



ARNPRIOR

Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, June 10th, 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 27th, 2024](#) (Page 1-10)**
- 8. Awards / Delegations / Presentations**
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**
- 11. Notice of Motion(s)**
- 12. Staff Reports**
 - a) [Sign By-law Variance \(83 Douglas Brown Way\)](#), Robin Paquette, CAO (Page 11-13)**

- b) **Awarding of PW-2024-09 McNab Street Sidewalk Tender**, Ryan Wall, Engineering Officer (Page 14-17)
- c) **Annual Statement of Development Charges – 2023**, Jennifer Morawiec, General Manager, Client Services / Treasurer (Page 18-24)

13. Committee Reports and Minutes

- a) **Mayor's Report**
- b) **County Councillor's Report**
- c) **Committee Reports and Minutes**

14. Correspondence & Petitions

- a) **Correspondence**
 - i) Correspondence Package I-24-JUN-11

15. By-laws & Resolutions

- a) **By-laws**
 - i) **By-Law No. 7497-24 – Award Tender No. PW-2024-09 (McNab Street Sidewalk)** (Page 25-26)
 - ii) **By-Law No. 7498-24 – Renfrew Police Services OPP Detachment Board (Member Appointments)** (Page 27-28)

16. Announcements

17. Media Questions

18. Closed Session

Two (2) matters 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 (Secondary School Bursaries / Town Award), and

Two (2) matters pursuant to Section 239 (2) (f) concerning advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Airport / Arnprior Waste Disposal Site).

19. Confirmatory By-law

By-law No. 7499-24 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. 1840. 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



ARNPRIOR

**Minutes of Council Meeting
May 27, 2024 6:30 PM**

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

Council and Staff Attendance

Council Members Present (In-Person):

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

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
Oliver Jacob, Deputy Clerk
John Steckly, General Manager Operations
Ryan Wall, Engineering Officer
Lindsay Wilson, MEDO
Saide Sayah, Fotenn Planning Consultant

1. Call to Order

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

2. Roll Call

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

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 195-24

Moved by Tom Burnette

Seconded by Lynn Cloutier

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, May 27, 2024 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

Councillor Chris Couper declared a pecuniary interest in item 15(a)(iii) on this evening's Agenda, noting:

"I Chris Couper declare a pecuniary interest in this item as I live in close proximity to subject lands"

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 196-24

Moved by Dan Lynch

Seconded by Billy Denault

That the minutes of the Regular and Special Meetings of Council listed under Item 7 (a) and (b) on the Agenda be adopted (Regular Meeting of Council – May 13, 2024; Special Meeting of Council – May 16, 2024).

Resolution Carried

8. Awards/Delegations/Presentations

None

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

Matters Deferred

a) By-law No. 7487-24 – Adopt 2024 Final Tax Rates

Resolution Number 197-24

Moved by Lynn Cloutier

Seconded by Chris Toner

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

- By-law No. 7487-24 – Adopt 2024 Final Tax Rates

Resolution Carried

11. Notice of Motions

None

12. Staff Reports

a) Zoning By-law Amendment (Pegasus Village Creek – Block 139) – CAO & Fotenn Planning Consultant

Resolution Number 198-24

Moved by Dan Lynch

Seconded by Chris Toner

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.

Resolution Carried

b) Draft Plan of Subdivision 47-T-22002 – Norma, Ida and Charlotte Street Extension (2427450 Ontario Inc.) – Draft Conditions - CAO

Resolution Number 199-24

Moved by Chris Couper

Seconded by Lynn Cloutier

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.

Resolution Carried

c) Awarding of Victoria Street Design – Jp2g Consultants – Engineering Officer

Resolution Number 200-24

Moved by Dan Lynch

Seconded by Tom Burnette

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.

Resolution Carried

d) Community Improvement Plan Grant – 134 John Street North (Unit C) – Marketing and Economic Development Officer

Resolution Number 201-24

Moved by Lynn Cloutier

Seconded by Billy Denault

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.

Resolution Carried

e) Budget Matters – Expenses: Ontario Regulation 284/09 – General Manager, Client Services / Treasurer

Resolution Number 202-24

Moved by Dan Lynch

Seconded by Tom Burnette

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

Resolution Carried

f) Proclamation for CDKL5 Awareness Month (June 2024) – Deputy Clerk

Resolution Number 203-24

Moved by Chris Couper

Seconded by Chris Toner

That Council proclaim June 2024 as CDKL5 Awareness Month in the Town of Arnprior.

