



ARNPRIOR

Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, May 25, 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 – May 11, 2026** (Page 1-10)
8. **Awards / Delegations / Presentations**

Delegation:

 - a) **Renfrew County Community Futures Development Corporation** (Page 11-19)
9. **Public Meetings**
10. **Matters Tabled / Deferred / Unfinished Business**
11. **Notice of Motion(s)**
12. **Staff Reports**
 - a) **Request for Sign By-Law Exemption (145 Daniel St. N.)**, Manager of Community Services/ Planner (Page 20-28)
 - b) **New Land Acknowledgment Process (May 2026)**, Manager of Culture/ Curator (Page 29-32)
 - c) **Road Rehabilitation Award**, Engineering Officer (Page 33-35)

- d) **Robert Simpson Park Refresh Phase 1A Award**, Engineering Officer and Director of Recreation (Page 36-39)
- e) **Robert Simpson Park Phase 1B Update**, Engineering Officer and Director of Recreation (Page 40-48)
- f) **Proclamation – Pride Month**, Deputy Clerk (Page 49-51)
- g) **Proclamation – Parks and Recreation Month**, Deputy Clerk (Page 52-54)
- h) **Proclamation – Seniors Month**, Deputy Clerk (Page 55-57)
- i) **Proclamation – Indigenous History Month and National Indigenous Peoples Day**, Deputy Clerk (58-61)

13. Committee Reports and Minutes

a) Mayor's Report

- i) **Council Community Support Fund Policy**, Mayor McGee (Page 62-67)

b) County Councillor's Report

c) Committee Reports and Minutes

14. Correspondence & Petitions

a) Correspondence

- i) Correspondence Package I-26-MAY-10

15. By-laws & Resolutions

a) By-laws

- i) **By-law No. 7676-26 – Sign By-Law Exemption (145 Daniel St. N.)** (Page 68)
- ii) **By-law No. 7677-26 – Arnprior & District Museum Strategic Plan** (Page 69-94)
- iii) **By-law No. 7678-26 – Road Rehabilitation Award** (Page 95-96)
- iv) **By-law No. 7679-26 – Robert Simpson Park Phase 1A Award** (Page 97-98)
- v) **By-law No. 7680-26 – Council Community Support Fund Policy** (Page 99-105)

16. Announcements

17. Closed Session

18. Confirmatory By-law

By-law No. 7681-26 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.

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ARNPRIOR

Minutes of Council Meeting May 11th, 2026, 6:30 PM

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

Council and Staff Attendance

Council Members Present:

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

Council Members Absent:

County Councillor Dan Lynch

Town Staff Present:

Robin Paquette, CAO
Kaila Zamojski, Town Clerk
Jennifer Morawiec, GM Client Services/Treasurer
Kaitlyn Wendland, Deputy Clerk
Lauren Vincent, Manager of Finance
Kelly Vieira, Client Services Coordinator
Graeme Ivory, Director of Recreation
Lucas Power, Program & Events Supervisor

1. Call to Order

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

2. Roll Call

The roll was called, with all Members of Council being present except County Councillor Dan Lynch.

3. Land Acknowledgement

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.

4. Adoption of the Agenda (Additions/Deletions)

Resolution Number 126-26
Moved by Lynn Cloutier
Seconded by Chris Toner

Be it Resolved That the agenda for the Regular Meeting of Council dated Monday, May 11th, 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 127-26

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 – April 27, 2026).

Resolution Carried

8. Awards/Delegations/Presentations

a) 2025 Audited Financial Statements, KPMG Municipal Auditor

Caitlyn Scott and Laurie Hubar from KPMG provided an overview of the presentation included in the agenda package.

b) Summer Recreation Preview, Lucas Power, Program & Events Supervisor

Lucas Power, Program & Events Supervisor, provided an overview of the presentation included in the agenda package and responded to questions.

9. Public Meetings

None

10. Matters Tabled/Deferred/Unfinished Business

None

11. Notice of Motion(s)

a) Bee City, Councillor Chris Toner

Councillor Toner brought forward a notice of motion at the Regular Meeting of Council on April 27, 2026. The following motion was put forward for Council consideration:

Resolution Number 128-26

Moved by Chris Toner

Seconded by Chris Couper

Whereas the goal of Bee City Canada certification is to promote healthy, sustainable habitats and communities for native bees and other pollinators; and

Whereas managed and native bees and other pollinators around the globe have experienced dramatic declines due to a combination of habitat degradation, fragmentation and loss; climate change; use of pesticides; and, the spread of pests and diseases, with serious implications for the future health of flora and fauna; and

Whereas communities and their residents have the opportunity to support native bees and other pollinators on both public and private land; and

Whereas supporting pollinators fosters environmental awareness and sustainability, and increases interactions and engagement amongst community stewards; and

Whereas the economic benefits of pollinator-friendliness are:

- Healthy ecosystems.
- Increased vegetable and fruit crop yields due to insect pollination.
- Increased demand for pollinator friendly plant materials from local nurseries and growers.
- Increased awareness and resources for pollinator initiatives and community action groups focused on native pollinators and how to protect them; and

Whereas an ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession from early spring to late Autumn.
- Includes, where possible, designated pollinator Zones in public spaces with signage to educate the public and build Awareness.
- Provides water for drinking, cooling, nest-building and butterfly puddling.
- Is composed of mostly, if not all, native Species of annual and perennial trees, shrubs, native grasses, wildflowers, Ground cover and vines, which have co-evolved with native pollinators.
- Provides undisturbed spaces (un- Mulched areas of soil and sand, Pithy stemmed stalks, leaf and Brush piles, un-mowed fields or Field margins, fallen trees and Other dead wood) for nesting and overwintering for native pollinators.

Therefore in order to enhance understanding among municipal staff and the public about the vital role that pollinators play and what each of us can do to sustain them, the Council of the Town of Arnprior agrees to meet the following commitments required of all Bee Cities;

1. Create Pollinator Habitats
2. Engage the public with opportunities to learn and support pollinator habitats.

3. A yearly commitment to celebrate pollinators during International Pollinators Week (third week of June); and

Further in addition to these commitments, Council of the Town of Arnprior will:

1. Designate Arnprior's Environmental Engineering Officer as the Bee City Canada program "liaison;" who, along with the Environmental Advisory Committee will;
2. Develop a Municipal Pollinator Habitat Plan that will include a locally native, pollinator-friendly plant list with regional sources for such plants.
3. Annually apply for renewal of Bee City Canada designation at a cost of \$150 and submit a report of the previous year's activities.
4. Publicly acknowledge the community's commitment by agreeing to:
 - a. display Bee City Canada or appropriate signage in a prominent location; and
 - b. create and maintain information on our Town's website with links to a signed Resolution, the Bee City Canada's website, contact information for our local community's Bee City Canada liaison and reports of the pollinator friendly activities the community has accomplished the previous year(s).

Resolution Carried

Discussion ensued among Members of Council beginning with Councillor Toner, providing an overview of his reasons for bringing this motion forward, noting that the Environmental Advisory Committee recommends and is in support of this initiative.

12. Staff Reports

- a) **Multi-Year Extension Award, Recreation Software Services**, Graeme Ivory, Director of Recreation

Resolution Number 129-26

Moved by Chris Couper

Seconded by Ted Strike

That Council award the provision of recreation software services to PerfectMind Inc in the amount of \$115,000 plus HST; and

That Council pass a bylaw authorizing the CAO to execute the agreement with PerfectMind Inc.

Resolution Carried

- b) **Budget Matters – Expenses: Ontario Regulation 284/09**, Jennifer Morawiec,
GM Client Services/Treasurer

Resolution Number 130-26

Moved by Chris Toner

Seconded by Lynn Cloutier

That That Council adopt this report by resolution as required under the Municipal Act, 2001, Ontario Regulation 284/09.

Resolution Carried

- c) **Proclamation for National AccessAbility Week (May 31st – June 6th, 2026)**,
Kaitlyn Wendland, Deputy Clerk

Resolution Number 131-26

Moved by Tom Burnette

Seconded by Ted Strike

That Council proclaim May 31st to June 6th, 2026, as National AccessAbility Week in the Town of Arnprior.

Resolution Carried

The Deputy Clerk read the proclamation:

Whereas the Government of Canada marks National AccessAbility Week from May 31st to June 6th, 2026, in Canada; and

Whereas as a part of National AccessAbility Week, Red Shirt Day of Action for Accessibility and Inclusion, as promoted by Easter Seals Canada, is recognized on June 3rd, 2026; and

Whereas over 8 million Canadians have one or more disabilities, including 2.6 million people in Ontario and 90% of Canadians believe people with disabilities are not fully included in society; and

Whereas National AccessAbility Week aims to improve the understanding and knowledge of Canadians about accessibility and inclusion, reduce stigma and attitudinal barriers towards persons with disabilities, share best practices and lessons learned within the disability community, and demonstrate a supportive voice for Canadians with disabilities; and

Whereas disability accessibility and inclusion does not end with this awareness week, and in order to make Canada a truly accessible and inclusive society, it requires the constant, year-round commitment and efforts of all Canadians to take action to increase accessibility and inclusion; and

Whereas this year Easter Seals is encouraging people to participate in National AccessAbility Week and Red Shirt Day by making a pledge and committing to take action to remove physical, attitudinal and systemic barriers to accessibility and inclusion in their school, workplace, and community; and

Whereas, as requested by the Arnprior Accessibility and Age Friendly Advisory Committee, the Town of Arnprior will be sharing this proclamation with the schools in our community and online and the Arnprior and District Museum's clock tower will be lit up with the colour red from June 1st to June 6th, 2026, to show our support.

Now Therefore Be it Resolved That, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim May 31st to June 6th, 2026, as National AccessAbility Week in the Town of Arnprior and encourage all residents to learn more about Accessibility and Inclusion, wear a red shirt on June 3rd, 2026, and help promote awareness, acceptance and inclusivity in our community.

13. Committee Reports and Minutes

a) Mayor's Report

Mayor Lisa McGee reported the following:

- Mayor McGee had the privilege of MCing the Prior Chest Nuts tea a few weeks ago.
- Mayor McGee helped decorate Smile Cookies at the Daniel Street Tim Hortons.
- Mayor McGee was joined at the Doctors Dining Duel by County Councillor Lynch, Councillor Toner, and Councillor Cloutier. Councillor Cloutier was supporting the event.
- Mayor McGee was joined by Councillor Couper as they competitively worked the window for McHappy Day. It was lots of fun and there was lots of enthusiasm.
- Mayor McGee had a great catch-up with the Chief Librarian and discussed some of their hiring initiatives and their great summer of programming coming up.
- Last weekend was the Great Arnprior Trash Hunt. Councillors Couper and Toner were also in attendance.

b) County Councillor's Report

None

c) Committee Reports and Minutes

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

- The Archives has been successful in securing three grants for 2026, valued at just over \$24,000.

- Canada Summer Jobs grant to employ a summer student; now accepting applications (20 had come in as of April 28).
- Funding towards a full-time intern this Fall to lead a new newspaper digitization project.
- An announcement about a third grant, the big one, that will see AMBA offer a new program in the community is being finalized.
- Councillor Toner was pleased to share that the Archives Association of Ontario Awards committee was unanimous in its decision to present Janis with its Emerging Leader award this year based on our nomination. Congratulations, Janis! The award was publicly announced as part of the AAO's Awards Lunch that was held in conjunction with its conference at St. Michael's College, University of Toronto on May 8. This is super news not just for Janis but for AMBA and the communities they serve.
- These great news stories are a direct result of volunteer dedication, enthusiastic archival staff, and the financial support from both Arnprior and McNab Braeside municipalities.

14. Correspondence & Petitions

a) Correspondence

i. Correspondence Package No. I-26-MAY-09

Resolution Number 132-26

Moved by Chris Couper

Seconded by Tom Burnette

That Correspondence Package Number I-26-MAY-09 be received as information and filed accordingly.

Resolution Carried

Councillor Chris Couper made the following comments:

- Page 27: Renfrew County and District has seen a rise in suspected drug toxicity deaths in early 2026. During the first three months of 2026 we have seen nearly triple the quarterly average since in 2025. There are strategies that the health unit recommends to help reduce the risk of overdose. One is carrying naloxone which you can receive for free at local pharmacies. Another tip is not to use alone if you are using.

Mayor McGee on behalf of County Councillor Dan Lynch, in his absence, made the following comments:

- Page 3: The 2025-2026 Gas Tax Program allocation for Arnprior is \$27,713. Mayor McGee asked staff if this is the total amount Arnprior will receive and if it is allocated to the Seniors at Home program.
 - The Treasurer responded that yes, this is the total amount received and yes, this money goes to Seniors at Home along with \$15,500 from the Town.
- Page 50: The Ministry of Municipal Affairs and Housing is inviting municipalities to implement a “Water and Wastewater Public Corporation Service Model”. Mayor McGee asked if this is something the Town is interested in.
 - The CAO noted that the Town is not interested at the time.

