



Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, August 25, 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 – July 14, 2025** (Page 1-10)
 - b) **Special Meeting of Council – August 7, 2025** (Page 11-13)
- 8. Awards / Delegations / Presentations**
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**
- 11. Notice of Motion(s)**
- 12. Staff Reports**
 - a) **Complaint Under Code of Conduct**, Kaila Zamojski, Town Clerk & Tony Flemming, Integrity Commissioner (Page 14-15)
 - b) **2024-2025 Winter Parking Overview**, Kaila Zamojski, Town Clerk (Page 16-19)
 - c) **Municipal Grant Application (2025 Support Funding Request) – Arnprior & District NeighbourLink Fountain**, Kaila Zamojski, Town Clerk (Page 20-36)
 - d) **Municipal Grant Application - 2360 Royal Canadian Army Cadets**, Graeme Ivory, Director of Recreation (Page 37-53)

- e) **Lease Agreement – 2360 Royal Canadian Army Cadets**,
Graeme Ivory, Director of Recreation (Page 54-56)

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-AUG-14
 - ii) Correspondence Package A-25-AUG-08

15. By-laws & Resolutions

- a) **By-laws**
 - i) **By-law Number 7615-25 - Cadets Lease Agreement**
(Page 56-73)
- b) **Resolutions**
 - i) **Municipal Grant Request (In Kind Support) – Grace St. Andrew's United Church Women** (Page 74)
 - ii) **Municipal Grant Request (In Kind Support) – Two Rivers Musical Productions** (Page 75)
 - iii) **Municipal Grant Request (In Kind Support) – L'Arche Arnprior** (Page 76)
 - iv) **Growing Canada's Community Canopies Grant Support – Renfrew County District School Board** (Page 77)

16. Announcements

17. Closed Session

- i) One (1) matter pursuant to Section 239 (2)(d) and (f) of the Municipal Act, 2001, as amended, to discuss labour relations or employee negotiations and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Staffing Matter)

18. Confirmatory By-law

By-law No. 7616-25 to confirm the proceedings of Council.

19. Adjournment

Please Note: Please see the [Town's YouTube channel](#) 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. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

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



ARNPRIOR

**Minutes of Council Meeting
July 14th, 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 Ted Strike
Councillor Lynn Cloutier
Councillor Tom Burnette
Councillor Chris Toner
Councillor Chris Couper

Council Members Present (Virtual):

Council Members Absent:

Town Staff Present:

Robin Paquette, CAO
Jennifer Morawiec, GM Client
Services/Treasurer
Kaila Zamojski, Town Clerk
Kaitlyn Wendland, Deputy Clerk
Graeme Ivory, Director of Recreation
Alix Jolicoeur, Manager of Community
Services/Planner
John Steckly, GM Operations
Rick Desarmia, Fire Chief
Patrick Foley, Engineering Officer
Ryan Wall, Engineering Officer
Emily Stovel, Manager of Culture/Curator

1. Call to Order

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

2. Roll Call

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

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 233-25
Moved by Lynn Cloutier
Seconded by Chris Couper

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, July 14th, 2025, be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 234-25

Moved by Chris Toner

Seconded by Dan Lynch

That the minutes of the Regular Meeting of Council listed under Item 7 (a) on the Agenda be adopted (Regular Meeting of Council – June 23, 2025).

Resolution Carried

8. Awards/Delegations/Presentations

a) Presentations/Awards

i. 2025 Cultural Night Market and Museum Update

Emily Stovel, Manager of Culture/Curator, provided Council with an update on the 2025 Cultural Night Market and future programming at the Museum.

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 6/25 – 10 William St. W., Alix Jolicoeur, Manager of Community Services/Planner

Resolution Number 235-25

Moved by Chris Couper

Seconded by Tom Burnette

That Council adopts a by-law to amend Zoning By-law 6875-18 to change the zoning of 10 William Street West from “Mixed Use Residential/Commercial exception 3 temporary zoning 2 (MU-RC*3- T2)” to “Mixed Use Residential/Commercial exception 50 temporary zoning 2 (MU- RC*50-T2)” to permit a wider variety of non-residential uses and to remove the restriction on the maximum floor area for permitted non-residential uses.

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

Resolution Carried

b) Awarding of Tender PW-2025-01 – 400 mm Watermain Madawaska River Crossing Lease Agreement & Contract Administration, Ryan Wall, Engineering Officer

Resolution Number 236-25
Moved by Tom Burnette
Seconded by Ted Strike

That Council award Tender PW-2025-01 to Thomas Cavanagh Construction Limited for \$2,615,770.95 (Incl HST); and

Further That Council award the Contract Administration and Inspection services for project PW-2025-01, under standing offer agreement, to J.L. Richards and Associates Limited for \$438,078.12 (Incl HST); and

Further That Council authorize the General Manager, Operations to spend an additional contingency up to \$353,337.41 which constitutes 15% of the total contract value including net HST; and

Further That Council authorize the CAO to enter into a Construction and Access License and Lease Agreement with Ontario Power Generation (OPG) at a cost of \$56,250.00 + HST to construct a watermain across a portion of OPG lands in the Town of Arnprior; and

Further That Council authorize the CAO to execute the agreements and related documents with Thomas Cavanagh Construction Limited, J.L. Richards and Associates Limited, and Ontario Power Generation to execute the works.

Resolution Carried

c) Nick Smith Centre Arena Revitalization Update, Graeme Ivory, Director of Recreation, and Patrick Foley, Engineering Officer

Resolution Number 237-25
Moved by Dan Lynch
Seconded by Lynn Cloutier

That Council accept Arena Revitalization Update Report 25-07-14-03 as information, and;

That Council approve a budget of \$95,000 funded from the Capital Expenditure Reserve Fund to complete a new project, with a scope that includes: additional rubber flooring, furniture for new office and meeting spaces, and Bert Hall Arena sound system.

Resolution Carried

d) Implementation Plan for Robert Simpson Park, Graeme Ivory, Director of Recreation, and Patrick Foley, Engineering Officer

Resolution Number 238-25
Moved by Chris Couper
Seconded by Lynn Cloutier

That Council direct staff to proceed with an updated phased approach to the Robert Simpson Park Revitalization design assignment with Phase 1 consisting of the Upper Park and Phase 2 consisting of the Shoreline Modification & Lower Park; and

That Council direct staff to conduct two separate public consultations for Phase 1 Upper Park and Phase 2 Shoreline Modification & Lower Park; and

That Council direct staff to proceed with public consultation for the Phase 1 Upper Park with a projected budget of \$3.2 million, anticipated for 2026 construction; and

That Council direct staff to explore alternative options to the proposed breakwater and return at a later date with options for the Phase 2: Shoreline Modification & Lower Park, including cost impact and an anticipated schedule to be determined as an update to the LRCF.

Resolution Carried

e) Asset Management Plan Update, Patrick Foley, Engineering Officer

Resolution Number 239-25
Moved by Dan Lynch
Seconded by Chris Couper

That Staff Report No. 25-07-14-05, regarding the Strategic Asset Management Policy and 2024 Asset Management Planning activities, be received as information.

That Council adopt the Asset Management Plan compliant to the 2025 deadlines of O.Reg. 588/17; and

That Council endorse the recommended levels of service as laid out in the above report.

Resolution Carried

13. Committee Reports and Minutes

a. Mayor's Report

Mayor McGee reported the following:

- Attended the graduation at Arnprior and District High School and presented the Town of Arnprior Student Bursary Awards.
- Had a lengthy meeting with residents in Olympia subdivision regarding their visions about dog parks, taxes, parks, by-law, policing and roads. It is always

great when misinformation can be clarified, and a better understanding of things can lead to agreement.

- Celebrated a fantastic Canada Day with mostly good weather.
- Had a chance to connect and have lunch with Pierre Dufresne from Cavanagh Communities last week. Discussed their hopes for various developments and potential options for servicing of different locations.
- Last weekend the Kitchissippi Trails group came through Arnprior. Councillor Couper, County Councillor Lynch and Mayor McGee met the two large canoes at the Marina. The group was celebrating the route that had been taken by Grand Chief Pinesi in the early 1900s. Their goal was to finish in Ottawa on July 1st. The Town helped transport paddlers from the Marina to Fitzroy so they could continue their journey.
- A couple of weeks ago, Mayor McGee has a one-on-one meeting with Carmen Goold. Carmen is the regional development officer for the province of Ontario, and she delivers ministry programs and services to communities throughout Renfrew County.
- Joined by MPP Billy Denault and Carmen Goold for the funding announcement of the \$1 million grant from the Government of Ontario for the Nick Smith Centre Revitalization.
- A few days ago, Mayor McGee met with County Councillor Lynch and Councillor Couper to discuss the process for Budget 2026. Things will be a little different this year, but the end product and process will look quite similar. Key difference will be that the working group will be involved from the early stages, but the process will be fully transparent to the rest of Council and there will be opportunities for discussion. With the new legislation, the head of Council could simply provide a budget to Council without public delegations or input from staff, however that would not serve anyone very well. Looking forward to being more involved and hope Council is happy with where things have landed.

b. County Councillor's Report

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

- County Council had the following delegations:
 - Mike Nolan, Director of Emergency Services, presented retired Paramedic Brad Smith with the Ontario Governor General Medal of Bravery.
 - Renfrew County Agriculture Economic Development Members, Shanna Armstrong, Pinnacle Haven Farm, and Jennifer Doelman (Vice Chair), Bonnechere Haven Farms, Farmers Daughter Honey, made a presentation dealing with agriculture opportunities in the County.
 - Ontario Ministry of Transportation staff, Darren Waters and Ryan Vandenberg, updated County Council on the Highway 17/417 projects including culvert/bridge replacements, paving projects, and the new MTO yard being constructed at highway 417 and highway 15/29.

- Local MPP Billy Denault brought greetings from the Ontario Government and addressed provincial updates.
- Renfrew County Forrester, Lacey Rose, was the 2025 recipient of the Ontario Woodlot Association Lorax Award. This award recognizes an individual for outstanding achievement for promoting a better understanding and appreciation of forest values in Ontario's woodlands.
- Taste of the Valley 2025 is scheduled for the following dates and locations:
 - Saturday, July 26: Eganville Arena
 - Saturday, August 23: Alice and Fraser Recreation Centre
 - Saturday, September 20: Calabogie Community Hall
 - Saturday, October 18: Cobden Fairgrounds
 - Saturday, December 13: Pembroke Knights of Columbus Hall
- The Ottawa Valley Tourist Association has announced their 2025/2026 Board of Directors which include the Town of Arnprior's Manager of Culture/Curator, Emily Stovel.
- Following the success of the recent forestry tour and keeping in line with the Economic Development Division's 2024-26 strategic priorities, an agriculture tour for elected officials is being organized for September 12, 2025.
- 2025 Summer Company Program selected seven qualified candidates, of which three are from Arnprior. They are Page Hodgson, crochet products and clothing, Minnah Rehn, henna services and products, Emmanuel Young, lawn care services.

c. Committee Reports and Minutes

Councillor Couper reported the following from the Arnprior Public Library:

- Held a full day strategic planning exercise on July 5th. Welcomed Alison Pilon, Ontario Library Service, who led the full board in some strategic plan discussions. Talked about the Library's mission, values and worked together to discuss the plan for the library moving forward.
- Community values were a huge part of discussion when evaluating the Library as more than just a place for books.
- Looking forward to the next phase where there will be further refinement of the strategic plan and then the publication of the plan, and potentially a new logo and motto, later this fall.

