



Town of Arnprior
Regular Meeting of Council Agenda
Date: Monday, March 28, 2022
Time: 6:30 p.m.
Location: Via Electronic Participation

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions/ Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Question Period**
- 7. Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)**
 - a) **Regular Meeting of Council – March 14, 2022** (Page 1-11)
- 8. Awards/ Delegations/ Presentations**
- 9. Public Meetings**
 - a) **OPA 5 / ZBLA1/22 - 11 Lake, 321 Albert and Vacant Lot**
(Page 12-13)
- 10. Matters Tabled/ Deferred/ Unfinished Business**
- 11. Staff Reports**
 - a) **2021 DWQMS Update and Annual Reports – Arnprior Water Pollution Control Centre and Arnprior Drinking Water System,**
Scott Matthews, Waterworks Supervisor (Page 14-124)

- b) **Vehicle and Equipment Tenders: PW-2022-01 – Purchase of Three Vehicles; PW-2022-02 – Four Wheeled Loader; PW-2022-05 – Tandem Plow Truck**, Patrick Foley, Engineering Officer, Facilities and Assets (Page 125-128)
- c) **2022 Business Continuity – COVID-19**, Jennifer Morawiec, GM/Client Services / Treasurer (Page 129-149)
- d) **Budget Matters Expenses – O. Reg 284/09**, Jennifer Eve, Manager of Finance (Page 150-153)
- e) **124 Fourth Avenue, Arnprior Bay Storage (SPC 2/21) – Tree Clearing and Grubbing**, Payton Hofstetter, Junior Planner and Robin Paquette, CAO (Page 154-156)

12. Committee Reports and Minutes

- a) **Operations Advisory Committee Meeting Minutes – November 15, 2021** (Page 157-160)

13. Notice of Motion(s)

14. County Councillor's Report from County Council

15. Correspondence & Petitions

a) Correspondence

- i. Correspondence Package I-22-Mar-06
- ii. Correspondence Package A-22-Mar-03

16. By-laws & Resolutions

a) By-laws

- i. **By-law Number 7277-22** – Repeal Schedule A By-law 6072-12 Appointment of By-law Enforcement and Property Standards Officers (Page 161-162)
- ii. **By-law Number 7278-22** – Appoint Justin Banes, Building Inspector (Page 163)
- iii. **By-law Number 7279-22** – Award Tender PW 2022-01 (Purchase of Three Vehicles) (Page 164)
- iv. **By-law Number 7280-22** – Award Tender PW 2022-02 (Four Wheeled Loader) (Page 165)
- v. **By-law Number 7281-22** – Award Tender PW 2022-05 (Tandem Plow Truck) (Page 166)
- vi. **By-law Number 7282-22** – Repeal By-law 7224-21 COVID-19 Vaccination Policy (Page 167)

17. Announcements

18. Media Questions

19. Closed Session

One (1) matter pursuant to Section 239(2)(f) to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Arnprior Airport)

20. Confirmatory By-law

By-law No. 7283-22 to confirm the proceedings of Council

21. Adjournment

Please note: Town Hall is following social distancing protocols that have been recommended by the federal and provincial governments to help protect the health and well-being of our community. Please see the Town's [Website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [Website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

E-mail to: Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business



**Minutes of Council Meeting
March 14, 2022 6:30 PM
Electronic Participation – Via Zoom**

Council and Staff Attendance

Council Members Present:

Mayor Walter Stack
County Councillor Dan Lynch
Councillor Ted Strike
Councillor Lynn Grinstead
Councillor Tom Burnette
Councillor Chris Toner (6:32 pm)
Councillor Lisa McGee

Council Members Absent:

Town Staff Present:

Robin Paquette, CAO
Maureen Spratt, Town Clerk
Jennifer Morawiec, General Manager,
Client Services/ Treasurer
John Steckly, GM, Operations
Rick Desarmia, Fire Chief
Graeme Ivory, Director of Recreation
Jennifer Eve, Manager of Finance
Cory Nicholas, Deputy Fire Chief
Erin Coyle, A/Marketing & Economic
Development Officer

1. Call to Order

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

2. Roll Call

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

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 072-22

Moved by Ted Strike

Seconded by Lynn Grinstead

Be It Resolved That the agenda, for the Regular Meeting of Council dated Monday, March 14, 2022 be adopted.

Resolution Carried

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5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 073-22

Moved by Lisa McGee

Seconded by Lynn Grinstead

That the minutes of the Regular Meeting of Council listed under item number 7 (a) on the Agenda be adopted (Regular Meeting of Council –February 28, 2022)

Resolution Carried

Councilor Chris Toner joined the meeting at 6:32 pm.

8. Awards/Delegations/Presentations

a) Presentations – Retirement – Rick Gwalchmai

Mayor Walter Stack welcomed Rick Gwalchmai, Youth Program Coordinator, noting that he has retired from the Town of Arnprior after 32 years of service. Mayor Stack then noted:

“Rick dedicated 32 years of services to the Town of Arnprior in its Recreation Department. He started with the Town as an aquatic instructor in 1989 helping support and deliver the ever-important life skill of swimming, the benefits of aquatic fitness and swimming supporting one’s health and of course the fun that can be had in the water. There are countless members of this community that can say that Rick taught them how to swim and helped them keep fit and have fun in the pool!

After 24 years in the pool, Rick accepted a role as the Recreation Program Coordinator where he continued his dedication to enhancing the physical, social and mental well-being of this community by developing and running a variety of camps, programs and events for youth, adults, seniors and families. In addition to the community benefitting from the programming that Rick established, many staff also profited from Rick’s guidance, leadership and passion.

For 33 years, people felt welcome at the Nick Smith Centre because of Rick. He had a strong rapport with both staff and patrons which was seen in that chats he shared with them or the laughter you could often hear. Many lifelong friendships have come from these connections at the Nick Smith Centre.

The Town of Arnprior, its residents and visitors are grateful for the passion and energy that Rick brought to the job every day over his 32 years.”

Mayor Stack and Members of Council congratulated Rick Gwalchmai on his retirement and thanked him for his many years of service.

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Rick thanked Council and many staff members at the Town of Arnprior, whom he had worked with over the years, for making his journey as a staff member over 32 years so memorable. Rick also thanked his family for their continued support over the years. He noted that he is looking forward to spending more time with his family and has been enjoying retirement thus far.

Councillor Tom Burnette vacated his seat at the Council table virtually at 6:34 pm and re-joined the virtual meeting at 6:39 pm noting technology issues. Councillor Burnette advised he would be continuing to participate in the meeting via audio.

9. Public Meetings

None

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Staff Reports

a) **Marshall's Bay Meadows Subdivision Phase 3, 4a, and 4b – Preliminary Earthworks, Rock Blasting, and Construction of Access Road, General Manager Operations**

Resolution Number 074-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That Council approve a request from Marshall's Bay Regional Inc. to allow for earthworks, rock blasting and construction of access road on the lands subject to Subdivision Application 47-T-14002, Marshall's Bay Meadows Phase 3, 4a and 4b, subject to the requirements outlined in this report.

Resolution Carried

b) **Emergency Management Program Committee Restructure, Deputy Fire Chief**

Resolution Number 075-22

Moved by Chris Toner

Seconded by Dan Lynch

That Council amend Appendix C of By-law 6190-13 as amended to remove Item Goal Number 5 appointing the Operations Advisory Committee to act as the Town's Emergency Management Program Committee (EMPC); and

Further That Council enacts a By-Law to appoint the following personnel as the Town's Emergency Management Program Committee (EMPC), as prescribed within Ontario Regulation 380/04 and the Council-approved Emergency Plan:

- Community Emergency Management Coordinator (Chair) – Deputy Fire Chief
- Head of Council
- EOC Commander - Chief Administrative Officer
- Operations Section Chief - Fire Chief
- Planning Section Chief - Town Clerk
- Logistics Section Chief - General Manager of Operations
- Finance Section Chief - General Manager of Client Services/Treasurer

Resolution Carried

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c) **Community Improvement Project Area and Community Improvement Plan (CIP) Adoption of By-laws, CAO**

Resolution Number 076-22

Moved by Lynn Grinstead

Seconded by Chris Toner

That Council adopts a by-law to designate a Community Improvement Project Area;

And further that Council adopts a by-law to adopt the Community Improvement Plan (CIP) prepared by WSP;

And further that Council appoints the Community Services Branch as the “Administrator” and as the “Review Panel” for the administration and monitoring of the CIP and its Financial Incentive Programs.

And further that Council directs the Review Panel, in consultation with the Community Development Advisory Committee, to bring forward recommendations to Council with respect to Financial Incentives Programs, marketing and promotion of the CIP and annual review and monitoring of the programs.

Resolution Carried

d) **2021 Statement of Remuneration and Expenses Paid to Council and Local Boards**

Resolution Number 077-22

Moved by Lynn Grinstead

Seconded by Lisa McGee

That Council receives as information the attached 2021 Statement of Remuneration and Expenses paid to Council and Local Boards.

Resolution Carried

12. **Committee Reports and Minutes**

Resolution Number 078-22

Moved by Lisa McGee

Seconded by Ted Strike

That Council receive the Community Development Advisory Committee meeting minutes of October 18, 2021 as information.

Resolution Carried

Resolution Number 079-22

Moved by Lynn Grinstead

Seconded by Chris Toner

That Council receive the Corporate Services Advisory Committee meeting minutes of November 1, 2021 as information.

Resolution Carried

Resolution Number 080-22

Moved by Lynn Grinstead

Seconded by Lisa McGee

That Council receive the Inclusivity and Diversity Advisory Committee meeting minutes of December 2, 2022 and February 3, 2022 as information.

Resolution Carried

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Councillor Chris Toner noted he would like to congratulate staff and the members of the Inclusivity and Diversity Advisory Committee for the work they have done so far, as the idea of a cultural event, like the Night Market looks very interesting and he looks forward to seeing their ideas come to fruition.

Councillor Lynn Grinstead, Chair of the Inclusivity and Diversity Advisory Committee (IDAC) noted IDAC would like to hear from the community on ways we can improve our programs, services and communications in relation to inclusivity and diversity. The deadline to submit a survey is April 3, 2022.

13. Notice of Motions

None

14. County Councillor's Report from County Council

County Councillor Lynch noted the following information from the County of Renfrew:

- Operations Committee is recommending to County Council that a Master Traffic Plan be created for the County; and further that recommendations within the report be budgeted for.
- The Province On-Site and Excess Soil Management regulation under O.Reg 406/19 (webcast held on February 22nd, 2022) has raised concerns in the County. As a result, the Province's Co-ordinator will be hosting a special Zoom meeting with the County Public Works who have in turn invited municipalities to join.
- Housing in the County of Renfrew Statistics:
 - Sold in 2021 = 19
 - Sold in 2022 = 46
 - Average Sale Price in 2021 = \$479,018
 - Average Sale Price in 2022 = \$575, 308
- Another retirement, effective March 31, 2022, Colleen Sadler, a Business Consultant, Renfrew County Enterprise, will retire after 20 years of service.
- The Gypsy Moth, now called the Spongy Moth, will be back this year and there is no spraying planned.
- The Ontario government has provided a web site identified as "511 Ontario" that has traffic camera's throughout the province that will give you a snapshot of the weather/road conditions.
- The curve on Baskin Drive West near Division Street now has solar powered warning lights installed on the beacons to warn drivers of the curve in the road.
- There is a new company in the Town of Arnprior, 'Metaligna', located in the old Sandvik building, and they are now in operation.
 - Mayor Stack provided some background information on the new company 'Metaligna', as well as showed some examples of the products they will be manufacturing in Arnprior.
- Pending County Council approval, the province has agreed to the dates in February 2023 for the Ontario Winter Games in Renfrew County. Councillor Peter Emon is chairing this Committee.

