



Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, January 26, 2026

Time: 6:30 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions / Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Question Period**
- 7. Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)**
 - a) Regular Meeting of Council – January 12, 2026** (Page 1-7)
- 8. Awards / Delegations / Presentations**
Delegations
 - a) Ottawa Valley Affordable Housing** (Page 8-9)
Presentations
 - a) Retirement of Robert Phillips**
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**
- 11. Notice of Motion(s)**
- 12. Staff Reports**
 - a) 2025 Community Services Department Update**, Manager of Community Services/Planner (Page 10-33)
 - b) Implementation Plan for Robert Simpson Park Refresh**, Director of Recreation, Engineering Officer (Page 34-49)

- c) [**User Fees and Charges – Annual Review**](#), GM Client Services/Treasurer (Page 50-82)
- d) [**2026-2030 Draft Multi-Year Accessibility Plan**](#), Town Clerk, Deputy Clerk (Page 83-111)
- e) [**Proclamation for Black History Month \(February 2026\)**](#), Deputy Clerk (Page 112-114)

13. Committee Reports and Minutes

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

14. Correspondence & Petitions

- a) **Correspondence**
 - i) Correspondence Package I-26-JAN-02
 - ii) Correspondence Package A-26-JAN-02

15. By-laws & Resolutions

- a) **By-laws**
- b) **Resolutions**
 - i) [**Municipal Grant Request \(In-Kind\) – Arnprior Regional Health Auxiliary \(AGM\)**](#) (Page 115)

16. Announcements

17. Closed Session

One (1) matter pursuant to Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Land Acquisition).

18. Confirmatory By-law

By-law No. 7648-26 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. 1817. 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



Minutes of Council Meeting January 12th, 2026, 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 Tom Burnette
Councillor Lynn Cloutier
Councillor Chris Toner
Councillor Chris Couper

Council Members Present (Virtual):

Council Members Absent:

Town Staff Present:

Robin Paquette, CAO
Kaila Zamojski, Town Clerk
Jennifer Morawiec, GM Client Services/Treasurer
Kaitlyn Wendland, Deputy Clerk
John Steckly, GM Operations
Rick Desarmia, Fire Chief
Graeme Ivory, Director of Recreation
Lucas Power, Program & Events Supervisor

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 001-26
Moved by Lynn Cloutier
Seconded by Dan Lynch

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, January 12th, 2026, be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

Councillor Chris Toner declared a pecuniary interest on a portion of item 8a – fire department compensation due to a potential perceived interest since his son is a volunteer firefighter with the Arnprior Fire Department.

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 002-26

Moved by Lynn Cloutier

Seconded by Chris Toner

That the minutes of the Regular and Special Meetings of Council listed under Item 7(a) and (b) on the Agenda be adopted (Special Meeting of Council – December 3, 2025 and Regular Meeting of Council – December 8, 2025).

Resolution Carried

8. Awards/Delegations/Presentations

Delegations

a) Ottawa Valley Community Foundation

Alastair Baird, Board Member of Ottawa Valley Community Foundation, provided an overview of the presentation included in the agenda package, and responded to questions.

Discussion ensued, with the following being a summary:

- The Foundation can be a conduit for organizations wishing to raise charitable donations, as they are tracked and distributed appropriately.
- The Foundation accepts applications beginning in the winter and funds are distributed later in the year. For 2026, applications will be available soon.
- Council asked if the Foundation takes a fee for managing funds. Alastair suggested contacting the Chair of the Foundation to discuss further.

Presentations

a) 2026 Proposed Budget, Mayor Lisa McGee, & Jennifer Morawiec, GM Client Services/Treasurer

Mayor Lisa McGee and Jennifer Morawiec, General Manager of Client Services Treasurer, presented the 2026 proposed budget to Council.

Councillor Tom Burnette vacated his seat at the Council table at 7:23 pm and resumed his seat at 7:25 pm.

b) 2027-2046 Long Range Capital Forecast, Jennifer Morawiec, GM Client Services/Treasurer

Jennifer Morawiec, GM Client Services/Treasurer presented the 2027-2046 proposed Long Range Capital Forecast to Council.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motion(s)

None

12. Staff Reports

None

13. Committee Reports and Minutes

a. Mayor's Report

Mayor Lisa McGee reported the following:

- Mayor McGee met with Pierre Dufresne from Cavanagh Communities. Pierre asked to meet to bring Mayor McGee up to speed as they were close to submitting their application for the lands adjacent to the Galilee property. Mayor McGee noted that she has not seen the plan but appreciated the heads up.

b. County Councillor's Report

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

- At the last County Council meeting, Councillor Jennifer Murphy was elected to be the 2026 Warden by a vote of 12 to 5. County Councillor Lynch has been appointed as Deputy Chair of Operations, as well as a member of the Development & Property Committee, Ottawa Valley Trail Committee, and the CNL Environmental Stewardship Committee.
- On December 11th, 2025, the Counties of Frontenac, Lanark and Renfrew officially signed documents marking the beginning of the process to transfer ownership of sections of the historic K&P Trail from the Mississippi Valley Conservation Authority.
- County Budget workshop will be held on January 29th and 30th, 2026.

c. Committee Reports and Minutes

None

14. Correspondence & Petitions

a) Correspondence

i. Correspondence Package No. I-26-JAN-01

Resolution Number 003-26

Moved by Tom Burnette

Seconded by Ted Strike

That Correspondence Package Number I-26-JAN-01 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch made the following comments:

- Page 35 – Ontario Government is investing \$20 Million to support firefighter health and safety, expand cancer prevention, and improve emergency response to lithium-ion battery related incidents. Arnprior will receive \$16,023.
- Page 59 – Effective January 1, 2026, the Ontario Government expanded “As a Right” rules which allows health professionals move to Ontario from another province to practice right away while they await registration in Ontario.
- Page 96 – Effective January 1, 2026, the Ontario Government has started the phase-out of mercury containing lamps (fluorescent, metal halide, sodium).
Asked the CAO if the Town has any of these in operation.
 - The CAO noted that the Town does still have a few metal halide streetlights in some municipal parking lots and along Madawaska Street. The Town also still has some fluorescent lights within various facilities. As these lights reach the end of service, they continue to be replaced with newer technology lighting including LED fixtures.
- Page 106 – Participants in LAS Electricity and Natural Gas Procurement Programs can budget energy costs for 2026 with the new LAS hedge prices.
Asked staff if the Town is part of this procurement program.
 - The GM, Client Services noted that yes, the Town is a part of this program.

ii. Correspondence Package No. A-26-JAN-01

Resolution Number 004-26

Moved by Lynn Cloutier

Seconded by Chris Toner

That Correspondence Package Number A-26-JAN-01 be received and the recommendations be brought forward for Council's consideration.

Resolution Carried

15. By-laws & Resolutions

a) By-laws

Resolution Number 005-26
Moved by Chris Couper
Seconded by Tom Burnette

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

- i. By-law No. 7646-26 – Authorize Transfer Payment Agreement – Ontario Fire Protection Grant

Resolution Carried

b) Resolutions

i. Municipal Grant Request (In Kind) – Arnprior Minor Hockey Association (Fundraising Event)

Resolution Number 006-26
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 Minor Hockey Association; and

Whereas Arnprior Minor Hockey Association is an eligible organization under the Municipal Grants Policy as they support the participation of local youth in the sport of hockey by providing a fun and safe environment for all participants.

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees on January 31, 2026, from 4:00 pm – 12:00 am (value of approximately \$470 plus HST) for a fundraising Trivia Event.

Further That Arnprior Minor Hockey Association be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured and is responsible for any security related costs for the event.

Resolution Carried

ii. Municipal Grant Request (In Kind) – Arnprior Optimist Club (Winter Carnival)

Resolution Number 007-26
Moved by Chris Toner
Seconded by Dan Lynch

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

Whereas Arnprior Optimist Club is an eligible organization under the Municipal Grants Policy and supports local families and children by providing a full program of social and recreational activities that promote community wellness; and

Whereas the annual Arnprior Optimist Club Winter Carnival will be hosted between Friday, January 10th, 2026 to Saturday, January 18th, 2026 at various locations across the Town of Arnprior; and

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall, Arena(s), Swimming Pool and McLean Avenue Ball Diamond rental fees (value of approximately \$9,738 plus HST) for the 2026 Optimist Winter Carnival between January 10th, 2026 and Saturday, January 18th, 2026;

Further That the Arnprior Optimist Club be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured and is responsible for any security related costs for the event.

Resolution Carried

iii. Municipal Grant Request (In Kind) – Arnprior Regional Health Foundation (Ladies Night Event)

Resolution Number 008-26

Moved by Chris Couper

Seconded by Tom Burnette

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

Whereas Arnprior Regional Health Foundation is an eligible organization under the Municipal Grants Policy and supports residents in our community by helping to support our local hospital, nursing home and community health programs.

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees for the Arnprior Regional Health Foundation Ladies Night Event (value of approximately \$470 plus HST) to be held on February 27th, 2026; and

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

Resolution Carried

16. Announcements

Councillor Chris Toner made the following announcement:

- Arnprior Optimist Club Winter Carnival started last weekend and there are lots of events happening, details can be found on the Facebook Page. The club is very proud to give this event to the community and thankful to the support provided by local businesses and the Town.

The CAO made the following announcement:

- The Still Standing episode that will feature the Town of Arnprior will air on Tuesday, January 20th on CBC Gem.

17. Closed Session

None

18. Confirmatory By-Law

Resolution Number 009-26

Moved by Ted Strike

Seconded by Tom Burnette

That By-law No. 7647-26, being a By-law to confirm the proceedings of the Regular Meeting of Council held on January 12th, 2026, be and is hereby approved.

Resolution Carried

19. Adjournment

Resolution Number 010-26

Moved by Lynn Cloutier

Seconded by Dan Lynch

That this meeting of Council be adjourned at 8:01PM.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



OTTAWA VALLEY AFFORDABLE HOUSING, Inc.

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(613) 757-2223

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1. Who is OVAH and Mission Statement

- **Mission Statement:** Ottawa Valley Affordable Housing Inc. (OVAH) is a not-for-profit corporation formed with a mandate to create affordable housing either on its own or working with municipal and non-profit partners to create or expand affordable housing in and around Renfrew County.
- **Board Members:** Chair: Ish Theilheimer, Golden Lake
 - Writer, journalist, theatre producer, community organizer
 - Vice-chair: Brian Abdallah, Deputy Mayor, City of Pembroke, full-time teacher
 - Secretary: Leigh Sweeney, Pembroke, Executive Director, Bernadette McCann House
 - Treasurer: Maria Robinson, Accountant and proprietor of Eagle Tax Service, Councillor, North Algona Wilberforce Township
- **DIRECTORS AT LARGE**
 - Alexandru Antimia, Arnprior, former developer, runs global watch brand ALANTI
 - Alex Benzie, Municipal Planner, Township of Whitewater Region
 - Cameron Montgomery, Councillor, Chichester Township
 - Patrick Renshaw, Braeside, Building industry consultant
 - Ankit Vyas, Pembroke, Investment consultant

2. History of OVAH

OVAH was incorporated in 2025, after three years of ad hoc committee work and upon the formation of its alliance with Anhart Affordable Housing. Since OVAH's formation, the organization has focused on developing partnerships and identifying key properties for development.

3. Strategic Partnership with Anhart

- **Who is Anhart Affordable Housing:** a Vancouver-based non-for profit with 40 years of experience in developing affordable housing. While their roots are in BC, they are currently expanding Canada-wide. Our partnership is the first they have in Ontario.
- **What Anhart does:** provides the necessary infrastructure, execution staff, financial resources, and established procedures to the partnership. They are involved in the execution of projects, bringing them from concept to reality much faster than traditional non-profit models.

4. Our Process and How We Create Value

Our value proposition is defined by the **Impact Financing Model**, which serves as an alternative to the traditional "apply-and-wait" government grant approach.

- **The Problem:** Traditional affordable housing relies on applying for government grants, waiting indefinitely, and often facing rejection, resulting in stalled projects.
- **The OVAH / Anhart Approach:** We utilize **Impact Financing** to ensure speed and certainty.
 - **The Mechanism:** Project proponents raise approximately **20%** of project costs through low-interest loans from ethically motivated investors or in-kind sources
 - **The Leverage:** With this 20% of the project capital secured, the remaining balance is financed through conventional sources (CMHC, government, banks, credit unions).
- **The Result:** This model creates a predictable pathway to development that does not rely solely on the uncertainty of 100% government funding.

5. Our Current Projects

Since forming our partnership, we are actively developing or planning the following:

- **Pembroke:** Renovating twenty apartments at St. Joseph's Housing.
- **Cobden:** Developing 32 units of housing on Pentecostal Church property.
- **Barry's Bay:** Planning a 68-unit mix of affordable home ownership and affordable rentals on Kaminiskeg Lake (across from the hospital).
- **Golden Lake:** Currently reviewing two potential properties for development.

6. What We Ask in General

- **Land & Assets:** We ask municipalities and organizations to identify underutilized properties. Having property for development is the most significant step toward creating affordable housing.
- **Partnership:** We seek collaboration with local governments to facilitate zoning and planning, and with community investors interested in ethical, low-interest impact lending.

7. Vision for a high impact project in Arnprior

We recently noticed a development opportunity that could be a quick win and make Arnprior and the City an example to follow nation-wide.

- **The Site:** A downtown parking lot recently acquired by the City of Arnprior
- **The Concept:** A mixed-use development featuring:
 - **Underground Parking:** To serve municipal needs.
 - **Ground Level:** Commercial and social activity spaces to bring business downtown.
 - **Upper Levels:** Modern, energy-efficient affordable housing; alternative is mid-range, and proceeds to be used for development of highly affordable on different location
- **The Execution:** OVAH and Anhart have the infrastructure and process in place immediately to work with the City to develop this vision for the prosperity of the community. It can become a quick win of reference in the Province and National level, using nZEB and fast modular.



Town of Arnprior Staff Report

Subject: 2025 Community Services Department Update

Report Number: 26-01-26-01

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

Department: Community Services Branch

Meeting Date: January 26, 2026

Recommendations:

That Council receives Report Number 26-01-26-01 for information.

Background:

The Community Services Branch includes Building, Planning, Economic Development, and Marketing. Much of the work of these departments is operational. This report is intended to provide Council with some information on the work completed by the Community Services Branch in 2025. This report includes the fourth quarter of 2025 planning applications update.

Discussion:

Building Services

Building Permits

In 2025, a total of 201 Building Permits were issued with an approximate construction value of \$59,746,822. In comparison, in 2024, the Town issued 187 building permits with an approximate total construction value of \$ 67,474,014. The higher permit numbers for 2025, but with lower construction value, reflects the large number of smaller permit applications such as decks and renovation permits and lower number of single detached dwellings. An apartment building is a single permit regardless of the number of dwelling units which accounts for the high number of dwelling units in proportion to the number of permits.

There were 31 permits issued for 205 new housing starts in 2025. Below is a breakdown of the dwelling unit permits issued in 2025 by type compared to 2024:

Table 1: Building Permits Issued (by type) compared to 2024

Type of Unit	Permits issued in 2024	Permits issued in 2025
Single detached dwelling	13	10
Semi-detached dwelling	2	0
Duplex	1	0
Townhouses	12	4 (5-unit towns)
Secondary (accessory) dwelling units	13	15
Apartment Buildings	3 (117 Units)	2 (160 units)
Total Units	158	205

Below is a comparison of new housing starts and total number of Building Permits in 2025 compared to the past 9 years:

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

Year	Housing Starts	Building Permits
2016	58	200
2017	73	175
2018	72	200
2019	119	243
2020	102	226
2021	511	457
2022	33	172
2023	82	202
2024	158	187
2025	205	201
Average	141	204

Housing starts in 2025 are 45% higher than the average housing starts for Arnprior over the last 10 years.

Closing Open Permits

Building Officials have been working hard since 2022 to close older permits from past years. In some cases, permits remain open years after they are issued due to outstanding inspections for which the Building Department was not contacted. It is important that required inspections are completed, and permits are closed to ensure work is completed in conformity with the Ontario Building Code to help keep people and their property safe. Closing permits with proper inspections also reduces liability for the Town.

