



ARNPRIOR

Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, June 24th, 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 – June 10th, 2024](#) (Page 1-9)**
- 8. Awards / Delegations / Presentations**
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**
- 11. Notice of Motion(s)**
- 12. Staff Reports**
 - a) [Asset Management Plan Policy Update](#), Patrick Foley, Engineering Officer (Page 10-20)**

- b) **Request for Award – REC-2024-03 (Development of Fairview and Marshall’s Bay Meadows Parks)**, Patrick Foley, Engineering Officer & Graeme Ivory, Director of Recreation (Page 21-25)
- c) **Ontario Regulation 507/18, Energy Conservation and Demand Management Plan**, Amy Dean, Environmental Engineering Officer (Page 26-69)
- d) **FoodCycler Pilot Program Results**, Amy Dean, Environmental Engineering Officer (Page 70-75)
- e) **Bi-Annual Financial Update**, Jennifer Morawiec, General Manager, Client Services / Treasurer (Page 76-82)

13. Committee Reports and Minutes

- a) **Mayor’s Report**
- b) **County Councillor’s Report**
- c) **Committee Reports and Minutes**
 - i. **Accessibility and Age Friendly Advisory Committee Minutes – May 1st, 2024** (Page 83-86)
 - ii. **Culture and Diversity Advisory Committee Minutes – May 6th, 2024** (Page 87-90)
 - iii. **Environmental Advisory Committee Minutes – May 21st, 2024** (Page 91-97)

14. Correspondence & Petitions

- a) **Correspondence**
 - i) Correspondence Package I-24-JUN-12
 - ii) Correspondence Package A-24-JUN-08

15. By-laws & Resolutions

- a) **By-laws**
 - i) **By-Law No. 7500-24 – Award Tender No. REC-2024-03 (Fairview and Marshall’s Bay Meadows Park)** (Page 98-99)

b) Resolutions

- i) Resolution of Support – Eradication of Islamophobia and Antisemitism** (Page 100-101)
- ii) Resolution for Support – City of Pembroke – Request for Provincial Funding of a Mental Health, Addiction, and Residential Drug Treatment Rehabilitation Facility serving the County of Renfrew** (Page 102-103)

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. 7501-24 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

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ARNPRIOR

**Minutes of Council Meeting
June 10, 2024 6:30 PM**

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

Council and Staff Attendance

Council Members Present (In-Person):

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

Town Staff Present:

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

Council Members Present (Electronic):

None

Council Members Absent:

1. Call to Order

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

2. Roll Call

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

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 213-24
Moved by Chris Couper
Seconded by Dan Lynch

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, June 10, 2024 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

Councillor Tom Burnette declared the following pecuniary interest:

“I, Councillor Tom Burnette, have a pecuniary interest in Item No. 18(b) as I have been nominated.”

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 214-24

Moved by Lynn Cloutier

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 – May 27, 2024).

Resolution Carried

8. Awards/Delegations/Presentations

None

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motions

None

12. Staff Reports

a) Sign By-law Variance (83 Douglas Brown Way) - CAO

Resolution Number 215-24

Moved by Lynn Cloutier

Seconded by Chris Toner

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.

Resolution Lost

b) Awarding of PW-2024-09 McNab Street Sidewalk Tender – Engineering Officer

Resolution Number 216-24

Moved by Dan Lynch

Seconded by Chris Couper

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.

Resolution Carried

c) Annual Statement of Development Charges – 2023 – General Manager, Client Services/Treasurer

Resolution Number 217-24

Moved by Lynn Cloutier

Seconded by Billy Denault

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.

Resolution Carried

13. Committee Reports and Minutes

a) Mayor's Report

Mayor Lisa McGee reported the following:

- Last week was the meeting of Police Services Board. This board is still in the foundation stages. We welcomed our two new community members, one of whom is from Arnprior. Both members will be strong contributors and we are looking forward to working with them.
- Previously I had a meeting with staff to discuss an upcoming visit from Carmen Goold, the Regional Advisor for our area from the Ministry of Tourism, Culture and Sport, to ensure that Carmen and her colleague will have the best outcomes for their upcoming visit.
 - The following week I had the opportunity to meet with Carmen and her colleague to discuss some of the exciting initiatives happening in Arnprior. The two of them offer a wealth of information and support for many grant applications. They spent the day getting familiar with some of our improvements along Madawaska River. They also met at the Library, Museum, as well as the Nick Smith Centre, where we discussed the

exciting plans for the arena re-vamp. We had wonderful discussions and we are lucky to have them as support for our grant processes.

- Last week we raised the Pride Flag at Town Hall, to celebrate Pride Month.
- I also attended a Grade 10 Class visit, with Councillor Couper and the Deputy Clerk, CAO, Engineering Officer, and Marketing and Economic Development Officer. There were some great questions and dialogue from students.
- I had the opportunity to join a large Scouting Group, who were playing a round of bowling at the newly revamped Steelheads and Strikes. It was a lot of fun watching a group of 8- and 9-year-olds playing with their entire heart.
- I recently had the pleasure of attending the Arnprior School of Dance Recital. It was wonderful watching the dancers from the area perform for their families and friends. Costumes and entertainment were magnificent. Congratulations to Miss Monica and her team for an incredible event and a great season.
- Last week our Engineering Officer and I met with a couple of women who represent families at the Grove Nursing Home. They were inquiring about grant opportunities and support to help fund their garden needs. We were able to have a nice conversation, and re-direct them to Ben Gardiner from the Arnprior Regional Health (ARH) Foundation. We may hear more from them through the ARH Foundation for this initiative in the future.
- I had the opportunity this past weekend bring greetings from Council to the Lions Club “BAIT” Event – this acronym stands for Blind Anglers International Tournament. This is an annual event, and it is in its 34th year. This is the first year it took place in Arnprior. This event brings together blind and vision impaired participants and matches them alongside professional anglers. They spend the entire weekend enjoying themselves, with a full day on the water, capped off by a celebratory dinner. I learned of the significance for the Lion’s Club support for the Blind and Vision Impaired, being because one of the founding members of the Lions Club many years ago, and first guest speaker was none other than Helen Keller. This has cemented their relationship and support as an organization for the vision impaired community ever since.
- Priorpalooza was a wonderful event where I had the opportunity to provide greetings, enjoy the festivities and participate in some friendly games with other Members of Council, including a game of Simon Says as well as a tricycle race between Councillor Denault and myself.
- Exciting announcements that has been shared today by the 2023 Ontario Winter Games Chair, our County Warden Peter Emon:
 - Melissa Bishop is informing the community this evening that we have a legacy fund of \$375,000 to benefit the community.
 - The Foundation will now be known as the Ottawa Valley Community Foundation. The Foundation will recruit Board Members with experience across the larger community. Our whole Renfrew County Community will be eligible for funds.
 - Applications will be accepted in early 2025. Criteria will be further expanded in the future. The following points outline the early ideas and granting areas:
 - Youth Sport Grant – for youth up to age 21. There will be \$20,000 allocated annually for youth who demonstrate a financial need to

compete in sport, with grants of up to \$1,000 per request. This can be used for equipment costs, travel costs, coaching and facility rentals.

- Sports Clubs Grant - for sports clubs there will be \$20,000 allocated annually, for four (4) grants per year of \$5000 each. This can be used for sports clubs specific needs, for example team travel to a tournament, equipment, supplies, coaching fees and other things.
- Major Sports Infrastructure Grant - \$40,000 annually, with two (2) grants of \$20,000 each. This will be specifically for new builds or infrastructure improvements in existing sports facilities to improve accessibility and ensure more people can participate and improve the quality of the facility or provide a new option for sport.

b) County Councillor's Report

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

- I would like, in follow-up, to thank the local municipalities that contributed to exciting funding opportunity announcement that Mayor McGee outlined.
- For those who use River Road, the County will be rehabilitating it from Moore Street to Dochart Street commencing first week of July. The road will be reduced to one lane.
- CNL advised that the effluent from the Sanitary Sewage Treatment Plant (SSTF) at Chalk River Laboratories has now passed three consecutive effluent tests, results which indicate that the facility is now back to full compliance with all environmental regulations.
- Monday, May 27 was the County of Renfrew Day at Queen's Park. Our delegates formally met with Ministers Michael Parsa, Paul Calandra, Rob Flack, Lisa Thompson, Kinga Surma, Prabmeet Sakaria, Laura Smith and Michael Tibollo.
- The Mesa Gathering was held on May 22 with more than 140 attendees from various agencies that have been affected by the recent surge of people experiencing homelessness, mental health issues and substance abuse. Mesa highlights the collaborative approach to compassionate care and building a healthier, more resilient community.
- Delegations at County Council on 29 May included:
 - Jade Nauman, Regional Director, United Way Eastern Ontario – Renfrew County, attended and received cheque for nearly \$1,250, which was raised through staff jean days and payroll deductions.
 - Kathryn Carruthers, Board Chair, Senior Women Living Together, presentation was about the non-profit organization which helps senior women (aged 55+) find compatible housemates and then creates successful shared living arrangements in rental housing.

c) Committee Reports and Minutes

None

14. Correspondence & Petitions

a) Correspondence Package – I-24-JUN-11

Resolution Number 218-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That the Correspondence Package Number I-24-JUN-11 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch noted the following items:

- Page 20 - For residents who have moved to Arnprior from out of Province. Good news. The Ontario government is making it easier and more convenient for you to exchange out-of-province and international driver's licences. Appointments can now be made online at 15 Drive Test locations across the province.
- Page 33 - For students who will be graduating in a couple of years the Ontario government is in the process of modernizing the Ontario Secondary School Diploma (OSSD) requirements for by launching consultations with parents, job creators, educators and stakeholders on what skills students need to be better prepared for life beyond the classroom through the reintroduction of modernized home economics education.
- Page 72 – Registration is now open to for a webinar on June 14 with Conservation Ontario and AMO. The webinar explores recent updates to Conservation Authorities' roles in the land use planning and development process, and important considerations for municipal elected officials.
 - In response to County Councillor Lynch, the CAO noted as the Town is not subject to a Conservation Authority, we do not plan on attending this webinar.

15. By-laws & Resolutions

a) By-laws

Resolution Number 219-24

Moved by Tom Burnette

Seconded by Dan Lynch

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

- i. By-law No. 7497-24 – Award Tender No. PW-2024-09 (McNab Street Sidewalk)
- ii. By-law No. 7498-24 – Renfrew Police Services OPP Detachment Board (Member Appointments)

Resolution Carried

16. Announcements

Councillor Couper made the following announcements:

- Arnprior now has a Cricket Team. This new team was started by one of the new Culture and Diversity Advisory Committee (CDAC) Members. I learned through

this individual that back in history Arnprior used to have a Cricket Team, which they were able to find information about through the Archives. They are going to be actively engaged with the Archives to find out more information. The new teams name is the Ottawa Valley Strikers. You can find them on Instagram, as they have now been active for the last couple weeks. For now the team is just hosting friendly recreational matches, and they are looking to grow their team. They are currently playing at one of the Ball Diamonds on McLean Avenue. If anyone is interested in participating on this team, look them up.

- Thank you to the Arnprior Fire Department for lending support to McNab/ Braeside this past week for the fire that occurred at the corner of Moore Street and Division Street.
- The Lions Club is hosting their Jail and Bail Event on June 22nd from 10am – 5pm in the Giant Tiger Parking Lot. This is a great fundraising event. This year both Graeme Ivory, Director of Recreation and Lucas Power, Program and Events Coordinator will be participating. Graeme has agreed to shave off his hair and Lucas has agreed to shave off his mustache, if they raise \$2,000.

County Councillor Dan Lynch made the following announcements:

- Arnprior Noodle House is closing this weekend.
- There is a new food truck on Daniel Street South called Smash 'N' Dash SmashBurgers, is now open Wednesday – Sunday.
- Priorpalooza was a great event. Thank you and great work by all of our staff. There was a great turn out of people on a beautiful day.
- This Thursday evening at the Nick Smith Centre the local Cadets will be having their Graduation Ceremony.

Councillor Billy Denault made the following announcements:

- Excellent job by all on the Priorpalooza Event. It was a great day, I would like to acknowledge all staff, including Graeme and Lucas and their team. I also want to acknowledge the golf cart drivers as being a front line on these events and express my gratitude for the great work they do all day. Also I want to note that I received many positive comments from residents and new residents who attended the festivities.

17. Media Questions

None

18. Closed Session

Resolution Number 220-24 (7:21 pm)

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council move into Closed Session regarding:

- 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).

Resolution Carried

Resolution Number 221-24 (9:34 pm)

Moved by Dan Lynch

Seconded by Lynn Cloutier

That Council resume to Open Session.

Resolution Carried

Resolution Number 222-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council direct staff to proceed as directed in Closed Session regarding the Arnprior Waste Disposal Site and Airport.

Resolution Carried

Resolution Number 223-24

Moved by Dan Lynch

Seconded by Billy Denault

That Council direct staff to facilitate the awarding of the four (4) 2024 Secondary School Bursaries, as directed in Closed Session.

Resolution Carried

Councillor Tom Burnette vacated his seat at the Council Table at 9:34 pm.

Resolution Number 224-24

Moved by Chris Couper

Seconded by Dan Lynch

That Council direct staff to facilitate the awarding of the 2024 Town Award to Councillor Tom Burnette.

Resolution Carried

Councillor Tom Burnette resumed his seat at the Council table at 9:35 pm.

19. Confirmatory By-Law

Resolution Number 225-24

Moved by Tom Burnette

Seconded by Dan Lynch

That By-law No. 7499-24 being a By-law to confirm the proceedings of the Regular Meeting of Council held on June 10, 2024 and it is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 226-24

Moved by Lynn Cloutier

Seconded by Chris Toner

That this meeting of Council be adjourned at 9:35 pm.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



Town of Arnprior Staff Report

Subject: Asset Management Plan Policy Update

Report Number: 24-06-24-01

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: June 24, 2024

Recommendations:

That Staff Report No. 24-06-24-01 regarding the Strategic Asset Management Policy and 2024 Asset Management Planning activities be received as information.

Background:

In the fall of 2012, the Ministry of Infrastructure of the Province of Ontario initiated the Building Together: Municipal Infrastructure Strategy focused on asset management planning for municipalities. The initiative included a requirement that a detailed Asset Management Plan (AMP) be submitted as part of the provincial grant application process.

In April of 2013, the Town of Arnprior awarded a contract to Dillon Consulting Ltd. to develop a multi-year AMP to assist the Town in managing its linear assets (roads, watermains, sewers, curbs and sidewalks) and point assets (buildings, facilities, vehicles, and equipment). The AMP was developed in accordance with the requirements of the *Building Together: Guide for Municipal Asset Management Plans* document.

In December of 2013, the AMP was presented to Council for adoption with the recommendation that staff update the AMP model annually and recommend updates to related documents. The AMP has been updated each year since.

On December 27, 2017, the Province of Ontario released Ontario Regulation 588/17 *Asset Management Planning for Municipal Infrastructure* under the *Infrastructure for Jobs and Prosperity Act, 2015*; which builds on the 2012 Guide to Asset Management Planning. Under the new regulation municipalities in Ontario shall prepare a strategic asset management policy and develop asset management plans for core and other municipal infrastructure assets. Table 1 below identifies the phase-in timing and major components required at each phase as outlined in the regulation:

Table 1

Asset Management Plan Components	Deadline for Completion
<ul style="list-style-type: none"> • Strategic Asset Management Policy 	July 1, 2019
<ul style="list-style-type: none"> • Current levels of service. • Asset (Inventory) analysis. • Current performance of assets. • Lifecycle Activities and costs to maintain current levels of service. • Impacts of growth on current levels of service 	July 1, 2022 - <i>Core Municipal Infrastructure Assets</i>
	July 1, 2024 – <i>All Municipal infrastructure Assets</i>
<ul style="list-style-type: none"> • Proposed Levels of service. • Proposed performance of assets. • Lifecycle activities and costs to achieve proposed levels of service • Financial Strategy • Impacts of growth on proposed levels of service 	July 1, 2025 – <i>All Municipal infrastructure Assets</i>

After the completion of the requirements set out in the Regulation, Council will need to undertake an annual review of asset management progress within the Town. This annual review will commence in the year following completion of the requirements set out in Table 1 and will need to be completed on or by July 1 of each year thereafter.

In November of 2017, Staff recommended the Town submit an application for grant funding available from the Federation of Canadian Municipalities (FCM) to support the purchase of asset management software called “CityWide” from Public Sector Digest Inc. (PSD); CityWide is widely used for municipal asset management in Ontario. CityWide is designed to track and value all tangible capital assets in one system.

On May 4, 2018 the Town entered into contract with PSD to implement CityWide (three modules) and prepare an Asset Management Policy compliant with O.Reg 588/17 which was completed in November 2018 and presented to Council shortly thereafter.

In 2020 StreetScan, a road conditions assessment consultant, was engaged by the Town to drive each street in Arnprior with a vehicle outfitted with a specialized 360-degree 3D camera that assesses road deficiencies. A Pavement Condition Index (PCI) score between 1 and 100 was assigned to each road. These scores were imported into the CityWide software as user defined condition assessments. This exercise is anticipated to be completed again in 2025 and every 5 years thereafter. Almost all other condition assessments in CityWide are age-based with over-rides in place when a condition is known to be deteriorating quicker than anticipated.

In Spring of 2021 PSD was contracted to produce a formal Asset Management Plan report based on 2020 data as presented in CityWide software. Initially the goal was to have a report compliant to a July 1, 2021 deadline though the Ontario government extended the deadline to July 1, 2022 allowing more time for PSD and the Town to work on the report. This resulted in a report that was compliant to the July 2024 deadline. This report was written and presented to Council in October of 2021 will ensures that the Town is compliant to Ontario Regulations relating to asset management practices thus ensuring the Town remains eligible for provincial funding when applicable.

Throughout 2021 and continuing to the present day, staff have been revising the CityWide database to provide greater detail and eliminate as many inaccuracies as possible. Further to this accuracy review, steps have been made towards separating out building component assets to aid in budgeting for various aspects of different asset types.

Operations Staff has always worked to mark sidewalk tripping hazards that exceed 2cm per minimum maintenance standards annually. With the advancement of the Town's asset management and mapping systems, Engineering students now inspect every sidewalk in Arnprior annually, marking tripping hazards with orange spray paint prior to taking a geo-located photo on a tablet. Areas with more deteriorated sidewalks are then visually apparent in a heat map format when planning out repairs for future years.

Town Staff have engaged PSD to create a new Asset Management Plan using 2023 data that will be compliant with the 2025 O. Reg 588/17 deadline. A more detailed report will be brought to Council later this year or early 2025 as this report is finalized.

