



ARNPRIOR

Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, March 23, 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 – March 9, 2026](#) (Page 1-7)**
- 8. Awards / Delegations / Presentations**
 - a) Delegation:**
 - i) [Renfrew County Road Supervisors Association / 2026 AORS Municipal Trade Show](#) (Page 8-27)**
 - b) Presentation:**
 - i) [Council Remuneration Committee – 2026-2030 Council Remuneration Recommendation](#), Council Remuneration Committee Chair (Page 28-43)**
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**
- 11. Notice of Motion(s)**

12. Staff Reports

- a) **Support for Rural Eastern Ontario Affordable Housing Pipeline**, Manager of Community Services/ Planner (Page 44-49)
- b) **Official Plan Amendment No. 10 (OPA-10) Application – 400 Division Street**, Manager of Community Services/ Planner (Page 50-119)
- c) **Awarding of Tender PW-2026-03 Arnprior 2026 Tree Planting Project**, A/Environmental Engineering Officer (Page 120-122)
- d) **Procurement of Municipal Sidewalk Tractor**, General Manager Operations (Page 123-125)
- e) **Proclamation – National Public Safety Telecommunicators Week**, Deputy Clerk (Page 126-128)
- f) **Proclamation – World Autism Awareness Day (April 2, 2026)**, Deputy Clerk and Town Clerk (Page 129-131)

13. Committee Reports and Minutes

- a) **Mayor's Report**
- b) **County Councillor's Report**
- c) **Committee Reports and Minutes**
 - i) **Culture and Diversity Advisory Committee Meeting Minutes – November 3, 2025** (Page 132-134)

14. Correspondence & Petitions

- a) **Correspondence**
 - i) Correspondence Package I-26-MAR-06
 - ii) Correspondence Package A-26-MAR-04

15. By-laws & Resolutions

- a) **By-laws**
 - i) **By-law No. 7659-26 – OPA-10 – 400 Division Street** (Page 135-153)
 - ii) **By-law No. 7660-26 – Procurement of MT7 Municipal Sidewalk Tractor (Joe Johnson Equipment)** (Page 154-155)
 - iii) **By-law No. 7661-26 – Awarding of Tender PW-2026-03 Arnprior 2026 Tree Planting Project** (Page 156)

b) Resolutions

- i) 2025 Integrity Commissioner Annual Report** (Page 157-163)
- ii) Resolution of Support – Association of Ontario Road Supervisors – Protection for Municipal Public Works Workers and Contractors** (Page 164 -165)
- iii) Resolution of Support – Ontario Heritage Organization Development Grant Advocacy** (Page 166)

16. Announcements

17. Closed Session

One (1) matter pursuant to Section 239 (2)(b) of the Municipal Act 2001, as amended, to discuss a personal matter about an identifiable individual, including municipal or Local Board employees (Town Awards – Volunteer, Senior, Youth and Town Award); and

One (1) matter pursuant to Section 239 (2)(f) of the Municipal Act 2001, as amended, to discuss advice subject to solicitor-client privilege, including communications necessary for that purpose (Contract Negotiation).

18. Confirmatory By-law

By-law No. 7662-26 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



ARNPRIOR

**Minutes of Council Meeting
March 9th, 2026, 6:30 PM**

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

Council and Staff Attendance

Council Members Present):

Mayor Lisa McGee
County Councillor Dan Lynch
Councillor Ted Strike
Councillor Tom Burnette
Councillor Chris Toner
Councillor Chris Couper

Town Staff Present:

Robin Paquette, CAO
Kaila Zamojski, Town Clerk
Jennifer Morawiec, GM Client Services/Treasurer
Kaitlyn Wendland, Deputy Clerk
John Steckly, GM Operations
Ben Ritchie, Waterworks Supervisor
Sheena Baum, A/Environmental Engineering Officer
Kelly Vieira, Client Services Coordinator
Emily Stovel, Manager of Culture/Curator
Saba Zamani, Museum Weekend Staff
Danielle Nagy, Museum Weekend Staff

Council Members Absent:

Councillor Lynn Cloutier

1. Call to Order

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

2. Roll Call

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

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 062-26
Moved by Chris Toner
Seconded by Dan Lynch

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, March 9th, 2026, be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 063-26
Moved by Chris Couper
Seconded by Tom Burnette

That the minutes of the Regular Meeting of Council listed under Item 7(a) on the Agenda be adopted (Regular Meeting of Council – February 9, 2026).

Resolution Carried

8. Awards/Delegations/Presentations

a) Museum 2025 Annual Report, Emily Stovel, Manager of Culture/Curator

Emily Stovel, Manager of Culture/Curator, provided Council with an overview of the presentation included in the agenda package and responded to questions.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motion(s)

12. Staff Reports

a) 2025 Annual Report – Arnprior Water Pollution Control Centre and Arnprior Drinking Water System, Ben Ritchie, Waterworks Supervisor

Resolution Number 064-26
Moved by Dan Lynch
Seconded by Chris Couper

That Council receive this report for information and receive the following additional reports for information:

1. Arnprior Water Pollution Control Centre, Summary Report 2025
2. Town of Arnprior Waterworks, Annual Report 2025
3. Arnprior Water Filtration Plant, Summary Report 2025
4. MECP Arnprior DWS 2025-26 Inspection Report # 1-1481754132, dated February 23rd, 2026.

That a copy of the above noted reports be made available to the public for review in hard copy format at the Town Hall and in electronic format on the Town’s website.

That Council receive the updated Municipal Drinking Water Licence, 170-101, Issue No. 8, dated February 24th, 2026, and the updated Drinking Water Works Permit, 170-201, Issue No. 4., dated February 24th, 2026, for information.

At the request of County Councillor Lynch, through Mayor McGee, a recorded vote was taken:

Councillor Tom Burnette	Yes
Councillor Chris Couper	Yes
County Councillor Dan Lynch	Yes
Councillor Ted Strike	Yes
Councillor Chris Toner	Yes
Mayor Lisa McGee	Yes

Resolution Carried

b) 2025 DWQMS Audits and Management Review Results, Sheena Baum, A/Environmental Engineering Officer

Resolution Number 065-26
Moved by Ted Strike
Seconded by Tom Burnette

That Council receive Report Number 26-03-09-02 authorizing the Chief Administrative Officer (CAO) and the General Manager, Operations on behalf of Top Management, and the Mayor, on behalf of Council, to endorse the QMS Commitment and Endorsement Policy, to meet the requirements of the Town of Arnprior Drinking Water Quality Management System Operational Plan.

At the request of County Councillor Lynch, through Mayor McGee, a recorded vote was taken:

Councillor Tom Burnette	Yes
Councillor Chris Couper	Yes
County Councillor Dan Lynch	Yes
Councillor Ted Strike	Yes
Councillor Chris Toner	Yes
Mayor Lisa McGee	Yes

Resolution Carried

13. Committee Reports and Minutes

a. Mayor's Report

Mayor McGee reported the following:

- Mayor McGee thanked Councillor Strike for acting as the Deputy Mayor for the last Council meeting in her absence.
- Since the Council meeting, Mayor McGee met with Pierre Dufresne from Cavanagh Communities. Mr. Dufresne reported that they are getting close to submitting a Planning Act application. In their meeting, Mayor McGee emphasized the need to respect community feedback which seemed to be well received.
- Mayor McGee met with Kelly Linton, who is completing the Corporate Organizational Review of the Town of Arnprior. He is planning to present his findings to Council in mid April.
- Mayor McGee met with Karen DeLuca, Chief Librarian, to hear about new initiatives at the library and their busy plans for summer 2026.

b. County Councillor's Report

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

- The Enterprise Renfrew County Representative, Heather Inwood-Montrose, gave an update that highlighted the need for funding for this program. There has been no increase in funding in the past 10 years and is looking for new community investments. Of note, the County's contribution of \$28,055 is one of the contributors who has not increased its contributions. As well, there have been several Arnprior Entrepreneurs who have benefited from this program.
- The Director of Public Works, Lee Perkins, outlined the 2026 Capital Program which included an estimated \$30 million in investments throughout the County. This included 48.64km of road rehabilitation, four bridge replacements, four culvert replacements, four bridge designs, five trail bridge designs, signal upgrades, and 9.8 km of Algonquin Trail improvement.
- The Manager of Public Works, Taylor Hannrath, presented the Transportation Master Plan. Arnprior Growth Projects include:
 - Years 1 to 5
 - Algonquin Trail paving from Mima St. to Division St. - \$960,000
 - Vanjumar Rd. from White Lake Rd. to Russett Dr - \$1,650,000
 - Division St. from Alexandra St. to Baskin Dr. - \$2,400,000
 - Year 6 to 10
 - Madawaska Blvd. from John St. to Jack Cres. - \$1,500,000
 - Madawaska Blvd. at Daniel St. traffic circle - \$3,500,000
 - Baskin Dr. at Division St. and Duncan Dr. traffic circle - \$3,500,000
 - Year 10 to 20
 - Daniel St. at Stave Court Dr. traffic circle - \$3,500,000
 - Daniel St. S. at Baskin Dr. traffic circle - \$3,500,000

- The County CAO, Craig Kelly, brought forward a report on “The Buy Ontario Act” and as a result County approved a resolution stressing that the provisions of any Act that is being brought forward remain flexible and has local context in mind and do not create additional undue burden to limited resources and capacity at both municipal level and among smaller vendors in Ontario.
- The Bonnechere Manor has achieved Level 1 Butterfly Home Accreditation, the highest designation awarded by Meaningful Care Matter; in which it was highlighted the exceptional care clients were given.
- The County of Renfrew is hosting the 2026 Ontario Foresters Association Annual Conference and AGM from April 21st to 23rd, 2026.
- On Friday, February 27th, 2026, County Councillor Lynch had the opportunity to attend Renfrew’s Town Hall with MPP Billy Denault for the announcement of the Request for Proposal for the design-build of the extension of highway 417 from Scheel Dr. to Bruce St in Renfrew, which will close in fall of 2026.

c. Committee Reports and Minutes

Councillor Chris Couper reported the following from the Culture and Diversity Advisory Committee (CDAC):

- CDAC recommended that Council receive the new Land Acknowledgement proposal, which will be coming forward soon through the CAO and the Manager of Culture/Curator. CDAC is excited about this proposal and has worked hard on it for the last few months.
- CDAC reviewed the draft Strategic Plan for the Museum. Councillor Couper indicated he is excited to see this come forward to Council for consideration.

Councillor Chris Couper reported the following from the Arnprior Public Library Board:

- The Board is at the tail end of their strategic planning process. They are discussing strategic timelines for specific actionable items.
- Councillor Couper noted that as a member of both the Arnprior Public Library Board and CDAC, they have defined their roles organically with the Library being the information hub and the Museum being the culture hub. He noted that it is nice to see all the opportunities coming together for both spaces.

14. Correspondence & Petitions

a) Correspondence

i. Correspondence Package No. I-26-MAR-05

Resolution Number 066-26
 Moved by Chris Couper
 Seconded by Tom Burnette

That Correspondence Package Number I-26-MAR-05 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch made the following comments:

- Page 15: For residents who enjoy alcohol, the Provinces of Ontario and Nova Scotia have signed an agreement to allow consumers to purchase alcohol directly from other province's local producers, including breweries, wineries, and distilleries.
- Page 26: The County of Renfrew Paramedic Service has recently teamed up with local County hospitals to launch a Fit2Sit program. This program will allow the paramedics to better serve our communities as quickly as possible after transporting a patient to the hospital by ambulance. Simply put, if you are taken by ambulance to a hospital and your condition is stable, you will be left in the emergency room of the hospital and monitored by hospital staff. If your condition is serious then you will remain under the care of the paramedics.
- Page 28: The County's Reduced Load Limits come into effect today and terminate on Sunday, May 31st, 2026, at 12:01 AM.
- Page 34: Renfrew County District Health Unit has announced that effective April 15th, 2026, they will be enforcing the Immunization of School Pupils Act that will suspend students aged 4-17 with incomplete immunization records.
- Page 51: The province is calling for applications for the PJ Marshall Award. County Councillor Lynch asked the CAO if the Town had any projects that would qualify for this award.
 - The CAO noted that we do not have any projects that would meet this award criteria.
- Page 119: Congratulations were provided to the Town's Clerk's Department for the publishing of a very informative By-Law Enforcement statistics memo.

15. By-laws & Resolutions

a) By-laws

None

b) Resolutions

None

16. Announcements

County Councillor Dan Lynch made the following announcement:

- County Councillor Lynch provide congratulations to the Special Olympians who participated last Saturday in the district basketball tournament. Regretfully, they did not win. They had won the provincials last year and moved up a tier. The Special Olympics provincial curling tournament will be at the Arnprior Curling Club this Saturday.

Councillor Chris Couper made the following announcements:

- Extended a Happy International Women's Day to all the women that work for the Town of Arnprior.
- Councillor Couper noted that there was a very small film crew in town over the weekend. They were filming an episode of "Still Showing" and it focuses on Arnprior's O'Brien Theatre. The O'Brien Theatre is an anomaly in a world where most independent theatres have been closing. The production is funded by Bell TV1 and the crew came out from Carleton Place to do the interviews. Councillor Couper was honoured to have been asked to be a part of it along with a few

other community members. The documentary will be showing in April at the O'Brien Theatre and on Bell TV1.

- The Longer Table is partnering with White Pine Books and the Arnprior Public Library to host Arnprior Reads: Cookbook Edition. This event will be on Saturday, April 18th at 6:00 PM. It will feature five different culinary chefs who will debate which cookbook is best to feed the world. It will be an evening of great cheer, good eats, and supporting a good cause with all proceeds going to the Longer Table. Tickets are \$100 each and are available through White Pine Books.

Councillor Tom Burnette made the following announcement:

- Councillor Burnette noted that he received correspondence from Anne Baird regarding Barid's Restaurant and provided some background information on the history of this space.

17. Closed Session

None

18. Confirmatory By-Law

Resolution Number 067-26
Moved by Chris Couper
Seconded by Chris Toner

That By-law No. 7658-26, being a By-law to confirm the proceedings of the Regular Meeting of Council held on March 9th, 2026, be and is hereby approved.

Resolution Carried

19. Adjournment

Resolution Number 068-26
Moved by Dan Lynch
Seconded by Ted Strike

That this meeting of Council be adjourned at 7:46 PM.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



Association of
Ontario Road
Supervisors

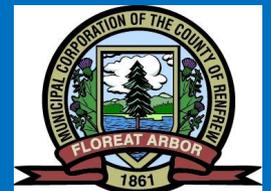
AORS 2026 MUNICIPAL PUBLIC WORKS TRADESHOW



➤ JUNE 3-4, 2026
PETAWAWA CIVIC CENTRE



➤ PROUDLY HOSTED BY





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ASSOCIATION OF ONTARIO ROAD SUPERVISORS

MUNICIPAL TRADE SHOW

The Renfrew County Road Supervisors Association (RCRSA) is pleased to announce that they have been selected to host the 2026 annual Association of Ontario Road Supervisors (AORS) Municipal Trade Show.

Partners with the RCRSA in hosting this prestigious event are the County of Renfrew and the Town of Petawawa.





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MUNICIPAL TRADE SHOW



About the RCRSA

The Renfrew County Road Supervisors Association (RCRSA) is comprised of the following municipalities, first nation communities and other road authorities:

- County of Renfrew, City of Pembroke, Town of Arnprior, Town of Deep River, Town of Laurentian Hills, Town of Petawawa, Town of Renfrew, Township of Admaston-Bromley, Township of Bonnechere Valley, Township of Brudenell-Lyndoch-Raglan, Township of Greater Madawaska, Township of Horton, Township of Killaloe-Hagarty-Richards, Township of Laurentian Valley, Township of Madawaska Valley, Township of McNab-Braeside, Township of North Algona-Wilberforce, Township of Whitewater Region, United Townships of Head-Clara-Maria, Algonquins of Pikwakanagan, City of Ottawa, Canadian Nuclear Laboratories, and Garrison Petawawa.
- Supplier and contractor representatives
- Retired former Public Works and Road Supervisors/ Managers/Directors



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MUNICIPAL TRADE SHOW

The AORS Annual Municipal Trade Show showcases the products, services, materials, and technologies available to the public works industry.

It is considered to be one of the largest shows of its kind in Canada and typically draws more than 2000 participants and 200 exhibitors.



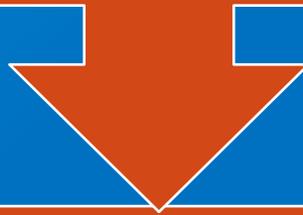


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MUNICIPAL TRADE SHOW

The 2 day Trade Show provides an opportunity for public/private sector public works employees to share information and technical developments in materials, services and equipment required to build and maintain municipal roads and core infrastructure projects.



It also allows suppliers of municipal equipment and services to display their products in one area and develop new business relationships.

Previously held in Renfrew County in 1992 at the Petawawa Civic Centre and in 2014 at the Nick Smith Centre, Arnprior





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MUNICIPAL TRADE SHOW

Chronology

- December 2023 – Application submitted to AORS to host the 2026 Municipal Trade Show in Petawawa.
- August 2024 – AORS Board of Directors approved the RCRSA application and awarded the 2026 Trade Show to the Renfrew County group.
- January 2025– Trade Show Executive Committee established





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MUNICIPAL TRADE SHOW

Chronology (cont.)

- February 2025 – Initial Executive Committee meeting held and Organizational Structure established.
- February 2025 – Advertizing and Promotion program commenced.
 - Program advertizing forms distributed to suppliers and municipal staff.
- February 2025 – Steve Boland accepted position as Trade Show Ambassador.





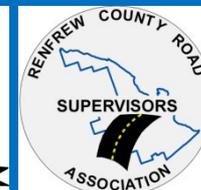
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MUNICIPAL TRADE SHOW

Chronology (cont.)

- February 2025 – Pembroke Shores Golf Course confirmed for the Annual Ross McKenzie Golf Tournament.
- May 2025 - Final version of 2026 Municipal Trade Show brochure sent for printing. 1200 copies printed for distribution.
- June 2025 – Attendance by Planning Committee Delegates at the 2025 Trade Show to meet with organizers, observe execution efforts and assist AORS with promoting and bookings for the 2026 Trade Show..
- Ongoing promotion and organization of the 2026 Trade Show





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MUNICIPAL TRADE SHOW

Key Personnel

Ambassador – Steve Boland

Treasurer/Finance – Trevor Woodtke

Secretary – Mandy Morrow

AORS Representative – Chris Mantha

Site Logistics – Peter Lapointe & Jamey Mick

Promotion/Ec. Development – Trevor Woodtke/Chris Mantha/Colin Coyle

Entertainment – Brad Faught/Gerry Haley/Teddy Suckow

Volunteer Services – Mark Behm/Trevor Woodtke/Chris Mantha

Exhibitor Representative – Bridget McNaughton





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MUNICIPAL TRADE SHOW

Site Profile

The 2026 AORS Municipal Trade Show will be hosted at the Petawawa Civic Centre. The site was proposed for the Trade Show as it met key requirements:

- Site has good access to/from a Provincial Highway – Highway 17
- 300-400 hotel rooms located within a 15-45 min drive from site.
- 4-6 restaurants located within a 15-45 min drive from site.
- Quality 18-hole golf course with capacity host tournaments of 144 golfers.
- Site with available amenities such as: Wi-Fi, hydro, min. 1 ice pad for indoor booths, sufficient outdoor space for 125-150 booths and demonstration areas, and sufficient parking area.
- 174 Indoor Booths and 128 Outdoor Booths. Approximately 95% of the booths have already been booked for 2026.





Site Layout – Indoor Booths





Exhibitor Profile

Exhibitors showcase products and services for public works, including:

- Roads and bridges maintenance, construction, and rehabilitation
- Building maintenance/facility management
- Communications
- Engineering, surveying, design and contract administration,
- Emergency disaster management
- Equipment/fleets
- GIS/GPS and internet technologies
- Parks & grounds
- Storm water/flood control, wastewater collection/treatment, and water treatment
- Traffic/pedestrian control
- Transit
- Locating underground utilities
- Staff training/education.





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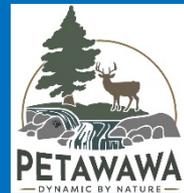
MUNICIPAL TRADE SHOW

Visitor Profile

Approximately 2000 people visit the Trade Show each year including:

Public Works Directors, Engineers, Superintendents and Managers

- Directors/Managers of Operations and Operations Personnel
- Fleet/Fleet Safety Managers
- Consulting Engineers
- Solid Waste Managers/Coordinators
- Public Facilities/Grounds Directors and Managers
- Water Services Directors/Managers
- Transportation Directors/Managers
- Private Contractors/Area Maintenance Contractors





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MUNICIPAL TRADE SHOW

Opportunities

To showcase & promote the amenities and attributes that contribute to the enhanced quality of life enjoyed by the people of the County.

Staff involvement in the planning and organization of the Trade Show.

Educational opportunities for staff to network, view and discuss opportunities for enhancing the work of public works agencies.

Promotion of municipal amenities, businesses and tourism opportunities.

Participation in and/or sponsorship of the Ross McKenzie Memorial Golf Tournament.





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MUNICIPAL TRADE SHOW

Next Steps

To continue to promote the 2026 AORS Municipal Trade Show whenever and wherever opportunities exist.

To continue to meet with the local municipal Councils to encourage the involvement of municipal staff.

To continue to enlist the support of various suppliers and businesses throughout the County for the planning, organization and successful execution of the 2026 AORS Municipal Trade Show.

To continue with the planning and preparations to make the 2026 AORS Municipal Trade one of the most successful in the show's history.





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MUNICIPAL TRADE SHOW

Requested Support

That staff of the municipalities be granted permission to participate in the planning, organization and execution of the 2026 AORS Municipal Trade Show.

That the staff of the various public works departments throughout the County be granted permission to attend the 2026 AORS Municipal Trade Show in order to maximize the benefits of having the Trade Show in Petawawa and Renfrew County.





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MUNICIPAL TRADE SHOW

Distribution of Funds Raised

The RCRSA proposes to reinvest the funds raised from the 2026 AORS Trade Show back into the community similar to what occurred after the 2014 AORS Trade Show.

In 2014 \$55,833.41 was raised and distributed as follows:

Bursaries for Renfrew County High Schools - \$30,000 (\$200 Each HS per year)

Hospitals - \$10,000 (\$2000 per hospital)

County Long Term Care Homes - \$5000 (\$2500 ea to BM and ML)

School Food for Learning Program - \$2500

RCRSA Membership Training Fund - \$8000

RCRSA General Fund - \$333.41





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MUNICIPAL TRADE SHOW

For further information

Association of Ontario Road Supervisors (AORS)

268 Maiden Lane, Suite 206, PO Box 2669,

St. Marys, ON, N4X 1A4

Phone: 226-661-2002 Fax: 226-661-2003

Email: admin@aors.on.ca

Website: <https://aors.on.ca/events/aors-trade-show/>

2026 AORS Municipal Trade Show Committee

Trevor Woodtke (Town of Petawawa)

Phone: 1 (613) 687- 5536

Email: twoodtke@petawawa.ca





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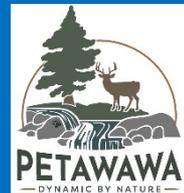
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MUNICIPAL TRADE SHOW

THANK YOU

For your encouragement, time and support.

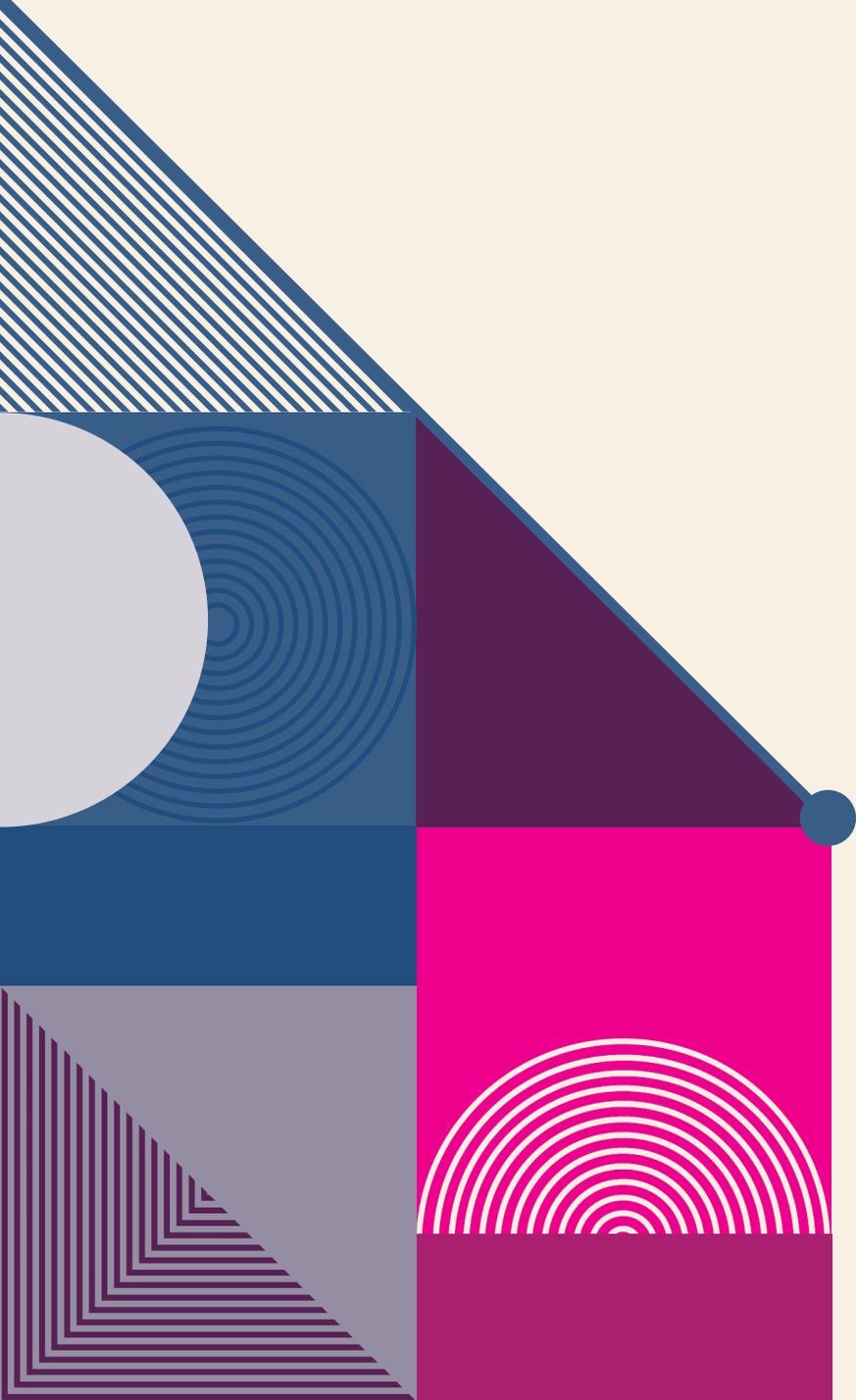
2026 AORS Municipal Trade Show Committee