Staff have worked diligently to contact applicants and owners, arranging and completing inspections and closing permits. All permits from 2018, 2019 and 2020 have now been closed. At the start of 2021, there were 154 open permits from 2021. In 2025, staff closed 106 of those, leaving 48 open permits from 2021. In 2026, staff will be working on closing permits that remain open from 2021-2024, focusing on 2021 permits and moving forward. A total of 1,219 permits were issued between 2021-2025. Out of the 1,219 permits, 265 permits remain open, meaning 78% of permits have been closed while 22% remain open. Notably permits from 2024 and 2025 are, in some cases, still under construction and actively getting required inspections.

Training and Education

The Chief Building Official attended a Leadership Course by the Ontario Building Official Association (OBOA) in April of 2025. It is an annual event that gives building officials a chance to listen, learn, and discuss items of importance to the building professional community and the municipalities we serve. He also attended a 5-day Ministry course (Fire Protection) in November 2025 and with every course, a separate Ministry Exam is required to receive the qualification. The CBO was successful in his exam and received his Fire Protection certification.

The Building Inspector attended a 5-day Ministry Course (Legal Process for Building Officials & Designers) in February 2025 and with every course, a separate Ministry Exam is required to receive the qualification. The Building Inspector was successful in his exam and received his Powers and Duties of CBO Certification.

The Chief Building Official and Building Inspector both attended multiple information sessions regarding the new 2025 Ontario Building Code (OBC) which came into effect January 1, 2025. The new OBC includes over 2,000 changes from the 2012 OBC and Building Officials across the province are continuing to familiarize themselves with these changes to better support permit applicants. Our Building Department is overseeing multiple projects within the municipality, and both versions of the OBC are being used.

The CBO and Inspector also attend a septic course in Kemptville on a new type of septic system called Eljen which is a system with a secondary treatment system.

The annual meeting and training session (AMTS) with the Ontario Building Officials

Association (OBOA) was held in Huntsville in September and the Chief Building Official and Building Inspector attended the meetings and training to keep up to date on OBC and Ontario Building Officials best practices.

Marketing and Economic Development

Communications

In 2025, we published four editions of Arnprior Life with a total of 3,000 print copies.

Staff posted 2,309 times on social media in 2025, which was a 3.8% increase from 2024. The number of post impressions is the number of times posts on the Town's Facebook, Instagram, LinkedIn, X, and YouTube pages or accounts appeared on someone's screen. There was a 743% increase in post impressions for Town of Arnprior accounts across the platforms we utilize. Followers on our social media accounts increased by 21.4% from 9,070 to 11,126. Post reactions increased from 13,964 to 22,211, an increase of 62.4%. Post reactions are reactions such as likes to Town posts on Facebook, Instagram, and LinkedIn.

Post engagement rate includes key interactions like likes, comments, shares, saves, clicks, retweets, reactions, and DMs, calculated as a percentage of followers or reach/impresions, varying slightly by platform but generally summing post interactions and dividing by audience size or views to show content resonance. The Town post engagement rate increased by 62.4%. The Arnprior Life Facebook page continues to be our most engaging platform. Our top Facebook posts were the Town's April Fools clock tower post and our grand opening ribbon cutting posts.

In the fall of 2024, we introduced a new ticketing system for internal communications requests through Access E11. In 2025, there were 295 communication requests submitted from within the organization with an average of 5 tasks per request. These include website updates and changes, publication creation, social media postings, and radio requests. This is an average of 25 requests, with an estimated 125 tasks, per month.

Live, Love, Local Program

In 2025, there were a total of 595 Live, Love, Local cards submitted to the monthly draws, which is equivalent to 5,950 local purchases and is down 10% from 660 card submissions in 2024. The program is undergoing a rebrand to "Shop Arnprior." Work on the rebrand began in 2025 and is ongoing into 2026. The rebrand was initiated as, even among participants, the "Live, Love, Local" program was being referred to as "Shop Local." Staff felt a rebrand to Shop Arnprior would allow the purpose of the program to be clearer and improve participation among shoppers and businesses.

Business Development

Business development has been identified as an area the Town can assist in by offering opportunities for our business community to develop skills, network, and increase collaboration. The Town partnered with Community Futures Development Corporation to host a Business Finance Series at the beginning of 2025. The Town also partnered with onTrac and the Upper Ottawa Valley Chamber of Commerce to hold four (4) business events workshops/networking events in the fall covering security, hiring, and networking.

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

Sunday Market

It was another successful season for the Arnprior Market in 2025. We continued to see a waitlist of vendors for an increasing number of market dates, and a higher vendor turnout overall for the season. The market saw approximately 26% of attendees from outside of Arnprior. More than 50% of vendors chose to hand in sales ballots at the end of each market and, of those, 26% reported higher than average sales with over \$94,000 worth of product sold cumulatively throughout the season. The market continues to be an economic driver for the Town. Excitingly we also had another vendor from the Market open a store front in Arnprior following success at the Arnprior Market.

Community Improvement Plan

In 2025, staff responded to three CIP inquires and received one application. The applicant was not eligible for the program and therefore no CIPs were approved this year. Staff continue to promote the program to the business community and offer consultations.

Staffing

The Community Services Department was without a Market Student or Marketing and Economic Development Officer at the end of the 2025 summer and early fall (mid-August to the start of October). This left the Manager of Community Services working closely with the Clerk's office to organize the Arnprior Sunday market weekly, including coordinating vendors, finalizing weekly vendor layouts, filling spaces for cancellations, staffing the market on Sundays and dealing with issues that arose. This had a significant impact on the ability of the department to undertake other Marketing, Communications or Economic Development activities and process and review planning applications and respond to planning inquiries.

Planning Department

Applications

The Planning Department had a busy 2025 with close to double the total number of applications received in 2023 and close to the same number of applications received in 2024. Below is a table breaking down the types of planning application by year.

Table 3: 2023 - 2025 Planning Applications (by type)

Type of Application	2023	2024	2025
Official Plan Amendments	3	1	2
Zoning By-law Amendments	7	6	10 (including 2 that were incomplete applications in 2024)
Minor Variances	1	14	8
Site Plan Control Application	2	10	3
Consent Applications	1	6	9 (including 3 that were incomplete applications in 2024)
Part Lot Control Applications	7	13	1
Zoning compliance requests	9	9	22
Total	30	59	55

One of the site plan applications submitted in 2025 is still open, while 5 of the 10 site plan applications submitted in 2024 are ongoing with anticipated construction starts in 2026 and beyond. The three (3) site plan application in 2025 were for non-residential development (100%) while 40% of site plan applications in 2025 were for non-residential development.

There were 88 apartment dwelling units granted occupancy in 2025. There are 187 apartment dwelling units currently under construction, with another 441 apartments in the planning approvals stage (Site plan) or that have site plan approval, but a building permit has not yet been pulled. This totals 716 apartment dwelling units built, under construction or under review for planning approvals.

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

The attachments 1 through 8 describe the types of applications in more detail and provide more information regarding current and recent applications for Official Plan amendments (attachment 1), Zoning By-law amendments (attachment 2), minor variances applications (attachment 3), site plan control applications (attachment 4), and consent applications (attachment 5).

Table 3 does not include subdivision applications as these applications are submitted to the County of Renfrew with the County as the approval authority. They also often span multiple years. The current active subdivision applications are summarized in attachment 6.

There was a total of 275 responses to planning inquiries in 2025, with an average of 23 inquiries answered per month. Inquiries peaked in May, August, and October with 35 or more inquiries in these months and were lowest in January and December. See Attachment 7 for a breakdown of inquiries by month.

Housing Accelerator Fund – Round 2

The Planning Department submitted one grant application in 2024, applying for the Housing Accelerator Fund Round 2. We heard back in 2025 that we were not successful in securing this grant.

Building Canada Homes program

The federal government announced the Building Canada Homes program in 2025. The program is described as a new federal agency that will build affordable housing at scale. It will leverage public lands, offer flexible financial incentives, attract private capital, facilitate large portfolio projects, and support modern manufacturers to build the homes that Canadians need. In 2025, staff started work with Cahdco to identify lands the Town owns that may be suitable for affordable housing development. Cahdco specializes in building, advising, and developing capacity in affordable housing development. This work is ongoing as staff evaluate potential sites and Cahdco models potential developments for viable sites. Cahdco is working with us at no cost to the municipality at this time. Any commitment to developing Town owned lands for affordable housing would be brought to Council for consideration.

Parkland Conveyance By-law

The Planning Department developed and implemented the new Parkland Conveyance by-law in 2024 which increased the opportunities for the municipality to require parkland or cash-in-lieu of parkland to multi-unit residential developments and consents where it was previously limited to subdivision applications only. In 2025, the changes to the parkland conveyance by-law resulted in the collection of \$112,675 as a result of the creation of new residential lots and development of multi-unit residential projects where no new parkland was being provided. This supports development and purchase of parkland to support the increasing population of Arnprior.

Policy Work

In addition to processing and reviewing applications for development the Planning Department worked on some policy initiatives including a Private Roads OPA/ZBLA and a new Site Plan Control by-law reflective of changes to the Planning Act over the last several years. The Site Plan Control by-law being drafted will complement the Parkland Conveyance by-law passed in 2024.

The Planning Department has also been working hard to keep informed on and make changes to processes and reviews based on changes to the Planning Act and Development Charges Act which includes two passed Bills and another posted for comments.

A Town-Initiated Official Plan Amendment and associated Zoning By-Law Amendment to consider private roads was brought back to Council for consideration in early 2025. Council directed staff to consider feedback from developers and do additional consultation with developers. Additional case studies of development on private roads have since become available. Staff did not have the capacity to undertake review of these case studies, additional consultation and revising the draft Official Plan amendment and Zoning by-law amendment in 2025. Consideration of Private Roads is part of the 2026 workplan for the Community Services Branch, with involvement from Operations and the Fire Department.

Options:

This report is provided for information purposes.

Policy Considerations:

2024-2027 Strategic Plan

Financial Considerations:

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

Item	Permit Fees	Plumbing Fees	Development Charges	Total
December 2025 Totals	\$272,226	\$20,410	\$445,095	\$737,731
December 2024 Totals	\$222,648	\$16,756	\$639,068	\$878,473
Increase / (Decrease) Prior Year	(\$49,578)	\$3,654	(\$193,973)	(\$140,742)

In 2025, the lower Development Charges (DC) are due in part to the 2 apartment buildings for which development charges are deferred until occupancy rather than paid at permit issuance as per the *Development Charges Act*.

Meeting Dates:

N/A

Consultation:

- Chief Administrative Officer (CAO), Robin Paquette
- Marketing and Economic Development Officer, Lindsay Wilson
- Chief Building Official, Jacques Benoit
- Building Inspector, Justin Banes
- GM Client Services / Treasurer, Jennifer Morawiec

Documents:

Attachment 1 – Official Plan amendment applications

Attachment 2 – Zoning By-law amendment applications

Attachment 3 – Minor Variance applications

Attachment 4 – Site Plan Control applications

Attachment 5 – Consent applications

Attachment 6 – Subdivision applications

Attachment 7 – Inquiries

Attachment 8 – Description of Zoning Compliance and Part Lot Control applications

Signatures

Reviewed by Department Head: Alix Jolicoeur

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Attachment 1 – Official Plan amendment applications

Official Plan amendment (OPA) applications are required when a proposed development or redevelopment does not meet applicable policies of the Town's Official Plan. When a complete application for an Official Plan Amendment is received staff circulate notice of the application and public meeting as required under the Planning Act. A public meeting is held to hear comments from the public and other agencies. Staff review the application, considering the Planning Act, Provincial Planning Statement, County Official Plan and Town of Arnprior Official Plan, as well as any comments received, before making a recommendation to Council on the application. The review may include supporting studies or plans. If an OPA is approved by Town Council, it is sent to the County for approval. Review of technical/engineering plans and studies may be conducted externally.

Table 2: Status of active or recently closed official plan amendments

Project Name or address	File number	Summary of development proposed	Status
Campbellbrook Phase 4 Subdivision, 400 Division St.	OPA 10	Reduce setback from a watercourse for development from 30 m to 25 m to support a proposed subdivision development	Application deemed complete. Public meeting and consideration by Council booked for February 23, 2026
Lepine Subdivision, Baskin Drive E	OPA 11	Relocate the Environmental Protection Designation and watercourse to support a proposed subdivision development	Determination of complete application underway

Attachment 2 – Zoning By-law amendment applications

Zoning By-law amendment (ZBLA) applications are required when a proposed development or redevelopment does not meet applicable provisions of the zoning by-law but does meet the policies of the Town's Official Plan. When a complete application for a ZBLA is received staff circulate notice of the application and public meeting as required under the Planning Act. A public meeting is held to hear comments from the public and other agencies. Staff review the application, considering the Planning Act, Provincial Planning Statement, and Town of Arnprior Official Plan, as well as any comments received, before making a recommendation to Council on the application. The review may include supporting studies or plans. Review of technical/engineering plans and studies may be conducted externally.

Table 3: Status of active or recently closed zoning by-law amendment applications

Project Name or address	File number	Summary of development proposed	Status
Grace St. Andrews United Church, 24 Ottawa St	ZBA 4-24	Zoning amendment to support severance applications for residential lots	Complete - approved June 26, 2025
Sawmill Flats Phase 3, Jack Cres.	ZBA 7-24	Reduce setback to a watercourse and minimum parking, increase maximum height and permit balconies to encroach into the front yard to allow a 5-storey 57-unit apartment building with underground parking	Complete - approved May 29, 2025
151 McNab St	ZBA 1-25	Permit a parking area in the front yard, increase in the maximum height, permit an accessory building closer to the front lot line than the main building; and permit an increase in the maximum number of accessory buildings to allow construction of a 4-storey apartment building with 203 dwelling units	Complete - approved March 10, 2025
87 Claude St	ZBA 2-25	Change zoning from R2 to R1 to allow a single detached dwelling	Complete - approved April 14, 2025
131 Edward St	ZBA 3-25	Rezoning to support a site plan application	Application withdrawn
Marshall's Bay Meadows Phase 5	ZBA 4-25	Reduce the minimum required lot frontage for a single-detached dwelling from 12 m to 10 m.	Complete - Approved May 29, 2025

Lepine Development, Madawaska Blvd.	ZBA 5-25	Increase the maximum height, reduce the required planting strip along Madawaska Blvd., and permit balconies to encroach into the rear yard to support development of a four-story 185-unit apartment with some first-floor non-residential uses	Complete - approved June 26, 2025
10 William St. W.	ZBA 6-25	To permit a wider variety of non-residential uses and remove the maximum floor area for non-residential uses.	Complete - approved July 17, 2025
Corb Stewart Court	ZBA 7-25	Removal of holding	Complete - approved May 29, 2025
Lepine Subdivision, Baskin Drive E.	ZBA 8-28	Relocate the Environmental Protection zone and watercourse	Determination of complete application underway

Attachment 3 – Minor Variance applications

Minor Variance applications are required when a proposed development or redevelopment does not meet applicable provisions of the zoning by-law but does meet the policies of the Town's Official Plan and where the variance required from the by-law meets the four tests for a minor variance. The four tests for a minor variance are:

- Does the application conform to the general intent and purpose of the Official Plan?
- Does the application conform to the general intent and purpose of the Zoning By-law?
- Is the application desirable for the appropriate development of the lands in question?
- Is the application minor?

When a complete application for a minor variance is received staff circulate notice of the application and public meeting as required under the Planning Act. A public meeting is held to hear comments from the public and other agencies. Staff review the application, considering the Planning Act, Provincial Planning Statement, and Town of Arnprior Official Plan and Zoning By-law, as well as any comments received, before making a recommendation to the Committee of Adjustment on the application. The review may include supporting studies or plans. Review of technical/engineering plans and studies may be conducted externally.

