



**ARNPRIOR**

**Town of Arnprior**

**Regular Meeting of Council Agenda**

**Date: Monday, May 27<sup>th</sup>, 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 – May 13<sup>th</sup>, 2024** (Page 1-15)
  - b) **Special Meeting of Council – May 16<sup>th</sup>, 2024** (Page 16-18)
- 8. Awards / Delegations / Presentations**
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**

**Matters Deferred:**

  - a) **By-Law No. 7487-24 – Adopt 2024 Final Tax Rates** (Page 19-21)
- 11. Notice of Motion(s)**

## 12. Staff Reports

- a) **Zoning By-law Amendment (Pegasus Village Creek – Block 139)**, Robin Paquette, CAO & Saide Sayah, Fotenn Planning Consultant (Page 22-32)
- b) **Draft Plan of Subdivision 47-T-22002 – Norma, Ida and Charlotte Street Extensions (2427450 Ontario Inc.) – Draft Conditions**, Robin Paquette, CAO (Page 33-45)
- c) **Awarding of Victoria Street Design – Jp2g Consultants**, Ryan Wall, Engineering Officer (Page 46-47)
- d) **Community Improvement Plan Grant – 134 John Street North (Unit B)**, Lindsay Wilson, Marketing & Economic Development Officer (Page 48-52)
- e) **Budget Matters – Expenses: Ontario Regulation 284/09**, Jennifer Morawiec, General Manager Client Services/ Treasurer (Page 53-56)
- f) **Proclamation for CLKD5 Awareness Month (June 2024)**, Oliver Jacob, Deputy Clerk (Page 57-60)

## 13. Committee Reports and Minutes

- a) **Mayor's Report**
- b) **County Councillor's Report**
- c) **Committee Reports and Minutes**
  - i. **Culture and Diversity Advisory Committee Minutes – April 2, 2024** (Page 61-65)
  - ii. **Accessibility and Age Friendly Advisory Committee Minutes – April 3, 2024** (Page 66-69)
  - iii. **Environmental Advisory Committee Minutes – April 15, 2024** (Page 70-78)

## 14. Correspondence & Petitions

- a) **Correspondence**
  - i) Correspondence Package I-24-May-10

## 15. By-laws & Resolutions

### a) By-laws

- i) **By-Law No. 7491-24 – Victoria Street Reconstruction Design and Engineering Award** (Page 79)
- ii) **By-Law No. 7492-24 – Zoning By-law Amendment (Village Creek – Block 139)** (Page 80-83)
- iii) **By-law No. 7493-24 – Part Lot Control (Marshalls Bay Meadows)** (Page 84-85)
- iv) **By-law No. 7494-24 – 2023 Operating Surplus/Shortfall** (Page 86-87)
- v) **By-law No. 7495-24 – CIP Agreement (134 John Street North)** (Page 88-98)

## 16. Announcements

## 17. Media Questions

## 18. Closed Session

One (1) matter pursuant to Section 239 (2) (b) of the Municipal Act, 2001 to discuss personal matter about an identifiable individual, including municipal or local board employees and Section 239 (2) (f) concerning advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Airport)

## 19. Confirmatory By-law

By-law No. 7496-24 to confirm the proceedings of Council

## 20. Adjournment

Please note: Please see the Town's [website](#) to view the live stream. The meeting recording will also 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  
May 13, 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 Billy Denault

**Council Members Present (Electronic):**

None

**Council Members Absent:**

Councillor Chris Couper

**Town Staff Present:**

Robin Paquette, CAO  
Jennifer Morawiec, General Manager Client Services/Treasurer  
Kaila Zamojski, Town Clerk  
Oliver Jacob, Deputy Clerk  
John Steckly, General Manager Operations  
Ryan Wall, Engineering Officer  
Graeme Ivory, Director of Recreation  
Lucas Power, Program and Events Coordinator  
Emily Stovel, Manager of Culture/Curator

**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, except Councillor Chris Couper.

**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 164-24  
Moved by Tom Burnette  
Seconded by Billy Denault

**Be It Resolved That** the agenda for the Regular Meeting of Council dated Monday, May 13, 2024 be adopted.

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None

**6. Question Period**

None

**7. Adoption of Minutes of Previous Meeting(s)**

Resolution Number 165-24

Moved by Dan Lynch

Seconded by Billy Denault

**That** the minutes of the Regular Meeting of Council listed under Item 7 (a) on the Agenda be adopted (Regular Meeting of Council – April 22, 2024).

Resolution Carried

**8. Awards/Delegations/Presentations**

**a) Summer Recreation Preview – Program and Events Coordinator**

The Director of Recreation and Program and Events Coordinator provided a presentation to Council and responded to questions.

**9. Public Meetings**

**a) Town Initiated Official Plan and Zoning By-law Amendments (Bill 23 and Private Roads)**

Resolution Number 166-24 (6:51 pm)

Moved by Lynn Cloutier

Seconded by Billy Denault

**That** Council move into a public meeting regarding Town Initiated Official Plan and Zoning By-law Amendments (Bill 23 and Private Roads).

Resolution Carried

The Public Meeting was opened at 6:51 pm. Saide Sayah, Planning Consultant from Fotenn Consulting, provided an overview presentation, attached as Appendix A and forming part of these minutes, outlining the proposed Town Initiated Official Plan and Zoning By-law Amendments surrounding Bill 23 and Private Roads.

Saide Sayah responded to questions from Members of Council.

Following the overview the floor was opened to the public for comment.

The following individuals provided comment at the meeting:

- Cody Campanale – Campanale Homes
- Stefanie Kaminski – Regional Group

The following represents a summary of the comments/ concerns received:

- The additional dwelling units will lead to more affordable options for people.
- The ability for a developer to have three (3) units into one dwelling unit, will achieve lower rent rates for people.

- Parking should be required for the number of units being provided. Where if you are going to produce three (3) units, you do need to provide three (3) proper parking spaces. As developers we are looking into how to best make this work.
- Private roads can be beneficial and do work in other municipalities across the province, such as Ottawa, Rockland, Kemptville. These roads are owned and operated by the condo or land owner, not the municipality.
- Visitor parking lots are also considered in private road developments, which helps to alleviate the requirements for on-street parking.

Mayor McGee thanked the members of the public in attendance for providing their input. The public meeting was declared closed at 7:18 pm.

Resolution Number 167-24 (7:18 p.m.)

Moved by Lynn Cloutier

Seconded by Billy Denault

**That** Council resume to the Regular Meeting of Council.

Resolution Carried

#### 10. Matter Tabled/ Deferred/ Unfinished Business

None

#### 11. Notice of Motions

None

#### 12. Staff Reports

##### a) Zoning By-law Amendment 1-24 (Temporary Use – 10 William Street) - CAO

Resolution Number 168-24

Moved by Lynn Cloutier

Seconded by Chris Toner

**That** Council adopts a by-law to allow for a Zoning By-law Amendment (ZBLA 1/24) for the property known municipally as 10 William Street to rezone the subject property from “Mixed Use Residential/Commercial exception 3 (MU-RC\*3)” to “Mixed Use Residential/Commercial exception 3 T2 (MU-RC\*3-T2)”.

Resolution Carried

##### b) Awarding of MacDonald Street Reconstruction Project – Engineering Officer

Resolution Number 169-24

Moved by Tom Burnette

Seconded by Dan Lynch

**That** Council award the MacDonald Street Reconstruction Project to Thomas Cavanagh Construction Limited for \$4,480,349.12 (Incl HST); and

**That** upon the CAO’s approval of the final form of the foregoing documents, Council authorize the CAO to enter into a contract agreement with Thomas Cavanagh Construction Limited; and

**That** Council award the contract for contract administration and inspection services for the MacDonald Street Reconstruction Project to JP2G Consultants Inc per the fee proposal dated May 2, 2024, in the amount of \$179,421.41 (Incl HST); and

**That** upon the CAO's approval of the final form of the foregoing documents, Council authorize the CAO to enter into a contract agreement with JP2G Consultants Inc.

Resolution Lost

Discussion ensued among Members of Council, resulting in the following:

Resolution Number 170-24

Moved by Lynn Cloutier

Seconded by Dan Lynch

**That** Council direct staff to bring back additional information on a revised estimate and contract for the MacDonald Street Reconstruction Project, using concrete in place of PVC materials for the sanitary sewer, for the full scope of work.

Resolution Carried

**c) Proclamation for Seniors Month (June 2024) – Town Clerk**

Resolution Number 171-24

Moved by Tom Burnette

Seconded by Dan Lynch

**That** Council proclaim June 2024 as Seniors Month in the Town of Arnprior.

Resolution Carried

The Town Clerk read the proclamation:

**Whereas** Seniors Month is an annual province-wide celebration to recognize the considerate contributions that seniors have made to the life and vibrancy of our community and;

**Whereas** seniors continue to serve as leaders, mentors, volunteers and important and active members of this community and;

**Whereas** their contributions past and present warrant appreciation and recognition and their stories deserve to be told and;

**Whereas** the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community as a whole and;

**Whereas** seniors are the fastest growing population segment across Canada and a significant number of Arnprior seniors are leading healthy and active lives and;

**Whereas** the Town of Arnprior's Recreation Department and Seniors Active Living Centre (SALC) provide regular age-friendly programming for local seniors.

**Now Therefore**, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2024 as Seniors Month in the Town of Arnprior and encourage all citizens to recognize and

celebrate the accomplishments of our seniors.

**d) Proclamation for Parks and Recreation Month (June 2024) – Town Clerk**

Resolution Number 172-24

Moved by Lynn Cloutier

Seconded by Billy Denault

**That** Council proclaim June 2024 as Parks and Recreation Month in the Town of Arnprior.

Resolution Carried

The Town Clerk read the proclamation:

**Whereas**, in the Town of Arnprior, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents and visitors from around the world; and

**Whereas** recreation enhances quality of life, balanced living and lifelong learning; helps people live happier and longer; develops skills and positive self-image in children and youth; develops creativity; and builds healthy bodies and positive lifestyles; and

**Whereas** recreational participation builds family unity and social capital; strengthens volunteer and community development; enhances social interaction; creates community pride and vitality; and promotes sensitivity and understanding to cultural diversity; and

**Whereas** parks, open space and trails provide active and passive outdoor recreation opportunities, help maintain clean air and water; and promotes stewardship of the natural environment; and

**Whereas**, recreation, therapeutic recreation and leisure education are essential to the rehabilitation of individuals who have become ill or disabled, or disadvantaged, or who have demonstrated anti-social behavior; and

**Whereas** the benefits provided by recreation programs, services and parks, and open space, reduce healthcare and social service costs; serve to boost the economy, economic renewal and sustainability; enhance property values; attract new business; increase tourism; and curb employee absenteeism; and

**Whereas** the Town of Arnprior is hosting numerous opportunities for our community to engage in sport and physical activity, sponsored by [ParticipACTION's Community Better Challenge](#); and

**Whereas** these opportunities include new activities and games at the 2024 Priorpalooza Music Festival, a Multi-Sport Day at Arnprior High School, PaddleFest, and the School's Out Beach Party. These events will provide a wide range of activities accessible to everyone in our community.



**Now Therefore**, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2024 as Parks and Recreation Month in the Town of Arnprior and encourage all citizens to recognize the benefits and values of Recreation and Parks in Arnprior and participate in the many activities taking place this month and throughout the year.

**e) Proclamation for Pride Month (June 2024) – Deputy Clerk**

Resolution Number 173-24

Moved by Lynn Cloutier

Seconded by Dan Lynch

**That** Council proclaim June 2024 as Pride Month in the Town of Arnprior.

Resolution Carried

The Deputy Clerk read the proclamation:

**Whereas** June is recognized in Canada as Pride Month, a time to celebrate the contributions of persons from the 2SLGBTQ+ community, and increase efforts to build awareness; and,

**Whereas** the Progress Pride flag is an important symbol of hope and acceptance for 2SLGBTQ+ youth and adults who continue to face stigma, discrimination, isolation and bullying in their home, workplaces and community spaces, simply for being who they are; and,

**Whereas** this stigma and discrimination puts 2SLGBTQ+ individuals at elevated risk of mental-health issues, substance abuse, homelessness and suicide; and,

**Whereas** the Town of Arnprior acknowledges and celebrates the contributions of the 2SLGBTQ+ community to the social, cultural and economic wellbeing of all Ontarians; and,

**Whereas** during Pride Month, we can all reflect on the progress made to recognize and protect the rights of 2SLGBTQ+ communities, and the work that still needs to be done; and,

**Whereas** flying the rainbow flag at Town Hall during the first week of June 2024 symbolizes the Town's celebration of diversity and support for the 2SLGBTQ+ community;

**Now Therefore**, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2024 as Pride Month in the Town of Arnprior and encourage all citizens to think about what steps we can collectively take to make our community a safe and inclusive place for all, regardless of sexual orientation, gender identity or gender expression.

**f) Proclamation for the International Day Against Homophobia and Transphobia (May 17, 2024) – Deputy Clerk**

Resolution Number 174-24

Moved by Lynn Cloutier  
Seconded by Chris Toner

**That** Council proclaim May 17th, 2024 as the International Day against Homophobia and Transphobia in the Town of Arnprior.

Resolution Carried

The Deputy Clerk read the proclamation:

**Whereas** the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code recognizes that no one can be discriminated against on the basis of sexual orientation or gender identity or expression;

**Whereas** Ontario is a society open to everyone, including lesbian, gay, bisexual and transpeople (2SLGBTQ+) and to all other people who identify with sexual diversity and the multiplicity of gender identities and expressions;

**Whereas**, despite recent efforts towards greater inclusion of 2SLGBTQ+ people, homophobia and transphobia are still present in modern society;

**Whereas** May 17th is the International Day against Homophobia and Transphobia, and the date is recognized as such in many countries;

**Now Therefore**, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim May 17, 2024 as the International Day Against Homophobia and Transphobia in the Town of Arnprior, and encourage all residents to act to address homophobia and transphobia when they see it while also recognizing the many contributions that 2SLGBTQ+ peoples make to bolster our local community every day.

### 13. Committee Reports and Minutes

#### a) Mayor's Report

Mayor Lisa McGee reported the following:

- I attended the Ontario Federation of Agriculture (OFA) Breakfast a couple weeks ago. It was a great event, and a pleasure to meet with OFA Executive Members and nearby communities to discuss the important concerns that the farming community is experiencing. One statistic that was shared is that in Ontario alone we lose 300 acres of farm land every single day. It is certainly tough to balance the need to increase housing opportunities and also feed our growing population. One thing that was agreed to by all is that despite the new technologies involved with farming, makes the job somewhat easier, farming still presents many challenges that were never faced in the past.
- I attended a Physician Recruitment Event – Doctor's Dining Dual – hosted at the Nick Smith Centre. It was a great event, for a great cause.
- A beautiful ceremony took place for Glenn Arthur to be laid to rest in Admaston-Bromley, with a lovely ceremony.

- It was a privilege to cut the ribbon at the grand opening of Ottawa Valley Air Paddle. Owners Lana Cole and Scott Fawcett have done a wonderful job at setting up this new retail space.
- The first Renfrew Police Services Board Meeting took place last week. Chair and Vice-Chair's were elected as well as two community members. These community members still need to be ratified by each of the seven Council's participating in this Board. There are seven municipalities who make up this Board, being:
  - Town of Arnprior
  - Town of Renfrew
  - Township of McNab/Braeside
  - Township of Greater Madawaska
  - Township of Admaston Bromley
  - Township of Horton
  - Township of Whitewater Region
- I enjoyed a spectacular event at Farmgate Cider, which was a collaborative event put on by Bee Savvy Fine Foods and Farm Gate Cider. This event was sold out and had many amazing performances throughout the evening.
- I had a catch up coffee meeting with Dustin and Donovan from Arnprior Packers recently. We discussed their season, hopes for the future at Nick Smith Centre as well as some of the community events that they are undertaking, such as a Golf Tournament that will be taking place on July 6<sup>th</sup>.
- This past Sunday I delivered greetings on behalf of Council at the Lions Club Annual Walk for Dog Guides. Many community partners were there to support the event. Many dogs and their owners were also present and excited to participate.