Discussion:

Asset Portfolio

All linear assets are tracked and all non-linear assets with a value over \$10,000 are to be tracked in this system as updates occur. Smaller assets such as office equipment are grouped into a single asset related to the purchase date. The term “linear assets” is comprised of watermains, sanitary sewer mains, storm sewer mains, curbs, sidewalks, road bases and road surfaces.

The below tables indicate quantities of assets owned by the Town of Arnprior:

Linear Asset	Kilometers
Sanitary Sewer Network	50
Water Network	56
Road Network	59
Storm Water Network	29

Asset Category	Quantity
Buildings	6
Vehicles	28
Machinery & Equipment	81
Land Improvements	94
Land Parcels	80

It should be noted that the land parcels owned by the Town often have small parcels adjacent to each other such as sections of pathway and a single park having multiple parcels. The overall quantity of 80 land parcels should be viewed from this perspective.

The below table indicates a breakdown of the Town's \$572.4 million asset portfolio:

Asset Category	Replacement Cost (\$)	Percentage of Portfolio
Sanitary Sewer Network	173,743,832	27.8%
Water Network	143,125,875	22.9%
Road Network	96,670,055	15.5%
Buildings	92,421,017	14.8%
Storm Water Network	50,023,803	8.0%
Vehicles	4,726,502	0.8%
Machinery & Equipment	4,155,323	0.7%
Land	4,411,678	0.7%
Land Improvements	3,013,536	0.5%
Furniture & Fixtures	74,074	0.01%

Due to funding sources, the Water Pollution Control Centre (WPCC) is included in the Sanitary Sewer Network and the Water Filtration Plant (WFP) is included in the Water Network as opposed to the "Buildings" category. As part of the effort to improve the Town's asset management accuracy, a third-party inventory and condition assessment is currently being completed in both facilities.

This is a significant increase from the \$254.4 million portfolio reported in the 2021 Asset Management Plan. The 2021 report was based on 2020 data with replacement costs largely based on an inflation of limited historic costs. Since the data was compiled for this report, a global pandemic and accompanying market shift has occurred that drastically changed the construction industry. Staff are continually working to improve replacement cost unit rates with a more standardized and holistic approach and the market appears to be beginning to stabilize. The current replacement values were developed using real construction project data from the past 5 years and include all costs related to a construction project from engineering to site trailers to general conditions. The Town has also assumed millions of dollars in assets from new subdivisions (growth) that have recently been assumed by the municipality.

Replacement Costs

Replacement costs are developed using market conditions, third party assessments and actual construction costs from Town projects. Replacement costs for all linear assets include all appurtenances. For example, the cost for watermain replacement assumes the installation of valves, fire hydrants, services and leads. This data is based on averages and every scope of work must be looked at individually to ensure accuracy when budgeting. Values are constantly evolving to adapt to the market and Town staff meet regularly to discuss changes. Construction costs have been significantly more volatile in recent years, but this method of continuous updates will ensure that our data trends with actual costing.

The current projected unit rate replacement costs are in the below table:

Linear Asset	Rate	Unit
Sanitary Sewer Mains	\$ 1,661.71	Meter
Water Mains	\$ 1,661.71	Meter
Storm Water Mains	\$ 1,661.71	Meter
Road Base	\$ 599.40	Meter
Road Surface	\$ 444.33	Meter
Sidewalk	\$ 306.12	Square Meter
Curb	\$ 169.12	Meter

It should be noted that the above values are based on a scope of work that would be referred to as full reconstruction in the Long-Range Capital Forecast (LRCF). In most full reconstruction scenarios, not all assets are replaced throughout the work zone. An example is the upcoming MacDonald Street reconstruction project where a large portion of the storm main will remain in place due to its acceptable condition. Town Staff are always looking for practical approaches to scoping projects to ensure maximum efficiency in capital costs.

Replacement costs are based on replacing in a “like-for-like” scenario at the end of the asset’s useful life, which is to say that it will be replaced with a nearly identical asset. The Town has experienced rapid growth in recent years and recommendations from the upcoming Water and Wastewater Master Plan will factor into the upcoming Asset Management Plan Update.

Due to growth pressures, infrastructure may not always be replaced in a “like-for-like” situation as a new pipe may have to carry additional flow to or from a subdivision or the ease a bottleneck point in the network. Some infrastructure is also upgraded to a higher level of service, independent of growth such as the choice of widening the sidewalks downtown to meet accessibility standards in 2016/2017. Conversely levels of service are sometimes lowered to decrease the overall cost such as the Town’s common approach of only replacing a sidewalk on a single side when completing a reconstruction project of a residential street.

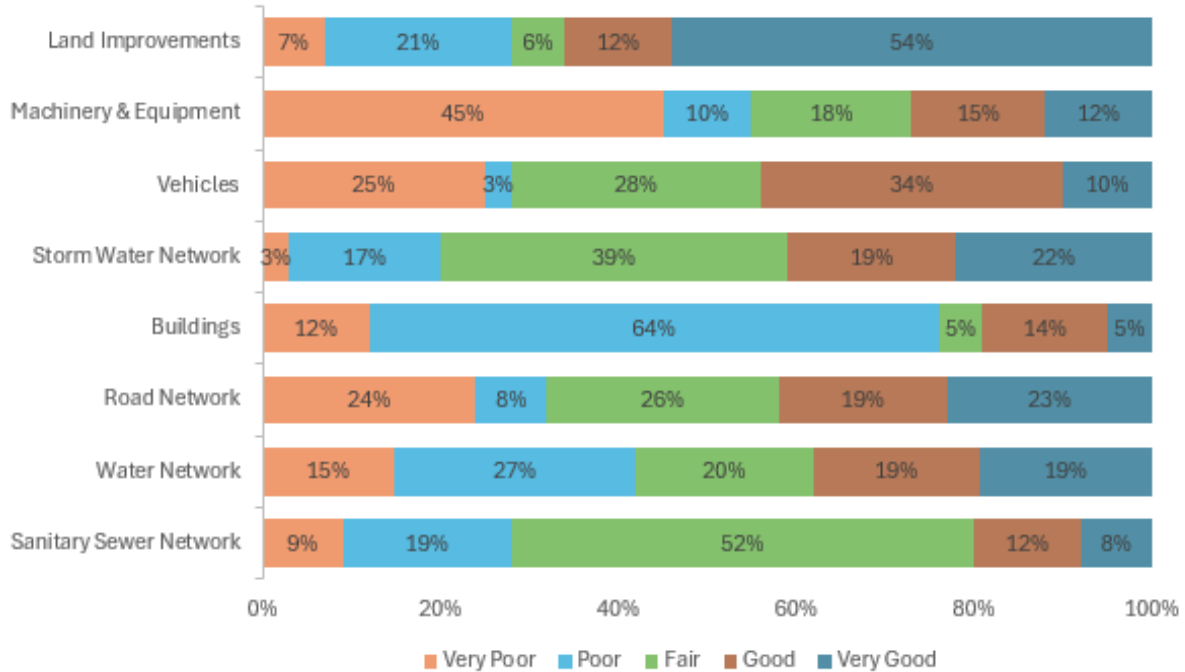
Asset Condition

Asset conditions are assessed in various ways for different assets. In a majority of cases condition is based on age of the asset, assuming that the older the asset is, the worse the condition. With this being the default, adjustments can be manually entered based on visual inspection or known data. For instance, a watermain that has had multiple breaks will have its condition changed to “poor” or “very poor” regardless of its age.

As discussed above, road conditions are established every 5 years by a specialized vehicle equipped with sensors and sidewalks are assessed visually by Engineering students annually. Each year, a select amount of the sanitary and storm sewer mains are scoped with a specialized camera to assess condition.

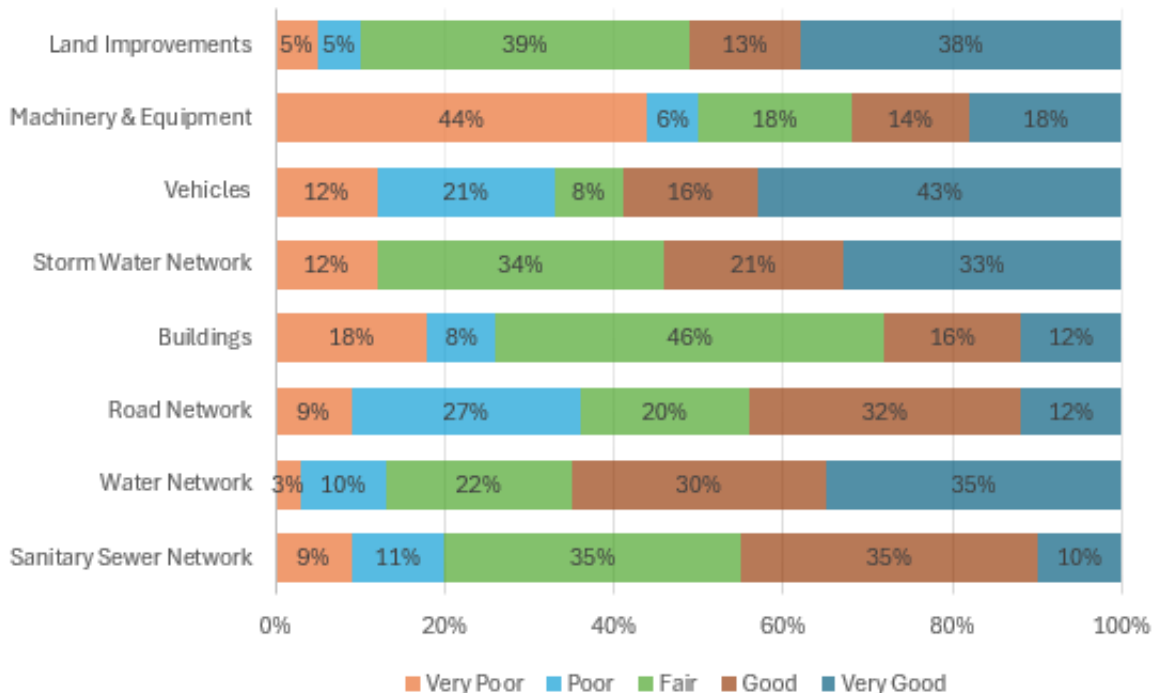
The below chart indicates the percentage of assets that are assessed as very poor, poor, fair, good or very good in each category:

2023 ASSET CONDITIONS



For comparison purposes, the below chart indicates asset conditions as reported in 2021:

2021 ASSET CONDITIONS



Asset Lifecycle

The Estimated Useful Life (EUL) of an asset is the number of years it will likely last before complete failure. The EUL of assets by category are in the table below:

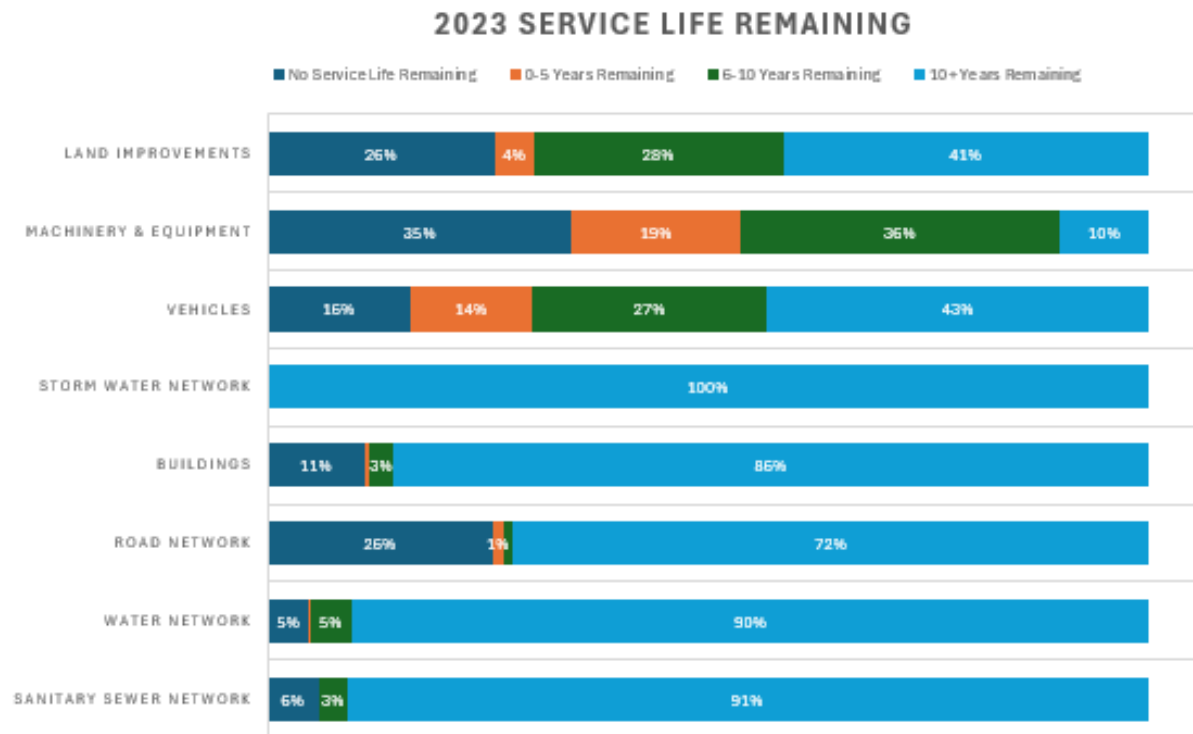
Asset	EUL
Sanitary Sewer Mains	80 years
Water Mains	80 years
Ductile Iron Water Mains	50 years
Storm Water Mains	80 years
Road Base	80 years
Road Surface	30 years
Sidewalk	30 years
Curb	30 years
Buildings	80 years
Vehicles	10 years
Machinery & Equipment	10 to 15 years

Ductile iron watermains were previously reported to have a lifecycle of 80 years but from analysis of the data, it became clear that this material did not meet an 80-year useful life. As a result, it has been shifted to a 50-year lifecycle.

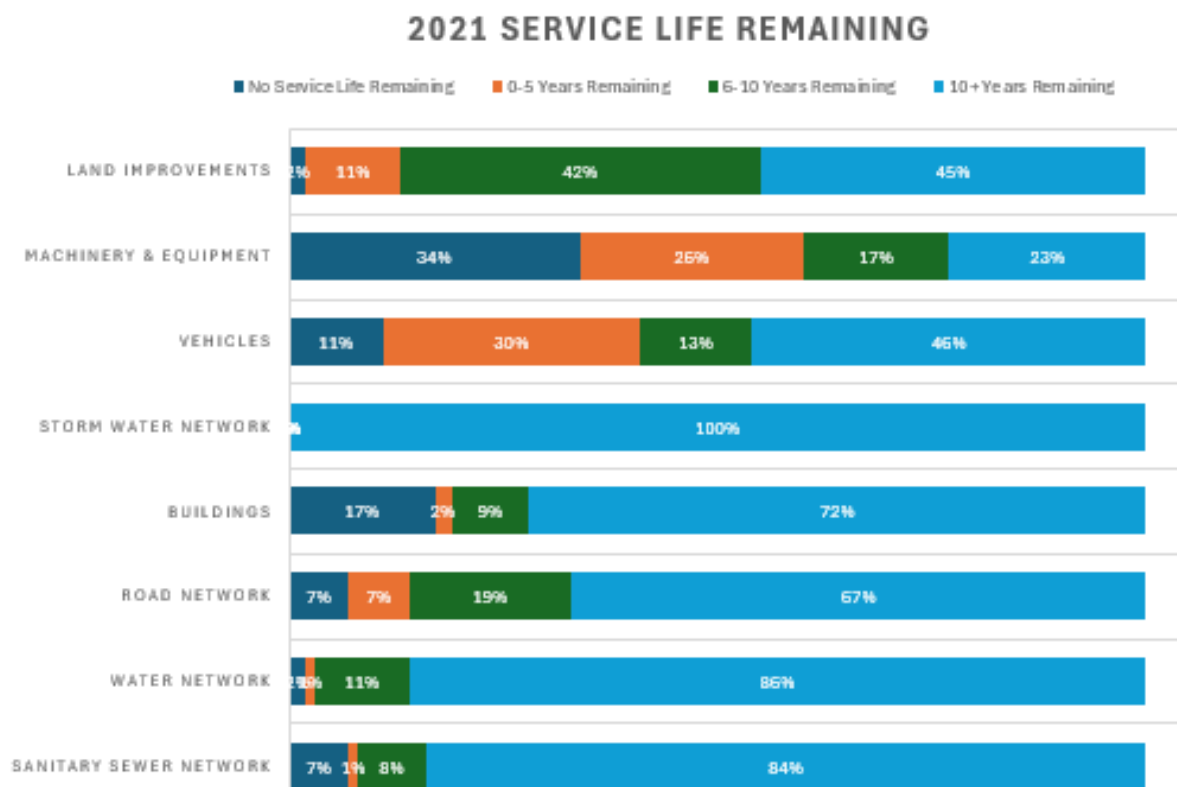
Though the table above indicates the Estimated Useful Life, not all assets will reach that point due to variety of factors, just as some assets may be able to go past their estimated useful life. There are lifecycle events that extend the useful life of assets such as:

- “Shave and pave” road rehabilitation scopes of work where asphalt is removed, and the base is left in place to be paved over.
- Pulverize and pave is a method of crushing the existing asphalt to strengthen a road base prior to paving over it.
- Asphalt crack sealing
- Sidewalk and asphalt patching
- Sewer pipe lining

The below chart indicates service life remaining by asset type:



For context, the below chart indicates the remaining useful lives of assets as of the 2021 report:



Asset Management Policy Update

The Town's Strategic Asset Management Policy includes a requirement for review at least once every five years. The policy has been reviewed by Town staff with no significant changes required to the policy.

Capital Investment Requirements

The Town is currently investing in compliance with the 2021 Asset Management Plan. However, since publishing this report, the dataset has been greatly improved and the costs of goods and services have significantly increased due to a volatile market. In recent years the Town has stepped up capital spending to address failing infrastructure and has been fortunate in receiving millions in grant money to offset the costs of projects.

The WFP/WPCC Building Condition Assessments and Water/Wastewater Master Plans will be completed in the near future. The upcoming Asset Management Plan, compliant to 2024 O. Reg. 588/17, will be taking these into account to provide accurate investment recommendations. Part of this process will also be to establish Council endorsed levels of service for all assets. There will be public consultation and findings will be presented to Council with financial implications for the ultimate decision.

There are many factors that affect how an infrastructure renewal project is formed and when the project is scheduled into the Long-Range Capital Forecast. This update and upcoming Asset Management Plan are intended to be the framework that guides Town strategies but nuances affecting projects must be assessed individually.

Options:

Council may choose to not accept the report as prepared.