Table 4: Status of active or recently closed minor variance applications

Project Name or address	File number	Summary of development proposed	Status
63 Leo Moskos St.	A01-25	To increase the maximum driveway width from “50% of the frontage of the lot up to a maximum of 7.0 meters” to “50% of the frontage of the lot up to a maximum of 9.0 meters”	Complete - Approved July 22, 2025
59 Leo Moskos St.	A02-25	To increase the maximum driveway width from “50% of the frontage of the lot up to a maximum of 7.0 meters” to “50% of the frontage of the lot up to a maximum of 9.0 meters”	Complete - Approved July 22, 2025
55 Leo Moskos St.	A03-25	To increase the maximum driveway width from “50% of the frontage of the lot up to a maximum of 7.0 meters” to “50% of the frontage of the lot up to a maximum of 9.0 meters”	Complete - Approved July 22, 2025
27 Leo Moskos St.	A04-25	To reduce the required setback to watercourse from 30 m to 27.0 m	Complete - Approved July 22, 2025

23 Leo Moskos St.	A05-25	To reduce the required setback to watercourse from 30 m to 24.4 m	Complete - Approved July 22, 2025
63 Victoria St	A06-25	To reduce the required minimum front yard setback from 6 m to 3.5 m for a second storey addition to support a 9th residential unit	Application withdrawn
17 Ottawa St	A07-25	To reduce the minimum setback from the front lot line for a porch from 3.0 m to 1.5 m, and to reduce the minimum setback from the centerline of a road from 10.0 m to 9.8 m for construction of a front porch facing Ottawa St.	Complete – Approved November 26, 2025
20 Thomas St. N.	A08-25	To reduce the minimum setback from the interior side lot line for a deck from 1.2 m to 0.5 m for construction of a deck in the interior side yard facing the Ottawa Valley Recreation Trail.	Approved January 7, 2026 – in the appeal period

Attachment 4 – Site Plan Control applications

Site plan control approval applies to development or redevelopment that includes multi-unit residential buildings such as apartment buildings and non-residential development such as retail buildings. Once a complete application is received the application is circulated for review. The review will include a review of the stormwater management, water and wastewater servicing, erosion, and sediment control, geotechnical, traffic impacts and environmental impacts, and compliance with applicable zoning by-law and official plan provisions. Once the review is complete comments will be provided to the applicant. The applicant will resubmit revised plans and studies addressing comments. Rounds of revision and review will continue until all comment are addressed. Review of technical/engineering plans and studies may be conducted externally. Once finalized, the applicant enters into a Site Plan Agreement, approved by the CAO under delegated authority, posts securities and registers the Agreement on title.

Table 5: Status of active or recent closed site plan applications

Project Name or address	File number	Summary of development proposed	Status
375 Daniel St. S.	SPC 2-22	New non-residential building with drive-through on the existing mall property (2038 sq. ft.)	Site plan agreement drafted - waiting on applicant to sign since December 4, 2023
Antrim Truck Stop building addition, 580 White Lake Road	SPC 4-22	Additions to existing buildings including 600 sq. ft. cooler addition and a 2,100 sq. ft. shop addition	Waiting on resubmission - comments sent June 14, 2023
Antrim self-storage, 580 White Lake Road	SPC 5-22	6 self-storage buildings totaling 1816 sq. m. of self-storage space	Waiting on a resubmission - Comments sent August 14, 2025
Antrim car wash, 580 White Lake Road	SPC 6-22	Drive-through car wash	Waiting on resubmission - comments sent June 14, 2023
Marshall's Bay Block 46, Madawaska Blvd.	SPC 7-22	2 1-storey non-residential buildings with a total of 20,000 sq. ft. of floor area	Site plan reviews completed - applicant submitted a revised site plan. File on hold based on information from the applicant
24 Sheffield St	SPC 10-22	37-unit multi-unit residential building	Site plan agreement drafted - waiting on applicant to sign it since May 2024

30 Daniel St. N.	SPC 2-23	4-storey apartment building with 46 units	Site plan agreement drafted - waiting on applicant to sign since March 7, 2025
Block 139 – Pegasus, Desmond Trudeau Dr.	SPC 1-24	45 single detached dwellings, 8 semi-detached dwellings, 10 townhouses (63 units total) on private roads and infrastructure	Waiting for resubmission - comments sent September 23, 2024
62 McLachlin St	SPC 4-24	3-storey – 14-unit apartment building addition	Waiting on resubmission - Comments on the second submission sent March 24, 2025
449 Hartney St	SPC 5-24	Two 595 sq. m. (6,400 sq. ft.) mixed non-residential uses buildings (total 12,800 sq. ft.)	Site Plan agreement signed April 22, 2025 - building permit issued
150 Staye Court Drive	SPC 6-24	Self-storage shipping containers	Waiting on a resubmission – Second submission deemed incomplete December 2, 2024
Sawmill Flats Phase 3, Jack Crescent	SPC 7-24	5-storey – 57-unit apartment building	Site Plan agreement signed September 24, 2025 – building permit issued
151 McNab Street	SPC 8-24	4-storey apartment buildings with 203 dwelling units in 2 phases	Site Plan agreement signed October 10, 2025 - building permit issued
134 McDonald St	SPC 9-24	4-storey 57-unit apartment building with underground parking	Waiting on a resubmission - comments on the second submission sent October 14, 2025
Lepine Apt, Madawaska Blvd.	SPC 10-24	4 storey 185-unit apartment development with 268 sq. m. (2,884 sq. ft.) of first-floor commercial space.	Waiting on resubmission - Second submission comments sent December 16, 2025
130 Staye Court	SPC 1-25	7,032 sq. ft - 4-unit warehouse with supplemental offices	Waiting on resubmission - Comments on first submission sent July 9, 2025

245 Daniel St. N. - site plan amendment 2	SPC 2-25	Amendment to reflect changes in building and drive-through for the Starbucks building	Site Plan agreement signed April 4, 2025 - building permit issued
7 Vanjumar - site plan amendment	SPC 3-25	Change to drive-through alignment	Site Plan agreement signed August 19, 2025 - building permit issued

Attachment 5 – Consent applications

Consent applications are used when creating 5 or fewer lots on an existing street, for lot line adjustments or to create an easement or lease lasting more than 21 years. When a complete application for a consent is received staff circulate notice of the application and public meeting as required under the Planning Act. A public meeting is held to hear comments from the public and other agencies. Staff review the application, considering the Planning Act, Provincial Planning Statement, and Town of Arnprior Official Plan and Zoning By-law, as well as any comments received, before making a recommendation to the Committee of Adjustment on the application. The review may include supporting studies or plans. Review of technical/engineering plans and studies may be conducted externally. Once conditionally approved by the Committee, the applicant has two years to fulfill any conditions and finalize the consent.

Table 6: Status of active or recently closed consent applications

Project Name or address	File number	Summary of development proposed	Status
258 Albert St.	B5-24	Sever a parcel of land for the creation of a new lot containing the existing single-detached dwelling at 258 Albert Street.	Conditionally approved May 21, 2025
Albert St. lots	B6-24	Sever two parcels of land for the creation of two new vacant lots with frontage on Albert Street.	Conditionally approved May 21, 2025
24 Ottawa St.	B7-24	Sever a parcel of land for the creation of a new lot containing the existing single-detached dwelling at 24 Ottawa Street	Complete - Conditionally approved May 21, 2025 - conditions fulfilled
398 John St. N.	B8-24	Sever a parcel of land for the creation of a new lot (severed lands) for future development.	Complete - conditionally approved February 27, 2025 - conditions fulfilled
8 Gardner St.	B1-25	Creation of a new lot to sever an existing semi-detached into two lots	Complete - conditionally approved May 21, 2025 - conditions fulfilled
43 Leo Moskos St.	B2-25	Lot line adjustment for new unit type	Conditionally approved August 12, 2025
51 Leo Moskos St.	B3-25	Lot line adjustment for new unit type	Conditionally approved August 12, 2025

55 Leo Moskos St.	B4-25	Lot line adjustment for new unit type	Conditionally approved August 12, 2025
51 Leo Moskos St.	B5-25	Lot line adjustment for new unit type	Conditionally approved August 12, 2025
82 and 84 Seventh Ave.	B6-25	To sever two existing single detached dwellings where the properties merged on title.	Approved January 7, 2026 – in the appeal period

Attachment 6 – Subdivision applications

Subdivision approval applies to development or redevelopment where 5 or more lots are being created or where the development includes creation of a new street or extension of municipal water and/or sewer services. Subdivision applications are submitted to the County of Renfrew as the approval authority. County staff circulate complete applications for draft plan approval to commenting agencies including the Town of Arnprior. Review of the application for draft plan approval includes the stormwater management, water, and wastewater servicing, geotechnical, traffic impacts and environmental impacts, and compliance with applicable Zoning By-law and Official Plan provisions. This review is high level and focuses on establishing whether the development can meet applicable standards and what conditions must be fulfilled for the Town to be satisfied that the development will meet applicable standards. If staff have comments, questions or concerns that need to be addressed these are provided the County and the applicant can provide a revised submission. Rounds of review continue until staff are satisfied that the development is feasible. Town staff bring recommended draft plan conditions to Council for approval, which are then provided to the County for approval. Once the County has granted draft plan approval the applicant proceeds with submitting plans and studies as per the draft plan conditions for detailed design. Rounds of resubmission and review continue until comments and concerns have been addressed. Review of technical/engineering plans and studies may be conducted externally. Staff bring a subdivision agreement to Council for consideration. The applicant enters into the subdivision agreement with the Town, which is a condition of the draft approval. Staff provide a clearance letter to the County indicating how the applicant has met draft conditions and the County can then issue final approval of the subdivision plan for registration.

Table 7: Status of active or recent closed subdivision applications

Project Name or address	File number	Status
Marshall's Bay Meadows	47T14002	Phases 1 through 3 have been built out with the exception of non-residential/medium density residential blocks along Madawaska Blvd. Phase 4A has been approved and is currently under construction. Phase 4B has a signed subdivision agreement for the re-lotting. Phase 5A plans have been reviewed with comments sent waiting for a resubmission.
Mackie Homes, Ida St	47T22002	Draft plan approval granted. Comments on the second submission of detailed design were sent December 1, 2025.
Van Dussen Dr	47T22003	Application for draft plan approval received and under review
White Lake Rd	47T21001	Application for draft plan approval received and under review
Campbellbrook, 400 Division St	47T240005	Application for draft plan approval reviewed and comments provided. OPA is required. OPA application was received. Waiting on resubmission.

Westhaven Gate, Fourth Ave	47T21004	Application for draft plan approval received. Fourth submission for draft plan approval reviewed and comments sent. Waiting on resubmission
Lepine, Baskin Drive, E.	47T25002	Application for draft plan approval received. First submission under review. Comments anticipated to be sent at the end of January based on the technical review timeline.

Attachment 7 – Inquiries

Inquiries are planning related questions received which are not applications. These can vary from simple requests for property dimensions to complex requests about how many units a multi-unit residential property may be able to accommodate, the potential for re-zoning or re-designating a property to allow a different type of development and the process for multiple planning approvals. Inquiries can take anywhere from 10 minutes to several hours depending on the number and complexity of questions and whether information or coordination of a response with another department is required.

Table 8: Planning inquiries by month

Month	Number of inquiries responded to
January	12
February	22
March	17
April	15
May	39
June	20
July	25
August	35
September	20
October	37
November	24
December	9
Total	275
Average per month	23

Attachment 8 – Description of Zoning Compliance and Part Lot Control applications

Zoning Compliance Request

Zoning compliance requests are requests for confirmation of information on a specific property. These requests are usually used when a property is being purchased to confirm the zoning, official plan designation, whether there are any local improvements fees applicable, and whether there are any building or planning violations or inspections outstanding.

Part Lot Control Application

Part lot control regulates further division of lots within a subdivision, requiring approval for transfers or sales. Approval of a part lot control exemption can be used to divide semi-detached dwellings and townhouse dwellings within an approved subdivision following construction.



Town of Arnprior Staff Report

Subject: Implementation Plan for Robert Simpson Park Refresh

Report Number: 26-01-26-02

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

Department: Operations & Recreation

Meeting Date: January 26, 2026

Recommendations:

That Council direct staff to include a newly constructed four-season structure containing multiple single-user washrooms in the Robert Simpson Park Refresh Phase 1B design in the location of the current canteen at a net budget increase of \$575,000 and update the Long-Range Capital Forecast accordingly, and;

That Council direct staff to include for vendor stations to replace the existing canteen within the Robert Simpson Park Refresh Phase 1B design, and;

That Council direct staff to consult with an appropriate indigenous organization to implement a gathering space feature into the design for the Robert Simpson Park Refresh project in Phase 1B.

Background:

Robert Simpson Park has long been seen as a landmark within the Town of Arnprior boasting a beautiful waterfront, sandy beach, large open green space, mature trees and ample amenities for recreation activities, major events and community/family gatherings. This park plays a vital role in a majority of the town-run and major community events during the summer months and is easily the Town's busiest outdoor space from the Victoria Day through to Labour Day. Its popularity well exceeds our borders and also serves as an economic driver for our community.

In late 2019, thinc design was contracted to complete a Waterfront Master Plan to establish general concepts for Town-owned shoreline projects. This plan was delivered to Council in November 2021 and approved through the 2022 budget process.

In July 2024, Council awarded the design for the redevelopment of Robert Simpson Park to Stantec Consulting Ltd. The design assignment includes:

- Shoreline modification

- Establishing a breakwater
- Establishing network of accessible pathways
- Establishing boardwalk for accessible route from the upper-level parking lot to the beach level
- Replacement and improvements to play features including the splashpad, play structure(s) and swing set(s).

In the July 14, 2025, meeting of Council, Council authorized the project to be broken into the “Upper” and “Lower” Parks for the sake of practicality and timeliness.

Discussion:

As indicated in the LRCF the revitalization of Robert Simpson Park was anticipated to be a multi-phase implementation. The original plan was to complete the design for the entire park simultaneously which would allow staff to complete the public consultation in one round. However, based on complicating factors around shoreline modification, Council directed staff to complete public consultation for the “Upper Park” due to practicality of timeline.

In the July 14, 2025, meeting of Council, Council authorized the project to be broken into the “Upper” and “Lower” Parks for the sake of practicality. Based on public feedback received and further details as outlined in this report, the proposed revised phasing is as follows:

- Phase 1 – “Upper Park”
 - Phase 1A (2026)
 - Paved pathways
 - Improved lighting
 - Splashpad
 - Play Structures / Play Features for various ages
 - Phase 1B (2027)
 - Accessible Pedestrian Ramp to Beach
 - Washroom retrofit
 - Parking Improvements
 - Indigenous Gathering Space
- Phase 2 – “Lower Park” (2032)
 - Erosion Control
 - Breakwater
 - Boardwalk
 - Revised Swimming entry point

The Town went about seeking public feedback via an in person open house on November 13, 2025, and an online survey that remained open from November 10-23, 2025. To spread awareness about the call for public feedback the following approaches were employed:

1. Multiple posts on social media
2. Updates to dedicated webpage (Arnprior.ca/RefreshRSP)
3. Prominent outdoor signage in 2 locations
4. Signage in Town facilities (physical and TV screen)
5. Paper copies of surveys available at Town Hall, Nick Smith Centre and Library
6. Radio snippets
7. Outreach to all local schools who provided survey links to teachers and/or parents
8. In person visit to a grade 2/3 classroom to complete the survey with the class

The engagement from the public on this project was quite high with a total of 366 completed surveys, however 3 of those survey responses were completed by elementary school classes adding input from another 72 children. Additionally, 30 people voted by placing stickers at the in person open house. The combined total of 468 responses is equivalent to approximately 10% of households in Arnprior responding.

80% of respondents were Arnprior residents and there was a distribution of responses from different age groups. 74% of respondents had children in their households. Organic response rate was highest among 35-44 year olds who contributed 25% of the responses.

Staff also presented concepts to the Town's Accessibility and Age Friendly Advisory Committee and have incorporated feedback as detailed below.

Splash Pad

54% of respondents preferred the second presented option, "Ground Play". The orange hoop and bucket features were especially well received. This option is a little more interactive than the other option, with features such as movable cannons. Many of these features are different to what is present at Art Dodds (formerly Fairview) Park which was important to the design team.

Figure 1: Ground Play Splash Pad



There were several comments around areas to change when it comes to the splashpad and washrooms. Though change stalls are planned for the Lower Park, the design is being revised to feature change stalls in proximity to the splashpad in response to public feedback. These would be relatively basic, roof-less structures similar to the below image.