14. Correspondence & Petitions

a) Correspondence Package No. I-25-JUL-13

Resolution Number 240-25

Moved by Chris Toner

Seconded by Lynn Cloutier

That Correspondence Package Number I-25-JUL-13 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch made the following comments:

- Page 8: 2025 Ontario Volunteer Awards – in the Outstanding Volunteer Group Category – The Arnprior Regional Health Auxiliary (Opportunity Shop), Arnprior, was recognized. Of note, the Arnprior Regional Health Auxiliary was founded in 1961 and is a dedicated team of 165 volunteers supporting the Arnprior Hospital, Groving Nursing Home, and Palliative Care. Through hands-on service and creative fundraising – including the Opportunity Shop – they contribute up to \$350,000 annually, funding vital medical equipment and enhancing healthcare for the entire Arnprior community. Congratulations on behalf of Council on this well-deserved recognition.
- Page 22: The Ontario government is now accepting applications for the new Rural Ontario Development program to help support economic growth, protect jobs and improve infrastructure in small communities. The funding allocation is \$20 million over two years. The first of four program intakes is open from June 24 to September 24, 2025. Eligible rural municipalities, not-for-profit organizations, Indigenous communities and small businesses can apply to four funding streams:
 1. Economic Diversification, Competitiveness and Capacity Building: building economic development capacity and implementing strategies that increase competitiveness to retain business, attract investment and enhance growth.
 2. Workforce Development, Attraction and Retention: investing in strategies and/or to undertake initiatives for attracting and retaining workers.
 3. Community Infrastructure Enhancements: investing in community infrastructure and improving public spaces or existing community assets.
 4. Business Development: investing in projects that support businesses to be financially sustainable and competitive, including cyber security initiatives, accessibility enhancements or expansion to new markets.

Asked the CAO if the Town has any projects that would qualify for this funding. The CAO noted that staff are reviewing options and in the past the Town has received funding for wayfinding signage, the commercial retail demand study, as well as the recent Business Retention and Expansion study.

- Page 45: The Ontario government is protecting tenants by capping rent increases for 2026 at 2.1%. This cap is based on Ontario's Consumer Price Index.

- Page 56: The Ontario government is investing \$35 million to help long-term care homes across the province support residents with complex needs. The Local Priorities Fund is designed to support programs that connect people with the right care for them, reducing emergency department visits and hospital stays.
- Page 59: The Ontario government is investing \$2.2 million to help protect and strengthen access to inclusive spaces for all Ontarians. The Enhancing Access to Spaces for Everyone Grant awards up to \$60,000 for projects that improve accessibility and support active lifestyles for people with disabilities and older adults. Asked the CAO if the Town has any projects that would fit this funding stream. The CAO noted that staff are looking at a couple of options in the Long Range Capital Forecast that may be a fit for this funding.
- Page 80: Intake is open for Ontario's new Health and Safety Water Stream fund to help municipalities and First Nations build, repair and expand aging water infrastructure. Asked the CAO if there are any projects that qualify for this funding stream. The CAO noted that yes, staff recently applied for the Victoria Street Reconstruction Project using this stream of funding.
- Ducks Unlimited Canada's Conservation PRO team has resources available for municipalities to turn stormwater facilities into natural assets and provides habitat restoration services on land and water. Asked the CAO if the Town has any stormwater ponds that would qualify for these resources. The CAO noted that staff will require more time to research this opportunity but will investigate if this is a good fit for any of the Town's ponds.

15. By-laws & Resolutions

a) By-laws

Resolution Number 241-25

Moved by Tom Burnette

Seconded by Ted Strike

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

- i. By-law No. 7607-25 – Zoning By-Law Amendment 6/25 – 10 William Street West
- ii. By-Law No. 7608-25 – Award Tender – PW-2025-01 – 400mm HDD River Crossing Watermain & OPG Easement
- iii. By-law No. 7609-25 – Amend By-law 7272-22 – Community Emergency Management Coordinator (Chair)
- iv. By-law No. 7610-25 – Transfer Payment Agreement Municipal Housing Infrastructure – Housing Enabling Core Services Stream
- vi. By-law No. 7612-25 – Authorize Alternative Voting for 2026 Municipal Election

Resolution Carried

Resolution Number 242-25
Moved by Dan Lynch
Seconded by Chris Couper

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

- v. By-law No. 7611-25 – Amend Council Composition By-law

Resolution Carried

16. Announcements

County Councillor Lynch made the following announcements:

- Ontario's new law prohibits the use of handheld devices while driving including cellphones and other electronic devices. The law applies to all vehicles in motion and when stopped at traffic lights or in traffic, with some exceptions. The exception would be when the driver safely pulls off the road and is not impeding traffic, or professional emergency services.
- This Thursday, Seniors at Home are hosting their annual barbeque at Robert Simpson Park.
- Sunday, Concerts in the Park features Terry Marcotte and the Ottawa Valley Outlaw.
- On July 26th, Arnprior Packers have their golf tournament at Mountain Creek.
- Congrats to Ottawa Valley Air Paddle on a successful PaddleFest at Mclean Park last Saturday and the opportunity to view their trophy for Business of the Year awarded by the Ottawa Valley Tourist Association.

Councillor Couper made the following announcements:

- Gave a shout out to the local OPP. We hear a lot about traffic enforcement concerns. There was a group of residents who were very concerned about failure to stop at a stop sign. OPP Inspector Marianne McNeil investigated the issue and came back with data about the complaint. The OPP conducted traffic enforcement at the stop sign of concern which resulted in 12 warnings and 4 provincial offense notices over just 4 enforcement times. As a result, residents are very thankful for the support.

17. Closed Session

Resolution Number 243-25 (8:49 PM)

Moved by Lynn Cloutier

Seconded by Dan Lynch

That Council move into Closed Session to discuss:

- One (1) matter pursuant to Section 239 (2)(e) and (f) of the Municipal Act, 2001, as amended, to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Fire Protection and Prevention Act Offence); and
- One (1) matter to discuss labour relations or employee negotiations pursuant to Section 239 (2)(d) (Tentative Collective Agreement).

Resolution Carried

Resolution Number 244-25 (9:16 PM)
Moved by Lynn Cloutier
Seconded by Chris Toner

That Council resume to Open Session.

Resolution Carried

Resolution Number 245-25
Moved by Chris Couper
Seconded by Tom Burnette

That Council receive the information presented in Closed Session.

Resolution Carried

18. Confirmatory By-Law

Resolution Number 246-25
Moved by Ted Strike
Seconded by Dan Lynch

That By-law No. 7613-25, being a By-law to confirm the proceedings of the Regular Meeting of Council held on July 14th, 2025, be and is hereby approved.

Resolution Carried

19. Adjournment

Resolution Number 247-25
Moved by Lynn Cloutier
Seconded by Tom Burnette

That this meeting of Council be adjourned at 9:17 PM.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



ARNPRIOR

**Minutes of Council Meeting
August 7th, 2025, 9:00 AM**

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

Council and Staff Attendance

Council Members Present (In-Person):

Mayor Lisa McGee
Councillor Ted Strike
Councillor Tom Burnette
Councillor Chris Toner
Councillor Chris Couper

Town Staff Present:

Robin Paquette, CAO
Kaila Zamojski, Town Clerk

Council Members Present (Virtual):

County Councillor Dan Lynch

Council Members Absent:

Councillor Lynn Cloutier

1. Call to Order

Mayor Lisa McGee called the Special Council Meeting to order at 9:00 AM and welcomed those present.

2. Roll Call

The roll was called, with all Members of Council being present except Councillor Lynn Cloutier.

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 248-25
Moved by Chris Toner
Seconded by Tom Burnette

Be It Resolved That the agenda for the Special Meeting of Council dated Thursday, August 7th, 2025, be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

16. Closed Session

Resolution Number 249-25 (9:01 AM)

Moved by Dan Lynch

Seconded by Chris Couper

That Council move into Closed Session to discuss one (1) matter pursuant to Section 239 (2)(d) of the Municipal Act, 2001, as amended (tentative collective agreement).

Resolution Carried

Resolution Number 250-25 (9:28 AM)

Moved by Ted Strike

Seconded by Tom Burnette

That Council resume to Open Session.

Resolution Carried

Resolution Number 251-25

Moved by Chris Toner

Seconded by Chris Couper

That Council approves the proposed amendments to the CUPE Collective Agreement; and

Further That Council authorizes the Mayor, Clerk and CAO to execute the Collective Agreement; and

Further That pursuant to past practice and in accordance with the same Cost of Living Adjustment (COLA) provisions included in the new CUPE Collective Agreement covering the period May 1, 2025 to April 30, 2029, that Council approve a general wage increase for non-union staff and Members of Council to be adjusted annually, effective January 1st for the years 2025 to 2028; and

Further Be It Resolved That Council authorizes the Treasurer to adjust the non-union salary grid based on the approved increases.

Resolution Carried

17. Confirmatory By-Law

Resolution Number 252-25

Moved by Dan Lynch

Seconded by Tom Burnette

That By-law No. 7614-25, being a By-law to confirm the proceedings of the Special Meeting of Council held on August 7th, 2025, be and is hereby approved.

Resolution Carried

18. Adjournment

Resolution Number 253-25
Moved by Ted Strike
Seconded by Tom Burnette

That this meeting of Council be adjourned at 9:29 AM.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



Town of Arnprior Staff Report

Subject: Complaint Under Code of Conduct

Report Number: 25-08-25-01

Report Author and Position Title: Kaila Zamojski, Town Clerk

Department: Client Services

Meeting Date: August 25, 2025

Recommendations:

Whereas the Integrity Commissioner has submitted a report dated July 18, 2025, regarding complaints respecting Councillor Cloutier's conduct, under the Town of Arnprior's Code of Conduct; and

Whereas Section 223.6(3) of the Municipal Act, 2001, requires that such reports be made public to ensure transparency and accountability;

Therefore be it resolved that the report of the Integrity Commissioner regarding Councillor Cloutier be received for information; and

Further that the report will be made available to the public by posting it on the Town's website, in accordance with the provisions of the Municipal Act, 2001.

Background:

Municipalities are required to appoint an integrity commissioner who reports to Council and is responsible for performing in an independent manner the functions assigned by the municipality with respect to the application of the code of conduct and of any procedures, rules and policies of the municipality governing the ethical behaviour of members of Council and local boards. Mr. Tony Fleming was first appointed in 2024 to provide services for the Town of Arnprior as the Town's Integrity Commissioner and Closed Meeting Investigator, from January 1, 2025 – December 31, 2028. Mr. Fleming continues in that role today.

Discussion:

The Integrity Commissioner is an independent and impartial position that reports directly to municipal Council and whose powers and duties are set out in the *Municipal Act, 2001*, as amended. Section 223.4 of the *Municipal Act, 2001*, as amended, provides that an Integrity Commissioner may conduct an inquiry into allegations about whether a member of Council or local board has contravened the Code of Conduct. Following an investigation, Council may act upon the Integrity Commissioner's findings including imposing reprimands and suspending members.