Policy Considerations:

The work proposed, on an individual basis and as a group, are aligned with the following Town of Arnprior plans and policies:

- Asset Management Policy;
- Tangible Capital Asset (TCA) Policy;
- Strategic Plan; and
- Official Plan.

Financial Considerations:

Key insights from the 2021 AMP include:

- The Town is committing approximately \$4,902,000 towards capital projects per year from sustainable revenue sources. Given the annual capital requirement of \$6,638,000, there is currently a funding gap of \$1,736,000 annually.
 - Status: The Town has continued to increase the annual investment in tangible capital asset replacement and strive towards reducing the funding gap. The figures below do not include new assets (growth).

	2021	2022	2023	2024	Avg
Budgeted Annual TCA Investment	\$ 4,902,000	\$ 5,184,000	\$ 5,578,500	\$ 8,710,000	\$ 6,093,625
Avg Annual Capital Requirement (5% annual inflation applied)	\$ 6,638,000	\$ 6,969,900	\$ 7,318,395	\$ 7,684,315	\$ 7,152,652
Funding Gap	-\$ 1,736,000	-\$ 1,785,900	-\$ 1,739,895	\$ 1,025,685	-\$ 1,059,027

In order to address the funding gap, the 2021 AMP financial strategy included the following recommendations:

- Maintaining current funding rates for capital expenditure for tax-funded assets each year for the next 5 years.
 - Status: Levy increases (2021, 1.5%, 2022, 0.0%, 2023, 3%, 2024, 2.5%) have generated increased contributions to reserves to help address the inflationary impacts on replacement costs and infrastructure gap.
- Increase rate revenues by at least 0.5% for the water network and 2.8% for the sanitary sewer network each year for the next 10 years for the purpose of phasing in full funding to the asset categories covered in the AMP.
 - Status: Water/Wastewater increases (2021, 5.5%, 2022, 3.6%, 2023, 5.1%, 2024, 3.1%) have generated increased contributions to reserves to help address the inflationary impacts on replacement costs and infrastructure gap.
- When realized, reallocating the debt cost reductions of \$461,000 to the infrastructure deficit as outlined above.
 - Status: The Town continues as part of the Pay-As-You-Go model to continue to reinvest funding into asset renewal as debt retires.
- Allocating the current gas tax (CCBF) and OCIF revenue as outlined previously and allocate any scheduled grant increases to the infrastructure deficit as they occur.
 - Status: For 2021-2024, 100% of all gas tax (CCBF) and OCIF funding has been directly applied to capital infrastructure projects.

- Increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis.
 - Status: The Long-Range Capital Forecast (LRCF) is updated annually, including estimates for inflation. However, recently, increased construction costs continue to rise at increasing rates impacting replacement values and the funding gap.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: Request for Award – REC-2024-03 (Development of Fairview and Marshall’s Bay Meadows Parks)

Report Number: 24-06-24-02

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: June 24, 2024

Recommendations:

That Council enact by-laws to:

- a) Award the Contract for Development of Fairview and Marshall’s Bay Meadows Parks Tender No. REC-2024-03 to Strathmar Trenching Limited, for a total of \$597,188.95 (plus HST);
- b) Authorize an additional \$29,859.44 (plus HST) to be spent on a new slide feature in the Fairview Park;
- c) Authorize the General Manager, Operations to authorize additional contingency expenses up to 10% of the total Contract value;
- d) Award contract administration services to Jp2g Consultants Inc. for a total of \$37,060.00 (plus HST); and
- e) Authorize the CAO to execute the agreements and related documents with Strathmar Trenching Limited and Jp2g Consultants Inc. to implement the defined scope of work.

Background:

As part of the 2024 capital budget, the development of Fairview and Marshall’s Bay Meadows Parks was approved by Council with the below budgets and are 100% funded from Development Charges:

Fairview Park	\$ 630,000.00
Marshall’s Bay Park	<u>\$ 112,200.00</u>
Total	\$ 742,200.00

These budgets were based on high level estimates provided by the Consultants based on concept designs developed in late 2023.

As part of the Recreation and Parks Master Plan research, a Needs and Service Level review suggests that the population warrants and desires a second splash pad and that play features should be more varied from park to park. Given the location of Fairview Park in proximity to the Nick Smith Centre to ensure access to washrooms and changerooms, coupled with the planned revitalization of Robert Simpson Park in the coming years that will result in some service disruptions of the existing splash pad, this park was deemed to be an appropriate setting to explore this idea.

During the public consultation phase of the Recreation and Parks Master Plan, Town of Arnprior Recreation staff visited several primary school classrooms to get feedback directly from children in the community on what type of features would be of interest. The most common response was that most children wanted more interesting climbing features in playgrounds. With this factor in mind, staff began working with design consultants to develop a parkour circuit. Parkour is an activity characterized by getting from one location to another in the most creative way possible – which requires structures that facilitate jumping and climbing. The selected parkour circuit has some features that children as young as 7-9 years old may begin using with the design age starting at 12 years old and up. The features are varied to a point that teenagers would have interest in them and adults could use them for fitness activities.

The detailed design was carried out in early 2024 and a public open house was held at the Nick Smith Centre Community Hall on March 5, 2024. Subsequently an online survey was released to gather opinions from as many residents as possible. Options were given relating to splash pad features and parkour structures. Comments were compiled by Staff and the design was adjusted to fit the practical feedback received. Play features within the designated choices were selected based on opinions received.

Other public comments focused on seating. Though the parks did not have seating other than at the splash pad on the public facing design, picnic tables would be added by Parks operational staff and commemorative benches may be installed in this park in the future. There were also comments regarding the lack of lighting in the park but the addition of lighting was not deemed to be feasible within the existing budget without the removal of play features. There is ambient light from Fairview Crescent, Mac Beattie Drive and the Nick Smith Centre but the play features are intended to be used during daylight hours. A minor capital project at the Nick Smith Centre has recently been completed providing additional exterior lighting to the building which should also benefit general illumination and safety at Fairview Park.

Some public comments were in favour of more traditional playground features. As noted above, the intent in designing this park was to implement features different from other parks within the Town portfolio, however the tender does include a separate play area containing a swing set. At the time of tendering, Staff was not confident that further additional traditional play features, such as a slide feature, would fit within the budget constraints.

During the detailed design phase, it was noted that there were persistent drainage issues on the section of Fairview Park property closest to the Nick Smith Centre parking lot. Ditching and culverts have failed in the past so the solution would require a significant change to the ditching system or a buried storm main. After reviewing options, a buried storm main was selected to provide a permanent fix and was incorporated into this scope of work.

Discussion:

The Request for Tender (RFT) package was published to Merx.com on May 14, 2024, where it remained open to the public until June 11, 2024. Tender information was also posted on the Town’s website. At the June 11th, 2:00 PM deadlines, the following eligible submissions were received:

Company	Tender Price Not including contingency or HST	Total Tender Price Including 10% Contingency and Net HST
Brawn Construction Ltd	\$909,916.36	\$1,018,523.98
D & G Landscaping Inc.	\$780,359.00	\$873,502.65
Exel Contracting Inc.	\$737,000.08	\$824,968.40
Strathmar Trenching Ltd.	\$597,188.95	\$668,469.42
Thunderbolt Contracting Ltd.	\$676,941.54	\$757,741.28

An additional submission was received from TJL Construction Ltd. however, the bidder failed to submit the entire bid form. Item 11 of Appendix “B” Tender Irregularities from the Town’s Procurement Policy stipulates that this bid be automatically rejected.

Strathmar Trenching Limited was assessed to be the lowest acceptable bid.

At time of tendering, Staff contacted Jp2g Consultants, who had completed the design scope to obtain pricing for quality assurance and contract administration through the project's construction phase. A proposal was received for \$37,060.00 (plus HST).

As detailed in the Financial Section of this report, the projected budget surplus on this project is \$36,018.32 when accounting for all costs and a 10% construction contingency. This presents an opportunity to expand the scope of work within the existing budget while still maintaining a reasonable contingency.

Optional Additional Feature: Staff is recommending that an additional budget of \$29,859.44 (plus HST) be approved for this project in order to implement a free-standing slide play feature. Based on the public feedback seeking traditional play features, swings and slides were the features indicated most often. This addition represents approximately 5% increase to construction costs. The successful bid was under the set budget so this increase brings the projected budget surplus to \$2,594.86.

Options:

Council may choose to:

1. Not award this project, however the tender bids received were obtained through competitive bid process and are representative of current construction costs.
2. Award the established scope of work, foregoing the addition of a slide feature.

Policy Considerations:

This project was tendered in accordance with section 6.3 request for tender of the Town of Arnprior's Procurement Policy.

Financial Considerations:

The combined budget for the tendered scope of development of both parks totals \$742,200.00. Strathmar Trenching Limited is identified as being the lowest acceptable bidder with a Construction cost of \$597,188.95 (plus HST). The tendered cost including contract administration, 10% construction contingency and net HST totals \$706,181.68 for the original scope leaving a budget surplus of \$36,018.32. Including funding for an additional slide feature would leave a budget surplus of \$2,594.86.

	Original Scope (no slide feature)	With Additional Slide Feature
Fairview Budget	\$ 630,000.00	\$ 630,000.00
Marshall's Bay Budget	112,200.00	112,200.00
Total Budget	742,200.00	742,200.00
Less: Tender Low Bid	597,188.95	597,188.95
Contract Administration	37,060.00	37,060.00
Additional Slide Feature	-	29,859.44
Net HST	11,162.78	11,688.31
Subtotal	645,411.73	675,796.70
Construction Contingency	60,769.95	63,808.44
Total Project Costs	706,181.68	739,605.14
Total Project Surplus	\$ 36,018.32	\$ 2,594.86

The estimated impact of adding an additional slide feature to the cost of this project is \$33,423.46. Preliminary research indicates that typical stand-alone slide features cost \$13,000-20,000 to supply, deliver and install. Additional Engineered Wood Fiber (EWF) playground surfacing, drainage considerations and labour components are anticipated to total \$10,000-15,000.

For both options; (a) original scope or (b) original scope plus slide feature, overall projected spending is within the allotted budget as approved by Council.

Meeting Dates:

N/A

Consultation:

- Public Open House – March 5, 2024

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: Ontario Regulation 507/18, Energy Conservation and Demand Management Plan

Report Number: 24-06-24-03

Report Author and Position Title: Amy Dean, Environmental Engineering Officer

Department: Operations

Meeting Date: June 24, 2024

Recommendations:

That Council provide endorsement of the Energy Conservation and Demand Management Plan prepared as part of Ontario Regulation 507/18 reporting requirements.

Further That Council direct staff to make the Energy Conservation and Demand Management Plan a public document, by placing the document on the Town's website and in printed copy at Town Hall.

Background:

Ontario Regulation 507/18, Energy Conservation and Demand Management Plans, requires all broader public sector (BPS) organizations, including all municipalities to:

- Report on their annual energy use and greenhouse gas (GHG) emissions in designated buildings/facilities by July annually; and
- Develop and implement a 5-year Energy Conservation and Demand Management Plan (CDM) plan every five years by July 1.

This year the Town is required to report their 2022 and 2023 energy consumption data and develop their CDM plan by July 1, 2024.

There are a number of reasons why the Ontario Ministry of Energy requires that municipalities prepare the annual reports. Requiring energy reporting helps organizations better understand how and where energy is used in their operations.

- Drive participation in conservation and demand management programs;
- Encourages activities to reduce energy consumption, which can free up funding for core activities;
- Allows organizations to benchmark and compare the energy consumed at similar facilities across the province;

The regulation outlines the buildings that the Town is required to report on for energy use and greenhouse gas emissions and include these buildings in the CDM plan. Buildings that must be included in the reporting include buildings that are heated or cooled or are related to the treatment or pumping of water or sewage, whether or not the building/facility is heated or cooled. Specific building types that are required to be reported on for 2022 and 2023 include:

- Administrative offices and related facilities, including municipal council chambers
- Public libraries
- Cultural facilities, indoor recreation facilities and community centres including art galleries, performing arts facilities, auditoriums, indoor sports arenas, indoor ice rinks, indoor swimming pools, gyms and indoor courts for playing tennis, basketball or other sports
- Ambulance stations and associated offices and facilities
- Fire stations and associated offices and facilities
- Police stations and associated offices and facilities
- Storage facilities where equipment or vehicles are maintained, repaired or stored
- Buildings/facilities or facilities related to the treatment or pumping of water or sewage
- Parking garages

The Town is also encouraged to go beyond the list above and include other building or operation types in their CDM plans, such as smaller buildings like the snack bar and washrooms at Robert Simpson Park.

The reporting for energy use and greenhouse gas (GHG) emissions requires that for each building listed above, the Town must include a summary of the Town's annual energy consumption and greenhouse gas emissions for the year.

The CDM Plan must include the following information:

1. A description of current and proposed measures for conserving and otherwise reducing energy consumption and managing its demand for energy.
2. A revised forecast of the expected results of the current and proposed measures.
3. A report of the actual results achieved.
4. A description of any proposed changes to be made to assist the public agency in reaching any targets it has established or forecasts it has made.

The finalized and energy and consumption data spreadsheet must be submitted to the ministry, published on the Town's website (must be AODA compliant), and made available to the public in printed form at Town Hall.

The regulation requires that confirmation that the energy CDM plan has been approved by "the public agency's senior management" is included in the published information. Endorsement of the CDM plan and the annual energy use and greenhouse gas (GHG) reporting will fulfill this requirement.

Discussion:

Energy Use Reporting

The first step undertaken by the Town was to complete the annual energy use and greenhouse gas (GHG) report. The town has utilized an online tool specifically developed to help municipalities fulfill their reporting requirements for the 2022 and 2023 reporting year. The Energy Planning Tool was developed by Local Authority Services (LAS).

Yearly usage amounts and costs for electricity and gas were reported for the following Town buildings.

- Arnprior Public Library
- Museum
- Fire Hall/OPP
- Nick Smith Centre
- Public Works Garage
- Robert Simpson Park – Concession/ Washroom
- Pump Stations 1 – 5
- Water Tower
- Town Hall
- Arnprior Waste Water Treatment Plant
- Water Filtration Plant

The tool also allows the user to input other information such as building size (in m²) and for water treatment facilities, the amount of water treated (in mega litres ML). When this information is compared to the amount of energy used over the year, the tool gives an output that reports the energy intensity for each building. Energy intensity (measured in ekWh/m² or ekWh/ML) demonstrates the amount of energy used per square meter of floor space per year, or the amount of energy required to treat 1 million litres of water. This value allows the Town to compare energy usage across each building. For example, the values of three Arnprior buildings in 2022 and 2023 are shown for comparison:

Energy Intensity [ekWh/m2]		
Building	2022	2023
Arnprior Public Library	87.90	107.38
Town Hall	323.67	279.67
Nick Smith Centre	444.60	425.22

Table 1: Energy Intensity

Energy Conservation Demand Management Plan

The second step undertaken by staff to fulfill the Town’s obligations under O. Reg. 507/18 was to complete a conservation demand and management plan. The format for the plan is not prescribed; however, set topics must be addressed as in the background section above. A summary of the report conclusions and goals are summarized below. The CDM plan is attached to this report as Appendix 1.

CMD Plan 2018 versus 2023 Energy Summary

Electricity Consumption:

Electricity consumption throughout all Town facilities in 2018 was 4,062,215.00 kWh. Electricity consumption in 2023 was 3,681,711.00 kWh. This is a decrease of 380,504.00 kWh, approximately 9.37%.

Natural Gas:

Natural gas consumption throughout all town facilities in 2018 was 490,954.00 m3. Natural gas consumption in 2023 was 402,366.00 m3. This is a decrease of 88,588 m3, approximately 18%.

Green House Gas Emissions:

GHG emissions from all Town facilities in 2018 was 1,048,241.25 kg. GHG emissions in 2023 was 877,027.04 kg. This is a decrease of 171,220.21 kg, approximately 16%.

The following two plots display GHG emission trends comparing facilities between 2018 and 2023, as well as a 6-year average that is calculation by average GHG emissions inclusive of 2018 to 2023.

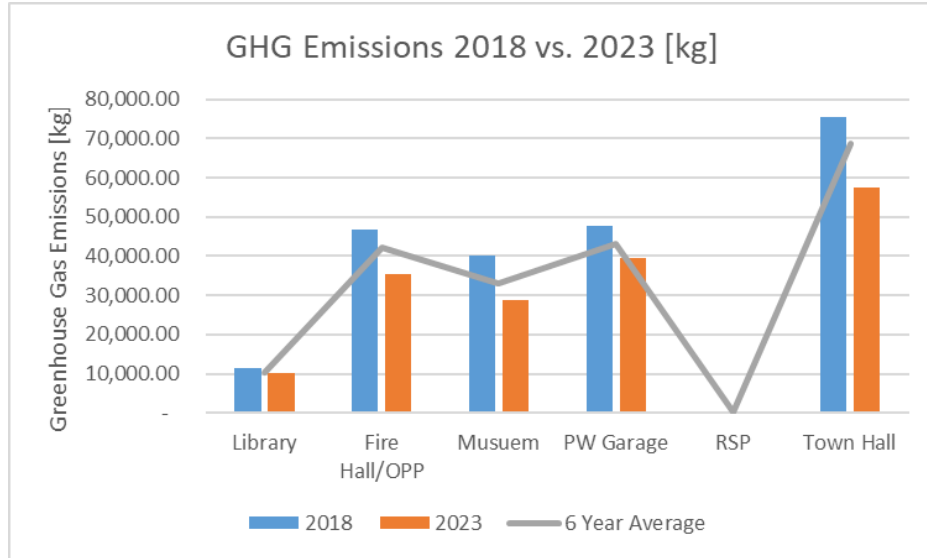


Figure 1: 2018 vs. 2023 GHG Emissions, including a tread line representing a 6-year average.

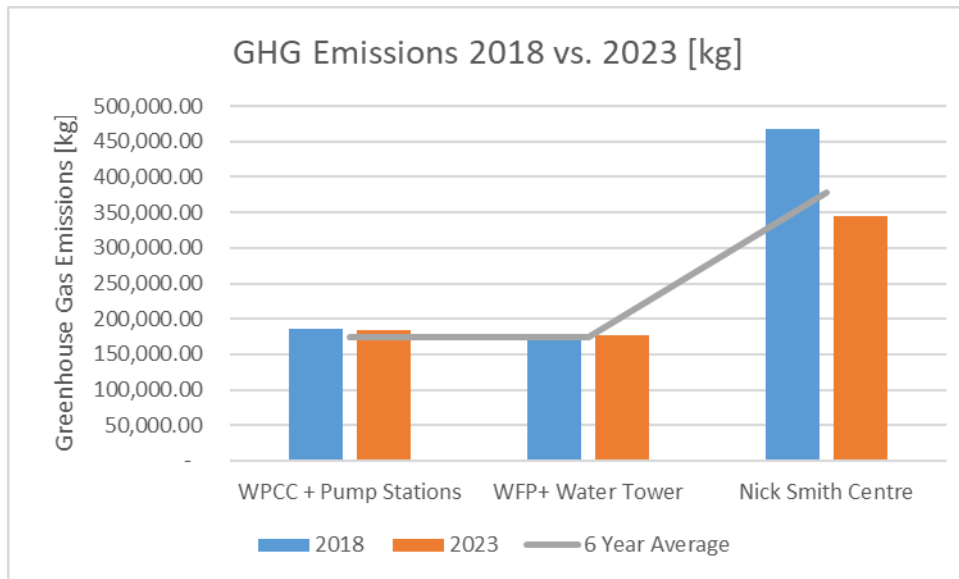


Figure 2: 2018 vs. 2023 GHG Emissions, including a tread line representing a 6-year average.