Figure 2: Example Change Stall



Play Structure

When it came to the swing set, 72% preferred the first option with the saucer swing. The saucer swing is an interesting approach to an accessible feature. It was noted by a member of the Town's Accessibility and Age Friendly Advisory Committee that hard surfacing (asphalt or rubber surfacing) should be oriented to be as close as possible to the accessible swing. Often with a feature like this, a caregiver will push a wheelchair to the edge of a hard surface and have to carry the child from their wheelchair to the play feature. Staff are working with the design team to re-orient the swing set to ensure this is incorporated into the design.

Option 1, "Wild Adventure", was the most liked play structure option with 41% of the vote, with Option 4, "Wood Waves" coming in second place with 25% of the vote. People reacted particularly positively to the spinning carousel feature. This play structure option provides the traditional slide features and maintains the well-loved zipline-like slider feature like the one on the existing structure. The tree themed features fit well with the wood climbing structure to support a woodland theme that emphasizes the importance of lumbering to the history of the Town of Arnprior.

Feedback from Council, the public and the Accessibility and Age Friendly Advisory Committee have highlighted a preference for rubberized play surfacing in place of the Engineered Wood Fiber (EWF). Staff are currently working with the design consultants on implementing a larger proportion of rubberized play surfacing, however the costing is approximately \$335-450 per square meter versus EWF cost at \$70 per square meter. The termination of rubber play surfacing typically requires a concrete curb as well, which further complicates partially surfacing with rubber.

Figure 3: Option 1 "Wild Adventure"



Washrooms

The state of the existing washroom building is showing its age, does not meet accessibility or inclusivity standards and is poorly used in terms of space allocations however the structural elements and roof are in good condition. There were four concepts presented for retrofitting this building – two that were traditionally segregated into male and female washrooms as well as two that were not gender specific.

When redesigning a public space staff are always focused on providing the most accessible and inclusive space possible, in line with the Town of Arnprior's core values as laid out in the Strategic Plan (Forward-thinking, Accountable, Inclusive and Respectful). The non-gendered options (Options #3 and #4), previously presented to Council, are in line with modern industry standards when it comes to public buildings. Though there are widespread examples of gender-neutral, all-gender and universal washrooms throughout Canada, few have photos online to confirm whether handwashing amenities are in shared spaces or not. Examples of this type of design that have been implemented and have photos available online confirming shared amenities are:

- Municipal facilities
 - Ottawa City Hall
 - Aquatic facilities (Toronto since 2012, Cambridge, Russell)
 - Libraries (Edmonton Calder Public Library)
- Educational facilities
 - Elementary Schools (Sunshine Coast School District 46, Parkcrest Burnaby - both in British Columbia)
 - High Schools (Cowichan Valley School District, BC, Dene HS in La Roche, SK)
 - Post Secondary institutions (University of British Columbia)
- Other Industries
 - Airports (Port of Seattle, USA)
 - Malls (Yorkdale Shopping Centre, Toronto)

Responses from the public were mixed, however data has indicated that there was discomfort among many with what was presented as “non-gendered” options due to shared space (hand washing area in the common hallway). However, the concept of a “family washroom” option was generally positively received. Opinion appeared to be polarized between Option #1 (49%) and Option #4 (24%) with Options #2 and #3 receiving comparatively less interest. There were comfort-based opinions expressed around gender from both factions.

The following themes were present in the qualitative data presented in responses to this item:

- **Accessibility**
- **Safety**
- **Convenience for Families**
- **Privacy & Discomfort**
- **Cleanliness**
- **Change Space**
- **Preference for Urinals**
- **Climate Control (Year-Round Access)**

Change space is addressed by the change stalls to be implemented as part of Phase 1A as outlined above as well as planned change stalls at the waterfront in Phase 2.

Seasonal Operation

The most consequential factor when it comes to costing is whether the facility is intended to become operational year-round. Currently the washrooms are open from the May long weekend to around Thanksgiving, weather dependent. There are still park users in the colder months and the waterfront trail and park in general is well used throughout the winter.

Lack of public washroom space is a complaint that is often received by the Recreation department and improving access to existing public washroom facilities was identified as a priority action in the Age Friendly Community Plan. Operating a washroom year-round at Robert Simpson Park would provide an increased level of service by adding to the compliment of public washrooms already provided by the Town at the Nick Smith Centre, Library and Museum.

Though peak demand in this park is typically in the summer, the demand for recreation amenities exists year-round. Projects that offer year-round amenities typically are also evaluated more favourably by grant funders. In the coming years, the intent is to implement an outdoor rink (puddle rink) in the event space in front of the gazebo. It would be decided now whether that rink would be serviced with portable restrooms or a heated washroom.

The opportunity to implement a four-season washroom in Robert Simpson Park only exists with significant investment. Retrofitting a structure more frequently than in 20-year intervals is not in line with typical asset management values. The choice would have to be made now on whether to implement this increased level of service in the current project or defer this level of service to be reconsidered in approximately 20 years.

Recommendation

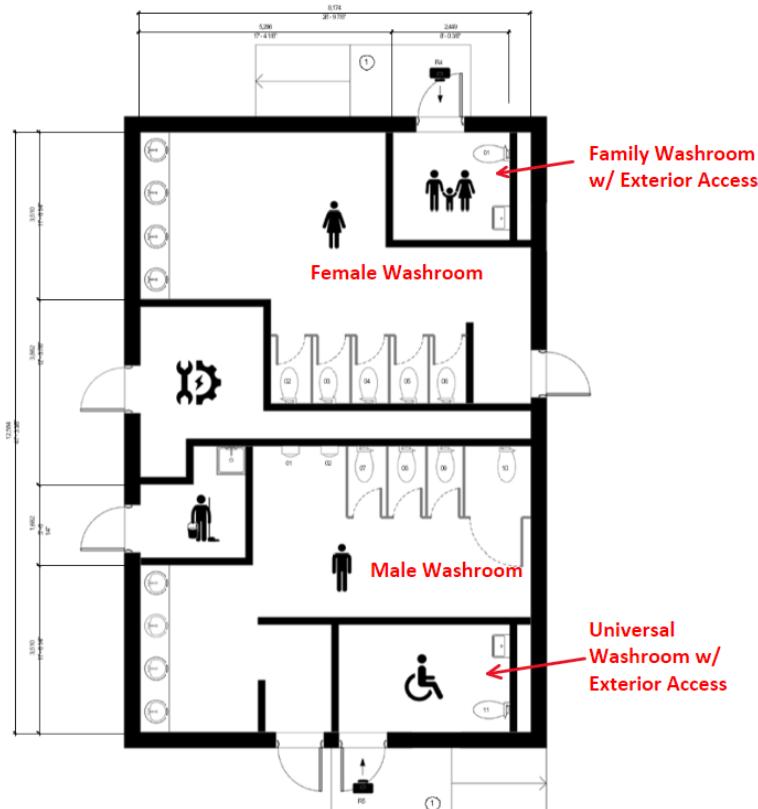
There are two approaches to proceeding with the washroom component of this project that offer two different service levels.

1. Approach #1 – Renewal (Proceed with Option #1 seasonal retrofit) \$300,000
2. Approach #2 – New Build (Four Season, Single user design) & design \$875,000

Staff are recommending Approach #2 – New Build - as it provides a significant improvement to level of service in line with the Age Friendly Community Plan and Multi-year Accessibility Plan.

Approach #1 – Renewal

Figure 4 – Washroom Design Option #1



The renewal approach of implementing Option #1, pictured above, is the closest to a “like for like” design where a male and female washroom remains with single user washrooms added to both sides of the building. This option includes changing out fixtures, stalls and refreshing the esthetic appearance of the washroom while providing an improved level of service. For most of the factors listed below, the improvements are limited to the two single user washrooms, however the entire structure would become more accessible. These improvements are significantly reduced in comparison to the Approach #2. It should also be noted that, at higher traffic times, those that wish to use the universal or family washroom would be more likely to have to wait in this design than in Approach #2.

This achieves or partially achieves an improvement to:

- **Accessibility**
 - Provides one universal and two accessible options.
 - Provides two spaces where individuals can enter with caregivers of a different gender.
- **Safety**

- Provides two spaces for Inclusivity for trans and non-binary people: The design provides an option for a safer, more welcoming space, and helps reduce feelings of vulnerability, harassment, or abuse.
- **Convenience for Families**
 - Access to a change table would be in two rooms accessible to anyone.
- **Privacy & Discomfort**
 - Provides two single user washrooms that are more private.
- **Preference for Urinals**
 - Allows for two urinals in male washroom.

This design option does not achieve an improvement to:

- **Cleanliness**
- **Climate Control (Year-Round Access)**

Washroom Option #1, does offer an improved level of service in comparison to the existing structure at a significantly lower budget price of approximately \$300,000. The drawback to this approach is that it is less inclusive and does not offer the increased level of service of being a four-season structure.

The existing washroom was constructed in 1986, and the Town typically plans for an 80-year lifecycle. This refresh occurring halfway through the anticipated life of the structure is appropriate from an asset management perspective.

The industry standards around the design of public buildings have evolved significantly over the past 20 years, particularly when it comes to washrooms and changing areas. Based on current trends, it appears likely that this layout will be considered outdated for a public park within the next 15 years. It is also likely that public desire for additional restroom availability will continue to increase as the Town continues to grow so there may be further pressure for a year-round structure prior to the end of this building's useful life.

Considering the remaining estimated useful life of the facility and cost of retrofit, it is not recommended to winterize the existing structure.

Approach #2 – New Build

Using the existing building footprint, it is difficult to balance a family friendly, inclusive and accessible design against the negative public sentiment around shared common elements. Retrofitting doors all the way along the exterior load bearing walls, rerouting plumbing and upfitting a new washroom is likely to carry a cost of \$500k+ whereas a new structure could likely be implemented for approximately \$875k. A newly constructed washroom could also be a year-round facility as opposed to the existing seasonal washroom.

Figure 5: Proposed Washroom Location



In response to public feedback, staff are recommending that the design focus shifts from a “gendered” versus “non-gendered” approach to a single user model. Instead of shared amenities such as banks of sinks, a toilet and sink would be contained in each single user washroom. As with all non-gendered options presented, there would be no stalls, rather rooms accessible from the exterior of the building. Single user washrooms are present in every household, Town-owned facilities and this approach is becoming common in newly constructed buildings in Arnprior and elsewhere. Note that a universal washroom is a larger version of a single user washroom with accessible features such as door operators. Familiar examples would be Town Hall, the Arnprior Library, the Museum, the Hospital or local fast-food locations. Examples of this style of public washroom design are widespread and have become the norm.

Figure 6: Universal Washroom Example



Figure 7: Single User Washroom Example



The proposed single user design model would incorporate both single user washrooms and multiple universal washrooms. Not all washrooms would be universal only for the sake of fitting more washrooms into a reasonable building footprint.

A single user washroom design model addresses most concerns provided from the public.

- **Accessibility:**
 - Inclusivity for people with disabilities: These spaces accommodate people who use mobility-aids, and those who have a caregiver of a different gender.
- **Safety:**
 - Parents or caregivers sending their children into separate single user washrooms alone would be able to stand outside with a line of sight to both washroom doors.
 - Inclusivity for trans and non-binary people: The design creates safer, more welcoming spaces, and helps reduce feelings of vulnerability, harassment, or abuse.
- **Convenience for Families**
 - Parents or caregivers can use the same washroom as other family members, making it easier to support young children or dependents.
 - Single user washrooms allow for change tables to be present in some rooms for anyone to use.
- **Privacy & Discomfort:**
 - Design elements promote privacy, comfort and safety for all users, while the openness and connection in central areas promotes safety (i.e. increased visibility reduces some opportunities for vandalism).
 - For day camp, daycare and school group programming, adults can supervise while still ensuring the child's privacy.
- **Cleanliness:**

- Greater flexibility for cleaning and maintenance: Facility staff can access any washroom at any time for cleaning. In a gendered washroom, however, cleaning must be scheduled or the space temporarily closed.
- Universal access also eliminates the possible uncomfortable experience of encountering cleaning staff of the opposite gender in a gendered washroom.
- Additionally, one washroom can be taken offline for deep cleaning as needed without disrupting overall level of service.
- **Climate Control (Non-Seasonal Access)**
 - This option provides the opportunity to insulate and provide heated space year-round.
- **Increased Level of Service:**
 - By design, single user and universal design facilities can accommodate a greater number of users than gender-specific facilities.
 - The rooms with diaper change stations would be accessible to anyone and multiple caregivers at the same time.

The preference for urinals was expressed in the qualitative comments received. The choice would be available to implement rooms with both toilets and urinals; however, this would require large washrooms, carrying a cost impact.

The pump station in the existing washroom building would likely have to be expanded to an extent to facilitate larger flows from the new washroom structure. The existing building will be used as storage temporarily until the design is finalized for the next stages. The existing washroom can likely remain in service until the new washroom is constructed.

Canteen

The canteen was not to be included as part of the scope of this project though there have been concerns highlighted with the accessibility to the service counter in the past. As per *Figure 6*, the proposed location for the new washroom would require demolition of the existing canteen. The existing washroom has a larger, more customizable footprint than the existing canteen building.

The total annual rental revenue from the existing canteen is typically \$1,500. At this rate (or even double this rate), when considering initial construction, operating and maintenance costs, cost recovery will likely never be achieved. As examples of maintenance costs, a stove was replaced in 2025 at a cost of \$971 and the roof was replaced in 2019 for \$7,775. The other pieces of equipment housed in the existing canteen are nearing the end of their useful lives. Based on the limited revenue food businesses typically achieve in this location, the space is unlikely to be rentable at a higher rate. To include a canteen into a newly constructed washroom building would likely increase the cost by \$100,000+ and this is not recommended.

Though the Town does not see cost recovery from the canteen, a food vendor in the space is a benefit to park users. It is proposed that a vendor utility hookup be provided from a concrete pad nearby to the buildings to allow for food vendors to set up stands or trucks under similar lease agreements to the existing canteen arrangement. This allows the park to maintain the same level of service when it comes to food amenities while minimizing the costs to the Town. Further there is flexibility on vendor locations including closer to the waterfront as the phases of this project progress.

Establishing permitted vendor stations provides the opportunity to have a rotating vendor list so that there are different offerings on different weekends throughout the summer for park

users. This also allows the opportunity for more local food businesses to set up in the park temporarily without committing to a seasonal operation. Note that free water bottle filling stations will be implemented as part of this project.

Consideration was given to alternative locations however it is recognized that there is considerable value to having more open green space in this park. To build a third building would remove recreation space from the park and this is not recommended.

History

There were some comments around the history of the site and acknowledgements of indigenous peoples that would have lived on the land prior to European settlement. The play structures and splashpad are woodland themed which provide a soft reference to the logging history of the Town of Arnprior. This logging history is particularly important to this property, considering it was once part of the lumber baron Daniel McLachlin's estate. Based on feedback and internal discussions, Town staff began to explore opportunities for more explicit historic references in the design.

Several municipalities and institutions have included circular gathering and reflection spaces into their landscaping such as the Last Duel Park Healing Circle in Perth and the Awen' Gathering Place in Collingwood. The proposed overall park design has many circular elements, and a circular reflection space would fit well. Circles are prominent in various elements of indigenous cultures. It is proposed to position this feature in the quieter area of the park closer to the cemetery.

Figure 8: Proposed Location for Cultural Gathering Place



Figure 9: Perth Last Duel Park Healing Circle



Figure 10: Collingwood Awen' Gathering Place



It is recommended that Council direct staff to consult with an appropriate indigenous organization on how to best implement a gathering space feature in this space. Construction is proposed to be implemented as part of Phase 1B of Robert Simpson Park in 2027.

A separate Wayfinding Signage project is also included in the proposed 2026 Capital budget. This presents an opportunity to make historic resources that much more present in public spaces. Signs with historic information and QR codes linking to dedicated Town webpages on historic events, people and concepts, building on the historic information gathered during the Millennium trail project in the year 2000 could be implemented with a target of 2027 completion in line with Phase 1B.

Design Refinements

The fountain at the south end of Robert Simpson Park has been a maintenance issue for the past few years and there have been discussions about the best use of that space in the new design. With the implementation of new and expanded elements, staff believe that converting this space to green space is most appropriate. The fountain is intended to be removed as part of Phase 1A.

The concrete staircase is not compliant to current codes, was installed in the 1950s and is reaching the end of its useful life. To replace the staircase with a code compliant version

would likely carry a cost of approximately \$500,000. The intent is to demolish the staircase in Phase 1B when the new accessible ramp is constructed to more safely link the upper and lower parks.

