



Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, December 8, 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 – November 24, 2025](#) (Page 1-9)
- 8. Awards / Delegations / Presentations**

Delegations

 - a) [Crime Stoppers Renfrew County](#) (Page 10-28)

Presentations

 - a) [Winter Program Update](#), Lucas Power, Program & Events Supervisor (Page 29-42)
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**
- 11. Notice of Motion(s)**
- 12. Staff Reports**
 - a) [Standing Offer – Engineering Services](#), Ryan Wall, Engineering Officer (Page 43-46)
 - b) [Accessibility Status Report](#), Kaitlyn Wendland, Deputy Clerk, Kaila Zamojski, Town Clerk (Page 47-70)

13. Committee Reports and Minutes

a) Mayor's Report

b) County Councillor's Report

c) Committee Reports and Minutes

- i) **Accessibility & Age Friendly Advisory Committee Minutes – September 3rd, 2025** (Page 71-73)
- ii) **Culture & Diversity Advisory Committee Minutes – October 6th, 2025** (Page 74-77)
- iii) **Environmental Advisory Committee Minutes – September 15th, 2025** (Page 78-82)

14. Correspondence & Petitions

a) Correspondence

- i) Correspondence Package I-25-DEC-21
- ii) Correspondence Package A-25-DEC-13

15. By-laws & Resolutions

a) By-laws

- i) **By-law Number 7642-25 – Standing Offer – Engineering Services** (Page 83)
- ii) **By-law Number 7643-25 – Procedure By-law Amendments with Sunrise Clause following election** (Page 84-85)
- iii) **By-law Number 7644-25 – Health and Safety Statement** (Page 86-87)

b) Resolutions

- i) **Emergency Management Program Committee** (Page 88)
- ii) **Municipal Grant Request (In-Kind) – Canadian Blood Services** (Page 89)
- iii) **Municipal Grant Request (In-Kind) – Arnprior Community Choir/Valley Concert Band** (Page 90)
- iv) **Municipal Grant Request (In-Kind) – on trac Employment Services** (Page 91)

16. Announcements

17. Closed Session

18. Confirmatory By-law

By-law No. 7645-25 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
November 24th, 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

Town Staff Present:

Robin Paquette, CAO
Kaila Zamojski, Town Clerk
Jennifer Morawiec, GM Client
Services/Treasurer
Kaitlyn Wendland, Deputy Clerk
Rick Desarmia, Fire Chief
Alix Jolicoeur, Manager of Community
Services/Planner
Kelly Vieira, Client Services Coordinator

Council Members Present (Virtual):

Council Members Absent:

1. Call to Order

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

2. Roll Call

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

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 367-25
Moved by Ted Strike
Seconded by Tom Burnette

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, November 24th, 2025 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

Mayor Lisa McGee declared a pecuniary interest for items 12(a) and 15(a)(ii) as she is an employee of the City of Ottawa.

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 368-25

Moved by Dan Lynch

Seconded by Lynn Cloutier

That the minutes of the Regular Meeting of Council listed under Item 7(a) on the Agenda be adopted (Regular Meeting of Council – November 10, 2025).

Resolution Carried

8. Awards/Delegations/Presentations

None

9. Public Meetings

a) Request for Noise By-law Exemption (Downtown Filming)

Resolution Number 369-25 (6:32 PM)

Moved by Lynn Cloutier

Seconded by Chris Toner

That Council move into a Public Meeting regarding Request for Noise By-law Exemption (Downtown Filming).

Resolution Carried

Mayor McGee welcomed everyone to the public meeting and invited staff to provide an overview of the request. Alix Jolicoeur, Manager of Community Services/Planner provided an overview of the noise by-law exemption request as provided in the agenda package.

The floor was opened for Public Comments with the following being a summary:

- Matt Cassidy, Location Manager for this Production
 - Matt noted that they do lots of work in Almonte and Carleton Place and that they do not usually need to go through this process. Would be beneficial for Arnprior to have a streamlined process.
 - Council asked what kind of noise residents could expect. Matt noted that the loudest parts would likely be the team saying “rolling” and “cut” and then loading trucks once finished filming.
 - Council asked what local businesses can expect from a production like this being in Town. Matt noted that facility rentals, food purchases and gasoline purchases. They do their best to support and engage small businesses.

The Public Meeting was declared closed at 6:42 PM.

Resolution Number 370-25

Moved by Chris Toner

Seconded by Dan Lynch

That Council resume to the Regular Meeting of Council.

Resolution Carried

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motion(s)

None

Mayor Lisa McGee stepped away from the table at 6:43 pm and Councillor Chris Couper as the current Deputy Mayor took over the role as Chair.

12. Staff Reports

a) City of Ottawa Automatic Aid Agreement

Resolution Number 371-25

Moved by Lynn Cloutier

Seconded by Tom Burnette

That Council repeal By-Law 7091-20 Automatic Aid Agreement and authorize by By-law a new automatic aid agreement with the City of Ottawa.

Resolution Carried

Mayor Lisa McGee resumed the role of Chair at 6:56 PM.

b) RFP FD-2025-01 – Award of Fire Dispatch and Communication Services

Resolution Number 372-25

Moved by Chris Couper

Seconded by Tom Burnette

That Council award the Request for Proposal FD-2025-01 for Dispatch and Communication Services to the City of Brockville Fire Department; and

That the Mayor and Clerk be authorized to execute a contract with Brockville Fire Department for dispatch and communication services for the period of January 1, 2026, to December 31, 2028, with the option to extend for a two-year period.

Resolution Carried

c) Planning Applications Update

Resolution Number 373-25
Moved by Dan Lynch
Seconded by Lynn Cloutier

That Council receives Report Number 25-11-24-03 Planning Applications Update as information.

Resolution Carried

d) Biannual Financial Update – Q3 2025

Resolution Number 374-25
Moved by Chris Couper
Seconded by Ted Strike

That Council receive report number 25-11-24-04 as information.

Resolution Carried

e) 2026 Calendar of Meetings

Resolution Number 375-25
Moved by Chris Couper
Seconded by Tom Burnette

That Council approve the attached 2026 Calendar of Council and Committee Meetings.

Resolution Carried

13. Committee Reports and Minutes

a. Mayor's Report

None

b. County Councillor's Report

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

- Taste the Valley will be on December 13th for the Holiday Edition at the Knights of Columbus, 170 Ellis Avenue, Pembroke.
- Delegation from Bruce Oattes, Plant Manager, Pembroke MDF, Roseburg.
- Resolutions Carried:
 - County Council direct staff to establish formal data-sharing agreements with local municipalities, the City of Pembroke, and the Algonquins of Pikwakanagan to support coordinated GIS data management.
 - That County Council support the proposed Golden Lake Power LP Biomass Cogeneration Project through advocacy and staff time where required in recognition of the project's economic, environmental, and regional significance to the County of Renfrew.

- Council endorse legislation specific to mining operations that adopts a 1P1P approach to regulatory approvals.
 - Noted that Cobden has mining activity.
- That the Warden write a letter expressing our strong support for Roseburg Forest Products – Pembroke MDF’s proposed Cogeneration Project.
 - This project will use brush, sawdust, etc. to create heat for more electricity to be used in the plant.
- This years’ Warden’s Awards will be presented this Wednesday in the County Council Chambers. The Men’s Shed is being recognized as the winner in the category of “Not for Profit Organization”.
- Presentation by EGIS – Transportation Planner on the County’s Transportation Master Plan.
- On June 3 & 4, 2026, the Association of Ontario Road Supervisors will be hosting a Public Trade Show that will be held at the Civic Centre in Petawawa.

c. Committee Reports and Minutes

Councillor Chris Toner reported the following from the Arnprior McNab Braeside Archives:

- This past Saturday the Arnprior McNab Braeside Archives had their volunteer showcase. Well over 100 guests came. There were some distinguished visitors including Leslie Wier, Archivist and Head Librarian for Canada, who had nothing but high praise for such a small community archive and how professional the operation is. Leslie toured the vault and visited all the volunteer showcases. She was also impressed with the archivist, Janice, and the presentation Janice gave in Barcelona at the International Archives Conference. Noted that Janice’s presentation was well received and caught the attention of all the participants there, that such a small town has such a fantastic archive full of volunteers. A few other visitors included Dustin Bullock, Councillor from Rideau Lakes, who was interested in learning about amalgamating some of their historically societies and kudos to Council for supporting the local museum and archives. MPP Billy Denault attended as well and was shown the showcases by President, Sarah Mackenzie.

Councillor Chris Toner reported the following from the Environmental Advisory Committee:

- Near completion of the wildflower meadow by the Marina. There are still plugs that will be coming in the spring and will be planted by hand. Sullivans came and helped strip the site at no charge and Town staff removed the excess sod. Highschool students came and helped plant all the seeds. It has been a nice community event and look forward to seeing the progress of the meadow in the spring.

14. Correspondence & Petitions

a) Correspondence

i. Correspondence Package No. I-25-NOV-20

Resolution Number 376-25

Moved by Ted Strike

Seconded by Chris Couper

That Correspondence Package Number I-25-NOV-20 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch made the following comments:

- Page 18: Good news for Veterans of the Canadian Armed Forces. The Ontario Government is investing \$575,000 to turn their skills learned in the military into post secondary credits they need to land in-demand jobs. Unfortunately, there are no locations in the immediate area. The colleges/universities identified are Fanshawe College, Georgian College, Canador College, Lakehead University, University of Waterloo, and University of Windsor.
- Page 24: The Ontario Government is offering up to \$38,000 for the Pothole Prevention and Repair Program to municipalities with a population under 10,000 residents. Deadline is December 12, 2025. Asked the CAO if the Town has applied.
 - The CAO noted that staff are working on an application.
- Page 39: The Ontario Government is requiring all school boards to establish Student and Family Support Offices so that parents and guardians have a clear, effective way to get help regarding their children's education and find solutions.
- Page 45: The Ontario Government is investing \$32 million to expand access to specialized mental health services for first responders and public safety personnel, which includes health, fire and police services. Of note, only the County of Renfrew is on the health list and the Town of Petawawa for fire. No police in this area.
- Page 52: The Ontario Government is now accepting applications for the second round of the Sport Hosting Program until January 12, 2026. Asked the CAO is the Town will be applying.
 - The CAO noted that the Town does not currently have an event planned for Q1-Q3 of 2026 that would be applicable.
- Page 79: Thinking of running in next year's election? AMO is offering a "Local Democracy Solutions Bank" which includes a catalogue of existing resources. They are also offering "Running for Municipal Office – Everything you Need to Know as a Diverse Candidate"; a 90-minute free workshop that provides useful insights and strategies to support you in getting your name on the ballot. Stronger Leaders, Stronger Communities is designed to equip you with the tools, resilience, and confidence to meet the challenges of the political landscape head-on. This workshop series is being offered at no charge in two streams: Those considering re-election in 2026 and first-time candidates who want to explore whether elected office is right for them.
- Page 163: The Federal Government advises that the Canada Summer Jobs 2026 application period for Employers has officially opened. Closing date is

December 11, 2025. Employers for not-for-profit organizations, the public sector, and private sector organizations with 50 or fewer full-time employees can apply for funding to hire young Canadians next summer.

