



ARNPRIOR

Town of Arnprior

Regular Meeting of Council Agenda

Date: Tuesday, November 12, 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 – October 28, 2024](#) (Page 1-10)**
- 8. Awards / Delegations / Presentations**
- 9. Public Meetings**
 - a) [Zoning By-law Amendment No. 5/24 \(107 Baskin Drive East\)](#)
(Page 11-12)**
- 10. Matters Tabled / Deferred / Unfinished Business**
- 11. Notice of Motion(s)**

12. Staff Reports

- a) **Zoning By-law Amendment No. 6/24 (400 Division Street)**, Alix Jolicoeur, Manager of Community Services/ Planner (Page 13-27)
- b) **Arena Sponsorship and Advertising Opportunities**, Patrick Foley, Engineering Officer and Graeme Ivory, Director of Recreation (Page 28-34)
- c) **Review of Pound Keeper Services (2025 to 2028)**, Oliver Jacob, Deputy Clerk and Kaila Zamojski, Town Clerk (Page 35-39)
- d) **Renfrew and Area OPP Detachment Board – 2025 Budget**, Robin Paquette, CAO (Page 40-49)
- e) **Council Composition Survey & 2026 Municipal and School Board Election (Alternative Voting)**, Robin Paquette, CAO and Kaila Zamojski, Town Clerk (Page 50-57)

13. Committee Reports and Minutes

- a) **Mayor's Report**
- b) **County Councillor's Report**
- c) **Committee Reports and Minutes**
 - i) **Environmental Advisory Committee Minutes – September 16th, 2024** (Page 58-62)

14. Correspondence & Petitions

- a) **Correspondence**
 - i) Correspondence Package No. I-24-NOV-19

15. By-laws & Resolutions

- a) **By-laws**
 - i) **By-law No. 7535-24 – Pound Keeper Services – Arnprior & District Humane Society** (Page 63-71)

16. Announcements

17. Media Questions

18. Closed Session

19. Confirmatory By-law

By-law No. 7536-24 to confirm the proceedings of Council

20. Adjournment

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

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1840. The Agenda and Agenda items will be prepared in an accessible format upon request.

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

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



ARNPRIOR

**Minutes of Council Meeting
October 28, 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 Chris Toner

Council Members Present (Electronic):

None

Council Members Absent:

Councillor Tom Burnette
Councillor Chris Couper
Councillor Billy Denault

Town Staff Present:

Robin Paquette, CAO
Jennifer Morawiec, General Manager,
Client Services / Treasurer
John Steckly, General Manager, Operations
Steve McLean, Supervisor, Roads and
Services
Rick Frival, Public Works Skilled Labourer
Alix Jolicoeur, Manager of Community
Services / Planner
Graeme Ivory, Director of Recreation
Lucas Power, Program and Events Supervisor
Oliver Jacob, Deputy Clerk
Kaitlyn Wendland, Client Services
Coordinator

1. Call to Order

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

2. Roll Call

The roll was called, with all Members of Council being present except Councillor Tom Burnette, Councillor Chris Couper and Councillor Billy Denault.

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 344-24
Moved by Chris Toner
Seconded by Lynn Cloutier

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, October 28th, 2024 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 345-24
Moved by Dan Lynch
Seconded by Lynn Cloutier

That the minutes of the Regular Meeting of Council listed under Item 7 (a) on the Agenda be adopted (Regular Meeting of Council – October 15th, 2024).

Resolution Carried

8. Awards/Delegations/Presentations

a) Retirement

i. Rick Frivalt, Skilled Labourer, Operations Department (32 Years)

On behalf of Council and staff, Mayor McGee recognized the long-standing service of Rick Frivalt, who has worked within the Operations Department over the last 38 years (including 32 years as a full-time employee). Council presented Mr. Frivalt with a gift as a token of their gratitude and wished him all the best in the next chapter of his life.

b) Presentation

i. World Juniors Come To Arnprior – Director of Recreation and Program and Events Supervisor

Graeme Ivory, Director of Recreation and Lucas Power, Program and Events Supervisor, provided a presentation, attached as Appendix A and forming part of these minutes, on the recently announced selection of the Town of Arnprior as one of the host sites for the 2025 IIHF World Junior Championship pre-competition camps and two competition games taking place in December 2024.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motions

None

12. Staff Reports

a) Provincial Planning Statement (PPS) 2024, Manager of Community Services / Planner

Resolution Number 346-24
Moved by Dan Lynch
Seconded by Lynn Cloutier

That Council receive Report Number 24-10-28-01 as information regarding the Provincial Planning Statement, 2024.

Resolution Carried

b) Bi-Annual Financial Update (Q3 2024) – General Manager, Client Services / Treasurer

Resolution Number 347-24
Moved by Lynn Cloutier
Seconded by Chris Toner

That Council receive Report Number 24-10-28-02 as information.

Resolution Carried

c) 12 Thomas St – Brownfield Remediation Tax Assistance CIP – General Manager, Client Services / Treasurer

Resolution Number 348-24
Moved by Dan Lynch
Seconded by Chris Toner

That Council enact a by-law authorizing the Brownfield Remediation Tax Assistance Program (BRTAP) agreement with OVD Inc., for municipal tax assistance to help offset the remediation costs for 12 Thomas Street; and,

Further That at the request by the property owner, the Town submit an application for matching education property tax assistance under the Ministry of Municipal Affairs and Housing’s Brownfield Financial Tax Incentive Program.

Resolution Carried

d) Cemetery Rules and Regulations By-Law Update – Deputy Clerk

Resolution Number 349-24
Moved by Dan Lynch
Seconded by Lynn Cloutier

That Council adopt a by-law to repeal and replace By-Law No. 6369-14, being a by-law to adopt rules and regulations for Municipal Cemeteries in the Corporation of the Town of Arnprior; and,

Further That Council direct staff to provide public notice of the Town’s intention to repeal and replace By-Law No. 6369-14 (Cemetery Rules and Regulations By-Law) in accordance with the *Funeral, Burial and Cremation Services Act* (FBCSA) and its regulations, subject to final approval by the Registrar; and,

Further That Council direct staff to submit the revised Cemetery Rules and Regulations By-Law to the Registrar of the Cemetery Regulation Unit at the Ministry of Consumer and Government Services for approval.

Resolution Carried

e) Proclamation for Carbon Monoxide Awareness Week (November 1st to 7th, 2024) – Deputy Clerk

Resolution Number 350-24
Moved by Lynn Cloutier
Seconded by Chris Toner

That Council proclaim November 1st to 7th, 2024 as Carbon Monoxide Awareness Week in the Town of Arnprior.

Resolution Carried

The Deputy Clerk read the proclamation:

Whereas carbon monoxide (CO) is often referred to as the silent killer because it is a colourless, odourless and tasteless gas; and

Whereas CO is the leading cause of accident poisoning deaths in North America; and

Whereas each year, it proves fatal for dozens of Canadians and makes thousands more sick with what they think is the flu; and

Whereas increasing awareness of the importance of having functioning carbon monoxide detectors can help save lives; and

Whereas this November, the Town of Arnprior's Fire Prevention / Protection Office will be increasing public awareness of carbon monoxide hazards at home, school and work, highlighting the simple steps we can all take to avoid personal tragedy;

Therefore Council does hereby proclaim November 1st to 7th, 2024 as Carbon Monoxide Awareness Week in the Town of Arnprior and urge all residents and visitors to participate in the outreach activities planned by the Fire Prevention / Protection Officers to highlight the simple steps that everyone can take to limit the risks posed by carbon monoxide to themselves and their families.

13. Committee Reports and Minutes

a) Mayor's Report

Mayor McGee reported the following:

- Alongside County Councillor Lynch, Mayor McGee attended the flag raising for World Polio Day on Tuesday, October 22nd, 2024 hosted by the Rotary Club of Arnprior.
- Mayor McGee reported that there have been discussions among local Mayors related to the recent notification of Ontario Provincial Police (OPP) costs. Warden Emon and colleagues on AMO and ROMA have begun conversations about advocacy to the provincial government on this file.
- Mayor McGee met with Pierre Dufresne from Cavanagh Communities, and he reiterated that Cavanagh Communities is willing to meet with residents outside of the legislative planning process as they undertake their development plans.
- Mayor McGee received the first poppy from the Royal Canadian Legion Branch No. 174 on Friday, October 25th, 2024, marking the official start of this important remembrance initiative which runs until Remembrance Day on November 11th, 2024. Residents can obtain poppies at various locations throughout Arnprior, and donations go directly to the Legion's programs for veterans.
- Mayor McGee attended the last Renfrew OPP Detachment Police Services Board meeting where discussions focussed on the development of the Board's 2025 Budget.
- Mayor McGee participated in the 2024 Witch Walk and opened the Mayor's Office and its Halloween-themed jail cells to the public during the event. The event was well attended throughout the Downtown Core and approximately 40 participants visited Town Hall.
- Mayor McGee spent some time with parents at the Arnprior Packers game which took place in Athens, ON on Sunday, October 27th, 2024.
- Alongside County Councillor Lynch and Councillor Toner, Mayor McGee attended the screening of the Arnprior McNab/Braeside Men's Shed feature "Inspired to Make" series by Lee Valley Canada and held at the O'Brien Theatre Arnprior.

b) County Councillor’s Report

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

- At the October 28th, 2024 Special County Council meeting, the following items of interest were discussed:
 - Starting in January 2025, the County will shift to a Committee of the Whole model whereby Joint Services Committee and Corporate Services Committee will meet on the second Wednesday of each month; and the Development and Property Committee and Operations Committee will meet on the fourth Wednesday of each month.
 - County Council elected to retain the existing one-year terms for the position of Warden of the County of Renfrew (as opposed to two-year terms as was proposed)
 - County Council provided pre-budget approval for the 2025 Capital Projects with a budget of \$26,854,314 including a capital project for Daniel Street work with a budget of \$1,462,428.
- The next County Council meeting will take place on Wednesday, October 30th, 2024 and an update will be provided at the next Council meeting.

c) Committee Reports and Minutes

- i. **Accessibility and Age Friendly Advisory Committee Meeting Minutes – September 3rd, 2024**
- ii. **Culture and Diversity Advisory Committee Meeting Minutes – September 4th, 2024**

Resolution Number 351-24
Moved by Lynn Cloutier
Seconded by Chris Toner

That Council receive the Advisory Committee Minutes listed under Item Number 13 (c) (i-ii) as information.

Resolution Carried

14. Correspondence & Petitions

a) Correspondence Package No. I-24-OCT-18

Resolution Number 352-24
Moved by Dan Lynch
Seconded by Lynn Cloutier

That the Correspondence Package Number I-24-OCT-18 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch noted the following items:

- Page 4 – In 2025, the Town of Arnprior will receive \$913,627 under the Ontario Community Infrastructure Fund (OCIF) and staff should be commended for providing the necessary information to ensure that the Town continues to receive this funding year-over-year. Last year, the Town received approximately \$749,000 under the OCIF program.
- Page 38 – The Government of Ontario is making life easier for drivers by introducing legislation that would, if passed, help make Ontario roads safer and prevent accidents and damages that can occur from potholes. The government is also consulting with municipalities to develop a potholes prevention and repair fund to open in the 2025 construction season.
- Page 49 – As a program of the Association of Municipalities of Ontario (AMO), Local Authority Services (LAS) is currently offering free consultations for LED lighting installations both indoors and outdoors. County Councillor Lynch asked the CAO if the Town has a need for this service, particularly for new parks and open spaces.
 - In response to County Councillor Lynch the CAO noted the Town has already used the LAS service in the past and that all new parks and open spaces would be fitted with energy efficient lighting as part of the park design process.
- Page 51 – The Ontario Ministry of Municipal Affairs and Housing is receiving comments on a proposed regulation that would override municipal by-laws to remove barriers to building Additional Residential Units (ARUs). County Councillor Lynch asked the CAO if the Town has any concerns or comments on this proposed regulation.
 - In response to County Councillor Lynch the CAO noted staff have reviewed the proposed regulation, and it is expected to have little impact on the Town of Arnprior as our planning documents permit similar types of Additional Residential Units (ARUs) development.

b) Correspondence Package No. A-24-OCT-14

Resolution Number 353-24

Moved by Lynn Cloutier

Seconded by Chris Toner

That the Correspondence Package Number A-24-OCT-14 be received and the recommendations outlined be brought forward for Council's consideration.

Resolution Carried

15. By-laws & Resolutions

a) By-laws

Resolution Number 354-24

Moved by Dan Lynch

Seconded by Lynn Cloutier

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

- i. By-law No. 7530-24 – Cemetery Rules and Regulations By-Law
- ii. By-law No. 7531-24 – Parkland Conveyance By-Law
- iii. By-law No. 7532-24 – Appointment to Arnprior Airport Commission (Lynch)
- iv. By-law No. 7533-24 – CIP Agreement (12 Thomas St)

Resolution Carried

b) Resolutions

i. **One Year Extension to the Draft Approval of the Marshall's Bay Meadows Subdivision**

Resolution Number 355-24

Moved by Lynn Cloutier

Seconded by Chris Toner

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

Whereas draft approval was given by the County of Renfrew on August 5, 2015, with revised conditions issued on December 11, 2018, which had a lapsing date of December 11, 2023; however, the County has granted an extension to December 11, 2024; and,

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

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

Resolution Carried

ii. **Municipal Grant Application – Arnprior Regional Health Foundation (Penny Stashick Ugly Sweater Walk)**

Resolution Number 356-24

Moved by Lynn Cloutier

Seconded by Dan Lynch

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

Whereas the Arnprior Regional Health Foundation has partnered with the Stashick family for this year’s annual Penny Stashick Ugly Christmas Sweater Walk, in honour of Penny Stashick, a valued member of the Arnprior community who passed away in November of 2017; and

Whereas the Penny Stashick Ugly Christmas Sweater Walk will be held on Saturday, December 7th, 2024 between 8:00 AM and 12:00 PM; and

Whereas the Arnprior Regional Health Foundation will be allocating dollars raised towards the CT Scan fundraising campaign;

Therefore Be It Resolved That Council approve the request for waiving the Robert Simpson Park Gazebo rental fees including chairs, tables, sound system, and set up / tear down costs (value of approximately \$525.00 plus HST) for the Penny Stashick Ugly Christmas Sweater Walk on December 7th, 2024; and

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

Resolution Carried

16. Announcements

County Councillor Lynch shared two announcements with Council:

- Starting on October 31st, 2024, some Arnprior residents may celebrate Diwali which is a day-long celebration that commences with Dhanteras and ends with Bhai Dooj. It is commonly known as the festival of lights, joy, prosperity and happiness for people of many cultures in Arnprior and around the world.
- The Remembrance Day ceremony will be held on Monday, November 11th, 2024 at the Cenotaph located in front of the Arnprior and District Memorial Hospital, followed by a luncheon at the Royal Canadian Legion Branch No. 174.

Councillor Toner noted that he had attended the 150th anniversary celebrations for the Elgin Street Baptist Church on Sunday, October 20th, 2024 and brought greetings on behalf of the Town of Arnprior, Council and staff on this milestone in their history.

17. Media Questions

None

18. Closed Session

None

19. Confirmatory By-Law

Resolution Number 357-24
Moved by Dan Lynch
Seconded by Chris Toner

That By-law No. 7534-24, being a By-law to confirm the proceedings of the Regular Meeting of Council held on October 28th, 2024, be and is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 358-24
Moved by Lynn Cloutier
Seconded by Dan Lynch

That this meeting of Council be adjourned at 7:34 PM.

Resolution Carried

Signatures

Lisa McGee, Mayor

Oliver Jacob, Deputy Clerk



**The Corporation of the Town of Arnprior
Notice of Application for Zoning By-Law Amendment
ZBLA-5/24 and Notice of Public Meeting**

Take Notice that pursuant to the requirements of the Planning Act, the Corporation of the Town of Arnprior advises that an application for amendment to Comprehensive Zoning By-law No. 6875-18, as amended, has been received and was deemed a complete application.