Options:

Council may choose to direct staff to pursue a different sequence of tasks or to proceed with a lesser or greater scope than that which is recommended. It should be noted that full washroom and shoreline modifications cannot realistically be completed in 2026 based on available information.

Council may direct staff to implement the Approach #1 washroom; however, it is likely that a structure that is four seasons and/or more family friendly would be requested from the public prior to the end of the lifecycle of the amenity.

Council may choose to direct staff to pursue different design elements within the upper park, though it should be noted that the scale of the change may impact timeline.

Policy Considerations:

The design to be implemented is in line with recommendations from the Waterfront Masterplan and Parks & Recreation Master Plan recommendations. These projects will be tendered in accordance with section 6.3 request for tender of the Town of Arnprior's Procurement Policy.

The Town's 2023-2025 Multi Year Accessibility Plan lists the following goals for Robert Simpson Park, all of which are being addressed in the proposed implementation plan.

- 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.

The 2025 Age-Friendly Community Plan also lists improving access to existing public washroom facilities as a priority action.

The Town's Strategic Plan outlines the organization's core values as: Forward thinking, Accountable, Inclusive, and Respectful. The proposed design is in line with these values.

Financial Considerations:

The budget amounts for implementation of the Robert Simpson Park improvements are:

	Year	Approach #1	Approach #2
Design	2024-2026	\$683,457.57	\$683,457.57
Phase 1A	2026	2,520,000.00	2,520,000.00
Phase 1B	2027	1,085,000.00	1,660,000.00
Phase 2	2032	6,000,000.00	6,000,000.00

Total Budget		\$10,288,457.57	\$10,863,457.57
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The costs associated with the different approaches to constructing the washroom renewal are as follows:

1. Approach #1 – Renewal (Proceed with Option #1 seasonal retrofit) \$300,000
2. Approach #2 – New Build (Four Season, Single user design) & Design \$875,000

The LRCF budgeted values are based on the renewal option and data currently available. As the remainder of the design progresses, costs will be further refined. The net increase to the LRCF for Phase 1B to implement Approach #2 would be \$575,000.

As presented in the previous Council meeting regarding this project, there are many factors still being explored so costing on the Phase 2 Shoreline Modification and Lower Park scope is not yet refined. Current projections are in the order of magnitude of \$5-8 million. The Phase 1A costing also includes further studies and design work such as geotechnical and additional phases of archaeological studies required to progress the future phase designs.

This project is planned to be funded 85% by the Capital Expenditure Reserve Fund (CERF) and 15% by Development Charges (DCs).

Meeting Dates:

- July 8, 2024 - Award of Robert Simpson Park Revitalization Design to Stantec Consulting
- July 14, 2025 – Implementation Plan for Robert Simpson Park Refresh
- November 10, 2025 – Concept Presentation to Council
- November 13, 2025 – Public Open House
- November 19, 2025 - Concept Presentation to Accessibility and Age Friendly Advisory Committee

Consultation:

- Stantec Consulting
- Accessibility and Age Friendly Advisory Committee
- Public Consultation – November 10-23, 2025

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: User Fees and Charges – Annual Review

Report Number: 26-01-26-03

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

Department: Client Services

Meeting Date: January 26, 2026

Recommendations:

That Council pass a by-law at the February 9, 2026 Council meeting to implement the proposed changes to the User Fees and Charges By-law.

Background:

The Consolidated User Fees and Charges By-Law #7560-25 is meant to incorporate all user fees and charges imposed for services and activities for the municipality. Annually, staff conduct a comprehensive review of the user fees and charges to ensure that the fees meet legislative requirements, strategic plan sustainability objectives, align with budget and remain comparable with neighbouring or like municipalities.

Discussion:

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

Table 1: User Fees and Charges By-Law Schedules

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

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

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

Schedule A – Administration & Finance

- Market Vendor – Per Market: Update Market Vendor wording to clarify per market for daily charge.
- Civil Ceremonies – Increase the fee from \$175 to \$200 for civil ceremonies conducted at a Town facility during office hours and \$300 to \$350 for civil ceremonies conducted offsite outside office hours, to better reflect municipal comparators and the officiant level of effort.
- Liquor License Letter – new fee added for \$30 for issuance of a liquor license letter.

Schedule C – Fire Services

- Revise the costs of carbon monoxide alarm from \$20.00 to \$30.00 to reflect recent cost of inventory purchases.
- Remove the annual water rescue administration fee for participating municipalities due to the change in service provision.
- Clarification wording that the Water Rescue charges are to be invoiced to agencies that request services beyond the municipal boundaries.

Schedule E – Planning and Economic Development

- Increase deposit amounts for site plan applications (\$5K to \$10K) and subdivision agreements & condominium approvals (\$10K to \$20K) as the actual costs incurred for these items are consistently over the deposit threshold.
- Wording added to outline current practice that legal fees for registration (Site

plan, subdivision, pre-servicing, etc.) are charged at actual costs.

- Wording added for clarity that Development Agreement fees include pre-servicing, private road, or other.
- Compliance Report fees - Recommending increasing this fee from \$125 to \$150 to recognize the impact of inflation, be more consistent with the average seen across other municipalities and better achieve cost recovery.
- Lifting of 0.3m reserve – Increase the fee from \$400 to \$600 as we are the low end of comparators, however also amend this fee from “per block” to “per by-law” as the number of blocks per by-law does not significantly increase the amount of work. In most cases lifting of reserve is for multiple blocks or parts so this will result in a reduction of fees for most developers.
- By-Law Requests (Encroachment By-law, Sign By-law Exemption, etc.) – Cost recovery is a consideration for setting a user fee and the current fee of \$325 does not cover the significant amount of work required (preparation of a by-law, report to Council, review through the workflow and presentation at Council, as well as communication with the applicant, and circulation of the request for consideration by other departments or agencies as required) for these applications. An increased fee to \$1,000 would better achieve a cost recovery basis.
- Cash-in-lieu of parking agreement – Cost recovery is a consideration for setting a user fee and the current fee of \$325 is not sufficient to cover the amount of work required (preparation of a by-law and report, review through the workflow and presentation at Council as well as communication with the applicant and circulation of the request for consideration by other departments or agencies as required) for a cash-in-lieu of parking agreement. An increased fee of \$1,000 will better achieve cost recovery basis.
- Cash-in-lieu of parking - per parking space - Cash-in-lieu of parking agreements are intended to be used where parking is not accommodated on site but is still needed and the developer / owner is paying the municipality with the understanding that these funds are used to create additional municipal parking such as on-street parking or municipal lots. There are limited circumstances where this is applicable; however, staff reviewed the costs of creating parking spaces to ensure that these costs are fairly allocated to benefiting developers / owners if a cash-in-lieu of parking agreement is entered into. Based on recent estimates, the one-time capital costs of establishing a parking lot are in the range of \$15,000 per parking stall. This does not include the costs of winter maintenance, insurance, on-going maintenance such as line re-painting, street sweeping, and parking enforcement, or the longer-term capital costs of eventual re-paving. Staff are recommending the cash-in-lieu of parking - per parking stall, currently at \$1,600, be increased to \$10,000. This reflects the actual upfront capital costs of creating parking spaces and the longer-term costs of maintaining parking. Since it is a one-time fee, it is important that it includes ongoing

maintenance as a consideration. It also recognizes that the full cost is shared between benefiting parties as municipal parking spaces such as in a municipal lot would benefit more than one business.

- Display Screen Advertising (Nick Smith Centre) – increase from \$40/month, \$400/year to \$50/month, \$450/year to keep current with recent advertising costs.
- Nick Smith Centre Wall Ad – Annual – Remove the requirement for 3-Year commitment.

Schedule F – Waste Management

Waste management is a cost recovery cost center. To cover the costs of garbage collection and landfill management, the changes in fees are a redistribution of costs between user fees (direct use) and levy (all residents).

- The Garbage & Landfill Annual fee is set at \$185 (2025 - \$185) as outlined in the budget presentation reflective of increased contracted services costs.
- As recycling collection for ICI (industrial / commercial / institutional) properties are not included in the shift to the Producer Pay Model, a separate Recycling Collection fee for ICI (industrial / commercial / institutional) users is set at \$395 (2025 - \$210) to cover their collection and processing contract costs.

Schedule G – Water / Wastewater

- Water / wastewater rates are included as per the Water / Wastewater Rate Study adopted by By-Law #7561-25 and included in the 2026 proposed budget.

Schedule H – Cemeteries

- Sale of Lots and Niches (2026 & 2027) - Inflationary increase (3%) applied to cover increasing maintenance costs.
- Interment Fees (2026 & 2027) – Inflationary increase (8%) to better cover internal costs for level of effort and align with other cemetery comparators.

Schedule K – Recreation Facility & Programs

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

Arena / Pool / Community Hall

- Inflationary increase (~3%) for most ice rentals / hall rentals with new rates coming into effect April 1, 2026.
- Add access to the community hall in addition to a meeting room and public

mezzanine for Tournaments and increase surcharge from \$250.00 to \$400.00.

- Inflationary increase for adult shinny from \$6.00 to \$7.00 (resident) and \$9.00 to \$10.50 (non-resident).
- \$0.25 increase for public swim admissions.

Parks / Marina

- Inflationary increase for ball diamond rentals.

Ball Diamonds	Current Rate (Resident)	Proposed Rate (Resident)
Adult Leagues – per hour	\$28.50	\$30.00
Minor Leagues – Recreation Affiliates – per hour	\$18.25	\$20.00
Tournaments – per Day / per Diamond	\$160.00	\$175.00

- Inflationary increase for marina fees and revised monthly fee to ensure greater than annual fee.

Options:

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

Policy Considerations:

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

Financial Considerations:

Proposed amendments to user fees and charges are submitted by various departmental staff and reviewed by the Client Services - Finance Branch. The proposed 2026 budget presented at the January 12, 2026 regular meeting of Council would be inclusive of any financial impacts from the proposed user fees and charges included herein.

Meeting Dates:

N/A

Consultation:

Department Heads, Managers, Staff

Documents:

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

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

The Corporation of the Town of Arnprior

By-law Number 7xxx-26

A by-law to repeal and replace By-law No. 7560-25, as amended, a by-law to impose user fees or charges for services, activities or items for purchase.

Whereas in accordance with Section 11 (1) of the Municipal Act 2001, S.O. 2001, c. 25 as amended, a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

Whereas the Council of the Corporation of the Town of Arnprior has the authority to pass by-laws imposing fees or charges pursuant to Section 391 of the Municipal Act 2001, S.O. 2001, c. 25 as amended; and

Whereas these new and/or amended fees were tabled at the January 26th, 2026 Regular Meeting of Council for public review and comment; and

Whereas Council of the Corporation of the Town of Arnprior deems it expedient to amend the User Fees and Charges By-law for the municipality.

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

1. **That** Schedules A-L be repealed and replaced with new Schedules A-L, attached hereto and forming part of this by-law, setting out the user fees and charges of the Corporation of the Town of Arnprior for the activities and services enumerated therein.
2. **That** except where otherwise indicated, the fees or charges as indicated in this by-law do not include applicable taxes, which will be added to the fee or charge.
3. **That** unless otherwise stated any fees or charges set out in the by-law which are not paid when due, may be subject to late payment charges payable at the rate of 1.25% on the first day of default (15% per annum) and every 30 days thereafter on the principle amount owing.
4. **That** where all or part of a fee imposed by this by-law related to real property within the Town of Arnprior remains unpaid for more than 90 days, such fee or charge shall be added to the tax roll for the property, which is owned, in whole or in part, by the person upon whom the fee or charge is imposed and shall be collected in a like manner as municipal taxes.

5. **That** unless otherwise stated, except by legislation or regulation, all fees or charges set out in this by-law shall be non-refundable.
6. **That** payment of any fee or charge in this by-law shall be in Canadian currency.
7. **That** the Chief Administrative Officer is authorized to resolve any conflict or ambiguity regarding the interpretation or applicability of this by-law.
8. **That** a review of this by-law be undertaken annually.
9. **That** this By-law shall come into full force and effect on the day of its adoption.

Passed in open Council this 9th day of February 2026.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

This by-law is deemed to be adopted on _____, 2026.

Schedule A – Administration and Finance Fees

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

Schedule A – Administration and Finance Fees

Description	Fees
Licensing Fees	
Marriage Licence - Resident	\$125.00
Marriage Licence – Non-Resident	\$150.00
Civil Ceremony – At Town Facility During Office Hours	\$200.00
Civil Ceremony – Outside Office Hours/ Off Site	\$350.00
Civil Ceremony – Officiant Attendance at Rehearsal	\$75.00
Civil Ceremony - Mileage	As per Canada Revenue Agency
Death Registrations (Burial Permit)	\$15.00
Death Registrations (Burial Permit) after hours	\$60.00
Lottery Licence (% of total prize value)	3%
Lottery Licence Amendments	\$10.00
Hawkers and Peddlers - Annual	\$500.00
Refreshment Vehicles/ Stands and Ice Cream Bicycle/Stand and Mobile Canteen	\$750.00 / year or \$62.50 / month
Old Gold and Precious Metal Dealer Annual Licence	\$200.00
Old Gold and Precious Metal Dealer Temporary Licence (1 week)	\$100.00
Pawnbroker Annual Licence (One Time Security Deposit of \$2,000 required to be held by the Municipality as per Pawnbrokers Act)	\$250.00
Clothing Donation Drop Box Annual Licence – Not For Profit/ Charity	No Charge
Special Event Licence (Municipal Property)	\$25.00 / day or part thereof, up to maximum of \$150.00
Market Vendor – Season (May 1 st to September 30 th) - Farmer	\$100.00
Market Vendor – Season (May 1 st to September 30 th) – Non-Farmer	\$150.00
Market Vendor – ½ Season (9 market minimum) - Farmer	\$50.00
Market Vendor – ½ Season (9 market minimum) – Non-Farmer	\$100.00
Market Vendor – Per Market	\$15.00 per day

Schedule A – Administration and Finance Fees

Description	Fees
Market Rotational Community Group Booth	No Charge
Market Rotational Youth Booth	No Charge
Market Vendor Access to a Generator (single connection) – fee subject to adjustment by the Treasurer for commodity price increases (fuel) and related costs	\$12.50 per day
Outdoor Sidewalk Patio Café (Non-Liquor Licensed) – Full Season	\$100.00
Outdoor Sidewalk Patio Café (Liquor Licensed) – Full Season	\$3.00 / square foot with a mandatory minimum fee of \$500.00 and up to a maximum fee of \$1,000.00

Application and Other Fees

Property Standards Committee – Appeal Application	\$150.00
Business Licence Appeals Committee – Appeal Application	\$150.00
Licence Amendment/ Extension	\$25.00
Commemorative Naming Plaque, Signage, and/or purchase of Minor Asset (Bench/ Tree)	Cost Recovery + 5%
Initial Backyard Chicken Licence	\$50.00
Backyard Chicken Licence Annual Renewal	\$25.00
Liquor License Letter	\$30.00

Schedule B – Animal Control

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

Schedule C – Fire Services

Description	Fees
Fire Inspection Letter or Order, Fire Reports, Investigation Reports, Compliance Letters and Real Estate Records Search (plus MFIPPA fees where applicable)	\$100.00
Indemnification Technology – Per Fire Marque Agreement - Should the insurer pay the coverage to the property owner and/or policy holder, the property owner and/or policy holder is liable to remit these funds to the municipality or its representative	Current Ministry of Transportation (MTO) rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services - Requested by other agencies beyond the municipal boundaries of the Town of Arnprior.	Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call
Water Rescue Services – Annual Agreement Administration Charge for Participating Municipalities	\$1,000.00
Provision of Emergency Services to a Municipality where there is no agreement for services in place	Current MTO rate per hour per vehicle + personnel costs + any additional costs for each call) multiplied by 1.5
False Alarm Fee (when there are more than 2 false alarms caused by a controllable factor within a 12 month period of time)	\$250.00
Supply and install smoke alarm, carbon monoxide alarm, and combination smoke/ carbon monoxide alarm	Combination Alarms \$40 Plug-in CO Alarms \$30 Smoke Alarms \$20

