider adopting an alternative schedule for Council and Committee meetings.

Policy Considerations:

As outlined herein, Council has adopted Procedure By-law No. 7364-23 to govern the proceedings of Council and its advisory committees.

Financial Considerations:

None

Meeting Dates:

None

Consultation:

- Robin Paquette, CAO
- Jennifer Morawiec, General Manager, Client Services / Treasurer
- Shelley Mackenzie, Town Clerk
- Kaila Zamojski, Deputy Clerk

Documents:

1. Document 1 – 2024 Dates and Times of Council & Committee Meetings
2. Document 2 – 2024 Calendar of Meetings

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

Document 1 - 2024 Dates and Times of Council & Committee Meetings

Date	Time	Meeting
Monday, January 8, 2024	6:30 PM	Council
Monday, January 29, 2024	6:30 PM	Council
Monday, February 5, 2024	5:00 PM	Special Council – Budget Deliberations
Tuesday, February 6, 2024	5:00 PM	Special Council – Budget Deliberations (if needed)
Monday, February 12, 2024	6:30 PM	Council
Monday, February 26, 2024	6:30 PM	Council
Monday, March 4, 2024	6:30 PM	Culture and Diversity Advisory Committee
Wednesday, March 6, 2024	6:30 PM	Accessibility and Age Friendly Advisory Committee
Monday, March 11, 2024	6:30 PM	Council
Monday, March 18, 2024	6:30 PM	Environmental Advisory Committee
Monday, March 25, 2024	6:30 PM	Council
Tuesday, April 2, 2024	6:30 PM	Culture and Diversity Advisory Committee
Wednesday, April 3, 2024	6:30 PM	Accessibility and Age Friendly Advisory Committee
Monday, April 8, 2024	6:30 PM	Council
Monday, April 15, 2024	6:30 PM	Environmental Advisory Committee
Monday, April 22, 2024	6:30 PM	Council
Wednesday, May 1, 2024	6:30 PM	Accessibility and Age Friendly Advisory Committee
Monday, May 6, 2024	6:30 PM	Culture and Diversity Advisory Committee
Monday, May 13, 2024	6:30 PM	Council
Tuesday, May 21, 2024	6:30 PM	Environmental Advisory Committee
Monday, May 27, 2024	6:30 PM	Council
Monday, June 3, 2024	6:30 PM	Culture and Diversity Advisory Committee

Date	Time	Meeting
Wednesday, June 5, 2024	6:30 PM	Accessibility and Age Friendly Advisory Committee
Monday, June 10, 2024	6:30 PM	Council
Monday, June 17, 2024	6:30 PM	Environmental Advisory Committee
Monday, June 24, 2024	6:30 PM	Council
Monday, July 8, 2024	6:30 PM	Council
Monday, August 26, 2024	6:30 PM	Council
Tuesday, September 3, 2024	6:30 PM	Culture and Diversity Advisory Committee
Wednesday, September 4, 2024	6:30 PM	Accessibility and Age Friendly Advisory Committee
Monday, September 9, 2024	6:30 PM	Council
Monday, September 16, 2024	6:30 PM	Environmental Advisory Committee
Monday, September 23, 2024	6:30 PM	Council
Wednesday, October 2, 2024	6:30 PM	Accessibility and Age Friendly Advisory Committee
Monday, October 7, 2024	6:30 PM	Culture and Diversity Advisory Committee
Tuesday, October 15, 2024	6:30 PM	Council
Monday, October 21, 2024	6:30 PM	Environmental Advisory Committee
Monday, October 28, 2024	6:30 PM	Council
Monday, November 4, 2024	6:30 PM	Culture and Diversity Advisory Committee
Wednesday, November 6, 2024	6:30 PM	Accessibility and Age Friendly Advisory Committee
Tuesday, November 12, 2024	6:30 PM	Council
Monday, November 18, 2024	6:30 PM	Environmental Advisory Committee
Monday, November 25, 2024	6:30 PM	Council
Wednesday, December 4, 2024	6:00 PM	Special Council – Budget Consultations
Monday, December 9, 2024	6:30 PM	Council

2024 Calendar of Meetings

January						
S	M	T	W	T	F	S
	4	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	4	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	4	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Legend
Regular Council Meeting
Special Meeting (Budget)
Accessibility and Age Friendly Advisory Committee
Culture and Diversity Advisory Committee
Environmental Advisory Committee
Holidays

Disclosure Information:
The Town of Arnprior conducts its business in an open and transparent manner; and therefore, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) may be duplicated and distributed in an agenda package which may be disclosed or made available to the general public. Accordingly, when providing such information; you shall be deemed to have consented to its use and disclosure unless such written submissions, documents, correspondence, e-mails or other communications is/are clearly identified to be a confidential matter.