Councillor Lynn Cloutier made the following comment:

- Page 121: Ottawa Valley Affordable Housing Inc. is a newly formed not-for-profit here in the Ottawa Valley. The group noted that they would be happy to meet with Town Council and discuss this information since they are working to bring affordable housing to this area. Asked if Council should invite them to come as a delegation.
 - The Town Clerk noted that staff can invite them to come as a delegation to Council.

ii. Correspondence Package No. A-25-NOV-12

Resolution Number 377-25

Moved by Lynn Cloutier

Seconded by Tom Burnette

That Correspondence Package Number A-25-NOV-12 be received and the recommendations be brought forward for Council's consideration.

Resolution Carried

15. By-laws & Resolutions

a) By-laws

Resolution Number 378-25

Moved by Lynn Cloutier

Seconded by Chris Toner

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

- i. By-law No. 7638-25 – Noise By-law Exemption (Downtown Filming)

Resolution Carried

Mayor McGee vacated her seat at 7:27 PM and Councillor Chris Couper assumed the role as Chair.

Resolution Number 379-25

Moved by Dan Lynch

Seconded by Lynn Cloutier

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

- ii. By-law No. 7639-25 – Automatic Aid Agreement

Resolution Carried

Mayor McGee resumed her seat at 7:27 PM.

b) Resolutions

i. Municipal Grant Request (In Kind) – Arnprior Cares

Resolution Number 380-25
Moved by Lynn Cloutier
Seconded by Dan Lynch

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from Arnprior Cares; and

Whereas Arnprior Cares is an eligible organization under the Municipal Grants Policy and supports the community by sponsoring refugees, providing financial and practical support to refugee families, and facilitating integration of newcomers into the local community.

Therefore Be It Resolved That Council approve the request for waiving the Museum rental fees (value of approximately \$150.00 plus HST) for the Arnprior Cares Holiday Event to be held on November 25th, 2025; and

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

Resolution Carried

16. Announcements

Councillor Couper made the following announcements:

- Issued congratulations to the Arnprior McNab Ringette Association who had a very strong showing at the Nepean Raven's Invitational Tournament. There were 5 times that were a part of the tournament and there will be some new banners going up in the Nick Smith Centre with some first-place finishes. There were also many memories made, medals or not. This weekend the AMRA Devils are hosting their annual tournament at the Nick Smith Centre beginning on Thursday morning running through the weekend. Championship game will be on Sunday if residents would like to come and watch.

County Councillor Dan Lynch made the following announcement:

- Arnprior Santa Claus Parade is on Saturday starting at 6:00 pm from Rexall.

17. Closed Session

Resolution Number 381-25 (7:30 PM)
Moved by Lynn Cloutier
Seconded by Chris Couper

That Council move into Closed Session to regarding one (1) matter pursuant to Section 239(2) (b) of the Municipal Act, 2001, as amended to discuss a personal matter about an identifiable individual, including municipal or Local Board employees (Staff Matter).

Resolution Carried

Resolution Number 382-25 (7:54 PM)
Moved by Chris Couper
Seconded by Ted Strike

That Council resume to Open Session at 7:54 PM.

Resolution Carried

Resolution Number 383-25
Moved by Dan Lynch
Seconded by Lynn Cloutier

That Council direct the CAO to proceed as directed in Closed Session.

Resolution Carried

18. Confirmatory By-Law

Resolution Number 384-25
Moved by Dan Lynch
Seconded by Tom Burnette

That By-law No. 7640-25, being a By-law to confirm the proceedings of the Regular Meeting of Council held on November 24th, 2025, be and is hereby approved.

Resolution Carried

19. Adjournment

Resolution Number 385-25
Moved by Lynn Cloutier
Seconded by Chris Couper

That this meeting of Council be adjourned at 7:54 PM.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

Request to Appear as a Delegation Form

Topic *

Collaboration with Renfrew County Crime Stoppers

Type of Meeting *

Council

Meeting Date



Who are you representing

- ☐ Myself
- ☐ My Business
- ☒ Other

Please specify your business or other representation *

Not-for-profit, Renfrew County Crime Stoppers

Reason for Appearing *

Renfrew County Crime Stoppers is seeking support from all municipalities in the County of Renfrew and is inviting collaboration on initiatives benefiting community safety and well-being.

Do you have material to distribute at the meeting *

- ☒ Yes
- ☐ No

If yes please specify *

Pamphlets providing more information about the Crime Stoppers program

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

☒ Yes

☐ No

Upload attachment(s)

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

Contact Information

Name *

Bennett Blackwell

Address *

[REDACTED]

Phone Number *

[REDACTED]

E-mail Address *

[REDACTED]

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

☒ I Agree

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

Guidelines for Materials

The Town of Arnprior is guided by the values and principles outlined in our Multi-Year Accessibility Plan and the Accessibility for Ontarians with Disabilities Act (AODA). We strive to provide all documents in the most accessible format, with alternate formats available upon request. As all materials presented to Members of Council during Council meetings are public documents, the Town of Arnprior offers the following guidelines for public delegations.

Reports and Other Written Documents

- Use plain language.
- Use a sans serif family font (i.e. Arial, Verdana, etc.).
- Use at least 12pt font size.
- Be generous with spacing (between letters, words and lines).
- Use bold for emphasis, not underline or italics.
- Use mixed case, not all CAPS.
- Avoid using variable text colours (black is recommended).
- Ensure that text is mainly left-justified for screen readers.

Presentations (Microsoft PowerPoint, Google Slides, Prezi, etc.)

- Use plain language. Be mindful of the use of acronyms that may not be commonly understood by Members of Council and/or the Public.
- Use a sans serif family font (i.e. Arial, Verdana, etc.).
- Use at least 24pt font size.
- Be generous with spacing (between letters, words and lines).
- Use bold for emphasis, not underline or italics.
- Use mixed case, not all CAPS.
- Avoid using variable text colours (black is recommended).
- Ensure that text is mainly left-justified for screen readers.
- Limit (or eliminate) the use of transitions and animations.
- Use simple designs that do not distract from slide text.
- Ensure that slides would make sense if printed in black and white. Remember that slides may be viewed by someone who is colour blind.
- Ensure that colour contrast is strong (dark text on light background or vice versa).
- Include captions for photos.
- Limit the length of text on each slide for easy readability.

Questions?

Contact the Town Clerk in person at the Clerk's Office at Town Hall, by telephone at (613) 623-4231 ext. 1817 or by email at clerk@arnprior.ca.

Thank You

Change the text for your submission. The Clerks Office will respond to your request shortly.

SUBMIT A TIP BY PHONE

Call **1-800-222-TIPS(8477)**

A call-taker will ask you questions and take your tip information. Your tip is then sent to the respective investigating agency. We do not use Caller ID.

SUBMIT A TIP ONLINE

Visit **www.valleytips.ca**

- Click on "Submit a Tip"
- Fill out the form
- Submit your tip

Your tip is then sent to the respective investigating agency.

REMEMBER YOUR CODE

Whether you submit your tip by **phone or online**, you will be given a **unique code**, which you can use to call or login to add information, check for updates and claim your reward.

Since we do not know who you are, it is important that you remember your code if you want to follow up on your tip.



WHAT HAPPENS NEXT?

If an arrest is made or charges are laid, a recommended reward amount is calculated using the **CRIME STOPPERS** system, based on details of the investigation.

The recommended reward is then presented to The Board, who makes the final decision. Rewards range from **\$50 - \$2000** and are paid using money from donations, community fundraising, and corporate sponsors.

Did you remember your code?

You will need to call back or login using your **unique code** to learn whether a reward will be paid, and to receive instructions on how to claim your reward.

CRIME STOPPERS accepts tips on any crimes including drug offences, murder, robbery, fraud, illegal sales of cigarettes, poaching, and even traffic offences such as driving without a license, and more.

Note: To protect your anonymity, Crime Stoppers cannot accept tips where you are the victim, or where the crime is in progress and police are needed immediately.

Renfrew County
CRIME STOPPERS

www.valleytips.ca

1-800-222-TIPS

(1-800-222-8477)

**P.O. Box 1082
PEMBROKE, ONTARIO
K8A 6Y6**

WHAT IS CRIME STOPPERS?

CRIME STOPPERS is a non-profit charitable organization made up of volunteer citizens, which rallies the community, media and police in a collective campaign against crime.

CRIME STOPPERS offers cash rewards and guarantees anonymity to persons who provide information that leads to an arrest or laying of charges against criminal offenders.

HOW DOES CRIME STOPPERS WORK?

CRIME STOPPERS guarantees that anyone who provides information about any past, present or future crimes, whether **by phone or online**, remains completely anonymous and will not have to testify in court.

Information leading to an arrest or laying of charges may qualify for a **reward up to \$2000**

PROGRAM HISTORY

CRIME STOPPERS began on Sept. 8th 1976 in Albuquerque New Mexico, following the senseless murder of a young university student. After 6 weeks of investigation without success, a local Canadian born detective named Greg MacAleese appealed to the public for information. Greg and a local TV station made a re-enactment of the murder and asked for anyone with information to call him. Greg guaranteed anonymity and offered a cash reward. Within 3 hours of the broadcast the detective received his first call with information. Within 72 hours two individuals were arrested and the case was cleared!

SUCCESSFUL TIPS MUST:

→ **lead to an arrest or charges being laid**

Unlike other organizations, we do not require a court conviction to pay a reward.

WHO BENEFITS FROM CRIME STOPPERS?

**"Everyone benefits...
Except the criminals."**

- Criminals are apprehended, prosecuted and convicted
- Stolen property is recovered
- Drugs and weapons are taken off our streets
- Hundreds of investigative hours are saved

HOW CAN YOU GET INVOLVED?

CRIME STOPPERS relies on fundraising, donations and sponsorships to cover operating expenses and maintain our reward fund.

Service donations including the printing and graphics for brochures, fliers, posters, etc., production of promotional items, signs and billboard space, are also needed.

VOLUNTEERS are also needed to fill positions on the Board of Directors, and to assist with fundraising and community events.

CRIME STOPPERS works and needs your support to continue to be successful.

Visit our
website!



www.valleytips.ca

We all have a responsibility to keep our communities safe. You can be the greatest asset to help law enforcement fight crime.

CRIME  **STOPPERS**

SEE IT – SAY IT

If you have information about a crime, tell **CRIME STOPPERS**.



CRIME STOPPERS 101

Renfrew County

CRIME ■  ■ **STOPPERS**
www.valleytips.ca **1-800-222-TIPS**

Property of Pembroke/Renfrew County Crime Stoppers and may not be
disseminated or delivered without consent.

WHAT IS CRIME STOPPERS?

- **Volunteer-Run**
- **Not-For-Profit Charity**
- **Anonymous Crime Reporting**
- **Cash Rewards for Successful Tips**
- **Improving Community Safety and Well-being**

ORIGIN STORY

- Pembroke/Renfrew County since 1989
- Founded in 1976 by Greg MacAleese trying to solve a robbery/homicide
- Addresses concerns like **fear of retribution** and **public apathy**
- 37 programs in Ontario, over 1800 programs in 26 countries worldwide



WHY IT WORKS...