Overall Target and Goals

The overall target is to reduce consumption and GHG emissions to below 2023 baseline levels, at all Town owned properties. In order to achieve this target, the following goals have been set fourth:

1. Improve energy efficiencies at all facilities via active or passive means.
2. Reduce GHG emissions at all facilities.

3. Meet the requirements of Ontario Regulation 507/18 under the Electricity Act, 1998.
4. Improve Energy Management processes at the Town of Arnprior.

Through benchmarking neighbouring municipalities' energy goals, a common goal is to reach total consumption and cost reductions of 2%. However, this is not a requirement of the plan, it gives an idea of what can be achieved if the CDM plan is properly implemented.

In 2023, Town facilities/assets consumed 4,439,588.12 kWh of electricity, resulting in a total cost of \$ 210,304.56. With a 2% reduction, these values would drop to 4,350,796.36 kWh and \$206,098.47.

In 2023, Town facilities consumed 402,366 m3 of natural gas, resulting in a total cost of \$56,365.51. With a 2% reduction, these values would drop to 394,318.68 m3 and \$55,238.20.

Options:

Option 1: Endorsement of the Energy Conservation and Demand Management Plan.

Option 2: Rejection of the proposed Energy Conservation and Demand Management Plan.

Policy Considerations:

Several policies are considered in the CDM plan and energy reporting exercise, including 3 items in this year's Strategic Plan action plan:

- Corporate Efficiencies & Financial Sustainability: Ensuring the financial health and sustainability of the town is a top priority.
- Environment: Environmental sustainability and responsible stewardship are at the forefront of our goals.
- Growth and Asset Management: Managing our growth and assets effectively is essential to meet the evolving needs of our expanding community
- 10-year long range capital forecast - Reviewing and updating the LRCF annually
- Asset Management Plan - Complete the Asset Management Plan and leverage it for financial planning

Financial Considerations:

The CDM plan includes discussion regarding the setting of a minimum annual budget to help the Town take advantage of grants and programs that seek to support municipalities to reduce annual energy consumption amounts.

Meeting Dates:

1. May 29, 2024 – Energy Team Review
2. June 17, 2024 – Environmental Advisory Committee

Consultation:

- Environmental Engineering Officer
- Engineering Officer, Facilities & Civil
- General Manager, Operations
- Environmental Advisory Committee – reviewed and had no concerns with the report

Documents:

1. Appendix 1 – Energy Conservation and Demand Management Plan, Town of Arnprior, O. Reg. 507/18

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

2024 Energy Conservation and Demand Management Plan

O.Reg. 507/18

Town of Arnprior

June 2024





2024 Energy Conservation and Demand Management Plan
The Corporation of the Town of Arnprior

I hereby certify and endorse the Town of Arnprior's Energy Conservation and Demand Management Plan as required under O.Reg. 507/18 "*Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans*", filed under the Electricity Act, 1998

Signed this ____ day of June 2024.

_____ Mayor, Lisa McGee

_____ Town Clerk, Kaila Zamojski

Executive Summary

The Town of Arnprior has developed an Energy Conservation and Demand Management Plan aligning with the requirements outlined in Ontario Regulation 507/18 “*Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans*”, filed under the Electricity Act, 1998. Under this regulation, municipalities are required to annually report energy consumption from all municipally owned facilities, including, but not limited to, administrative offices, council chambers, public libraries, cultural facilities, sports facilities, buildings or facilities related to the treatment of water, etc. Municipalities are also required to update their Energy Conservation and Demand Management Plans every five years, on or before July 1st.

Arnprior’s plan outlines targets of reducing energy consumption, GHG emissions and overall energy related costs from the 2023 baseline. The plan discusses various goals and objectives that should be considered throughout the next five years in order to meet these targets.

Over the course of the 2024-2029 term, the municipality has outlined four strategic goals that will be the focal points of its efforts.

List of Acronyms

AMP – Asset Management Plan
BAS – Building Automation System
BPS – Broader Public Sector
CFL – Compact Fluorescent Light
EPT – Energy Planning Tool
GHG – Greenhouse Gas
HVAC – Heating, Ventilation, and Air Conditioning
LAS – Local Authority Service
LED – Light Emitting Diode
LRFC – Long Range Capital Forecast
MEP - Mechanical, electrical, and plumbing
VFD – Variable Frequency Drive
WFP – Water Filtration Plant
WPCC – Water Pollution Control Center

List of Units

btu – British Thermal Units
ekWh – Equivalent Kilowatt Hours
kWh – Kilowatt hours
m² – Cubic Meters
sqft – Square feet

Definitions

Building Envelope – Thermal and moisture protections of a structure including components such as roofing, exterior cladding, interior insulation, air/moisture barriers, doors and windows.

Public Agency – Per O.Reg. 507/18, public agencies are described as every municipality, municipal service board, post-secondary educational institution, public hospital and school board.

Reportable Buildings – O.Reg. 507/18 outlines all operation types that public agencies are required to report on, including the following:

- All administrative offices, municipal council chambers, cultural facilities, indoor recreational facilities and community centers, including art galleries, performing arts facilities, auditoriums, indoor sports arenas, indoor ice rinks, indoor swimming pools, gyms and indoor courts for playing tennis, basketball or other sports.
- Fire stations and associated offices and facilities.
- Police stations and associated offices and facilities.
- Storage facilities where equipment or vehicles are maintained, repaired or stored.
- Buildings or facilities related to the treatment of water or sewage.

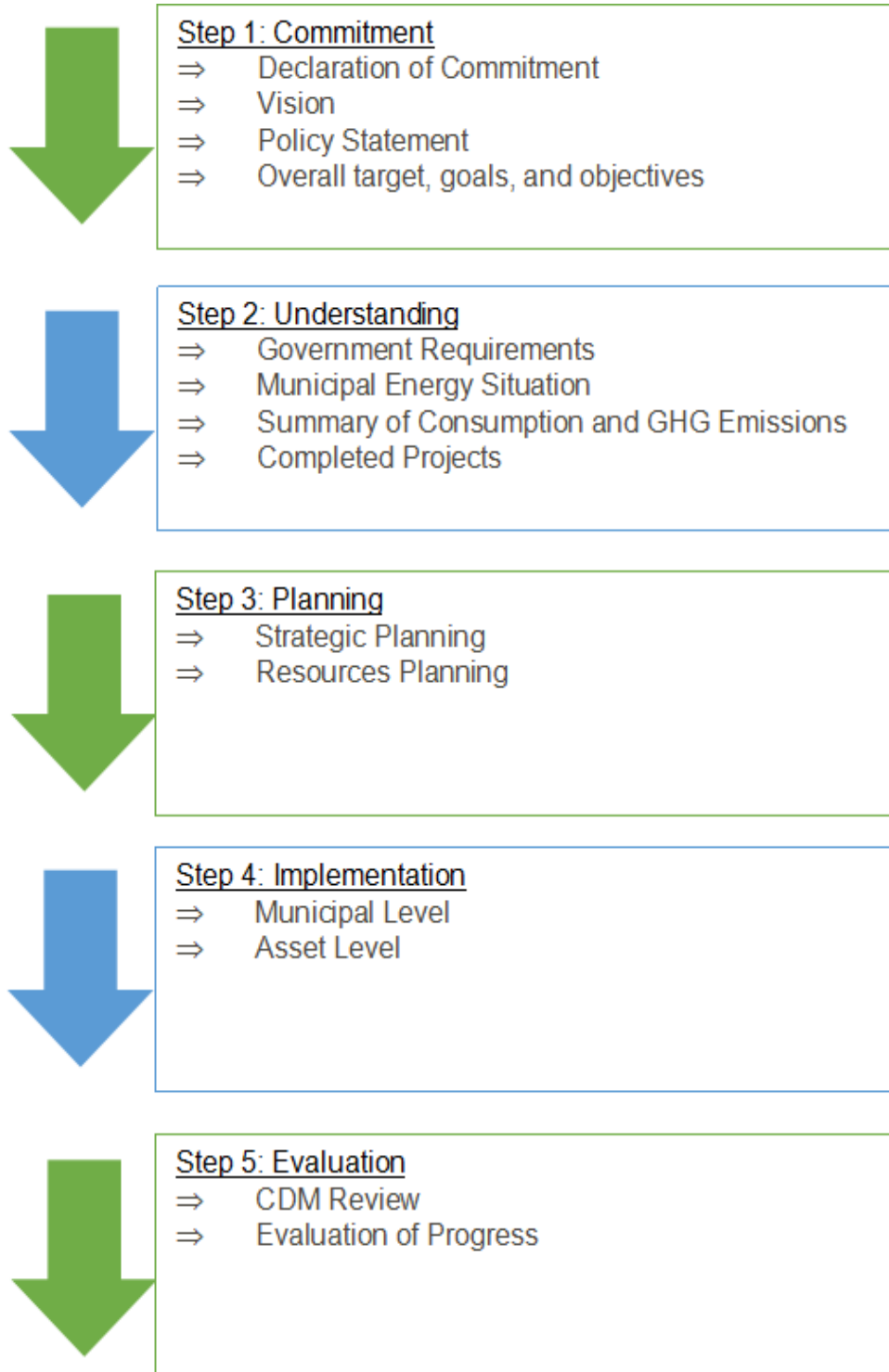
O.Reg. 507/18 – Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans.

Greenhouse Gas (GHG) Emissions – compound in the atmosphere that is capable of absorbing infrared radiation, thereby trapping and holding heat in the atmosphere. Greenhouse gases are responsible for the greenhouse effect.

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Energy Conservation and Demand Management Plan Flow Diagram



Introduction

The Corporation of the Town of Arnprior (the “Town”) has developed an Energy Conservation and Demand Management Plan (the “Plan”, CDM) aligning with the requirements outlined in O.Reg. 507/18 “*Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans*”, filed under the Electricity Act, 1998 [1]. The objective of this Plan is to summarize the Town’s current energy consumption compared to the previous CDM Plan, to analyze all energy management accomplishments over the last five years and develop a new plan for 2024 – 2029.

Commitment

Declaration of Commitment

Resolution: That Council shall direct Staff to allocate the necessary resources to implement a strategic energy management plan aimed at reducing Arnprior’s energy consumption and overall environmental impact.

Vision

The Town of Arnprior's vision is to reduce overall energy consumption, emissions and to mitigate energy associated costs.

Policy Statement

In January of 2019, the Province of Ontario enacted O.Reg. 507/18: “*Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans*”, filed under the Electricity Act, 1998. The regulation states that all public agencies (Municipalities, Hospitals, and School Boards) must prepare a CDM. Further, Section 4 (2) the O.Reg. 507/18 specifies that CDM Plans must be composed of the following two components:

- “1. A summary of the public agency’s annual energy consumption and greenhouse gas emissions for its operations.*
- 2. A description of previous, current and proposed measures for conserving and otherwise reducing the amount of energy consumed by the public agency’s operations and for managing the public agency’s demand for energy, including a forecast of the expected results of current and proposed measures.”*

Overall Target and Goals

The Town of Arnprior has developed a CDM focused on reducing energy consumption. The overall target is to reduce consumption and GHG emissions to below 2023 baseline levels, at all Town owned properties. In order to achieve this target, the following goals have been set fourth:

1. Improve energy efficiencies at all facilities via active or passive means.

2. Reduce GHG emissions at all facilities.
3. Meet the requirements of Ontario Regulation 507/18 under the Electricity Act, 1998.
4. Improve Energy Management processes at the Town of Arnprior.

Objectives

In order to meet the above goals, the following objectives have been set forth. The ability to meet each specific objective will be largely dependent on available staffing, budget, grant opportunities, etc.

1. Explore the feasibility of implementing renewable energy technologies, including fleet electrification,
2. Continual improvement to behavioural change efforts,
3. Upgrade infrastructure including, but not limited to HVAC, lighting, building envelope, etc.,
4. Streamline the energy management process into everyday work,
5. Develop an energy policy,
6. Perform in depth benchmarking of energy consumption patterns,
7. Align the Energy Conservation and Demand Management Plan with existing plans, and
8. Continue to investigate energy saving opportunities within all facilities.

Understanding

Government Requirements

The Town's 2024 - 2029 CDM was created under Reg. 507/18 "*Broader Public Sector: Reporting and Conservation and Demand Management Plans*", filed under the Electricity Act, 1998. This regulation replaces Ontario Regulation 397/11, titled Energy Conservation and Demand Management Plans, was enacted under the now repealed Green Energy Act, 2009 (repealed January 1, 2019). The requirements for broader public sector energy planning and reporting by Ontario agencies are identical to those under the former Regulation 397/11.

Under O.Reg. 507/18, municipalities are required to report energy consumption for all public facilities. The Town reports on the following buildings:

- | | |
|---|---|
| • Arnprior Public Library | • Sanitary Pump Stations 1-5 |
| • Arnprior Water Pollution Control Center | • Robert Simpson Park Concession/Washroom |
| • Arnprior Water Filtration Plant | • Nick Smith Centre |
| • Fire Hall/OPP Station | • Town Hall |
| • Arnprior & District Museum | • Water Tower |

Under Section 5 of O.Reg. 507/18, municipalities must report the following criteria for each of its reportable buildings. Appendix A – Building Information, outlines the address, operation type, floor area, hours of operation and type of energy used for each reportable building.

Stakeholder Needs

The Town recognizes internal stakeholders as Council, various Committees, the CAO and Staff. Internal Stakeholder needs are as follows:

- An up-to-date and relevant CDM plan with vision, goals and targets in order to communicate the Town's commitment to energy efficiency.
- Annual reporting requirements of yearly energy consumption and regular updates to the CDM plan.
- Support to develop the skills and knowledge required to implement energy management practices and measures.

The Town recognizes external stakeholders as residents, various community organizations, and the Provincial and Federal Governments. External stakeholder needs are as follows:

- Minimizing energy costs through reductions in both electricity and natural gas consumption
- Minimizing the municipality's carbon footprint and overall impact on the environment.

Municipal Energy Situation

Energy Data Management

The Town of Arnprior tracks energy costs through the Finance department. The Energy Leaders (the Environmental Engineering Officer and the Engineering Officer, Facilities & Assets) are responsible for tracking all energy data and reporting annually prior to July 1.

The Town has incorporated Local Authority Service's (LAS) Energy Planning Tool (EPT), Hydro One's 'My Account' login, and Enbridge's "My Account" login to track energy usage and costs.

Energy Supply Management

The Town of Arnprior has been proactive in ensuring that it receives the best possible rates for electricity and natural gas. The Town is currently enrolled in a group purchasing program through LAS's Electricity Procurement Program.

The LAS Program was created by municipalities, for municipalities and provides the Town a means to ensure predictable electricity costs through a professionally managed program that leverages aggregated purchasing (i.e., group purchasing power) and "spot market" exposure. The primary goals of the program are to help municipalities realize predictable prices for electricity and to provide municipalities with cost savings through purchase of this required commodity.

In 2022, the market was very unstable due to many factors which led to hedge pricing that was extremely elevated and unpredictable. The early estimate for 2024 is positive so far as energy markets have stabilized significantly since 2022. The projection for 2024 falls in line with the program average at an expected 2-3% savings in comparison to typical market rates.

Energy Management Today

The management of the Town’s energy data has typically been the responsibility of the Finance department in relation to paying invoices. By increasing the flow of information (such as consumption data) and the ability to access consumption amounts tracked through the LAS Energy Planning Tool, the Operations department staff (who control the processes that utilize energy) will be able to monitor consumption more practically.

Summary of 2018 – 2024 Energy Consumption, and GHG Emissions

As per Section 6 of O.Reg. 507/18 the Town of Arnprior is required to report on all energy consumption for which complete information is available for a full year. It should be noted that per Section 5 of the Regulation, for the 2024 reporting year, the Town is required by the Ministry of Energy to report the energy consumption for 2022 and 2023.

Electricity Consumption

Combined electricity consumption at all Town facilities in 2018 was 4,062,215.00 kWh. Electricity consumption in 2023 was 3,681,711.00 kWh. This is a decrease of 380,504.00 kWh, approximately 9.37%.

The below figure displays 2018 versus 2023 electricity usage profiles, with the largest users being the Water Filtration Plant (WFP), Water Pollution Control Centre (WPCC) and the Nick Smith Centre. The water treatment section includes the WFP, WPCC, pump stations 1-5 and the water tower. Other recreation facilities include the library, museum, as well as Robert Simpson Park concession and washrooms.

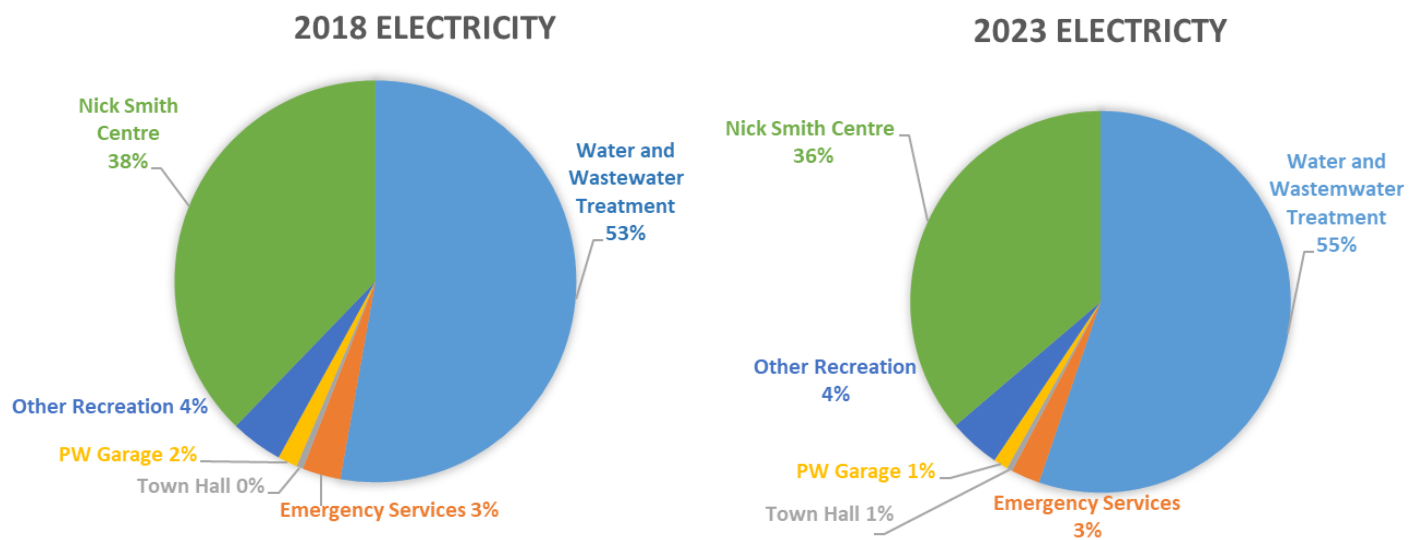


Figure 1: 2018 vs. 2023 Electricity Consumption

Natural Gas

Combined natural gas consumption at all Town facilities in 2018 was 490,954 m³. Natural gas consumption in 2023 was 402,366 m³. This is a decrease of 88,588 m³, approximately 18%.