Council Meetings are open to the public except for matters considered in closed session in accordance with Section 239 of the Municipal Act, 2001. Meetings are generally held at 6:30 PM in Council Chambers and meetings are livestreamed to the Town's YouTube page at www.arnprior.ca/youtube. You can also find the meeting materials on the Town's website at www.arnprior.ca/meetings.



Town of Arnprior Staff Report

Subject: Proclamation for Black History Month (February 2024)

Report Number: 24-01-29-04

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

Department: Client Services

Meeting Date: January 29th, 2024

Recommendations:

That Council proclaim February 2024 as Black History Month in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to the event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 35 Madawaska Street Arnprior, Ontario, Canada K7S 1R6
Section 5.2.2 – Contact Person’s Name	Emily Stovel, Manager of Culture/Curator estovel@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Black History Month February 2024

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

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

Documents:

1. Proclamation Document – Black History Month – February 2024

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Deputy Clerk: Kaila Zamojski



Town of Arnprior Proclamation
Black History Month
February 2024

Whereas the Government of Canada is celebrating Black History Month in February; and

Whereas the Province of Ontario and many municipalities across the nation also recognize Black History Month and its significance in the month of February each year; and

Whereas the Town of Arnprior understands the importance of recognizing individuals in Arnprior, both past and present, who are members of the Black community; and

Whereas during Black History Month, we commemorate and celebrate the many achievements and contributions made by Black Canadians who throughout our history have shaped our country's heritage and identity; and

Whereas as the Town of Arnprior's population becomes increasingly more diverse, Black History Month is an opportunity to embrace diversity and foster belonging and inclusion across the Town; and

Whereas Black History Month is a month in which we learn of both great accomplishment and trauma, both of which are important for all of us to understand and where that understanding and a commitment to act make us stronger and better as a community; and

Whereas through the month of February the Town of Arnprior will share various information and resources pertaining to Black History Month via social media and the Town's website;

Therefore I, Lisa McGee, Mayor of the Town of Arnprior, do hereby proclaim February 2024 as Black History Month in the Town of Arnprior and encourage all residents, staff, and Members of Council to take the time to participate and to learn more and understand how these communities continue to help shape the story of Canada.

Lisa McGee, Mayor
Town of Arnprior



Town of Arnprior Staff Report

Subject: Proclamation for Wear Red Canada Day (February 13th, 2024)

Report Number: 24-01-29-05

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

Department: Client Services

Meeting Date: January 29th, 2024

Recommendations:

That Council proclaim February 13th, 2024 as Wear Red Canada Day in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to the event	Yes
Section 5.2.1 – Name and Address of Organization	Canadian Women’s Heart Health Centre University of Ottawa Heart Institute 40 Ruskin Street, Room H-S112A Ottawa, Ontario K1Y 4W7
Section 5.2.2 – Contact Person’s Name	Ana Spasojevic
Section 5.2.3 – Name of Proclamation and Duration	Wear Red Canada Day February 13 th , 2024

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

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

Documents:

1. Proclamation Document – Wear Red Canada Day – February 13th, 2024
2. Proclamation Request

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie



ARNPRIOR

Town of Arnprior Proclamation

Wear Red Canada Day

February 13th, 2024

Whereas heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

Whereas globally, cardiovascular diseases affect one out of three women, yet women everywhere are under-studied, under-diagnosed, under-treated, and under-aware when it comes to their cardiovascular health; and

Whereas the Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

Whereas [Wear Red Canada Day](#) is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

Whereas we want to see better prevention, diagnosis, care, and fewer women dying prematurely from heart disease;

Now Therefore I, Lisa McGee, Mayor, do hereby proclaim February 13, 2024 as "Wear Red Canada Day" in the Town of Arnprior and encourage all local residents to wear red to recognize heart disease and its impacts on our communities, and to commit to increase their own personal awareness of heart health.

Lisa McGee, Mayor
Town of Arnprior

From: Ana Spasojevic <aspas029@uottawa.ca>
Sent: Saturday, October 14, 2023 12:17 PM
To: Lisa McGee <lmcgee@arnprior.ca>
Cc: Heart Health Centre, Canadian Women's <cwhhc@ottawaheart.ca>
Subject: Proclamation Request for Wear Red Canada Day 2024

Dear Mayor Lisa McGee,

Heart disease is the number one killer of women worldwide and the leading cause of premature death in women in Canada. Globally, cardiovascular diseases affect 1 out of 3 women, yet women everywhere are under-studied, under-diagnosed, under-treated, and under-aware when it comes to their cardiovascular health. Worse, considering that 80% of a woman's risk factors are within her control, heart disease is largely preventable.

