Minutes of Special Council Meeting  
December 12, 2018  
6:00 PM  
Town Hall, Council Chambers

Present:  
Mayor Walter Stack  
County Councillor Dan Lynch  
Councillor Ted Strike  
Councillor Lynn Grinstead  
Councillor Tom Burnette  
Councillor Chris Toner  
Councillor Lisa McGee

Absent:

Also Present:  
Maureen Spratt, Town Clerk  
Kaila Zamojski, Deputy Clerk  
Jennifer Morawiec, General Manager, Client Services/Treasurer  
John Steckly, General Manager, Operations  
Graeme Ivory, Manager of Recreation  
Estelle Moynes, Manager of Finance & Support Services  
Janet Carlile, Museum Curator  
Karen Deluca, Chief Librarian

1. Call to Order  
Mayor Walter Stack called the Special Council meeting to order at 6:00 PM and welcomed those present.

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

3. Adoption of Agenda  
Resolution No. 403-18  
Moved by Lynn Grinstead  
Seconded by Dan Lynch  
Be It Resolved That the agenda for the Special Meeting of Council dated Wednesday, December 12, 2018 be adopted.  
Resolution CARRIED

4. Disclosures of Pecuniary Interest  
County Councillor Dan Lynch declared the following interest:

“I County Councillor Dan Lynch have a pecuniary interest in item # 5 (e) – Presentation by the Arnprior Airport Commission - because the presentation deals with the Arnprior Airport, and I am a paid employee of this establishment.
5. Presentations

2019 Budget Consultations

a) Arnprior Regional Health Foundation – Grove Nursing Home Redevelopment

Arnprior Regional Health Foundation – Grove Nursing Home Redevelopment representatives, Eric Hannah, Ed Reid, and Darrel O'Shaughnessy provided Council with a Power Point presentation, attached as Appendix A and forming part of these minutes.

Arnprior Regional Health Foundation – Grove Nursing Home Redevelopment requested $400,000 from the Town of Arnprior, as well as the waiving of Development Charges and associated Building permit fees.

b) Physician Recruitment Committee

The Physician Recruitment Committee Chair Marc Nibourg and Tracey Liebig, Coordinator, provided Council with a Power Point presentation outlining the past years’ initiatives and achievements of the Physician Recruitment Committee, attached as Appendix B and forming part of these minutes.

The Physician Recruitment Committee requested $20,000 from the Town of Arnprior.

c) Seniors Active Living Centre

The Seniors Active Living Centre Arnprior Regional Health Representative, Katrin Spencer provided a Power Point presentation outlining the past year’s initiatives and achievements, attached as Appendix C and forming part of these minutes.

The Seniors Active Living Centre requested $5,000 in cash and $5,000 in kind from the Town of Arnprior.

d) Arnprior & District Museum

Brian Gilhuly, Chair of the Museum Board and Janet Carlile, Museum Curator provided a Power Point presentation outlining the past year’s initiatives and achievements, attached as Appendix D and forming part of these minutes.

The Museum Board requested $2,907 to add an Education Coordinator position, as well as $6,000 to create a Strategic Plan in 2019.

County Councillor Dan Lynch vacated his seat at the Council table at 6:52 pm.

e) Arnprior Airport Commission

The Arnprior Airport Commission provided a presentation, attached as Appendix E and forming part of these minutes.

The Arnprior Airport Commission requested an increase of $5,000 to their annual grant for a total of $65,000 from the Town of Arnprior, due to increased maintenance requirements of fuel dispensers.
County Councillor Dan Lynch resumed his seat at the Council table at 7:01 pm.

f) Arnprior & McNab/Braeside Archives
Irene Robillard and Art Turnewitsch, Chair and Treasurer of the Arnprior & McNab/Braeside Archives provided a Power Point presentation outlining the past year’s initiatives and achievements, attached as Appendix F and forming part of these minutes.

The Arnprior & McNab/Braeside Archives requested and increase of $2,500 to their previous grant ($15,500 increased to $18,000) to deal with increased costs associated with running the archives and assist in allowing more paid staff time.

g) Ad Hoc Committee Poverty and Homelessness
Mayor Walter Stack noted there is a letter included in this evenings package from the Ad Hoc Committee Poverty and Homelessness requesting $5,000 to hire a consultant to assist the Committee in formulating an Action Plan producing recommendations moving forward to meet the needs of the Arnprior and surrounding community in regards to poverty and homelessness.

h) Arnprior Public Library
Neil Salminen Vice-Chair of the Library Board and Karen De Luca, Chief Librarian provided a Power Point presentation outlining the past year’s initiatives and achievements, attached as Appendix G and forming part of these minutes.