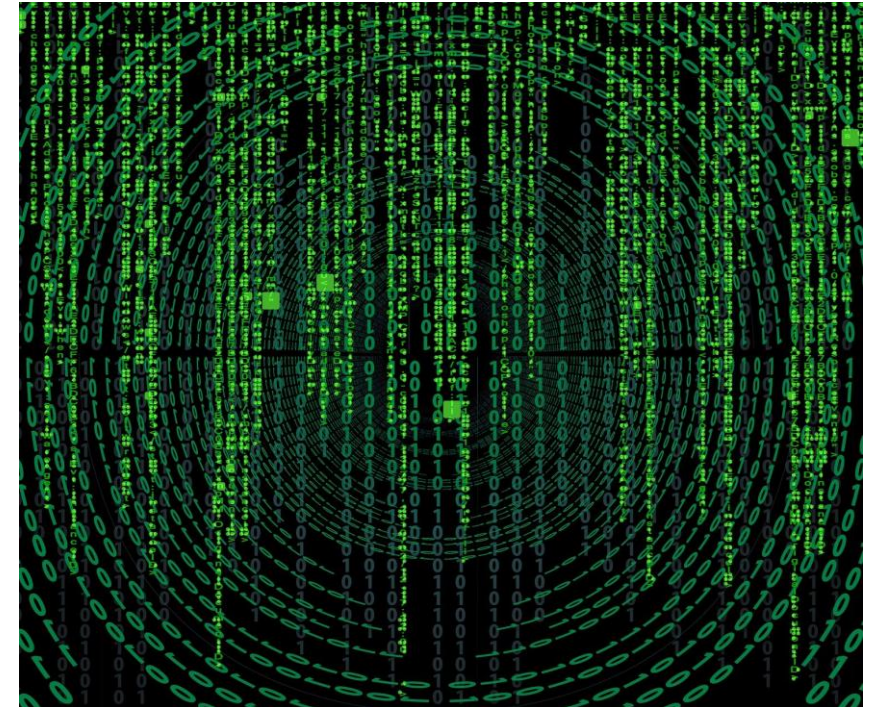
Crime Stoppers enables the community to “do the right thing”, and help keep their communities safe by preventing, reporting, and resolving crime

- No tip is too small
- ***Someone*** knows ***Something***
- Helps police solve crimes so police resources can be better used



ANONYMITY

- Anonymity is protected by Informer Privilege by the Supreme Court of Canada
- Tips are sanitized to ensure the Tipster cannot be identified before they are sent to investigators
- Call Centre does not use Caller ID or tracing
- Victims cannot report through Crime Stoppers



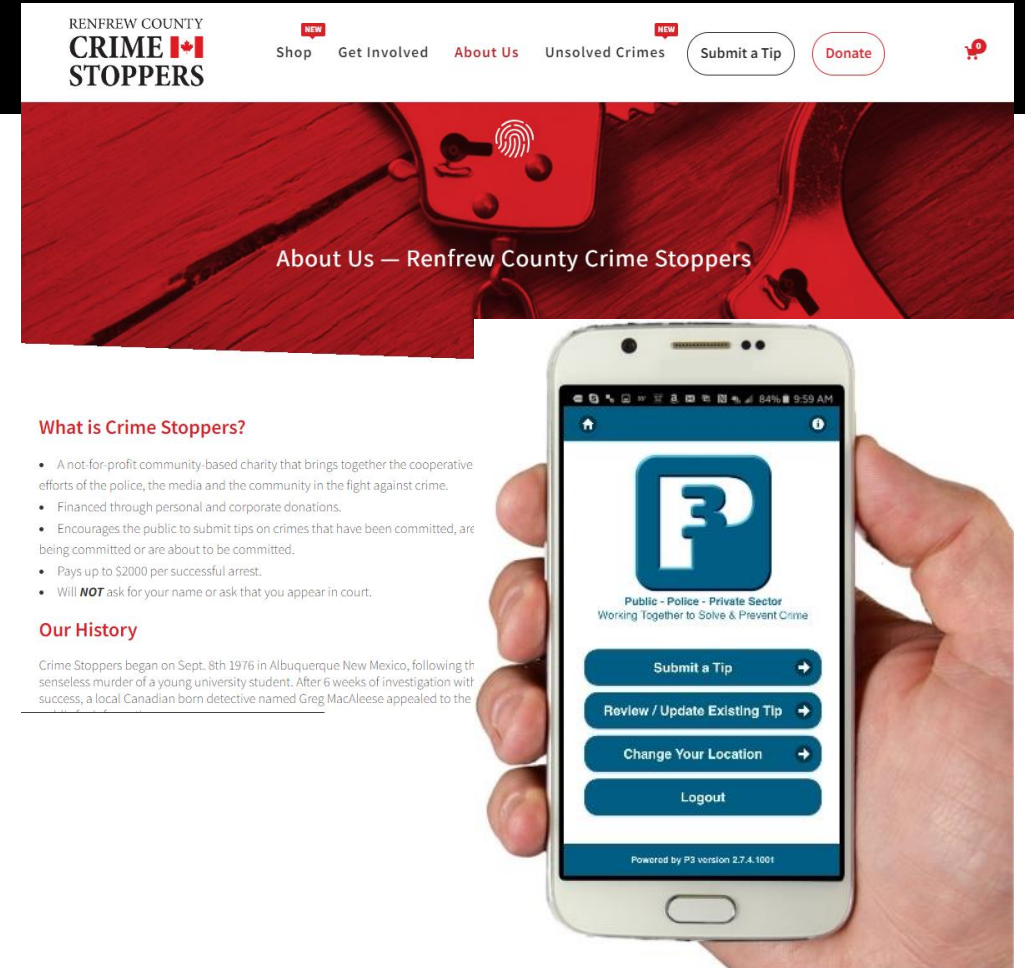
HOW DOES CRIME STOPPERS WORK?

- 1. Investigators determine information from the public is needed**
- 2. Request for assistance is put out to the community**
- 3. Members of the community share their tips**

SUBMITTING A TIP

1-800-222-8477 or ValleyTips.ca

- Do not provide your name
- Answer as many questions as possible
- Remember your Code
- Do not share that you used Crime Stoppers



REWARDS

UP TO \$2,000

- Rewards are paid through funds raised
- Standardize template and algorithm used for all Crime Stoppers
- Calculates recommended reward value based on information provided
- Recommended rewards is presented to the Board of Directors for final approval



STATISTICS – LOCAL IMPACT

(As of January 2025)

Total Tips:	5,340
Number of Arrests:	311
Number of Charges:	1,272
Number of Cases Solved:	365
Cash Rewards Authorized:	\$34,220

Number of Weapons Recovered:	93
Cash Recovered:	\$64,215
Property Recovered:	\$696,489
Drugs Seized:	\$4,100,872
Total Recovered:	\$4,861,576

FUNDING

- Not-for-Profit Charity funded by donations

Costs Include:

- Operational Costs (call centre, software, insurance, utilities, etc.)
- Advertising and Promotion
- Community Events and Initiatives
- And of course... **REWARDS!**

Renfrew County
CRIME 
STOPPERS
www.valleytips.ca
1-800-222-TIPS

HOW CAN YOU HELP?

- **Donation of \$1,000 or Any Other Comfortable Amount**
- **In-Kind Donations of Space Rentals, Advertising, or Services**
- **Collaborating to Increase Awareness**
- **Sharing Content and Messaging**
- **Form a Partnership for Community Safety and Well-being**

Working together for safety and well-being across
Pembroke and Renfrew County.

THANK YOU!

Renfrew County
CRIME 
STOPPERS
www.valleytips.ca
1-800-222-TIPS

Bennett Blackwell, President & Chair
bennett@valleytips.ca



Program and Events Winter Update

Lucas Power, Program and Events Supervisor
Meeting Date: December 8, 2025



Fall Recap

Since the last recreation update...

- Launched the third year of Youth Club
 - Record attendance
 - Expansion of services
- Launch of Older Adults Club
- Successful events including:
 - Youth Club Homecoming Dance
 - Arnprior Day at the REDBLACKS
 - Trunk or Treat
 - Haunted Hall
 - Night of Nostalgia
 - Youth Club Dinner and a Movie
 - Float in the Santa Claus Parade

Background

Winter Recreation

- The winter months is historically tougher on Canadians to access recreation due to varying factors including physical and mental barriers.
- Data from Stats Canada shows that when winter recreation is within a 10-minute journey from their house, 8 out of 10 households will participate in outdoor recreation.
- The Recreation Team continue to find more services and programs to offer to our community in a safe and accessible manner.



Wintermission

What is Wintermission?

A campaign that features and highlights the many free or low cost activities available during the winter months including events, local parks and trails and more.

What is featured in this year's schedule?

- Holiday Skating
- Monday Movement
- Events
- Holiday Lights Contest
- Winter Wednesday
- Outdoor Rinks and Trails
- Lending Hub
- And much more!



Wintermission

Holiday Skating

- This year there are 24 free skates between December 19 and January 2.

Christmas Lights Contest

- Open for submission until December 20
- Community voting from December 20-22
- Winner announced December 23
- Full map to view and visit updated weekly.



Wintermission

Monday Movement

This is the weekly fitness program featuring local fitness instructors. Takes place on Mondays at 6:00pm

December 29 – Group Fitness (UF Gyms)

January 5 – Zumba (Katrina Kahn)

January 12 – Full Body Fitness (Simply Hart)

January 19 – Stretch, Strength and Core (Colleen Barrie)

January 26 – Aqua Fitness (Valerie Chambers)

February 2 – Chair Fitness (Danielle Hill)

February 9 – Mat Pilates (Denise Wiese)

February 23 – Yoga (Ro Nwosu)

Wintermission

Events

Optimist Winter Carnival

- January 9-18, 2026
- Wintermission publication will share event details as they emerge.

Tween Dance

- January 30, 2026
- A classic dance for ages 9-13 at the Nick Smith Centre

Wintermission

Events

FamFest – February 13-16, 2026

- Friday – Live Music with The Derringers
- Saturday – DJ Skate at the Sullivan Rink of Dreams
- Saturday – Live Family Feud
- Sunday – Winter Activities at Hydro Park East
 - Sliding Hill with Ottawa Valley Air Paddle
 - Snowshoeing
 - Snow man competition
 - Maple Toffee Bar from Mallards Milk Bar
 - Curling with Arnprior Curling Club
 - Live Music
 - Warming Station



Wintermission

Events

FamFest – February 13-16, 2026

- Monday – Family Day Fun
 - Pancake Breakfast with Arnprior Lions Club
 - Free Swimming
 - Free Skating
 - Family Entertainment
 - Face Painting
 - Balloon Twisting
 - Superhero and Princess visits
 - Arnprior Packers Game
 - Mad Science Show



Wintermission

Winter Wednesdays

Stay active with us at our weekly winter Wednesday seasonal activities. Free for Older Adult Club members and \$10 drop-in for those without.

January 7 - Snowshoeing

January 14 - Snowshoeing

January 21 - Snowshoeing

January 28 - Ice Skating

February 4 - Ice Skating

February 11 - Cross Country Skiing

February 18 - Cross Country Skiing

February 25 - Tai Chi (indoors)



What Else?

Day Camps

- December 22, 23
- December 29 – January 2
- January 30
- March Break Camp registration is now open

New Season of Youth Club

Continuing of the Older Adults Club, Sports Programs, Fitness Programs and much more.

Looking Ahead

What to expect over the next few months...

- Bunny Run 2026 registration is now open.
Merch sales to launch soon.
- St. Paddy's Party ticket sales
- Call for Performers for summer events
- Summer camp registration opening March 2



Stay in the Know!