The below figure displays 2018 versus 2023 natural gas usage profiles, with the largest users being the WFP and WPCC and the Nick Smith Centre.

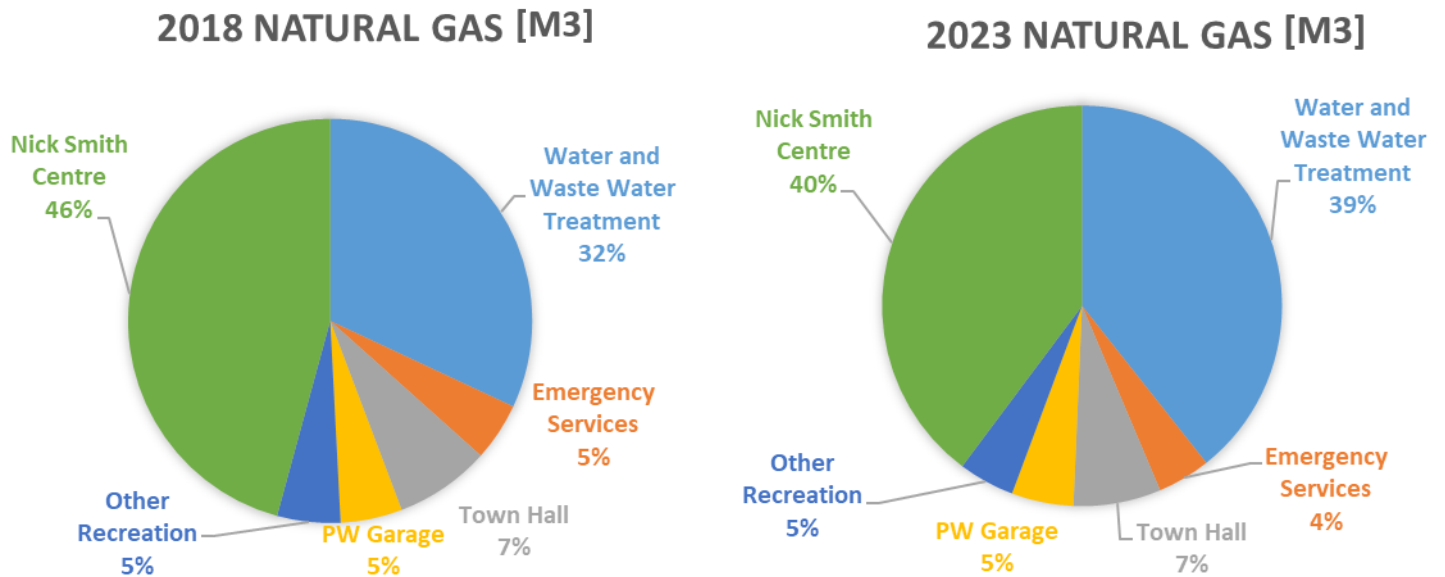


Figure 2: 2018 vs. 2023 Natural Gas Consumption

Green House Gas Emissions

Combined GHG emissions from all Town facilities in 2018 was 1,048,241.25 kg. GHG emissions in 2023 was 877,027.04 kg. This is a decrease of 171,220.21 kg, approximately 16%.

The following two plots display GHG emission trends comparing facilities between 2018 and 2023. The blue bar shows 2018 data, the orange bar shows 2023 data, and the grey line shows a 6-year average of 2018 to 2023.

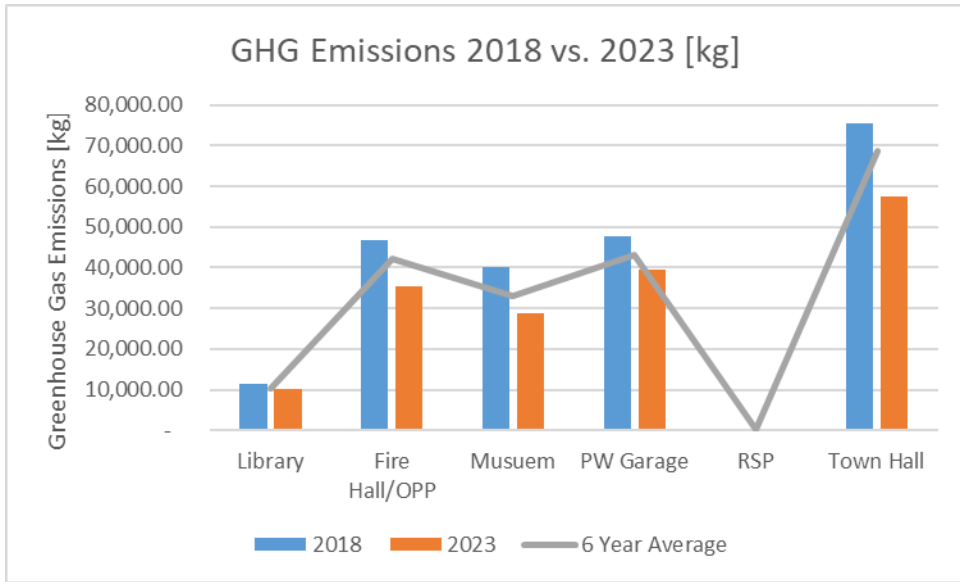


Figure 3: 2018 vs. 2023 GHG Emissions, including a tread line representing a 6-year average.

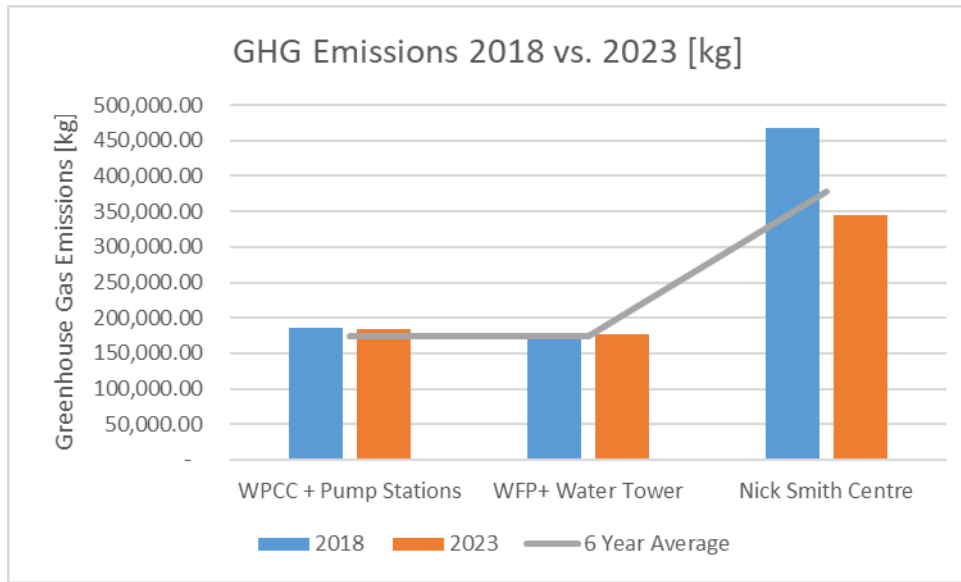


Figure 4: 2018 vs. 2023 GHG Emissions, including a tread line representing a 6-year average.

Summary of Completed Projects

The following section includes a summary of all energy reduction related projects completed since implementation of the 2018-2024 CDM. The below table summarizes the location, a brief description of the project, the year of implementation, the motivation for the change and the expected effect on energy consumption.

Table 1: Summary of completed projects

Building	Project	Year	Motivation	Expected Effect on Energy Usage
Fire Hall/ OPP	Lighting Upgrades – 2 Pack lights - Canopy lights converted from LED Bulb to low energy fixture	2021 2023	AMP, LRCF	Reduction in electricity usage is expected
	Garage Heater Replacement	2021	AMP, LRCF	Reduction in electricity usage is expected
	Heating/ Cooling unit upgrade	2024	AMP, LRCF	Appliances are energy star rated, reduction in energy usage and GHG emissions is expected
Water Filtration Plant	Power Factor Investigation	2024	2018-2024 CDM Plan	Minor efficiency / repair was made, improved efficiencies are expected
Nick Smith Centre	Replacement of rooftop HVAC unit	2019 2021	AMP, LRCF	Appliances are energy star rated, reduction in energy usage and GHG emissions is expected
	Arena A and B insulated panels installation.	2020	AMP, LRCF	Improved building envelope to retain cooling in arenas and reduce electricity usage in refrigeration system.
	Replaced two (2) and repaired two (2) Dehumidifiers	2022	AMP, LRCF	Appliances are energy star rated, reduction in energy usage and GHG emissions is expected

	Replacement of One HVAC Rooftop Units	2024	AMP, LRCF	Appliances are energy star rated, reduction in energy usage and GHG emissions and electricity usage is expected
	Power Factor Investigation	2024	2018-2024 CDM Plan	No findings were discovered following investigation. Power factor is sufficient
	Rink Slab Replacements	2025 <i>(upcoming)</i>	AMP, LRCF	Change from brine to glycol for cooling fluid. Energy savings are anticipated.
	Replacement of Pool Dectron (Dehumidifier)	2024	AMP, LRCF	Unit is energy star rated and efficiencies relating to the exhaust system were implemented prior to installation. Reduction in energy usage and GHG emissions and electricity usage is expected
Water Tower	Lighting Upgrades – 2 Pack lights	2024	AMP, LRCF	Reduction in electricity usage is expected
PW Garage	On-Demand Water Heater (tankless)	2022	2018-2024 CDM Plan	Reduction in energy usage and GHG emissions is expected
	Lighting Upgrades T12 light tubes to T8	2023	2018-2024 CDM Plan	Reduction in electricity usage is expected
	Solar Speed radar Sign	2022	2018-2024 CDM Plan	Use of implementing renewable energy
All Facilities	Behavioural change reminders in meeting settings	Ongoing	2018-2024 CDM Plan	Reduction in energy usage and GHG emissions is expected
	Night Watch Program (Last person to leave turns off lights)	Ongoing	2018-2024 CDM Plan	Reduction in energy usage and GHG emissions is expected
	Behavioural change reminders in new employee orientation	Ongoing	2018-2024 CDM Plan	Reduction in energy usage and GHG emissions is expected

Renewable Energy Utilized

Arnprior is situated below the Arnprior Generating Station (owned by Ontario Power Generation)

which produces power through harnessing moving water to produce electricity. This is a renewable energy source that supplies electricity to many businesses and homes.

The Arnprior Water Pollution Control Centre uses a combination of methane (produced from the sewage) and natural gas to heat the building through a boiler. This reduces the total amount of natural gas consumed.

A solar powered speed radar sign has been purchased, which is a durable and easy to install solution for monitoring vehicle speeds without the limitation of needing to replace or recharge batteries manually. Currently the Town does not utilize any other renewable energy technologies but will continue to investigate opportunities in future projects.

Planning

Strategic Planning

To increase the effectiveness of the CDM plan, the Town should consider integrating the plan into existing Town documents, such as the Asset Management Plan (AMP) and Long Range Capital Forecast (LRCF). The AMP, LRCF and the CDM could act hand-in-hand, as both plans discuss municipal infrastructure and operations.

Resources Planning

Energy Leaders

The Town of Arnprior has unofficially appointed two energy leaders, including the Environmental Engineering Officer and the Engineering Officer, Facilities & Assets. The energy leaders are responsible for annual energy reporting, development of the five-year energy management plan and ensuring commitment to the plan.

Energy Team

The energy team will consist of the two Energy Leaders, along with the General Manager, Operations. The team will discuss energy conservation initiatives and will ensure environmentally friendly options are considered throughout all operations.

Implementation Plan

Municipal Level

The administration and implementation of this plan will be the responsibility of the Energy Team, which consists of the Environmental Engineering Officer the Engineering Officer, Facilities & Assets and the General Manager, Operations. The Finance department is responsible for energy cost tracking and bill payments. All town staff and facility users are responsible for the day-to-day improvements resulting from behavioural change.

Asset Level

In order for the Town to meet the target of reducing energy consumption to below 2024 levels, the following objectives have been set forth.

1. Explore the feasibility of implementing renewable energy technologies, including fleet electrification
2. Continual improvement to behavioural change efforts,
3. Upgrade infrastructure including, but not limited to HVAC, lighting, building envelope, etc.,
4. Streamline the energy management process into everyday work,
5. Develop an energy policy,
6. Perform in depth benchmarking of energy consumption patterns,
7. Align the Energy Conservation and Demand Management Plan with existing plans, and
8. Continue to investigate energy saving opportunities within facilities.

The following table breaks down each of the eight objectives and outlines specific projects that can be implemented in order to achieve the objectives. The ability to achieve the seven objectives is limited by available staffing, available budget, and grant opportunities.

Table 2: Implementation, Responsibility and Cost Range of Objectives

Objective	Description	Responsibility	Cost Range
1. Renewable Energy	<u>Solar Panel Installations</u> This project idea has been discussed in the past, however, due to high initial costs and long return on investment periods, the project is not yet feasible in any planned Town projects however, staff will continue to investigate the application of this technology to future projects.	Operations	High
2. Behavioural Change	<u>Day to day activities:</u> Staff should continue to turn lights off when leaving a room, turn computers off at night, ensure that electronic devices with physical switches are turned off at night to avoid unnecessary power draw, turn thermostats down in offices during heating season overnight, turn on power saving features on printers, computers, etc.	All Staff	Low
	<u>New Employee Orientation:</u> HR should continue to communicate the day to day expectations to new staff	All Staff	Low

	<u>Addition of stickers/ posters:</u> Town staff should investigate the feasibility and potential effectiveness of adding stickers and posters to educate staff and regular users of town facilities of the importance of turning off lights/ computers/ etc.	All Staff	Low
3. Equipment and Building Upgrades	Continuing LED lighting and fixture replacements.	Operations	Medium - High
	Upgrade HVAC equipment to energy efficient products when replaced at end of lifecycle.	Operations	Medium - High
	Purchase energy efficient replacements for white goods.	Operations	Medium - High
	Install variable frequency drives where applicable in new installations.	Operations	Low-Medium
	Implement building automation systems in new construction	Operations	Medium - High
	Lighting controls	Operations	Medium - High
	Fleet monitoring/ Fleet and Equipment Electrification	Operations	Low
	Building envelope improvements (such as insulated panels, window replacement, etc.)	Operations	Medium - High
4. Energy Management Processes	Continue to monitor LAS metered data using the Energy Planning Tool	Operations	Low
5. Energy Policy	The development of a commitment policy and Staff education.	Operations/ Senior Management	Low
6. Benchmarking	Once all the new plans are out, benchmark the Town of Arnprior to others government entities.	Energy Leaders	Low
7. Alignment	Align to CDM to existing plans such as the Drinking Water Quality Management System (DWQMS), AMP, and LRCF.	All Staff	Low
8. Investigate Energy Saving Opportunities	Continue to review and consider all energy efficient options during future construction/ rehabilitation jobs.	Operations	Low - High

Variable Frequency Drive Installations:

Variable frequency drives (VFDs) are devices that can be selected as an option in new

equipment that contain a motor. The VFD works by optimizing motor speeds, ensuring the piece of equipment is operating at an ideal frequency [2]. For example, adding a VFD to an exhaust fan will allow the motor to only rotate the fan at the speed that is required to adequately meet air flow needs at the time. An exhaust fan in a public pool needs to move more air during a busy public swim than during a quieter lane swim time. This ensures that the fan has the ability to only use the amount of energy that is needed to meet the objective. which ultimately reduces energy consumption [2].

Building Automation Systems:

Most Town owned facilities currently have no or limited building automation implemented. Building automation may include mechanical, electrical, and plumbing (MEP) systems, and in many instances, retrofit options are available but costly. Building automation can improve building system controls resulting in increased energy efficiency from automated MEP components [3].

Lighting Controls/ Occupancy Sensors:

Occupancy sensors are low-cost installations that generally require very little investment; however, are proven to reduce energy consumption. Occupancy sensors are best used in buildings where certain rooms or areas are used at intermittent periods of the day, such as a meeting room in an office building. Occupancy sensors can be programmed to turn off lighting after certain period of time, which ultimately reduces electricity consumption and prolongs the life cycle of light fixture components, including the bulbs [4].

Fleet Monitoring/ Fleet Electrification:

The Town will improve processes related to tracking the efficiency of the fleet. The Town's fleet includes trucks, vans, ice resurfacers, ride on lawn mowers, utility vehicles, sidewalk vehicles, loaders, dump trucks, snowplows, street sweepers, etc. When purchasing new vehicles and equipment, the Town shall strive to choose energy efficient options for replacements and should consider purchasing electric or hybrid vehicles and equipment where appropriate as well as review the option for charging stations.

The Town is currently investigating the electrification of equipment such the ice resurfacing machine (Zamboni) and has recently purchased electric lawn maintenance equipment such a mowers and trimmers to trial practicality. There are further lifecycle costing that must be explored with electrification and the Town is working to ensure that energy considerations and considered alongside waste reduction considerations. Federal and Provincial legislation will also cause changes in the market availability of electric vehicles.

New Building Construction:

The replacement or retrofit of Town Hall is tentatively scheduled to begin in 2029. When planning activities for new building construction commence, renewable energy options such as solar, ground source thermal, and heat pump technology should be included in any option evaluated. The Town should also consider incorporating the Leadership in Energy and Environmental Design (LEED) building practices and investigate the possibility of LEED certification.