COUNCIL REMUNERATION 2026 - 2030

**AD HOC COMMITTEE
RECOMMENDATIONS**



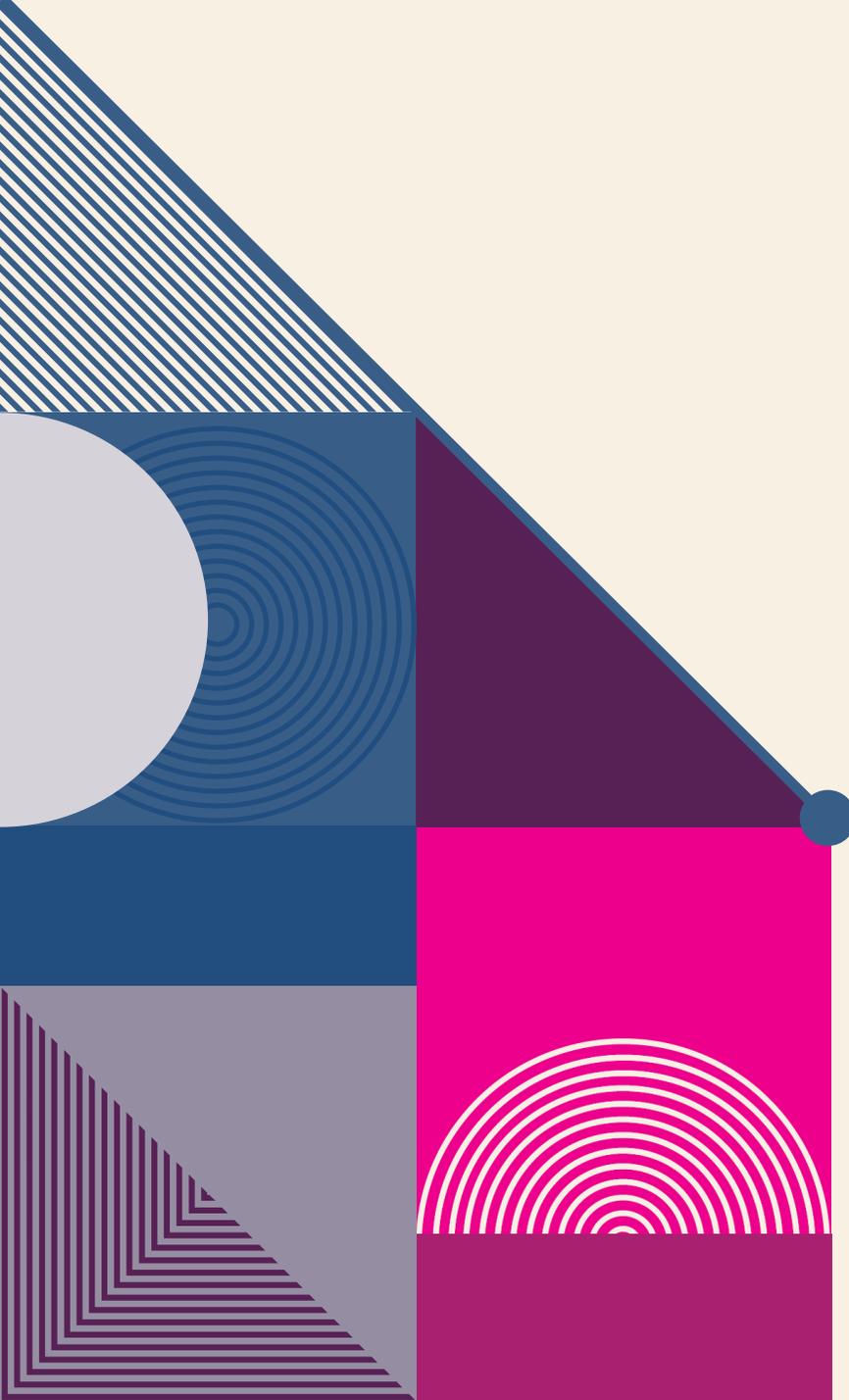
COMMITTEE MEMBERS

Donna Anderson

Katrina Roberts

Josie Scott

Bill Griese



AGENDA

Background

Documentation Review

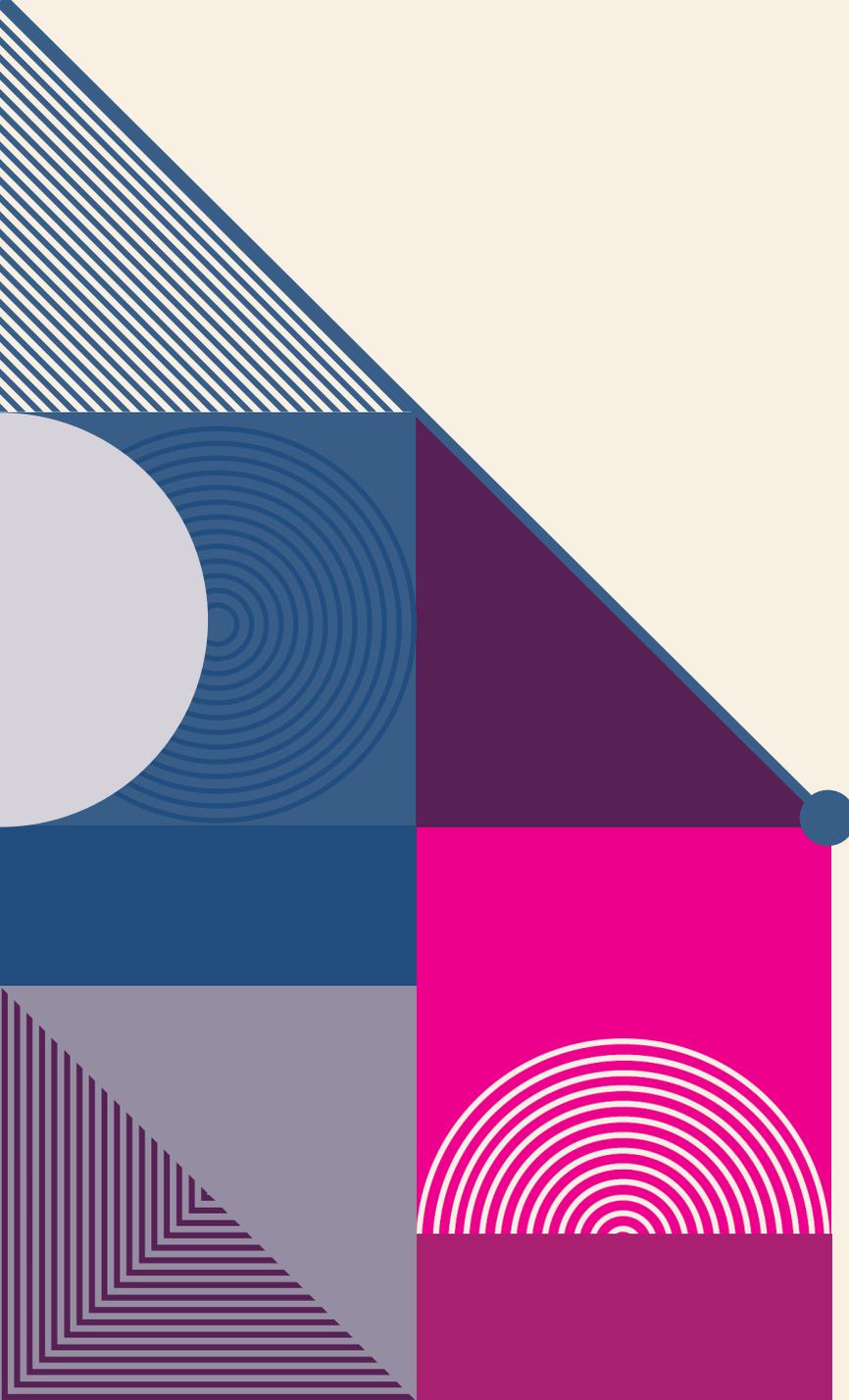
Findings

- Base salaries

- Benefits

- Expenses and Per Diems

Recommendations

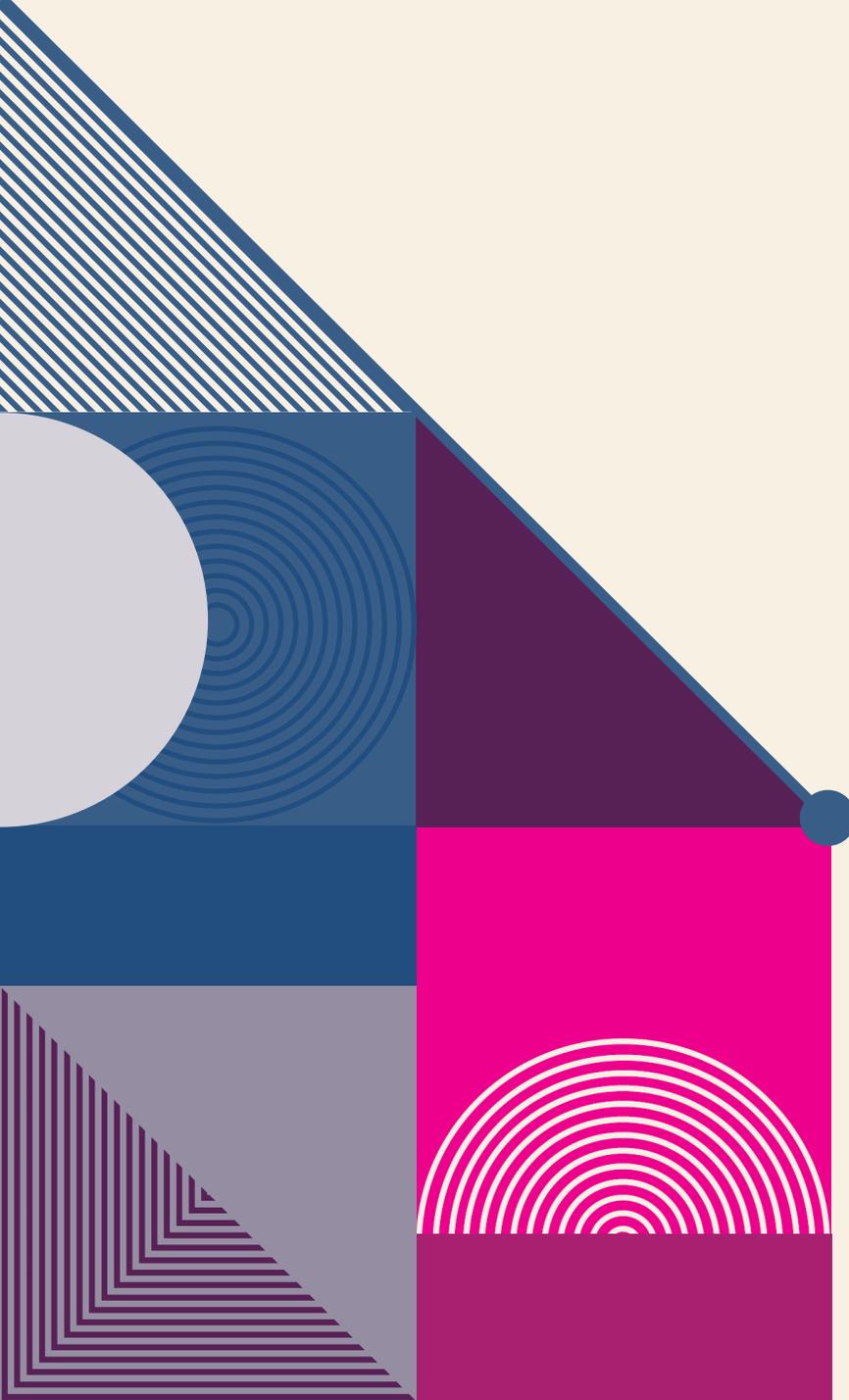


BACKGROUND

- Town of Arnprior Council is authorized to set its remuneration
- Bylaw 7294-22 - Council remuneration
 - Requires a market review every four years in the third year of the Council's term to take effect in the new term of Council
 - Ad-Hoc Committee of citizen members was formed to bring **Recommendations** to Council for the 2026-2030 term

DOCUMENTATION REVIEW

- Ad Hoc Committee recommendations 2022-2026
- Bylaw 7294-22 Council remuneration for 2022-2026 term
- Strong Mayor Powers - Staff Report 25-04-28-01
- Council Remuneration - Staff Report May 14, 2025
- Municipal Compensation Comparisons and Calculations by Percentile
- County of Renfrew Council Remuneration Report - November 5, 2025
- 2026 Carleton Place Report to Council on Elected Officials Policy



FINDINGS

- Salaries
- Benefits
- Expenses/Per Diems

SALARIES

Historical and
Current

	Mayor	Councillor
2026	\$53,930	\$21,572
2025	\$52,359	\$20,944
2024	\$50,834	\$20,334
2023	\$49,837	\$19,935
2022 (Nov)	\$48,980	\$19,592
2021	\$37,246	\$18,882

SALARIES.....CONTINUED

- **Mayor**

- For the current term, Council approved an increase to the 2022 compensation in the range of 30%, recognizing that the position was already a full-time one and positioned Arnprior as a municipal leader available to pursue socio-economic development opportunities
- This represented a salary of \$48,980 (Nov 2022) from the previous salary of \$37,246
- Additionally, the Cost of Living Allowance (COLA) has raised the Mayor's salary to the current \$53,930 for 2026

SALARIES.....CONTINUED

- **Deputy Mayor**

- This is a new position being introduced for the 2026 - 2030 term of Council
- It is noted that this position exists in the vast majority of comparable lower tier municipalities in Ontario
- The introduction of this position replaces the current practice of Councillors taking turns on an eight month rotation to replace the Mayor.
- This position will sit as the Arnprior representative at the County of Renfrew. As per the current practice, compensation for these duties will be paid to the incumbent by the County
- Comparators, such as Carleton Place, suggest that a modest increase in the base Councillor salary would bring this in line with other municipalities

SALARIES.....CONTINUED

- **Councillors**

- For the current term, Council approved an increase to the 2022 compensation in the range of 3%, namely from \$18,882 to \$19,592 (Nov 2022)
- Additionally, the Cost of Living Allowance (COLA) was applied annually raising the salary to the current \$21,572 in 2026
- Comparators, such as Carleton Place and similar lower tier municipalities, suggest that this salary is well below the Arnprior salary for Councillors

BENEFITS

- **Current Benefits for elected officials**

Group Life Insurance

Accidental Death and Dismemberment Insurance

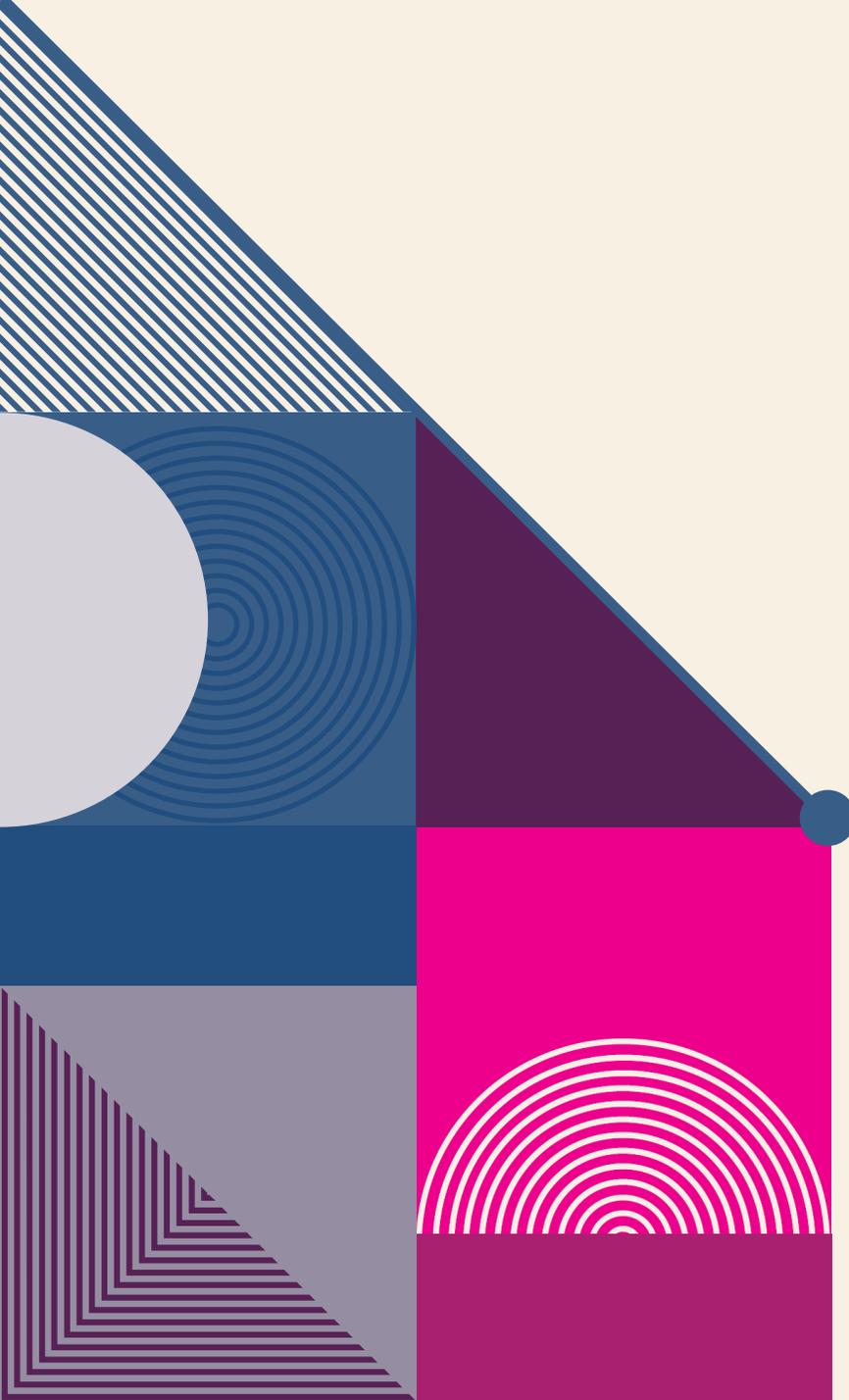
Extended Health and Dental Benefits

- 80/20 split between employer/employee
- Vision care and mental health practitioner services were added in 2025

Health care spending at \$1,000 per year

Employee Assistance Program

It is noted that elected officials do not currently benefit from the pension plan (OMERS)

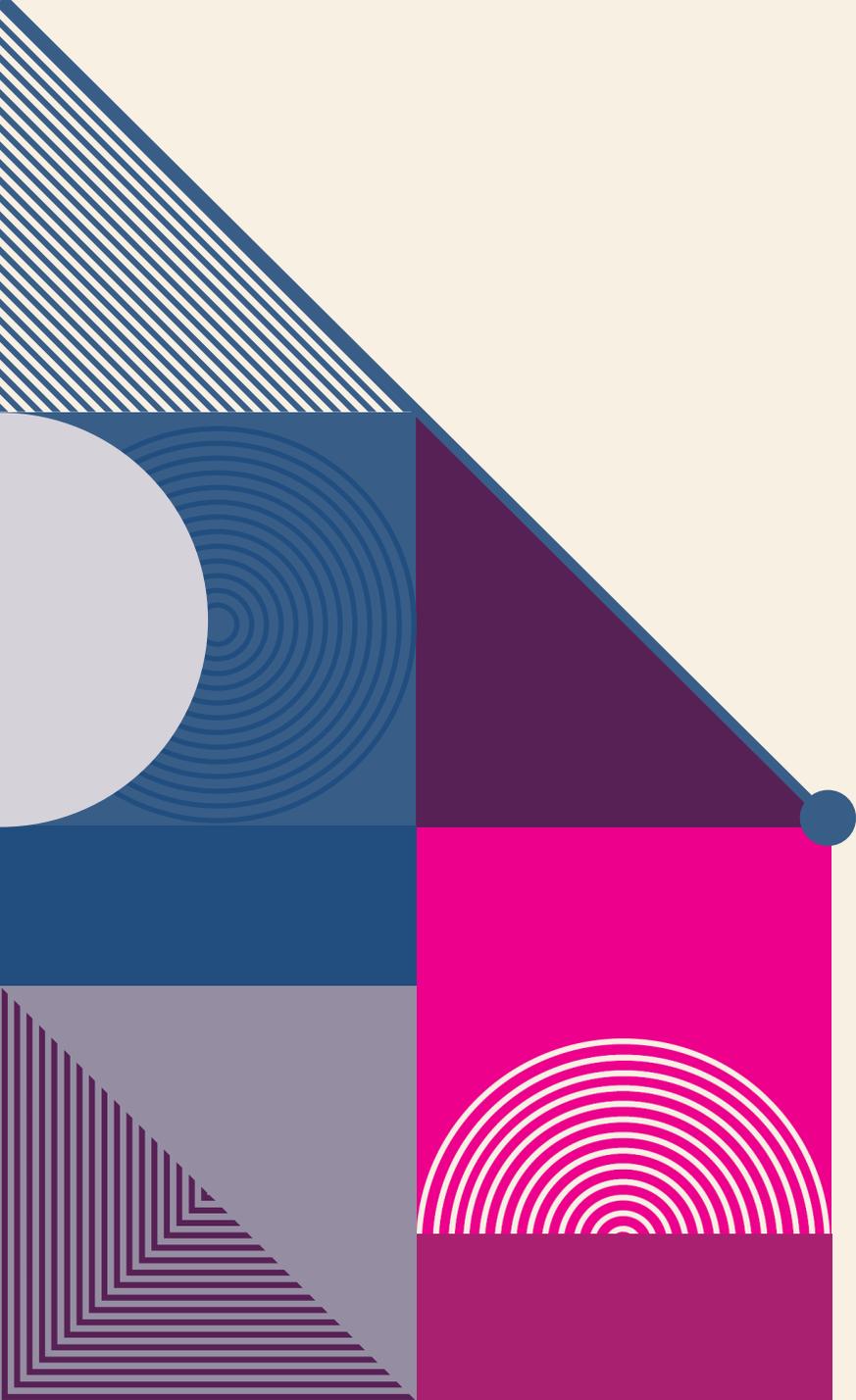


EXPENSES/PER DIEMS

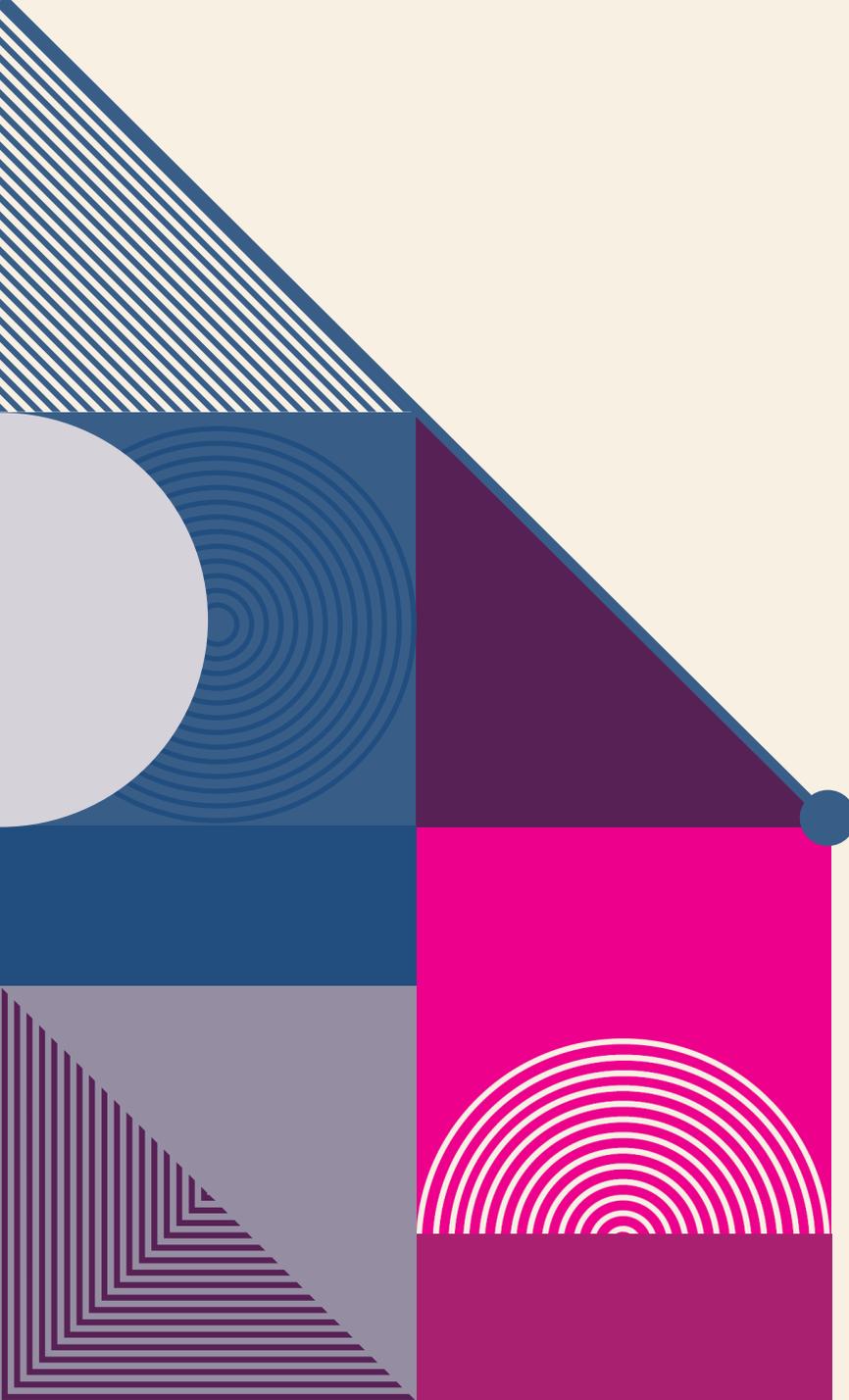
- Elected officials are provided a laptop/tablet for conducting municipal business
- Current monthly reimbursements include internet, cellular telephone, in town mileage
- There are currently defined per diems payable for out-of-town conferences, training and approved functions for both full and half-days, as well as out-of-town mileage and meal allowances in line with Canada Revenue Agency rates



AD HOC COMMITTEE RECOMMENDATIONS



1. Maintain the Mayor's current salary of \$53,930 with annual COLA raises for 2027 to 2030
2. Establish the Deputy Mayor salary at \$28,724, equivalent to the 50th percentile of municipal comparators and provide annual COLA raises for 2027 to 2030
3. Increase Councillor salaries to \$23,997 , equivalent to the 50th percentile of municipal comparators and provide annual COLA raises for 2027 to 2030
4. Maintain the current benefits and per diem payments (HR-TD-02) for all elected officials with a raise for the Health Spending Allowance to \$1250 per year



ADDITIONAL CONSIDERATION

Recognizing the invaluable contribution and time commitment of elected officials, the Ad Hoc Committee strongly encourages Council to lobby and work with the Ministry of Municipal Affairs to comprehensively review the current compensation program for municipal Councillors, particularly as it relates to the provision of a defined pension like OMERS. As the previous Ad Hoc Committee rightfully suggested, there is a need to heighten the attractiveness and financial ability of a broader range of citizens to engage in municipal affairs.



THANK YOU



Town of Arnprior Staff Report

Subject: Support for Rural Eastern Ontario Affordable Housing Pipeline

Report Number: 2026-03-23-01

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

Department: Community Services

Meeting Date: March 23, 2026

Recommendations:

That Council authorizes the Mayor to sign the letter of support for the rural Eastern Ontario housing pipeline to be submitted to Cahdco for inclusion with their application to Build Canada Homes for federal funding to support regional affordable housing development in Eastern Ontario.

Background:

Although not the responsibility of lower tier municipalities, such as the Town of Arnprior, affordable housing is a challenge that requires the cooperation of all levels of government.

The Town of Arnprior's Housing Needs Assessment, adopted in 2023, identified the need for more affordable housing including housing with a greater depth of affordability for those in most acute need that can generally only be achieved with funding support.

In an effort to support affordable housing development in the Town of Arnprior, staff are recommending issuing a letter of support for the Rural Eastern Ontario Affordable Housing Pipeline being proposed by Cahdco.

Discussion:

Cahdco is a team of experts in affordable housing development that was founded in and is based out of Ottawa. Cahdco identified that one of the barriers for developing affordable housing in municipalities in Eastern Ontario is that many projects are too small to be eligible or successful in securing funding from the Provincial or Federal governments, when available. Additionally, the process for applying for these funding opportunities can be onerous for smaller municipalities creating an additional barrier to applying.

The federal government announced the Build 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. The program is focused towards “large portfolio projects” rather than individual projects such as a single site or building.

Cahdco has aggregated diverse partners across Eastern Ontario with an aim of delivering a portfolio of up to 5000 units of affordable housing over the next ten years with support from Build Canada Homes. In support of their application for funding with Cahdco is looking for letters of support from partners, including the Town of Arnprior, to demonstrate that there is support for an Eastern Ontario regional approach to affordable housing development.

Cahdco is not looking for any commitment that the Town will move forward with development of any Town owned parcel of land for affordable housing with Cahdco at this time. The Town would still adhere to the disposition of land policy, procurement policy and/or direction from Council prior to development of any Town own land(s). This would still afford other potential affordable housing developers an opportunity to make an application/proposal unless staff were directed otherwise by Council

Importantly, Cahdco has identified that some, all, or no Town owned sites could move from “pipeline list” into active development and that for any sites that do move to active development there would need to be a project-specific Memorandum of Understanding approved by Council.

Staff are recommending that Council authorizes the Mayor to sign the letter of support for the rural Eastern Ontario housing pipeline to be submitted to Cahdco for inclusion with their application to Build Canada Homes for federal funding to support regional affordable housing development in Eastern Ontario. Signing the letter of support is committing to support the concept presented by Cahdco of a rural Eastern Ontario affordable housing pipeline. It represents an opportunity to help secure funding to support affordable housing development in Arnprior. This funding could help affordable housing being built achieve a greater depth of affordability than can be achieved without funding. Signing the letter of support does not require the Town to work with Cahdco for development of any parcel of Town owned land, however, signing the letter of support allows the Town to elect to be part of a pipeline of affordable housing in Eastern Ontario should Cahdco be successful in securing support from Build Canada Homes.

Options:

1. That Council does not authorize the Mayor to sign the letter of support for the rural Eastern Ontario housing pipeline.
2. That Council direct staff to amend the letter of support for Rural Eastern Ontario Housing Pipeline and authorizes the Mayor to sign the amended letter of support for the rural Eastern Ontario housing pipeline to be submitted to Cahdco for inclusion with their application to Build Canada Homes for federal funding to support regional affordable housing development in Eastern Ontario.

Policy Considerations:

The 2024-2027 Strategic Plan for the Town of Arnprior identifies Affordable Housing as initiative 5.1 under priority 5 – Growth and Asset Management. Action 5.1.2 is to investigate initiatives such as community Improvement Plan and Housing Accelerator Fund.

The Town of Arnprior’s Housing Needs Assessment identified the need to facilitate, “the delivery of more affordable rental housing for rental households with incomes under \$40,000 per year to address the needs of low and moderate income” as one of the housing priorities in Arnprior. The assessment additionally recognized that “there is a need for substantive programs and incentives to help deliver rental housing that is affordable in this range” (Housing Needs Assessment, 2023, pgs. 38 and 41).

Financial Considerations:

No financial commitment required.

Meeting Dates:

1. March 23, 2026

Consultation:

- Robin Paquette, CAO
- Jennifer Moraweic, General Manager, Client Services/Treasurer

Documents:

1. Letter of support for the rural Eastern Ontario affordable housing pipeline

Signatures

Reviewed by Department Head: Alix Jolicoeur, Manager of Community Services/Planner

Reviewed by General Manager of Client Services/Treasurer:

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



**To: Build Canada Homes
Housing, Infrastructure and Communities Canada**

From: The Corporation of the Town of Arnprior

Date: March 23, 2026

Regarding: Letter of Support for Rural Eastern Ontario Housing Pipeline

To whom it may concern,

We are writing to express our steadfast support for a regional affordable housing development approach in rural Eastern Ontario.

The Town of Arnprior is located along the four lane Trans-Canada Highway (Hwy 417) west of the City of Ottawa, within the County of Renfrew and has a population of approximately 10,000 people. Alongside more than a dozen other rural municipalities, we are piloting a predictable, long-term housing strategy that would deliver affordable mixed-income housing options to roughly 1 million people across our united communities. We ask that Build Canada Homes join us as a key partner. With federal support, this initiative fulfills Build Canada Homes' mandate to prioritize new construction in rural Canada, promote local industry, and lay the groundwork for rapid delivery at-scale.

Cahdco, a team of experts in affordable housing development, has aggregated diverse partners across Eastern Ontario to deliver up to 5000 units of affordable housing over the next 10 years. As part of this strategy, the Town of Arnprior has already taken the following steps to ensure the successful development of new housing in our community:

- Completed a land assessment to identify sites that are shovel-ready for development
- Made adjustments to our land-use regulations and processes to streamline approvals
- Waived Development Charges for affordable housing units
- Waived cash-in-lieu of parkland requirements for affordable housing units

In addition to what we have already done, Town of Arnprior is prepared to make the following contributions:

- Explore waiving building permit fees for affordable housing units
- Help identify affordable housing providers who will operate rental units long-term
- Help identify partners in developing affordable housing to support project financial viability and depth of affordability
- Explore contribution of capital grants to ensure project financial viability and depth of affordability
- Explore property tax exceptions on affordable units

Beyond our own municipal commitments above, we believe in Eastern Ontario's strategy because it transforms the way housing is built in alignment with Build Canada Homes' investment priorities:

- ✓ Delivery of meaningful increases in supply through a large-scale pipeline project that generates measurable impact
- ✓ Provision of significant depth, breadth and duration of affordability while leveraging other sources of sustainable funding
- ✓ Strengthening capacity in the non-market sector through diverse partnerships
- ✓ Demonstration of financial and construction readiness
- ✓ Use of modern construction methods and sustainable materials to improve efficiency, reduce costs and strengthen climate resiliency
- ✓ Bolstering Canadian and local supply chains to enhance sector resilience

Regional housing approaches are necessary for expanding Canada's affordable housing supply in rural communities. It is without hesitation that we join the coalition of municipalities, non-profit housing developers and providers, and private builders in Eastern Ontario who are aligning strengths and capacity in pursuit of this common goal.

We hope that Build Canada Homes recognizes the invaluable impact that this pipeline will have for our residents, and the potential for this pilot to scale. It is an investment in a rapid, replicable delivery model for rural regions across Canada.