The Library Board requested total funding of $337,119 to allow for 1 additional staff member, as well as the $4,500 allocated to the Library from Development Charges.

i) Public Delegations
None

6. Confirmatory By-Law
Resolution No. 404-18
Moved by Tom Burnette
Seconded by Ted Strike
That By-law No. 6901-18 being a By-law to confirm the proceedings of the Special Meeting of Council held on December 12, 2018 and it is hereby enacted and passed.

Resolution CARRIED
7. **Adjournment**

Resolution No. 405-18

Moved by Lynn Grinstead
Seconded by Chris Toner

*That* this meeting of Council be adjourned at 7:31 PM.

Resolution CARRIED

______________________________  ________________________________

Walter Stack, Mayor               Maureen Spratt, Town Clerk
Minutes of Special Council Meeting

7. Adjournment
Resolution No. 405-18
Moved by Lynn Grinstead
Seconded by Chris Toner
That this meeting of Council be adjourned at 7:31 PM.

Resolution CARRIED

Walter Stack, Mayor

Maureen Spratt, Town Clerk
ARH – Town of Arnprior
Current Successful Partnerships

• Physician recruitment

• Seniors Active Living Centre
The Grove Nursing Home

History

• Built in 1981

• Funding came from:
  o legacy gifts
  o Corporations of the Town of Arnprior, Village of Braeside, and Townships of McNab, Pakenham and West Carleton
  o Financial services commercial establishments

• Has been the only licensed long-term care home in the Arnprior region
The Need for a New Home

• To meet current Ontario Ministry of Health and Long-term Care home design standards or face closing
• Arnprior has less than half the provincial average in the number of long-term care beds for those people over the age of 75
• 96 people on the waiting list – 38 from Arnprior
• #1 goal of the town’s Age-friendly Community Plan
Grove Redevelopment Cost

$27.4 Million
Did you know? Only 67% of the funding for the Grove redevelopment is coming from the government.
Come Home to Great Care Campaign

$4 Million Grove Redevelopment + $1 Million Medical equipment
Construction Timeline

Spring 2019
Construction starts

Spring 2021
Estimated completion date
Economic Impact

• Largest construction project in Arnprior’s history
• Potential for local construction workers & sourced construction materials
• 36% increase in jobs from 48 to 75
Campaign Update

$1.9 million (cash/pledges)

Some donors to date
(Nu-tech, Antrim’s, Pilon Family Funeral Home, etc.)

January 16, 2019 Launch
Town of Arnprior Request

$400,000

• Can be pledged over a period of up to 10 years

• $12 per year per household for 10 years

+ Waived Development Charges / Fees
What This Project Means To Me
Questions
350 John Street North
Arnprior, ON, K7S 2P6
613.623.3166 ext. 532
www.greatcarearnprior.ca
What is the Physician Recruitment Committee (PRC)?

- It is a collaborative effort between:
  - Community Members
  - Township of McNab Braeside
  - Town of Arnprior
  - Arnprior Regional Health
  - Arnprior Family Health Team
  - Local Family Physicians

- The PRC works to ensure that every local resident has access to a local family physician.
The success of the PRC committee would not be possible without the generous funding support of the Town of Arnprior which has been in place since 2013.

We welcome Mayor Walter Stack to the PRC Committee and thank him for his willingness to participate on this committee.

PRC would like to recognize Past Mayor David Reid for his time attending student/resident luncheons to help promote the community, as well as attending our monthly PRC meetings.

We would like to recognize Lindsay Wilsons commitment and contribution to the PRC Committee as well, her monthly attendance at meetings, support with the Doctors Dining Duel and coordination of Community Week is greatly appreciated!
2 New Physicians Welcomed in 2018
Dr. Janice Yau & Dr. Chris Zadow

1 New Physician Welcomed in 2017
Dr. Deigo Garcia

2 New Physicians Welcomed in 2016
Dr. Michael Fishman and Dr. Hang Shi
Highlights from 2018

• New Physician Recruitment Coordinator – May 2018
• Attended the career fairs at Queen’s University and the University of Ottawa
• Successful Fundraising event - Doctors Dining Duel
• Welcomed 27 resident physicians via a luncheon during their FM rotation with Arnprior Physicians
• FPA Position posted - phone and email contact as well as 2 site tours with potential Candidates
• Retention - Appreciation luncheon for physicians
Current Physician needs:

- Family Physician - Anesthetist (FPA)-
- Pending Retirements in the next 2-5 years
- Underserviced area
- New developments in both Communities
Recent Recruitment Efforts:  
January 2018 to date

• 27 Resident Physicians completed rotations with local physicians
• 2 site tours and interviews with FPA candidates
• 4 Medical Students attended Community Week
• Career Fairs - Queens University, Ottawa University and McMaster University
Fundraising Efforts
Financial Summary

• We are currently on or under budget in all areas.
• Our financial goal for the Doctor’s Dining Duel fundraiser will bring in an additional $10,000 in 2019.
• Our budget for 2019 allows for the hiring of one additional physician.

PRC’s budget for recruitment initiatives for 2019 will total $50,000. This includes:
  • the Physician Recruitment Coordinator role
  • attendance at 3 recruiting events
  • the continuation of student lunches (where we get an opportunity as a committee to speak to the students/residents one on one about their plans for permanent practices)
  • support to hire one additional physician
  • Attendance at the Canadian Association of Staff Physician Recruiters.
PRC Request

• Requesting support from the Township of McNab Braeside $20,000
• Requesting support from the Town of Arnprior $20,000.

Recruitment Plan

With continued support, the PRC will:

• Continue our efforts to ensure all local area residents have access to a local primary care physician.
• Continue the flow of potential candidates through building ongoing relationships with medical schools and student physician placement agency to ensure flow of students and residents.
• Ensure postings are current with medical schools, Health Force Ontario.
• Continue ongoing communication with HFO and CASPR to maintain visibility. Regular updates to those on physician recruitment candidate list. Attendance at career fairs/events
• Continue efforts to secure an FPA to replace Dr. Shi
• Coordinate and host our annual Doctors Dining Duel.
Questions...
Thank you for your time and consideration!

Mark Nibourg - Chair  (613) 623-1988

Tracey Liebig - Coordinator (613)623-3166 Ext. 596
Grand Opening on Oct 1, 2018
What is SALC?

- A place for seniors to participate in social, educational and recreational programs.

- A partnership of the Ontario Ministry of Seniors and Accessibility, Arnprior Regional Health, the Town of Arnprior and the Township of McNab/ Braeside.

Locations

77-B Madawaska Street (Side Entrance), Arnprior

McNab Braeside (coming in January)

Phone: 613-296-1906
E-mail: info@seniorsactive.ca
Website: www.arnpriorregionalhealth.ca/salc
Programs

- Social Corner (during open hours)
- Low-impact fitness classes
- Seniors yoga (Beginner and intermediate)
- Computer Classes
- Creative writing
- Jam Session
- Carpet Bowling
- Expressive Dance
- Card games

December Calendar
Programs to Come

- Craft and painting (Dec/Jan)
- Special seasonal events (Ongoing)
- Photo club (Jan)
- Educational talks (Ongoing)
- Men’s Shed (Jan)

Updates: SALC Website, Facebook, & physical Calendar at SALC location.

SALC instructors
Membership Benefits

- A place to meet and make friends!
- Opportunities for learning, creativity and skills development
- Opportunities to volunteer by sharing your knowledge and skills
- Transportation available for residents of Arnprior and McNab/Braeside.

Tangible Outcomes (at Dec 1, 2018)

- 250 members
- Strong programming and coordination
- Great attendance at Yoga (20-25), Fitness (35), Computer (38) classes plus many other programs, presentations
- Men’s Shed, Camera Club in January
- New & strengthened partnerships with the Community
- More vibrant and age-friendly Arnprior, McNab/Braeside
SALC Budget

- Total operating expenditures $99,340
- Legislated municipal contribution for a minimum of 20% of the net annual cost of maintaining and operating the program, in cash or in-kind or a combination thereof (Seniors Active Living Centres Act, 2017)

Our ask of you

- Commitment to an annual contribution of $5000 in-kind and $5000 in cash to operate the Seniors Active Living Centre
- Meet the needs of Seniors in our community
Thank you for your time. Questions?
Museum Budget Update
2018/2019
Janet Carlile Curator

Meeting – December 12, 2018
2018 Numbers

- Regular visitors - 2238
- Special visitors (tours, weddings special groups) - 120
- Special programs (PA Days, March break Christmas) - 608
- Sunday Funday pilot project - 70
- Summer program - 583
- Class visits - 138
- Total - 3757

Grants

- CMOG - Provincial Community Museum operating Grant $11780
- YCW - Young Canada Works $10057
- MAP - Museum Assistance Program $7854
Sunday Funday programming

Happiness is the museum summer program
Summer programming

March Break
Volunteers in Action

Textile Team
Safety Training
SUCCESS!
Events have exceeded our expectations:

School Holiday Programs
- Pioneer PA Days – Sold out
- March Break Camp – Sold out

Special Events
- Easter (83 visitors in 4hrs)
- Halloween (117 visitors 5 hours)
- Christmas at the Museum – Dec 8 2018 (120 visitors in 3hrs at 2017 event)
93% of visitors were **satisfied to very satisfied** with the program and event offerings.