15. By-laws & Resolutions

a) By-laws

Resolution Number 133-26

Moved by Lynn Cloutier

Seconded by Chris Couper

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

- i. By-law No. 7671-26 – Award Recreation Software Services
- ii. By-law No. 7672-26 – 2025 Audited Financial Statements
- iii. By-law No. 7673-26 – 2025 Reserve Contributions for Operating Surplus & Shortfalls
- iv. By-law No. 7674-26 – 2026 Tax Rates

Resolution Carried

16. Announcements

Mayor McGee made the following announcement:

- Mayor McGee has signed up for the Just Good Compost program. For the month of May they are offering a free trial. Their program works in compliment with the FoodCycler program. This program also helps reduce what is being sent to the landfill.

17. Closed Session

Resolution Number 134-26 (7:46 PM)

Moved by Lynn Cloutier

Seconded by Chris Couper

That Council move into Closed Session to discuss one (1) matter pursuant to Section 239 (2)(b) of the Municipal Act, 2001, as amended, personal matters about an identifiable individual, including municipal or local board employees (Commemorative Naming - Street).

Resolution Carried

Resolution Number 135-26 (7:57 PM)

Moved by Ted Strike

Seconded by Tom Burnette

That Council resume to Open Session.

Resolution Carried

Resolution Number 136-26

Moved by Tom Burnette

Seconded by Ted Strike

That Council direct staff to proceed as directed in closed session.

Resolution Carried

18. Confirmatory By-law

Resolution Number 137-26

Moved by Chris Couper

Seconded by Tom Burnette

That By-law No. 7675-26, being a By-law to confirm the proceedings of the Regular Meeting of Council held on May 11th, 2026, be and is hereby approved.

Resolution Carried

19. Adjournment

Resolution Number 138-26

Moved by Lynn Cloutier

Seconded by Ted Strike

That this meeting of Council be adjourned at 7:58 PM.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



Renfrew County
**Community Futures
Development Corporation**

**Société d'aide au développement
des collectivités**
du comté de Renfrew

Local Solutions for Local Economies

Community Futures Program

Operating funding from the Government of Canada



60 Offices in Ontario



267 Offices across Canada



Our Services

Helping business in **Renfrew County** since 1986.

We are designed to support business enterprises, community-based development and employment in Renfrew County by offering:



**Small Business
Financing**



**Community Economic
Development**



**Business Counselling
& Support**





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Financing up to \$300,000

Clients are encouraged to explore traditional financing services. Should bank financing not be available, or not fully meet the clients needs, the RCCFDC loan program can help to finance any viable business venture. Purposes for financing can include equipment purchases, real estate, expansion, working capital, and start-up costs.



Since Inception

\$54,189,351

Loans Advanced

\$47,008,067

Leveraged Dollars

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Jobs Created/Maintained

What Makes Us Different

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Applications are locally reviewed and approved

Supervision and decisions are handled in-house



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Working with community partners to support the local economy

We work alongside community leaders and other key stakeholders to create Community Economic Development plans and implement projects that support value-added activity and expansion into new sectors.

Business Counselling and Support

RCCFDC seeks to provide skilled business advice to small and medium-sized businesses in Renfrew County.



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Services**



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info@rccfdc.org



www.rccfdc.org



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R.C.CommunityFutures



renfrewcountycfdc



Town of Arnprior Staff Report

Subject: Request for Sign By-Law Exemption (145 Daniel St. N.)

Report Number: 26-05-25-01

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

Department: Community Services

Meeting Date: May 25th, 2026

Recommendations:

That Council approve a minor variance from the provisions of the Sign and Merchandise Display By-Law Number 5209-04 to increase the maximum sign face area and height for the installation of a ground-mounted sign for a residential use (bed and breakfast) from 0.4 square meters and 1 meter in height to a sign face area of 1.2 square meters (0.6 meters per sign face) and 2.4 meters in height at 145 Daniel St. N., as requested by Henry Cousens.

That Council adopt an amending by-law to provide for the exemption.

Background:

The owner of the property, Henry Cousens, intends to install a new sign for 145 Daniel St. N. which has and continues to operate as a bed and breakfast. The subject property is zoned Downtown Commercial/Residential. A single detached dwelling and associated bed and breakfast is not a permitted use in the Downtown Commercial/Residential zone; however, the bed and breakfast use is existing legal non-conforming.

The Chief Building Official has been appointed as the Issuing Officer for sign permits under the Sign and Merchandise Display By-Law. In this instance, the Chief Building Official has concluded that the proposed sign does not meet the requirements of Section 8.2 and cannot issue a sign permit as a result. However, Council maintains authority to deal with appeals and to provide for minor variances from the provisions of the by-law as outlined in Section 4.3.

4.3 Appeals

A decision of the issuing officer may be appealed to Council. Council may, upon application of any person, authorize minor variances from the provisions of the by-law, if, in the opinion of Council, the general intent and purpose of the by-law are maintained.

Though the zoning of the property is Downtown Commercial/Residential the use of the property is considered to be a single-detached dwelling with a bed and breakfast. As per the zoning by-law a bed and breakfast is defined as “a single-detached dwelling in which no more than three guest rooms are made available by the resident of the said dwelling for the temporary accommodation of the traveling public for time periods of less than 30 days” (emphasis added).

Based on the definition of a bed and breakfast 145 Daniel St. N. is considered a single detached dwelling with bed and breakfast and therefore, subject to the provisions for a ground sign applicable to a residential use.

The following variance has been requested to permit the proposed signage:

- **Section 8.2: Exceptions for Residential Uses**

The Sign and Merchandise Display By-Law currently permits:

“Single-detached, semi-detached, duplex and freehold townhouse dwellings may have one (1) ground sign, no greater than 0.4 square meters in sign area and 1 meter in height, containing name, address and profession of a resident or occupant and shall not include any commercial advertising”

The requested amendment is to allow a sign face area of 1.2 square meters (0.6 meters per sign face) and 2.4 meters in height at 145 Daniel St. N. for the single-detached dwelling with a bed and breakfast.

Discussion:

The Town’s Sign and Merchandise Display By-Law regulates signs and merchandise displays in order to maintain fairness, neighbourhood character and preserve public safety for pedestrians and motorists.

Pending Council’s decision on the requested variance, the proposed sign must also meet the general provisions which apply to all ground signs for the placement of the sign(s) including street-lot line setback (minimum of 1.0m) and interior lot line setback (minimum 1.5m). The location proposed meets these applicable setbacks and does not interfere with visibility for vehicles entering or exiting the property.

The subject property and existing use are a unique situation. The provisions for signs associated with residential uses are appropriate for properties in residential areas and subdivisions, however, the subject property is within a commercial zone on one of the busiest streets in Arnprior. In the opinion of staff, the intention of the provisions for signs for residential uses were intended to ensure signage in residential areas was not out of keeping with the neighborhood. The sign as proposed would be in keeping with the character of the streetscape along Daniel Street North given the non-residential uses along the street.

In the case of the proposed sign, the requested variances from Section 8.2 are considered to be minor and given the subject property, it should have little impact on surrounding properties and land uses.

Should Council pass an amending by-law to approve the variance request, the applicants will still be required to obtain a sign permit and submit required drawings. They will also be required to consult with the County of Renfrew on the design and placement of the sign to ensure that it will not create a traffic hazard along Daniel Street North. The design of the sign could not exceed the variance permitted by the Town.

Options:

Council could choose not to permit the requested variance; in which case, the applicant would be required to adhere to the maximum sign face area (0.4 square meters) and height requirements (1.0 meters) of the By-Law.

Policy Considerations:

The Town's Sign and Merchandise Display By-Law ensures control of community appearance and supports public safety while permitting effective signage to identify institutions/organizations within the Town of Arnprior.

Financial Considerations:

None

Meeting Dates:

None

Consultation:

- Jacques Benoit, Chief Building Official

Documents:

1. Request Letter – Henry Cousns
2. Sign Description and Site Plan

Signature

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

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Request for Sign Variance 145 Daniel St

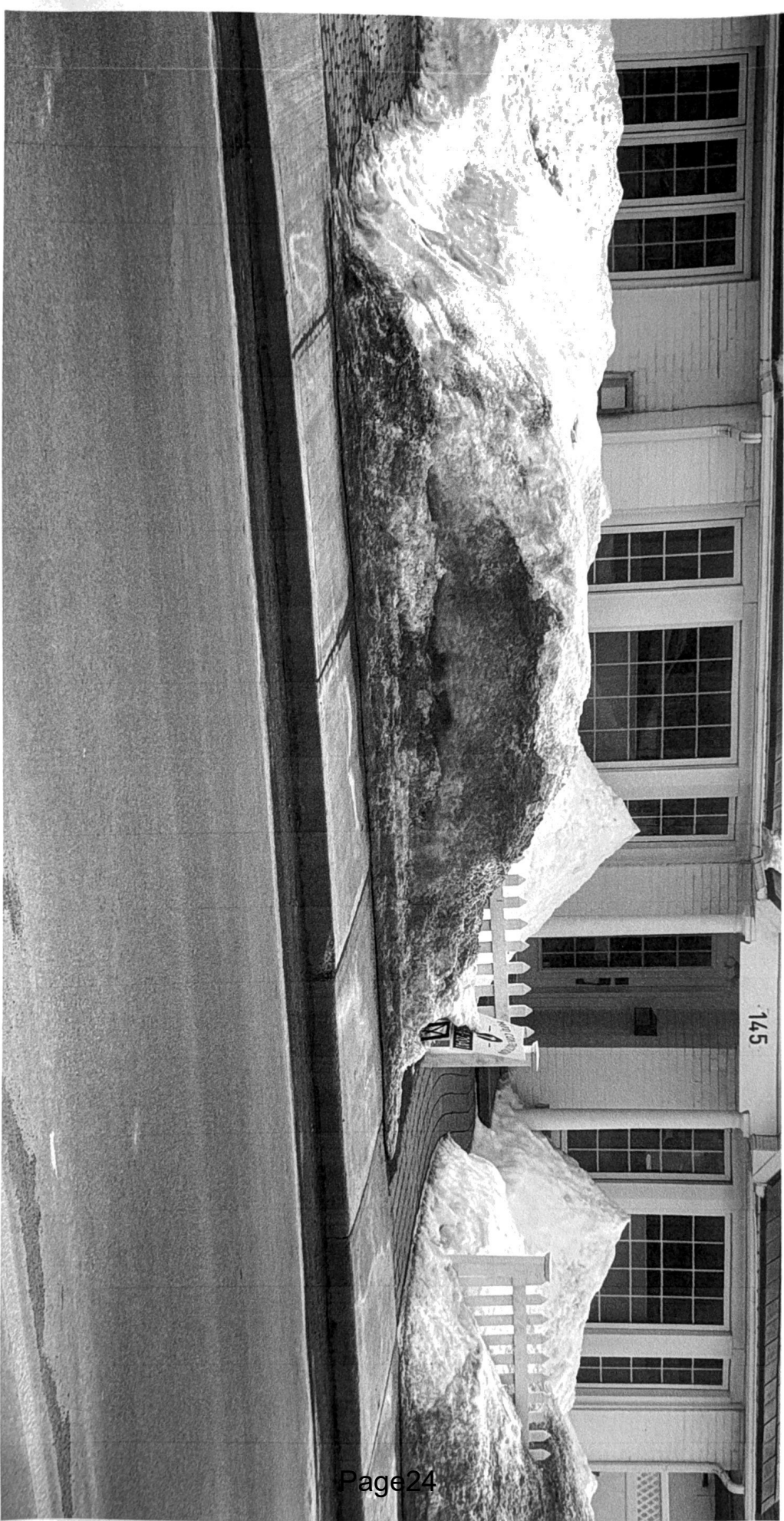
Daniel House is in a mixed use zone, commercial / residential. This busy street has signs of all sizes, and none as small as that required from a B&B

The Sign By-law (April 2004) restricts the sign height to 1 meter and 0.4 square meters.

A sign of those dimensions cannot be seen in the summer because of the fence/plants, or in the winter when it would be buried by snow.

A B&B is a business and as such we need to advertise. We take pride in the appearance of the property and the new sign would reflect that.