Please don't hesitate to reach out if you have questions.

Sincerely,

Lisa McGee, Mayor
Town of Arnprior
613-623-4231

Kaila Zamojski, Town Clerk
Town of Arnprior
613-623-4231



Town of Arnprior Staff Report

Subject: OPA No. 10 – 400 Division Street

Report Number: 26-03-23-02

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

Department: Community Services

Meeting Date: March 23, 2026

Recommendations:

That Council pass a by-law approving Amendment No.10 to the Official Plan for the Town of Arnprior as requested;

Further That the Clerk is hereby authorized and directed to make application to the County of Renfrew for approval of Amendment No. 10 to the Official Plan for the Town of Arnprior; and

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

Background:

Owner: Campbell Farm Regional Inc.

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

Legal Description: McNab Concession A, part of Lot 5

Area of Land: 22.19 ha

Existing Structures: Existing barn

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

Zoning: Future Development

The subject property contains a portion of the Robert Scheel Award Drain which runs west to east across the property. The drain forms part of Jedd Creek.

The property is subject to a current subdivision application (File #: 47T24005) under the approval authority of the County of Renfrew. The application is currently under review for draft plan approval. The development as proposed would be on municipal water and sanitary services and would contain approximately 287 dwelling units, including a mix of single detached dwellings, townhouse dwellings, and multi-unit dwellings. The concept plan in Appendix II of the Official Plan Amendment (attachment 1) shows the development as proposed.

Summary of Proposal

The applicant is seeking to amend the policy for the lands shown on Schedule “A” of the draft OPA in attachment 1 by adding site specific wording to the Official Plan to reduce the setback to a watercourse for new development from 30 meters from the high water mark to 15 meters from the high water mark for the section of Jedd Creek shown as “subject to C2.7.8” on Schedule “A” of the draft OPA, and from 30 meters from the high water mark to 20 meters from the high water mark for the section of Jedd Creek shown as “subject to C2.7.9” on Schedule “A” of the draft OPA to allow for development of the subject property for a residential subdivision.

Context

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

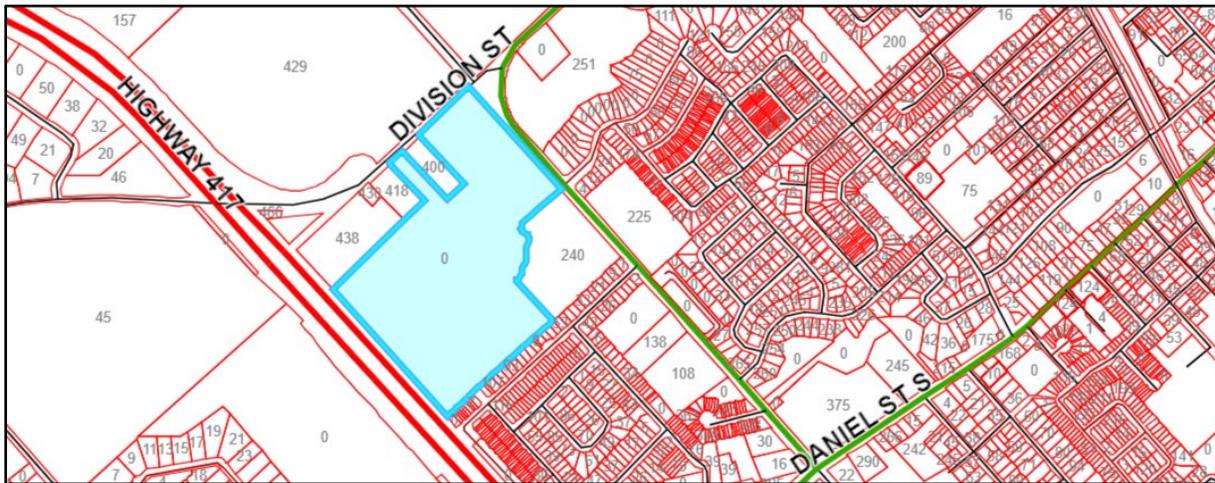


Figure 1: Key Map showing the location of the subject lands.

Discussion:

In the opinion of Town staff, the proposed Official Plan Amendment meets applicable policies of the Provincial Planning Statement, 2024, the applicable provisions of the County of Renfrew Official Plan and of the Town of Arnprior Official Plan.

A detailed review of OPA No. 10 based on applicable policies is found in the draft Official Plan Amendment in attachment 1.

A comment was received from the Drainage Superintendent of the Township of McNab Braeside (see Attachment 3d) opposing the reduction of the 30 m setback to the watercourse. The comment included the following as recommendations:

- “• The original setback of 30m be maintained and that (at minimum) the drain and setback area (within the development) be incorporated in a dedicated Drainage Block to be transferred to the Town of Arnprior.
- Should no other actions be undertaken except as noted above it is requested that the Town of Arnprior provide a letter stating that it is the intent that the Town will maintain the drain in this area to the requirements of the 1903 report and at their own cost for the future and/or until the drain is otherwise reincorporated under the current legislation.
- It is requested that consideration be given for current drainage concerns and local flooding for all affected lands associated with the drain.

- It is recommended that consideration be given for the reincorporation of the Robert Scheel Award Drain under the Ontario Drainage Act, R.S.O. 1990, c.D.17 by petition under S.4 by the owners of affected lands and/or the Road Authority of the Town of Arnprior and the Township of McNab/Braeside.”

For context an overall understanding of the difference between a municipal drain and an award drain is required. A municipal drain is a drainage system, such as a ditch, established under a municipal by-law and an engineer's report to remove excess water from private property and roads and are managed by the municipality, with costs assessed and payable by the benefiting landowners when maintenance is required.

In contrast, there is no municipal responsibility for maintaining an award drain unless a municipality owns some of the land the drain is on. An award drain is the responsibility of individual landowners who own land along the drain. The Robert Scheel Award Drain extends well into the Township of McNab Braeside, however, the municipality has no responsibility for maintaining the drain.

Following receipt of this comment, Town of Arnprior staff met with Mr. Franklin and Township of McNab/Braeside staff to understand the concerns raised and to determine if they could be mitigated.

The request to maintain the 30 m setback to watercourse was requested to ensure sufficient space for maintenance if required in future. Staff asked the developer to provide confirmation of sufficient appropriate space for a working platform.

The Slope Stability Assessment prepared by Gemtec provided the following summary of the limit of hazard which identifies that the limit of hazard includes a minimum 6 m wide erosion access allowance. This allowance would be sufficient, in the opinion of staff to maintain the Award Drain should maintenance be required in future.

“This assessment was carried out in accordance with the former Ontario Ministry of Natural Resources’ (MNR) document ‘Technical Guide – River & Stream Systems: Erosion Hazard Limit’. Per the guide, the Erosion Hazard Limit consists of three components: a Toe Erosion Allowance, a Stable Slope Allowance, and an Erosion Access Allowance. The following provides a description of these components and the method by which they have been determined for this assessment:

- Where no active erosion is visible along the subject slopes, and assuming a ‘bankfull width’ of between 5 and 30 metres, a minimum Toe Erosion Allowance of 2 metres is recommended for clay soils and glacial till. Based on the characteristics of the native soils at the Site, and our observations during our noted site visit, it is GEMTEC’s opinion that a Toe Erosion Allowance of 2 metres is appropriate for the Site.
- The Stable Slope Allowance is the horizontal allowance measured farther landward from the Toe Erosion Allowance (horizontal and perpendicular from the watercourse) equivalent to at least 3.0 times the height of the slope; an increase to this allowance may be warranted based on the soil type(s) present along the slopes (i.e. sensitive clay soils).

o A maximum slope height of 1.1 metres through Zone 1 has been identified. Further, it is likely that the soil conditions along the slope profile include sensitive silty clay, and therefore a Stable Slope Allowance of 5 times the height of the slope is considered appropriate. As such, a Stable Slope Allowance of 5.5 metres for Zone 1 has been determined; and,

o A maximum slope height of 3.5 metres through Zone 2 has been identified. The soil conditions through this zone consist generally of weathered silty clay crust (non-sensitive) overlying glacial till and shallow bedrock. As such, a Stable Slope Allowance of 10.5 metres for Zone 2 has been determined.

- The Erosion Access Allowance is required for equipment to repair a possible future slope distress/failure. As per the noted guide, an Erosion Access Allowance of 6 metres measured farther landward from the Stable Slope Allowance has been applied.”

Figure 2 shows in green a minimum of a 6 m working platform provided along the watercourse as per the written description above.

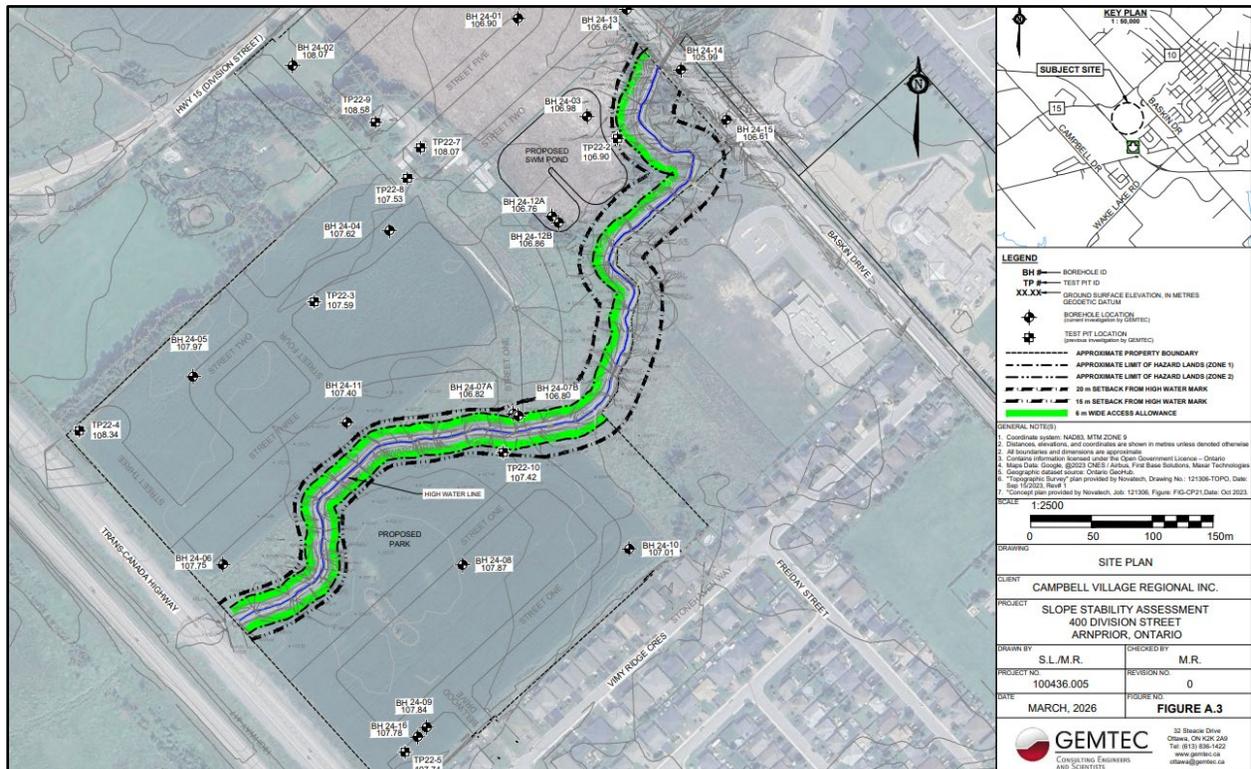


Figure 2 Slope Stability Assessment limit of hazard map for the subject property showing the 6 m erosion access allowance in green

Additional land is available in most areas if additional working space is required. Staff are satisfied that this is sufficient space for a working platform and that the working platform would not be affected by the requested reduction in setback for new development adjacent to a watercourse. Staff are suggesting that details of the working platform be finalized as part of detailed design for the subdivision. The comment also suggests that this area be conveyed to the Town as a dedicated drainage block. As per the current application for draft plan approval, the 15 and 20 m wide setbacks on either side of the watercourse (where they are part of the subject property) are proposed to be conveyed to the Town.

The comment also recommends that the Town “will maintain the drain in this area to the requirements or the 1903 report and at their own cost for the future and/or until the drain is otherwise reincorporated under the current legislation.” In assuming the blocks on both sides of the award drain and the award drain itself, the Town of Arnprior would, under the Award Drain agreement from 1903, be assuming this responsibility regardless of whether a letter was issued. As we would be assuming responsibility for maintaining the Robert Scheel Award Drain section on the subject property in accordance with the

1903 Award Drain agreement staff will be recommending as a condition of draft plan approval that the developer determine whether the current state of the drain is consistent with the 1903 agreement and if not that the developer undertake the work, at their cost, to reinstate the Robert Scheel Award Drain to the conditions required under the 1903 agreement, or better, prior to conveyance to the Town of Arnprior.

In terms of the request that “consideration be given for current drainage concerns and local flooding for all affected lands associated with the drain,” staff have clarified that flooding concerns are adjacent and upstream of properties along Isobel McEwan Street in the Township of MacNab Braeside. The developer has provided the following response to this concern:

“Based on the site investigations completed to date in support of both the OPA and the draft plan of subdivision applications, there has been no indication of drainage issues within the subject property. The MTO did not note any issue with the watercourse crossing within the 417 ROW on the western side of the property, and there has been no indication of any issues with the Baskin Drive culvert on the eastern edge of the property from either the Town of Arnprior or the County of Renfrew.

The Serviceability and Conceptual Stormwater Management report (Novatech, 2024) submitted in support of the draft plan of subdivision application completed preliminary watershed modeling for the award drain to determine approximate culvert sizing requirements for the award drain crossing and the existing Baskin Drive culvert (Section 7.2 and Appendix B). The report indicates that a more detailed culvert analysis would be undertaken at detailed design. In addition, the 100-year water level for the drain will need to be modeled during detailed design to properly analyze the stormwater pond outlet.”

The work proposed as part of detailed design outlined above will ensure no negative impacts to any existing floodplain. This would ensure no negative impacts to upstream properties.

The recommendation for the Robert Scheel Award Drain to be reincorporated under the Ontario Drainage Act as a municipal drain can be pursued in future whether or not a reduction in the setback to watercourse has been approved and separate from the Official Plan Amendment or subdivision application. Staff are not recommending petitioning for the Robert Scheel Award drain to become a municipal drain at this time as it provides no advantage to the Town of Arnprior at this time.

Options:

1. Not approve the requested Official Plan Amendment as requested with rationale for the denial provided.
2. Defer a decision on the application to request additional information from staff, the applicant or further time for consideration.

Policy Considerations:

As outlined in the draft OPA in attachment 1.

Financial Considerations:

Not Applicable

Meeting Dates:

1. Public Meeting – February 23, 2026
2. Consideration of the application by Council – March 23, 2026

Consultation:

The Official Plan amendment application was circulated to the County of Renfrew, Renfrew County District School Board, Renfrew County Catholic District School Board, Conseil des Ecole Catholique Centre-est, Enbridge Gas, Ontario Power Generation, Hydro One Networks Inc., Township of McNab/Braeside, City of Ottawa, Ministry of Municipal Affairs and Housing, Arnprior Fire Chief, Arnprior Chief Building Official, Arnprior General Manager, Operations, and Arnprior CAO for comment.

Notice of the application and public meeting were circulated to all property owners within 120 of the subject lands, posted on site, and on the Town's website a minimum 20 days prior to the public meeting. Notice was also circulated to commenting agencies listed above.

Comments were received from Enbridge, the Renfrew County Joint Transportation Consortium, the Township of McNab Braeside Drainage Superintendent, and a neighboring property owner. Comments are included in attachment 3.

Documents:

1. Draft Official Plan Amendment No. 10
2. Planning justification letter from the applicant
3. Comments received
 - a. RCJTC comment
 - b. Enbridge comment
 - c. Sharon Watson and Ken Wilson (2)
 - d. Drainage Superintendent for McNab Braeside, Lorne Franklin

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

**The Corporation of the
Town of Arnprior**

By-Law No. 7659-26

Being a By-Law to amend the Official Plan of the Town of Arnprior, being Amendment No. 10.

The Council of the Corporation of the Town of Arnprior in accordance with the provisions of Sections 17 and 21 of the Planning Act, 1990, hereby enacts as follows:

1. **That** Amendment No.10 to the Official Plan for the Town of Arnprior consisting of the attached text and Schedule “A” is hereby adopted.
2. **That** the Clerk is hereby authorized and directed to make application to the County of Renfrew for approval of Amendment No. 10 to the Official Plan for the Town of Arnprior.
3. **That** this By-law shall come into force and take effect on the day of its adoption.

Passed in open Council this 23rd day of March, 2026.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

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

This Amendment No. 10 to the Official Plan for the Town of Arnprior which has been adopted by the Council of the Corporation of the Town of Arnprior is hereby approved in accordance with Section 17(34) of The Planning Act, 1990.

Date

Approval Authority

AMENDMENT NO. 10 TO THE OFFICIAL PLAN FOR
THE TOWN OF ARNPRIOR

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Appendix II - Development Concept Plan

Appendix II – Minutes of Public Meeting, February 23, 2026

Appendix III - Consultation responses received

THE CONSTITUTIONAL STATEMENT

PART A - THE PREAMBLE does not constitute part of this amendment.

PART B - THE AMENDMENT consisting of Schedule "A", constitutes Amendment No. 10 to the Official Plan for the Town of Arnprior.

PART A - THE PREAMBLE

Purpose

To amend the policy for the lands shown on Schedule “A” attached hereto by adding site specific wording to the Official Plan to reduce the setback to a watercourse for new development from 30 meters from the high water mark to 15 meters from the high water mark for the section of Jedd Creek shown as “subject to C2.7.8” on Schedule “A” attached hereto, and from 30 meters from the high water mark to 20 meters from the high water mark for the section of Jedd Creek shown as “subject to C2.7.9” on Schedule “A” attached hereto to allow for development of the subject property for a residential subdivision.

Location

The lands affected by this amendment are located in the Town of Arnprior, and legally described as McNab Concession A, Part of Lot 5, Town of Arnprior, as shown on the Location Plan found in Appendix I.

The Subject property is approximately 22.19 hectares, with approximately 262 m of frontage on Division Street and 321 m of frontage on Baskin Drive West. There are currently some farm buildings on the subject property, proposed to be removed as part of the proposed development.

The subject property contains a portion of the Robert Scheel Award Drain which runs west to east across the property. The drain forms part of Jedd Creek.

The property is subject to a current subdivision application (File #: 47T24005) under the approval authority of the County of Renfrew. The application is currently under review for draft plan approval. The development as proposed would be on municipal water and sanitary services and would contain approximately 287 dwelling units, including a mix of single detached dwellings, townhouse dwellings and multi-unit dwellings. The concept plan in Appendix II shows the development as proposed.

Basis

Provincial Planning Statement, 2024

The Provincial Planning Statement (PPS) provides “policy direction on matters of provincial interest related to land use planning and development” and decisions on planning matters “shall be consistent with policy statements issued under the [Planning Act]” (PPS, 2024, pg. 2).

Section 2.1.6 of the PPS, 2024, states:

“Planning authorities should support the achievement of complete communities by:

a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, longterm care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

- b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and
- c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.”

The proposed Official Plan Amendment increases the number of lots which can be achieved in the proposed subdivision and facilitates development of the lots. Adequate greenspace is still provided within the proposed subdivision as a greenspace corridor along the watercourse and a municipal park.

Section 4.1 of the PPS provides policy direction for Natural Heritage and states the following:

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

“5. Development and site alteration shall not be permitted in:

- a) significant wetlands in the Canadian Shield north of Ecoregions 5E, 6E and 7E1;
- b) significant woodlands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River);
- c) significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River);
- d) significant wildlife habitat;
- e) significant areas of natural and scientific interest; and
- f) coastal wetlands in Ecoregions 5E, 6E and 7E1 that are not subject to policy 4.1.4.b),
unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.”

The applicant has provided an Environmental Impact Study (EIS) prepared by Gemtec, dated October 22, 2025, which identifies that there is no loss of significant valleylands as a result of the reduced setback to watercourse requested and that the diversity and connectivity of the natural feature is retained.

Section 4.2 sets out policies for Water and states:

- “1. Planning authorities shall protect, improve or restore the quality and quantity of water by:
- a) using the watershed as the ecologically meaningful scale for integrated and long-term planning, which can be a foundation for considering cumulative impacts of development;
 - b) minimizing potential negative impacts, including cross-jurisdictional and crosswatershed impacts;
 - c) identifying water resource systems;
 - d) maintaining linkages and functions of water resource systems;
 - e) implementing necessary restrictions on development and site alteration

to:

1. protect all municipal drinking water supplies and designated vulnerable areas; and
 2. protect, improve or restore vulnerable surface and ground water, and their hydrologic functions;
- f) planning for efficient and sustainable use of water resources, through practices for water conservation and sustaining water quality; and
- g) ensuring consideration of environmental lake capacity, where applicable.”

The EIS submitted by the applicant in support of the OPA concludes that “The proposed setbacks along with the proposed stormwater management plan and pond provide sufficient protection for mitigating water quality impacts. The proposed setbacks and additional riparian planting provide sufficient protection for human disturbances and will enhance existing fish habitat conditions within Jed Creek by providing shade for cooling and additional structures and cover for fish habitat. The proposed setbacks are sufficient to protect habitat within the watercourse, limit disturbance of the native soils and removal of riparian vegetation.”

The County of Renfrew Official Plan

The County of Renfrew Official Plan Schedule B “Map 4 Natural Heritage Features” shows the watercourse of the subject lands as having significant valleylands. Section 2.2 (8) (f) sets out the following policies for valleylands:

“Valleylands are the natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year. Valleylands are identified on Schedule “B” to the Official Plan. Valleylands identified on Schedule “B” are illustrated as 30 metres from watercourses and may not all be significant. In some cases the Significant Valleylands may extend beyond the 30 metres illustrated on Schedule “B”.

Significant Valleylands are areas that are ecologically important in terms of features, functions, and contribute to the quality and biodiversity of the natural heritage system. Significant Valleylands often provide the important linkages connecting other natural heritage features. In some circumstances, Valleylands may also be associated with some natural hazards such as steep slopes or unstable soils (leda clays).

Depending on the scale and nature of a proposed development, a Planning Act application within or adjacent (within 120 metres) to Significant Valleylands may require an environmental impact study which demonstrates that there will not be a negative impact to the Valleylands.”

The applicant has provided an Environmental Impact Study prepared by Gemtec in support of the OPA application. The EIS states a “15 m setback on the west portion of Jed Creek, and the 20 m setback on the east portion of Jed Creek are proposed, resulting in a buffer area that will encompass the watercourse and

extents of the significant valleyland” and that “[f]or significant valleylands on-site, the setbacks described above are sufficient to protect the core habitat functions of the valleylands identified in Section 4”.

Section 2.2 (9) (b) sets out the following policies for Hazardous Slopes, Unstable Slopes, and Steep Slopes:

“Many of the river and stream corridors within the County possess sensitive marine clays and easily erodible soils which may become unstable and prone to failure when heavily saturated, particularly in the area between Arnprior and Pembroke where deposits of the Champlain Sea are present in the subsurface. Local Council, will require that development applications adjacent to these river and stream corridors be accompanied by a geotechnical study prepared by a qualified geotechnical engineer, indicating how development can be accommodated on the site.”

The application for OPA was accompanied by a Slope Stability Assessment prepared by GEMTEC, dated August 25, 2025. The Slope Stability Assessment concludes that “the Limit of Hazard Lands is located within the ‘no-development’ zone limits (i.e., the proposed 15 and 20 metre offsets from the high water mark of the watercourse, see Figure A.1), and therefore no development is currently proposed within the Limit of Hazard Lands”.

Section 2.2 (11) (b) states:

“Generally all buildings and structures and associated private waste disposal systems will be set back a minimum horizontal distance of 30 metres (or approximately 100 feet) from the normal high water mark of a water body. This requirement may be increased, or in very limited situations decreased. In the case of existing lots, where the setback cannot be met (parcel is a small size or has physical constraints), the setback shall be as remote from the high water mark as the lot will permit and, if applicable, from lands owned or legally utilized by Ontario Power Generation or other producers of hydro-electric power.

For existing lots of record, where a development is proposed to decrease the minimum 30 metre horizontal setback from the high water mark of a water body, a report, prepared by a professional, may be required that demonstrates the reduction is justified and that the development will not have a negative impact on the quality of the lake water, natural features, or neighbouring properties. The scope of the report should be such that its intent is not to justify an inappropriate encroachment closer to the high watermark than can otherwise be accommodated by an undersized lot. The study should identify existing constraints (lot size, topographical constraints), identify appropriate envelopes for dwelling and septic tile field as far back from the high water mark as is reasonably possible and suggest appropriateness of dwelling size (envelope) for the undersized subject lot.

New lots created through the consent or plan of subdivision process shall be a sufficient size to ensure that the new lot and retained lands can accommodate the proposed use with no decrease to the 30 metre water setback.”

The proposed Official Plan Amendment is required as the Town of Arnprior setback from watercourses applies to all development as defined not only to buildings and structures.

The proposed amendment is, in the opinion of Town of Arnprior staff, in keeping with the Official Plan policies of the County of Renfrew.

Town of Arnprior Official Plan

The subject lands are mainly designated Low/Medium Density Residential Area with an area of land designated Environmental Protection Area near Jedd Creek/the Robert Scheel Award Drain. As shown in Figure 1 below.

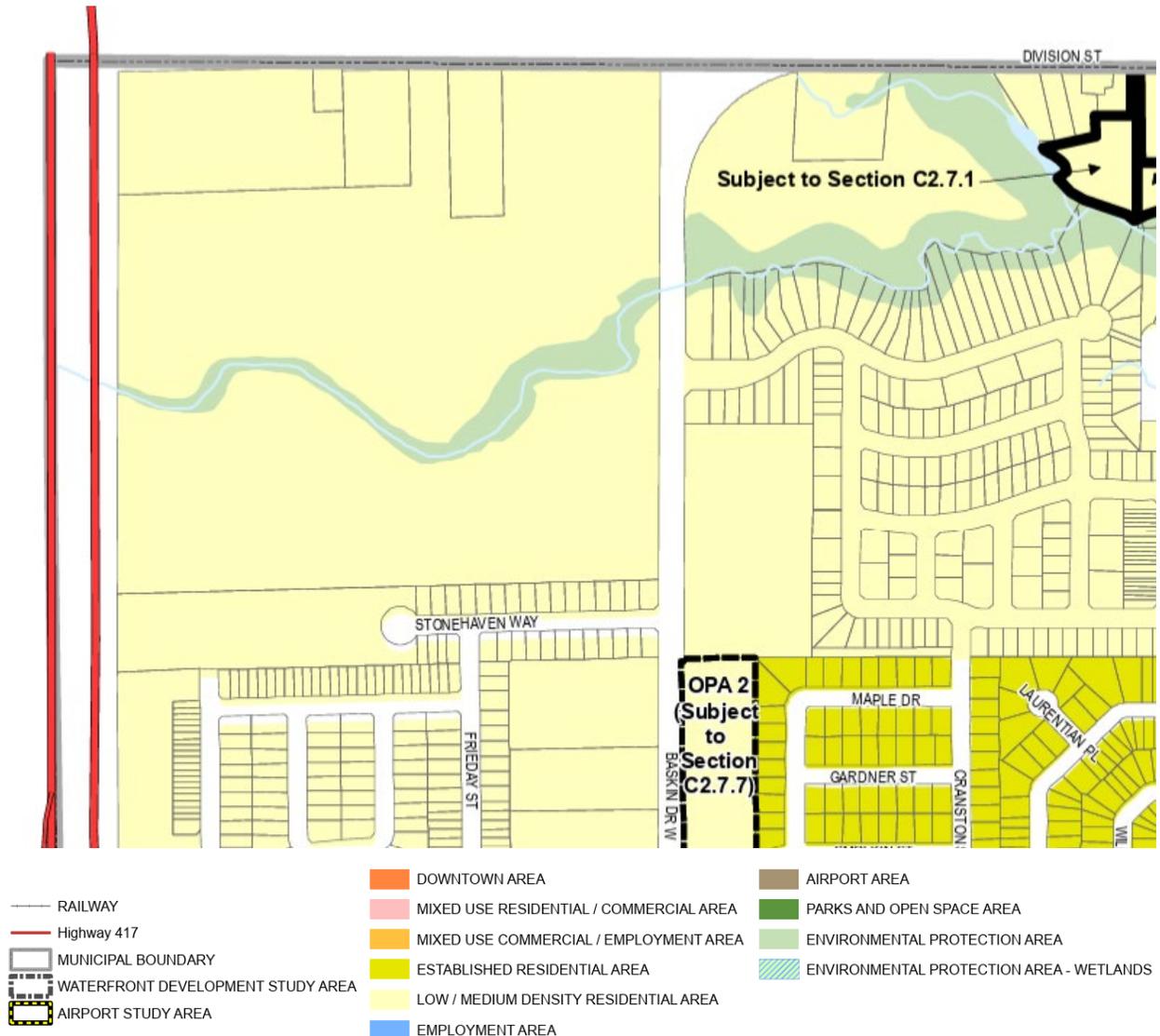


Figure 1: Section of Schedule “A” of the Town of Arnprior Official Plan showing the designation of the subject and surrounding properties

The intent of the Low/Medium Density Residential Area designation in the Town of Arnprior Official Plan is to provide opportunities for a range of new housing types to meet the Town’s projected housing needs while permitting complementary and compatible land uses such as community facilities and open spaces. Permitted uses include single-detached dwellings, semi-detached dwellings, townhouse dwellings, low-rise apartments buildings (maximum height 6 storeys), additional dwelling units, hoe businesses, bed and breakfast establishments, and day nurseries and local institutional uses. The dwelling unit types as proposed in the subdivision application and shown on the concept plan in Appendix II are in keeping with the policies and permitted uses in the Low/Medium Density Residential Area designation.

Lands designated Environmental Protection Area are “lands that have been identified as having some environmental sensitivity to development...” (Town of Arnprior, Official Plan, section C9.1). Permitted uses in the Environmental Protection Area are limited to uses connected with the conservation of water, soil, wildlife and other natural resources. The intent of these lands is to protect these features for the long term. Figure 2 below shows the extent of the Environmental Protection Area designation (shown in teal) in relation to the proposed reduced setbacks to watercourse (shown in black).