And Further, Take Notice that an in-person public meeting giving the public an opportunity to make representations in respect of the zoning amendment will be held on **Tuesday, November 12, 2024** at 6:30 p.m. in Council Chambers, Town Hall, 105 Elgin Street West, Arnprior.

Subject Lands:

The lands affected by the amendment are known as 107 Baskin Drive East, legally described as Concession 12, Part of Lot 2, Parts 7 and 8 on registered plan 49R6886; and part of Part 1 on registered plan 49R2437, Town of Arnprior.

Purpose, Effect & Location of the Amendment:

The purpose of the proposed amendment to Comprehensive Zoning By-law 6875-18 is to amend the zoning of the subject property from Airport Development Zone to Employment Zone to permit a wider variety of employment uses.

More Information:

Copies of the proposed amendment, material provided under Section 34 of the Planning Act and any additional information relating to the proposal, are available for inspection by contacting the Planning office at 613-623-4231 ext. 1816 during regular office hours or by emailing planning@arnprior.ca.

Any Person may participate in the public meeting and/or make written or verbal representation either in support of or in opposition to the amendment.

If a person or public body would otherwise have an ability to appeal the decision of the Town of Arnprior to the Ontario Land Tribunal (OLT), but the person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Arnprior before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Arnprior before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal (OLT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of Town of Arnprior on the proposed zoning by-law amendment, you must make a written request to Town of Arnprior c/o Planning, Town of Arnprior, 105 Elgin St. W., Arnprior ON K7S 0A8.

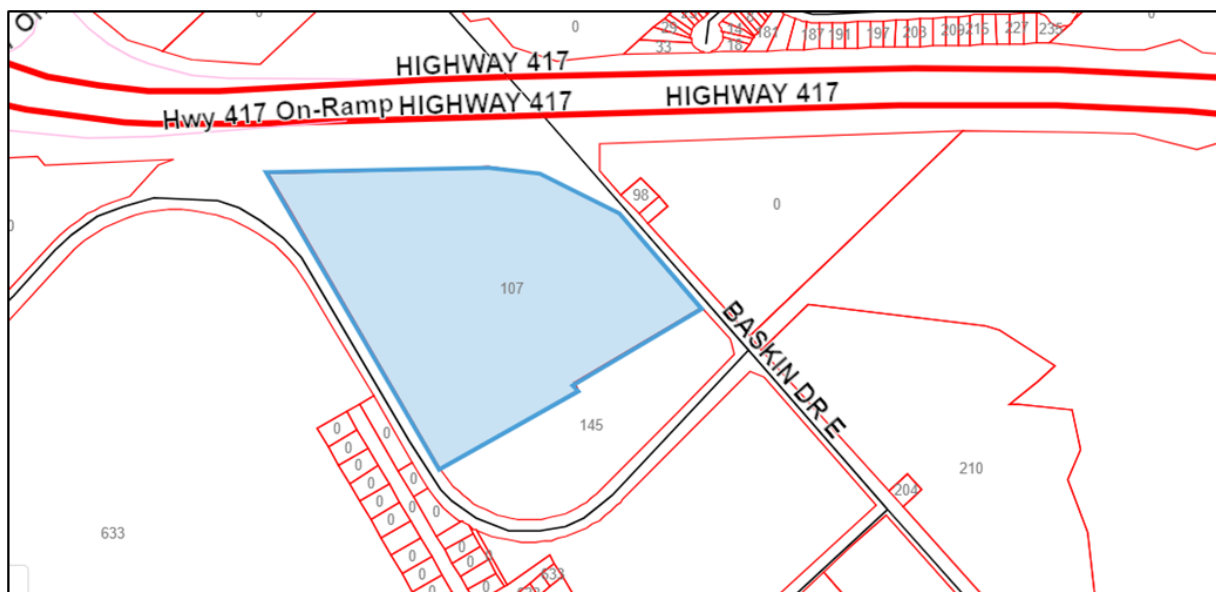
If you are receiving this notice because you are the owner of property in the area of the amendment that contains seven or more residential units, you must also post this notice in a location that is visible to all of the residents of your property.

Privacy Disclosure: As one of the purposes of the Planning Act is to provide for planning processes that are open and accessible, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record. The Town to such persons, will disclosed/make this information available as the Town deems appropriate, including anyone requesting such information. Please note that by submitting any of this information, you are providing the Town with your consent to use and disclose this information as part of the planning process.

Dated at the Town of Arnprior this 17th day of October 2024.

Kaila Zamojski, Clerk
Town of Arnprior
105 Elgin Street West
Arnprior, ON
K7S 0A8

Key Map:





Town of Arnprior Staff Report

Subject: Zoning By-law Amendment No. 6/24 – 400 Division Street

Report Number: 24-11-12-01

Report Author and Position Title: Alix Jolicoeur, Manager of Community Services / Planner

Department: Community Services

Meeting Date: November 12, 2024

Recommendations:

That Council receives an application for an amendment to Zoning By-law 6875-18 for land legally described as McNab Concession A, part of Lot 5 to allow construction of a sales office / model home prior to draft plan approval;

Further That pursuant to Section 34(12) of the Planning Act, Council holds a public meeting on December 9th, 2024, regarding the proposed amendment, to allow for public review and comment.

Background:

Owner: Campbell Farm Regional Inc.

Description of Subject Lands: Lands at the south corner of Division Street and Baskin Drive West.

Legal Description: McNab Concession A, part of Lot 5

Area of Land: 21.27 ha

Existing Structures: Existing barn

Official Plan: Low/Medium Density Residential and Environmental Protection Area

Zoning: Future Development

400 Division and the subject property are the subject of a current application for draft plan approval of a subdivision (47-T-24005). The application was deemed complete by the County of Renfrew on October 18, 2024.

Review of the subdivision application by the Town of Arnprior is currently underway.

The County of Renfrew is the approval authority for draft plan of subdivision. The County of Renfrew has circulated the application for draft plan approval to the Town of

Arnprior and additional reviewers including but not limited to utility providers, MTO, and school boards.

Town of Arnprior staff will review the proposed subdivision development and provide feedback on the application and plans that may require rounds of revision by the development team. Once staff are satisfied that the application, plans and supporting documents demonstrate that the development can meet applicable policies and provisions, staff will recommend draft plan conditions to Council for consideration. Once Council has approved the draft plan conditions, they can be sent to the County for their consideration regarding draft plan approval of the subdivision along with comments and conditions from other reviewers. The County of Renfrew can issue draft plan approval including any conditions from the Town of Arnprior or other reviewers.

The Section 4.16 of the Zoning By-Law currently includes the following provisions:

- “b) Nothing in this by-law shall prevent the use of land for a temporary sales office or model home.
- c) The temporary sales office or model home must be located on lands that are subject to a draft approved plan of subdivision, plan of condominium or an approved site plan control agreement under the Planning Act.”

Summary of Proposal

The applicant is seeking the amendment to change the zoning of the subject property from Future Development zone to Future Development zone exception 48 (FD*48) to permit a sales office/model home to be constructed once the Council of the Town of Arnprior has approved draft plan conditions but prior to receiving draft plan approval from the County of Renfrew.

Context

The subject lands are located east of Highway 417, south of Division Street, and west of Baskin Drive West as per the Key Map in Figure 1.

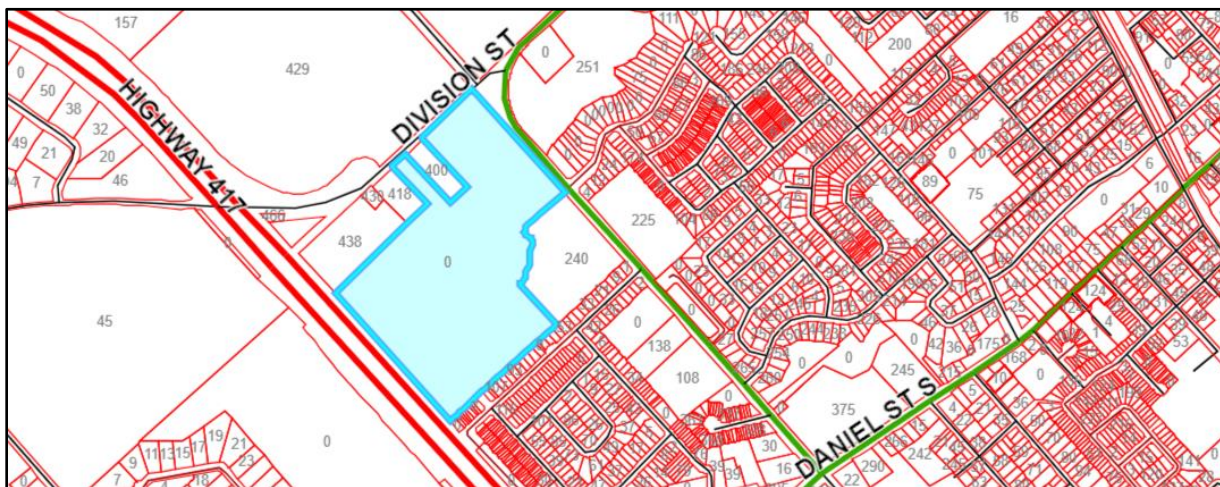


Figure 1: Key Map showing the location of the subject lands.

To the north-west of the subject property are three single detached dwellings, at 418, 430 and 438 Division Street.

North of Division Street is farmland that is outside the Town of Arnprior in the Township of McNab/Braeside.

To the east, across Baskin Drive West, is A.J. Charbonneau Public School, a residential subdivision on Leo Moskos Street, Jed Creek and a vacant parcel zoned Future Development.

To the south are the rear lot lines of dwellings fronting on to Stonehaven Way and Vimy Ridge Crescent.

The École élémentaire catholique des Deux-Rivières is located to the southeast.

Discussion:

Provincial Planning Statement, 2024

There are no PPS policies which relate to sales offices/model homes.

More generally, residential development of the site is consistent with the PPS. The subdivision application will be reviewed against the applicable PPS policies as part of the subdivision review to ensure the design of the subdivision is consistent with the PPS.

Official Plan Policies

The subject property is designated a combination of Low/Medium Density Residential Area and Environmental Protection.

The intent of the Low/Medium Density Residential Area designation is to provide for a range of new housing types and forms to meet projected housing needs while achieving more compact forms of residential development, and that new residential areas permit complementary and compatible land uses including community facilities and open space.

A detached dwelling, which the model home would become once it was no longer used as a sales office/model home, is permitted in the Low/Medium Density Residential Area designation.

The Environmental Protection Area Designation applies to an area along the Robert Scheel Award Drain. The Environmental Protection policies which prohibit development in the Environmental Protection designation will continue to apply.

Official Plan policies for water resources (D1.13) require any new development to be setback minimum 30 m from the highwater mark of a surface water feature. The proposed model home location is more than 30 m from the award drain.

Zoning By-law Provisions

The current zoning of the land is Future Development Zone. The Future Development Zone permits the following uses:

- Legally existing uses as of the effective date of this by-law

The requested zoning by-law amendment is to change the zoning of the subject property from Future Development zone to Future Development zone exception 48 (FD*48) to permit a sales office / model home to be constructed once the Council of the Town of Arnprior has approved draft plan conditions but prior to receiving draft plan approval from the County of Renfrew

At this time, staff recommend that Council proceed to bring the zoning by-law amendment application to a public meeting at the meeting of Council on December 9th, 2024 for public review and comment.

Process

If Council approves holding a public meeting regarding this application, staff will issue notice of a public meeting to all property owners within 120 m of the subject property and to required agencies and individuals.

Following the public meeting, staff will return to Council in January 2025 with a recommendation report on the application for Council consideration.

Following a decision by Council, staff will circulate notice of the decision as required under the Planning Act which will begin the 20-day appeal period. If no appeals are received, the decision is final at the end of the appeal period.

Options:

Council could decide to refuse the application for zoning by-law amendment without holding a public meeting. This option is not recommended by staff as it would not be consistent with Official Plan policies.

Policy Considerations:

As outlined above.

Financial Considerations:

Not Applicable

Meeting Dates:

1. Council direction – November 12, 2024 – application received
2. Public meeting – December 9, 2024 (proposed)
3. Council decision – January 2025 (date to be determined)

Consultation:

The zoning by-law amendment application will be circulated to the County of Renfrew, Renfrew County District School Board, Renfrew County Catholic District School Board, Conseil des Ecoles Catholiques Centre-est, Enbridge Gas, Ontario Power Generation, Hydro One Networks Inc., Township of McNab/Braeside, City of Ottawa, Ministry of Municipal Affairs and Housing, Arnprior Fire Chief, Arnprior Chief Building Official, Arnprior General Manager, Operations, and Arnprior CAO for comment prior to the public meeting.

Documents:

1. Proposed subdivision draft plan
2. Planning justification letter from the applicant
3. Model home draft landscape plan

Signatures

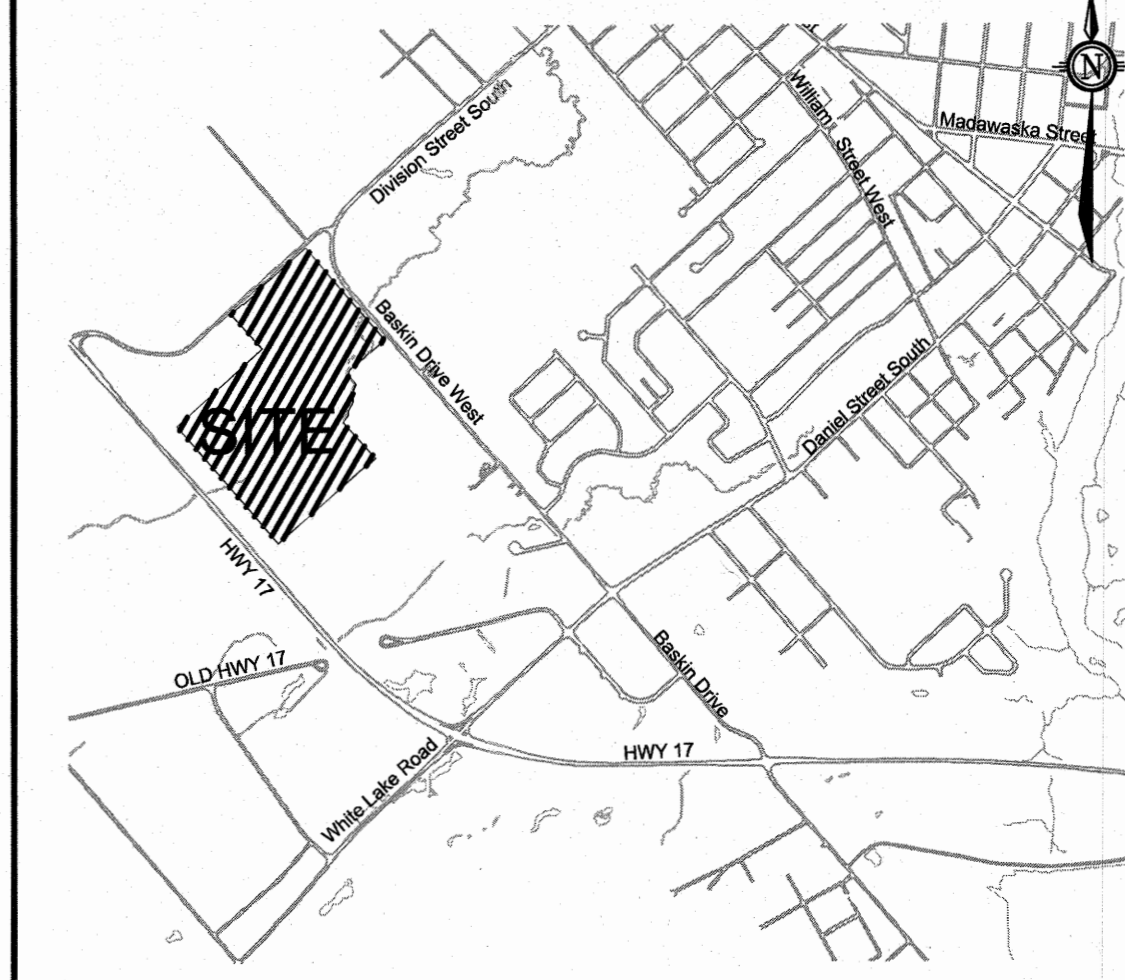
Reviewed by Department Head: Alix Jolicoeur

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

SCHEDULE OF LAND USE			
BLOCK #s	LAND USE	UNITS	AREA (hectares)
1 - 150	Residential - Single Family	150	6.72
151 - 163	Residential - Townhome	108	2.92
164	Residential - Medium Density	14	0.60
165 - 166	Park		0.98
167	SWM		0.95
168 - 172	Open Space		4.82
173 - 175	Pathway		0.10
176	Future Road Allowance		0.07
177	Transfer Block		0.05
178 - 179	Road Widening		0.06
	Roads		4.92
TOTAL			22.19



KEY MAP
NOT TO SCALE

METRIC : MEASUREMENTS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DRAFT PLAN OF SUBDIVISION OF
LOT 5
CONCESSION A
Geographic Township of McNAB
TOWN OF ARNPRIOR
COUNTY OF RENFREW
SCALE

0 40 80 120 metres
1:1250
DATE: SEPTEMBER, 2024

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO ADJOINING LANDS ARE CORRECTLY SHOWN.