Mr. Tony Fleming, Integrity Commissioner, will be in attendance at the August 25, 2025 Regular Council Meeting to present the report and its findings, regarding complaints respecting Councillor Lynn Cloutier, as well as answer any questions of Council.

Options:

N/A

Policy Considerations:

N/A

Financial Considerations:

N/A

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: 2024-2025 Winter Parking Overview

Report Number: 25-08-25-02

Report Author and Position Title: Kaila Zamojski, Town Clerk

Department: Client Services

Meeting Date: August 25, 2025

Recommendations:

That Council receive report number 25-08-25-02 for information.

Background:

Following the adoption of Traffic and Parking By-law No. 7520-24, a notice of motion came forward requesting staff to provide a staff report addressing the items noted in the Notice of Motion originally brought forward by Councillor Couper on November 25, 2024. The items noted in the Notice of Motion for further investigation and reporting on by staff were as follows:

1. The Town records when winter operations will be taking place and for how long;
2. Clearly explain where residents can find out whether winter operations are taking place;
3. That staff investigate the option of subscribing to text notification system, telephone notification systems, and/or email notification systems to inform residents when winter operations will be taking place;
4. That we review the 2024-2025 season; and
5. That, in the future, we include helpful information and provide alternative parking recommendations and eliminate the practice of placing warning tickets on windshields.

Staff have reviewed the above noted items and are presenting this report to Council for information.

Discussion:

- Recording of Winter Operations:

The Public Works roads crew completes winter road maintenance operations based on the Ontario Minimum Maintenance Standards regulation, which dictates road maintenance operations based on forecasted weather (i.e. snow fall, ice accumulation, etc.).

- By-law Enforcement Dispatching for 2024-2025 Winter Season:

Throughout the 2024-2025 Winter Parking Season, staff consulted weekly or bi-weekly with the Public Works Supervisor on the scheduled winter road maintenance operations based on forecasted weather conditions. By-law Enforcement was only dispatched when the Public Works Supervisor noted there would be winter road maintenance operations taking place. By-law Officers were dispatched the night before the winter storm event was forecasted to take place, to try and ensure that once the storm had taken place, vehicles would hopefully be off the roadway, as well as sometimes during a winter storm if there were vehicles inhibiting winter road maintenance operations from taking place.

- Communication to Residents:

It is important to note that the Traffic and Parking By-law is in effect for the whole Winter Season, and thus residents cannot park on the street overnight during the times noted in the by-law. However, consistent communication with residents took place on social media weekly, as well as on the day of enforcement, where possible, when winter operations were forecasted to take place. Winter Parking information remained posted on the Town's Website, as well as signage on the entrances and exits of Town. Staff also had overall winter parking restriction information on the local radio station throughout the winter season. Information was also printed in Arnprior Life.

Staff discussed the request by Councillor Couper to investigate a subscription service for residents to receive notifications, however at this time the administrative magnitude of implementing a system could outweigh the benefit. Residents can subscribe to the News and Notices page on the Town's Website to receive notifications when new things are posted, download the Town App, as well as to the Town's social media channels to get up to date information.

- New Overnight Winter Parking Spaces:

In the updated Winter Parking By-law No. 7520-24, Designated Overnight Winter Parking Areas were implemented. Through the 2024-2025 Winter Parking Season, it was noted by both By-law Enforcement Officers, as well as the Public Works winter maintenance crew, that residents did make good use of these various areas and spaces. The Clerk's Office also received multiple calls from

residents asking where they could park overnight and were able to provide these options to residents. Overall, this was a very positive improvement to our winter parking operations.

- **Alternative for Warning Tickets at the Beginning of Season:**

Staff have received feedback from the public and Council and based on this feedback are going to place information pamphlets on the windshields of vehicles at the start of the Winter Parking Season, in place of Warning Tickets. This will provide residents with the information about the Winter Parking restrictions and avoid confusion of whether they have received an actual parking ticket or not.

Overall, the 2024-2025 Winter Season went positively from staff's perspective. Staff will continue this current process for all future winter parking seasons, subject to further Council direction or By-law amendments.

Options:

This report is being provided to Council for information purposes.

Policy Considerations:

Traffic and Parking By-law No. 7520-24

Financial Considerations:

There are no new financial considerations with the process that was undertaken in the 2024-2025 season, and what is recommended to take place in the upcoming Winter Parking season. The only small additional cost will be the printing of information pamphlets/ notices for vehicles at the beginning of the Winter Parking season, which will be covered under the current operating budget.

Meeting Dates:

1. November 25, 2024

Consultation:

- General Manager, Operations
- By-Law Enforcement

Documents:

None

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: Municipal Grants Application – Arnprior & District NeighbourLink Fountain

Report Number: 25-08-25-03

Report Author and Position Title: Kaila Zamojski, Town Clerk

Department: Client Services

Meeting Date: August 25, 2025

Recommendation

That Council approve the grant support request submitted by the Arnprior & District NeighbourLink Fountain for \$3,000.00 in support funding; and

Further That Council approves the in-kind support (single) request to waive the landfill voucher fees for 15 landfill vouchers (approximate value of \$500.00) for the Arnprior & District NeighbourLink Fountain.

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 & District NeighbourLink Fountain (NLF) who have received support funding annually since 2015 (except for 2016) in the amount of \$3,000.00. In-kind requests for landfill vouchers and mattress vouchers have also been provided over the years.

The Arnprior & District NeighbourLink Fountain has operated in the Town of Arnprior since 2003. The organization describes itself as a community life centre which works to assist those in need through providing advice, advocacy, friendship and a hot meal through their community partnerships with churches, support agencies and community

services sector organizations. As an organization primarily run by volunteers, the NLF provides a resource centre, weekly meals (including frozen take home meals), thrift store and other connections to available services / programs in the community.

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. With respect to the requirement to demonstrate financial need, while NLF does maintain reserve funds, in speaking with NLF, they confirmed these savings are in place to support future capital needs and other unexpected expenses, due to the unpredictability of their operations and fluctuations of need in the community.

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 requests submitted in the Arnprior & District NeighbourLink Fountain's application or choose not 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 within the Town of Arnprior which are of general benefit to the community.

Financial Considerations

Council has approved budget funding in the amount of \$10,000 in the Municipal Grants Account (1-5-7600-6999) for various Municipal Grants. To date, Council has approved \$1,500 in the 2025 fiscal year. Should Council approve the NeighbourLink Fountain request for \$3,000, there will be \$5,500 in funding remaining.

The Arnprior & District NeighbourLink Fountain is also requesting the waiving of fees associated with the provision of fifteen (15) landfill vouchers (approximate value of \$500.00).

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

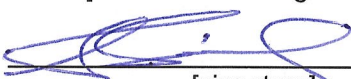
Municipal Grant Stream	Definition	Application	Request Eligibility
Support Funding	A Municipal Grant provided by Council to an eligible community organization, by way of a dollar (\$) amount.	<ul style="list-style-type: none"> Organizations will be provided an annual maximum of \$3,000 under this stream A maximum of one (1) request per year per organization 	Support Funding <u>cannot</u> 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 <u>cannot</u> 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
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)	Yes
Hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior	Yes
Using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments	Yes
Demonstrates financial need	Yes
Demonstrates having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc. where applicable	Yes
Completed and submitted the appropriate application form a minimum of 60 days prior to their need	Yes

Eligibility Criteria	Meets Criteria
<p>Overall contribution to community:</p> <p>NeighbourLink Fountain (NLF) is a community life center and drop-in center where dedicated volunteers link those in need to resources from churches and the broader community to meet their physical, emotional and spiritual needs.</p>	Yes
<p>Supports & promotes Town's vision, values and strategic priorities:</p> <p>NLF supports the vision, values and strategic priorities of the municipality by providing access to resources and supports that promote well-being, health and safety, and community services for all ages.</p>	Yes
<p>Financial Management of the community organization:</p> <p>NLF ended 2024 in a small deficit position of -\$695.68 reducing their balance sheet equity to \$85,377.84. While NLF's equity is recorded as unrestricted net assets (cash in an account), the organization indicates that reserves and donations are earmarked for future capital requirements. A 2025 budget was not provided by NLF however their current year profit / loss January 1, 2025 to July 23, 2025 shows a deficit position of -\$7,006.66.</p> <p>NLF actively pursues government grants, donations, sponsorships and fundraising opportunities. These sources of revenue are often unstable, and the equity can be used as a buffer in times of lower-than-average donations in order to continue operations. They have noted that they have seen a significant increase in individuals seeking assistance in the community and they anticipate that expenses will continue to grow in 2025-26.</p>	Yes
<p>Demonstrated support of volunteers:</p> <p>NLF operates with approximately 55 registered volunteers. Volunteers assist in many capacities including guidance, advocacy, friendship, preparation and distribution of hot meals, working in the thrift boutique, offering crafts, board games, scrapbooking in the activity room, and programming geared to help meet the physical, emotional and spiritual needs of individuals.</p>	Yes
<p>Demonstrated the benefits to the residents of the Town of Arnprior:</p> <p>People from all walks of life experience hardships and assistance. NLF provides programming, resources and a physical space for individuals to access help. If further assistance is required, NFL reaches out to other agencies to be able to best meet an individual's needs.</p>	Yes

Municipal Grants Application

General Information	Submission Date: _____		
Name of Organization:	ARNPRIOR & DISTRICT NEIGHBOURLINK FOUNTAIN		
Street Address:	128 MARY ST		
City/Town:	ARNPRIOR	Postal Code:	K7S1E6
Contact Person:	SUSAN FRIDGEN	Position/Title:	TREASURER
Telephone:	613-623-4200	Fax Number:	
E-mail:	INFO@NEIGHBOURLINKFOUNTAIN.COM		
What is your organization's status?	Charitable	Not-for-profit	Other
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorization:	I declare that I am authorized to sign this grant request on behalf of ARNPRIOR & DISTRICT NEIGHBOURLINK FOUNTAIN _____ [insert name of organization]  _____ [signature]  _____ [date]		Name (print): SUSAN FRIDGEN
			Position/Title: TREASURER
			Phone: 613-623-7098
Please provide project/event date(s) or any relevant timelines related to this request.			