Residents can stay updated with the latest information by:

- Visiting Arnprior.ca
 - Calendar.Arnprior.ca
 - Arnprior.ca/Programs
- Visit the Nick Smith Centre or Town Hall
 - Talk to a staff member
 - Pick up a copy of Arnprior Life
- Follow us on social media
 - Facebook – Arnprior Life
 - Instagram - @arnpriorlife
 - X - @Arnprior
 - LinkedIn – Town of Arnprior

Contact the Nick Smith Centre for support at any time
recreation@Arnprior.ca or 613.623.7301

Questions?



• WHERE THE RIVERS MEET •



Town of Arnprior Staff Report

Subject: Award of Standing Offer for Professional Engineering Services

Report Number: 25-12-08-01

Report Author and Position Title: Ryan Wall, Engineering Officer

Department: Operations

Meeting Date: December 8, 2025

Recommendations:

That Council award the following five engineering firms a place on the Town's Standing Offer List for Professional Engineering Services for the period from January 1, 2026 to December 31, 2030.

1. JL Richards & Associates Ltd.
2. Jp2g Consultants Inc.
3. Novatech Engineering Consultants Ltd.
4. Stantec Consulting Ltd.
5. WSP Canada Inc.

And Further that upon the CAO's approval of the final form of the documents, Council authorize the CAO to enter into an agreement with each of the five firms, using a modified MEA/CEO Client/Consultant Agreement.

Background:

Staff prepared a Request for Standing Offer (RFSO) document to obtain a list of qualified engineering firms for a period of up to five years, for the purpose of supplementing in-house engineering services. These firms allow staff to have direct access to industry expertise to review, analyze and prepare recommendations, and to provide quality customer service, effective delivery of projects, consistent and reliable engineering services, and supporting documentation and drawings. On October 8, 2025, staff circulated, by invitation, RFSO # PW-2025-08 Standing Offer for Professional Engineering Services to the following eight professional engineering firms:

1. Exp Services Inc
2. WSP Canada Inc
3. JL Richards & Associates Ltd.
4. Jp2g Consultants Inc.
5. Ainley Graham & Associates Limited
6. Robinson Consultants Inc
7. Novatech Engineering Consultants Ltd.
8. Stantec Consulting Ltd.

At the time of the submission deadline on November 19th, 2025, staff had received proposals, both technical and financial, from seven of the eight firms invited.

Staff assembled a review team that consisted of the General Manager, Operations, Engineering Officer, Facilities & Assets, and Engineering Officer, Civil to review the proposals, and as a team, evaluate and score each proposal in accordance with the following criteria:

Technical

1. Principle consultants (qualifications and experience)
2. Relevant experience
3. Available resources
4. Proof of Insurance (WSIB, Liability, Auto, Prof. Liability)
5. References

Financial

1. All applicable fees, costs and disbursements

Discussion:

Following the evaluation process, the review team ranked each of the seven firms as follows:

Proponents	Rank
Stantec Consulting Ltd.	1
JL Richards & Associates Ltd	2
JP2G Consultants Inc.	3
Novatech Engineering Consultants Ltd.	4
WSP Canada Inc.	5
Ainley Graham & Associates Limited	6
Robinson Consultants Inc.	7

Based on the final evaluation rankings, Staff are recommending that the top five (5) firms be awarded status on the Town's Standing Offer List for Professional Engineering Services for the period of January 1st, 2026 to December 31st, 2030.

Once the Standing Offer List has been established, Staff will endeavor to distribute individual assignments and opportunities equitably amongst the firms. Selection of firms for specific commissions will take into consideration: particular expertise and relevant experience required; availability of personnel; ability to respond; and the number and value of previous commissions.

Each commission under this Standing Offer List will be requested, authorized and managed by Staff within spending authorities. Staff will provide the firm with a description of the task to be performed in sufficient detail to enable the firm to establish a fixed amount or maximum upset amount for the task. The firm will then submit a proposal to the Town, including a fixed amount or maximum upset amount, together with supporting details (including a cost breakdown based upon fees set out in the proposals), prior to commencement of the work. Subject to the Town's acceptance of the proposal, the Town will issue a contract agreement and/or purchase order authorizing the firm to proceed with the work.

Options:

Council could choose to appoint a single engineer of record; however staff recommend having a list of qualified firms to select from provides a broader range of services and encourages more competitive pricing.

Policy Considerations:

By going through the request for proposal process to develop a standing offer list, staff have satisfied the requirements of the Town's Procurement Policy Bylaw No. 6942-19. In addition, Section 6.6 specifies that "Standing Offers may be utilized as an efficient method of managing the delivery of goods and services".

Financial Considerations:

There is no initial cost to the Town to develop a standing offer list of qualified engineering firms. As opportunities arise, subject to approved funding, firms from the standing offer list will be chosen by staff to submit a proposal, complete with costs, to complete the individual assignment. Each individual assignment will be funded through annual operating budgets and capital budgets depending on the nature of the assignment. Development review assignments will continue to be funded by developers in accordance with registered subdivision and site plan control agreements.

Meeting Dates:

N/A

Consultation:

- Patrick Foley, Engineering Officer, Facilities and Assets
- John Steckly, General Manager, Operations

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: 2025 Accessibility Status Report

Report Number: 25-12-08-02

Report Author and Position Title: Kaitlyn Wendland, Deputy Clerk, and Kaila Zamojski, Town Clerk

Department: Clerk's Office

Meeting Date: December 8th, 2025

Recommendations:

That Council approve the Town of Arnprior's 2025 Accessibility Status Report as presented; and

Further That the 2025 Accessibility Status Report be posted on the Town website.

Background:

In 2005, the Ontario Legislature adopted Bill 118 (*Accessibility for Ontarians with Disabilities Act, 2005*) with the goal to ensure that all Ontarians have fair and equitable access to programs and services and to improve opportunities for persons with disabilities.

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) replaced the *Accessibility for Ontarians Act, 2001* and extended accessibility requirements to both public and private entities. The Government of Ontario, the Legislative Assembly, every designated public sector organization and every other person or organization that provides goods, services or facilities to the public or other third parties and that has at least one employee in Ontario must follow the Integrated Accessibility Standards Regulation (IASR), to prevent and remove barriers for people with disabilities.

Ontario Regulation 191/11: Integrated Accessibility Standards Regulation (IASR) sets standards in five areas:

1. Customer Service
2. Information and Communication

3. Employment
4. Transportation
5. Built Environment

There are also the General Requirements that apply across the IASR. The requirement to have an Accessibility Plan in place is one such requirement. The Accessibility Plan outlines what steps the municipality will take to prevent and remove barriers that people with disabilities face when interacting with the municipality, and when it will implement each step. Each designated organization must review and update their plan at least once in every five-year period.

On April 11th, 2023, Council adopted the third Multi-Year Accessibility Plan in accordance with the IASR which has helped the municipality to remain in compliance with the Act and address the necessary areas specified in the regulations. This Plan spanned for only two (2) years to align with the Province of Ontario's 2025 AODA mandate for compliance with all standards. It is important to note that additional information regarding accessibility standards in Ontario, beyond 2025, have not been released by the Province of Ontario. Staff will continue to monitor for future guidance.

The current Multi-Year Accessibility Plan details where the Town stands when looking at accessibility legislation compliance, as well as how and when the Town is going to meet the various requirements of the legislation. As noted in the Plan, the Town of Arnprior is in compliance with current legislation, with ongoing items to be reviewed and acted upon on a regular basis. The Multi-Year Accessibility Plan also lists "Further Goals Above and Beyond the AODA and IASR" for multiple municipal facilities and areas. The Town endeavours to work toward completing these items, as budget permits and wherever grant opportunities arise.

In early 2026, a new Multi-Year Accessibility Plan will be presented to Council for implementation beginning in 2026. This plan will include feedback from the current Accessibility and Age Friendly Advisory Committee, as well as other stakeholders.

Discussion:

In accordance with the IASR, the Town of Arnprior is to complete an annual status report on the Multi-Year Accessibility Plan, detailing what items have been addressed, and which items of the plan continue to be on the radar for completion. Attached to this report is the 2025 Annual Accessibility Status Report. Staff would note at this time, when it comes to applicable legislative requirements, the Town continues to be in full compliance with the Act and continues to monitor areas that require ongoing attention.

The 2025 Annual Accessibility Status Report also includes an additional attachment “Summary of the 2024/2025 Facility Tours” completed by the current Accessibility and Age Friendly Advisory Committee. These findings will be included in the renewal of the Multi-Year Accessibility Plan in 2026.

Options:

Option 1 – Council could choose to amend the 2025 Accessibility Status Report

Option 2 – Council could choose not to approve the status report, which is not recommended by staff, as the Annual Accessibility Status Report is a requirement of the Integrated Accessibility Standards Regulation (IASR), and is a requirement to submit to the Province for compliance.

Policy Considerations:

The Town of Arnprior’s Strategic Plan has been considered in the development of the 2025 Accessibility Status Report in terms of Effective Service Delivery and improved Infrastructure, and with the inclusion of the core values of Inclusivity and Accessibility. Additional policies considered include:

- Town of Arnprior Accessible Customer Service Policy
- Town of Arnprior IASR Policy
- Town of Arnprior 2023-2025 Multi-Year Accessibility Plan
- Accessibility for Ontarians with Disabilities Act (AODA)
- Integrated Accessibility Standards Regulation (IASR)

Financial Considerations:

There is no cost associated with the approval of the 2025 Accessibility Status Report. However, necessary training and implementation of the various items included in the regulations will continue to incur some operational costs to the municipality, as well as the cost of implementing any maintenance/ infrastructure items being actioned under the “Further Goals Above and Beyond the AODA and IASR”. All these additional items being implemented have been listed in the attached summary chart, which encompasses part of the Annual Status Report Document. These items are completed under departmental operating budget funds, or as a capital budget item, or through grant funding. Capital items are added to the Long-Range Capital Forecast for Council consideration through the budget process, where required.

Meeting Dates:

Accessibility and Age Friendly Advisory Committee – November 19th, 2025

Consultation:

- Accessibility and Age Friendly Advisory Committee
- Director of Recreation
- General Manager, Operations
- Program and Events Supervisor
- Engineering Officer, Facilities and Assets
- Engineering Officer, Civil
- Manager of Culture/Curator

Documents

1. 2025 Town of Arnprior Accessibility Status Report

Signatures

Reviewed by Department Head: Kaila Zamojski

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



2025 Town of Arnprior Annual Accessibility Status Report

Background and Purpose

The 2025 Accessibility Status Report is the annual update on the Town of Arnprior's progress of measures taken to improve accessibility and implement the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Regulation 191/11: Integrated Accessibility Standards Regulation (IASR). The Town of Arnprior approved its third Multi-Year Accessibility Plan in 2023, being the 2023-2025 Multi-Year Accessibility Plan, as per the Act and its regulations. This plan assists the Town in adhering to the requirements of the AODA and IASR, as well as identifying any further accessibility related improvements that the Town of Arnprior should consider completing which are outlined in the Multi-Year Accessibility Plan under "Further Goals Above and Beyond the AODA and IASR." A new updated Multi-Year Accessibility Plan will be brought forward to Council in early 2026 for consideration.

This Status Report includes the initiatives completed in 2025 as outlined in the 2023-2025 Multi-Year Accessibility Plan, as well as identifies additional items that were completed to improve accessibility across the municipality. The purpose of this Status Report is to make the public aware of the Town of Arnprior's progress concerning the Multi-Year Accessibility Plan, and to prevent and remove barriers and meet requirements under the AODA and IASR.