DATED SEPT 24, 2024

Simon Kasprzak
Simon Kasprzak
ONTARIO LAND SURVEYOR

Adam Kasprzak Surveying Ltd.
ONTARIO LAND SURVEYORS 23-2116

OWNER'S CERTIFICATE

I/WE, CAMPBELL FARM REGIONAL INC., BEING THE REGISTERED OWNER(S), HEREBY AUTHORIZE NOVATECH TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE COUNTY OF RENFREW FOR REVIEW AND APPROVAL.

DATED September 25, 2024

David Kardish
David Kardish (Assistant Secretary)
I have the authority to bind the corporation

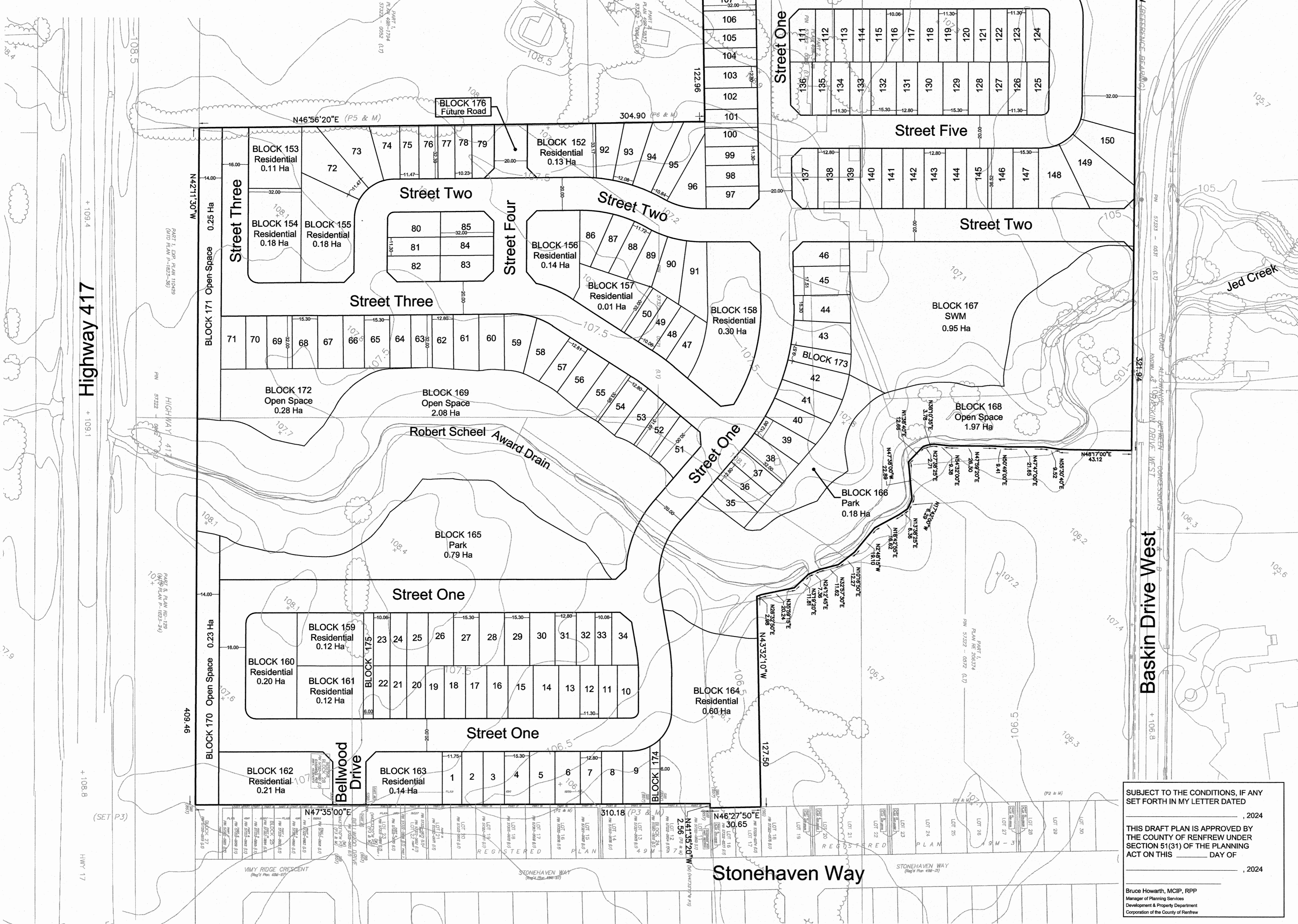
- ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51 (17) OF THE PLANNING ACT.**
- A) The boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor. **As shown on Draft Plan**
 - B) The location, width & names of the proposed highways within the proposed subdivision & of existing highways on which the proposed subdivision abuts. **As shown on Draft Plan**
 - C) On a small supply, or a scale of not less than 1cm to 100m, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision & the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot of other original grant of which the land forms the whole part. **As Shown on Draft Plan**
 - D) The purpose for which the proposed lots are to be used. **Residential, Park, and Stormwater Management shown on Draft Plan**
 - E) The existing uses of all adjoining lands. **Residential, and Rural shown on Draft Plan**
 - F) The approximate dimensions & layout of the proposed lots. **As shown on Draft Plan**
 - G) Names & artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands & wooded areas within or adjacent to the land proposed to be subdivided. **As shown on Draft Plan**
 - H) The availability and return of domestic water supplies. **Development will be supplied with full municipal piped water service**
 - I) The nature & quality of the soil. **Native Silty Clay overlying Glacial Till and Inferred Bedrock.**
 - J) Existing contours or elevations as they may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided. **Contours shown at 0.5 metre intervals on Draft Plan**
 - K) The municipal services available to be provided to the land proposed to be subdivided. **Development will be supplied with full sanitary and storm water sewer services.**
 - L) The nature & extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements, 1994, c. 23, s. 30, 1998, c. 6, s. 29 (21). **As shown on Draft Plan.**

**400 DIVISION STREET
CAMPBELL FARM SUBDIVISION**

NOVATECH
Engineers, Planners & Landscape Architects
Suite 200, 240 Michael Cowpland Drive
Ottawa, Ontario, Canada K2M 1P6

Telephone (613) 254-9643
Facsimile (613) 254-5867
Website www.novatech-eng.com

PROJECT No. 121306



SUBJECT TO THE CONDITIONS, IF ANY SET FORTH IN MY LETTER DATED _____, 2024

THIS DRAFT PLAN IS APPROVED BY THE COUNTY OF RENFREW UNDER SECTION 51(31) OF THE PLANNING ACT ON THIS _____ DAY OF _____, 2024

Bruce Howarth, MCIP, RPP
Manager of Planning Services
Development & Property Department
Corporation of the County of Renfrew

October 23, 2024

Town of Arnprior
105 Elgin St. West
Araprior, ON K7S 0A8

Attention: Alix Jolicoeur, Manager of Community Services/Planner

**Reference: 47T24005 – 400 Division Street
Zoning By-law Amendment for Model Home / Sales Office
Our File No.: 121306**

Novatech has prepared this letter in support of a Zoning By-law Amendment to allow for a Model Home / Sales Office to be constructed on the above site *prior* to Draft Plan approval. Section 4.16 c) of the Town of Arnprior Zoning By-law requires that a Model Home / Sales Office be constructed *after* Draft Plan approval. The letter describes the proposed Model Home / Sales Office and the required Zoning By-law Amendment and provides a high level planning assessment.

Draft Plan of Subdivision and Zoning By-law Amendments have been filed for a residential subdivision that will comprise single detached, semi-detached and townhouse dwellings, a medium density block, two park blocks and a stormwater management pond. The applications were deemed complete on October 18, 2024 and Draft Plan approval is expected in the first half of 2025.

Based on the above, the Model Home / Sales Office is required prior to Draft Plan approval in order to secure pre-sales. The developer proposes to build the Model Home / Sales Office in early February 2025. The builder does not have access to other land in Arnprior where a sales office could be located. Using an existing building in Arnprior was explored, but a suitable building could not be found. Recognizing that a level of certainty of future Draft Plan approval is required, the applicant proposes that the Zoning By-law Amendment only allow for a Model Home / Sales Office to be permitted once the Town of Arnprior has issued Draft Plan conditions (i.e., prior to the County conditions and approval).

Site Description and Surrounding Uses

The Model Home / Sales Office will occupy two of the proposed lots in the proposed subdivision referred to above, being Lots 45 and 46 on the most recent Draft Plan as shown at Figure 2. The broader property being subdivided is a 22.19 ha parcel between Division Street South, Baskin Drive West and Highway 417 in the northwest corner of Arnprior, as shown at Figure 1 below.

To the **north** of the 22.19 ha parcel are three single detached dwellings, at 418, 430 and 438 Division Street. North of Division Street is farmland that is outside the urban area of Arnprior in the Township of McNab/Braeside. To the **east** across Baskin Drive West is the recently built AJ Charbonneau Public School, a residential subdivision on Leo Moskos Street nearing completion, Jed Creek and a vacant parcel zoned Future Development. To the **south** are the rear lot lines of dwellings fronting on to Stonehaven Way and Vimy Ridge Crescent. There is a road stub connecting to the Subject Site to allow Bellwood Drive to continue north. Between 69 and 73 Stonehaven Way is a pathway and servicing block connecting Stonehaven Way to the Subject Site. To the **southeast** is the recently built École élémentaire catholique a Arnprior.