Resolution Carried

The Deputy Clerk read the proclamation:

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.

13. Committee Reports and Minutes

a) Mayor’s Report

Mayor Lisa McGee reported the following:

- Last week, I met with the Chair of the Renfrew Police Services OPP Detachment Board to discuss issues facing the Board and where we see the direction for

some of these items going. Pleased to say that we are on the same page and I look forward to working with this Board. The two new community members will be welcomed for the first time at the next meeting.

- Last week, I also met with a group of seniors at the Arnprior Public Library. They are a registered non-profit local chapter of a seniors group known as the United Seniors Citizens of Ontario (USCO). Their mandate is to provide help seniors through education, advocacy, cooperation and mental health. They seek to improve the lives of seniors in the community. They had many questions and creative ideas and I certainly look forward to meeting with them again in the future.
- Last Thursday, the “Spring Fling” evening downtown event took place and was a huge success for many businesses downtown. There was some fantastic music and shopping, accompanied by great weather.
- I have had two meetings with groups of residents over the past couple weeks:
 - One meeting was to discuss concerns with improper activity taking place at Robert Simpson Park in the evening. They were noting the drivers coming into the park space with their vehicles and doing spin outs and ruining the grass and other areas. They had not previously reported these concerns to the Town, By-law Enforcement or the OPP, and I encouraged them to do so going forward. I also encourage others to do this as well, as a first step to try to curb this behaviour.
 - The other was with two couples that have interesting plans and ideas for Galilee Retreat Centre. I was able to direct them to the appropriate person for Galilee; however, it was a great discussion overall.
- I had a meeting with Jason Marshall from Valley Heritage Radio. I got some interesting ideas and opportunities to expand on the Town’s advertising engagement, local promotion, and I will be discussing these options with the Marketing and Economic Development Officer (MEDO) and CAO.

b) County Councillor’s Report

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

- A resolution to have County staff prepare a report within three months on steps to form a Municipal Services Corporation to address communal water and wastewater systems in Renfrew County or join another Municipal Services Corporation and the possible scope of services that could be provided, was brought forward for consideration by County Council.
- Association of Municipalities Ontario Conference Delegation Request to:
 - Ministry of Natural Resources and Forestry / Ministry of Energy.
 - Ministry of Economic Development, Job Creation and Trade
- Our letter dealing with the 2025 IIHF World Junior Championship Pre-Competition Event was received.
- The County of Renfrew welcomed 15 new and returning summer students across the various departments.

- County Council nominated County Councillor Peter Emon for the position of Rural Caucus Director on the AMO Board of Directors with the added responsibility of serving on the ROMA Board of Directors for the 2024-2026 term.
- County has procured more transient housing through a lease agreement between the County of Renfrew and Carefor Health and Community Services for the Renfrew County Virtual Triage and Assessment, located at 425 Cecelia Street, Pembroke.
- Next County Council Meeting is on Wednesday, May 29th, 2024.

Councillor Chris Toner reported the following meetings:

- Arnprior and McNab/Braeside Archives (AMBA) Board Meeting – May 23, 2024
 - The AMBA was formally introduced to our new archivist, Janis Hernandez. Janis' first archivist report focused on researching and applying for grants, exploring possibilities to share resources and collaborate with the museum and a priority list on how to make the archives more efficient and robust.
 - Our chair of the AMBA Board, Sara MacKenzie, was a recipient of her 10 year volunteer award.
 - The two planned history walks are starting to be advertised with posters and on social media. So far, the response has been exciting. Way to go, Ed. The first walk will take place on Canada Day Weekend. The second walk will take place at the Cultural Night Market on August 24th.
 - The archives has achieved its forecasted research fees revenue for the 2024 year.
 - There was discussion on community outreach, with the possibility of a blog on what is archival material and what we are looking for. Also, borrowing scanning equipment from Goulbourn Museum to digitize archival material on the spot and return items to original owners.
- Seniors Active Living Centre (SALC) Meeting – May 27, 2024
 - SALC programming update was provided noting:
 - Current membership is currently sitting at 263.
 - Discussed the results of men's programming survey. From this, a new men's fitness strengthening and boxing class was developed. We were also able to receive \$3,300 in grant funding to purchase the required equipment to run this program. This grant money came from the Eganville Community Resiliency Grant.
 - Other programs are going strong including line dancing and beginner pickleball.
 - Community gardens are now open and being well used by our seniors overall.
 - The construction of the new Men's Shed is underway with tentative move in date of late June.