This 2025 Annual Status Report will be made available on the Town's website at www.arnprior.ca/accessibility. It will also be provided to anyone who requests a copy, in addition to providing other accessible formats upon request.

Commitment to Accessibility

The Corporation of the Town of Arnprior is committed to promoting independence, dignity, integration and equality of opportunity for persons with disabilities. The municipality is committed to making the Town workplaces accessible and welcoming environments where both employees and customers are accommodated, in a timely manner, to meet their needs.

The Town's Multi-Year Accessibility Plan and annual status reports demonstrate the Town's commitment to modifying service delivery, programming and other workplace processes, policies and procedures to ensure equal access for all.

The Town's Accessibility and Age Friendly Advisory Committee plays a key role in assisting the Town of Arnprior in meeting its accessibility goals. The Advisory Committee has reviewed the multi-year accessibility plan and will continue to provide recommendations to Council on accessibility matters. The plan is also reviewed annually to highlight the progress made to date and identify any new priorities and recommended projects.

2025 Accessibility Achievements

General Initiatives

- The Accessibility and Age Friendly Advisory Committee was established in 2024 and has continued work on assessing the accessibility of Town policies and physical infrastructure. This included tours of all Town facilities to review the accessibility of each space. The summary of items raised by Committee Members, for consideration by the Town, have been included in the status report to be reviewed by staff for implementation.
- The Town continues to provide mandatory training to new staff and volunteers across the organization and has implemented annual training refreshers for all staff. These training sessions include:
 - AODA Customer Service Standards
 - IASR: Information & Communication Standards & Employment Standards
 - Unconscious Bias
 - Gender and Sexual Diversity
 - Diversity and Inclusion
- Autism in Sport training was provided to the client-focused, front-line Recreation team members as well as Arnprior and District Museum programming staff. This training provided a deeper understanding of autism in a sport and recreation environment and practical strategies for how to build rapport, teach skills and provide effective feedback to individuals with autism and their families.

- At the Nick Smith Centre, Recreation staff implemented an accessible sledge hockey program in 2022 through a Jumpstart Community Development Grant. Based on the success of the program, the Town has incorporated this sledge hockey program into the 2025 Operating Budget so that it can continue year-over-year.

Employment

- The Town continues to notify the public that accommodations will be provided upon request throughout all recruitment initiatives and the employment lifecycle.
- The Town continues to make a Return-to-Work Process available and individual accommodations/ accommodation plans for staff, where necessary and applicable.

Information and Communication

- There has been continued use of the accessible “Contact Us” form, for logging complaints, inquiries, requests for service, and compliments, through the Town’s website. Residents can submit information through the Town’s website and receive email confirmation of their ticket submission including its ticket number. A separate By-law Enforcement Contact Form has been implemented for ease of access to logging concerns for specific by-law enforcement related areas of interest.
- Staff continue to look at all documents posted on the Town’s website and update for accessibility, where possible.
- The Town’s website continues to be compliant with the accessibility regulations of WCAG 2.0 Level AA. In 2026, the Town will be developing a new website which will provide an opportunity to review/replace any potential inaccessible documents and well as review website content. The new website will exceed the minimum WCAG 2.0 requirements and will be WCAG 2.1.
- New access to other online payment and form submissions, as well as those previously provided (i.e. market vendor fees and licences) are available to the public. Staff are continuing to review other areas where online payments can be implemented.

Design of Public Spaces

- The Town continues to offer Community Improvement Grants specifically to support local businesses with accessibility upgrades.
- Fairview Park, located adjacent to the Nick Smith Centre, opened in spring 2025 and includes accessible pathways throughout and into the park, as well as an accessible splash pad, and accessible play features.
- In 2025, Tactile Walking Surface Indicators were added through construction projects in Town. This includes 14 new Tactile Walking Surface Indicators with the Edey St/MacDonald St Reconstruction Project and 102 with the Daniel St Reconstruction Project. These indicators are intended to be detectable underfoot when walking or by a long white cane. They are used to alert people with low or no vision of potential hazards, such as moving vehicular traffic ahead.
- Safety-related enhancements were also completed at the Edey St and Allan Dr intersection with the addition of marked pedestrian crosswalks.
- Sidewalk patching was completed across Town under the annual rolling road rehabilitation program. A total of 3,998m² of sidewalks were repaired or constructed in 2025.
- Two pedestrian crossovers (PXOs) were added in 2025. The County of Renfrew installed a PXO on Daniel St at the Ottawa Valley Rail Trail. The Town installed a PXO on Baskin Dr at Leo Moskos St.

- In 2025, construction for the Nick Smith Centre Arena Revitalization project began. The selected design will significantly enhance accessibility within both Arena A (Bert Hall Arena) and Arena B (Glenn Arthur Arena).
 - In the Bert Hall Arena, the project will provide for modern, accessible seating across the entire side of the exterior wall side of the space and enlarge the players' benches. It will also create a second storey between the two arenas that will have an elevator to permit access to new meeting room spaces, as well as provide a public mezzanine space overlooking both arenas. This enclosed and heated public viewing area would also provide twenty-four (24) additional spaces for accessible seating in addition to general spectator viewing.
 - In the Glenn Arthur Arena, the stands will be replaced with modern, accessible stands and the players' box will also be enlarged.
 - Both arena surfaces will have a zero-degree entry at all doors and benches supporting accessibility on and off the ice, for sports like sledge hockey. The design also features a raised apron on the west side of each arena to allow for those in wheelchairs to view the ice surface from the side and/or from the front row of the stands (there are sections of accessible & companion seating in the front row of each stand).
 - By November 2025, both arenas were open for use and the new spectator stands have been installed. The project is anticipated to be fully completed in early 2026
- The salt box and tools (i.e. shovels) at the Museum have been relocated out of the turning radius at the base of the accessible ramp to ensure that there is enough space for the movement of mobility aids and their caretakers (where applicable).
- Signage was added on the front door of the Museum to note that an accessible ramp is available at the rear of the building.

Next Steps for Accessibility

- Complete the Town of Arnprior's AODA Compliance Report for the Province of Ontario by December 31st, 2025. Staff are in the process of drafting this report and it will be submitted to the Province by the required deadline.

- The Town will need to continue to consult with the public, persons with disabilities and the Accessibility and Age Friendly Advisory Committee.
- Re-audits of Town facilities and parks will continue to take place regularly as equipment reaches the end of its useful life and necessitates replacement.
- Evaluate and schedule accessible improvements to be made as identified through the accessibility tours of Town facilities completed by the Accessibility and Age Friendly Advisory Committee.
- Continue to review corporate policies and by-laws to ensure accessibility compliance.
- Continue to monitor the corporate website and web content as well as update existing web content for accessibility.
- Continue to welcome accommodations throughout the recruitment, selection process and employment lifecycles.
- Ensure new facilities and reconstruction are designed with accessibility features being incorporated.

2025 Status Report – Summary Chart of “Actioned Further Goals Above and Beyond the AODA and IASR”

The Town of Arnprior continues to endeavour to go above and beyond the legislative requirements of the AODA. Attached as Appendix A to this report, a summary chart outlines the progress and accomplishments made on any Further Goals as recommended by the Accessibility Advisory Committee. For ease of reference, all goals have been marked with their current status (Completed, Scheduled, Ongoing, In Progress) and notes have been provided to explain the overall progress made on the identified areas in the Plan. Appendix B highlights action items identified by the Accessibility and Age Friendly Advisory Committee on the facility tours in 2024/25 and these will be incorporated into the revised Multi-Year Accessibility Plan for 2026-2029.

Let Us Know What You Think

Members of the public are encouraged to provide comments on the Town of Arnprior's Multi-Year Accessibility Plan, the Accessibility Plan Status Reports, and any other accessibility related matter.

The Multi-Year Accessibility Plan and Annual Accessibility Status Reports are made available through a number of efforts:

Website:

www.arnprior.ca/accessibility

Hard Copy:

Town of Arnprior Municipal Office
105 Elgin Street West
Arnprior, Ontario, Canada
K7S 0A8

Contact Information:

For more information or to provide feedback / request an accommodation, please contact:

Kaila Zamojski, Town Clerk
Email: kzamojski@arnprior.ca
Phone: 613-623-4231 Ext. 1818

Kaitlyn Wendland, Deputy Clerk
Email: kwendland@arnprior.ca
Phone: 613-623-4231 Ext. 1817

Appendix A

2025 Status Report - Summary Chart of “Actioned Further Goals Above and Beyond the AODA and IASR”

In the 2023-2025 Multi-Year Accessibility Plan, the Town identified a number of additional goals above and beyond legislated AODA and IASR requirements. For scheduled projects, it is important to note that these are based on the Long-Range Capital Forecast (LRCF) which is subject to change through the annual budget process.

General Goals

Goal	Current Status	Notes
Increase internal staff knowledge on providing accessible communication materials for public consumption.	Ongoing	Town staff continue to undertake work to increase their ability to serve diverse populations. Programming staff from the Nick Smith Centre and Arnprior and District Museum have completed Autism in Sport training which focusses on including individuals with autism and their families in recreational programming. Recreation staff also participated in a Principles of Healthy Aging Training to provide programming and support to seniors.
Continue to improve accessibility for future document additions to the Town website.	Ongoing	The Clerk's office continues to add accessible versions of documents to the website and is ensuring that new documents are posted in an accessible format, or available in an alternative format upon request. The Clerk's office is also working to ensure it is a project requirement for contractors to provide accessible formats of reports, through the RFP process.

Goal	Current Status	Notes
Complete minor facility upgrades including improving contrast colour strips on doors and stairs across all Town sites where conditions necessitate replacement and installing accessible features (where appropriate).	Ongoing	Town staff continue to address necessary accessibility-related minor capital projects as needed. This is considered to be a standard practice across the organization. As part of the Nick Smith Centre Arena Revitalization, additional accessible doors have been installed.
Utilize accessible design elements across all Town sites to ensure accessibility for individuals with dementia (i.e. high contrast, maximized natural light, avoid bold/proximate patterns).	Ongoing	Town staff have begun to take a look at dementia-friendly accessible practices (i.e. high contrast toilet seats, use of imagery on doors, etc.). This includes high contrast markings on doors and stairs at Town Hall. This priority will be addressed further as renovations to facilities and areas of facilities are completed.
Install accessible wayfinding signage at Town sites (lifecycle replacements) in accordance with the Town's Signage and Wayfinding Policy (By-Law 7026-20).	Completed	Through the operating budget, wayfinding signage will be added in 2025 and all signage will adhere to the requirements of the Signage and Wayfinding Policy. The NSC Arena Revitalization Project also included new wayfinding signage at the Nick Smith Centre arenas.
Continue to incorporate accessible features into new Town-funded road reconstruction projects (where possible).	Ongoing	The Town continues to add tactile surface walking indicators at pedestrian crossings in road reconstruction projects. In addition, the Operations Department has implemented various traffic calming approaches including flexi-posts at existing pedestrian cross-overs (PXOs) and pavement markings to narrow driving lanes (i.e. Cranston Street). Additional measures may be taken following completion of the Transportation Master Plan. Accessible parking options were added on Edey Street. Two pedestrian crossovers (PXOs) were added in 2025. The County of Renfrew installed a PXO on Daniel St at the Ottawa Valley Rail Trail. The Town installed a PXO on Baskin Dr at Leo Moskos St.