Schedule D – Building Services

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

Schedule D – Building Services

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

Schedule E – Planning and Economic Development

Description	Fees
Planning Services Fees	
Consent per new lot created, boundary adjustment or easement requested (not including retained parcel)	\$1,500.00
Minor Variance	\$1,500.00
Recirculation for Consent or Minor Variance	\$500.00
Deferral Fee for Consent or Minor Variance	\$300.00
Validation of Title / Certificate of Cancellation	\$500.00
If Peer Review of any study is required – Peer Review Costs (\$5,000 deposit required)	Actual Costs
Zoning Amendment	\$2,000.00
Zoning Lifting of Holding	\$1,500.00
OP Amendment	\$2,000.00
Site Plan Applications (Fees plus Legal and Engineering Costs) (\$10,000 \$5,000 Deposit Required)	\$2,000.00
Site Plan Agreement Amendment	\$550.00
Subdivision Agreement (Fees plus Legal and Engineering Costs) (\$20,000 \$10,000 Deposit Required)	\$3,000.00
Subdivision Agreement Amendment	\$1,100.00
Review of Red Line changes to Draft Plan	\$800.00
Release of Site Plan Agreement Fee	\$300.00
Legal fees for registration (Site plan, subdivision, pre-servicing, etc.)	Actual Costs
Development Agreement (including pre-servicing, private road, or other)	\$1,100.00
Compliance Reports	\$150.00
Deeming by-law	\$325.00
Part Lot control (per by-law) or amendment to Part Lot Control By-law for extension	\$600.00
Lifting of 0.3 m reserve – per block per by-law	\$600.00

Schedule E – Planning and Economic Development

Description	Fees
By-law Requests (Encroachment By-law, Sign By-law Exemption, etc.)	\$1,000.00
Vehicle agency letters	\$100.00
Cash-in-lieu of Parking Agreement	\$1,000.00
Cash-in-lieu of Parking – per parking space	\$10,000.00
Condominium Approval (Fees plus Legal and Engineering Costs) (\$20,000 \$10,000 Deposit Required)	\$3,000.00
Condominium - Exemption	\$1,500.00
Draft Plan Approval Extension (Required Annually)	\$800.00
Purchase and Sale Process Fee for Purchase of Town-Owned Lands	\$325.00
Marketing and Economic Development Fees – Advertisements	
Business Card (Size (WxH): 3.5 inch x 2 inch)	\$100.00
¼ Page (Size (WxH): 3.75 inch x 5 inch)	\$200.00
½ Page (Size (WxH): 7.5 inch x 5 inch)	\$400.00
Full Page (Size (WxH): 7.5 inch x 10 inch)	\$600.00
Cover Half Page (Colour) (Size (WxH): 7.5 inch x 5 inch)	\$500.00
Cover Full Page (Colour) (Size (WxH): 7.5 inch x 10 inch)	\$700.00
Event sponsorship packages and alternate advertising fees will be determined by the Marketing & Economic Development Officer in consultation with the CAO to allow flexibility for other ad sizes, formats and ensure cost recovery.	
Marketing and Economic Development Fees – Nick Smith Centre Advertising	
Display Screen Ad	\$50/month, \$450/year
Nick Smith Centre Wall Ad – Annual *Requires a 3-Year Commitment	\$450.00
Nick Smith Centre Dressing Room Ad – Annual *Requires a 3-Year Commitment	\$600.00

Schedule E – Planning and Economic Development

Description	Fees
Nick Smith Centre Rink board Ad – Annual (Includes sponsorship of one public skate per year) *Requires a 3-Year Commitment	\$800.00
Nick Smith Centre Ice Surface Ad – Annual (Includes sponsorship of one public skate per year) *Requires a 3-Year Commitment – limited availability	\$900.00
Nick Smith Centre Meeting Room – Annual (Includes sponsorship of two public skate per year per room) *Requires a 5-Year Commitment – limited availability	\$900.00
Nick Smith Centre Arena Viewing Area – Annual (Includes sponsorship of three public skate per year) *Requires a 5-Year Commitment – limited availability	\$1,200.00
<p>Note: Advertiser is responsible for providing the physical / digital signage.</p> <p>Sponsorship packages and alternate advertising fees will be determined by the Director of Recreation in consultation with the CAO to allow flexibility for other formats, opportunities and ensure cost recovery.</p>	

Schedule F – Public Works – Waste Management

Description	Resident Fees	Non-Resident Fees
Landfill Tipping Fees		
Private Passenger Vehicle – Car, Mini-van, Small SUV	\$20.00	\$40.00
Up to $\frac{3}{4}$ Ton Pick-up, Full size van, large SUV, or Single-Axle Utility Trailer	\$40.00	\$80.00
Tandem-axle Trailer (Heavy Utility Trailer)	\$95.00	\$190.00
Single-axle Truck (Maximum 5 ton capacity)	\$300.00	\$600.00
Tandem-axle Dump Truck, or Single-axle Packer (i.e., garbage truck)	\$395.00	\$790.00
Tri-axle Dump Truck, Tandem-axle Dump Truck with pup, or Tandem-axle Packer (i.e., garbage truck)	\$690.00	\$1,380.00
Tractor-trailer	\$1,200.00	\$2,400.00
Roll-off Box (per cubic yard capacity)	\$20.00	\$40.00
Tipping Fee (per tonne)	\$100.00	\$200.00
Compacted Waste – per tonne or 2 times standard tipping fee	\$100.00	\$200.00
Tires – no rim	No Charge	No Charge
Tires – with rim	No Charge	No Charge
Freon Evacuation (items also require a disposal fee) (i.e: air conditioner, freezer, refrigerator, dehumidifier, water coolers)	\$40.00	\$80.00
Brush (i.e., shrubs, hedges, trees, large branches (over 1.5" diameter), stumps, roots, timber, and logs)	Tipping Fees Apply	Tipping Fees Apply
Leaf and Yard Waste (i.e., plants, flowers, compost, leaves grass clippings, small branches (less than 1.5" diameter), tree/shrub trimmings)	No Charge	Tipping Fees Apply
Blue Bin Recyclables (i.e., comingled, fiber and cardboard)	No Charge	Tipping Fees Apply
Christmas Trees (Expires January 31st after the Christmas Holiday)	No Charge	Tipping Fees Apply

Schedule F – Public Works – Waste Management

Description	Resident Fees	Non-Resident Fees
Bulk purchases of 500 or more bag tags for registered charities or non-profit organizations. Re-sale or bag tags is prohibited (Residents Only)	\$1.50/tag	N/A
Electronic Waste (i.e., TV's, cell phones, printers, computer monitors, speakers)	No Charge	No Charge
Scrap Metals (Source Separated Metals)	No Charge	No Charge
Mattress or Boxspring (each)	\$20.00	\$40.00
Construction, Demolition, Renovation Waste	Cost Recovery	2x Cost Recovery
Other Waste Management Fees		
Requires a 'Bag Tag'	\$3.00	N/A
Counter-Top Composter (Pilot Project) – Small / Large	\$150 / \$300	N/A
Composter Purchase – Residents Only (Note 1)	Cost Recovery	N/A
Garbage & Landfill – Annual Fee (Note 2)	\$185.00	N/A
Recycling & Collection (ICI) – Annual Fee	\$395.00	N/A
<p>Note 1: The General Manager, Client Services/Treasurer is delegated authority to adjust to fees as they pertain to Cost Recovery items listed.</p> <p>Note 2: The ratio of the annual fee that is Garbage Fee versus Landfill fee is established annually based on the current year budget and will be adjusted by the Treasurer to reflect contractual obligations*</p>		

Schedule G – Public Works – Water / Wastewater

Water Rates	As of March 1, 2026
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	\$2.00
Service Charge per month – 5/8" meter	\$25.57
Service Charge per month – 3/4" meter	\$34.96
Service Charge per month – 1" meter	\$60.83
Service Charge per month – 1.5" meter	\$108.07
Service Charge per month – 2" meter	\$175.04
Service Charge per month – 3" meter	\$315.04
Service Charge per month – 4" meter	\$729.34
Service Charge per month – 6" meter	\$1,415.18
Service Charge per month – 8" meter	\$2,247.31
Wastewater Rates	As of March 1, 2026
Commodity charge (per cubic meter) based on water rates multiplied by water consumption	\$1.47
Service Charge per month – 5/8" meter	\$20.54
Service Charge per month – 3/4" meter	\$28.05
Service Charge per month – 1" meter	\$48.82
Service Charge per month – 1.5" meter	\$86.73
Service Charge per month – 2" meter	\$140.47
Service Charge per month – 3" meter	\$252.84
Service Charge per month – 4" meter	\$585.33
Service Charge per month – 6" meter	\$1,135.40
Service Charge per month – 8" meter	\$1,803.56
Description	Fee
Water/ Sewer Service Installation – Residential (main to property line to 30 feet)	
Standard 5" Sanitary Service, Standard 4" Storm Service and 3/4" Water Service	Actual Cost

Schedule G – Public Works – Water / Wastewater

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

Schedule H – Public Works - Cemeteries

Description	2026 Rate			2027 Rate		
	Lot	Care and Maintenance	Total	Lot	Care and Maintenance	Total
Sale of Plots – Resident Rate						
1 Grave Plot	\$836.00	\$558.00	\$1,394.00	\$861.00	\$575.00	\$1,436.00
2 Grave Plot	\$1,673.00	\$1,117.00	\$2,790.00	\$1,723.00	\$1,151.00	\$2,874.00
3 Grave Plot	\$2,509.00	\$1,675.00	\$4,184.00	\$2,584.00	\$1,725.00	\$4,309.00
4 Grave Plot	\$3,345.00	\$2,233.00	\$5,578.00	\$3,445.00	\$2,300.00	\$5,745.00
Cremation Plot	\$569.00	\$380.00	\$949.00	\$586.00	\$391.00	\$977.00
Sale of Plots – Non-Resident Rate						
1 Grave Plot	\$1,255.00	\$837.00	\$2,092.00	\$1,293.00	\$862.00	\$2,155.00
2 Grave Plot	\$2,509.00	\$1,675.00	\$4,184.00	\$2,584.00	\$1,725.00	\$4,309.00
3 Grave Plot	\$3,764.00	\$2,512.00	\$6,276.00	\$3,877.00	\$2,587.00	\$6,464.00
4 Grave Plot	\$5,018.00	\$3,350.00	\$8,368.00	\$5,169.00	\$3,451.00	\$8,620.00
Cremation Plot	\$853.00	\$569.00	\$1,422.00	\$879.00	\$586.00	\$1,465.00
Sale of Columbaria Niches – Resident Rate						
Level A Niche	\$1,467.00	\$259.00	\$1,726.00	\$1,511.00	\$267.00	\$1,778.00
Level B Niche	\$1,333.00	\$236.00	\$1,569.00	\$1,373.00	\$243.00	\$1,616.00
Level C Niche	\$1,212.00	\$214.00	\$1,426.00	\$1,248.00	\$220.00	\$1,468.00
Level D Niche	\$1,102.00	\$195.00	\$1,297.00	\$1,135.00	\$201.00	\$1,336.00
Level E Niche	\$1,002.00	\$177.00	\$1,179.00	\$1,032.00	\$182.00	\$1,214.00
Sale of Columbaria Niches – Non-Resident Rate						
Level A Niche	\$2,201.00	\$389.00	\$2,590.00	\$2,267.00	\$401.00	\$2,668.00
Level B Niche	\$2,000.00	\$354.00	\$2,354.00	\$2,060.00	\$365.00	\$2,425.00
Level C Niche	\$1,818.00	\$321.00	\$2,139.00	\$1,873.00	\$331.00	\$2,204.00
Level D Niche	\$1,653.00	\$292.00	\$1,945.00	\$1,703.00	\$301.00	\$2,004.00
Level E Niche	\$1,503.00	\$266.00	\$1,769.00	\$1,548.00	\$274.00	\$1,822.00

Schedule H – Public Works – Cemeteries Continued

Description	2026 Fee		2027 Fee	
	Earth Burial	Niche	Earth Burial	Niche
Interment Charges				
Adult (12+ Yrs)	\$888.50	N/A	\$960.00	N/A
Youth (Under 12 Yrs)	\$444.00	N/A	\$480.00	N/A
Cremated Remains	\$456.00	\$197.00	\$492.00	\$213.00
Disinterment Charges		Earth Burial		Cremated Remains
Disinterment and reburial in the same location/ removal from the cemetery		\$900.00		\$450.00
Disinterment and reburial in another location in the same cemetery		\$1,125.00		\$562.50
Disinterment and reburial in another Arnprior Municipal cemetery		\$1,350.00		\$675.00

Schedule H – Public Works – Cemeteries Continued

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

Schedule I – Public Works – Equipment and Other Charges

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

Schedule J – Public Works – Sewage Charges

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

Schedule K – Recreation

Nick Smith Centre – rates come into effect April 1, 2026

Description	Resident	Non-Resident
Arena – Seasonal Contract & Casual Rental Hourly Ice Rates		
Junior A Packers – Practice	\$150.00	N/A
Junior B Packers – Game	\$225.00	N/A
Senior A Rivermen - Game	\$225.00	N/A
Winter Prime Time & All Summer Ice – Adults	\$205.00	\$302.50
Winter Prime Time & All Summer Ice – Minors & Seniors	\$150.00	\$225.00
Winter Non- Prime Time – Adults	\$165.00	\$247.50
Winter Non- Prime Time– Minors & Seniors	\$118.50	\$178.00
Ice Discounts		
Last Minute (within 72 hours of rental, n/a on Early Morning Ice)	30%	30%
Late Ice (11:00 pm to midnight)	\$85.00	\$85.00
Early Morning Ice (pre 8:30am) – Weekdays Only	\$85.00	\$85.00
Tournament Surcharge (Per Day) – Includes access to two meeting rooms, public mezzanine and community hall.	\$400.00	\$400.00
Ice Contract Deposit (Non-Refundable) for contracts great than 10 hours. 20% deposit of total value (Note: Does not apply to primary user groups)	20%	20%
Slab Rental		
Hourly Rate (No Set Up)	\$65.00	\$97.50
Daily Rate	\$650.00	\$975.00
Set-up / Tear Down - Daily Rate	Cost Recovery	Cost Recovery
Hydro Fees and Set Up - Daily Rate	Cost Recovery	Cost Recovery
Electrical Fees - Inside & Outside Panel Per Event	Cost Recovery	Cost Recovery
Public Skating		
Public Skating – Adult (16-60 Years)	\$3.00	\$4.50

Description	Resident	Non-Resident
Public Skating – Infants (0-2 Years)	No Charge	No Charge
Public Skating – Children (3-15 Years)	\$2.50	\$3.75
Public Skating – Seniors (60+ Years)	\$2.50	\$3.75
Shinny Hockey		
Adult Shinny Hockey – Hourly Rate Per Person (16 Years & Over)	\$7.00	\$10.50
Youth / Senior Shinny Hockey – Hourly Rate Per Person (15 Years & Under / 60 Years & Over)	\$5.00	\$7.50
Goaltender – (Up to 2 Goalies, Max)	FREE	FREE
Nick Smith Centre Community Hall		
Hall Rental Fee - Hourly Rate	\$45.00	\$72.50
Hall Rental Fee - Daily Rate	\$365.00	\$547.50
Hall Rental Fee with Bar Services - Daily Rate	\$470.00	\$705.00
Hall Rental Fee with Bar Services – Hourly Rate (Minimum 3 hour rental)	\$110.00	\$165.00
Set Up/Tear Down Fee - Hourly Rate (Applied to any setup that is beyond setup of tables and chairs)	\$40.00	\$40.00
Security and Damage Deposit – Daily (Fee to secure rental and is fully refunded barring damages)	\$200.00	\$200.00
Event Security (Select Licensed Events) – Per Guard, Per Hour	\$35.00 - \$50.00	
Table Rentals (per table, per day)	\$10.00	\$15.00
Chair Rentals (per chair, per day)	\$2.00	\$3.00
Nick Smith Centre - Recreation Programs (Various)		
NSC Program & Lending Hub fees are variable and set by Director of Recreation in consultation with the GMCS / Treasurer based on forecasted revenues / expenses & the annual Council approved operating budget.	Various Fees	Resident Fees x 1.5