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15. Correspondence & Petitions

a) Correspondence Package – I-22-MAR-05

Resolution Number 081-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

That the Correspondence Package Number I-22-MAR-05 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following:

- Page 5 - The Ontario government will introduce the Working for Workers Act, 2022. If passed this act will establish foundational rights and protections for digital platform workers who provide ride-share, delivery, or courier services. This would guarantee them a minimum wage, protection of their tips, the resolution of disputes in Ontario, and protection from reprisals.
- Page 16 - The Ontario government is investing \$6 Million in the Seniors Community Grant Program in 2022-23 for seniors-based projects that help Ontario's seniors stay safe, healthy, active and connected to families and friends in their communities. Applications are open now until April 28, 2022, at [Ontario.ca/getfunding](https://ontario.ca/getfunding).
- Page 20 –The Ontario government is making it more affordable to monitor your blood glucose levels by providing coverage for real-time continuous glucose monitors, the latest technology in diabetes care, through the province's Assistive Devices Program.
- Page 23 - April 1, 2022 is the date the Homelessness Prevention Program is being launched which combines three programs: Community Homelessness Prevention Initiative, Home for Good, and the Strong Communities Rent Supplement Program. Access to this funding will be based on having in place a By-Name List that meets the provincial requirements and contains detailed, up-to-date information from individuals experiencing homelessness to help connect them to local supports.
- Page 71 - Ontario Housing Affordability Task Force - One result of this task force is that more growth is pushing past urban boundaries and turning farmland into housing. Undeveloped land inside and outside existing municipal boundaries must be part of the solution, particularly in northern and rural communities, but isn't nearly enough on its own. Most of the solution must come from densification. Existing vacant Provincial lands could be used to assist affordable housing.
 - The CAO noted that she is not aware of any Provincial property in Town that could be developed for affordable housing.
- Page 105 - The Summer Company Applications are open. Students aged 15 to 29 who are looking to start a summer business can apply for the Summer Company funding. The program provides up to \$3,000 in funding plus advice and mentorship from local businesses. The program is open until May 31, 2022 through a Small Business Enterprise Centre.
- Page 106 - Effective April 1, 2022, the Federal Government minimum wage will rise to \$15.80 per hour. Approximately 26,000 federal employees work for minimum wage.

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- Page 112 - AMO and LAS are excited to host a virtual Municipal Energy Symposium March 31 - April 1, 2022. This leading edge event takes a critical look at the intersection of climate change, land use planning and energy post-COP26. Explore examples of how municipalities are planning for the future and what this means to daily operations. We had a presentation on Climate Change a couple of weeks ago. Good to hear that we have Town engineering staff attending.
- Page 112 - As municipalities move from paper to electronic filing, authentication of these files is a critical challenge. On March 23, 2022 from 9 am - 10 am ET, join AMO's partner, Notarius, and learn how ConsignO Cloud can greatly reduce the signing time of documents and allow anyone to sign legally reliable documents electronically with a phone, a tablet, or a computer.
 - The CAO noted this is a product demonstration and staff will consider it, however electronic document signing hasn't been a concern for us.
- Page 113 - The Kraft Hockeyville grand prize community winner will have an opportunity to host an NHL preseason game and receive \$250,000 for arena upgrades. This year's winner and each of the 3 runner-up communities will receive \$10,000 to purchase new hockey equipment for their minor hockey programs.
 - The CAO noted that the Recreation staff will work with Arnprior Minor Hockey to discuss a story for submission to the Kraft Hockeyville contest.
- Page 116 - LAS is excited to once again offer custom energy training workshops in person. From climate resiliency and net zero emissions to recommissioning and wastewater treatment plants, we've got a workshop for every need.
 - The CAO noted staff are reviewing the available workshops to determine if there are any that can be attended.

b) Correspondence Package – A-22-MAR-02

Resolution Number 082-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

That the Correspondence Package Number A-22-MAR-02 be received and the recommendations be brought forward for Council consideration.

Resolution Carried

Resolution Number 083-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

That the Council of the Corporation of the Town of Arnprior receive the resolution from the Municipality of Shuniah regarding the Northern Ontario School of Medicine; and

Further That Council supports the expansion of Northern Ontario School of Medicine (NOSM) to address the urgent need for physicians in Northern Ontario; and

Further That this resolution be forwarded to Premier Doug Ford, Minister of Colleges and Universities Jill Dunlop, Minister of Health Christine Elliot, Minister of Economic Development, Job Creation & Trade Victor Fedeli, MP Cheryl Gallant and MPP John Yakabuski, Ontario Medical Association, Northern School of Medicine, Northern Ontario Academic Medicine Association, Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), and the Municipality of Shuniah.

Resolution Carried

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Resolution Number 084-22

Moved by Dan Lynch

Seconded by Lynn Grinstead

That the Council of the Corporation of the Town of Arnprior receive the resolution from the Town of Bracebridge regarding Joint and Several Liability Reform;

Whereas municipal governments provide essential services to the residents and businesses in their communities; and

Whereas the ability to provide those services is negatively impacted by exponentially rising insurance costs; and

Whereas one driver of rising insurance costs is the legal principle of “joint and several liability”, which assigns disproportionate liability to municipalities for an incident relative to their responsibility for it; and

Whereas the Government of Ontario has the authority and responsibility for the legal framework of “joint and several liability”; and

Whereas the Premier of Ontario committed to review the issue in 2018 with a view to helping municipal governments manage their risks and costs; and

Whereas the Provincial Review was conducted in 2019 with AMO and municipalities fully participating; and

Whereas the results of the Provincial Review have not been released and municipalities are still awaiting news of how the Attorney General will address this important matter; and

Whereas the Association of Municipalities of Ontario (AMO) on behalf of municipal governments has provided recommendations in their document “Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs” to align municipal liability with the proportionate responsibility for incidents and capping awards; and

Whereas The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) has written to the Attorney General in support of the abovementioned recommendations provided by AMO;

Now Therefore Be It Resolved That the Corporation of the Town of Arnprior Resolves as follows:

1. That the Town of Arnprior calls on the Attorney General of Ontario to work with municipal governments to put forward a plan of action to address “joint and several liability” before the end of the government’s current term.
2. That the Town of Arnprior supports the seven (7) recommendations contained in the AMO submission “Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs” to re-establish the priority for provincial action on this issue.
3. That a copy of this resolution be forwarded to Attorney General, the Honourable Doug Downey; the Minister of Municipal Affairs and Housing, the Honourable Steve Clark; AMO President, Jamie McGarvey, AMCTO President, Sandra MacDonald; and the Municipality of Bracebridge.

Resolution Carried

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16. By-laws & Resolutions

a) By-laws

Resolution Number 085-22

Moved by Chris Toner

Seconded by Lynn Grinstead

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

- i. By-law Number 7272-22 – Restructure Emergency Management Planning Committee
- ii. By-law Number 7273-22 – Contribution Agreement for funding under the Canada Community Revitalization Fund
- iii. By-law Number 7274-22 – Designate a Community Improvement Project Area
- iv. By-law Number 7275-22 – Adopt Community Improvement Plan

Resolution Carried

b) Resolutions

Resolution Number 086-22

Moved by Dan Lynch

Seconded by Chris Toner

Whereas the Council of the Corporation of the Town of Arnprior supports our Federal, Provincial and local municipalities in condemning the aggression and violent acts that Russia is taking upon Ukraine; and

Whereas on March 2, 2022 Mayor Stack issued a press release voicing the Town's support of "the Ukrainian people, who are fighting bravely against the invading Russian forces" and asked that everyone in Arnprior keep "these brave souls in our hearts and minds, and hope for a swift end to this conflict," and

Whereas the clock at the D.A. Gillies (Museum) will stay lit in blue and yellow until the attacks cease.

Therefore Be It Resolved That:

1. That Council support the humanitarian efforts in Ukraine with a \$1000.00 donation to the Canadian Red Cross Ukraine Humanitarian Crisis Appeal.
2. That the Mayor send a letter to the Ukrainian Embassy in Ottawa in support and solidarity of those in Ukraine, their friends and families across the globe and those of Ukrainian heritage within our community.

Resolution Carried

Mayor Walter Stack and Members of Council requested the letter and resolution be sent to all municipalities in Ontario as information.

17. Announcements

County Councillor Dan Lynch made the following announcements:

- On behalf of Town Council, the business community and residents we convey our thanks to Ruth and George Brown and all your volunteers for bringing the 44th Annual Broomball Championships back to Arnprior. There were 42 teams altogether from across Ontario. The furthest team East was Vankleek Hill and as far West as Windsor.

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The winners were:

- Elite Men: Lacombe from Maxville;
- Elite Women: Rebels from Russell\Finch Maxville;
- Intermediate Men's: Cyclones from Seaforth;
- Intermediate Ladies: Rampage from Blythe;
- Men's Masters: EOQ Legends from Maxville;
- Master Ladies: Wicked Ice from Innisfil\Barrie; and
- Co-Ed Division: Rough Edge from Grafton.

I received an email from Ruth to which I'd like to read.

"Please convey to the Town of Arnprior for their generous donation, their welcoming to our participants and their families, the very generous support from your Business Community, Hotels and Restaurants, Senior Association Volunteers, our Refs, Nick Smith Center Staff and especially our own Broomball Committee Group and Juvenile Program and Glenn Arthur's Gang of Timekeepers & Runners- we couldn't have pulled off this enormous success without all of them. People were just so happy to be out seeing friends again, watching good Broomball and sharing stories- it was a wonderful weekend! As well great support from the Renfrew County Paramedics & Broomball Nursing & Firemen fans that assisted in two calls. The Parking restrictions for the size of the crowd is an issue requiring a solution for alternate parking arrangements. Thanks again & will certainly accept your offer to volunteer for another one in the future."

- Downtown Arnprior is changing; Elgin Street especially. I'd like to wish the new or relocated businesses on Elgin Street all the best. They include Arnprior Gallery, Kurly's (hairdressing); Ottawa Valley Coffee (which hosts Craft Beer and Local Market), and the four business's in the Heritage Mall: Valley Vino; Zesty Shawarma; Lincoln Mae Interior; and Chicken Palace.
- Arnprior Hospital Catch the Ace lottery is supposed to be up and running tomorrow, and the bad news is the Lions Club Catch the Ace worth \$13,065.50 was won by a local resident, Colleen Piasetzki. The profits from this draw are going to Seniors at Home and Neighbourhood Link Fountain.
- From my mom, Doris Lynch, thanks to Council for their sincere wishes on her 100th birthday.

Mayor Walter Stack made the following announcements:

- I attended the Broomball Event this weekend and am happy that this event was able to move forward, as this event was cancelled due to the beginning of the pandemic a couple years ago.
- I attended and participated in the Greater Arnprior Chamber of Commerce Mayors Breakfast. It was nice to start meeting again in person.
- Good news for the Town that there are currently 90 storefronts downtown, with only one vacancy currently.
- I have attended two Zoom meetings on the Spring Freshet, and it currently looks like we should not experience any flooding. However, this can change depending on the spring rainfall. The water at the moment is low.

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Councillor Chris Toner made the following announcements:

- Wonderful things are happening at the Arnprior and District Museum, including the Museum Speaker Series. On March 18, 2022 Dennis Mills will be the speaker on “Uncovering the Value of the 19th Century Hand Woven Textile Industry”. These series are fantastic and worth while looking into. Check out the Arnprior & District Museum Facebook page for further information.

18. Media Questions

None

19. Closed Session

None

20. Confirmatory By-Law

Resolution Number 087-22

Moved by Lynn Grinstead

Seconded by Dan Lynch

That By-law No. 7276-22 being a By-law to confirm the proceedings of the Regular Meeting of Council held on March 14, 2022 be and it is hereby enacted and passed.

Resolution Carried

21. Adjournment

Resolution Number 088-22

Moved by Lisa McGee

Seconded by Ted Strike

That this meeting of Council be adjourned at 7:40 p.m.

Resolution Carried

Signatures

Walter Stack, Mayor

Maureen Spratt, Town Clerk



**The Corporation of the Town of Arnprior
Notice of Application for Official Plan Amendment (OPA #5)
and Zoning By-Law Amendment ZBLA-1/22 and Notice of Public Meeting**

Take Notice that on February 28th, 2022, the Town of Arnprior has initiated applications for an official plan amendment and zoning by-law amendment pursuant to the requirements of the Planning Act Sections 34 of the Planning Act.

And Further, Take Notice that an electronic public meeting to allow the public to make representations to Council regarding the proposed Official Plan Amendment and implementing Zoning By-law Amendment will take place on **Monday, March 28th, 2022 at 6:30 p.m.**

This will be an electronic public meeting where there will be no physical in-person attendance due to COVID-19. There will be opportunities provided to watch the meeting live on the Town's YouTube channel, as well as provide input electronically. You are strongly encouraged to submit any comments, concerns or support of the application in writing, prior to the Public Meeting, so they can be considered by Council prior to a decision being made on the application. Instructions on how to dial in and/or connect the electronic public meeting are available on the Town's website, on the same page as the Council Agenda Package, for the March 28th, 2022 Council meeting. Alternatively, you may contact the Clerk's office at 613-623-4231 ext. 1818 or at clerks@arnprior.ca requesting information on how to access.