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"/>	\$3000
In-Kind Support (Partnership) (complete Parts A and B)	<input checked="" type="checkbox"/>	10 DUMP PASSES 5 MATTRESS DUMP PASSES
In-Kind Support (Single) (complete Part A)	<input type="checkbox"/>	
Festivals and Events Support Funding (complete Parts A and B)	<input type="checkbox"/>	

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

Organization/Grant Information	
What is the function of your organization (mandate/key objectives)?	
<p>The Arnprior & District NeighbourLink Fountain (NLF) is a community life centre. The NLF purpose is to assist in the needs of the community to provide guidance, advocacy, friendship and a hot meal through the assistance of churches, agencies and organizations through the expression of God's faith and love.</p>	
Please provide an overview of the service, program or event being supported with this funding.	
<p>Working with local agencies, service clubs, churches and the general public, our team of Client Resource Advocates meet the people seeking assistance in order to obtain relevant information and complete applications and forms. Meals are provided during the week with 'take home' meals made and frozen for those in need. The Thrift Store provides clothing and other essential household items to all who visit. Gift cards for food and gas are given to clients upon availability.</p>	
Please explain how this service, program or event benefits the Town of Arnprior and its residents.	
<p>People in our community are still experiencing hardships and need assistance as they continue to rebuild and struggle to meet financial needs. NLF have been able to advocate various agencies, offering a warm meal, assisting with transportation costs and sometimes medical costs. NLF is a central point of contact with churches, agencies and organizations to eliminate duplication of services in our community.</p>	
<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>NLF has built up their volunteer base to approximately 55 dedicated members. All volunteers are screened and registered in accordance with 'Plan to Protect' policy.</p>

<p>Please select target population that will benefit from this request.</p>	<p>Age Range:</p> <p><input checked="" 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 type="checkbox"/> 51-100</p> <p><input checked="" type="checkbox"/> 101-499</p> <p><input type="checkbox"/> 500-1000</p> <p><input type="checkbox"/> >1000</p>
<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>NLF services are available to anyone who contacts the centre individually, are referred by churches and agencies, or walk through the doors. As NLF expand their services, many of the programs are being introduced to include senior exercises, music, activities and information sessions.</p>	

<ul style="list-style-type: none"> Community Well Being – Community support, arts and culture, recreational and leisure, health and well being support initiatives 	<p>NLF continues to offer support for the physical and mental health of our community by offering a place to meet, shop, enjoy a meal and conversation.</p> <p>It is planned to open more social activities to have a relaxing place to enjoy entertainment, learn more skills and gain information on important daily issues.</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>3000</p>
	<p>Service/ Program/ Festival/ Event grant support was received for:</p>	<p>GRANT</p>
	<p>Type of grant support received:</p>	<p><input checked="" 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>	

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

NLF is finding that their services are increasing to meet the needs of the community. There is more and more evidence of strife as people continue to try and meet the needs of family, food, medical support and housing. NLF continues to support those needs daily.

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)

NLF continues to apply for grants from different municipalities, government and other sources.
Local organizations continue to donate monetary proceeds from events.
Money is realized from the sale of items from the Thrift store to meet obligations.
Individual donors continue to support NLF through monthly payments.

Does your organization raise enough money through fundraising to cover its expenses? If not, indicate your organizations plan to pay these expenses. (If Applicable)

NLF is a non profit charity that relies on the generosity of the churches, individuals, grants and community support to meet all the financial needs and expenses.

Indicate if you received funding or are seeking funding from sources other than the municipality.

NLF continue to receive funding from service organizations, individuals and proceeds from the Thrift Store to meet financial needs. As the needs in the community continue to grow, NLF has to reach out to other sources to meet those needs.

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.

NLF services are available to anyone who visits or calls for assistance. There is a wider expanse of struggling families, seniors and individuals as they look for housing, face increase in food costs and deal with transportation issues and challenges. NLF advocates to ensure every person is heard and issues addressed.

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

NLF is a charity, faith-based organization that relies on the generosity of the community, other organizations, churches, grants and fundraising activities to meet our commitments.

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?

NLF continues to be the main contact of the community support groups to ensure everyone has a place to go to get the help and assistance they need. After our fixed costs (rent, phone, Internet and payroll of 1 part time person) are met, available funds are used directly to serve those in need.

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

NLF has seen a significant increase in the people seeking assistance in our community. There is also an increase in Seniors visiting to enjoy friendship, activities and a hot meal. The increase in requests for assistance is especially noted for food and gas cards for clients and it is anticipated that the need will continue to increase in 2025-2026.

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	\$
Donations/Sponsorships	\$
Earned Income	\$
Applicant Contribution	\$
User Fees	\$
Membership Fees	\$
Fundraising Efforts	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Total Revenue	\$

Expenses Description		Budget Amount
Salaries and Benefits		\$
Advertising and Promotion		\$
Entertainment		\$
Administration		\$
Facilities Rental		\$
Prizes and Awards		\$
Other (please specify)		\$
Other (please specify)		\$
Other (please specify)		\$
Other (please specify)		\$
Total Expenses		\$

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)

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.

(initial)

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="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> (initial)	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.
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Town of Arnprior Staff Report

Subject: Municipal Grant Application – 2360 Royal Canadian Army Cadets

Report Number: 25-08-25-04

Report Author and Position Title: Graeme Ivory, Director of Recreation

Department: Recreation

Meeting Date: August 25, 2025

Recommendation:

That Council waive 50% of the user fees and charges for the 2360 Royal Canadian Army Cadets municipal grant request for the use of the Nick Smith Centre Community Hall on Thursday evenings (from 6:00 p.m. to 9:30 p.m.) on 38 dates, four (4) Saturday rentals for the period of September 4, 2025 – June 25, 2026; and the use of the Nick Smith Centre arena slab on Saturday, June 13, 2026 for the Annual Ceremonial Review (a total value \$3,964.37); and

Further that the 2360 Royal Canadian Army Cadets be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured.

Background:

The Town's Municipal Grants Policy, helps to define the purpose, scope and procedures for Council to provide municipal grants to organizations that provide programs or services that address an identifiable need or problem in the community and bestow some community-wide benefit. Municipal Grant streams authorized under the policy include:

- Support Funding (Maximum 1 request per year, \$3,000 limit per request)
- In-Kind Support – Partnership (Maximum 2 requests per year)
- In-Kind Support – Single (Maximum 2 requests per year)
- Festivals & Event Support – (Maximum 1 request per year, \$5,000 limit per request)

To qualify for Municipal Grant Funding applicants are required to complete the application form and meet various qualification criteria, including demonstration of financial need. Applications are received and evaluated based on the qualifications and eligibility criteria listed in Section 3 of the Municipal Grants Policy. Depending on the funding stream, applications received come to Council in the form of a Staff Report or through an Action Item.

Council has waived the rental fees for the Nick Smith Centre Community Hall for the 2360 Royal Canadian Army Cadets for a number of years for their weekly training as well as special training events for their youth program. In addition to use of the Nick Smith Centre Community Hall, a lease agreement is in place between the Town and the Army Cadets for an office trailer and sea container stationed along the exterior of the Bert Hall Arena, in the parking lot. The lease agreement provides these services for no fee with the exception of the monthly hydro services, which the Army Cadets are responsible for. Last year, the Cadet's request was granted by Council in the amount of \$5,772.50.

Discussion:

The 2360 Royal Canadian Army Cadets submitted a grant request under the In-Kind – Partnership Stream. The Cadets have requested 100% of the fees to be waived for the use of the Nick Smith Centre Community Hall, for the period of September 4, 2025 – June 25, 2026, which is equivalent to a total cost of \$7,928.75, not inclusive of HST.

The Cadets also requested one (1) Saturday per month (day rental) of the Community Hall, however due to a variety of tournaments, craft fairs and events we are unable to accommodate this portion of the request in full and provide four (4) Saturday dates throughout the term of their season.

Rental Period	Cost / Rental	Value (\$)
<u>Weeknight Rentals – Community Hall</u> 38 Rentals (133 hrs. rental time) September 4, 2025 – June 25, 2026	\$43.75 / hour	\$5,818.75
<u>Weekend Rentals – Community Hall</u> 4 Rentals (Full Day Rentals) September 13, 2025; January 24, 2026; February 28; April 11, 2026	\$365.00 / day	\$1,460.00
<u>Annual Ceremonial Review – Arena Slab</u> 1 Rental (Full Day Rentals) June 13, 2026	\$650.00	\$650.00
Total Value of Request		\$7,928.75

The request was evaluated based on the qualification and eligibility criteria outlined in the Municipal Grants Policy, outlined in Appendix B: Evaluation Matrix – 2360 Royal Canadian Army Cadets, and was found to be in compliance with the requirements, however it doesn't fully demonstrate financial need which is outlined in the Financial Needs Analysis below.

Financial Needs Analysis:

The application received from the Cadets included financial information, indicating they have the following funds available to them:

2360 Army Cadets Funding Availability for 2025

Operating Bank Account Balance	\$16,653.74
Savings Bank Account Balance	\$8,802.42
Term Deposit Account Balance	\$11,214.05

The following is a financial review based on the documentation provided by the 2360 Royal Canadian Army Cadets. It outlines current funds available to them, out of their Operating Bank Account, (balance of \$16,653.74) along with their projected revenues and expenses for 2025-2026.

The following tables provides a funding analysis based on the funds in the chequing account only, while also taking into consideration the potential loss of revenue (donations/sponsorship and fundraising) as we continue to facing challenging financial times and these supports are not guaranteed.

	2025-2026 Operating Budget	Without donations / sponsorships	Without fundraising	Without donations & fundraising
Current Bank Balance	\$16,653.74	\$16,653.74	\$16,653.74	\$16,653.74
Projected Revenues	\$18,750.00	\$14,750.00	\$12,750.00	\$8,750.00
Total Revenue	\$35,403.74	\$31,403.74	\$29,403.74	\$25,403.74
Projected Expenses	\$19,450.00	\$19,450.00	\$19,450.00	\$19,450.00
Ending Balance	\$15,953.74	\$11,953.74	\$9,953.74	\$5,953.74

Ending Balance Based on Grant Funding Options:	2025-2026 Operating Budget	Without donations / sponsorships	Without fundraising	Without donations & fundraising
Municipal Grant – 100%	\$15,953.74	\$11,953.74	\$9,953.74	\$5,953.74
Municipal Grant – 75%	\$13,828.74	\$9,828.74	\$7,828.74	\$3,828.74
Municipal Grant – 50%	\$11,703.74	\$7,703.74	\$5,703.74	\$1,703.74
Municipal Grant – 25%	\$9,578.74	\$5,578.74	\$3,578.74	-\$421.26
No Municipal Grant	\$7,453.74	\$3,453.74	\$1,453.74	-\$2,546.26

As the chart outlines, the Cadets could operate without any municipal grant support and would not enter into any deficit even if all their other revenue sources were not successful, though it leaves no room for budget overages.

Options:

Other options for Council consideration include:

1. Choose to support the 2360 Royal Canadian Army Cadets request at a difference percentage, as determined by Council;
2. Choose not to support the Municipal Grant Request. Staff does not recommend this, as this program is offered at no cost to youth in the community (ages 12-18) and is a vehicle by which young people learn to be leaders and good citizens, which is a benefit to the community.

Policy Considerations:

The Municipal Grants Policy aligns with the Town's Strategic Plan of effective service delivery, as well as growth and expansion. Providing Municipal Grants to eligible organizations, allows the Town of Arnprior to have various programs and events, which compliment or support those offered by the municipality, which contributes to the overall growth of the Town.