**b) County Councillor's Report**

County Councillor Lynch reported the following from the County of Renfrew:

- County Council Meeting –April 24, 2024
  - Two Delegations:
    - a) Ann Pohl, Spokesperson, Kitchissippi-Ottawa Valley (KOV) Chapter – Council of Canadians - Climate Action Petition in recognition of International Earth Day.
    - b) Jason St-Pierre, Chief Executive Officer and Lisa Severson, Director of Communications, Eastern Ontario Regional Network (EORN) - Renfrew County EORN Update
      - 25 Uplifts - 25 Completed
      - 47 New Towers - 4 Completed
      - 10 Co-location - 7 Completed
      - All to be completed by 2026.
- Food Affordability Report by the Renfrew County and District Health Unit (RCDHU). This report identifies that nearly one in six (17%) households in Renfrew County are food insecure.
- Ontario Budget The 2024 Ontario Budget entitled 'Building a Better Ontario'. Items relevant to the County of Renfrew Long Term Care Homes operation are:

- Level of Care Province is providing a 6.6% (\$353M) increase to the Level of Care (LoC) funding for 2024-25.
- Pharmacy Funding and Medication Safety Technology Program (MSTP) will remain at \$1500 annually per bed this year and the Medication Safety Technology Program will continue for 2024/25.
- Health Human Resources Four Hours of Care - Homes will receive the following amount:
  - Nurse and Personal Support Worker (PSW) Staffing Supplement: \$1,822.02 per bed, per month.
  - Allied Health Professional (AHP) Staffing Supplement: \$161.35 per bed, per month.
  - The funding will continue beyond 2024/25 and become base funding. The funding policy includes the projected allocations for 2025/25:
- Ottawa Valley Tourism Conference Tourism Awards:
  - Tourism Champion: Ron Moss, Ottawa Valley Cycling and Active Transportation Alliance (Laurentian Valley)
  - Business/Organization of the Year: Somewhere Inn Calabogie (Greater Madawaska)
  - Event of the Year: Pembroke Regional Silver Stick Tournament
  - Sustainability Champion: Anupaya Cabin Co. (Deep River)
  - New Tourism Product: Ottawa Valley Farm to Fork (Bonnechere Valley)
  - Tourism Marketing: Ontario's Highlands Tourism Organization (Whitewater Region).
- Pembroke Approves Implementation of Municipal Accommodation Tax of a 4% Municipal Accommodation Tax that will be applied to all roofed and non-roofed transient accommodations for overnight stays of 30 days or less with a proposed implementation date of January 1, 2025. The City of Pembroke also identified the Ottawa Valley Tourist Association (OVTA) as the eligible tourism entity to receive 50% of the collected funds.
- Increased Program Funding to Small Business Enterprise Centres. Staff have received confirmation from MEDJCT that the County of Renfrew will be receiving an additional \$50,000 in funding. This additional funding means increased grant allocations to the Starter Company Plus and Summer Company programs.
- On 20 March, a very successful Mesa stakeholder engagement session was held at the Carefor Centre in Pembroke. The aim of the session was to exchange information on services and obtain feedback from stakeholders on strategies to better meet the needs of individuals experiencing mental health, addictions, and homelessness. As a result, another meeting is scheduled for May 22nd.
- Inclusive Community Grants Applications are now being accepted until May 22, 2024 at 5:00 p.m. ET. The program provides up to \$60,000 in grant funding to eligible applicants for projects that:
  - Increase the accessibility of outdoor spaces

by making improvements to the built environment to create equitable access to community resources.

- New Ottawa Valley Tourist Association (OVTA) Board Elected.
  - Councillor Chris Toner noted that Emily Stovel is on the Board of Directors for the Town of Arnprior and is in her 2<sup>nd</sup> year of her 3-year term.
- Baskin Drive Subdivision (47T-19004) – On 29 April 2024 the Plan of subdivision received final approval which will create an additional 24 row-house units and 64 apartment units.
- The County of Renfrew Operations Committee recommended that Contract PWC-2024-01 as submitted by Bonnechere Excavating Inc., Renfrew, Ontario, be approved for the rehabilitation of County Road 1 (River Road), from Poole Street to Dochart Street at a cost of \$1,564,525.20, plus applicable taxes.

### c) Committee Reports and Minutes

None

## 14. Correspondence & Petitions

### a) Correspondence Package – I-24-May-09

Resolution Number 175-24

Moved by Tom Burnette

Seconded by Dan Lynch

**That** the Correspondence Package Number I-24-MAY-09 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch noted the following items:

- Page 3 – The Ontario government is investing \$5 million through the Community Emergency Preparedness Grant to help communities and organizations purchase critical supplies, equipment and deliver training and services.
  - In response to County Councillor Lynch the CAO noted that staff had applied for this funding and we were unsuccessful.
- Page 4 – On May 7-9, 2024, the province hosted an “Exercise Heatwave” that simulated heat related emergencies taking place with municipalities.
  - In response to County Councillor Lynch the CAO noted that staff at the Town of Arnprior were not invited to be a part of this exercise, and only 6 municipalities from the province were included. Our Emergency Plan does include heat related emergencies.
- Page 8 – The Mayor spoke to this at last Council meeting. The Ontario government is investing up to \$200 million over three years to support Ontario’s growing communities with new and revitalized local sport and recreation facilities. More information about eligibility and application guidelines will be provided in Summer 2024.

- Page 15 – Attention to residents who have family Doctors. In in order to save valuable Doctor’s time you may be asked that if artificial intelligence could be used to automatically summarise or transcribe your conversations.
- Page 20 – A new regulation under the Building Ontario Businesses Initiative Act, 2022 (BOBIA) dealing with lowering the threshold of contracts will give our local businesses more opportunities to compete for procurement contracts from public sector entities like hospitals, school boards and universities.
- Page 24 – The Ontario government is investing \$2.75 million over two years to increase access to comfortable and dignified end-of-life care close to home for families in the Ottawa region. There will be eight new hospice beds at Hospice Care Ottawa’s La Maison de l’Est, and two new pediatric hospice beds at Roger Neilson Children’s Hospice.
- Page 29 – The Ontario government is providing \$2.4 million this year through the Ontario Cultural Attractions Fund (OCAF) to support cultural tourism in communities.
  - In response to County Councillor Lynch the CAO noted that staff have reviewed the guidelines for this loan program and did not find our tourism activities currently meet the criteria.
- Page 41 – Good news for owner’s of electric cars. The Ontario’s Minister of Energy, Todd Smith, has asked the Ontario Energy Board (OEB) to explore options for an Electric Vehicle Charger Discount Electricity Rate.
- Page 82 – Renfrew County and District Health Unit has put out a Medical Release dealing with “Know the Risks and How to Prevent Blacklegged Tick Bites”.
- Page 93 – Provincial Matters 211 is a public enquiry line available in Ontario every day and in times of emergency. As part of Emergency Preparedness Week, free print materials are available to municipalities for use during Emergency Preparedness Week, or for displays any time of year.
  - In response to County Councillor Lynch the CAO noted that staff will certainly be looking into requesting this resource.

**b) Correspondence Package – A-24-MAY-07**

Resolution Number 176-24

Moved by Lynn Cloutier

Seconded by Billy Denault

**That** the Correspondence Package Number A-24-MAY-07 be received as information, and the recommendations outlined be brought forward for Council’s consideration.

Resolution Carried

**15. By-laws & Resolutions**

**a) By-laws**

Resolution Number 177-24

Moved by Dan Lynch

Seconded by Billy Denault

That the following by-laws be deferred until further information can be provided by staff for the MacDonald Street Reconstruction Project:

- ii) By-Law No. 7486-24 – Award Tender No. PW-2024-06 (MacDonald Street Reconstruction)
- iii) By-Law No. 7487-24 – Adopt 2024 Final Tax Rates

Resolution Carried

Resolution Number 178-24

Moved by Billy Denault

Seconded by Tom Burnette

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

- i. By-Law No. 7485-24 – Zoning By-law Amendment No. 1-24 (Temporary Use – 10 William Street)
- iv. By-Law No. 7488-24 – Robert Simpson Park Canteen Lease Agreement

Resolution Carried

## b) Resolutions

### i. Municipal Grants Application – Arnprior Optimistic Women’s Club (Trivia Night)

Resolution Number 179-24

Moved by Chris Toner

Seconded by Lynn Cloutier

**That** Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Arnprior Optimistic Women’s Club; and

**Whereas** the Arnprior Optimistic Women’s Club is an eligible organization under the Municipal Grants Policy and raises funds that are donated towards local initiatives supporting children, youth and their families;

**Whereas** the Arnprior Optimistic Women’s Club hosted a Trivia Night event at the Nick Smith Centre on Friday, May 10<sup>th</sup>, 2024 starting at 6:00 PM; and

**Therefore Be It Resolved That** Council approve the request for in-kind support through the waiving of fees for the rental of the Nick Smith Centre Community Hall (\$460.00) for the Trivia Night Event that took place on Friday, May 10<sup>th</sup>, 2024;

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

Resolution Carried

**ii. PXO Installation – Baskin Drive and Leo Moskos Street**

Resolution Number 180-24

Moved by Dan Lynch

Seconded by Lynn Cloutier

**Whereas** Section 11 of the *Municipal Act, 2001, S.O. 2001, c. 25* as amended authorizes municipalities to pass by-laws pertaining to the public assets and highways of the municipality; and

**Whereas** the County of Renfrew has adopted Policy No. PW-14 (Pedestrian Crossings and Hiking Trail Crossings on County Roads) which designates a process through which lower-tier municipalities may request the installation of pedestrian crossings on County roads within their jurisdiction; and

**Whereas** the County of Renfrew requires a resolution of support from the Council of the municipality making the request which includes the Town's agreement to pay for the installation and future replacement of the pedestrian cross-over (PXO) and to support the annual pavement markings for each PXO crossing, with the County of Renfrew being responsible for the annual operation, maintenance and signage of the PXO once installed; and

**Whereas** the 2024 operating budget authorized by Council on February 12, 2024 including funding to support the installation of the pedestrian cross-over (PXO); and

**Whereas** the Site Plan Agreement with the Conseil des Ecoles Catholiques de Centre-Est (CECCE) included provision for \$10,000 contribution to the future installation of a pedestrian cross-over (PXO) at Baskin Drive and Leo Moskos Street.

**Therefore Be It Resolved That** Council direct staff to apply to the County of Renfrew for the installation of a pedestrian cross-over (PXO) at the intersection of Baskin Drive and Leo Moskos Street.

Resolution Carried

**16. Announcements**

Councillor Chris Toner made the following announcement:

- As a last duty as the Councillor of the previous Museum Board, I was finally able to organize a tour of the old Boeing and Arnprior Aerospace buildings with the Manager of Culture/Museum Curator. We toured the site looking for artefacts and learning about the various things that occurred in this facility over the years, to ensure that items and history of this facility does not get lost when the plant gets sold. There are a lot of very good artefacts, one item being a time capsule in the wall that is due to be open in the late 2020s. Part of the stipulation for this time capsule, after the plant is sold, will be that the opening of the time capsule be under the guidance of the Museum when it is to take place. The company was able to provide some of the long-time history of this establishment.

County Councillor Dan Lynch made the following announcements:



- The Arnprior & District Museum is hosting a Speaker Series from 2-4 pm at the Museum on May 25, 2024.
- The Arnprior Airport is hosting a Fly in Breakfast from 8-12 am on June 15, 2024.
- From 10am – 4pm on June 22<sup>nd</sup>, the Valley Diversity Emporium will be hosting an event at the Nick Smith Centre.
- Lorenzo’s Pizza has now opened in Downtown Arnprior as a collaboration with Rocky Mountain House.
- There is a new food truck on Daniel Street that may be opening soon.

**17. Media Questions**

None

**18. Closed Session**

Resolution Number 181-24 (8:27 pm)

Moved by Lynn Cloutier

Seconded by Billy Denault

**That** Council move into Closed Session regarding:

- Three (3) matters pursuant to Section 239 (2) (b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal or local board employees (Commemorative Naming, Audit Update and OPP Detachment Board Appointments)
- One (1) matter pursuant to Section 239 (2) (b) of the Municipal Act, 2001 to discuss personal matter about an identifiable individual, including municipal or local board employees and Section 239 (2) (f) concerning advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Airport)
- One (1) matter pursuant to Section 239 (2) (c) of the Municipal Act, 2001 to discuss a proposed or pending acquisition or disposition of land by the municipality or local board (Land Acquisition)

Resolution Carried

Resolution Number 182-24 (9:41 pm)

Moved by Dan Lynch

Seconded by Tom Burnette

**That** Council resume to Open Session.

Resolution Carried

Resolution Number 183-24

Moved by Lynn Cloutier

Seconded by Dan Lynch

That Council direct staff to make a formal request to the County of Renfrew to initiate a road widening along Madawaska Blvd between the Arnprior-Nepean Railway and Decosta Street for the purposes of extending a multi-use pathway, to be funded at a 50/50 cost share arrangement between the County of Renfrew and the Town of Arnprior.

Resolution Carried

Resolution Number 184-24

Moved by Lynn Cloutier

Seconded by Billy Denault

**That** Council direct staff to proceed with the commemorative naming applications submitted for future street names.

Resolution Carried

Resolution Number 185-24

Moved by Chris Toner

Seconded by Billy Denault

**That** Council of the Town of Arnprior endorse the two Community Member Representatives as recommended by the Renfrew Police Services OPP Detachment Board, and that an appointment by-law be brought forward for final adoption.

Resolution Carried

Resolution Number 186-24

Moved by Lynn Cloutier

Seconded by Tom Burnette

**That** Council direct staff to proceed as directed in Closed Session regarding the Audit Update and Airport.

Resolution Carried

#### **19. Confirmatory By-Law**

Resolution Number 187-24

Moved by Tom Burnette

Seconded by Dan Lynch

**That** By-law No. 7489-24 being a By-law to confirm the proceedings of the Regular Meeting of Council held on May 13, 2024 and it is hereby enacted and passed.

Resolution Carried

#### **20. Adjournment**

Resolution Number 188-24

Moved by Lynn Cloutier

Seconded by Chris Toner

**That** this meeting of Council be adjourned at 9:43 pm.

Resolution Carried

#### **Signatures**

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



**ARNPRIOR**

**Minutes of Special Council Meeting  
May 16, 2024 6:00 PM**

**Town Hall, Council Chambers – 105 Elgin St. W. Arnprior, ON.**

**Council and Staff Attendance**

**Council Members Present (In-Person):**

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

**Council Members Present (Electronic):**

None

**Council Members Absent:**

**Town Staff Present:**

Robin Paquette, CAO  
Jennifer Morawiec, General Manager Client Services/Treasurer  
Kaila Zamojski, Town Clerk  
John Steckly, General Manager Operations  
Ryan Wall, Engineering Officer

**1. Call to Order**

Mayor Lisa McGee called the Regular Council Meeting to order at 6:00 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 189-24  
Moved by Lynn Cloutier  
Seconded by Chris Toner

**Be It Resolved That** the agenda for the Special Meeting of Council dated Thursday, May 16, 2024 be adopted.

Resolution Carried

**5. Disclosures of Pecuniary Interest**

None

## 6. Awards/Delegations/Presentations

### a) Request for Award – MacDonald Street Reconstruction

The General Manager Operations, General Manager Client Services/ Treasurer and Engineering Officer provided an overview presentation included in the Agenda Package, outlining various options for awarding the MacDonald Street Reconstruction project, and responded to questions.

Discussion ensued among Members of Council, surrounding the reconsideration of Resolution Number 169-24, resulting in the following motions carried by a two thirds majority of the Members of Council present:

Resolution Number 190-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council agree to suspend the rules of debate, by waiving the notice requirements for a Motion to Reconsider a Past Decision, under Section 8.9 (e) of the Town's Procedure By-law No. 7364-23.

Resolution Carried

Resolution Number 191-24

Moved by Lynn Cloutier

Seconded by Chris Couper

That Council agree to reconsider Resolution Number 169-24, regarding the awarding of the MacDonald Street Reconstruction Project.

Resolution Carried

After approval of reconsideration of Resolution Number 169-24, the following motion was put back on the table for consideration and discussion:

Resolution Number 169-24

Moved by Tom Burnette

Seconded by Dan Lynch

**That** Council award the MacDonald Street Reconstruction Project to Thomas Cavanagh Construction Limited for \$4,480,349.12 (Incl HST); and

**That** upon the CAO's approval of the final form of the foregoing documents, Council authorize the CAO to enter into a contract agreement with Thomas Cavanagh Construction Limited; and

**That** Council award the contract for contract administration and inspection services for the MacDonald Street Reconstruction Project to JP2G Consultants Inc per the fee proposal dated May 2, 2024, in the amount of \$179,421.41 (Incl HST); and

**That** upon the CAO's approval of the final form of the foregoing documents, Council authorize the CAO to enter into a contract agreement with JP2G Consultants Inc.

A recorded vote was taken:

Councillor Tom Burnette	Yes
Councillor Lynn Cloutier	No
Councillor Chris Couper	Yes
Councillor Billy Denault	Yes
County Councillor Dan Lynch	No
Councilor Chris Toner	Yes
Mayor Lisa McGee	Yes

Resolution Carried

**7. Matter Tabled/ Deferred/ Unfinished Business**

Resolution Number 192-24

Moved by Chris Couper

Seconded by Billy Denault

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

By-Law No. 7486-24 – Award Tender No. PW-2024-06 (MacDonald Street Reconstruction)

Resolution Carried

**16. Confirmatory By-Law**

Resolution Number 193-24

Moved by Billy Denault

Seconded by Chris Toner

**That** By-law No. 7490-24 being a By-law to confirm the proceedings of the Special Meeting of Council held on May 16, 2024 and it is hereby enacted and passed.

Resolution Carried

**17. Adjournment**

Resolution Number 194-24

Moved by Lynn Cloutier

Seconded by Billy Denault

**That** this meeting of Council be adjourned at 7:08 pm.

Resolution Carried

**Signatures**

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7487-24**

A by-law to provide for the adoption of 2024 tax rates and to provide for penalty and interest in default of payment thereof.