Goal	Current Status	Notes
Review / Update Emergency Evacuation Plans for Town facilities to improve accessibility (as required).	Completed	Plans exist for all Town facilities.
Seek out grants and alternative funding sources from upper levels of government and/or the private sector to enable scheduled projects to be completed sooner.	Ongoing	<p>Town staff continue to monitor both public and private funding opportunities related to accessibility.</p> <p>The Town received grant funding from the Sport For All Fund to complete accessible upgrades to the alternative dressing room at the Nick Smith Centre.</p> <p>The Town received grant funding from the Ontario Seniors Community Grant Program which has supported the development of the Older Adults Club to provide more programming opportunities for seniors.</p> <p>The NSC Arena Revitalization Project received \$1 million from the Community Sport and Recreation Infrastructure Fund which has helped fund accessible upgrades in both arenas.</p>

Goal	Current Status	Notes
Implement a Step Safe program, a public reporting process to identify sidewalk trip hazards requiring repair.	Completed	The Operations Department has implemented a new sidewalk inspection protocol where summer students conduct sidewalk inspections on all Town sidewalks each summer, mark potential tripping hazards and record their location for further review. For hazards that exceed provincial regulations, Operations staff determine a plan to fix the issue and schedule its repair into the annual sidewalk rehabilitation program. In addition, the Town's online complaint management system provides an easy opportunity for clients to submit any concerns that they notice which will be reviewed by Operations staff in accordance with the policy.
Conduct a public awareness campaign targeting residents and business owners regarding the rules and regulations for service animals.	Complete	The Clerk's office developed a Service Animal Fact Sheet that is posted on the website and is available in paper format upon request. In 2026 the Clerk's office will work with the Community Services branch to provide more resources to businesses.
Continue to engage with local businesses and business groups to educate and share information on the importance of accessibility and the programs offered to assist with accessibility upgrades (i.e. new Community Improvement Plan).	Ongoing	<p>The Community Services branch continues to encourage local businesses to incorporate accessibility upgrades into their projects. They are also exploring new ways to have businesses support accessibility throughout the Town.</p> <p>The Community Services branch continues to work with Downtown businesses about appropriate placement for sidewalk signage to ensure accessible pedestrian routes along sidewalks.</p> <p>In 2026, the Community Services Branch will develop educational materials for downtown businesses</p>

Goal	Current Status	Notes
		about the appropriate location for garbage and recycling receptacles to be placed as to not block the path of travel on sidewalks.
Incorporate outdoor centre road lines painted on streets to assist the visually impaired where they are not painted and where deemed appropriate.	Ongoing	The Town continues to implement pavement markings in accordance with the Ontario Traffic Manual based on the road classification, speed, traffic volumes and road configuration. Centerlines are also repainted on an annual basis on high-traffic roads.

Town Hall Goals

Goal	Current Status	Notes
Emergency Evacuation Plan to be completed	Completed	The Town Hall Fire Safety Evacuation Plan has been finalized in 2024 and was rolled out to staff in 2025.

Stanley Tourangeau Fire/Police Services Centre Goals

Goal	Current Status	Notes
Install automatic door opener for meeting room to increase accessibility for volunteer firefighters, class visits and rental bookings.	N/A	At this time, it is not feasible to install an automatic door opener for this meeting room. Since the meeting room is not a public meeting space, accommodations can be made to support staff or volunteers on an as-needed basis.

Nick Smith Centre Goals

Goal	Current Status	Notes
Make change rooms (pool and arena) fully accessible.	Scheduled	<p>This project has been scheduled in years one to five of the Long-Range Capital Forecast. Staff continue to look for grant opportunities to complete this project sooner.</p> <p>The Town received grant funding from the Sport For All Fund to complete accessible upgrades to the alternative dressing room at the Nick Smith Centre.</p>

Goal	Current Status	Notes
Make all washrooms fully accessible	Scheduled	<p>The Town has scheduled projects to create accessible washrooms in years one to five of the Long-Range Capital Forecast. Staff continue to look for grant opportunities to improve washroom accessibility across the Nick Smith Centre building.</p> <p>Design for upgraded washrooms at the Nick Smith Centre will begin in 2026 pending budget allocations.</p>

Goal	Current Status	Notes
<p>Increase the accessibility of Arena A, including installing handrails in the stands and incorporating accessibility features into the planned renovations.</p>	<p>Scheduled</p>	<p>In 2025 construction began on the Nick Smith Centre Arena Revitalization project. The selected design will significantly enhance accessibility within both Arena A (Bert Hall Arena) and Arena B (Glenn Arthur Arena).</p> <ul style="list-style-type: none"> • In the Bert Hall Arena, the project will provide for modern, accessible seating across the entire side of the exterior wall side of the space and enlarge the players' benches. It will also create a second storey between the two arenas that will include an elevator to permit access to new meeting room space as well as provide a public mezzanine space overlooking both arenas. This enclosed and heated public viewing area would also provide twenty-four (24) additional spaces for accessible seating in addition to general spectator viewing. • In the Glenn Arthur Arena, the stands will be replaced with modern, accessible stands and the players' box will also be enlarged. • Both arena surfaces will have a zero-degree entry at all doors and benches supporting accessibility on and off the ice and sports such as sledge hockey. • The anticipated project completion date is early 2026.

Parks, Trails and Recreational Amenity Goals

Goal	Current Status	Notes
<p>Complete the accessibility upgrades outlined in the Waterfront Master Plan with continued consultation with the Accessibility and Age Friendly Advisory Committee (AAFAC) as the project moves forward.</p> <ul style="list-style-type: none"> • Make the washrooms fully accessible. • Install an accessible pathway into the water on the beach area. • Install an accessible pathway to the Canteen, Gazebo, Splash Pad and Playground. • Lower the service counter at the Robert Simpson Park Canteen building. 	Scheduled	<p>In late 2025, staff began the initial public consultation process for the Robert Simpson Park Revitalization which will include upgrades to the upper level of the park. The project will include new play features, a new splash pad, upgraded washrooms, improved pathways, and new seating areas; all with a goal to improve accessibility.</p> <p>In Summer 2025, the accessible mats and accessible beach chair were installed again and they have been successful at increasing accessibility from the walking trail into the Ottawa River.</p>
<p>Design and install accessible features at new and redeveloped community parks, trails and recreational amenities across the Town, including play structures, picnic tables, rest benches, swing sets, pathways, and other accessible play elements.</p>	Ongoing	<p>The design for parkland in the Marshall's Bay Meadows Subdivision Phase 2 will be completed in 2027.</p> <p>Construction at Fairview Park is completed, and the park opened in Spring 2025. New and revitalized parks will include accessible amenities, where possible.</p>

Arnprior and District Museum Goals

Goal	Current Status	Notes
Provide access to exhibits on all three (3) floors of the Museum and adopt practices to ensure that exhibits are available to people of all abilities (i.e. verbal descriptive elements and closed captioning).	Ongoing	The Manager of Culture / Curator continues to implement virtual offerings and programs based on the main floor that are accessible to all. In addition, new audio tours will be available in 2026.
Install an elevator in the D. A. Gillies Building to allow full access to upper floors by individuals with mobility-related disabilities.	Scheduled	This item has been tentatively included in years six to ten of the Long-Range Capital Forecast, subject to grant availability.
Make the shared parking lot between the D. A. Gillies Building and the Arnprior Public Library Building more accessible by grading the parking lot surface.	Scheduled	This item has been tentatively included in years one to five of the Long-Range Capital Forecast, subject to grant availability. In 2025 the parking lot was resurfaced and painted.
Continue to install explanation tools (audio and/or braille) for new exhibits.	Ongoing	The Manager of Culture / Curator continues to create exhibits with accessible audio-visual elements (i.e. audio recording and/or braille) where possible.

Appendix B – Summary of 2024/2025 Accessibility and Age Friendly Advisory Committee Facility Tours

Below is a summary of the findings from the facility tours that the Accessibility and Age Friendly Advisory Committee completed throughout 2024 and 2025. These items will be included in the renewal of the Multi-Year Accessibility Plan in 2026.

Goal	Notes
Construction of universal and accessible washrooms at the Nick Smith Centre.	In future renovations of the Nick Smith Centre, all washrooms in the facility should be designed to meet accessibility requirements such as sufficient turning radius and high contrast.
Accessible emergency exits at the Nick Smith Centre.	Evaluation is being completed of the thresholds at emergency exits to determine if ramps need to be installed at exits that have a lip or step. These evaluations and updates will continue into 2025/2026.
High contrast markings for sharp edges and hazards at the Nick Smith Centre.	Evaluation is being completed to identify all locations warranting high contrast markings within the Nick Smith Centre, including the countertops at the canteen and within the pool viewing room. Updates will be completed in 2025/2026.
Accessible upgrades to pool and arena changerooms at the Nick Smith Centre.	<p>When upgrades to the pool changerooms are scheduled, accessible updates should include a zero-degree threshold between showers and pool deck area, wider benches, seats with backs, and addition of a mobility aid in the showers.</p> <p>Arena changerooms will also require the addition of accessible door openers and other accessibility features when they are scheduled for upgrades.</p>
Accessible door openers for arenas at the Nick Smith Centre.	Accessible door openers should be installed on all doors leading into arenas A and B, including to changerooms and the exterior.

Goal	Notes
Design and complete upgrades to improve the accessibility at the Marina, including for pedestrian access.	<p>Through the rolling road rehabilitation project, consideration for a paved road surface at the Marina to enhance accessibility.</p> <p>Addition of paved, accessible pedestrian pathways throughout the Marina and connecting to other amenities such as the Gillies Trail will be completed when funding becomes available.</p> <p>Addition of an accessible portable toilet to accompany the existing portable toilet at the Marina to be completed when funding becomes available.</p>
Relocation of the accessible parking stall at the D. A. Gillies Building.	The accessible parking stall at the D. A. Gillies Building will be relocated to the left side of the cement base of the accessible ramp for better access. This will be scheduled when funding becomes available.
Accessible washroom at the D. A. Gillies Building.	Update entrances to accessible washroom to meet minimum width requirements from both the community room and the lobby area entrances. To be completed when funding becomes available.
More shade and seating options at Fairview Park.	Consideration for additional trees or shade structures to support more shade spots and additional seating options such as picnic tables or benches within the new park.
Accessing accessible play features.	Evaluating options to allow mobility device users to appropriately approach accessible play features such as the accessible swing (i.e. having more pathways instead of grass/mulch).
Increased signage for accessible supports offered by the Town such as beach/water wheelchairs.	Many residents are not aware of accessible supports that the Town offers and increasing signage will help increase awareness.

Goal	Notes
Supporting sensory friendly meeting spaces within Town facilities.	Evaluate ways to increase sensory friendly meeting spaces, both in new spaces as well as existing spaces, such as lighting options and paint colours.
Identifying accessible features of Town programs and events.	Investigate ways to inform residents of the accessible options that will be available when participating in Town programs and events.
Providing sensory kits for use during Town programs.	Investigate ways to support individuals with sensory needs in participating in Town programs such as providing appropriate eyewear, headphones etc.