Subject Lands: The lands affected by the Amendment are 321 Albert Street, 11 Lake Street and vacant lands along Lake Street (0 Lake Street), as shown on the Key Map, attached hereto.

Purpose, Effect & Location of the Amendments

- **Official Plan Amendment (OPA #5)** An official plan amendment has been initiated by the Town to re-designate the lands incorrectly designated as Parks and Open Space to Established Residential Area to better reflect the current land use.
- **Zoning By-law Amendment (ZBA-1/22)** An implementing zoning by-law will be required to rezone the lands from Open Space to Residential One (R1).

More Information: Copies of the proposed amendment, material provided under Section 34 (10.1) of the Planning Act and any additional information relating to the proposed, are available for inspection by contacting the Planning office at 613-623-4231 during regular office hours or by emailing planning@arnprior.ca. Please contact the offices before attending to understand COVID-19 restrictions in place.

Any Person may participate in the public meeting and/or make written or verbal representation either in support of or in opposition to the amendment.

If a person or public body would otherwise have an ability to appeal the decision of the Town of Arnprior to the Ontario Land Tribunal (OLT), but the person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Arnprior before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Arnprior before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal (OLT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of Town of Arnprior on the proposed Official Plan Amendment, you must make a written request to the County of Renfrew c/o Bruce Howarth, Senior Planner, County of Renfrew, at bhowarth@countyofrenfrew.onc.a or by mail to 9 International Drive Pembroke, ON K8A 6W5. Regarding the zoning by-law amendment, you must make a written request to Town of Arnprior c/o Maureen Spratt, Town Clerk at clerks@arnprior.ca or by mail to 105 Elgin Street West, Arnprior, ON K7S 0A8.

If you are receiving this notice because you are the owner of property in the area of the amendment that contains seven or more residential units, you must also post this notice in a location that is visible to all of the residents of your property.

Privacy Disclosure: As one of the purposes of the Planning Act is to provide for planning processes that are open and accessible, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record. The Town to such persons, will disclosed/make this information available as the Town deems appropriate, including anyone requesting such information. Please note that by submitting any of this information, you are

providing the Town with your consent to use and disclose this information as part of the planning process.

Dated at the Town of Arnprior this 4th day of March, 2022.

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

Key Map:





Town of Arnprior Staff Report

Subject: 2021 DWQMS Update and Annual Reports - Arnprior Water Pollution Control Centre and Arnprior Drinking Water System

Report Number: 22-03-28-01

Report Author and Position Title: Scott Matthews – Waterworks Supervisor

Department: Operations

Meeting Date: March 28, 2022

Recommendations:

That Council authorize the Chief Administrative Officer and the General Manager, Operations on behalf of Top Management, and the Mayor, on behalf of Council, to endorse the QMS Commitment and Endorsement Policy, to meet the requirements of the Town of Arnprior Drinking Water Quality Management System Operational Plan.

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

1. Arnprior Water Pollution Control Centre Summary Report 2021
2. Town of Arnprior Waterworks Annual Report 2021
3. Arnprior Water Filtration Plant Summary Report 2021
4. Final 2021-22 Inspection Report Arnprior DWS

Further that a copy of the above noted reports be made available to the public for review in hard copy format at the Town Hall and in electronic format on the Town's website; and

Further that an advertisement be placed in a local newspaper notifying the public of the availability of the above noted reports for review.

Background:

DWQMS

The Town of Arnprior has an established Quality Management System (QMS) for its drinking water system. DWQMS is mandated through the Safe Drinking Water Act, 2002 (SDWA) with the specific requirements for the QMS coming from the document titled "Ontario's Drinking Water Quality Management Standard – Ver 2.0".

The intention of this staff report is to fulfill communication responsibilities listed between Top Management and the Owner (Council) as outlined in Element 12 of the QMS. Element 12 states:

"The status of the DWQMS and its effectiveness shall be communicated to the Owner by Top Management, or by the QMS Representative as directed by Top Management during scheduled Council meetings, summary reports, e-mails, memos, etc."

Annual Reports

The Ministry of Environment, Conservation and Parks (MECP) requires the annual preparation of the above noted reports, and that these reports be provided to Council and made available to the public for review. Specifically, the preparation of the Water Filtration Plant (WFP) summary report is mandated by Ontario Regulation 170/03 – Drinking Water Systems, Schedule 22 – Summary Reports for Municipalities. These documents have been prepared and are included as attachments to this report for Council's review and consideration.

Discussion:

DWQMS Internal Audit Results

The QMS rep undertook an internal audit of the Towns QMS system in October through November 2021, prior to the external audit. The results of the internal audit found one opportunities for improvement (OFI's) and no corrective action requests (CAR). The CAR's and OFI's are as follows:

CAR/ OFI #	Requirement	Description	Correction / Improvement Plan	Anticipated Date of Completion
OFI 2021-01	Identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure its procurement.	Need to have a new contractor electrician retained due to the current contractor electrician retiring	Determine an essential supplier for electrician services as soon as feasible under Element 13	Spring 2022

As a reminder, items identified during the internal audit or management review processes should be looked upon positively, as they demonstrate to the external auditors that the Town reviews its processes critically and continually works to improve its QMS. Improvements made to the QMS help to proactively name issues with the Town's Drinking Water System, helping to ensure the continued delivery of safe drinking water in Arnprior.

For complete internal audit results, the internal audit checklist for 2021 is attached as Appendix 1.

DWQMS External Audit Results

On November 15, 2021, SAI Global, the Town's external auditor, completed an off-site surveillance system audit of the Town's QMS for 2021 (Appendix 2). The 2021 audit was completed as Year 3 of the 3-year audit cycle.

The audit report provided by SAI Global found that there were no non-conformities identified. This is the ninth consecutive year that no non-conformities were identified. Additionally, no areas for improvement were noted.

DWQMS Commitment and Endorsement by the Owner

Element 3 of the Standard states that the Owner and Top Management are responsible for ensuring that the Quality Management System is implemented through their commitment and endorsement of the DWQMS.

A copy of the Commitment and Endorsement Policy is attached for your review (Appendix 3). The policy must be endorsed by the CAO and the General Manager, Operations (Top Management) and by the Mayor on behalf of Council as the Owner.

The Operational Plan for the Town of Arnprior, titled "Town of Arnprior Walter E. Prentice Water Filtration Plant and Distribution System, Drinking Water Quality Management Standard Operational Plan" is available for your review in hard copy or digital from the Environmental Engineering Officer (QMS Rep).

Annual Reports

Further to providing Council with the above noted reports, staff typically take this opportunity to advise Council of any MECP inspections which may have taken place over the course of the previous year.

WFP

The MECP inspector performed a physical inspection on February 9, 2022 and was provided a digital file of data requested at that time. The Final 2021-22 Inspection Report for the Arnprior DWS was received March 4, 2022 with no issues identified. This inspection was a detailed inspection using an updated question and answer format and the Inspection Rating Record (IRR) will be sent separately due to a change in IT systems.

There were no non-compliances and/or non-conformance items identified in the report.

The renewal for the Municipal Drinking Water License-Issue number 7 and the Drinking Water Works Permit-Issue number 3 were both received on April 1, 2021 and presented to Council by the A/Environmental Engineer.

WPCC

There was not an inspection of the wastewater plant performed since the last inspection completed in March 2020. The MECF is not required to perform annual inspections of wastewater plants.

Options:

N/A

Policy Considerations:

The preparation of these annual and summary reports and circulation to Council are in keeping with the Town's Guiding Principle of Accountability, Dependability and Reliability.

Ontario's Drinking Water Quality Management Standard (Ver 2).

Safe Drinking Water Act (SDWA), 2002.

- O. Reg. 170/03
- O. Reg. 128/04

Financial Considerations:

N/A

Meeting Dates:

N/A

Consultation:

John Steckly – General Manager, Operations, Town of Arnprior

Documents:

- Appendix 1 – Internal Audit Checklist – 2021
- Appendix 2 – SAI Global, Re-accreditation Report – November 15, 2021
- Appendix 3 – DWQMS Commitment and Endorsement Policy
- Appendix 4 - Arnprior Water Pollution Control Centre Summary Report 2021
- Appendix 5 - Town of Arnprior Waterworks, Annual Report 2021
- Appendix 6 - Arnprior Water Filtration Plant Summary Report 2021
- Appendix 7 - Final 2021-22 Inspection Report Arnprior DWS

Signatures

Reviewed by Department Head: John Steckly, General Manager, Operations

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Policy No.	PW-DWQMS-FR7
Policy / Procedure / Document:	Appendix 19A - Internal Audit Checklist
Author:	QMS Representative
Approval Authority:	Owner and Top Management
Date of Original Procedure:	October 1, 2009
Date of Last Review:	November 8, 2021
Date of Last Update:	December 5, 2017

Date	Auditor	Elements Reviewed
Oct 12, 2021 – Nov 10, 2021	RF	Desktop Review Elements 1-21
Nov 9 2021	RF	Onsite Audit Elements 5-20

Opening Meeting	Date:	Staff:
Comments: Agenda: Audit of on-site records and processes		

Closing Meeting	Date:	Staff:
Comments:		

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DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
1. Quality Management System PLAN – the Operating Authority shall document a Quality Management System that meets the requirements of this Standard DO – The Operating Authority shall establish and maintain the Quality Management System in accordance with the requirements of this Standard and the policies and procedures documented in the Operational Plan.	- Element 1 up to date. MDWL licence has been updated after receipt from MECP.	X		
2. Quality Management System Policy PLAN – The Operational Plan shall document a Quality Management System Policy that provides the foundation for the Quality Management System, and: <ul style="list-style-type: none"> a.) includes a commitment to the maintenance and continual improvement of the Quality Management System, b.) includes a commitment to the consumer to provide safe drinking water, c.) includes a commitment to comply with all legislation and regulations, and d.) is in a form that provides for ready communication to all Operating Authority 	No edits required for Element 2	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>personnel, the Owner and the public.</p> <p>DO – The Operating Authority shall establish and maintain a Quality Management System that is consistent with the Policy.</p>				
<p>3. Commitment and Endorsement</p> <p>PLAN – The Operational Plan shall contain a written endorsement of its contents by top Management and the Owner</p> <p>DO – Top Management shall provide evidence of its commitment to an effective Quality Management System by:</p> <ul style="list-style-type: none"> a.) ensuring that a Quality Management System is in place that meets the requirements of this Standard, b.) ensuring that the Operating Authority is aware of all applicable legislative and regulatory requirements, c.) communicating the Quality Management System according to the procedure for communications, and d.) determining, obtaining or providing the resources needed to maintain and continually improve the Quality management System 	<p>The commitment and endorsement was signed by the Deputy Mayor March 10, 2021 and by the CAO and GM-Operations on March 22, 2021</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
4. Quality Management System Representative PLAN – The Operational Plan shall identify a Quality Management System representative. DO – Top Management shall appoint and authorise a Quality Management System representative who, irrespective of other responsibilities, shall: <ul style="list-style-type: none"> a.) administer the Quality Management System by ensuring that processes needed for the Quality Management System are established and maintained, b.) report to Top Management on the performance of the Quality Management System and any need for improvement, c.) ensure that the current version of documents required by the Quality Management System are being used at all times, d.) ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system, and e.) promote awareness of the Quality Management System throughout the Operating Authority 	- Certified resolution of Council (457-13) dated Dec 9, 2013 authorizing the Environmental Engineering Officer as the QMS lead.	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
5. Document and Records Control PLAN – The Operational Plan shall document a procedure for document and records control that describes how: <ul style="list-style-type: none"> a.) documents required by the Quality Management System are: <ul style="list-style-type: none"> i. kept current, legible and readily identifiable ii. retrievable iii. stored, protected, retained and disposed of. b.) Records required by the Quality Management System are: <ul style="list-style-type: none"> i. kept legible and readily identifiable ii. retrievable iii. stored, protected, retained and disposed of. DO – The Operating Authority shall implement and conform to the procedure for document and records control and shall ensure that the Quality Management System documentation for the subject system includes: <ul style="list-style-type: none"> a.) the Operational Plan and its associated policies and procedures, b.) documents and records determined by the 	Documents and records are current and accessible through FileHold, USBs and hardcopy. Updated to October/November 2021 through the current review.	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>fluctuations, and</p> <p>III. any resulting operational challenges and threats.</p> <p>iii) if the system does not include equipment that provides Primary Disinfection or Secondary Disinfection:</p> <p>A. a description of the system including all Distribution System components, and</p> <p>B. a description of any procedures that are in place to maintain disinfection residuals.</p> <p>b) if the Subject System is an Operational Subsystem, a summary description of the Municipal Residential Drinking Water System it is a part of including the name of the Operating Authority(ies) for the other Operational Subsystems.</p> <p>c) if the Subject System is connected to one or more other Drinking Water Systems owned by different Owners, a summary description of those systems which:</p> <p>i) indicates whether the Subject System obtains water from or supplies water to those systems,</p>				