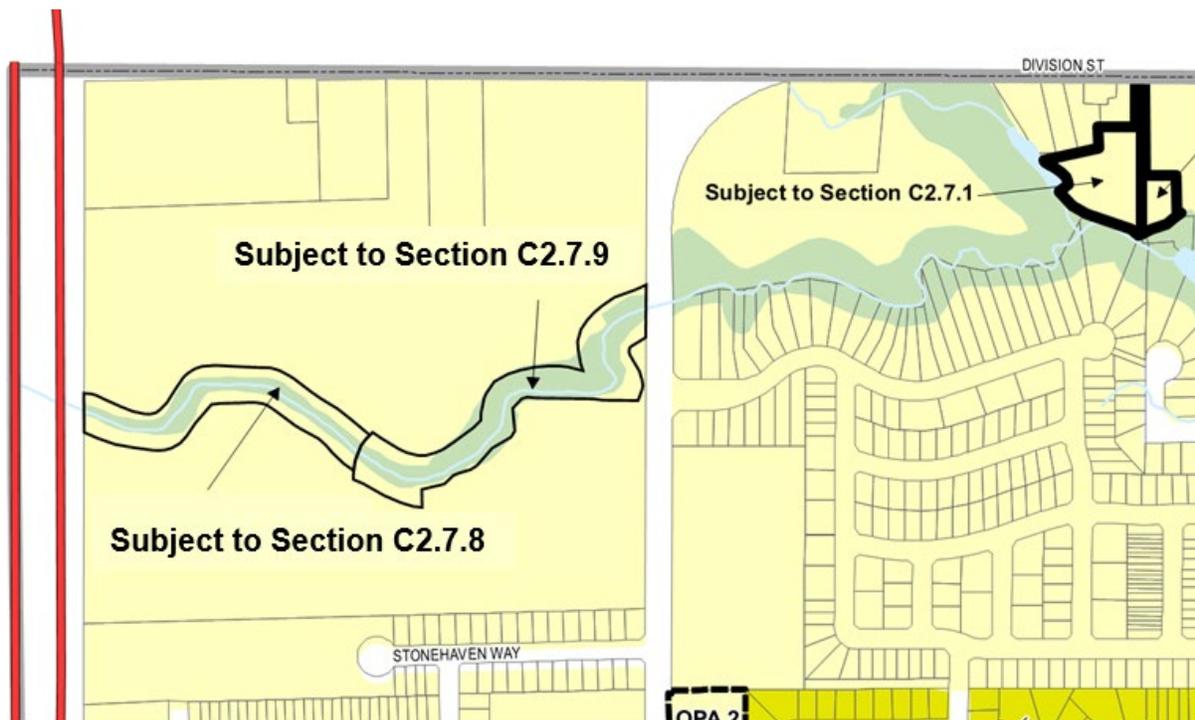


Figure 2 Extent of the Environmental Protection Area designation compared to the proposed setbacks from watercourse

Section 13.2 of the Town of Arnprior Official Plan, Interpretation of Land Use Designation Boundaries, policy a) states “It is recognized that the boundaries of the Environmental Protection Area designation are imprecise and subject to change without the need for amendment to this Plan.”

The applicant has submitted an Environmental Impact Study in support of the OPA which refined the boundaries of the natural area requiring protection. The EIS concluded that “a 15 m setback from the ordinary high water mark on the west side of the proposed road crossing, and a 20 m setback from the ordinary high water mark on the east side of the proposed road crossing is proposed, resulting in a 30 m wide corridor and a 40 m wide corridor that will encompass the watercourse and extents of the significant valleyland,...”.

Section D1.7 of the Town of Arnprior Official Plan, Significant Valleylands, states “Significant valleyland areas have not been identified on Schedule C. However, and for the purposes of this policy, significant valleylands are associated with the Jedd Creek, the Madawaska River and the Ottawa River.”

Section D1.2 of the Town of Arnprior Official Plan, Natural Heritage Resources, Development and Site Alteration, includes the following policy:

“b) Development and site alteration shall not be permitted in the following features unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions:

- i) Significant woodlands;
- ii) Significant valleylands;
- iii) Significant wildlife habitat; and,
- iv) Significant Areas of Natural and Scientific Interest.”

The EIS concluded that “a 15 m setback from the ordinary high water mark on the west side of the proposed road crossing, and a 20 m setback from the ordinary high water mark on the east side of the proposed road crossing is proposed, resulting in a 30 m wide corridor and a 40 m wide corridor that will encompass the watercourse and extents of the significant valleyland, as such no direct loss of significant valleylands is anticipated as a result of the proposed development”.

Section D1.9 of the Town of Arnprior Official Plan, Fish Habitat, identifies that all watercourses have the potential to be fish habitat. Section D1.11 of the Town of Arnprior Official Plan, Adjacent Lands, identifies that adjacent lands to fish habitat are lands within 120 m of fish habitat and that “No development or site alteration shall be permitted on these adjacent lands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated, through an Environmental Impact Study (EIS), that there will be no negative impact on the natural features or their ecological functions.”

The applicant has submitted an Environmental Impact Study in support of the OPA which recommended “[i]n consideration of fish habitat, and the nature of the proposed development GEMTEC proposes a 15 m setback from the ordinary high water mark for the lands west of the proposed culvert crossing, and a 20 m setback from the ordinary high water mark for the lands east of the proposed culvert crossing” and naturalized plantings and landscaping within the buffer to enhance fish habitat within the creek.

Section D5.1 of the Town of Arnprior Official Plan, Natural Hazards – Where Development Shall Generally be Directed, states, “Development shall generally be directed to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and, hazardous sites.”

The applicant has submitted a Slope Stability Assessment in support of the OPA which concludes “The results of the slope stability assessment indicate that the Limit of Hazard Lands is located within the ‘no-development’ zone limits (i.e., the proposed 15 and 20 metre offsets from the high water mark of the watercourse, see Figure A.1), and therefore no development is currently proposed within the Limit of Hazard Lands.”

Section D1.13 of the Town of Arnprior Official Plan, Watercourse and Surface Water Features, includes the following policies:

- “a) It is the intent of this Plan to recognize the importance of the ecological function of all watercourses and surface water features, and their associated floodplains, valleys and stream corridors, which can serve as key components and linkages in the Town’s natural heritage system. Watercourses and surface water features are generally shown on the schedules to this Plan.
- b) The Town encourages the regeneration of natural areas near watercourses and surface water features and the protection of headwater areas for maintaining natural hydrological processes within a watershed.
- c) For new lot creation, **development**, including the septic system tile bed, must be set back a minimum of 30 meters from the high water mark of a watercourse with non-disturbance of the native soils and very limited removal of shoreline vegetation.”

Section F13.7 of the Town of Arnprior Official Plan, Definitions, defines development as, “the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act, but does not include: a) activities that create or maintain infrastructure authorized under an environmental assessment process; b) works subject to the Drainage Act.”

The proposed subdivision lots meet the definition of development as per the Town of Arnprior Official Plan and therefore the 30 m setback to new lots applies. The requested OPA is to reduce the setback from the normal highwater mark from 30 meters to 20 m and 15 m as shown on Schedule A of the attached amendment.

Based on Section D1.13 a) and b) the intent of the Official Plan policies regulating development within 30 of the high watermark of a watercourse is to recognize, protect and regenerate the ecological function of watercourses and valley and stream corridors. The EIS submitted in support of the OPA concludes that “a 15 m setback from the ordinary high water mark on the west side of the proposed road crossing, and a 20 m setback from the ordinary high water mark on the east side of the proposed road crossing is proposed, resulting in a 30 m wide corridor and a 40 m wide corridor that will encompass the watercourse and extents of the significant valleyland, as such no direct

loss of significant valleylands is anticipated as a result of the proposed development”.

In the opinion of staff, the OPA does not meet the 30 meter setback from a watercourse as set out in section D1.13 c), however, based on the conclusion of the EIS it does meet the intention of the policies regarding watercourses and surface water feature setbacks in policies D1.13 a) and b).

PART B - THE AMENDMENT

All of this part of the document entitled Part B - The amendment, consisting of the following text and Schedule 'A' constitutes Amendment No. 10 to the Official Plan for the Town of Arnprior.

Details of the Amendment

The Official Plan is amended as follows:

- (1) Schedule "A" of the Official Plan is hereby amended by adding the following notes to the lands legally described as McNab Concession A, Part of Lot 5, Town of Arnprior, as shown on the attached Schedule "A":
"Subject to Section C2.7.8" and "Subject to Section C2.7.9"
- (2) A new subsection C2.7.8 and C.7.9 is added following to subsection C2.7.7, in the Town of Arnprior Official Plan:

Section C2.7.8 400 Division Street

Despite Section D1.13, new lot creation and development must be set back a minimum of 15 metres from the high water mark of Jedd Creek as determined by an EIS provided through a development application for the Subject Site.

Section C2.7.9 400 Division Street

Despite Section D1.13, new lot creation and development must be set back a minimum of 20 metres from the high water mark of Jedd Creek as determined by an EIS provided through a development application for the Subject Site.

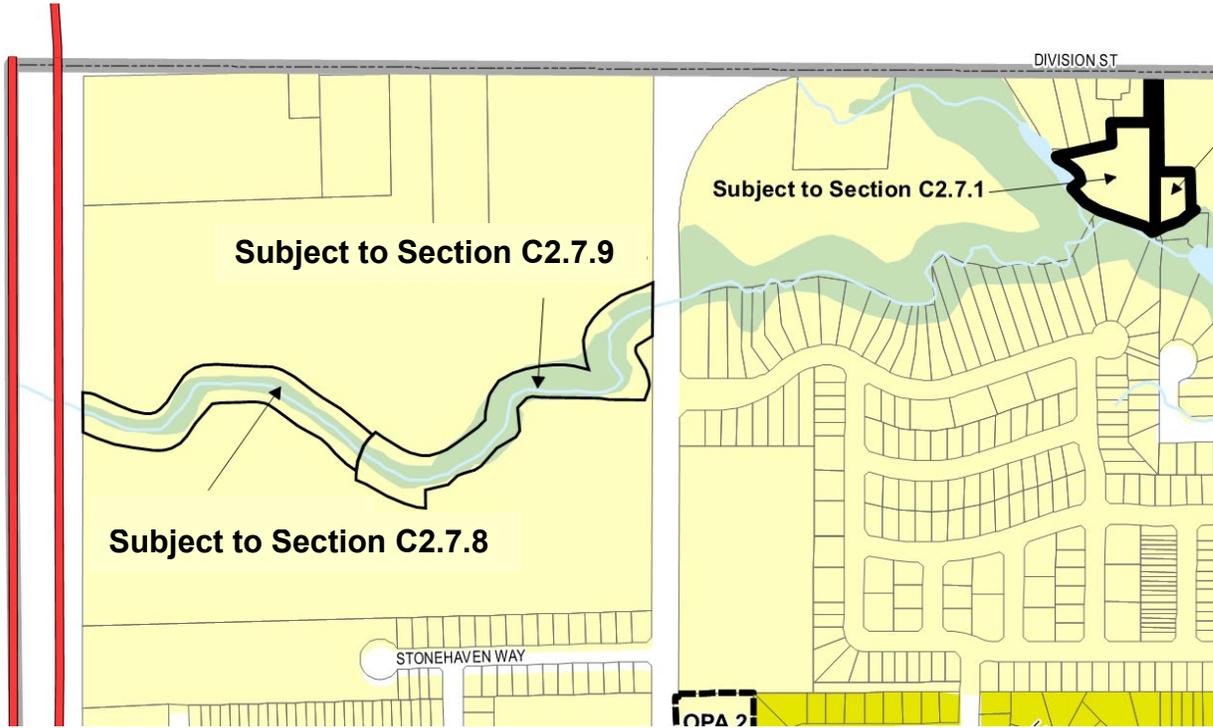
Implementation and Interpretation

The implementation and interpretation of this Amendment shall be in accordance with the respective policies of the Official Plan for the Town of Arnprior.

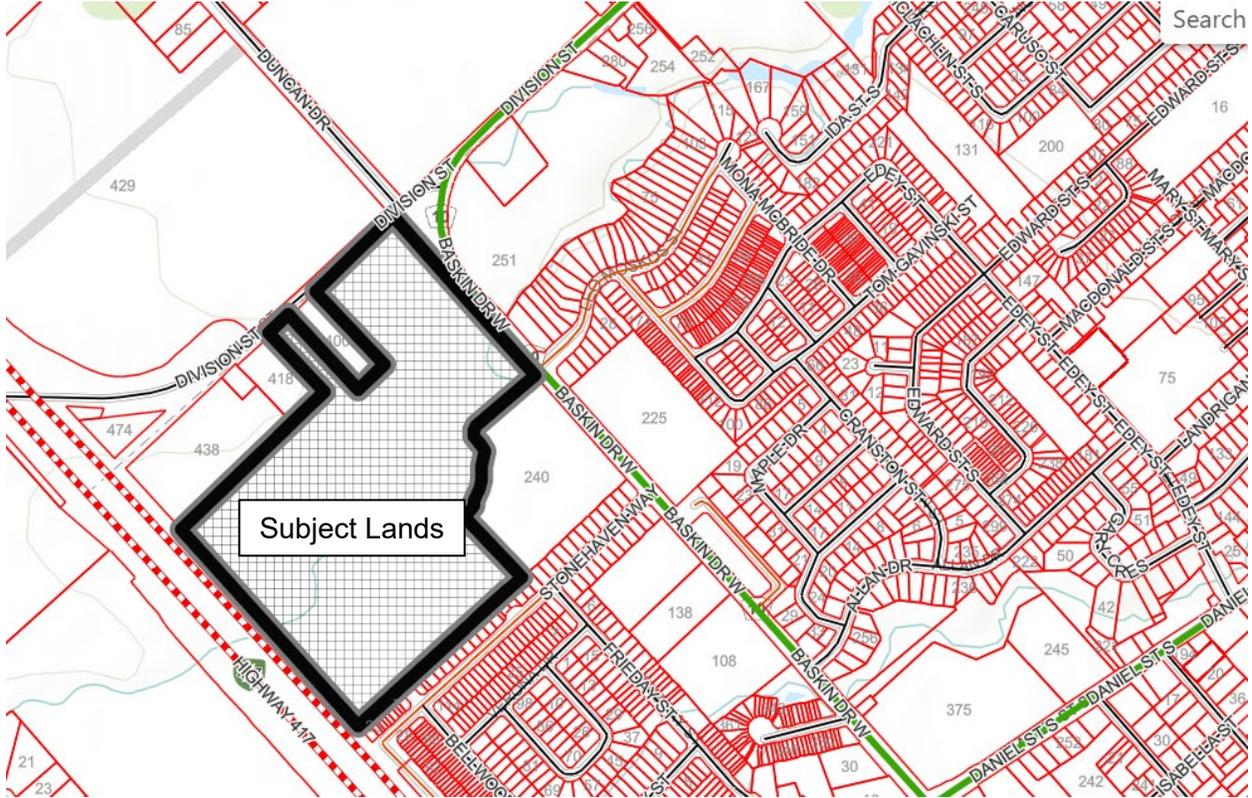
SCHEDULE "A"

Note: This schedule forms part of Amendment No. 10 to the Official Plan for the Town of Arnprior and must be read in conjunction with the written text.

This schedule represents an excerpt from the Official Plan document.



Appendix I Location Plan



**Appendix II
Development Concept Plan**

(see attached)

**Appendix III
Minutes of Public Meeting, February 23, 2026**

TO BE ADDED WHEN SIGNED

**Appendix IV
Consultation Responses Received**



Engineers, Planners & Landscape Architects

Engineering

- Land/Site Development
- Municipal Infrastructure
- Environmental/Water Resources
- Traffic/Transportation
- Recreational

Planning

- Land/Site Development
- Planning Application Management
- Municipal Planning
- Urban Design
- Expert Witness (OLT)
- Wireless Industry

Landscape Architecture

- Streetscapes & Public Amenities
- Open Space, Parks & Recreation
- Community Residential &
- Commercial Institutional &
- Environmental Restoration

400 Division Street Planning Rationale

Prepared for: Campbell Village Regional Inc.

Campbell Village Subdivision
400 Division Street
Arnprior, Ontario

Planning Rationale
in support of
Official Plan Amendment

Prepared for:

Campbell Village Regional Inc.

Prepared By:

NOVATECH
Suite 200, 240 Michael Cowpland Drive
Ottawa, Ontario
K2M 1P6

October / 22 / 2025

Novatech File: 121306
Ref: R-2025-98

October 22, 2025

Town of Arnprior
Community Services Branch
105 Elgin Street West
Arnprior, ON, K7S 0A8

Attention: Alix Jolicoeur, Manager of Community Services/Planner

**Reference: Official Plan Amendment Application
400 Division Street (Campbell Village Subdivision)
Our File No.: 121306**

The following Planning Rationale has been prepared in support of an Official Plan Amendment application to create an Area Specific Exception to Policy (c) of Section D1.13 to permit lot creation within a reduced setback to the high water mark in order to facilitate future residential development at 400 Division Street (the "Subject Site").

The Subject Site is designated Urban Community in the County of Renfrew Official Plan (2020). The Subject Site is designated Low/Medium Density Residential Area and Environmental Protection Area in the Town of Arnprior Official Plan (2017). The Subject Site is zoned Future Development (FD) in the Town of Arnprior Zoning By-law 6875-18. A Zoning By-law Amendment application and Plan of Subdivision application have been submitted to facilitate the development of the Subject Site with a residential subdivision.

It is proposed to amend the Official Plan to permit lot creation within 30 metres from the high water mark of a watercourse. This will permit the development of the residential subdivision on the Subject Site, which will be further refined as part of the Zoning By-law Amendment and Draft Plan of Subdivision processes.

This Planning Rationale examines the location and context of the Subject Site, provides a description of the proposed development, sets out the planning policy and regulatory framework of the Subject Site, and makes a recommendation on the Official Plan Amendment.

Should you have any questions regarding any aspect of this application please feel free to contact me at your earliest convenience.

Yours truly,

NOVATECH



Simran Soor, MCIP, RPP
Project Planner | Planning & Development

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1.0 INTRODUCTION

Novatech has prepared this Planning Rationale in support of an Official Plan Amendment to reduce the setback from the high water mark in order to facilitate the development of a residential subdivision on the property municipally known as 400 Division Street (the "Subject Site").

The Subject Site is designated Urban Community in the County of Renfrew Official Plan (2020). The Subject Site is designated Low/Medium Density Residential in the Town of Arnprior Official Plan (2017). The property is zoned Future Development (FD) in the Town of Arnprior Zoning By-law 6875-18. A Zoning By-law Amendment application and Plan of Subdivision application have been submitted to rezone the Subject Site to Residential Three (R3) and Residential Four (R4), with site specific exceptions, as well as Open Space (OS) and Environmental Protection (EP).

This Planning Rationale will demonstrate that the proposed Official Plan Amendment will:

- Be consistent with the policies of the Provincial Planning Statement (2024);
- Conform to the policies of the County of Renfrew Official Plan (2020);
- Conform to the policies of the Town of Arnprior Official Plan (2017);
- Maintain compatibility with the surrounding uses and community context.

1.1 Site Location and Description

The Subject Site is located at the southwest corner of Division Street and Baskin Drive at the western edge of the Town of Arnprior. The Subject Site has frontage along both Division Street and Baskin Street and is located directly to the east of Highway 417. Historically, the Subject Site has been a farm, with limited vegetation. As part of the development of the Subject Site, the existing farm buildings will be removed.

The Subject Site has an approximate area of 22.19 hectares with approximately 262 metres of frontage along Division Street and 321 metres of frontage along Baskin Drive. The Robert Scheel Award Drain runs west to east across the Subject Site. The Robert Scheel Award Drain is part of Jed Creek.

Figure 1: Aerial Photo of the Subject Site (Source: Google Maps, 2025)



Figure 2: Subject Site from Division Street (Source: Google Streetview, Aug 2022)



1.2 Community Context and Connectivity

1.2.1 Community Context

The Subject Site is located in an area primarily comprised of low-rise residential uses and farmland.

Directly to the north of the Subject Site, there are three detached dwellings. There is also a gun club located to the north of the Subject Site. To the north of Division Street, there is farmland that is located outside of the Town of Arnprior in the Township of McNab/Braeside.

Directly to the west of the Subject Site is Highway 417. Further to the west is farmland that is located outside the urban area of the Town of Arnprior.

Directly to the south of the Subject Site are detached dwellings fronting onto Stonehaven Way and Vimy Ridge Crescent. The rear yards of these properties abut the Subject Site. There is also a road stub for Bellwood Drive to the south of the Subject Site which would allow this road to continue north through the Subject Site. The recently built École élémentaire catholique a Arnprior is located to the southeast of the Subject Site.

Directly to the east of the Subject Site across Baskin Drive is the recently built AJ Charbonneau Public School, a new residential subdivision, a continuation of Jed Creek, and a vacant property.

Figure 3: Subject Site's Surrounding Context

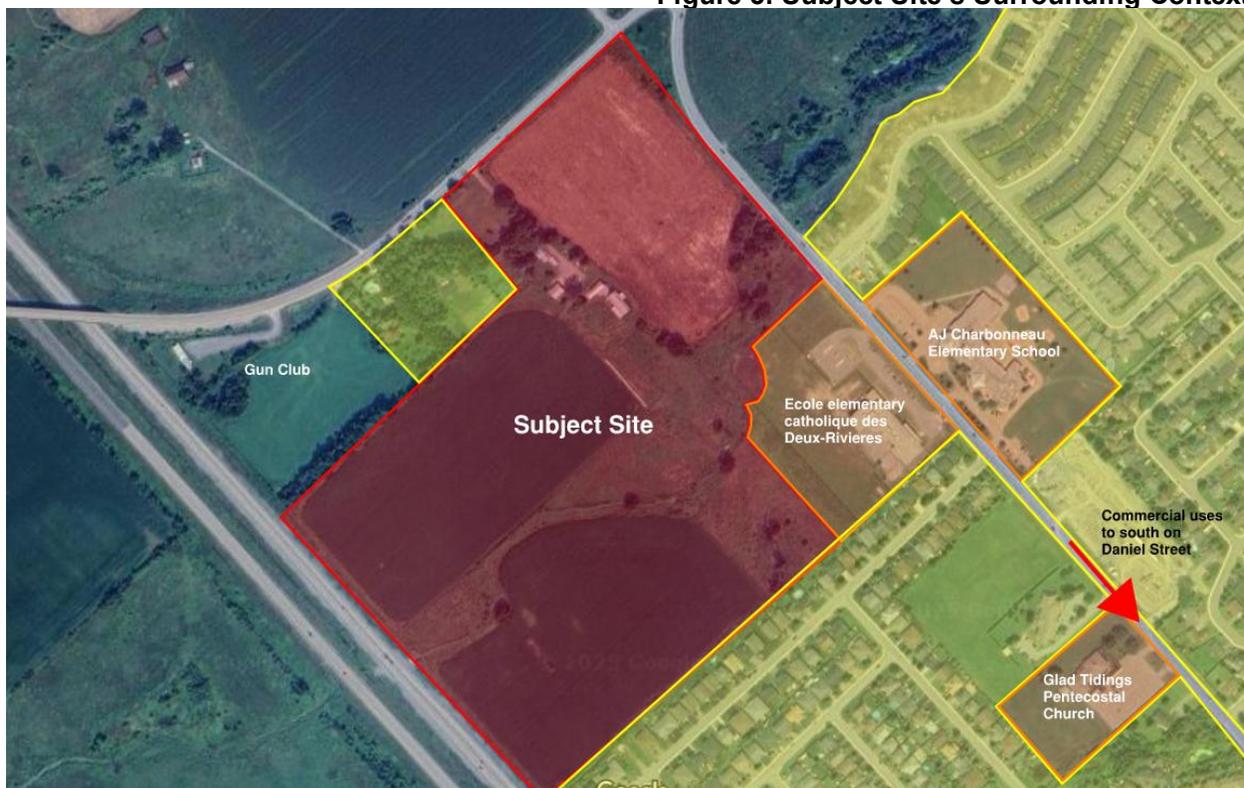


Figure 4: Land uses to the north of the Subject Site (Source: Google Streetview, Aug 2022)



North: Immediately north of the Subject Site are detached dwellings (left) and a farm field (right).

Figure 5: Land uses to the south of the Subject Site (Source: Google Streetview, May 2023)



South: Immediately south of the Subject Site are detached dwellings.

Figure 6: Land uses to the west of the Subject Site (Source: Google Streetview, Nov 2023)



West: Immediately west of the Subject Site is the Trans-Canada Highway.

Figure 7: Land uses to the east of the Subject Site (Source: Google Streetview, May 2025)



East: Immediately east of the Subject Site is a new residential subdivision.

2.0 DEVELOPMENT PROPOSAL

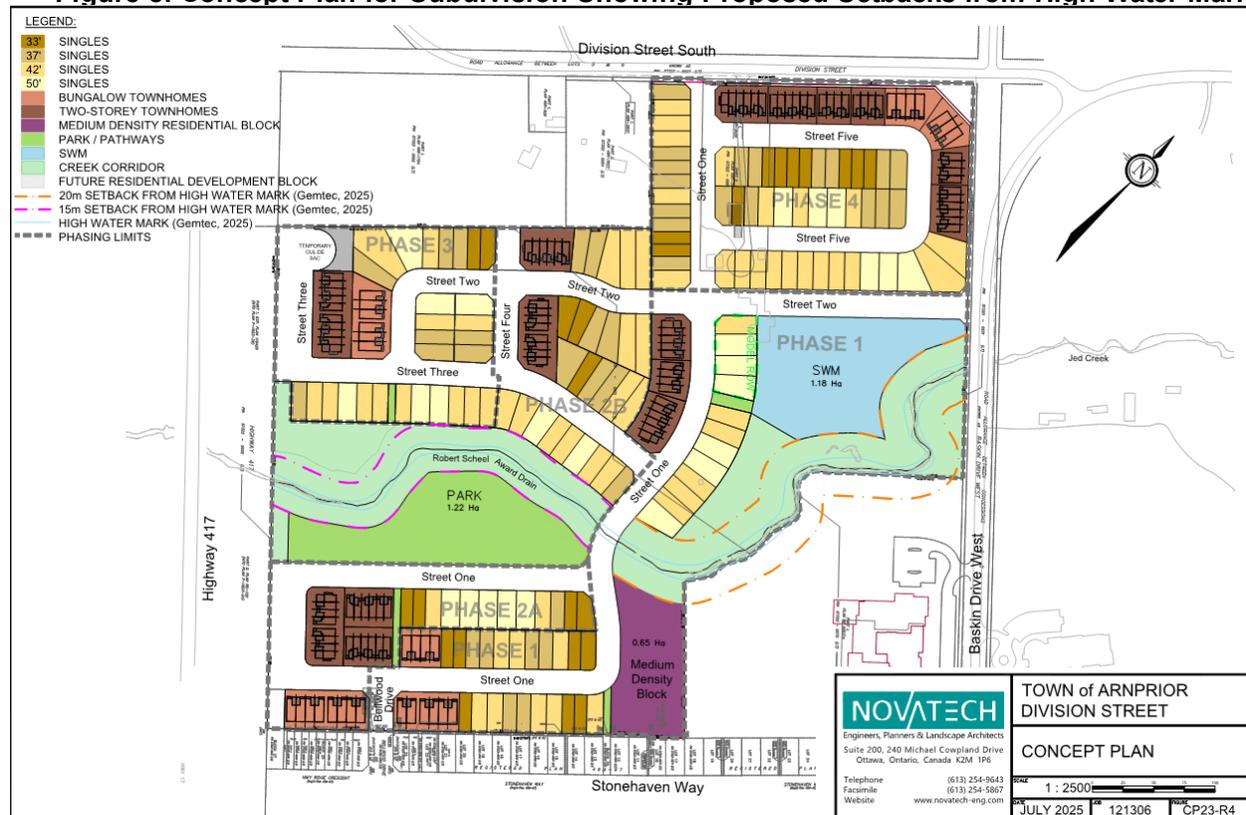
2.1 Description of Development Proposal

It is proposed to develop the Subject Site with a residential subdivision. The details of the residential subdivision will be dealt with as part of the Zoning By-law Amendment and Plan of Subdivision applications that have been previously submitted.

2.2 Details of Proposed Official Plan Amendment

400 Division Street is designated Low/Medium Density Residential in the Town of Arnprior Official Plan (2017). The Robert Scheel Award Drain (Jed Creek) is located on the Subject Site. Section D1.13 requires development to be set back a minimum of 30 metres from the high water mark of a watercourse. An Official Plan Amendment is required to reduce the setback on both sides of the creek from 30 metres to 15 metres to the west of Street 1 and to reduce the setback on both sides of the creek from 30 metres to 20 metres to the east of Street 1. Figure 8 illustrates the proposed setbacks from the high water mark.

Figure 8: Concept Plan for Subdivision Showing Proposed Setbacks from High Water Mark



2.3 Previous Consultations, Applications and Approvals

The Subject Site is subject to a Zoning By-law Amendment application and a Plan of Subdivision application to rezone the Subject Site to Residential Three (R3) with site-specific exceptions,

Residential Four (R4) with site-specific exceptions, Open Space (OS), and Environmental Protection (EP) in order to facilitate the development of a residential subdivision. The proposed residential subdivision will include approximately 287 dwelling units.

3.0 PLANNING POLICY JUSTIFICATION

3.1 Provincial Planning Statement

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest and sets the foundation for regulating the development and use of all land. All decisions affecting planning matters must be consistent with the policies of the PPS.

Section 2.1 of the PPS provides policy direction for Planning for People and Homes. Policy 6 states:

- “Planning authorities should support the achievement of complete communities by:*
- a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;*
 - b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and*
 - c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.”*

The proposed Official Plan Amendment will facilitate the development of the Subject Site with a residential subdivision. The reduction in the setback from the high water mark will not result in a significant loss of greenspace in the neighbourhood. A portion of the lands that are proposed to be removed from the setback area will be included as part of the park proposed for the Subject Site and will therefore contribute to providing recreational amenities for residents.

Section 2.9 of the PPS provides policy direction for Energy Conservation, Air Quality, and Climate Change. Policy 1 of Section 2.9 states (*emphasis added*):

- “Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:*
- a) support the achievement of compact, transit-supportive, and complete communities;*
 - b) incorporate climate change considerations in planning for and the development of infrastructure, including stormwater management systems, and public service facilities;*
 - c) support energy conservation and efficiency;*
 - d) promote green infrastructure, low impact development, and active transportation, protect the environment and improve air quality; and*
 - e) take into consideration any additional approaches that help reduce greenhouse gas emissions and build community resilience to the impacts of a changing climate.”*

The Official Plan Amendment to reduce the setback from the high water mark will have a minimal impact on environmental protection and community resilience to the impacts of climate change. The revised Environmental Impact Statement prepared by GEMTEC, dated October 22, 2025, states that *“impacts to the natural environment are anticipated to be minimal. Provided that mitigation measures and compensation measures recommended in Section 7 are implemented as proposed, no significant residual impacts are anticipated from the proposed development.”*

Section 4.1 of the PPS provides policy direction for Natural Heritage. Policy 1 of Section 4.1 states:

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

Policy 2 of Section 4.1 states:

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

The revised EIS prepared by GEMTEC states that *“[c]umulative impacts to the natural environment at the site due to increased human presence, increased wildlife and human interaction and increased noise, are expected to be negligible given the existing residential and agricultural land use in the surrounding project area”*. The watercourse will be maintained and enhanced and will continue to provide ecological and natural functions such as surface water drainage. The reduced setback is not expected to significantly impact these functions.