ARNPRIOR

Minutes of the Accessibility and Age Friendly Advisory Committee Meeting

September 3rd, 2025

6:30 PM

Nick Smith Centre & Fairview Park

Committee and Staff Attendance

Committee Members Present (In-Person):

Tom Burnette, Vice Chair
Sharon Law, Committee Member
Sarah Tait, Committee Member

Committee Members Present (Electronic):

Committee Members Absent:

Amanda Deschamps, Committee Member

Town Staff Present:

Kaitlyn Wendland, Deputy Clerk
Graeme Ivory, Director of
Recreation
Kelly Vieira, Client Services
Coordinator

1. Call to Order

Tom Burnette, Acting-Vice Chair, called the meeting to order at 6:30 PM and welcomed those present.

The Committee appointed Councillor Tom Burnette to be the acting Chair of the Committee.

2. Roll Call

The roll was called, with all Members of the Committee being present except Amanda Deschamps.

3. Land Acknowledgment

Tom Burnette, Vice Chair, asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

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

4. Adoption of Agenda

Resolution Number 012-25

Moved by Sarah Tait

Seconded by Sharon Law

Be It Resolved That the agenda for the Accessibility and Age Friendly Advisory Committee Meeting dated Wednesday, September 3rd, be adopted as amended with Item 10 (New Business) being moved to before Item 7 (Presentations/Delegations).

Resolution Carried

5. Disclosure of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 013-25

Moved by Sarah Tait

Seconded by Tom Burnette

Be It Resolved That the minutes for the June 4th, 2025, Accessibility and Age Friendly Advisory Committee meeting be adopted.

Resolution Carried

Resolution Number 014-25

Moved by Sarah Tait

Seconded by Sharon Law

That the minutes for the July 2nd, Special Accessibility and Age Friendly Advisory Committee Meeting be adopted.

Resolution Carried

10. New Business

a) Fairview Park – Accessibility Tour

Committee Members and staff attended Fairview Park. Highlights of the discussion items on the Accessibility Tour included:

- Need for a shade structure.
- Added signage about availability of water wheelchair for use at the splashpad.
- Enjoyed that the park has different features than some other spaces in Town.
- Would like to see some picnic tables to allow people to stay at the park longer.
- Explore options to get closer to the swings with mobility devices.

b) Roundtable Discussion

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

- Graeme Ivory, Director of Recreation noted the following:
 - Robert Simpson Park public consultations for the park refresh will be held in the Fall. This refresh will include the washrooms, play features, splashpad, trails etc. Looking for the Committee to give feedback prior to final design selection and possibly attend this meeting if available.
 - At the Nick Smith Centre, the Glenn Arthur arena will be reopening on September 25th and Bert Hall arena will reopen in October. Invited Committee Members to come tour through the arenas.

7. Presentations/ Delegations

a) Sensory-Friendly Spaces, Leslie Anne Hook, Resident & CDAC Member provided an overview of the information in the agenda package.

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

- Explore options to make more sensory friendly lighting options in Town spaces.
- Designate sensory friendly meeting rooms.
- Add sensory labels to programs/events to support attendees.
- Understanding the impact of paint colours.
- Increase training for staff about invisible disabilities.
- Input sensory friendly considerations in the new Multi-Year Accessibility Plan.

Acting Chair Tom Burnette thanked Leslie Anne Hook for her presentation.

9. Matters Tabled/ Deferred/ Unfinished Business

None

10. Staff Reports

None

11. Adjournment

Resolution Number 015-24

Moved by Sarah Tait

Seconded by Sharon Law

That the Accessibility and Age Friendly Advisory Committee adjourn at 8:06 PM.

Resolution Carried



**Minutes of the Culture and Diversity Advisory Committee Meeting
October 6, 2025, at 6:30 PM
Town Hall Council Chambers – 105 Elgin St. W. Arnprior**

Committee and Staff Attendance

Committee Members Present:

Michael Bradley, Chair
Chris Couper, Vice Chair
Dan Lynch, County Councillor
Jennifer McGuire, Committee Member

Town Staff Present:

Emily Stovel, Manager of Culture /
Curator (electronically)
Kaila Zamojski, Town Clerk
Kaitlyn Wendland, Deputy Clerk

Committee Members Absent:

Leslie Anne Hook, Committee Member
Jo Ann Pecaskie, Committee Member

1. Call to Order

Michael Bradley, Chair, called the meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of the Committee being present except Leslie Anne Hook and Jo Ann Pecaskie.

3. Land Acknowledgment

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

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

4. Adoption of Agenda

Resolution Number 020-25
Moved by Jennifer McGuire
Seconded by Dan Lynch

Be It Resolved That the agenda for the Culture and Diversity Advisory Committee Meeting dated Monday, October 6th, 2025, be adopted.

Resolution Carried

5. Disclosure of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 021-25
Moved by Chris Couper
Seconded by Jennifer McGuire

Be It Resolved That the minutes for the September 2, 2025, Culture and Diversity Advisory Committee meeting be adopted.

Resolution Carried

7. Presentations/ Delegations

None

8. Matters Tabled / Deferred / Unfinished Business

a) Land Acknowledgement Workshop – Finalize Statement, Emily Stovel, Manager of Culture/Curator

Emily Stovel, Manager of Culture/Curator provided the Committee with an overview of the Draft Land Acknowledgement Statement structure and guided a discussion on amending the template statement. A summary of the discussion follows:

- Members discussed their individual understanding of reconciliation and what it means to them.
- Questions were raised and discussed on the need for/importance of land acknowledgment statements and personalization of them.
- The role and importance of contextualizing the land acknowledgment statement to the event or meeting.
- Members will take time to further review the draft statement and provide written feedback in advance of its presentation to Council.

Jennifer McGuire vacated her seat at 7:36 PM. Quorum was lost, and the meeting was suspended. Jennifer returned to her seat at 7:38 PM and the meeting resumed.

9. Staff Reports

a) Curators Report – Manager of Culture/Curator

Resolution Number 022-25
Moved by Dan Lynch
Seconded by Chris Couper

That the Culture and Diversity Advisory Committee received the Curators Report for information.

Resolution Carried

The Manager of Culture/Curator provided an overview of the report provided in the agenda package.

Chair Michael Bradley vacated his seat at 7:53 PM. Quorum was lost and the meeting was suspended. Chair Michael Bradley returned to his seat at 7:55 PM and the meeting resumed.

Discussion ensued among Committee members with the following being a summary of the comment:

- Discussion surrounding funding for a future Cultural Plan took place.
- Members will look at the Cultural Plans from other municipalities and identify points that they would like to see in Arnprior's Cultural Plan.
- It was noted that a Cultural Plan should be done for a 5-year time frame, given that the Town is just beginning this process.
- Suggested identifying different options for cultural planning that may come in at different price points.

10. New Business

a) Roundtable Discussion

Discussion ensued among Committee Members with the following being a summary:

- In the future, the Blanket Exercise should not be done at the Nick Smith Centre because of the difficulties with hearing the facilitators. It should be hosted somewhere quieter like the library. Overall, the exercise was great and very beneficial.
- Suggested that next year the Town invite local schools to attend the flag raising on National Day for Truth and Reconciliation, September 30th, to encourage more support.

11. Adjournment

Resolution Number 023-25

Moved by Jennifer McGuire

Seconded by Dan Lynch

That the Culture and Diversity Advisory Committee adjourn at 8:11 PM.

Resolution Carried



**Minutes of the Environmental Advisory Committee Meeting
September 15th, 2025
6:30 PM
Council Chambers – Town Hall**

Committee and Staff Attendance

Committee Members Present:

Natalie Deveau, Chair
Chris Toner, Vice Chair
Barry Goodman, Committee Member
Lessia Stefanison, Committee Member
Ted Strike, Councillor (6:52 PM)
Alexis Young, Committee Member

Committee Members Absent:

Ben Shearer, Committee Member

Town Staff Present:

Kaitlyn Wendland, Deputy Clerk
Graeme Ivory, Director of Recreation
Sheena Baum, A/Environmental
Engineering Officer
Alix Jolicoeur, Manager of
Community Services/Planner
Kelly Vieira, Client Services
Coordinator
Emily Stovel, Manager of
Culture/Curator

1. Call to Order

Natalie Deveau, Chair, called the meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of the Committee being present except Councillor Ted Strike and Ben Shearer.

3. Land Acknowledgment

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

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

4. Adoption of Agenda

Resolution Number 011-25

Moved by Barry Goodman

Seconded by Lessia Stefanison

Be It Resolved That the agenda for the Environmental Advisory Committee Meeting dated Monday, September 15th, 2025, be adopted as amended, with the removal of item 7b.

Resolution Carried

5. Disclosure of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 012-25

Moved by Alexis Young

Seconded by Chris Toner

Be It Resolved That the minutes for the June 16th, 2025, Environmental Advisory Committee meeting be adopted.

Resolution Carried

7. Presentations/ Delegations

a) Just Good Compost, Will Affleck

Will Affleck, representative of Just Good Compost, provided a presentation about their initiatives and services, noting these services are now available in Arnprior and surrounding areas for private residents to subscribe to.

Discussion ensued among Committee members, with the following being a summary of the comments:

- This company can take by-products of Food Cyclers materials.
- The Town of Carleton Place is providing a rebate to their residents who participate in this program.
 - Committee Members discussed the possibility of making a recommendation to Council about providing a subsidy to residents for utilizing services like Just Good Compost.
- The Town can look into posting the information for these services on their website and social media for resident information.
- Staff can investigate if this information about Just Good Compost can be featured in Arnprior Life's Winter Issue.
- The pamphlets provided by Just Good Compost can be placed in the lobby for residents to pick up.

- Vice Chair Toner noted he would be able to provide this company with information to connect with the schools and other service industries and organizations in our community.

Councillor Ted Strike arrived at 6:52 PM.

c) Dark Sky Initiative, Alexis Young, Committee Member

Alexis Young, Committee Member, provided the Committee with an overview of the presentation provided in the package.

Alix Jolicoeur, Manager of Community Services/Planner discussed the Town's Sign By-law and Official Plan.

Discussion ensued among Committee members, with the following being a summary of the comments received:

- Feedback from businesses and staff varies widely on whether or not to adopt this initiative.
- The Town is looking at bringing in an LED sign component to the Sign By-law.
- More research is required on colour temperatures.
- The draft Sign By-law will come for feedback for this Committee to review and discuss further.
- Highlighted official plan comments and opportunity for feedback in future.

Councilor Chris Toner, Vice Chair, asked that the Town look into focusing on local level initiatives for people's homes in the meantime. Also to investigate sharing resources, and support community implementation.

Sheena Baum, Environmental Engineering Officer, advised of local places to get dark sky certified fixtures.

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

None

10. New Business

a) Pollinator Garden Updates, Chris Toner, Vice-Chair and Alexis Stefanison, Committee Member

Chris Toner, Vice-Chair and Alexis Stefanison, Committee Member, provided an update for the Committee on the Pollinator Garden, noting that there has been an

approved grant with the Canadian Wildlife Federation, supplying seed, signage, and plants for spring and some money to the Town. Location is to be the meadow garden by the Town Marina. Remediation of the space and removal of invasive species is required prior to beginning. Sheena Baum, Environmental Engineering Officer, noted that she will assist in the removal process of the invasive species.