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
ii) names the Owner and Operating Authority(ies) of those systems, and iii) identifies which, if any, of those systems that the Subject System obtains water from are relied upon to ensure the provision of safe drinking water. DO – The Operating Authority shall ensure that the description of the Drinking Water System is kept current.				
7. Risk Assessment PLAN – The Operational Plan shall document a risk assessment process that: a) Considers potential hazardous events and associated hazards, as identified in the Ministry of the Environment and Climate Change document titled Potential Hazardous Events for Municipal Residential Drinking Water Systems, dated February 2017 as it may be amended. A copy of this document is available at www.ontario.ca/drinkingwater . b) identifies potential hazardous events and associated hazards,	Risk assessment was reviewed during the infrastructure review meeting. No changes or concerns noted	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
c) assesses the risks associated with the occurrence of hazardous events, d) ranks the hazardous events according to the associated risk, e) identifies control measures to address the potential hazards and hazardous events, f) identifies critical control points, g) identifies a method to verify, at least once every calendar year, the currency of the information and the validity of the assumptions used in the risk assessment, h) ensures that a risk assessment is conducted at least once every thirty-six months, and i) considers the reliability and redundancy of equipment. DO – The Operating Authority shall perform a risk assessment consistent with the documented process.				
8. Risk Assessment Outcomes PLAN – The Operational Plan shall document: a.) the identified potential hazardous events and associated hazards b.) the assessed risks associated with the occurrence of hazardous events, c.) the ranked hazardous events,	Risk assessment reviewed during infrastructure review meeting. No changes or concerns noted	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
d.) the identified control measures to address the potential hazards and hazardous events, e.) the identified critical control points and their respective critical control limits, f.) procedures and/or processes to monitor the critical control limits, g.) procedures to respond to deviations from the critical control limits, and h.) procedures for reporting and recording deviations from the critical control limits. DO – The Operating Authority shall implement and conform to the procedures.				
9. Organisational Structure, Roles. Responsibilities and Authorities PLAN – The Operational Plan shall: <ul style="list-style-type: none"> a) describe the organizational structure of the Operating Authority including respective roles, responsibilities and authorities, b) delineate corporate oversight roles, 	- Operational flowchart is up to date	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>responsibilities and authorities in the case where the Operating Authority operates multiple subject systems,</p> <p>c) identify the person, persons or group of people within the management structure of the organization responsible for undertaking the Management Review described in Element 20,</p> <p>d) identify the person, persons or group of people, having Top Management responsibilities required by this Standard, along with their responsibilities, and</p> <p>e) identify the Owner of the subject system.</p> <p>DO – The Operating Authority shall keep current the description of the organizational structure including respective roles, responsibilities and authorities, and shall communicate this information to Operating Authority personnel and the Owner.</p>				
<p>10. Competencies</p> <p>PLAN – The Operational Plan shall document:</p> <p>a.) competencies required for personnel performing duties affecting drinking water quality.</p>	<p>- All operators are sufficiently licenced with the licences posted in the WFP</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>b.) activities to develop and maintain competencies for personnel performing duties directly affecting drinking water quality, and</p> <p>c.) activities to ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water.</p> <p>DO – the Operating Authority shall undertake activities to:</p> <p>a.) meet and maintain competencies for personnel directly affecting drinking-water quality and shall maintain records of these activities, and</p> <p>d.) ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water, and shall maintain records of these activities.</p>				
<p>11. Personnel Coverage</p> <p>PLAN – The Operational Plan shall document a procedure to ensure that sufficient personnel meeting the identified competencies are available for duties that directly affect drinking water quality,</p>	<p>- Emergency contact info is up to date and available</p>			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
DO – The Operating Authority shall implement and conform to the procedure.				
12. Communications PLAN – The Operational Plan shall document a procedure for communications that describes how the relevant aspects of the Quality Management System are communicated between Top Management and: <ul style="list-style-type: none"> a.) the Owner, b.) Operating Authority personnel, c.) Suppliers, and d.) The public. DO – The Operating Authority shall implement and conform to the procedure.	All operators are up to date on DWQMS Orientation Suppliers are aware of their status as an essential supplier No other changes noted	X		
13. Essential Supplies and Services PLAN – The Operational Plan shall: <ul style="list-style-type: none"> a.) identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure its procurement, and b.) include a procedure by which the Operating Authority ensures the quality of the essential 	No Changes are noted Due to the COVID-19 pandemic, there have been some close calls obtaining supplies, however, these did come in on time Need to have a new electrician put in due to the current electrician retiring		OFI-2021-01	

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>supplies and services, in as much as they may affect the drinking water quality.</p> <p>DO – The Operating Authority shall implement and conform to the procedure.</p>				
<p>14. Review and Provision of Infrastructure</p> <p>PLAN – The Operational Plan shall document a procedure for reviewing the adequacy of the infrastructure necessary to operate and maintain the Subject System that:</p> <p>a) Considers the outcomes of the risk assessment documented under Element 8, and</p> <p>b) Ensures that the adequacy of the infrastructure necessary to operate and maintain the Subject System is reviewed at least once every calendar year.</p> <p>DO – The Operating Authority shall implement and conform to the procedure and communicate the findings of the review to the Owner.</p>	<p>Infrastructure Review Meeting complete Nov. 9, 2021</p> <p>No concerns noted during the process</p>	X		
<p>15. Infrastructure Maintenance, Rehabilitation and Renewal</p>	<p>Infrastructure and forecast was reviewed as part of the infrastructure review</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>PLAN – The Operational Plan shall document:</p> <p>a) a summary of the Operating Authority’s infrastructure maintenance, rehabilitation and renewal programs for the Subject System, and</p> <p>b) a long term forecast of major infrastructure maintenance, rehabilitation and renewal activities.</p> <p>DO – The Operating Authority shall:</p> <p>a) keep the summary of the infrastructure maintenance, rehabilitation and renewal programs current,</p> <p>b) ensure that the long term forecast is reviewed at least once every Calendar Year,</p> <p>c) communicate the programs to the Owner, and</p> <p>d) monitor the effectiveness of the maintenance program.</p>	meeting and budget activities in October 2021 by GM Operations and Waterworks Supervisor			
<p>16. Sampling, Testing and Monitoring</p> <p>PLAN – The Operational Plan shall document:</p> <p>a.) a sampling, testing and monitoring procedure for process control and finished drinking water quality including the requirements for sampling, testing and monitoring at the conditions most challenging to the subject system</p>	<p>The General overview of the sampling procedures is unchanged.</p> <p>Annual testing done at start of the year with quarterly testing following</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
b.) a description of any relevant sampling, testing or monitoring activities that take place upstream of the subject system, and c.) a procedure that describes how sampling, testing and monitoring results are recorded and shared between the Operating Authority and the Owner, where applicable. d.) DO – The Operating Authority shall implement and conform to the procedures.				
17. Measurement and Recording Equipment Calibration and Maintenance PLAN – The Operational Plan shall document a procedure for the calibration and maintenance of measurement and recording equipment. DO – The Operating Authority shall implement and conform to the procedure.	<ul style="list-style-type: none"> - All calibration records are up to date in the plant. - A calibration schedule is up to date and followed by WFP operators 	X		
18. Emergency Management PLAN – The Operational Plan shall document a procedure to maintain a state of emergency preparedness that includes: a.) a list of potential emergency situations or	<ul style="list-style-type: none"> - Pandemic response was edited based on feedback at the infrastructure review meeting - Algal blooms SOP has been added. Operators must check weekly 	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>service interruptions,</p> <p>b.) processes for emergency response and recovery,</p> <p>c.) emergency response training and testing requirements,</p> <p>d.) Owner and Operating Authority responsibilities during emergency situations,</p> <p>e.) References to municipal emergency planning measures as appropriate, and</p> <p>f.) An emergency communication protocol and an up-to-date list of emergency contacts.</p> <p>DO – The Operating Authority shall implement and conform to the procedure.</p>				
<p>19. Internal Audits</p> <p>PLAN – The Operational Plan shall document a procedure for internal audits that:</p> <p>a.) evaluates the conformity of the QMS with the requirements of this Standard,</p> <p>b.) identifies internal audit criteria, frequency, scope, methodology and record-keeping requirements,</p> <p>c.) considers previous internal and external audit results, and</p> <p>d.) describes how the Quality Management</p>	<p>Internal audit completed from October 2021-November 2021. Previous audit complete in October-November 2020</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>System corrective actions are identified and initiated.</p> <p>DO – The Operating Authority shall implement and conform to the procedure and shall ensure that internal audits are conducted at least once every twelve months.</p>				
<p>20. Management Review</p> <p>PLAN – The Operational Plan shall document a procedure for management review that evaluates the continuing suitability, adequacy and effectiveness of the Quality Management System and that includes consideration of:</p> <ul style="list-style-type: none"> a.) incidents of regulatory non-compliance, b.) incidents of adverse drinking-water tests, c.) deviations from critical control point limits and response actions, d.) the effectiveness of the risk assessment process, e.) internal and third party audit results, f.) results of emergency response testing, g.) operational performance, h.) raw water supply and drinking water quality trends, i.) follow-up action items from previous 	<p>-Last management review meeting took place in Feb. 2021. Next management review will take place in the same timeframe</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>management reviews,</p> <p>j.) the status of management action items identified between reviews,</p> <p>k.) changes that could affect the Quality Management System,</p> <p>l.) consumer feedback,</p> <p>m.) the resources needed to maintain the Quality Management System,</p> <p>n.) the results of infrastructure review,</p> <p>o.) Operational Plan currency, content and updates, and</p> <p>p.) Staff suggestions</p> <p>Do - Top Management shall implement and conform to the procedure and shall:</p> <p>a.) ensure that a management review is conducted at least once every calendar year,</p> <p>b.) consider the results of the management review and identify deficiencies and action items to address the deficiencies,</p> <p>c.) provide a record of any decisions and action items related to the management review including personnel responsible for delivering the action items and the proposed timelines for their implementation, and</p> <p>d.) report the results of management review, the</p>				

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
identified deficiencies, decisions and action items to the Owner.				
21. Continual Improvement PLAN – The Operating Authority shall develop a procedure for tracking and measuring continual improvement of its Quality Management System by: <ul style="list-style-type: none"> a.) reviewing and considering applicable best management practices, including any published by the Ministry of the Environment and Climate Change and available on www.ontario.ca/drinkingwater, at least once every thirty-six months; b.) documenting a process for identification and management of Quality Management System Corrective Actions that includes: <ul style="list-style-type: none"> i) investigating the cause(s) of an identified non-conformity, ii) documenting the action(s) that will be taken to correct the non-conformity and prevent the non-conformity from re-occurring, and iii) reviewing the action(s) taken to correct the non-conformity, verifying 	<ul style="list-style-type: none"> - Plant personnel indicated continual improvement is ongoing based on suggestions from DWQMS Audits, review of best practices and MECP instructions 	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>that they are implemented and are effective in correcting and preventing the re-occurrence of the non-conformity.</p> <p>c.) documenting a process for identifying and implementing Preventive Actions to eliminate the occurrence of potential non-conformities in the Quality Management System that includes:</p> <ul style="list-style-type: none"> i) reviewing potential non-conformities that are identified to determine if preventive actions may be necessary, ii) documenting the outcome of the review, including the action(s), if any, that will be taken to prevent a non-conformity from occurring, and iii) reviewing the action(s) taken to prevent a non-conformity, verifying that they are implemented and are effective in preventing the occurrence of the non-conformity. <p>DO – The Operating Authority shall strive to continually improve the effectiveness of its Quality Management System by implementing and conforming to the procedure.</p>				

NON-CONFORMANCES

OFI-2021-01 – Electrician essential supplier
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ACTION PLAN:	ASSIGNED TO:	COMPLETION DATE
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Determine an essential supplier for electrician services as soon as feasible under Element 13	Waterworks Supervisor	Spring 2022
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Revision Control Sheet

Review Date	Revisions Issued	Effective Date	Reviewed By	Revised By
Dec 5, 2013	Template Updates	Dec 5, 2013	GB	DS
Dec 8, 2014	Addition of action items table to template	Dec 8, 2014	GB	DS
Dec 5, 2017	Template Elements updated to include new DWQMS 2.0 standards	Dec 5, 2017	JS	DN

Audit Report

S2 Surveillance Audit for

The Corporation of the Town of Arnprior

1649975-02

Audited Address: Arnprior, Ontario, CAN, K7S 1C9

Start Date: Nov 15, 2021 End Date: Nov 15, 2021

Type of audit -
Surveillance System Audit

Issue Date for Arnprior Operational Manual: March 22, 2021
Revision Level: 19

BACKGROUND INFORMATION

SAI Global conducted an audit of The Corporation of the Town of Arnprior beginning on Nov 15, 2021 and ending on Nov 15, 2021 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

SAI Global audits are carried out within the requirements of SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by SAI Global Terms and Conditions.