Regards Henry Cousens



A. Project information

Building number, street name 145 Daniel St N		Unit number	Lot/con.
Municipality	Postal code K7S2L2	Plan number/other description PLAN 49R-16136	
Project value est. \$ 2,000		Area of work (m ²)	

B. Purpose of application

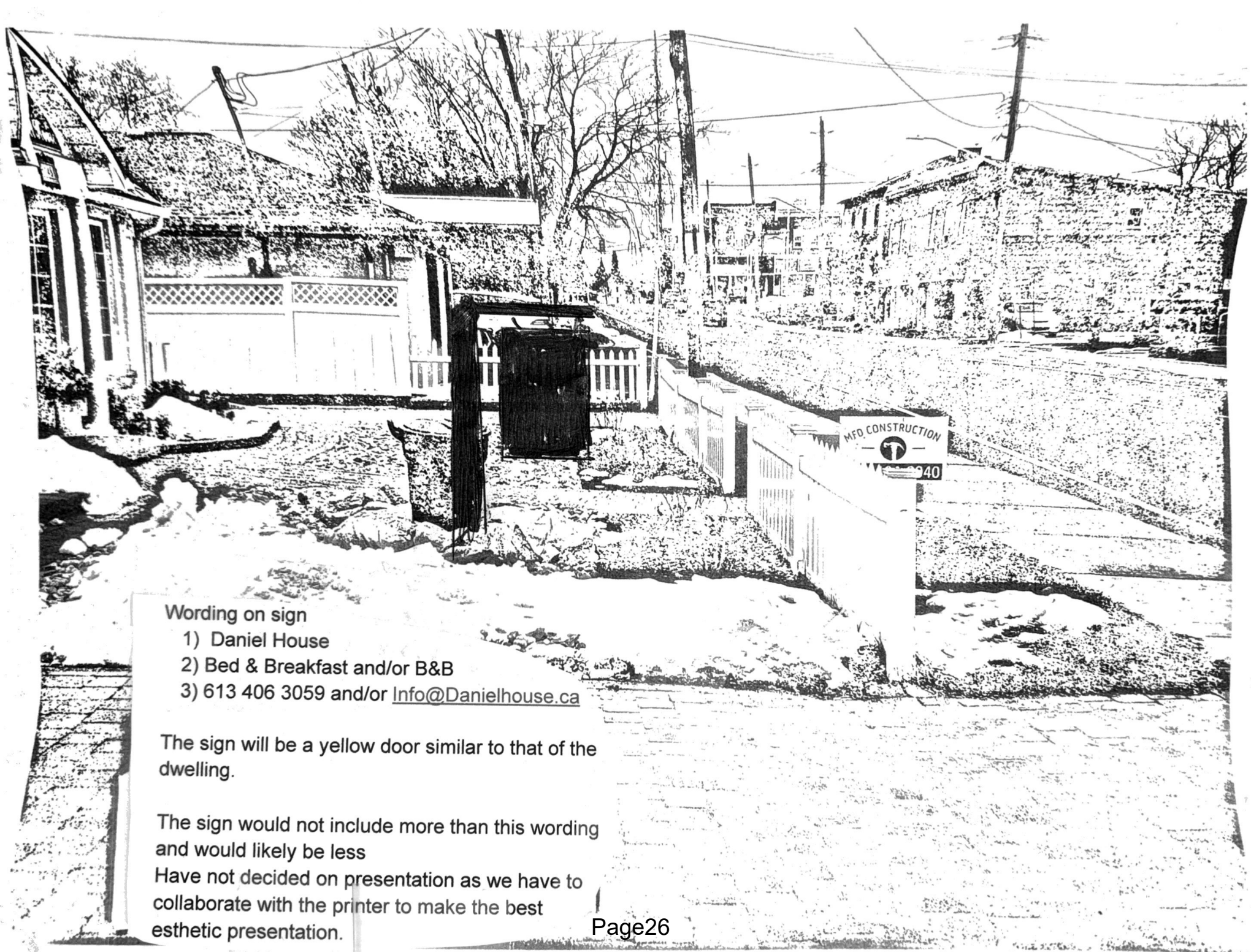
- New sign
 Addition to an existing sign
 Replace existing sign
 Other

Proposed use of building Bed + Breakfast	Current use of building Bed + Breakfast
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Description of proposed work
Ground sign 8' above ground, approx 11' from sidewalk
Double faced sign. Alu panel 2ft x 3ft

C. Applicant Applicant is: Owner or Authorized agent of owner

Last name Couser	First name Henry	Page 25 Corporation or partnership
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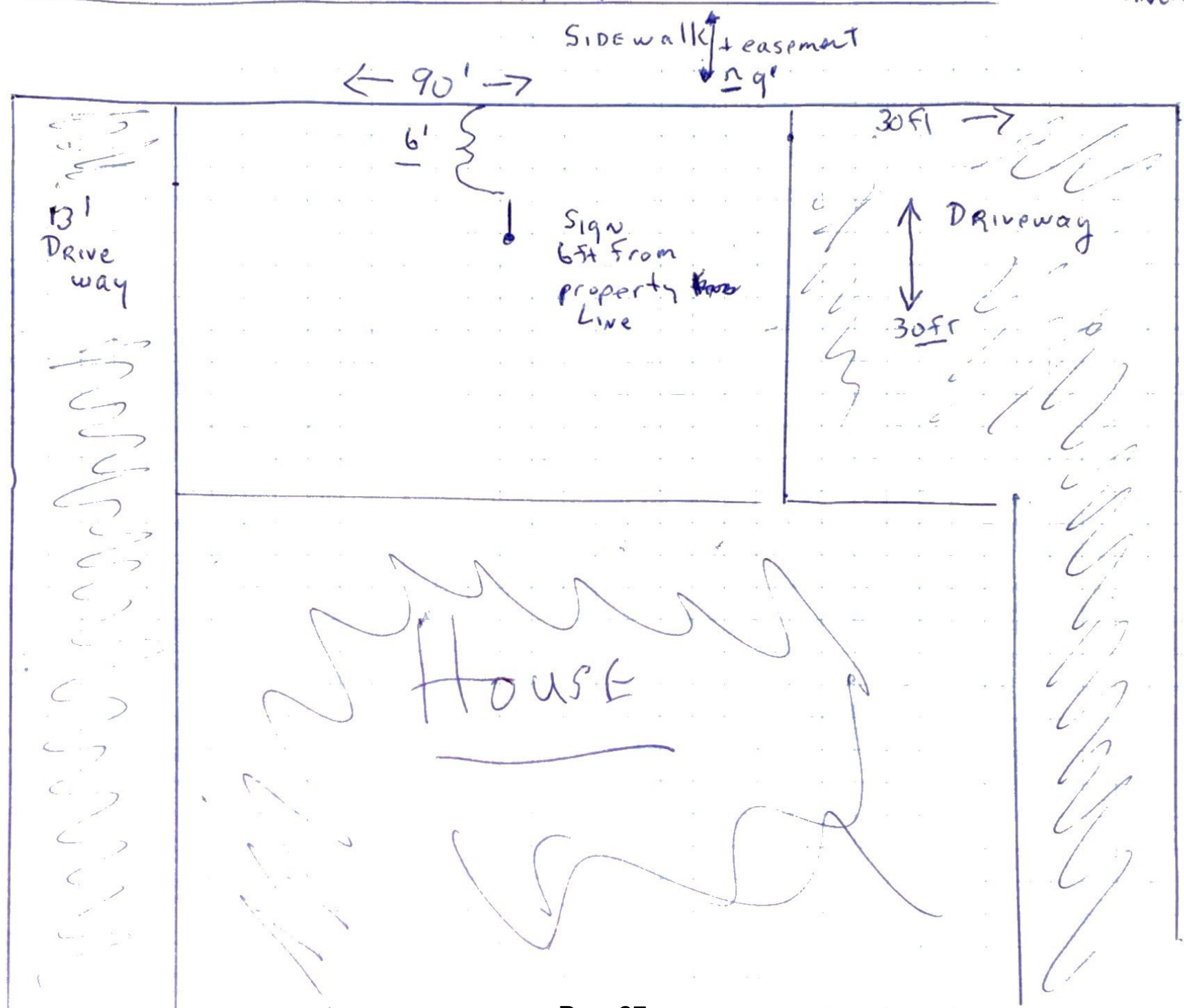
Wording on sign

- 1) Daniel House
- 2) Bed & Breakfast and/or B&B
- 3) 613 406 3059 and/or Info@Danielhouse.ca

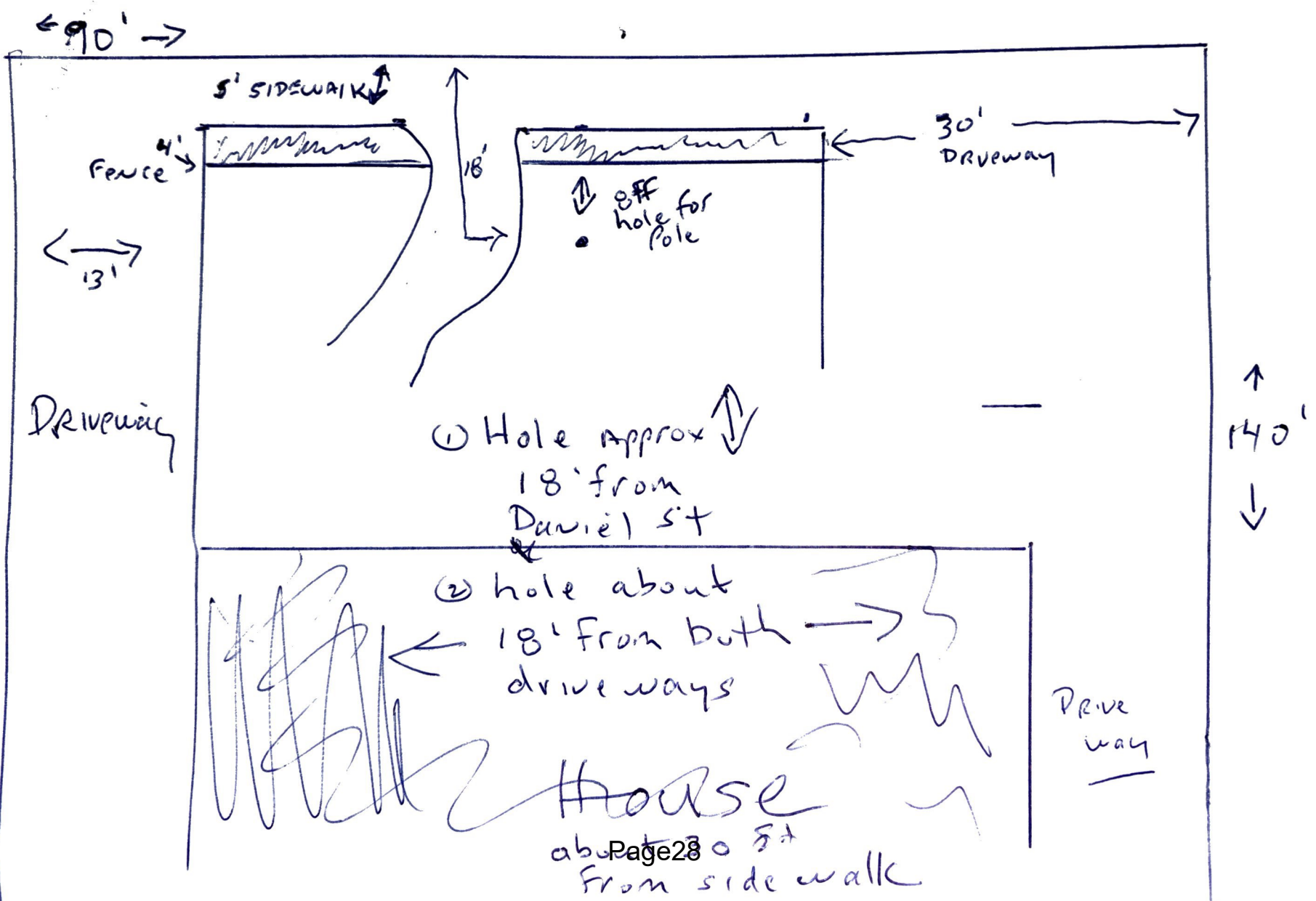
The sign will be a yellow door similar to that of the dwelling.

The sign would not include more than this wording and would likely be less

Have not decided on presentation as we have to collaborate with the printer to make the best esthetic presentation.



Daniel St





Town of Arnprior Staff Report

Subject: New Land Acknowledgment Process (May 2026)

Report Number: 26-05-25-02

Report Author and Position Title: Emily Stovel, Manager of Culture/Curator

Department: Museum

Meeting Date: May 25th, 2026

Recommendations:

That Council direct staff to bring forward an amendment to the Procedure By-law 7364-23, to include:

- an appendix providing a template for use in the creation of personalized Land Acknowledgements; and
- an amendment to the wording of Section 7.4, to allow for the Presiding Officer and/or another person present at the meeting to give the Land Acknowledgement statement.

Background:

The Town's Procedural By-law, 7364-23, includes within the Council Agenda content a "Land Acknowledgement Statement" and indicates:

7.4 Land Acknowledgement Statement

The Presiding Officer shall give a statement at the beginning of every council meeting to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on.

An example of an appropriate acknowledgement at this time is as follows:

"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."

To avoid the rote repetition of official statements such as that provided in the By-law as an example, as well as to encourage the development and communication of individualized recognition of personal commitments to reconciliation, staff suggest that

Council consider use of the attached Template in the future.

Town of Arnprior's Culture and Diversity Advisory Council invited Christine Luckasavitch, Omàmiwinini Madaoueskarini Anishinaabekwe and Owner/Executive Consultant of Waaseyaa Consulting, to carry out a Land Acknowledgement workshop in support of exploring a new, locally-relevant Land Acknowledgment statement.

Through this workshop, CDAC members explored new perspectives, resources, and practices. They then crafted a recommendation for Town Council's review which is before you at this time.

Discussion:

The recommended Land Acknowledgement template allows for speakers to recognize the long-term stewardship of ancestral and traditional territories undertaken by Indigenous Nations in the Ottawa Valley and beyond. It also provides space for speakers to move beyond acknowledgement by speaking to personal and social relationships with the land and communities that care for it and including individual steps in support of reconciliation. The recommendation also proposes that the provision of a Land Acknowledgement be offered to anyone present at the meeting so that more voices can join meaningful recognition of Indigenous leadership, ways of knowing, history, present, and future.