c) Committee Reports and Minutes

- i. Culture and Diversity Advisory Committee Minutes – April 2, 2024
- ii. Accessibility and Age Friendly Advisory Committee Minutes – April 3, 2024
- iii. Environmental Advisory Committee Minutes – April 15, 2024

Resolution Number 204-24

Moved by Chris Couper

Seconded by Billy Denault

That Council receive the following Advisory Committee Meeting Minutes as information:

- i. Culture and Diversity Advisory Committee Minutes – April 2, 2024
- ii. Accessibility and Age Friendly Advisory Committee Minutes – April 3, 2024
- iii. Environmental Advisory Committee Minutes – April 15, 2024

Resolution Carried

14. Correspondence & Petitions

a) Correspondence Package – I-24-May-10

Resolution Number 205-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That the Correspondence Package Number I-24-MAY-10 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch noted the following items:

- Page 12 - Attention post-secondary students who want to pursue a career in nursing, paramedicine or medical lab technology, you can now apply for the grant Ontario Learn and Stay Grant for the 2024-25 academic year.
- Page 21 - Attention seniors, the Ontario government is investing more than \$4.1 million over two years to expand GeriMedRisk. This will see 21 additional geriatric specialist and pharmacists hired that makes it easier and faster for seniors living with complex medical needs to access coordinated care, in their community.
- Page 28 - The Ontario government is investing nearly \$875,000 to the Interval House of Hamilton that will certify up to 23 violence against women (VAW) agencies across the province in the Coaching Boys into Men program. No mention as to where these agencies will be set up. The program will benefit students in approximately 200 high schools in Ontario.
- Page 62 - Time to lace up your sneakers and pump up your bike tires: the annual Silver Chain Challenge is back this June 2024! This exciting month-long event invites participants from Renfrew County and Lanark County to demonstrate their commitment to healthy living and active transportation, all while enjoying the scenic beauty of Eastern Ontario.

- Page 98 - Letter from Lake of Bays dealing with a Request for Royal Assent of Administrative Monetary Penalty System in Ontario Building Code that deals with municipalities having the ability to apply unpaid penalties on property taxes.
 - In response to County Councillor Lynch, the CAO noted there are pros and cons of moving to the AMP System and currently we are continuing with operating under a POA format.

Councillor Lynn Cloutier noted the following items:

- Page 81 – Copy of Presentation from Home Suite Homes – Councillor Cloutier provided some highlights from the presentation included in the information package, noting these tiny homes are custom additional dwelling units (ADU). She discussed the fact that this is something that we are seeing increase as an area of interest in the province, as well as an option for residents to install on their properties, in the Town and province overall. She noted she has had the opportunity to see these units, as well as speak to the business owners, noting a very positive experience overall. Councillor Cloutier asked residents and Council to look at the options this company has to offer, especially if you are looking to install an ADU on your property.

15. By-laws & Resolutions

a) By-laws

Resolution Number 206-24

Moved by Lynn Cloutier

Seconded by Billy Denault

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

- i. By-law No. 7491-24 – Victoria Street Reconstruction Design and Engineering Award
- ii. By-law No. 7492-24 – Zoning By-law Amendment (Village Creek – Block 139)
- iv. By-law No. 7494-24 – 2023 Operating Surplus / Shortfall
- v. By-law No. 7495-24 – CIP Agreement (134 John Street North)

Resolution Carried

Councillor Chris Couper vacated his seat at the Council table at 7:20 pm.

Resolution Number 207-24

Moved by Chris Toner

Seconded by Lynn Cloutier

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

- iii. By-law No. 7493-24 – Part Lot Control (Marshalls Bay Meadows)

Resolution Carried

Councillor Chris Couper resumed his seat at the Council table at 7:20 pm.