This report has been prepared by SAI Global Limited (SAI Global) in respect of a Client's application for assessment by SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017
Scope of Certification:	Drinking Water Treatment and Distribution
Drinking Water System Owner:	The Town of Arnprior
Operating Authority:	The Town of Arnprior
Owner:	The Town of Arnprior
Population Services:	8114
Activities:	Treatment, Distribution
Drinking Water Systems	Arnprior Drinking Water System

Total audit duration:	Person(s): 1	Day(s): 0.50
Audit Team Member(s):	Team Leader	Tim Moher

Other Participants:	Not applicable.
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Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to SAI Global prior to commencement of follow-up activities as required. Follow-up action by SAI Global must 'close out' the NCR or reduce it to a lesser category **within 90 days for initial certification and within 60 days for surveillance or re-certification audits, from the last day of the audit.**

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

Surveillance Audit:

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

As part of the SAI Global Terms, it is necessary for you to notify SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the Operating Authority since last audit include: Not applicable.

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- None.

It is suggested that the opportunities for improvement be considered by management to further enhance the Operating Authority's Quality Management System and performance.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The Operating Authority is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	Conforms
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified with a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference: 1 Quality Management System
Client Reference: PW-DWQMS-01, Mar 22, 2021
Results: Conforms.
Details:

DWQMS Reference: 2 Quality Management System Policy
Client Reference: PW-DWQMS-02, Oct 29, 2020
Results: Conforms.
Details:

DWQMS Reference: 3 Commitment and Endorsement
Client Reference: PW-DWQMS-03, Oct 10, 2020
Results: Conforms.
Details: Last endorsed on March 2021.

DWQMS Reference: 4 Quality Management System Representative
Client Reference: PW-DWQMS-04, November 1, 2019
Results: Conforms.
Details: The appointed Quality Management Representative is the Town of Arnprior Civil Environmental Technologist as alternate and Environmental Engineering Officer as the Quality Management System (QMS) Representative.

DWQMS Reference: 5 Document and Record Control
Client Reference: PW-DWQMS-05, Oct 9, 2020, SOP1, Oct 29, 2020, FR1, 2, 3, Oct 16, 2020, FRI9, Oct 13, 2020, FRI 11, Nov 13, 2019
Results: Conforms.
Details:

DWQMS Reference: 6 Drinking Water System
Client Reference: PW-DWQMS-06, Jan 15, 2021, SOP14, Oct 9, 2020, Appendix 6B, Oct 24, 2020, Appendix 6C, Oct 2020.
Results: Conforms.
Details:

DWQMS Reference: 7 Risk Assessment
Client Reference: PW-DWQMS-07, Oct 18, 2019, FR6, 10, Nov 5, 2020
Results: Conforms.
Details:

DWQMS Reference: 8 Risk Assessment Outcomes
Client Reference: PW-DWQMS-08, Nov 5, 2020, FR6, Nov 5, 2020, SOP2, 3, 4,5, 6 Nov 5, 2020, FR 17, 18, 19, 20, Oct 9, 2020, Appendix 8F, Nov 5, 2020, SOP 12, 15, 16, Nov 13, 2019
Results: Conforms.
Details: The last risk assessment was October 30, 2020.

DWQMS Reference: 9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference: PW-DWQMS-09, Jan 5, 2021
Results: Conforms. Updated 4 Distribution Operators from 3.
Details:

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DWQMS Reference:	10	Competencies
Client Reference:	PW-DWQMS-10,	Oct 13, 2020
Results:	Conforms.	
Details:		
DWQMS Reference:	11	Personnel Coverage
Client Reference:	PW-DWQMS-03,	Nov 6, 2020
Results:	Conforms.	
Details:		
DWQMS Reference:	12	Communications
Client Reference:	PW-DWQMS-03,	Oct 27, 2020
Results:	Conforms.	
Details:		
DWQMS Reference:	13	Essential Supplies and Services
Client Reference:	PW-DWQMS-13,	Oct 27, 2020, FR12, Nov 8, 2020, FR22, 25, Appendix 13B Supplier Letter
Results:	Conforms.	
Details:	The supplier list was last updated on January 5, 2021.	
DWQMS Reference:	14	Review and Provision of Infrastructure
Client Reference:	PW-DWQMS-14,	Oct 27, 2020, FR23, Nov 12, 2019
Results:	Conforms.	
Details:		
DWQMS Reference:	15	Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	PW-DWQMS-15,	Oct 28, 2020, FR15, Nov 13, 2019
Results:	Conforms.	
Details:		
DWQMS Reference:	16	Sampling, Testing and Monitoring
Client Reference:	PW-DWQMS-16,	Nov 5, 2020, SOP7, Nov 12, 2019, SOP8-13, Nov 5, 2020, PW-DWQMS-22, Nov 5, 2020
Results:	Conforms.	
Details:		
DWQMS Reference:	17	Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	PW-DWQMS-17,	Oct 29, 2020
Results:	Conforms.	
Details:		
DWQMS Reference:	18	Emergency Management
Client Reference:	PW-DWQMS-18,	Oct 29, 2020, SOP8, 9, 10, 11, FR21, Oct 28, 2020, SOP12, Nov 5, 2020
Results:	Conforms.	
Details:	Facility emergency plans were discussed. No apparent tabletop exercises took place.	

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DWQMS Reference:	19 Internal Audits
Client Reference:	PW-DWQMS-19, Oct 29, 2020, FR5, 7, Nov 6, 2019, FR4, 5, Oct 29, 2020
Results:	Conforms.
Details:	<i>The last internal audit was on October 29, 2020. There were no significant issues.</i>
DWQMS Reference:	20 Management Review
Client Reference:	PW-DWQMS-20, FR8, Oct 29, 2020
Results:	Conforms.
Details:	<i>The last Management Review was on Oct/Nov 2021. 2 OFI's.</i>
DWQMS Reference:	21 Continual Improvement
Client Reference:	PW-DWQMS-21, Oct 29, 2020.
Results:	Conforms.
Details:	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at SAI Global.

This report was prepared by:

Tim Moher
SAI Global Management Systems Auditor




The audit report is distributed as follows:

- SAI Global
- Operating Authority
- Owner
- MOECC

Notes

Copies of this report distributed outside the organization must include all pages.

	TOWN OF ARNPRIOR	Policy No.	PW-DWQMS-03
	Policy/Procedure/Document:	Commitment and Endorsement Policy	
	Originating/Responsible Department:	Public Works Department	
	Author:	QMS Representative	
	Approval Authority:	Owner and Top Management	
	Date of Original Procedure:	October 1, 2009	
	Date of Last Review/Edit:	October 12, 2021	

1.0 POLICY

The Corporation of the Town of Arnprior has established a commitment and endorsement policy to fulfill the requirements of *The Drinking Water Quality Management Standard (DWQMS)*.

2.0 PURPOSE

The Commitment and Endorsement policy was developed following the DWQMS Element 3 *Plan* and *Do* requirements.

DWQMS Element 3 – Commitment and Endorsement Policy

Plan – The Operational Plan shall contain a written endorsement of its contents by Top Management and the Owner.

Do – Top Management shall provide evidence of its commitment to an effective Quality Management System by:

- ensuring that a Quality Management System is in place that meets the requirement of this Standard,
- ensuring that the Operating Authority is aware of all applicable legislative and regulatory requirements,
- communicating the Quality Management System according to the procedure for communications, and
- determining, obtaining or providing resources needed to maintain and continually improve the Quality Management System.

3.0 SCOPE

This policy applies to the Owner and Top Management of the Operating Authority.

4.0 RESPONSIBILITY

The Owner and Top Management of the Operating Authority shall be responsible for ensuring that the Quality Management System is implemented through their commitment and endorsement of the DWQMS.

5.0 DEFINITIONS

DWQMS – Drinking Water Quality Management System (DWQMS)

Operating Authority – person(s) or entity given responsibility by the owner for the operation, management, maintenance or alteration of the subject system.

Operational Plan (OP) – Document containing DWQMS policies and procedures

Owner – person(s) who is legal or beneficial owner of all or part of the system

QMS – Quality Management System

Top Management – person(s) at the highest management level within an operating authority

6.0 REFERENCES

DWQMS Element 5 – Ontario's Drinking Water Quality Management Standard Ver. 2.0
Implementing Quality Management: A Guide for Ontario's Drinking Water Systems

7.0 CIRCULATION

The Owner and Top Management of the Operating Authority.

8.0 PROCEDURE

A draft copy of the written Commitment and Endorsement Policy shall be circulated to the Owner and Top Management of the Operating Authority. Upon comments and final revisions (if any), the Owner and Top Management of the Operating Authority shall approve and sign.

A hyperlink to the location in filehold with most recent signed version of the Commitment and Endorsement policy shall be maintained in section 9.0 below.

9.0 ATTACHMENTS

Appendix A – Commitment and Endorsement Policy

[Link to Signed Commitment and Endorsement Policy](#)

10.0 REVISION CONTROL

Revision Control Sheet

Review Date	Revisions Issued	Effective Date	Reviewed By	Revised By
Dec 5, 2013	Edits to template. Addition of "is implemented through" to section 4.0 Edits to Policy Template Policy Re-Endorsed by current Top Management and Mayor (on behalf of Council)	Dec 5, 2013	GB	DS
Dec 2, 2015	Hyperlink to the location in filehold with the signed version of the endorsement policy added to the soft copy of the procedure (Section 9.0)	Dec 2, 2015	GB	DS
April 27, 2017	Updated hyperlink to most recent signed endorsement policy	April 27, 2017	JS	DS
Dec 8, 2017	Changed Dir of PW to GM of Operations	Dec 8, 2017	JS	DN
Apr 10, 2018	Added "Ver 2.0" to section 6.0 and updated link to April 4, 2018 signed version of Policy.	Apr 10, 2018	JS	DN
Oct 10, 2020	Updated link to signed version of endorsement policy	Oct 10, 2020	JS	DN
Oct 8, 2021	Updated hyperlink to the signed endorsement policy	Oct 12, 2021	JS	RF

APPENDIX A



QMS Commitment and Endorsement Policy

The Owner and Top Management of the Operating Authority for the Corporation of the Town of Arnprior have reviewed the contents of this Operational Plan and endorse the Quality Management System.

The Operating Authority has:

- Ensured that the QMS meets the requirements of the standard
- Followed and is aware of the applicable legislative and regulatory requirements
- Communicated the QMS
- Determined, obtained and provided the necessary resources needed to maintain and continually improve the QMS

The Owner and Top Management acknowledge the need for and supports the provision of sufficient resources to implement, maintain and continually improve the QMS.

Top Management of the Operating Authority has reviewed the contents of the Operational Plan and has ensured that the QMS meets the requirements of the Drinking Water Quality Management Standard.

Top Management has ensured that the relevant members of the Operating Authority, such as the Waterworks Staff are aware of all applicable legislative and regulatory requirements surrounding the operation of a drinking water system and communicate the QMS according to the procedures outlined within the Operational Plan.

Mayor

Date

Chief Administrative Officer

Date

General Manager of Operations

Date

Town of Arnprior 2021 – Water Pollution Control Centre Summary Report

February 15, 2022

Please find below a discussion of the operational undertakings of the Town of Arnprior's Water Pollution Control Centre (WPCC) for the 2021 calendar year. This report also includes a summary of all relevant sampling collected during 2021. This report is provided to meet the Town's requirements to report annually on the operation of the WPCC, as per Amended Certificate of Approval (COA) number 8537-7Y6SGZ and to provide residents of the Town of Arnprior with information on an important piece of the Town's municipal infrastructure.

1.0 Preliminary Treatment

1.1 Screen Units

There are three screening units, two automatic mechanical screen and a standby manual screen. All screens have openings of 13 mm between bars and are enclosed with an odour enclosure where the air is discharged to the exterior atmosphere through a carbon filter.