Section 4.2 of the PPS provides policy direction for Water. Policy 1 of Section 4.2 states:

“Planning authorities shall protect, improve or restore the quality and quantity of water by:

- a) using the watershed as the ecologically meaningful scale for integrated and long-term planning, which can be a foundation for considering cumulative impacts of development;*
- b) minimizing potential negative impacts, including cross-jurisdiction and cross-watershed impacts;*
- c) identifying water resource systems;*
- d) maintaining linkages and functions of water resource systems;*
- e) implementing necessary restrictions on development and site alteration to:
 - 1. protect all municipal drinking water supplies and designated vulnerable areas; and*
 - 2. protect, improve or restore vulnerable surface and ground water, and their hydrologic functions;**
- f) planning for efficient and sustainable use of water resources, through practices for water conservation and sustaining water quality; and*
- g) ensuring consideration of environmental lake capacity, where applicable.”*

The EIS prepared by GEMTEC speaks to potential impacts on fish habitats. The report states that “[i]n consideration of fish habitat, and the nature of the proposed development GEMTEC proposes a 15 m setback from the ordinary high water mark for the lands west of the proposed culvert crossing, and a 20 m setback from the ordinary high water mark for the lands east of the proposed culvert crossing” and goes on to say that impacts to fish habitat “from encroachment, soil compaction, vegetation loss and fill placement can be mitigated through revegetation efforts and vegetation plantings”. The report concludes that the “proposed setbacks along with the proposed stormwater management plan and pond provide sufficient protection for mitigating water quality impacts”.

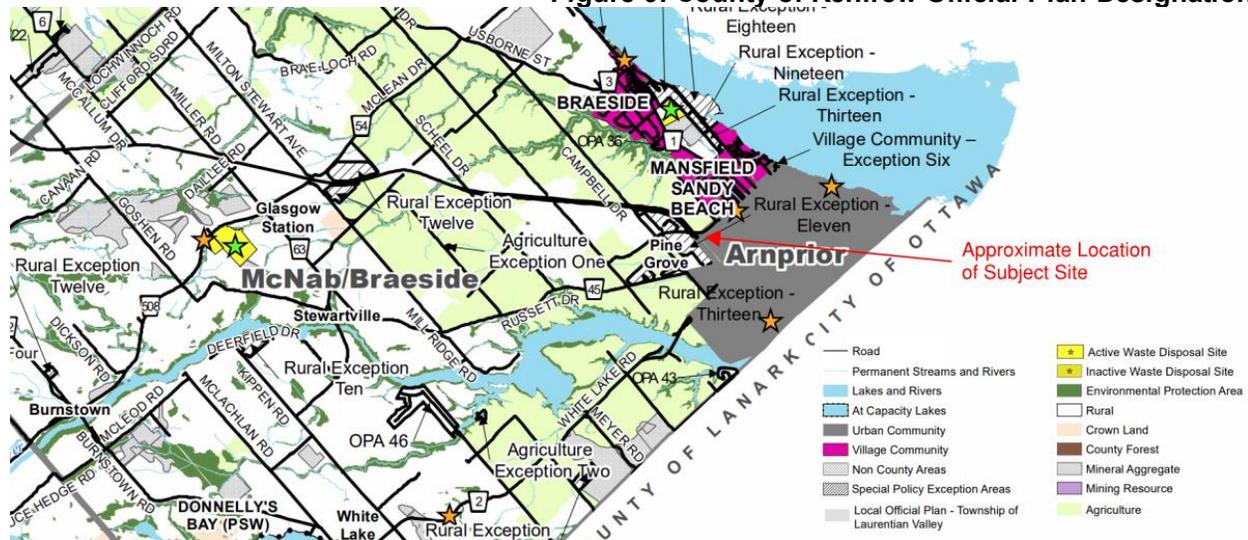
The Official Plan Amendment application is consistent with the policies of the Provincial Planning Statement.

3.2 County of Renfrew Official Plan

The County of Renfrew Official Plan was adopted by City Council on March 27, 2002 and approved by the Ministry of Municipal Affairs and Housing on June 16, 2003. The latest five-year review of the Official Plan was approved by the Ministry of Municipal Affairs and Housing on March 16, 2020. For the purposes of this Planning Rationale, the Official Plan Consolidation dated May 24, 2024 was used for reference.

The Subject Site is designated Urban Community on Schedule A of the County of Renfrew Official Plan (2020).

Figure 9: County of Renfrew Official Plan Designation



3.2.1 General Development Policies

Section 2 of the Official Plan provides general development policies for the County of Renfrew.

Policy 8(f) of Section 2.2 states:

“Valleylands are the natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year. Valleylands are identified on Schedule “B” to the Official Plan. Valleylands identified on Schedule “B” are illustrated as 30 metres from watercourses and may not all be significant. In some cases the Significant Valleylands may extend beyond the 30 metres illustrated on Schedule “B” Significant Valleylands are areas that are ecologically important in terms of features, functions, and contribute to the quality and biodiversity of the natural heritage system.

Significant Valleylands often provide the important linkages connecting other natural heritage features. In some circumstances, Valleylands may also be associated with some natural hazards such as steep slopes or unstable soils (leda clays).

Depending on the scale and nature of a proposed development, a Planning Act application within or adjacent (within 120 metres) to Significant Valleylands may require an environmental impact study which demonstrates that there will not be a negative impact to the Valleylands.”

The Robert Scheel Award Drain (Jed Creek) is located on the Subject Site. As per Policy 8(f), an EIS was prepared by GEMTEC in support of the application. The EIS states that a “15 m setback on the west portion of Jed Creek, and the 20 m setback on the east portion of Jed Creek are proposed, resulting in a buffer area that will encompass the watercourse and extents of the significant valleyland” and that “[f]or significant valleylands on-site, the setbacks described above are sufficient to protect the core habitat functions of the valleylands identified in Section 4”. In addition, the Slope Stability Assessment prepared by GEMTEC, dated August 25, 2025, concludes that “the Limit of Hazard Lands is located within the ‘no-development’ zone limits (i.e., the proposed 15 and 20 metre offsets from the high water mark of the watercourse, see Figure A.1), and therefore no development is currently proposed within the Limit of Hazard Lands”. The proposed reduction of the setback from the high water mark will have a minimal impact on the slope stability and core habitat functions of the valleylands.

Policy 11 of Section 2.2 provides policy direction on water setbacks and protection of shoreline integrity. The policy states (*emphasis added*):

- (a) *As undeveloped waterfront property becomes increasingly scarce, as existing properties become more intensively used, and as pressures mount to permit higher density development, there is a need to ensure the protection of the unique physical, aesthetic, and environmental character of the waterfront areas. These measures are intended to minimize lake impacts by reducing phosphorus inputs, preventing erosion, and by maintaining a natural appearance of the shoreline. Lakes and water bodies are an important asset to the County and must be protected from development that is incompatible with the goal of preserving the shoreline in its natural state. Normal water’s edge and normal high water mark are two different features as illustrated in the figures below (Source: Natural Heritage Reference Manual – Ministry of Natural Resources and Forestry 2010). Normal water’s edge is typically where a water body has standing*

water and is used by surveyors to determine property boundaries. The normal high water mark includes the riparian area (i.e., area along the bank of a watercourse) associated with a water feature and is defined as a point where the action of water has been so common and usual that it has created conditions where the vegetation or soil on one side of the mark and the character of the vegetation or soil on the other side of the mark is different.

In some cases, the normal water's edge and the high water mark will be at the same location. In other instances, common features along a river or lake, such as beaches, wetlands, swamps, and bogs create a high water mark inland from the water's edge. These features may be above the normal water's edge (under private ownership) but are considered to be within the normal high water mark. Buildings and structures are to be setback from this high water mark, as opposed to the water's edge. The local municipality is responsible for determining where the high water mark is located on any individual property. Where there is a dispute in determining the location of the high water mark, the local municipality may consult with experts (i.e., biologists, planners, chief building officials) as it determines appropriate.

- (b) Generally all buildings and structures and associated private waste disposal systems will be set back a minimum horizontal distance of 30 metres (or approximately 100 feet) from the normal high water mark of a water body. This requirement may be increased, or in very limited situations decreased. In the case of existing lots, where the setback cannot be met (parcel is a small size or has physical constraints), the setback shall be as remote from the high water mark as the lot will permit and, if applicable, from lands owned or legally utilized by Ontario Power Generation or other producers of hydro-electric power. For existing lots of record, where a development is proposed to decrease the minimum 30 metre horizontal setback from the high water mark of a water body, a report, prepared by a professional, may be required that demonstrates the reduction is justified and that the development will not have a negative impact on the quality of the lake water, natural features, or neighbouring properties. The scope of the report should be such that its intent is not to justify an inappropriate encroachment closer to the high watermark than can otherwise be accommodated by an undersized lot. The study should identify existing constraints (lot size, topographical constraints), identify appropriate envelopes for dwelling and septic tile field as far back from the high water mark as is reasonably possible and suggest appropriateness of dwelling size (envelope) for the undersized subject lot.

New lots created through the consent or plan of subdivision process shall be a sufficient size to ensure that the new lot and retained lands can accommodate the proposed use with no decrease to the 30 metre water setback.

A greater setback would apply in those areas where the flood plain is more than 30 metres from the normal high water mark. The flood plains may change over time, and events may exceed the historical 1/100 year flood

(i.e., debris jams, changes in weather patterns) and a greater setback than the 1/100 year floodplain is recommended. A greater setback on a site specific basis from the flood plain should be considered in the local Zoning By-law for new development.

The Official Plan Amendment proposes to reduce the setback from the high water mark on both sides of the creek to 15 metres to the west of Street 1 and to 20 metres to the east of Street 1. Policy 2.2(11) of the County of Renfrew Official Plan generally encourages all buildings and structures from being within 30 metres from the normal high water mark. The proposed Official Plan Amendment is required as the Town of Arnprior policies regarding the high water mark are more restrictive, with policies that restrict all development, including lot creation, within 30 metres of the high water mark rather than just the construction of buildings and structures.

The County of Renfrew Planning staff have confirmed that an Official Plan Amendment is not required regarding Policy 2.2(11) of the County of Renfrew Official Plan. This was confirmed in an email from staff on August 19, 2025.

3.2.2 Urban Community Policies

Section 3.0 provides policy direction for the Urban Community designation.

Policy 2 of Section 3.3 states:

“Each Community should prepare a local Official Plan to guide the social, economic and physical development of the community. Such Official Plans for those areas should contain as a minimum, a land use policy for the following uses:

- *Natural Environment including environmentally sensitive areas and conservation. This shall include the identification and protection of all natural heritage features and areas including but not limited to significant wetlands, significant wildlife habitat, significant coastal wetlands, significant areas of natural and scientific interest and fish habitat. Corresponding policies shall also be developed for all natural heritage features and areas to ensure their protection for the long-term.*

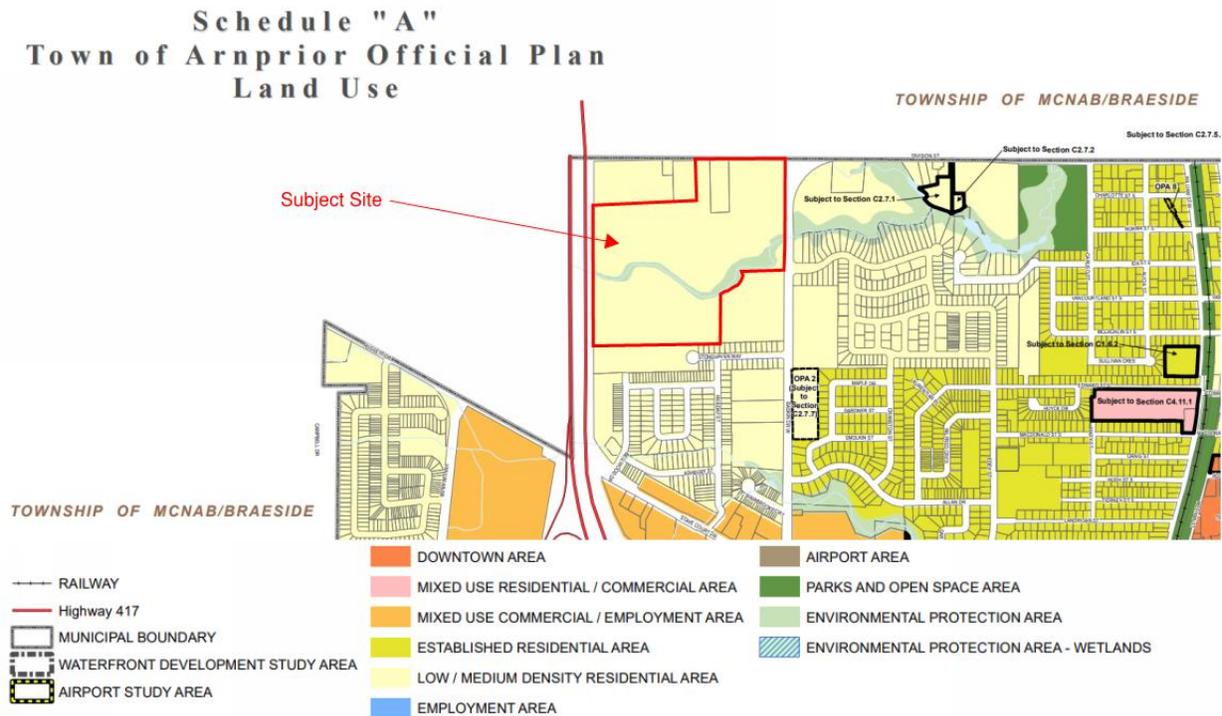
The Town of Arnprior Official Plan includes policies that speak to protecting natural heritage features. These policies will be discussed further in Section 3.3 of this Planning Rationale.

3.3 Town of Arnprior Official Plan

The Town of Arnprior Official Plan was adopted by City Council on June 26, 2017 and approved by the County of Renfrew on November 29, 2017. The effective date of the Official Plan is December 19, 2017.

The Subject Site is designated Low/Medium Density Residential Area and Environmental Protection Area on Schedule A of the Town of Arnprior Official Plan (2017).

Figure 10: Town of Arnprior Official Plan Designation



3.3.1 Low/Medium Density Residential Area

Section C2 of the Official Plan provides policy direction for the Low/Medium Density Residential Area.

Section C2.3 lists the permitted uses within the Low/Medium Density Residential Area. The proposed Official Plan Amendment will facilitate the development of single detached dwellings and townhouse dwellings, which are listed as permitted uses.

Section C2.5 provides policy direction for Design Considerations in New Development Areas and states:

- h) New streets and development blocks shall be designed to preserve or create views and vistas to natural areas and other important features.*

The new streets and development blocks will have limited impacts on the natural areas on the Subject Site. A six metre pathway block is proposed off of Street Three, which will provide access to the Robert Scheel Award Drain. Residents will also continue to have views of the watercourse from the proposed park to the south.

3.3.2 Environmental Protection Area

Section C9 of the Official Plan provides policy direction for the Environmental Protection Area.

Section C9.3 lists the permitted uses in the Environmental Protection Area and states:

- a) *“Development and site alteration is not permitted in Provincially significant wetlands.*
- b) *Development and site alteration is not permitted in other natural heritage features and areas identified in Section D1 of this Plan unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.*
- c) *Permitted uses in the Environmental Protection Area designation are limited to uses connected with the conservation of water, soil, wildlife and other natural resources.”*

The Subject Site does not contain a Provincially Significant Wetland. The revised EIS prepared for the Subject Site concludes that there will be minimal negative impacts on the natural features or their ecological functions, stating that *“no significant residual impacts to natural heritage features identified on-site, including significant valleylands, fish habitat, significant wildlife habitat or habitats of species at risk are anticipated as a result of the proposed project”*. The recommended mitigation measures will be implemented in the proposed subdivision. As there are no significant impacts from the proposed development and site alteration within the Environmental Protection Area, policy b) is satisfied.

Section C9.4 states:

“Other policies affecting the Environmental Protection Area designation and other natural heritage features and areas are found in Section D1 of this Plan.”

The policies of Section D1 will be discussed in the next subsection of this Planning Rationale.

3.3.3 Natural Heritage Resources

Section D1 of the Official Plan provides policy direction for Natural Heritage Resources.

Section D1.2 contains the following policies regarding development and site alteration. (*emphasis added*)

- a) *“Development and site alteration shall not be permitted in significant wetlands.*
- b) *Development and site alteration shall not be permitted in the following features unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions:*
 - i) *Significant woodlands;*
 - ii) *Significant valleylands;*
 - iii) *Significant wildlife habitat; and,*
 - iv) *Significant Areas of Natural and Scientific Interest.*
- c) *Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.*
- d) *Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.*

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

The revised EIS identifies no significant wetlands, significant woodlands, or significant Areas of Natural and Scientific Interest on the Subject Site.

Section D1.4 states the following regarding the habitat of endangered species and threatened species.

“In order to determine the presence of habitat of endangered species and threatened species and to assess the impacts that proposed activities may have on the habitat of endangered species and threatened species, a site assessment by a qualified professional is required to be completed at the appropriate time of year, if it has been determined through pre-consultation or the circulation of an application that endangered species or threatened species are potentially affected. The assessment must identify whether any endangered species or threatened species are present and whether the proposed activities will have any impact on endangered species or threatened species or their habitat. MNRF can be contacted for further direction regarding site-specific proposals.”

The Environmental Impact Statement identifies potential impacts on nesting areas for bobolink and eastern meadowlark. As part of the proposed subdivision for the Subject Site, compensation measures will be considered. The reduced setback from the high-water mark is not expected to increase these impacts.

Section D1.7 states the following regarding significant valleylands.

“A significant valleyland is a natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year and which is considered ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system.

Significant valleyland areas have not been identified on Schedule C. However, and for the purposes of this policy, significant valleylands are associated with the Jedd Creek, the Madawaska River and the Ottawa River.”

The Subject Site contains a significant valleyland in correlation with Jed Creek. Regarding potential impacts from the reduced setback from the high-water mark on the significant valleylands, the Environmental Impact Statement concludes that “a 15 m setback from the ordinary high water mark on the west side of the proposed road crossing, and a 20 m setback from the ordinary high water mark on the east side of the proposed road crossing is proposed, resulting in a 30 m wide corridor and a 40 m wide corridor that will encompass the watercourse and extents of the significant valleyland, as such no direct loss of significant valleylands is anticipated as a result of the proposed development”. The report also concludes that “[f]or

significant valleylands on-site, the setbacks described above are sufficient to protect the core habitat functions of the valleylands". The report recommends providing additional vegetation to reduce potential impacts to the valleylands and the watercourse.

In addition, the Slope Stability Assessment prepared by GEMTEC, dated August 25, 2025, concludes that "*the Limit of Hazard Lands is located within the 'no-development' zone limits (i.e., the proposed 15 and 20 metre offsets from the high water mark of the watercourse, see Figure A.1), and therefore no development is currently proposed within the Limit of Hazard Lands*". The proposed reduction of the setback from the high water mark will have a minimal impact on the slope stability of the valleylands.

The EIS confirms that there will be limited impacts on the natural features on the Subject Site, including the significant valleylands. Mitigation measures are recommended to reduce any potential impacts. Policy D1.2(b) is met by the proposed development and Official Plan Amendment.

Section D1.9 provides policies for fish habitat and states:

- a) "*Fish habitat means spawning grounds and any other areas including nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes;*
- b) "*All rivers, drains, and watercourses have the potential to be fish habitat;*
- c) "*Spawning areas at the mouth of the Madawaska River where it meets the Ottawa river have been identified in Schedule C;*
- d) "*Certain development activities within fish habitat may require a permit from the Ministry of Environment and Climate Change, Ministry of Natural Resources and Forestry or Department of Fisheries and Oceans. Development proponents are encouraged to direct pre-consult with the MOECC, MNRF and DFO early in the process if development is proposed within fish habitat.*"

The EIS states that "*[i]n consideration of fish habitat, and the nature of the proposed development GEMTEC proposes a 15 m setback from the ordinary high water mark for the lands west of the proposed culvert crossing, and a 20 m setback from the ordinary high water mark for the lands east of the proposed culvert crossing*". The report recommends consideration for additional naturalized landscaping and planting within the buffer to off-set the loss of habitat within the buffers and to enhance fish habitat within the creek.

Section D1.13 provides policy direction for watercourses and surface water features. Section D1.13 states:

- c) "*For new lot creation, development, including the septic system tile bed, must be set back a minimum of 30 metres from the high water mark of a watercourse with non-disturbance of the native soils and very limited removal of shoreline vegetation.*
- d) "*The high water mark includes the riparian area associated with the watercourse and is defined as a point where the action of water has been so common and usual that it has created conditions where the vegetation or soil on the other side of the mark is different. The high water mark is*

often above and beyond (depending on topography of the site) the water's edge."

The proposed development will be set back 15 metres (to the west of Street 1) and 20 metres (to the east of Street 1) from the high water mark of the Robert Scheel Award Drain as defined in the EIS. This does not meet Policy (c) of Section D1.13 which requires a minimum setback of 30 metres to be provided. An Official Plan Amendment is required to reduce the minimum setback from the high water mark on both sides of the creek from 30 metres to 15 metres to the west of Street 1 and from 30 metres to 20 metres to the east of Street 1.

The EIS from GEMTEC confirms that "*the setbacks described above are sufficient to protect the core habitat functions of the valleylands*". The report recommends enhancing vegetation within and along the proposed buffer area to help off-set the loss of vegetation along the watercourse.

The proposed Official Plan Amendment is consistent with the intent of the policies of the Town of Arnprior Official Plan.

3.4 Town of Arnprior Zoning By-law 6875-18

The Subject Site is currently zoned Future Development (FD) in the Town of Arnprior Zoning By-law 6875-18.

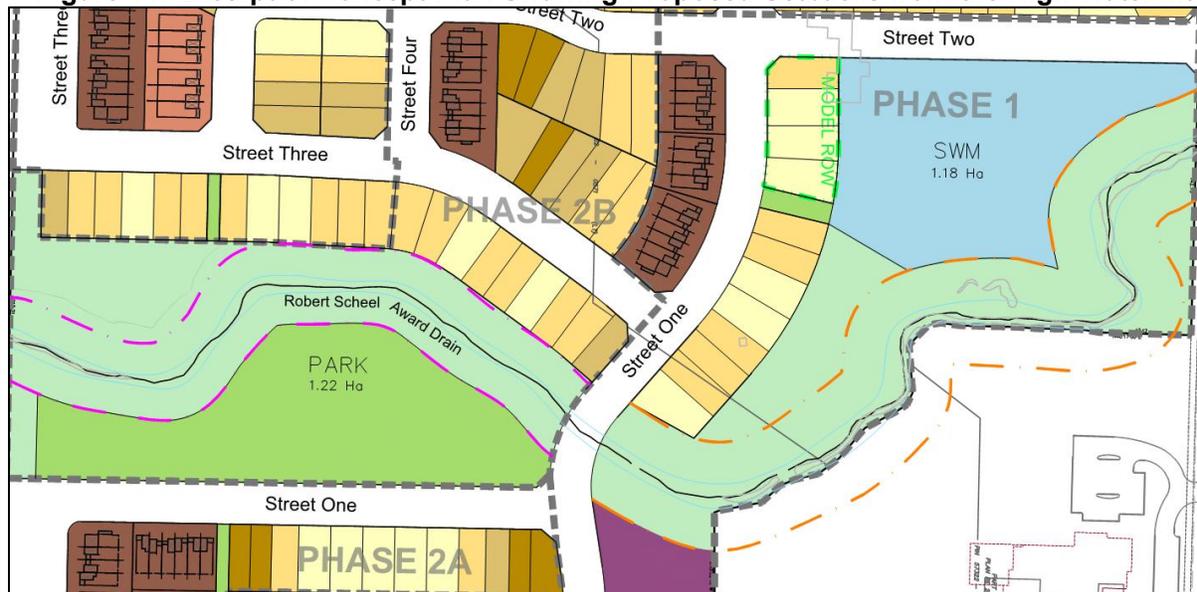
A Zoning By-law Amendment application has been submitted to rezone the Subject Site to Residential Three (R3) with an exception zone, Residential Four (R4) with an exception zone, Open Space (OS), and Environmental Protection (EP). The Zoning By-law Amendment application will facilitate the development of the Subject Site with a residential subdivision.

The Official Plan Amendment application proposes permissions for the Subject Site that will be applied in conjunction with the previously submitted Zoning By-law Amendment application to permit appropriate development on the Subject Site.

4.0 PROPOSED OFFICIAL PLAN AMENDMENT

Section D1.13 requires development to be set back a minimum of 30 metres from the high water mark of a watercourse. An Official Plan Amendment is required to reduce this setback on both sides of the watercourse from 30 metres to 15 metres to the west of Street 1 and to reduce this setback from 30 metres to 20 metres to the east of Street 1. Figure 11 illustrates the proposed setbacks from the high water mark.

Figure 11: Excerpt of Concept Plan Showing Proposed Setbacks from the High Water Mark



The proposed Official Plan Amendment to reduce the setback from the high water mark from 30 metres to 15 metres west of Street 1 and 20 metres east of Street 1 is appropriate to protect the natural heritage features of the watercourse and minimize potential impacts. The EIS prepared by GEMTEC states that *“a 15 m setback from the ordinary high water mark on the west side of the proposed crossing, and a 20 m setback from the ordinary high water mark on the east side of the proposed crossing is proposed, resulting in a 30 m wide corridor and a 40 m corridor that will encompass the watercourse and extents of the significant valleyland, as such no direct loss of significant valleylands is anticipated as a result of the proposed development”*. The report goes on to say that *“the setbacks described above are sufficient to protect the core habitat functions of the valleylands”*. The EIS confirms that the reduced setback from the high water mark will not result in the loss of significant valleylands and will not impact the core functions of the valleylands. The report recommends that the buffer area between the ordinary high water mark and the setback limits remain as vegetated as possible to ensure the functions of the valleyland are not impacted by the proposed development.

Regarding the slopes along the watercourse on the Subject Site, the Slope Stability Assessment prepared by GEMTEC concludes that *“the Limit of Hazard Lands is located within the ‘no-development’ zone limits (i.e., the proposed 15 and 20 metre offsets from the high water mark of the watercourse, see Figure A.1), and therefore no development is currently proposed within the Limit of Hazard Lands”*. The Slope Stability Assessment confirms that the hazard lands will be within the reduced setback from the high water mark. The proposed reduction of the setback from the high water mark will not result in development being located within the hazard lands and the Limits of the Hazard Lands will be respected.

Regarding fish habitat, the EIS states that *“in consideration of fish habitat, and the nature of the proposed development GEMTEC proposes a 15 m setback from the ordinary high water mark for the lands west of the proposed culvert crossing, and a 20 m setback from the ordinary high water mark for the lands east of the proposed culvert crossing”*. The report goes on to say that *“the proposed setbacks are sufficient to protect habitat within the watercourse, limit disturbance of the native soils and removal of riparian vegetation”* and that *“a proposed setback of 15 m from the*

ordinary high water mark west of the proposed road crossing and 20 m from the ordinary high water mark east of the proposed road crossing is sufficient as long as the mitigation measures for work within the setback above, and all the general mitigation measures outlined below are enacted". These mitigation measures include additional and/or more naturalized landscaping or plantings within the parkland areas and buffers to offset potential habitat loss.

The EIS confirms that there will be minimal impacts to the Robert Scheel Award Drain as a result of the reduced setback from the high water mark. The report includes a number of mitigation measures to minimize impacts from the reduced setback and the proposed development as a whole. The EIS included with the submission is supportive of the proposed setbacks. The proposed reduction of the setback from the high water mark is appropriate for the Subject Site and is good land use planning.

The proposed Official Plan Amendment is appropriate and supports the development of the Subject Site.

5.0 CONCLUSION

This Planning Rationale has been prepared in support of an Official Plan Amendment application to reduce the minimum required setback from the high water mark on both sides of the Robert Scheel Award Drain from 30 metres to 15 metres to the west of Street 1 and 20 metres to the east of Street 1.

The Subject Site is designated Urban Community in the County of Renfrew Official Plan (2020). The Subject Site is designated Low/Medium Density Residential in the Town of Arnprior Official Plan (2017). The property is zoned Future Development (FD) in the Town of Arnprior Zoning By-law 6875-18. A Zoning By-law Amendment application and Plan of Subdivision application have been submitted to rezone the Subject Site to Residential Three (R3) and Residential Four (R4), with site specific exceptions, as well as Open Space (OS) and Environmental Protection (EP).

The proposed Official Plan Amendment will support the development of the Subject Site with a residential subdivision. The Zoning By-law and Plan of Subdivision applications for the residential subdivision have been previously submitted.

The Official Plan Amendment for the reduced setback from the high water mark is supported by the EIS. The EIS confirms that the setbacks are sufficient to protect the core habitat functions and provides several mitigation measures to further reduce impacts. These measures include increased riparian vegetation and landscaping within the buffers to reduce potential habitat loss and maintain the ecological integrity of the Robert Scheel Award Drain.

The Official Plan Amendment conforms to the intent of the policies of the County of Renfrew Official Plan and the Town of Arnprior Official Plan. This includes the Natural Heritage policies regarding significant valleylands and fish habitat.

The Official Plan Amendment application is appropriate and supports the development of the Subject Site and represents good land use planning.

Yours truly,

NOVATECH

Prepared by:

A handwritten signature in black ink, appearing to read 'S. Soor', with a horizontal line underneath.

Simran Soor, MCIP, RPP
Project Planner | Planning & Development

February 9th, 2026

Town of Arnprior
c/o Alix Jolicoeur, Manager of Community Services / Planner
105 Elgin Street West
Arnprior, ON K7S 0A8

By Email: planning@arnprior.ca

RE: Official Plan Amendment No. 10 (McNab Concession A, Part of Lot 5)

Dear Ms. Jolicoeur;

On behalf of the Renfrew County Joint Transportation Consortium, I would like to make the enclosed recommendations regarding the proposed Official Plan amendment related to future development at the subject property known legally described as McNab Concession A, Part of Lot 5 and located at the intersection of Division Street South and Baskin Drive West in the Town of Arnprior.

The Renfrew County Joint Transportation Consortium (RCJTC) provides pupil transportation services for the Renfrew County District School Board (RCDSB) and Renfrew County Catholic District School Board (RCCDSB) in communities across the County of Renfrew, including the Town of Arnprior. In accordance with the *Education Act* and Ministry regulations, RCJTC operates through contractual agreements with transportation providers who operate various types of transportation vehicles (including 72-seat school buses, accessible buses, accessible vans and other vehicles).