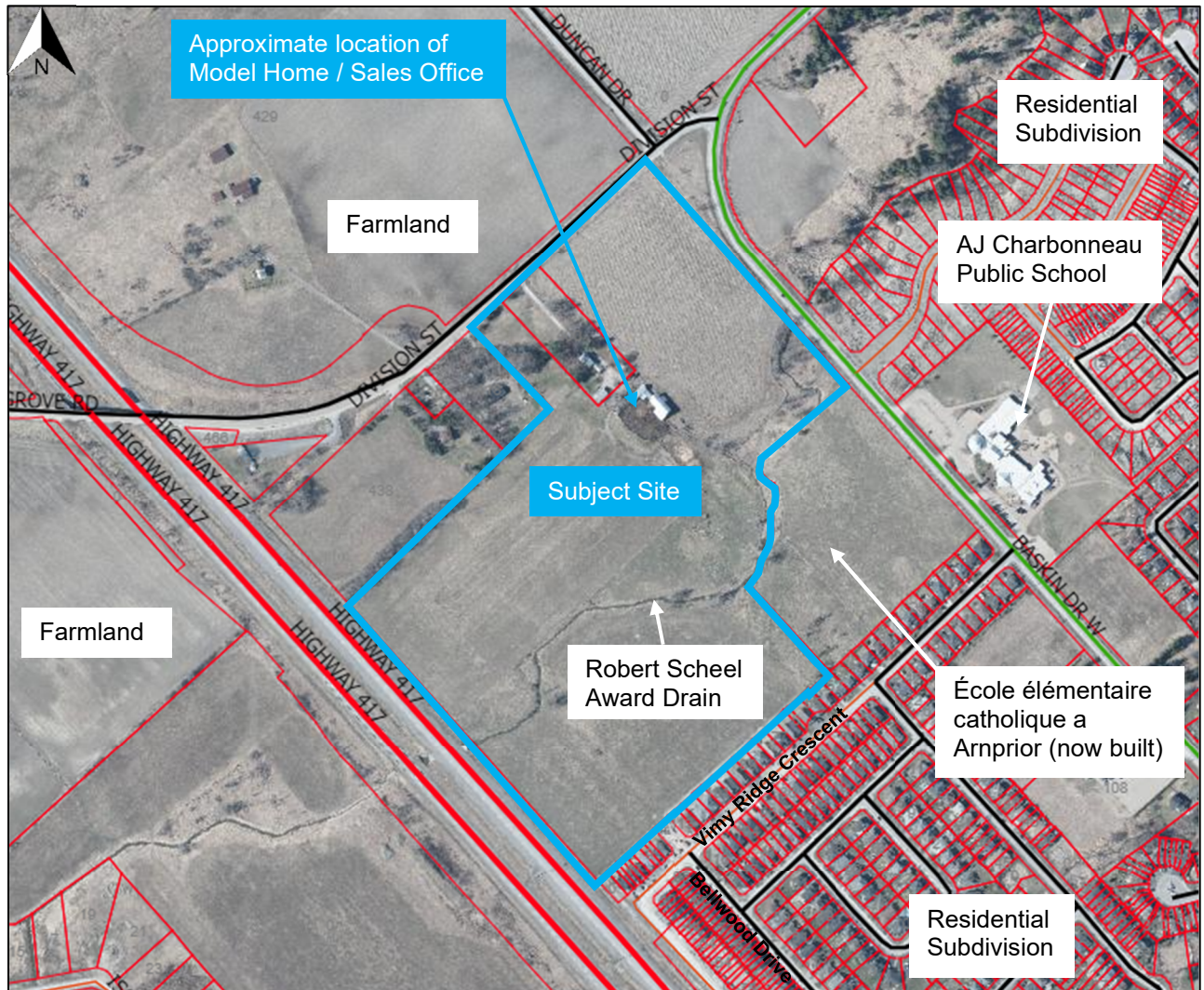


Figure 1: Subject Site and Surrounding Area

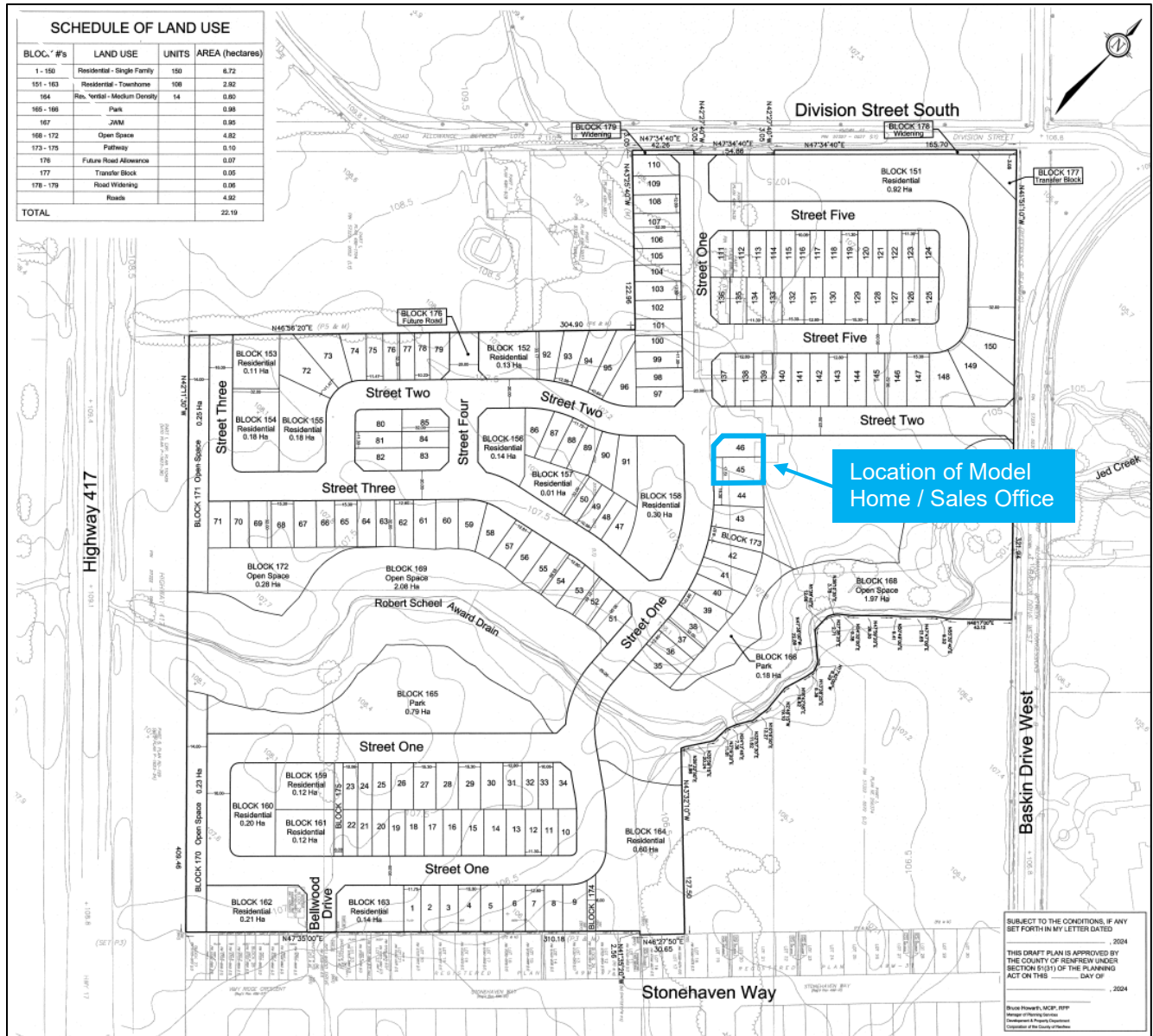


Figure 2: Draft Plan highlighting Lots 45 and 46

Proposed Model Home / Sales Office

The Model Home / Sales Office will be located on Lot 45 on the Draft Plan. A gravel parking lot for seven cars will be located on the neighbouring Lot 46. When the Model Home / Sales Office is no longer required, detached dwellings connected to municipal services will be built on both lots. The area surrounding the Model Home / Sales Office and parking lot will be landscaped as shown on the plan (Figure 3 below). Four signs will be provided. Lighting in the parking lot will be solar powered.

The Model Home / Sales Office will be on private services until municipal services are available. It would be serviced by sanitary and water holding tanks and a dry well. Further servicing details will be confirmed at Building Permit stage.

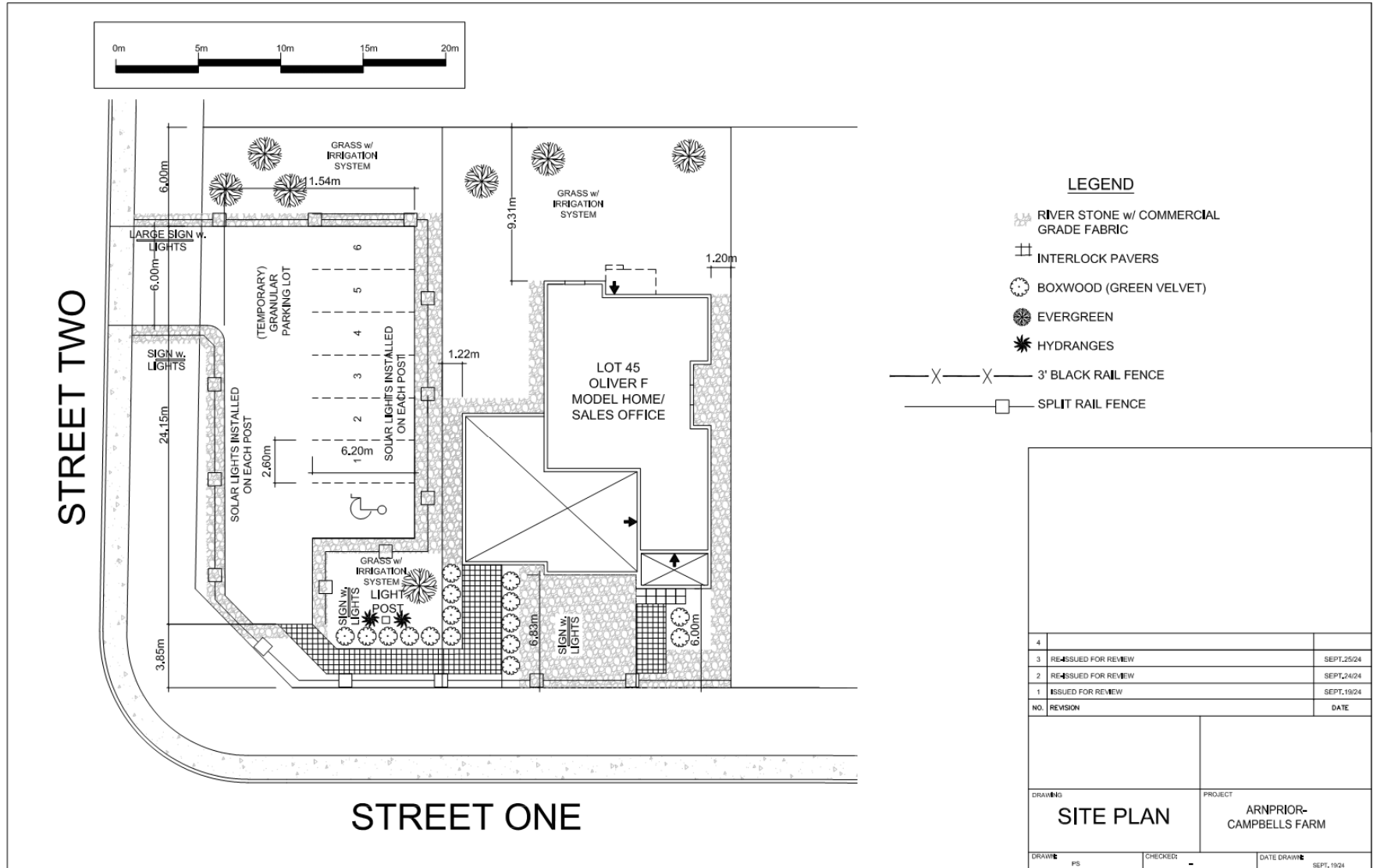


Figure 3: Proposed Model Home / Sales Office

Planning Assessment

Provincial Policy Statement 2024

Section 3 of the *Planning Act* requires that decisions affecting planning matters “*shall be consistent with*” the policies of the *Provincial Policy Statement* (PPS). The relevant provisions of the PPS are assessed below.

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities

The proposed Model Home / Sales Office for a residential subdivision is consistent with policies in this chapter, specifically policy 1 in Section 2.2 which provides policies on housing:

1. Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

b) permitting and facilitating:

1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and

Chapter 4: Wise Use and Management of Resources

Section 4.2 of the PPS provides policies on Water.

2. Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their related hydrologic functions will be protected, improved or restored, which may require mitigative measures and/or alternative development approaches.

Section 4.3 of the PPS provides policies on Agriculture.

4.3.1 General Policies for Agriculture

2. As part of the agricultural land base, prime agricultural areas, including specialty crop areas, shall be designated and protected for long-term use for agriculture.

Section 4.4 of the PPS provides policies on Minerals and Petroleum.

4.4.1 General Policies for Minerals and Petroleum

1. Minerals and petroleum resources shall be protected for long-term use.

Section 4.5 of the PPS provides policies on Mineral Aggregate Resources.

4.5.1 General Policies for Mineral Aggregate Resources

1. Mineral aggregate resources shall be protected for long-term use and, where provincial information is available, deposits of mineral aggregate resources shall be identified.

None of the above exist on or adjacent to the subject site.

Section 4.6 of the PPS provides policies on Cultural Heritage and Archaeology.

1. Protected heritage property, which may contain built heritage resources or cultural heritage landscapes, shall be conserved.

2. Planning authorities shall not permit development and site alteration on lands containing archaeological resources or areas of archaeological potential unless the significant archaeological resources have been conserved.

An Archaeological Resource Assessment was filed with the Draft Plan and Zoning By-law Amendment applications.

Chapter 5: Protecting Public Health and Safety

5.1 General Policies for Natural and Human-Made Hazards

Protecting Public Health and Safety

Section 5.2 of the PPS provides policies on Natural Hazards.

2. Development shall generally be directed to areas outside of:

a) hazardous lands adjacent to the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards;

b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and

c) hazardous sites.

The proposal is not occurring within natural hazard lands or sites.

Section 3.2 of the PPS provides policies on Human-Made Hazards.

1. Development on, abutting or adjacent to lands affected by mine hazards; oil, gas and salt hazards; or former mineral mining operations, mineral aggregate operations or petroleum resource operations may be permitted only if rehabilitation or other measures to address and mitigate known or suspected hazards are under way or have been completed.

2. Sites with contaminants in land or water shall be assessed and remediated as necessary prior to any activity on the site associated with the proposed use such that there will be no adverse effects.

Phase 1 and 2 Environmental Site Assessments were filed with the Draft Plan and Zoning By-law Amendment applications.

County of Renfrew County Official Plan

The Subject Site is designated Urban Community on Schedule A (McNabb Braeside Enlargement). The Model Home / Sales Office and the broader residential subdivision is consistent with this designation.

Town of Arnprior Official Plan

Schedule A (Land Use) of the Official Plan (OP) classifies the Subject Site as Low / Medium Density Residential, subject to Section C2 of the OP. *Schedule B (Transportation)* identifies Highway 417 as a *Freeway* and Baskin Drive West as an *Arterial*. *Schedule C (Natural Hazards and Heritage Areas)* identifies a Natural Area along the Robert Scheel Award Drain. It is classified as: “9 - *Natural Corridors Creek valleys that wind through neighbourhoods are already protected to some extent, but need recognition as valuable habitat corridors and linear natural areas.*”

The proposed Model Home / Sales Office for the residential subdivision is consistent with the objectives of the Low / Medium Density Residential designation and the policies at C2.4. It is adequately setback from the Robert Scheel Award Drain.

Town of Arnprior Zoning By-law 6875-18

The Subject Site is currently zoned Future Development (FD). Although a separate Zoning By-law Amendment has been filed to rezone the Subject Site to zones suitable for development, this zoning is not yet in place. *The Future Development (FD) Zone recognizes existing uses on date of passing of this By-law. Future development on lands within this Zone will require an amendment to the Zoning By-law.*

Notwithstanding that this Zoning By-law Amendment will permit the proposed Model Home / Sales Office, it is also currently a permitted use pursuant to Section 4.16 b) of the Zoning By-law:

b) Nothing in this By-law shall prevent the use of land for a temporary sales office or a model home.

Below is an assessment against the provisions of *Table 9.8.2: Future Development Zone Standards*.

Standard	Requirement	Provided
Minimum Required Front Yard	6.0 m	6.83 m
Minimum Required Rear Yard	7.5 m	9.31 m
Minimum Required Interior Side Yard	1.2 m	1.2 m
Minimum Required Exterior Side Yard	3.0 m	16.0 m
Maximum Height	11.0 m	9m (approximate)

Proposed Zoning By-law Amendment

A site specific amendment is suggested with wording to the effect that Section 4.16 c) does not apply.

Recognizing that a level of certainty of approval of the broader subdivision is required, the applicant proposes that the Zoning By-law Amendment text allow for a Model Home / Sales Office to only be permitted once the Town of Arnprior has issued Draft Plan conditions (i.e., prior to the County approval and conditions).

Conclusion

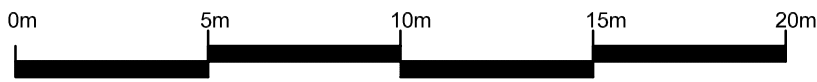
It is our assessment that the proposed development is consistent with the Provincial Policy Statement and conforms to both the County of Renfrew Official Plan and the Town of Arnprior Official Plan. The Zoning By-law Amendment can be approved as it is for temporary use that can be adequately serviced and will facilitate development of a residential subdivision.

Sincerely,

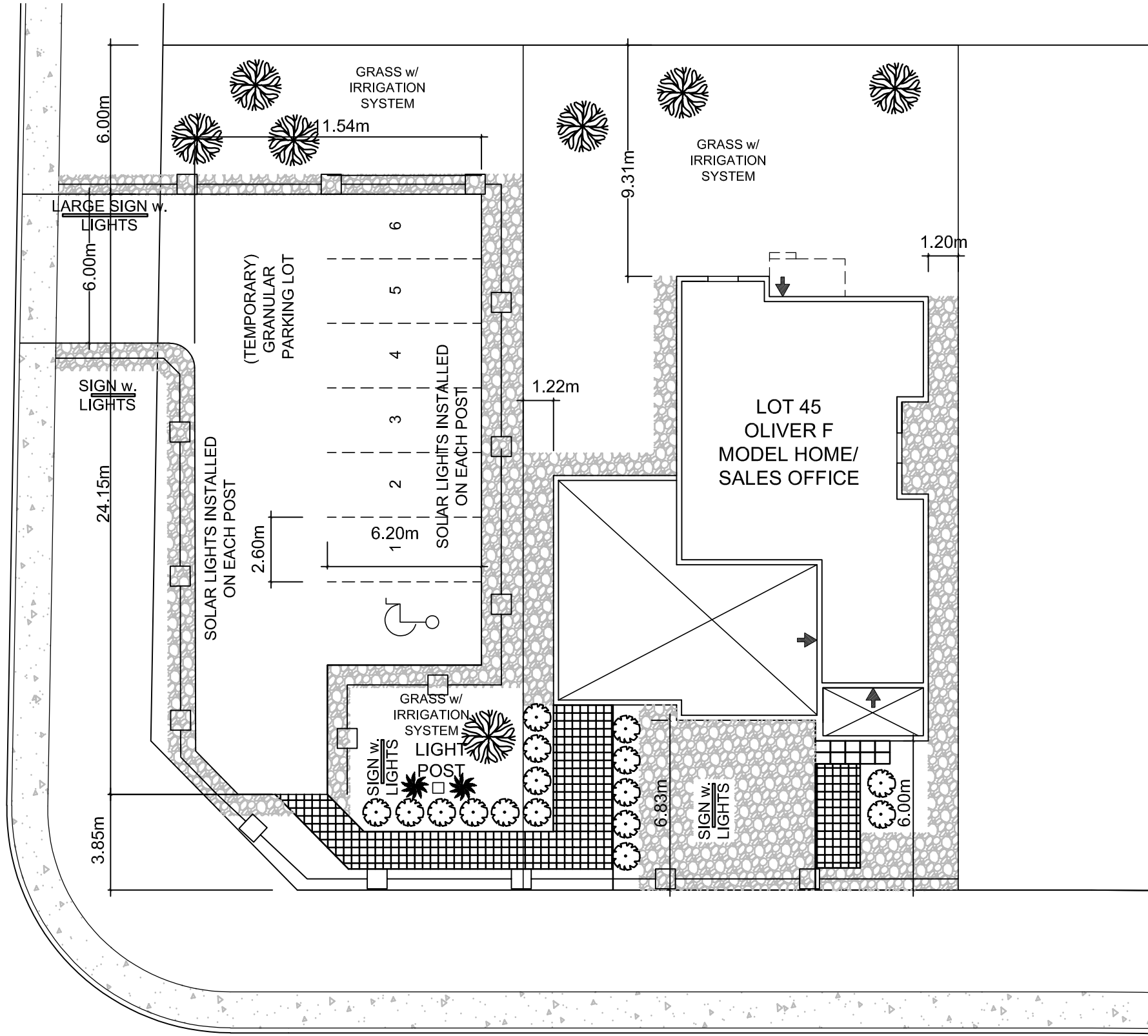
NOVATECH



James Ireland, MCIP, RPP
Project Manager



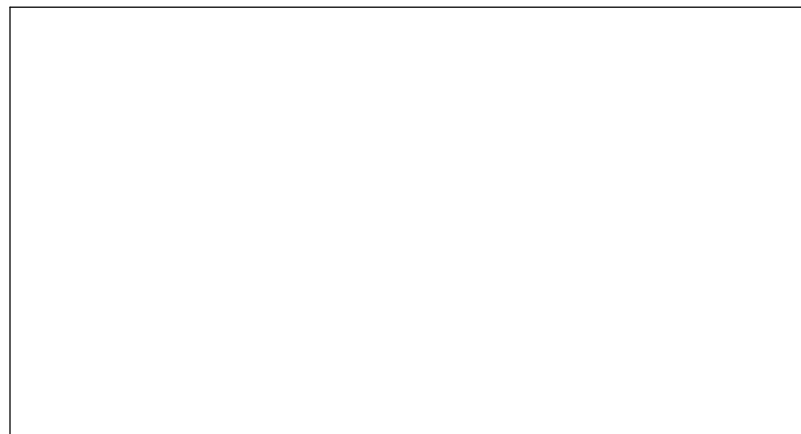
STREET TWO



STREET ONE

LEGEND

- RIVER STONE w/ COMMERCIAL GRADE FABRIC
- INTERLOCK PAVERS
- BOXWOOD (GREEN VELVET)
- EVERGREEN
- HYDRANGES
- 3' BLACK RAIL FENCE
- SPLIT RAIL FENCE