The screenings are then transferred onto a conveyer that empties into a container for disposal at the Arnprior landfill.

1.2 Grit Removal

Grit removal is achieved by a pair of rectangular aerated spiral roll 90 m³ tanks. Each tank has a grit screw conveyer which pushes settled grit into the grit hoppers. Grit is then pumped into a grit dewatering classifier unit where dense grit particles are separated from light organic solids.

2.0 Primary Treatment

2.1 Primary Sedimentation

There are four rectangular primary clarifiers at the WPCC: two with a surface overflow area of 142 m² and two with an overflow area of 154 m². All units are equipped with chain and flight sludge collection and manual scum removal.

Raw sludge is pumped from the primary clarifiers to Anaerobic Digesters using plunger type positive displacement pumps.

3.0 Secondary Treatment

3.1 Activated Sludge Treatment

The activated sludge treatment process includes two rectangular aeration tank and three separate rectangular secondary clarifiers, each made up of two units in parallel.

The aeration tank volumes are 1,303 m³ each, and are equipped with four inlet gates and one outlet slide plate for isolation. The secondary clarifiers have a surface area of 310 m² each. They are equipped with longitudinal and cross chain and flight collector mechanisms, which collect the activated sludge into a sump where it is returned to the aeration tank.

3.2 Phosphorous Removal

The phosphorous control system consists of two 12,100L indoor ferric chloride chemical storage tanks and two chemical feed pumps complete with calibration cylinders. The ferric chloride is added to either the aeration tank or preliminary discharge depending on operational requirements.

3.3 Chlorination System

Disinfection of the plant discharge is done through the addition of Sodium Hypochlorite (NaOCl). The NaOCl is stored in a pair of 12,100 L tanks, and a bank of three variable speed metering pumps are used to deliver the chlorine to the chlorine contact chamber.

3.4 De-chlorination System

The chlorinated water must be de-chlorinated before discharge into the Ottawa River. This is achieved through the addition of sodium bisulfate. The sodium bisulfate system is made up of one 1,336 L storage tank and a pair of feed pumps.

3.5 Sludge Dewatering

A Centrifuge capable of processing 7 L/s of sludge is used for dewatering anaerobically digested sludge. The sludge from this unit is loaded onto a dump truck and delivered to the Arnprior landfill.

3.6 Auxiliary Power

The Arnprior WPCC is equipped with a 400 Kw diesel generator and automatic transfer switch. This generator will automatically start when a power outage occurs, and can supply power to run the entire plant.

4.0 Plant Performance Summary

Certificate of Approval (COA) number 8537-7Y6SGZ, section 10-6(a) requires the Town to provide an annual summary and interpretation of all monitoring data and comparison to the effluent limits outlined in Condition 7, including an overview of the success and adequacy of the Works. All further COA reporting requirements are shown in blue italics.

4.1 Effluent Flows and Loading

Table 4-1 below indicates the effluent criteria for average monthly flows, CBOD, Total Suspended Solids, Phosphorus and their respective loadings of the WPCC. All monthly concentrations and loadings meet the effluent objectives and limits.

Table 4-1 - Summary of WPCC 2021 Final Effluent Flows and Loading

	Daily Total (m ³ /Day)	CBOD ₅ (mg/L)	Total Suspended Solids (mg/L)	Total Phosphorus (mg/L)	CBOD ₅ Loading (kg/Day)	Total Suspended Solids Loading (kg/Day)	Total Phosphorus Loading (kg/Day)
Objective	N/A	15.0	15.0	0.75	142.5	142.5	9.5
Limit	9700	25.0	25.0	1.0	243.0	243.0	9.7
Compliance Assessment Basis	Annual Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average
January	4,025	3.3	4.5	0.17	13.3	18.1	0.68
February	3,891	3.5	7.0	0.29	13.6	27.2	1.13
March	7,063	3.2	5.0	0.21	22.6	35.3	1.48
April	5,430	3.0	4.0	0.19	16.3	21.7	1.03
May	4,647	3.0	4.8	0.23	13.9	22.3	1.07
June	4,393	3.0	6.3	0.28	13.2	27.7	1.23
July	4,545	3.3	6.3	0.33	14.8	28.6	1.50
August	3,999	3.2	8.2	0.42	12.8	32.8	1.70
September	4,447	3.8	9.5	0.55	16.7	42.2	2.45
October	4,826	3.0	8.8	0.37	14.5	42.5	1.79
November	4,589	3.0	6.0	0.28	13.8	27.5	1.28
December	5,144	4.0	8.0	0.31	20.6	41.1	1.59
Annual Average	4,750						

4.2 Monitoring Data Interpretation

- 4.2.1** Five day Biological Oxygen Demand (CBOD5) is sampled once per week from a composite sample. The effluent reporting criteria is 25 mg/l and the plant objective is 15 mg/l. The monthly average high was 4.0 mg/l in December. The CBOD5 objective loading rate is 142.5 kg/d, and in 2021 the plant maximum monthly average loading was 22.6 kg/d in March.
- 4.2.2** The Total Suspended Solids (TSS) in the raw and effluent wastewater is usually measured 4 times per month from a composite sample. The effluent reporting criteria is 25 mg/l and the plant objective is 15 mg/l. The maximum monthly average was 9.5 mg/l in September. The objective with respect to plant effluent loading of TSS is 142.5 kg/d. The WPCC had a maximum monthly average effluent loading of 42.5 kg/d in October.
- 4.2.3** The Total Phosphorous (TP) in the raw and effluent wastewater is sampled and tested each week from composite samples. The reporting criteria is 1.0 mg/l and the plant objective is 0.75 mg/l. The maximum monthly average of TP levels in 2021 was 0.55 mg/l in September. The Total Phosphorous objective loading rate is 9.5 kg/d and in 2021 the maximum monthly average TP loading rate was 2.45 kg/d in September.

5.0 Effluent Objectives and Effluent Quality Assurance

10-6(d) a summary of any effluent quality assurance or control measures undertaken in the reporting period.

10-6(g) a description of efforts made and results achieved in meeting Effluent Objectives of Condition 6.

5.1 Effluent Monitoring

Table 5-1 below lists the objectives, limits and results of the final effluent monitoring parameters.

Table 5-1 - 2021 Final Effluent Sampling Results

	Total Ammonia Nitrogen (mg/L)	Total Nitrogen (mg/L)	Total Residual Chlorine (mg/L)	E.Coli (CFU/100ml)	pH	Temperature (°C)	Un- Ionized Ammonia (Note #2)	Lethality Test
Objective	10.0	15.0	Non- Detect	100	6.5 - 8.5	N/A	N/A	Note #1
Limit	Note #1	N/A	0.10	200	6.0 - 9.5	N/A	N/A	Pass/ Fail
Compliance Assessment Basis	Monthly Average	Monthly Average	Monthly Average	Monthly Geometric Mean Density	Single Sample	Monthly Average	Monthly Average	Single Sample
January	2.3	27.0	0.01	2	15 days <6.5	11	0.0010	Pass
February	13.6	32.6	0.01	4	2 days <6.5	10	0.0168	Pass
March	16.5	27.0	0.01	4	0 days <6.5	11	0.0322	Pass
April	4.7	25.5	0.01	23	1 days <6.5	13	0.0037	Pass
May	0.3	20.2	0.01	12	11 days <6.5	17	0.0002	Pass
June	1.2	28.3	0.01	18	23 days <6.5	18	0.0008	Pass
July	1.0	26.0	0.01	53	6 days <6.5	22	0.0014	Pass
August	0.5	28.5	0.01	44	26 days <6.5	24	0.0004	Pass
September	0.7	27.8	0.01	10	21days <6.5	22	0.0007	Pass
October	0.5	30.0	0.01	45	10 days <6.5	20	0.0005	Pass

November	2.7	24.8	0.01	7	11 days <6.5	16	0.0013	Pass
December	9.4	23.6	0.01	10	6 days <6.5	12	0.0131	Pass
Note #1- Non- Acutely Lethal to Rainbow Trout and Daphnia Magna								
Note #2- Un-Ionized Ammonia calculated using pH and temperature at time of sampling for Total Ammonia Nitrogen								

5.1.1 Total Ammonia Nitrogen has an objective of 10.0 mg/l and the effluent limit is to be non-acutely lethal to rainbow trout and daphnia magna year round on a monthly test. The maximum monthly concentration was 16.5 mg/l in the month of March due to loss of nitrification in the colder temperatures of February and March. The monthly average for April was 4.7 mg/l with nitrification re-established with the warmer temperatures. All lethality tests throughout the year passed.

5.1.2 Total Nitrogen is the sum of the concentrations of nitrate, nitrite and TKN. The effluent objective for total nitrogen is 15.0 mg/l. All total nitrogen concentrations on a monthly basis were greater than the objective due to a lack of denitrification ability of the facility. Different process parameters and tank configurations were changed in an attempt to lower total nitrogen with limited success.

The objective for total nitrogen was reviewed by Stantec Consulting and their conclusions are that the 2008 Environmental Study Report (ESR) recommendations do not support the WPCC total nitrogen objectives contained in the year 2010 Certificate of Approval for the WPCC. The assimilative capacity report included in the ESR states that the Ottawa River's nitrates are not a concern. This confirmed by the observation that neighbouring facilities that also discharge to the Ottawa River do not have a total nitrogen objective.

5.1.3 Total Residual Chlorine objective is to be non-detectable and less than 0.10 mg/l is the limit. A residual was detected in all months but at no time in the year did the value exceed the limit.

5.1.4 E.coli is measured in the unit of CFU/100ml as a monthly geometric mean density and the objective is 100 CFU/100ml. This objective was met in all months with the highest monthly geometric mean being 53 in July. The limit for E.coli is 200 CFU/100ml and was not exceeded throughout the year.

5.1.5 pH is the negative log of the concentration of hydrogen. The objective for pH is 6.5 – 8.5 at all times. Exceedances noted are based on daily sampling. Soda ash is dosed in the aeration effluent channels to raise the pH and at all times the effluent pH was within the limit of 6.0 – 9.5 The WPCC effluent pH is sometimes too low because the raw sewage does not contain sufficient

alkalinity to fully nitrify the incoming nitrogen

6.0 Bypass Summary

10-6(j) a summary of all By-pass, spill or abnormal discharge events.

- June 26th a WPCC by-pass at the Albert St. manhole of 45.58 m³ due to heavy precipitation.
- July 20th pump station #3 by-passed a total of 36.0 m³ due to heavy rain.
- July 20th a WPCC by-pass at the Albert St. manhole amounted to 609.35 m³ due to heavy precipitation. A beach closure was established and affected residences were notified.

Required samples were collected for all by-passes and lab results were received. All by-passes were reported to the MECP and the local health unit.

7.0 Operating Problems

*10-6(b) a description of any operating problems encountered and corrective actions taken.
10-6(f) an evaluation of the need for modification and upgrades to the Works to improve performance and reliability and to minimize upsets and bypasses.*

Influent flow meters were providing erroneous values in 2020. The influent channels were drained and Area Velocity flow meters were installed in the month August 2021. The new flow meters were commissioned and calibrated now providing accurate flow monitoring of the influent.

8.0 Plant Maintenance

10-6(c) a summary of all maintenance carried out on major structure, equipment, apparatus, mechanism or thing forming part of the works

Plant maintenance is scheduled and tracked using a computerized maintenance system. A weekly maintenance schedule is printed out and the maintenance personnel initial the schedule as tasks are completed. If any major repairs are required, the operator fills out a work order detailing work required and parts needed.

A summary of major repairs or maintenance carried out in 2021 is as follows:

- H₂S gas sensor replaced in headworks by contractor.
- Bisuphulite pump head replaced by staff.
- Heating recirculation pump replaced by staff.
- Primary sludge pump rebuilt by contractor.
- Uninterrupted power supply units replaced in both digester and headworks MCC rooms.
- Controller for digester gas boiler replaced and commissioned by contractor.

- Influent flow meters were installed to replace obsolete technology.
- Various health and safety supplies purchased.

9.0 Sludge Processing

10-6(h) a tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed.

Combined primary and secondary waste activated sludge is collected from all four primary settling tanks, and pumped into the anaerobic digesters. From the digesters, sludge is pumped into holding tanks, it is then conditioned and processed in the centrifuge. Sludge is dewatered to approximately 22% and loaded onto a truck and transferred to the Arnprior landfill.

A total of approximately 172,875 kg dry weight of sludge was transported to the Arnprior Waste Disposal Site. Sludge production in 2022 is expected to be slightly higher than 2021. Table 9-1 below provides a summary of the 2021 centrifuge operation and sludge management totals.