16. Announcements

County Councillor Dan Lynch made the following announcements:

- Warning for Algonquin Trail users, there is:
 - Poison ivy on the north side of trail at Thomas Street; and
 - There are nail heads surfacing on Madawaska Bridge crossing.
- Priorpalooza is this Saturday and should turn out to be a fantastic event.
 - In response to County Councillor Lynch, Councillor Cloutier provided some background information on the annual Priorpalooza event, and further noted that we hope everyone can come out and enjoy themselves.

Councillor Chris Couper made the following announcement:

- It is Community Living Month this month, and with the recent passing of my mother-in-law, this month means a lot. Councillor Couper provided an overview of his mother-in-law's background in Community Living, noting she served on the Board of Directors for many years, and was an advocate for people with developmental disabilities to live inclusive, independent and authentic lives. This is a great organization in our community that deserves attention and appreciation for the work they do.

17. Media Questions

None

18. Closed Session

Resolution Number 208-24 (7:24 pm)

Moved by Dan Lynch

Seconded by Tom Burnette

That Council move into Closed Session regarding 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).

Resolution Carried

Resolution Number 209-24 (8:06 pm)

Moved by Dan Lynch

Seconded by Tom Burnette

That Council resume to Open Session.

Resolution Carried

Resolution Number 210-24

Moved by Billy Denault

Seconded by Lynn Cloutier

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

Resolution Carried

19. Confirmatory By-Law

Resolution Number 211-24

Moved by Dan Lynch

Seconded by Chris Couper

That By-law No. 7496-24 being a By-law to confirm the proceedings of the Regular Meeting of Council held on May 27, 2024 and it is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 212-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That this meeting of Council be adjourned at 8:07 pm.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



Town of Arnprior Staff Report

Subject: Sign By-law Variance – 83 Douglas Brown Way

Report Number: 24-06-10-01

Report Author and Position Title: Robin Paquette, CAO

Department: Community Services Branch

Meeting Date: June 10, 2024

Recommendations:

That Council approves the request for a variance from the provisions of By-law Number 5209-04 (Sign and Merchandise Display By-law), with respect to maximum sign area at 83 Douglas Brown Way.

Background:

The Town has received an application for variance from the Town's Sign and Merchandise Display By-law No. 5209-04 for the property known as 83 Douglas Brown Way on the corner of Douglas Brown Way and Morgan Clouthier Way for signage on the property to advertise a home-based business. The proposed sign is 12 square feet (3' x 4') or 1.114 square metres.

The proposed signs will need relief Section 8.2(1) from By-law Number 5209-04 with respect to provision for a maximum sign area of 0.4 square metres or 4.30 square feet (2.15' x 2').

Discussion:

The intent of the provision of the by-law is to ensure that, while supportive of home-based businesses and the need to be easy to find by clients, that the overall feel of the neighbourhood is not impacted by the business location. While a sign can sometimes be obtrusive in a residential neighbourhood, the proposed sign and location are not impactful of traffic or views being set close to the dwelling. While the sign has been in place for some time, no objections have been received from the neighbours.

Options:

Council could grant the requested variance and permit the erection of the sign as proposed, should it be determined that the variance is minor and the general intent and purpose of the By-law is being maintained. Staff caution of the precedent that could be set by allowing the variances as requested.

Policy Considerations:

The Sign and Merchandise Display By-law ensures control of community appearance and safety while permitting effective signage to identify the location of home-based businesses for ease of those attending the dwelling.

The Town's Strategic Plan includes the following visions:

- A vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors;
- Be known for open, exceptional, and highly effective customer service delivery where our residents feel included in the process and decisions being made.

Financial Considerations:

N/A

Meeting Dates:

N/A

Consultation:

- Jacques Benoit, CBO

Documents:

1. Photo of the proposed signage in place

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

Photo of Sign:





Town of Arnprior Staff Report

Subject: Awarding of PW-2024-09 McNab Street Sidewalk Tender

Report Number: 24-06-10-02

Report Author and Position Title: Ryan Wall, Engineering Officer

Department: Operations

Meeting Date: June 10, 2024

Recommendations:

That Council award Tender PW-2024-09 to Bonnechere Excavating Inc. for \$1,220,270.39 (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 Bonnechere Excavating Inc.; and

That Council award the contract for contract administration and inspection services for PW-2024-09 McNab Street Sidewalk to JP2G Consultants Inc per the fee proposal dated June 4, 2024, in the amount of \$62,686.75 (Incl HST); and

That Council authorize the budgetary overage of \$205,342.64 to be funded 10% from Capital Expenditure Reserve Fund and 90% from Development Charges Reserve Fund.