NO.	REVISION	DATE
4		
3	RE-ISSUED FOR REVIEW	SEPT.25/24
2	RE-ISSUED FOR REVIEW	SEPT.24/24
1	ISSUED FOR REVIEW	SEPT.19/24

DRAWING	PROJECT
SITE PLAN	ARNPRIOR-CAMPBELLS FARM

DRAWN:	CHECKED:	DATE DRAWN:
PS	-	SEPT. 19/24



Town of Arnprior Staff Report

Subject: Arena Sponsorship and Advertising Opportunities

Report Number: 24-11-12-02

Report Author and Position Title: Patrick Foley, Engineering Officer and Graeme Ivory, Director of Recreation

Department: Operations / Recreation

Meeting Date: November 12th, 2024

Recommendations:

That Council authorize the Director of Recreation to negotiate sponsorship opportunities for the Nick Smith Centre and enter into agreements for these assets; and

Further That Council enact a by-law to amend the User Fees and Charges By-Law 7463-24, Schedule E to include the sponsorship and advertising rates as outlined herein.

Background:

The Nick Smith Centre Arena Revitalization project began in 2023 with the aim of replacing the aging arena infrastructure at the Nick Smith Centre (NSC) – with many components original to the building that opened in 1977. Architecture 49 was awarded the design scope of this project in August 2023. Design opportunities were produced and reviewed with key stakeholders and user groups with decided design approved by Council in October of that same year. Following the RFP process, Frecon Construction Limited was awarded this project in July 2024 with the full scope of work of the Nick Smith Centre Arena Revitalization project approved for \$7.1 million.

There are a variety of advertising opportunities currently available at the Nick Smith Centre including wall, rinkboard and in-ice logos, with the advertiser being responsible for the cost of producing their advertisement (banner, rinkboard, graphic, etc.). NSC advertising revenues have been over \$14,000 in each of the last two years and are expected to exceed that figure in 2024.

Current advertising rates in Schedule E of the User Fees and Charges By-law No. 7463-24:

Table 1: Current Advertising Rates and Types

Advertisement Type	Cost
NSC Wall Ad – Annual	\$275.00 (one arena) \$375.00 (both arenas)
NSC Rink Board Ad – Annual – Includes sponsorship of one public skate (one ad), two public skates (two ads)	\$550.00 (one arena) \$700.00 (both arenas)
NSC Ice Surface Ad – Annual *limited availability* – Includes sponsorship of one public skate (one ad), two public skates (two ads)	\$825.00 (one arena) \$1200.00 (both arenas)

Discussion:

The scope of the Nick Smith Centre Arena Revitalization project will ensure all advertising opportunities mentioned above will continue to be available while also producing new advertising and sponsorship opportunities. Moreover, staff continue to explore additional advertising opportunities within the facility to help offset the facility’s operational costs.

Additions to the branding opportunities outlined above, sponsorship and advertising options would include:

- Scoreboards (2 available)
- Changerooms (10 available)
- Newly constructed meeting rooms (3 available)
- Newly constructed mezzanine viewing area (1 available)
- Arena Seats (1070 available)

These opportunities provide various price points allowing participation from small, medium and large businesses. These opportunities are divided into two categories: sponsorship and advertising.

- Sponsorship opportunities will be a one-time fee that helps offset the cost of the asset and will remain in place for the life of the asset. (Life is defined as 10 years). Sponsorship opportunities include the two arena scoreboards and the arena seats.
- Advertising opportunities will have terms of 3-years or 5-years, and the annual fee will support the annual operating budget. Advertising opportunities would include the rinkboards, wall ads, dressing rooms, meeting rooms, viewing area and in-ice ads.

Scoreboards

New scoreboards will be erected in both the Bert Hall Arena and Glenn Arthur Arena. Scoreboard dimensions and features will vary from one rink to the other. Scoreboard pricing has been received from NEVCO through the LAS CANOE cooperative purchasing program. As a sponsorship, fees ranging from 70-77% of the cost of the capital are proposed.

Table 2: Sponsorship Opportunity - Scoreboards

Location	Estimated Cost	Sponsorship Fee	% Offset
Bert Hall Arena	\$26,100.00	\$20,000.00	77%
Glenn Arthur Arena	\$21,500.00	\$15,000.00	70%
Total	\$47,600.00	\$35,000.00	73.5%

Arena Seats

While investigating sponsorship opportunities, staff came across the “Best Seat in the House” promotion that the Town of Bracebridge did to support the construction of their new arena (Muskoka Lumber Community Centre). Town staff met with the Manager of Recreation Programs and Services at the Town of Bracebridge to discuss logistics and the results of their promotion. Currently, Bracebridge has “sold” 375 seats at \$500.00 per seat. Sponsors were a mix of businesses and individuals in the community.

If the Town was to proceed with a similar sponsorship program, seats would be sold through EventBrite’s ticket service which has been used successfully for Town events. The life of the sponsorship would be defined as 10 years. The seating vendor engaged as part of the arena revitalization project would emboss logos and wording onto the face of the seat with a durable paint. The sponsors would be able to choose what words and/or images went on the seat with the following limitations:

- Colour limited to white
- Character limit (to be determined)
- Font size limit (to be determined)
- Dimensions 7” x 12”
- All content subject to staff approval (to ensure appropriate content etc.)
- All business logos and images must be provided to the Town in a vectorized file

Town staff have verified that local businesses would be capable of producing vectorized files (for a fee) for businesses that do not already have this file type for their business logo.

The spectator stands, including fabrication, delivery and installation, carry an approximate value of \$345,000. There are 1,070 seats in the current design which means that each seat carries a cost to the Town of approximately \$325. Below is a

breakdown of costs per seat if this program was to be implemented with a sponsorship fee of \$500 per seat:

Table 3: Sponsorship Opportunity - Arena Seats

Item	Value
Cost of Spectator Seat	\$325.00
Printing Costs	\$60.00
EventBrite Commissions (4%)	\$20.00
Total Seat Cost to the Town	\$405.00
Seat Sponsorship Price	\$500.00

Initially, the 210 seats in the middle section of Bert Hall Arena, from blue line to blue line would be available for sponsorship. If these seats all become sponsored, additional seating sections will be made available. Any revenue from this seat sponsorship promotion would help offset the capital costs for the Nick Smith Centre Arena Revitalization project.

As outlined in Table 3, if the Town is successful in gaining sponsorship for 250 of the seats (\$105,000), 30% of the \$345,000 cost of spectator seating would be covered. If 825 seats are successfully sponsored, 100% of seating costs would be covered.

Table 4: Sponsorship Costs and Revenue Estimates (based on number of seats sold)

Number of Seats Sold	100 Seats	250 Seats	500 Seats	825 Seats	1070 Seats
Revenue Per Seat	\$500	\$500	\$500	\$500	\$500
Total Revenue	\$50,000	\$125,000	\$250,000	\$412,500	\$535,000
Cost of Promotion	\$8,000	\$20,000	\$40,000	\$66,000	\$85,600
Net Proceeds	\$42,000	\$105,000	\$210,000	\$346,500	\$449,400
Spectator Seating Costs	\$345,000	\$345,000	\$345,000	\$345,000	\$449,400
Total Recovered	12%	30%	61%	100%	130%

Dressing Rooms

There are eight standard dressing rooms, one alternate dressing room and one referee dressing room. This advertising opportunity would have the sponsor logo on the door, within the dressing room and all displays related to that room. The term of dressing room advertising would be 3-years.

Newly Constructed Spaces

The four newly constructed public spaces that present sponsorship opportunities include three meeting rooms (one on the ground level; two on the second level) and the viewing area located on the second storey of the mezzanine structure. This advertising opportunity would have the sponsor logo on the door, within the room, on the exterior wall visible to participants in the arena and all displays related to that space. The term of the meeting room or viewing room advertising would be 5-years.

Rinkboards, Wall Ads and In-Ice Logos

Our traditional advertising will remain, however instead of a 1-year term, staff are looking to expand to a minimum 3-year term. One of the driving factors behind this, especially where the rinkboard advertising is concerned, is it will allow a new adhesive product to wrap the boards with the advertisers branding as opposed to having the current style of advertising used that requires the rinkboards to be covered with lexan that is screwed into the boards.

Table 5: Rinkboard, Wall Ads and In-Ice Logo Sponsorships

Location	Term	Annual Cost	25% Sold	50% Sold	100% Sold
Viewing Area	5-Years	\$1,200	\$1,200	\$1,200	\$1,200
Meeting Room	5-Years	\$900	\$900 (1)	\$1,800 (2)	\$2,700
Dressing Room	3-Years	\$600	\$1,800 (3)	\$3,000 (5)	\$6,000
Rinkboard*	3-Years	\$800	\$9,600 (12)	\$20,000 (25)	\$40,000
In-Ice Logo*	3-Years	\$900	\$1,800 (2)	\$2,700 (3)	\$5,400
Arena Wall*	3-Years	\$450	\$1,800 (4)	\$4,050 (9)	\$8,100
Total	N/A	N/A	\$17,100	\$32,750	\$63,400

* This only took into account advertising on Bert Hall Arena. The same offerings are available on the Glenn Arthur Arena.

Even at 25% engagement in these advertising opportunities, this still exceeds the current budgeted value of facility advertising at the Nick Smith Centre.

Once approved, staff would engage with our existing advertisers about their interest in both the sponsorship and advertising opportunities following the Nick Smith Centre Arena Revitalization Project. In addition, a public campaign will get underway looking for support from our local business community as well as larger corporations.

Options:

Council may choose not to endorse all or parts of this advertising and sponsorship plan. This is not recommended however as advertising and sponsorships are effective avenues for business to reach their target audiences and provides opportunities to generate revenues to offset capital and operating expenses for the Nick Smith Centre.

Policy Considerations:

User Charges Bylaw

This venture aligns with the strategic priority of Financial Sustainability as outlined in the 2024-2027 Strategic Plan and also aligns with a recommendation in the 2024 Recreation and Parks Master Plan to explore opportunities for additional, reliable, and sustainable funding resources for parks and recreation programs and facilities.

Financial Considerations:

Operationally, due to closures for the capital project, the 2025 operating budget includes an approximate \$250,000 reduction in projected rental revenues which factors lost revenues for ice rentals, shinny, public skating, sports camp and rinkboard advertising during the construction period. Starting in Q4 2025, as the debenture costs of this project will be included in the recreation operating budget for the next 10-years, revenue generating opportunities such sponsorships and advertising will help provide additional revenues to support the increased costs.

Meeting Dates:

N/A

Consultation:

- Town of Bracebridge for debrief on “Best Seat in the House” Promotion

Documents:

1. Revised Schedule E – User Fees and Charges By-Law

Signatures

Reviewed by Department Head: Graeme Ivory

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Schedule E – Planning and Economic Development

Description	Fees
Marketing and Economic Development Fees – Nick Smith Centre Advertising	
Display Screen Ad	\$40 / month, \$400 / year
Nick Smith Centre Wall Ad – Annual *Requires a 3-Year Commitment	\$450.00
Nick Smith Centre Dressing Room Ad – Annual *Requires a 3-Year Commitment	\$600.00
Nick Smith Centre Rinkboard Ad – Annual - Includes sponsorship of one public skate per ad per year *Requires a 3-Year Commitment	\$800.00
Nick Smith Centre Ice Surface Ad – Annual - Includes sponsorship of one public skate per ad per year *limited availability* *Requires a 3-Year Commitment	\$900.00
Nick Smith Centre Arena Meeting Room – Annual - Includes sponsorship of two public skates per year per room *limited availability* *Requires a 5-Year Commitment	\$900.00
Nick Smith Centre Arena Viewing Area – Annual - Includes sponsorship of three public skates per year *limited availability* *Requires at 5-Year Commitment	\$1,200.00
Note: Advertiser is responsible for providing the physical / digital signage	
Sponsorship packages and alternate advertising fees will be determined by the Director of Recreation in consultation with the CAO to allow flexibility for other formats, opportunities and ensure cost recovery.	



Town of Arnprior Staff Report

Subject: Review of Pound Keeper Services (2025 to 2028)

Report Number: 24-11-12-03

Report Author and Position Title: Oliver Jacob, Deputy Clerk

Department: Client Services

Meeting Date: November 12th, 2024

Recommendations:

That Council receives Report Number 24-11-12-03 as information; and

Further That Council adopt a by-law authorizing the Mayor and Clerk to enter into a service agreement for 2025 to 2028 with the Arnprior and District Humane Society for the provision of pound keeper services for the municipality.

Background:

Since the late 1990s, the Town of Arnprior has utilized the Arnprior and District Humane Society (referred to as the “Humane Society”), located at 490 Didak Drive, as the Town’s provider of pound keeper and shelter services. It acts as the primary location where stray or lost dogs and cats are housed until they can be returned to their owner(s) or rehomed in accordance with the Humane Society’s regulations.

In accordance with the current agreement, the Humane Society assumes complete responsibility for all operations and maintenance of the pound facility. Once an animal has been brought to the Humane Society by a By-Law Enforcement Officer, the Humane Society will care for the animal for a period of up to seventy-two (72) hours to allow for its owner to claim their pet in accordance with the *Animals for Research Act, R.S.O. 1990, c. A.22*. After this period, the animal is legally transferred to become property of the Town, and then through the current agreement the animal becomes the property of the Humane Society.

The Town of Arnprior contracts the provision of by-law enforcement services (including animal control) to Municipal Law Enforcement Services (MLES). As agents of the Town of Arnprior, By-Law Enforcement Officers are considered to be peace officers, giving them the ability to exercise authority granted through municipal by-law, write tickets and lay charges.

The Town last conducted a best practice review of pound keeper services in 2016 which resulted in the creation of a formal service agreement with the Humane Society. At that time, Council elected to maintain the current level of funding at \$15,000. The Town's current agreement was signed in 2020, and it is set to expire on December 31st, 2024. Given the upcoming agreement expiry, Town staff have completed the procurement process for pound keeper services in accordance with the Procurement By-Law. A new contract would cover the next four-year period from January 1st, 2025 to December 31st, 2028.