93% of visitors ranked program and event offerings as **high to very high quality**.

80% of visitors are **likely to extremely likely** to attend programs and events in the future.
School Program Survey

A survey was conducted earlier this year which has been very useful in understanding the requirements teachers have regarding our programming.
Educational and Community Program Developer

Responsible for the development, marketing, and facilitation of special programs and events at the Arnprior & District Museum, with a focus on Education, Heritage and Culture.

Categories of Focus:

- **Youth and Families:** Continue to offer special programs on school holidays at a cost of $7/child. Leverage weekend staff for assistance with cultural and holiday events (Easter, Halloween, Remembrance Day, Christmas, cultural themes and travelling exhibitions), offered at varying costs depending on program.

- **Schools:** Develop appealing, curriculum based programs for schools, offered both in and out of the Museum. Promote these programs to principals, teachers, and school council early in the school year.

School Programs
### School Programs

What delivery methods are best suited to you and your class?

![Bar chart showing delivery methods]

<table>
<thead>
<tr>
<th>Delivery Method</th>
<th>Salary Breakdown*</th>
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<tr>
<td>Youth, Adult and Family Programs and Events (150 hours) (existing PA Days and special days)</td>
<td>Currently funded $2907</td>
</tr>
<tr>
<td>School Programs (Educational outreach curriculum based) (150 hours)</td>
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<tr>
<td>TOTAL</td>
<td>$5814</td>
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<td>2018 budget ask</td>
<td>$2907</td>
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### Educational and Community Program Developer

<table>
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TOTAL $5814

2018 budget ask $2907
SAMPLE EDUCATIONAL PROGRAM
EARLY SETTLERS
Pioneer life, from the mid 19th to early 20th centuries will be explored through hands-on examination of living history artefacts, commonly used by young and old (clothes, tools, even toys!). Family roles, traditions, and community life will be analyzed and interpreted. Students will be engaged with a pioneer activity and comparative craft representing past vs. present. Activities will be adapted to suit the age of participants.

Curriculum relevance for Grades 1, 2, 3 & 6
Girl Guides and Boy Scouts, relevance for Heritage badge
Appeals to children, ages 5-12

$3/student

Special guests like Arnprior native Ray Tourangeau and his internationally renowned carvings of waterfowl show that the museum is a unique venue for all sorts of activities.
Vietnamese Embassy Visit

Weddings under the Gillies Grove Tree
Acquisitions
Questions?
The Arnprior Airport, with the aviation identifier, CNP-3, formerly known as “South Renfrew Municipal Airport” is a valuable asset right here in our neighbourhood.
• The airport provides economic benefit and a number of essential & emergency services to the residents of municipalities located in the County of Renfrew.
Medivac

- Medivac flights into the airport.
  - Ornge Air Ambulance
  - Medivac fixed wing aircraft
- These provide fast access to hospitals with specialized services in the event of an emergency
• Ontario Hydro uses the Arnprior Airport as a base of operations for line inspections and for remote outages
The OPP and the Canadian Military regularly operate and fuel up at the Arnprior Airport.
Business at the Airport

- Businesses at the Arnprior Airport create local jobs
  - Mobility Lab – doubling its size
  - Chapman Aviation – new tech services
  - Arnprior Aerospace – a long time base of operations
- More are coming because Arnprior is attractive & welcoming
- Corporate businesses use the airport for visits to town
- Arnprior Airport is a certified Canpass Customs Port of Entry

Transport Canada Approved to
- Recertify ELT's 121.5 & 406
- Altimeter recertification
- Altimeter/encoder Correlations (Transponder Mode C Check)
- Installation of Transponders & Encoders
- Installation of NAV/COMs
The Airport & the Community

• Past events included the Airport hosting an “Airport Day” for residents to visit the airport.