The recommended process asks those providing a Land Acknowledgement to make it relevant and concrete, with clear connection to current activities, and to spend time researching and engaging with the histories of Indigenous peoples in the places we live and visit. This includes sharing time and resources at community and cultural events and understanding local land claim processes. For example, it is recommended that speakers share personal information about their relationship with the land and about personal actions they take to advance reconciliation in their daily life.

The Town has access to resources and staff that can support everyone as they build their own Land Acknowledgement. The recommendation invites recognition of the impact of formalized, bureaucratized Land Acknowledgements and encourages personal reflection, commitment, and practice in a supported community committed to authentic relationships.

Policy Considerations:

If adopted, the Procedure By-law, governing official municipal meetings would include guidelines for personalizing land acknowledgments and their delivery.

Financial Considerations:

There are no financial considerations stemming from this recommendation.

Documents:

Draft Land Acknowledgment Template

Signatures

Reviewed by Department Head:

Reviewed by General Manager of Client Services/Treasurer:

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

DRAFT Land Acknowledgement

As the Arnprior Town Council (or the entity for whom you are speaking),

We respectfully acknowledge that we (choose: work/gather/celebrate) on the unceded and unsurrendered territory of the Algonquin Anishinaabeg peoples.

Insert here a brief story from local Algonquin life and experiences that have impacted you (options: recognize the harder parts of the shared history, recognize local neighbours and that we are all here now, together). Check the Pikwakanagan newsletters in Council packages and anishnabeknews.ca, Algonquins of Ontario: tanakiwin.com.

We are all so fortunate to know this place, to call this place home.

We are committed to learning about Indigenous experiences to ensure that contributions of all Indigenous neighbours will continue to be recognized for today and future generations.

We as the Town of Arnprior will encourage others to join us through public events and conversations that support growth and collaboration in learning and understanding.

Include here a brief statement about one's personal relationship with reconciliation.



Town of Arnprior Staff Report

Subject: Award Tender PW-2026-02 Rolling Road Rehab & Contract Administration/Inspection

Report Number: 25-05-25-03

Report Author and Position Title: Ryan Wall, Engineering Officer

Department: Operations

Meeting Date: May 25, 2026

Recommendations:

That Council award Tender PW-2025-02 Rolling Road Rehabilitation to McRae Excavating Ltd. in the amount of \$800,940.00 plus HST; and

That Council award Contract Administration & Inspection services to Jp2g Consultants Inc, in the amount of \$35,412.00 plus HST per proposal 25-1209E; and

That Council fund the budgetary deficit of \$101,074.84 from the Capital Expenditure Reserve Fund; and

That Council passes a bylaw authorizing the CAO to execute the agreements and related documents with McRae Excavating Ltd and Jp2g Consultants Inc.

Background:

The 2026 Capital Budget, deemed adopted on February 2, 2026, included a capital budget of \$750,000 for Rolling Road Rehabilitation.

Following the adoption of the Capital Budget, Staff worked with Jp2g to complete a design and tender package for the following scope of work:

- Pulverizing and paving of Hartney Street from Decosta Street to Herrick Drive;
- Milling and paving of Jack Crescent including curb/sidewalk spot repairs and padding of low spots; and
- Road reconstruction of Ida Street South from William Street to an existing joint in the road approximately 105m from William Street. Scope includes excavation of road base, installation of filter cloth, new road base, sidewalk patches and a new asphalt surface.

Discussion:

Upon completion of the design package, Staff published Tender PW-2026-02 on Merx.com on April 16, 2026, with a closing date of May 15, 2026, at 2:00 PM. The following bid submissions were received:

Bidder	Bid price including HST
McRae Excavating Ltd	\$905,062.20
Thomas Cavanagh Construction Limited	\$933,763.64
R.W. Tomlinson Limited	\$957,030.90

On May 19th, 2026, staff also received proposal 25-1209E from Jp2g Consultants Inc. under standing-offer agreement at a cost of \$35,415.00 plus HST. The proposal is for part-time inspection and contract administration.

Options:

Council could choose not to award the project; however, this is not recommended as the project is in line with the Town's Asset Management strategies.

Policy Considerations:

This proposal and bid submissions were evaluated to ensure they are in accordance with the Town's Procurement Policy Bylaw. No math errors or irregularities were found in the submissions.

Financial Considerations:

The financial impacts of Tender PW-2026-02 and proposal 25-1209E are as follows:

Vendor	Cost Including HST	Cost adjusted for net HST
McRae Excavating Ltd.	\$905,062.20	\$815,036.54
Jp2g Consultants Inc.	\$40,018.95	\$36,038.30
TOTAL	\$945,081.15	\$851,074.84

The 2026 Capital Budget includes \$750,000.00 for Rolling Road Rehab. The combined cost of Tender PW-2026-02 and proposal 25-1209E is over budget by \$101,074.84 when accounting for net HST rebate. It is recommended that the deficit be funded from the Capital Expenditure Reserve Fund.

Meeting Dates:

N/A

Consultation:

- Jennifer Moraweic, General Manager, Client Services/ Treasurer

- John Steckly, General Manager, Operations

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: Construction Award for Robert Simpson Park Refresh Phase 1A

Report Number: 26-05-25-04

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

Department: Operations & Recreation

Meeting Date: May 25, 2026

Recommendations:

That Council enact by-laws to:

- a) Award the Arnprior Robert Simpson Park Refresh Phase 1A Tender No. REC-2026-03 to Thunderbolt Contracting Ltd., for a total of \$1,652,421.27 (plus HST); and
- b) Award quality assurance and contract administration services to Stantec Consulting for a total of \$129,381.00 (plus HST); and
- c) Authorize the CAO to execute the agreements, and related documents with Thunderbolt Contracting Ltd. and Stantec Consulting to implement the defined scope of work; and
- d) Authorize the General Manager, Operations to spend additional contingency expenses up to \$178,180.22 (including net HST) which constitutes 10% of the total Contract value.

Background:

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

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

- Shoreline modification
- Establishing a breakwater
- Establishing network of accessible pathways

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

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

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

Discussion:

The Request for Tender (RFT) package was published to Merx.com on April 17, 2026, where it remained open to the public until May 15, 2026. Tender information was also posted on the Town’s website. At the May 15th, 2:00 PM deadlines, the following eligible submissions were received:

Company	Tender Price (Not incl. HST)
Exel Contracting Inc.	\$ 1,816,139.66
Strathmar Trenching Ltd.	\$ 1,683,781.75
Thunderbolt Contracting Ltd.	\$ 1,652,421.27

At the time of tendering, Staff reached out to Stantec Consulting, who had completed the design scope to obtain pricing for quality assurance and contract administration through the construction phase of the project. A proposal was received for \$129,381.00 (plus HST), which includes inspections from various disciplines.

Options:

Council may choose not to award this project, however the tender bids received were obtained through competitive bid process and are believed to be representative of current construction costs.

Policy Considerations:

This project was tendered in accordance with section 6.3 request for tender of the Town of Arnprior's Procurement Policy.

Financial Considerations:

The total costs for Phase 1A of the Robert Simpson Park Refresh are as follows:

Construction Bid	\$ 1,652,421.20
Contract Administration & Inspection	\$ 129,381.00
Contingency (10%)	\$ 178,180.22
Net HST (1.76%)	<u>\$ 34,495.69</u>
Subtotal	\$ 1,994,478.11
Additional Design Costs	<u>\$ 49,162.60</u>
Total	\$ 2,043,640.71
Budget	<u>\$(2,520,000.00)</u>
Remaining Budget	<u>\$ 476,359.29</u>

The budget amounts for implementation of the Robert Simpson Park improvements in the Long-Range Capital Forecast (LRCF) are as follows:

Design	2024-2026	\$ 683,457.57
Phase 1A	2026	\$ 2,520,000.00
Phase 1B	2027	\$ 1,085,000.00
Phase 2	2032	<u>\$ 6,000,000.00</u>
Total Budget		<u>\$ 10,288,457.57</u>

The LRCF budgeted values are based on the renewal option and data currently available. As the remainder of the design progresses, costs will be further refined.

As presented in the previous Council meeting regarding this project, there are many factors still being explored so costing on the Phase 2 Shoreline Modification and Lower Park scope is not yet refined. Current projections are in the order of magnitude of \$5-8 million.

The Phase 1A costing also includes further studies and design work such as geotechnical, additional phases of archaeological studies and hydrological assessments required to progress the future phase designs.

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

Meeting Dates:

- July 8, 2024 - Award of Robert Simpson Park Revitalization Design to Stantec Consulting
- July 14, 2025 – Implementation Plan for Robert Simpson Park Refresh
- November 10, 2025 – Concept Presentation to Council
- November 13, 2025 – Public Open House
- November 19, 2025 - Concept Presentation to Accessibility and Age Friendly Advisory Committee
- January 26, 2026 – Upper Park Public Feedback & Revised Phasing

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: Robert Simpson Park Refresh Phase 1B - Washrooms

Report Number: 26-05-25-05

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

Department: Operations & Recreation

Meeting Date: May 25, 2026

Recommendations:

That Council direct staff to proceed with Option #2 for the washrooms in the Robert Simpson Park Refresh Phase 1B which includes a hybrid retrofit and four-season design, and;

That Council authorize pre-commitment of funds for Robert Simpson Refresh Phase 1B of \$1,470,000 with 85% funded from the Capital Expenditure Reserve Fund (\$1,249,500) and 15% funded from the Development Charges Reserve Fund (\$220,500).

Background:

In late 2019, thinc design was contracted to complete a Waterfront Master Plan to establish general concepts for Town-owned shoreline projects. This plan was delivered to Council in November 2021 as approved through the 2022 budget process. In July 2024, Council awarded the design for the redevelopment of Robert Simpson Park to Stantec Consulting Ltd.

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

- Phase 1 – “Upper Park”
 - Phase 1A (2026)
 - Paved pathways
 - Improved lighting
 - Splashpad
 - Play Structures / Play Features for various ages

- Phase 1B (2027)
 - Accessible Pedestrian Ramp to Beach
 - Washroom retrofit
 - Parking Improvements
 - Indigenous Gathering Space
- Phase 2 – “Lower Park” (2032)
 - Erosion Control
 - Breakwater
 - Boardwalk
 - Revised Swimming entry point

The state of the existing washroom building is showing its age, does not meet accessibility or inclusivity standards and is poorly used in terms of space allocation; however, the structural elements and roof are in good condition.

The following themes were present in the qualitative data presented in responses received regarding the washrooms during public consultation:

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

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

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

Discussion:

Options for the washrooms were proposed in the January 26, 2026 regular meeting of Council. Based on feedback received from Council, staff worked with the design team to establish the revised options presented in this report.

Design Selection

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

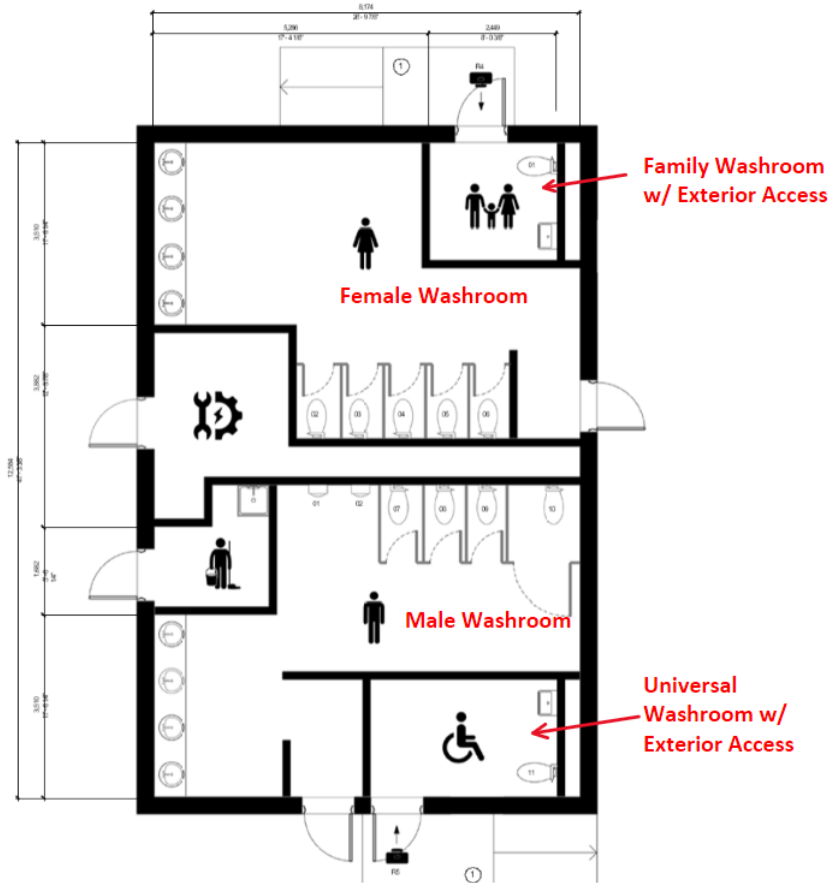
Option Number	Description	Budget	Fixture Count
Option #1	Seasonal Renewal	\$305,000	13
Option #2	Hybrid Retrofit	\$690,000	16
Option #3	Single User Retrofit	\$775,000	13
Option #4	New Build – Single User Design	\$1,200,000	13

Option #1 is a seasonal structure whereas the other presented options would be four season structures. Winterizing the existing structure (heating and building envelope) carries a capital cost of approximately \$172,000. The other options could be implemented as seasonal retrofits as well, though this is not recommended as it is not considered to be efficient value for money. Should Council, wish to proceed with a seasonal retrofit, Option #1 would be the best value for money.