Discussion:

A Request for Quotation (RFQ) was issued to local organizations that provide pound keeper or shelter services on October 1st, 2024 including the Arnprior and District Humane Society, Town of Renfrew, Ottawa Valley OSPCA, Lanark Animal Welfare Society and the Ottawa Humane Society. The request outlined the levels of services that have been provided in our current service agreement regarding the operation and maintenance of the pound facility and the care provided to impounded animals. Pound keeper services typically include, but are not limited to, operating the pound facility, caring for impounded animals (including veterinary care) and appropriate record keeping in accordance with the applicable provincial legislation. Organizations were given until October 28th, 2024 to submit quotations for the specified services.

After the submission deadline passed, Town staff evaluated the two (2) submissions that were made and the results are outlined below.

1. Town of Renfrew

The Town of Renfrew operates a municipal pound, located within the Town's Public Works Garage at 529 Lisgar Avenue, and the pound has facilities for both dogs and cats from multiple municipalities including the Town of Renfrew, Township of McNab/Braeside, and Township of Whitewater Region.

However, they noted that they do not provide pound keeper services and that each participating municipality is responsible for the care provided to the animals that they bring into the pound. This would mean that the Town's By-Law Enforcement Officers would be required to clean, feed, water, and exercise animals within our care (where applicable). Owners would have to visit the pound facility in the Town of Renfrew to retrieve their impounded animal(s) and pay the associated fees. The Town of Arnprior would also be responsible for disposing of any unclaimed animals after the impoundment period has elapsed (i.e. through adoption or euthanasia).

2. Arnprior and District Humane Society

The Arnprior and District Humane Society is a not-for-profit organization that has a mandate to rescue, house and care for lost, stray and abandoned pets. It is primarily funded through sponsor assistance, revenue from activities (such as adoption fees), fundraising events, donations and pound keeper

services funding from the Town of Arnprior. Funding from the municipality for their services as pound keeper assists in keeping the Humane Society in operation. As noted above, pound services are a basic requirement for animal control and without pound keeper services, some of the municipality's animal control measures would not be able to be enforced (those related to stray animals and impoundment).

The Humane Society has served as the Town's pound keepers since the late 1990s, and they have confirmed that they are willing to continue to offer pound keeper services to the Town of Arnprior at the same service level as under the current agreement. Under the agreement, the Human Society must ensure available space for animals delivered to the pound by municipal by-law enforcement officers. As pound keepers, the Society will hold animals brought to the Society for seventy-two (72) hours, with any unclaimed animals after this period becoming the responsibility of the Society.

As of the end of September 2024, By-Law Enforcement confirmed that they brought in 39 animals. Based on the figures provided by the Human Society, they estimate that 52 animals will be brought in by Town By-Law Enforcement Officers by the end of the year. This would represent 65% of the total animals accepted into their care, which is in line with previous years, including 2023.

Based on the submissions, only the Arnprior and District Humane Society could provide the same level of service that has been provided in the past. It also provides convenience for local pet owners to access their lost pets within the community and supports a local not-for-profit organization to continue to offer its unique services in our community.

A by-law to adopt a new service agreement with the Arnprior and District Humane Society for a four-year term (2025-2028) is included for consideration on the November 25th, 2024 Regular Meeting of Council agenda.

Options:

Council could choose to direct staff to investigate pound services with the Town of Renfrew (or another provider); however, this option is not recommended as it would require By-Law Enforcement hours to be spent travelling to the Renfrew pound and caring for impounded animals, as well as residents to drive to another municipality to retrieve their animals. Staff also believe that the Arnprior and District Humane Society is providing the municipality with quality services and provides benefits to the community.

Council could choose to authorize the award of pound keeper services at a lower amount, however, this is not recommended as it would place additional burden on the service provider and their ability to continue to provide services within our community.

Policy Considerations:

In the [2024-2027 Strategic Plan](#), Council identified its mission to “inspire, support, and serve a thriving and progressive community by creating opportunities, being supportive and providing quality services for today and tomorrow”.

The provision of pound keeper services serves to fulfill the municipality’s obligations under provincial legislation with regard to animal control services and it also supports the provision of quality animal shelter services for our community. The staff recommendation also serves to support a local not-for-profit organization that aims to serve vulnerable animals who are separated from their owners and those who require happy and healthy adoptive homes.

Financial Considerations:

The funding provided for pound keeper services has remained stable at \$15,000 in the last two service agreements. While the Humane Society has suggested an increase of between \$5,000 and \$7,500 with annual cost-of-living adjustments of 2%, the existing funding of \$15,000 per year adequately supports the services provided to impounded animals during the legislated seventy-two (72) hour impoundment period. Therefore, staff are recommending that the funding level be maintained at \$15,000 for the duration of the new service agreement term.

Town staff have confirmed that the Humane Society would be amenable to continue to provide pound keeper services at the existing funding level. It is also important to note that should the Humane Society require any additional funding support, the JA Gaumond Bequest was left to the Town to fund specific capital projects that will benefit the community of Arnprior charitable, non-profit animal control centers on a long-term basis; or for operation funds, they may consider applying through the Municipal Grants Policy.

Should Council authorize the finalizing of a new service agreement as recommended in this staff report, the 2025 Operating Budget would include the approved funding.

Meeting Dates:

None

Consultation:

- By-Law Enforcement (MLES)

Documents:

1. By-Law and Agreement – Arnprior and District Humane Society

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: Renfrew and Area OPP Detachment Board – 2025 Budget

Report Number: 24-11-12-04

Report Author and Position Title: Robin Paquette, CAO

Department: CAO's Office

Meeting Date: November 12, 2024

Recommendations:

That Council receive the 2025 Budget information provided by the Renfrew and Area OPP Detachment Board; and

Further That Council supports the 2025 Budget as presented; and

Further That Council confirms its responsibility under the Act to pay the OPP detachment board an equal share of the amount set out in the board's estimates.

Background:

The Renfrew and Area OPP Detachment Board (the Board) is established under authority of Section 67 of the Community Safety and Policing Act, 2019 (CSPA), and its supporting regulations.

Entered into force on April 1, 2024, the CSPA recognizes the need for co-operation between policing providers and the communities they serve and further upholds the principle that police services and police service boards should be representative of the communities they serve.

The legislation (Section 71(1)) provides that Boards shall prepare annual budget estimates for the operation of the Board and its remuneration of board members, the funding of which falls to the responsibility of the municipalities. Further, the Board is to provide a statement of each municipality's equal share of the costs, or in the unanimous agreement of all municipalities an alternative allocation of costs between all municipalities. Under the legislation, should a municipality not approve the budget the municipality may give the board written notice referring the matter to arbitration.

The 2025 Board budget has been provided by the Board with an explanation of each budget line and general observations and funding calculations for the municipalities. (See Docs 1 and 2).

Discussion:

With respect to the 2025 budget, staff questioned one of the calculations, specifically the Board Member honorarium. The document states:

“In discussion with the other OPP Detachment Boards, the Ontario Association of Police Service Boards, and ministry officials, the Board agreed to an honorarium of \$150 for the 2025 period based on the average of other OPP Detachment Boards. This calculation reflects attendance at one meeting every two months (6) and two committee / special meetings for a total of 8 meetings per year for 10 members. (\$10,500).”

Staff questioned the calculation as 8 meetings x 10 members at \$150/meeting would equate to \$12,000, not \$10,500. The Chair of the Board responded that “the previously adjusted number reflects a maximum of 10 members - 2 of whom (political appointees) have not been named. The variance allows for this and realizes that not all members will have 100% attendance at the meetings. It is challenging in our initial budget estimate in absence of previous actuals.”

The Chair also advised that “in our first year we will be connecting with the 7 municipalities each quarter with an update on actuals to budget. At mid-point in the year, we will have more in-depth discussion on actuals as we look to setting a budget for 2026 with the input of municipalities.”

Each Council is being asked to provide indication of their support for the proposed 2025 Budget at this time.

With respect to the funding allocation, the Act indicates that each municipality shall pay their equal share of the costs of the proposed budget unless an alternative allocation of costs is agreed to by unanimous agreement. Staff do not recommend consideration of an alternative allocation, such as population or call volume based, as this is a governing board offering civilian oversight to the Detachment. It is not engaged in town / township specific operation activities but rather provides oversight to the entire catchment area served by the Renfrew OPP Detachment with each town / township getting equal representation on the board.

As the Board has been operating in some capacity from April 1, 2024, there is an expectation each municipality will also need to support a portion of 2024 expenses. The Board has not yet provided 2024 costs; however we anticipate that the 2024 amounts will be minimal and be able to be absorbed in the 2024 operating budget.

Options:

Council could choose not to support the proposed budget; however, staff do recommend support at this time based on our review and commitment of the Board to provide actuals quarterly.

Policy Considerations:

Support for the OPP Detachment Board is in line with the Town's newly adopted Community Safety and Wellbeing Plan, Section D – Collaboration and Communication Action - Continue to work with the Renfrew Detachment Police Services Board, Renfrew County Community Risk Watch (RCCRW) and the County of Renfrew Mesa Initiative on moving forward the initiatives of the Joint CSWB Plan Renfrew & Area.

Financial Considerations:

The proposed budget would be equally billed to each of the seven municipalities at \$16,377.71. Staff recommend that this cost be funded in the 2025 Operating Budget from the Police Reserve which holds a current balance of \$125,000. This reserve was established to offset any additional billing in a given year which exceeds the annual Policing budgeted estimates.

Meeting Dates:

Not Applicable

Consultation:

- General Manager, Client Services / Treasurer

Documents:

1. Renfrew and Area OPP Detachment Board Budget 2025 Description
2. Renfrew and Area OPP Detachment Board Budget 2025

Signatures

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Renfrew and Area OPP Detachment Board

Budget 2025

PREAMBLE

The Renfrew and Area OPP Detachment Board (the Board) is established under authority of Section 67 of the Community Safety and Policing Act, 2019 (CSPA), and its supporting regulations.

Entered into force on April 1, 2024, the CSPA recognizes the need for co-operation between policing providers and the communities they serve, and further upholds the principle that police services and police service boards should be representative of the communities they serve.

The legislation (Section 71(1)) provides that Boards shall prepare annual budget estimates for the operation of the Board and its remuneration of board members, the funding of which falls to the responsibility of the municipalities. Further, the Board is to provide a statement of each municipality's equal share of the costs, or in the unanimous agreement of all municipalities an alternative allocation of costs between all municipalities. Under the legislation, should a municipality not approve the budget the municipality may give the board written notice referring the matter to arbitration.

The 2025 Board budget is attached with an explanation of each budget line and general observations and funding calculations for the municipalities.

DECISION REQUIRED

Each of the seven councils served by the Renfrew OPP Detachment are asked to approve the 2025 budget of the Renfrew and Area OPP Detachment Board in the amount of \$114,644.

In addition, Councils served by the Renfrew OPP Detachment are requested to consent to an equal billing model, or to present to the Renfrew and Area OPP Detachment Board an alternative funding arrangement under the unanimous consent of all Councils.

Key Assumptions

The Budget is based on discussions with other OPP Detachment Board budget exercises, ministry officials and with guidance from the Ontario Association of Police Service Boards.

Budget estimates for the inaugural years are complex, recognising that the budget cannot be based on previous budget estimates or actuals. The inaugural budget is presented to ensure the Board has the financial resources to achieve its legislated mandate during the implementation phase of the Board and its mandated activities.

The budget will be reviewed at mid-year with a report to municipalities on actuals to budget and considerations for future budgets. Subsequent budgets will be developed based on previous years actuals.

A quarterly report will be provided to municipalities and semi-annual reports published on the Board's website for public transparency.

If surplus funds are accumulated at year options exist to:

1. Return the surplus to the municipalities based on the funding model established by the municipalities
2. Move the surplus into a reserve trust for use in future years as required. This would remove the need in future budgets to include contingency funds
3. A hybrid model where part of the surplus fund is returned with a portion directed to support a reserve fund.

Municipal Funding Direction

The Ontario Regulation 135/24 OPP Detachment Boards provides that:

- Each municipality in the area for which the OPP detachment board has responsibility shall pay to the OPP detachment board an equal share of the amount set out in the boards' estimates.
- A provision exists in that municipalities may unanimously agree to allocate the costs among themselves on a basis other than equal shares. For as long as the municipalities remain in unanimous agreement, the costs may be shared in a manner agreed to by all municipalities.

The funding model falls to the municipalities to reach consensus. Preliminary discussions have taken place with CAO's with a trend towards equal billing. However, it is to the municipalities to inform the Board on the preferred billing formal by consensus.

The default position would be for equal shared billing. This would apply for the inaugural 2025 budget year and open for discussion in future budget cycles.

The Board notes that it is a governing board offering civilian oversight to the Detachment. It is not engaged in township specific operation activities but rather provides oversight to the entire catchment area served by the Renfrew OPP Detachment with each township getting equal representation on the board.

Funding Models:

Equal billing model:

The 2025 budget amount of \$114,644 would be equally shared by all seven municipalities for an amount of \$16,377.71 for each municipality.

Weighted billing based on 2025 household count based of a budget of \$114,644 are estimated at;

Township	HH Count	Percentage.	Budget Share
Admaston/Bromley Township	1495	6.58%	\$7,543.36
Town of Arnprior	5062	22.28%	\$25,541.48
Greater Madawaska Township	2946	12.97%	\$14,864.72
Horton Township	1607	7.07%	\$8,108.49
McNab/Braeside Township	3423	15.07%	\$17,271.53
Renfrew Township	4330	19.06%	\$21,848.00
Whitewater Region Township	3858	16.98%	\$19,466.42

Note: Calculations are based on 2025 numbers received on population count and are to serve as a guide to the determination of amounts should Councils move towards a population-based billing model.

Budget Line Description

Board Member Honorarium: (\$17,442.00)

The *Ontario Regulation 135/24 OPP Detachment Boards* of the CSPA provides that Boards are to provide remuneration to board members. The amount to be paid to a member of the Board shall be determined by the unanimous agreement of the municipalities. If municipalities are unable to reach a unanimous agreement, the Minister shall determine the remuneration to be paid to board members.

In discussion with the other OPP Detachment Boards, the Ontario Association of Police Service Boards, and ministry officials the Board agreed to an honorarium of \$150 for the 2025 period based on the average of other OPP Detachment Boards. This calculation reflects attendance at one meeting every two months (6) and two committee/special meetings for a total of 8 meetings per year for 10 members. (\$10,500).

Recognizing the additional workload of the Chair during the implementation phase of the Board, governance function, and meetings with officials the Board Chair shall receive an honorarium of \$400/month. The Board Chair will not receive the \$150 per diem rate for general meeting attendance. This policy and remuneration is in line with other Boards (\$4,800)

A budget line is included to offset employer costs should there be a ruling by CRA that an employer /employee relationship exists. This is a line item that may be removed in future budgets once determination is made. Taxes will be deducted at source and remitted as prescribed by CRA. (\$2,142)

Travel (\$19, 040)

Mileage is to be provided to board members on request for their travel from place of residence to meeting locations while on official business of the Board. The budget provides for a cap on members milage which will be included in forthcoming board policies on travel expenditures. (\$3,200)

A separate allowance is provided for the Chair, recognizing the increased duties to attend meetings in advance of Board meetings and other related meetings carried out in the capacity as Chair of the Board. (\$1,920)

The Board is encouraged as part of its training to participate in region meetings (Zone 2) of the Ontario Association of Police Service Boards (OAPSB). Funds are allocated for mileage, accommodation and meals on request of the board representative attending the meeting. It is recommended that the Chair and 2 representatives from the Board attend the meetings. (\$3,600)

The Board is further encouraged to attend and participate in the Annual General Meeting and Conference of the OAPSB. Traditionally boards are represented by its

Chair, the Board's Corporate Secretary, a board member, and a representative from the OPP Detachment. The OPP attendance is self-funded by the OPP. The funding allocation represents the cost for the 3 board positions to attend the annual meeting. Funds represent travel expenses and conference fees (\$10,000)

Governance and Operational Expenditures (\$22,500)

As part of its function the Board is mandated to provide an annual report to the municipalities/communities served by the Board and, to develop a Strategic Plan in line with that of the OPP. The budget provides for \$2,500 and \$3,500 to support the annual and quarterly reports in addition to the collection of data, analysis, drafting and implementation of the Board's Strategic Plan.