**Whereas** Section 312(2) of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that for the purposes of raising the general local municipal levy, the council of the municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes; and

**Whereas** Section 308 of the said Act requires tax rates to be established in the same proportion to tax ratios established by County of Renfrew By-law No. 71-24; and

**Whereas** Section 313 of the said Act requires tax rate reductions to be provided for prescribed property subclasses as established by County of Renfrew By-law No. 72-24; and

**Whereas** the 2024 tax levy for general own purposes has been set at \$12,136,043 and

**Whereas** the County of Renfrew passed By-law No. 73-24 directing the Council of the Town of Arnprior to levy specified tax rates on the assessment for County purposes; and

**Whereas** the province of Ontario has by regulation directed Council of the Town of Arnprior to levy specified tax rates on certain assessment for Municipal and Education purposes.

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

1. **That** the tax rates to be levied for the Town of Arnprior and tax rates set for County of Renfrew and Education, as outlined in Schedule A, be applied against the whole of the assessment for real property in each property class.
  - i. For purposes of this by-law, the commercial property class and sub-classes includes all commercial office property, shopping centre property and parking lot property.
  - ii. Amounts due to the Town of Arnprior for payments-in-lieu of tax properties shall be based on the assessment roll, municipal tax rates as per Schedule A and Education rates as per Ontario Regulation 400/98.

- iii. The tax rates as established by Ontario Regulations be applied against the whole of the acreage for real property in the Railway Right-of-way class.
- 2. That** every owner shall be taxed accordingly to the tax rates in this by-law and such tax shall become due and payable in two installments as follows:
- i. The final levy less the interim levy at 50 percent rounded upwards to the next whole dollar shall become due and payable on the 30<sup>th</sup> day of August, 2024;
  - ii. The remaining 50 percent rounded upwards to the whole dollar shall become due and payable on the 29<sup>th</sup> day of November, 2024 and non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.
- 3. That** there shall be imposed a penalty for non-payment thereof of taxes on due date or any instalment thereof, the amount of 1.25% of the amount due and unpaid on the first day of default, and an additional penalty of 1.25% shall be added on the first day of each calendar month thereafter in which default continues.
- 4. That** the collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
- 5. That** taxes are payable to the Corporation of the Town of Arnprior.
- 6. That** “Schedule A” attached hereto shall be and form a part of this By-law.

**Enacted and passed** this 27th day of May, 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

**Schedule A  
2024 Tax Rates**

<b>Property Class</b>		<b>Town</b>	<b>County</b>	<b>Education</b>	<b>Total</b>
Residential/Farm	RT	0.00936076	0.00412365	0.00153000	0.01501441
Residential Shared PIL	RH	0.00936076	0.00412365	0.00153000	0.01501441
Residential Farm Development 1	R1	0.00327627	0.00144328	0.00053550	0.00525505
Multi-Residential	MT	0.01819358	0.00801473	0.00153000	0.02773831
Multi-Residential - New	NT	0.00936076	0.00412365	0.00153000	0.01501441
Commercial Occupied	CT	0.01698697	0.00748319	0.00880000	0.03327016
Commercial Taxable Full, Shared PIL	CH	0.01698697	0.00748319	0.01250000	0.03697016
Commercial Vacant Units	CU	0.01698697	0.00748319	0.00880000	0.03327016
Commercial Vacant Land	CX	0.01698697	0.00748319	0.00880000	0.03327016
Commercial Farm Development 1	C1	0.00327627	0.00144328	0.00053550	0.00525505
Shopping Centre	ST	0.01698697	0.00748319	0.00880000	0.03327016
Industrial Occupied	IT	0.02309210	0.01017266	0.00880000	0.04206476
Industrial Taxable Full, Shared PIL	IH	0.02309210	0.01017266	0.01250000	0.04576476
Industrial Vacant Units	IU	0.02309210	0.01017266	0.00880000	0.04206476
Industrial Vacant Land	IX	0.02309210	0.01017266	0.00880000	0.04206476
Large Industrial Occupied	LT	0.02547999	0.01122458	0.00880000	0.04550457
Large Industrial Vacant	LU	0.02547999	0.01122458	0.00880000	0.04550457
Pipelines	PT	0.01247602	0.00549600	0.00880000	0.02677202
Farmlands	FT	0.00234019	0.00103091	0.00038250	0.00375360





## Town of Arnprior Staff Report

**Subject:** Zoning By-law Amendment - Pegasus Village Creek Block 139

**Report Number:** 24-02-12-01

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

**Department:** Community Services Branch

**Meeting Date:** May 27<sup>th</sup>, 2024

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### Recommendations:

**That** Council adopts a by-law to amend Zoning By-law 6875-18, for the lands known legally as Block 139, Plan 49M-76, to amend the zoning from Residential Four – Holding One (R4 (H1)) to Residential Three – Exception 41 – Holding 15 (R3\*41(H15)) to amend the permitted uses to include single detached, semi-detached and townhouse dwelling units and to implement site specific provisions and alternative development standards including considering the lot one lot for the purpose of the zoning by-law, a width for private roads, and various setbacks.

**That** Council has considered all written and oral submissions received on this application, the effect of which has helped Council make an informed decision.

### Background:

**Owner:** Pegasus Development Corporation

**Legal Description:** Block 139, Registered Plan 49M-76 Geographic Township of Arnprior Part Lot 5, Concession A

**Area of Land:** 1.42 ha (3.5 acres)

**Existing Structures:** Vacant lands

**Surrounding uses:** The subject lands are on the western boundary of the Town of Arnprior and bound by Russet Drive to the north, Desmond Trudeau Drive to the east, and Campbell Drive to the west. Along Desmond Trudeau Drive to the south is the Village Creek subdivision as well as an undeveloped rural property with frontage on Campbell Drive. (Document 1, Location Plan)

### Current Designations:

**Official Plan:** Low/Medium Density Residential Area

**Zoning Designation:** Residential Four, Holding Provision 1 R4 (H1)

The application is for a Zoning By-law Amendment to allow for the development of 63 units in the Village Creek Subdivision in Arnprior. The owner, Pegasus Development Corporation, is proposing to develop a community of 63 units, consisting of 45 single-detached dwellings, 8 semi-detached dwelling units and 10 townhouse units. (Document 2, Proposed Site Plan).

Staff is recommending that Council amend the Zoning By-law from R4 (H1) to a site-specific R3 (H15) - exception zone (41) and maintain the holding provision to allow the mix of single-detached, semi-detached and townhouse dwellings, and to address relief required from other provisions of the Zoning By-law. The holding provision will remain in place until such time as the developer addresses various issues, such as: the need for Phase II Environmental Site Assessment under Ontario Regulation 153/04 and potential Record of Site Condition; compliance with the Drainage Act with respect to the Municipal Drain which runs along the northwestern boundary; grading, drainage, storm, sanitary and water servicing, all to be approved through the subsequent site plan control process. Site Plan Control, Part Lot Control and Plan of Condominium Applications will be required with subsequent agreements prior to lifting of the holding provision and will assist in the resolution of additional matters.

### **Discussion:**

Staff are recommending an exception to the Zoning By-law that will permit a private road, and alternative development standards to accommodate a smaller than typical lot fabric and building form.

### **Policy Considerations:**

The following is a review of the applicable planning policy framework that applies to the proposed Zoning By-law Amendment for it to be consistent with the Provincial Policy Statement and policies in the Town of Arnprior Official Plan.

#### Provincial Policy Statement (2020)

The 2020 Provincial Policy Statement (PPS) offers policy guidance on matters of provincial interest related to land use planning and development. It mandates that all decisions influencing planning matters "shall be consistent with" policies issued under the authority of Section 3 of the Planning Act. This underscores the imperative for adherence to the policies set forth in the PPS when considering land use planning decisions.

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

The proposed dwelling types on Block 139 promote an affordable and diverse range of residential unit types to the community while minimizing land consumption.

Policy 1.1.3.2 requires land use patterns within settlement areas to be based on: “densities and a mix of land uses which:

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

The proposal which increases the density of an under-utilized site located within the boundary of the Town of Arnprior meets Policy 1.1.3.2 as it provides efficient use of land and infrastructure. The change will not result in the loss of significant natural features and can be appropriately serviced utilizing available capacity in the municipal servicing network.

Policy 1.1.3.4 states that “appropriate development standards should be promoted which facilitate intensification, redevelopment, and compact form, while avoiding or mitigating risks to public health and safety.”

Policy 1.4.3 states that “Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area.

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

The proposed development fits within the policy framework set out in the Provincial Policy Statement as it provides an innovative form of intensification in a compact and affordable built form. While alternative development standards are proposed, the proposed community can be managed by a common elements condominium that be responsible for the private road and other shared elements in the development.

#### Town of Arnprior Official Plan

The Town of Arnprior adopted a new Official Plan in 2017, which was approved by the County of Renfrew on November 29, 2017 (herein referred to as the ‘Official Plan’).

The subject lands are designated as Low / Medium Density Residential Area in Schedule A of the Official Plan. The Official Plan states that “Lands designated Low/Medium Density Residential Area are the recently developed and vacant residential areas on the edges of the built up area of the Town, and which are planned for a variety of housing forms”.

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

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

The proposed development addresses the Sustainable Development framework of the Official Plan by providing a compact built form and efficient site and building design. Further, the proposed development addresses Section C2.2 of the Official Plan through meeting the following policies:

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

Section C2.3 of the Official Plan establishes the list of uses permitted in the ‘Low/Medium Density Residential Area designation’ that includes single detached dwellings, semi-detached dwellings, townhouse dwellings, and low-rise apartment buildings with a maximum height of 6 storeys. The proposed development contains a compact mix of single detached, semi detached and townhouse units with shared and private amenity spaces.

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

- a) The predominant form of housing in new development areas shall be in the form of single detached dwellings and in this regard, no less than 50% of the new dwelling units in any contiguous development area that has more than 20 units be comprised of single detached dwellings.

- b) This policy also applies to existing contiguous development areas as well and if an application to re-lot an already registered Plan of Subdivision is received by the Town.
- c) An amendment to this Plan is not required if the Town determines that an alternative approach that is generally in keeping with this section of the Plan is appropriate.”

Section C2.4.2 (d) states “ In order to ensure compatibility with existing development in the Established Residential Area designation, new development in the Low/Medium Density Residential Area designation should generally have a physical character that is compatible with development in the existing neighbourhood in terms of density, lot sizes, maximum building heights, and minimum setbacks.”

The proposed development is at the edge of existing residential neighbourhood and is the last phase of the original subdivision plan. The site is accessed by a single private road and there is minimal interaction with adjacent neighbouring properties. It is our opinion that the proposed development conforms to the Official Plan, and specifically advances policies within areas designated Low/Medium Density.

### **Zoning By-law No. 6875-18**

The subject lands are currently zoned Residential Four, Holding Provision 1, R4(H1) according to Schedule A of the Town of Arnprior Zoning By-Law No. 6875-18.

The R4 (H1) zone allows for semi-detached and duplex dwellings but does not permit single-detached dwellings. The intent of the exclusion of single-detached dwellings was most likely to accommodate more compact and modest dwelling types as directed in the framework of the Official Plan. The Residential Three (R3) Zone permits both single detached and semi-detached dwellings but does list townhouse dwelling as a permitted use. The recommendation to rezone the site to R3 is due to the zone permitting both single and semi-detached dwellings and as such an exception will only be required to permit townhouse dwellings as a permitted use.

The proposed development features a compact single-detached built form that maintains a density comparable to other moderate density development forms. The key advantage of this design is that each unit is a ground-oriented dwelling. Although the residential floor areas are modest, they offer an affordable and compact housing option for future residents.

The lands identified in the proposed By-law, being Block 139 on Plan 4M-76, shall be rezoned from R4 (H1) to R3\*41(H15) and considered one lot for Zoning By-law purposes and the following standards shall apply:

- a) Minimum width of a private road is 6.7 metres.

Staff have reviewed examples of private ways and roads in other developments and have determined that a width of 6.7 metres for a private road is suitable provided adequate setbacks to the garages are provided to accommodate larger vehicles.

- b) Additional permitted uses: Street townhouse dwelling.

Street townhouse dwelling will be added as a permitted use and in this context provide

modest affordable ownership dwelling options due to their dimensions and floor area.

- c) The minimum exterior side yard setback for any wall of a residential use building to a private road is 3.0 metres.

The setback of 3.0 metres is proposed to accommodate exterior side yard setbacks within the development.

- d) The minimum lot frontage is 6.7 metres for single detached dwellings, 5.98 metres for semi-detached dwellings, and 5.1 metres for townhouse dwellings.

Minimum lot frontages (widths) are proposed to accommodate the mix of dwelling types proposed.

- e) Minimum setback for any garage or carport entrance from a private road is 6.0 metres;

The applicant had originally requested a minimum setback of 5.5 metres from the private road to the garage entrance (door). To accommodate the private road width of 6.7 metres and ensure that there is adequate separation between parked vehicles, interior traffic and pedestrians in the private road, an additional 0.5 metres of driveway length is being requested.

- f) Minimum private garage dimensions are 5.7 metres in length and 2.69 metres in width;

The reduced interior parking dimensions will be able to accommodate midsize and smaller vehicles. While it is anticipated that residents may choose to park smaller vehicles within the parking garage and/or larger vehicles within the exterior space provided, the applicant has agreed to provide a clause within agreements of purchase and sale that speaks to parking space dimensions (interior and exterior). In addition, the increased distance between the private road and garage entrance has been added to further mitigate this request.

- g) Minimum separation area between buildings is 1.8 metres;

The purpose of this provision is to accommodate the distance between the discreet buildings which ranges between 2.3 and 1.8 metres.

- h) Minimum rear yard setback is 5.0 metres;

Staff are recommending that the minimum rear yards be reduced by 0.5 metres to accommodate the increased aisle/parking length from the private road to the garage. It is not anticipated that all units will have a 5.0 metre rear yard setback as some exceed this within the plan and the applicant may choose other site plan adjustments to meet this requirement.

- i) The minimum visitor parking rate is 0.25 parking spaces per dwelling unit.

An increased minimum visitor parking rate is requested, recognizing that residents and visitors to the community will be travelling by car. With the current proposal, a

minimum of 14 visitor parking spaces will need to be provided.

- j) A minimum 6.0 metre setback from Desmond Trudeau Drive is required.

To accommodate functional site plan requirements and maintain the setbacks from Desmond Trudeau Drive, staff are recommending that the front yard setback requirement of 6.0 metres be maintained. This will accommodate a potential lay by for a communal mailbox provide improved ingress and egress and site lines to and from the site.

- k) A maximum fence height of 2.2 metres shall be permitted.

The applicant has requested an increased maximum fence height to provide improved privacy and sound attenuation. The marginally higher fence height does not cause any negative impact.

- l) Balconies may encroach a maximum of 1.83 metres into the rear yard.

The applicant has requested that the balconies be permitted to encroach an additional 0.33 metres into the rear yard. Additional fencing or landscaping measures will be considered throughout the site plan control process.

The proposed standards aim to address aspects such as the private road, building setbacks, and other performance criteria that do not align with the existing Zoning By-law and to provide adequate development standards for future residents.

It is important to highlight that, in addition to Zoning By-law Amendment, a future Site Plan Control application will be submitted and a Draft Plan of Condominium approval from both the County of Renfrew and the Town of Arnprior. The Common Elements Condominium will be required to address the common elements proposed, including the private roadway, visitor parking, amenity areas, community mailboxes, garbage collection areas, and any utility installations.

### **Options:**

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

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

### **Financial Considerations:**

There are no direct financial implications associated with this report.

### **Meeting Dates:**

A public meeting was held on March 11<sup>th</sup>, 2024.

### **Consultation:**

A public meeting was held on March 11<sup>th</sup>, 2024, and the following concerns were raised by residents.

- / Some concerns were raised about traffic and traffic-related safety approaching the intersection of Desmond Trudeau and Russet Drive. Russet Drive is a County Road and traffic concerns will be reviewed during the site plan control review process.
- / Concerns over past land uses were identified. A new Phase Two Environmental Site Assessment (ESA) and if necessary, a Record of Site Condition, is required prior to the Site Plan Control Application being deemed complete and a building permit issued.
- / Concerns were raised about the suitability of the proposed built form, particularly in terms of height, type, density, and potential overlooking into neighbouring rear yards. During the meeting, it was clarified that the most intensive housing type (townhomes) is already permitted, and the zoning amendment is actually a "down-zoning" to allow for single detached dwellings, albeit in a compact form. Further examination of Policy Section C2.3 of the Official Plan confirms that all proposed uses are appropriate for areas designated as Low/Medium Density Residential. The development will have a density of 44 units per hectare, which is expected to be similar to recently developed nearby areas. Privacy concerns, especially regarding the homes opposite Campbell Drive, were noted. We suggest that issues related to privacy or overlooking can be addressed during the Site Plan Control phase of approvals.
- / Concerns were raised regarding snow storage and handling. The Site Plan indicates two designated snow storage areas, and the applicant has indicated that snow will be removed from the property after heavy snowfalls when necessary. These matters will be addressed through the Site Plan approval process.
- / Drainage concerns were raised by the owner of property to the west, with access from Malcolm Lane. Drainage and grading will be reviewed during the Site Plan Control process.
- / Concerns regarding the private roadway were raised throughout the meeting. The private road and common elements will be reviewed through a Site Plan Control and Plan of Condominium processes and managed by the future condominium corporation.