Swimming Pool Rental – Per Hour		
Description	Resident	Non-Resident
Pool Rental - Basic Hourly Fee (includes 2 lifeguards)	\$150.00	\$225.00
Staff Fee – Per Guard (1:30 Ratio; Minimum 2 guards @ all times)	\$32.00	\$32.00
Swim Club & School Rentals	\$75.00	N/A
Lock Rentals Per Hour		
Lock Rental (Single Day Only)	\$1.00 (\$5.00 rental fee; \$4.00 rebate upon lock return)	\$1.00 (\$5.00 rental fee; \$4.00 rebate upon lock return)
Swim Club Locker Rental (Members Only) - Yearly	\$25.00 (season)	\$25.00 (season)
Swimming Lessons		
Group Lessons – 30 Minutes – Per Lesson	\$10.00	\$15.00
Group Lessons – 45 Minutes – Per Lesson	\$11.00	\$16.50
Group Lessons – 60 Minutes – Per Lesson	\$12.50	\$18.75
Semi-Private Lessons – 30 Minutes – Per Lesson	\$16.25	\$24.50
Private Lessons – 30 Minutes – Per Lesson	\$24.50	\$36.75
Aquafit – Registered Per Class	\$9.00	\$13.50
Aquafit – Drop In Cost Per Class	\$15.00	\$22.50
Public Swimming		
Public Swim Admission – Under 2 Years	No Charge	No Charge
Public Swim Admission – Children (Under 16 Years)	\$3.75	\$5.50
Public Swim Admission – Adults (16+ Years)	\$4.75	\$7.00
Public Swim Admission – Seniors (60+ Years)	\$3.75	\$5.50

Description	Resident	Non-Resident
Public / Lane Swim – Annual Membership – Child (15 & Under) / Seniors (60+ years)	\$350.00	\$525.00
Public / Lane Swim – Annual Membership – Adult (16-59 Years)	\$475.00	\$712.50
Seasonal Aquatic Programming		
Aquatic Fitness / Therapeutic Classes – Per Class (Fee Varies Per Program – See Nick Smith Centre for Details & Specific Program Pricing)	\$8.50 - \$15.00	Resident Fees x 1.5
Youth Birthday Parties		
Birthday Party: 1 hr swim	\$150.00	\$225.00
Birthday Party: 1 hr private skating	\$140.00	\$210.00
Birthday Party: 1hr pool + 2hr community hall	\$210.00	\$315.00
Birthday Party: 1hr ice + 2hr community hall	\$200.00	\$300.00
Customized packages may be arranged. For booking please call at least 14 days in advance.	Variable Fee	Resident Fee x 1.5
Hybrid User Groups - Non-Resident Surcharge		
Major Groups (+200 rental hours) – Per Person	N/A	\$220.00
Recreation Groups (+100 rental hours) – Per Person	N/A	\$165.00
Limited Use Groups (+20 rental hours) – Per Person	N/A	\$110.00
Facility Meeting / Storage Space		
Arena Storage Room (approx. 225 sq ft) - Yearly	\$675.00	N/A
Arena Meeting Room – Hourly	\$20.00	\$30.00
Arena Meeting Room – Daily	\$100.00	\$150.00
Public Mezzanine – Hourly	\$35.00	\$52.50
Public Mezzanine – Daily	\$175.00	\$262.50
Licensed Arena Meeting Space	Negotiated Rate	Negotiated Rate

Parks & Outdoor Amenities

Description	Resident	Non-Resident
Robert Simpson Park		
Use of Gazebo Only – (4 Hours, includes access to power box)	\$100.00	\$150.00
Use of Gazebo Per Hour, Beyond 4 Hours (includes access to power box)	\$40.00	\$60.00
Use of Gazebo – Resident (4 Hours, including chairs, tables, sound system, set up & tear down)	\$550.00	\$825.00
Licensed Event	Negotiated Rate	Negotiated Rate
Ball Diamonds		
Adult Leagues – per hour	\$30.00	\$30.00
Minor Leagues – Recreation Affiliates – per hour	\$20.00	\$20.00
Tournaments – per Day / per Diamond	\$175.00	\$175.00
Marina		
Slip Rental for the season (per foot – 14 ft minimum)	\$35.00	\$52.50
Slip Rental for the month (per foot – 14 ft minimum)	\$20.00	\$30.00
Seasonal Slip Rental Deposit (Non-Refundable)	\$250.00	\$250.00
Daily Docking	\$0.00	\$0.00
Refundable Key Deposit	\$25.00	\$25.00
Daily Launch	\$15.00	\$15.00
Seasonal Launch Pass	\$125.00	\$125.00
Recreational Programming		
Recreation program and sports league fees are variable and set by Director of Recreation in consultation with the GMCS / Treasurer based on forecasted revenues / expenses and the annual Council approved operating budget.	Variable Fees	Variable Fees

Schedule L – Museum Services

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



Town of Arnprior Staff Report

Subject: 2026-2030 Draft Multi-Year Accessibility Plan

Report Number: 26-01-26-04

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

Department: Clerk's Office

Meeting Date: January 26th, 2026

Recommendation

That Council approve the Town of Arnprior 2026-2030 Multi-Year Accessibility Plan as a planning tool to be used to inform the annual budget process as well as other financial planning processes and documents; and

Further That the 2026-2030 Multi-Year Accessibility Plan 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 continue 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 areas in municipal facilities. The Town endeavours to work toward completing these items, as budget permits and wherever grant opportunities arise.

Discussion

In accordance with the IASR, the Town of Arnprior is mandated to adopt a new Multi-Year Accessibility Plan following the completion of the 2023-2025 Multi-Year Accessibility Plan. Town staff have been working on developing a renewed plan over the last year, including consultation with the Accessibility and Age Friendly Advisory Committee (AAFAC) and specific staff where applicable.

AAFAC committee members completed in-person tours of several Town facilities in 2024 and 2025 to identify further goals for accessibility improvements and these results have been incorporated into the proposed Multi-Year Accessibility Plan. The sites visited included Town Hall, Nick Smith Centre, D. A. Gillies Building (Arnprior and

District Museum), Arnprior Public Library Building, Legion Park, Caruso Park and Robert Simpson Park.

The proposed 2026-2030 Multi-Year Accessibility Plan covers a five-year period. In the absence of provincial legislative direction beyond the 2025 requirements for compliance from the AODA, staff have determined that a five-year period is suitable. Should new legislative requirements or changes arise, staff are prepared to adapt as needed.

Since 2023, the Town of Arnprior has also had many achievements that improve the accessibility of our programs and services in addition to those included in the Multi-Year Accessibility Plan.

The 2026-2030 Multi-Year Accessibility Plan includes updates on legislative requirements under the IASR, accessibility successes since 2023, and new goals that have been identified for this period.

The draft plan is attached to this report for Council's consideration.

Options

Option 1 – Council could choose to adopt the 2026-2030 Multi-Year Accessibility Plan as written.

Option 2 – Council could choose to amend the 2026-2030 Multi-Year Accessibility Plan.

Option 3 – Council could choose not to approve the proposed 2026-2030 Multi-Year Accessibility Plan, which is not recommended by staff, as the adoption of a new Multi-Year Accessibility Plan is a requirement of the IASR.

Policy Considerations

The Town of Arnprior's Strategic Plan has been considered in the development of the 2026-2030 Multi-Year Accessibility Plan 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 2026-2030 Multi-Year Accessibility Plan. However, necessary training and implementation of the various items included in the regulations will continue to incur some cost 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”.

These items are completed under departmental operating budget funds, either as a capital item or through grant funding. Most projects are also included in the Long-Range Capital Forecast and other planning documents (i.e. Waterfront Master Plan, Recreation Master Plan, etc.).

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
- Marketing & Economic Development Officer
- Manager of Culture/Curator

Documents

1. Draft 2026-2030 Multi-Year Accessibility Plan

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



Corporation of the Town of Arnprior
2026-2030 Multi-Year
Accessibility Plan

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Background

People with disabilities make up a significant part of our community. It has been projected that by 2036; twenty percent of all Canadians will have some form of disability. In response to these statistics, the Ontario Legislature adopted the Accessibility for Ontarians with Disabilities Act (AODA) in 2005 with the goal of making Ontario accessible for all people with disabilities by 2025.

To achieve this goal, the AODA was implemented and includes requirements that all organizations must meet, with deadlines specific to an organization's type and size.

The AODA is made up of five standards, including:

1. Customer Service Standard
2. Information and Communication Standard
3. Employment Standard
4. Transportation Standard
5. Design of Public Spaces Standard

Deadlines for compliance began as of January 1, 2010, and are the law. The Town of Arnprior is in compliance with all requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and its regulations.

Statement from the Accessibility & Age Friendly Advisory Committee

The Accessibility & Age Friendly Advisory Committee continues to work to improve accessibility for all residents living in the Town of Arnprior. The Committee has made actionable changes to the built environment as well as policies and procedures within the Town. After completing thorough assessments of Town facilities, parks, and trails, the Committee drafted new recommendations that have been included as future action items for the Town to undertake. The Accessibility & Age Friendly Advisory Committee will continue to advocate for accessibility throughout the Town of Arnprior.

Town of Arnprior's Commitment to Accessibility

The Town of Arnprior is committed to eliminating barriers (where possible) and improving accessibility, for persons with disabilities, in a manner that respects dignity, independence, integration and equal opportunity. The Town recognizes the diverse needs of our residents and customers and will continue to make every effort to provide the same access and rights to municipal services as all other members of our community, for those persons with disabilities. For this reason, the Town is committed to modifying service delivery, programming, and other workplace processes, policies, and procedures to ensure equal access for all our residents and customers.

This is the fourth release of the Multi-Year Accessibility plan demonstrating the Town's commitment to accessibility and spans for a renewed term. This plan spans a five-year

timeframe from 2026 to 2030. The purpose of this plan is to provide a status update on the Town's progress in the field of accessibility and to highlight areas where the Town will endeavor to improve upon in coming years. Each section will provide an overview of the relevant requirements and the Town's compliance, as well as a reference to any related By-law, policy, or procedure that the Town has enacted. Appendix A, attached, includes the Accessibility Successes from the previous 2023-2025 Plan.

As in previous plans, the Arnprior Accessibility Advisory Committee, in 2024 and 2025, completed an assessment of facilities to determine current level of accessibility; provided recommendations for improvement; and consulted on the development of the plan. In addition, staff sought feedback from people interested in accessibility and who have experience with disabilities and barriers. These items are noted in Appendix B (Further Goals).

Barriers

The intent of the Plan is to prevent, identify and remove barriers. A barrier is anything that prevents a person with a disability from fully participating in all aspects of society because of a disability. The traditional definition of a barrier used in the context of accessibility has been expanded to include obstacles beyond physical boundaries. There are several other categories of barriers to consider, such as:

Physical Barriers: Features, buildings, or spaces that restrict or impede physical access. For example, a doorway that is too narrow to accommodate entry by persons in a motorized scooter.

Communication Barriers: Obstacles with processing, transmitting or interpreting information. For example, print on a brochure that is too small to read or documents not available in alternate formats.

Attitudinal Barriers: Prejudgments or assumptions that directly or indirectly discriminate. For example, assuming that a person who has a speech impairment cannot understand you.

Technological Barriers: Occurs when technology cannot or is not modified to support various assistive devices and/or software. For example, a website that does not provide for increased text size or contrast options.

Systemic Barriers: Barriers within an organization's policies, practices and procedures that do not consider accessibility. For example, listing a driver's license as an employment qualification for an office position may prohibit persons with visual impairments from applying.

Summary of Progress on AODA and IASR Standards and Regulations

The following is a summary of the Town of Arnprior's progress in terms of complying with the AODA's various legislative standards.

Accessible Customer Service Regulation (ACSR)

The Town of Arnprior is compliant with the Accessible Customer Service Regulation

1. Accessible Customer Service Policy

The Town developed and follows an Accessible Customer Service (ACSR) Policy AS-CP-04, adopted by By-law 6167-12 and also developed a Complaint Management and Resolution Policy AS-CO-14, adopted by By-law 6766-17.

2. Service Animals and Support Persons

The Town permits service animals and support persons to accompany persons with disabilities under the ACSR Policy, the Support Persons Procedure 2020-02-10, and Information on Service Animals.

3. Temporary Disruptions

The Town continues to provide the public with notice of planned service disruptions at Town facilities and of Town services. These notices are posted on the Town of Arnprior website, social media channels and on site (where applicable) and detail the reason for the disruption, how long the disruption will last and alternative ways for customers to access goods, services, and facilities during the disruption.

4. Training

The Town continues to provide training to new hires, volunteers, and all other necessary personnel, as per the regulations. Annual training refreshers are also provided to all employees.

5. Feedback Process

The Town has developed a feedback process in Policies AS-CO-04 and AS-CO-14 and continues to seek feedback on issues regarding accessibility. The feedback form can be found on the Town of Arnprior website. Feedback will be considered as part of the continuous improvement of the town's accessibility efforts.

Individuals are also able to contact the Town of Arnprior with any feedback through the "Contact Us" form on the Town Website. If individuals cannot utilize online services, the Town of Arnprior also receives and responds to feedback by phone, in person, and by regular mail.

6. Documents

The Town provides requested documents in accessible formats, upon request. There is no charge for providing a document in an accessible format.

Integrated Accessibility Standards Regulation (IASR) & Information and Communication Standards

The Town of Arnprior is compliant with the Integrated Accessibility Standards Regulation:

1. Policy Development

The Town has developed and implemented an Integrated Accessibility Standards Regulation (IASR) Policy AS-CP-07, adopted by By-law 6259-13.

2. Multi-Year Accessibility Plans & Annual Status Report

In accordance with Section 5.1 of Policy AS-CP-07 and Multi-Year Accessibility Plan Procedure 21-02-10, the Town of Arnprior will prepare a multi-year Accessibility Plan outlining a phased-in strategy to prevent and remove barriers and address any current and future requirements of the AODA. The Town of Arnprior is committed and will report annually on the progress and implementation of the plan, post the information on the Town's website, and will provide it in accessible alternative formats upon request. The plan will be reviewed and updated at least once every five years.

Previous Plans and Annual Status Reports have been made available on the Town's website. The Town's Multi-Year Accessibility Plan has now been refreshed. The Accessibility and Age Friendly Advisory Committee, seniors and organizations with experience in accessibility and barriers, were consulted, in the development of this plan, and an assessment of municipal facilities and legislation has taken place. Staff will continue to consult with the Accessibility and Age Friendly Advisory Committee over the course of this plan, provide annual status reports, and put forward a new plan in 2031.

3. Procuring or Acquiring Goods, Services or Facilities

The Town has incorporated this requirement in the IASR Policy AS-CP-07 as well as the Procurement Policy FS-AD-01, adopted by By-law 6942-19.

4. Training

Training has been provided to necessary staff, volunteers and other third parties of the Town of Arnprior. This training will continue to be provided to all new employees, volunteers and third parties. Training has been broadened to include webinars on diversity and inclusion, unconscious bias and gender and sexual diversity, and multiple staff members participated in training sessions for working with clients who may have autism or dementia.

Annual training refreshers are also provided to all employees, and training records are maintained in accordance with the Town's Electronic Record Management System.

5. Self Service Kiosks

This Town of Arnprior has recently installed two self-service kiosks (iPads) at the Nick Smith Centre to support program registration. These include one free-standing

near the entrance to the Nick Smith Centre and one at the customer service counter. These kiosks are used to access the Town's recreation program registration platform. Staff will continue to investigate ways to improve the accessibility of these kiosks, including the capability for screen-reading technology. Staff continue to be available at the customer service counter to assist with program registration.

6. Website

The Town of Arnprior implemented a website refresh in June 2021 which continues to meet the WCAG 2.0 (Level AA) Standards. In 2026, the Town of Arnprior will implement a new website which will meet WCAG 2.1 (Level AA) Standards. The new website is intended to be more user-friendly with a new search feature and pop-up feature for urgent and emergency notifications.

Town staff also continue to update content and add new accessible documents to the website as required. In February 2023, Council approved a Communications Strategy which aims to provide accessible, consistent, and timely information within the organization and to the public.

The Town of Arnprior has also included an accessible colour palette in the branding guide to help improve the visual contrast of print and digital materials.

7. Accessible Formats & Communications Supports

As noted previously, the Town of Arnprior provides information upon request in an accessible format and at no additional cost. Staff members have been trained on how to create accessible documents and further training to more staff members on the creation of accessible documents will continue as needed.