Financial Considerations:

This Municipal Grant Request falls under the In-Kind Partnership Support stream, where support is provided through waiving of user fees and charges. While other revenue-generating programs could be using the Community Hall during the times requested by the Cadets, staff do not consider this a barrier for approving the space for the Cadets at this time.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A – Evaluation Matrix – 2360 Royal Canadian Army Cadets

Appendix B – Application Form – 2360 Royal Canadian Army Cadets

Signatures

Reviewed by Department Head: Graeme Ivory

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

CAO Concurrence: Robin Paquette

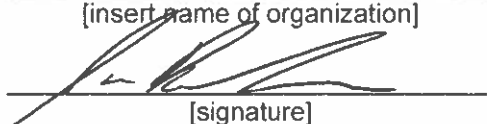
Workflow Certified by Town Clerk: Kaila Zamojski

Appendix A – Evaluation Matrix – 2360 Royal Canadian Army Cadets

Applicant: 2360 Royal Canadian Army Cadets	Meets Criteria	Notes
Qualification Criteria		
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)	Yes	
Hosting a program, activity, event or service that primarily benefits the residents of the Town of Arnprior	Yes	
Using the Municipal Grant for operating program, activity, event or service, not capital projects or debt payments	Yes	
Demonstrates financial need	No	
Demonstrates having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc. where applicable	Yes	
Completed and submitted the appropriate application form a minimum of 60 days prior to their need	Yes	
Eligibility Criteria		
1. Overall contribution to community	Yes	
The Cadets volunteer for special events that benefit the residents of Arnprior such as, for example, food bank, the Town's clean-up day, poppy campaign, and they serve veterans at the dinners hosted by the legion.		
2. Supports & promotes Town's vision, values and strategic priorities	Yes	
Provides a youth program that is not otherwise offered (service delivery) at no cost to participants.		
3. Financial Management of the community organization	Yes	
They rely on community to support program as they are a not-for-profit organization and monies raised throughout the year are used to offset costs of equipment and training, not supplied by Department of National Defence.		

4. Demonstrated support of volunteers	Yes	
Not For Profit Organization with 10 volunteers: support committee, police officers and veterans		
5. Demonstrated the benefits to the residents of the Town of Arnprior	Yes	
Providing a program to residents that has does not exist otherwise in Arnprior and is offered. It is offered at no cost to youth and their family.		
NOTES:		

Municipal Grants Application

General Information	Submission Date: _____		
Name of Organization:	2360 Royal Canadian Army Cadets		
Street Address:	77 James Street		
City/Town:	Arnprior	Postal Code:	K7S 1C9
Contact Person:	Jamie Barker	Position/Title:	Support Committee Chair
Telephone:		Fax Number:	
E-mail:			
What is your organization's status?	Charitable	Not-for-profit	Other
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorization:	I declare that I am authorized to sign this grant request on behalf of 2360 RCACC Arnprior <small>[insert name of organization]</small>  <small>[signature]</small> July 24 2025 <small>[date]</small>		Name (print): Jamie Barker
			Position/Title: Support Committee Chair
			Phone: 613-978-3598
Please provide project/event date(s) or any relevant timelines related to this request.			
- Requesting every Thursday, September 4th, 2025 through to Thursday June 25th, 2026 (1800 to 2130 hrs) - Requesting NSC ideally one Saturday every month (0800 to 1600 hrs) - Christmas leave December 22 2025 to January 5 2026 - no cadets - March Break March 16 to 20 2026 - no cadets - Requesting to hold our Annual Ceremonial Review on one of the rinks June 13 2026 - hours TBD			

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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 type="checkbox"/>	
In-Kind Support (Partnership) (complete Parts A and B)	<input checked="" type="checkbox"/>	Use of the Nick Smith Community Centre for Youth Activities.
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>The Army Cadet Program contributes to the development and preparation of youth to life's adventures into adulthood. It enables them to better meet the challenges of todays society.</p>	
<p>Please provide an overview of the service, program or event being supported with this funding.</p> <p>The Army Cadet Program is for youth 12 - 18 years. It instills military values while developing citizenship, leadership, self-confidence, self-esteem, and fitness goals. Youth gain life skills, teamwork and some fun through the program.</p>	
<p>Please explain how this service, program or event benefits the Town of Arnprior and its residents.</p> <p>Youth are encouraged with training in principals of leadership, civic responsibilites and physical fitness through various activities within the cadet training year to become active members of society and to provide back to the community</p>	
<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>Volunteers are comprised in all aspects of the Corps - administration, training, Support Committee and fundraising.</p>

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<p>Please select target population that will benefit from this request.</p>	<p>Age Range:</p> <p><input checked="" type="checkbox"/> Children (Ages 0-12)</p> <p><input checked="" type="checkbox"/> Youth (Ages 13-18)</p> <p><input type="checkbox"/> Adults (Ages 19-59)</p> <p><input type="checkbox"/> Seniors (Ages 60+)</p>	<p>Number of participants benefitting from this request:</p> <p><input checked="" type="checkbox"/> 1-50</p> <p><input 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>The Cadet Program helps young people grow into confident leaders and responsible citizens, preparing them for the challenges of adulthood. It is open to all youth ages 12 to 18, promoting inclusion and diversity across Canada. Cadets face no financial burden to participate - uniforms, training, and activities are provided at no cost. Cadets not only serve their corps but also give back to their communities by volunteering at local events, supporting charities, and assisting during emergencies. Many go on to become leaders in business, government, and education, playing a key role in shaping Canada's future.</p>

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<ul style="list-style-type: none"> Community Well Being – Community support, arts and culture, recreational and leisure, health and well being support initiatives 	<p>The Canadian Cadet Program offers an exceptional youth program for youth ages 12 - 18. The Cadet program offers its program at no cost to the community or individual families. The Program also works with the Royal Canadian Legion to help assist their community events. The Canadian Cadet Programs provide some focus to get youth more involved in their communities.</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>	
	<table border="1"> <tr> <td>Dollar (\$) value received:</td><td>\$8750.00</td></tr> </table>	Dollar (\$) value received:
Dollar (\$) value received:	\$8750.00	
<table border="1"> <tr> <td>Service/ Program/ Festival/ Event grant support was received for:</td><td></td></tr> </table>	Service/ Program/ Festival/ Event grant support was received for:	
Service/ Program/ Festival/ Event grant support was received for:		
<table border="1"> <tr> <td>Type of grant support received:</td><td> <input type="checkbox"/> Support Funding <input type="checkbox"/> In-Kind Support <input checked="" type="checkbox"/> In-Kind Partnership <input type="checkbox"/> Festival and Event Support Funding </td></tr> </table>	Type of grant support received:	<input type="checkbox"/> Support Funding <input type="checkbox"/> In-Kind Support <input checked="" type="checkbox"/> In-Kind Partnership <input type="checkbox"/> Festival and Event Support Funding
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<table border="1"> <tr> <td> Was Town staff support provided? If yes, in what capacity? </td><td></td></tr> </table>	Was Town staff support provided? If yes, in what capacity?	
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Town of Arnprior
105 Elgin Street West
Arnprior, ON.
K7S 0A8
613-623-4231

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

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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)

The Support Committee follows the internal financial policy and procedures dictated by the governing body - The Army Cadet League. Fundraising is done throughout the training year and is primarily organized and managed by the 2360 Support Committee Volunteers. Once or twice per year the Cadets participate in a "Tag Day" which is the largest fundraising event. Throughout the year, Cadets also fundraise through various organizations. Maple Syrup and Pepperettes are two of the recent campaigns the Cadets have used.

Does your organization raise enough money through fundraising to cover its expenses? If not, indicate your organizations plan to pay these expenses. (If Applicable)

The Support Committee struggles to raise funds to cover the training activities, field trips, busing and non DND supported equipment required for training staff to ensure a fun and exciting program to local youth.

Indicate if you received funding or are seeking funding from sources other than the municipality.

The Department of National Defence (DND) policy allocates funds for mandatory training based on the number of cadets from the previous training year.

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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.

By allowing the Cadets to utilize the Nick Smith Centre at no charge, the Cadets are able to train, learn life skills, and have more opportunities to volunteer for special events that benefit the community of Arnprior. Youth participate as colour party for events such as the Santa Claus Parades and Remembrance Day Services. Cadets also serve at the Veterans Dinner hosted by the Legion and participate in the Legion Poppy Campaign.

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

2360 Army Cadets continue to rely on the community of Arnprior for support as we are a non for profit and monies raised provides for the cost of equipment not supplied by DND.

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?

The denial of this request would be devastating, not only to the Cadets, but the community as well. Families that may not be able to afford youth programs benefit from the Cadet Program as there is no cost to join or participate.

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

2360 Army Cadets shoed a large growth spurt during the last training year nearly doubling our numbers. Given trends seen across Ontario with other Cadet units, it is expected that the corps will continue to grow in the next year.

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	\$ 8750.00
Donations/Sponsorships	\$ 4000.00
Earned Income	\$
Applicant Contribution	\$
User Fees	\$
Membership Fees	\$
Fundraising Efforts	\$ 6000.00
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$
Total Revenue	\$ 18750.00

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<u>Expenses Description</u>	<u>Budget Amount</u>
Salaries and Benefits	\$
Advertising and Promotion	\$
Entertainment	\$
Administration	\$ 2600.00
Facilities Rental	\$ 8750.00
Prizes and Awards	\$ 1000.00
Other (please specify) Trailer Maintenance	\$ 1200.00
Other (please specify) Year End Trip	\$ 4000.00
Other (please specify) Competitive Teams	\$ 1100.00
Other (please specify) Monthly Bills (utilities, phone, banking)	\$ 800.00
Total Expenses	\$ 19450.00


Please attach the listed documentation to your completed application.	<input checked="" type="checkbox"/> Most recent financial statements
	<input type="checkbox"/> Financial statement from previous year or previous festival/event
	<input type="checkbox"/> Budget for program, service, festival/event
	<input type="checkbox"/> Proof of incorporation, if applicable
	<input checked="" type="checkbox"/> 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.
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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.

 (initial)	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.
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Town of Arnprior Staff Report

Subject: Lease Agreement – 2360 Royal Canadian Army Cadets

Report Number: 25-08-25-05

Report Author and Position Title: Graeme Ivory, Director of Recreation

Department: Recreation

Meeting Date: August 25, 2025

Recommendation:

That Council authorize the Mayor and Clerk to execute the Lease Agreement for a three-year term with 2360 Royal Canadian Army Cadets for the placement of one trailer (10ft by 36ft) and one sea container (8ft by 20ft) for purposes of an office and storage to be located in the public parking lot of the Nick Smith Centre.

Background:

The 2360 Royal Canadian Army Cadets have operated out of the Nick Smith Centre location for decades, delivery free programming to Arnprior and area youth aged 12-18. In addition to their weekly training night at the Nick Smith Centre, the Cadets are actively involved in various community events and causes.

Currently, the Cadets operate out of the Community Hall on Thursday evenings from 6:00-9:30pm September through June. The Cadets have also held a lease agreement with the Town of Arnprior for the placement of their office trailer (for purposes of meetings and business operations) and a sea container (for purposes of storage) in the Nick Smith Centre parking lot adjacent to the Bert Hall Arena. Power to the trailer is provided through the Nick Smith Centre and paid for by the Army Cadets. The current lease has expired, and the desire is to renew this agreement.

Discussion:

The Royal Canadian Army Cadets established an agreement with the Town of Arnprior for an office trailer and eventually a sea container to be located in the parking lot to further support their programming.

The Nick Smith Centre does not currently have sufficient storage space to support the many user groups and events that operate throughout the facility, nor does it currently have sufficient meeting space to support the Cadets operations beyond their current use of the Community Hall on Thursday evenings.

The Cadets have a power supply to their trailer from the Nick Smith Centre. They are billed at the average low-rate fee of the past 12 months of that year. kWh usage is measured monthly through a meter that is exclusive to the cadet office trailer.

The office trailer and sea container occupy seven (7) parking spaces in the primary parking lot of the Nick Smith Centre. This setup has been in place since long before the paving of the parking lot so no true deficiencies in parking is experienced.