### **Documents:**

1. Document 1: Site Location
2. Document 2: Proposed Site Plan



## **Signatures**

**Reviewed by Planning Consultant:** Saide Sayah, RPP

**Reviewed by Department Head:** Robin Paquette

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

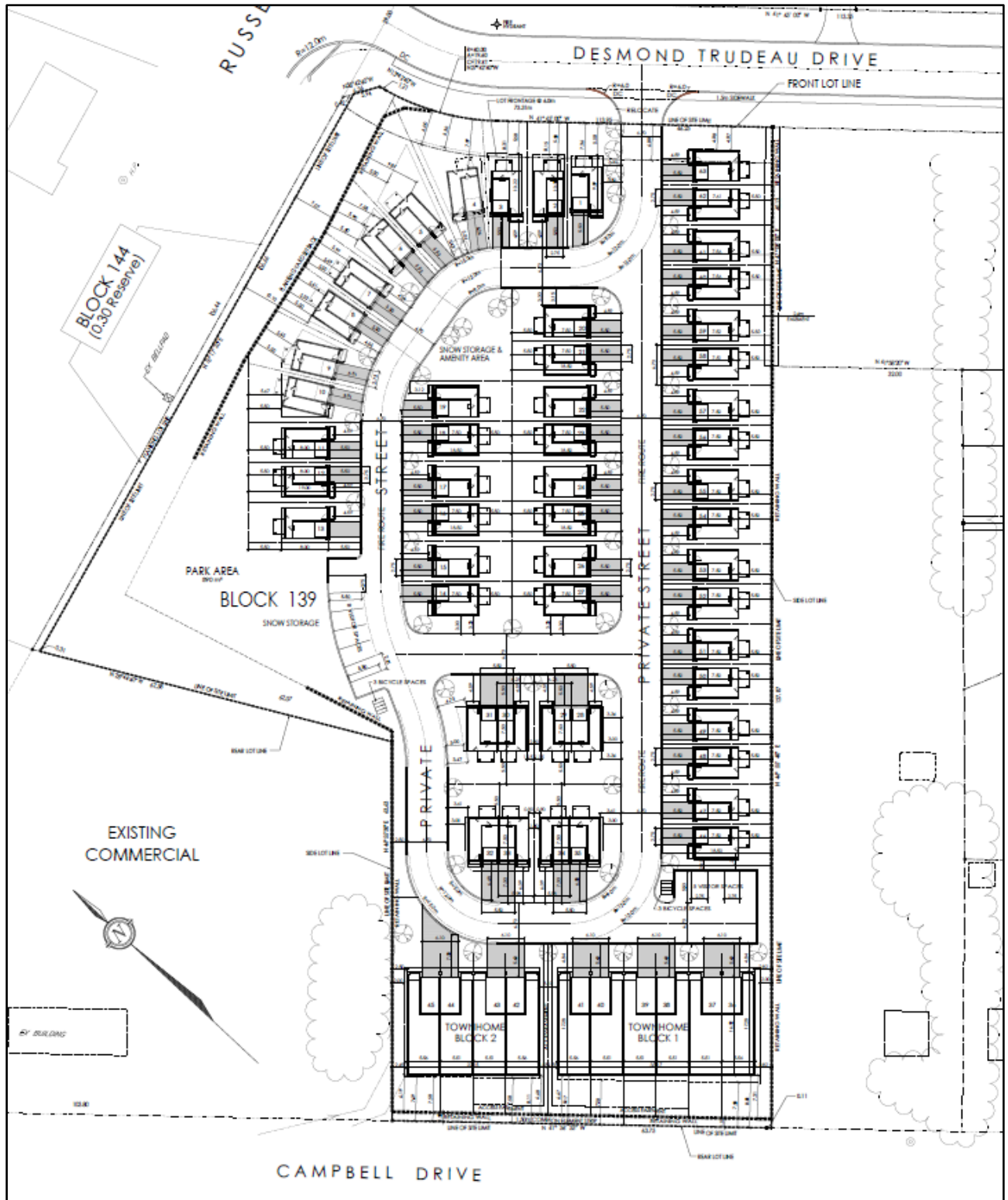
**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:** Kaila Zamojski

Document 1: Site Location



Document 2: Proposed Site Plan





## Town of Arnprior Staff Report

**Subject:** Draft Plan of Subdivision 47-T-22002 – Norma, Ida and Charlotte Street Extensions (2427450 Ontario Inc.) – Draft Conditions

**Report Number:** 24-05-27-02

**Report Author and Position Title:** Robin Paquette, CAO

**Department:** Community Services Branch

**Meeting Date:** May 27, 2024

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### Recommendations:

That Council approve the staff report regarding the approval of Draft Plan of Subdivision application 47-T-22002, submitted by 2427450 Ontario Inc.; and

That Council approve the conditions of draft approval as outlined in this report and direct staff to provide them to the County of Renfrew.

### Background:

**Owner:** 2427450 Ontario Inc.

**Description of Subject Lands: (See Attachment #1 – Key Plan)**

Legal Description: Concession C, Part of lot 5, being parts 2 and 4 R on RP 49R-3337

Area of Land: 3.2 hectares (approximately 7.9 acres)

Existing Structures: Vacant

Surrounding uses: Residential, Open Space and Institutional (The Grove Nursing Home)

### Current Designations:

Official Plan: Low/Medium Density Residential Area

Zoning Designation: Residential Four Exception 39 – holding symbol 14 (R4\*39(H14))

### Proposal: (See Attachment #2 – Draft Plan)

The owner proposes to develop the property as a residential subdivision with 11 blocks of townhouse units, totaling 55 townhouse dwelling units.

The proposed development plan would also create a new roadway network with links to Norma Street North, Ida Street North, Charlotte Street North and Division Street. The development will include a stormwater management block. Cash-in-lieu of parkland is

proposed in lieu of parkland conveyance.

In support of the application the developer provided: a Concept Plan, Grading Plan, Storm Servicing Plan, Sanitary Servicing Plan, Stormwater Facility Sizing Report, Transportation Brief, Functional Servicing Report, Geotechnical Investigation, Environmental Impact Statement, Planning Rationale, and a Draft Plan of Subdivision. Staff and the Town's peer review engineering firm have been reviewing these documents.

### **Discussion:**

On May 23<sup>rd</sup>, 2023, a public meeting was held regarding the proposed Plan of Subdivision application 47-T-22002. Changes to the Planning Act as part of Bill 23 removed the requirement for public meetings for subdivision applications, however, the County Planning Department and Town of Arnprior staff recommended holding a public meeting in this case as the application was received before this change to the Planning Act. Comments received from the public are provided in the Consultation section of this report for Council's information.

It should also be noted that changes under Bill 108, passed in 2019, removed the right of residents to appeal a decision on a subdivision application (appellants must be the applicant, a public body, a specified person, the Minister or the municipality).

### Parkland

Further to the discussion regarding the option for cash-in-lieu and parkland, and comments from the public and the Nature Conservancy of Canada (NCC), negotiations have occurred between the developer and NCC with respect to NCC acquiring the required 10m buffer-strip lands shown as Block 19 on the draft plan. Staff agree that it would be appropriate to consider these lands as the parkland dedication to the development, recognizing the stewardship of the NCC to maintain these lands in conservation and the public's access to the Gillies Grove. Conditions regarding the transfer are included below at the request of the NCC and in the interest of the Town.

### Draft Conditions

Further to this review, Council is now requested to provide a response in terms of recommendations for draft conditions to the approval authority for Plans of Subdivision. The Town is also required to complete and return a standard subdivision questionnaire to the County.

At this time, the following standard and specific conditions are being recommended for Council's consideration:

1. That this approval applies to the draft plan dated April 10, 2024, certified by Brian J. Webster, Ontario Land Surveyor, Stantec.
2. The Owner agrees that prior to registration of the Plan of Subdivision; the Owner shall ensure that the proposed Plan of Subdivision shall conform with a Zoning By-law

approved under the requirements of the *Planning Act*, with all possibility of appeal to the Local Planning Appeals Tribunal exhausted.

3. The Owner undertakes and agrees that prior to the registration of the Plan of Subdivision; the Owner shall deliver to the Town a certificate executed by an Ontario Land Surveyor showing that the area and frontage of all lots and blocks within the Subdivision are in accordance with the applicable Zoning By-law.
4. Prior to commencing construction, the Owner shall enter into a subdivision agreement with the Town. The subdivision agreement shall, among other matters, require that the Owner post securities in a format approved by the Town, in an amount of 100% of the estimated cost of all external site works, save and except non-municipal buildings. The aforementioned security for site works shall be for works on both private and public property and shall include, but not be limited to, lot grading and drainage, landscaping, roads and road works, sidewalks and curbs, road drainage, underground infrastructure and services (storm, sanitary, watermains), streetlights, parkland, stormwater management works. The amount secured by the Town shall be approved by the General Manager, Operations.
5. The Owner agrees, by entering into a Subdivision Agreement, to satisfy all terms, conditions and obligations, financial and otherwise, of the Town of Arnprior, at the Owner's sole expense, including but not limited to, the phasing of the subdivision registration, the design and construction of roads, all water, wastewater and stormwater systems, and utilities in accordance with the Town's specifications and standards, all to the satisfaction of the Town. The Owner agrees to provide securities, in a form acceptable to the Town, equivalent to 100% of the estimated cost of municipal works.
6. That any dead ends and/or open sides of road allowance created by this draft plan or phasing shall be terminated in 0.3 metre reserves to be conveyed to, and held in trust by, the municipality. This may include a 0.3 metre reserve along any temporary turning circle(s).
7. The Owner shall employ Professional Engineers licensed by the Professional Engineers Ontario (PEO) to carry out the following with respect to all of the Municipal Works, as may be required by the General Manager, Operations:
  - a. Preparing and supplying design plans and drawings;
  - b. Preparing specifications;
  - c. Obtaining approvals in conjunction with the Town;
  - d. Supervising layout and construction;
  - e. Maintaining records of construction;
  - f. Preparing and supplying as-constructed plans and drawings in a form as detailed by Town Specifications.
8. The Owner acknowledges and agrees that all reports and/or studies required as a result of approval of the Plan of Subdivision shall be implemented to the satisfaction of the Town at the sole expense of the Owner. Further, that the Town may require certification by the Owner's professional consultants that the works have been designed and constructed in

accordance with the approved reports, studies, standards and specifications and plans to the satisfaction of the General Manager, Operations.

9. The Owner shall submit a Drainage and Grading Plan to the Town for review and approval with respect to all streets and once approved, drain and grade the subject development in accordance with the approved Plans.
10. This development shall not interfere with existing drainage patterns for adjacent lands during construction and after completion of the development of this subdivision. Drainage from the existing adjacent lands must be accommodated by this development, to the satisfaction of the General Manager, Operations.
11. The Owner shall prepare and furnish, at its own cost, all Plans, specifications, calculations, contours, or other information pertaining to the works which may be required by the General Manager, Operations, and shall also prepare and submit to the General Manager, Operations estimates of the quantities and costs of the Municipal Works, and substantiate same to the General Manager, Operations if requested. In all respects, the specifications used for the Municipal Works shall be equivalent to or exceed Town specifications and, in all cases, be acceptable to the General Manager, Operations.
12. The Owner shall construct a sanitary and storm drainage system, including lot sewer services from the sewers to the street line inclusive of all appurtenances to service the lands in the Subdivision according to the design and Town specifications and standards. The Owner shall maintain such sewers, including clearing of any blockages until Acceptance is granted by the Town. The construction and installation of all such sewers shall be subject to the approval of the General Manager, Operations.

All sewers shall be constructed to an outlet according to the approved designs. All sewers shall be of sufficient size, depth and at locations within the limits of the Subdivision, or on adjacent road allowances, to service lands outside the Subdivision which will, in the opinion of the General Manager, Operations, require the use of the Subdivision sewers as trunk outlets.

13. The Owner shall provide any required stormwater management control measures to prevent adverse effects on the environment or existing municipal infrastructure due to stormwater runoff for both a minor and major rainfall event in relation to both water quality and quantity. All interim or permanent measures shall be in accordance with the requirements as established in all applicable environmental management plans, stormwater plans and reports as approved by the Town. The measures shall be in accordance with current Provincial legislations and the Town specifications and standards.
14. The Owner is required to prepare and submit a Storm Drainage Study for the proposed development. The study shall indicate the impacts to the downstream drainage systems and the planned mitigation measures. The Owner shall be required to implement the storm drainage mitigation features to the satisfaction of the Town.

15. The Owner will obtain and provide the Town with a Geotechnical Report prepared by a qualified technical engineer examining the soil conditions within the Subdivision in order that the Town may determine the most appropriate method of lot drainage within the Subdivision. In addition, such report will make recommendations for the construction of underground services and pavement structures and will address the suitability of the lots for the development contemplated therein, as well as the nature and extent of the slope stabilization and erosion control measures necessary to ensure that the development can be carried out in a safe and orderly manner. The Owner will comply with each and every recommendation contained in the said report, to the satisfaction of the Town.
16. The Owner will obtain and provide to the Town a detailed Serviceability Study. The study will be in compliance with the applicable regulations and prepared by a qualified professional engineer. The Owner will comply with each and every recommendation contained in the said report, to the satisfaction of the Town and/or other regulating government bodies.
17. The Owner shall construct a minimum 200mm diameter watermain link via Ida Street North and the Arnprior Regional Health (Grove Nursing Home) lands in order to provide a loop connection between the existing watermain at the intersection of Elgin Street West and Ida Street North and the existing watermain on Dan Street. All of the foregoing shall be at no cost to the Town and shall be designed and constructed to the satisfaction of the General Manager, Operations. The limits of the construction and reinstatement within the Arnprior Regional Health lands shall be to the satisfaction of Arnprior Regional Health at no cost to the Town of Arnprior or Arnprior Regional Health.
18. The Owner shall replace and upsize the existing watermains and service connections, complete with full road and curb reinstatement, along Charlotte Street North, Norma Street North, and Ida Street North, each from Elgin Street West, and enter into a front-ending agreement with the Town of Arnprior to reimburse the developer for the cost of replacement/reconnection of existing residential water service connections along each street as well as the cost to reconstruct one road-lane width on each street. The estimated cost of said works and repayment terms shall be to the satisfaction of the Town of Arnprior.
19. The Owner shall construct a minimum 200mm diameter sanitary sewer (as required) throughout the subdivision, and within a servicing easement in favour of the Town of Arnprior along the north-east edge of the subdivision and connect the outlet to the existing sanitary sewer in Dan Street. All of the foregoing shall be at no cost to the Town and designed to the satisfaction of the General Manager, Operations. The limits of the construction within Charlotte Street shall be reinstated to the satisfaction of the County of Renfrew at no cost to the Town of Arnprior or the County of Renfrew.
20. The Owner shall construct a new community storm water management pond within Block 12 and storm sewer outlet sufficient in size to accommodate the post development stormwater drainage from the subdivision development and connect the new outlet to the existing municipal storm sewer in Dan Street. All of the foregoing shall be at no cost to the Town and designed to the satisfaction of the General Manager, Operations. All areas disturbed shall be reinstated to the satisfaction of the General Manager, Operations.



21. The Owner will obtain and provide the Town with a Phase I Environmental Site Assessment (ESA) report, as well as any other subsequent report(s) pertaining to the environmental quality of the lands within the Subdivision. Subsequent reports include, but are not limited to, Phase II ESAs, Supplemental Phase II ESAs and other remediation or monitoring reports. These reports will be in compliance with the applicable regulations and prepared by a licensed professional engineer. The Owner will comply with each and every recommendation contained in the said report(s), to the satisfaction of the Town and/or other regulating government bodies.
22. The Owner shall coordinate the preparation of an overall Utility Distribution Plan showing the location and installation, timing and phasing of all required utilities, including on-site drainage facilities and streetscaping.
23. That the streets be named in accordance with the Town of Arnprior policy.
24. That prior to preparation of the subdivision agreement, the Owner shall engage a control architect, satisfactory to the Town. This control architect will prepare and submit to the Town streetscape/architectural control guidelines, in accordance with Section E7.4 of the Town's Official Plan, which are satisfactory to the Town. All units for sale and all building permits plans shall comply with the approved guidelines.
25. That the Owner shall be responsible for the cost and installation of fencing abutting all municipal property (except road allowance) and Nature Conservancy of Canada property, to the satisfaction of the Town and the Nature Conservancy of Canada.
26. That the Owner acknowledges that the multi-unit residential blocks are subject to the Town's Site Plan Control By-law and that further subdivision of the blocks shown on the plan are subject to Part Lot Control.
27. The Owner shall convey Block 19 to the Nature Conservancy of Canada (NCC) in lieu of parkland at no cost to the Town or to the NCC. The Owner shall pay cash-in-lieu of parkland for any deficit in park land dedication in accordance with the Planning Act, if applicable.

The owner shall pay the costs of NCC's transaction and Stewardship Endowment Fund contribution costs; preparation and registration of a new reference plan (if required) or other registerable legal description of Block 19; and prepare Block 19 to certain criteria (i.e., non-native species removed, and native trees planted, per the Tree Preservation Plan) to the satisfaction of the NCC and prior to the transfer of title to NCC.