Table 9-1 - Centrifuge Operation and Summary of Sludge Totals

Month	Sludge To Storage m ³	Sludge To Centrifuge m ³	% Solids Avg.	Dry Solids (kg)
January	313	529	1.60	8,469
February	371	402	2.08	8,331
March	498	638	3.01	19,190
April	618	532	3.14	16,724
May	233	519	2.87	14,907
June	456	635	1.94	12,315
July	409	641	2.78	17,811
August	544	731	2.41	17,622
September	246	676	2.05	13,865
October	435	660	2.51	16,557
November	472	698	2.36	16,436
December	473	626	1.70	10,647
Avg	422	607	2.37	14,406
Max	618	731	3.14	19,190
Min	233	402	1.60	8,331
Total	5,069	7,288		172,875

10.0 Monitoring Equipment Calibration

10-6(e) a summary of the calibration and maintenance carried out on all effluent monitoring equipment.

All flow meters were calibrated by an outside contractor and all flow meters passed calibration. The benchtop chlorine analyzer is certified annually and samples are taken daily to test for effluent total chlorine residual.

11.0 Complaints

10-6(i) a summary of any complaints received during the reporting period and any steps taken to address complaints.

There were no complaints received during the reporting period.

12.0 Conclusion

The Arnprior WPCC met all MECP sewage effluent limits. The facility did not meet the objective for total chlorine residual being non-detectable in that the yearly average was 0.01 mg/l. The objective of 10 mg/l for the monthly average of Total Ammonia Nitrogen was exceeded in the months of February and March when nitrification was limited due to colder temperatures

With regards to the Total Nitrogen Objectives currently listed in the 2010 COA, the Town, as recommended by Stantec, requests that the 2010 C of A be re-issued without a total nitrogen objective and with the seasonal total ammonia objectives recommended in the ESR. A submittal has been prepared by Stantec and communications with the district MECP office are planned for February 28, 2022.

For inquiries regarding this report, please contact Scott Matthews at 623-4231 Ext. 1834.

Respectfully,

Scott Matthews
Waterworks Supervisor

Annual Report

FOR

Town of Arnprior Waterworks

Period: January 1, 2021 – December 31, 2021



Drinking-Water System
Number:

220000932

Drinking-Water System Name:

Arnprior Drinking Water System

Drinking-Water System Owner:

Town of Arnprior

Drinking-Water System

Large Municipal Residential

Category:

Period being reported:

Year 2021

Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]

Is your annual report available to the public at no charge on a web site on the Internet?

Yes [X] No []

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Town of Arnprior
Town Hall
105 Elgin St. W.
Arnprior ON.
K7S 0A8

Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [] No [] N/A [x]



Indicate how you notified system users that your annual report is available, and is free of charge.

- ☒ Public access/notice via the web
- ☒ Public access/notice via Government Office
- ☐ Public access/notice via a newspaper
- ☒ Public access/notice via Public Request
- ☐ Public access/notice via a Public Library
- ☐ Public access/notice via other method

Describe your Drinking-Water System

The Arnprior Water Filtration Plant (WFP) is owned and operated by the Corporation of the Town of Arnprior. The WFP is situated at 71 James St. Arnprior Ontario, plant operators can be reached at 613-623-4231 Ext 1809. Certified operators monitor and control the treatment and testing of water production and quality.

Water is pumped from the Madawaska River to the treatment plant where Coagulant and Polymer are added as a flocculent. The water is then put through a clarification process called an Actiflo system, where microsand is utilized to enhance flocculation and acts as a ballast to aid in settling solids. The water is then filtered; Chlorine, Fluoride, Phosphoric Acid and Soda Ash are added to prepare the water for consumption. The treated water is stored in two 2,200 m³ reservoirs, Aqueous Ammonia is added, the treated water is then pumped to the distribution system, as well as a 2,700 m³ elevated water storage tank.

List all water treatment chemicals used over this reporting period

- Coagulant
- Soda Ash
- Chlorine gas
- Fluoride
- Ammonium Sulphate
- Phosphoric Acid

Were any significant expenses incurred to?

- ☐ Install required equipment
- ☒ Repair required equipment
- ☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

- Elevated tower recoated on exterior and interior cleaned and disinfected
- Chlorine gas maintenance performed by contractor
- Spill containment purchased and put into service
- Filter #1 pressure sensor replaced with new unit by contractor
- High lift pump surge relief valve re-furbished
- Purchased and replaced fluoride probe on analyzer
- Carry water backflow preventer for fluoride replaced and relocated into main building
- Facility sump pump replaced with new unit

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
None during this reporting period					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	52	0 - 64	2 - 370	N/A	
Treated	52	absent	absent	52	<2 - 8
Distribution	312	absent	absent	156	<2 - 14

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results
Turbidity	8760	0.06 - 0.14 NTU

NOTE: For continuous monitors use 8760 as the number of samples.



Chlorine (Free)	8760	1.43 – 2.19 mg/L
Fluoride (If the DWS provides fluoridation)	8760	0.00 - 0.77 mg/L

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Parameter	Date Sampled	Result	Unit of Measure
Benzo(a)pyrene	Jan. 14/21	<0.006	µg/L
Haloacetic Acid	Jan 14/21	26.3	µg/L
Total organic Carbon	Jan. 14/21	2.5	mg/L
Dissolved Organic Carbon	Jan. 14/21	2.4	mg/L
Colour	Jan. 14/21	<2	TCU
Nitrite	Jan. 14/21	<0.1	mg/L
Nitrate	Jan. 14/21	<0.1	mg/L
Benzo(a)pyrene	Apr. 13/21	<0.006	µg/L
Haloacetic Acid	Apr. 13/21	23.0	µg/L
Total organic Carbon	Apr. 13/21	2.8	mg/L
Dissolved Organic Carbon	Apr. 13/21	2.6	mg/L
Colour	Apr. 13/21	<2	TCU
Nitrite	Apr. 13/21	<0.1	mg/L
Nitrate	Apr. 13/21	0.1	mg/L
Benzo(a)pyrene	Jul. 27/21	<0.006	µg/L
Haloacetic Acid	Jul. 13/21	30.7	µg/L
Total organic Carbon	Jul. 13/21	2.4	mg/L
Dissolved Organic Carbon	Jul. 13/21	2.4	mg/L
Colour	Jul. 13/21	<2	TCU
Nitrite	Jul. 13/21	<0.1	mg/L
Nitrate	Jul. 13/21	<0.1	mg/L
Benzo(a)pyrene	Oct. 12/21	<0.006	µg/L
Haloacetic Acid	Oct. 12/21	30.1	µg/L
Total organic Carbon	Oct. 12/21	2.3	mg/L
Dissolved Organic Carbon	Oct. 12/21	2.2	mg/L
Colour	Oct. 12/21	<2	TCU
Nitrite	Oct. 12/21	<0.1	mg/L
Nitrate	Oct. 12/21	<0.1	mg/L

Summary of Inorganic parameters tested during this reporting period or the most recent sample results.

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	Jan. 14/21	<0.0001	mg/L	no
Arsenic	Jan. 14/21	0.0002	mg/L	no
Barium	Jan. 14/21	0.020	mg/L	no
Boron	Jan. 14/21	0.005	mg/L	no
Cadmium	Jan. 14/21	<0.000015	mg/L	no
Chromium	Jan. 14/21	<0.002	mg/L	no
*Lead	Jan. 14/21	<0.00002	mg/L	no
Mercury	Jan. 14/21	<0.00002	mg/L	no
Selenium	Jan. 14/21	<0.001	mg/L	no
Uranium	Jan. 14/21	<0.00005	mg/L	no

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period (Applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems).

Location Type	Number of Sample sites	Range of Lead Results mg/L (min#) – (max #)	Number of Exceedances (>0.01mg/L)
Plumbing	12	0.00003 – 0.00108	0
Distribution	4	0.00002 – 0.00068	0
Treated	1	<0.00002 – 0.00002	0

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Jan. 14/21	<0.3	µg/L	no
Atrazine + Metabolites	Jan. 14/21	<0.5	µg/L	no
Azinphos-methyl	Jan. 14/21	<1	µg/L	no
Benzene	Jan. 14/21	<0.5	µg/L	no
Benzo(a)pyrene	Jan. 14/21	<0.006	µg/L	no
Bromoxynil	Jan. 14/21	<0.5	µg/L	no
Carbaryl	Jan. 14/21	<3	µg/L	no
Carbofuran	Jan. 14/21	<1	µg/L	no
Carbon Tetrachloride	Jan. 14/21	<0.2	µg/L	no
Chlorpyrifos	Jan. 14/21	<0.5	µg/L	no

Diazinon	Jan. 14/21	<1	µg/L	no
Dicamba	Jan. 14/21	<10	µg/L	no
1,2-Dichlorobenzene	Jan. 14/21	<0.5	µg/L	no
1,4-Dichlorobenzene	Jan. 14/21	<0.5	µg/L	no
1,2-Dichloroethane	Jan. 14/21	<0.5	µg/L	no
1,1-Dichloroethene (vinylidene chloride)	Jan. 14/21	<0.5	µg/L	no
Dichloromethane	Jan. 14/21	<5.0	µg/L	no
2-4 Dichlorophenol	Jan. 14/21	<0.2	µg/L	no
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 14/21	<10	µg/L	no
Diclofop-methyl	Jan. 14/21	<0.9	µg/L	no
Diquat	Jan. 14/21	<5	µg/L	no
Diuron	Jan. 14/21	<5	µg/L	no
Glyphosate	Jan. 14/21	<25	µg/L	no
Malathion	Jan. 14/21	<5	µg/L	no
Metolachlor	Jan. 14/21	<3	µg/L	no
Metribuzin	Jan. 14/21	<3	µg/L	no
Monochlorobenzene	Jan. 14/21	<0.5	µg/L	no
Paraquat	Jan. 14/21	<1	µg/L	no
Pentachlorophenol	Jan. 14/21	<0.2	µg/L	no
Phorate	Jan. 14/21	<0.3	µg/L	no
Picloram	Jan. 14/21	<15	µg/L	no
Polychlorinated Biphenyls(PCB)	Jan. 14/20	<0.05	µg/L	no
Prometryne	Jan. 14/21	<0.1	µg/L	no
Simazine	Jan. 14/21	<0.5	µg/L	no
THM (NOTE: show latest annual average)	Jan. 19/22	41	µg/L	no
Terbufos	Jan. 14/21	<0.5	µg/L	no
Tetrachloroethylene	Jan. 14/21	<0.5	µg/L	no
2,3,4,6- Tetrachlorophenol	Jan. 14/21	<0.2	µg/L	no
Triallate	Jan. 14/21	<10	µg/L	no
Trichloroethylene	Jan. 14/21	<0.5	µg/L	no
2,4,6-Trichlorophenol	Jan. 14/21	<0.2	µg/L	no
Trifluralin	Jan. 14/21	<0.5	µg/L	no
Vinyl Chloride	Jan. 14/21	<0.2	µg/L	no
MCPA	Jan. 14/21	<10	µg/L	no



List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date and Location
None during this reporting period			

Scott Matthews
Waterworks Supervisor
Arnprior



ARNPRIOR

105 Elgin St. West
Arnprior, ON K7S 0A8

Tel 613 623 4231
Fax 613 623 8091

arnprior@arnprior.ca
www.arnprior.ca

Town of Arnprior 2021 – Water Filtration Plant Summary Report

February 2, 2022

Please find below a discussion of the operational undertakings of the Town of Arnprior's Water Filtration Plant (WFP) for the 2021 calendar year. This report is provided to meet the Town's requirements to report annually on the operation of the WFP, as per Municipal Drinking Water License (MDWL) 170-101 and Schedule 22 of O. Reg. 170/03 (Drinking Water Systems) and to provide residents of the Town of Arnprior with information on an important piece of the Town's municipal infrastructure.

1.0 Regulatory Reporting Requirements

Hereafter, for clarity all requirements of Schedule 22 of O. Reg. 170/03 are listed in blue italics below.

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

(a) in the case of a drinking water system owned by a municipality, the members of the municipal council.

This report is to be presented the Council of the Town of Arnprior during the regular meeting of Council on March 28, 2022 reporting on the Arnprior Drinking Water System for the period covering January - December 2021.

(2) The report must,

(a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and

The Town of Arnprior's Drinking Water System Number is 220000932 and is operated under Municipal Drinking Water Licence (MDWL) 170-101, Ver. 7. The Drinking Water Works Permit (DWWP) number is 170-201 Ver. 3 and the current Permit to Take Water (PTTW) is 4143-8ZDLMJ.