As part of the Town's procurement process, documents from consultants that will be shared with the public, such as master plans, are required to be provided in an accessible format. This has been included in the Request for Proposal documentation for projects moving forward.

Various online forms and payment options are available on the Town's website and staff are reviewing other areas where online payments can be implemented.

It is important to note that the Town has also implemented an electronic records management system that includes the functionality of automatically creating Optical Character Recognized (OCR) documents. OCR documents are readable by the computer or other assistive software.

Since March of 2020, the Town improved its accessibility and community participation in relation to Council's decision-making process by live streaming Council Meetings. In the summer of 2025, Council Chambers was retrofitted with enhanced video and audio equipment, providing a higher quality livestream for Council Meetings.

8. Emergency Procedures, Plans, or Public Safety Information

The Town's public emergency information can and will be provided in an accessible format upon request. The Town will continue to endeavor to create all new public safety information in accessible document formats.

9. Public Library

The Library Board shall provide accessible information and access to accessible materials upon request and where they exist. The public shall be made aware of the access to materials. Residents can contact the [Arnprior Public Library](#) for further information on the accessibility of their services.

Employment Standards

The Town of Arnprior is currently compliant with the Employment Standards Regulations, IASR Policy AS-CP-07, adopted by By-law 6259-13 and the Employment Standards Procedures 2015-02-09 and continues to strive to remain an accessible employer.

1. Recruitment

The Town of Arnprior has notified all necessary staff of the recruitment process, which will accommodate applicants with disabilities. All Job Postings indicate the following statement:

“The Town is committed to maintaining an equitable work environment and welcomes submissions from all qualified applicants. If you require a disability-related accommodation to participate in the recruitment process, please email the Human Resources Officer at hr@arnprior.ca”

2. Selection

The Town of Arnprior is committed to maintaining an accessible selection process. Applicants selected to proceed to the interview phase in the selection process will be notified of the availability of accommodations upon request.

3. Notice to Successful Applicants

The Town of Arnprior has amended the standard offer letter for successful applicants to include a statement outlining the Town's policies to accommodate employees with disabilities. The Town also incorporates this notification requirement into the verbal job offer.

4. Informing Employees of Supports

The Town has enacted a Return-to-Work Policy HR-HS-6.08 adopted by By-law 5802-09, as well as an IASR Policy AS-CP-07 which outlines the procedures to support and accommodate employees with disabilities. In addition, the Town of Arnprior has enacted a Post-Traumatic Stress Disorder Plan Policy FD-PP-02, adopted by By-law 6696-17. The overall goal of this prevention plan is to take a holistic approach across the focus areas of prevention, intervention, and recovery, and return to work, when addressing symptoms of PTSD and helping to assist firefighters who may be suffering.

An Employee and Family Assistance Program (EFAP) is established which provides full-time employees, volunteer firefighters, and Members of Council with access to coaching, counselling, and other online tools to promote health and wellness. Staff have been notified of the above policies and procedures that are in place to accommodate employees with disabilities.

5. Accessible Formats and Communication Supports

The Town of Arnprior is committed to providing employees with disabilities with the necessary accessible formats and/or communication supports required to perform their job duties. Staff have been notified of the policies and procedures, including the IASR Policy and Accessible Customer Service Policy, which are in place to support employees with disabilities and provide job-accommodation where required.

6. Workplace Emergency Response Information

The Town has created a Workplace Emergency Response Procedure 2015-02-09 Section 5.0 to complement the IASR policy which outlines the steps that need to be taken if an employee requires assistance/ accommodation in an emergency due to a disability. Any employee who requires any emergency related assistance or other accommodation will be provided with this upon request. The IASR policy also outlines that the Town must inquire with new hires as to whether or not they require assistance.

7. Documented Individual Accommodation Plans

The Town of Arnprior is committed to documenting a process for developing individual accommodation plans, as well as providing these plans to employees as required. Section 4.0 of the Procedure for Documented Accommodation 2015-02-09 Plans complements the IASR Policy, outlining the steps that need to be taken to create/document an individual accommodation plan.

8. Return to Work Process

The Town of Arnprior currently has an Early Assistance and Reintegration Service (EARS) Program for employees administered by the Human Resources Officer. This is a program sponsored by the Town and is provided by Cowan Benefits Consulting. The process to assist employees with disabilities (and other employees) in returning to work is outlined in the Return-to-Work Policy as well as the IASR Policy.

9. Performance Management

The Town's Management is aware of the need to consider the accessibility needs of employees with disabilities in the performance management process as detailed in the IASR Policy and Section 6.0 of Performance Management Procedure 2015-02-09.

10. Career Development and Advancement

The Town takes into consideration individual accommodation plans for employees with disabilities when providing career development and advancement as detailed in the IASR Policy and Section 7.0 of the Career Development and Advance Procedure 2015-02-09.

11. Redeployment

The Town rarely redeploys employees. However, should the need arise, the Town will consider what accommodations workers will need in their new position.

Transportation Standards

The Town of Arnprior does not currently provide conventional transportation services (bus, taxi-cab services, etc.). Therefore, this section of the IASR does not apply to the Town of Arnprior. However, Council, in 2025, provided funding in the amount of \$15,500 to Arnprior-Braeside-McNab Seniors At Home Program to support providing non-urgent transportation to seniors and adults with disabilities to improve access to health and community services. This funding accompanies over \$27,000 provided by the Province of Ontario through the Gas Tax Program.

Design of Public Spaces Standards (Accessibility Standards for the Built Environment)

The Design of Public Spaces Standards addresses accessibility planning in a range of public spaces, including: trails/beach access routes; outdoor public eating areas; play spaces; accessible parking; exterior paths of travel including sidewalks; accessible pedestrian signals; service counters; fixed queuing lines; waiting areas and the emergency and preventative maintenance of accessible elements in public spaces. These standards only apply to new construction or the redevelopment of existing public spaces and buildings.

The Town of Arnprior has implemented a Recreation Master Plan as well as a Waterfront Master Plan as it seeks to redevelop the waterfront and other recreation facilities to better serve the needs of residents. The Town of Arnprior adopted a new Recreation Master Plan in 2024 which included consultation with both the Accessibility and Age Friendly Advisory Committee as well as the public at large.

Thus, the Town of Arnprior, with new construction, is currently compliant with the Design of Public Spaces Standard and will continue to keep this regulation at the forefront when designing, implementing, or re-developing spaces.

1. Recreation Trails and Beach Access Routes

The Town is committed to creating accessible trails and beach access routes, on any new construction and major changes to existing features, as per the regulation. At Robert Simpson Park an accessible beach mat is installed for the summer season and a beach wheelchair is available for use upon request.

2. Outdoor Public Eating Areas

The Town is committed to creating accessible public eating areas, whether they are new constructions or redevelopments of existing areas, as per the regulation. Accessible picnic tables have been purchased and placed in various parks across the Town.

3. Outdoor Play Spaces

The Town is committed to creating accessible outdoor play spaces, whether they are new constructs or redevelopments of existing spaces. Any newly constructed or redeveloped outdoor play spaces will take into consideration Accessibility Design of Public Spaces Standards. Since the last plan, accessible swings were installed in six different parks, and new outdoor play spaces at Legion Park, Caruso Park, and Fairview Park have been completed.

4. Exterior Paths of Travel

The Town is committed to creating accessible exterior paths of travel that are new or redeveloped, as per the regulation. The Town continues to illustrate its commitment to creating accessible exterior paths of travel during its road reconstruction projects. Since the last plan accessible curb ramps and tactile walking surface indicators (TWSI) have been installed at more locations throughout Town. In 2025, 14 new TWSI were added with the Edey St/MacDonald St Reconstruction Project and 102 with the Daniel St Reconstruction Project.

Pedestrian crossovers (PXOs) were installed at the intersections of Baskin Drive and Leo Moskos Street, Daniel Street and Ottawa Valley Rail Trail, and John Street and Rock Lane.

5. Parking

The Town is committed to creating accessible parking lots that are new or redeveloped, as per the regulation. In 2020, the Town improved the accessible parking spaces at Robert Simpson Park by creating new dedicated spaces by the washroom building and identifying additional accessible parking spaces during large community events. Accessible parking spaces have also been added at the waterfront level of Robert Simpson Park. There are also four accessible parking located at the Marina which service both the Marina and Waterfront Trail.

In 2021, the Nick Smith Centre Parking Lot Paving Project was completed with a total of 234 parking spaces, including 12 accessible spaces. Points of entry/ emergency exits are curbed or at grade level, improving accessibility at the Nick Smith Centre.

In 2025, an accessible parking space was added on Edey Street outside of St. John XXIII school to provide more options for parents accessing the school as well as to Legion Park across the street.

6. Service Counters, Queuing Guides and Waiting Areas Accessible

The Town has installed accessible service counters, queuing guides, and waiting areas that are new or redeveloped. This includes improved wayfinding signage at the Nick Smith Centre and braille signage within the facility. All service counters across all Town facilities are accessible. Wayfinding signage throughout Town will continue to be improved with lifecycle replacement.

7. Maintain the Accessible Parts of Public Spaces

The Town is committed to maintaining all accessible features of our public spaces. An accessible lift was installed to go from the first floor to the second floor of the Town Hall for service, with the area being equipped with accessible automated doors as well as an accessible washroom for members of the public. This allows for accessible access to all Council and Committee Meetings held at Town Hall.

The Arena Revitalization at the Nick Smith Centre included the addition of a public mezzanine that is accessible by elevator, expanding the public spaces that are barrier free. This project also created zero-degree thresholds to the ice surfaces and the addition of more accessible door operators and seating areas.

Conclusion

Creating communities where every person can participate fully is important for people, businesses, and community life. Accessibility not only helps people with disabilities, but it also benefits everyone. Creating communities where every person who lives or visits can participate fully, makes good sense for all of us.

The Town of Arnprior will continue its commitment to the removal of barriers and to the improvement of overall accessibility in the community. The Multi-Year Accessibility Plan will be updated again in 2031 as per the AODA and Integrated Accessibility Standards Regulation (IASR).

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 Multi-Year Accessibility Plan Status Report, and any other accessibility related matter.

To provide feedback, please visit the Town's [website](#) or contact:

Clerk's Office

105 Elgin Street West

Arnprior, ON K7S 0A8

Phone:(613)623-4231

Email: clerks@arnprior.ca

Appendix A: 2023-2025 Accessibility Successes

In the 2023-2025 Multi-Year Accessibility Plan, the Town identified a number of additional goals above and beyond legislated AODA and IASR requirements. The scheduled and ongoing projects will be included in the 2026-2030 accessibility goals.

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.
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 a standard practice across the organization. As part of the Nick Smith Centre Arena Revitalization, additional accessible doors have been installed.

Goal	Current Status	Notes
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 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 crossovers (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.
Review / Update Emergency Evacuation Plans for Town facilities to improve accessibility (as required).	Completed	Plans exist for all Town facilities.

Goal	Current Status	Notes
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>
Implement a Step Safe program, a public reporting process to identify sidewalk trip hazards requiring repair.	Completed	<p>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.</p>

Goal	Current Status	Notes
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 about the appropriate location for garbage and recycling receptacles to be placed as to not block the path of travel on sidewalks.</p>
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	Currently, 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>
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
Increase the accessibility of Arena A, including installing handrails in the stands and incorporating accessibility features into the planned renovations.	Scheduled	<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, accessible pathway to the beach, and new seating areas; all with a goal to improve accessibility. This project will be completed in phases.</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	<p>The Manager of Culture / Curator continues to implement virtual offerings and programs based on the main floor that are accessible to all.</p> <p>In addition, new audio tours will be available in 2026.</p>
Install an elevator in the D. A. Gillies Building to allow full access to upper floors by individuals with mobility-related disabilities.	Scheduled	<p>This item has been tentatively included in years six to ten of the Long-Range Capital Forecast, subject to grant availability.</p>
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	<p>This item has been tentatively included in years one to five of the Long-Range Capital Forecast, subject to grant availability.</p> <p>In 2025 the parking lot was resurfaced and painted.</p>
Continue to install explanation tools (audio and/or braille) for new exhibits.	Ongoing	<p>The Manager of Culture / Curator continues to create exhibits with accessible audio-visual elements (i.e. audio recording and/or braille) where possible.</p>

Appendix B: Further Goals Above & Beyond the AODA and IASR

The following are other areas that the Accessibility & Age Friendly Advisory Committee, in consultation with staff, have identified as areas that require improvement to help further remove barriers for individuals with disabilities. Some of these barriers will be removed within the timeframe of this Multi-Year Accessibility Plan, while others have been identified and are outlined as goals to be completed in the future beyond the term of this plan.

Goal	Current Status	Notes
Ensure the 2026 and 2030 Municipal Elections are accessible to all voters and candidates.	Scheduled	In 2025, Council passed a by-law to approve the use of alternative (internet and telephone) voting for the 2026 Municipal Election. Alternative Voting methods, along with other initiatives from Town staff, will help support the accessibility of the Municipal Election for all electors and candidates.
Construction of universal and accessible washrooms at the Nick Smith Centre.	Ongoing	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.	Scheduled	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 2026/2027.
High contrast markings for sharp edges and hazards at the Nick Smith Centre.	Scheduled	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 2026/2027.

Goal	Current Status	Notes
Accessible upgrades to pool and arena changerooms at the Nick Smith Centre.	Ongoing	<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.	Ongoing	<p>Accessible door openers should be installed on all doors leading into arenas A and B, including to changerooms and the exterior.</p>
Design and complete upgrades to improve the accessibility at the Marina, including for pedestrian access.	Ongoing	<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.	To be scheduled	<p>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.</p>

Goal	Current Status	Notes
Accessible washroom at the D. A. Gillies Building.	To be scheduled	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.	Ongoing	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.	Ongoing	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.	Ongoing	Many residents are not aware of accessible supports that the Town offers and increasing signage will help increase awareness.
Supporting sensory friendly meeting spaces within Town facilities.	Ongoing	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.	Ongoing	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.	Ongoing	Investigate ways to support individuals with sensory needs in participating in Town programs such as providing appropriate eyewear, headphones etc.

Goal	Current Status	Notes
New skateboard park	Scheduled	Pending budget approval, the new skateboard park will be built at the entrance to the Nick Smith Centre in 2026 and will have enhanced accessibility features.
Continuation and growth of the Older Adults Club	Ongoing	In early 2026, a survey of current members was completed to determine the on-going needs of program users and this transitions to a permanent program instead of a pilot program.



Town of Arnprior Staff Report

Subject: Proclamation for Black History Month (February 2026)

Report Number: 26-01-26-05

Report Author and Position Title: Kaitlyn Wendland, Deputy Clerk

Department: Clerk's Office

Meeting Date: January 26th, 2025

Recommendations:

That Council proclaim February 2026 as Black History Month in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to the event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 105 Elgin St W Arnprior, ON
Section 5.2.2 – Contact Person's Name	Robin Paquette, CAO rpaquette@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Black History Month February 2026

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

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

Documents:

1. Proclamation Document – Black History Month – February 2026

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



Town of Arnprior Proclamation

Black History Month (February 2026)

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

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

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

Whereas the Government of Canada has announced that the theme for 2026 Black History Month is “30 Years of Black History Month: Honouring Black Brilliance Across Generations – From Nation Builders to Tomorrow’s Visionaries”; and

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

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

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

Whereas through the month of February, the Town of Arnprior will share various information and resources pertaining to Black History Month via social media and the Town’s website, and encourages residents to participate in available programming from organizations across the region; and

Therefore I, Lisa McGee, Mayor of the Town of Arnprior, do hereby proclaim February 2026 as Black History Month in the Town of Arnprior and encourage all residents, staff, and Members of Council to take the time to participate and to learn more and understand how these communities continue to help shape the story of Canada.

Lisa McGee, Mayor
Town of Arnprior



Municipal Grant Request (In Kind) – Arnprior Regional Health Auxiliary (Annual General Meeting)

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

Whereas the Arnprior Regional Health Auxiliary is an eligible organization under the Municipal Grants Policy as they support the community through raising funds to purchase medical equipment and supporting residents and patients at the Grove.

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees on June 15, 2026, (value of approximately \$470 plus HST) for their Annual General Meeting; and

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