Though renovation as opposed to new construction, these factors were considered in the upcoming Nick Smith Centre Rink Revitalization project. Ultimately due to the current layout,

operational demands and facility footprint, renewable energy options were not feasible. The decision was made to change from brine to glycol which is a more environmentally friendly product that transfers energy more efficiently. Glycol is a salty liquid that is present in cooling pipes under the concrete slab of an arena. These cooling pipes allow the slab to remain a temperature favourable to maintaining ice surfaces.

Evaluation

CDM Review

As per O.Reg. 507/18, the Town is required to report annual energy usage by July 1 of each year. Further, the Town is required to update the CDM plan on each 5-year anniversary of July 1, 2029. The Town should review the plan annually to ensure its accuracy and should review the plan when beginning all new energy related projects (building retrofits, HVAC upgrades, vehicle/ equipment replacements, building construction).

Through a benchmarking exercise of assessing the energy goals of other governmental organizations, it is evident that a goal to reach total consumption and cost reductions of 2% is common. If the Town were to reach this goal, we would achieve the following:

- In 2023, Town facilities/assets consumed 4,439,588.12 kWh of electricity, resulting in a total cost of \$ 210,304.56. With a 2% reduction, these values would drop to 4,350,796.36 kWh and \$206,098.47.
- In 2023, Town facilities consumed 402,366 m3 of natural gas, resulting in a total cost of \$56,365.51. With a 2% reduction, these values would drop to 394,318.68 m3 and \$55,238.20.

Evaluation of Progress

The 2018 – 2024 CDM plan will be considered successful when there is a decrease in overall energy consumption from the 2023 levels displayed in this report and when the following goals are met:

1. Improve energy efficiencies at all facilities via active or passive means.
2. Reduce GHG emissions at all facilities.
3. Meet the requirements of Ontario Regulation 507/18 under the Electricity Act, 1998.
4. Improve Energy Management processes at the Town of Arnprior.

When developing the next CDM plan in 2029, the Energy Team should review the success of this plan and evaluate any achievements or shortcomings in order to achieve continual improvement.

References

- [1] Government of Ontario, "O. Reg. 507/18: BROADER PUBLIC SECTOR: ENERGY REPORTING AND CONSERVATION AND DEMAND MANAGEMENT PLANS," 14 December 2018. [Online]. Available: <https://www.ontario.ca/laws/regulation/r18507>.
- [2] N. R. Canada, "Variable frequency drives," 06 03 2019. [Online]. Available: <https://www.nrcan.gc.ca/energy/products/categories/commercial/motors/14814>.
- [3] C. Services, "Building Automation," [Online]. Available: http://www.controlservices.com/learning_automation.htm.
- [4] B. H. P. Smart, "Occupancy sensors help save energy in the workplace," 2012. [Online]. Available: <https://www.bchydro.com/news/conservation/2012/occupancy-sensors.html>.

Appendix A – Building Information

Table 3: Summary of Arnprior's Reported Buildings

Operation Name	Building Type as per O.Reg. 507/18	Address	Total Floor Area [m2]	Hours of Operation/ Week	Natural Gas	Electricity
Arnprior Public Library	Public libraries	21 Madawaska St	1,513.00	35	Yes	Yes
Arnprior Wastewater Treatment Plant	Facilities related to the treatment of sewage	233 Albert St.	3,813.00	168	Yes	Yes
Arnprior Water Filtration Plant	Facilities related to the treatment of water	74 James St	1,829.00	168	Yes	Yes
Fire Hall	Fire stations and associated offices and facilities	67 Meehan St.	895.00	42.15	Yes	Yes
Arnprior & District Museum	Cultural facilities	35 Madawaska St	1,263.00	30	Yes	Yes
Nick Smith Centre	Indoor recreational facilities	77 James St.	7,432.00	87	Yes	Yes
OPP Police Station	Police stations and associated offices and facilities	67 Meehan St.	383.00	168	Yes	Yes
Public Works Garage	Storage facilities where equipment or vehicles are maintained, repaired or stored	73 James St.	743.00	35	Yes	Yes
Pump Station 1	Other	50 Elgin St E	-	4.2	No	Yes
Pump Station 2	Other	251 McNab St	5.00	55.3	No	Yes
Pump Station 3	Other	68 Madawaska Blvd	150.00	114.8	No	Yes
Pump Station 4	Other	207 Riverview Dr.	5.00	31.5	No	Yes

Pump Station 5	Other	110 Wolff Cres	5.00	23.1	No	Yes
Robert Simpson Park - Concession	Other	400 John St	138.00	49	No	Yes
Robert Simpson Park - Washrooms	Other	400 John St	70.00	49	No	Yes
Town Hall	Administrative offices and related facilities, including municipal council chambers	105 Elgin St W	1,523.00	35	Yes	Yes
Water Tower	Other	435 Hartney St.	130.00	94.5	No	Yes

Appendix B – Annual Energy Reporting Submissions 2018 - 2023

2018 Reporting Submission

Operation	Address	Floor Space [m2]	Hrs/ Week	Annual Flow [ML]	Electricity [kwh]	Natural Gas [m3]	Calculated, Weather Normalized		
							GHG Emissions [KG]	Energy Intensity [ekWh/ m2]	Energy Intensity [ekWh/ ML]
Arnprior Public Library	21 Madawaska St	1,513.00	35.00		117,739	4,259.00	11,531.13	911.38	
Arnprior Water Pollution Control Centre	233 Albert St.	3,813.00	168.00	1856	1,076,400	79,397.00	181,915.58	284.53	
Arnprior Water Filtration Plant	74 James St	1,829.00	168.00	1460	842,937	77,531.00	171,489.30	203.82	
Fire Hall/ OPP	67 Meehan St.	895.00	42.15		121,162	22,814.00	46,712.86	520.71	
Museum	35 Madawaska St	1,263.00	30.00		38,567	20,593.00	40,073.26	430.72	
Nick Smith Centre	77 James St.	7,432.00	87.00		1,482,367	224,650.00	468,530.34	3,592.00	
Public Works Garage	73 James St.	743.00	35.00		17,960	24,264.00	47,710.55	8,483.60	
Pump Station 1	50 Elgin St E	-	4.20		42,418		530.68	386.12	
Pump Station 2	251 McNab St	5.00	55.30		57,918		1,253.37	664.40	
Pump Station 3	68 Madawaska Blvd	150.00	114.80		3,322		1,711.36	2,037.00	
Pump Station 4	207 Riverview Drive	5.00	31.50		10,185		98.16	911.38	
Pump Station 5	110 Wolff Cres	5.00	23.10		117,739		300.95	284.53	

Robert Simpson Park	400 John St	138.00	49.00		9,266		273.79	44.55	
Town Hall	105 Elgin St W	1,523.00	35.00		158,994	37,446.00	75,494.37	365.70	
Water Tower	435 Hartney St.	130.00	94.50		20,831		615.54	160.25	

2019 Reporting Submission

Operation	Address	Floor Space [m2]	Hrs/ Week	Annual Flow [ML]	Electricity [kwh]	Natural Gas [m3]	Calculated, Weather Normalized		
							GHG Emissions [KG]	Energy Intensity [ekWh/ m2]	Energy Intensity [ekWh/ ML]
Arnprior Public Library	21 Madawaska St	1,513.00	35.00		98,239	3,917.00	10,977.75	92.44	
Arnprior Water Pollution Control Centre	233 Albert St.	3,813.00	168.00	1885	1,031,400	64,902.00	157,656.79	481.70	
Arnprior Water Filtration Plant	74 James St	1,829.00	168.00	1394	726,449	81,175.00	178,062.79	912.88	
Fire Hall/ OPP	67 Meehan St.	895.00	42.15		97,621	23,289.00	47,353.28	278.98	
Museum	35 Madawaska St	1,263.00	30.00		39,857	19,729.00	38,353.28	198.10	
Nick Smith Centre	77 James St.	7,432.00	87.00		1,270,559	201,743.00	424,629.00	479.28	
Public Works Garage	73 James St.	743.00	35.00		66,134	23,132.00	45,992.83	430.64	
Pump Station 1	50 Elgin St E	5.00	4.20		16,245		45,992.83	3,667.20	
Pump Station 2	251 McNab St	5.00	55.30		32,984		558.75	7,718.20	
Pump Station 3	68 Madawaska Blvd	150.00	114.80		46,901		1,175.98	372.93	

Pump Station 4	207 Riverview Drive	5.00	31.50		2,791		1,704.66	605.20	
Pump Station 5	110 Wolff Cres	5.00	23.10		7,922		92.21	1,886.60	
Robert Simpson Park	400 John St	138.00	49.00	-	9,311		287.45	46.45	
Town Hall	105 Elgin St W	1,643.00	35.00	-	130,684	38,921.00	77,976.01	366.21	
Water Tower	435 Hartney St.	130.00	168.00		15,787		566.80	143.08	

2020 Reporting Submission

Operation	Address	Floor Space [m2]	Hrs/ Week	Annual Flow [ML]	Electricity [kwh]	Natural Gas [m3]	Calculated, Weather Normalized		
							GHG Emissions [KG]	Energy Intensity [ekWh/ m2]	Energy Intensity [ekWh/ ML]
Arnprior Public Library	21 Madawaska St	1,513.00	35.00	-	87,375	3,776.00	9,591.53	875.82	
Arnprior Water Pollution Control Centre	233 Albert St.	3813.00	40	1850	1,056,509	64,736.00	151,934.44	242.73	
Arnprior Water Filtration Plant	74 James St	1829.00	56	1458	764,354	71,441.00	156,511.20	192.97	
Fire Hall/ OPP	67 Meehan St.	1,278.00	168		99,168	18,797.00	38,348.52	373.86	
Museum	35 Madawaska St	1,263.00	30.00		40,841	18,515.00	36,199.67	385.46	
Nick Smith Centre	77 James St.	7,432.00	87.00		991,475	155,532.00	322,696.71	3,471.40	
Public Works Garage	73 James St.	743.00	50		50,251	21,273.00	41,754.13	6,075.80	
Pump Station 1	50 Elgin St E	5.00	168		15,281		441.70	343.29	
Pump Station 2	251 McNab St	5.00	168		26,529		773.08	193.00	
Pump Station 3	68 Madawaska Blvd	150.00	168		43,381		1,310.42	875.82	
Pump Station 4	207 Riverview Drive	5.00	168		865		24.56	242.73	
Pump Station 5	110 Wolff Cres	5.00	168		6,842		200.40	1,575.00	

Robert Simpson Park	400 John Street N	208.00	49.00	-	7,467		198.90	37.58	
Town Hall	105 Elgin St W	1,523.00	35		126,461	32,737.00	65,449.69	320.20	
Water Tower	435 Hartney St.	130.00	168		15,385		460.58	139.22	

2021 Reporting Submission

Operation	Address	Floor Space [m2]	Hrs/ Week	Annual Flow [ML]	Electricity [kwh]	Natural Gas [m3]	Calculated, Weather Normalized		
							GHG Emissions [KG]	Energy Intensity [ekWh/ m2]	Energy Intensity [ekWh/ ML]
Arnprior Public Library	21 Madawaska St	1,513.00	35.00		84,956	4,065.00	10,104.35	939.66	
Arnprior Water Pollution Control Centre	233 Albert St.	3813.00	40	1736	1,052,852	72,709.00	170,931.05	232.36	
Arnprior Water Filtration Plant	74 James St	1829.00	56	1463	794,411	80,159.00	176,288.97	170.21	
Fire Hall/ OPP	67 Meehan St.	1,278.00	168		101,478	17,369.00	30.37.44	395.42	
Museum	35 Madawaska St	1,263.00	30.00		26,722	17,713.00	34,249.53	367.69	
Nick Smith Centre	77 James St.	7,432.00	87.00		1,145,196	156,241.00	331,789.75	3,580.00	
Public Works Garage	73 James St.	743.00	50		46,221	20,538.00	40,393.49	6,604.00	
Pump Station 1	50 Elgin St E	5.00	168		15,838		509.67	939.66	
Pump Station 2	251 McNab St	5.00	168		29,037		940.18	232.36	

Pump Station 3	68 Madawaska Blvd	150.00	114.80		51,126		1,651.09	386.59	
Pump Station 4	207 Riverview Drive	5.00	31.50		966		29.93	210.20	
Pump Station 5	110 Wolff Cres	5.00	23.10		7,035		232.08	1,630.20	
Robert Simpson Park	400 John Street N	208.00	49.00		9,616		283.36	47.85	
Town Hall	105 Elgin St W	1,643.00	35.00		130,634	31,925.00	64,429.88	316.67	
Water Tower	435 Hartney St.	130.00	168.00		15,552		514.56	139.02	

2022 Reporting Submission

Operation	Address	Floor Space [m2]	Hrs/ Week	Annual Flow [ML]	Electricity [kwh]	Natural Gas [m3]	Calculated, Weather Normalized		
							GHG Emissions [KG]	Energy Intensity [ekWh/ M2]	Energy Intensity [ekWh/ ML]
Arnprior Public Library	21 Madawaska St	1,513.00	35.00		75,243	4,004.00	10,143.06	977.3	
Arnprior Water Pollution Control Centre	233 Albert St.	3813.00	40	1875	951,275	54,562.00	136,433.53	265.0	
Arnprior Water Filtration Plant	74 James St	1829.00	56	1582	736,045	85,079.00	186,001.94	111.6	
Fire Hall/ OPP	67 Meehan St.	1,278.00	168		102,755	21,167.00	43,256.60	444.6	
Museum	35 Madawaska St	1,263.00	30.00		28,778	10,080.00	20,020.53	380.2	
Nick Smith Centre	77 James St.	7,432.00	87.00		1,167,537	175,581.00	372,911.24	3,759.4	
Public Works Garage	73 James St.	743.00	50		42,994	21,824.00	42,699.53	5,815.2	
Pump Station 1	50 Elgin St E	5.00	168		15,284		535.21	977.3	
Pump Station 2	251 McNab St	5.00	168		24,986		827.88	265.0	

Pump Station 3	68 Madawaska Blvd	150.00	114.80	-	53,916		1,774.92	415.6	
Pump Station 4	207 Riverview Drive	5.00	31.50	-	1,145		35.05	246.2	
Pump Station 5	110 Wolff Cres	5.00	23.10	-	7,197		263.09	1,848.0	
Robert Simpson Park	400 John Street N	208.00	49.00		10,612		316.71	53.5	
Town Hall	105 Elgin St W	1,643.00	35.00		106,492	35,575.00	70,529.72	323.67	
Water Tower	435 Hartney St.	130.00	168.00		16,764		579.51	156.56	

2023 Reporting Submission

Operation Name	Address	Flo or Area [m]	Hrs/ Week	Annual Flow [ML]	Electricity Quantity [kWh]	Natural Gas [m3]	Calculated, Weather Normalized		
							GHG Emissions [Kg]	Energy Intensity [ekWh/m2]	Energy Intensity [ekWh/M L]
Arnprior Public Library	21 Madawaska St	1,513.00	35.00		114,787	3,536.00	10,241.16	923.64	
Arnprior Water Pollution Control Centre	233 Albert St.	3813.00	40	2008	1,095,344	77,632.00	181,174.46	219.96	
Arnprior Water Filtration Plant	74 James St	1829.00	56	1416	744,935	80,625.00	176,135.00	152.38	
Fire Hall/ OPP	67 Meehan St.	1,278.00	168		88,784	17,240.00	35,381.60	425.22	
Museum	35 Madawaska St	1,263.00	30.00		33,000	14,688.00	28,804.64	357.85	
Nick Smith Centre	77 James St.	7,432.00	87.00		1,315,117	160,019.00	344,094.49	3,693.60	
Public Works Garage	73 James St.	743.00	50		45,114	20,164.00	39,591.33	6,714.40	
Pump Station 1	50 Elgin St E	5.00	168		16,368	-	525.84	378.21	
Pump Station 2	251 McNab St	5.00	168		29,663	-	955.90	291.80	
Pump Station 3	68 Madawaska Blvd	-			49,284	-	1,615.30	1,768.80	
Pump Station 4	207 Riverview Drive	-			1,344	-	41.54	923.64	
Pump Station 5	110 Wolff Cres	-			7,619	-	251.82	219.96	

	Bld							
Robert Simpson Park	400 John Street N	208.00	49.00		10,849	-	317.64	53.63
Town Hall	105 Elgin St W	1,643.00	35.00	-	112,295	28,462.00	57,326.13	279.67
Water Tower	435 Hartney St.	130.00	168.00	-	17,208	-	564.19	152.42

Appendix C – Cost Information

Table 4: Electricity Costs and Annual Rates

	Total Electrical Consumption [kWh]	Annual Rate [\$/kWh]	Total Cost
2018	4,734,869.63	0.02347	\$111,143.87
2019	4,304,063.47	0.02299	\$98,969.92
2020	4,053,510.50	0.02158	\$87,489.17
2021	4,219,518.11	0.02643	\$111,521.89
2022	4,043,009.64	0.04895	\$197,912.51
2023	4,439,588.12	0.04737	\$210,304.56

Table 5: Natural Gas Costs and Annual Rates

	Total Natural Consumption [m3]	Annual Rate [\$/kWh]	Total Cost
2019	456,941.00	0.1022	\$46,712.74
2020	386,807.00	0.0670	\$34,713.77
2021	400,719.00	0.1099	\$44,058.61
2022	407,872.00	0.1325	\$54,053.74
2023	402,366.00	0.1401	\$56,365.51



Town of Arnprior Staff Report

Subject: FoodCycler Pilot Program Results

Report Number: 24-06-24-04

Report Author and Position Title: Amy Dean, Environmental Engineer

Department: Operations

Meeting Date: June 24, 2024

Recommendations:

That Council direct staff to work with Food Cycle Science to implement a secondary pilot program for food waste recycling units for 100 residences in the Town of Arnprior and purchase accessories for resale to the public on a cost recovery basis, with an additional net impact of \$11,200 to be funded from the Waste Management Reserve Fund.

Background:

Following a recommendation made to Council on November 14, 2023 to participate in a pilot program with FoodCycler Science, the Town of Arnprior implemented the first pilot program to offer an alternative option for food waste for 100 residents.

The purpose of this report is to follow up with Council on the status of the pilot program which ran from for 12 weeks (approx. February 7th to May 8th, 2024).

Residents purchased a FoodCycler unit for a much-reduced price (subsidized by the Town and AAFC/Impact Canada), tracked their usage for 12 weeks and provided data and feedback through an on-line survey. This report discusses those findings.

Discussion:

This data was submitted to and compiled by FoodCycler Science who then presented to and shared with staff.

There was a 93% response rate out of our 100 participants.

The survey asked the following questions and yielded the following average responses:

How important is greenhouse gas reduction to you? 9/10

How important is waste reduction to you? 9/10

Where does your food waste currently go?

- 68.82% said in the garbage
- 12.90% said garbage in the winter and outdoor compost in the summer
- 10.75% said compost year round
- 6.45% said other (bokashi, worm farm, etc.)