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:

On April 22, 2024 staff brought report number 24-04-22-04 to council, to proceed with design and tendering of PW-2024-09 McNab Street Sidewalk in place of the Madawaska Boulevard Multi Use Pathway project in 2024.

Following the approval of the report, Staff proceeded by finalizing the design for the McNab Street Sidewalk project and created tender PW-2024-09 McNab Street Sidewalk.

Discussion:

On May 6, 2024 Staff published tender PW-2024-09 McNab Street Sidewalk, on MERX.com with a closing date of May 31, 2024 and a question deadline of May 27, 2024. Staff also requested an updated proposal for part time inspection and contract administration from JP2G Consultants Inc, under Standing Offer agreement.

Upon closing of the tender, a submission was received from two firms. They were evaluated by staff for math errors and discrepancies.

Following the evaluation process, the tender results were as follows:

Proponents	Bid Price including HST
Bonnechere Excavating Inc.	\$1,220,270.39
Strada Construction Group	\$1,315,656.23

Upon evaluating the tender submissions, staff did find a major discrepancy with the submission from Strada Construction Group. The bid submission was not made using un-editable file format, which, per Appendix B, Table 1, item 6 of the Town’s procurement policy, is a major discrepancy and therefore disqualifies the bid. No discrepancies were found with the low bid from Bonnechere Excavating Inc.

Staff also requested a revised proposal for inspection and contract administration services for the project from JP2G Consultants Inc under Standing Offer agreement. The proposal was received on June 4, 2022. The proposal’s value is \$62,686.75 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 project was tendered and evaluated to ensure it is 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 the McNab Street Sidewalk Project when accounted for net HST are as follows:

Vendor	Cost Including HST	Cost adjusted for net HST
Bonnechere Excavating Inc	\$1,220,270.39	\$1,098,891.28
JP2G	\$62,686.75	\$56,451.36
Total	\$1,282,957.14	\$1,155,342.64

The 2024 Capital Budget includes \$950,000.00 for the McNab Sidewalk Project. When accounting for net HST rebate, the total cost of Bonnechere Excavating Inc’s submission and JP2G’s inspection proposal is \$1,155,342.64. This results in a funding deficit of \$205,342.64

The proposed funding sources for the project are 90% from Development Charges Reserve Fund and 10% from Capital Expenditure Reserve Fund. Funding the budgetary deficit from the planned reserve funds will result in reserve fund impacts as follows:

Reserve Fund	Deficit	Current Balance	Balance After Funding Project
CERF (10%)	\$20,534.26	\$8,257,553	\$8,237,019
Development Charges (90%)	\$184,808.38	\$4,648,421	\$4,463,613

Meeting Dates:

N/A

Consultation:

- Bonnechere Excavating Inc.
- Jp2g Consultants Inc.
- 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: Annual Statement of Development Charges - 2023

Report Number: 24-06-10-03

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

Department: Client Services

Meeting Date: June 10, 2024

Recommendations:

That Council receive report number 24-06-10-03 as information; and

That this Annual Statement of Development Charges be made available to the public on the Town of Arnprior website or upon request; and

Further That Council authorize the transfer of development charge funds of \$270,000 for the Library Expansion Project to the Capital Expenditure Reserve Fund to cover the allocated growth portion of the capital project.

Background:

Development Charges (DCs) are fees collected from new development at the time a building permit is issued. Municipalities use these charges to help pay for the cost of infrastructure required as a result of new development, such as roads, parks, recreation, and fire, as well as water and wastewater. Most municipalities in Ontario use development charges to ensure that the cost of providing infrastructure to service new development is not borne by existing residents and businesses in the form of higher property taxes.

The development charge by-laws and associated development charge rates in place for the January to December 31, 2023 timeframe was established through the 2023 Development Charge Background Study update with a new Development Charge By-Law adopted by Council on March 13, 2023.

Section 43 of the Development Charges Act, S.O. 1997, requires the Treasurer of a municipality to each year provide council a financial statement relating to development charge by-laws and reserve funds established under Section 33. This statement must

be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing.

O. Reg. 82/98 prescribes the detailed information that must be included in the annual Treasurer’s statement, including but not limited to: opening and closing balances; a description of each service and/or service category for which the reserve fund was established (Appendix A); interest earned and transactions for the year (collections, draws) including each assets capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (Appendix B).