28. The Owner will obtain and provide a Tree Preservation Plan prepared by a qualified arborist, at the expense of the applicant, to the satisfaction of the municipality and the Nature Conservancy of Canada which outlines means by which the mature trees on the Gillies Grove property will be protected during construction and after development, including but not limited to:

- a. Delineating and protecting the buffer strip, including temporary measures to exclude equipment from the buffer strip during construction, such as temporary fencing;
  - b. Implementing measures to protect existing trees within and adjacent to the buffer strip;
  - c. Outlining how grading and drainage in the buffer strip will protect existing trees and their root systems, including the removal of fill material from the buffer strip;
  - d. Describing how measures from the Tree Preservation Plan will be reflected on the Grading and Drainage Plan or equivalent;
  - e. Implementing measures to remove non-native plant species from the buffer strip; and,
  - f. Specifying the number, species, and caliper size of the native trees to be planted by the applicant in the buffer strip (Block 19).
29. The Owner acknowledges and agrees to supply and spread screened topsoil to Town standards to a minimum depth of 150mm (200mm in the area of planned sports fields) over the entire park block(s) including all disturbed areas. All screened topsoil shall be tested and the tests submitted for approval prior to installation to the satisfaction of the General Manager, Operations. The seed mix is to be approved in advance of application and the Owner further acknowledges and agrees to notify the General Manager, Operations prior to the supply and spreading of topsoil and seed.
  30. The Owner acknowledges and agrees to spread grass seed to Town of Arnprior specifications and apply general maintenance until the growth is well established and through the first two (2) cuts, in accordance with Town of Arnprior standards to the satisfaction of the General Manager, Operations.
  31. The Owner shall construct a 1.5 metre asphalt pathway around the perimeter of the stormwater management pond within Block 12 and link to Ida Street North (through Block 18) and Dan Street, as well as fencing at the perimeter of the walkway block and plantings, to the satisfaction of the General Manager, Operations.
  32. The Owner shall construct at no cost to the Town, a sidewalk on the east side of Ida Street North (Street 3) from the existing sidewalk on Elgin Street West to the edge of the Grove Nursing Home property. The design and location shall be to the satisfaction of the General Manager, Operations.
  33. The Owner shall install fencing of uniform appearance and quality along the common boundary of all residential lots and blocks which abut public walkways, servicing blocks, and park blocks. Fences shall be installed 0.15m on the private property side of the common property line, and the location of the fence shall be verified by an Ontario Land Surveyor.

Fence materials will be of commercial grade and consist of either 6-gauge black vinyl coated chain link material and black powder coated schedule 40 pipe rails and posts, cedar post and rail, or an approved alternative, all to the satisfaction of the General Manager, Operations.

34. That all dedications, easements and reserves as required by the Town for this development shall be granted to the Town free and clear of all encumbrances.
35. That the Owner dedicate a servicing easement in favour of the Town of Arnprior, along the north-east limit of the development lands, at a width of 8m between Charlotte Street North (Street One) and Norma Street North (Street Two) for the purpose of installation of a watermain and sanitary sewer and at a width of 6m between Norma Street North (Street Two) and Ida Street North (Street Three) for the purpose of installation of a sanitary sewer. The Owner shall be responsible for all costs associated with the preparation of the easement documents, legal survey and registration.
36. That the Owner be required to comply with the Ontario Water Resources Act and the Town of Arnprior Consolidated Linear Infrastructure Environmental Compliance Approvals (CLI-ECA) for any necessary storm and/or sewage works.
37. That the Owner be required to provide adequate fire flow in a manner or method suitable to the Town of Arnprior.
38. That the Owner maintain pedestrian and vehicle access to the Grove Nursing Home throughout the duration of construction of the development, to the satisfaction of the Town of Arnprior and Arnprior Regional Health.
39. That the Owner relocate the existing Arnprior Regional Health – Grove Nursing Home sign at the entrance to the facility on Ida Street North so that it is entirely located within the Grove Nursing Home property, to the satisfaction of and at no cost to the Town and Arnprior Regional Health.
40. That the Owner obtain approval from Arnprior Regional Health to construct a portion of the proposed community pond's pathway and landscaping within the existing servicing easement at the north-east corner of Block 12.
41. That the subdivision agreement between the owner and the Town be registered against the lands to which it applies once the plan of subdivision has been registered.

Other conditions will be requested by external agencies (hydro, bell, gas) and other governments (County) as they pertain to their interests in the development. These requests are considered by the approval authority, the County of Renfrew.

**Options:**

Council could consider the application for Subdivision 47-T-22002 premature at this time, however, based on the supporting documents submitted, staff recommend that Council support the application.

**Policy Considerations:**

As outlined in this Report and Report 23-05-08-06.

**Financial Considerations:**

Costs for development are borne by the applicant.

**Meeting Dates:**

May 8, 2023 – Staff Report 23-05-08-06 presented to Council

May 23, 2023 - Public Meeting

**Consultation:**

**Concerns Raised by the Public**

Comments were provided during the public meeting, as well as in writing prior to the meeting.

The following attendees provided comments:

- Russ Corbett, 167 Dan Street.
- Blaine Lenser, 140 McLachlin Street North
- Mike Battison, 124 Charlotte Street North
- Emily Prospero, 2518 Highway 29, Pakenham
- Meera Manghani, 61 Jack Crescent
- Elenea Prospero, 45 Hill Road
- Travis McLeod – 3 Kinsmen Crescent
- Susan Davis – 63 Victoria Street, Unit 7
- Ali Homer, 119 Vancourtland Street North
- Graham Spaul 123 Vancourtland Street
- Luke Battison, 124 Charlotte Street North
- Jonathan David McLaren, 211 Bell Street
- Mikayla Smith, 85 Division Street
- Alison Hurren, 125 Vancourtland Street North
- Fay Tucker, 56 Charlotte Street
- Carol Carter, 210 Elgin Street West
- The Nature Conservancy of Canada

Concerns centered around the environmental impacts of the proposed development on the subject lands and adjacent Gillies Grove property; stormwater management; housing development impacts. Staff have highlighted the comments and provided consideration for Council below.

1. Environmental Concerns

- a. Watercourse is aquifer fed brook important to the health of the Gilles Grove
- b. Opposition to filling in a wetland
- c. The subject property contributes to the health of Gilles Grove in an integral way, development of this land will negative impact Gilles Grove
- d. Have MNRF and Nature Conservancy of Canada been notified/provided the EIS?
- e. Project will add to global warming
- f. How and who will conduct Species at Risks (SAR) sweeps during construction?
- g. Concern regarding alleged 2% loss of Gilles Grove forest

Environmental Assessments completed by the applicant have been reviewed by the Nature Conservancy of Canada (NCC), Department of Fisheries and Oceans and peer reviewed through the County of Renfrew. The Ministry of Natural Resources will not review plan of subdivision supportive studies. Any mitigation will be addressed through draft conditions. It should be noted that these lands are not considered Provincially Significant Wetlands. The Developer is required to undertake any requirements, provincial or local, through the subdivision agreement, including any SAR monitoring during construction. There will be no loss to the Gillies Grove Forest. In fact, the NCC has agreed to acquire the required 10 metre buffer lands and have requested a Tree Preservation Plan be required as a condition of draft approval and their acceptance of the lands.

2. Stormwater Management Concerns

- a. Concerns regarding how stormwater will be managed, including increased localized flooding and the look of the stormwater management pond
- b. How will the development impact the water quality in the watercourse to be relocated?

*Response:* The proposed development will include the realignment of the existing drainage creek/swale and construction of a new stormwater management pond. This new pond will be designed to provide both quantity and quality control of stormwater including stormwater retention on site and will ensure that the post-development flows leaving the site are controlled to pre-development flow rates to prevent further impacts to the downstream stormwater collection system. Once the development is approved and the infrastructure is constructed to the standards of the Town of Arnprior, ownership of underground infrastructure and the proposed stormwater management facility will be assumed by the Town of Arnprior. Future maintenance will be the responsibility of the Town. A Grading Plan, an Erosion and Sediment Control Plan and a Drainage Plan have been submitted as part of the process to ensure no impacts on surrounding and upstream properties.

The developer has indicated that the proposed stormwater management facility will be located at the southeast portion of the development and will control the rate of flow before entering the public storm sewer on Dan Street.

3. Housing and other Development Concerns

- a. Development is not going to significantly improve housing access, Arnprior has done its part to address housing need.
- b. Existing recent residential development negatively affecting the Town of Arnprior (not enough commercial, traffic issues), this development would contribute to these issues.
- c. This development will affect the enjoyment of the residents of the Grove Nursing Home.
- d. Who pays for development of infrastructure and maintenance of this new infrastructure?
- e. Developer should donate the entire property to the Nature Conservancy of Canada.
- f. Behind in trail management in Gilles Grove.

*Response:* The lands are and have been designated for residential development in the Town's Official Plan and Zoning By-law for many years. The application meets the policies of these documents, as well as the Provincial Policy Statement. The developer is responsible for all costs associated with the development. Furthermore the Town collects development charges for all new development to ensure that growth pays for growth.

The property is privately owned and there is no requirement to provide lands to the Nature Conservancy of Canada, however, as noted, there will be a transfer of a buffer area to the NCC. The NCC is responsible for the management of trails within their property. This is not a matter under the authority of the Town of Arnprior.

### **Documents:**

1. Key Plan – Subject lands
2. Draft Plan of Subdivision

### **Signatures**

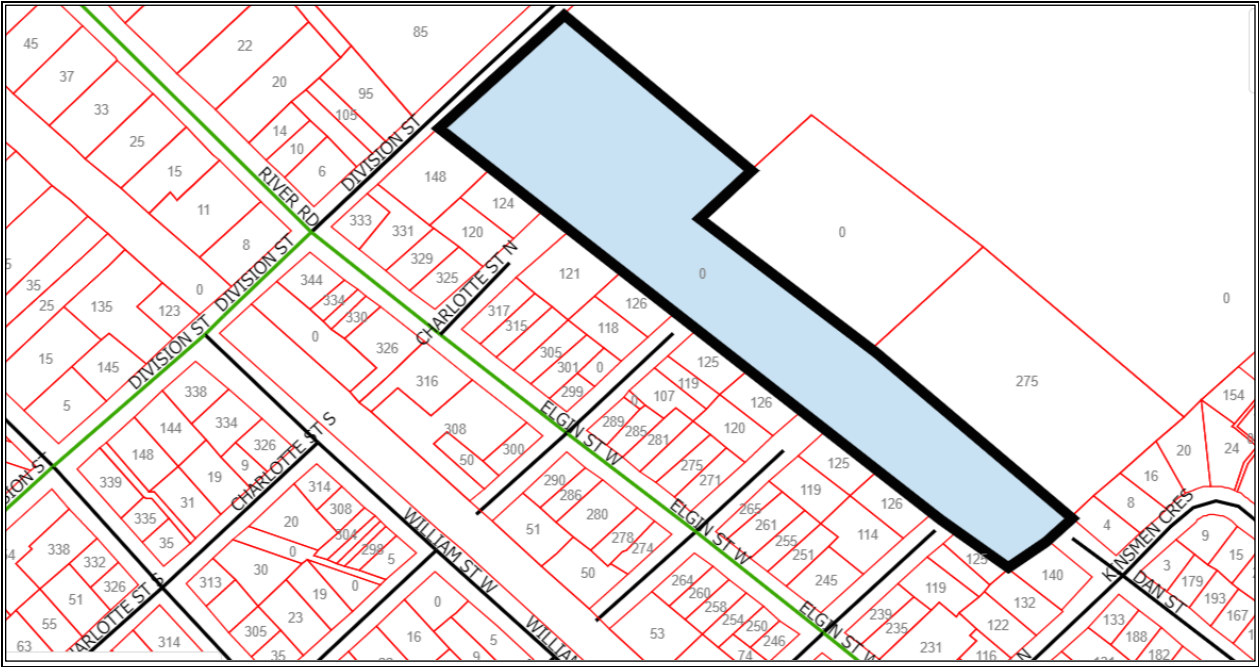
**Reviewed by Department Head:** John Steckly, GM Operations

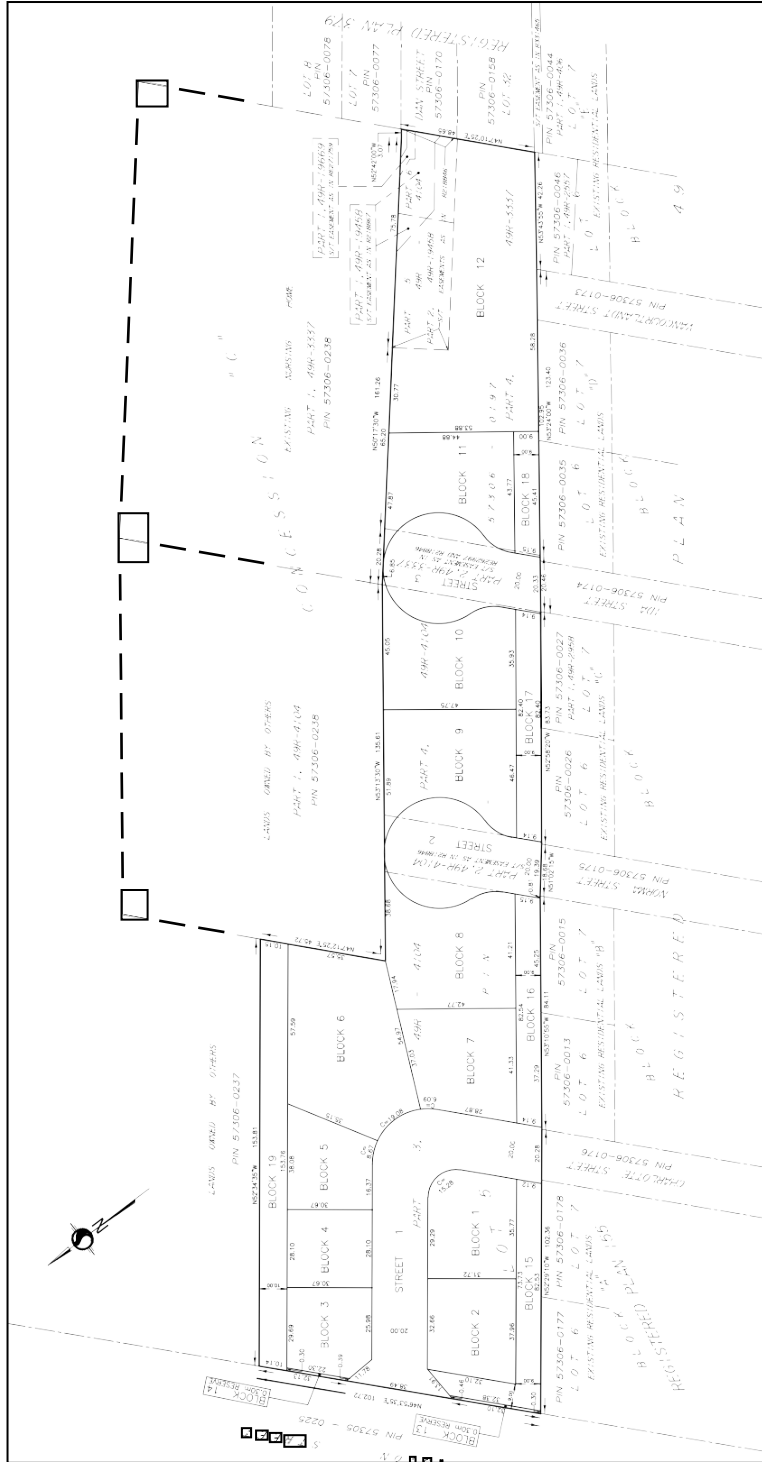
**Reviewed by General Manager, Client Services/Treasurer:** Jennifer Morawiec

**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:** Kaila Zamojski

**Key Plan**









## Town of Arnprior Staff Report

**Subject:** Awarding of Victoria Street Design – Jp2g Consultants

**Report Number:** 24-05-27-03

**Report Author and Position Title:** Ryan Wall, Engineering Officer

**Department:** Operations

**Meeting Date:** May 27, 2024

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### Recommendations:

That Council award Design Proposal 24-5031A - Victoria Street Design to Jp2g Consultants Inc, in the amount of \$119,977.75 (including HST); and;

That upon the CAO's approval of the final form of the foregoing documents, Council authorize the CAO to enter into a contract agreement with Jp2g Consultants Inc.

### Background:

The 2024 Capital Budget, as approved by Council on February 12, 2024, included capital funds of \$115,000 for the design of a future Victoria Street Reconstruction Project.

Following the passing of the Capital Budget, Staff requested a design proposal from JP2G Consultants Inc, to be provided under Standing Offer agreement.

The scope of work includes replacement of the watermain, sanitary main, road base, road surface, curbs and sidewalk on Victoria Street from Elgin Street to John Street.

### Discussion:

On May 15, 2024, staff received Design Proposal 24-5031A from Jp2g Consultants Inc. for the design of Victoria Street Reconstruction. The proposal was provided under Standing Offer agreement. The value of the proposal is \$119,977.75 including HST.

**Options:**

Council could choose not to award the project; however, this is not recommended as the project is in line with the Town’s Asset Management strategies.

**Policy Considerations:**

This proposal was evaluated under the Town’s Standing Offer agreement for professional / engineering services. Eligible vendors under our standing offer agreement were compiled in accordance with the Town’s Procurement Bylaw. Practices followed in the procurement process are in accordance with the Town’s procurement policy.