Historically, the annual gross rent of \$1.00 per year has been charged for this space. Like the lease agreement for the single trailer at McLean Park this summer, we've adjusted the annual gross rent to \$100.00 per year.

The lease agreement covers a three-year term from September 1, 2025 to August 31, 2028.

The Cadets are continuing to invest in the appearance of their trailer and in the year ahead aim to continue with its maintenance and branding of the trailer's exterior.

Options:

Other options for Council consideration include:

1. Choose to relocate the lease space to another area of the parking lot (note: this would provide challenging given the established and required power connection).
2. Choose to amend the lease for any item such as the term or gross rent.
3. Choose not to permit the lease of any space of the Nick Smith Centre property.

Policy Considerations:

Supporting the 2360 Royal Canadian Army Cadets aligns with the Town's Strategic Plan and the Strategic Priority of Community Wellbeing.

Financial Considerations:

As the 2360 Royal Canadian Army Cadets are covering the cost of hydro and would pay an annual gross rent of \$100.00. This supports a cost-recovery model for this agreement.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A – Draft Lease Agreement - 2360 Royal Canadian Army Cadets

Signatures

Reviewed by Department Head: Graeme Ivory

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

The Corporation of the Town of Arnprior

By-Law Number 7615-25

A by-law to authorize the execution of a lease agreement with 2360 Royal Canadian Army Cadets for office space in the Nick Smith Center at 77 James St., Arnprior Ontario.

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c.25 empowers and authorizes a municipality to govern their affairs as they consider appropriate; and

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to authorize the execution of a lease agreement with 2360 Royal Canadian Army Cadets for use of office space in the Nick Smith Center at 77 James St.

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

1. **That** the Mayor and Clerk are authorized to execute the Lease Agreement with 2360 Royal Canadian Army Cadets., attached as Schedule A, on behalf of the Town of Arnprior; and
2. **That** this by-law shall come into full force and effect upon the passing thereof, subject to the Municipal Act, 2001, Part VI.1, Sec. 284.11 and any other legislation, at which time all by-laws, and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

Passed in Open Council this 25th day of August, 2025.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

This by-law is deemed to be adopted on _____, 2025.

THE CORPORATION OF THE TOWN OF ARNPRIOR

This indenture is dated this 25th day August, 2025

BETWEEN:

THE CORPORATION OF THE TOWN OF ARNPRIOR

A municipality incorporated under the laws of the Province of Ontario

Hereinafter called the “**LANDLORD**”

- and -

ARNPRIOR ARMY CADETS 2360
42ND Field Artillery Regiment, RCA, Army Cadet Corps

Hereinafter called the “**TENANT**”

In consideration of the rents, covenants and obligations stipulated herein the Landlord and the Tenant have agreed to enter into a Lease of the premises known municipally as 77 James Street, Arnprior Ontario, Canada, K7S 1C9 (the “Property”), for the placement of one trailer (10ft by 36ft) and one sea container (8ft by 20ft) for purposes of an office and storage to be located in the public parking lot of the Landlord more particularly outlined in Schedule A attached (the “Premises”).

1. GRANT OF LEASE

- (1) The Landlord leases the Premises to the Tenant:
 - a. At the Term set forth in Section 2;
 - b. For the Rent set forth in Section 3: and
 - c. Subject to the conditions and in accordance with the covenants, obligations and agreements herein.
- (2) The Landlord covenants that it has the right to grant the leasehold interest in the Premises.

2. PREMISES, TERM AND EXTENDED TERM

- (1) The Landlord hereby agrees to lease to the Tenant and the Tenant hereby agrees to lease from the Landlord that portion of the Property being dedicated space for the Tenant's office trailer and sea can (outlined on Schedule A). The Tenant shall have use of the Community Hall (4250 square feet) for a 3.5-hour period once per week and shall also have the non-exclusive use of all common areas of the building and the Property.
- (2) The Tenant shall lease the Premises for a Three (3) Year term commencing September 1, 2025 and expiring on August 31, 2028 (the "Term").
- (3) The Term of this Agreement shall be automatically extended for further one (1) year period (the "Extended Term") to a maximum of two (2) such extensions unless either the Tenant or the Landlord provides written notice to the other in accordance with Section 14 hereof that this Agreement shall be terminated, with such written notice to be given on or before April 1st for the termination of this Agreement effective August 30th in the year of the Term in which such notice of termination is given.

3. RENT

- (1) During the Term, the Tenant shall pay to the Landlord annual gross rents of per year, based on use of dedicated space in the public parking lot and the subsequent power provided, and shall be payable by the following terms:
 - a. For the term September 1, 2025 to August 31, 2026, a gross rent of \$100.00 plus monthly hydro fees**.
 - b. For the term September 1, 2026 to August 31, 2027, a gross rent of \$100.00 plus monthly hydro fees**.
 - c. For the term September 1, 2027 to August 31, 2028, a gross rent of \$100.00 plus monthly hydro fees**.

**Hydro fees to be billed at the average low rate fee of the past 12 months of that year. kWh usage will be measured monthly through a meter that is exclusive to the cadet office trailer.

- (2) Gross Rent means the amounts payable by the Tenant to the Landlord pursuant to this Section, but does not include HST.
 - a. Not included in the gross rent is Custodial Services or IT Services.
- (3) All payments made by the Tenant pursuant to this lease shall be delivered to the Landlord at the Landlord's address for service set out in Section 14 or to such other place as the Landlord may from time to time direct in writing.

4. ASSIGNMENT

- (1) The Tenant shall not assign this Lease or sublet the whole or any part of the Premises unless it first obtains the consent of the Landlord in writing, which consent shall not unreasonably be withheld, and the Tenant hereby waives his right to the benefit of any present or future Act of the Legislature of Ontario which would allow the Tenant to assign this Lease or sublet the Premises without the Landlord's consent.
- (2) The consent of the Landlord to any assignment or subletting shall not operate as a waiver of the necessity for consent to any subsequent assignment or subletting.
- (3) Any consent granted by the Landlord shall be conditional upon the assignee, sublease or occupant executing a written agreement directly with the Landlord agreeing to be bound by all the terms of this Lease as if the assignee, sublease or occupant had originally executed this Lease as Tenant.
- (4) Any consent given by the Landlord to any assignment or other disposition of the Tenant's interest in this Lease or in the Premises shall not relieve the Tenant from its obligations under this Lease, including the obligation to pay Rent as provided for herein.
- (5) If the party originally entering into this Lease as Tenant, or any party who subsequently becomes the Tenant by way of assignment or sublease or otherwise as provided for in this Lease, is a corporation then:
 - a. the Tenant shall not be entitled to deal with its authorized or issued capital or that of an affiliated company in any way that results in a change in the effective voting control of the Tenant unless the Landlord first consents in writing to the proposed change;
 - b. if any change is made in the control of the Tenant corporation without the written consent of the Landlord then the Landlord shall be entitled to treat the Tenant as being in default and to exercise the remedies stipulated in Section 12 (2) of this Lease and any other remedies available in law;
 - c. the Tenant agrees to make available to the Landlord or its authorized representatives the corporate books and records of the Tenant for inspection at reasonable times.

5. USE

- (1) During the Term of this Lease the Premises shall not be used for any purpose other than as office space and equipment storage without the express consent of the Landlord given in writing and all use of the Premises shall be subject to the Rules and Regulations in Schedule B attached and as the Landlord may reasonably make from time to time.

- (2) The Tenant shall not do or permit to be done at the Premises anything which may:
- a. constitute a nuisance;
 - b. cause damage to the Premises;
 - c. cause injury or annoyance to occupants of neighbouring premises;
 - d. make void or voidable any insurance upon the Premises; or
 - e. constitute a breach of any by-law, statute, order or regulation of any municipal, provincial or other competent authority relating to the Premises.
- (3) The Tenant shall be responsible for the supply and installation of its name and identification at the premises, subject to approval of the Landlord.

6. LANDLORD'S WORK

The Landlord covenants during the term provided for herein, it shall maintain in good order and condition and in a good state of repair, the Common Areas and Facilities of the Centre in accordance with first-class practices and standards, having regard to the type and location of the Centre as a prudent owner and operator.

7. REPAIR AND MAINTENANCE

- (1) The Tenant covenants that during the term of this Lease and any renewal thereof the Tenant shall keep in good condition the Premises including all alterations and additions made thereto, and shall, with or without notice, promptly make all needed repairs and all necessary replacements as would a prudent owner, but the Tenant shall not be liable to effect repairs attributable to reasonable wear and tear, or to damage caused by fire, lightning or storm.
- (2) The Tenant shall permit the Landlord or a person authorized by the Landlord to enter the Premises to examine the condition thereof and view the state of repair at reasonable times:
- a. and if upon such examination repairs are found to be necessary, written notice of the repairs required shall be given to the Tenant by or on behalf of the Landlord and the Tenant shall make the necessary repairs within the time specified in the notice;
 - b. and if the Tenant refuses or neglects to keep the Premises in good repair the Landlord may, but shall not be obliged to, make any necessary repairs, and shall be permitted to enter the Premises, by its servants or agents, for the purpose of effecting the repairs without being liable to the Tenant for any loss, damage or inconvenience to the Tenant in connection with the Landlord's entry and repairs, and if the Landlord makes repairs the Tenant shall pay the cost of them immediately as Rent.

- (3) Upon the expiry of the Term or other determination of this Lease the Tenant agrees peaceably to surrender the Premises, including any alterations or additions made thereto, to the Landlord in a state of good repair, reasonable wear and tear and damage by fire, lightning and storm only excepted.
- (4) The Tenant shall immediately give written notice to the Landlord of any substantial damage that occurs to the Premises from any cause.

8. ALTERATIONS AND ADDITIONS

- (1) If the Tenant, during the Term of this lease or any renewal of it, desires to make any alterations or additions to the Premises, including but not limited to: erecting partitions, attaching equipment, and installing necessary furnishings or additional equipment of the Tenant's business, the Tenant may do so at its own expense, at any time and from time to time, if the following conditions are met:
 - a. before undertaking any alteration or addition the Tenant shall submit to the Landlord a plan showing the proposed alterations or additions and items included in the plan which are regarded by the Tenant as "Trade Fixtures" shall be designated as such on the plan, and the Tenant shall not proceed to make any alteration or addition unless the Landlord has approved the plan, and the Landlord shall not unreasonably or arbitrarily withhold its approval;
 - b. any and all alterations or additions to the Premises made by the Tenant must comply with all applicable building code standards and by-laws.
- (2) The Tenant shall be responsible for and pay the cost of any alterations, additions, installations or improvements that any governing authority, municipal, provincial or otherwise, may require to be made in, on or to the Premises.
- (3) No sign, advertisement or notice shall be inscribed, painted or affixed by the Tenant, or any other person on the Tenant's behalf, on any part of the inside or outside of the building in which the Premises are located unless the sign, advertisement or notice has been approved in every respect by the Landlord.
- (4) All alterations and additions to the Premises made by or on behalf of the Tenant, other than the Tenant's Trade Fixtures, shall immediately become the property of the Landlord without compensation to the Tenant.
- (5) The Tenant agrees, at his own expense and by whatever means may be necessary, immediately to obtain the release or discharge of any encumbrance that may be registered against the Landlord's property in connection with any additions or alterations to the Premises made by the Tenant or in connection with any other activity of the Tenant.