Committee members asked to provide a community planting date. Staff noted that more information will come forward as an update at the next meeting.

b) Safe Bicycling and Active Transportation, Lessia Stefanison, Committee Member

Lessia Stefanison, Committee Member discussed the following:

- Cycle tourism in Renfrew County is taking place in October.
- Share the road signage is lacking in the community, and it was asked if staff could look into getting more of this signage posted throughout Town in appropriate areas. Discussion ensued surrounding signage options for active transportation. It was noted by staff that more biking infrastructure is included as part of the Transportation Master Plan.
- More education is needed for residents on how to work with motorists/bikers.
- Committee Member noted that they would share link with the Committee for the Almonte Cycling Event taking place on October 17, 2025, at a cost of \$30.

c) Committee Workplan Discussion

Natalie Deveau, Chair, asked the Committee for any updates regarding the workplan. Discussion ensued amongst Committee Members resulting in the following updates to the workplan:

Focus 1: Support Local Flora	Update/ Completed
Pollinator garden in Town	Discussed earlier
Educational materials for residents about native and pollinator species	
Garden Awards	October meeting
Understanding heritage/natural protected sites zoning	
Dark Sky Initiative	Discussed earlier
Bee City Canada Initiative	Awaiting direction from Council, Mayor to read Proclamation

Focus 2: Waste Reduction	Update/ Completed
Alternatives to traditional curbside green bin collection	Discussed
Foodcycler Promotion	Castle Garth input? Updates on continued use?
Educational materials to support proper recycling	
Focus 3: Healthy Waterways	Update/ Completed
Reduce the spread of aquatic invasive species	
Educational materials to support residents in reducing invasive species spread	Completed
Options for cleaning boats at marina	
Focus 4: Carbon Footprint Reduction	Update/ Completed
Increase efficiencies/energy conservation at Town Buildings	
Supporting active transportation	Discussed earlier
Energy efficiencies in new developments	Ben Shearer, Committee Member Alexis Young, Committee Member

d) Roundtable Discussion

Kaitlyn Wendland, Deputy Clerk, noted that the Town will be putting together a Proclamation with information and theme days for Waste Reduction Week.

Barry Goodman, Committee Member, provided information about the McNamara Trail Celebration.

11. Adjournment

Resolution Number 013-25

Moved by Ted Strike, Councillor

Seconded by Alexis Young, Committee Member

That the Environmental Advisory Committee adjourn at 8:30 PM.

Resolution Carried

**The Corporation of the
Town of Arnprior**

By-Law No. 7642-25

A by-law to appoint engineering consultants to a standing offer list for the period of January 1st, 2026 to December 31st, 2030.

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

Whereas in accordance with the Town's Procurement By-law 6942-19, Standing Offers may be utilized as an efficient method of managing the delivery of goods and services, and

Whereas Request for Proposal for Professional Engineering Services Five (5) Year Standing Offer Agreement RFSO PW-2025-08 was circulated to eight engineering firms to submit proposals and a total of seven proposals were received and considered.

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

1. **That** Council appoints the following engineering consultants to a standing offer list for the provision of professional engineering services for the period of January 1st, 2026 to December 31st, 2030:
 1. JL Richards & Associates Ltd.
 2. Jp2g Consultants Inc.
 3. Novatech Engineering Consultants Ltd.
 4. Stantec Consulting Ltd.
 5. WSP Canada Inc.
2. **That** upon the CAO's approval of the final form of the foregoing documents, Council authorizes the CAO to enter into an agreement with each of the five firms, using a modified MEA/CEO Client/Consultant Agreement.
3. **That** any by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.
4. **Further That** this by-law shall come into force and effect on the day of its adoption.

Passed in open Council this 8th day of December 2025.

Lisa McGee, Mayor

Kaila Zamojski, Clerk

That this by-law be deemed adopted on _____ 2025.

The Corporations of the Town of Arnprior

By-law Number 7643-25

Being a by-law to amend By-law 7364-23 (Procedure By-law), to replace necessary wording for the position of Deputy Mayor following the 2026 Election.

Whereas Section 238 of the Municipal Act, 2001, as amended, stipulates that every municipality and local board is required to pass a Procedure By-Law governing the calling, place and proceedings of meetings; and

Whereas Council shall also follow the regulations as set out within the Municipal Conflict of Interest Act; and general parliamentary rules of procedures; and

Whereas Council directed staff, by way of Resolution 369-24, to implement necessary policy changes surrounding the approval of the implementation of the elected position of Deputy Mayor for the 2026 Municipal Election and following term of Council; and

Whereas Council passed By-law 7611-25, which amended the Council Composition to include an elected Deputy Mayor for the full term; and

Whereas the Council of the Corporation of the Town of Arnprior deems it necessary to amend its existing Procedure By-law 7364-23.

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

1. **That** Schedule A to By-law 7364-23 be amended as follows:

Section Number	Amended Wording
1. Definitions	Replace definition of Deputy Mayor as follows: “ Deputy Mayor ” means the member of Council elected to the office of Deputy Mayor and to act in the place of the Mayor, in their absence, as elected to represent the Town. The Deputy Mayor shall also act as the representative for the Town at the Upper-Tier Council, the County of Renfrew.
3.1 (b)	Remove full paragraph
3.2 Term of Deputy Mayor	Replace wording as follows: “The term of appointment shall be for the elected term of Council.”
3.3 Substitute Deputy Mayor	Replace wording as follows: “If during the term, the Deputy Mayor elected is absent from the municipality or absent through illness, Council will by

Section Number	Amended Wording
	motion appoint another of its Members to act as Chair of the meeting(s)."
3.4 Member of Upper-Tier Council – County Councillor	<p>Change title of section 3.4 to read as follows:</p> <p>"3.4 Member of Upper-Tier Council – Deputy Mayor"</p> <p>Replace wording as follows:</p> <p>"The Deputy Mayor shall be Council's representative on County Council and shall represent the Town in County Council business. The Deputy Mayor shall report any relevant information stemming from County Council business at Council and in a timely manner to Town Council."</p>
5.6 Seating Arrangements	<p>Replace wording of sentence two as follows:</p> <p>"The Deputy Mayor shall sit in the seat to the immediate right of the Mayor."</p>
7.1 Preparation of Agenda	<p>Replace the wording under Content of Agenda & Order of Items - Council Meetings, immediately following "Mayor's Report", as follows:</p> <ul style="list-style-type: none"> ○ "Deputy Mayor's Report"
7.14 (b) County Councillor's Report	<p>Change title of Section 7.14(b) to read as follows</p> <p>"Deputy Mayor's Report"</p> <p>Replace wording as follows:</p> <p>"The Deputy Mayor shall make a verbal report regarding the status of issues currently under debate by Renfrew County Council, as well as outline any other current pertinent County matters."</p>

2. **That** any By-laws and/or resolutions inconsistent with the provisions herein are repealed.

3. **That** this by-law shall come into full for and effect and be enacted, following the 2026 Municipal Election on October 26, 2026.

Passed this 8th day of December, 2025.

Lisa McGee
Mayor

Kaila Zamojski
Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7644-25

Being a By-law to repeal and replace By-law Number 7544-24 to review and approve the annual Occupational Health and Safety Policy written statement for the Corporation of the Town of Arnprior.

Whereas Sections 25(2) (j) and (k) of the Ontario *Occupational Health and Safety Act* requires an employer to prepare and review a written Occupational Health and Safety Policy written statement on an annual basis and post same in a conspicuous place in the workplace(s); and

Whereas the Joint Health and Safety Committees for the Town of Arnprior have reviewed and endorsed the attached annual written statement; and

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to approve the annual Occupational Health and Safety Policy written statement for issuance to the employees of the Corporation.

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

1. **That** the Occupational Health and Safety Policy written statement, attached hereto as "Schedule A", is hereby adopted;
2. **Further That** By-law Number 7544-24 and any by-laws and/or resolutions inconsistent with the provisions herein are hereby repealed;
3. **Further That** this by-law shall come into force and effect on the day of its adoption.

Passed in open Council this 8th day of December, 2025.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

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



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Schedule 'A' to By-law No. 7644-25

The Corporation of the Town of Arnprior's Occupational Health & Safety Policy Statement

The Corporation of the Town of Arnprior recognizes that the health and safety of employees is of primary importance to all municipal operations. As a continuing objective, the Corporation will make every effort to prevent and/or minimize occupational injuries and/or illness for its employee(s), including volunteers, and contractors/subcontractors.

The Corporation and its Management team take our responsibility to provide a physically and psychologically safe and healthy workplace for all employees seriously. This policy is our commitment that we will comply with our duties under the *Ontario Occupational Health & Safety Act*, and take every reasonable precaution for the protection of workers in the workplace.

Supervisors are accountable for the health and safety of workers under their supervision and therefore are responsible to ensure that the workplace and equipment are safe. Each Supervisor shall ensure that workers follow established safe work practices, Town policies and procedures, receive and wear the appropriate Personal Protective Equipment (PPE); and receive adequate supervision and training in their specific work tasks.

Every worker must protect his or her own health and safety by working in compliance with the law, adopting safe work practices, adhering to Town policies and procedures, and by wearing the appropriate PPE established by the Corporation. Workers will receive information, training, appropriate PPE, and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, for all parties.

Sincerely,

Lisa McGee, Mayor
Town of Arnprior

December 8, 2025



Resolution – Emergency Management Program Committee

Whereas Ontario Regulation 380/04 establishes the minimum standards for emergency management programs required by municipalities and provincial ministries and supports the requirement in the Act for mandatory emergency management programs; and

Whereas O. Reg 380/04 provides that the emergency management program coordinator shall coordinate the development and implementation of the municipality's emergency management program; and

Whereas the emergency management program coordinator shall report to the Emergency Management Program Committee on the development and implementation of the municipality's management program, conduct an annual review of the program and make recommendations to Council if necessary; and

Whereas the Emergency Management Program Committee at their meeting held on November 26, 2025, has reviewed the Emergency Management Program for the Town of Arnprior, and has verified compliance with the Emergency Management and Civil Protection Act and O.Reg 380/04,

Therefore Be It Resolved That the Emergency Management Program Committee recommends to Council support of the Town of Arnprior's emergency management program.



Municipal Grant Request (In Kind) – Canadian Blood Services

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

Whereas Canadian Blood Services is an eligible organization under the Municipal Grants Policy and supports the community by supporting Canada's Lifeline and connecting with donors in communities who volunteer their time and blood to help support patients who require blood donations.

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees for four dates (value of approximately \$1,460 plus HST) for Community Blood Drives to be held on March 31st, 2026, May 26th, 2026, August 25th, 2026, and December 29th, 2026; and

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



Municipal Grant Request (In Kind) – Arnprior Community Choir/Valley Concert Band

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from Arnprior Community Choir/Valley Concert Band; and

Whereas Arnprior Community Choir/Valley Concert Band is an eligible organization under the Municipal Grants Policy and supports the community by providing entertainment to local residents, hiring young emerging soloists from the Ottawa Valley and by providing space for its members to learn and sing.

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees for the “Music! Music! Music!” Concert (value of approximately \$365 plus HST) to be held on March 7th, 2026; and

Further That Arnprior Community Choir/Valley Concert Band 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 Request (In Kind) – ontrac Employment Resource Services

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from ontrac Employment Resource Services; and

Whereas ontrac Employment Resource Services is an eligible organization under the Municipal Grants Policy and supports the community by delivering employment services on behalf of Employment Ontario to job seekers and employers in Arnprior and the surrounding communities.

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees for ontrac Employment Resource Services' job fair (value of approximately \$365 plus HST) to be held on March 12th, 2026; and

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