**Financial Considerations:**

The financial impacts of Proposal 24-5031A when accounted for NET HST are as follows:

Vendor	Cost Including HST	Cost adjusted for net HST
Jp2g	\$119,977.75	\$108,043.68

The 2024 Capital Budget includes \$115,000.00 for the Victoria Street Reconstruction Design. The cost of the proposal is under budget by \$6,956.32 when accounting for net HST rebate.

**Meeting Dates:**

N/A

**Consultation:**

- Jennifer Morawiec, General Manager, Client Services/ Treasurer
- John Steckly, General Manager, Operations

**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 Town Clerk:** Kaila Zamojski



## Town of Arnprior Staff Report

**Subject:** Community Improvement Plan Grant – 134 John St. N Unit B

**Report Number:** 24-05-27-04

**Report Author and Position Title:** Lindsay Wilson, Marketing / Economic Development Officer

**Department:** Community Services Branch

**Meeting Date:** May 27, 2024

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### Recommendations:

That Council enact a by-law to enter into an Agreement with Kayla Sawula for a Community Improvement Plan (CIP) Financial Incentive Grant under the Signage Improvement Program and Application and Building Permit Fees Refund Program for 134 John St. N Unit C in an amount of up to \$550 to be funded from the CIP Grants operating account.

### Background:

The Town has received an application for a Community Improvement Plan Financial Incentive Grants under the Signage Improvement Program and Application and Building Permit Fees Refund Program. The project involves installing a new sign at 134 John St. N Unit C for the new business location, Ottawa Valley Smiles Dental Hygiene. The total estimated signage costs are \$2,184.75.

### Discussion:

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

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

- ✓ Work in accordance with Town regulations (s. 6.7.7)
- ✓ Land Use is Compatible with OP / ZBL (s. 6.7.8)
- ✓ Exterior changes must meet Urban Design Guidelines (s. 6.7.10)
- ✓ Total of combined grants and rebates must not exceed total project costs (s. 6.7.12)

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

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

### **Signage Improvement Program**

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

The maximum grant value for this program is 50% of Total Project Costs up to \$500. The total eligible cost for this project is \$2,184.75. The eligible amount for funding therefore would be a total of \$500.

The specific grant criteria for this program includes:

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

### **Application and Permit Fees Rebate Program**

The purpose of the application and permit fees rebate program is to reduce the barrier for investment that can be created by these fees. Rebating such fees is desirable because it will reduce or eliminate these barriers to private investment, including major investments such as the development of new housing units.

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

The Town will provide a rebate equivalent to the applicable cost of normal planning application fees (minor variance, zoning by-law amendment, site plan, or official plan amendment) and building permit fees, to a maximum of 50% of the application fees paid by the applicant, or \$5,000, whichever is lesser.

### **Summary of Grants:**

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

- **Total Project Cost:** \$2,184.75
- **Total Permit Cost:** \$100
- **Eligible Grant Value:** \$550
  - 50% of total project costs up to \$500
  - 50% rebate on building permit cost up to \$5,000

### **Options:**

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

### **Policy Considerations:**

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

### **Financial Considerations:**

The current uncommitted balance for 2024 CIP grants is \$14,500.

If this project was approved as submitted, the remaining balance would be \$13,950.

### **Meeting Dates:**

1. Pre-Consult Meeting – May 4, 2024

### **Consultation:**

- Chief Building Official

### **Documents:**

Sign Mock-up

## **Signatures**

**Reviewed by Department Head:** Robin Paquette

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

**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:** Kaila Zamojski

Sign Mock-up





## Town of Arnprior Staff Report

**Subject:** Budget Matters – Expenses: Ontario Regulation 284/09

**Report Number:** 24-05-27-05

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

**Department:** Client Services

**Meeting Date:** May 27, 2024

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### Recommendations:

**That** Council adopt this report by Resolution as required under the Municipal Act, 2001, Ontario Regulation 284/09.

### Background:

Municipalities are required to prepare annual Financial Statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA). These accounting principles included accounting for post-employment benefits expenses, solid waste landfill closure and post-closure expenses, and amortization expenses (related to tangible capital assets). The PSAB accounting standards adopted for municipalities however do not require that annual budgets be prepared on the same basis.

Ontario Regulation 284/09 permits municipalities to exclude a portion or all of the following expenses from their annual budgets:

- Post-employment benefits expenses,
- Solid waste landfill closure and post-closure expenses, and
- Amortization expenses (related to tangible capital assets).

However, the legislation requires staff to prepare an annual report to Council which identifies the expenses that have been included in the PSAB Financial Statements but excluded from the budget, identifies the impact of these differences on the change in the municipality's accumulated surplus, and analyzes the impact of excluding these expenses from the budget on future capital assets funding requirements.



## Discussion:

As permitted under Regulation 284/09 in preparing the budget for a year, a municipality may exclude from the estimated expenses all or a portion of the following:

- Post-employment benefits expenses,
- Solid waste landfill closure and post-closure expenses, and
- Amortization expenses (related to tangible capital assets).

These expenses were not included in the Town's operating budget for 2024. The Town, like most municipalities, continues to prepare budgets on the traditional funding basis where revenue and expenditures for operating and capital budgets are balanced.

### Impact of Excluded Expenses on 2024 Budgeted Accumulated Surplus

Accordingly, on a funding basis, there is no projected impact to the Town's projected accumulated surplus (Contribution to Reserves less Capital Investments) from the 2024 Budget. Regulation 284/09 requires a municipality to identify the impact of the 2024 budget on the Town's accumulated surplus after converting the 2024 budget and assumptions to the full accrual basis of accounting (PSAB).

The equity of a municipality is defined as "accumulated surplus". The accumulated surplus consists mainly of:

- Operating Fund Surpluses including local boards
- Equity in Tangible Capital Assets
- Reserves and Reserve Funds
- Less Unfunded Liabilities such as Employee Future Benefits and Post Closure Landfill Sites

The result PSAB financial reporting requirements are that the Town's surplus for budgeting purposes differs from the surplus on the Town's financial statements. The estimated effect on the 2024 ending surplus due to the excluded expenses and change to PSAB reporting is anticipated to be a net increase of \$3,542,774 summarized as follows:

Post-employment benefits expense	-
Solid waste landfill closure and post-closure expenses	(55,823)
Amortization of tangible capital assets	(\$4,043,403)
Acquisition of tangible capital assets	\$7,642,200
Estimate net increase (accumulated surplus)	\$3,542,774

The changes to accounting and reporting requirements under PSAB are a financial accounting treatment only and do not affect operating surpluses. This difference is one of financial statement presentation only.

Explanations of the impacts to the accumulated surplus are outlined below:

a) Employee Future Benefits/Post-Employment Benefits Expenses

The Town currently does not have any Employee future benefit / post-employment benefit expenses where the benefits are earned by employees in the current period but not paid for by taxes or rates until a future period. Benefits for retirees are paid for by the retiree, not the Town. These could include items such as sick leave benefit plans, long-term disability plans, Workplace Safety and Insurance Act (WSIB) benefits and post-retirement plans.

b) Solid Waste Landfill Closure and Post Closure Expenses

Under the Ontario Environmental Protection Act, the Town is required to provide for the closure and post-closure care of solid waste landfill sites. The costs related to these obligations are provided over the estimated remaining life of the landfill site based on usage and recorded as such on the Town's Consolidated Financial Statements.

PSAB standards do not require liabilities associated with solid waste landfill closure and post-closure care activities to be fully funded by setting aside any portion of the accumulated surplus as reserves and/or reserve funds.

As at December 31, 2024, the estimated liability for landfill closure and post-closure costs will be approximately \$1,294,283 which is funded by the Landfill Reserve's estimated balance of \$2,128,719. The impact (change) of Landfill Closure and Post-Closure costs is a decrease to the accumulated surplus and is estimated to be \$55,823 in 2024.

The Town does include an annual contribution to the Landfill Reserve in the operating budget of \$51,000 to address the annual increase in the Landfill closure and post-closure costs to ensure that sufficient funding will be available to discharge this liability over the remaining life of the landfill site.

c) Amortization Expense to Tangible Capital Assets

Annual financial statements include amortization expenses on tangible capital assets as required by PSAB standards. Amortization expense for 2024 is estimated at \$4.0M based on current tangible capital assets and planned capital investments.

Although the Town's 2024 operating budget does not include amortization expenses on tangible capital assets, the Town actively plans for and forecasts future funding requirements for capital asset replacement through the 20 Year Long Range Capital Forecast, Asset Management Plan and various Master Plans.

2024 estimated tangible capital asset acquisitions are a combination of asset replacements and additions. These capital assets are funded through a combination of reserves, development charges and government grants. The operating budget also includes the financing (debt principal repayment) of \$1.3M for prior capital investments.

Overall, while the estimated 2024 amortization expense of \$4.0M will reduce the Town's accumulated surplus, the planned investment in tangible capital assets of \$7.6M will offset this impact and will result in a net increase to accumulated surplus.

**Options:**

N/A

**Policy Considerations:**

This report has been completed in accordance with the Town's Strategic Plan priority for financial sustainability and management of our resources to ensure long-term stability and prosperity.

**Financial Considerations:**

As outlined in the report above.

**Meeting Dates:**

N/A

**Consultation:**

N/A

**Documents:**

N/A

**Signatures**

**Reviewed by Department Head:** Jennifer Morawiec

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

**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:** Kaila Zamojski



## Town of Arnprior Staff Report

**Subject:** Proclamation for CDKL5 Awareness Month (June 2024)

**Report Number:** 24-05-27-06

**Report Author and Position Title:** Oliver Jacob, Deputy Clerk

**Department:** Client Services

**Meeting Date:** May 27<sup>th</sup>, 2024

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### Recommendations:

That Council proclaim June 2024 as CDKL5 Awareness 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 event	Yes
Section 5.2.1 – Name and Address of Organization	CDKL5 Canada PO Box 469 Clarksburg, ON N0H 1J0
Section 5.2.2 – Contact Person’s Name	Natalie Ladly, President <a href="mailto:nladly@cdkl5canada.ca">nladly@cdkl5canada.ca</a>
Section 5.2.3 – Name of Proclamation and Duration	CDKL5 Awareness Month June 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 – CDKL5 Awareness Month (June 2024)
2. Request Letter – CDKL5 Canada

**Signatures**

**Reviewed by Department Head:** Kaila Zamojski

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

**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:** Kaila Zamojski



**Town of Arnprior Proclamation**  
**CDKL5 Awareness Month**  
**June 2024**

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**Whereas** CDKL5 Canada is a registered charitable corporation founded to pursue research into finding a cure for CDKL5 disorder; and

**Whereas** CDKL5 Deficiency Disorder is a rare genetic mutation that prevents the body from making essential proteins needed for brain development, causing children to have seizures as well as have issues achieving basic motor, vision, and other basic developmental milestones; and

**Whereas** CDKL5 Canada is looking to raise public awareness of this disorder, and provide support and information to all who deal with the hardships of this disorder; and

**Whereas** June is known as CDKL5 Awareness Month; and

**Whereas** local resident Jakob Ruest passed away from this devastating disorder when he was just three years old and his family has created an [awareness campaign](#) in his memory.

**Therefore Be It Resolved That** I, Lisa McGee, Mayor, do hereby proclaim June 2024 as “CDKL5 Awareness Month” in the Town of Arnprior and encourage all citizens to participate in the CDKL5 Canada events and to learn more about this rare disorder which affects people in our community.

Lisa McGee  
Mayor

# CDKL5 Canada

PO Box 469, Clarksburg PO  
Clarksburg, ON N0H 1J0

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Office of the Clerks  
Town of Arnprior

January 15, 2024

## Request for Proclamation

Dear Council and/or City Clerk,

On behalf of the CDKL5 Canada, and the diagnosed individuals living in the Town of Arnprior, we are writing to request a proclamation for the month of June as CDKL5 Awareness Month.

CDKL5 Canada is a registered charitable corporation founded to pursue research into finding a CURE for CDKL5 disorder. [www.cdkl5canada.ca](http://www.cdkl5canada.ca)

CDKL5 Deficiency Disorder is a rare genetic mutation that prevents the body from making essential proteins needed for brain development. 90% of the individuals affected with this disorder will develop seizures before 3 months of age. They will also struggle to achieve basic motor, vision, and other basic developmental milestones.

CDKL5 Canada consists of volunteer board members across Canada. We are committed to pursue research into finding a cure and treatments for CDKL5 disorder, to raise public awareness of the disorder, while providing support to those affected by CDKL5 in Canada. We believe in the power of collaboration and helping to unite efforts in curing this devastating disease. We are dedicated to raise vitally needed public awareness, to advocate and provide support and information to all who deal with the hardships of this disorder.

This observance gives us a means to focus attention, which supports our goal of raising public awareness of CDKL5 in Canada. June is CDKL5 awareness month and we encourage communities to light up GREEN (lime green) to assist us with our mission. Jakob Ruest (local resident) passed away from this devastating disorder when he was just three years old. His family has created an awareness campaign ([jakobruestcdkl5.ca](http://jakobruestcdkl5.ca)) in his memory. They are working hard to raise vitally needed funds and awareness and this proclamation would support their efforts.

In addition to CDKL5 Awareness Month, it has come to our attention that Rare Disease Day is not recognized. We hoped we could also request a proclamation for February 28, 2024 as Rare Disease Day. Rare Disease Day is acknowledged globally and raises awareness to generate change for everyone living with a rare disease. CDKL5 Deficiency Disorder is a rare disease, and we celebrate this day February 28, 2024.

If you need anything further, please don't hesitate to contact me by email: [nlady@dkl5canada.ca](mailto:nlady@dkl5canada.ca)

Thank you for taking the time to consider recognizing and supporting CDKL5 Canada.

Sincerely,

Natalie Ladly  
President  
CDKL5 Canada

CDKL5 is a rare x-linked genetic disorder, resulting in early-onset refractory epilepsy and severe neurodevelopmental impairment.



ARNPRIOR

**Minutes of the Culture and Diversity Advisory Committee Meeting  
April 2<sup>nd</sup>, 2024 at 6:30 PM  
Arnprior and District Museum – Community Room**

**Committee and Staff Attendance**

**Committee Members Present:**

Michael Bradley, Chair  
Chris Couper, Vice Chair  
Leslie Ann Hook, Committee Member  
Jennifer McGuire, Committee Member  
Jo Ann Pecaskie, Committee Member  
Gaganpal Singh Bhasin, Committee Member

**Town Staff Present:**

Emily Stovel, Manager of Culture /  
Curator  
Kaila Zamojski, Town Clerk  
Oliver Jacob, Client Services  
Coordinator

**Committee Members Absent:**

Dan Lynch, County Councillor

**1. Call to Order**

Michael Bradley, Chair, called the meeting to order at 6:31 PM and welcomed those present.

**2. Roll Call**

The roll was called, with all Members of the Committee being present except County Councillor Dan Lynch.

**3. Land Acknowledgment**

Chair Michael Bradley 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 005-24  
Moved by Chris Couper  
Seconded by Leslie Ann Hook

**Be It Resolved That** the agenda for the Culture and Diversity Advisory Committee Meeting dated Tuesday, April 2<sup>nd</sup>, 2024 be adopted.

Resolution Carried

#### 5. Disclosure of Pecuniary Interest

Jennifer McGuire declared the following pecuniary interest:

“I would like to declare a pecuniary interest in item 7(a) on the April 2<sup>nd</sup>, 2024 Culture and Diversity Advisory Committee Agenda because I have applied to be a vendor at the event.”

#### 6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 006-24  
Moved by Chris Couper  
Seconded by Jo Ann Pecaskie

**Be It Resolved That** the minutes for the March 4<sup>th</sup>, 2024 Culture and Diversity Advisory Committee meeting be adopted.

Resolution Carried

Jennifer McGuire left the Committee table at 6:35 PM.

#### 7. Presentations/ Delegations

##### a) Cultural Night Market Update

Oliver Jacob, Client Services Coordinator, provided a PowerPoint Presentation and responded to questions.

Discussion ensued amongst Committee Members with the following being a summary of the comments noted:

- Confirmation was provided that the Call for Proposals for Performers is still open for applications and it can be accessed at [www.arnprior.ca/nightmarket](http://www.arnprior.ca/nightmarket). Performer applications will be reviewed by the internal staff team with a focus on ensuring diversity on the main stage on John Street North while being as inclusive as possible of all applications through the use of the secondary stage on Elgin Street West.

- It was suggested that a welcome sign be considered with greetings in various languages (30-40 different languages) to reflect the diversity of the Arnprior community. This could also be included in event advertising and/or Museum advertising and space / program design in the future.
- Storytellers are a good way to incorporate themes into the event and it would be good to include Indigenous worldview / storytelling and the diversity of Canadian War History in the program.

Jennifer McGuire returned the Committee table at 7:07 PM.

**b) Community Profile and Understanding Qualitative Data**

Oliver Jacob, Client Services Coordinator, and Emily Stovel, Manager of Culture / Curator, provided a PowerPoint Presentation and responded to questions.