• Canada 150 events
The Airport & the Community

- Community activity at the airport is constant with visits from
  - Girl Guides
  - Scouts
  - Cadets
  - Church Groups
  - Lionette’s, youth Bagpipes (Pipes & Drums)

- COPA for Kids Fly Day
  - Dozens of kids and families had the opportunity to go for a local flight

- Contribution to local economy continues to grow due to increased business and private traffic at the airport (food, lodging, services)
Operations

• The Arnprior Airport Commission Operational Grant from Town of Arnprior is $60,000.00.

• 5 new hangars constructed in last 2 years adding to the Town’s Tax Base
• The building of the last new hangar (2017) in the Brown Subdivision means there are no more hangar lots for sale.
• In the process of creating a subdivision for 10 hangars on the South side of Runway 10\28.
• It is expected that float planes operators will purchase these lots as it has direct access to the float plane base.
2017 Operations

• Main Runway 10\28 was crack filled. (2 year life) ($14,500 + HST)
• Line painting on Runways 10\28 and 16\34 & parking lot ($6000 + HST)
• Letter of Intent has been signed with Solar Energy for a “Solar Farm” in SW corner field.
Arnprior Airport

- Thank you
Summary of Presentation

- Highlights - recent and upcoming
- Statistics
- Adding value to Municipal Records
- Strategic Plan Progress
- Current Challenges
  - Storage
  - Archivist Time
  - Operational $$
Thank You
Thank you for your support through the years

- Provide a perfect location in the Library
  - Space, Heat, Hydro, Security
- Yearly grants since 1995
- Representative on the Archives’ board
- Recent offer to partially pay for mobile shelving

Highlights – 2018

- New Archivist
  - Emma Carey – May 2018 – 3 days/week
  - 3 week overlap with Laurie
- Newspapers
  - Earliest to 1937 now searchable online
  - OGS Ottawa Branch Grant - $9,800
  - Further $2,500 grant to link our BMD indexes to images – available by year end?
Highlights – Postcards – New Acquisition
80+ different

for sale @ 50¢

Highlights – Macnamara Photos
200+ now online

Jean MacNamara tug

Daniel Street South

Laying pipe across Madawaska

Some McLachlin buildings
Highlights – Upcoming

- 2019 AGM – Feb. 9th
  - Theme - Celebrating the Founding of Braeside and the First Mill (150 years)
- Applying for 3 grants
  - Summer student
  - Exhibit – Braeside and Gillies Mill
  - Digitizing – probably McLachlin letters, documents and possibly images and maps
- Possibly 4th - more newspaper digitizing

Enquiries

- Users – historians, genealogists, teachers, students, and other types of researchers
- Open afternoons to public
  - Serviced by volunteer assistants
- 266 research requests (2017)
  - Walk-ins (116), email, phone, mail
  - Each year walk-ins are decreasing
- Website – 680 active users/month – 75% new visitors (2016)
The Volunteers: Keeping Things Rolling

32 Volunteers in 2017
2,800+ Volunteer Hours (300 more than 2016)

- Research Assistants, helping researchers access the archival material
- Management Board Members
- Research requests (via email, phone, letter)
- Outreach – about 12 events/year
- Special Archival Projects
- IT Support
- Publicity, Fund Raising, etc.

Value to Community

- Protecting History for future generations
- The community donates items - knowing they will be protected and not lost over time
- Our current holdings are:
  - Of historical value
  - Irreplaceable
- Has been described as a **first class small archives** (by an archives advisor of Ontario)
Value to Municipalities

- Municipality's mandate to “retain and preserve the records of the municipality and its local boards in a secure and accessible manner...” (Section 254(1) of the Municipal Act)
- Our Archives
  - Preserves the records (controlled climate conditions, restricted access to the storage area, closed access to time-sensitive items)
  - Makes materials accessible to the public and municipal workers (descriptions of holdings, finding aids/indexes, research assistance)
- Trained archivist understands:
  - What merits permanent preservation and what may be discarded
  - How information may be used for the benefit of the municipality and the researching public.

Value Added of Municipal Records

- Finding Aids
  - Records have been arranged, described, and accessible
  - Bylaws at item level (number and title)
    - Amprior - 1868 – 1988
    - McNab/Braeside - 1846 – 1952
- Researchers come to the Archives rather than bothering the Town/Township Office
- Facility to View/Search Records Online
  - With 2016 Website Improvements
  - Town can use facility for all your archived documents
Hist. Bylaws – Online – Archives

1964 Example – Emergency Measures

BY-LAW NO. 2071

A BY-LAW OF THE CORPORATION OF THE TOWN OF ARNPRIOR TO ENSURE AN AD ON FOR SURVIVAL IN CONJUNCTION WITH AND UNDER THE DIRECTION OF THE EMERGENCY MEASURES COMMITTEE OF THE COUNTY OF BENEDEN.