Amendments to O. Reg 82/98 under Bill 109 in 2022 now require the following additional information must be provided for each D.C. service being collected for during the year: a) whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law; b) if the answer to a) is no, the amount the municipality now expects to incur and a statement as to why this amount is expected; and c) if no money was spent from the reserve fund during the year, a statement as to why there was no spending during the year.

Discussion:

Annual Financial Summary:

The following table highlights a summary of the development charge reserve fund for the period January 1 to December 31, 2023 and includes DC funds collected, DC receivables, interest earned and disbursements. The DC receivable amount is reflective of DC amounts owing to the municipality from instalment payments for eligible developments under the DCA. A further breakdown of development charges by service category is included in Appendix A: Annual Statement of Development Charges Reserve Fund.

2023 Development Charges Summary		
Opening Balance, January 1, 2023	\$	5,322,672
Development Charges Collected		2,318,530
Development Charges Receivable		-
Investment and Interest Income		359,736
Total		8,000,938
Disbursements		(1,543,963)
Year End Return to Source		253,433
Closing Balance, December 31, 2023	\$	6,710,408

Development Charge Financed Projects:

Disbursements for development charge funded projects included but not limited to: \$770,169 for water/wastewater plant expansion financing, \$75,656 for Quint financing, \$264,000 for Daniel/Edey/Galvin intersection realignment, \$101,000 for sidewalk construction/design, \$152,000 for waterfront pathways and \$94,000 for park development. A detailed listing of all development charge disbursements by project is included in Appendix B: Development Charge Project Activity Report.

Gross Capital Cost Expectations:

As per O. Reg 82/98, as of the end of the year, a municipality has to indicate if they expect to incur the amount of capital costs that were estimated, in the relevant development charge background study, during the term of the applicable development charge by-law. The current development charges by-law was adopted in 2023 along with an updated background study, includes new estimated capital costs for a ten-year period with \$47.4M in planned expenditures and \$26.95M recoverable from development charges (Appendix C).

The Town still expects to incur these capital costs and they are included in the Town's Long Range Capital Forecast for planning purposes.

Library Expansion Project:

The Library expansion project covered 2022 and 2023 timeframes, each which were covered by a different development charge by-law and background study. While a portion of the project's growth costs were covered in 2022, the new 2023 by-law includes a development charge recoverable amount of \$270,000 to account for the increased cost of the project that was not covered in 2022. As the Town originally funded the additional costs of the project from the Capital Expenditure Reserve Fund, a transfer from the DC reserve fund will be required to repay the growth related projects costs.

Options:

N/A

Policy Considerations:

Development Charges Act: A significant number of amendments have been made by the Province to the Development Charges Act including changes under Bill 108, 138, 197, 213 and 109. A summary of these changes are included in the [2023 Development Charges Background Study](#) and have been included in the new 2023 Development Charges By-law which came into effect on March 13, 2023.

Interest Rates: While in 2021, Council passed a resolution #108-21 authorizing interest to be charged on development charges which are payable in accordance with section

26.1 and 26.2 of the Development Charges Act, 1997, at the Statistics Canada Quarterly, non-residential Construction Price Statistics for the most recent year over year period; this rate has now been replaced. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate provision would apply to all instalment payments and eligible site plan and zoning bylaw amendment applications occurring after November 28, 2022.

Financial Considerations:

Requirement to Allocate Funds: Annually, beginning in 2023, municipalities will be required to spend or allocate at least 60% of the monies in a reserve fund at the beginning of the year for water, wastewater, and services related to a highway. Other services may be prescribed by the regulation. As growth related projects are included in the Town's Long Range Capital Forecast, over 88% of the monies in the reserve funds are allocated to specific projects with a small portion 12% for provisional items not yet assigned.