While the RCJTC does not object to the proposed Official Plan Amendment, we would like to submit the following recommendations for consideration as the project moves forward toward development:

1. Should future development undertaken by the developer and assumed by the municipality in phases, consideration should be given to include suitable turnarounds for full size school buses and that these be maintained by the municipality year-round. Please note that if the municipality intends to allow street parking within turnarounds or cul-de-sacs, this often impedes our ability to have school buses navigate the road network and it may result in the creation of hazards for school transportation vehicles.

- a. Attention should also be taken to ensure that appropriate parking restrictions are implemented to allow for the safe travel of transportation vehicles on all roads within the subdivision.
2. As RCJTC-contracted transportation providers are only permitted to travel on public highways, future subdivision development should be fully assumed by the municipality prior to units being sold to ensure proper maintenance of the road network infrastructure. Municipal assumption is a prerequisite for school transportation vehicles to be able to access a neighbourhood. If this is not accommodatable within the plan of subdivision, a safe area should be established to allow for pupils to congregate for group school transportation vehicle pick-up and drop-off within municipally assumed infrastructure and outside the unassumed infrastructure zone.
3. Safe secure areas near key intersections within the development should be planned and established for pupils to congregate while waiting for a school bus.
4. Sufficient walking infrastructure (including but not limited to sidewalks, crosswalks and walking / bicycle pathways) should be planned and established throughout the development to facilitate students' ability to walk to / from bus stops and schools safely.
 - a. Due to the proximity to local schools, sidewalks should be established along Baskin Drive West to connect with the existing sidewalk infrastructure and pedestrian crossover (PXO) located at the intersection of Baskin Drive West and Leo Moskos Drive. Sidewalk connections on the north side of Baskin Drive West from Leo Moskos Drive to A.J. Charbonneau Public School should also be considered to provide a safe walking path to the school (where necessary).
5. Additional consideration should be given to the presence of two (2) local schools within proximity to the proposed development, particularly with regard to vehicular traffic on Baskin Drive West. With a proposed exit onto Baskin Drive West ("Street Two") within 200 metres of the existing intersections of Baskin Drive West at Division Street South and Leo Moskos Drive, there may be vehicle flow impacts during high traffic periods (i.e. morning arrival, afternoon dismissal). This may be further compounded with parked vehicles along Baskin Drive West in contravention of parking regulations, necessitating more consistent by-law enforcement presence.

Potential pupils moving into this area would be a mix of bussed and walking students depending on their distance from their Designated School (currently A.J. Charbonneau Public School, St. John XXIII Catholic School, Arnprior District High School and St. Joseph's Catholic High School) with students of all ages being serviced by school bus transportation.

In summation, we would request that consideration be given to the need for school buses to access this area safely as well as the establishment of appropriate infrastructure (including sidewalks, crosswalks and walking / bicycle pathways) to ensure students that are able to walk safely to and from bus stop(s) and your local schools.

Kind Regards,



Oliver Jacob
Assistant Manager

cc: Kristen Niemi, Director of Education – RCDSB
Mark Searson, Director of Education – RCCDSB
Jennifer Barnes, Superintendent of Business - Corporate Services – RCDSB
Mary Lynn Schauer, Associate Director of Business Affairs and Treasurer –
RCCDSB

From: [Kelly Vieira](#)
To: [Alix Jolicoeur](#)
Subject: FW: Notice of Application for Official Plan Amendment OPA 10 and Notice of Public Meeting
Date: Tuesday, February 17, 2026 9:49:53 AM
Attachments: [image005.png](#)
[image006.png](#)

Kind regards,

Kelly Vieira
Client Services Coordinator
613-623-4231 ext. 1840

From: Municipal Planning <MunicipalPlanning@enbridge.com>
Sent: February 12, 2026 1:53 PM
To: Kelly Vieira <kvieira@arnprior.ca>
Subject: RE: Notice of Application for Official Plan Amendment OPA 10 and Notice of Public Meeting

Thank you for your circulation.

Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions.

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Thank you,

Casey O'Neil (she/her)

Advisor Municipal Planning

Engineering

ENBRIDGE

TEL: 416-495-5180

500 Consumers Rd, North York, ON M2J1P8

enbridge.com

Safety. Integrity. Respect. Inclusion. High Performance.

From: Kelly Vieira <kvieira@arnprior.ca>
Sent: Monday, February 2, 2026 2:15 PM
To: Kelly Vieira <kvieira@arnprior.ca>
Cc: Alix Jolicoeur <ajolicoeur@arnprior.ca>
Subject: [External] Notice of Application for Official Plan Amendment OPA 10 and Notice of Public Meeting

CAUTION! EXTERNAL SENDER

Were you expecting this email? TAKE A CLOSER LOOK. Is the sender legitimate? DO NOT click links or open attachments unless you are 100% sure that the email is safe. This email was sent from kvieira@arnprior.ca.

Good afternoon,

Please find enclosed the documents in respect to the Notice of Application for Official Plan Amendment OPA 10 and Notice of Public Meeting

Kind regards,

Kelly Vieira

Client Services Coordinator

Town of Arnprior

105 Elgin Street W.

Arnprior ON K7S 0A8

(613) 623-4231 ext. 1840

kvieira@arnprior.ca

www.arnprior.ca

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Please consider the environment before printing this e-mail.*

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This is regarding Mayor, Town Council Members and Clerk Treasurer -

My objection to the House Development project at 400 Division Street South, as stated by owners Ken Wilson and I are as mentioned, hopefully will be heard and taken into serious consideration as felt, heard and addressed. Also the stress and noise of construction equipment early until late at nights will be very intolerable to have to endure. So hopefully this is read and is considered among other reasons said it will put this to a good ending on this matter.

Thank you,
Sharon Watson

Staff transcribed the handwritten note to the best of their ability. There may be some errors in the text below:

This is regarding mayor town council members and clerk treasurer

My objections to the house development project at 400 Division street south, as stated by owners Ken Wilson and I are as mentioned hopefully will be heard and taken into serious consideration as felt, heard and addressed. Also the stress and noise of construction equipment early until late at nights will be very intolerable to have to endure.

So hopefully this is read and is considered among other reasons said it will put this to a good ending on this matter.

Thank You,

Sharon Watson

New Message

Recipients

Subject

Housing development project at 400 Division Street S
Sharon Watson and Ken Wilson as residents of 418 Division Street S as senior citizens of Arnprior object to the project for the following reasons:
the peace and quiet will be gone
being surrounded by houses our privacy is gone
traffic noise and congestion will overload the roads
with more traffic you are raising the danger of injury in the school zone
surely with all the housing projects going on in Arnprior you could leave one small piece of Arnprior to live on in a state of peace and quiet.
Yours sincerely
Sharon Watson and Ken Wilson

Sans Serif

Send

February 19, 2026

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

Attention: Kaila Zamojski, Clerk

Reference: Official Plan Amendment – OPA 10
Comments of the Drainage Superintendent
Township of McNab Braeside

To Kaila Zamojski:

The following represents the comments of the Drainage Superintendent for the Township of McNab/Braeside with regard to the above noted propose OPA 10.

With regard to the identified “Purpose and Effect of the Amendment” as stated – “... to reduce the setback to a watercourse for new development from 30 meters from the high water mark to 15 meters from the high water mark for the section of Jedd Creek...” we have concerns as identified below:

The identified Section of “Jedd Creek” is also known as the Robert Scheel Award Drain and is governed by the regulation of the Ditches and Watercourses Act (a predecessor to the current Regulation – Ontario Drainage Act, R.S.O., 1990, c.D.17). A copy of the 1903 Engineer’s Report and a sketch showing the limits of the watercourse are attached as well as an Ontario Ministry of Agriculture Foods and AgriBusiness Fact sheet for Award Drains. With regard to the Ditches and Watercourses Act, the current legislation states the following:

3(18) -- Every ditch constructed under The Ditches and Watercourses Act, being chapter 109 of the Revised Statutes of Ontario, 1960, shall be maintained in accordance with the award of the engineer providing for such maintenance until such ditch is brought under the provisions of this Act by petition under section 4. 2010, c. 16, Sched. 1, s. 2 (2).

Under the Diches and Watercourses Act, the Town/Township has no official responsibility to the Drain other than responsibility for specific roads and/or Township owned lands as identified in the Report. Unlike the Current Act, maintenance is the responsibility of individual landowners as prescribed in the report (and the current owners of these or portions of these lands). However, modification of the watercourse has the potential to impact the affected lands and owners in the Town and Township. Additionally, potential restrictions in access through the development of lands may impact the ability to maintain the watercourse in the future.

Drainage concerns have been expressed by residents on this drain in the past, but with no clear mandate under the previous act for maintenance. Affected owners may make a request to an individual owner, but their only recourse for inaction is through the Courts. To the knowledge of the Drainage Superintendent, no significant maintenance has occurred in the period of our appointment (2012 to Present) nor prior to the appointment. Drainage concerns remain for this area.

It is interpolated that a reduction in the setback as per the proposed amendment will limit the ability to properly maintain the drain. Additionally, development in the area will further add to the uncertainty for authority and jurisdiction to maintain the drain under the act.

Therefore, we recommend the following:

- The original setback of 30m be maintained and that (at minimum) the drain and setback area (within the development) be incorporated in a dedicated Drainage Block to be transferred to the Town of Arnprior.
- Should no other actions be undertaken except as noted above it is requested that the Town of Arnprior provide a letter stating that it is the intent that the Town will maintain the drain in this area to the requirements of the 1903 report and at their own cost for the future and/or until the drain is otherwise reincorporated under the current legislation.
- It is requested that consideration be given for current drainage concerns and local flooding for all affected lands associated with the drain.
- It is recommended that consideration be given for the reincorporation of the Robert Scheel Award Drain under the Ontario Drainage Act, R.S.O. 1990, c.D.17 by petition under S.4 by the owners of affected lands and/or the Road Authority of the Town of Arnprior and the Township of McNab/Braeside.

Yours very truly,

ROBINSON CONSULTANTS INC.



Lorne Franklin, L.E.T., C.E.T., rcca, CAN-CISEC-0078
Drainage Superintendent – Township of McNab/Braeside

Attachments:

- DOCUMENT 1: Report from James Lewis Morris, Engineer, entitled “Award of Engineer RE: Requisition of Robert Scheel – Lot 10, Concession 10, Township of McNab”, dated May 30th, 1903.
- DOCUMENT 2: Sketch – Robert Scheel Award Drain, Robinson Consultants, 2015 (Unofficial Plan)
- DOCUMENT 3: OMAFA Fact Sheet – Award Drains

AWARD OF ENGINEER

RS Requisition of Robert Scheel
Lot 10, Concession 10, Township of McNab.

J.M.
I James Lewis Morris the Engineer appointed by the Municipality of the Town-
ship of McNab, in the County of Renfrew, under the provisions of the Ditches
and Watercourses Act, having been required so to do by the Requisition of
Robert Scheel, Owner of Lot 10 Concession 10 of the Township of McNab, filed
with the Clerk of the said municipality, and representing that he requires
certain ^{work} to be done, under the provisions of the said Act, for the draining of
the said lands and that the following other lands and roads will be affected:
The W. 1/2 of Lot 9, The E. 1/2 of Lot 9, The E. 1/2 of Lot 8, all in Con. 10;
The W. 1/2 of Lot 8, The N. 1/2 of W. 1/2 of Lot 7, The S. 1/2 of W. 1/2 of Lot 7,
The E. 1/2 of Lot 7, The E. 1/2 Lot 6, all in Con. 11; The W. 1/2 of Lot 6, The W.
1/2 Lot 5 and the E. 1/2 Lot 5 all in the 12th. Con.; The Road Allowance between
Concessions 11 and 12 in front of Lots 5 and 6; The Forced Road between the
W. 1/2's of Lots 7 and 8; Concession 11; The Road Allowance between Concessions
10 and 11 in front of Lots 7 and 8; did attend at the time and place named in
J.M. my notice in answer to said requisition, and having ^{examined} the locality and the parties,
find that the ditch and the deepening and widening of the present ditch, is
required. The location, description and course of the ditch and its point of
commencement and termination are as follows: Commencing at a stake marked
0+00A, on the Southwest side of the Road Allowance between Concessions 12 & 13,
distant 750 feet, from the North-western boundary of the E. 1/2 of Lot 5, measured
Easterly along the South-westerly boundary of said road allowance; Thence South-
westerly through the E. 1/2 of Lot 5 Con. 12, 2862 feet to a stake marked 28+62B
on the Southern boundary of the East 1/2 of Lot 5, which stake is 752 feet from
the North-westerly boundary of Lot 5; Thence Southerly and Westerly through the
W. 1/2 of Lot 5, 1753 feet, to a stake marked 46+15C, on the North-western bound-
ary of the W. 1/2 of Lot 5, distant 719 feet from the south-westerly of the W.
1/2 of Lot 5; Thence South-westerly 885 feet, to a stake marked 55D, on the South-
westerly boundary of the W. 1/2 of Lot 6 in Con. 12; Thence South-westerly across
Road Allowance between Concessions 11 and 12, 83 feet to a stake marked 55+83E;
Thence South-westerly across the E. 1/2 of Lot 6 and the E. 1/2 of Lot 7, Con. 11,
2464 feet to a stake marked 80+47G, which is distant 163 feet from the South-

eastern boundary of the West 1/2 of Lot 7, Con. 11; Thence South-westerly across the S. 1/2 of the W. 1/2 of Lot 7, 1423 feet to a stake marked 94+70H; Thence South-westerly across the North 1/2 of the W. 1/2 of Lot 7, 1471 feet to a stake marked 109+41J, planted on the South-western boundary of Lot 7, Con. 11, distant 10 feet from the North-western boundary of said Lot 7; Thence South-westerly across the Road-allowance between Concessions 10 & 11, 84 feet to a stake marked 110+25K, planted 24 feet Westerly from side-line between Lots 7 & 8 in Con. 10; Thence Westerly along the Southerly side of the said Road allowance, 160 feet to stake 111+85L, planted on the Southerly boundary of the said Road allowance; Thence South-westerly across E. 1/2 Lot 8 in Con. 10, 2591 feet to a stake marked 137+76M, planted on the boundary between E. 1/2 Lot 8 & E. 1/2 Lot 9 in Con. 10, distant 815 feet from the Blank line between the E. & W. 1/2's Lot 9, in Con. 10, measured along the said boundary between the E. 1/2 Lot 8 & E. 1/2 Lot 10 in Con. 10; Thence continuing, South-westerly, across E. 1/2 Lot 9, in Con. 10, 1954 feet to a stake marked 157+300, planted on the Blank line between the E. & W. 1/2's of Lot 9, in Con. 10; Thence Westerly, following 6 feet South, along said Blank line between E. & W. 1/2's of Lot 9 in Con. 10, to a stake marked 164+16, planted on the side line between W. 1/2 Lot 9 & W. 1/2 Lot 10 in Con. 10, being the point of termination of this part of the ditch. Also a branch drain commencing at a stake marked 150+20A planted on the main drain; Thence South-westerly 167 feet to a stake marked 151+87A, planted on the Blank line between the E. & W. 1/2's of Lot 9 in Con. 10; Thence South westerly and Westerly across W. 1/2 Lot 9 in Con. 10, to a stake marked 172+05A, planted on the side line between the W. 1/2 Lot 9 and the W. 1/2 Lot 10 in Con. 10, distant 683 feet from the Blank line between the E. and W. 1/2's of Lot 10, in Con. 10, measured along said side line between W. 1/2 Lot 9 and W. 1/2 Lot 10 in Con. 10, Southerly; Thence Westerly into W. 1/2 Lot 10, 595 feet to a stake marked 178A, being the termination of this branch drain.

The said work will affect the following lands and roads:

- The E. 1/2 & W. 1/2 of Lot 10, Con. 10, owned by Robert Scheel;
- The W. 1/2 of Lot 9, Con. 10; owned by Julius Scheel;
- The E. 1/2 of Lot 9, Con. 10, owned by Peter Mc.Gonigal;
- The E. 1/2 of Lot 8, Con. 10, owned by William Mc.Gonigal;

The W. 1/2 Lot 8, Con. 11, owned by Mrs. Jas. Mc.Cormick;
 The N.1/2 of W.1/2 Lot 7, Con.11, owned by William Adrain;
 The E.1/2 Lot 7, Con. 10, owned by John McComb;
 The S. 1/2 of W.1/2 Lot 7, Con.11, owned by John McComb;
 The E.1/2 Lot 6 & E.1/2 Lot 7, Con. 11, owned by Francis Hudson;
 The W. 1/2 Lot 6, Con. 12, owned by Harry Glenn;
 The W. 1/2 Lot 5, Con.12, owned by Jas. O'connor;
 The E. 1/2 Lot 5, Con. 12, owned by George Elliot;
 The Road Allowance between Concessions 10 & 11 in front of Lots 7 & 8, the Road allowance between Concessions 11 & 12 in front of Lots 5 & 6, the Forced Road between the W. 1/2's of Lots 7 & 8, Concession 11, all controlled by the Municipal Council of the Township of McNab.

I do, therefore, award and apportion the work, and the furnishing of the material, among the lands affected and the owners thereof, according to my estimate of their respective interests, in the said work as follows:-

Robert Scheel owner of the E. 1/2 & W. 1/2 of Lot 10, Con. 10, of the Township of McNab, shall make and complete from stake marked P164+16, to stake marked 150+20A, a distance of 1396 feet, and from stake marked 172+05A to stake marked 178A, a distance of 595 feet, all of which according to my estimate will amount in value to \$120.00, and I fix the time for the performance of such work on the 1st day of August A.D. 1904. at furthest.

Julius Scheel owner of the W. 1/2 of Lot 9, Con.10, of the Township of McNab, shall make and complete from stake marked 151+87A to stake marked 172+05A, a distance of 2018 feet, all of which according to my estimate will amount in value to \$80.00, and I fix the time for the performance of such work on the 1st day of August 1904 at furthest.

Peter McGonigal owner of the E. 1/2 of Lot 9, Con.10, of the Township of McNab, shall make and complete from stake marked 135 to stake marked 150+20A a distance of 1520 feet on the main drain, and from stake marked 150+20A to stake marked 151+87A, a distance of 167 feet on the branch drain, all of which according to my estimate will amount in value to \$120.00, and I fix the date for the performance of such work on 1st. day of August, 1904, at furthest.

Con.10
 William McGonigal owner of the E.1/2 of Lot 8, of the Township of McNab,

shall make and complete from stake marked 111+85L to stake marked 135,
a distance of 2315 feet, all of which according to my estimate will amount in
value to \$80.00, and I fix the time for the performance of such work, on the
1st. day of August, A.D. 1904. at furthest.

William Adrain owner of the N. 1/3 of the W. 1/3 of Lot 7 in Con. 11, of
the Township of McNab, shall make and complete from stake marked 94—70H to
stake marked 109—47J, a distance of 4477 feet, all of which according to my
estimate, will amount in value to \$35.00, and I fix the time for the performance
of such work on the 1st. day of August, A.D. 1904. ² at furthest.

Jam
Mrs. Jas. McCormick owner of the W. 1/3 of Lot 8, in Con. 11, of the Township
of McNab, shall make and complete from stake marked 83 to stake marked 94+70H,
also make and complete drain across the forced Road thro' culvert to about 109 on
main drain.
a distance of 1170 feet, and I fix the time for the performance of such work,
on the 1st. day of August, A.D. 1904. ^{at furthest} This above work will amount in value to
according to my estimate.

John McComb owner of the E. 1/2 of Lot 7 in Con. 10, and of the S. 1/2 of
the W. 1/3 of Lot 7 Con. 11, of the Township of McNab, shall make and complete
from stake marked 66 to stake marked 83 a distance of 1700 feet, all of which
according to my estimate, will amount in value to \$50.00, and I fix the time for
the performance of such work on the 1st day of August A.D. 1904. at furthest.

Francis Hudson owner of E. 1/2 Lot 6 and E. 1/2 Lot 7, Con. 11, in the Town-
ship of McNab shall make and complete from stake marked 46+15 C. to stake
marked 55 D. a distance of 885 feet and from stake marked 55+83 E. to a stake
marked 66. a distance of 1 017 feet all of which according to my estimate will
amount in value to \$90.00, and I fix the time for the performance of such work on
the 1st. day of August A.D. 1904 .at the furthest.

Jam
Harry Glen owner of the W 1/2 lot 6 Con. 12, in the Township of McNab,
to make from stake marked ^{28+62 B} ~~28~~ to stake marked 46+15 C. a distance of 1755 feet
all of which according to my estimate will amount in value to \$55.00, and I fix
the time for the performance of such work on the 1st. day of August A.D. 1904 at
furthest.

James O'Connor owner of the W 1/2 lot 5 in Con. 12 in the Township of McNab,
to make and complete from stake marked 16+00 to stake marked ^{28+62 B} ~~28~~, a distance of
~~1260~~ feet, all of which according to my estimate will amount in value to ^{\$}45.00
and I fix the time for the performance of such work on the 1st. day of August,
A. D. 1904 at the furthest.

Geo. Eliot, owner of the E. 1/2 of lot 5 in the CON. 12 in the Township of McNab
to make and complete from stake marked 4+00 to stake marked 16+00 to distance of
1200 feet, all of which according to my estimate will amount in value to ^{\$}20.00,
and I fix the time for the performance of such work on August 1st. A.D. 1904, at
the furthest.

The Municipality of the Township of McNab, to make and complete, from stake ~~mark~~
marked, 55 D. to stake marked 55+83 E. a distance of 83 feet, and to build a
cedar culvert, 20 feet long, and 4 feet wide and 4 feet deep, inside measure
-ments, on the Road Allowance between Concessions 11 and 12, and to make and
complete from stake marked 109+41d, to stake marked 111+85 L. a distance of
244 feet, and to build a cedar culvert 25 feet long, 4 feet wide and 4 feet deep
inside measurements, across the Road Allowance, between Concessions 10 and 11,
all of which according to my estimate will amount in value to ^{\$}70.00, and I fix
the time for the performance of such work, and the providing of such material,
on the 1st. day of August A. D. 1904, at the furthest.

The ground where necessary, in all cases, to be cleared and grubbed 8 feet on each
side of the centre of the ditch, All excavations also to be spread over land
I do further award and apportion the maintenance of the ditch as follows; ^{adjoining.}

Robert Scheel owner of the E 1/2 and W 1/2 of lot 10, Con. 10 of the Township
of McNab, shall maintain from stake marked 15 ~~7+300~~, to stake marked P 164+16,
and stake marked 172+05 ~~top~~ stake marked 178 A.

Julius Scheel owner of the W 1/2 of Lot 9, Con. 10, of the Township of McNab.,
shall maintain from stake marked 150+20 A. to stake marked 172+05 A.

Peter McGonigal owner of the E 1/2 of lot 9, Con. 10, of the Township
of McNab, shall maintain from stake marked 137+76 M, to stake marked 157+30.0,

William McGonigal owner of the E 1/2 of lot 8, Con. 10 of the Township
of McNab, shall maintain from stake marked 111+85 L., to stake marked 137+76 M

William Adrain, owner of the N.1/2 of the W.1/2 of lot 7, Con. 11 in the Township of McNab, shall maintain from stake marked 94+70, H. to stake marked 109+41, J.

John McComb, owner of E.1/2 lot 7, Con. 10, and of the S.1/2 of W 1/2 lot 7, Con.11, shall maintain from stake marked 80+47, C. to stake marked ^{94+70 H} ~~109+41~~ _{109+41, J.}

J.M. Francis Hudson, ~~owner of E.1/2 lot 6, Con. 11~~ owner of E. 1/2 lot 6 and E.1/2 lot 7, Con.11, shall maintain from stake marked 55+83 E. to stake marked 80+47 G.

Harry Glen, owner of W 1/2 lot 6, Con. 12, of the Township of McNab, shall maintain from stake 46+15 C. to stake marked 55 D.

James O'Connor, owner of the W 1/2 lot 5, Con. 12, of the Township of McNab, shall maintain from stake marked 28 62 B. to stake marked 46+15 C.

George Eloit, owner of E. 1/2 lot 5, Con. 12, shall maintain from stake marked 0+00A. to stake marked 28+62 B.

The municipality of the Township of McNab, owners of the Road Allowance between Cons. 10 and 11, and of forced road between the W 1/2's of lots 7 and 8, Cons. 11, in the Township of McNab, shall maintain from stake marked 55 D. to a stake marked 55+83 E. to and from stake marked 109+41 J. to a stake marked 111+85 L.

I do further estimate that the cost of Road Excavation in connection with the work will be as follows;

From sta. 3+70 to sta. 4+00 a distance of 30ft.	2.4 cu. yds. at \$ 3.00	\$ 7.20
From 95+60 to 95+80 a distance of 20 ft.	2.4 cu. yds. at \$ 3.00	7.20
From 97+30 tp 98+25 a distance of 95 ft.	7.4 cu. yds. at \$ 3.00	22.20
From 100+30 to 100+70 a distance of 40 ft.	3 cu. yds. at \$ 3.00	9.00

The total cost of Rock Excavation will be \$ 45.60

which work shall be let by tender to the lowest bidder, and I further award and apportion the cost of said rock excavation as follows;

Robert Scheel shall pay 24/160 the total cost
 Julius Scheel shall pay 16/160 the total cost
 Peter McGonigal shall pay 24/160 the total cost.
 Wm. McGongal shall pay 16/160 the total cost.
 Wm. Adrain shall pay 7/160 the total cost.
 Mrs. J. McCormick shall pay 7/160 the total cost.
 Jno. McComb shall pay 10/160 the total cost.
 Frank Hudson shall pay 18/160 the total cost.
 Harry Glen shall pay 11/160 the total cost.
 Jas. O'Connor shall pay 9/160 the total cost.
 Geo. Eliot shall pay 4/160 the total cost.
 Mun. of the Thp. of McNab shall pay 14/160 the total cost.

My fees and other charges attendant upon and for making this award are \$78.41 which shall be borne and paid as follows;

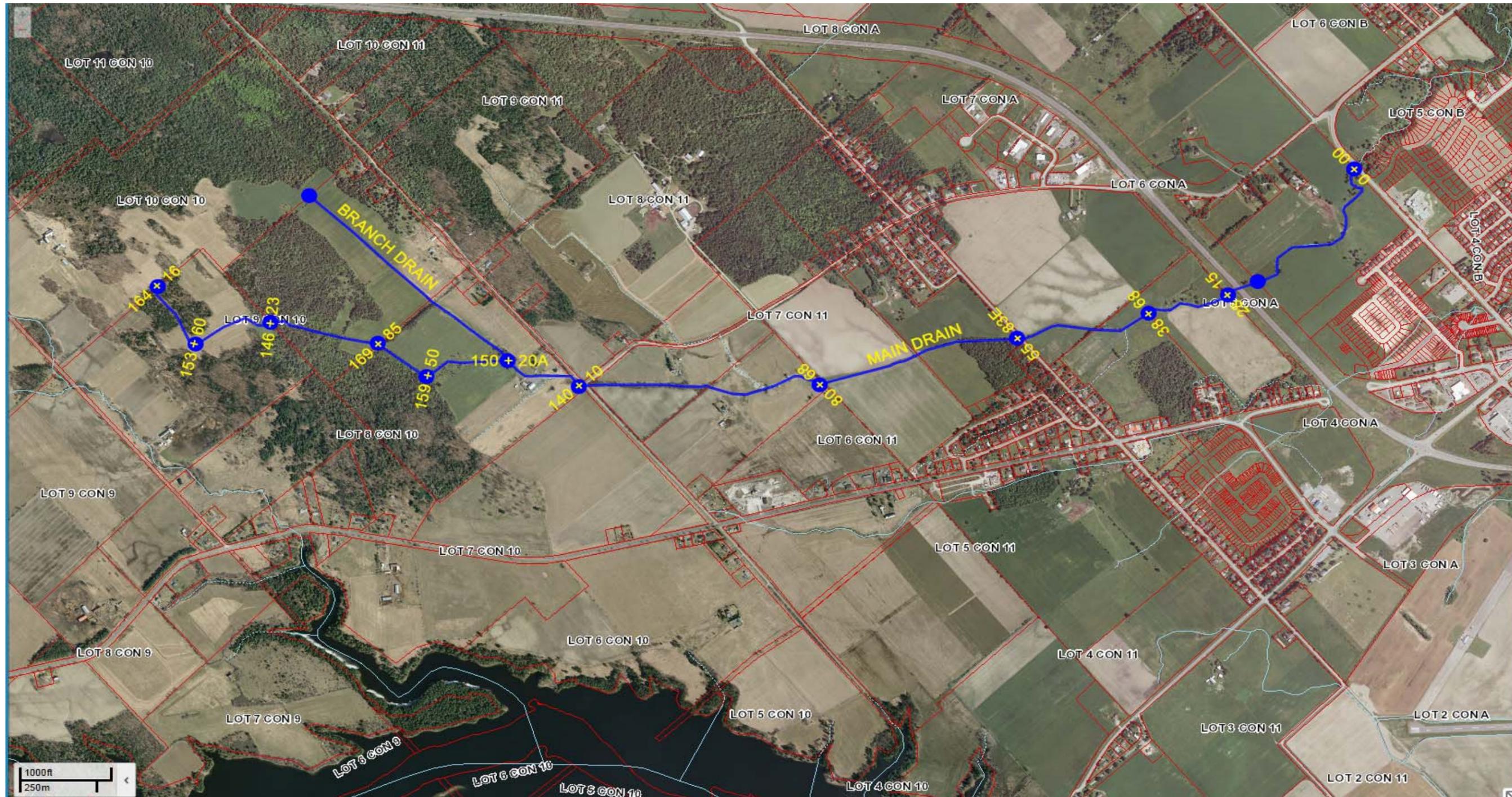
Clerk fees.

Robert Scheel shall pay \$ 11.76
 Julius Scheel shall pay 7.84
 Peter McGongal shall pay 11.76
 Wm. McGonigal shall pay 7.84
 Wm. Adrain shall pay 3.43
 Mrs. J McCormick shall pay 3.43
 John McComb shall pay 4.90
 Frank Hudson shall pay 8.82
 Harry Glen shall pay 5.39
 Jas. O'Connor shall pay 4.41
 Geo. Eliot shall pay 1.96
 Mun. of Thp. of McNab. shall pay 6.87

Dated at Pembroke this 30th }
 day of May A.D. 1903.

Witness
 R.H. Barrett.

J. Morris C.E.
 O.S.
 Municipal Engineer



Robinson
Consultants

CONSULTING ENGINEERS

350 PALLADIUM DRIVE, SUITE 210
KANATA, ONTARIO, K2V 1A8
TELEPHONE (613) 592-6060

SCALE

HORIZONTAL
N.T.S.

VERTICAL
N.T.S.

ROBERT SCHEEL AWARD DRAIN

2015 SKETCH OF THE ROBERT SCHEEL AWARD DRAIN
(INTERPOLATED STATIONING)

PROJECT No.

BI5001

SKETCH No.