Discussion ensued amongst Committee Members with the following being a summary of the comments noted:

- The increasing diversity of the Arnprior community is both visible in the community-at-large as well as specific bodies within the community (i.e. schools).
- Interest was shown in obtaining more qualitative information around the reasons behind the decrease in young peoples (15-25 years of age) between 2001 and 2021. Anecdotal information was shared that speaks to the challenge of young people not being able to see themselves in the broader community nor having the same opportunities for post-secondary education and community connections as they might have had previously in larger urban centers.
- There may be opportunities to partner with community organizations like the Arnprior Public Library and local schools to collect data that can be used by the Advisory Committee in the furtherance of their mission. This can be further explored once the committee has identified its data collection strategies and the content that it wishes to obtain through such endeavours.
- As part of the mini workshop, committee members answered a broad sample question (“What does equity feel like to you?”) in small groups and then analyzed the qualitative results to obtain a thematic understanding of the data collected in the small group activity.
  - The commons themes that were identified from the data were: ensuring opportunities for improvement; communicating, sharing and appreciating all voices and stories shared; creating a transparent relationship; and understanding that equity takes effort and a deliberate choice on the part of all participants to improve the broader community.

- While more information on data collection strategies will be shared at future meetings, it was noted that open ended conversations can lead to significant context for qualitative analysis and help to guide further interactions that delve into themes (through different media including surveys, focus groups, science, art, etc.).
- The incorporation of artificial intelligence (AI) into the review of qualitative information was discussed as a starting point for reviewing significant quantities of data before future review by human assessors.

**c) Curator’s Report**

Emily Stovel, Manager of Culture / Curator, provided a verbal update on the activities of the Arnprior and District Museum and responded to questions.

Discussion ensued amongst Committee Members with the following being a summary of the comments noted:

- It was noted that Arnprior has had a cricket club in its history (around 1865) and this may be a helpful as the community considers the formation of a modern Cricket Club. Additional research with the Museum and Arnprior McNab/Braeside Archives was also suggested outside of the committee.

**8. Matters Tabled/ Deferred/ Unfinished Business**

None

**9. Staff Reports**

None

**10. New Business**

**a) Inclusive Marketing**

Oliver Jacob, Client Services Coordinator, shared that this item had been submitted by Committee Member Jennifer McGuire for discussion. She provided an overview of her review regarding the Town’s social media posts in February 2024, noting that there was a lack of diversity exhibited in the images.

Discussion ensued amongst Committee Members with the following being a summary of the comments noted:

- It is important for the Town’s social media channels to be representative of the community-at-large and such inclusion is very impactful for residents from diverse backgrounds. This also includes the curation of physical media products like the quarterly Arnprior Life magazine and posters.

- It was noted that Town staff have already identified the need for increased diversity in media products and they have been working on obtaining more diverse photographs for future use. The concern has been shared with the Marketing and Economic Development Officer and it will continue to be reviewed as the Town implements its Communications Strategy.

#### **b) Roundtable Discussion**

Michael Bradley, Chair, shared that this item is an opportunity to share any questions, comments, thoughts and perspectives.

- Sikh Heritage Month is recognized and celebrated every April as an opportunity to appreciate the role of Sikh community members in Arnprior, their contributions to Canada at home and abroad (including in conflicts), and the opportunity to increase knowledge about the Sikh cultural community among members of the public.
  - It was noted that proclamations by Council can be an effective way of setting the tone and recognizing dates of significance like Sikh Heritage Month. Proclamations require a request through the Clerk's Office and they are often best implemented alongside events/programming that gives an action to the words of the proclamation.
  - The committee recommended to staff that more information be posted on the Town's website related to proclamations including explaining what they are, how to request them, and providing links to the appropriate staff who could assist with the programmatic elements where possible.
- An opportunity to work with MASK and the Ontario Arts Council on an Indigenous arts project was shared and the Manager of Culture / Curator will investigate the opportunity for potential incorporation into the Museum.

#### **11. Adjournment**

Resolution Number 007-24

Moved by Leslie Ann Hook

Seconded by Jo Ann Pecaskie

**That** the Culture and Diversity Advisory Committee adjourn at 8:42 PM.

Resolution Carried



ARNPRIOR

## Minutes of the Accessibility and Age Friendly Advisory Committee Meeting

April 3<sup>rd</sup>, 2024

6:30 PM

Council Chambers – Town Hall

### Committee and Staff Attendance

#### Committee Members Present:

Tina MacLaren, Chair  
Lynn Cloutier, Vice Chair  
Dave Furgoch, Committee Member (virtual)  
Amanda Harris, Committee Member  
Sarah Tait, Committee Member

#### Town Staff Present:

Kaila Zamojski, Town Clerk  
Ryan Wall, Engineering Officer  
Oliver Jacob, Client Services  
Coordinator

#### Committee Members Absent:

Tom Burnette, Councillor  
Amanda Deschamps, Committee Member

### 1. Call to Order

Tina MacLaren, Chair, called the meeting to order at 6:31 PM and welcomed those present.

### 2. Roll Call

The roll was called, with all Members of the Committee being present except Amanda Deschamps and Tom Burnette.

### 3. Land Acknowledgment

Chair Tina MacLaren 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 005-24  
Moved by Lynn Cloutier  
Seconded by Sarah Tait

**Be It Resolved That** the agenda for the Accessibility and Age Friendly Advisory Committee Meeting dated Wednesday, April 3<sup>rd</sup>, 2024 be adopted.

Resolution Carried

**5. Disclosure of Pecuniary Interest**

None

**6. Adoption of Minutes of Previous Meeting(s)**

Resolution Number 006-24  
Moved by Lynn Cloutier  
Seconded by Sarah Tait

**Be It Resolved That** the minutes for the March 6<sup>th</sup>, 2024 Accessibility and Age Friendly Advisory Committee meeting be adopted.

Resolution Carried

**7. Presentations/ Delegations**

None

**8. Matters Tabled/ Deferred/ Unfinished Business**

None

**9. Staff Reports**

**a) Multi-Year Accessibility Plan**

Kaila Zamojski, Town Clerk, provided an overview of the Multi-Year Accessibility Plan and responded to questions.

Discussion ensued amongst Committee Members with the following being a summary of the comments noted:

- In relation to the use of colour contrasting strips, it was noted that the yellow / black combination is the most effective for those with low vision; however, further investigation may be helpful for individuals who have certain vision impairments that benefit most from the use of red for contrast. Ensuring high contrast was noted as a key component of colour contrasting strips as an accessibility tool.

- The elevated writing surface at the Nick Smith Centre service counter was reported to have broken several times in the past when weight is placed onto it. As the Town considers its stability, additional attention to consider its placement in relation to the service window may also be beneficial to ensure that users are able to converse with the Customer Service Representative while using the elevated writing surface.
- For the schedule of accessibility tours, the following feedback was provided:
  - Fairview Park could be included with the Nick Smith Centre tour on September 4<sup>th</sup>, 2024.
  - Arranging for the availability of mobility aids (i.e. wheelchairs, walkers, etc.) would be helpful to identify accessibility barriers for those who have mobility challenges.
- Challenges with curbs while using a mobility aid were identified as an area for further review during the tours.
- It was noted that appropriate staff with responsibility over toured locations would be invited to join committee members on each tour to hear and provide content on the feedback received during the accessibility tours.
- It was also noted that the Town remains open for feedback on its accessibility policies and opportunities to reduce barriers. Feedback can be submitted through a [dedicated Accessibility page](#) on the Town's website.

## 10. New Business

### a) Roundtable Discussion

Tina MacLaren, Chair, shared that this item is an opportunity to share any questions, comments, thoughts and perspectives, with the following being a summary of the discussion topics that took place:

- Accessible loading areas at local schools was raised as a concern, particularly around St. John XXIII Catholic School. Recently, the accessible loading zone on Edey Street was removed as it was a safety hazard being in the middle of the intersection. Committee members discussed what other options exist to accommodate student drop-off and pick-up for those with disabilities. Based on the conversation, staff noted that they would reach out to the school to discuss options while also asking parents to reach out to their school directly with any accessibility needs/concerns.
- Community Living Renfrew County South has create a new Self-Advocacy Committee which will be focusing on education and awareness raising with the desire to have school visits in the future to educate on accessibility and how to accommodate for accessibility needs.

**11. Adjournment**

Resolution Number 007-24

Moved by Amanda Harris

Seconded by Sarah Tait

**That** the Accessibility and Age Friendly Advisory Committee adjourn at 7:24 PM.

Resolution Carried





ARNPRIOR

## Minutes of the Environmental Advisory Committee Meeting

April 15<sup>th</sup>, 2024

6:30 PM

Council Chambers – Town Hall

### Committee and Staff Attendance

#### Committee Members Present:

Natalie Deveau, Chair  
Chris Toner, Vice Chair  
Billy Denault, Councillor  
Barry Goodman, Committee Member  
Ted Strike, Committee Member  
Alexis Young, Committee Member

#### Town Staff Present:

John Steckly, GM, Operations  
Amy Dean, Environmental  
Engineering Officer  
Graeme Ivory, Director of Recreation  
Kaila Zamojski, Town Clerk  
Oliver Jacob, Deputy Clerk

#### Committee Members Absent:

Ben Shearer, Committee Member

### 1. Call to Order

Natalie Deveau, Chair, called the meeting to order at 6:30 PM and welcomed those present.

### 2. Roll Call

The roll was called, with all Members of the Committee being present except Ben Shearer.

### 3. Land Acknowledgment

Natalie Deveau, Chair, 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 005-24  
Moved by Chris Toner  
Seconded by Billy Denault

**Be It Resolved That** the agenda for the Environmental Advisory Committee Meeting dated Monday, April 15<sup>th</sup>, 2024 be adopted.

Resolution Carried

#### 5. Disclosure of Pecuniary Interest

None

#### 6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 006-24  
Moved by Barry Goodman  
Seconded by Alexis Young

**Be It Resolved That** the minutes for the March 18<sup>th</sup>, 2024 Environmental Advisory Committee meeting be adopted.

Resolution Carried

#### 7. Presentations/ Delegations

##### a) April Events

Amy Dean, Environmental Engineering Officer, provided a PowerPoint Presentation and responded to questions.

Discussion ensued amongst Committee Members with the following being a summary of the comments noted:

- Committee members identified the following questions for the Carleton Place Environmental Advisory Committee (CPEAC) delegation, which will take place on May 21<sup>st</sup>, 2024. Additional questions can be provided to Amy Dean by email. Committee Members were notified that staff would need to receive any further questions, to submit to the CPEAC delegation, prior to the end of April 2024.
  - How did they get started and what did their infancy look like?
  - How did they conduct their needs assessment and action plan?
  - What are their long-term goals (3-5 years) and how did they prioritize these goals?
  - What are some of the success stories that they are most proud of?
  - What are the key performance indicators (KPIs) that they use to determine success?

**8. Matters Tabled/ Deferred/ Unfinished Business**

**a) Review Action Items Summary Table**

Kaila Zamojski, Town Clerk, noted that the Action Items Summary Table, attached as Appendix A, provides tasks as identified by the committee for review and assignment. The table will be updated between meetings and added under the Unfinished Business section on the agenda, every meeting going forward, for further discussion and updates.

Natalie Deveau, Chair, asked that the committee proceed through each item as listed on the Action Items Summary Table. Discussion ensued amongst Committee Members with the following being a summary of the updates received:

Item	Comment/ Update
1	The by-laws / policies have been collated and the specific provisions from the standardized Subdivision Agreement related to tree placement have also been identified. These will be provided by the Client Services Coordinator, to the Committee, at its next meeting.
2	An update will be provided by the Environmental Engineering Officer, following the conclusion of the FoodCycler pilot project in May/June 2024.
3	<p>The Great Arnprior Trash Hunt will be hosted on Saturday, April 20<sup>th</sup>, 2024 in partnership with Mallard’s Milk Bar. Various areas have been identified as priority locations for clean-up including:</p> <ul style="list-style-type: none"> <li>• Robert Simpson Park parking lot</li> <li>• Baskin Drive West (between Allan Drive and Daniel Street South)</li> <li>• Daniel Street South (around Metro and Canadian Tire)</li> <li>• Old LCBO building at 10 William Street West</li> <li>• John Street South</li> <li>• Algonquin Trail</li> <li>• CN Trail</li> <li>• Short Road</li> <li>• Heritage Square Mall (Elgin Street West at Victoria Street).</li> </ul> <p>The event will begin with a welcome at 9:00 AM at Mallard’s Milk Bar where volunteers can pick up bags (or they can start from their homes if they already have their needed supplies). The clean-up will take place between 9:30 AM and 11:00 AM, followed by a lunch at Mallard’s Milk Bar between 11:00 AM and 1:00 PM with speeches from local community groups and environmental experts. Prizes will also be given at the end of the event around 1:00 PM.</p> <ul style="list-style-type: none"> <li>• Action Item: Alexis Young to provide an update regarding The Great Arnprior Trash Hunt and its impact at the next EAC meeting.</li> </ul>

Item	Comment/ Update
4	Billy Denault to obtain a copy of the Community Action Arnprior presentation on Greening Business.
5	<p>Discussion centered around how to advertise and share information on the Pitch-In Week activities as well as potential locations including the Marshall's Bay Meadows Subdivision.</p> <ul style="list-style-type: none"> <li>• Action Item: Coordinate with the organizers of The Great Arnprior Trash Hunt to determine locations that are completed and in need of additional clean-up.</li> <li>• Action Item: Prepare messaging for how to safely collect garbage materials through clean-up efforts (i.e. Pitch-In Canada poster, animal waste, hazardous materials, etc.).</li> <li>• Action Item: The Recreation Department will add garbage bins into the passive park in the Marshall's Bay Meadows Subdivision until the park construction is completed with permanent benches and waste receptacles.</li> </ul>
7	This item has been assigned to all committee members to identify potential resources and events that can be submitted to Town staff who will review and curate an Environmental Stewardship webpage on the Town's website.
8	<p>The MacNamara Field Naturalists Club will be celebrating their 40<sup>th</sup> anniversary with a gala event, taking place on September 7<sup>th</sup>, 2024. There will also be a clean-up event on Sunday, April 28<sup>th</sup>, 2024. More information will be available at the next committee meeting; however, the club has been working on a number of additional projects including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Thirty-six (36) points of interest have been identified along the trails and signage with QR codes will be added to allow for greater public education.</li> <li>• The club will be looking to host some tours of their trail network and they are also seeking new members to bolster their group and bring new ideas to the table.</li> <li>• Investigation is underway to include the MacNamara trails on the "PinTrails webpage" and mobile application.</li> <li>• There has been vandalism activity that has damaged several trees within the trails and the OPP has been involved accordingly.</li> </ul>

Item	Comment/ Update
9	<p>Discussion focussed on dividing this action item into its composite parts which can then be further reviewed following the committee’s review of the Community Action Arnprior presentations and the CPEAC delegation.</p> <ul style="list-style-type: none"> <li>• Action Item: Identify priorities for potential data collection activities (i.e. survey)</li> <li>• Action Item: Identify priorities for potential public engagement activities (i.e. Arnprior Sunday Market, public events, etc.)</li> <li>• Action Item: Create a sorting guide tool for use at public events</li> </ul>
10	<p>Completed: The Carleton Place Environmental Advisory Committee (CPEAC) will be presenting as a delegation at the May 21<sup>st</sup>, 2024.</p>
11	<p>Discussion focussed on dividing this action item into its composite parts which can then be further reviewed following the committee’s review of the Community Action Arnprior presentations and the CPEAC delegation.</p> <ul style="list-style-type: none"> <li>• Action Item: Create education materials and information regarding how to reduce yard waste</li> <li>• Action Item: Create education materials and information regarding how to create native pollinator gardens and support seasonal plantings that are supportive of native species</li> <li>• Action Item: Create education materials and information regarding how to recycle appropriately (what can be recycled, how should it be separated, impacts of recycling, etc.)</li> <li>• Action Item: Create education materials and information regarding how to deal with invasive species and how to report invasive species on Town property.</li> </ul>
12	<p>Information was provided regarding the federal government’s Two Billion Trees project which is focussed on large scale tree planting (50,000+ trees) and the urban and suburban planting arms have not been opened yet.</p>

**9. Staff Reports**

None

**10. New Business**

**a) Roundtable Discussion**

Natalie Deveau, Chair, shared that this item on the agenda is an opportunity to share any questions, comments, thoughts and perspectives.

- The future underwater clean-up event at the Madawaska Bridge is progressing led by Barry Goodman with discussions underway with Ontario Power

Generation (OPG), the County of Renfrew and the Town of Arnprior. The organizers are looking for volunteers and sponsors for the event to take place in Fall 2024.

- Municipal policymaking was raised as a ongoing research topic with additional documents from [the Federation of Canadian Municipalities \(FCM\)](#) and the [Partners for Climate Protection program](#) to be provided at the next meeting for the committee's information.
- The investigation of potential bike paths and/or lanes will be considered as part of the Transportation Master Plan (TMP) exercise that is currently underway as a partnership between the Town of Arnprior and the County of Renfrew. It is expected that a second Public Information Session will be held in early Fall 2024 to review the preliminary findings.