PASSED:

AND WHEREAS THE GOVERNMENT OF CANADA HAS DETERMINED IT NECESSARY TO CREATE AN EMERGENCY MEASURES ORGANIZATION TO CO-ORDINATE THE DUTIES AND FUNCTIONS OF THOSE GOVERNMENT DEPARTMENTS AND AGENCIES WHICH WOULD HAVE A RESPONSIBILITY IN A NATIONAL EMERGENCY IN THE EVENT OF AN ENEMY ACTION.

AND WHEREAS THE GOVERNMENT OF ONTARIO ACCORDINGLY HAS DETERMINED IT DESIRABLE TO CO-OPERATE WITH THE GOVERNMENT OF CANADA IN CARRYING IT OUT, IN RESPECT OF ONTARIO, ITS RESPONSIBILITY FOR THE SECURITY, DEFENSE, PEACE, ORDER AND WELFARE OF CANADA IN THE EVENT OF A REAL OR APPREHENDED WAR, INVASION OR INSURRECTION, AND, AS A CONSEQUENCE, HAS ESTABLISHED A BRANCH OF GOVERNMENT TO BE KNOWN AS THE EMERGENCY MEASURES ORGANIZATION OF ONTARIO, AND IS MAKING PROVISION FOR THE CONTINUED FUNCTIONING OF CIVIL GOVERNMENT AND GOVERNMENT SERVICES IN ONTARIO IN THE EVENT OF AN EMERGENCY CAUSED BY A REAL OR APPREHENDED WAR, INVASION OR BY NATURAL CAUSES.
Strategic Planning

• First one completed in 2007
• Updated in 2014 to 2020; Reviewed Nov. 2016.
• Ensures decisions are in a consistent and forward direction

Strategic - Current Priorities

• Expand Storage (currently near 100% capacity)
• Work more effectively with municipalities and their records
• Allow online payments for researchers
• Continue to digitize for both preservation & accessibility. Top item is newspaper collection
• Update Emergency Response Plan
• Ensure a smooth transition to another archivist, when necessary
Challenge – Storage Space

- **Mobile Shelving**
  - Thank you for offering to pay $12,500 of $50,000
  - Not workable as exceeds maximum floor load

- **Short Term Solution**
  - Switch one shelf row to allow more shelving on top
  - Current shelving fund covers cost (approx. $1,500)

- **Long Term Solution**
  - Current location with costs to store some holdings elsewhere and transportation to/from OR
  - Find an alternate location

Challenge:

Operational Funding
Municipal Funding - History

- Operational funded primarily by municipalities
- Arnprior provides space, heat, hydro, security
- Municipal Grants
  - Started in 1995, fluctuating until 2004
  - In 2004, facility costs of $2,100 were factored into funding formula (Town $6,900/Township $9,000)
  - 2007, Arnprior provided extra $3600 for microfilm reader and McNab/Braeside provided extra $300 for name change
  - Recent years
    - 2017 - McNab/Braeside $11,956; Arnprior $13,500
    - 2018 - McNab/Braeside $14,615; Arnprior $15,500.

2012 Windfall

- Received $120,000 - Estate of Dorothy Moir
- Up to then severe Archivist Time pressures
  - Archivist time 2 days/wk since 1995, despite Archives’ growth
  - 4+ years backlog of unprocessed collections
  - Difficult to keep up with weekly demands
- Used funding to hire Archivist 4 days/week
- 2015 – Archivist time reduced to 3 days/week
  - Time tight but achievable due to Archivist's experience
### Operational Expenses Average Pre & Post Legacy (2012)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>4,856</td>
<td>5,142</td>
</tr>
<tr>
<td>Archivist</td>
<td>15,174</td>
<td>33,470</td>
</tr>
<tr>
<td>Office/Maint/Supplies</td>
<td>6,177</td>
<td>10,289</td>
</tr>
<tr>
<td>Misc/One-Off Expenses</td>
<td>790</td>
<td>2,408</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>26,997</td>
<td>51,309</td>
</tr>
</tbody>
</table>

Increased office expenses – hosting ($2,700)/insurance ($828) 2017 – $1,164 for 40 Archival Boxes for newspapers (need 70) One-off Expenses include furnace in 2013 and HST on projects.