The top responses for “why don’t you compost” were:

- 51.47% said concerned about animals and pests
- 33.82% said not enough space
- 27.94% said concerns about odor
- Other answers included: involved too much work, don’t know how, don’t want to invest, too physically demanding and other.

There was approximately a 60-40 split of the size of units purchased (64.52% had the FC-30 – 2.5L and 35.48% had the Maestro/ Eco 5 – 5L). There was an average of 3.21 cycles per week ran for the smaller unit and 3.52 cycles per week ran for the larger unit. If this use continued throughout the year, it is estimated that ~237kg/year/household and a total of 23.7 metric tons of food waste could be diverted from the landfill/ year from the 100 FoodCyclers in use.

One hundred (100) FoodCyclers in Arnprior have the ability to divert 30.8MT of CO₂ equivalents per year.

Residents reported generating about a half bag less of garbage per week, this could lead to a potential reduction of 28 bags per household per year trucked to the landfill. 75.82% claimed the increased awareness of food waste motivated them to waste less food. 91.21% agreed that their friends/ neighbours in the community would participate in the waste diversion program if the municipality continued to offer FoodCycler units at no or low cost. 93.41% would recommend the unit to others and 97.80% will continue using their FoodCycler. The participants gave a rating of 4.8/5 stars for the overall pilot project experience.

Options:

Council may determine that they do not wish to run a secondary proposed pilot program, however, there is a large interest in the Town to run another program. The first pilot program sold out within a few weeks and a waitlist was started. There are currently a total of 89 residents on the waitlist, 37 for the 5L unit and 52 for the 2.5L unit. Based on the excitement of the residents and success of the program, staff recommend implementing a secondary pilot program, with the same rates honored by FoodCycler and the Town.

This will continue to provide a convenient and quick way to reduce and reuse organic waste to additional residents, produce valuable information to the Town on potential ways to mitigate costs associated with waste collection, and help the Town to reduce the amount of waste that is collected at curbside and transported to the landfill.

There are currently discussions underway to create drop off centers at the Nick Smith Centre and Library for the Foodilizer by-product for residents that do not have a use for the by-product but are interested in diverting their food waste.

Further options to consider include purchasing additional filters and other accessories to have available to residents at Town Hall and/or the Nick Smith Centre or the Town to purchase from FoodCycler™ at wholesale rates for resale to residents under the pilot program with no additional freight cost if they are included with the FoodCycler re-order.

Larger orders (500 units) have the option for further discounts, extended warranties, payment plan, etc. There will also be a new model available in 2024.

Possible options are listed in the table below. The cost to the Town would be determined by quantity of units ordered (at \$100 subsidy / unit regardless of the size), plus standard shipping and the cost of any accessories, if ordered.

Number of Units	Subsidy Per Unit (\$100/unit)	Shipping (\$1,200.00)	Total
100	\$10,000.00	\$1,200.00	\$11,200.00
150	\$15,000.00	\$1,200.00	\$16,200.00
200	\$20,000.00	\$1,200.00	\$21,200.00

Please see the table below for wholesale cost of accessories (such as filter re-fills and buckets) compared to the individual online order price currently offered to residents.

Accessories	Wholesale Price		Online Order Price (resident)
	Accessory Pricing	Cost to Municipality	
Replacement Filter Pack <i>includes refillable carbon filters (1 filter change)</i>	\$ 22.12 (Plus HST) <i>*Ordered in increments of 18</i>	\$398.16	\$ 30.00 (Plus HST)
Replacement Filter Pack (disposable) (1 filter change)	\$ 22.12 (Plus HST) <i>*Ordered in increments of 20</i>	\$442.40	\$ 30.00 (Plus HST)

Carbon Refills (4 filter changes) (for 2.5L units)	\$ 50.00 (Plus HST) <i>*Ordered in increments of 9</i>	\$450.00	\$75.00 (Plus HST)
Carbon Refills (4 filter changes) (for 5L units)	\$ 50.00 (Plus HST) <i>*Ordered in increments of 9</i>	\$450.00	\$75.00 (Plus HST)
Spare Bucket for FC-30 (2.5L)	\$ 50.00 (Plus HST) <i>*Ordered in increments of 6</i>	\$300.00	\$60.00 (Plus HST)
Spare Bucket for Eco 5 (5L)	\$ 80.00 (Plus HST) <i>*Ordered in increments of 4</i>	\$320.00	\$125.00 (Plus HST)

Policy Considerations:

At the November 14, 2023, Council meeting, Council passed Resolution Number 374-23:

“That Council directs staff to work with Food Cycle Science to implement a pilot program for food waste recycling for up to 100 residences in the Town of Arnprior.

Further That Council direct staff to include within the 2024 Waste Management Operating Budget, an additional \$11,200 net impact to subsidize the pilot program.

Further That Council directs staff to report back to Council by the end of 2024 on the status of the pilot program.”

The Town of Arnprior is always working towards ways to reduce the amount of waste that is collected at curbsides and transported to landfill. Furthering the participation with a secondary pilot program whereby residents can purchase a FoodCycler™ countertop composter for kitchen and food wastes, will continue to provide a convenient and quick way to reduce and reuse organic waste for more residents. In addition, it will provide valuable information to the Town on potential ways to mitigate costs associated with waste collection.

Financial Considerations:

As mentioned in the previous report, rates will be honored by Food Cycler Science on any subsequent orders of 100 units or more, placed within the 2023 and 2024 calendar years.

The cost subsidy would remain in place for the re-order, supported by stacked funding:

- FoodCycler™, offering a **\$200 - \$250** per unit discount,
- Impact Canada (Federal innovation funds) with a **\$50 - \$150** grant per unit, and
- **\$100** per unit Town subsidy, regardless of the unit size.

Residents ultimately pay \$150 for a smaller FC-30 FoodCycler™ (*retails at \$500*) or \$300 for a larger FoodCycler™ Eco 5 (*retails at \$800*).

Shipping is estimated to cost \$1,200.00 based on today's shipping rates.

Staff recommends the following order for the secondary pilot program:

Units

# of Units	Subsidy (\$100/unit)	Shipping
100	\$10,000.00	\$1,200.00

Total Net Cost to Town for 100 Units	\$11,200.00
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Accessories

Item	Bulk Order	Cost	Order #	Total	Resale Price
Carbon Refills (4 pack) for 2.5L unit	In increments of 9	\$450.00	2	\$900.00	\$50.00 for 4 refills or \$22.12 for 1 refill
Carbon Refills (4 pack) for 5L unit	In increments of 9	\$450.00	2	\$900.00	\$50.00 for 4 refills or \$22.12 for 1 refill

Total Cost of Accessories	\$1,800.00
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As accessories will be sold to residents at cost recovery in order to break even, there would be no overall net financial impact.

Staff are recommending that Phase 2 of the Pilot Program be funded from the 2024 Waste Management - Operating Supplies budget following a transfer from the Waste Management Reserve in the net amount of \$11,200 (\$35,500 expense less \$24,300 revenue).

Total Invoice Amount

Item	Pilot Phase 1	Pilot Phase 2	Total
Total Invoice Amount	\$33,700	\$33,700 + \$1,800 (accessories) = \$35,500	\$69,200
Less: Revenue	\$22,500	\$22,500 + \$1,800 (accessories) = \$24,300	\$46,800
Net Impact	\$11,200	\$11,200	\$22,400

The Town's financial contribution total towards the program would be \$35,500, less the revenue from the units and cost recovery from the accessories, leaving a net impact of \$11,200 for the Phase 2 Pilot Program, a total net impact of \$22,400 for both phase 1 and phase 2.

Meeting Dates:

1. May 29th, 2024 Food Cycle Science – Results Presentation
2. June 17th, 2024 – Environmental Advisory Committee

Consultation:

- Farah Sheriffdeen, Municipal Program Coordinator – Food Cycle Science
- Environmental Advisory Committee – reviewed report and agreed with staff's recommendation.

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: Bi-annual Financial Update

Report Number: 24-06-24-05

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

Department: Client Services

Meeting Date: June 24, 2024

Recommendations:

That Council receive report number 24-06-24-05 as information.

Background:

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

Discussion:

2024 Operating Budget Analysis

As of May 31, 2024, 43% of budgeted revenues have been received (44%, 2023) and 57% of budgeted expenses have been expended (56%, 2023).

Comparison YTD May 31 to Budget	2023	2024
Revenues	44%	43%
Expenses	56%	57%

A detailed breakdown by service group of year-to-date (YTD) figures to May 31, 2024, compared to the 2024 operating budget, is included in Table 2 for Revenues and Table 3 for Expenses.

Table 2 – Operating Revenues – Comparison of YTD to Budgeted

Account Description	Revenues			
	Year to Date - May 31	2024 Budget	Variance (\$)	Variance (%)
Taxation				
Revenue from Taxation	5,620,322	\$ 12,513,882	6,893,560	45%
Payments in Lieu of Taxation	-	130,000	130,000	0%
General Government				
Council	-	-	-	-
Clerk	29,207	54,350	25,143	54%
Corporate Management	64,269	450,750	386,481	14%
Human Resources	-	-	-	-
Information Systems	1,452	9,452	8,000	15%
Protection to Persons & Property				
Fire Services	158,312	171,212	12,900	92%
Police Services	-	-	-	-
Animal Services & By-Law	20,073	33,032	12,960	61%
Crossing Guards	-	5,300	5,300	0%
Public Works				
Public Works	28,888	79,600	50,712	36%
Vehicles and Equipment	299,719	600,800	301,081	50%
Cemetery	40,094	118,000	77,906	34%
Environmental Services				
Waterworks	1,618,036	3,727,179	2,109,143	43%
Wastewater	1,248,070	2,689,580	1,441,510	46%
Waste Management	122,299	1,119,450	997,151	11%
Parks and Recreation				
Parks	1,608	6,800	5,192	24%
Marina	59,348	89,300	29,952	66%
Programs	73,638	237,300	163,662	31%
Nick Smith Centre - Programs	513,450	1,025,900	512,450	50%
Nick Smith Centre - Building	-	-	-	-
Buildings	-	-	-	-
Community Services				
Museum	5,698	43,780	38,082	13%
Building Services	271,026	341,500	70,474	79%
Planning and Zoning	19,175	34,700	15,525	55%
Marketing & Economic Development	-	6,500	6,500	0%
Grants and Subsidies	1,076,978	2,456,695	1,379,717	44%
To Reserves / Reserve Funds*	-	-	-	
Total Operating Budget	11,271,662	25,945,062	14,673,401	43%

Operating Budget Notes – Revenues (Table 2):

- Revenues for some branches (Fire, Building Services) look high however this is due to the fact that the full amount for Transfer from Reserves are booked at the beginning of the year. That said, building permit fees are already at 69% of budgeted and \$50K higher than last year at the same time period.
- Some revenues look low however this is due to timing:
 - Waste Management revenues look low (11%) but this is normal as a significant portion of revenues for this branch is generated from the garbage / landfill fee charged on the final tax bills in July.
 - While Museum revenues look low, this is due to the annual CMOG grant funds have not yet been received yet. They usually arrive in Oct-Nov timeframe.

Operating Budget Notes – Expenses (Table 3):

- While Fire Department expenses look low, this is due to wages for the volunteer firefighters are paid once per year in December.
- Winter control budgets are 50% expended compared to 80% expended at this same time period in 2023. The winter control reserve balance is sufficient to cover any overages should there be a number of November / December winter events.
- Some expenses are more seasonal in nature (Parks, Programs) and will incur a higher percentage of expenses over the summer months.
- Contributions to reserves are set at 100% for this chart however are adjusted at year end, depending upon any surplus / deficit.

Overall, there are no major operating concerns identified at this time that would significantly impact the Town's operating budget.

Table 3 – Operating Expenses – Comparison of YTD to Budgeted

Account Description	Expenses			
	Year to Date - May 31	2024 Budget	Variance (\$)	Variance (%)
General Government				
Council	85,613	232,100	146,487	37%
Clerk	157,975	417,250	259,275	38%
Corporate Management	457,460	1,128,200	670,740	41%
Human Resources	55,522	132,850	77,328	42%
Information Systems	136,517	325,450	188,933	42%
Protection to Persons & Property				
Fire Services	256,734	972,438	715,704	26%
Police Services	586,376	1,773,859	1,187,483	33%
Animal Services & By-Law	34,826	104,500	69,674	33%
Crossing Guards	19,130	44,250	25,120	43%
Public Works				
Public Works	933,036	2,116,249	1,183,213	44%
Vehicles and Equipment	99,907	269,400	169,493	37%
Cemetery	56,022	118,000	61,978	47%
Environmental Services				
Waterworks	1,164,788	2,599,843	1,435,055	45%
Wastewater	895,175	2,150,700	1,255,525	42%
Waste Management	360,968	1,072,500	711,532	34%
Parks and Recreation				
Parks	123,957	442,850	318,893	28%
Marina	28,552	88,500	59,948	32%
Programs	122,985	460,300	337,315	27%
Nick Smith Centre - Programs	392,397	870,250	477,853	45%
Nick Smith Centre - Building	687,440	1,414,750	727,310	49%
Buildings	240,559	396,750	156,191	61%
Community Services				
Museum	98,770	312,850	214,080	32%
Building Services	141,177	341,500	200,323	41%
Planning and Zoning	55,206	153,680	98,474	36%
Marketing & Economic Development	65,752	224,750	158,998	29%
Grants and Subsidies	151,027	475,240	324,213	32%
To Reserves / Reserve Funds*	7,306,053	7,306,053	-	100%
Total Operating Budget	14,713,924	\$25,945,062	11,231,138	57%

Financial Considerations

(a) 2023 Consolidated Audited Financial Statements / Financial Information Return (FIR)

Our auditors have completed the Town portion of the audit and once the Library audit has been completed, KPMG will be able to compile the consolidated audited financial statements. We anticipate that KPMG will be able to present the statements at the July 8, 2024 Council Meeting.

The majority of the Financial Information Return (FIR) is complete and once the Library's audited financial information is received, the FIR can be submitted to the Province.

(b) Property Tax Arrears

In February, 45 registered letters were issued to property owners with properties that were two years in arrears with a deadline of March 31, 2024 to bring their account into good standing. Out of these properties, 7 remain two years in arrears and have been registered with a Tax Arrears Certificate.

Only one other property from prior year remains registered with a Tax Arrears Certificate and will continue through the process until they are brought into good standing through payment or become eligible for tax sale.

(c) Development Charges

On August 28, 2023 Council held a hearing with respect to a complaint received under section 20 of the Development Charges Act. Council determined that development charges were properly calculated and applied. The Complainant filed a notice of appeal with the Town Clerk with respect to Council's decision on this matter to the Ontario Land Tribunal. The OLT hearing was completed on June 13-14, 2024 and we are awaiting a final decision.

2024 Capital Project Highlights

The 2024 capital program includes over 57 projects (24 new, 33 WIP) and over \$13.5M in funding. While projects vary on their current stage of completion, significant progress is being made on the capital program. Capital highlights include:

<p>Linear Infrastructure</p>	<ul style="list-style-type: none"> • MacDonald St Reconstruction • Sidewalks McNab St • Rolling Road Rehab • Victoria St Design 	<ul style="list-style-type: none"> • Awarded - in progress • Awarded – in progress • In tender process • Awarded – in progress
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Land Improvements	<ul style="list-style-type: none"> Fairview / Marshall's Bay Parks 	<ul style="list-style-type: none"> To be awarded
Facilities	<ul style="list-style-type: none"> NSC Arena Slab Replacement WPCC Roof Replacement 	<ul style="list-style-type: none"> In tender process Awarded – in progress
Equipment / Vehicles	<ul style="list-style-type: none"> IT Server Upgrades PW 1 Ton Replacement 	<ul style="list-style-type: none"> In progress Awarded – in progress
Studies	<ul style="list-style-type: none"> Recreation Master Plan Water / Wastewater Master Plan Business Retention and Expansion Study 	<ul style="list-style-type: none"> Near completion Near completion Near completion

Procurements Under Delegated Authority

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

Vendor Name	Goods/Services	Value Awarded (pre HST)	Funding Source
Sparton Gardens	Weed Control	\$29,858	Operating Budget
Huckabone Equipment Ltd	60" Mower	\$31,878	Capital Budget
Huckabone Equipment Ltd	72" Mower	\$37,727	Capital Budget
Huckabone Equipment Ltd	Kubota Tractor	\$96,752	Capital Budget
Asbestos Environmental	Type 3 Asbestos Abatement	\$26,515	Operating Budget
Paterson Group	Geotechnical - NSC	\$26,850	Capital Budget
Milliken Landscaping	Planters / Beds	\$38,515	Operating Budget

Investments

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

Options:

N/A

Policy Considerations:

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

Financial Considerations:

As outlined in this report.

Meeting Dates:

N/A

Consultation:

- Senior Management Team

Documents:

N/A

Signatures:

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



ARNPRIOR

Minutes of the Accessibility and Age Friendly Advisory Committee Meeting

May 1st, 2024

6:30 PM

Arnprior Marina (17 Ottawa Street, Arnprior, ON K7S 1W7)

Committee and Staff Attendance

Committee Members Present:

Tina MacLaren, Chair
Lynn Cloutier, Vice Chair
Tom Burnette, Councillor
Amanda Harris, Committee Member
Sarah Tait, Committee Member

Town Staff Present:

Kaila Zamojski, Town Clerk
Oliver Jacob, Deputy Clerk
Graeme Ivory, Director of Recreation
Emily Stovel, Manager of
Culture/Curator

Committee Members Absent:

Dave Furgoch, Committee Member
Amanda Deschamps, Committee Member

1. Call to Order

Tina MacLaren, 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 Dave Furgoch and Amanda Deschamps.

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 008-24
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, May 1st, 2024 be adopted.

Resolution Carried

5. Disclosure of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 009-24
Moved by Sarah Tait
Seconded by Lynn Cloutier

Be It Resolved That the minutes for the March 6th, 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

None

10. New Business

a) Accessibility Tours

Committee Members met on site to perform tours of Town facilities to provide feedback on accessibility of the facilities and amenities within them. The following facilities were toured this evening, with a summary of the suggestions from Committee Members noted.

i. Gillies Trail/ Waterfront Trail

- An accessible portable toilet would complement the existing portable toilet at the Arnprior Marina.
- Consider paving the road surface connection of the Gillies Trail through the public boat launch area at the Arnprior Marina through the rolling

road rehabilitation project for Ottawa Street and/or any other funding opportunities.