Compliance Statement: The Town of Arnprior is compliant with Section 59.1(1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act or another Act.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A: 2023 Annual Statement of Development Charges Reserve Fund

Appendix B: 2023 Development Charge Project Activity Report

Appendix C: Estimated Gross Capital Costs (2023-2032)

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
Appendix A: Treasurer's Statement - Development Charge Reserve Funds
For the period January 1, 2023 to December 31, 2023

	Services to which the Development Charge Relates								
	Services Related to a Highway	Public Works	Water	Wastewater	Fire	Parks and Recreation	Library Facility / Materials	General Government ²	Total
Opening Balance, January 1, 2023	\$ (650,243)	\$ 103,691	\$ 1,711,172	\$ 4,406,862	\$ (13,817)	\$ (37,494)	\$ 58,184	\$ (255,682)	\$ 5,322,672
Revenues									
Development Charge Collections	432,634	75,701	1,021,338	606,754	23,412	139,019	19,672	-	2,318,530
Development Charge Receivable	-	-	-	-	-	-	-	-	-
Accrued Interest	67,126	11,746	158,468	94,142	3,632	21,570	3,052	-	359,736
Sub-Total	\$ 499,760	\$ 87,447	\$ 1,179,806	\$ 700,896	\$ 27,044	\$ 160,589	\$ 22,724	\$ -	\$ 2,678,266
Expenditures									
Amount Transferred to Capital (or Other) Funds ¹	375,973	-	374,139	396,030	75,656	322,165	-	-	1,543,963
Prior Commitments (Return to Source)	136	-	-	-	-	2,113	-	(255,682)	(253,433)
Sub-Total	\$ 376,109	\$ -	\$ 374,139	\$ 396,030	\$ 75,656	\$ 324,278	\$ -	\$ (255,682)	\$ 1,290,530
Closing Balance, December 31, 2023	\$ (526,592)	\$ 191,138	\$ 2,516,839	\$ 4,711,728	\$ (62,429)	\$ (201,183)	\$ 80,908	\$ -	\$ 6,710,408
Allocated to Activity / Project	76%	100%	92%	87%	73%	98%	68%	-	88%
Unallocated / Provisional	24%	0%	8%	13%	27%	2%	32%	-	12%

¹ See Appendix B for details

² Carry-forward deficit due to changes under the Act to no longer fund administrative studies.

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

Town of Arnprior
Appendix B: 2023 Development Charge Project Activity Report
Amount Transferred to Capital (or Other) Funds
For the period January 1 to December 31, 2023

Service Category	Project Description	D.C. Reserve Fund Draw	Other Reserve / Reserve Fund Draws	Grants / Other Contributions	Total
Services Related to a Highway	Daniel / Edey / Galvin Signalized Intersection	\$ 264,000	\$ 860,188	\$ 1,037,464	\$ 2,161,652
Services Related to a Highway	Sidewalks - McNab Street	28,800	3,200	-	32,000
Services Related to a Highway	Sidewalks - Madawaska	43,200	4,800	-	48,000
Services Related to a Highway	Sidewalks - Winners Circle	29,250	3,250	-	32,500
Services Related to a Highway	MacDonald St Design	10,995	126,505	12,500	150,000
Water Services	Past Plant Expansion - Loan	374,139	225,592	-	599,731
Wastewater Services	Past Plant Expansion - Loan	396,030	181,971	-	578,001
Fire	Quint Apparatus Loan	75,656	75,656	-	151,312
Parks and Recreation	Caruso Park Upgrades	14,833	84,052	59,486	158,371
Parks and Recreation	Legion Park Upgrades	77,485	180,799	129,797	388,081
Parks and Recreation	Waterfront Trail - Pathways	152,147	862,169	-	1,014,316
Parks and Recreation	Waterfront Revitalization - RSP	71,700	406,300	-	478,000
Parks and Recreation	CN Trail	6,000	14,000	-	20,000
TOTAL		\$ 1,544,235	\$ 3,028,482	\$ 1,239,247	\$ 5,811,964

Appendix C: Estimated Gross Capital Costs
For the period covered by the By-Law 2023-2032

Services to which the Development Charge Relates							
For the period 2023-2022	Services Related to a Highway	Water	Wastewater	Protection	Parks and Recreation	Library	Total
<u>Background Study (Table 6-5)</u>							
Funding Source - DC Recoverable	6,207,537	10,804,734	7,067,196	354,300	2,148,400	367,500	26,949,667
Tax Base or Other Non-DC Source	4,681,448	6,285,318	483,801	651,700	8,023,000	322,500	20,447,767
Gross Capital Cost Estimates (2023-2032)	\$ 10,888,985	\$ 17,090,052	\$ 7,550,997	\$ 1,006,000	\$ 10,171,400	\$ 690,000	\$ 47,397,434
<u>Incurred Capital</u>							
Funding Source - DC Recoverable	376,245	374,139	396,030	75,656	322,165	0	1,544,235
Tax Base or Other Non-DC Source	2,047,907	225,592	181,971	75,656	1,736,603	0	4,267,729
	\$ 2,424,152	\$ 599,731	\$ 578,001	\$ 151,312	\$ 2,058,768	\$ -	\$ 5,811,964