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### Operational Income Average Pre & Post Legacy (2012)

<table>
<thead>
<tr>
<th></th>
<th>Pre 2009 - 2011</th>
<th>Post 2013 - 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Grants</td>
<td>23,506</td>
<td>24,444</td>
</tr>
<tr>
<td>Pro vincial Operating Grant</td>
<td>1,380</td>
<td>1,545</td>
</tr>
<tr>
<td>Fees/Sales/Donations/Fundraising</td>
<td>2,794</td>
<td>2,699</td>
</tr>
<tr>
<td><strong>SubTotal</strong></td>
<td>27,680</td>
<td>28,688</td>
</tr>
<tr>
<td>Legacy Fund</td>
<td>-</td>
<td>22,621</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>27,680</td>
<td>51,309</td>
</tr>
</tbody>
</table>

Operational revenue stable in the last 10 years. Arnprior provides space, heat, hydro, and security.
Challenge – Operational Funding

- Estate funds - Jan. 2018 - $37,000 of $120,000
- 2018 – reviewed expenses
  - Phone/Internet - Reduced cost/increased service
  - Archivist (3 days) – Decreased hourly rate
  - Admin (1.5 days) – Increased for minimum wage
  - Already tight – cost to run Archives is minimal
    - Furniture/shelving is used, not new
    - Other work (including IT) is by volunteers
- Dec. 2017 – funds projected to run out 2019, now projected to run out 2021
- When depleted, cuts to operational activities unless municipal grants increase

Operational – Current Situation if 2.5% increase yearly

<table>
<thead>
<tr>
<th>Yearly Expenses</th>
<th>2017 Actual</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
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<td>*6,242</td>
<td>3,100</td>
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</tr>
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<tr>
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<td>$42,213</td>
<td>$38,365</td>
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<td>$24,836</td>
<td>$17,349</td>
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<td>($1,291)</td>
</tr>
</tbody>
</table>

* - includes $3,240 HST rebate to receive (from 2017 grant and other activities)
** - includes extra $2,000 from each Council in 2018 – Thank you!
Request – Increased Funding

- Increase base each year for 2 more years
  - 2019 - $2,500/municipality
  - 2020 - $3,000/municipality
- This will:
  - Balance operational account
  - Continue with an archivist for 3 days/week
  - Allow Archives to have a reserve fund for unexpected costs

Request - Increase Base Yearly

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
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<tr>
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<td>3,100</td>
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<tr>
<td>Prov. Grant</td>
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<td>Expenses</td>
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<td>from Archives</td>
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<td>$213</td>
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<tr>
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<td>$780</td>
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<tr>
<td>Closing Bal.</td>
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<td>$24,836</td>
<td>$21,596</td>
<td>$22,356</td>
<td>$22,143</td>
</tr>
</tbody>
</table>

COL – Cost of Living
* - includes $3,240 HST rebate to receive (from 2017 grant and other activities)
Note: doesn’t include offsite storage ramifications, if any.
Challenge – Archivist Time

- **If funding not increased**
  - Need to revert back to 2 days/week for archivist
  - Quickly fall behind in workload – frustrating for all
  - May not be able to retain a talented archivist

- **If receive funding as requested**
  - Allows an archivist for 3 days/week
  - Fall behind in workload at a slower pace

- **Optimum**
  - Archivist 4 days/week – keep up with workload
  - Would require another $8,400/yr at the 2019 rate

Summary

- **Operational Funding**
  - Increase base funding in 2019 and 2020
  - Is 3 days/week for an Archivist enough?

- **Storage**
  - Ideas for a long-term solution would be welcome

- **Allow us to be Your Archives**
  - Visit Archives and website to see how Archives can offer further services
  - Link from your website to Archives for bylaws, minutes and other historical information
• A beautiful central location created by the community through major fundraising efforts nearly 30 years ago.
• Renovated in 2010 with the foresight of providing stellar service to a growing community.
• Enhanced just this year with a new steel roof, new front door and carpet replacement on the main level in 2017.
One of the most active libraries per capita in Ontario

- 98,000 people through the doors each year
- More than 1400 room bookings for programs, community groups and individuals
- 134,000 materials will be circulated this year
  Books, Magazines, eBooks, DVDs, Museum Passes and more
- 275 Homebound Deliveries
- In excess of 12,000 program spaces filled this year.
Where does the $ come from?