- Consider adding an accessible picnic table to the beach area, particularly for seniors and those with disabilities who may be using the beach amenity.
- Continue to ensure that the slope of the Access-Mat is appropriate for its users.
- An accessible pathway connection from the loading zone at the Arnprior Marina to the Gillies Trail and the Marina slips would be beneficial for marina users with mobility aids.
- Consider how to make the bench at the Arnprior Marina accessible with connections to other accessible pathways (where possible).

ii. Robert Simpson Park

- Consultation with the AAFAC would be helpful through the design process of the Robert Simpson Park revitalization project, specifically related to the accessible path from the beach area to the upper level.
- Consideration for more accessible parking at the Robert Simpson Park beach may warrant further study through the revitalized park design process.

iii. Arnprior & District Museum (D.A. Gillies Building)

- Move the accessible parking stall to the left side of the cement base of the accessible ramp, install signage on the building denoting the accessible parking stall and repaint the lines regularly.
- Support was noted for the project to re-pave and level the parking lot.
- Move the salt box and tools (i.e. shovels) out of the turning radius at the base of the accessible ramp to ensure that there is enough space for the movement of mobility aids and their caretakers (where applicable).
- Continue to digitize community belongings and work with Museum staff / volunteers to develop audio recordings, braille displays and other accessible tools to support Museum collections management and programming.
- Ensure that the entrance to the accessible washroom is fully accessible by meeting minimum width requirements on both entrances (via community room and lobby area).
- Add signage on the front door to note that an accessible ramp is available at the rear of the building for those with disabilities.

b) 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:

- It was noted that the accessibility tours were a successful activity and that committee members look forward to the next few meetings as additional Town buildings and parks are reviewed.
- Regarding the accessible parking options at St. John XXIII Catholic School, staff noted that they would work with the Engineering Department to prepare a letter to the school board sharing the concerns about accessible parking for the school families and to request that they consider options to increase accessible loading / unloading spaces within their school site.

11. Adjournment

Resolution Number 010-24

Moved by Sarah Tait

Seconded by Amanda Harris

That the Accessibility and Age Friendly Advisory Committee adjourn at 7:56 PM.

Resolution Carried



ARNPRIOR

**Minutes of the Culture and Diversity Advisory Committee Meeting
May 6th, 2024 at 6:30 PM
Town Hall – Council Chambers**

Committee and Staff Attendance

Committee Members Present:

Michael Bradley, Chair
Dan Lynch, County Councillor
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
Oliver Jacob, Deputy Clerk

Committee Members Absent:

Chris Couper, Vice Chair

1. Call to Order

Michael Bradley, 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 Chris Couper.

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 008-24
Moved by Leslie Ann Hook
Seconded by Gaganpal Singh Bhasin

Be It Resolved That the agenda for the Culture and Diversity Advisory Committee Meeting dated Monday, May 6th, 2024 be adopted.

Resolution Carried

5. Disclosure of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 009-24
Moved by Jennifer McGuire
Seconded by Gaganpal Singh Bhasin

Be It Resolved That the minutes for the April 2nd, 2024 Culture and Diversity Advisory Committee meeting be adopted.

Resolution Carried

7. Presentations/ Delegations

a) Cultural Night Market – Performers Update

Oliver Jacob, Deputy Clerk, provided a PowerPoint Presentation and responded to questions.

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

- In terms of secondary stage performers, it was suggested that the invitation be shared with performers who were unsuccessful in the 2024 Call for Performers at the Concert in the Park and Priorpalooza event. The Arnprior School of Music and ADHS Red Velvet group be considered as potential performers.
- It was noted that a formal evaluation and selection criteria should be developed for next year's Cultural night Market event to ensure that if there are more options available next year, staff are best able to review and select applicants based on objective criteria set in collaboration with the Culture and Diversity Advisory Committee and the community.
- In terms of storytelling, it was recommended that the Arnprior Agricultural Society, Circle of Turtle Lodge and Local Immigration Partnership of Renfrew and Lanark Counties be approached.

- Following a discussion on the inclusion of regional languages in advertising, it was noted that the Manager of Culture / Curator is looking to work with the community to update Museum signage and this may be an opportunity that she can consider through the Museum.

b) Curator’s Report

Emily Stovel, Manager of Culture / Curator, provided an 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:

- Committee members praised the Digitization Team’s work to complete the digitization project which included the processing of over 7,000 community belongings and collections materials.
- Committee members were encouraged to attend the remaining #CultureInArnprior speaker series events and to keep an eye out for future events.

c) Introduction to Cultural Planning

Emily Stovel, Manager of Culture / Curator, provided a PowerPoint Presentation, attached as Appendix A and forming a part of these minutes, and responded to questions.

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

None

10. New Business

a) Roundtable Discussion

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

- The [Local Immigration Partnership of Renfrew and Lanark Counties](#) was highlighted as a key partner organization with work providing training opportunities (Allyship) and events to recognize and celebrate diverse communities.
- It was agreed that the Cultural Night Market video from last year will be shared at the next committee meeting.
- It was agreed that the next meeting on Monday, June 3rd, 2024 will be held in the Community Room at the Arnprior and District Museum.

- Emily Stovel, Manager of Culture / Curator, shared a resource document with committee members from the Legacy of Hope Foundation on Indigenous allyship. This document is attached as Appendix B and forms a part of these minutes.

b) Correspondence

i) Request for Support – Eradicate Islamophobia and Antisemitism

Oliver Jacob, Deputy Clerk, noted that this item had been received from another municipality and it was felt that feedback from the Culture and Diversity Advisory Committee would be helpful before staff were to bring this item to Council for their consideration.

Following fulsome conversations, consensus was reached that the committee would like to like to consider a more inclusive resolution in the future that respects the complexity of the issue at hand while also focusing on the elimination of all forms of discrimination and racism in our communities. It was agreed that this topic will be brought back to a future committee meeting.

ii) Valley Diversity Emporium Event

Oliver Jacob, Deputy Clerk, noted that this item has been provided as information through Committee Member Jennifer McGuire who explained that this event will be hosted by the pflag Canada – Arnprior Chapter on June 22nd, 2024 at the Nick Smith Centre Community Hall.

Emily Stovel, Manager of Culture / Curator, noted that the Museum would have a booth at the event and encouraged committee members to attend and participate at the booth.

11. Adjournment

Resolution Number 010-24

Moved by Leslie Ann Hook

Seconded by Jo Ann Pecaskie

That the Culture and Diversity Advisory Committee adjourn at 8:28 PM.

Resolution Carried



ARNPRIOR

Minutes of the Environmental Advisory Committee Meeting

May 21st, 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
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 008-24
Moved by Ted Strike
Seconded by Alexis Young

Be It Resolved That the agenda for the Environmental Advisory Committee Meeting dated Monday, May 21st, 2024 be adopted.

Resolution Carried

5. Disclosure of Pecuniary Interest

Billy Denault declared the following pecuniary interest on Item No. 7(b) on the May 21st, 2024 Environmental Advisory Committee agenda and stated the following:

“I am making this declaration because I engage in business activities related to lawn maintenance.”

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 009-24
Moved by Billy Denault
Seconded by Barry Goodman

Be It Resolved That the minutes for the April 15th, 2024 Environmental Advisory Committee meeting be adopted.

Resolution Carried

7. Presentations/ Delegations

a) Delegation from the Carleton Place Environmental Advisory Committee

Colin MacDuff, Chair of the Carleton Place Environmental Advisory Committee, provided a PowerPoint Presentation, attached as Appendix A and forming a part of these minutes, and responded to questions.

Billy Denault left the Committee Table at 7:39 PM.

b) No Mow May Discussion

Amy Dean, Environmental Engineering Officer, and Kaila Zamojski, Town Clerk, provided a PowerPoint Presentation and responded to questions.

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

- Public safety considerations are an important aspect to consider (i.e. ticks) and long grass does not provide the best food source for pollinators in the spring months when compared with native plantings.

- Support was shared for the consideration of alternatives to No Mow May, including pollinator gardens and native plantings. Additional consideration should be given to the installation of pollinator gardens on public property (i.e. Town Hall gardens or median at Elgin Street West / Madawaska Street intersection). These installations should include public education signage with explanations about the benefits of the project(s) and with links to appropriate resources on the Town's website (i.e. via QR code).
- It is also important that public education be provided on pollinators and attending to noxious weeds on private property. Should pollinator-friendly policies be implemented, education materials on types of plants/flowers recommended and those prohibited would be beneficial.

Resolution Number 010-24
 Moved by Alexis Young
 Seconded by Ted Strike

That the Environmental Advisory Committee does not support the implementation of No Mow May in the Town of Arnprior; and

Further That alternate options to support pollinators be brought forward and considered by committee members in advance of Spring 2025.

Resolution Carried

Billy Denault returned to the Committee Table at 8:22 PM.

c) Proposed Climate Change Art Partnership

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:

- Committee members shared that they support the project proposal and look forward to engaging further in the project as it rolls out through the Arnprior and District Museum.

8. Matters Tabled/ Deferred/ Unfinished Business

a) Review Action Items Summary Table

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	Completed: The by-laws and policies were provided to committee members by email as requested on May 16 th , 2024.
3	Completed: The Great Arnprior Trash Hunt was a successful community event with over 70 participants and three (3) trailers of garbage materials collected and deposited at the Arnprior Waste Disposal Site. More findings will be shared as they become available and a revised list of areas of need will be developed accordingly.
7	Committee members should reach out to Oliver Jacob, Deputy Clerk, if they are planning to attend the Arnprior Sunday Market.
8	Completed: Barry Goodman will provide the final display to Town staff in advance of the first market of the season.
9	Completed

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.

- There may be opportunities to encourage active transportation alongside the Ottawa Valley Cycling and Active Transportation Alliance (OVCATA) which could include courses for children on bicycle safety on active roadways.
- As the FoodCycler pilot project results come forward, further discussions around composting would be beneficial to see if there are community needs and opportunities to divert organic waste from the landfill.
- Priority setting should be added to the committee’s agenda to create a plan for the coming year.

11. Adjournment

Resolution Number 010-24

Moved by Alexis Young

Seconded by Billy Denault

That the Environmental Advisory Committee adjourn at 8:48 PM.

Resolution Carried

Appendix A
Action Item Summary (Updated)

Ref. No.	Item	Date Assigned	Responsible Party
1	Provide results of the FoodCycler pilot project when compiled / available	2024-03-18	Amy Dean
2	Obtain a copy of the Community Action Arnprior presentation on Greening Business	2024-03-18	Billy Denault
3	Implement webpage content for Environmental Initiatives through identification of resources, events, etc.	2024-03-18	All
4	Identify priorities for potential data collection activities (i.e. survey).	2024-03-18	Alexis Young
5	Identify priorities for potential public engagement activities (i.e. Arnprior Sunday Market, public events, etc.).	2024-03-18	All
6	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
7	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
8	Create education materials and information regarding how to reduce yard waste.	2024-03-18	
9	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	

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

10	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	
11	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
12	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	
13	Work with the Ottawa Valley Cycling and Active Transportation Alliance (OVCATA) on active transportation and bike safety education opportunities.	2024-05-21	
14	Bring forward more information on pollinator-friendly policies and how they could be implemented through Town by-laws and policies.	2024-05-21	Amy Dean Oliver Jacob

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

Completed Items:

Item	Status	Responsible Party
Invite the Carleton Place Environmental Advisory Committee to be a delegation at a future meeting.	Completed	Amy Dean
Provide more information about the MacNamara Field Naturalists Club and its 40 th 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 th , 2024 to May 5 th , 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
Provide electronic copies of Town by-laws and policies with regard to environmental issues (as listed in the March 18 th , 2024 Environmental Advisory Committees PowerPoint Presentation).	Completed	Oliver Jacob
Provide an update regarding The Great Arnprior Trash Hunt and its impact at the next EAC meeting.	Completed	Alexis Young
Create a sorting guide tool for use at public events.	Completed	Barry Goodman
Coordinate with the organizers of The Great Arnprior Trash Hunt to determine locations that are completed and in need of additional clean-up.	Completed	Amy Dean

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

The Corporation of the Town of Arnprior

By-law Number 7500-24

A by-law to award a contract for the Development of Fairview & Marshall's Bay Meadows Parks.

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

Whereas on February 14th, 2024 Council passed By-law 7356-23 to adopt the 2024 Capital Budget which included the development of Fairview Park with a budget of \$630,000.00 and Marshall's Bay Meadows Park with a budget of \$112,200.00; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender REC-2024-03 through a public process for the Development of Fairview & Marshall's Bay Meadows Parks; and

Whereas Strathmar Trenching Limited submitted the lowest acceptable bid of \$597,188.95 (plus HST) for the replacement of the defined scope of work; and

Whereas Jp2g Consultants Inc. has provided a proposal for contract administration & quality assurance for total cost of \$37,060.00 (plus HST); and

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

1. **That** Council awards the Development of Fairview & Marshall's Bay Meadows Parks Tender No. REC-2024-03 to Strathmar Trenching Limited, for a total of \$597,188.95 (plus HST); and
2. That Council authorize an additional \$29,859.44 (plus HST) to be spent on a new slide feature in the Fairview Park.
3. **That** Council authorize the General Manager, Operations to authorize additional contingency expenses up to 10% of the total Contract value.
4. **That** Council awards contract administration services for the Development of Fairview & Marshall's Bay Meadows Parks to Jp2G Consultants Inc. in the amount of \$37,060.00 (plus HST); and
5. **That** the CAO is authorized to execute the agreement and related documents with Strathmar Trenching Limited and Jp2G Consultants Inc. respectively for the defined scope of work.

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

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

Enacted and passed this 24th day of June, 2024.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



Resolution for Support – Eradication of Islamophobia and Antisemitism

That Council of the Corporation of the Town of Arnprior receive the correspondence from the Town of Shelburne; and

Whereas Canada has seen dramatic increases in hate-motivated incidents and hate crimes against Asian, Black, Indigenous, Jewish, Muslim and 2SLGBTQ+ Canadians; and

Whereas the Anti-Asian racism, Anti-Black racism, Anti-Indigenous racism, Antisemitism, Islamophobia and Anti-2SLGBTQ+ discrimination, among others, are real forms of discrimination that affects our residents in many ways both in acts of hate as well as through systemic barriers; and

Whereas the Federation of Canadian Municipalities (FCM) passed a [resolution](#) expressing that hate speech has no place in an inclusive society and resolved that FCM work with all levels of government in addressing the root causes of hate speech; and

Whereas the Town of Arnprior condemns hate and racism in all its forms and is actively engaged in taking action to address discrimination in our community alongside the Town's Culture and Diversity Advisory Committee; and

Whereas the Town of Arnprior is proud of the diverse community of individuals who choose to call Arnprior home and celebrates the rich diversity of Arnprior and beyond through community programs and events like the annual Cultural Night Market; and

Therefore Be It Resolved That the Council of the Town of Arnprior encourages all levels of government to eradicate all forms of racism, including Islamophobia and Antisemitism; and

Further That a copy of this resolution be sent to Justin Trudeau, Prime Minister of Canada; Pascale St-Onge, Minister of Canadian Heritage; Doug Ford, Premier of Ontario; Michael Ford, Minister of Citizenship and Multiculturalism; Cheryl Gallant, MP for Renfrew-Nipissing-Pembroke; and John Yakabuski, MPP for Renfrew-Nipissing-Pembroke.

Background Notes

The attached resolution for support from the Town of Shelburne was circulated to the Culture and Diversity Advisory Committee who provided a positive recommendation on the operative clauses outlined above at their June 2nd, 2024 meeting.



TOWN OF SHELburne

COUNCIL RESOLUTION

No. 08

Date: 3/25/24

Moved: Councillor Benotto

Seconded by: Councillor Wegener

BE IT RESOLVED THAT Council of the Town of Shelburne encourages all levels of government to eradicate all forms of racism especially Islamophobia and antisemitism, and that this motion be sent to our MP and MPP and all municipalities.

CARRIED, W. Mills

Requested Vote to be Recorded Yes No

	Yea	Nay
Mayor Mills	<input type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Hall	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Benotto	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Fegan	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Guchardi	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Sample	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Wegener	<input type="checkbox"/>	<input type="checkbox"/>



Resolution for Support – City of Pembroke and County of Renfrew (Funding of Rehabilitation Facility Serving the County of Renfrew)

That Council of the Corporation of the Town of Arnprior receive the correspondence from the City of Pembroke and County of Renfrew as information; and

Whereas the well-being of our community members is of paramount importance and addressing mental health and substance use disorder is crucial for the overall health and safety of all our residents; and

Whereas the County of Renfrew, like many other regions, faces significant challenges related to mental health and addiction, with individuals and families grappling with the devastating impact of these conditions; and

Whereas timely access to specialized treatment and residential rehabilitation services and transitional housing is essential for those struggling with mental health issues and substance use disorders; and

Whereas we need to address the urgent need for additional treatment beds, especially for adults requiring intensive supports, and to improve access to mental health and addiction care in rural, Northern, and Indigenous communities; and

Whereas the number of drug-related deaths in the County of Renfrew, as a whole, is on the rise underscoring the critical importance of accessible treatment options for those at risk of negative impacts including overdose and death; and

Whereas the establishment of a mental health, drug addiction treatment and residential rehabilitation facility serving the County of Renfrew would provide the following benefits:

1. **Local Accessibility:** Residents would have access to specialized services without the burden of traveling long distances, ensuring timely intervention and continuity of care.
2. **Holistic Approach:** The facility could offer integrated care, addressing both mental health and substance use disorders concurrently, thereby improving outcomes for clients.
3. **Community Support:** By providing a safe and supportive environment, the facility would contribute to reducing stigma and fostering community understanding of mental health and addiction.
4. **Collaboration with Existing Services:** The facility could collaborate with existing community organizations, healthcare and social service providers, and law

enforcement agencies to create a comprehensive network of support (i.e. County of Renfrew MESA program);

Now Therefore Be It Resolved That the Council of the Town of Arnprior supports the City of Pembroke and County of Renfrew in their calls to:

- A. Urgently request that the Province of Ontario allocate funding specifically for the establishment of a mental health, addiction, and residential drug treatment rehabilitation facility serving the County of Renfrew;
- B. Advocate for a facility that offers evidence-based, trauma-informed care, addressing both addiction and concurrent mental health issues;
- C. Commit to working collaboratively with neighbouring municipalities, all community stakeholders, and provincial authorities to ensure the successful implementation of this vital facility;

Further That the Town of Arnprior Council encourages all residents to support this resolution and join the collective effort to enhance mental health and addiction services in our region;

Further That this resolution be sent to the Honourable Doug Ford, Premier of Ontario; Sylvia Jones, Deputy Premier and Minister of Health; Michael Tibollo, Associate Minister of Mental Health and Addictions; Robin Martin, Parliamentary Assistant to the Minister of Health; John Yakabuski, Member of Provincial Parliament for Renfrew-Nipissing-Pembroke; and the Association of Municipalities of Ontario (AMO).