Staff are recommending Option #2 as it provides a significant improvement to level of service in line with the Age Friendly Community Plan and Multi-year Accessibility Plan. The existing washroom was constructed in 1986, and the Town typically plans for an 80-year lifecycle. This refresh occurring halfway through the anticipated life of the structure is appropriate from an asset management perspective.

Option #1 – Seasonal Renewal - \$305,000

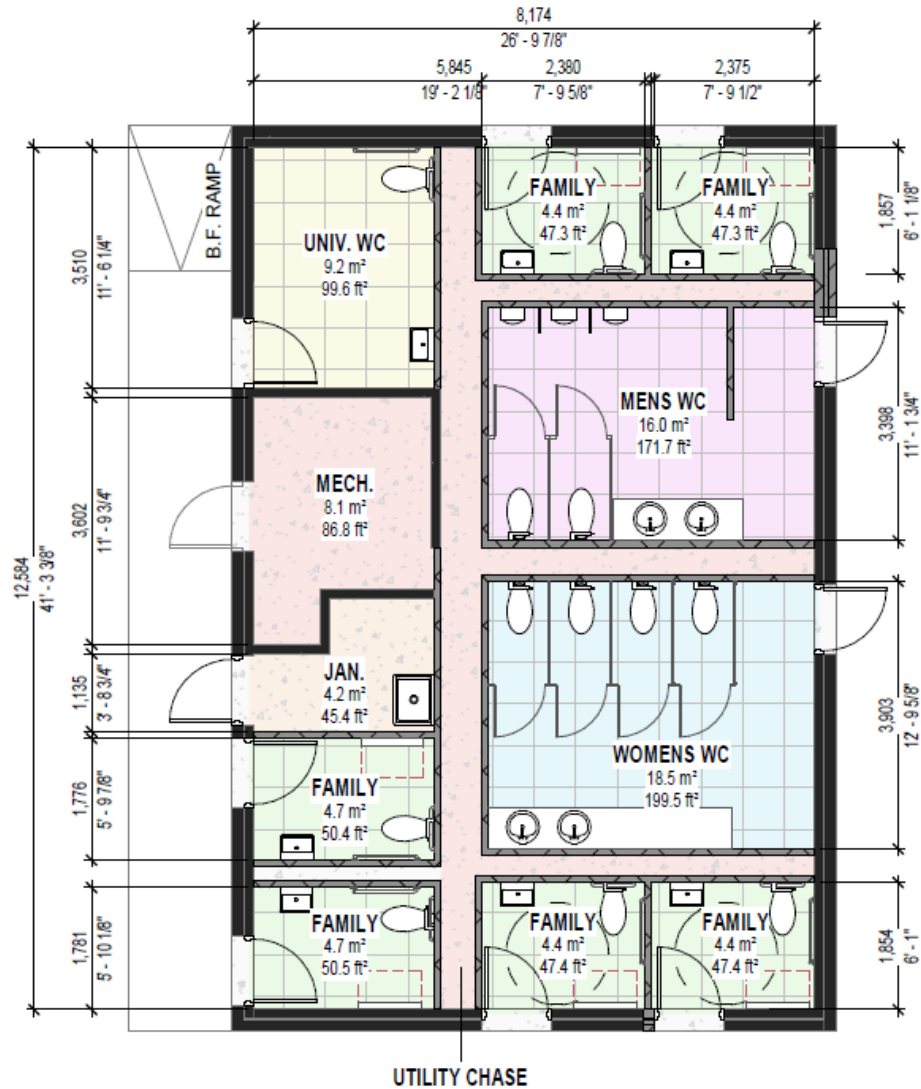
Figure 1 – Washroom Design Option #1



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

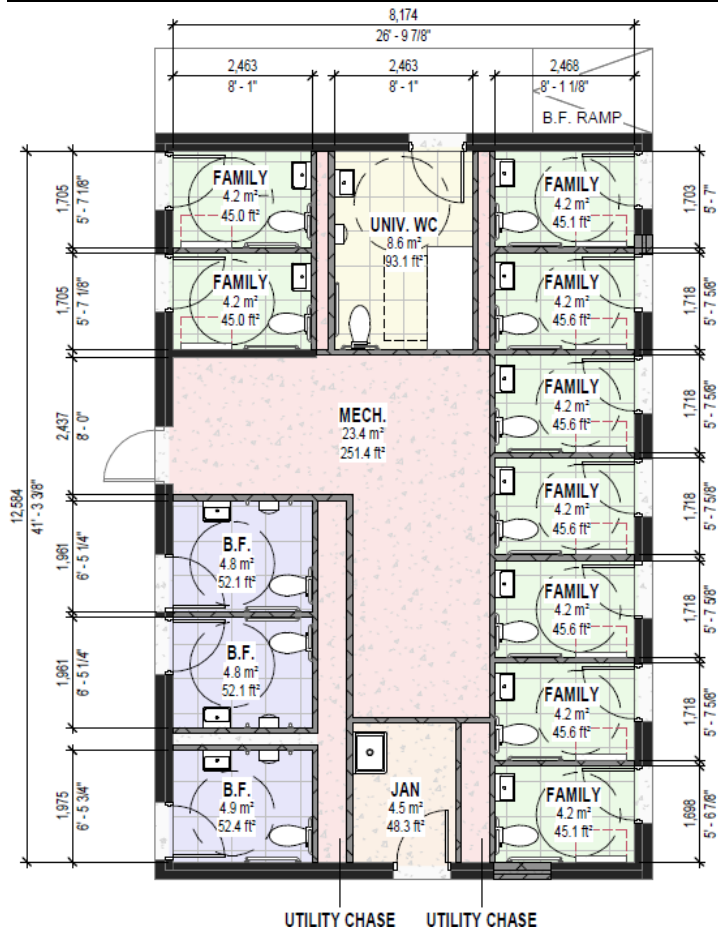
This option would see the facility remain as seasonal. Though other options provide a more upgraded spaces, this option is a significant improvement from the existing washroom and can be achieved at a lower price point.

Option #2 – Hybrid Retrofit (Four Season) - \$690,000



This hybrid approach increases the number of single user washrooms, while still maintaining shared traditional gendered washrooms. The family washrooms would likely appeal to those with young children or those who require assistance from a caregiver, whereas the traditionally gendered washrooms appeal to efficiency with larger volumes of users. This layout largely addresses concerns from all perspectives provided in the public consultation phase. This retrofit option includes winterization, an increased level of service to four seasons. Staff believe that this is the option that most optimally meets the needs and wants of the community.

Option #3 – Single User Retrofit (Four Season) - \$775,000



Option #3 prioritizes single user washrooms but contains 3 less fixtures than Option #2 at a higher price point. This would be an optimal design from a cleaning perspective in that individual washrooms could be cleaned or taken out of service without disrupting the other available washrooms. This retrofit option includes winterization, an increased level of service to four seasons.

Option #4 – New Build (Four Season) - \$1,200,000

A new-build would effectively be the same layout as presented in Option #3 or #4 but would come at a higher price point. In the January presentation to Council, a new build was recommended based on high level estimates based on general construction market rates, however since then staff have worked with the design team to establish site specific estimates. This new build option includes winterization, an increased level of service to four seasons.

Though a new facility would come with a restarted estimated 80-year lifecycle, significant investments would likely be required every 20-30 years to meet the lifecycle goal. The Town can meet the current objectives of the project in terms of the washroom with a retrofit at an approximate cost of \$690,000 whereas a new facility carries an estimated cost of \$1,200,000. This option is not recommended.

Operational Costs

All of the design options have limited impact on staff capacity in terms of maintaining the space. The recommended design option would provide an increase to service level by converting to a year-round structure which can be managed by existing staff with minimal operational costs for the added 6-7 months of operations. The recommended design option also provides the opportunity to limit the number of amenities open during off-season and non-peak hours, while allowing for the opportunity to have full use of the amenities during the primary season and any major events (on and off-season). Heating the washroom space is anticipated to increase the annual utility costs by an additional \$2,500.

Authorization to Pre-Commit for Early Tendering

In order to keep the project moving on a timetable that works with limited construction windows, staff are requesting that Council authorize the pre-commitment of funds of \$1,470,000 for the Phase 1B (washroom retrofit, parking improvements, Indigenous gathering space, accessible pedestrian ramp to beach) in 2026 so that tendering can continue to proceed for components to be ready for construction in 2027.

Some of the project components will be tendered separately with additional work still on-going for the accessible ramp design to ensure a cohesive layout that is ultimately aligns with the lower-level waterfront component of the Robert Simpson Park Revitalization.

Options:

Council may direct staff to implement an Option other than what was proposed for the washroom.

Council may choose to direct staff to pursue or alter different design elements within the washroom layout.

Policy Considerations:

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

The proposed design is in line with the Town's 2023-2025 Multi Year Accessibility Plan's goals for Robert Simpson Park.

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

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

Financial Considerations:

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

	Year	Budget / LRCF	Option #1	Option #2	Option #3	Option #4
Design	2024-26	683,458	683,458	683,458	683,458	683,458
Phase 1A*	2026	2,520,000	2,100,000	2,100,000	2,100,000	2,100,000
Phase 1B	2027	1,085,000	1,085,000	1,470,000	1,555,000	1,980,000
Phase 2	2032	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000
Total Budget		10,288,458	9,185,000	9,570,000	9,655,000	10,080,000

*Note that Phase 1A is in the 2026 Capital Budget at \$2,520,000 however based on recent tender results, costs are projected to not exceed \$2,100,000 (rounded amount for current committed cost of \$2,043,640.71). This represents a budget surplus of approximately \$400,000 for this project in 2026.

While the cost of Phase 1B to implement Option #2 would be an additional \$385,000 higher than Option #1, it offers a better design layout and four-season services. The additional \$385,000 to the overall project budget is offset by the \$400,000 projected savings in 2026 Phase 1A.

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

This project is planned to be funded 85% by the Capital Expenditure Reserve Fund (CERF) and 15% by Development Charges (DCs). Pre-commitment of funds for Phase 1B of \$1,470,000 would be:

Development Charges	\$220,500
Capital Expenditure Reserve Fund	<u>\$1,249,500</u>
Phase 1B Project Budget	<u>\$1,470,000</u>

Meeting Dates:

- July 8, 2024 - Award of Robert Simpson Park Revitalization Design to Stantec Consulting
- July 14, 2025 – Implementation Plan for Robert Simpson Park Refresh
- November 10, 2025 – Concept Presentation to Council

- November 13, 2025 – Public Open House
- November 19, 2025 - Concept Presentation to Accessibility and Age Friendly Advisory Committee
- January 26, 2026 – Upper Park Public Feedback & Revised Phasing

Consultation:

- Stantec Consulting
- Public Consultation – November 10-23, 2025

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



ARNPRIOR

Town of Arnprior Staff Report

Subject: Proclamation for Pride Month (June 2026)

Report Number: 26-05-25-06

Report Author and Position Title: Kaitlyn Wendland, Deputy Clerk

Department: Clerk’s Office

Meeting Date: May 25th, 2026

Recommendations:

That Council proclaim June 2026 as Pride Month in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Pflag Canada – Arnprior Chapter https://www.pflagrenfrewcounty.ca/
Section 5.2.2 – Contact Person’s Name	Sophie Smith-Dore 1-888-530-6777 ext. 591 arnprioron@pflagcanada.ca
Section 5.2.3 – Name of Proclamation and Duration	Pride Month June 2026

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

Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	Yes (between June 8 th to 15 th , 2026)
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 – Pride Month (June 2026)

Signatures

Reviewed by Department Head: Kaila Zamojski

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Proclamation

Pride Month

June 2026

Whereas June is recognized in Canada as Pride Month, a time to celebrate the contributions of persons from the 2SLGBTQ+ community, and increase efforts to build awareness; and,

Whereas the Progress Pride flag is an important symbol of hope and acceptance for 2SLGBTQ+ youth and adults who continue to face stigma, discrimination, isolation and bullying in their home, workplaces and community spaces, simply for being who they are; and,

Whereas this stigma and discrimination puts 2SLGBTQ+ individuals at elevated risk of mental-health issues, substance abuse, homelessness and suicide; and,

Whereas the Town of Arnprior acknowledges and celebrates the contributions of the 2SLGBTQ+ community to the social, cultural and economic wellbeing of all Ontarians; and,

Whereas during Pride Month, we can all reflect on the progress made to recognize and protect the rights of 2SLGBTQ+ communities, and the work that still needs to be done; and,

Whereas flying the Progress Pride flag at Town Hall during the second week of June 2026 symbolizes the Town's celebration of diversity and support for the 2SLGBTQ+ community.

Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2026 as Pride Month in the Town of Arnprior and encourage all citizens to think about what steps we can collectively take to make our community a safe and inclusive place for all, regardless of sexual orientation, gender identity or gender expression.

**Lisa McGee, Mayor
Town of Arnprior**



Town of Arnprior Staff Report

Subject: Proclamation for Recreation and Parks Month (June 2026)

Report Number: 26-05-25-07

Report Author and Position Title: Kaitlyn Wendland, Deputy Clerk

Department: Clerk’s Office

Meeting Date: May 25th, 2026

Recommendations:

That Council proclaim June 2026 as Recreation and Parks Month in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to the event	Yes
Section 5.2.1 – Name and Address of Organization	Town of Arnprior 77 James Street Arnprior, ON K7S 1C9
Section 5.2.2 – Contact Person’s Name	Lucas Power, Program & Events Coordinator lpower@arnprior.ca
Section 5.2.3 – Name of Proclamation and Duration	Recreation and Parks Month June 2026
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

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 – Recreation and Parks Month (June 2026)

Signatures

Reviewed by Department Head: Kaila Zamojski

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Proclamation Recreation and Parks Month June 2026

Whereas, in the Town of Arnprior, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents and visitors from around the world; and

Whereas recreation enhances quality of life, balanced living and lifelong learning; helps people live happier and longer; develops skills and positive self-image in children and youth; develops creativity; and builds healthy bodies and positive lifestyles; and

Whereas recreational participation builds family unity and social capital; strengthens volunteer and community development; enhances social interaction; creates community pride and vitality; and promotes sensitivity and understanding to cultural diversity; and

Whereas parks, open space and trails provide active and passive outdoor recreation opportunities, help maintain clean air and water; and promotes stewardship of the natural environment; and

Whereas recreation, therapeutic recreation and leisure education are essential to the rehabilitation of individuals who have become ill or disabled, or disadvantaged, or who have demonstrated anti-social behavior; and

Whereas the benefits provided by recreation programs, services and parks, and open space, reduce healthcare and social service costs; serve to boost the economy, economic renewal and sustainability; enhance property values; attract new business; increase tourism; and curb employee absenteeism; and

Whereas the Town of Arnprior will have a variety of programming and community events sponsored by ParticipACTION's Community Better Challenge encouraging residents to be and stay active to be crowned Canada's most active community; and

Whereas the Town will be hosting 2026 Priorpalooza Festival and the School's Out Beach Party. These events will provide a wide range of activities accessible to everyone in our community; and

Whereas the Town operates a Youth Club and Older Adults Club providing weekly programming to keep our youth and seniors active and engaged.

Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2026 as Recreation and Parks Month in the Town of Arnprior and encourage all citizens to recognize the benefits and values of Recreation and Parks in Arnprior and participate in the many activities taking place this month and throughout the year.



Town of Arnprior Staff Report

Subject: Proclamation for Seniors Month (June 2026)

Report Number: 26-05-25-08

Report Author and Position Title: Kaitlyn Wendland, Deputy Clerk

Department: Clerk’s Office

Meeting Date: May 25th, 2026

Recommendations:

That Council proclaim June 2026 as Seniors Month in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to the event	Yes
Section 5.2.1 – Name and Address of Organization	Ministry for Seniors and Accessibility 777 Bay Street, College Park – 5th Floor Toronto, ON M7A 1S5
Section 5.2.2 – Contact Person’s Name	Ministry for Seniors and Accessibility
Section 5.2.3 – Name of Proclamation and Duration	Seniors Month June 2026
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

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 – Seniors Month (June 2026)

Signatures

Reviewed by Department Head: Kaila Zamojski

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Proclamation

Seniors Month

June 2026

Whereas Seniors Month is an annual province-wide celebration to recognize the considerable contributions that seniors have made to the life and vibrancy of our community; and,

Whereas seniors continue to serve as leaders, mentors, volunteers and important and active members of this community; and,

Whereas their contributions past and present warrant appreciation and recognition and their stories deserve to be told; and,

Whereas the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community as a whole; and,

Whereas seniors are the fastest growing population segment across Canada and a significant number of Arnprior seniors are leading healthy and active lives; and

Whereas the Town of Arnprior is a recognized Age-Friendly Community, establishing policies and services and investing in programming and infrastructure related to the physical and social environment designed to help seniors “age actively”; and

Whereas the Town of Arnprior is also recognizing June as Recreation and Parks Month providing access to free and low-cost recreation programming and events and celebrating the recreation and parks amenities that our community has to offer; and

Whereas the Town of Arnprior’s Recreation Department and its Older Adults Club (OAC), the Seniors Active Living Centre (SALC), and many community groups throughout the Town provide regular age-friendly programming for local seniors.

Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2026 as Seniors Month in the Town of Arnprior and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Lisa McGee, Mayor
Town of Arnprior



Town of Arnprior Staff Report

Subject: Proclamation for Indigenous History Month (June 2026) and National Indigenous Peoples Day (June 21, 2026)

Report Number: 26-05-25-09

Report Author and Position Title: Kaitlyn Wendland, Deputy Clerk

Department: Clerk’s Office

Meeting Date: May 25th, 2026

Recommendations:

That Council proclaim June 2026 as Indigenous History Month and June 21, 2026 as National Indigenous Peoples 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 event	Yes
Section 5.2.1 – Name and Address of Organization	Emily Stovel, Manager of Culture/Curator Town of Arnprior
Section 5.2.2 – Contact Person’s Name	Emily Stovel Manager of Culture/Curator Town of Arnprior

**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	Indigenous History Month & National Indigenous Peoples Day June 2026 & June 21, 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 – Indigenous History Month (June 2026) and National Indigenous Peoples Day (June 21, 2026)

Signatures

Reviewed by Department Head: Kaila Zamojski

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Proclamation

Indigenous History Month & National Indigenous Peoples Day

June 2026 & June 21, 2026

Whereas June is recognized as Indigenous History Month across Canada and is a time to celebrate the histories, cultures, languages, knowledge, and traditions of First Nations, Inuit, and Métis Peoples; and

Whereas the Town of Arnprior is situated on the traditional and unceded territory of the Anishinaabe People; and

Whereas in cooperation with Indigenous leaders, the Government of Canada chose June 21 to be National Indigenous Peoples Day, given the significance of the summer solstice as the longest day of the year; and

Whereas the contributions of Indigenous Peoples to the Town of Arnprior's past, present, and future are profound but often unrecognized;

Whereas municipalities and museums play an important role in reconciliation as outlined in the Truth and Reconciliation Commission of Canada's 94 Calls to Action; and

Whereas Arnprior + District Museum is on a path of reconciliation, including collaborative learning, relationship-building, and co-care of community belongings in partnership with Indigenous Nations; and

Whereas Arnprior + District Museum staff and leadership is thankful that the museum's recent strategic planning team was led by a local Indigenous consultant; and

Whereas leadership staff at the Town of Arnprior participated in Indigenous Relations Training to continue broad-based learning about Indigenous history and reconciliation; and

Whereas the Culture and Diversity Advisory Committee, with guidance from a regional Indigenous consultant, is presenting a new Land Acknowledgement process to Council in humble commitment to the Town's path to reconciliation; and

Whereas the Town would like to recognize and thank local Indigenous leadership who have supported this important work: Christine Luckasavitch, Omàmiwinini Madaoueskarini Anishinaabekwe and Owner/Executive Consultant of [Waaseyaa Consulting](#) and Gail Brandt-Terry from Tyendinaga Mohawk Territory and Senior Advisor and Co-Founder of [Ridge Road Training and Consulting](#); and

Whereas the Town welcomes future collaboration with Indigenous-identifying community members and Knowledge Keepers according to their capacity and interest; and

Whereas the Town invites community members as a whole to recognize and celebrate this month at the following public gatherings:

Arnprior Public Library will have a display featuring Indigenous authors in the month of June; and

The City of Pembroke is celebrating National Indigenous Peoples Day on June 21st Pembroke event with traditional music, dance, and ceremonies at Waterfront Park; and

The Algonquins of Pikwakanagan First Nation hosts a traditional Pow-wow on the third weekend of August every year; and

Many other opportunities to come together in recognition of Algonquin Teachings and Ways of Knowing.

Whereas the Town of Arnprior encourages residents to participate in the [University of Alberta's Indigenous Canada](#) course, which is a free online resource that explores different histories and contemporary perspectives of Indigenous Peoples living in Canada.

Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim June 2026 as Indigenous History Month and June 21, 2026, as National Indigenous Peoples Day in the Town of Arnprior and encourage all citizens to continue learning about reconciliation, and Indigenous history, contributions, and culture.

**Lisa McGee, Mayor
Town of Arnprior**



Town of Arnprior Report to Council

Subject: Council Community Support Fund Policy

Report Author: Mayor Lisa McGee

Overview

As part of the 2026 municipal budget process, Council approved funding in the amount of \$5,000 to establish a discretionary community support fund.

The intent of the Fund is to provide modest municipal support for community initiatives and events, charitable events, local fundraisers, volunteer recognition activities, and other community-building efforts that may not qualify under existing municipal grant criteria.

Currently, there are limited mechanisms for the Town to provide small-scale support in situations such as:

- local benefit events;
- resident hardship fundraisers;
- volunteer recognition initiatives;
- community door prize requests;
- small sponsorship opportunities; or
- requests for Town participation through locally sourced gift baskets, gift cards, staff support/ attendance, etc.

Examples may include (but are not limited to):

- a benefit dance or event in support of a local resident(s);
- local volunteer appreciation events;
- community initiatives seeking small door prizes or recognition items.

While these requests are often modest in nature, they provide meaningful opportunities for the Town to support community goodwill, civic engagement, and local visibility.

Background

The Town currently administers formal grant and sponsorship programs with established eligibility criteria and application requirements. However, some otherwise worthwhile community requests may not qualify under those programs due to:

- organizational reserve levels;
- program eligibility limitations;
- timing constraints;
- the informal or grassroots nature of the initiative; or
- the relatively small value of the requested support.

The Town of Arnprior Budget Working Group discussions during the 2026 budget process identified a desire for a modest and transparent mechanism to address these requests while maintaining appropriate accountability and consistency.

The proposed policy has been informed in part by the principles outlined in the [City of Ottawa Council Expense Policy](#), while being tailored to the operational realities and scale of the Town of Arnprior.

Discussion

Purpose of the Fund

The proposed Council Community Support Fund is intended to:

- strengthen community relationships;
- support local volunteerism and civic engagement;
- provide flexibility for small-scale community support requests;
- enhance municipal visibility within the community; and
- ensure a transparent and equitable approach to discretionary support requests.
- include council/staff attendance at community events, where it is not already operationally necessary.

The Fund is not intended to replace existing grant programs, nor to provide ongoing operational funding.

Proposed Funding Parameters

The proposed policy establishes that all contribution requests will be evaluated on a case-by-case basis, by the Review Committee, being the Mayor, CAO, and Town Clerk:

- eligibility of all requests of \$500 or less will be determined by the Review Committee;
- all requests over \$500 will be brought forward to Council for consideration;
- in-kind Requests will be considered as part of the annual budget allocation and will be dealt with at the actual cost of the request and through an internal financial transfer through the Treasurer to the appropriate budget cost center;
- a requirement that requests demonstrate a community benefit within Arnprior;
- restrictions on political, discriminatory, or otherwise inappropriate uses;
- annual reporting requirements; and
- limitations intended to ensure equitable distribution of support.

Support may include:

- locally sourced gift baskets;
- local business gift cards;
- event sponsorships;
- door prizes;
- recognition items; or
- similar modest community contributions.

Council may also propose maintaining a limited inventory of pre-purchased locally sourced items (such as gift baskets or local gift cards) to allow timely responses to approved requests and reduce administrative burden.

Where support is provided, recognition material identifying the contribution as being “on behalf of Arnprior Town Council” may accompany the donation, except during the Municipal Election Restricted Acts Period or where otherwise restricted by legislation or policy.

Approval Process

Outside of the Municipal Election Restricted Acts Period, requests would generally be considered by the Review Committee, being the Mayor, CAO, and Town Clerk.

Delegated authority to the CAO and Clerk jointly, is recommended during the Municipal Election Restricted Acts Period to approve requests in accordance with the Policy and applicable legislation.

This approach balances:

- transparency and Council oversight;
- operational flexibility;
- election-period neutrality; and
- responsiveness to community needs.

Eligibility Considerations

To ensure consistency and protect the Town from perceptions of political or ideological endorsement, the proposed policy includes eligibility criteria requiring that supported initiatives:

- align with municipal values and policies;
- demonstrate broad community benefit;
- remain non-partisan in nature; and
- comply with applicable legislation, including the Ontario Human Rights Code.

The policy would prohibit support for:

- political organizations or campaigns;
- discriminatory or exclusionary initiatives;
- activities inconsistent with Town policies; and
- initiatives that could reasonably expose the Town to reputational or legal risk.

Financial Implications

The annual budget allocation for the Fund is \$5,000, as approved through the 2026 budget process.