2017 Actuals

- Grants: $413K
- Special Grants: $18K
- Programs: $30K
- Donations: $13K
- Self Generating: $32K
Library operating expenses are controlled by the Board of Directors and include all payroll, acquisitions, programming and administrative costs.
Youth and Adult Programming

In response to statistics on poverty levels in the community, the library board removed all programming fees for youth. In addition to donations, support from local service clubs and businesses, the Scharf Family Charitable Trust has assured costs are covered for all youth programs. As a result attendance at youth programs has blossomed with nearly every event filled to capacity.

Led by the library`s Strategic Plan, adult programming is on an upward swing as well. Staff respond to requests from the community and we now facilitate groups that help with life long learning initiatives – languages, art and discussion groups.
What is Adult Programming?

Learning opportunities, Film Club, Concerts, Author visits and fundraising activities to enhance new programs.
By year end 2018 we are poised to surpass 12000 program participants - more than doubling attendance since 2013.
Board developed a Strategic Plan with key goals:

– Community engagement
– Expanded programming to meet demands of a growing population
– Providing stellar service as exemplified by recent provincial recognition
  • Youth Services Librarian Award (2016)
  • Public Librarian of the Year Award (2017)
  • Shortlisted for the 2019 Minister’s Award for Innovation
For your consideration...

- The Board would like to continue to provide the programming the community has embraced and augment as needed.
- The Board is planning for the future and a solid Succession Plan would be bolstered by the addition of a third full time employee to take on the adult programming and support to youth programs.
- Self-Generated Revenues - the highest of 64 comparable libraries - would offset the added cost.
## Program output / staffing costs

<table>
<thead>
<tr>
<th>Library</th>
<th>Program Attendance</th>
<th>Staffing Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Mountains</td>
<td>28,333</td>
<td>$649K</td>
</tr>
<tr>
<td>Fort Frances</td>
<td>14,022</td>
<td>$435K</td>
</tr>
<tr>
<td>Meaford</td>
<td>11,106</td>
<td>$455K</td>
</tr>
<tr>
<td><strong>Arnprior</strong></td>
<td><strong>10,277</strong></td>
<td><strong>$378K</strong></td>
</tr>
<tr>
<td>Clearview</td>
<td>10,033</td>
<td>$589K</td>
</tr>
<tr>
<td>Pembroke</td>
<td>9,994</td>
<td>$475K</td>
</tr>
<tr>
<td>Renfrew</td>
<td>6,354</td>
<td>$437K</td>
</tr>
<tr>
<td>Mississippi Mills</td>
<td>5,697</td>
<td>$417K</td>
</tr>
</tbody>
</table>

### Library Program Attendance and Staffing Costs

- **Arnprior**: 6.2 FTE
- **Mississippi Mills**: 11.9 FTE
- **Pembroke**: 8.2 FTE
- **Renfrew**: 7.1 FTE
Local Municipal Support  
(2017 actuals)

<table>
<thead>
<tr>
<th>Location</th>
<th>Per Capita</th>
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</thead>
<tbody>
<tr>
<td>Arnprior</td>
<td>$32.80/capita</td>
</tr>
<tr>
<td>Mississippi Mills</td>
<td>$37.83/capita</td>
</tr>
<tr>
<td>Renfrew</td>
<td>$51.14/capita</td>
</tr>
<tr>
<td>Pembroke</td>
<td>$57.40/capita</td>
</tr>
</tbody>
</table>

The 2019 budget request of a Town of Arnprior Grant of $337,119 would be under $38/capita and still below the range of neighbouring libraries.
Return on Investment

Public libraries offer material lending, community meeting spaces, programming, electronic resources, computer access, programming and so much more.

It is difficult to compare libraries – however there are ways of measuring return on investment.

Output on two benchmarks, circulation and programs, are calculated below taking into account total grants allocated to each comparator. (2017 actuals)

<table>
<thead>
<tr>
<th></th>
<th>Total Grants</th>
<th>Circulation</th>
<th>ROI</th>
<th>Programs</th>
<th>ROI</th>
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<tr>
<td>Arnprior</td>
<td>$413 K</td>
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<td>Renfrew</td>
<td>$432 K</td>
<td>70,050</td>
<td>$6.16</td>
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<td>Mississippi Mills</td>
<td>$528K</td>
<td>104,263</td>
<td>$3.74</td>
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<td>Pembroke</td>
<td>$735K</td>
<td>141,000</td>
<td>$7.06</td>
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</tr>
</tbody>
</table>
• Questions
• Budget detail and notes