## **11. Adjournment**

Resolution Number 007-24

Moved by Ted Strike

Seconded by Alexis Young

**That** the Environmental Advisory Committee adjourn at 7:57 PM.

Resolution Carried

## Appendix A Action Item Summary

Ref. No.	Item	Date Assigned	Responsible Party
1	Provide electronic copies of Town by-laws and policies with regard to environmental issues (as listed in the March 18 <sup>th</sup> , 2024 Environmental Advisory Committees PowerPoint Presentation).	2024-03-18	Oliver Jacob
2	Provide results of the FoodCycler pilot project when compiled / available	2024-03-18	Amy Dean
3	Provide an update regarding The Great Arnprior Trash Hunt and its impact at the next EAC meeting.	2024-03-18	Alexis Young
4	Obtain a copy of the Community Action Arnprior presentation on Greening Business	2024-03-18	Billy Denault
5	Implement webpage content for Environmental Initiatives through identification of resources, events, etc.	2024-03-18	All
6	Identify priorities for potential data collection activities (i.e. survey).	2024-03-18	Alexis Young
7	Identify priorities for potential public engagement activities (i.e. Arnprior Sunday Market, public events, etc.).	2024-03-18	All
8	Create a sorting guide tool for use at public events	2024-03-18	Barry Goodman

Legend: **Yellow = New Addition to Action Item List**  
**Green = Completed Items on Action List**

9	Coordinate with the organizers of The Great Arnprior Trash Hunt to determine locations that are completed and in need of additional clean-up.	2024-03-18	Amy Dean
10	Prepare messaging for how to safely collect garbage materials through clean-up efforts (i.e. Pitch-In Canada poster, animal waste, hazardous materials, etc.).	2024-03-18	Amy Dean
11	Add garbage bins into the passive park in the Marshall's Bay Meadows Subdivision until the park construction is completed with permanent benches and waste receptacles.	2024-03-18	Graeme Ivory
12	Create education materials and information regarding how to reduce yard waste.	2024-03-18	
13	Create education materials and information regarding how to create native pollinator gardens and support seasonal plantings that are supportive of native species.	2024-03-18	
14	Create education materials and information regarding how to recycle appropriately (what can be recycled, how should it be separated, impacts of recycling, etc.).	2024-03-18	
15	Create education materials and information regarding how to deal with invasive species and how to report invasive species on Town property.	2024-03-18	Barry Goodman
16	Review available tree planting grants and other opportunities to support the growth of the tree canopy across the community (on public and private properties).	2024-03-18	

Legend: **Yellow = New Addition to Action Item List**  
**Green = Completed Items on Action List**



**Completed Items:**

Item	Status	Responsible Party
Invite the <a href="#">Carleton Place Environmental Advisory Committee</a> to be a delegation at a future meeting.	Completed	Amy Dean
Provide more information about the MacNamara Field Naturalists Club and its 40 <sup>th</sup> anniversary plans	Completed	Barry Goodman
Organize Earth Day activities and participation in National Earth Day workshop	Completed	Amy Dean
Organize Pitch-In Week (April 29 <sup>th</sup> , 2024 to May 5 <sup>th</sup> , 2024) activities	Completed	Lucas Power Amy Dean
Provide more information about the Great Arnprior Trash Hunt and how the EAC can get involved	Completed	Alexis Young

Legend: **Yellow = New Addition to Action Item List**  
**Green = Completed Items on Action List**

**The Corporation of the  
Town of Arnprior**

**By-Law Number 7491-24**

A by-law to award Design Proposal 24-5031A Victoria Street Design.

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

**Whereas** on February 12<sup>th</sup>, 2024 Council passed by-law 7461-24 to adopt the 2024 Capital Budget which included a budget of \$115,000.00 for the Design of the Victoria Street Reconstruction Project; and

**Whereas** in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town requested a Design Proposal from Jp2g Consultants Inc. for the Victoria Street Reconstruction Project under Standing Offer agreement; and

**Whereas** Jp2g Consultants Inc. submitted a proposal for design services, for the Victoria Street Reconstruction Project, under Standing Offer agreement, in the amount of \$119,977.75 inclusive of HST; and

**Whereas** when accounting for net HST rebate, the submitted assignment costs are below the set budget by \$6,956.32.

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

- 1. That** Council award Design Proposal 24-5031A Victoria Street Design to Jp2g Consultants Inc. in the amount of \$119,977.75 (including HST); and;
- 2. That** upon the CAO's approval of the final form of the foregoing documents, Council authorize the CAO to enter into a contract agreement with Jp2g Consultants Inc.
- 3. That** any by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.

**Enacted and Passed** this 27<sup>th</sup> day of May 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7492-24**

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

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

1. **That** By-law number 6875-18, as amended, is hereby further amended as follows:
  - a. Schedule “A” is amended by zoning those lands legally described as Block 139, Plan 49M-76, now in the Town of Arnprior, County of Renfrew, “Residential Three – Exception 41 – Holding 15 (R3\*41(H15))”, as shown on the attached Schedule “A”, and,
  - b. By adding exception 41 to “Table 10.1: Exceptions” to read as follows:

Exception Number	Base Zone	Permitted Uses	Special Rules and/or Provisions that apply that are different than in Base Zone
41	R3 Zone	All uses permitted in the R3 zone as well as townhouse dwelling	A. The lands identified in Schedule A as Block 139, Plan 49M-76 shall be considered one lot for the purposes of interpreting the Zoning By-law. B. Minimum width of a private road is 6.7 metres. C. The minimum exterior side yard setback for any wall of a residential use building to a private way is 3.0 metres. D. Minimum lot frontage is 6.7 metres for single detached dwellings, 5.98 metres for semi-detached dwellings, and 5.1 metres for a townhome. E. Minimum setback for any garage or carport entrance from a private road is 6.0 metres. F. Minimum private garage dimensions are 5.7 metres in length and 2.69

			<p>metres in width.</p> <p>G. Minimum separation area between buildings is 1.8 metres.</p> <p>H. Minimum rear yard setback is 5.0 metres.</p> <p>I. Minimum visitor parking rate is 0.25 parking spaces per dwelling unit.</p> <p>J. Minimum front yard setback from Desmond Trudeau Drive is 6.0 metres.</p> <p>K. A maximum fence height is 2.2 metres.</p> <p>L. A maximum encroachment of balconies into rear yards is 1.83 metres.</p>
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c. By adding holding 15 to “Table 12.1: List of Holding Provisions” to read as follows:

<b>Holding Symbol</b>	<b>Property/Legal Description</b>	<b>Uses Permitted with Holding Provision in Effect</b>	<b>Conditions for Removal</b>
15	Block 139, Plan 49M-76	In accordance with Section 2.6 of this By-law	<p>A development application, being submitted and approved by the appropriate authority and that the applicable agreement is entered into and registered on title; and</p> <p>That any required Municipal Drainage Report in accordance with the <i>Drainage Act</i> be submitted and approved; and</p> <p>That servicing studies and plans for sanitary sewer, storm sewer, and water services must be submitted and approved; and</p> <p>That a site grading and drainage plan, storm drainage report and tree preservation plan be submitted and approved.</p>

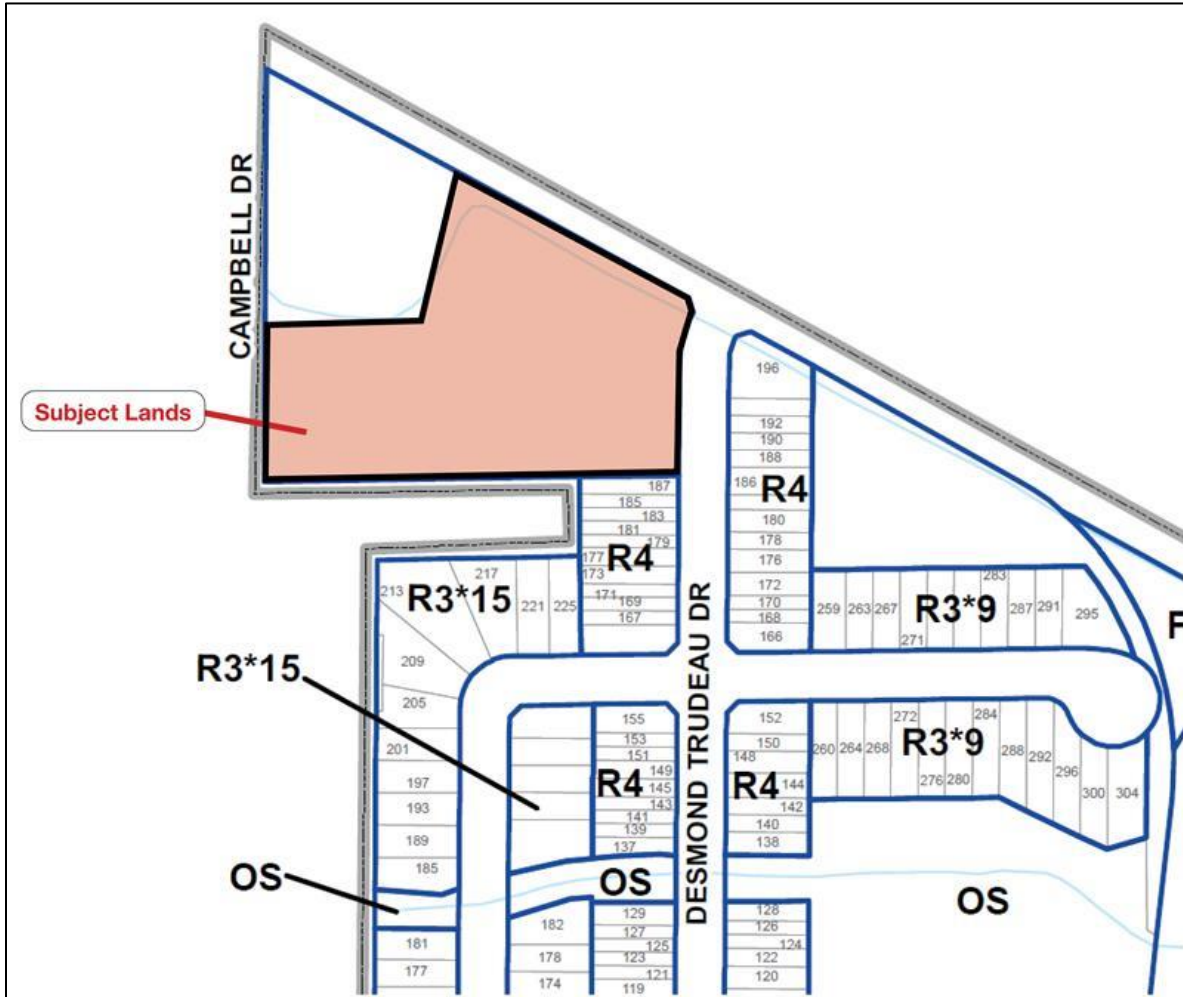
2. **That** this By-law shall come into full force and effect on the day of its passing.


Enacted and passed this 27<sup>th</sup> day of May, 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

Schedule "A"



 R4(H1) to R3\*41(H15)

Schedule 'A' to By-law Number 7492-24

Enacted and Passed this 27<sup>th</sup> day of May, 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

**The Corporation of the  
Town of Arnprior**

**By-law Number 7493-24**

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 57 on Plan 49M-115 designated as Parts 1 and 2 on Plan 49R-20666
  - b. Block 57 on Plan 49M-115 designated as Parts 3 and 4 on Plan 49R-20666
  - c. Block 57 on Plan 49M-115 designated as Parts 5 and 6 on Plan 49R-20666
  - d. Block 57 on Plan 49M-115 designated as Parts 7 and 8 on Plan 49R-20666
  - e. Block 57 on Plan 49M-115 designated as Parts 9 on Plan 49R-20666
  - f. Block 57 on Plan 49M-115 designated as Part 10 on Plan 49R-20666
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 27<sup>th</sup> day of May, 2026.

**Enacted and Passed** this 27<sup>th</sup> day of May, 2024

**Signatures:**

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



**The Corporation  
Town of Arnprior**

**By-law Number 7494-24**

A by-law to allocate the 2023 Surplus / (Shortfall) funds.

**Whereas** pursuant to Section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, a municipality's powers shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues, and;

**Whereas** pursuant to Section 290 (4) (g) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may provide for such reserve funds as the municipality considers necessary, and;

**Whereas** Council passed By-law 6779-18, as amended, being a Reserve and Reserve Fund policy, and;

**Whereas** Council has embraced the Pay-as-you-go financial accounting model, including estimated contribution levels to Reserve and Reserve Funds in the annual operating budget; and

**Whereas** the net contributions to Reserve and Reserve Funds for 2023 is greater than the estimated 2023 Operating Budget; and

**Whereas** Council deems it expedient to allocate the 2023 Surplus / (Shortfall) in accordance with the Town's Reserve and Reserve Fund Policy.

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

1. **That** the 2023 budgeted contributions to Reserves and Reserve funds, as per attached Schedule A, be adjusted to reflect the 2023 surplus / (shortfall); and
2. **That** the 2023 General Taxation Surplus be allocated to the Capital Expenditure Reserve Fund.
3. **That** this by-law shall come into force and effect on the day of its passing.

**Enacted and Passed** this 27<sup>th</sup> day of May, 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

**Schedule A**

**2023 Reserve and Reserve Funds Contributions**

<b>Reserve &amp; Reserve Funds</b>	<b>2023 Budgeted Contributions</b>	<b>2023 Actual Contributions</b>	<b>Surplus (Shortfall)</b>
Parking Reserve	\$ 15,100	\$ 15,100	\$ -
Election Reserve	8,500	8,500	-
Museum Reserve	5,000	5,000	-
Marketing & Economic Development	15,000	15,000	-
Winter Control	-	(54,162)	(54,162)
Cemetery Reserve	2,700	2,300	(400)
Capital Expenditure Reserve Fund	3,864,409	3,864,409	-
Water Reserve Fund	1,100,424	1,187,751	87,327
Wastewater Reserve Fund	492,266	487,840	(4,426)
Waste Management	-	(45,801)	(45,801)
Landfill Reserve Fund	51,000	51,000	-
General Operating Surplus / (Shortfall)		777,088	777,088
<b>TOTAL Contributions</b>	<b>\$ 5,554,399</b>	<b>\$ 6,314,025</b>	<b>\$759,626</b>

## The Corporation of the Town of Arnprior

### By-law Number 7495-24

A by-law to authorize the execution of a funding agreement between the Corporation of the Town of Arnprior and Kayla Sawula for participation and funding in the Community Improvement Plan (CIP) for 134 John St. N Unit C.

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

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

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

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

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

1. **That** authority is hereby granted for the Mayor and Clerk to execute the necessary agreement, attached as "Appendix A", with Kayla Sawula for funding under the Community Improvement Plan (CIP) to improve 134 John St. N Unit C.
2. **That** funding in the amount of \$550 for the CIP Application is allocated from the CIP Grants Account.
3. **That** this By-law shall come into force and effect on the day of its passing.

**Enacted and passed** this 27<sup>th</sup> day of May, 2024.

#### Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

# Town of Arnprior Community Improvement Plan Financial Incentive Program Agreement

**Registered Property Owner (s):** Lana Chenier  
**Authorized Applicant (if not the owner):** Kayla Sawula  
**Application File Number:** CIP-24-02  
**Property Address:** 134 John St. N Unit C  
**Legal Description of Property:**  
**Roll Number of Property:**  
**Date of Application Approval:** May 27, 2024  
**Anticipated Commencement Date of Community Improvement Works:** May 2024  
**Anticipated Completion Date of Community Improvement Works:** June 2024

## Grants

	<b>CIP Financial Incentive Programs</b>	<b>Value of Grant</b>
	Accessibility Improvements Program	
x	Application and Building Permit Fees Refund Program	\$50
	Business Location, Expansion and Start-Up Program	
	Brownfield Remediation Tax Assistance Program (BRTAP)	
	Façade and Property Improvement Program	
	Heritage Property Improvement Program	
	Parking Area and Landscaping Improvement Program	
	Sidewalk Café Grant Program	
x	Signage Improvement Program	<b>\$500</b>
	<b>Total Grants</b>	<b>\$550</b>

## **Financial Incentive Program Period:**

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

## **Declaration:**

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

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

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

In witness whereof the parties have affixed their hands and seals this 27<sup>th</sup> day of May, 2024.

**Signatures:**

I/We have authority to bind the Corporation:

\_\_\_\_\_

Print Name: Kayla Sawula

Title:

\_\_\_\_\_

Print Name:

Title:

\_\_\_\_\_

Witness

\_\_\_\_\_

Witness

\_\_\_\_\_

Lisa McGee, Mayor

\_\_\_\_\_

Kaila Zamojski, Town Clerk

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

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

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



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

## **Schedule “B” – Specific Terms & Conditions**

### **Signage Improvement Program**

#### **Purpose**

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

The program will be administered as a grant.

#### **Eligible Properties**

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

#### **Eligible Signs**

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

#### **Grant Value**

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

#### **Eligible Project Costs**

The following types signage improvements are considered eligible:

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

#### **Design Guidelines**

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

**Payment of Grant**

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

**General Eligibility Criteria**

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

**Specific Eligibility Criteria**

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

## **Application and Permit Fees Rebate Program**

### **Purpose**

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

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

This program will be issued as a rebate.

### **Eligible Properties**

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

### **Refund Value**

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

### **Eligible Project Costs**

Eligible community improvement projects under this program will include:

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

### **Payment of Application Fees**

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

**Payment of Rebate**

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

**General Eligibility Criteria**

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