All expenditures would be funded within the approved budget allocation.

Annual reporting would provide transparency regarding use of the Fund.

Strategic Plan Implications

The proposed policy supports Council priorities related to:

- community engagement;
- volunteerism;
- civic pride;
- local partnerships; and
- responsive local government.

The policy also supports local economic activity through the prioritization of Arnprior-based businesses and vendors where practical.

Consultation

The proposed policy framework was developed based on Council Budget Working Group discussions and a review of comparable approaches.

Further Council direction may be incorporated prior to final adoption.

Policy Implications

Approval of this report would establish a new Council Community Support Fund Policy attached to this Agenda Package for Council's considerations this evening.

Options

Option 1 – Approve the Policy (Recommended)

Approve the proposed Council Community Support Fund Policy and implementation framework.

Option 2 – Amend the Policy

Provide direction to staff regarding revisions to funding limits, approval processes, eligibility criteria, or reporting requirements.

Option 3 – Do Not Proceed

Council may choose not to implement the proposed discretionary support framework.

Conclusion

The proposed Council Community Support Fund provides a modest, transparent, and accountable framework for supporting community initiatives that may otherwise fall outside existing municipal funding programs.

The policy balances flexibility and responsiveness with appropriate safeguards, transparency measures, and Council oversight.

The proposed framework would provide Council with an additional tool to recognize and support the volunteers, organizations, and residents who contribute to the strength and character of the Arnprior community.

The Corporation of the Town of Arnprior

By-law Number 7676-26

A by-law to provide for an exemption to By-law No. 5209-04, being a By-law to Regulate Signs, Merchandise Displays and other Advertising Devices in the Town of Arnprior (145 Daniel Street North)

Whereas Section 11 (3) (7) of the Municipal Act, 2001 as amended, provides that a municipality may pass by-laws respecting structures, including fences and signs; and

Whereas the Council of the Corporation of the Town of Arnprior has jurisdiction over advertising devices including signs; and

Whereas Council deems it necessary and advisable to regulate the size, use, location and maintenance of signs and advertising devices on private property within the Town of Arnprior; and

Whereas Council deems it expedient to grant an exemption to Section 8.2 of the Sign and Merchandise Display By-Law Number 5209-04 for a ground sign located at 145 Daniel Street North.

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

“That the single detached dwelling with bed and breakfast at 145 Daniel St. N. may have one (1) ground sign no greater than 1.2 square meters in sign area (0.6 meters per sign face) and 2.4 meters in height containing the name, address and profession or business of a resident.”

That this By-law shall come into force and effect on the day of its adoption.

Passed in open Council this 25th day of May 2026.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

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

The Corporation of the Town of Arnprior

By-law Number 7677-26

A by-law to adopt the 2026 - 2030 Arnprior + District Museum Strategic Plan for the Town of Arnprior.

Whereas Section 8 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas Section 11 (1), (2) and (3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, permits lower-tier municipalities to provide any service or things that the municipality considers necessary or desirable for the public including the passing of by-laws pertaining to economic, social, and environmental well-being of the municipality, as well as matters respecting culture, parks, recreation and heritage spheres of jurisdiction; and

Whereas public, Advisory Committee, Council and staff consultations were undertaken; and

Whereas the Arnprior + District Museum has undertaken a Strategic Planning process through 2025 and the beginning of 2026, and through this process developed the 2026 - 2030 Arnprior + District Museum Strategic Plan to help further advance the museum as a public experimentation hub for culture and heritage dedicated to municipal cultural planning and informal community education.

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

1. **That** the 2026 – 2030 Arnprior + District Museum Strategic Plan, attached as Appendix A, be hereby approved; and
2. **That** this Arnprior + District Museum Strategic Plan be used as a guiding document for museum activities over the next five years, and to help communicate the Town of Arnprior's commitment to and investment in heritage and culture as a tool for community connection and economic development; and
3. **That** the Arnprior + District Museum Strategic Plan be reported on annually; and
4. **That** any by-laws or resolutions and/or parts of by-laws and/or resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

That this By-law shall come into force and effect on the day of its adoption.

Enacted and Passed this 25th day of May 2026.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

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



Arnprior + District Museum

Strategic Plan 2026-2030

Land Acknowledgement

The Town of Arnprior recognizes that the land on which we work and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation has 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.

About the Museum

Arnprior + District Museum is redefining what a community museum can be. Building on our strong exhibits and strong local involvement, we're becoming a lively, community-driven space where people explore ideas, spark conversations, and help shape the future.

Inspired by the connections our historic building creates, we explore history, art, and science to offer experiences that encourage learning, imagination, and problem-solving. Exhibits and programs are co-created with local partners and designed to be hands-on, interactive, and welcoming for all ages.

We work closely with residents to share diverse stories—drawing on both physical objects and lived experiences—so our work reflects the full range of voices in our region. By using simple, everyday materials, we make participation easy and accessible.

At our core is a commitment to accessibility, inclusion, and meaningful community engagement. The museum isn't just a place to visit: it's where we create our belonging together.

Arnprior + District Museum's Theory of Change

After three years of experimentation as a community cultural hub, we saw a significant rise in visitation. Our current plan builds on these growing connections, based on the idea that our cultural hub can foster deeper collaboration to support inclusive social change and strengthen community self-determination. This strategic plan outlines actions to reinforce our role as a cultural hub, connects those actions to social impacts, and introduces experimental approaches to assess and communicate our work.

Listening to the Community

Our strategic planning team:

Gail Brant-Terry, Senior Advisor and Co-Founder, Ridge Road Training & Consulting

Ro Nwosu, Wildroga Community Wellness & Impact Consultant

Anya Gansterer, Co-Artistic Director, Ottawa Valley Community Arts

Emily Stovel, Manager of Culture and Curator, Arnprior + District Museum

We asked our community how the museum could serve most relevantly as a cultural hub through:

- Interviews and focus groups with staff, municipal employees, volunteers, and community leaders
- Arts-based conversations with community members at large events

The Strategic Planning Process

Step 1	Step 2	Step 3	Step 4
Research Design	Engagement	Visioning and Analysis	Plan Development
July 2025	August - October 2025	November 2025	November - December 2025

Hearing the Community

We heard that we should continue what we have been doing:

Staff Engagement:

- Change within the museum must come at the community's pace.
- Seek community trust and partnership.
- Programs to highlight connections among people, bridging cultures, backgrounds, and lived experiences.

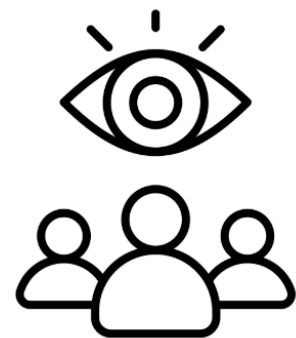
Community Conversations:

- Engaged, hands-on, accessible activities for all
- An network of cultural institutions in Arnprior that avoided overlap.
- More stories focused on the lives of everyday people in the region, in collaboration with local communities.

Arnprior + District Museum

Mission

Our museum welcomes the community broadly, creating clear opportunities where all participate meaningfully in each collaborative process.



Vision

Our museum is a vital room of people working together toward meaningful change, committing to mutual support and imaginative solutions.



We will implement our mission and vision by leveraging stories with community belongings to serve year-round as:

- A regional site for engaging, hands-on programming toward cooperative problem-solving of identified community needs.
- An educational collaborator for civic engagement and innovation.
- A tourism hub that connects visitors to the community.
- A conduit that supports municipal services to the community by amplifying information sharing amongst all.

Arnprior + District Museum as Cultural Hub

The Core Values that guide our work



Relationship- Fueled

We are committed to nurturing and sustaining relationships at all levels. We grow with our partners to provide services in a way that works for them. Once our relationships are long-standing and based in mutual trust, we help transform local ideas and activities into social change.

Responsive and Reflective

We listen and take thoughtful action to remove organizational barriers so everyone feels welcomed and included. With curiosity, we use open-ended questions to deepen our understanding and each collaboration is open to new possibilities.





Unexpectedly Innovative

We are a regional-recognized space for experimentation and civic engagement. We use ingenious methods and tools to build solutions that inspire. We bring new possibilities to meaningful change.

Open and Honest

We are vulnerable and open to learning together. We strive to be transparent in our communication. We speak openly about decision-making and seek understanding about our work processes and goals. We support the right of others to experiment and evolve, to test ideas, and to rebuild collaboration.



Strategic Directions and Objectives

Deepening Relationships with Community through Museum Practices

- Rethinking care of belongings in partnership.
- Co-created inclusive responsive programming

Commit to Operational Clarity and Better Share Our Story

- Building capacity in staff and volunteers.
- Develop and implement measurement tools.
- Develop and implement communication plan.

Facilitate Continued Support

- Generating revenue
- Develop and implement Marketing Plan

Deepening Relationships with Community through Museum Practice

Objective 1a	Current Practice	2026: Testing	2027: Debrief	2028: New Practice	2029-2030: Cultural Plan Preparation
<p>Rethinking care of belongings in partnership</p>	<p>The museum is working with local Indigenous consultants, hosting staff training in Indigenous relations, and connecting with First Nations communities about belongings cared for in Arnprior. We now call collections “Belongings” as an act of reconciliation and in recognition of a duty of shared care and stewardship.</p>	<p>Continue training of staff in Indigenous knowledge and perspectives. Prepare for Nation-to-Nation diplomacy.</p>	<p>Host leadership from our community’s host First Nation and identify goals or priorities they might have toward our organization.</p>	<p>Reach out and begin reciprocal relationships with other Indigenous communities and First Nations.</p>	<p>Engage a consultant to help deepen our cultural services to the Municipality and residents of Arnprior.</p>

Deepening Relationships with Community through Museum Practice

Objective 1b	Current Practice	2026: Testing	2027: Debrief	2028: New Practice	2029-2030: Cultural Plan Preparation
Rethinking care of belongings in partnership	Over the last three years, we have digitized more than 7000 belongings and organized three storage locations, one for long-term storage, another for textile care, and a third for exhibit and connecting with the community. We have opened collections to the community through an online portal on our website and visits with community belongings.	Begin including more community belongings in public programs and school tours. Build volunteer collections team. Evaluate our collections policy and brainstorm how to include more communities in our collections care	Research collections policies, deaccessioning, and Rematriation. Continue building an education collection with support of the volunteer team.	Create a new Collections Policy in partnership with community members and representatives from First Nation partners .	Engage a consultant to help deepen our cultural services to the Municipality and residents of Arnprior.

Deepening Relationships with Community through Museum Practice

Objective 2	Current Practice	2026: Testing	2027: Debrief	2028: New Practice	2029-2030: Cultural Plan Preparation
Co-created inclusive responsive programming	Our growth in visitation is a reflection of co-created community programming. The museum regularly co-hosts events with partner organizations and builds exhibits with local groups to tell local stories. This will continue and is the heart of our work.	Implement current school tours, which were requested by and developed with community organizations and schools.	Collect neighbourhood interviews for the Arrival Exhibit and develop an exhibit proposal for submission as a grant.	Submit grant for Arrival Exhibit	Installation and marketing of new permanent community exhibit: Arrival.

Commit to Internal Purpose to Better Share Our Story

Objectives 1 & 2	Current Practice	2026: Testing	2027: Debrief	2028: New Practice	2029-2030: Cultural Plan Preparation
Building capacity in staff and volunteers	We have grown to a museum staffed by four permanent employees and five fixed-term positions. Volunteer hours have grown, as has the age range of volunteers.	Implement Volunteer Plan and Staff Onboarding	Evaluate Volunteer Plan and Staff Onboarding	Complete SOPs and continue annual training	Plan staffing and volunteer support to serve as a regional cultural hub and expand cultural activities.
Develop and implement measurement tools	Museum staff developed a new visitation counting system to capture all the ways we work in community. We also worked with a local arts organization to develop engagement tools as part of our strategic planning process.	Research arts-based data collection and impact measurement	Test and evaluate impact assessment tools	Develop and implement data collection system that recognizes social, economic, and educational impact, including events	Plan and test community-based evaluation strategies.

Commit to Internal Purpose to Better Share Our Story

Objectives 3	Current Practice	2026: Testing	2027: Debrief	2028: New Practice	2029-2030: Cultural Plan Preparation
Develop and implement communication plan	Our museum curator has presented twice a year at Arnprior Town Council Meetings and has given talks at local, regional, and National meetings, in order to engage as many people as possible in our transformation into a cultural hub.	Begin communicating what a museum-led cultural hub is and how our museum reflects this. Finalize photo and video file management procedures to help communicate best how we do what we do. Develop an internal communication plan so staff feel confident that they are informed of organizational activities.	Collect videos, photos and data to help communicate our mission and community contributions. Identify external data sources and visualization methods that can help us tell this story.	Propose a new museum brand that leverages our role as cultural hub to increase tourism in the community.	Explore the museum's role as space for community problem-solving (i.e., host first citizen lab, explore Community Foundation/Community Council, etc.)