RSA-01

Fact Sheet -- Award drains

Learn about award drains, how to manage them and how to change one into a drainage system under the Drainage Act, 1990.

<https://www.ontario.ca/page/award-drains>

Overview

Award drains are agricultural drainage systems that were created under the Ditches and Water Courses Act. They were named because the work of construction was "awarded" to property owners along the ditch.

Under this Act, a property owner requisitioned the municipality for a drain and an engineer, appointed by municipal council, investigated the drainage problem. A report was written to identify a solution if the engineer found that a ditch or pipe was required. The responsibility for construction or maintenance of the drain was then assigned or "awarded" to each property owner directly involved.

Physically, an award drain may look like any other drain. It can be a ditch or a pipe of some type.

Ditches were constructed for nearly a century under this Act until it was repealed on June 1, 1963. New award drains are no longer constructed, however there are still many award drains found across Ontario.

Determine if an award drain is on a property

The Ditches and Watercourses Act required a copy of the engineer's report for the award drain be given to each property owner involved with the drain and a copy filed with the municipality. The most recent award drain is about 60 years old.

An engineer's award drain report may be difficult to locate over time because municipal staff have changed, offices have moved, municipalities may have amalgamated and old records may have been lost or destroyed.

To find the engineer's award drain report:

- check with the municipality
- ask your neighbours, particularly with families who have lived in the area for a long period of time
- inquire with the local historical society or municipal archives
- check with the engineering firm that produced the report

- If the engineering firm is no longer in business, their records may have been passed on to a current engineering firm — try to find the name of the engineering firm that currently holds these records.

Without a copy of the engineer's report, there is no proof the drainage system is an award drain. In this case, the drain would be considered a private drain with no obligations for property owners to completed maintenance on the drain.

In the absence of an engineer's report for the award drain, you may consider petitioning your municipal council under the Drainage Act, 1990 to create a municipal drain to allow for maintenance or improvement to be made to the drain.

Maintain an award drain

The property owners assigned or awarded sections of the drain are responsible for the maintenance of an award drain. Unlike municipal drains, the local municipality is not responsible for maintaining award drains, has no authority to enter onto land to perform the work and no means to recover cost.

Although the Ditches and Watercourses Act has been repealed, the responsibility for maintenance of award drains continues through subsection 3(18) of the Drainage Act which states:

Every ditch constructed under the Ditches and Watercourses Act, being chapter 109 of the Revised Statutes of Ontario, 1960, shall be maintained in accordance with the award of the engineer providing for such maintenance until such ditch is brought under the provisions of this Act by petition under section 4.

If an award drain is located on your property, the property owner is responsible for maintaining at least a portion of that drain.

To initiate maintenance under the awarded drain, one property owner gives another property owner written notice that maintenance is required.

If the property owner does not fulfill their responsibilities, they can:

- initiate a civil lawsuit for damages based on the landowner's non-compliance with an agreement
- initiate an appeal to the referee under subsections 3(18) and paragraph 106(1)(c) of the Drainage Act
- petition to have the award drain made into a municipal drain under the Drainage Act

Before maintaining the drain, contact the local conservation authority and Ministry of Natural Resources to find out what other approvals may be needed to carry out the work.

Change an award drain to a municipal drain

To change an award drain to a municipal drain, the involved property owner(s) must petition the local municipality. For more information on this process, contact the local municipality or the Ministry of Agriculture, Food and Agribusiness (OMAFRA).

Benefits of changing an award drain to a petition drain under the Drainage Act

There may be significant benefits to having an award drain made into a municipal drain:

- During the development of the municipal drain, the property owner with the award drain may be eligible for an allowance for a drain already constructed.
- The drain becomes municipal infrastructure and the municipality is responsible for future maintenance and repair work.
- The municipality is responsible for enforcement if someone blocks or damages a municipal drain, or if they refuse to allow work to be performed on their property.
- A cost-sharing arrangement for any work performed on a municipal drain is set in place through a bylaw.
- By taking responsibility for any maintenance and repair work, the municipality is also responsible for obtaining any permits or approvals.
- The share of drain maintenance or repair work that is levied on agricultural land may be eligible for grants.



Town of Arnprior Staff Report

Subject: Awarding of Tender PW-2026-03 Arnprior 2026 Tree Planting Project

Report Number: 26-03-23-03

Report Author and Position Title: Sheena Baum, Environmental Engineering Officer

Department: Operations

Meeting Date: March 23, 2026

Recommendations:

That Council award Tender PW-2026-03 to Orange Paysagement Inc. for the amount of \$110,235.34 (incl. HST); and

That Council authorizes the CAO to execute the agreements and related documents with Orange Paysagement Inc.

Background:

At the January 27th, 2025 meeting of Council, a resolution was passed that Council provide support for submitting application to Growing Canada's Community Canopies (GCCC) Tree Planting Program to demonstrate commitment to enhancing tree canopy and natural vegetation within the Town as outlined in By-Law 6915-19 (Tree Canopy Policy), as well as to support the Town's Recreation and Parks Master Plan and Strategic Plan.

In May of 2025, staff applied for the GCCC grant. Development of the grant application was done consultation from Parks and Recreation Department, Renfrew County, Lashley Associates, GCCC Tree Canopy Coach Marshall Buchanan, Registered Professional Forester Lacey Rose, Schools – AJ Charbonneau, St. John XXIII, École Deux-Rivières. The estimated project cost that was applied for was \$183,000, with 50% grant funding on an eligible cost of \$166,440, resulting in a requested grant value of \$83,220.

In November of 2025, the Town was notified by the Federation of Canadian Municipalities' office that the Town's application for GCCC was successful in the amount of \$81,230 (after some minor adjustments to the eligible costs).

Discussion:

On February 17, 2026, Staff published Tender PW-2026-03 on MERX.com with a closing date of March 17, 2026, and a question deadline of March 12, 2026.

Upon closing of the tender, submissions were received from eight firms. They were evaluated by staff for math errors and discrepancies.

Following the evaluation process, the tender results were as follows:

Proponents	Bid Price including HST
Exel Contracting Inc.	\$167,644.83
Green Works Contracting Inc.	\$247,394.63
Orange Paysagement Inc.	\$110,235.34
P. Munro Group	\$266,320.50
Perry O’Grady Contracting and Consulting	\$157,567.20
Tim-o-Tree	\$142,083.78
Totalscape Contracting	\$135,178.31
Triple J Contracting Inc.	\$94,129.97

Upon evaluating the tender submissions, staff found omissions in Triple J Contracting’s submission resulting in their disqualification. Bid Bonding was not provided, addenda were not acknowledged, and a significant mathematical error was found which would have increased their bid price.

Options:

Council could choose not to award the project; however, this is not recommended as the project is within budget and is in line with the Town’s Asset Management strategies and is subject to grant funding.

Policy Considerations:

This project was tendered and evaluated to ensure it is in accordance with the Town’s Procurement Bylaw.

Financial Considerations:

The PW-2026-03 Arnprior 2026 Tree Planting Project is subject to GCCC grant funding for eligible expenditures. The grant will cover 50% of eligible expenses (initially

estimated at \$162,474) up to a maximum grant amount of \$81,230. The Town is responsible for covering the remaining costs associated with the project. The Town's Capital Budget for 2026 included \$68,293 from Capital Expenditure Reserve Fund, plus a commitment of internal staff time as required by the grant agreement.

When accounting for net HST (1.76%), the value of Orange Paysagement's bid is \$99,270.34. This tendered amount is well within the approved project costs outlined in the grant funding agreement. Therefore, staff recommend that Council award the contract to Orange Paysagement.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

Reviewed by General Manager, Client Services/Treasurer:

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: Procurement of Municipal Sidewalk Tractor

Report Number: 26-03-23-04

Report Author and Position Title: John Steckly, General Manager,
Operations

Department: Operations

Meeting Date: March 23, 2026

Recommendations:

That Council enact a by-law to:

- a) Award the Purchase of One Trackless MT7 articulating municipal sidewalk tractor with accessories to Joe Johnson Equipment, for a total of \$200,299.33 (plus HST); and
- b) Authorize the funding shortfall of \$3,824.60 from the Development Charge Reserve; and
- c) Authorize the CAO to execute the agreements, and related documents with Joe Johnson Equipment, to supply and deliver the equipment.

Background:

As part of the 2026 capital budget, the purchase of an additional municipal sidewalk tractor was approved by Council. This additional machine will assist with growth and provide redundancy within the Town's limited sidewalk tractor fleet.

Discussion:

Staff have evaluated and received demonstrations from two of the primary municipal sidewalk tractor providers on the market (Trackless and McLean) and obtained pricing from both vendors through the LAS CANOE Procurement Group program. After evaluation and test drives by Town operators, the Trackless MT7 Municipal Sidewalk Tractor came in at the lowest price and was determined to be the most appropriate for Town needs.

A proposal was received from Joe Johnson Equipment on March 4, 2026, for a new Trackless MT7 Municipal Tractor complete with plow and spreader attachments, through the Local Authority Service (LAS) CANOE Procurement Group program which offers a 3% discount on commercial pricing of the machine and attachments. This cooperative

purchasing program is a permitted procurement pathway within the Town's procurement policy.

The quote has been reviewed by staff to ensure that it matches the Town's requirements.

Options:

Council may choose not to award, however the pricing received was obtained through a third-party competitive bid process and is representative of current equipment costs.

Policy Considerations:

Section 6.7 of the Town of Arnprior's Procurement Policy # FS-AD-01 states that Department Heads may participate with other governments, agencies or public authorities in co-operative ventures or contracts where the best interest of the Town would be served.

The LAS Municipal Group Buying Program is a partnership with municipal associations in Ontario, Alberta, Saskatchewan, Manitoba, and Newfoundland, providing economies of scale to give great pricing. Combined, this purchasing group is open to more than 1,600 municipal governments, or approximately 40% of Canada's municipalities.

All products under the Capital Purchasing offering of the LAS Municipal Group Buying Program are procured through Sourcwell, North America's leader in municipal cooperative procurement. All offerings have undergone a formal competitive bid process, ensuring compliance with purchasing bylaws and trade agreements.

Financial Considerations:

The total budget for the procurement of this piece of equipment is \$200,000. The total quoted cost totals \$203,824.60 (incl. net HST) for procurement and delivery of the equipment and requested attachments. This leaves an overall net budget shortfall of -\$3,824.60 or 1.9% over budget as outlined below. This procurement is funded entirely from the Development Charge Reserves.

New Tractor Cost	\$ 190,169.85
Attachments	\$ 16,138.46
<u>Less: CANOE Discount</u>	<u>\$ (6,008.98)</u>
Subtotal	\$ 200,299.33
Net HST	<u>\$ 3,525.27</u>
Total	\$ 203,824.60
Budget	<u>\$ 200,000.00</u>
Budget Shortfall	\$ (3,824.60)

The additional \$3,824.60 required to fund this purchase is recommended to be funded from the Development Charge Fund.

Meeting Dates:

N/A

Consultation:

N/A

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: Proclamation for National Public Safety Telecommunicators Week (April 12th – 18th, 2026)

Report Number: 26-03-23-05

Report Author and Position Title: Kaitlyn Wendland, Deputy Clerk

Department: Clerk’s Office

Meeting Date: March 23rd, 2026

Recommendations:

That Council proclaim April 12th to 18th, 2026, as National Public Safety Telecommunicators Week 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	Rick Desarmia, Fire Chief rdesarmia@arnprior.ca

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

Section 5.2.3 – Name of Proclamation and Duration	National Public Safety Telecommunicators Week (April 12 th to 18 th , 2026)
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 – National Public Safety Telecommunicators Week (April 12th to 18th, 2026)

Signatures

Reviewed by Department Head: Kaila Zamojski

Reviewed by General Manager, Client Services/Treasurer:

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Proclamation

National Public Safety Telecommunicators Week (April 12th to 18th, 2026)

Whereas emergencies can strike without warning, necessitating immediate action and the involvement of well-prepared emergency services; and

Whereas the Public Safety Telecommunicators of the Renfrew Central Ambulance Communications Centre, Ontario Provincial Police, and the Brockville Fire Department serve as the unsung heroes and vital first point of contact in these critical moments, acting with speed, precision, and empathy; and

Whereas Public Safety Telecommunicators skillfully dispatch paramedic services, fire departments and police services, coordinating essential resources and personnel to manage crises effectively and efficiently; and

Whereas their expertise and calm demeanor under pressure ensure the efficient coordination of life-saving services, bridging the gap between the community in distress and the swift response of emergency services; and

Whereas through their diligent efforts, Public Safety Telecommunicators uphold the highest standards of public safety, contributing significantly to the protection of life and property; and

Whereas their role as the cornerstone of the emergency response system is characterized by a remarkable commitment to providing care and ensuring the safety of both the public and emergency responders; and

Whereas the professionalism, skill, and compassion exhibited by these dedicated individuals not only save lives but also provide reassurance and hope to those in urgent need; and,

Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim April 12th to 18th, 2026 as National Public Safety Telecommunicators Week in the Town of Arnprior and encourage all residents to acknowledge and celebrate the exceptional service and commitment of our local Public Safety Telecommunicators whose work is essential in maintaining the safety and well-being of our community.

Lisa McGee, Mayor
Town of Arnprior



Town of Arnprior Staff Report

Subject: Proclamation for World Autism Awareness Day (April 2, 2026)

Report Number: 26-03-23-06

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

Department: Clerk’s Office

Meeting Date: March 23, 2026

Recommendations:

That Council proclaim April 2, 2026 as World Autism Awareness Day 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	Kaila Zamojski, Town Clerk kzamojski@arnprior.ca Kaitlyn Wendland, Deputy Clerk kwendland@arnprior.ca

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

Section 5.2.3 – Name of Proclamation and Duration	World Autism Awareness Day April 2, 2026
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 – World Autism Awareness Day (April 2, 2026)

Signatures

Reviewed by Department Head:

Reviewed by General Manager, Client Services/Treasurer:

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Proclamation

World Autism Awareness Day (April 2, 2026)

Whereas Autism Spectrum Disorder impacts more than 135,000 individuals in Ontario and is a lifelong neurodevelopmental condition that affects the way a person communicates and relates to people and the world around them. It can affect body language and posture, social interactions and relationships, how you engage with your interests, and sensory processing capacities; and

Whereas every year on April 2nd the United Nations-sanctioned World Autism Awareness Day is celebrated, with this year being the 18th annual World Autism Awareness Day with the theme of “Autism and Humanity – Every Life Has Value”, highlighting and affirming the dignity and worth of all autistic people as part of our shared human future; and

Whereas the United Nations will be hosting an online virtual event, which the Town of Arnprior will share, that will discuss and explore the role of neurodiversity in shaping policies that advance health and well-being, quality education, gender equality, economic opportunity, reduced inequalities, sustainable communities, and strong institutions; and

Whereas Autism Ontario is a charitable organization, in Ontario, being one of the largest collective voices representing the autism community in our region and across the province. This year Autism Ontario is promoting “Celebrate the Spectrum – Endless Possibilities in Every Pattern” with many events and ways to participate and support Autism Awareness available on their website: <https://www.autismontario.com/> ; and

Whereas the Town of Arnprior is committed to supporting those individuals with different abilities in our community, including those with Autism, through various programming and supports, including but not limited to - low-sensory programming options; availability of sensory backpacks at the Arnprior & District Museum; staffing the position of Inclusive Camp Counsellor for summer programs; and ensuring staff training on working with children and people with cognitive and developmental disabilities; and

Whereas the Town of Arnprior will light the Arnprior & District Museum Clock Tower Blue on April 2, 2026, for the month of April to bring awareness.

Therefore I, Lisa McGee, Mayor of the Town of Arnprior, do hereby proclaim April 2, 2026, as World Autism Awareness Day and in the Town of Arnprior and encourage all residents, staff, and Members of Council to participate in activities and events shared, as well as recognize and celebrate the unique differences and needs of others, fostering an inclusive environment where all individuals can participate fully in our community. Together, we can create a society that values and includes everyone.

Lisa McGee, Mayor
Town of Arnprior



ARNPRIOR

**Minutes of the Culture and Diversity Advisory Committee Meeting
November 3, 2025 at 6:30 PM
Town Hall Council Chambers – 105 Elgin St. W. Arnprior**

Committee and Staff Attendance

Committee Members Present:

Chris Couper, Vice Chair
Dan Lynch, County Councillor
Jennifer McGuire, Committee Member
Leslie Anne Hook, Committee Member
David Quesnelle, Committee Member
Jamie Campbell, Committee Member

Town Staff Present:

Emily Stovel, Manager of
Culture / Curator
Kaila Zamojski, Town Clerk
Kelly Vieira, Client Services
Coordinator

Committee Members Absent:

Jo Ann Pecaskie, Committee Member

1. Call to Order

Vice Chair Chris Couper, called the meeting to order at 6:30 PM and welcomed those present.

a) Appoint a Chair

The Town Clerk asked members to appoint a new Chair. Discussion ensued among committee members with consensus being to appoint Committee Member Leslie Anne Hook.

2. Roll Call

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

3. Land Acknowledgment

Chair Leslie Anne Hook 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 024-25
Moved by Dan Lynch
Seconded by Jamie Campbell

Be It Resolved That the agenda for the Culture and Diversity Advisory Committee Meeting dated Monday, November 3rd, 2025, be adopted.

Resolution Carried

5. Disclosure of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 025-25
Moved by Chris Couper
Seconded by Jennifer McGuire

Be It Resolved That the minutes for the October 6, 2025, Culture and Diversity Advisory Committee meeting be adopted.

Resolution Carried

7. Presentations/ Delegations

None

8. Matters Tabled / Deferred / Unfinished Business

None

9. Staff Reports

a) Curators Report – Manager of Culture/Curator

Resolution Number 026-25
Moved by Jamie Campbell
Seconded by David Quesnelle

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

Resolution Carried

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

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

- Art piece discussion how together this gets completed.
- Strategic Plan Retreat – CDAC members will be invited to attend this retreat.

- Would like to see consistent staffing at the Museum, the Museum provides municipal services, and a review of the revenue of the Museum.
- The Museum provides a cultural touchstone for people, including new residents.
- Discussion surrounding the economic impact of the Cultural Night Market took place.

Discussion ensued among Committee Members, asking the Clerk to provide information on Strong Mayor Power Budget Process. The Town Clerk provided a brief overview of the Mayoral decision and process surrounding the 2026 Budget.

10. New Business

a) Review of Draft Land Acknowledgement Statement

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

This term's goal is to assess and revamp the current Land Acknowledgement that is used by the Town of Arnprior as an organization, using the Land Acknowledgement as a living document. It is recommended that a change of "we" at the end of the draft updated statement to read, "Town of Arnprior Council". Also, that the Land Acknowledgement be read on a rotating basis and that individuals be invited to provide the Land Acknowledgement at meetings or events, keeping personal additions to 1-2 sentences.

b) Roundtable Discussion

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

- Community Librarian position and its ability to potentially support the Town, including the Museum and programming.
- Strategic Planning process for the Museum is underway and more information may follow by email or otherwise, throughout the break period.

11. Adjournment

Resolution Number 027-25

Moved by Jennifer McGuire

Seconded by David Quesnelle

That the Culture and Diversity Advisory Committee adjourn at 8:05 PM.

Resolution Carried

**The Corporation of the
Town of Arnprior**

By-Law No. 7659-26

Being a By-Law to amend the Official Plan of the Town of Arnprior, being Amendment No. 10.

The Council of the Corporation of the Town of Arnprior in accordance with the provisions of Sections 17 and 21 of the Planning Act, 1990, hereby enacts as follows:

1. **That** Amendment No.10 to the Official Plan for the Town of Arnprior consisting of the attached text and Schedule “A” is hereby adopted.
2. **That** the Clerk is hereby authorized and directed to make application to the County of Renfrew for approval of Amendment No. 10 to the Official Plan for the Town of Arnprior.
3. **That** this By-law shall come into force and take effect on the day of its adoption.

Passed in open Council this 23rd day of March, 2026.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

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

This Amendment No. 10 to the Official Plan for the Town of Arnprior which has been adopted by the Council of the Corporation of the Town of Arnprior is hereby approved in accordance with Section 17(34) of The Planning Act, 1990.

Date

Approval Authority

AMENDMENT NO. 10 TO THE OFFICIAL PLAN FOR
THE TOWN OF ARNPRIOR

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Appendix II – Minutes of Public Meeting, February 23, 2026

Appendix III - Consultation responses received

THE CONSTITUTIONAL STATEMENT

PART A - THE PREAMBLE does not constitute part of this amendment.

PART B - THE AMENDMENT consisting of Schedule "A", constitutes Amendment No. 10 to the Official Plan for the Town of Arnprior.

PART A - THE PREAMBLE

Purpose

To amend the policy for the lands shown on Schedule “A” attached hereto by adding site specific wording to the Official Plan to reduce the setback to a watercourse for new development from 30 meters from the high water mark to 15 meters from the high water mark for the section of Jedd Creek shown as “subject to C2.7.8” on Schedule “A” attached hereto, and from 30 meters from the high water mark to 20 meters from the high water mark for the section of Jedd Creek shown as “subject to C2.7.9” on Schedule “A” attached hereto to allow for development of the subject property for a residential subdivision.

Location

The lands affected by this amendment are located in the Town of Arnprior, and legally described as McNab Concession A, Part of Lot 5, Town of Arnprior, as shown on the Location Plan found in Appendix I.

The Subject property is approximately 22.19 hectares, with approximately 262 m of frontage on Division Street and 321 m of frontage on Baskin Drive West. There are currently some farm buildings on the subject property, proposed to be removed as part of the proposed development.

The subject property contains a portion of the Robert Scheel Award Drain which runs west to east across the property. The drain forms part of Jedd Creek.

The property is subject to a current subdivision application (File #: 47T24005) under the approval authority of the County of Renfrew. The application is currently under review for draft plan approval. The development as proposed would be on municipal water and sanitary services and would contain approximately 287 dwelling units, including a mix of single detached dwellings, townhouse dwellings and multi-unit dwellings. The concept plan in Appendix II shows the development as proposed.

Basis

Provincial Planning Statement, 2024

The Provincial Planning Statement (PPS) provides “policy direction on matters of provincial interest related to land use planning and development” and decisions on planning matters “shall be consistent with policy statements issued under the [Planning Act]” (PPS, 2024, pg. 2).

Section 2.1.6 of the PPS, 2024, states:

“Planning authorities should support the achievement of complete communities by:

a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, longterm care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

- b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and
- c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.”

The proposed Official Plan Amendment increases the number of lots which can be achieved in the proposed subdivision and facilitates development of the lots. Adequate greenspace is still provided within the proposed subdivision as a greenspace corridor along the watercourse and a municipal park.

Section 4.1 of the PPS provides policy direction for Natural Heritage and states the following:

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

“5. Development and site alteration shall not be permitted in:

- a) significant wetlands in the Canadian Shield north of Ecoregions 5E, 6E and 7E1;
- b) significant woodlands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River);
- c) significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River);
- d) significant wildlife habitat;
- e) significant areas of natural and scientific interest; and
- f) coastal wetlands in Ecoregions 5E, 6E and 7E1 that are not subject to policy 4.1.4.b),
unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.”

The applicant has provided an Environmental Impact Study (EIS) prepared by Gemtec, dated October 22, 2025, which identifies that there is no loss of significant valleylands as a result of the reduced setback to watercourse requested and that the diversity and connectivity of the natural feature is retained.

Section 4.2 sets out policies for Water and states:

- “1. Planning authorities shall protect, improve or restore the quality and quantity of water by:
- a) using the watershed as the ecologically meaningful scale for integrated and long-term planning, which can be a foundation for considering cumulative impacts of development;
 - b) minimizing potential negative impacts, including cross-jurisdictional and crosswatershed impacts;
 - c) identifying water resource systems;
 - d) maintaining linkages and functions of water resource systems;
 - e) implementing necessary restrictions on development and site alteration

to:

1. protect all municipal drinking water supplies and designated vulnerable areas; and
 2. protect, improve or restore vulnerable surface and ground water, and their hydrologic functions;
- f) planning for efficient and sustainable use of water resources, through practices for water conservation and sustaining water quality; and
- g) ensuring consideration of environmental lake capacity, where applicable.”

The EIS submitted by the applicant in support of the OPA concludes that “The proposed setbacks along with the proposed stormwater management plan and pond provide sufficient protection for mitigating water quality impacts. The proposed setbacks and additional riparian planting provide sufficient protection for human disturbances and will enhance existing fish habitat conditions within Jed Creek by providing shade for cooling and additional structures and cover for fish habitat. The proposed setbacks are sufficient to protect habitat within the watercourse, limit disturbance of the native soils and removal of riparian vegetation.”

The County of Renfrew Official Plan

The County of Renfrew Official Plan Schedule B “Map 4 Natural Heritage Features” shows the watercourse of the subject lands as having significant valleylands. Section 2.2 (8) (f) sets out the following policies for valleylands:

“Valleylands are the natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year. Valleylands are identified on Schedule “B” to the Official Plan. Valleylands identified on Schedule “B” are illustrated as 30 metres from watercourses and may not all be significant. In some cases the Significant Valleylands may extend beyond the 30 metres illustrated on Schedule “B”.

Significant Valleylands are areas that are ecologically important in terms of features, functions, and contribute to the quality and biodiversity of the natural heritage system. Significant Valleylands often provide the important linkages connecting other natural heritage features. In some circumstances, Valleylands may also be associated with some natural hazards such as steep slopes or unstable soils (leda clays).

Depending on the scale and nature of a proposed development, a Planning Act application within or adjacent (within 120 metres) to Significant Valleylands may require an environmental impact study which demonstrates that there will not be a negative impact to the Valleylands.”

The applicant has provided an Environmental Impact Study prepared by Gemtec in support of the OPA application. The EIS states a “15 m setback on the west portion of Jed Creek, and the 20 m setback on the east portion of Jed Creek are proposed, resulting in a buffer area that will encompass the watercourse and

extents of the significant valleyland” and that “[f]or significant valleylands on-site, the setbacks described above are sufficient to protect the core habitat functions of the valleylands identified in Section 4”.

Section 2.2 (9) (b) sets out the following policies for Hazardous Slopes, Unstable Slopes, and Steep Slopes:

“Many of the river and stream corridors within the County possess sensitive marine clays and easily erodible soils which may become unstable and prone to failure when heavily saturated, particularly in the area between Arnprior and Pembroke where deposits of the Champlain Sea are present in the subsurface. Local Council, will require that development applications adjacent to these river and stream corridors be accompanied by a geotechnical study prepared by a qualified geotechnical engineer, indicating how development can be accommodated on the site.”

The application for OPA was accompanied by a Slope Stability Assessment prepared by GEMTEC, dated August 25, 2025. The Slope Stability Assessment concludes that “the Limit of Hazard Lands is located within the ‘no-development’ zone limits (i.e., the proposed 15 and 20 metre offsets from the high water mark of the watercourse, see Figure A.1), and therefore no development is currently proposed within the Limit of Hazard Lands”.

Section 2.2 (11) (b) states:

“Generally all buildings and structures and associated private waste disposal systems will be set back a minimum horizontal distance of 30 metres (or approximately 100 feet) from the normal high water mark of a water body. This requirement may be increased, or in very limited situations decreased. In the case of existing lots, where the setback cannot be met (parcel is a small size or has physical constraints), the setback shall be as remote from the high water mark as the lot will permit and, if applicable, from lands owned or legally utilized by Ontario Power Generation or other producers of hydro-electric power.

For existing lots of record, where a development is proposed to decrease the minimum 30 metre horizontal setback from the high water mark of a water body, a report, prepared by a professional, may be required that demonstrates the reduction is justified and that the development will not have a negative impact on the quality of the lake water, natural features, or neighbouring properties. The scope of the report should be such that its intent is not to justify an inappropriate encroachment closer to the high watermark than can otherwise be accommodated by an undersized lot. The study should identify existing constraints (lot size, topographical constraints), identify appropriate envelopes for dwelling and septic tile field as far back from the high water mark as is reasonably possible and suggest appropriateness of dwelling size (envelope) for the undersized subject lot.

New lots created through the consent or plan of subdivision process shall be a sufficient size to ensure that the new lot and retained lands can accommodate the proposed use with no decrease to the 30 metre water setback.”

The proposed Official Plan Amendment is required as the Town of Arnprior setback from watercourses applies to all development as defined not only to buildings and structures.

The proposed amendment is, in the opinion of Town of Arnprior staff, in keeping with the Official Plan policies of the County of Renfrew.

Town of Arnprior Official Plan

The subject lands are mainly designated Low/Medium Density Residential Area with an area of land designated Environmental Protection Area near Jedd Creek/the Robert Scheel Award Drain. As shown in Figure 1 below.