The structure of the new legislation requires that Board insurance be secured, It was the decision of the Board to arrange for an annual insurance product negotiated through the OAPSB. (\$5,000)

As part of the Board's forthcoming policy on transparency and accountability a web site will be designed, launched and managed to ensure provisions of the legislation and supporting regulations are achieved. The site will host updates and reports from the Board and the OPP Detachment in addition to quarterly financial reports, listed Board Policies and Procedures and minutes of all meetings. Links will be included to and from each municipality to foster public accountability and community access to the Boards activities and achievements. (\$3,500)

Funding is provided for professional fees including legal assistance/review of key policy and governance policies procedures and fees associated with the presentation of annual review and report of financial accounts. (\$5,000)

Annual membership dues to the OAPSB is included (\$3,000)

Program (\$45,000)

The budget includes funding for the initial purchase of a stand-alone laptop for the sole use of the Board by its Corporate Secretary on matters related to the Board. A monthly stipend is budgeted to recognize the use of the incumbents existing cellular phone for Board related business. (\$3,000)

Funding is provided for office supplies used to support the administrative functions and activities of the Board. (\$2,000)

The budget provides for the part-time position of a Corporate Secretary to provide policy, administrative, governance and financial oversight to the Board. This position is a salaried position of the Board for which an employment contract will be issued in line with provisions and regulations provided of the Canada Revenue Agency.

Budgeted at \$30/hr for 20 hrs week it is acknowledged that some weeks may require additional hours and others less. The contract, supported by Board policies will stipulate up to a maximum of 80 hours per month, and over the annual period not to exceed the budgeted amount.

Activities will include, but not limited to:

- Act as the confidential Corporate Secretary for the Board on all matters and ensure that the Board and Committee Chairs are kept informed of urgent issues.
- Serve as a conduit of the Board between the municipalities, the Ministry, and the OASPB on matters of governance, administration, and fiscal management.
- Remain current on policy initiatives impacting the implementation of the *Community Police Service Act* and ensuring the Board is informed on emerging trends and opportunities as it relates to the Board's mandate. Research and prepare reports on topics as directed by the Chair and or Board motions on topics that may affect Board business.
- Assist in the drafting and presentation of board budgets for consideration of the Board and their presentation to municipalities, including coordinating financial reporting to the Board, and quarterly reporting to the municipalities and the public.
- Support the work of the Board's auditors in the preparation of annual financial reviews
- Overseeing, in partnership with the OPP Detachment the drafting of the Boards Strategic Plan and other deliverables as set out in the legislation
- Providing program management to key deliverables of the Board as provided in the CPSA, including but not limited to annual reporting requirements, board workplans and support to committees of the board.
- Oversee all fiduciary responsibilities of the Board in respect to meetings of the Board as provided in the Board's operational policies.
- Handle incoming correspondence for the Board in accordance with Board policy. Respond directly to routine correspondence on eth Board's behalf, including letters to government agencies, association and the public.

The policy rational and scope for this position is based on conversations with other Boards, Ministry officials and the OAPSB trends and best practices. Actuals to budget will be monitored monthly during the inaugural year of the Board.

Renfrew and Area OPP Detachment Board

Budget 2025

Board Member Honorarium:

Estimated 8 meetings @ \$150 for 10 members @ \$1050	\$ 10,500.00	
Chair monthly Honorarium @\$400 x 12	\$ 4,800.00	
Employer cost @14%	\$ 2,142.00	
	<u>\$ 17,442.00</u>	\$ 17,442.00

Travel

Mileage Estimated at \$40 @ 8 meetings/10 people	\$ 3,200.00	
Chair - weekly to Renfrew @\$40	\$ 1,920.00	
Conferences		
Zone 2 (3 Members at 3 meetings)	\$ 3,600.00	
OAPSB AGM 4 Ppl @ \$2500	\$ 10,000.00	
	<u>\$ 18,720.00</u>	\$ 18,720.00

Governance and Operational

Insurance	\$ 5,000.00	
Reporting	\$ 2,500.00	
Strategic Plan Development	\$ 3,500.00	
Web site Design	\$ 2,000.00	
Web site hosting	\$ 1,500.00	
Professional Services	\$ 5,000.00	
OASP Membership	\$ 3,000.00	
	<u>\$ 22,500.00</u>	\$ 22,500.00

Program

IT and Phone	\$ 3,000.00	
Supplies	\$ 2,000.00	
Administrator \$30 hr. @ 20 hrs. per week	\$ 31,200.00	
MERCS@30%	\$ 9,360.00	
	<u>\$ 45,560.00</u>	\$ 45,560.00

Contingency @ 10%	<u>\$ 10,422.00</u>	\$ 10,422.00
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Total Budget January 1, 2025 - December 31, 2025		<u>\$ 114,644.00</u>
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Town of Arnprior Staff Report

Subject: Council Composition Survey Results, 2026 Municipal Election Alternative Voting Method and 2025 Ad-Hoc Council Renumeration Committee

Report Number: 24-11-12-05

Report Author and Position Title: Robin Paquette, CAO and Kaila Zamojski, Town Clerk

Department: CAO's Office & Client Services

Meeting Date: November 12, 2024

Recommendations:

That Council accept this report for information;

And That Council endorses the following for the upcoming 2026 Municipal and School Board Election with respect to Council composition:

- a) That Council maintains the current size of Council at seven (7) members.
- b) That Council rename the "County Councillor" position to be the "Deputy Mayor" and that the position will be the representative at County Council, as well as hold the position of Deputy Mayor, for the full Council term, effective the next 2026-2030 term of Council.
- c) That Council direct staff to bring forward amendments to the current Council Composition By-law and Procedure By-law to reflect the renaming of the County Councillor position to Deputy Mayor and the amendment of the rotational Deputy Mayor to a dedicated Deputy Mayor position, beginning the 2026-2030 term of Council.

And That Council endorses the following for the upcoming 2026 Municipal and School Board Election:

- d) That Council direct the Town Clerk to bring forward a by-law authorizing an alternative voting method (Internet / Telephone) for the 2026 Municipal and School Board Election.
- e) That Council maintain the existing at-large election system.
- f) That Council maintain the existing first past-the-post election model for the 2026 Municipal and School Board Election.

And That Council authorize recruitment of citizen members to participate on a 2025 Ad-Hoc Council Remuneration Committee with a mandate to conduct a market review and make recommendations for Council compensation, to take effect the following 2026-2030 term of Council.

Background:

The *Municipal Elections Act, 1996*, as amended, sets out rules for electors and candidates, and roles for municipal clerks and councils in municipal and school board elections in Ontario. As the next municipal election takes place on October 26, 2026, there are a number of issues and options that the Town Clerk and Council must consider in order to meet the timelines stipulated in the legislation.

Council Composition

At the February 13th, 2023, Regular Meeting of Council, following discussion on the content of the Procedure By-law, more specifically related to the representation at Renfrew County Council, the following motion was passed:

“Resolution Number 052-23
Moved by Dan Lynch
Seconded by Chris Toner
That Council direct staff to bring a report forward in January 2024 regarding a review of council composition and representation at the County of Renfrew.”

Staff brought forward a report dated February 26th, 2024, entitled “Review of Council Composition – County Councillor Position” and the following motion was passed:

“Resolution Number 071-24
Moved by Dan Lynch
Seconded by Chris Couper
That Council receives Report 2024-02-26-01 for information; and
That Council directs staff to proceed with a survey of Council members as outlined therein.”

The results of the survey have been compiled and this report is being brought forward for Council’s consideration of the findings outlined in the discussion below.

2026 Municipal and School Board Election – Alternative Voting

A by-law authorizing the use of voting and vote-counting equipment or an alternative voting method must be passed by May 1, 2026. However, before then it is necessary to prepare a Request for Proposal for voting services and select a vendor in order to properly prepare for the 2026 election.

Council Remuneration

By-Law 7294-22, being a By-Law to set remuneration of Council, stipulates that a market review for Council compensation be conducted every four years during the third year of the Council's term of office, to take effect in the following term of Council.

Discussion:

Council Composition

There are provisions in provincial legislation under which a local municipality, by local initiative and subject to certain rules, can alter the composition of its council, including changes to the size of council, members' titles and certain methods of election or selection of members. As directed by Council, a survey was undertaken of members of Council for their opinions regarding Council composition, looking at the position of Council Councillor and Deputy Mayor. The results of the survey are as follows:

- **Question #1:** Do you wish to maintain "status quo" with Mayor, County Councillor and five (5) members of Council, all positions elected at large?
 - **Results:** 6 in favour, 1 opposed.
- **Question #2:** Do you wish to change the County Councillor position to Deputy Mayor to fulfill the Deputy Mayor duties in the absence of the mayor, rather than the current rotational system, and also be the Council member at County Council?
 - **Results:** 5 in favour, 2 opposed.

The results of the survey indicate that the majority of members would like the composition of Council to be Mayor, Deputy Mayor and 5 Councillors, with the Deputy Mayor acting as the representation on County Council, as well as the Deputy Mayor holding the position for the full term of Council, rather than the current 8-month rotation of the role through all 6 members of Council.

Deputy Mayor

The Deputy Mayor position is currently appointed in accordance with the Town's Procedure By-law, 7364-23, as amended, which states:

"3.1 Deputy Mayor

- a) The Deputy Mayor shall act in the place and stead of the Mayor when the Mayor is absent from the Municipality or absent through illness or the office is vacant. While so acting, such member has and may exercise all the rights, powers and authority of the Mayor with respect to the role of presiding at the meeting.
- b) At the beginning of the term of a newly-elected Council and as necessary thereafter, the process set out in section 3.2 below shall be followed for Deputy Mayor Appointments and the Clerk shall prepare

and distribute the Deputy Mayor Rotation List for Council's information."

3.2 Term of Deputy Mayor

The term of appointment shall be on an eight (8) month rotational basis. The Deputy Mayor rotation shall be listed pursuant to the same criteria as set out in Section 5.4 Seating Arrangements.

3.3 Substitute Deputy Mayor

If during the term of appointment, the Deputy Mayor appointed for that term is absent from the municipality or absent through illness, the next successive Councillor listed on the Deputy Mayor Rotation List shall be the Deputy Mayor."

The Deputy Mayor acts in the place and stead of the Mayor when the Mayor is absent from the Municipality or absent through illness or when the office is vacant. As outlined in the Procedure By-law, each member of Council serves as the Deputy Mayor on an eight-month rotational basis.

County Councillor

The County Councillor position is currently appointed in accordance with the Procedure By-law, 7364-23, as amended, which states:

"3.4 Member of Upper-Tier Council – County Councillor

The County Councillor shall be Council's representative on County Council and shall represent the Town in County Council business. The County Councillor shall report any relevant information stemming from County Council business at Council, and in a timely manner to Town Council.

3.5 Appointment of Alternative Member to Upper Tier Council

- a) Council may appoint one of its Members as an Alternate Member of the Upper Tier Council to act in place of the member of upper-tier council appointed for that term when they are unable to attend a meeting of the upper tier council for any reasons, subject to the following limitations:
 - i. No more than one Alternate Member may be appointed during the term of Council;
 - ii. Notwithstanding Section 3.5 a) i). if the seat of the appointed Alternate Member becomes vacant. Council may appoint another of its members as an Alternate Member for the remainder of the term of Council;
 - iii. Council may not appoint an alternate for the Alternate Member; and
 - iv. When acting in their capacity as an Alternate Member on the Upper Tier Council, the Alternate Member shall adhere to all policies, procedures, practices, and codes of conduct established by the Upper Tier Council.
- b) At the first regular meeting of a new term of council, the Mayor shall be

appointed as the alternate member of upper-tier council in accordance with Section 268 of the *Municipal Act*.”

As the survey indicated a will for the Deputy Mayor to be an appointed position, who in this role will be both the County Councillor and Deputy Mayor, the Procedure By-law will require amending. Also, the current Council Composition By-law No, 5084-02 will be required to be amended, enacting the position of Deputy Mayor. Should Council direct, Staff will bring forward amendments to the Procedure and Council Composition By-laws in 2025. Prior to Council consideration, a public meeting will be held, to provide an opportunity for the public to comment on the Council Composition By-law amendments in spring of 2025.

2026 Municipal and School Board Election – Alternative Voting

The main methods of voting used by Ontario municipalities are paper ballot, manual counting or optical scan vote tabulators, vote-by-mail and internet and telephone voting.

Since 2003, the Town of Arnprior has adopted alternative voting methods for municipal elections and, in the last four (4) municipal elections, the Town has provided voters with the choice of voting by either internet or telephone.

Internet and telephone voting provides a convenient and secure method of voting and allows electors to cast their ballot online anywhere with internet access using several devices including computers, laptops, tablets, smartphones, etc. Voters can vote from anywhere, including their home, work, in transit and at any time of day. Similarly, telephone voting allows electors to use a landline or cell phone to cast their vote by phone from anywhere. Internet and telephone voting is a more accessible method of voting given that electors with accessibility challenges do not have to travel to specific locations to vote, they may be able to vote more independently without reliance on assistance and can avail themselves of screen reading technology.

Internet voting, specifically, can offer a faster voting experience for an elector than traditional in-person voting and eliminates the need for a person to appoint a proxy (a person to cast a ballot on their behalf), as an elector can vote from anywhere. These voting alternatives reduce the number of spoiled ballots, as the system does not allow for over-votes or ballots to be spoiled unintentionally and allows voters who wish to decline their vote to do so. Internet and telephone voting may also provide for a more environmentally friendly option for voting as electors do not need to travel to a voting location, reducing greenhouse gas emissions, as well as a reduction in paper resources such as printed ballots.

Alternative Voting By-law

Section 42(1) of the *Municipal Elections Act (MEA)* requires that the council of a local municipality pass by-laws authorizing the use of voting and vote-counting equipment or an alternative voting method. Through Bill 218, the *MEA* was amended requiring a

decision on alternative voting methods be made by May 1st in the year of the election rather than in the year before the election. However, early procurement of a vendor is an important facet of running a successful election therefore is being asked to make this determination at this time.

Joint Request for Proposal

Staff have been working with several municipalities in Renfrew County exploring the market for internet/telephone voting systems for use in the 2026 municipal election. The intent of the Joint Request for Proposal (“RFP”) is to assist the Municipalities in understanding existing internet/telephone voting systems that make the voting experience more accessible, efficient and user-friendly, while maintaining the integrity of the election.

In addition to potential cost savings, the participating municipalities will be able to work closely to share best practices and develop common election policies and procedures to ensure consistency with our neighbours.

The municipalities in the County of Renfrew participating in the joint proposal include the City of Pembroke, the Towns of Arnprior, Petawawa, and Renfrew and the Townships of Greater Madawaska, Laurentian Valley, McNab/Braeside and Whitewater Region.

Council Remuneration

For the past three (3) terms, an independent Ad-Hoc Council Remuneration Committee has been established utilizing the citizen members of the Corporate Services Advisory Committee to conduct the market review. In absence of a Corporate Services Advisory Committee, for the 2025 Ad-Hoc Council Remuneration Committee, it is recommended that an external posting go out requesting applications to participate on the Committee.

Citizen members shall be residents or taxpayers of the Town of Arnprior and those who have skills, assets, and expertise in the particular field of the Committee will be given priority and considered first for membership. Applications will be brought to Council for consideration of future appointments to the Ad-hoc Council Remuneration Committee.

Options:

Council Composition

Council was presented with options for amending the composition of Council through a survey of its members with the results reflected in this report. Should Council choose to maintain status quo, alternative resolutions to replace recommendations b) and c) would state:

- b) That Council maintain the current representation at County Council, being the County Councillor.
- c) That Council maintain the existing practice of appointing the Deputy Mayor on an eight-month rotational basis.

2026 Municipal and School Board Election – Alternative Voting

Council could choose not to authorize the use of Internet and Telephone Voting in the 2026 Municipal Election; however, this is not recommended as Internet and telephone voting provides for an accessible, convenient and secure method of voting that allows electors to cast their ballot anywhere/anytime during the voting period. In addition, the Town has successfully conducted municipal elections since 2010 utilizing internet and telephone voting.

Policy Considerations:

As outlined within the report on this matter.

Financial Considerations:

An Ad-Hoc Council Remuneration Committee will be set in the third year of Council to determine remuneration for the future term of Council. The remuneration committee will determine if changes to Council composition will have any financial impacts on future Council remuneration.

For the 2026 election, an amount of \$8,500.00 is transferred in the election reserve every year, in an effort to reduce the financial impact in an election year. Accordingly, a total of \$34,000 will be available in this reserve for the 2026 Municipal Elections. This amount is projected based on the use of alternative voting methods recommended herein. Voting by another method, such as paper ballot, would result in increased costs.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



ARNPRIOR

Minutes of the Environmental Advisory Committee Meeting

September 16th, 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

Committee Members Absent:

Ben Shearer, Committee Member

Town Staff Present:

John Steckly, GM, Operations
Amy Dean, Environmental
Engineering Officer
Graeme Ivory, Director of Recreation
Services
Oliver Jacob, Deputy Clerk
Kaitlyn Wendland, Client Services
Coordinator

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 017-24
Moved by Billy Denault
Seconded by Chris Toner

Be It Resolved That the agenda for the Environmental Advisory Committee Meeting dated Monday, September 16th, 2024 be adopted.

Resolution Carried

5. Disclosure of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 018-24
Moved by Alexis Young
Seconded by Barry Goodman

Be It Resolved That the minutes for the June 17th, 2024 Environmental Advisory Committee meeting be adopted.

Resolution Carried

7. Presentations/ Delegations

None

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	This item will be presented at the next meeting.
2	This item will be reviewed after the survey results have been received.
3	This item will be reviewed after the survey results have been received.
5	Staff indicated that the garbage bins should be installed on Friday, September 20 th , 2024.

Item	Comment / Update
6	This item will be reviewed after the survey results have been received.
7	This item will be reviewed after the survey results have been received.
8	This item will be reviewed after the survey results have been received.
10	Staff indicated that they are currently looking into grants to support tree canopy growth in public spaces.
11	Interest in pursuing a bike safety program given the increase use of active transportation, especially amongst youth.
12	Staff will be reviewing the Clean Yards By-Law and will bring this item for preliminary discussion at the November meeting.
13	Staff indicated that the primary energy efficiency change for this project will be the change of the refrigerant that is used to cool the ice.
14	Staff indicated that they are looking into the long-term options for integrating electric vehicles to the Town's fleet, including an electric Zamboni.

9. Staff Reports

None

10. New Business

a) Review of Discussions Regarding Priorities

Barry Goodman, Committee Member, provided a PowerPoint Presentation, attached as Appendix A and forming a part of these minutes, regarding Healthy Water Systems in the Town of Arnprior.

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

- Committee Members seemed interested in doing a shoreline clean-up for invasive species near the Marina and/or McLean Avenue Beach in late fall or early spring.
- Staff highlighted the Road Salt Management Plan the Town has and that a mix of sand and salt is used for winter maintenance depending on the conditions.

- The Committee indicated an interest in reaching out to the Ottawa Riverkeepers to learn about their programs and potential areas for collaboration and support.
- Staff indicated that they would present the results of the Water and Wastewater Master Plan to the Committee once it is completed.

b) Garden Awards

Oliver Jacob (Deputy Clerk), Graeme Ivory (Director of Recreation), and Kaitlyn Wendland (Client Services Coordinator) shared that a member of the public had expressed interest in the implementation of garden awards for private properties and that staff would like to get feedback from the Committee on this proposed initiative.

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

- Committee Members would like to see these awards used as an opportunity to promote pollinator gardens and growing native species of plants.
- It was noted that this would be a good educational opportunity for the community and that it would raise awareness of the importance of pollinator gardens.
- Staff indicated that they would come back to the Committee with further information before the end of the year and that they would bring a final plan by Spring 2025.

c) Roundtable Discussion

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

Amy Dean, Environmental Engineering Officer, informed the committee that Waste Reduction Week 2024 happens from October 21st to 27th and asked the committee if they had ideas of how the Town of Arnprior could mark Waste Reduction Week. The Committee agreed that an Upcycle Challenge would be a good way to engage the community. Staff will report back to the Committee with the finalized plans for Waste Reduction Week in advance of the next meeting.

Chris Toner, Vice Chair, informed the Committee that he has been noticing lots of cigarette butts littered throughout town. He asked the Committee for their input on how to address this problem. Staff indicated that they would look into clean ups in the

downtown core and that they would look into recycling programs, such as TerraCycle, for options.

11. Adjournment

Resolution Number 019-24

Moved by Billy Denault

Seconded by Ted Strike

That the Environmental Advisory Committee adjourn at 8:12 PM.

Resolution Carried

**The Corporation of the
Town of Arnprior**

By-Law No. 7535-24

A by-law to authorizing the Mayor and Clerk to enter into an agreement with the Arnprior and District Humane Society for the provision of pound keeper services

Whereas the *Municipal Act, 2001*, S.O. 2001, c.25 as amended provides that a municipality may enter into agreements as it deems appropriate; and

Whereas Section 11(3)(9) of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that a Municipality may pass by-laws prohibiting, regulating and restricting the keeping of animals or any class thereof, the destruction thereof and allow for a licensing and animal identification system pursuant to the provisions thereof; and

Whereas Section 20 of the *Animals for Research Act, R.S.O. 1990, c. A.22*, provides for the impounding and sale / destruction of a dog or cat pursuant to the provisions thereof;

Whereas the Council of the Town of Arnprior has adopted By-Law No. 5991-11 to regulate the keeping and control of animals within the Town of Arnprior; and

Whereas the Council of the Town of Arnprior deems it desirable to enter into an agreement for the provision of pound keeper services;

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

1. **That** the Mayor and Clerk be and are hereby authorized to execute an agreement with the Arnprior and District Humane Society for the provision of pound keeper services, as outlined in Appendix "A" to this By-law and forming part of this By-law, on behalf of the Corporation of the Town of Arnprior, and
2. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and Passed this 12th day of November, 2024.

Mayor Lisa McGee

Kaila Zamojski, Town Clerk

This Agreement made in duplicate this ____ day of _____, 2024

Between:

**The Corporation of the Town of Arnprior
hereinafter referred to as the “Town”**

and

**The Arnprior and District Humane Society
An affiliate of the Ontario Society for the Prevention Of Cruelty to Animals
(OSPCA) hereinafter referred to as the “Society”**

Whereas the Society is the owner of facilities and wishes to act as Pound Keeper for the Town and the Town wishes to retain the Society to perform the said service.

Now therefore witnesseth that in consideration of the mutual terms, provisos and covenants contained herein, the parties hereto agree as follows:

1. Definitions

- 1.1 The term “Pound” shall mean the animal shelter of the Society located at 490 Didak Drive in the Town of Arnprior.
- 1.2 The term “Animals” shall include wild animals which have been domesticated.
- 1.3 The term “Animal Control / Municipal Law Enforcement Officer” means the individual(s) so designated by the Town.
- 1.4 The term “Feral Cat” shall include wild cats which have reverted in some degree to a wild state and cannot be domesticated.

2. Term of Agreement

- 2.1 This Agreement shall be for a four (4) year term of commencing on January 1st, 2025 and ending on December 31st, 2028.
- 2.2 Either the Town or the Society can request re-negotiation of the agreement at any time with written notice to the other party. Changes to the agreement will require the approval of the Council of the Corporation of the Town of Arnprior and the Arnprior and District Humane Society.

3. Payment

- 3.1 The Town agrees to pay the Society the annual sum of \$15,000, being the fee for the provision of Pound keeper services in compliance with the terms and conditions of this Agreement.
- 3.2 The fee will be paid to the Society by the Town in two equal installments of \$7,500 with the first installment issued prior to June 30th and the second installment being issued prior to December 31st of the given year.

4. Services

- 4.1 The Town does hereby appoint the Society and the Society does hereby agree to act as Pound Keeper for the Town in accordance with the provisions of the Town's by-laws and upon the terms and conditions hereinafter provided.
- 4.2 The Society agrees to provide and maintain a pound to serve the Town. Such pound to be kept in good order and state of cleanliness at all times in accordance with the standards set by the Arnprior & District Humane Society and all applicable Provincial Legislation.
- 4.3 The Society shall assume total responsibility for all operations and maintenance of the Pound. The Society shall receive, impound and hold claim by owners, any Animal delivered to the Pound by the Animal Control/Municipal Law Enforcement Officer or other duly authorized persons of the Town.
- 4.4 The Society shall ensure available space for animals delivered to the pound by the Animal Control/Municipal Law Enforcement Officer.
- 4.5 The Society shall keep records of all animals impounded and their disposition which shall be submitted to the Animal Control/Municipal Law Enforcement Officer upon delivery to the Pound.
- 4.6 In the exercises of its duties as Pound Keeper and subject to the by-laws of the Town, the Society will hold animals brought to the Society for seventy-two (72) hours, exclusive of holidays, from the date of receipt. Any unclaimed animals after seventy-two (72) hours shall become the responsibility of the Society.
- 4.7 The Society has the right to refuse admittance of feral cats to the pound.
- 4.8 The Society shall be responsible for all veterinarians' fees for animals where their owners cannot be determined. This responsibility for veterinarian fees

includes the seventy-two hour period after which the animal is brought to the Pound.

- 4.9 After consultation with the Veterinarian has been completed and veterinarian services have been provided it shall be the responsibility of the Society to ascertain the owner of the animal and to have the applicable fees paid by the owner of the Animal.
- 4.10 The Society shall endeavor to ensure that all animals released back to their owners in the Town of Arnprior have a current dog/cat tag. In the event that the tag has been lost or tag for the current year not purchased, the Society will sell a replacement tag. If the owner states that they have acquired a current tag the pet will be released back to owner, and a waiver shall be signed by the owner with the understanding that the Town and Animal Control/Municipal Law Enforcement Officer will be notified. The Society will provide the Town and the Animal Control/Municipal Law Enforcement Officer with a photocopy of the waiver. The Town shall provide the Society with a supply of current year Town of Arnprior dog/cat tags and a schedule of fees.
- 4.11 The Society shall collect and retain all release fees as determined by the Society.
- 4.12 The Society shall remit monthly, with the Town, all monies collected from the sale of dog/cat tags by the Society along with the appropriate documentation required by the Town regarding the owner and dog/cat records.

5. Insurance

- 5.1 The Society shall, at their expense, obtain and maintain in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
 - a. A limit of liability not less than two million (\$2,000,000.00) dollars per occurrence, with an aggregate of not less than five million (\$5,000,000.00);
 - b. Add the Town as an additional insured with respect to the operations of the Society;
 - c. The policy shall contain a provision for cross liability and severability of interest in respect of the Society;

- d. Non-owned automobile coverage with a limit not less than two million (\$2,000,000.00) and shall include contractual non-owned coverage (SEF 96);
 - e. Products and completed operations coverage;
 - f. Broad form Property Damage;
 - g. Contractual Liability;
 - h. Owners & Contractors Protective
 - i. Hostile Fire
 - j. The policy shall provide 30 day prior notice of cancellation.
 - k. Workers' Compensation or similar insurance affording statutory coverage and containing statutory limits, when the Society is statutorily so obliged.
- 5.2 The Society shall take out and keep in force errors and omissions insurance in the amount of \$500,000 providing coverage for acts, errors and omissions arising from their services performed under this Agreement. The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Town of Arnprior. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90 day notice of said cancellation or non-renewal must be provided to the Town of Arnprior. The Town of Arnprior has the right to request that an Extended Reporting Endorsement be purchased by the Society at the Society's sole expense.

6. Indemnification

- 6.1 The Society shall indemnify and save harmless the Town of Arnprior, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Society, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not

in lieu of any insurance to be provided by the Society in accordance with this Agreement, and shall survive this Agreement.

7. WSIB

7.1 The Society agrees to indemnify and save harmless the Town of Arnprior from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Society's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Society in accordance with this Agreement, and shall survive this Agreement.

- a) Where the Society is subject to the Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sch. A, ("WSIA"), it shall submit a valid clearance certificate of WSIA coverage to the Town. The Society shall also, from time-to-time, at the request of the Town provide additional WSIA clearance certificates.
- b) The Society covenants and agrees to pay when due and to ensure that each of its sub-consultants pays when due, all amounts required to be paid by it or its sub-contractor under the WSIA, during the term of this Agreement. Should the Society or any sub-contractor fail to make such payments under the WSIA when due, the Town shall have the right, in addition to any other right it may have pursuant to this Agreement or otherwise at law or in equity, to pay any amount due and unpaid by the Society or sub-contractor. In addition, the Town is to deduct such amount from any amount due and owing to the Society pursuant to this Agreement together with the costs incurred by the Town in connection with such payment.

8. Compliance

8.1 All federal, provincial and local laws and regulations now or hereafter enacted shall become a part of the Agreement and be complied within the performance of all portions of the work.

The Society shall be responsible to obtain, review, and abide by the terms and conditions of the following applicable laws including, but not limited to:

- *Provincial Animal Welfare Services Act, 2019, S.O. 2019, c. 13*

- *Pounds Act, R.S.O. 1990, c. P.17*
- *Animals for Research Act, R.S.O. 1990, c. A.22*
- *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11* and its regulations
- *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009, S.O. 2009, c. 23*
- Town of Arnprior's Employee Code of Conduct

9. Municipal Freedom of Information and Protection of Privacy Act

9.1 The Town is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, as amended (MFIPPA) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Town with respect to this Agreement may be available to the public unless the party submitting the information requests that it be treated as confidential. All information is subject to MFIPPA and may be subject to release under the Act, notwithstanding the Society's request to keep the information confidential.

10. Default

- 10.1 If, at any time during the term of this agreement, the Society fails to provide services as outlined in this agreement and in accordance with related Provincial Legislation, this agreement may be terminated by the Town.
- 10.2 Upon any default of the Society, the Town may notify the Society in writing that they are in default of the agreement and instruct them to correct the default within ten (10) days immediately after receipt of such notice. If the Society fails to correct the default to the satisfaction of the Town within ten (10) days, the Town may terminate the agreement upon issuing written notice of termination.
- 10.3 Upon termination for default, payment will be withheld at the discretion of the Town.
- 10.4 The Society will be paid for services satisfactorily performed prior to termination. The Society must provide a written statement of any such services prior to the Town making any payment, but in any case such payment shall not exceed the annual payments contemplated under this agreement.

11. Termination

- 11.1 Except as provided under section 10 herein, either party may terminate this agreement upon giving to the other six (6) month's written notice. Any notice which either of the parties is required or permitted to give to the other pursuant to any provision of this Agreement may be delivered by hand or by registered mail to the parties addressed as set out below:

Corporation of the Town of Arnprior

Attn: Town Clerk
105 Elgin Street West
Arnprior, ON K7S 0A8

Arnprior and District Humane Society

490 Didak Drive
Arnprior, ON K7S 3G7

12. Reporting

- 12.1 The Arnprior & District Humane Society shall provide a financial report in January of each year indicating the costs of providing pound keeper services attributable to this Agreement.

In Witness Whereof the parties hereto have executed this document on this ____ day of _____, 2024.

Signed Sealed and Delivered

In the presence of

**The Corporation of the Town of
Arnprior**

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

In the presence of

**The Arnprior and District Humane
Society**

Lynda Duffy, President

Sandra Skinner, Treasurer

We have the authority to bind the Corporation.