Wear Red Canada is celebrated annually across Canada on February 13th to raise awareness about women's cardiovascular health. Organized events held across the country serve as a reminder for everyone, especially women, to be mindful, curious and proactive in the management of their heart health and wellness.

I write to you today, as our elected Mayor and an advocate for improving health outcomes for women in Arnprior, to request your assistance in proclaiming **February 13 as *Wear Red Canada day*** in Arnprior.

We want to see improved awareness of the greatest health risk to women in our communities, and, most importantly, fewer women dying prematurely from heart disease—and we believe we can achieve this with your help.

Thank you for your time, for reading, and for your consideration. Please find attached suggested proclamation language for your review.

Yours sincerely,

Ana Spasojevic

Wear Red Canada volunteer team member

**The Corporation of the
Town of Arnprior**

By-law Number 7456-24

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

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

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

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

1. **That** subject to Section 2 hereof, the Planning Act, subsection 50(5) does not apply to the lands described as:
 - a. Block 58 on Plan 49M-115 designated as Parts 1 and 2 on Plan 49R-20559
 - b. Block 58 on Plan 49M-115 designated as Parts 3 and 4 on Plan 49R-20559
 - c. Block 58 on Plan 49M-115 designated as Parts 5 and 6 on Plan 49R-20559
 - d. Block 58 on Plan 49M-115 designated as Parts 7 and 8 on Plan 49R-20559
 - e. Block 58 on Plan 49M-115 designated as Parts 9 and 10 on Plan 49R-20559
 - f. Block 58 on Plan 49M-115 designated as Part 11 on Plan 49R-20559
 - g. Block 58 on Plan 49M-115 designated as Part 12 on Plan 49R-20559
 - h. Block 59 on Plan 49M-115 designated as Parts 1 and 2 on Plan 49R-20558
 - i. Block 59 on Plan 49M-115 designated as Parts 3 and 4 on Plan 49R-20558
 - j. Block 59 on Plan 49M-115 designated as Parts 5 and 6 on Plan 49R-20558
 - k. Block 59 on Plan 49M-115 designated as Parts 7 and 8 on Plan 49R-20558
 - l. Block 59 on Plan 49M-115 designated as Parts 9 and 10 on Plan 49R-20558
 - m. Block 59 on Plan 49M-115 designated as Part 11 on Plan 49R-20558
 - n. Block 59 on Plan 49M-115 designated as Part 12 on Plan 49R-20558

2. **That** this by-law shall be effective only to the extent necessary to permit:
 - (a) the creation of parcels for construction purposes and to permit such parcels to be charged and/or discharged;
 - (b) individual dwelling units, together with appurtenant rights and easements in land associated therewith, to be conveyed to each initial purchaser thereof, and to be charged and discharged; and
 - (c) any easements, including rights-of-way, as contained in the transfers to each initial purchaser of each individual dwelling unit; and this by-law shall not be construed as to permit the further severance or resubdivision of any such parcel.
3. **That** a conveyance or conveyances in favour of the Town of Arnprior shall not for the purpose of this by-law be considered to be a severance and this by-law shall also be deemed to permit the grant or release of easements held in favour of the Town on or with respect to the lands described above.
4. **That** this by-law shall become effective upon the endorsement by the Corporation of the County of Renfrew of its said approval of the by-law.
5. **That** no further subdivision of the aforementioned lands shall be undertaken upon completing of the original purpose for which this by-law is being passed and approved except by an application made pursuant to Section 50 of the Planning Act, R. S. O. 1990, as amended.
6. **That** this by-law shall expire and be of no further force and effect as of the 29th day of January, 2026.

Enacted and Passed this 29th day of January, 2024.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Deputy Clerk



Municipal Grants Application – Arnprior-Braeside-McNab Seniors At Home Program Inc. (Annual Memorial Butterfly Release)

Moved by _____

Seconded By _____

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

Whereas Arnprior-Braeside-McNab Seniors At Home Program Inc. is an eligible organization under the Municipal Grants Policy and provides supports services to local seniors and their families;

Therefore Be It Resolved That Council approve the request for waiving the Robert Simpson Park Gazebo rental fees (value of approximately \$280.50 plus HST) for the Annual Memorial Butterfly Release to be held on August 18th, 2024; and

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



**Municipal Grants Application – Grace St. Andrew’s United Church
(2024 Christmas Craft Market)**

Moved By _____

Seconded By _____

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Grace St. Andrew’s United Church; and

Whereas the Grace St. Andrew’s United Church is an eligible organization under the Municipal Grants Policy; and

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 Grace St. Andrew’s United Church to be held in late January 2024; and

Further That the Grace St. Andrew’s United Church be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event.