The Corporation of the Town of Arnprior

By-Law Number 7497-24

A by-law to award a contract for Tender PW-2024-09 McNab Street Sidewalk Construction, and contract administration and inspection services.

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 12th, 2024 Council passed by-law 7461-24 to adopt the 2024 Capital Budget which included a budget of \$950,000 for included capital budgets for the Madawaska Boulevard Multi Use Pathway; and

Whereas at the April 22, 2024 regular meeting of Council, Town Council directed staff to proceed with tendering PW-2024-09 McNab Street sidewalk in place of the Madawaska Boulevard Multi Use Pathway project; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender #PW-2024-09 through a public process with Bonnechere Excavating Inc. submitting the lowest acceptable bid of \$1,220,270.39 inclusive of HST; and

Whereas Jp2g Consultants Inc submitted a proposal for Inspection and Contract Administration services, for PW-2024-09 McNab Street Sidewalk, under standing offer agreement, in the amount of \$62,686.75 inclusive of HST; and

Whereas the submitted project costs result in a funding shortfall of \$205,342.64.

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

1. **That** Council award tender PW-2024-09 McNab Street Sidewalk to Bonnechere Excavating Inc. for a total of \$1,220,270.39 (including HST); and
2. **That** Council award Inspection and Contract Administration services for PW-2024-09 McNab Street Sidewalk to JP2G Consultants Inc for a total of \$62,686.75 (including HST); and
3. **That** the budgetary deficit of \$205,342.64 including net HST be funded 10% from Capital Expenditure Reserve Fund and 90% from Development Charges Reserve Fund; and
4. **That** Council enact bylaw authorizing the CAO to execute the agreements and related documents with Bonnechere Excavating Inc. and JP2G Consultants Inc; and

5. **That** any by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.

Enacted and Passed this 10th day of June 2024.

Lisa McGee, Mayor

Kaila Zamojski, Clerk

The Corporation of the Town of Arnprior

By-law Number 7498-24

A by-law to appoint members of the Renfrew Police Services O.P.P. Detachment Board.

Whereas, the *Community Safety and Policing Act, (CSPA) 2019* and *Ontario Regulation 135/24* which came into effect on April 1, 2024, established the Renfrew O.P.P. Detachment Board to include one member appointed by each of the following municipalities, who is a member of the council of the municipality for a total of seven members: Admaston/Bromley Township, Town of Arnprior, Greater Madawaska Township, Horton Township, McNab/Braeside Township, Town of Renfrew, and Whitewater Region Township. Two members appointed jointly by the above municipalities who are neither members of the council of, nor employees of, any of the municipalities, and two members appointed by the Minister; and

Whereas, Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c. 25* as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas, Arnprior Town Council deems it necessary to appoint board members to the Renfrew Police Services O.P.P. Detachment Board,

Therefore the Council of the Town of Arnprior hereby enacts the following:

1. **That** the following members be appointed to the Renfrew Police Services O.P.P. Detachment Board for the remainder of the 2022-2026 Term of Council or until such time as a successor is appointed:
 1. Scott Brum, Municipal Representative (McNab/Braeside Township)
 2. Glen Campbell, Municipal Representative (Horton Township)
 3. Angela Field, Municipal Representative (Admaston/Bromley Township)
 4. Jason Legris, Municipal Representative (Town of Renfrew)
 5. Lisa McGee, Municipal Representative (Town of Arnprior)
 6. Steve Parker, Community Representative
 7. John Proctor, Community Representative
 8. Robert Tripp, Municipal Representative (Greater Madawaska Township)
 9. Connie Tabbert, Municipal Representative (Whitewater Region Township)
2. **That** any other by-law inconsistent with the provisions contained in this by-law are hereby appealed.

3. **That** this by-law shall come into force and take effect upon the date of the final passing thereof.

Enacted and passed this 10th day of June, 2024.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk