



ARNPRIOR

Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, January 27th, 2025

Time: 6:30 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

1. **Call to Order**
2. **Roll Call**
3. **Land Acknowledgement Statement**
4. **Adoption of Agenda (Additions / Deletions)**
5. **Disclosures of Pecuniary Interest**
6. **Question Period**
7. **Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)**
 - a) **Regular Meeting of Council – January 13th, 2025** (Page 1-9)
8. **Awards / Delegations / Presentations**
 - a) **Delegation**
 - i) **Ecological Assessment of the Gillies Grove**, Lacey Smith, Save the Grove Again (Page 10-33)
 - b) **Presentations**
 - i) **Museum End of Year Update**, Emily Stovel, Manager of Culture / Curator (Page 34-47)

9. Public Meetings

10. Matters Tabled / Deferred / Unfinished Business

11. Notice of Motion(s)

12. Staff Reports

- a) **Draft 2025 User Fees and Charges By-Law**, Jennifer Morawiec, General Manager, Client Services / Treasurer (Page 48-80)
- b) **GMF's Growing Canada's Community Canopies (GCCC) – Grant Application**, Jessica Schultz, A/ Environmental Engineering Officer (Page 81-102)
- c) **Community Services Branch Update for 2024**, Alix Jolicoeur, Manager of Community Services / Planner (Page 103-109)
- d) **Off-Leash Dog Park**, Robin Paquette, CAO (Page 110-134)
- e) **Municipal Grants Application – Arnprior McNab/Braeside Men's Shed**, Oliver Jacob, Deputy Clerk (Page 135-153)
- f) **Proclamation for Black History Month (February 2025)**, Oliver Jacob, Deputy Clerk (Page 154-156)

13. Committee Reports and Minutes

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

14. Correspondence & Petitions

- a) **Correspondence**
 - i) Correspondence Package I-25-JAN-02
 - ii) Correspondence Package A-25-JAN-02

15. By-laws & Resolutions

a) By-laws

- i) **By-Law No. 7554-25 –Amend Arnprior Public Library Board Appointment By-Law (Lanark Highlands)** (Page 157)

b) Resolutions

- i) **Municipal Grant Application – Arnprior Regional Health Auxiliary (2025 Annual General Meeting)** (Page 158)

16. Announcements

17. Media Questions

18. Closed Session

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

One (1) matter pursuant to Section 239 (2) (b) and (d) to discuss a personal matter about an identifiable individual, including Municipal or Local Board Employees, and labour relations or employee negotiations (Salary Grid)

19. Confirmatory By-law

By-law No. 7555-25 to confirm the proceedings of Council

20. Adjournment

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

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

Email to: Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio



ARNPRIOR

**Minutes of Council Meeting
January 13th, 2025 6:30 PM**

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

Council and Staff Attendance

Council Members Present (In-Person):

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

Town Staff Present:

Robin Paquette, CAO
Jennifer Morawiec, General Manager,
Client Services / Treasurer
Oliver Jacob, Deputy Clerk
Lauren Vincent, Manager of Finance
John Steckly, General Manager, Operations
Graeme Ivory, Director of Recreation
Rick Desarmia, Fire Chief
Alix Jolicoeur, Manager of Community
Services / Planner

Council Members Present (Electronic):

None

Council Members Absent:

Councillor Chris Couper

1. Call to Order

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

2. Roll Call

The roll was called, with all Members of Council being present except Councillor Chris Couper.

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 001-25
Moved by Tom Burnette
Seconded by Lynn Cloutier

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, January 13th, 2025 be adopted as amended with the removal of Item No. 8(a)(ii).

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 002-25
Moved by Dan Lynch
Seconded by Billy Denault

That the minutes of the Regular and Special Meetings of Council listed under Item 7 (a) and (b) on the Agenda be adopted (Special Meeting of Council – December 4th, 2024 and Regular Meeting of Council – December 9th, 2024).

Resolution Carried

8. Awards/Delegations/Presentations

a) Presentations

i. Tabling of the Draft 2025 Operating and Capital Budgets and Long-Range Capital Forecast (LRCF), GM, Client Services / Treasurer and Manager of Finance

Jennifer Morawiec, General Manager, Client Services / Treasurer and Lauren Vincent, Manager of Finance, provided a PowerPoint presentation outlining the 2025 Draft Budget, attached as Appendix A and forming part of these minutes, and responded to questions.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motion(s)

None

12. Staff Reports

a) Zoning By-law Amendment No. 6/24 (400 Division Street) – Manager of Community Services / Planner

Resolution Number 003-25
Moved by Lynn Cloutier
Seconded by Chris Toner

That Council does not approve an application to amend Zoning By-law 6875-18 to allow construction of a sales office / model home prior to draft plan approval for land legally described as McNab Concession A, part of Lot 5.

Further That the following reasons be provided to the applicant for the refusal:

- That the Town of Arnprior is not the approval authority for Draft Plan of subdivision.
- Given that draft plan of subdivision approval can be denied by the County of Renfrew as the approval authority when considering comments from all reviewing agencies, it would be premature of the Town of Arnprior to permit a model home/sales office prior to approval of draft plan of subdivision.

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

Resolution Carried

b) Automatic Aid Agreement – Fire Protection (Mississippi Mills) – Fire Chief

Resolution Number 004-25
Moved by Tom Burnette
Seconded by Dan Lynch

That Council authorize the Mayor and Town Clerk to enter into an Automatic Aid Agreement to provide emergency response fire services on behalf of the Municipality of Mississippi Mills to four (4) municipal addresses located within Mississippi Mills on Head Pond Road North and Diamond Park Springs.

Resolution Carried

13. Committee Reports and Minutes

a) Mayor's Report

None

b) County Councillor’s Report

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

- The [Ottawa Valley Recreational Trail / Algonquin Trail](#) is now open through CFB Petawawa, which gives travellers the opportunity to travel from Smiths Falls to Deep River.
- In December 2024, the [Ottawa Valley Recreational Trail / Algonquin Trail](#) became part of the renowned Trans Canada Trail which is a significant milestone that recognizes Lanark and Renfrew County’s commitment to outdoor and recreation activities. There is an additional 109 kilometres left to complete the portion of the Algonquin Trail within the County of Renfrew and the County is working to identify potential funding opportunities for this project.
- Renfrew County and District Health Unit (RCDHU) has started its annual review of immunization records for all students that attend school in Renfrew County and District. They encourage all families with school-aged children to update their Immunization Records with the Health Unit.
- There will be several Members of County Council who will be attending the 2025 ROMA Conference being held in Toronto, ON next week.

c) Committee Reports and Minutes

None

14. Correspondence & Petitions

a) Correspondence Package No. I-25-JAN-01

Resolution Number 005-25
Moved by Dan Lynch
Seconded by Tom Burnette

That the Correspondence Package Number I-25-JAN-01 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following items

- Page 7 – The Government of Ontario has introduced legislation to amend the *Municipal Act, 2001*, and the *City of Toronto Act, 2006* to strengthen municipal codes of conduct and the Integrity Commissioner framework. If passed, this would establish a mechanism to remove and disqualify Members of Council and certain local boards for a period of up to four (4) years for the most serious code of conduct violations following a recommendation from the local

Integrity Commissioner, a concurring report from the Integrity Commissioner of Ontario, and a unanimous vote of Members of Council.

- Page 35 – The Government of Ontario has appointed a third-party advisor to review the Ontario Municipal Employee Retirement System (OMERS).
- Page 46 – The Government of Ontario has created new pathways for one hundred (100) Internationally trained Physicians to practice in a Rural or Northern Community in 2025. However, there has been no definition provided to date that defines what communities qualify as “Rural”.
- Page 70 – The Government of Ontario has created the “Ontario Corps” which is a central platform for community volunteers and professionals that can help respond to natural disasters and other emergencies.

b) Correspondence Package No. A-25-JAN-01

Resolution Number 006-25
Moved by Lynn Cloutier
Seconded by Chris Toner

That the Correspondence Package Number A-25-JAN-01 be received and the recommendations outlined be brought forward for Council’s consideration.

Resolution Carried

15. By-laws & Resolutions

a) By-laws

Resolution Number 007-25
Moved by Billy Denault
Seconded by Lynn Cloutier

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

- i. By-law No. 7549-25 – Authorize Automatic Aid Agreement (Fire Protection) – Mississippi Mills
- ii. By-Law No. 7550-25 – Authorize Transfer Payment Agreement (TPA) Amendment – ICIP Green Stream (400mm Watermain River Crossing Replacement)
- iii. By-Law No. 7551-25 – Authorize Transfer Payment Agreement (TPA) – Ontario Fire Protection Grant
- iv. By-Law No. 7552-25 – Adopt 2025 Interim Tax Levy

Resolution Carried

b) Resolutions

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

Resolution Number 008-25
Moved by Dan Lynch
Seconded by Tom Burnette

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

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

Therefore Be It Resolved That Council approve the request for waiving the Robert Simpson Park Gazebo rental fees (value of approximately \$95.50 plus HST) for the Annual Memorial Butterfly Release to be held on August 17th, 2025; and

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

Resolution Carried

ii. Municipal Grants Application – Arnprior and Area Physician Recruitment Committee (2025 Doctors Dining Duel)

Resolution Number 009-25
Moved by Lynn Cloutier
Seconded by Billy Denault

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Arnprior and Area Physician Recruitment Committee; and

Whereas the Arnprior and Area Physician Recruitment Committee is an eligible organization under the Municipal Grants Policy with a mandate to support the recruitment of family physicians in the Greater Arnprior area;

Whereas the Doctors Dining Duel is one of the annual fundraising events which fund the attraction and retention of family physicians to support our community;

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$460.00 plus HST) for the Doctors Dining Duel on Thursday, April 24th, 2025; and

Further That the Arnprior and Area Physician Recruitment Committee 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

iii. Municipal Grants Application – Canadian Blood Services (2025 Blood Donor Clinics)

Resolution Number 010-25

Moved by Tom Burnette

Seconded by Dan Lynch

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from Canadian Blood Services; and

Whereas Canadian Blood Services is an eligible organization under the Municipal Grants Policy and provides a safe option where community members can share the gift of blood donation and save a life;

Whereas the 2025 blood donor clinics will be held on the following dates:

- March 19th, 2025
- June 16th, 2025
- September 17th, 2025
- December 10th, 2025;

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$1,430.00 plus HST) for the 2025 Blood Donation Clinics; and

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

Resolution Carried

iv. Request from Walter Zadow Public School – FoodCycler Countertop Composter

Resolution Number 011-25

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council of the Corporation of the Town of Arnprior receive the correspondence from two elementary classes at Walter Zadow Public School; and

Whereas the Grade 5 and 6/7 classes at Walter Zadow Public School have been working on a project called “The Entrepreneurs for Change Project” which focuses on having students create an environmentally sustainable and marketable product; and

Whereas the students have created a project which will address food waste in their school using a FoodCycler Countertop Composter; and

Whereas the students will develop a business plan that involves using the FoodCycler material to grow fruit, vegetables, household plants, and flowers, and then using these products to raise money for charity; and

Whereas the Grade 5 and 6/7 classes have requested a FoodCycler Eco 5 to be donated by the Town of Arnprior;

Therefore Be It Resolved That Council approve the donation of a FoodCycler Eco 5 countertop composter (value of approximately \$418.63) for the Grade 5 and 6/7 classes at Walter Zadow Public School.

Resolution Carried

16. Announcements

County Councillor Dan Lynch made the following announcement:

- The annual Euchre Challenge between the Royal Canadian Legion Branch No. 174 (Arnprior) and the Knights of Columbus – Council 2082 will be held on January 24th, 2025 at the St John Chrysostom Parish Hall located at 285 Albert Street, Arnprior, ON K7S 2M7.

Councillor Chris Toner made the following announcement:

- The Arnprior McNab/Braeside Archives (AMHA) received a thank you card from the Grade 10 History class students from Arnprior District High School who worked with the AMBA Archivist and the Town’s Manager of Culture / Curator on the local war veteran commemoration project in Fall 2024.

17. Media Questions

None

18. Closed Session

None

19. Confirmatory By-Law

Resolution Number 012-25
Moved by Dan Lynch
Seconded by Tom Burnette

That By-law No. 7553-25, being a By-law to confirm the proceedings of the Regular Meeting of Council held on January 13th, 2025, be and is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 013-25
Moved by Lynn Cloutier
Seconded by Billy Denault

That this meeting of Council be adjourned at 8:27 PM.

Resolution Carried

Signatures

Lisa McGee, Mayor

Oliver Jacob, Deputy Clerk

Request to Appear as a Delegation Form

Topic *

Significant Woodland Ecological Assessment

Type of Meeting *

Council

Meeting Date

1/27/2025



Who are you representing

- Myself
- My Business
- Other

Please specify your business or other representation *

Save the Grove Again

Reason for Appearing *

Please refer to submitted materials.

Do you have material to distribute at the meeting *

- Yes
- No

If yes please specify *

Save the Grove Again _ Delegation Support Materials.pdf

This is a 12 page text document to be distributed to all council members preferably prior to the Meeting of Council on January 27, 2025.

Do you have a copy of your notes and/or presentation to attach? *

Yes

No

Upload attachment(s)

File Name



Save the Grove Again _ Delegation Support Materials (1).pdf

173.4 KB

Please Note: All material to be distributed at the meeting and/or any electronic presentations must be received by the Town Clerk no later than 12:00 PM (noon) the Tuesday prior to the meeting. Materials must follow the guidelines provided on the back on this form.

Contact Information

Name *

Lacey Smith

Address *

Phone Number *

E-mail Address *

I hereby consent to the release of my personal contact information for the purposes of the agenda preparation and meeting *

I Agree

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O c.M.56 as amended and will be used to document delegates names, addresses, and key messages for Advisory Committees and Council. Inquiries may be directed to the Town Clerk by telephone at 613-623-4231 ext. 1818 or by email at clerks@arnprior.ca.

Save the Grove Again Delegation

Meeting of Council ~ January 27th at 6:30pm

Presented by: Lacey Smith on behalf of Save the Grove Again

Presented to: Mayor Lisa McGee and Councillors Dan Lynch, Lynn Cloutier, Tom Burnette, Chris Toner, Chris Couper and Billy Denault

What is an old-growth forest?

“Unfortunately, no simple, direct answer exists. Old-growth forests are not uniform or one-dimensional. The forests included within the ancient forest realm vary so dramatically in tree species, rainfall, snowfall, temperature, altitude, soil, and drought that one person’s image of an old-growth forest probably does not coincide with another’s. In general, an old-growth forest is a structurally complex forest, hundreds of years old, that has not been directly altered by humans.” (Middleton #31)

The complex structure of an old-growth Grove includes:

- Multi layered canopy
 - “It provides access to cover for animals between the highest trees and the forest floor; it provides ready replacement trees when a giant falls, it ameliorates the forest climate, creating coolness in summer and sanctuary in winter; and it provides a diversity of nest and foraging sites” (Middleton #41)
- Dead trees (both standing and fallen)
 - “the value of these trees as habitat for mammals, birds, amphibians, reptiles, invertebrates, plants, fungi, and microbes is comparable to that of living trees themselves” (Henry and Quinby #8)
- Plant life
 - “400 tons per acre in a typical old-growth forest...” (Middleton #13)
- Vertebrates and Invertebrates
 - “Old-growth forest is the primary habitat of over a hundred species of vertebrates and fifteen hundred (perhaps twice that) species of invertebrates.” (Middleton #13)
- Micro-organisms
 - “A handful of soil can contain thousands of species of micro-organisms, far more than the combined number of plant and animal species found in the above-ground portion of the forest.” (Henry and Quinby #17)

The Values of Old Growth

Scientific Value:

- "... (old-growth forests) are a benchmark ecosystem, against which other forests can be measured. To understand what happens after a forest has been logged, you need an unlogged forest to compare it to. Many forest processes reach a peak of complexity in old-growth forests and can be fully understood only in this context. In a time of climate change, old-growth forests have much to teach us. We can learn how forests are adapting to climate change in a way that is hard to do with forests that have undergone many other human-induced changes." (Henry and Quinby #16)

Biodiversity Value:

- "Because many species prefer or depend on old-growth forests, these ecosystems are important for all levels of biodiversity...the most diverse groups of organisms in any forest are the soil-dwelling invertebrates and the micro-organisms... old-growth forests are genetic reservoirs for the trees and other organisms that are found within them... This means that undisturbed old-growth forests are more important than previously recognized, not just as habitat for non-tree species, but even for the long-term conservation of the trees themselves. "It's very important that we maintain these genetic reservoirs, to preserve the population's ability to adapt to environmental changes, whether it's attack by an insect, disease, or climate change," emphasises Alex Mosseler, a research scientist with the Canadian Forest Service." (Henry and Quinby #16-17)

Environmental Value:

- "Mature and old-growth trees and stands are powerhouses of carbon absorption and carbon storage throughout their lives and well after they die...As a recent study concluded: "[L]arge, old trees do not act simply as senescent carbon reservoirs but actively fix large amounts of carbon compared to smaller trees; at the extreme, a single big tree can add the same amount of carbon to the forest within a year as is contained in an entire mid-sized tree." (www.climate-forests.org)

Economic value:

- Gillies Grove draws tourists from near and far, in fact it is what has motivated many of our residents in their decision to make Arnprior their home.

- Medicinal compounds from a variety of species of yew are used for a powerful anti-cancer drug (Henry and Quinby #18) (one example of how compounds found in plants are used for medical and economic value)
- provides a genetic seed bank for the forest industry

Aesthetic and Spiritual Value:

- Being in Gillies Grove connects us to something bigger than ourselves
- It brings an unparalleled beauty to our Town, and makes Arnprior unique
- “Time spent quietly in an old-growth forest has shaped who we are and given us a greater sense of belonging on this planet. In fact, there is a scientific basis for this feeling of place... (E.O. Wilson) argues that humans have a need to associate with the rest of nature, which is programmed into our genes. This association forms part of our identity and contributes to our personal fulfillment” (Henry and Quinby #18)

Health Benefits:

- “Experiences of nature are also known to reduce stress, relax, and be more creative. The effects on our health may be numerous and complicated. For example, spending time in the forest can help balance the blood-sugar levels of diabetics..” (Henry and Quinby #19)

Innate Value:

- “...it seems egocentric to value everything according to human needs and desires. To many, in this age of endangered species and ecosystems, it is simply morally wrong to cut down pristine old forests, destroying a complex ecosystem that has evolved over centuries. Maybe trees have a right to sometimes grow old.” (Henry and Quinby #19)

The Future of Old-Growth

- “Ninety-eight percent of North America’s old-growth forests have been eradicated.” (Henry and Quinby #21)
- “It is clear that these unique ecosystems are endangered in southern portions of Ontario and likely in central Ontario as well.” (Henry and Quinby #24)
- “ Old-growth woodlands...are the complex and ancient ecosystems where the true seeds of restoration lie....Those besieged remnants are where the multiple layers of native diversity are hanging on by the skin of their teeth, and when they are lost, so are we. These tiny plots of ancient woodland must be protected, expanded, and connected at all costs.” (Reynolds #46-47)

- "...the remaining patches of old-growth forest are becoming smaller and more widely spread. This fragmentation of the forest dislocates the interconnected web of forest communities, isolating groves of ancient forest...The ancient forests belong to all of us - they are our heritage, and we all have a say on their future..." (Middleton #105)

What does all of this mean for us in Arnprior?

- This town was built on the exploitation of the old-growth forests. Yet, the two largest woodbarrens of the region preserved what we now call Gillies Grove. Slowly this Grove is being squeezed by urbanization.
- We, the community of Arnprior, are blessed to share this land with a remnant (87 acres) of the 2% of old-growth forest that remains in all of North America. That means that we are responsible for 34,800 tons of plant life and the thousands of non-plant species that cohabitate in the Grove. We must be responsible and grateful stewards of this land that blesses our community.
- In (Henry and Quinby #24) the authors indicate that they have chosen sites that "best exemplify our old-growth heritage", of which Gillies Grove is included.
- "If too many creatures are corralled into smaller and smaller islands of land, cut off from each other, they cannot stay healthy...new less selfish models of living are required" (Reynolds #44)
- Currently, Gillies Grove has adjacent land that is available in order to expand and thrive. "The richness of species acts as a reservoir to replenish adjacent lands." (Middleton #94)
- Will we act in reciprocity?

Existing Pressures and Risks

- Gillies Grove is already under a lot of pressure due to it being cut off from other forest communities and squeezed by development.
- There is a noticeable presence of invasive species from the proximity of urbanization, which threatens the health and balance of the ecosystem.
- Species that were already at risk from disease or shrinking habitat have died or or had to relocate due to development that has encroached on the forest.
- Studies must be conducted to get an accurate picture of all of the existing pressures on the Grove and imminent risks if we don't change the way we cohabitate with this land- this endangered ecosystem.

Lay of the Land

- You could say, “well they aren’t cutting down the forest”, but hopefully now that you have more information on old-growth forests and how they thrive we can honour the complexity of this ecosystem and avoid damaging statements like that.
- Areas of concern:
 - There is a section of the old-growth forest at the end of Harrington that is on the adjacent land
 - A vital ecotone is located on the adjacent land
“The most biodiverse places in any ecosystem are the edges, where two different ecosystems meet... The regions where the edges overlap are called ecotones, and these areas support species from both habitats as well as their own unique residents....”
(Reynolds #57)
 - The pine nursery: the Eastern White Pine needs light and space to grow. This is why when you walk through the Grove you don’t see young pines within the forest. The next generation of White Pines is on the adjacent land.
 - The meadow ecosystem works in symbiosis with the forest ecosystem and provides future growth to occur. This is the only available land that will ensure this forest expands, stays healthy and thrives for future generations.

A Disturbing Trend

- The Grove Nursing Home development
 - When the facility was expanded several years ago, an area of forested land owned by Arnprior Regional Health was clear cut of all trees and vegetation, and the soil was graded up to the property line; (Rob McCrae, NCC)
 - The removal of trees from The Grove nursing home property, without any vegetated buffer being maintained, may have increased negative “edge effects” within the Gillies Grove Nature Reserve, in an area of deciduous trees already under stress from disease (Rob McCrae, NCC)
 - Save the Grove Again believes these trees are the dead beech trees that used to be the nesting site of the threatened Red Shouldered Hawk. This would make sense that there no longer seems to be any sightings of this species, which used to be present in the Grove. ***One of the few pairs known to nest in all of Renfrew County (noted by Michael Runtz in a letter to the Town’s Planning Department in 1991).

- The recent approval for development on Natural Heritage site 8 (as listed in Appendix 1 of the Town's Official Plan)
 - "Natural Area Wet creek habitat that provides valuable extension and diversity to Grove habitats." (Town's Official Plan Appendix 1)
 - This habitat that is valuable to the Grove is already slated for development
- 10 Nopiming Game Preserve - Natural Area
 - The new development on Madawaska Blvd. beside PJ's has wiped out a section of this natural heritage area, which Appendix 1 deems is a significant natural habitat and Schedule 'C' indicates it is a deer wintering area.
- 9 Natural Corridor Creek: local business clear cuts section of ravine just off of Edey Street
 - Local residents stopped counting after 60 stumps
 - Town has told residents there is nothing they can do
 - Appendix 1 states: "valleys that wind through neighbourhoods are already protected to some extent, but need recognition as valuable habitat corridors and linear natural areas."
- In a very short time four out of the eleven Natural Heritage Areas in Arnprior have been seriously compromised, and one is slated to be completely eradicated. What will be left of our natural heritage in 5 or 10 years?

A Call for Creative Thinking

- There has been a strong message that the hands of our municipal representatives are tied due to the current push for housing from the provincial government. We would like to suggest that we move forward with the motto of **what we can do?**, not what we cannot do. Let's all work together and use our creativity!!! Our town's natural heritage and in particular the endangered old-growth forest are too valuable to lose.
- Following are some excerpts from the Provincial Policy Statement as well as our Town's Official Plan that should provide some motivation for our collective goal.

Provincial Policy Statement

- Part IV: Vision for Ontario's Land Use Planning System
 - There are over a dozen points in here that support the importance of the environment and ensuring development does not affect the future health of our communities.
 - "Planning authorities are encouraged to build constructive, cooperative relationships through meaningful engagement with indigenous

- communities to facilitate knowledge-sharing in land use planning processes and inform decision-making.”
- “The Province must ensure that its resources are managed in a sustainable way and to **conserve biodiversity**, protect essential ecological processes and public health and safety...”
 - 1.7 Long-Term Economic Prosperity
 - h) providing opportunities for sustainable tourism development
 - k) minimizing negative impacts from a changing climate and considering the ecological benefits provided by nature
 - 1.8 Energy Conservation, Air Quality and Climate Change
 - 1.8.1 Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and prepare for the impacts of a changing climate through land use and development patterns...”
 - 2.0 Wise Use and Management of Resources
 - **“Ontario’s long-term prosperity, environmental health, and social well-being depend on conserving biodiversity...and protecting natural heritage...”**
 - 2.1 Natural Heritage
 - 2.1.1 “Natural features and areas **shall** be protected for the long term.”
 - 2.1.2 “The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, **should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas**, surface water features and ground water features.”
 - 2.1.5 “Development and site alteration **shall not** be permitted in:
 - b) **significant woodlands** in Ecoregions 6E and 7E...”
 - 2.1.8 “Development and site alteration **shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5, and 2.1.6** unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be **no negative impacts** on the natural features or on their ecological functions.”
 - 4.0 Implementation and Interpretation
 - 4.6 “Official plans **shall** identify provincial interests and set out appropriate land use designations and policies. **To determine the significance of some natural heritage features and other resources, evaluation may be required.**”
 - 6.0 Definitions

- “Natural heritage system: means a system made up of natural heritage features and areas, and linkages intended to provide connectivity (at the regional or site level) and support natural processes which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species, and ecosystems. These systems can include natural heritage features and areas, federal and provincial parks and conservation reserves, other natural heritage features, lands that have been restored or have the potential to be restored to a natural state, areas that support hydrologic functions, and working landscapes that enable ecological functions to continue. The Province has a recommended approach for identifying natural heritage systems, but **municipal approaches that achieve or exceed the same objective may also be used.**”

Town of Arnprior Official Plan

- A1 Vision
 - b) “A place that cherishes its natural and cultural resources which contribute to the scenic value of our community while providing a link to our past, such as the ‘Grove’...”
- A2 Guiding Principles
 - “It is recognized that the Town's long-term prosperity, environmental health and social well - being depends on wisely managing change and promoting efficient land use and development patterns.”
 - a) “To ensure that all land use planning decisions are based on the principles of wise growth management that supports the Town’s unique character, diversity, civic identity, natural heritage and cultural heritage.”
 - b) “...promote the preservation and reuse of historic resources, to assist in the retention of local history and heritage and the reinforcement of community character.”
 - j) “To ensure that the construction of all infrastructure, or expansions to existing infrastructure, occurs in a manner **that is compatible with adjacent land uses and minimizes social and environmental impacts**, with consideration given to the long term maintenance, operational and financial consequences of the decision.”
 - o) “To consider climate change adaptation and mitigation through land use and development patterns...”
- A3.2 Sustainable Development
 - Strategic Objectives:

- a) “Minimize the Town’s ecological footprint and the impacts of growth by encouraging new development that is based on the principles of sustainable development”
- i) “Support land use and development patterns that minimize adverse impacts on air quality”
- A3.3 Natural Environment
 - “Goal: To **protect and enhance significant natural heritage** features, areas and functions in the Town.”
 - “Strategic Objectives
 - a) Protect significant natural heritage and hydrologic features and their associated habitats and ecological functions;
 - b) Ensure that an understanding of the natural environment, including the values, opportunities, limits and constraints that it provides, guides land use decision-making in the Town;**
 - c) Discourage the loss or fragmentation of significant woodlands and the habitats and ecological functions they provide; and,
 - d) Promote and establish programs to increase the forest cover in the Town.”
- A4 Interpretation Of This Official Plan
 - “...Since land use decisions have long-term impacts, these decisions must be future oriented and connect to the overall vision...”
- D1 Natural Heritage Resources
 - “D1.1 Objectives For Natural Heritage Resources: It is the objective of this Plan that the diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and groundwater features.
It is also the objective of this Plan to:
 - i) Raise the public’s awareness that natural heritage features are important to the Town of Arnprior and should be protected for future generations;
 - ii) Provide the tools to properly assess development applications located in close proximity to natural heritage features; and,
 - iii) Provide opportunities, where appropriate, for passive outdoor recreational activities.”
 - “D1.2 Development And Site Alteration
 - b) Development and site alteration shall not be permitted in the following features unless it has been demonstrated that there will be no negative

impacts on the natural features or their ecological functions:

i) Significant woodlands;

except in accordance with provincial and federal requirements.

e) Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in Sections D1.2 (a), (b) and (c) of this Plan, unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions. Additional polices on adjacent lands are contained in Section D1.10.1 of this Plan.”

- D1.6 Significant Woodlands

- “A significant woodland is a treed area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history. One significant woodland (The Grove) has been identified on Schedule C.”

- D1.10 Components of the Natural Heritage System

- “The Town of Arnprior is committed to maintaining and promoting a healthy natural environment and protecting its unique and special natural heritage features and areas for the present generation and all successive generations...”

- D1.11.1 Adjacent Lands

- “a) Adjacent lands are the lands contiguous to a natural heritage feature and area where it is likely that development or site alteration would have a negative impact on the feature or area. For the purposes of this Plan, adjacent lands are defined as all lands within the specified distance of the boundary of natural heritage features and areas as set out in Table D.”

- *****Table D indicates that adjacent lands are 120 metres for Significant Woodlands**

- b) “No development or site alteration shall be permitted on these adjacent lands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated, through an Environmental Impact Study (EIS), that there will be no negative impact on the natural features or their ecological functions.”

- E5 Promoting Sustainable Development

- “a) It is the intent of the Town to continuously require that development and redevelopment be carried out in a manner that furthers the goals and objectives of this Plan, and particularly those that deal with sustainable

development and healthy communities. On this basis, the Town will apply the policies of this section to development and redevelopment applications in the Town.”

Call to Action

The Ontario government has weakened the requirements of the Environmental Impact Studies, likely in their aim to build more houses. Should we as a community allow that standard to determine the future of the endangered old-growth forest that we are responsible for? Unequivocally, the answer is NO.

Community members are calling on our Mayor and Members of Council to stand up for the future of this town, to uphold the values, goals and objectives in our Provincial Policy Statement and Town’s Official Plan.

In the absence of a conservation authority, we call on you to conduct an independent and thorough ecological assessment of Gillies Grove Nature Reserve. The EIS that has been weakened by the Provincial government and that will be funded by the corporation that stands to profit off of the development of the land should simply not suffice. Information is power and the more tools Council has at their disposal, the more confident you will be in making huge decisions that will have impacts that far exceed our town and our lifetime.

Save the Grove Again has already begun to assemble a volunteer team to commence research in late winter. This team is led by Owen Clarkin, vice-president of the Ottawa Naturalist Field Club and tree expert. He has other amateur experts in the fields of fungi, sedges and salamanders to name a few that will be joining the research. Additionally, we also have PhD Lichenologist Troy McMullin from the Museum of Nature on board to conduct research of the lichen species in the Grove. The Nature Conservancy of Canada will be granting us a research permit to conduct this field work throughout Gillies Grove Nature Reserve.

As we begin research of the old-growth forest it seems prudent to uphold the Vision for Ontario’s Land Use as laid out in the Provincial Policy Statement* and invite the Algonquins of Pikwakanagan to bring their ancestral knowledge into this process and have their voices steer decision making. (“Planning authorities are encouraged to build constructive, cooperative relationships through meaningful engagement with indigenous communities to facilitate knowledge-sharing in land use planning processes and inform decision-making.”)

In a document prepared by the Land Preservation Society of the Ottawa Valley (original Save the Grove) in the 1990's they state that if the adjacent meadow lands are developed it is "Eliminating the possibility of increasing the size of the wooded portion of Gillies Grove, a management option that improves the chances of long-term health and integrity of the Grove."

With an imminent development proposal for the last remaining land that is adjacent to this old-growth forest- the only land available for the Grove to expand and thrive, we must ask what we want the future to look like? Do we want a sick and dwindling forest for our grandchildren, or do we want them growing up alongside a thriving, and expanding old-growth forest? A forest that is welcoming back threatened and endangered species and that teaches future generations that we value the natural treasures in our community and that our future is inextricably linked to that of Gillies Grove.

Let's come together as a community and do everything we can to understand this ecologically sensitive forest to ensure the health and quality of life for future generations. As community leaders we ask you to uphold the Town's Official Plan and gather any and all tools needed to determine if development on land adjacent to Gillies Grove Nature Reserve (120 metres) would negatively affect ecological processes. Do not leave the future of our town in the hands of a developer.

Help us perform a thorough ecological assessment that has integrity!

"But one must care in order to speak and speak in order to be heard...Let your voice be heard, for silence has sharper teeth than a sawyer's blade." (Middleton #105)



“Old-growth woodlands ... are the complex and ancient ecosystems where the true seeds of restoration lie.”

- Mary Reynolds, *We Are the Ark*



GILLIES GROVE

**10,000 YEARS
IN THE MAKING**

www.savethegroveagain.com

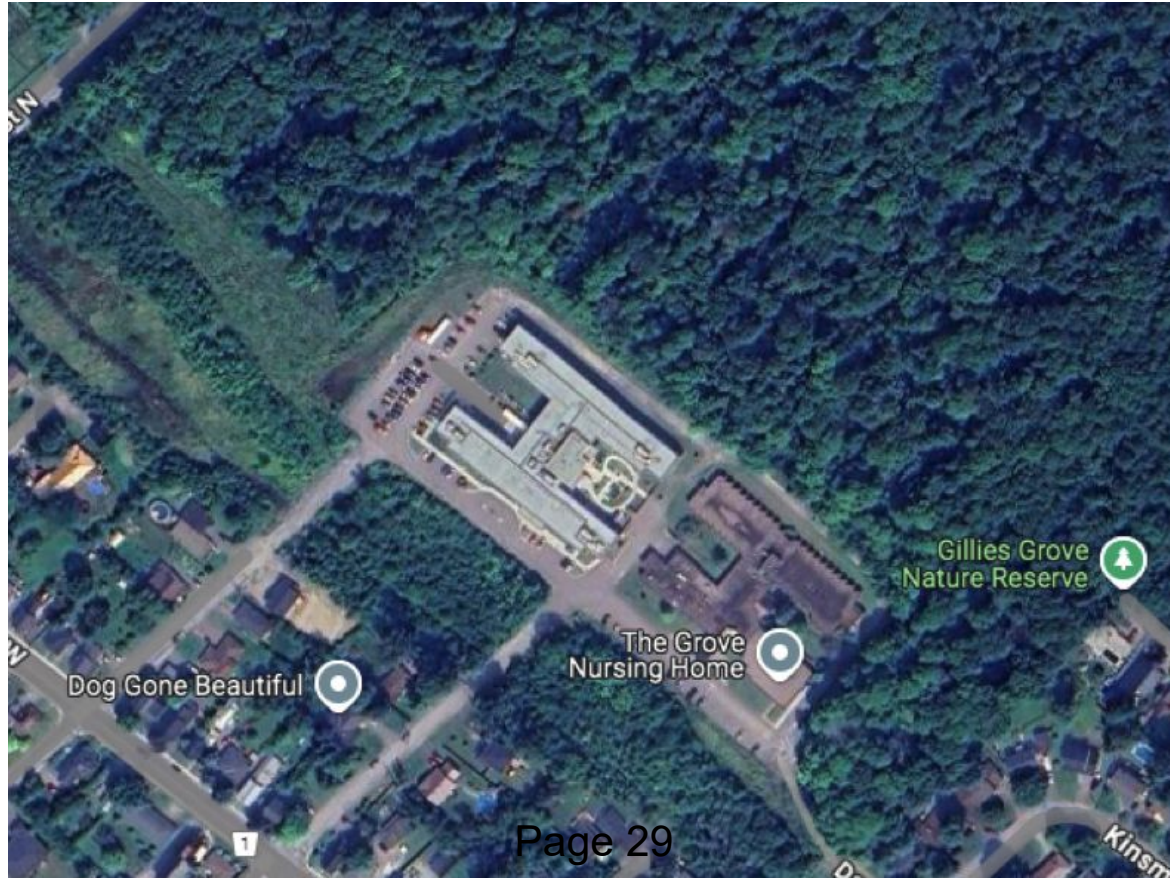
What is all the fuss about old-growth forests?

- Old-growth is more than old trees
- 98% of North America's old-growth forests have been eradicated
- Our community is blessed to share this land with a rare remnant (87 acres) of that surviving 2%
- Old-growth woodlands provide: scientific value, biodiversity, environmental value, economic value, health benefits, spiritual value and innate value
- **400 tons of plant life per acre** in a typical old-growth forest x **Gillies Grove**
87 acres = 34,800 tons of plant life

Key Features



Example of Negative Impacts





- 1 - Bell Park
- 2 - Natural Area and Natural Corridor
- 3 - Madawaska River Shoreline and Natural Corridor
- 4 - Natural Area
- 5 - Natural Area
- 6 - Natural Area and Natural Corridor

- 7 - Shoreline Natural Corridor
- 8 - Natural Area Wet
- 9 - Natural Corridors Creek
- 10 - Nonim Game Preserve - Natural Area (EP)
- 11 - Gillies Grove

A3.3 Natural Environment

Goal:

To protect and enhance significant natural heritage features, areas and functions in the Town.

Strategic Objectives:

- a) Protect significant natural heritage and hydrologic features and their associated habitats and ecological functions;
- b) Ensure that an understanding of the natural environment, including the values, opportunities, limits and constraints that it provides, guides land use decision-making in the Town;
- c) Discourage the loss or fragmentation of significant woodlands and the habitats and ecological functions they provide; and,
- d) Promote and establish programs to increase the forest cover in the Town.

2.1 Natural Heritage

2.1.1 Natural features and areas shall be protected for the long term.

2.1.2 The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.

2.1.4 Development and site alteration shall not be permitted in: b)
significant woodlands in Ecoregions 6E and 7E

2.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.



“Those besieged remnants (of old-growth forest) are where the multiple layers of native diversity are hanging on by the skin of their teeth, and when they are lost, so are we. These tiny plots of ancient woodland must be protected, expanded, and connected at all costs.”

- Mary Reynolds, *We Are the Ark*



2024

The Year of “How to”

Emily Stovel

Manager of Culture/Curator
Arnprior and District Museum

January 13th, 2025





Arnprior + District Museum

- **Our Community Museum** collaboratively explores art, science, and history in innovative ways.
- The **Community** thereby leverages past experiences to understand the present and plan for the future together.
- This occurs via **Exhibits** that work with **Community Belongings** for impactful and transformational storytelling.
- **Interactive Programs** immerse neighbours in diverse experiences and ways of knowing, challenging received wisdom.
- **Operations, Facilities, and Staff** allow this transformational process to take place in careful, respectful ways.
- Because of these resources and skills, the Museum is the best hub for **Cultural Planning, Programs, and Events**.



2024 Museum Overview

- **New internal documents:** staff handbook, annual calendar, school tour development
- **New space use:** modular set ups, more flexible exhibit spaces, more collections space, new storage systems for programming equipment
- **New digital presence:** new collections portal, website revisions
- **New collaborations:** co-created programming and exhibits, after school programming, FIRST Lego League tournament, and CNM partnerships.
- **New operations:** governance (CDAC) and policies under way (cultural planning), new open hours



Programs

- #CultureInArnprior speaker and workshop series in the Spring and the Fall
- Walter Zadow UNDRIP project
- Storytelling events and presentations at Sawmill Flats and Islandview.
- After school collaboration with the Recreation Department
- Collaboration with homeschool families on visual stories for belongings and the museum as a whole
- Learn to Sew
- Summer Camp
- Two movie screenings
- Drag Make-Up storytelling event
- Vintage Flea
- FIRST Lego League
- Dia de los Muertos
- Witch Walk Participation
- Op Shop Coat Sale and Festivus Fair
- Noche Latina



Programs





Programs





Community Belongings

- Finished the digitization project
- Migration to new online portal
- New off-site storage location provided space for collections management
- New transfer protocol with AMBA



Community Belongings





Exhibits

- #hopeandhealing fibre installation with Tracey Mae Chambers
- 1930s cooking exhibit
- Outdoor WWI exhibit
- Indoor WWII coming up.
- Remembrance Day
- Op Shop 50th Anniversary



2024 Cultural Night Market

- **Event Mission:** Our Cultural Night Market showcases artists, vendors, and artisans from a variety of cultures to celebrate the rich diversity of Arnprior and beyond.
- 10 performances
- Over 60 vendors
- 1200 attendees (est.)
- 3 Sponsors:
 - Conseil des Ecoles Catholiques de Centre-Est (CECCE)
 - Canadian Nuclear Laboratories (CNL)
 - Northern Credit Union



CNM 2024





Operations

- Successful YCW and CMOG grants
- New staff handbook drafted
- New Emergency Plan approved
- Coop students and volunteers from Algonquin, Willis and Hertzing Colleges and ADHS worked alongside community volunteers.
- New community curation planning document
- New retention process and electronic records management practices



Staff and Volunteers



Questions?



• WHERE THE RIVERS MEET •



Town of Arnprior Staff Report

Subject: User Fees and Charges – Annual Review

Report Number: 25-01-27-01

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

Department: Client Services

Meeting Date: January 27, 2024

Recommendations:

That Council pass a by-law at the February 10, 2025 Council meeting to implement the proposed changes to the User Fees and Charges By-law.

Background:

The Consolidated User Fees and Charges By-Law #7463-24 is meant to incorporate all user fees and charges imposed for services and activities for the municipality. Annually, staff conduct a comprehensive review of the user fees and charges to ensure that the fees meet legislative requirements, strategic plan sustainability objectives, align with budget and remain comparable with neighbouring or like municipalities.

Discussion:

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

Table 1: User Fees and Charges By-Law Schedules

Schedule	Description
Schedule A	Administration & Finance
Schedule B	Animal Control
Schedule C	Fire Services
Schedule D	Building Services
Schedule E	Planning & Marketing, Economic Development
Schedule F	Waste Management

Schedule	Description
Schedule G	Water and Wastewater
Schedule H	Cemeteries
Schedule I	Equipment Charges
Schedule J	Sewage Charges
Schedule K	Recreation Facility Usage & Programs
Schedule L	Museum & Culture Services

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

Schedule A – Administration & Finance

- Update Market Vendor Fees to remove rates for 6-10 days and 11-20 days as these are no longer used due to the move to full season and half season fee structure in 2024.
- Remove wording “1 use” from the Rotational Community Group Booth and Youth Booth to allow or flexibility if there is additional room at a market to accommodate.

Schedule C – Fire Services

- Revise the costs of smoke alarms, carbon monoxide alarm, and combination smoke/ carbon monoxide alarm to reflect recent cost of inventory purchases.

Table 2: Proposed Changes to Fire Services Fees

User Fee	Previous Rate	Proposed Rate
Smoke Alarm	\$10.00	\$20.00
Carbon Monoxide Alarm	\$30.00	\$20.00
Combination Smoke / Carbon Monoxide Alarm	\$35.00	\$40.00

Schedule D – Building Services

- Increase Patio / Deck permit fee from \$55 to \$100. On average it takes two hours to review an application, issue a permit and a minimum of two inspections for a patio deck. Increasing the fee will allow for cost recovery of the time to conduct the service.

Table 3: Comparison of Patio/Deck Permit Fees

Municipality	Patio / Deck Permit Fee
Arnprior Current	55.00
Arnprior Proposed	100.00
Gananoque	\$140
Carleton Place	\$165 Floating, \$193 Foundation, \$220 Roof
Clarence Rockland	\$204
Brockville	\$212 Flat or \$0.45 / sq. ft.
Mississippi Mills	\$250 Uncovered, \$500 Covered
North Grenville	\$322 No Roof

Schedule F – Waste Management

- Waste management is a cost recovery cost center and covering the costs of garbage collection and landfill management, the changes in fees are a redistribution of costs between user fees (direct use) and levy (all residents).
- The Garbage & Landfill Annual fee is set at \$185 (2024 - \$170) as outlined in the budget presentation reflective of increased contracted services costs.
- As recycling collection for ICI (industrial / commercial / institutional) properties are not included in the shift to the Producer Pay Model, a separate Recycling Collection fee for ICI (industrial / commercial / institutional) users is set at \$210 (2024 - \$182) to cover their collection and processing contract costs.
- Increase Landfill Tipping fees to \$100 / tonne (2024 - \$80) based on comparisons and revenue requirements.

Table 4: Comparison of Landfill Tipping Fees per tonne

Municipality	Tipping Fees / Tonne
Arnprior Current / Proposed	\$80.00 / \$100.00
Town of Renfrew	\$100.00
Whitewater	\$105.00
Ottawa Valley Waste Recovery	\$105.00
Tomlinson (Carp)	\$125.00
City of Ottawa – Trail Rd	\$142.00

- Mattress / Boxspring fees updated in the user fees to reflect a flat rate. Small increase to reflect increasing recycling costs.
- Increase Car / Truck / tipping fees – Looking to generate additional revenues to reduce impact on garbage / landfill rate for future years and adjust to be more aligned with municipal comparators.

Table 5: Comparison of Landfill Tipping Fees for Cars and Trucks

Municipality	Private Passenger Vehicle – Car, Mini-van, Small SUV	Up to ¾ Ton Pick-up, Full size van, large SUV, or Single-Axle Utility Trailer
Arnprior Current / Proposed	\$10.00 / \$20.00	\$30.00 / \$40.00
McNab/Braeside (no scales)	\$15.00	\$30.00
Horton (scales)	\$20.00	\$40.00
Ottawa Valley Waste Recovery	\$20.00 (min. sorted) \$50.00 (min. unsorted)	\$20.00 (min. sorted) \$50.00 (min. unsorted)
Whitewater (scales)	\$20.00 (minimum)	\$20.00 (minimum)
Tomlinson - Carp (scales)	\$50.00 (minimum)	\$50.00 (minimum)
Renfrew (scales)	\$25.00 (minimum)	\$25.00 (minimum)
City of Ottawa (scales)	\$35.50 (minimum)	\$35.50 (minimum)

Schedule G – Water / Wastewater

- Water / wastewater rates are included as per the Water / Wastewater Rate Study presented in December and included in the 2025 draft budget.

Schedule K – Recreation Facility & Programs

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

Arena / Pool / Community Hall

- Inflationary increase for ice rentals with new rates coming into effect September 1, 2025.
- Separate game versus practice rates for Arnprior Packers to reflect additional level of effort and facility maintenance requirements for game days.
- Shift to Tournament hourly rental rates and surcharge to cover additional facility

maintenance required for tournaments and includes access to two meeting rooms and mezzanine. Helps address that many tournaments different in number of days and hours of ice rentals required.

- Adjust late (after 11:00 pm) and early ice (pre 8:30 am) to same hourly rates - \$85.00.
- Rental fees added for tables, chairs, storage rooms, meeting rooms and mezzanine spaces.
- Swimming group lesson fees are revised to show per lesson. Previously rates were set for estimated 10 lesson sessions, however often lessons would run at different variations.

Parks / Marina

- Inflationary increase for gazebo and ball diamond rentals.
- Increased marina fees are required in order to avoid an operating deficit for 2025 and include:
 - Increase resident rates by 4.6% to \$34.00 per foot (up from \$32.50).
 - Comparators: Pembroke \$31.92 / ft, Deep River \$39.06 / ft
 - Increase non-resident rate to 50% aligning with other non-resident rates.
 - Harmonize the Daily Docking rate to \$18.00 per day for both resident and non-resident based on feedback received from daily dockers and to encourage additional daily docking visitors (non-residents).
 - Increase daily boat launch rates to \$15.00 per day (2024 - \$10.00)
 - Increase seasonal boat launch rates to \$125.00 per season (2024 - \$100.00)

Table 6: Comparison of Marina Slip Rental Rates

Marina	Seasonal Rates	Daily Rates	Launch Rates
Arnprior Municipal Marina	\$34.00 / foot	\$18.00 / day	\$15.00 (daily) \$125.00 (season)
Pembroke Municipal Marina	\$31.92 / foot	\$31.92 / day	\$8.70 (daily) \$102.20 (season)
Deep River Marina	\$39.06 / foot	\$15.52 / hour (up to \$50.00) \$40.00 / night	\$10.00 (daily) \$113.85 (season)
Gananoque Municipal	\$64.88 / foot + 3% CIF	\$2.70 / foot	\$10.60 (daily) \$250.00 (season)
White Lake Marina	\$750.00 / season	N/A	\$25.00 (daily) \$185.00 (season)

Marina	Seasonal Rates	Daily Rates	Launch Rates
Carleton Place Boat Launch	N/A	N/A	\$10.50 (daily) \$82.00 (season) \$154.50 (season – NR)
Horton Boat Launch	N/A	N/A	\$9.00 (daily) \$40.00 (season) \$50.00 (season – NR)
Manotick Marina	\$110.00 / foot	\$2.00 / night	\$30.00 (daily)
Carleton Place Boat Launch	N/A	N/A	\$10.50 (daily) \$82.00 (season) \$154.50 (season – NR)
Westport Marina	\$88.00 / foot	\$40.00 / day	
Len’s Cove Marina	\$123.00 / foot		
Port of Call Marina	\$105.00 / foot	\$50.00 / night	\$20.00 (daily) \$235.00 (season)
Long Island Marina (Kars)	\$100.00 / foot		\$130.00 (season)

Options:

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

Policy Considerations:

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

Financial Considerations:

Proposed amendments to user fees and charges are submitted by departmental staff and reviewed by the Client Services - Finance Branch during the annual budget preparation process. The draft 2025 budget presented at the January 13, 2025 regular meeting of Council includes any financial impacts from the proposed user fees and charges included herein.

Meeting Dates:

N/A

Consultation:

Department Heads, Managers, Staff

Documents:

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

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Schedule A – Administration and Finance Fees

Description	Fees
General Administration and Finance Fees	
Photocopies (per page)	\$0.20
Commissioner of Oaths - Resident	\$10.00
Commissioner of Oaths - Non-Resident	\$35.00
Meeting Room Rental Per Hour	\$12.50
Meeting Room Rental Half Day (3.5 hours)	\$25.00
Meeting Room Rental Full Day (7 Hours)	\$50.00
Lower Level Meeting Room – Hourly Evening Rental	\$12.50
Lower Level Meeting Room – Full Evening Rental	\$25.00
Tax/Water Certificate	\$63.00
New Tax Account	\$42.00
Ownership Change	\$20.00
Dishonoured Cheques	\$25.00
Merchandise	
Town Merchandise (Mugs, Hats, Shirts, Pins, Jackets, Sweaters, Etc.)	Cost Recovery + 5%
Municipal Freedom of Information (MFOI) Requests and Routine Disclosure	
MFOI Application Fee	\$5.00
MFOI Search and Preparation Time (each 15 minutes)	\$7.50
MFOI Photocopies (per page)	\$0.20
MFOI Computer Programming Time (per ½ hour)	\$30.00
MFOI external electronic media/ device – i.e., CD, USB, etc. (per device)	\$10.00
Note: MFOI Fees estimated at over \$100 require a deposit of 50% of estimate	

Schedule A – Administration and Finance Fees

Description	Fees
Licensing Fees	
Marriage Licence - Resident	\$125.00
Marriage Licence – Non-Resident	\$150.00
Civil Ceremony – At Town Facility During Office Hours	\$175.00
Civil Ceremony – Outside Office Hours/ Off Site	\$300.00
Civil Ceremony – Officiant Attendance at Rehearsal	\$75.00
Civil Ceremony - Mileage	As per Canada Revenue Agency
Death Registrations (Burial Permit)	\$15.00
Death Registrations (Burial Permit) after hours	\$60.00
Lottery Licence (% of total prize value)	3%
Lottery Licence Amendments	\$10.00
Hawkers and Peddlers - Annual	\$500.00
Refreshment Vehicles/ Stands and Ice Cream Bicycle/Stand and Mobile Canteen	\$750.00 / year or \$62.50 / month
Old Gold and Precious Metal Dealer Annual Licence	\$200.00
Old Gold and Precious Metal Dealer Temporary Licence (1 week)	\$100.00
Pawnbroker Annual Licence (One Time Security Deposit of \$2,000 required to be held by the Municipality as per Pawnbrokers Act)	\$250.00
Clothing Donation Drop Box Annual Licence – Not For Profit/ Charity	No Charge
Special Event Licence (Municipal Property)	\$25.00 / day or part thereof, up to maximum of \$150.00
Market Vendor – Season (May 1 st to September 30 th) - Farmer	\$100.00
Market Vendor – Season (May 1 st to September 30 th) – Non-Farmer	\$150.00
Market Vendor – ½ Season (9 market minimum) - Farmer	\$50.00
Market Vendor – ½ Season (9 market minimum) – Non-Farmer	\$100.00
Market Vendor – Daily 1 to 5 Markets	\$15.00 per day

Schedule A – Administration and Finance Fees

Description	Fees
Market Vendor—6 to 10 Markets	\$10.00 per day
Market Vendor—11 to 20 Markets	\$5.00 per day
Market Rotational Community Group Booth (1-use)	No Charge
Market Rotational Youth Booth (1-use)	No Charge
Market Vendor Access to a Generator (single connection) – fee subject to adjustment by the Treasurer for commodity price increases (fuel) and related costs	\$12.50 per day
Outdoor Sidewalk Patio Café (Non-Liquor Licensed) – Full Season	\$100.00
Outdoor Sidewalk Patio Café (Liquor Licensed) – Full Season	\$3.00 / square foot with a mandatory minimum fee of \$500.00 and up to a maximum fee of \$1,000.00
Application and Other Fees	
Property Standards Committee – Appeal Application	\$150.00
Business Licence Appeals Committee – Appeal Application	\$150.00
Licence Amendment/ Extension	\$25.00
Commemorative Naming Plaque, Signage, and/or purchase of Minor Asset (Bench/ Tree)	Cost Recovery + 5%
Initial Backyard Chicken Licence	\$50.00
Backyard Chicken Licence Annual Renewal	\$25.00

Schedule B – Animal Control

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

Schedule C – Fire Services

Description	Fees
Fire Inspection Letter or Order, Fire Reports, Investigation Reports, Compliance Letters and Real Estate Records Search (plus MFIPPA fees where applicable)	\$100.00
Indemnification Technology – Per Fire Marque Agreement - Should the insurer pay the coverage to the property owner and/or policy holder, the property owner and/or policy holder is liable to remit these funds to the municipality or its representative	Current Ministry of Transportation (MTO) rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services	Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services – Annual Agreement Administration Charge for Participating Municipalities	\$1,000.00
Provision of Emergency Services to a Municipality where there is no agreement for services in place	Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call) multiplied by 1.5
False Alarm Fee (when there are more than 2 false alarms caused by a controllable factor within a 12 month period of time)	\$250.00
Supply and install smoke alarm, carbon monoxide alarm, and combination smoke/ carbon monoxide alarm	Combination Alarms \$40 Plug-in CO Alarms \$20 Smoke Alarms \$20

Schedule D – Building Services

Description	Fees
Building Fees	
Minimum Permit Fee – Residential	\$100.00
Minimum Permit Fee – Commercial/ Industrial/ Institutional	\$200.00
Building Permit – Residential	\$0.95 per square foot
Building Permit – New Residential – Non Living Space	\$0.42 per square foot
Building Permit – Commercial/ Industrial/ Institutional	\$0.75 per square foot
Renovation to Residential or Commercial or Institutional or Industrial (includes finished basement area in new home)	\$0.25 per square foot
Patio Deck Permit Fee	\$100.00
Additional Inspection Fee	\$90.00
Demolition Permit – for 5000 square feet	\$100.00
Demolition Permit – for each additional 1,000 square feet	\$50.00
Conditional Permit – Regular Permit fee plus:	\$400.00
Change of Use	\$200.00
Plumbing Permit – minimum fee	\$100.00
Plumbing Permit – per fixture	\$10.00
Revision to permit (re-examination fee)	\$250.00
Transfer of permit	\$90.00
Administrative Surcharge – regular permit fee plus:	100%
Private Sewage System	\$500.00
Occupancy Permit	No Charge
Sign Permit	\$100.00
Private Swimming Pools	\$100.00

Schedule D – Building Services

Description	Fees
Wood Energy Technology Transfer (WETT) Inspections	
For solid fuel burning appliance (includes report if compliant)	\$125.00
For 2 nd solid fuel burning appliance at the same time as 1 st appliance	\$50.00
Re-inspection of non-compliant appliance per inspection (includes report if compliant)	\$50.00
WETT Compliance Letter with existing building permit for solid fuel appliance – per appliance	\$25.00

Schedule E – Planning and Economic Development	
Description	Fees
Planning Services Fees	
Consent per new lot created, boundary adjustment or easement requested (not including retained parcel)	\$1,500.00
Minor Variance	\$1,500.00
Recirculation for Consent or Minor Variance	\$500.00
Deferral Fee for Consent or Minor Variance	\$300.00
Validation of Title / Certificate of Cancellation	\$500.00
If Peer Review of any study is required – Peer Review Costs (\$5,000 deposit required)	Actual Costs
Zoning Amendment	\$2,000.00
Zoning Lifting of Holding	\$1,500.00
OP Amendment	\$2,000.00
Site Plan Applications (Fees plus Legal and Engineering Costs) (\$5,000 Deposit Required)	\$2,000.00
Site Plan Agreement Amendment	\$550.00
Subdivision Agreement (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$3,000.00
Subdivision Agreement Amendment	\$1,100.00
Review of Red Line changes to Draft Plan	\$800.00
Release of Site Plan Agreement Fee	\$300.00
Development Agreement	\$1,100.00
Compliance Reports	\$125.00
Deeming by-law	\$325.00
Part Lot control (per by-law) or amendment to Part Lot Control By-law for extension	\$600.00
Lifting of 0.3 m reserve – per block	\$400.00

Schedule E – Planning and Economic Development	
Description	Fees
By-law Requests (Encroachment By-law, Sign By-law Exemption, etc.)	\$325.00
Vehicle agency letters	\$100.00
Cash-in-lieu of Parking Agreement	\$325.00
Cash-in-lieu of Parking – per parking space	\$1,600.00
Condominium Approval (Fees plus Legal and Engineering Costs) (\$10,000 Deposit Required)	\$3,000.00
Condominium - Exemption	\$1,500.00
Draft Plan Approval Extension (Required Annually)	\$800.00
Purchase and Sale Process Fee for Purchase of Town-Owned Lands	\$325.00
Marketing and Economic Development Fees – Advertisements	
Business Card (Size (WxH): 3.5 inch x 2 inch)	\$100.00
¼ Page (Size (WxH): 3.75 inch x 5 inch)	\$200.00
½ Page (Size (WxH): 7.5 inch x 5 inch)	\$400.00
Full Page (Size (WxH): 7.5 inch x 10 inch)	\$600.00
Cover Half Page (Colour) (Size (WxH): 7.5 inch x 5 inch)	\$500.00
Cover Full Page (Colour) (Size (WxH): 7.5 inch x 10 inch)	\$700.00
Event sponsorship packages and alternate advertising fees will be determined by the Marketing & Economic Development Officer in consultation with the CAO to allow flexibility for other ad sizes, formats and ensure cost recovery.	
Marketing and Economic Development Fees – Nick Smith Centre Advertising	
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

Schedule E – Planning and Economic Development

Description	Fees
Nick Smith Centre Rink board Ad – Annual (Includes sponsorship of one public skate per year) *Requires a 3-Year Commitment	\$800.00
Nick Smith Centre Ice Surface Ad – Annual (Includes sponsorship of one public skate per year) *Requires a 3-Year Commitment – limited availability	\$900.00
Nick Smith Centre Meeting Room – Annual (Includes sponsorship of two public skate per year per room) *Requires a 5-Year Commitment – limited availability	\$900.00
Nick Smith Centre Arena Viewing Area – Annual (Includes sponsorship of three public skate per year) *Requires a 5-Year Commitment – limited availability	\$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.	

Schedule F – Public Works – Waste Management

Description	Resident Fees	Non-Resident Fees
Landfill Tipping Fees		
Private Passenger Vehicle – Car, Mini-van, Small SUV	\$20.00	\$40.00
Up to ¾ Ton Pick-up, Full size van, large SUV, or Single-Axle Utility Trailer	\$40.00	\$80.00
Tandem-axle Trailer (Heavy Utility Trailer)	\$95.00	\$190.00
Single-axle Truck (Maximum 5 ton capacity)	\$300.00	\$600.00
Tandem-axle Dump Truck, or Single-axle Packer (i.e., garbage truck)	\$395.00	\$790.00
Tri-axle Dump Truck, Tandem-axle Dump Truck with pup, or Tandem-axle Packer (i.e., garbage truck)	\$690.00	\$1,380.00
Tractor-trailer	\$1,200.00	\$2,400.00
Roll-off Box (per cubic yard capacity)	\$20.00	\$40.00
Tipping Fee (per tonne)	\$100.00	\$200.00
Compacted Waste – per tonne or 2 times standard tipping fee	\$100.00	\$200.00
Tires – no rim	No Charge	No Charge
Tires – with rim	No Charge	No Charge
Freon Evacuation (items also require a disposal fee) (i.e: air conditioner, freezer, refrigerator, dehumidifier, water coolers)	\$40.00	\$80.00
Brush (i.e., shrubs, hedges, trees, large branches (over 1.5” diameter), stumps, roots, timber, and logs)	Tipping Fees Apply	Tipping Fees Apply
Leaf and Yard Waste (i.e., plants, flowers, compost, leaves grass clippings, small branches (less than 1.5” diameter), tree/shrub trimmings)	No Charge	Tipping Fees Apply
Blue Bin Recyclables (i.e., comingled, fiber and cardboard)	No Charge	Tipping Fees Apply
Christmas Trees (Expires January 31st after the Christmas Holiday)	No Charge	Tipping Fees Apply

Schedule F – Public Works – Waste Management

Description	Resident Fees	Non-Resident Fees
Bulk purchases of 500 or more bag tags for registered charities or non-profit organizations. Re-sale or bag tags is prohibited (Residents Only)	\$1.50/tag	N/A
Electronic Waste (i.e., TV's, cell phones, printers, computer monitors, speakers)	No Charge	No Charge
Scrap Metals (Source Separated Metals)	No Charge	No Charge
Mattress or Boxspring (each)	\$20.00	\$40.00
Construction, Demolition, Renovation Waste	Cost Recovery	2x Cost Recovery
Other Waste Management Fees		
Requires a 'Bag Tag'	\$3.00	N/A
Counter-Top Composter (Pilot Project) – Small / Large	\$150 / \$300	N/A
Composter Purchase – Residents Only (Note 1)	Cost Recovery	N/A
Garbage & Landfill – Annual Fee (Note 2)	\$170.00	N/A
Recycling & Collection (ICI) – Annual Fee	\$182.00	N/A
<p>Note 1: The General Manager, Client Services/Treasurer is delegated authority to adjust to fees as they pertain to Cost Recovery items listed.</p> <p>Note 2: The ratio of the annual fee that is Garbage Fee versus Landfill fee is established annually based on the current year budget and will be adjusted by the Treasurer to reflect contractual obligations*</p>		

Schedule G – Public Works – Water / Wastewater	
Water Rates	As of March 1, 2025
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	\$1.90
Service Charge per month – 5/8” meter	\$24.24
Service Charge per month – 3/4” meter	\$33.14
Service Charge per month – 1” meter	\$57.66
Service Charge per month – 1.5” meter	\$102.44
Service Charge per month – 2” meter	\$165.91
Service Charge per month – 3” meter	\$298.62
Service Charge per month – 4” meter	\$691.32
Service Charge per month – 6” meter	\$1,341.40
Service Charge per month – 8” meter	\$2,130.15
Wastewater Rates	As of March 1, 2025
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	\$1.35
Service Charge per month – 5/8” meter	\$18.84
Service Charge per month – 3/4” meter	\$25.73
Service Charge per month – 1” meter	\$44.79
Service Charge per month – 1.5” meter	\$79.57
Service Charge per month – 2” meter	\$128.87
Service Charge per month – 3” meter	\$231.96
Service Charge per month – 4” meter	\$537.00
Service Charge per month – 6” meter	\$1041.65
Service Charge per month – 8” meter	\$1,654.64
Description	Fee
Water/ Sewer Service Installation – Residential (main to property line to 30 feet)	
Standard 5” Sanitary Service, Standard 4” Storm Service and 3/4” Water Service	Actual Cost

Schedule G – Public Works – Water / Wastewater	
Oversized Residential	
Installation of sanitary sewers, storm sewers and water lines to property lines	Actual Cost
Material, labour, and machine costs for all installations	Actual Cost
Water/ Sewer Service Installation – Commercial	
Material, labour, and machine costs for all installations	Actual Costs
Water Meter and Related Appurtenance	
New Water Meters	Actual cost
Replacement of Damaged Meters	Cost + 10%
Meter pit (excluding meter)	Cost + 10%
Relocation of Water Meter	Actual cost
Water Meter Accuracy Testing Deposit (for each test)	\$45.00
Water Disconnection Charge (For Delinquent Accounts Only)	\$75.00
Water Connection Charge (For Delinquent Accounts Only)	\$75.00
Bulk Water	
Annual Registration Fee	\$100.00
Bulk Water Consumption Rate (per cubic meter) - Resident Rate	\$4.05
Bulk Water Consumption Rate (per cubic meter) - Non-Resident Rate	\$6.08
Note: Bulk water consumption rate is charged at 2.25 times the residential/non-residential consumption rate	

Schedule H – Public Works - Cemeteries

Description	2025 Rate		
	Lot	Care and Maintenance	Total

Sale of Plots – Resident Rate

1 Grave Plot	\$812.00	\$542.00	\$1,354.00
2 Grave Plot	\$1,624.00	\$1,084.00	\$2,708.00
3 Grave Plot	\$2,436.00	\$1,626.00	\$4,062.00
4 Grave Plot	\$3,248.00	\$2,168.00	\$5,416.00
Cremation Plot	\$552.00	\$368.50	\$920.50

Sale of Plots – Non-Resident Rate

1 Grave Plot	\$1,218.00	\$813.00	\$2,031.00
2 Grave Plot	\$2,436.00	\$1,626.00	\$4,062.00
3 Grave Plot	\$3,654.00	\$2,439.00	\$6,093.00
4 Grave Plot	\$4,872.00	\$3,252.00	\$8,124.00
Cremation Plot	\$828.00	\$552.75	\$1,380.75

Sale of Columbaria Niches – Resident Rate

Level A Niche	\$1,424.50	\$251.50	\$1,676.00
Level B Niche	\$1,294.51	\$229.00	\$1,523.50
Level C Niche	\$1,177.00	\$208.00	\$1,385.00
Level D Niche	\$1,070.00	\$189.00	\$1,259.00
Level E Niche	\$972.51	\$172.00	\$1,144.50

Sale of Columbaria Niches – Non-Resident Rate

Level A Niche	\$2,136.75	\$377.25	\$2,514.00
Level B Niche	\$1,941.75	\$343.50	\$2,285.25
Level C Niche	\$1,765.50	\$312.00	\$2,077.50
Level D Niche	\$1,605.00	\$283.50	\$1,888.50
Level E Niche	\$1,458.75	\$258.00	\$1,716.75

Schedule H – Public Works – Cemeteries Continued

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

Schedule H – Public Works – Cemeteries Continued

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

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

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

Schedule K – Recreation

Nick Smith Centre – rates come into effect April 1, 2025

Description	Resident	Non-Resident
Arena – Seasonal Contract & Casual Rental Hourly Ice Rates		
Junior A Packers – Practice	\$145.00	N/A
Junior B Packers – Game	\$225.00	N/A
Senior A Rivermen - Game	\$225.00	N/A
Winter Prime Time & All Summer Ice – Adults	\$200.00	\$300.00
Winter Prime Time & All Summer Ice – Minors & Seniors	\$145.00	\$217.50
Winter Non- Prime Time – Adults	\$160.00	\$240.00
Winter Non- Prime Time– Minors & Seniors	\$115.00	\$172.50
Ice Discounts		
Last Minute (within 72 hours of rental, n/a on Early Morning Ice)	30%	30%
Late Ice (11:00 pm to midnight)	\$85.00	\$85.00
Early Morning Ice (pre 8:30am) – Weekdays Only	\$85.00	\$85.00
Tournament Rates – Ice (Daily) – Adults (up to 12 hrs)	\$1,900.00	\$2,850.00
Tournament Rates – Ice (Daily) – Minors & Seniors (up to 12 hrs)	\$1,367.50	\$2,052.50
Tournament Surcharge (Per Day) – Includes access to two meeting rooms and public mezzanine.	\$250.00	\$250.00
Ice Contract Deposit (Non-Refundable) for contracts great than 10 hours. 20% deposit of total value (Note: Does not apply to primary user groups)	20%	20%
Slab Rental		
Hourly Rate (No Set Up)	\$65.00	\$97.50
Daily Rate	\$650.00	\$975.00
Set-up / Tear Down - Daily Rate	Cost Recovery	Cost Recovery
Hydro Fees and Set Up - Daily Rate	Cost Recovery	Cost Recovery
Electrical Fees - Inside & Outside Panel Per Event	Cost Recovery	Cost Recovery
Public Skating		
Public Skating – Adult (16-60 Years)	\$3.00	\$4.50

Description	Resident	Non-Resident
Public Skating – Infants (0-2 Years)	No Charge	No Charge
Public Skating – Children (3-15 Years)	\$2.50	\$3.75
Public Skating – Seniors (60+ Years)	\$2.50	\$3.75
Shinny Hockey		
Adult Shinny Hockey – Hourly Rate Per Person (16 Years & Over)	\$6.00	\$9.00
Youth / Senior Shinny Hockey – Hourly Rate Per Person (15 Years & Under / 60 Years & Over)	\$5.00	\$7.50
Goaltender – (Up to 2 Goalies, Max)	FREE	FREE
Nick Smith Centre Community Hall		
Hall Rental Fee - Hourly Rate	\$43.75	\$65.50
Hall Rental Fee - Daily Rate	\$365.00	\$547.50
Hall Rental Fee with Bar Services - Daily Rate	\$470.00	\$705.00
Hall Rental Fee with Bar Services – Hourly Rate (Minimum 3 hour rental)	\$110.00	\$165.00
Set Up/Tear Down Fee - Hourly Rate (Applied to any setup that is beyond setup of tables and chairs)	\$40.00	\$40.00
Security and Damage Deposit – Daily (Fee to secure rental and is fully refunded barring damages)	\$200.00	\$200.00
Event Security (Select Licensed Events) – Per Guard, Per Hour	\$35.00 - \$50.00	
Table Rentals (per table, per day)	\$10.00	\$15.00
Chair Rentals (per chair, per day)	\$2.00	\$3.00
Nick Smith Centre - Recreation Programs (Various)		
NSC Program & Lending Hub fees are variable and set by Director of Recreation in consultation with the GMCS / Treasurer based on forecasted revenues / expenses & the annual Council approved operating budget.	Various Fees	Resident Fees x 1.5

Swimming Pool Rental – Per Hour		
Pool Rental - Basic Hourly Fee (includes 2 lifeguards)	\$150.00	\$225.00
Staff Fee – Per Guard (1:30 Ratio; Minimum 2 guards @ all times)	\$32.00	\$32.00
Swim Club & School Rentals	\$75.00	N/A

Description	Resident	Non-Resident
Lock Rentals Per Hour		
Lock Rental (Single Day Only)	\$1.00 (\$5.00 rental fee; \$4.00 rebate upon lock return)	\$1.00 (\$5.00 rental fee; \$4.00 rebate upon lock return)
Swim Club Locker Rental (Members Only) - <i>Yearly</i>	\$25.00 (season)	\$25.00 (season)
Swimming Lessons		
Children's Lessons – Parents & Tots	\$90.00	\$135.00
Children's Lessons – Pre-School	\$100.00	\$150.00
Children's Lessons – Swimmer Level 1-3	\$100.00	\$150.00
Children's Lessons – Swimmer Level 4-6	\$110.00	\$165.00
Children's Lessons – Patrol Level	\$120.00	\$180.00
Children's Lessons – Semi-Private Lessons	\$154.00	\$231.00
Children's Lessons – Individual Private Lessons	\$190.00	\$285.00
Adult Lessons	\$116.00	\$174.00
Adult Lessons – Per Class	\$10.00	\$15.00
Group Lessons – 30 Minutes – Per Lesson	\$10.00	\$15.00

Group Lessons – 45 Minutes – Per Lesson	\$11.00	\$16.50
Group Lessons – 60 Minutes – Per Lesson	\$12.50	\$18.75
Semi-Private Lessons – 30 Minutes – Per Lesson	\$16.25	\$24.50
Private Lessons – 30 Minutes – Per Lesson	\$24.50	\$36.75
Aquafit – Full Session (10-Week Program) – Resident	\$90.00	\$135.00
Aquafit – Registered Per Class	\$9.00	\$13.50
Aquafit – Drop In Cost Per Class	\$15.00	\$22.50
Public Swimming		
Public Swim Admission – Under 2 Years	No Charge	No Charge
Public Swim Admission – Children (Under 16 Years)	\$3.50	\$5.25
Public Swim Admission – Adults (16+ Years)	\$4.50	\$6.75
Public Swim Admission – Seniors (60+ Years)	\$3.50	\$5.25

Description	Resident	Non-Resident
Public / Lane Swim – Annual Membership – Child (15 & Under) / Seniors (60+ years)	\$350.00	\$525.00
Public / Lane Swim – Annual Membership – Adult (16-59 Years)	\$475.00	\$712.50
Seasonal Aquatic Programming		
Aquatic Fitness / Therapeutic Classes – Per Class (Fee Varies Per Program – See Nick Smith Centre for Details & Specific Program Pricing)	\$8.50 - \$15.00	Resident Fees x 1.5
Youth Birthday Parties		
Birthday Party: 1 hr swim	\$150.00	\$225.00
Birthday Party: 1 hr private skating	\$140.00	\$210.00
Birthday Party: 1hr pool + 2hr community hall	\$210.00	\$315.00
Birthday Party: 1hr ice + 2hr community hall	\$200.00	\$300.00

Customized packages may be arranged. For booking please call at least 14 days in advance.	Variable Fee	Resident Fee x 1.5
Hybrid User Groups - Non-Resident Surcharge		
Major Groups (+200 rental hours) – Per Person	N/A	\$220.00
Recreation Groups (+100 rental hours) – Per Person	N/A	\$165.00
Limited Use Groups (+20 rental hours) – Per Person	N/A	\$110.00
Facility Meeting / Storage Space		
Arena Storage Room (approx. 225 sq ft) - Yearly	\$675.00	N/A
Arena Meeting Room – Hourly	\$20.00	\$30.00
Arena Meeting Room – Daily	\$100.00	\$150.00
Public Mezzanine – Hourly	\$35.00	\$52.50
Public Mezzanine – Daily	\$175.00	\$262.50
Licensed Arena Meeting Space	Negotiated Rate	Negotiated Rate

Parks & Outdoor Amenities

Description	Resident	Non-Resident
Robert Simpson Park		
Use of Gazebo Only – (4 Hours, includes access to power box)	\$100.00	\$150.00
Use of Gazebo Per Hour, Beyond 4 Hours (includes access to power box)	\$40.00	\$60.00
Use of Gazebo – Resident (4 Hours, including chairs, tables, sound system, set up & tear down)	\$550.00	\$825.00
Licensed Event	Negotiated Rate	Negotiated Rate
Ball Diamonds		
Adult Leagues – per hour	\$28.50	\$28.50
Minor Leagues – Recreation Affiliates – per hour	\$18.25	\$18.25
Tournaments – per Day / per Diamond	\$160.00	\$160.00
Marina		
Slip Rental for the season (per foot – 14 ft minimum)	\$34.00	\$51.00
Slip Rental for the month (per foot – 14 ft minimum)	\$18.00	\$27.00
Seasonal Slip Rental Deposit (Non-Refundable)	\$250.00	\$250.00
Daily Docking	\$18.00	\$18.00
Refundable Key Deposit	\$25.00	\$25.00
Daily Launch	\$15.00	\$15.00
Seasonal Launch Pass	\$125.00	\$125.00
Recreational Programming		
Recreation program and sports league fees are variable and set by Director of Recreation in consultation with the GMCS / Treasurer based on forecasted revenues / expenses and the annual Council approved operating budget.	Variable Fees	Variable Fees

Schedule L – Museum Services

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



Town of Arnprior Staff Report

Subject: GMF's Growing Canada's Community Canopies – Grant Application

Report Number: 25-01-27-02

Report Author and Position Title: Jessica Schultz, A/ Environmental Engineering Officer

Department: Operations

Meeting Date: January 27th, 2025

Recommendations:

That Council receive Staff Report No. 25-01-27-02 regarding the 2025 Tree Planting Grant Application as information; and

Further That Council provide support for submitting application to the Growing Canada's Community Canopies (GCCC) Tree Planting Program to demonstrate commitment to enhancing tree canopy and natural vegetation within the Town as outlined in By-Law 6915-19 (Tree Canopy Policy), as well as to support the Town's Recreation and Parks Master Plan and Strategic Plan.

Background:

GCCC is funded through the Government of Canada's 2 Billion Trees program and is a further expansion of the Green Municipal Fund's (GMF) mandate to focus on nature-based climate solutions. When communities plant trees they benefit from carbon sequestration, enhanced biodiversity, and better climate resilience and well-being.

The initiative is designed to encourage local climate action while providing equitable access to trees across communities, ensuring tree survivability, and creating more quality green jobs by 2031. By providing upskilling opportunities and addressing staff capacity gaps, GCCC will enable local governments and communities to increase their tree canopy ambitions.

GMF's GCCC is a \$291M initiative that will support planting at least 1.2 million trees across the country. Funding covers up to 50% of eligible costs. To be eligible for this funding, a project's total eligible cost must be at least \$50,000. The expected output is a new tree planting project, with municipal government involvement and accountability, in which the community makes permanent additions to their forests.

Applications for tree planting funding should demonstrate the following:

- How the project is supported by municipal or regional policies, plans, programs and/or guidelines (e.g., urban forest management plans, urban forest, best management practices, tree protection bylaws, urban master plans, and/or other laws or policies) dealing with canopy cover
- A planting plan that includes site selection, site analysis, tree selection, planting design, planting techniques and soil-preparation techniques
- Engagement with professionals (e.g., registered forestry professionals, arborists, ecologists, biologists, etc.) during project planning
- Inputs have been secured, or plans have been made to secure these inputs (i.e., tree stock availability, connection with nurseries, land/labour, project partners)
- Community engagement where the project is taking place
- All projects will require a resolution or letter of support from the council of the municipality in whose jurisdiction the planting is to occur.

This program has been designed such that funding submission requirements and evaluation processes strive to increase tree survival rates. Applicants need to describe their approach to tree mortality and replanting and describe their plan for maintaining the trees over the long-term. There will be a 10% hold-back (up to \$100,000) for a maintenance and monitoring report that will need to be submitted one year after the planting is completed and will include tree survival rates. Project sites may also be audited to assess project success.

Discussion:

The proposed project trees would be planted with a multitude of space to encourage large canopy growth to benefit the community by providing shade in frequently used park space, trails, cemeteries and school yards. This program would help implement our Parks and Recreational Master Plan with enhancing our dedicated green space. As well as provide climate change resilience, enhance biodiversity and aid in our ecosystem health. As part of our 5-year Strategic Plan, environmental sustainability and responsible stewardship are at the forefront of our goals for the project.

As part of community engagement, we plan to install accessible QR code signage in park areas to enhance public knowledge about the role of trees in urban environments. We have obtained support from the County of Renfrew to plant trees along the shared portion of the Algonquin Trail between William Street West and Meehan Street. We have also obtained positive support from all three schools to reserve five (5) maple trees per school (15 total) for schools to improve the canopy cover on their properties. This offering of trees aligns with the agreement made between Town and schools which provide public access to play structures, as well as provides capacity-building for the community that our application seeks to address by empowering students to experience an urban forestry project.

We propose planting at the following 13 sites:

- Caruso Park
- McLean Park
- Legion Park
- Howard Slater Park
- M. Sullivan Park
- Waterfront/Marina Trail
- Algonquin Trail
- Albert St. Cemetery
- Malloch Rd. Cemetery
- AJ Charbonneau School
- Deux-Rivières School
- St. John XXIII School

Our planting strategy contributes to forest resilience by:

- 1) Planting a variety of tree species to promote biodiversity;
- 2) Planting resilient tree species that can withstand warming climate;
- 3) Avoiding planting species threatened by current endemic pests and diseases, and;
- 4) Planting higher-quality stock and tree species.

Our planting plan won't include species that are affected by current epidemics or local pests, such as Emerald Ash Border, Beech Bark Disease or Dutch Elm Disease. We have opted not to plant any ash species, elm species, or aspen. Based on research by Tree Canada and Community Forests International, we have incorporated planting the following species which have a high adaptive capacity: red oak, sugar maple, cherry, white pine, and ironwood. We have also incorporated serviceberry and hackberry species in the planting plan, known to be affected by few pests and diseases as well as tolerant to a variety of soil types.

The planting project supports both the Waterfront Master Plan and the Recreation and Parks Master Plan by enhancing public parks and trails with new plantings, while providing several health benefits such as improving air and water quality to support physical and mental health, and as a source of shade making these spaces more user-friendly.

The planting project will also have several ecosystem health benefits such as habitat creation, food source for pollinators, birds and mammals, and help create wildlife corridors for migratory birds such as warblers. As carbon sequesters, trees have the ability to absorb pollutants in the air while releasing oxygen. Maple trees are a staple in our planting plan and are one of the most effective species at carbon capture, absorbing an average of 22 lbs of CO₂ per year, according to some studies. Trees also return moisture to the atmosphere through the process of transpiration, thereby leading to the cooling of the surrounding air, reducing the urban "heat island" effect.

Finally, trees provide services similar to human-built infrastructure. For example, seeking shelter under a large canopy tree during a rainstorm, or the benefits from slowing rainfall and erosion prevention to prevent sediment run-off from entering bodies of water or sewer systems. Unlike human-made infrastructure, trees' ability to provide shade, habitat, carbon-storing and other benefits only increase as time goes on and trees mature.

Across all 13 sites, we are looking to plant 181 trees in total. We have identified the following milestones that outline the roadmap for the project:

1. Completing the FCM application, award funding
2. Tendering planting contract
3. Planting at first 5 sites – See Lashley plan (Spring 2026)
4. Planting at schools (Spring 2026)
5. Planting at final 5 sites (Fall 2026)
6. Design and installation of QR code signage (Summer 2027)
7. Monitoring and reporting for one year after planting completion & Final report to FCM (Fall 2027)

The total cost of the project is estimated to be \$150,313. We are asking GMF to cover up to 50% of the costs at \$75,150.00.

Options:

Council may choose:

- Not to endorse the project as presented.
- To endorse a modified version of the presented scope of work.

Neither of these options are recommended due to the benefits outlined within the report.

Policy Considerations:

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

- Tree Canopy By-Law 6915-19;
- Recreation & Parks Master Plan;
- Waterfront Master Plan; and
- Strategic Plan

Financial Considerations:

Staff estimates the total project to be \$150,313. This total includes capital expenditure for purchase of tree stock, QR code signage materials, equipment rental, staff remuneration time, and other services (i.e. consulting for landscape design). We are asking GMF to cover up to 50% of the costs at \$75,150.00. The value of the tree stock is based off previous tender proposals for tree planting in Marshall's Bay development project from 2024 where each tree was approximately \$750. Staff remuneration time was based on the Environmental Engineering Officer salary. Funding cover daily rates actually paid to employees for time worked on the implementation including maintenance and monitoring of the project up to one-year post-planting. Total staff remuneration time cannot exceed 10% of the project's eligible costs.

Using Staff's estimates, Arnprior's cost sharing portion would range as follows:

Table 1: Estimated Funding Sources

Funding Source	Description	Amount	Percentage of Budget
Green Municipal Fund	Grant	\$61,830	41%
Town of Arnprior	Cash	\$75,156	50%
Town of Arnprior	Staff remuneration	\$13,327	9%
	Total funding	\$150,313	100%

Should the grant application be successful, the Town of Arnprior's funding contribution would be included in the future 2026 capital and operating budgets.

Meeting Dates:

1. November 28, 2024, site visits with Lashley Associates at parks

Consultation:

- Parks & Recreation Department
- Public Works Department
- Renfrew County
- Lashley Associates
- GMF representative, Jordan Ruest
- GCCC Tree Coach, Marshall Buchanan
- Registered Professional Forester, Lacey Rose
- Schools – AJ Charbonneau, St. John XXIII, École Deux-Rivières

Documents:

1. Appendix A – Tree Planting Plan

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Appendix A

Planting Plan – Aerial View

TREE PLANTING PROPOSAL TOWN OF ARNPRIOR



202-950 GLADSTONE AVENUE
OTTAWA, ON K1Y 3E6
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E Mail@LashleyLA.com



ARNPRIOR
WHERE THE RIVERS MEET

ARNPRIOR, ON

ISSUED FOR GRANT APPLICATION

DECEMBER 11, 2024

DRAWING INDEX

SERGEANT HOWARD SLATER PARK	L1-01
LEGION PARK	L1-02
CARUSO PARK	L1-03
McLEAN PARK	L1-04
WATERFRONT TRAIL	L1-05
DETAILS AND SPECIFICATIONS	L2-01



KEY PLAN ↑

PLANTING SCHEDULE					
ID	QTY	COMMON NAME	BOTANICAL NAME	SCHEDULED SIZE	COMMENTS
TREES					
AC	2	Serviceberry	Amelanchier canadensis	40mm Caliper	B&B or Wire Basket and Burlap
AR	1	Red Maple	Acer rubrum	40mm Caliper	B&B or Wire Basket and Burlap
AS	3	Sugar Maple	Acer saccharum	40mm Caliper	B&B or Wire Basket and Burlap
CO	2	Common Hackberry	Celtis occidentalis	40mm Caliper	B&B or Wire Basket and Burlap
MC	3	Sweet Crabapple	Malus coronaria	40mm Caliper	Large Flowering Tree
PS	3	Eastern White Pine	Pinus strobus	1.2m High	
QA	1	White Oak	Quercus alba	40mm Caliper	B&B or Wire Basket and Burlap
QM	3	Burr Oak	Quercus macrocarpa	40mm Caliper	B&B or Wire Basket and Burlap
QR	4	Red Oak	Quercus rubra	40mm Caliper	B&B or Wire Basket and Burlap



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- 1. EXISTING GROUND LEVEL GRADES ARE NOT TO BE ALTERED.
- 2. TREE PLANTING TO BE IN ACCORDANCE WITH SITE CONDITIONS. TREE PLANTING TO BE INSTALLED WITH APPROPRIATE DETAIL FOR SITE CONDITION.
- 3. AREAS DISTURBED BY TREE PLANTING OPERATIONS OR ACCESS FOR PLANTING TO BE REINSTATED TO ORIGINAL CONDITION WITH SAME FINISHES EG. GRASS AREAS TO BE TOPSOIL AND SOD.



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A	2024-12-11	ISSUED FOR REVIEW

SEAL:

NORTH:

202, 950 GLADSTONE AVENUE
OTTAWA, ON K1Y 3E6
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F 613 233 4051
W LashleyLA.com
E Mail@LashleyLA.com

PROJECT:

TREE PLANTING PROPOSAL
TOWN OF ARNPRIOR

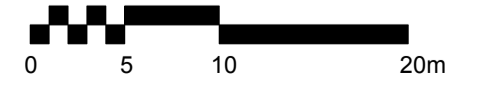
ARNPRIOR, ON

DRAWING TITLE:

SERGEANT HOWARD SLATER PARK

DATE:	2024-12-02	DRAWING NO.:	L1-01
SCALE:	AS SHOWN		
DRAWN BY:	RJ		
LA PROJECT NO.:	24887-1		

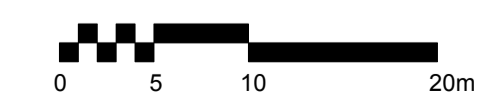
1 SERGEANT HOWARD SLATER PARK
L1-01 Scale: 1:400



PLANTING SCHEDULE					
ID	QTY	COMMON NAME	BOTANICAL NAME	SCHEDULED SIZE	COMMENTS
TREES					
AS	4	Sugar Maple	Acer saccharum	40mm Caliper	B&B or Wire Basket and Burlap
CO	3	Common Hackberry	Celtis occidentalis	40mm Caliper	B&B or Wire Basket and Burlap
MC	3	Sweet Crabapple	Malus coronaria	40mm Caliper	Large Flowering Tree
OV	4	Ironwood	Ostrya virginiana	40mm Caliper	B&B or Wire Basket and Burlap
PS	3	Eastern White Pine	Pinus strobus	1.2m High	
QA	2	White Oak	Quercus alba	40mm Caliper	B&B or Wire Basket and Burlap
QM	3	Burr Oak	Quercus macrocarpa	40mm Caliper	B&B or Wire Basket and Burlap
QR	4	Red Oak	Quercus rubra	40mm Caliper	B&B or Wire Basket and Burlap

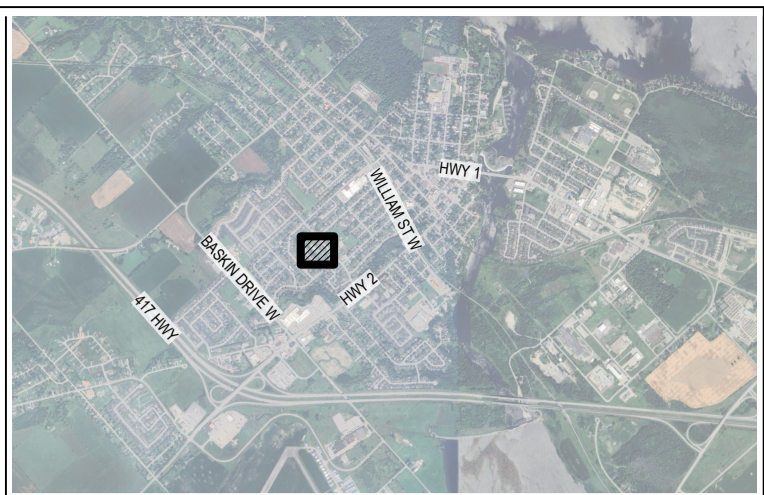


1 LEGION PARK
L1-02 Scale: 1:500



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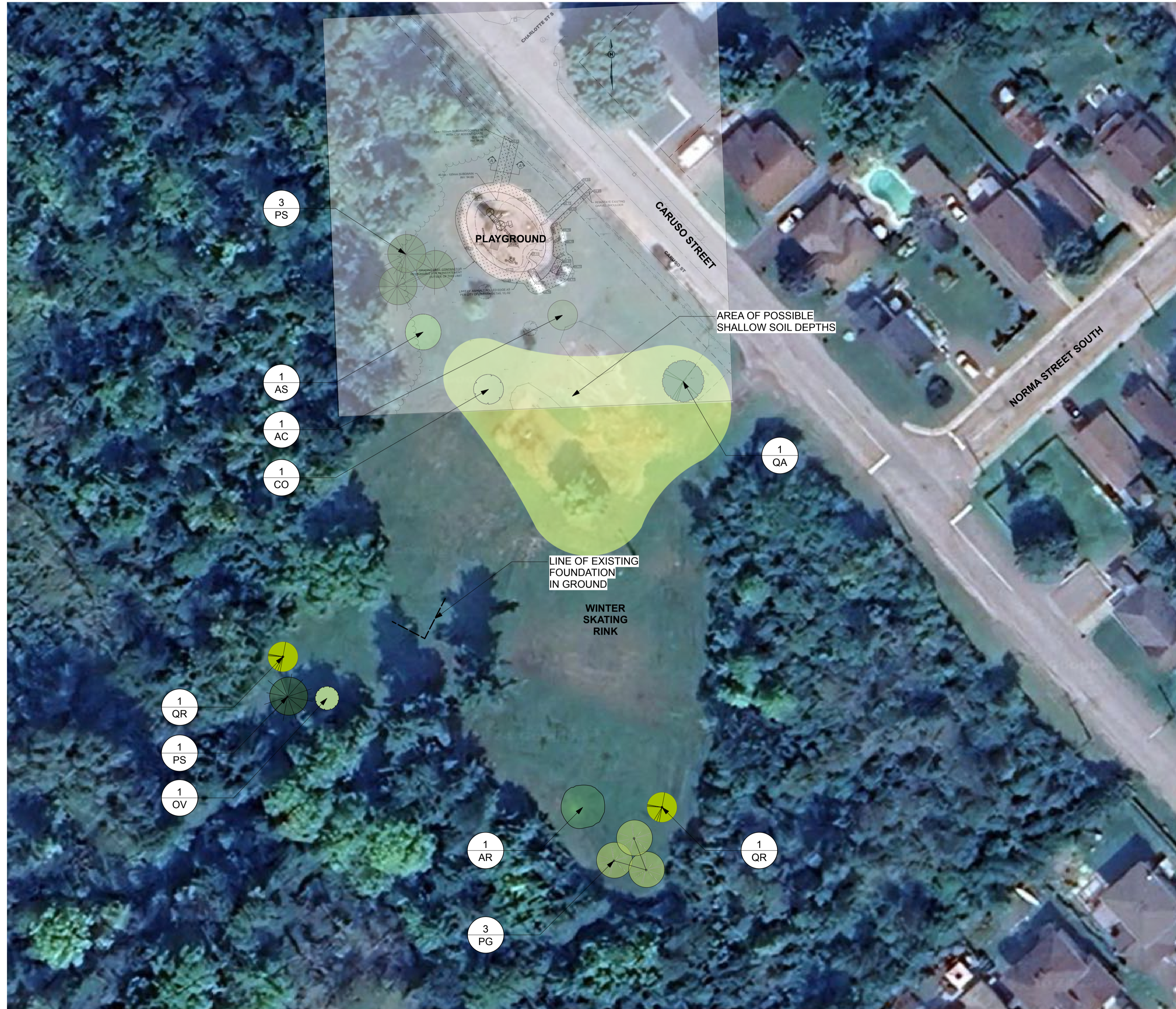
202, 950 GLADSTONE AVENUE
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F 613 233 4051
W LashleyLA.com
E Mail@LashleyLA.com

PROJECT:
**TREE PLANTING PROPOSAL
TOWN OF ARNPRIOR**
ARNPRIOR, ON

DRAWING TITLE:
LEGION PARK

DATE:	2024-12-02	DRAWING NO.:	L1-02
SCALE:	AS SHOWN		
DRAWN BY:	RJ		
LA PROJECT NO.:	24887-1		

PLANTING SCHEDULE					
ID	QTY	COMMON NAME	BOTANICAL NAME	SCHEDULED SIZE	COMMENTS
TREES					
AC	1	Serviceberry	Amelanchier canadensis	40mm Caliper	B&B or Wire Basket and Burlap
AR	1	Red Maple	Acer rubrum	40mm Caliper	B&B or Wire Basket and Burlap
AS	1	Sugar Maple	Acer saccharum	40mm Caliper	B&B or Wire Basket and Burlap
CO	1	Common Hackberry	Celtis occidentalis	40mm Caliper	B&B or Wire Basket and Burlap
OV	1	Ironwood	Ostrya virginiana	40mm Caliper	B&B or Wire Basket and Burlap
PG	3	Eastern White Spruce	Picea glauca	1.2m High	
PS	4	Eastern White Pine	Pinus strobus	1.2m High	
QA	1	White Oak	Quercus alba	40mm Caliper	B&B or Wire Basket and Burlap
QR	2	Red Oak	Quercus rubra	40mm Caliper	B&B or Wire Basket and Burlap



1 CARUSO PARK
L1-03 Scale: 1:400



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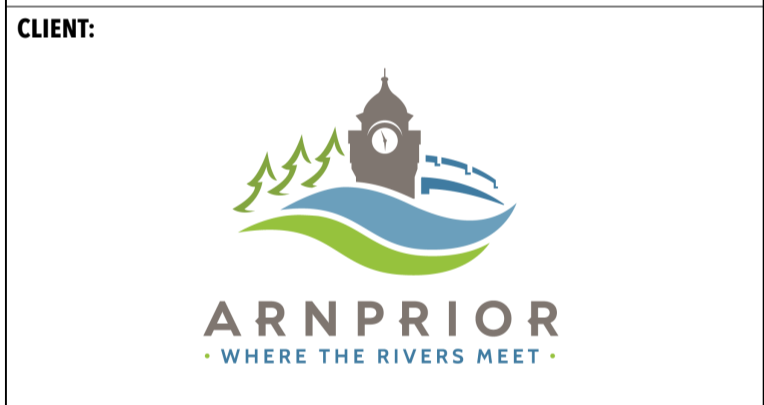
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PROJECT:
TREE PLANTING PROPOSAL
TOWN OF ARNPRIOR
ARNPRIOR, ON

DRAWING TITLE:
CARUSO PARK

DATE:	2024-12-02	DRAWING NO.:	L1-03
SCALE:	AS SHOWN	DRAWN BY:	RJ
LA PROJECT NO.:	24887-1		

PLANTING SCHEDULE					
ID	QTY	COMMON NAME	BOTANICAL NAME	SCHEDULED SIZE	COMMENTS
TREES					
AR	3	Red Maple	Acer rubrum	40mm Caliper	B&B or Wire Basket and Burlap
AS	4	Sugar Maple	Acer saccharum	40mm Caliper	B&B or Wire Basket and Burlap
CO	3	Common Hackberry	Celtis occidentalis	40mm Caliper	B&B or Wire Basket and Burlap
MC	3	Sweet Crabapple	Malus coronaria	40mm Caliper	Large Flowering Tree
OV	2	Ironwood	Ostrya virginiana	40mm Caliper	B&B or Wire Basket and Burlap
PS	3	Eastern White Pine	Pinus strobus	1.2m High	
QB	3	Swamp White Oak	Quercus bicolor	40mm Caliper	B&B or Wire Basket and Burlap
QM	4	Burr Oak	Quercus macrocarpa	40mm Caliper	B&B or Wire Basket and Burlap
QR	6	Red Oak	Quercus rubra	40mm Caliper	B&B or Wire Basket and Burlap

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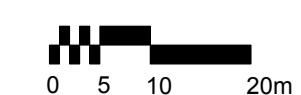
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		NORTH:

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PROJECT:
TREE PLANTING PROPOSAL
TOWN OF ARNPRIOR
 ARNPRIOR, ON

DRAWING TITLE:
McLEAN PARK

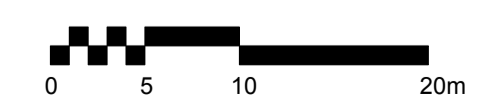
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SCALE:	AS SHOWN		
DRAWN BY:	RJ		
LA PROJECT NO.:	24887-1		



PLANTING SCHEDULE					
ID	QTY	COMMON NAME	BOTANICAL NAME	SCHEDULED SIZE	COMMENTS
TREES					
AC	9	Serviceberry	Amelanchier canadensis	40mm Caliper	B&B or Wire Basket and Burlap
ASA	1	Silver Maple	Acer saccharinum	40mm Caliper	B&B or Wire Basket and Burlap
QA	1	White Oak	Quercus alba	40mm Caliper	B&B or Wire Basket and Burlap
SD	2	Showy Mountainash	Sorbus decora	40mm Caliper	B&B or Wire Basket and Burlap



1 WATERFRONT TRAIL
L1-05 Scale: 1:400



LANDSCAPING NOTES

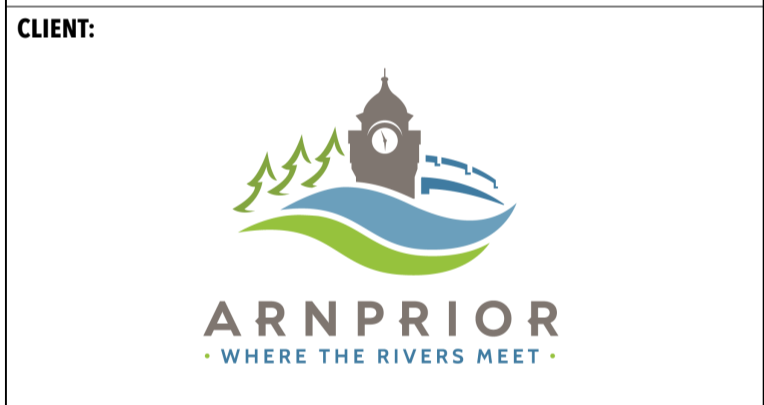
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SEAL: [Professional Seal of David Lashley, Landscape Architect, Member of the Association of Landscape Architects of Ontario]

NORTH: [North Arrow]

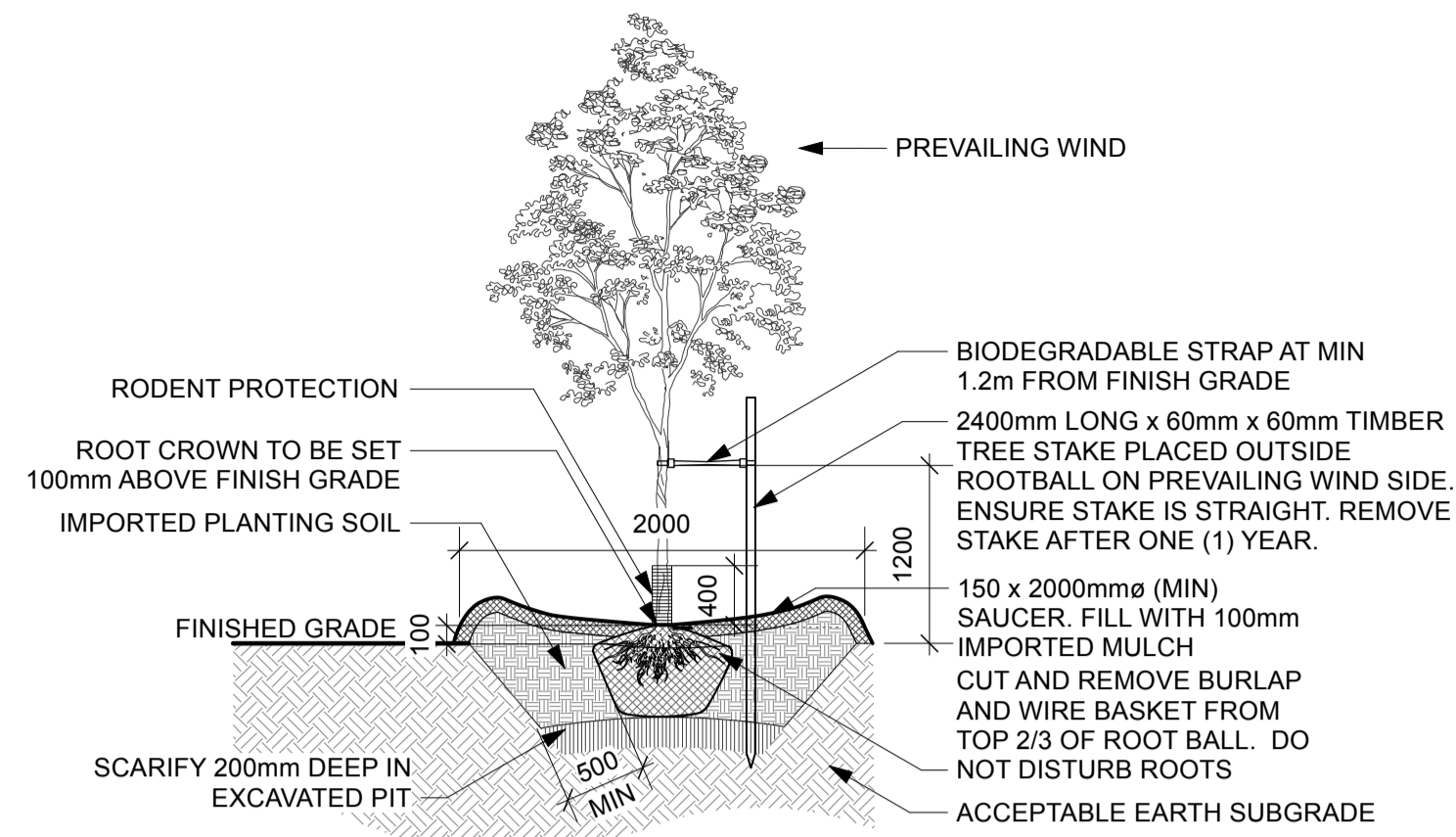
LASHLEY ASSOCIATES COOPERATION
LANDSCAPE ARCHITECTURE

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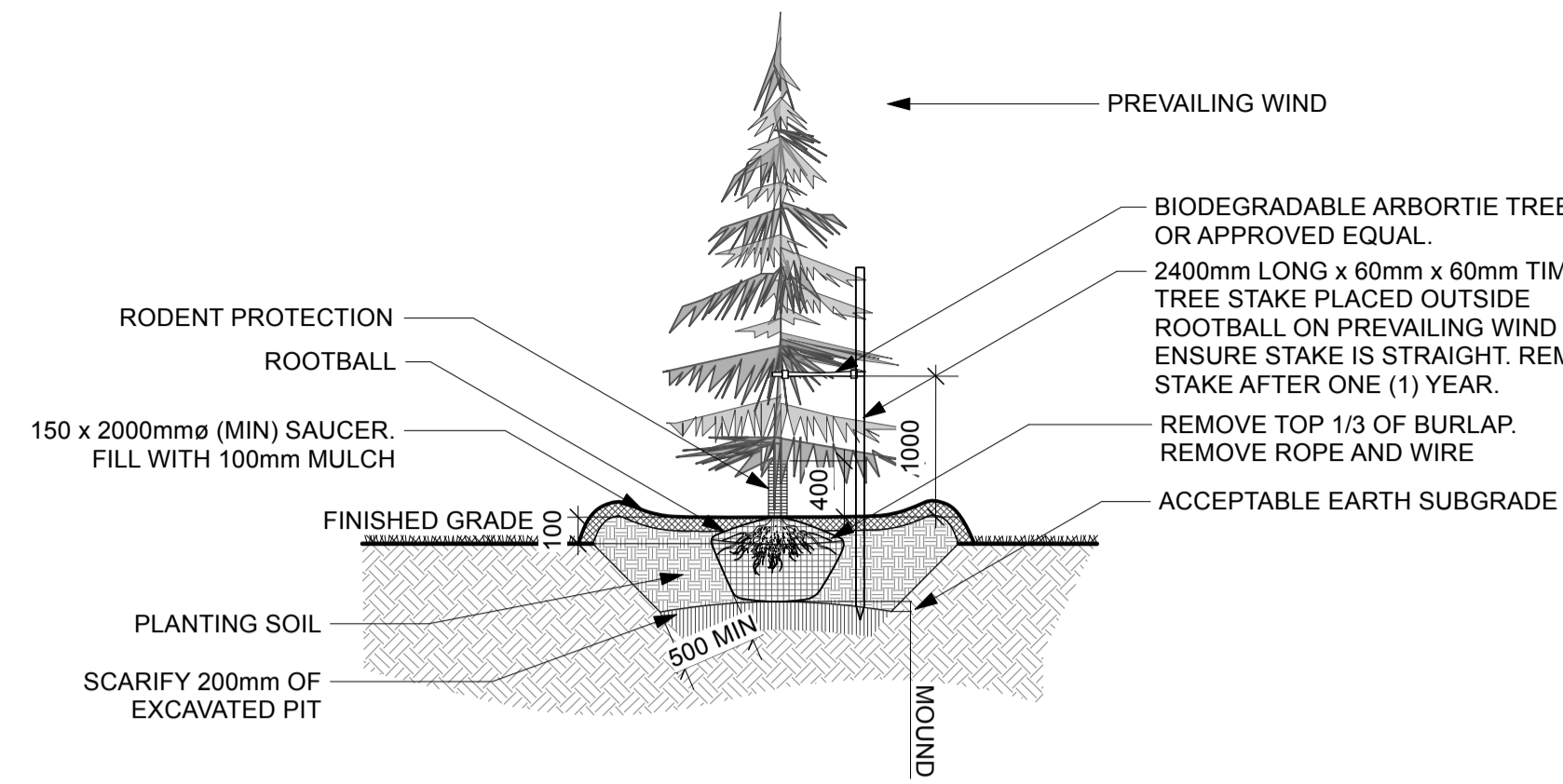
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**TREE PLANTING PROPOSAL
TOWN OF ARNPRIOR**
ARNPRIOR, ON

DRAWING TITLE:
WATERFRONT TRAIL

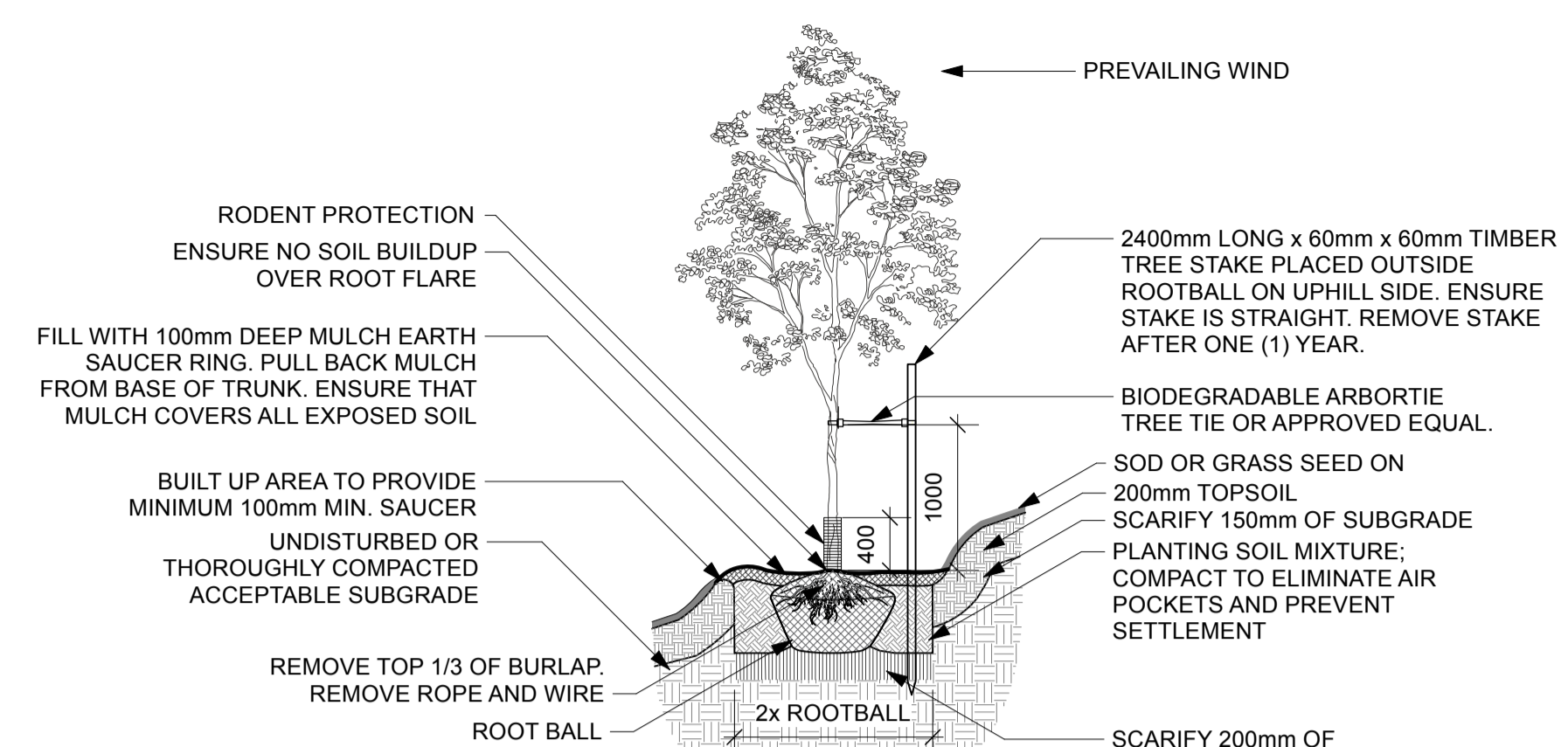
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DRAWN BY:	RJ		
LA PROJECT NO.:	24887-1		



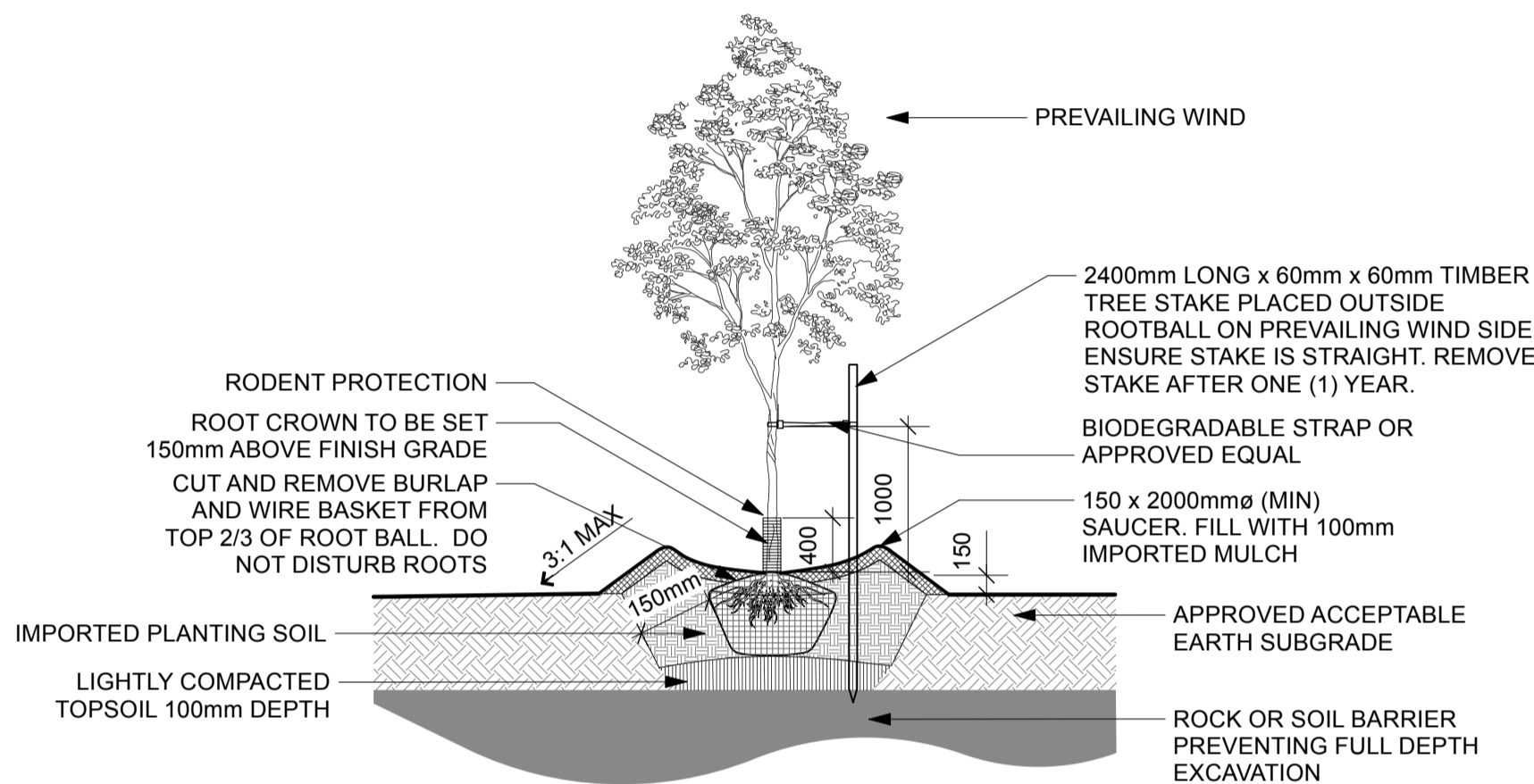
1 TYPICAL DECIDUOUS TREE PLANTING
L2-01 Scale: 1:50



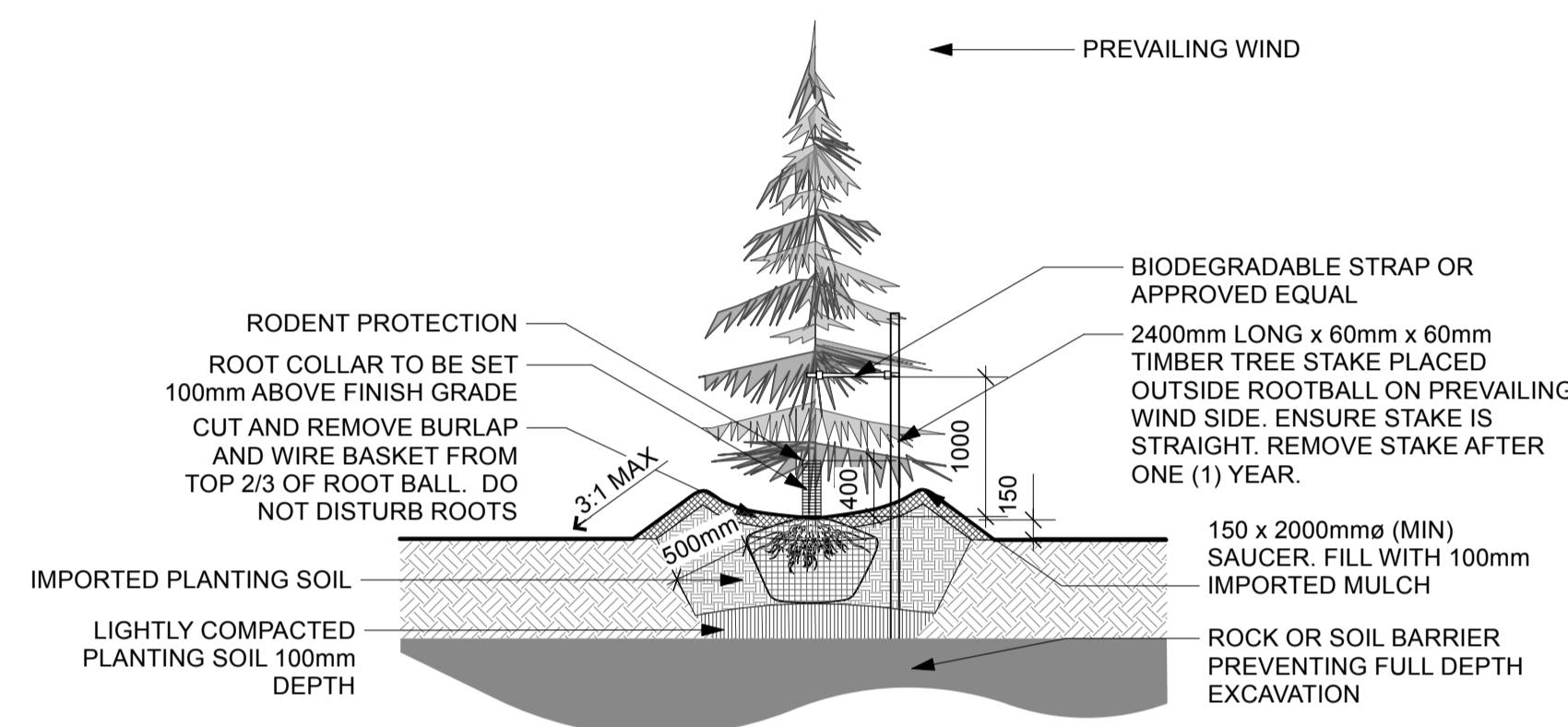
2 TYPICAL CONIFEROUS TREE PLANTING
L2-01 Scale: 1:50



3 DECIDUOUS TREE PLANTING ON A SLOPE
L2-01 Scale: 1:50



4 DECIDUOUS TREE PLANTING IN SHALLOW SOIL DEPTH
L2-01 Scale: 1:50



5 CONIFEROUS TREE PLANTING IN SHALLOW SOIL DEPTH
L2-01 Scale: 1:50

ABBREVIATED SPECIFICATIONS

1.0 PLANT MATERIAL

- 1.1 SUBMIT MANUFACTURER'S INSTRUCTIONS, PRINTED PRODUCT LITERATURE AND DATA SHEETS FOR TREES, STAKES, TIE-BACKS, AND MULCH.
- 1.2 ALL PLANT MATERIAL SHALL CONFORM TO THE REQUIREMENTS OF THE CURRENT EDITION OF THE CANADIAN SPECIFICATION FOR NURSERY STOCK, PREPARED BY THE CANADIAN NURSERY TRADES ASSOCIATION.
- 1.3 SOURCE OF PLANT MATERIAL: GROWN IN ZONE 4-5 IN ACCORDANCE WITH PLANT HARDINESS ZONES IN CANADA.
- 1.4 KEEP ROOTS MOIST DURING TRANSPORTATION.
- 1.5 ALL PLANT MATERIAL SUPPLIED AND PLANTED UNDER THIS CONTRACT SHALL BE PROTECTED FROM DAMAGE IN ACCORDANCE WITH OPSS 801, DURING CONSTRUCTION OPERATIONS.
- 1.6 PLANT MATERIAL SHALL BE ACCEPTABLE WHEN IT IS STRUCTURALLY SOUND, CONFORMS TO SPECIES GROWTH CHARACTERISTICS, IS WELL FURNISHED WITH LIVING FOLIAGE, HAS NORMAL COLOUR, SHOWS ADEQUATE ANNUAL GROWTH AND FORMATION OF BUDS, AND IS FREE FROM DISEASE, INSECT INFESTATIONS, RODENT DAMAGE, SUNSCALD, FROST CRACKS, AND OTHER ABRASIONS OR SCARS TO THE BARK.
 - 1.6.1 PLANT MATERIAL THAT DOES NOT MEET THE ABOVE CONDITIONS OR HAS 'DIED BACK' AND HAS REGROWN FROM A SHOOT OR BUD SHALL BE CONSIDERED UNACCEPTABLE.
- 1.7 SOURCE QUALITY CONTROL
 - 1.7.1 THE SUPPLIER OF THE PLANT MATERIAL SHALL BE AVAILABLE FOR REVIEW BY THE OWNER'S REPRESENTATIVE WITHIN TEN (10) CALENDAR DAYS OF REQUEST.
 - 1.7.2 INSPECTIONS:
 - 1.7.2.1 ACCEPTANCE OF THE PLANT MATERIAL AT ITS SOURCE DOES NOT PREVENT REJECTION FOR THE MATERIAL DELIVERED ON SITE OR DURING PLANTING OPERATIONS.
 - 1.7.2.2 ALL PLANT MATERIAL WILL BE INSPECTED BY THE OWNER'S REPRESENTATIVE UPON ARRIVAL ON SITE, PRIOR TO PLANTING, AND AT SUBSTANTIAL COMPLETION OF THE PLANT MATERIAL INSTALLATION.
 - 1.7.2.3 APPROVAL CANNOT BE GRANTED FOR PLANTS ALREADY INSTALLED BEFORE INSPECTIONS.
 - 1.7.2.4 INSPECTIONS WILL INCLUDE ALL ORIGINAL AND REPLACEMENT MATERIAL. UNITS OF PLANT MATERIAL WHICH ARE UNACCEPTABLE SHALL BE REJECTED BY THE OWNER'S REPRESENTATIVE. REJECTED PLANT MATERIAL WILL BE REPLACED BY THE CONTRACTOR AT THE EARLIEST CONVENIENCE.
 - 1.7.2.5 REJECTED PLANT MATERIAL SHALL BE REMOVED FROM THE SITE WITHIN TWENTY-FOUR HOURS.

2.0 PLANTING

- 2.1 FOR JUTE BURLAPPED ROOT BALLS, CUT AWAY TOP ONE THIRD OF WRAPPING AND WIRE BASKET WITHOUT DAMAGING ROOT BALL. DO NOT PULL BURLAP OR ROPE FROM UNDER ROOT BALL.
- 2.2 FOR CONTAINER STOCK OR ROOT BALLS IN NON-DEGRADED WRAPPING, REMOVE ENTIRE CONTAINER OR WRAPPING WITHOUT DAMAGING ROOT BALL.
- 2.3 PLANT VERTICALLY IN LOCATION AS INDICATED. ORIENT PLANT MATERIAL TO GIVE BEST APPEARANCE IN RELATION TO SITE, ROADS AND WALKS.
- 2.4 BACKFILL SOIL IN 150mm LIFTS. TAMP EACH LIFT TO ELIMINATE AIR POCKETS. WHEN TWO THIRDS OF DEPTH OF PLANTING PIT HAS BEEN BACKFILLED, FILL REMAINING SPACE WITH WATER. AFTER WATER HAS PENETRATED INTO SOIL, BACKFILL TO FINISH GRADE.
- 2.5 FORM WATERING SAUCER AS INDICATED.
- 2.6 WATER PLANT MATERIAL THOROUGHLY.
- 2.7 AFTER SOIL SETTLEMENT HAS OCCURED, FILL WITH SOIL TO FINISH GRADE.

3.0 MULCH

- 3.1 COMPOSTED PINE BARK: VARYING IN SIZE FROM 20 TO 50mm IN DIAMETER, COMPOSTED FOR A MINIMUM OF FIVE YEARS.
- 3.2 SUBMIT MANUFACTURER'S INSTRUCTIONS.
- 3.3 IMMEDIATELY AFTER PLANTING, PRIOR TO THE INITIAL WATERING, MULCH SHALL BE APPLIED IN A UNIFORM CONTINUOUS BLANKET TO THE SURFACE AREA SURROUNDING EACH INDIVIDUAL PLANT.
- 3.4 INSTALL MULCH AFTER INSTALLATION OF NURSERY STOCK PLANT MATERIAL TO A DEPTH OF 75mm. THE CONTRACTOR SHALL BE RESPONSIBLE TO REMOVE ANY MULCH IN EXCESS OF 85mm DEPTH.

4.0 TRUNK PROTECTION

- 4.1 INSTALL TRUNK PROTECTION AS INDICATED.
- 4.2 INSTALL TRUNK PROTECTION PRIOR TO INSTALLATION OF TREE SUPPORTS WHEN USED.

5.0 TREE SUPPORTS

- 5.1 ALL TREES WILL BE STAKED WITH ARBOR TAPE OR APPROVED EQUAL AS PER THE TREE PLANTING DETAIL PROVIDED ABOVE.
- 5.2 NOTE: GUYING WIRE IS NOT ACCEPTABLE FOR STAKING PLANT MATERIAL AND WILL NOT BE APPROVED.
- 5.3 TO TIE THE TREE TIES:
 - 5.3.1 FIX END OF THE TREE TIE TO TIMBER TREE STAKE USING 2 GALVANIZED STAPLES OR LARGE HEADED CLOUT NAILS. LOOP THE TREE TIE ONCE AROUND THE STAKE.
 - 5.3.2 BRING THE ROLL AROUND THE TREE AND LOOP AROUND THE TREE AND STAKE A COUPLE OF TIMES UNTIL TAUGHT.
 - 5.3.3 FORM A FIRM SPACER BETWEEN STAKE AND TREE BY WRAPPING THE TREE TIE OVER AND UNDER THE EXISTING LOOP. THE TREE TIE WILL BE QUITE TIGHT AGAINST THE TREE TO ALLOW FOR THE FABRIC TO STRETCH.
 - 5.3.4 BRING THE ROLL AROUND THE TREE AND BACK TOWARD THE TIMBER STAKE. FINISH THE SPACER BY WRAPPING THE TREE TIE OVER AND UNDER THE EXISTING LOOP, TIGHT TO THE STAKE. FINISH TIE BY NAILING 2 STAPLES OR LARGE HEADED CLOUT NAILS THROUGH THE TREE TIE INTO THE STAKE.
 - 5.3.5 AFTER TREE SUPPORTS HAVE BEEN INSTALLED REMOVE BROKEN BRANCHES WITH CLEAN, SHARP TOOLS.

6.0 WATER

- 6.1 THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN ANY PERMITS OR CERTIFICATES FOR WATER USAGE.
 - 6.1.1 WATER: FREE FROM ANY CONTAMINANTS WHICH ADVERSELY AFFECT GROWTH. WATER SHALL BE APPLIED AT A TEMPERATURE NOT GREATER THAN 10°C BELOW THE AMBIENT AIR TEMPERATURE.
 - 6.1.2 TANKS: TANK(S) USED FOR STORAGE, MIXING, OR APPLICATION OF WATER SHALL BE CLEAN AND FREE OF ANY CONTAMINANTS WHICH MAY BE HAZARDOUS TO THE GROWTH AND DEVELOPMENT OF TREES AND GROUNDCOVERS OR TO THE ENVIRONMENT IN GENERAL.
 - 6.1.3 PUMPS: FOR WATERING TREES AND SHRUBS SHALL BE CAPABLE OF REACHING THE LIMITS OF THE RIGHT-OF-WAY. THE OUTLET END OF THE HOSE(S) SHALL BE 25MM IN DIAMETER WITH A QUICK SHUT-OFF VALVE CONNECTED TO A FUNCTIONING WATER INJECTION PIPE.
- 6.2 INITIAL WATERING OF ALL PLANT MATERIAL SHALL BE COMPLETED IMMEDIATELY AFTER MULCHING. SUFFICIENT WATER SHALL BE APPLIED TO EACH PLANT TO THOROUGHLY SOAK THE ROOT ZONE.

7.0 MAINTENANCE DURING WARRANTY PERIOD

- 7.1 ALL PLANT MATERIAL SHALL BE MAINTAINED AND WARRANTED FOR A PERIOD OF TWO YEARS. EXPIRY OF THE MAINTENANCE AND WARRANTY CLAUSE SHALL BE TWO YEARS UPON COMPLETION OF PLANTING.
- 7.2 NO MAINTENANCE EQUIPMENT, MATERIALS, OR OTHER MISCELLANEOUS ITEMS MAY BE STORED ON SITE DURING WARRANTY.
- 7.3 THE CONTRACTOR SHALL PROVIDE MAINTENANCE IMMEDIATELY AFTER EACH PORTION OF PLANTING IS COMPLETE AND CONTINUE THROUGHOUT THE PERIOD OF WARRANTY TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE.
- 7.4 WATERING: DURING THE FIRST AND SECOND YEAR OF THE WARRANTY PERIOD, BETWEEN MAY 15 AND SEPTEMBER 15 OF EACH YEAR, WATERING OF ALL PLANTS SHALL BE CARRIED OUT NO LESS THAN TWELVE (12) TIMES.
- 7.5 WATER APPLICATION RATES TO BE IN ACCORDANCE WITH TABLE 1, F-8024. WATER SHALL BE APPLIED SO THAT THE WASHING OF THE SOIL OR DISLODGING OF MULCHING DOES NOT OCCUR. DAMAGE SHALL BE IMMEDIATELY REPAIRED TO THE SATISFACTION OF THE OWNER'S REPRESENTATIVE AT NO ADDITIONAL COST.
- 7.6 AT A MINIMUM, WEEDING SHALL OCCUR AT ONE MONTH INTERVALS, WITH THE FIRST OPERATION OCCURRING AT THE BEGINNING OF JULY AND THE FINAL OPERATION OCCURRING IN EARLY OCTOBER. ALL AREAS SHALL BE WEEDED IMMEDIATELY PRIOR TO THE FINAL WARRANTY INSPECTION. ALL WEEDS AND GRASSES WITHIN SAUCERS, BEDS, AND MULCHED AREAS AROUND PLANT MATERIAL SHALL BE REMOVED BY HAND.
- 7.7 REPLACE OR RESPREAD DAMAGED, MISSING, OR DISTURBED MULCH.
- 7.8 THROUGHOUT THE EXTENDED MAINTENANCE AND WARRANTY PERIOD, UNITS OF PLANT MATERIAL THAT ARE FOUND TO BE UNACCEPTABLE WILL BE REPLACED BY THE CONTRACTOR AT THE EARLIEST OPPORTUNITY IN ACCORDANCE WITH SPECIFICATION F-8047.
 - 7.8.1 ALL REPLACEMENT PLANT MATERIAL SHALL BE AS PER THE SIZE INDICATED ON THE DRAWINGS. THESE SIZES ARE THE MINIMUM ALLOWABLE.
- 7.9 ALL DEBRIS, WASTE, AND OTHER EXTRANEOUS MATERIAL RESULTING FROM THE MAINTENANCE OPERATION SHALL BE REMOVED FROM THE SITE DAILY UPON COMPLETION OF MAINTENANCE, UNLESS OTHERWISE DIRECTED OR APPROVED BY THE OWNER'S REPRESENTATIVE.

8.0 FINAL WARRANTY INSPECTION

- 8.1 A ONE-TIME INSPECTION OF ALL PLANT MATERIAL SHALL BE CARRIED OUT BY THE CONTRACT ADMINISTRATOR UPON COMPLETION OF THE EXTENDED MAINTENANCE AND WARRANTY PERIOD.
- 8.2 PLANT MATERIAL SHALL BE ACCEPTABLE WHEN IT MEETS THE QUALITY REQUIREMENTS OF SPECIFICATION F-8047 FOR PLANT MATERIAL. ALL PLANTING BEDS AND OTHER AREAS WORKED BY THE CONTRACTOR SHALL BE FREE OF WEEDS AND IN GOOD ORDER.
- 8.3 PLANT MATERIAL SHALL BE UNACCEPTABLE WHEN IT DOES NOT MEET THIS QUALITY STANDARD.
- 8.4 UNITS OF PLANT MATERIAL THAT ARE FOUND TO BE UNACCEPTABLE WILL BE REPLACED BY THE CONTRACTOR AT THE EARLIEST OPPORTUNITY IN ACCORDANCE WITH SPECIFICATION F-8047 FOR PLANT MATERIAL. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO EXTEND THE CONTRACTOR'S MAINTENANCE AND WARRANTY RESPONSIBILITIES FOR AN ADDITIONAL ONE-YEAR FOR REPLACEMENT PLANT MATERIAL.
- 8.5 IN THE EVENT THAT THIS INSPECTION IS SATISFACTORY TO THE LANDSCAPE ARCHITECT, AND THAT THERE ARE NO OUTSTANDING COMMITMENTS TO THE CONTRACTED WORKS, THE CONTRACTOR WILL BE GIVEN FINAL APPROVAL OF THE MAINTENANCE AND WARRANTY REQUIREMENTS.



KEY PLAN, NTS

PLANTING NOTES:

1. DO NOT DAMAGE OR CUT LEADER.
2. REMOVE BROKEN BRANCHES AS DIRECTED BY LANDSCAPE ARCHITECT.
3. PRUNE AS REQUIRED MAINTAINING NATURAL SHAPE.
4. PRUNE DAMAGED OR OBJECTIONABLE BRANCHES FOLLOWING PROPER HORTICULTURAL PRACTICE.
5. USE CURRENT STANDARDS SET BY THE CANADIAN NURSERY AND TRADES ASSOCIATION.

CLIENT:



NO.	DATE	DESCRIPTION
B	2024-12-18	ISSUED FOR GRANT APPLICATION
A	2024-12-11	ISSUED FOR REVIEW

SEAL: [Signature of Landscape Architect]

NORTH: [North Arrow]

LASHLEY ASSOCIATES COOPERATION LANDSCAPE ARCHITECTURE

202, 950 GLADSTONE AVENUE OTTAWA, ONTARIO K1P 1S6
T 613 233 8579 x102
F 613 233 4051
W LashleyLA.com
E Mail@LashleyLA.com

PROJECT: **TREE PLANTING PROPOSAL TOWN OF ARNPRIOR**
ARNPRIOR, ON

DRAWING TITLE: **DETAILS AND SPECIFICATIONS**

DATE:	2024-12-02	DRAWING NO.:	L2-01
SCALE:	AS SHOWN		
DRAWN BY:	RJ		
LA PROJECT NO.:	24887-1		

Malloch Rd. Cemetery



- White pine – 66%
- Sugar maple – 17%
- Basswood – 17%

Albert St. Cemetery

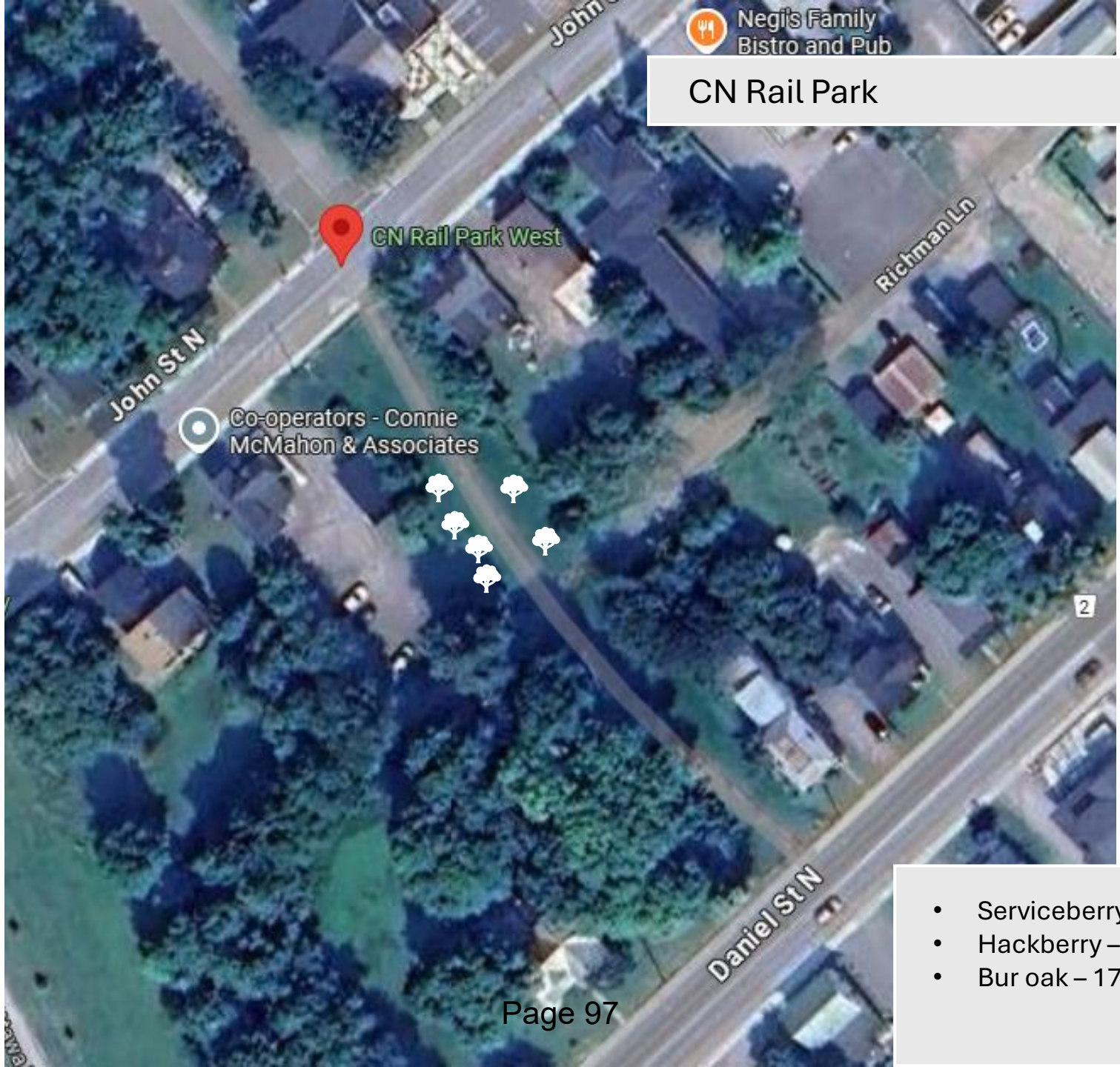


- White pine – 31%
- Hickory – 23%
- Chokecherry – 23%
- Gingko – 23%

M. Sullivan Park



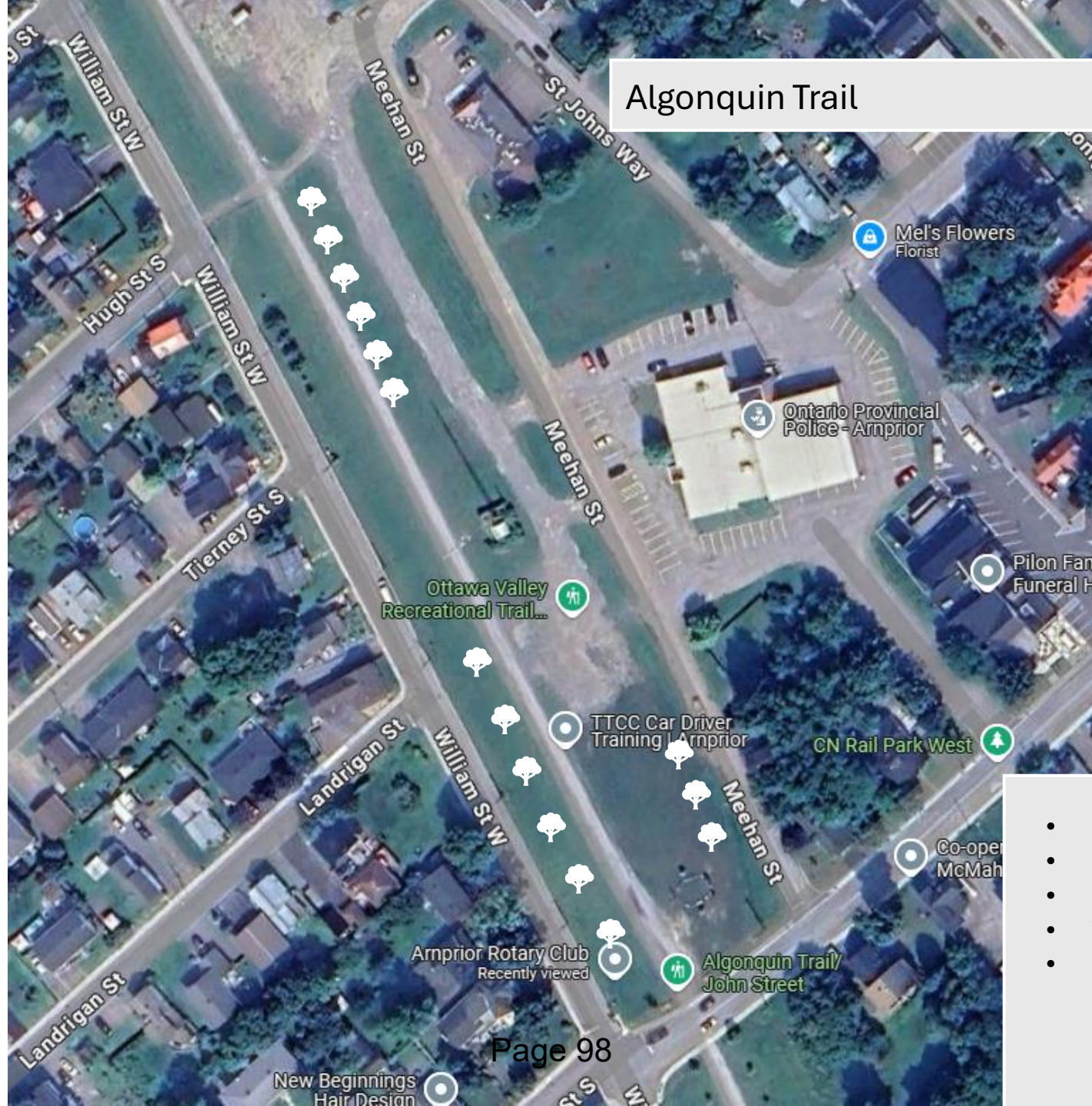
- Red dogwood - 65%
- Bur oak - 12%
- Red maple - 23%



CN Rail Park

- Serviceberry – 50%
- Hackberry – 33%
- Bur oak – 17%

Algonquin Trail



- Honey locust - 20%
- Sugar maple - 20%
- Bur oak - 20%
- White oak - 20%
- Serviceberry - 20%

Algonquin Trail (North End)

- Japanese lilac - 30%
- Serviceberry – 20%
- Chokecherry - 30%
- Ironwood - 20%

- Yellow = overhead lines.
- Shorter species chosen to stay beneath the overhead lines (3)

St. John School XXIII School



AJ Charbonneau Public School



École des Deux-Rivières





Town of Arnprior Staff Report

Subject: 2024 Community Services Department Update

Report Number: 25-01-27-03

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

Department: Community Services Branch

Meeting Date: January 27, 2025

Recommendations:

That Council receive Report Number 25-01-27-03 as information.

Background:

The Community Services branch includes Building, Planning, Economic Development and Marketing. Much of the work of these departments is operational. This report is intended to provide Council with some information on the work completed by the Community Services branch in 2024.

Discussion:

Building Services

Building Permits

In 2024 a total of 187 Building Permits were issued with an approximate construction value of \$67,474,014.24. In comparison, in 2023, the Town issued 202 building permits with an approximate total construction value of \$ 46,671,166.00. The lower permit numbers for 2024, but with higher construction value, is a reflection of the larger number of apartment developments in 2024. An apartment building is a single permit regardless of the number of dwelling units which accounts for the lower number of building permits with a higher construction value.

There were 31 permits issued for 158 new housing starts in 2024. Below is a breakdown of the dwelling unit permits issued in 2024 by type:

Table 1: Building Permits Issued (by type)

Type of Unit	New Housing Units
Single detached dwelling	13
Semi-detached dwelling	2
Duplex	1
Townhouses	12
Secondary (accessory) dwelling units	13
Apartment Buildings	117 (3 permits)
Total	158

Below is a comparison of new housing starts and total number of Building Permits in 2024 compared to the past 9 years:

Table 2: Building Permits and Housing Starts (by year)

Year	Housing Starts	Building Permits
2016	58	200
2017	73	175
2018	72	200
2019	119	243
2020	102	226
2021	511	457
2022	33	172
2023	82	202
2024	158	187
Average	134	229

Housing starts in 2024 are 18% higher than the average housing starts for Arnprior over the last 9 years.

Closing Open Permits

Building Officials have been working hard since 2022 to close older permits from past years. In some cases, permits remain open years after they are issued due to

outstanding inspections for which Building Services was not contacted. It is important that required inspections are completed and permits are closed to ensure work was completed in conformity with the Ontario Building Code to help keep people and their property safe. Staff have worked diligently to contact applicants and owners arranging and completing inspections and closing permits. All permits from 2018, 2019 and 2020 have now been closed. Staff will be working on closing all permits that remain open from 2021 over the course of 2025.

Training and Education

The Chief Building Official attended a 5-day Ministry course (Building Structural) in January 2024 and with every course, a separate Ministry Exam is required to receive the qualification. The CBO was successful in his exam and received his Building Structural certification.

The Chief Building Official and Building Inspector both attended multiple information sessions regarding the new 2025 Ontario Building Code (OBC) which came into effect January 1, 2025. The new OBC includes a large number of changes from the 2012 OBC and Building Officials across the province are continuing to familiarize themselves with these changes to better support permit applicants.

Marketing and Economic Development

Communications

In 2024, we published four editions of Arnprior Life with a total of 8,000 print copies and online impressions of 11,756.

Social media saw an increase in post impressions of 12.1% from 1,792,045 to 2,008,713. Followers increased by 22% from 7,434 to 9,070 and post reactions remained around the same at 13,694. The Arnprior Life Facebook page had the most engagement of the four social media platforms with the majority of comments and interactions being on Facebook. Our top Facebook posts were the Road to the World Juniors Thank you post, new playground at Legion Park grand opening announcement, and the opening of the beach.

In the fall of 2024, we introduced a new ticketing system for internal communications requests through AccessE11. Since September, more than 96 cases/tickets have been assigned to marketing and communications with an average of 5 tasks per ticket.

Live, Love, Local Program

In 2024, there were a total of 660 Live, Love, Local cards submitted to the monthly draw which is equivalent to 6,600 local purchases and is up 22% from 542 card submissions in 2023. The program is continuing to pick up since the pandemic when the program was paused. The Live, Love, Local Card Program will continue for 2025 with a goal of

increased promotion to aid in increasing participation/awareness by the public and the participation of additional businesses.

Business Development

Business development has been identified as an area the Town can assist in by offering opportunities for our business community to develop skills, network, and increase collaboration. The Town partnered with Enterprise Renfrew County to offer a Small Business Week Workshop to assist with improving basic social media skills for businesses. The Town also partnered with Renfrew County Community Futures Development Corporation to offer a hands-on workshop on video/reel development for businesses.

A Business Retention and Expansion Study focusing on industry and tourism related businesses was completed in 2024. The draft BR+E Study will be presented to Council in February 2025. The BR+E Study consistent with Objective 3.1 of the Strategic Plan. Objective 3.1 is to find industrial and tourism opportunities with the action item being undertake an industry and tourism gap study. The BR+E with a focus on industry and tourism provides recommendations that would support existing and future industry and tourism businesses.

Sunday Market

It was another successful season for the Arnprior Market in 2024. This was the first year where we had a waitlist of vendors for certain market dates, and a higher vendor turnout overall for the season. The market saw approximately 38% of attendees from outside of Arnprior, an increase from 23% in 2023. More than 50% of vendors chose to hand in sales ballots at the end of each market and, of those, the majority reported good market sales with over \$89,000 worth of product sold cumulatively throughout the season. The market continues to be an economic driver for the Town.

Support towards Grant Writing

The Town's Acting Marketing and Economic Development Officer brings to the table significant expertise in grant writing and evaluation. Since the fall of 2024, this has provided an option for other departments writing grant applications to be reviewed by the Marketing and Economic Development Officer to fine tune applications before being submitted. In January of 2025, the MEDO has provided a grant writing presentation to assist in building grant writing skills throughout the different departments. This is consistent with the Strategic Plan objective 2.6 Grant Management Program by strengthening grant applications and improving grant writing capacity of Town staff.

Community Improvement Plan

In 2024, Council approved two Community Improvement Plan applications to a total amount of \$1,050 which will result in \$5,089.75 worth of additional investment in

business renovations. These grants were under the Signage Improvement Program and the Application and Building Permit Fees Refund Program. To date over \$107,000 in grants have been provided under this program to assist with improving and beautifying key commercial areas in Arnprior.

Planning Department

It should be noted that the Manager of Community Services/Planner was on leave in 2024 until early August. The Department was assisted with planning services during the leave by a consulting firm and the CAO.

Applications

The Planning Department had a busy 2024 with more than double the total number of applications received in 2023. Below is a table breaking down the types of planning application by year.

Table 3: 2023 and 2024 Planning Applications (by type)

Type of Application	2023	2024
Official Plan Amendments	3	1
Zoning By-law Amendments	7	8 (including 2 incomplete applications)
Minor Variances	1	14
Site Plan Control Application	2	10
Consent Applications	1	9 (including 3 incomplete applications)
Part Lot Control Applications	7	13
Total	21	55 (includes 5 incomplete applications)

Many of the site plan applications submitted in 2024 are ongoing with anticipated construction starts in 2025 and beyond. There were four (4) non-residential site plan applications in 2024, compared to just 1 in 2023.

There are 117 apartment dwelling units that are currently under construction, with another 599 apartments in the planning approvals stage (Site plan).

We have continued to see a steady stream of pre-consultations for developments being considered for which planning applications have not yet been received.

Table 3 does not include subdivision applications as these applications are submitted to the County of Renfrew with the County as the approval authority. They also often span multiple years.

Requests for building / zoning compliance letters remains steady with 9 requests received in 2024, the same number as in 2023.

Housing Accelerator Fund – Round 2

The Planning Department submitted one grant application in 2024, applying for the Housing Accelerator Fund Round 2. Strategic Plan Objective 5.1 Affordable Housing Initiatives includes as action items “5.1.2 Investigate initiatives such as Community Improvement Plan, Housing Accelerator Fund.” Staff investigated the Housing Accelerator Fund – Round 2 eligibility criteria and tailored an application that was consistent with the findings of the Town of Arnprior Housing Needs Assessment and the best practices identified for HAF Round 2 applications. We are still waiting to hear back regarding this application.

Parkland Conveyance By-law

The Planning Department developed and implemented the new Parkland Conveyance by-law which increases the opportunities for the municipality to require parkland or cash-in-lieu of parkland to multi-unit residential developments and consents where it was previously limited to subdivision applications only. We have not yet had any new projects that are subject to this by-law reach the stage of approvals which require conveyance of parkland or cash-in-lieu of parkland.

Town-Initiated Official Plan Amendment and Zoning By-Law Amendment

A Town-Initiated Official Plan Amendment and associated Zoning By-Law Amendment were undertaken in 2024. These amendments updated the Official Plan and Zoning By-Law to permit up to 3 residential units per lot anywhere where a single detached, semi-detached or townhouse dwelling was permitted in conformity with the Planning Act as amended by Bill 23 and 185.

The public meeting for these amendments included consultation regarding private roads. A staff report and draft by-law will be presented to Council in early 2025 regarding these proposed Official Plan and Zoning By-law amendments.

Options:

This report is provided for information purposes.

Policy Considerations:

2024-2027 Strategic Plan

Financial Considerations:

Table 4: Building Fee Revenues (Year-Over-Year Comparison)

Item	Permit Fees	Plumbing Fees	Development Charges	Total
December 2024 Totals	\$222,648	\$16,756	\$639,068	\$878,473
December 2023 (Prior Year)	\$226,454	\$16,110	\$1,829,335	\$2,071,899
Increase / (Decrease) Prior Year	(\$3,806)	\$646	(\$1,190,266)	(\$1,193,426)

In 2024, the lower Development Charges (DC) is due in part to the 3 apartment buildings for which development charges are deferred until occupancy rather than paid at permit issuance. This deferral is an option under the *Development Charges Act*. The lower development charges are also in part due to development charge credits for a large commercial project where a previous building was demolished resulting in development charge credits.

Meeting Dates:

N/A

Consultation:

- Chief Administrative Officer (CAO)
- Acting Marketing and Economic Development Officer
- Chief Building Official
- Manager of Finance

Documents:

None

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



Town of Arnprior Staff Report

Subject: Off-Leash Dog Park

Report Number: 25-01-27-04

Report Author and Position Title: Robin Paquette, CAO

Department: Client Services / Recreation

Meeting Date: January 27, 2024

Recommendations:

That Council receive report 25-01-27-04 as information; and

Further That an Off-Leash Dog Park be constructed at McLean Park in 2026 as per the Long-Range Capital Forecast; and

Further That an Off-Leash Dog Park Policy be prepared by staff prior to it being operational; and

Further That once the Off-Leash Dog Park is operational, the annual pet licensing program be modified to generate sufficient revenues to cover the annual maintenance costs.

Background:

In 2019, Council received a report to outlining details for an Off-Leash Dog Park including site selection criteria, funding options and possible locations. Council provided direction to:

- (a) Gather public feedback to determine the level of support and community involvement for an off-leash dog park; and
- (b) Review the feasibility and potential options for implementing a dog park in the Town of Arnprior at an earlier date than 2026.

A public survey was conducted in 2020 with a follow up report in 2021 reviewing the results, outlining feasibility and implementation options. The report noted that:

- Public Interest – 85% of survey respondents indicated they support for an Off-Leash Dog Park in the Town of Arnprior.

- Financial Feasibility – Capital costs are eligible to be funded by development charges and annual operating costs can be covered through increased pet registration user fees.
- Site Requirements – No location met all requirements, however McLean Park based on the site criteria is considered the most suitable. Incorporating the dog park into the future McLean Park field transition design was recommended.

Council passed Resolution #413-21:

That future implementation of an off-leash dog park include:

- a) A comprehensive Off-Leash Dog Park Policy outlining rules and regulations be developed;
- b) A volunteer Community Group committed to support the off-leash dog park be established; and

That Council request staff to research alternate options for an off-leash dog park, including but not limited to collaborating with neighbouring municipalities.

The 2024 Recreation and Parks Master Plan (RPMP) recommended that an Off-Leash Dog Park be explored as part of the revitalization of McLean Park - one of the locations outlined in the 2015 Recreation Master Plan. The 2015 RMP and previous staff reports explored other options including Caruso Street Park and a portion of land owned by the Arnprior & District Humane Society (in Sullivan Industrial Park) as alternative locations.

Discussion:

Council has been discussing the addition of an Off-Leash Dog Park since 2019. Staff have provided criteria for a park, funding options (Development Charges and licensing fees), and policy considerations (volunteer groups) but one issue has continued to be a challenge – the best location. The Town of Arnprior, at 13.1 square kilometres, has two main regional sized parks (Robert Simpson and McLean) and many smaller community parks. We lack large tracks of municipally owned land, preferably away from residential developments, as are found in some of our neighbouring municipalities. Renfrew (Ma-Te-Way), Carleton Place, Perth (Darou Farm) and Smith Falls (Gleeson Park) are examples of municipalities who have added dog parks to larger municipally owned lands on the outskirts of their communities. Land such as these could allow for a park as proposed to be included in existing parks or vacant land but not impact the other uses established in the parks nor impact the enjoyment of residential property. Some of the municipalities restricted plans for dog parks to municipally owned lands only.

None of the proposed locations staff have investigated meet all the criteria or are the 'perfect' location. Staff have provided a review of the locations with criteria and comments for consideration.

The following charts outline the criteria and scoring used by staff to evaluate eight (8) potential locations, either town-owned or privately owned.

Table 1: Dog Park Location Scoring Criteria

Criteria Description	Score 1	Score 2	Score 3
Size - Variable and dependent upon proposed park location; Minimum 1/4-acre, 1/2-acre preference	less than 1/4 acre	1/2 acre to 1 acre	> 1 acre
Buffer from Residential - Ideally limited neighbourhood disturbance to be consistent with typical park uses. Desired increased distance; vegetative buffer	50' or less from adjacent residents, and little opportunity for buffer	>100' from residents and moderate opportunities for buffer	>200' from residents and good opportunity for buffer
Nonresidential Adjacent Land Use - Depending on the type of business or institution, may be considered either a benefit or an undesirable amenity	Surrounding institution/business does not consider dog parks compatible with its mission / constituency	A dog park would be neutral for the surrounding institution / business	An adjacent dog park would be a positive addition to the surrounding institution or business
Adjacent to Busy Road	On arterial road	On collector road	On local road
Water source - Highly desirable within or adjacent to dog park area	No water available on site; would be expensive or difficult to provide water	Water service available on site but outside of dog park	water available within proposed dog park area
Parking - Sufficient and convenient; provided without undue burden on neighbours	Onsite parking not currently existing; Site too small to accommodate parking lot	Onsite parking is not currently existing; Site can accommodate parking lot	Existing parking lot on site can accommodate dog park
Land Suitability - Relatively flat topography, permeable soils, design to minimize erosion potential, protection for water bodies, good visibility through site	Excessive slopes, impermeable soils, and high erosion potential	Moderately flat, moderate visibility, moderately permeable soils	Primarily flat, good drainage, permeable soils good visibility

Criteria Description	Score 1	Score 2	Score 3
Shade - Highly desirable; site provides a good mix of shade/mature trees and open space/turf grass	No trees on site; full sun	Some trees on site; smaller trees don't provide much shade	Mature trees; good mix of shade and open space
Use conflict avoidance - Avoid placing dog park in area that would conflict with or displace desired active and passive activities	Dog park would conflict with existing park uses	Existing park use would not be impacted by proposed dog park	Dog park would complement existing park uses
Protect Natural Areas - Should not be in close proximity to high quality natural areas to limit the disturbance of nesting birds, small animals, native plants	Site within 50' of high-quality natural area	Natural area >100' from proposed dog park	No natural areas on or near site
Land Ownership - Preference is Town owned lands	Land not owned by Town	Land is not owned by Town but could be acquired or leased / is owned but other use proposed	Land owned by Town

Based on the criteria the following scores were attained:

Table 2: Evaluation of Potential Dog Park Locations

Property	Score	Considerations
McLean Avenue Park	26	Sufficient land, parking, and water available, buffer from residential by trees or additional plantings, lands relatively flat and not close to major roadway
Caruso Street Park	20	Insufficient land, no parking or water available, poor drainage, close to creek, not recommended

Property	Score	Considerations
Nick Smith Centre (adjacent 53 James St)	23	Sufficient land and parking, however no shade, no water, recommended for future skateboard park in RMP, not recommended
Algonquin Trail (adjacent Police/Fire services)	20	Not municipally owned, close to houses, no parking or water, environmental concerns, not recommended
Humane Society Property (Decosta St)	19	Not municipally owned, no interest from owner to consider lease, not recommended
Arnprior Airport Lands	23	Not municipally owned (Airport and OPG for parking area), no water, no trees, not recommended
Former Reid Avenue	23	Land shape linear, no parking, no water, fronting on major roadway, no shade, not recommended
Future Cemetery Lands (Braeside)	19	No parking, water or washrooms, fronting on major roadway, licenced for future cemetery, no in Arnprior or zoned for parkland.

A full review is attached as Document #1, including mapping for each proposed location. The blue area indicates possible dog park locations therein.

It should be noted that the Township of McNab/Braeside was contacted about possible partnership options for an Off-Leash Dog Park. At that time, McNab/Braeside was working on their Recreation Master Plan and in response to our request, included a question about a dog park in their public survey. Their staff indicated that further review would be required as part of their planning exercise and they would follow up if there was any interest in a partnership. It is our understanding the survey did not generate an overwhelming positive response for an off-leash dog park. No further contact has been received from the Township of McNab/Braeside.

A thorough review of alternate properties within the Town boundaries has resulted in the identification of a feasible location that scored the highest in the review of the established criteria. The Recreation and Parks Master Plan recommendation for a future Off-Leash Dog Park located at McLean Park remains the best location option. The following image is an overview of a possible layout of a dog park fenced area at the park:



The Off-Leash Dog Park would be established in a section of existing green space and require some site works including grading, soil and seeding of the section of lands in the treed area. This would ensure that at least one full acre can be achieved for this park. There is ample shade, substantial parking, and the treed area will also provide a buffer for neighbouring residents. This location would also allow for seasonal access to public washrooms, as well as potable water and sufficient parking.

Options:

- i) Location: Council could defer implementing an Off-Leash Dog Park until an alternate location meeting the established location criteria becomes available.
- ii) Timing: Council could choose to implement an Off-Leash Dog Park at a date earlier or later than the current 2026 implementation date.

Policy Considerations:

Off-Leash Dog Parks are one of the fastest growing types of parks in Canada. With approximately 8.5 million dogs in this country, the demand for more of these parks will only continue to grow. As a direct result, there is also an increase in liability claims stemming from Off-Leash Dog Parks. It is important for the Town, when creating an Off-Leash Dog Park, to ensure that appropriate written policies and maintenance / inspection forms are developed and implemented to reduce risks and liability.

Financial Considerations:

Capital Costs: The capital costs of implementing an off-leash dog park are eligible to be funded with Development Charges. Estimated capital costs for the construction have increased from \$35,000 (included in 2026 of the LRCF) to \$59,500 with optional features at additional costs. The following is a breakdown of capital costing to establish the Off-Leash Dog Park at the recommended location of McLean Park:

Table 3: Estimated Capital Costs

Expense Item	Cost
Fencing and Gates	\$40,000
Waste and Dog Waste Bag Receptacles	\$3,000
Benches (x2)	\$3,500
Signage (Rules and Regulations)	\$1,000
Grading / soil / seeding	\$12,000
Total Estimated Start-Up Cost	\$59,500
Optional Features:	
• Play features	\$5,000
• Exterior Water Source	\$1,000
• Expand gravel parking area	\$25,000

Operating Costs: Annual operating costs for an off-leash dog park are estimated at \$4,725 (supplies, by-law enforcement) and can be covered through revenues generated from a minimal pet registration fee increase for dogs during the January – February timeframe.

Staff would recommend the January-February “Free Registration Period” be changed, to include a minimal registration fee for dogs. The table below outlines the proposed fees for pet registration/ pet tags, with the new fee proposal highlighted in yellow, and all other fees remaining the same as currently charged:

Table 4: Recommended Dog Tag Rates

Time Period and Description	Proposed Fee
January & February – Spayed/Neutered Dogs	\$10.00
January & February – Not Spayed/Neutered Dogs	\$20.00
March - Spayed/Neutered	\$25.00
March - Not Spayed/Neutered	\$50.00
April to December – Spayed/ Neutered	\$50.00
April to December - Not Spayed/Neutered	\$100.00

Annual operating costs for an off-leash dog park are estimated at \$4,725 (supplies, by-law enforcement, etc.) and can be covered with the revised user fees. This aligns the annual operating costs to the users most likely to utilize that amenity and does not burden the entire tax base.

Table 5: Estimated Additional Revenues from Pet Registrations

Estimated Registrations	Calculation
Total Annual Registrations	600
January & February Registrations (65%)	600 x 65% = 390
January & February – Spayed/Neutered (77%)	\$10.00 x 300 = \$3,000
January & February – Not Spayed/Neutered (23%)	\$20.00 x 90 = \$1,800
Total Estimated Revenues Generated	\$4,800

Meeting Dates:

Council Meeting – December 9, 2019
Corporate Services Advisory Committee – Sept 4, 2019, March 1, 2021, May 3, 2021
Community Development Advisory Committee – September 16, 2019, April 16, 2021
Council Meeting – November 22, 2021

Consultation:

Corporate Services Advisory Committee
Community Development Advisory Committee
Public Survey
Senior Staff – Dog Park Working Group (GM Client Services / Treasurer, Director of Recreation, Town Clerk)

Documents:

Document #1 - Scoring and Mapping of Potential Locations

Signatures

Reviewed by Department Head:

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Document #1 – Scoring and Mapping of Potential Locations

McLean Avenue Park:



Potential Locations				McLean Ave Park	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Size - Variable and dependent upon proposed park location; Minimum 1/4 acre, 1/2-acre preference	less than 1/4 acre	1/2 acre to 1 acre	> 1 acre	Area adjacent to large ball field - just under 1 acre	2
Buffer from Residential - Ideally limited neighbourhood disturbance to be consistent with typical park uses. Desired increased distance; vegetative buffer	50' or less from adjacent residents, and little opportunity for buffer	>100' from residents and moderate opportunities for buffer	>200' from residents and good opportunity for buffer	> than 200' from residents, some buffer, trees can be planted	3
Non-residential Adjacent Land Use - Depending on the type of business or institution, may be considered either a benefit or an undesirable amenity	Surrounding institution/business does not consider dog parks compatible with its mission/constituency	A dog park would be neutral for the surrounding institution/business	An adjacent dog park would be a positive addition to the surrounding institution or business	no institutional or businesses adjacent	3
Adjacent to Busy Road	On arterial road	on collector road	on local road	on McLean - Collector Road	2
Water source - Highly desirable within or adjacent to dog park area	No water available on site; would be expensive or difficult to provide water	Water service available on site but outside of dog park	water available within proposed dog park area	Water available in washrooms in park seasonally	2

Potential Locations				McLean Ave Park	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Parking - Sufficient and convenient; provided without undue burden on neighbours	Onsite parking not currently existing; Site too small to accommodate parking lot	Onsite parking not currently existing; Site can accommodate parking lot	Existing parking lot on site can accommodate dog park	Parking available on site	3
Land Suitability - Relatively flat topography, permeable soils, design to minimize erosion potential, protection for water bodies, good visibility through site	Excessive slopes, impermeable soils and high erosion potential	Moderately flat, moderate visibility, moderately permeable soils	Primarily flat, good drainage, permeable soils good visibility	Flat lands, good drainage	3
Shade - Highly desirable; site provides a good mix of shade/mature trees and open space/turf grass	No trees on site; full sun	Some trees on site; smaller trees don't provide much shade	Mature trees; good mix of shade and open space	some trees and additional to be planted, open space	3
Use conflict avoidance - Avoid placing dog park in area that would conflict with or displace desired active and passive activities	Dog park would conflict with existing park uses	Existing park use would not be impacted by proposed dog park	Dog park would complement exiting park uses	adjacent to ball diamond	1
Protect Natural Areas - Should not be located in close proximity to high-quality natural areas to limit disturbance of nesting birds, small animals, native plants	Site within 50' of high-quality natural area	Natural area >100' from proposed dog park	No natural areas on or near site	adjacent to 'wooded area' and extension of Bell Park habitat	1
Land Ownership - Preference is Town owned lands	Land not owned by Town	Land not owned by Town but could be acquired or leased/owned but other use proposed	Land owned by Town	Town lands	3
Total					26

Caruso Street Park:



Potential Locations				Caruso Street Park	
	Criteria Description	Score 1	Score 2	Score 3	Comments
Size - Variable and dependent upon proposed park location; Minimum 1/4-acre, 1/2-acre preference	less than 1/4 acre	1/2 acre to 1 acre	> 1 acre	lands currently used for play structure, under an acre	2
Buffer from Residential - Ideally limited neighbourhood disturbance to be consistent with typical park uses. Desired increased distance; vegetative buffer	50' or less from adjacent residents, and little opportunity for buffer	>100' from residents and moderate opportunities for buffer	>200' from residents and good opportunity for buffer	> than 200' some trees buffering	3
Non-residential Adjacent Land Use - Depending on the type of business or institution, may be considered either a benefit or an undesirable amenity	Surrounding institution/business does not consider dog parks compatible with its mission/constituency	A dog park would be neutral for the surrounding institutions	An adjacent dog park would be a positive addition to the surrounding institution or business	No institutional or businesses adjacent	3
Adjacent to Busy Road	On arterial road	on collector road	on local road	On Caruso – Collector Road	2
Water source - Highly desirable within or adjacent to dog park area	No water available on site; would be expensive or difficult to provide water	Water service available on site but outside of dog park	water available within proposed dog park area	No water available	1
Parking - Sufficient and convenient; provided without	Onsite parking not currently existing; Site too	Onsite parking not currently existing; Site can	Existing parking lot on site can	No parking available	1

Potential Locations				Caruso Street Park	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
undue burden on neighbours	small to allow for a parking lot	accommodate parking lot	accommodate dog park		
Land Suitability - Relatively flat topography, permeable soils, design to minimize erosion potential, protection for water bodies, good visibility through site	Excessive slopes, impermeable soils and high erosion potential	Moderately flat, moderate visibility, moderately permeable soils	Primarily flat, good drainage, permeable soils good visibility	Poor drainage, wet site	1
Shade - Highly desirable; site provides a good mix of shade/mature trees and open space/turf grass	No trees on site; full sun	Some trees on site; smaller trees don't provide much shade	Mature trees; good mix of shade and open space	Some trees and additional to be planted, open space	3
Use conflict avoidance - Avoid placing dog park in area that would conflict with or displace desired active and passive activities	Dog park would conflict with existing park uses	Existing park use would not be impacted by proposed dog park	Dog park would complement existing park uses	adjacent to young children's play structure	1
Protect Natural Areas - Should not be located in close proximity to high quality natural areas to limit disturbance of nesting birds, small animals, native plants	Site within 50' of high-quality natural area	Natural area >100' from proposed dog park	No natural areas on or near site	adjacent to environmental protection lands	1
Land Ownership - Preference is Town owned lands	Land not owned by Town	Land not owned by Town but could be acquired or leased/owned but other use proposed	Land owned by Town	Town lands	2
Total					20

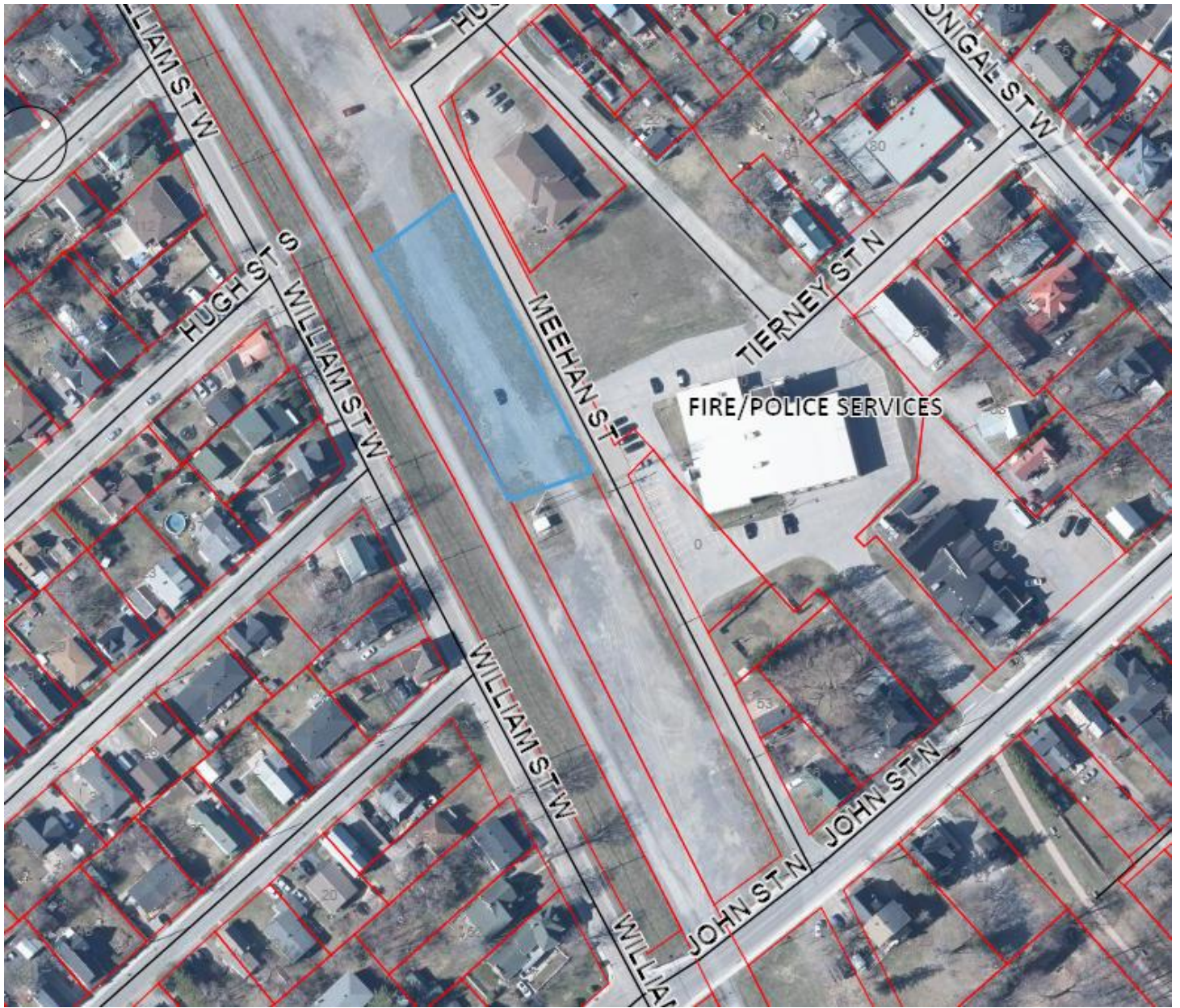
Nick Smith Centre (adjacent to 53 James St)



				Nick Smith Centre (Along James beside industrial)	
Potential Locations					
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Size - Variable and dependent upon proposed park location; Minimum 1/4-acre, 1/2-acre preference	less than 1/4 acre	1/2 acre to 1 acre	> 1 acre	Lands vacant, under 1 acre	2
Buffer from Residential - Ideally limited neighbourhood disturbance to be consistent with typical park uses. Desired increased distance; vegetative buffer	50' or less from adjacent residents, and little opportunity for buffer	>100' from residents and moderate opportunities for buffer	>200' from residents and good opportunity for buffer	> than 200' with no trees planted currently	2
Non-residential Adjacent Land Use - Depending on the type of business or institution, may be considered either a benefit or an undesirable amenity	Surrounding institution/business does not consider dog parks compatible with its mission/constituency	A dog park would be neutral for the surrounding institution/business	An adjacent dog park would be a positive addition to the surrounding institution or business	adjacent to industrial uses and municipal uses (rec centre, garage, water treatment plant)	2
Adjacent to Busy Road	On arterial road	on collector road	on local road	On James	2
Water source - Highly desirable within or adjacent to dog park area	No water available on site; would be expensive or difficult to provide water	Water service available on site but outside of dog park	water available within proposed dog park area	water available in NSC	2

				Nick Smith Centre (Along James beside industrial)	
Potential Locations					
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Parking - Sufficient and convenient; provided without undue burden on neighbours	Onsite parking not currently existing; Site too small to accommodate parking lot	Onsite parking not currently existing; Site can accommodate parking lot	Existing parking lot on site can accommodate dog park	Parking available on site	3
Land Suitability - Relatively flat topography, permeable soils, design to minimize erosion potential, protection for water bodies, good visibility through site	Excessive slopes, impermeable soils and high erosion potential	Moderately flat, moderate visibility, moderately permeable soils	Primarily flat, good drainage, permeable soils good visibility	flat land, good drainage	3
Shade - Highly desirable; site provides a good mix of shade/mature trees and open space/turf grass	No trees on site; full sun	Some trees on site; smaller trees don't provide much shade	Mature trees; good mix of shade and open space	No trees, would need to plant	1
Use conflict avoidance - Avoid placing dog park in area that would conflict with or displace desired active and passive activities	Dog park would conflict with existing park uses	Existing park use would not be impacted by proposed dog park	Dog park would complement existing park uses	not too close to play features	3
Protect Natural Areas - Should not be located in close proximity to high-quality natural areas to limit disturbance of nesting birds, small animals, native plants	Site within 50' of high-quality natural area	Natural area >100' from proposed dog park	No natural areas on or near site	No Natural areas	1
Land Ownership - Preference is Town owned lands	Land not owned by Town	Land not owned by Town but could be acquired or leased/owned but other use proposed	Land owned by Town	Town owned however plans include use as skate park in future	2
Total					23

Algonquin Trail Green Space



Potential Locations				Algonquin Trail Green Space	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Size - Variable and dependent upon proposed park location; Minimum 1/4-acre, 1/2-acre preference	less than 1/4 acre	1/2 acre to 1 acre	> 1 acre	depends on layout but >than 1 acre	2
Buffer from Residential - Ideally limited neighbourhood disturbance to be consistent with typical park uses. Desired increased distance; vegetative buffer	50' or less from adjacent residents, and little opportunity for buffer	>100' from residents and moderate opportunities for buffer	>200' from residents and good opportunity for buffer	Closest resident across William St., little opportunity to buffer	2
Non-residential Adjacent Land Use - Depending on the type of business or institution, may be considered either a benefit or an undesirable amenity	Surrounding institution/business does not consider dog parks compatible with its mission/constitency	A dog park would be neutral for the surrounding institution/business	An adjacent dog park would be a positive addition to the surrounding institution or business	Close to OPP/Fire/Ambulance Stations, seniors building	2
Adjacent to Busy Road	On arterial road	on collector road	on local road	On William/Meehan	2

Potential Locations				Algonquin Trail Green Space	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Water source - Highly desirable within or adjacent to dog park area	No water available on site; would be expensive or difficult to provide water	Water service available on site but outside of dog park	water available within proposed dog park area	No water available on site, but within washroom at fire hall	1
Parking - Sufficient and convenient; provided without undue burden on neighbours	Onsite parking not currently existing; Site too small to accommodate parking lot	Onsite parking not currently existing; Site can accommodate parking lot	Existing parking lot on site can accommodate dog park	Parking not readily available	1
Land Suitability - Relatively flat topography, permeable soils, design to minimize erosion potential, protection for water bodies, good visibility through site	Excessive slopes, impermeable soils and high erosion potential	Moderately flat, moderate visibility, moderately permeable soils	Primarily flat, good drainage, permeable soils good visibility	flat with good drainage	3
Shade - Highly desirable; site provides a good mix of shade/mature trees and open space/turf grass	No trees on site; full sun	Some trees on site; smaller trees don't provide much shade	Mature trees; good mix of shade and open space	No trees on site, could plant	1
Use conflict avoidance - Avoid placing dog park in area that would conflict with or displace desired active and passive activities	Dog park would conflict with existing park uses	Existing park use would not be impacted by proposed dog park	Dog park would complement exiting park uses	No other park uses but recreational trail	2
Protect Natural Areas - Should not be located in close proximity to high-quality natural areas to limit disturbance of nesting birds, small animals, native plants	Site within 50' of high-quality natural area	Natural area >100' from proposed dog park	No natural areas on or near site	No natural area	3
Land Ownership - Preference is Town owned lands	Land not owned by Town	Land not owned by Town but could be acquired or leased/owned but other use proposed	Land owned by Town	Land owned by County	1
Total					20

Humane Society Property (Didak Drive)



Potential Locations				Humane Society lands	
	Criteria Description	Score 1	Score 2	Score 3	Comments
Size - Variable and dependent upon proposed park location; Minimum 1/4-acre, 1/2-acre preference	less than 1/4 acre	1/2 acre to 1 acre	> 1 acre	> than 1/2 acre	1
Buffer from Residential - Ideally limited neighbourhood disturbance to be consistent with typical park uses. Desired increased distance; vegetative buffer	50' or less from adjacent residents, and little opportunity for buffer	>100' from residents and moderate opportunities for buffer	>200' from residents and good opportunity for buffer	One residence in area on adjacent lot	1
Non-residential Adjacent Land Use - Depending on the type of business or institution, may be considered either a benefit or an undesirable amenity	Surrounding institution/business does not consider dog parks compatible with its mission/constituency	A dog park would be neutral for the surrounding institution/business	An adjacent dog park would be a positive addition to the surrounding institution or business	Industrial uses	2
Adjacent to Busy Road	On arterial road	on collector road	on local road	On Didak Drive	3
Water source - Highly desirable within or adjacent to dog park area	No water available on site; would be expensive or difficult to provide water	Water service available on site but outside of dog park	water available within proposed dog park area	Water potentially available in building when open	2

Potential Locations				Humane Society lands	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Parking - Sufficient and convenient; provided without undue burden on neighbours	Onsite parking not currently existing; Site too small to accommodate parking lot	Onsite parking not currently existing; Site can accommodate parking lot	Existing parking lot on site can accommodate dog park	parking on site	3
Land Suitability - Relatively flat topography, permeable soils, design to minimize erosion potential, protection for water bodies, good visibility through site	Excessive slopes, impermeable soils and high erosion potential	Moderately flat, moderate visibility, moderately permeable soils	Primarily flat, good drainage, permeable soils good visibility	flat with good drainage	3
Shade - Highly desirable; site provides a good mix of shade/mature trees and open space/turf grass	No trees on site; full sun	Some trees on site; smaller trees don't provide much shade	Mature trees; good mix of shade and open space	no trees on site	1
Use conflict avoidance - Avoid placing dog park in area that would conflict with or displace desired active and passive activities	Dog park would conflict with existing park uses	Existing park use would not be impacted by proposed dog park	Dog park would complement existing park uses	Society indicated would conflict with their existing use	0
Protect Natural Areas - Should not be located in close proximity to high-quality natural areas to limit disturbance of nesting birds, small animals, native plants	Site within 50' of high-quality natural area	Natural area >100' from proposed dog park	No natural areas on or near site	No natural area	3
Land Ownership - Preference is Town owned lands	Land not owned by Town	Land not owned by Town but could be acquired or leased/owned but other use proposed	Land owned by Town	Land owned by Society who have indicated not interested in partnership due to their current operations	0
Total					19

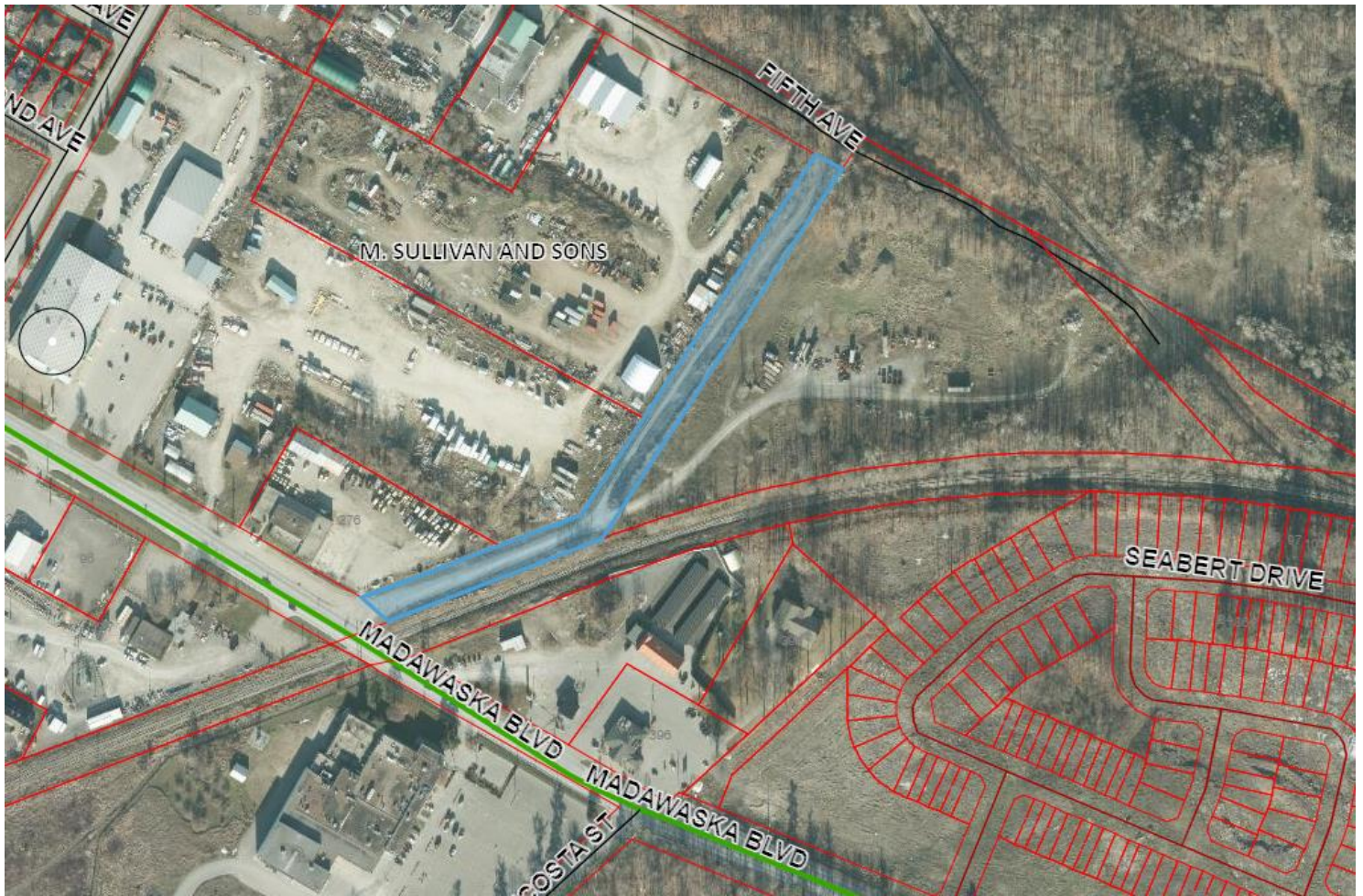
Arnprior Airport (Baskin Drive)



Potential Locations				Arnprior Airport	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Size - Variable and dependent upon proposed park location; Minimum 1/4-acre, 1/2-acre preference	less than 1/4 acre	1/2 acre to 1 acre	> 1 acre	Over 2 acres could be achieved	3
Buffer from Residential - Ideally limited neighbourhood disturbance to be consistent with typical park uses. Desired increased distance; vegetative buffer	50' or less from adjacent residents, and little opportunity for buffer	>100' from residents and moderate opportunities for buffer	>200' from residents and good opportunity for buffer	>200' from residents	3
Non-residential Adjacent Land Use - Depending on the type of business or institution, may be considered either a benefit or an undesirable amenity	Surrounding institution/business does not consider dog parks compatible with its mission/constituen cy	A dog park would be neutral for the surrounding institution/business	An adjacent dog park would be a positive addition to the surrounding institution or business	Airport and businesses	2
Adjacent to Busy Road	On arterial road	on collector road	on local road	On Baskin	3
Water source - Highly desirable within or adjacent to dog park area	No water available on site; would be expensive or difficult to provide water	Water service available on site but outside of dog park	water available within proposed dog park area	No water available on site	1
Parking - Sufficient and convenient; provided without undue burden on neighbours	Onsite parking not currently existing; Site too small to accommodate parking lot	Onsite parking not currently existing; Site can accommodate parking lot	Existing parking lot on site can accommodate dog park	Parking in conjunction with OPG would need expansion	2
Land Suitability - Relatively flat topography, permeable soils, design to minimize erosion potential, protection for	Excessive slopes, impermeable soils and high erosion potential	Moderately flat, moderate visibility, moderately permeable soils	Primarily flat, good drainage, permeable soils good visibility	gentle slope - good drainage	2

Potential Locations				Arnprior Airport	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
water bodies, good visibility through site					
Shade - Highly desirable; site provides a good mix of shade/mature trees and open space/turf grass	No trees on site; full sun	Some trees on site; smaller trees don't provide much shade	Mature trees; good mix of shade and open space	no trees on site	1
Use conflict avoidance - Avoid placing dog park in area that would conflict with or displace desired active and passive activities	Dog park would conflict with existing park uses	Existing park use would not be impacted by proposed dog park	Dog park would complement exiting park uses	no conflict	3
Protect Natural Areas - Should not be located in close proximity to high-quality natural areas to limit disturbance of nesting birds, small animals, native plants	Site within 50' of high-quality natural area	Natural area >100' from proposed dog park	No natural areas on or near site	near waterfront	2
Land Ownership - Preference is Town owned lands	Land not owned by Town	Land not owned by Town but could be acquired or leased/owned but other use proposed	Land owned by Town	Land owned by Airport Commission and parking by OPG	1
Total					23

Former Reid Street (unopened Road Allowance)



Potential Locations	Former Reid Avenue			Former Reid Avenue	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Size - Variable and dependent upon proposed park location; Minimum 1/4-acre, 1/2-acre preference	less than 1/4 acre	1/2 acre to 1 acre	> 1 acre	Over 2 acres could be achievable but narrow strip of land	3
Buffer from Residential - Ideally limited neighbourhood disturbance to be consistent with typical park uses. Desired increased distance; vegetative buffer	50' or less from adjacent residents, and little opportunity for buffer	>100' from residents and moderate opportunities for buffer	>200' from residents and good opportunity for buffer	>200' from residents	3
Non-residential Adjacent Land Use - Depending on the type of business or institution, may be considered either a benefit or an undesirable amenity	Surrounding institution/business does not consider dog parks compatible with its mission/constituency	A dog park would be neutral for the surrounding institution/business	An adjacent dog park would be a positive addition to the surrounding institution or business	close to industrial and business, adjacent to train line	1
Adjacent to Busy Road	On arterial road	on collector road	on local road	On Madawaska	1
Water source - Highly desirable within or adjacent to dog park area	No water available on site; would be expensive or difficult to provide water	Water service available on site but outside of dog park	water available within proposed dog park area	No water available	1
Parking - Sufficient and convenient; provided without undue burden on neighbours	Onsite parking not currently existing; Site too small to accommodate parking lot	Onsite parking not currently existing; Site can accommodate	Existing parking lot on site can accommodate dog park	No parking unless use part of site near roadway	2

Potential Locations				Former Reid Avenue	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Land Suitability - Relatively flat topography, permeable soils, design to minimize erosion potential, protection for water bodies, good visibility through site	Excessive slopes, impermeable soils and high erosion potential	Moderately flat, moderate visibility, moderately permeable soils	Primarily flat, good drainage, permeable soils good visibility	Flat, good drainage	3
Shade - Highly desirable; site provides a good mix of shade/mature trees and open space/turf grass	No trees on site; full sun	Some trees on site; smaller trees don't provide much shade	Mature trees; good mix of shade and open space	No shade	1
Use conflict avoidance - Avoid placing dog park in area that would conflict with or displace desired active and passive activities	Dog park would conflict with existing park uses	Existing park use would not be impacted by proposed dog park	Dog park would complement exiting park uses	No other park uses	2
Protect Natural Areas - Should not be located in close proximity to high-quality natural areas to limit disturbance of nesting birds, small animals, native plants	Site within 50' of high-quality natural area	Natural area >100' from proposed dog park	No natural areas on or near site	No natural area	3
Land Ownership - Preference is Town owned lands	Land not owned by Town	Land not owned by Town but could be acquired or leased/owned but other use proposed	Land owned by Town	Owned by Town as unopened road allowance	3
Total					23

Future Cemetery Lands (Braeside)



Potential Locations				Future Cemetery Lands (Braeside)	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
Size - Variable and dependent upon proposed park location; Minimum 1/4-acre, 1/2-acre preference	less than 1/4 acre	1/2 acre to 1 acre	> 1 acre	Over 2 acres could be achievable	3
Buffer from Residential - Ideally limited neighbourhood disturbance to be consistent with typical park uses. Desired increased distance; vegetative buffer	50' or less from adjacent residents, and little opportunity for buffer	>100' from residents and moderate opportunities for buffer	>200' from residents and good opportunity for buffer	>100' from residents, no buffer in place	2
Non-residential Adjacent Land Use - Depending on the type of business or institution, may be considered either a benefit or an undesirable amenity	Surrounding institution/business does not consider dog parks compatible with its mission/constituency	A dog park would be neutral for the surrounding institution/business	An adjacent dog park would be a positive addition to the surrounding institution or business	close to sand pit, landfill, rural residential properties	2
Adjacent to Busy Road	On arterial road	on collector road	on local road	On River Road	1
Water source - Highly desirable within or adjacent to dog park area	No water available on site; would be expensive or	Water service available on site but outside of dog park	water available within proposed dog park area	No water or washrooms available	1

Potential Locations				Future Cemetery Lands (Braeside)	
Criteria Description	Score 1	Score 2	Score 3	Comments	Score
	difficult to provide water				
Parking - Sufficient and convenient; provided without undue burden on neighbours	Onsite parking not currently existing; Site too small to accommodate parking lot	Onsite parking not currently existing; Site can accommodate parking lot	Existing parking lot on site can accommodate dog park	No parking available	1
Land Suitability - Relatively flat topography, permeable soils, design to minimize erosion potential, protection for water bodies, good visibility through site	Excessive slopes, impermeable soils and high erosion potential	Moderately flat, moderate visibility, moderately permeable soils	Primarily flat, good drainage, permeable soils good visibility	Moderately flat, sandy soil drainage	2
Shade - Highly desirable; site provides a good mix of shade/mature trees and open space/turf grass	No trees on site; full sun	Some trees on site; smaller trees don't provide much shade	Mature trees; good mix of shade and open space	No shade	1
Use conflict avoidance - Avoid placing dog park in area that would conflict with or displace desired active and passive activities	Dog park would conflict with existing park uses	Existing park use would not be impacted by proposed dog park	Dog park would complement existing park uses	No other park uses	2
Protect Natural Areas - Should not be located in close proximity to high-quality natural areas to limit disturbance of nesting birds, small animals, native plants	Site within 50' of high-quality natural area	Natural area >100' from proposed dog park	No natural areas on or near site	No natural area	3
Land Ownership - Preference is Town owned lands	Land not owned by Town	Land not owned by Town but could be acquired or leased/owned but other use proposed	Land owned by Town	Owned by Town but not within Arnprior limits. Licenced as future cemetery, zoned RU (permits cemetery but not public park, would require rezoning)	1
Total					19



Town of Arnprior Staff Report

Subject: Municipal Grant Application – Arnprior McNab/Braeside Men’s Shed

Report Number: 25-01-27-05

Report Author and Position Title: Oliver Jacob, Deputy Clerk

Department: Client Services

Meeting Date: January 27th, 2025

Recommendation

That Council not approve the grant support request submitted by the Arnprior McNab/Braeside Men’s Shed for \$3,000.00 in support funding, as the application does not demonstrate financial need as required under the Municipal Grants Policy.

Background

In 2019, the Town of Arnprior adopted a [Municipal Grants Policy](#) under By-law Number 6931-19 to define the process through which Council provides municipal grants to eligible non-profit / charitable organizations. Organizations must provide programs or services that address an identifiable need or problem in the community and bestow some community-wide benefit. The policy outlines four (4) streams for grant support and these streams are outlined in Appendix A for reference.

The current application is from Arnprior McNab/Braeside Men’s Shed (legally incorporated as The Men’s Shed AMB) and while this is their second application for cash support funding under the Municipal Grants Policy, this is their first application since becoming eligible as a registered not-for-profit corporation under the *Ontario Not-For-Profit Corporation Act* as of May 2024. Please note that previous grants were provided to Arnprior Regional Health to support the Seniors Active Living Centre (SALC). The Men’s Shed program was supported through SALC’s annual Operating Budget until November 2023 when they became an independent organization. Recently, the Town of Arnprior supported the Men’s Shed’s application under the In-Kind stream of the Municipal Grants Policy to waive the fees for the Nick Smith Centre Community Hall for a Community Christmas Craft Sale fundraiser which was held on November 24th, 2024.

The Arnprior McNab/Braeside Men's Shed has served and engaged members of the Greater Arnprior community since 2019. The organization describes itself as a safe space where senior men can enjoy meeting, making friends, socializing, and helping each other overcome or deal with any feelings of loneliness, isolation, or depression.

In their application, the organization has proposed a special project entitled "From Design to Production" that would create a training and development program focused towards bringing veterans, youth, women, and Men's shed members together to learn with a Computer Numerical Control (CNC) router. This new workshop-based program would provide hands-on experience to participants on how to set up and operate a CNC Router, which assists in creating woodworking pieces.

Discussion

Applications are received and evaluated based on the qualifications and eligibility criteria listed in Section 3 of the Municipal Grants Policy. The applications received come forward to Council in the form of a Staff Report or through an Action Item, depending on their type.

The current application was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, attached as Appendix B. The following eligibility requirements were not fully met:

- (a) A not-for-profit or charitable organization operating in the Town of Arnprior: The Arnprior McNab/Braeside Men's Shed is a registered not-for-profit organization that operates at 832 River Road in the Village of Braeside, outside of the Town of Arnprior. The Municipal Grants Policy does however indicate that other community groups may be considered based on demonstrated benefit to overall community. Men's Shed programs are open to residents of the Town of Arnprior, and they have indicated that 80% of their membership resides in the Town of Arnprior.
- (b) Financial Need: With respect to the requirement to demonstrate financial need, the Arnprior McNab/Braeside Men's Shed did experience a significant surplus (over \$25K) in 2024 as per their financial statements. They have indicated that they would like these surplus funds to support their future operations (rent and utilities) so they would not be available to support implementation of this new program for which the grant funds were requested. However, when reviewing the 2025 Men's Shed projected budget, they have budgeted for rent and utilities already, not utilizing the surplus funds and are projecting only a \$4,200 deficit. Overall, the Men's Shed has sufficient funds available to support the training program without the Town providing grant funding.

The processing of the application is completed by Town staff and the application is being provided to Council for consideration of grant funding.

Options

Council could choose to support only a portion of the grant request submitted in the Arnprior McNab/Braeside Men's Shed's application or choose to support the request submitted in its entirety.

Policy Considerations

The application meets the stated purpose of the Municipal Grants Policy in providing financial assistance to an organization/group that provides services to residents of the Town of Arnprior which are of general benefit to the community however does not satisfy all the criteria, particularly demonstrating financial need.

Financial Considerations

The draft 2025 Budget includes funding in the amount of \$10,000 in the Municipal Grants Account (1-5-7600-6999) for various Municipal Grants throughout the 2025 fiscal year. Should Council approve the Arnprior McNab/Braeside Men's Shed request for \$3,000, there would be \$7,000 in funding remaining.

Prior organization support includes waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$148.75 plus HST) for the Community Christmas Craft Sale which was held on November 24th, 2024.

Meeting Dates

None

Consultation

None

Documents

Appendix A – Overview of Municipal Grant Streams

Appendix B – Evaluation Matrix

Appendix C – Application Package

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

Appendix A – Overview of Municipal Grant Streams

Municipal Grant Stream	Definition	Application	Request Eligibility
Support Funding	A Municipal Grant provided by Council to an eligible community organization, by way of a dollar (\$) amount.	<ul style="list-style-type: none"> • Organizations will be provided an annual maximum of \$3,000 under this stream • A maximum of one (1) request per year per organization 	Support Funding cannot be used to: <ul style="list-style-type: none"> • support ongoing operating costs; • support annual capital costs; • to retire debt • to increase endowment funds
In-Kind Support (Partnership)	A form of Municipal Grant that is provided by Council to an eligible community organization, by way of an on-going in-kind contribution over the course of a year, or specified timeframe, to support a program, activity, event, or service.	<ul style="list-style-type: none"> • Organizations may require a specified lease/partnership agreement • A maximum of two (2) requests per year per organization 	Eligible Requests – Waiving Fees for: <ul style="list-style-type: none"> • Town Facilities • Town Equipment • Town Staff time
In-Kind Support (Single)	A form of Municipal Grant that is provided by Council to an eligible community organization, by way of a single in-kind contribution to support a program, activity, event, or service.	<ul style="list-style-type: none"> • A maximum of two (2) requests per year per organization 	Eligible Requests – Waiving Fees for: <ul style="list-style-type: none"> • Town Facilities • Town Equipment • Landfill Vouchers/ Garbage Bag Tags • Town Staff Time
Festivals and Events Support Funding	A form of Municipal Grant that is provided by Council to an eligible events organization, by way of a single one-time support funding and/or in-kind contribution to support a festival or event held in the Town of Arnprior.	<ul style="list-style-type: none"> • A max of one (1) request per year per organization 	Festivals and Events Support Funding cannot be used to: <ul style="list-style-type: none"> • support ongoing operating costs; • support annual capital costs; • retire debt; • increase endowment funds; • provide gifts, hospitality, or other benefits to individuals and/ or organizations

Appendix B – Evaluation Matrix

Qualification Criteria	Meets Criteria
<p>A not-for-profit or charitable organization operating in the Town of Arnprior (Other community groups may be considered based on demonstrated benefit to overall community).</p> <ul style="list-style-type: none"> • Note: The Arnprior McNab/Braeside Men’s Shed is a registered not-for-profit organization, and it operates at 832 River Road in the Village of Braeside (outside of the Town of Arnprior). However, it is important to note that their programs are open to residents of the Town of Arnprior and 80% of their membership resides in the Town of Arnprior. 	No
<p>Hosting a program, activity, event, or service that primarily benefits the residents of the Town of Arnprior.</p>	Yes
<p>Using the Municipal Grant for operating program, activity, event or service, not capital projects, or debt payments.</p>	Yes
<p>Demonstrates financial need.</p>	No
<p>Demonstrates having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc. where applicable.</p>	Yes
<p>Completed and submitted the appropriate application form a minimum of 60 days prior to their need.</p>	Yes

Eligibility Criteria	Meets Criteria
<p>Overall contribution to community: The Arnprior-McNab-Braeside Men’s Shed provides a valuable community service to connect older men who may be facing challenges associated with loneliness, isolation, and/or depression, particularly following the COVID-19 pandemic. The participants work together through the art of carpentry to build community and items for sale to local community groups (i.e., park benches, accessible picnic tables, lending libraries, children’s toys, etc.).</p>	Yes
<p>Supports & promotes Town’s vision, values, and strategic priorities: The Town’s 2024-2027 Strategic Plan outlines our policy priorities and vision for the Town and the broader community. Organizations like the Men’s Shed would support the overall well-being of the community and its ability to continue to “build our future together.” The Men’s Shed also assists to support the ongoing efforts to be an age-friendly community with a vibrant and engaged senior community in accordance with the Town’s Age Friendly Community Plan.</p>	Yes
<p>Financial Management of the community organization: The applicant provided financial statements that show that the organization had a significant surplus in 2024, totaling \$25,997.37 as of December 31st, 2024. It has been confirmed with the organization that these surplus funds are allocated to support their 2025 operating budget (rent and utilities). Their proposed budget includes eligible expenses like equipment, materials, and supplies (i.e., software), marketing and incidentals (i.e., meeting costs, refreshments, etc.). While outside of their request, the application notes that the organization is seeking operating funding from the Township of McNab/Braeside and capital equipment funding from Men’s Shed Canada to support their continued operations.</p>	Yes
<p>Demonstrated support of volunteers: The Men’s Shed operates solely with volunteers, and it does not have any formal administrative capacity as an independent entity from Arnprior Regional Health. As the organization is in its infancy, a fundraising committee is responsible for its revenue generation.</p>	Yes
<p>Demonstrated the benefits to the residents of the Town of Arnprior: The Men’s Shed serves over thirty (30) members from the Town of Arnprior and the Township of McNab/Braeside, and their location is situated in the Village of Braeside. Their application notes that 80% of their membership resides in the Town of Arnprior and their new program would be open to residents of the Town of Arnprior.</p>	Yes

Municipal Grants Application

General Information	Submission Date: <u>January 7th, 2025</u>		
Name of Organization:	Arnprior McNab/Braeside Men's Shed		
Street Address:	832 River Road		
City/Town:	Braeside	Postal Code:	K0A 1G0
Contact Person:	Darrel O'Shaughnessy	Position/Title:	Founder
Telephone:	613-622-1688	Fax Number:	
E-mail:	darrel.osh@gmail.com		
What is your organization's status?	Charitable	Not-for-profit	Other
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorization:	I declare that I am authorized to sign this grant request on behalf of AMB Men's Shed _____ [insert name of organization]		Name (print): Darrel O'Shaughnessy
	 _____ [signature]		Position/Title: Founder
	<u>January 9th, 2025</u> _____ [date]		Phone: 613-622-1688
Please provide project/event date(s) or any relevant timelines related to this request.			
Start Date for Proposed Workshop: March, 2025			

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Grant Request	Please check applicable request	Brief description of request (i.e. dollar amount and/or type of in-kind support, staffing requirements)
Support Funding (complete Parts A and B)	<input checked="" type="checkbox"/>	We are requesting \$3,000 to help our Men's Shed expand our ongoing Training and Development offerings and expand our outreach efforts throughout our Community. We are currently developing a Men's Shed Computer Numerical Control (CNC) Router Learning Program "From Design to Production" Workshop Series aimed at Veterans, our Youth, Women, and our own Men's Shed Membership.
In-Kind Support (Partnership) (complete Parts A and B)	<input type="checkbox"/>	
In-Kind Support (Single) (complete Part A)	<input type="checkbox"/>	
Festivals and Events Support Funding (complete Parts A and B)	<input type="checkbox"/>	

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Part A (to be completed for all municipal grant requests)

Organization/Grant Information	
<p>What is the function of your organization (mandate/key objections)?</p> <p>We create a safe space where Men can enjoy meeting, making friends, socialize, and help each other overcome or deal with any feelings of loneliness, isolation and/or depression. By fostering meaningful connections, the Men's Shed is more than a workshop, it's a vital Social Healthcare Innovation that promotes mental well-being and builds resilience among it's Members.</p>	
<p>Please provide an overview of the service, program or event being supported with this funding.</p> <p>A CNC Router is a computer-controlled machine that is widely used in woodworking for precision cutting, drilling, and so much more. This workshop will provide hands-on experience with the CNC machine and will help Workshop Participants how to set-up and operate the CNC Router safely and efficiently.</p> <p><input type="checkbox"/> Our clients will learn the basics of the CNC Router and how they work;</p> <p><input type="checkbox"/> As well as the software tools used to design and program CNC Router operations.</p>	
<p>Please explain how this service, program or event benefits the Town of Arnprior and its residents.</p> <p><input type="checkbox"/> This workshop will:</p> <ul style="list-style-type: none"> - Help promote and expand our Community out-reach efforts - Help our Men's Shed members expand our range of abilities and skills and attract new members. <input type="checkbox"/> - Help us develop new partnerships and strategic alliances to better serve target markets of Veterans, our Youth, and Women. <input type="checkbox"/> - Assist our members to make a positive impact in our Community by helping us remain productive, active, healthy and engaged. - It will directly impact our ability to sustain a safe and welcoming environment that empowers Men to learn, share, and thrive together. 	
<p>Does your organization use volunteers?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, how many volunteers are involved and in what capacity? (e.g. administration, service level, etc.)</p> <p>Sixteen Volunteers:</p> <ul style="list-style-type: none"> 7-Board of Directors 4-Hosts/Shop Floor Supervisors 2-3 Training & Development 1-Social Media 2-Men's Shed Outreach

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<p>Please select target population that will benefit from this request.</p>	<p>Age Range:</p> <p><input type="checkbox"/> Children (Ages 0-12)</p> <p><input checked="" type="checkbox"/> Youth (Ages 13-18)</p> <p><input checked="" type="checkbox"/> Adults (Ages 19-59)</p> <p><input checked="" type="checkbox"/> Seniors (Ages 60+)</p>	<p>Number of participants benefitting from this request:</p> <p><input type="checkbox"/> 1-50</p> <p><input checked="" type="checkbox"/> 51-100</p> <p><input type="checkbox"/> 101-499</p> <p><input type="checkbox"/> 500-1000</p> <p><input type="checkbox"/> >1000</p>
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<p>Does this request align with the Town of Arnprior's <u>Strategic Plan</u>, as determined by Council? Please explain.</p>	
<p><u>Key Priorities</u></p> <ul style="list-style-type: none"> Economic Development – Attraction, retention and marketing initiatives and economic impact 	<p>Our Men's Shed strives to inspire, support, and serve the Town of Arnprior by;</p> <ol style="list-style-type: none"> We support and promote the essence of an Age-Friendly Community. We support Economic Development through our Spring & Christmas Craft Fairs and draw Visitors to our Community. We attract Visitors through our ongoing Men's Shed Marketing and Promotion initiatives, i.e. Lee Valley Production Series most recently, Film Production Crews & Reporters, News Articles supporting our Town. We create a supportive environment for Seniors and their Families.

<ul style="list-style-type: none"> Community Well Being – Community support, arts and culture, recreational and leisure, health and well being support initiatives 	<p>This grant will support and encourage community well being and good health, particularly in the strengthening of our “Age-Friendly Community”, and helping to create a safe space where Senior Men can remain productive, active, healthy and engaged. We are a vital Social Healthcare Innovation helping to combat isolation, promote mental well-being, and help build resilience among our Members and extended Families. In addition, our woodworking creations help to sustain and promote arts and culture throughout our Communities. Our Men’s Shed crafts and artwork are recognized throughout Canada and abroad.</p>	
<p>Has your organization received support from the Town of Arnprior in previous years?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please provide additional details below.</p>	
	<p>Dollar (\$) value received:</p>	<p>\$700</p>
	<p>Service/ Program/ Festival/ Event grant support was received for:</p>	<p>2024 Men’s Shed Christmas Craft Sale - Nick Smith Hall Rental</p>
	<p>Type of grant support received:</p>	<p><input type="checkbox"/> Support Funding</p> <p><input checked="" type="checkbox"/> In-Kind Support</p> <p><input type="checkbox"/> In-Kind Partnership</p> <p><input type="checkbox"/> Festival and Event Support Funding</p>
<p>Was Town staff support provided?</p> <p>If yes, in what capacity?</p>	<p>Yes, setting-up and taking-down table and chairs.</p>	

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105 Elgin Street West
Arnprior, ON.
K7S 0A8
613-623-4231

If this submission/request differs from previous year(s), please describe the difference?

This is the AMB Men's Shed's first request for dollars to support a workshop, and our Out-Reach Programs and Services.

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Part B (to be completed for the following Streams: Support Funding, In-kind Partnership, Festivals and Events)

Financial Information
Indicate your organizations fundraising policy. Comment on your organizations fundraising plans for the current year and upcoming years. (If Applicable)
<p>We fundraise through:</p> <ul style="list-style-type: none"> - Two craft sales annually - A fundraising dinner annually - Sale of commissioned wood products and services in the Community - Raffles - Community/Private Donations - Potential Grant Opportunities - Men's Shed Canada
Does your organization raise enough money through fundraising to cover its expenses? If not, indicate your organizations plan to pay these expenses. (If Applicable)
Yes. This is our first year at our new location and being an independent Men's Shed. In addition to Fundraising, our overhead expenditures will be covered by Membership Fee's, part of our ongoing Fundraising Strategic Plan.
Indicate if you received funding or are seeking funding from sources other than the municipality.
We will be applying for additional Grant Opportunities from Men's Shed Canada (Equipment purchases) and the Township of McNab/Braeside for Operational Funding in Year 2025

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Funding provided must benefit the residents of the Town of Arnprior. Please indicate how the funding would be used to benefit the residents of Arnprior.

As noted above, the requested dollars will:

- Help our Men's Shed expand our range of abilities and skills and learn the latest technologies.
 - Help develop new partnerships and strategic alliances to better serve target markets of Veterans, our Youth, and Women.
 - Assist members to make a positive impact in our Community by helping us remain productive, active, healthy and engaged.
- With your investment, our Men's Shed will continue to make a meaningful difference in the lives of our local Men, their Families, and the broader Arnprior Community.
 - 80% of our Men's Shed Membership currently reside in the Town of Arnprior.

In what way is your organization working on becoming self-sufficient?

As noted above, we are working to become self-sufficient through:

- We are an Ontario Not-For-Profit Corporation
- We have formed a Men's Board of Directors
- We have developed a 5 Year Strategic Plan
- We are strongly supported and encouraged by our Community
- Annual memberships of \$300 per member, 50 Members currently and growing.
- Our commissioned wood product sales and services are strong and encouraging

What effect would the denial of all or a part of this request have on your organization and/or the event/activity/program/service you are applying for?

Our proposed Men's Shed CNC Router "From Design to Production" Workshop Series has mutually beneficial outcomes including benefiting Veterans, our Youth (part of our ongoing Intergenerational Program), Women, and our own Membership. In addition, this particular training and development program is also intended to help increase our Men's Shed's visibility to other local stakeholders and our Community at large, as well as contributing to the long-term sustainability of our Men's Shed. A denial of this request will delay our proposed training and development program from March 2025 to March 2026.



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 105 Elgin Street West
 Arnprior, ON.
 K7S 0A8
 613-623-4231

Has your participation been greater, less or more than last year? (If Applicable)

Yes, we have increased our Men's Shed Membership by 10 since last year. Our marketing and promotion campaign has been most successful by creating awareness of our services and products through FaceBook, one-on-one recruitment, word of mouth, and through our ongoing activities throughout our Communities. In addition, the latest Lee Valley Production Series entitled "Inspire to Make - Men's Shed" solicited a wonderful response from around the World.

Part B (cont'd)

Projected Budget	
Please fill out the projected budget for your organization's festival/event/initiative/project below.	
<u>Revenue Description</u>	<u>Budget Amount</u>
Grants – Federal and/or Provincial	\$
Grants – Town of Arnprior	\$ 3,000
Donations/Sponsorships	\$
Earned Income	\$
Applicant Contribution	\$ 1,600
User Fees	\$
Membership Fees	\$
Fundraising Efforts	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Total Revenue	\$ 4,600

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<u>Expenses Description</u>	<u>Budget Amount</u>
Salaries and Benefits	\$
Advertising and Promotion	\$
Entertainment	\$
Administration	\$
Facilities Rental	\$
Prizes and Awards	\$
Other (please specify) Equipment (Router)	\$ 2,500
Other (please specify) Materials & Supplies, i.e. Software etc.	\$ 1,000
Other (please specify) Marketing & Promotion	\$ 600
Other (please specify) Incidentals	\$ 500
Total Expenses	\$ 4,600

Please attach the listed documentation to your completed application.


- Most recent financial statements
- Financial statement from previous year or previous festival/event
- Budget for program, service, festival/event
- Proof of incorporation, if applicable
- Proof of insurance (required if funding is approved)


(initial)

I hereby acknowledge that the Town of Arnprior requires any successful applicant to provide a follow-up report, as described in the Municipal Grants Policy.

Conditions of Assistance

- a) Any Grant funding provided by the Town of Arnprior must be applied to current expenses associated with the approved project, and not be used to subsidize any other project of the applicant, or to reduce or eliminate accumulated deficits.
- b) The Town of Arnprior must be notified in writing of any significant changes and/or purpose of the supported activity or event. In the event that the activity or event is not completed, or does not move forward, the Town of Arnprior reserves the right to request the return of any grant funding provided.
- c) Receipt of a grant does not guarantee funding the following or any subsequent year.
- d) The applicant acknowledges and agrees that the Town of Arnprior shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the organization arising out of or in any way related to the approved program/event/ service.
- e) Where applicable, the Town of Arnprior must be acknowledged on promotional materials related to the funded activities/event, including but not limited to brochures, print ads, programs, posters, signage and media releases, as well as websites, e-newsletters, and social media campaigns, where possible. The Marketing and Economic Development Officer will require information from the applicant, in advance on what materials/ electronic formats the Town's logo will be included on to ensure compliance with the Town's brand guidelines.
- f) The Town of Arnprior reserves the right to an onsite presence, or formal role, at Festivals and Events. Failure to acknowledge the Town's support may result in the inability of an organization to obtain grant support in future years.

 <hr style="width: 80%; margin: 0 auto;"/> <p>(initial)</p>	<p>I acknowledge that I have read and understand the Condition of Assistance for receipt of Town of Arnprior Municipal Grants. I also acknowledge that I have read and agree to follow the Town of Arnprior's Municipal Grants Policy.</p>
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FINANCIAL REPORT

MENS SHED ANRPRIOR McNAB/BRAESIDE

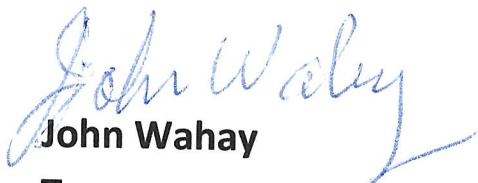
REPORTING PERIOD 23 OCT 2023 TO 31 DEC 2024

TREASURERS NOTE* The Mens Shed AMB fiscal year is from 1 January to 31 December of each year. However, due to the late re-organizing in year 2023 the months of Oct, Nov, and Dec 2023 are included in this report. Future reports will be for 01 Jan to 31 Dec of following years

ACCT CODE	DESCRIPTION	AMT YTD	BUDGET FY 2025
INCOME			
199	BANK CREDITS/ADJUSTMENTS	\$199.00	\$48.00
200	MEMBERSHIP DUES	\$12,707.15	\$13,500.00
201	DONATIONS/MEMORIALS	\$38,577.10	\$5,000.00
202	SALE OF ITEMS MADE IN SHED	\$3,8577.10	\$4,000.00
203	INCOME FROM COMISSIONED WORK	\$7,255.39	\$10,000.00
204	GRANTS	\$1,000.00	\$10,000.00
205	XMAS,SPRING & GRAND OPENING, SHOWS	\$23,529.74	\$10,000.00
206	DO IT FOR GLENN GALA	\$35,118.00	
207	REFUNDS	\$492.36	
208	PARKING LOT RENTAL AGREEMENT	\$2,400.00	\$2,400.00
	TOTAL INCOME	\$125,408.99	\$54,948.00
EXPENSES			
100	RENT	\$8,045.00	\$30,600.00
101	ELECTICITY		\$ 3,600.00
102	GAS	\$ 622.12	\$ 3,600.00
103	INSURANCE	\$ 2495.88	\$1,400.00
104	CLEANING SUPPLIES	NO DATA	\$ 200.00
105	EXPENSES AGAINST WORK ORDERS	\$13,055.05	\$14,000.00
106	BANK CHARGES/NEW CHEQUES	\$ 512.25	\$ 48.00
107	CAPITAL EXPENDITURES		
108	MISCELLANEOUS	\$2,774.49	TBD
109	INCORPORATION EXPENSES	\$283.97	N/A
110	COSTS TO REFIT BRAESIDE BLDG *SEE NOTE IN REPORT	\$62,487.43	\$ 11,000.00
111	ADVERTISING	\$571.10	TBD
112	COST AGAINST FUND RAISING	\$8,564.33	TBD
	TOTAL EXPENSES	\$99,411.62	\$59,189.47

NOTE* The total cost for the renovations is based on 2024 expenditures + \$11,000.00 to be spent in 2025 To cover balance on heaters owed, plus air conditioning plus ceiling insulation

OPENING BALANCE 23 OCT 2023	\$0
INCOME 23 OCT 2023 TO 31 DEC 2024	\$125,408.99
MINUS EXPENSES 23 OCT TO 31 DEC 2024	<u>\$ 99,411.62</u>
SUB TOTAL	\$ 25,997.37
CHEQUES IN TRANSIT	\$ 310.95
BALANCE FORWARD TO JAN 2025	\$ 26,308.32


John Wahay
Treasurer

13 Dec 2024



Town of Arnprior Staff Report

Subject: Proclamation for Black History Month (February 2025)

Report Number: 25-01-27-06

Report Author and Position Title: Oliver Jacob, Deputy Clerk

Department: Client Services

Meeting Date: January 27th, 2025

Recommendations:

That Council proclaim February 2025 as Black History Month in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to the event	Yes
Section 5.2.1 – Name and Address of Organization	Arnprior and District Museum 35 Madawaska Street Arnprior, Ontario, Canada K7S 1R6
Section 5.2.2 – Contact Person’s Name	Emily Stovel, Manager of Culture/Curator estovel@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Black History Month February 2025

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

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

Documents:

1. Proclamation Document – Black History Month – February 2025

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 Proclamation
Black History Month
February 2025

Whereas the Government of Canada celebrates Black History Month in the month of February each year; and

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

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

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

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

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

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

Therefore I, Lisa McGee, Mayor of the Town of Arnprior, do hereby proclaim February 2025 as Black History Month in the Town of Arnprior and encourage all residents, staff, and Members of Council to take the time to participate and to learn more and understand how these communities continue to help shape the story of Canada.

Lisa McGee, Mayor
Town of Arnprior

The Corporation of the Town of Arnprior

By-law No. 7554-25

Being a By-law to amend By-law Number 7348-23 to appoint Member(s) to the Arnprior Public Library Board for the Township of Lanark Highlands.

Whereas Council of the Corporation of the Town of Arnprior passed By-law Number 7348-23, a by-law to provide for the composition of and appointment to the Arnprior Public Library Board; and

Whereas in accordance with the provisions of the *Public Libraries Act* and By-law No. 6442-15, a public library board shall be composed of at least five members appointed by the Municipal Council; and

Whereas the Township of Lanark Highlands has advised the Town of Arnprior that they passed a by-law appointing Elisabeth von Bloedau to the Arnprior Public Library Board in 2023, to replace their original representative for this term, Steve Roberts; and

Whereas the Township of Lanark Highlands has now advised the Town of a new appointee to the Arnprior Public Library Board, following the resignation of the Elisabeth von Bloedau; and

Whereas the Council of the Corporation of the Town of Arnprior now deems it expedient to amend By-law No. 7348-23 and appoint a new member for the 2022-2026 term of Council to represent the Township of Lanark Highlands.

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

1. **That** By-law 7348-23 be amended to appoint Brenda Guiney to the Arnprior Public Library Board, representing the Township of Lanark Highlands, for the remainder of the 2022-2026 term of Council or until their successor is appointed.
2. **That** this By-law shall come into full force and take effect upon the date of its passing, at which time all by-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

Enacted and Passed this 27th day of January, 2025.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



Municipal Grants Application – Arnprior Regional Health Auxiliary (2025 Annual General Meeting)

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

Whereas the Arnprior Regional Health Auxiliary is an eligible organization under the Municipal Grants Policy and supports local health care through active volunteer engagement and fundraising through the Opportunity Shop and Hospital Gift Shop;

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$255.00 plus HST) for the Auxiliary's 2025 Annual General Meeting on June 23rd, 2025;

Further That Arnprior Regional Health Auxiliary 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.