- (6) If the Tenant has complied with its obligations according to the provisions of this lease, the Tenant may remove its Trade Fixtures at the end of the Term or other termination of this Lease and the Tenant covenants that it will make good and repair or replace as necessary any damage caused to the Premises by the removal of the Tenant's Trade Fixtures.
- (7) Other than as provided in paragraph 7 (6) above, the Tenant shall not, during the Term of this Lease or anytime thereafter remove from the Premises any Trade Fixtures or other goods and chattels of the Tenant except in the following circumstances:
- a. the removal is in the ordinary course of business;
 - b. the Trade Fixture has become unnecessary for the Tenant's business or is being replaced by a new or similar Trade Fixture; or
 - c. the Landlord has consented in writing to the removal;
- but in any case the Tenant shall make good any damage caused to the Premises by the installation or removal of any Trade Fixtures, equipment, partitions, furnishings and any other objects whatsoever brought onto the Premises by the Tenant.
- (8) The Tenant shall, at its own expense, if requested by the Landlord, remove any or all additions or improvements made by the Tenant to the Premises during the Term and shall repair all damage caused by the installation or the removal or both.
- (9) The Tenant shall not bring onto the Premises or any part of the Premises any machinery, equipment or any other thing that might in the opinion of the Landlord, by reason of its weight, size or use, damage the Premises or overload the floors of the Premises, and if the Premises are damaged or overloaded the Tenant shall restore the Premises immediately or pay to the Landlord the cost of restoring the Premises.

9. INSURANCE

- (1) The Tenant shall obtain and maintain in force during the term of the Agreement a policy or policies of insurance in form, amount and with insurers satisfactory to the Landlord and underwritten by an insurer licensed to conduct business in the Province of Ontario, for the term herein provided covering the Landlord, as its interest may appear, and covering the Tenant with respect to the following:

Commercial General Liability insurance to a limit of liability not less than two million (\$2,000,000.00) dollars per occurrence, inclusive with an aggregate of not less than five million (\$5,000,000.00); The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- i. Non-owned automobile coverage with a limit not less than two million (\$2,000,000.00) and shall include contractual non-owned coverage (SEF 96);
- ii. Products and completed operations coverage;
- iii. Broad form Property Damage; and

iv. Contractual Liability

- b. Insurance for all contents for the full replacement costs on a broad form basis, including all risks direct damage insurance upon its merchandise, stock-in-trade, furniture, plate glass, fixtures and improvements to the full replacement value;
 - c. Workers' Compensation or similar insurance affording statutory coverage and containing statutory limits, when the Tenant is statutorily so obliged.
 - d. Tenant Legal Liability insurance in an amount equal to the rebuilding cost of the square footage occupied. Rebuilding costs increase annually and this adjustment may have to be reflected on the policy annually.
- (2) Each insurance policy referred to above shall name the Landlord or anyone designated by the Landlord as additional insured, as their interests may appear and will contain, as appropriate, a waiver of rights of subrogation against the Landlord or others designated by the Landlord, against claims by the Tenant as if the Landlord and Tenant were separately insured.
- (3) Each insurance policy will provide that the policy will not be cancelled by the insurer or the insured without first giving the Landlord thirty (30) days' notice in writing.
- (4) A certified copy of each policy of insurance will be provided to the Landlord, first on the commencement of the Term herein provided, and next on each anniversary of the said date until the Term has expired and the Tenant has vacated the Demised Premises
- (5) The Tenant covenants with the said Landlord that its said business to be so carried on in the said building will not be of such a nature as to increase the insurance risk on the Demised Premises or cause the Landlord to pay an increased rate of insurance premiums on the said Demised Premises by reason thereof and it is distinctly understood that in case said business so carried on by the Tenant is or becomes of such a nature to increase the insurance risk, or causes the Landlord and/or other occupants of the buildings to pay an increased rate of insurance premiums, that the Tenant will from time to time pay to the Landlord the increase amount of insurance premiums which the said Landlord and other occupants of the said building have to pay in consequence thereof, provided that the Tenant covenants that it will not carry on or permit to be carried on any business in the said building which may make void or voidable any insurance held by the Landlord or the other occupants of the said building.

10. INDEMNIFICATION

- (1) The Tenant shall indemnify the Landlord against any and all liabilities, claims, damages, losses and expenses, including all reasonable legal fees and disbursements, arising from:
- a. Any breach by the Tenant of any of the provisions of this Lease;
 - b. Any act or omission of any person on the Premises or any use or occupancy of or any things in the Premises;

- c. Any act or omission of the Tenant or any of its servants, agents, employees, invitees, licensees, sub-tenants, concessionaires, contractors or persons for whom the Tenant is in law responsible on the Premises or elsewhere on or about the Building; or
 - d. Any injury or death of persons, or any loss or damage to property of the Tenant or any of its servants, agents, employees, invitees, licensees, subtenants, contractors or persons for whom the Tenant is in law responsible,
 - e. On the Premises or elsewhere on or about the Building or the Lands.
- (2) Every indemnity, exclusion, release of liability and waiver of subrogation contained in this Lease for the benefit of the Landlord shall extend to and benefit all of the Landlord's servants, agents, employees, and others for whom the Landlord is in law responsible.

11. DAMAGE TO THE PREMISES

- (1) If the Premises or the building in which the Premises are located, are damaged or destroyed, in whole or in part, by fire or other peril, then the following provisions shall apply:
- a. if the damage or destruction renders the Premises unfit for occupancy and impossible to repair or rebuild using reasonable diligence within 120 clear days from the happening of such damage or destruction, then the Term hereby granted shall cease from the date the damage or destruction occurred, and the Tenant shall immediately surrender the remainder of the Term and give possession of the Premises to the Landlord, and the Rent from the time of the surrender shall abate;
 - b. If the Premises can with reasonable diligence be repaired and rendered fit for occupancy within 120 days from the happening of the damage or destruction, but the damage renders the Premises wholly unfit for occupancy, then the rent hereby reserved shall not accrue after the day that such damage occurred, or while the process of repair is going on, and the Landlord shall repair the Premises with all reasonable speed, and the Tenant's obligation to pay Rent shall resume immediately after the necessary repairs have been completed;
 - c. If the leased Premises can be repaired within 120 days as aforesaid, but the damage is such that the leased Premises are capable of being partially used, then until such damage has been repaired, the Tenant shall continue in possession and the Rent shall abate proportionately.
- (2) Any question as to the degree of damage or destruction or the period of time required to repair or rebuild shall be determined by an architect retained by the Landlord.

- (3) Apart from the provisions of Section 11 (1) there shall be no abatement from or reduction of the Rent payable by the Tenant, nor shall the Tenant be entitled to claim against the Landlord for any damages, general or special, caused by fire, water, sprinkler systems, partial or temporary failure or stoppage of services or utilities which the Landlord is obliged to provide according to this lease, from any cause whatsoever.

12. ACTS OF DEFAULT AND LANDLORD'S REMEDIES

(1) An Act of Default has occurred when:

- a. the Tenant has failed to pay Rent for a period of 15 consecutive days, regardless of whether demand for payment has been made or not;
- b. the Tenant has breached his covenants or failed to perform any of his obligations under this lease; and
 - i. the Landlord has given notice specifying the nature of the default and the steps required to correct it; and
 - ii. the Tenant has failed to correct the default as required by the notice;
- c. the Tenant has:
 - i. become bankrupt or insolvent or made an assignment for the benefit of Creditors;
 - ii. had his property seized or attached in satisfaction of a judgment;
 - iii. had a receiver appointed;
 - iv. committed any act or neglected to do anything with the result that a Construction Lien or other encumbrance is registered against the Landlord's property;
 - v. without the consent of the Landlord, made or entered into an agreement to make a sale of his assets to which the Bulk Sales Act applies;
 - vi. taken action if the Tenant is a corporation, with a view to winding up, dissolution or liquidation.
- d. any insurance policy is cancelled or not renewed by reason of the use or occupation of the Premises, or by reason of non-payment of premiums;
- e. the Premises;
 - i. become vacant or remain unoccupied for a period of 30 consecutive days; or
 - ii. are used by any other person or persons, or for any other purpose than as provided for in this lease without the written consent of the Landlord.

(2) When an Act of Default on the part of the Tenant has occurred:

- a. the Landlord shall have the right to terminate this Lease and to re-enter the Premises and deal with them as it may choose

- (3) If, because an Act of Default has occurred, the Landlord exercises its right to terminate this Lease and re-enter the Premises prior to the end of the Term, the Tenant shall nevertheless be liable for payment of Rent and all other amounts payable by the Tenant in accordance with the provisions of this lease until the Landlord has re-let the Premises or otherwise dealt with the Premises in such manner that the cessation of payments by the Tenant will not result in loss to the Landlord, and the Tenant agrees to be liable to the Landlord, until the end of the Term of this Lease for payment of any difference between the amount of Rent hereby agreed to be paid for the Term hereby granted and the Rent any new tenant pays to the Landlord.
- (4) The Tenant covenants that notwithstanding any present or future Act of the Legislature of the Province of Ontario, the personal property of the Tenant during the term of this Lease shall not be exempt from levy by distress for Rent in arrears and the Tenant acknowledges that it is upon the express understanding that there should be no such exemption that this Lease is entered into, and by executing this Lease:
- a. the Tenant waives the benefit of any such legislative provisions which might otherwise be available to the Tenant in the absence of this agreement; and
 - b. the Tenant agrees that the Landlord may plead this covenant as an estoppel against the Tenant if an action is brought to test the Landlord's right to levy distress against the Tenant's property.
- (5) If, when an Act of Default has occurred, the Landlord chooses not to terminate the Lease and reenter the Premises, the Landlord shall have the right to take any and all necessary steps to rectify any or all Acts of Default of the Tenant and to charge the costs of such rectification to the Tenant and to recover the costs as Rent.
- (6) If, when an Act of Default has occurred, the Landlord chooses to waive its right to exercise the remedies available under this Lease or at law the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the Landlord to prevent his exercising its remedies with respect to a subsequent Act of Default. No covenant, term, or condition of this Lease shall be deemed to have been waived by the Landlord unless the waiver is in writing and signed by the Landlord.

13. TERMINATION AT END OF TERM

- (1) If the Tenant remains in possession of the Premises after the Term of this Lease and if the Landlord then accepts Rent for the Premises from the Tenant, it is agreed that such overholding by the Tenant and acceptance of Rent by the Landlord shall create a monthly tenancy only but the tenancy shall remain subject to all the terms and conditions of this Lease except those regarding the Term.

14. NOTICE

- (1) Any notice required or permitted to be given by one party to the other pursuant to the terms of this lease may be given

To the Landlord at:

The Corporation of the Town of Arnprior
105 Elgin Street West
Arnprior, Ontario
K7S 0A8

To the Tenant at the Premises or at:

Arnprior Army Cadets 2360
Box 248
Arnprior, ON
K7S 3H6

- (2) The above addresses may be changed at any time by giving ten (10) days written notice. Any notice given by one party to the other in accordance with the provisions of this lease shall be deemed conclusively to have been received on the date delivered if the notice is served personally or seventy-two (72) hours after mailing if the notice is mailed.