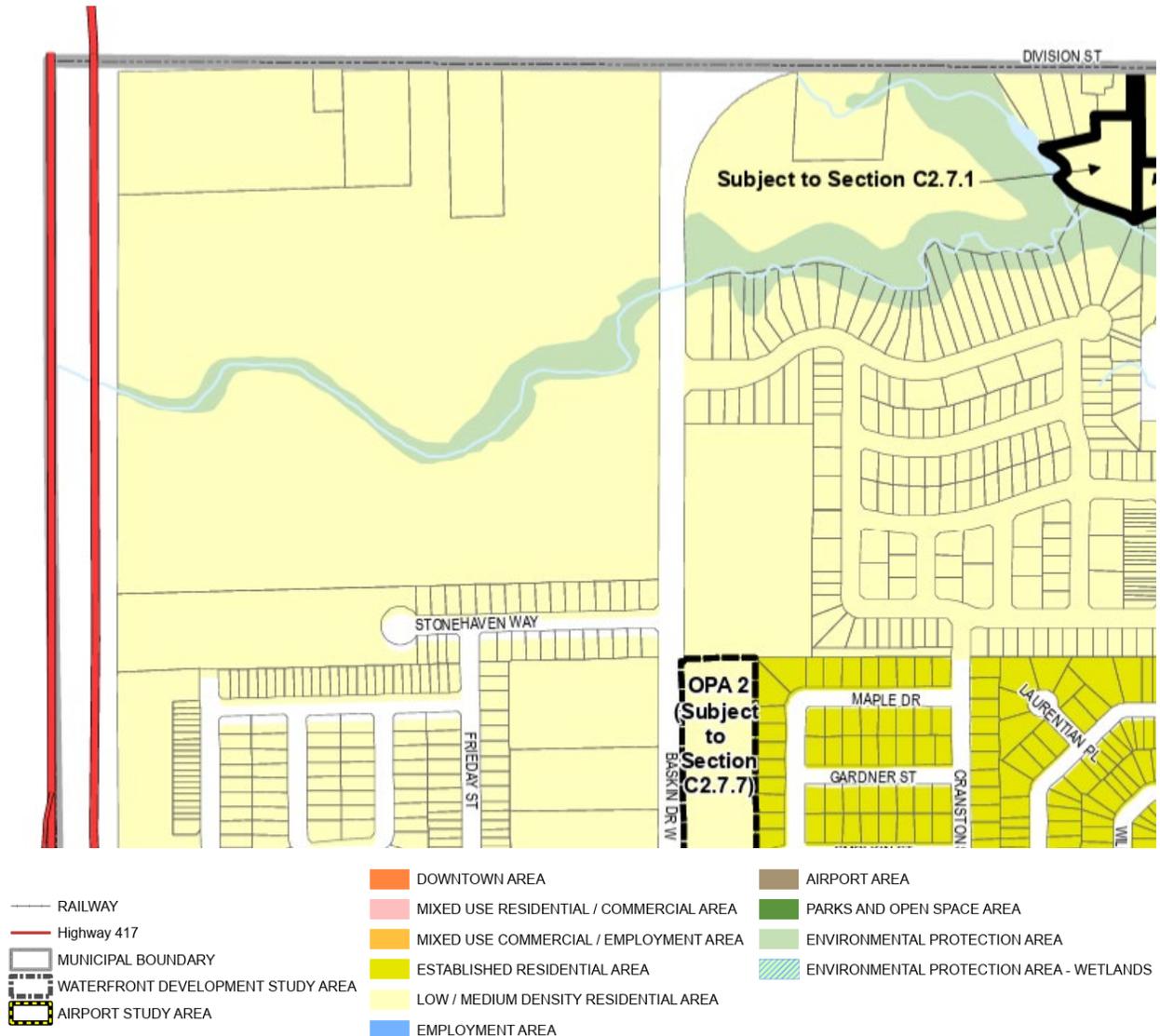


Figure 1: Section of Schedule “A” of the Town of Arnprior Official Plan showing the designation of the subject and surrounding properties

The intent of the Low/Medium Density Residential Area designation in the Town of Arnprior Official Plan is to provide opportunities for a range of new housing types to meet the Town’s projected housing needs while permitting complementary and compatible land uses such as community facilities and open spaces. Permitted uses include single-detached dwellings, semi-detached dwellings, townhouse dwellings, low-rise apartments buildings (maximum height 6 storeys), additional dwelling units, home businesses, bed and breakfast establishments, and day nurseries and local institutional uses. The dwelling unit types as proposed in the subdivision application and shown on the concept plan in Appendix II are in keeping with the policies and permitted uses in the Low/Medium Density Residential Area designation.

Lands designated Environmental Protection Area are “lands that have been identified as having some environmental sensitivity to development...” (Town of Arnprior, Official Plan, section C9.1). Permitted uses in the Environmental Protection Area are limited to uses connected with the conservation of water, soil, wildlife and other natural resources. The intent of these lands is to protect these features for the long term. Figure 2 below shows the extent of the Environmental Protection Area designation (shown in teal) in relation to the proposed reduced setbacks to watercourse (shown in black).

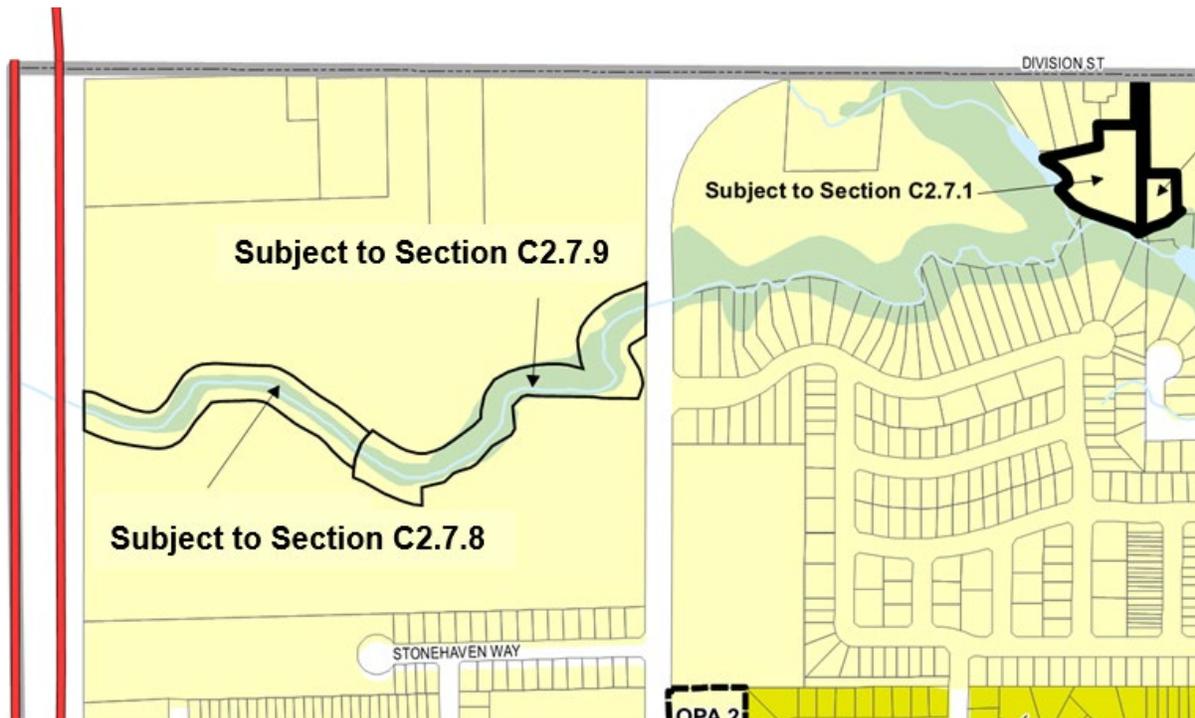


Figure 2 Extent of the Environmental Protection Area designation compared to the proposed setbacks from watercourse

Section 13.2 of the Town of Arnprior Official Plan, Interpretation of Land Use Designation Boundaries, policy a) states “It is recognized that the boundaries of the Environmental Protection Area designation are imprecise and subject to change without the need for amendment to this Plan.”

The applicant has submitted an Environmental Impact Study in support of the OPA which refined the boundaries of the natural area requiring protection. the EIS concluded that “a 15 m setback from the ordinary high water mark on the west side of the proposed road crossing, and a 20 m setback from the ordinary high water mark on the east side of the proposed road crossing is proposed, resulting in a 30 m wide corridor and a 40 m wide corridor that will encompass the watercourse and extents of the significant valleyland,...”.

Section D1.7 of the Town of Arnprior Official Plan, Significant Valleylands, states “Significant valleyland areas have not been identified on Schedule C. However, and for the purposes of this policy, significant valleylands are associated with the Jedd Creek, the Madawaska River and the Ottawa River.”

Section D1.2 of the Town of Arnprior Official Plan, Natural Heritage Resources, Development and Site Alteration, includes the following policy:

“b) Development and site alteration shall not be permitted in the following features unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions:

- i) Significant woodlands;
- ii) Significant valleylands;
- iii) Significant wildlife habitat; and,
- iv) Significant Areas of Natural and Scientific Interest.”

The EIS concluded that “a 15 m setback from the ordinary high water mark on the west side of the proposed road crossing, and a 20 m setback from the ordinary high water mark on the east side of the proposed road crossing is proposed, resulting in a 30 m wide corridor and a 40 m wide corridor that will encompass the watercourse and extents of the significant valleyland, as such no direct loss of significant valleylands is anticipated as a result of the proposed development”.

Section D1.9 of the Town of Arnprior Official Plan, Fish Habitat, identifies that all watercourses have the potential to be fish habitat. Section D1.11 of the Town of Arnprior Official Plan, Adjacent Lands, identifies that adjacent lands to fish habitat are lands within 120 m of fish habitat and that “No development or site alteration shall be permitted on these adjacent lands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated, through an Environmental Impact Study (EIS), that there will be no negative impact on the natural features or their ecological functions.”

The applicant has submitted an Environmental Impact Study in support of the OPA which recommended “[i]n consideration of fish habitat, and the nature of the proposed development GEMTEC proposes a 15 m setback from the ordinary high water mark for the lands west of the proposed culvert crossing, and a 20 m setback from the ordinary high water mark for the lands east of the proposed culvert crossing” and naturalized plantings and landscaping within the buffer to enhance fish habitat within the creek.

Section D5.1 of the Town of Arnprior Official Plan, Natural Hazards – Where Development Shall Generally be Directed, states, “Development shall generally be directed to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and, hazardous sites.”

The applicant has submitted a Slope Stability Assessment in support of the OPA which concludes “The results of the slope stability assessment indicate that the Limit of Hazard Lands is located within the ‘no-development’ zone limits (i.e., the proposed 15 and 20 metre offsets from the high water mark of the watercourse, see Figure A.1), and therefore no development is currently proposed within the Limit of Hazard Lands.”

Section D1.13 of the Town of Arnprior Official Plan, Watercourse and Surface Water Features, includes the following policies:

- “a) It is the intent of this Plan to recognize the importance of the ecological function of all watercourses and surface water features, and their associated floodplains, valleys and stream corridors, which can serve as key components and linkages in the Town’s natural heritage system. Watercourses and surface water features are generally shown on the schedules to this Plan.
- b) The Town encourages the regeneration of natural areas near watercourses and surface water features and the protection of headwater areas for maintaining natural hydrological processes within a watershed.
- c) For new lot creation, **development**, including the septic system tile bed, must be set back a minimum of 30 meters from the high water mark of a watercourse with non-disturbance of the native soils and very limited removal of shoreline vegetation.”

Section F13.7 of the Town of Arnprior Official Plan, Definitions, defines development as, “the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act, but does not include: a) activities that create or maintain infrastructure authorized under an environmental assessment process; b) works subject to the Drainage Act.”

The proposed subdivision lots meet the definition of development as per the Town of Arnprior Official Plan and therefore the 30 m setback to new lots applies. The requested OPA is to reduce the setback from the normal highwater mark from 30 meters to 20 m and 15 m as shown on Schedule A of the attached amendment.

Based on Section D1.13 a) and b) the intent of the Official Plan policies regulating development within 30 of the high watermark of a watercourse is to recognize, protect and regenerate the ecological function of watercourses and valley and stream corridors. The EIS submitted in support of the OPA concludes that “a 15 m setback from the ordinary high water mark on the west side of the proposed road crossing, and a 20 m setback from the ordinary high water mark on the east side of the proposed road crossing is proposed, resulting in a 30 m wide corridor and a 40 m wide corridor that will encompass the watercourse and extents of the significant valleyland, as such no direct

loss of significant valleylands is anticipated as a result of the proposed development”.

In the opinion of staff, the OPA does not meet the 30 meter setback from a watercourse as set out in section D1.13 c), however, based on the conclusion of the EIS it does meet the intention of the policies regarding watercourses and surface water feature setbacks in policies D1.13 a) and b).

PART B - THE AMENDMENT

All of this part of the document entitled Part B - The amendment, consisting of the following text and Schedule 'A' constitutes Amendment No. 10 to the Official Plan for the Town of Arnprior.

Details of the Amendment

The Official Plan is amended as follows:

- (1) Schedule "A" of the Official Plan is hereby amended by adding the following notes to the lands legally described as McNab Concession A, Part of Lot 5, Town of Arnprior, as shown on the attached Schedule "A":
"Subject to Section C2.7.8" and "Subject to Section C2.7.9"
- (2) A new subsection C2.7.8 and C.7.9 is added following to subsection C2.7.7, in the Town of Arnprior Official Plan:

Section C2.7.8 400 Division Street

Despite Section D1.13, new lot creation and development must be set back a minimum of 15 metres from the high water mark of Jedd Creek as determined by an EIS provided through a development application for the Subject Site.

Section C2.7.9 400 Division Street

Despite Section D1.13, new lot creation and development must be set back a minimum of 20 metres from the high water mark of Jedd Creek as determined by an EIS provided through a development application for the Subject Site.

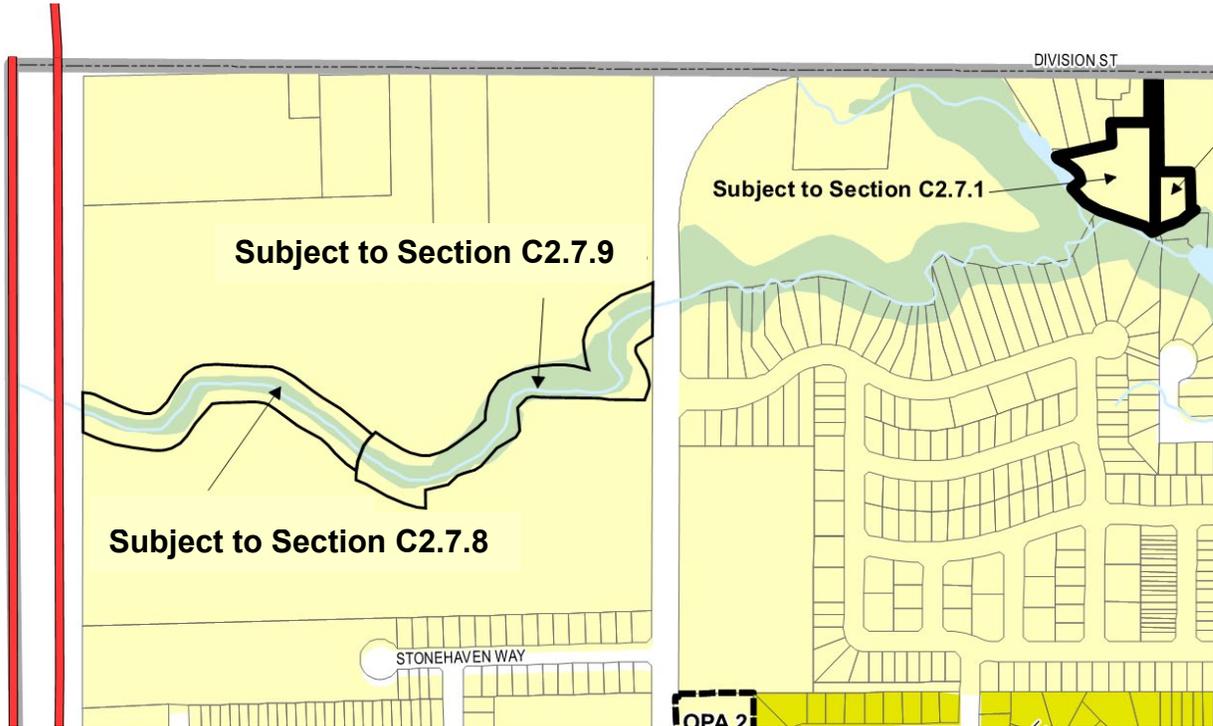
Implementation and Interpretation

The implementation and interpretation of this Amendment shall be in accordance with the respective policies of the Official Plan for the Town of Arnprior.

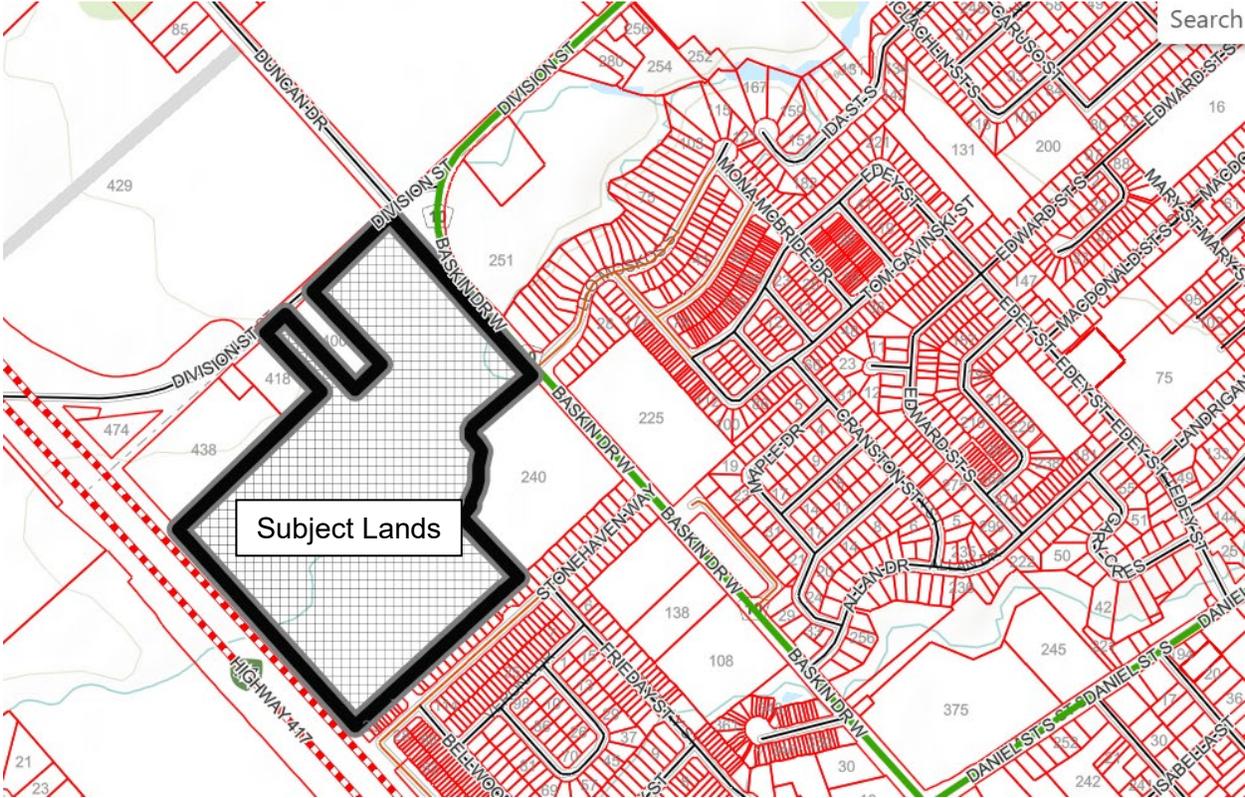
SCHEDULE "A"

Note: This schedule forms part of Amendment No. 10 to the Official Plan for the Town of Arnprior and must be read in conjunction with the written text.

This schedule represents an excerpt from the Official Plan document.



Appendix I Location Plan



Appendix II
Development Concept Plan

(see attached)

**Appendix III
Minutes of Public Meeting, February 23, 2026**

TO BE ADDED WHEN SIGNED

**Appendix IV
Consultation Responses Received**

The Corporation of the Town of Arnprior

By-law Number 7660-26

A by-law to procure a Trackless MT7 Municipal Sidewalk Tractor, complete with attachments, from Joe Johnson Equipment through the LAS Municipal Group Buying Program.

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

Whereas on February 2nd, 2026, the 2026 Capital Budget was adopted which included the purchase of one new Municipal Sidewalk Tractor with a budget of \$200,000.00; and

Whereas Section 6.7 of the Town of Arnprior's Procurement Policy # FS-AD-01 states that Department Heads may participate with other governments, agencies or public authorities in co-operative ventures or contracts where the best interest of the Town would be served; and

Whereas the LAS Municipal Group Buying Program is a partnership with municipal associations in Ontario, Alberta, Saskatchewan, Manitoba, and Newfoundland, providing economies of scale to give great pricing. Combined, this purchasing group is open to more than 1600 municipal governments, or approximately 40% of Canada's municipalities; and

Whereas all products under the Capital Purchasing offering of the LAS Municipal Group Buying Program are procured through Sourcewell, North America's leader in municipal cooperative procurement; and

Whereas all offerings under the LAS Municipal Group Buying Program have undergone a formal competitive bid process, ensuring compliance with purchasing bylaws and trade agreements; and

Whereas Joe Johnson Equipment submitted a proposal to the Town of Arnprior through their Sourcewell Contract to supply a new Trackless MT7 Municipal Sidewalk Tractor complete with attachments for a total price of \$200,299.33 + HST.

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

1. **Award** the Purchase of One Trackless MT7 articulating municipal sidewalk tractor with accessories to Joe Johnson Equipment, for a total of \$200,299.33 (plus HST); and

2. **Authorize** the funding shortfall of \$3,824.60 from the Development Charge Reserve; and
3. **Authorize** the CAO to execute the agreements, and related documents with Joe Johnson Equipment, to supply and deliver the equipment.
4. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
5. **That** this By-law shall come into force and effect on the day of its adoption.

Enacted and passed this 23rd day of March, 2026.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

This By-law is deemed to be adoption on _____, 2026.

**The Corporation of the
Town of Arnprior**

By-Law Number 7661-26

A by-law to award a contract for Tender PW-2026-03 Arnprior 2026 Tree Planting Project to Orange Paysagement Inc.

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

Whereas on January 27th, 2025 Council resolved to provide support for submitting application to the Federation of Canadian Municipalities' Growing Canada's Community Canopies (GCCC) Tree Planting Program;

Whereas on November 3rd, 2025, the GCCC confirmed grant contribution of 50% of eligible costs, up to a maximum grant amount of \$81,230;

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender #PW-2026-03 through a public process; and

Whereas Orange Paysagement Inc. submitted the lowest acceptable bid of \$110,235.34 (incl. HST), in response to Tender PW-2026-03; and

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

1. **That** Council award Tender PW-2026-03 to Orange Paysagement Inc. for the amount of \$110,235.34 (incl. HST); and
2. **That** Council authorizes the CAO to execute the agreements and related documents with Orange Paysagement Inc.; and
3. **That** any by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.
4. **That** this by-law will come into full force and effect on the day of its adoption.

Passed in Open Council this 23rd day of March 2026.

Lisa McGee, Mayor

Kaila Zamojski, Clerk

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



2025 Integrity Commissioner Services Annual Report

That Council of the Corporation of the Town of Arnprior receive the 2025 Annual Integrity Commissioner Report, dated March 16, 2026, for information.



Cunningham Swan

LAWYERS

• EST 1894 •

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

March 16, 2026

BY E-MAIL: kzamojski@arnprior.ca

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

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2025
Our File No. 39242-1**

This report summarizes the services provided by the Integrity Commissioner to the Town of Arnprior in 2025, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.

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TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: INFO@CSWAN.COM
WEB: WWW.CSWAN.COM

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the MCIA.¹

Integrity Commissioner Activity

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

Requests for Advice

We received five requests for advice in 2025 under the Code of Conduct, relating to potential conflicts of interests either general or under the *Municipal Conflict of Interest Act*.

We continue to encourage members of Council and Local Boards for the Town of Arnprior to contact us in writing should they find themselves unsure of their obligations under the Code or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

Complaints/Applications for Inquiry

There was one complaint submitted to the Integrity Commissioner for the Town of Arnprior in 2025.

¹ *Municipal Act*, section 223.3(1).

With respect to the advice and investigations:

1. Costs associated with Advice provided was \$1,110.47; and
2. Costs associated with Complaints was \$3,275.50.

Strong Mayor Powers

In 2025, a number of municipalities started to navigate the complexities of strong mayor powers. The latest round of legislation broadened the list of municipalities subject to strong mayor powers and we saw first-hand the law of unintended consequences from some of our clients. We thought it would be helpful to share some lessons learned to assist council and staff to better understand the limits of these powers.

Provincial Priorities

A number of strong mayor powers can only be exercised if they advance a Provincial Priority. O. Reg 580/22 has only created two provincial Priorities at present: building additional housing and creating infrastructure to support this new housing.

Strong mayors may not add matters or by-laws to agendas on topics other than those that advance a provincial priority. The decision as to what will advance a Provincial Priority is left to the opinion of the strong mayor, but this does not mean that simply saying something might advance a Provincial Priority invests the mayor with unlimited powers. The matter being proposed must still reasonably relate to supporting a Priority.

Direction to Staff

A strong mayor may direct staff, but only for matters where a strong mayor power exists. For example, if a strong mayor wants to bring forward a by-law to advance a housing development, staff can be directed to prepare a report and a draft by-law and put that matter on an agenda. Staff can also be directed to implement a re-organization of internal departments or prepare the mayor's budget.

The strong mayor powers do not assign mayors any general administrative powers over the municipality or any operational authority.

Dealing with Uncertainty

What strong mayor powers have done in some cases we have been involved with is create uncertainty. Staff and Council must now (in some cases) deal with a strong mayor who issues a written directive that may be outside of their authority as a strong mayor.

The language of the Act gives strong mayors considerable leeway in how they determine what may advance a Provincial Priority. However, where staff or Council believe that the mayor has exceeded their authority, the municipality is in a difficult position. In our opinion, it is unreasonable to expect that a municipality will simply agree with every direction

if the direction appears on its face to be outside the strong mayor powers. In those situations, we recommend that municipalities obtain legal advice as to the validity of the direction, and act accordingly. This may mean that a municipal Council decides to ignore a strong mayor's direction; but it is preferable to following an otherwise illegal direction and exposing the municipality to legal action from aggrieved parties.

Integrity Commissioner and Municipal Solicitor

2025 also saw a few of our clients receive letters from the Ontario Ombudsman that were critical of our firm's dual role of Integrity Commissioner and municipal solicitor (for municipalities where we hold both roles). While this circumstance represents less than a quarter of our clients for whom we act as Integrity Commissioner, it is an interesting analysis of conflict of interest that may be of interest to all.

The Ombudsman published a "Best Practices Guide" for Codes of Conduct and Integrity Commissioners for municipalities in 2024. The Guide states:

An integrity commissioner's independence, both real and perceived, from the council, local boards and municipal staff should be maintained to the greatest degree possible. Integrity commissioners should be prevented from taking on other roles or responsibilities for the municipality during the time they serve as commissioner, including acting as legal counsel, municipal clerk, workplace harassment investigator or policy advisor.

This is not the law; it is not found in legislation and is simply a recommendation from the Ombudsman.

We agree that fulfilling both municipal solicitor and Integrity Commissioner roles has the potential for conflicts of interest. We assess the potential for conflicts with every new complaint and decline to act where actual conflicts exist (where we have provided legal advice in advance of receiving a complaint where that advice is relevant to the complaint).

We disagree that fulfilling both roles creates a general conflict that disqualifies a municipal solicitor from also being that municipality's Integrity Commissioner.

We come to this conclusion based on a principled assessment of the nature of conflict. As both solicitor and Integrity Commissioner our client is the same – the municipal corporation. Our client is neither Council, staff nor any individual council member. Only a majority of Council can retain our firm, instruct our firm or delegate its authority to retain or instruct. Therefore, investigating an individual member of Council is not a conflict as no individual member of Council is our client (as solicitor or Integrity Commissioner).

If the Ombudsman were correct, every Integrity Commissioner in Ontario has a conflict – as they are all retained by Council and their role is to investigate individual members of Council. This is not a conflict, provided that your Integrity Commissioner has integrity and

fearlessly investigates members of Council regardless of the fact that their retainer exists at the pleasure of Council. We take this role seriously and expect that Council will respect our independence and impartiality.

Closing Remarks

As Council is no doubt aware, the government continues to propose changes to the *Municipal Act* to change the Integrity Commissioner regime. We are not aware of when the changes are expected.

One of the changes that would impact elected officials most is the proposal to impose a province-wide code of conduct. No details are yet available, but we encourage all municipalities to participate in consultation on any amendments that might be implemented so that you have some input when this occurs.

The amendments will also create an Ontario Integrity Commissioner whose role would be to provide advice to municipalities about removing a member from council in certain circumstances.

The ability to remove a member from council is the other significant change that members of Council should be aware of. The amendment would establish rules to allow the new Ontario Integrity Commissioner to recommend to Council that it remove a member if they meet four criteria:

1. The member must contravene the Code;
2. The contravention must be of a serious nature;
3. The conduct resulted in harm to health, safety or well-being of persons; and
4. Existing penalties are insufficient to address the contravention or ensure that it is not repeated.

We thank the Town of Arnprior for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation
TEF:sw



Resolution of Support – Association of Ontario Road Supervisors – Protection for Municipal Public Works Workers and Contractors

Whereas municipal public works employees and contracted service providers are responsible for maintaining critical infrastructure including roads, sidewalks, bridges, drainage systems, and winter maintenance operations that are essential to public safety and emergency response; and

Whereas during significant weather events and emergencies, these workers act as frontline responders, ensuring routes remain open for ambulances, fire services, police, school transportation, and the travelling public; and

Whereas municipalities across Ontario are reporting an increase in harassment, threats, intimidation, and dangerous interference from members of the public directed at municipal workers and subcontractors while they perform their duties; and

Whereas these behaviours have included verbal abuse, threats of violence, obstruction of equipment, and actions that delay or disrupt winter maintenance and emergency response operations, placing workers and the broader public at risk; and

Whereas interference with municipal operations during storms and emergencies jeopardizes service levels, delays critical response times, and creates significant occupational health and safety risks; and

Whereas the Association of Ontario Road Supervisors (AORS) has formally called on the Province of Ontario to strengthen legislative protections, enforcement support, and consequences for those who threaten or obstruct municipal public works staff and contractors;

Now therefore be it resolved that the Council of the Town of Arnprior supports the calls to action advanced by the Association of Ontario Road Supervisors to improve protections for municipal public works workers and subcontractors; and

Be it further resolved that the Province of Ontario be requested to introduce legislative and enforcement measures that:

- recognize municipal public works workers and contractors as essential service providers during declared significant weather events and emergencies;
- deter and penalize interference, threats, harassment, or obstruction of municipal operations; and



- provide clear direction and support to police services to proactively respond to these incidents;

And be it further resolved that a copy of this resolution be forwarded to MPP Billy Denault, The Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, The Honourable Rob Flack, Minister of Municipal Affairs and Housing, The Honourable Doug Ford, Premier of Ontario, the Association of Ontario Road Supervisors, the County of Renfrew and County of Renfrew municipalities for their consideration.



Resolution of Support – Ontario Heritage Organization Development Grant Advocacy

Whereas Ontario municipalities are legislated to preserve records of enduring and historical value, and community archives play a critical role in fulfilling this responsibility, particularly in rural and smaller municipalities; and

Whereas The Heritage Organization Development Grant (HODG) is the only provincial operating grant available to grassroots, non-profit heritage organizations, including community archives and historical societies across Ontario; and

Whereas the maximum annual HODG grant of \$1,545 per organization has remained effectively unchanged for more than 15 years, resulting in a significant erosion of its real value due to inflation, such that its current purchasing power is approximately two-thirds of what it was in 2010; and

Whereas rising operating costs related to insurance, utilities, records preservation, digitization, accessibility, and volunteer coordination have increased financial pressure on heritage organizations, often requiring municipalities to absorb additional costs to ensure continuity of service; and

Whereas Strengthening HODG would represent a modest but high-impact provincial investment that would help stabilize community archives, reduce pressure on municipal budgets, and safeguard Ontario's public records and local heritage for future generations;

Therefore be it resolved that Council of the Town of Arnprior formally supports a review and modernization of the Heritage Organization Development Grant, including restoring its real purchasing power through inflationary adjustment and exploring options for increased or multi-year operating stability; and

Further that this resolution be forwarded to the Honourable Stan Cho, Minister of Tourism, Culture and Gaming, MPP Billy Denault, The Honourable Doug Ford, Premier of Ontario, and AMO for consideration and support.