Facilitate Continued Support

Objectives 1 & 2	Current Practice	2026: Testing	2027: Debrief	2028: New Practice	2029-2030: Cultural Plan Preparation
Generating revenue	The museum has developed a successful full day, full week summer camp that has increased our revenue. Additional revenue streams will support pilot projects in the future.	Reform the Friends of the Museum, build a community of practice, acquire charitable status, and begin financial planning	Develop business plans for and test projects: grants, tourism, gift shop. Carry out friendraising.	Hire first consultant and build most favourable revenue stream.	Contribute to the Town's Destination Management Activities and to the Town's tourism strategy and invest in the long-term sustainability of the Friends of the Museum non-profit.
Develop and implement marketing plan	Our museum has explored new marketing practices on social media, partnering with community members to co-create posts and highlighting neighbours' contributions to our community.	Test new marketing practices. In partnership with Town Marketing staff, schedule regular marketing, adjusting for specific target audiences.	Develop social media campaigns to tell the stories gathered during moments of connection. Establish mechanisms to evaluate ROI in marketing initiatives.	Assess growth in engagement and change practices according to more significant ROI.	Consolidate community-based, inclusive marketing approaches

Measuring the Social Impact of our Cultural Hub

This strategic plan focuses on how Arnprior + District Museum can meet the needs of the community as a cultural hub. As the plan is implemented, we will move beyond traditional quantitative indicators and key performance metrics and use diverse engagement tools to capture our social impact. Assessment will be ongoing and will inform and guide future strategic planning efforts.

Because we are a Cultural Hub, we

Increase Community Well-being and Belonging

The Museum encourages an engaged, connected, diverse and, mutually-supportive community. We create a welcoming environment for both new and established members of the community. There's laughter and curiosity in the building.

Measurement:

- Track the number of exhibits/programs that reflect underrepresented stories each year.
- Track recurrent participation at events and programs and report annually.
- Launch one marketing campaign in a non-official language per year. Track engagement on social platforms.
- Explore the definition of “welcome” with visitors and partners, then work with staff to adopt diverse effective welcoming practices.
- Conducting a ‘Belonging Survey’ using arts engagement in years 2 and 5.
- Work with the Local Immigration Partnership in their developing efforts to measure welcoming communities.

Because we are a Cultural Hub, we

Build Capacity Within Arnprior's Social Sector

The Museum works with local institutions, businesses, schools, volunteers, and other partners in collaborative problem-solving. The Museum facilitates links among partners and moves toward a networked approach to the social sector.

Measurement:

- Record the number of events/programs/exhibits that are co-hosted each year.
- Record the number of businesses and organizations the Museum partners annually; maintain a Community Partner List.
- Collect volunteer reflections once a year.
- Host local social sector volunteers and staff in arts-engaged reflection work to track gaps in services once during the strategic planning period.

Because we are a Cultural Hub, we

Connect the Larger Region to Arnprior

The Museum is a regional hub for culture and tourism, echoing Arnprior's reputation as a creative and vital community. We communicate and exchange ideas and techniques with institutions beyond our municipality to better share our story.

Measurement:

- Track and report on visitor origins and numbers annually.
- Identify and report on the number and types of collaborations with institutions outside of Arnprior and how these relationships change over time.
- Ask visitors “How did you hear about this event/program/museum?” and report annually.
- Invite visitors from outside Arnprior to reflect on their experience with the Museum and Town through summer arts-based stations at one public event per year. Track variation in these perceptions over the strategic planning period.

**The Corporation of the
Town of Arnprior**

By-Law Number 7678-26

A by-law to award Tender PW-2026-02 Rolling Road Rehabilitation and proposal for Contract Administration & Part Time Inspection.

Whereas Section 8 of the *Municipal Act* S.O. 2001, Chapter 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 the 2026 Capital Budget was deemed adopted on February 2, 2026 which included a budget of \$750,000 for Rolling Road Rehabilitation; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued Request for Tender PW-2026-02 Rolling Road Rehab through public process; and

Whereas McRae Excavating Ltd. Submitted the lowest acceptable bid of \$905,062.20 inclusive of HST; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town requested a proposal for part-time contract administration and inspection services under standing offer agreement; and

Whereas Jp2g Consultants Inc. submitted a proposal for part-time contract administration and inspection services, under standing offer agreement, in the amount of \$40,018.95 inclusive of HST; and

Whereas there is budgetary deficit of \$101,074.84; and

Therefore Be It Resolved That Council enacts as follows:

1. **That** Council award Tender PW-2026-02 Rolling Road Rehabilitation to McRae Excavation Ltd., in the amount of \$905,062.20 including HST;
2. **That** Council award design proposal 25-1209E Part Time Contract Administration and Inspection Services to Jp2g Consultants Inc, in the amount of \$40,018.95 including HST;
3. **That** Council fund the budgetary deficit of \$101,074.84 from the Capital Expenditure Reserve Fund;

4. **That** Council authorizes the CAO to execute the agreements and related documents with Jp2g Consultants Inc. and McRae Excavating Ltd;
5. **That** any by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.
6. **That** this by-law comes into full force and effect on the day of its adoption.

Passed in Open Council, this 25th day of May 2026.

Lisa McGee, Mayor

Kaila Zamojski, Clerk

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

The Corporation of the Town of Arnprior

By-law Number 7679-26

A by-law to award a contract for Robert Simpson Park Refresh Phase 1A.

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 2, 2026, the 2026 Capital Budget was deemed adopted which included Robert Simpson Park Phase 1A with a budget of \$2,520,000.00; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender REC-2026-03 through a public process for Arnprior Robert Simpson Park Refresh Phase 1A; and

Whereas Thunderbolt Contracting Limited submitted the lowest acceptable bid of \$1,652,421.27 (plus HST) for the project; and

Whereas Stantec Consulting has provided a proposal for contract administration & quality assurance for total cost of \$129,381.00 (plus HST); and

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

1. **That** Council awards the Arnprior Robert Simpson Park Refresh Phase 1A Tender No. REC-2026-03 to Thunderbolt Contracting Ltd., for a total of \$1,652,421.27 (plus HST); and
2. **That** Council awards quality assurance and contract administration services to Stantec Consulting for a total of \$129,381.00 (plus HST); and
3. **That** the CAO is authorized to execute the agreements, and related documents with Thunderbolt Contracting Ltd. and Stantec Consulting to implement the defined scope of work.
4. **That** Council authorizes the General Manager, Operations to spend additional contingency expenses up to \$178,180.22 which constitutes 10% of the total Contract value.
5. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
6. **That** this By-law shall come into force and effect on the day of its adoption.

Passed in open Council this 25th day of May, 2026.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

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

The Corporation of the Town of Arnprior

By-law Number 7680-26

A by-law to adopt Policy FS-BR-10 – Council Community Support Fund Policy.

Whereas Section 8(1) of the Municipal Act, 2001, as amended, provides broad authority on the municipality to enable municipalities to govern their affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues; and

Whereas as part of the 2026 municipal budget process, Council approved funding in the amount of \$5,000 to establish a discretionary community support fund; and

Whereas Council deems it expedient to adopt Policy FS-BR-10 – Council Community Support Fund Policy.

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

1. **That** policy number FS-BR-10 – Council Community Support Fund Policy be adopted, as attached hereto and forming part of this by-law; and
2. **That** any by-laws or resolutions and/or parts of by-laws and/or resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law; and
3. **That** this By-law shall come into full force and effect on the day of its adoption.

Enacted and Passed this 25th day of May 2026.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

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



The Town of Arnprior Corporate Policies and Procedures Manual

Policy Name: Council Community Support Fund

Policy Manual Section:

Financial Services – Budget & Revenue (FS-BR)

Policy Number: FS-BR-10

Effective Date: May 25, 2026

Revision Date: N/A

By-law Number: 7680-26

Organizational Coverage:
Town of Arnprior Staff and Council

1.0 Purpose

The purpose of the Council Community Support Fund (“the Fund”) is to provide modest financial or in-kind support for community initiatives, events, charitable activities, volunteer recognition efforts, and local fundraising activities that:

- provide a demonstrated benefit to the Arnprior community;
- support civic engagement and volunteerism;
- strengthen community connections;
- promote municipal goodwill and visibility; and
- may not qualify under existing municipal grant or sponsorship programs.

The Fund is intended to complement, not replace, existing municipal grant and sponsorship programs.

2.0 Scope

This Policy applies to all allocations made through the Council Community Support Fund approved through the Town’s annual budget process.

The Fund may be used to provide:

- locally sourced gift baskets;
- local business gift cards;
- event sponsorships;
- recognition items;
- door prizes;
- tickets for representational attendance; and
- other modest community support contributions approved in accordance with this Policy.

3.0 Definitions

Review Committee – The Review Committee for the purpose of authorizing requests made under this policy shall be the CAO, Town Clerk and Mayor or Deputy Mayor in the absence of the Mayor. During a Municipal Election and period of Restricted Acts, the CAO and Town Clerk shall be the Review Committee for this time period.

4.0 Annual Budget Allocation

The Mayor shall propose the annual budget allocation for the Fund through the municipal budget process.

5.0 Eligibility Criteria

To be eligible for consideration, requests must:

- demonstrate a clear benefit to the Arnprior community;
- primarily benefit Arnprior residents, businesses, organizations, or initiatives;
- align with the Town’s policies, values, and strategic priorities;
- be non-partisan in nature;
- be modest in scope and financial value;
- not duplicate existing municipal grant funding; and
- comply with all applicable legislation.

Priority will be given to:

- grassroots community initiatives;
- volunteer-led events;
- charitable fundraising efforts;
- resident hardship support initiatives; and
- requests that would otherwise be ineligible under formal grant criteria.

6.0 Ineligible Requests

The Fund shall not be used for:

- direct cash donations to individuals;
- political campaigns, candidates, or political organizations;
- activities that are discriminatory, exclusionary, or inconsistent with the Ontario Human Rights Code;
- initiatives that promote hatred, violence, or unlawful activity;
- religious activities intended primarily for worship or proselytization;
- retroactive funding requests after an event has concluded;
- ongoing operational funding;
- legal proceedings or lobbying activities; or
- requests that may reasonably expose the Town to reputational, legal, or financial risk.

7.0 Funding Limits

6.1 Contribution requests will be evaluated on a case-by-case basis, by the Review Committee.

6.2 Eligibility of all requests of \$500 or less will be determined by the Review Committee. All requests over \$500 will be brought forward to Council for consideration.

6.3 In-Kind Requests will be considered as part of the annual budget allocation and will be dealt with at the actual cost of the request and through an internal financial transfer through the Treasurer to the appropriate budget cost center.

6.4 Receipt of support under this Policy does not guarantee future funding.

8.0 Application Process

8.1 Requests shall be submitted in writing to the Review Committee.

8.2 Requests should be submitted sufficiently in advance of the event or initiative to allow consideration of the Review Committee and Council if applicable.

8.3 Applications shall include:

- description of the initiative or event;
- requested support;
- anticipated community benefit;
- event date (if applicable); and
- any previous municipal support received during the calendar year.

9.0 Approval Process

9.1 Outside of the Municipal Election Restricted Acts Period, requests shall generally be considered by the Review Committee, and only Council, at a Regular Meeting, should the request be greater than \$500.

9.2 During the Municipal Election Restricted Acts Period, delegated authority for all requests under this Policy shall rest with the CAO and Town Clerk jointly.

9.3 Any approvals made under delegated authority shall be reported to Council for information at the next regular Council meeting, following the Restricted Acts Period.

10.0 Municipal Election – Restricted Acts Period

10.1 During the Municipal Election Restricted Acts Period:

- contributions shall not reference individual members of Council;
- contributions shall not include member names, photos, or campaign-style messaging; and
- all recognition shall be attributed solely to the Town of Arnprior where appropriate.

10.2 The administration of the Fund during the Municipal Election Restricted Acts Period shall remain neutral and non-partisan.

11.0 Recognition and Branding

11.1 Where practical, contributions made through the Fund should include recognition identifying the contribution as being provided “on behalf of Arnprior Town Council.”

11.2 Recognition materials may include:

- Town-branded cards;
- Town logos; or
- acknowledgement in event materials.

11.3 Recognition practices shall comply with any applicable legislation, election-related restrictions, or Town policies.

12.0 Local Purchasing

12.1 Where practical, purchases made through the Fund shall prioritize Arnprior businesses, organizations, and vendors.

12.2 Staff may maintain a limited inventory of locally sourced gift cards, gift baskets, or similar items to facilitate timely response to approved requests.

13.0 Conflict of Interest

13.1 Members of Council shall comply with the Municipal Conflict of Interest Act.

14.0 Transparency and Reporting

14.1 Staff shall maintain records of all allocations made through the Fund.

14.2 An annual summary report shall be provided to Council outlining:

- recipient/event;
- nature of support provided; and
- approximate value of the contribution.

14.3 Personal information shall be protected in accordance with applicable privacy legislation.

15.0 Administration

15.1 The CAO and Town Clerk or designate shall be responsible for the administration of this Policy.

15.2 Staff may establish administrative procedures, forms, and internal processes necessary to implement this Policy, if applicable.

16.0 Effective Date

This Policy shall come into effect upon approval by Council.

17.0 Policy Review

This Policy shall be reviewed by Council at least once per term of Council, or earlier as required.