15. REGISTRATION

The Tenant shall not at any time register notice of or a copy of this Lease on title to the property of which the premises form part without consent of the Landlord.

16. INTERPRETATION

- (1) The words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.
- (2) Unless the context otherwise requires, the word "Landlord" and the word "Tenant" whereby used herein shall be construed to include the executors, administrators, successors and assigns of the Landlord and Tenant, respectively.
- (3) When there are two or more Tenants bound by the same covenants herein contained, their obligations shall be joint and several.

17. LEASE FORMS ENTIRE AGREEMENT

This agreement, including any schedules attached hereto, constitutes the entire agreement between the parties relating to the subject matter hereof, and supersedes all prior agreements, representations, warranties, understandings, conditions or collateral agreements, whether oral or written, express or implied, with respect to the subject matter hereof.

IN WITNESS WHEREOF the parties hereto have executed this Lease.

Signed, Sealed and Delivered this 25th day of August, 2025.

**THE CORPORATION OF THE TOWN OF
ARNPRIOR**

Lisa McGee, Mayor

Kaila Zamojski, Clerk

We have authority to bind the Corporation.

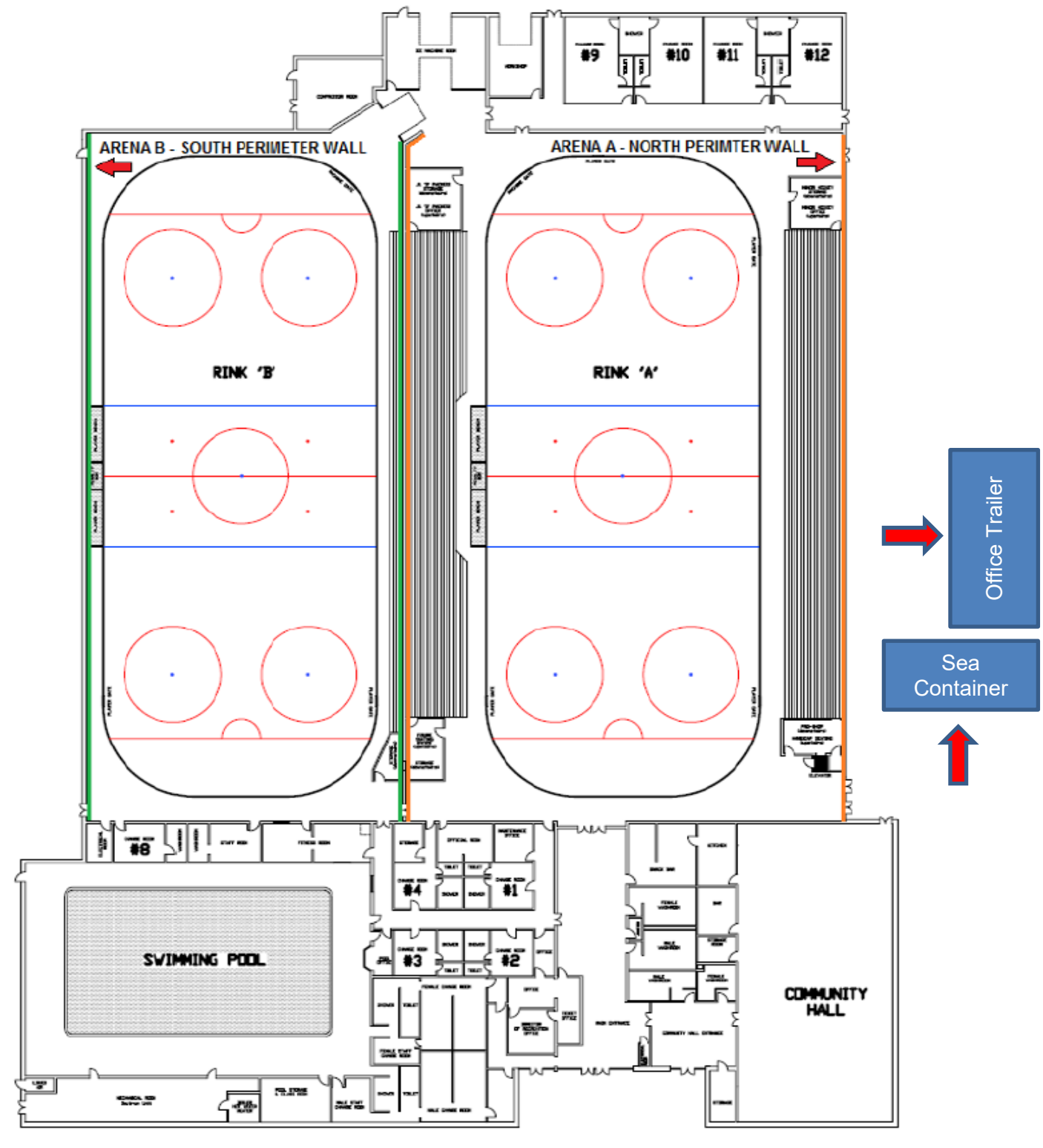
TENANT

Name, Title

We have authority to bind the Organization.

Schedule "A" "THE PREMISES"

N.B. Blue squares labelled sea container and office trailer represent leased space



SCHEDULE "B"

"RULES AND REGULATIONS FORMING PART OF THIS LEASE"

The Tenant shall observe the following Rules and Regulations (as amended, modified or supplemented from time to time by the Landlord as provided in this Lease):

1. The sidewalks, entrances, elevators, stairways and corridors of the building shall not be obstructed or used by the Tenant, its agents, contractors, invitees or employees for any purpose other than access to and from the Premises.
2. The floors, sky-lights and windows that reflect or admit light into passageways or into any place in the building shall not be covered or obstructed by the Tenant, and no awnings shall be put over any window.
3. The toilets, sinks, drains, washrooms and other water apparatus shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, ashes or other substances, such as chemicals, solvents, noxious liquids or pollutants shall be thrown therein, and any damage resulting to them from misuse shall be borne by the Tenant by whom or by whose employees, agents, servants, contractors or invitees the damage was caused.
4. The Tenant shall not perform any acts or carry on any activity which may damage the Premises or the common areas or be a nuisance to any other tenant.
5. No animals or birds shall be brought into the building or kept on the Premises.
6. The Tenant shall not mark, drill into, bore or cut or in any way damage or deface the walls, ceilings or floors of the Premises. No wires, pipes or conduits shall be installed in the Premises without prior written approval of the Landlord. No broadloom or carpeting shall be affixed to the Premises by means of a non-soluble adhesive or similar products.
7. No one shall use the Premises for sleeping apartments or residential purposes, for the storage of personal effects or articles other than those required for business purposes, or for any illegal purpose.
8. The Tenant shall not use or permit the use of any objectionable advertising medium such as, without limitation, loudspeakers, public address systems, sound amplifiers, radio, broadcast or television apparatus within the building which is in any manner audible or visible outside of the Premises.
9. The Tenant must observe strict care not to allow windows to remain open so as to admit rain or snow, or so as to interfere with the heating of the building. The Tenant neglecting this rule will be responsible for any damage caused to the property of other tenants, or to the property of the Landlord, by such carelessness. The Tenant, when closing the Premises, shall close all windows and lock all doors.

10. The Tenant shall not without the express written consent of the Landlord, place any additional locks upon any doors of the Premises and shall not permit any duplicate keys to be made therefor; but shall use only additional keys obtained from the Landlord, at the expense of the Tenant, and shall surrender to the Landlord on the termination of the lease all keys of the Premises.
11. No inflammable oils or other inflammable, toxic, dangerous or explosive materials shall be kept or permitted to be kept in or on the Premises.
12. Nothing shall be placed on the outside of windows or projections of the Premises. No air-conditioning equipment shall be placed at the windows of the Premises without the consent in writing of the Landlord.
13. Canvassing, soliciting and peddling in the building is prohibited.
14. The Tenant shall first obtain in writing the consent of the Landlord to any alteration or modification to the electrical system in the Premises and all such alterations and modifications shall be completed at the Tenant's expense by an electrical contractor acceptable to the Landlord.
15. The Tenant shall first obtain in writing the consent of the Landlord to the placement by the Tenant of any garbage containers or receptacles outside the Premises or building.
16. The Tenant shall not install or erect on or about the Premises television antennae, communications towers, satellite dishes or other such apparatus.
17. The Landlord shall have the right to make such other and further reasonable rules and regulations and to alter, amend or cancel all rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the building and for the preservation of good order therein and the same shall be kept and observed by the Tenant, his employees, agents, servants, contractors or invitees. The Landlord may from time to time waive any of such rules and regulations as applied to particular tenants and is not liable to the Tenant for breaches thereof by other tenants.

SCHEDULE "C"
"TENTANT'S WORK"

The Tenant agrees with the following:

1. To maintain the Premises at its own expense in good order and in a clean and tidy condition;
2. To follow all Town of Arnprior By-Laws;
3. To advise the Director of Recreation of any health and safety incidents that occurred on the property relating to the tenant's operation.



Municipal Grants Application – In-Kind Support – Grace St. Andrew’s United Church Women (2025 Christmas Craft Sale)

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from Grace St. Andrew’s United Church Women; and

Whereas the Grace St. Andrew’s United Church Women is an eligible organization under the Municipal Grants Policy and supports residents in our community through worship, study groups, community activities and charity work.

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$365.00 plus HST) for the Christmas Craft Sale to be held on November 1st, 2025; and

Further That Grace St. Andrew’s United Church Women 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.



Municipal Grant Application – In-Kind Support – Two Rivers Musical Productions

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from Two Rivers Musical Productions; and

Whereas Two Rivers Musical Productions is an eligible organization under the Municipal Grants Policy and supports residents in our community by bringing entertainment and joy, and helping the arts flourish in Arnprior.

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$365.00 plus HST) for the Two Rivers Musical Productions' Annual Fundraiser to be held on September 20th, 2025; and

Further That Two Rivers Musical Productions 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.



Municipal Grant Application – In-Kind Support – L’Arche Arnprior

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from L’Arche Arnprior; and

Whereas L’Arche Arnprior is an eligible organization under the Municipal Grants Policy and supports residents in our community by bringing to life the vision of people with and without disabilities sharing life in community with a wide circle of family, friends, and neighbours.

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$471.00 plus HST) for the L’Arche Arnprior 50th anniversary Hootenanny to be held on September 14th, 2025; and

Further That L’Arche Arnprior 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 for Support - Growing Canada's Community Canopies Grant Support – Renfrew County District School Board

Whereas, the Town of Arnprior has the following interest: Improving our schoolyards by creating outdoor learning spaces and tree canopy environments.

Whereas, The Re-Nature Foundation is undertaking The Canadian Re-Nature School Program, which will be building outdoor learning spaces and planting trees at the elementary schools in Renfrew County District School Board.

Be it resolved that Council of the Town of Arnprior acknowledges that The Re-Nature Foundation is applying for a funding opportunity from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" initiative for The Canadian Re-Nature School Program, which will be building learning spaces and planting trees at the elementary schools in Renfrew County District School Board, in partnership with the Renfrew County District School Board.

Further be it resolved that Council also recognizes that the lifetime contribution from the "Growing Canada's Community Canopies" initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.