2.0 Compliance with Terms and Conditions of the MDWL

The Town of Arnprior owns and operates the Water Filtration Plant and complies with the

conditions of the DWWP, PTTW, and MDWL.

3.0 WFP Plant changes and Improvements

- Elevated tower recoated on exterior, and interior cleaned and disinfected
- Chlorine gas maintenance performed by contractor
- Spill containment purchased and put into service
- Filter #1 pressure sensor replaced with new unit by contractor
- High lift pump surge relief valve re-furbished
- Purchased and replaced fluoride probe on analyzer
- Carry water backflow preventer for fluoride replaced and relocated into main building
- Facility sump pump replaced with new

In accordance with Ontario Regulation 107/03 all required sampling and laboratory analysis of the raw and treated water is carried out in the plant laboratory and a certified contracted laboratory, which includes annual, quarterly and weekly sampling requirements.

Flow meters are calibrated annually by an outside contractor for flow measurement of the water taken from the Madawaska River and to the distribution system.

Continuous water quality analyzers with alarm systems are installed for chlorine residual, turbidity of filtered water and fluoride residual.

All operators are certified to the appropriate level, with ongoing training taking place throughout the year.

4.0 Non-Compliance with Terms and Conditions of PTTW and MDWL

(2) The report must,

(b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

None during this reporting period.

5.0 Adverse Test Results and Other Operational Problems

- On 25/Oct/21 the online fluoride analyzer was found to be reading erratic and would not calibrate. The fluoride dosing system was placed out of service due to lack of alarms from the analyzer. On 21/Oct/21 a new fluoride probe was installed and left to stabilize. On 25/Oct/21 the fluoride probe was calibrated and the fluoride dosing system was returned to service.
- No adverse test results during this reporting period

6.0 Water Production Flow Measurement

The raw water and the backwash flows at the plant are measured by Endress + Hauser electromagnetic flow meters. These flow meters are calibrated annually by an outside contractor.

7.0 Raw Water Production

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.

2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence.

The average daily raw water flow was measured at 4,589 m³. The maximum daily flow recorded was 7,227 m³ on July 6, 2021 when the tower was being refilled after exterior paint was complete. The maximum daily flow permitted under the Town's current PTTW from the Madawaska River is 10,340 m³/day.

The total annual raw water flow for 2021 was 1,680,096 m³. This volume has decreased since 2020 which had a total flow of 1,691,619 m³, a slight decrease of 11,523 m³.

8.0 Treated Water Production

The maximum daily volume of water permitted to be treated by the Town at the WFP under the MDWL in 2021 was 10,340 m³/day. There were no flow exceedances in 2021 and the average daily treated water flow was measured at 4,006 m³/day. The maximum daily treated water flow was 6,158 m³ on July 6, 2021. The total annual treated water flow for 2021 was 1,462,599 m³. This volume is essentially the same as 2020 which had a total flow of 1,462,991 m³. The per capita use of water is 456 litres per day, based on a population of 8,795 which is above the typical Canadian average of 300-400 litres per day.

9.0 Backwash Water Production

The average daily backwash water flow was 327m³. The total annual backwash water flow was 119,182m³. The backwash water is treated in a residuals treatment system where the solids are removed and pumped to the Water Pollution Control Centre (WPCC) for treatment and the clear supernatant is directed to the Madawaska River. The WFP MDWL stipulates a maximum permitted concentration of Total Suspended Solids (TSS) of 25 mg/l in the supernatant and in 2021 the average was 4.4 mg/l.

10.0 Water Quality

The Town of Arnprior carries out all the sampling and analysis of the raw and treated water as per the requirements of the MDWL and O. Reg. 170/03, schedules 10, 13, 23 and 24. s. Certain parameters are done at different frequencies such as daily weekly, quarterly and annually.

11.0 Zebra Mussel

Zebra mussels are evident at the Low Lift Pump house and at this time are manageable with semi annual cleaning of the intake screens.

12.0 Turbidity

The Madawaska River is an excellent source of raw water with stable water turbidity. The performance criterion for filtered water is a turbidity of less than or equal to 0.3 Nephelometric Turbidity Units (NTU) in 95% of the measurements each month without exceeding 1.0 NTU. The 2021 filtered water turbidity was 0.09 NTU.

13.0 Quarterly and Annual Water Sampling

Sampling and testing were carried out at various frequencies for Volatile Organic Compounds, Inorganic compounds, Pesticides and PCB as per Sch 23 and 24 of O Reg 170/03. These samples are taken by operators and sent to a certified laboratory. The analytical revealed that all samples were within acceptable concentrations under the Ontario Drinking Water Standards.

14.0 Hardness

The recommended operational guideline for hardness is 80 mg/l expressed as Calcium Carbonate. This provides an acceptable balance between corrosion control and incrustation. Hardness is caused by the presence of certain dissolved chemical compounds with calcium and magnesium being the primary elements. The amount of hardness varies significantly depending on the source. The Arnprior raw water source has an average hardness of 47 mg/l which would be considered soft water.

15.0 Alkalinity

Alkalinity is a measure of the capacity of water to neutralize acids and is known as the buffering capacity. The recommended operational range for alkalinity in treated drinking water is 30mg/l to 500mg/l as Calcium Carbonate. The Arnprior raw water has an average alkalinity of 36 mg/l and the treated water an average of 31 mg/l.

16.0 Fluoride

Hydrofluorosilicic acid is added to the treated water to attain an average fluoride residual in 2021 of 0.64 mg/l with a Maximum Acceptable Concentration of 1.5 mg/l. The fluoride residual is monitored with an online analyzer and in laboratory analysis.

17.0 Water Treatment Chemicals

The WFP uses Chlorine gas, polymer, Ammonium Sulphate (Chloramination), Polyaluminum Chloride (Coagulant), Sodium Carbonate (Soda Ash), Phosphoric Acid (Corrosion Control), and Hydrofluorosilicic Acid (Fluoride).

For inquiries regarding this report, please contact Scott Matthews at 623-4231 Ext. 1834.

Respectfully,

Scott Matthews
Waterworks Supervisor

Ministry of the Environment,
Conservation and Parks

Drinking Water and Environmental
Compliance Division, Eastern Region
Cornwall Area Office

113 Amelia Street
Cornwall ON K6H 3P1
Tel.: 613-933-7402
Fax: 613-933-6402

Ministère de l'Environnement, de la Protection de
la nature et des Parcs

Division de la conformité en matière d'eau potable
et d'environnement, Direction régionale de l'Est
Bureau de Cornwall

113, rue Amelia
Cornwall ON K6H 3P1
Tél.: 613-933-7402
Téléc.: 613-933-6402



March 4, 2022

Robin Paquette
Chief Administrator Officer
The Corporation of the Town of Arnprior
105 Elgin St. West
Arnprior, ON K7S 0A8

Dear: R. Paquette,

Re: **2021-22 Inspection Report for the Arnprior Drinking Water System**

Please find enclosed a copy of the final inspection report for the Arnprior Drinking Water System.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councilors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A guide for members of Municipal Council" found under on the Ontario website at <https://www.ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils>

The format of the enclosed report has been updated, and you will note that the non-compliance and/or non-conformance items are now detailed at the beginning of the report and if found, will cite due dates for the submission of information, procedures or plans to my attention. All questions that were assessed are included in the Inspection Details Section.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. IRR ratings are published (for the previous year) in the ministry's Chief Drinking Water Inspector's Annual Report.

Please note that due to a change in IT systems, the IRR cannot be generated at the same time as the inspection report. The IRR will be sent separately and prior to any public release (typically within one to two months of the completion of the inspection).

If you have any questions or concerns regarding the rating, please contact Charlie Primeau, Water Compliance Supervisor, at (613) 277-3727.

Thank you for the assistance during the inspection. Please do not hesitate to contact me if you have any questions or concerns about the attached report.

Sincerely,



Jean-François Durocher
Bilingual Water Inspector
Drinking Water and Environmental Compliance Division
Ministry of the Environment, Conservation and Parks (MECP)
Cornwall Area Office
Phone: 613-363-5149
E-mail: jean-francois.durocher@ontario.ca

cc: Scott Matthews, Town of Arnprior – Waterworks Supervisor
John Steckly, Town of Arnprior – Operations General Manager
Deanna Nicholson, Town of Arnprior – Environmental Engineering Officer
Dan Tantalo, Renfrew County & District Health Unit (RCDHU) – Environmental Health
Randy McLaren, Ministry of Natural Resources and Forestry (MNRF) – District Manager (Pembroke District)
Charlie Primeau, Ministry of Environment, Conservation and Parks (MECP) –Water Inspections Programs Supervisor, Cornwall/Ottawa SDWB

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DRINKING WATER INSPECTION REPORT 01- 36

APPENDICES

APPENDIX A REFERENCE MATERIAL
APPENDIX B COMPONENTS REPORTS



ARNPRIOR DRINKING WATER SYSTEM
71 JAMES ST, ARNPRIOR, ON, K7S 1E1

Inspection Report

System Number: 220000932
Inspection Start Date: 02/01/2022
Inspection End Date: 03/03/2022
Inspected By: Jean-Francois Durocher
Badge #: 1440

A handwritten signature in black ink, appearing to read "J. F. Durocher", is shown within a rectangular box.

(signature)

NON-COMPLIANCE/NON-CONFORMANCE ITEMS

This should not be construed as a confirmation of full compliance with all potential applicable legal requirement and BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: Regulated Activity: DRINKING WATER : DW Municipal Residential

Question ID	MRDW1001000		
Question	Question Type	Legislative Requirement	
What was the scope of this inspection?	Information	Not Applicable	
Observation			
<p>The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices.</p> <p>This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.</p> <p>This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.</p> <p>A physical inspection was conducted at the Arnprior Drinking Water System (DWS) on Wednesday February 9, 2022 by Water Inspector Jean-François (J-F) Durocher. J-F Durocher was accompanied by Waterworks Supervisor – Scott Matthews who is an employee of The Corporation of the Town of Arnprior.</p> <p>Paperwork and logbooks associated to DWS operations were reviewed for the period between February 1, 2021 to January 31, 2022. The inspector observed, analyzed and photographed each part of the treatment/disinfection process from the raw water source (Madawaska River) to the fully disinfected treated water. The inspector also visited the 2,727 m³ elevated water storage tank.</p>			

Question ID	MRDW1000000		
Question		Question Type	Legislative Requirement
Does this drinking water system provide primary disinfection?		Information	Not Applicable
Observation			
This Drinking Water System provides for both primary and secondary disinfection and distribution of water.			

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Question ID	MRDW1010000		
Question		Question Type	Legislative Requirement
Are trends in source water quality being monitored?		BMP	Not Applicable
Observation			
Trends in source water quality were being monitored.			
Source water quality parameters such as pH, temperature, bacteriological content, colour, turbidity and alkalinity are monitored and trended to assist in the treatment process.			

Question ID	MRDW1012000		
Question	Question Type	Legislative Requirement	
Does the owner have a harmful algal bloom monitoring plan in place that meets the requirements of the MDWL?	Legislative	SDWA 31 (1)	
Observation			
The owner had a harmful algal bloom monitoring plan in place.			
The Arnprior Municipal Drinking Water Licence (MDWL) conditions relating to harmful algal blooms are found in Schedule C Section 6.0 of MDWL 170-101 Issue No. 7.			
The inspector analyzed Arnprior's DWS Harmful Algal Bloom (HAB) plan and it contained the following details relating to:			
1) visual monitoring for HABs at or near the drinking water system intake,			
2) details relating to visual monitoring of shoreline for drinking water systems where the proximity of the intake may be of concern;			
3) details relating to reporting the observed or suspected HAB;			
4) a sampling plan, including the identification of sample location(s) and frequencies and triggers that may increase the sampling frequency, and			
5) up-to-date records documenting staff training on the HAB monitoring, reporting, and sampling procedures.			
The procedure also gives operators instructions on what to do if a bloom is confirmed and the presence of microcystin-LR (greater than 1.5 µg/L in treated water). No issues identified.			

Question ID	MRDW1014000		
Question		Question Type	Legislative Requirement
Is there sufficient monitoring of flow as required by the MDWL or DWWP issued under Part V of the SDWA?		Legislative	SDWA 31 (1)
Observation			
There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.			

Condition 2.1 of Municipal Drinking Water Licence (MDWL) No. 170-101 Issue No. 7 issued March 31, 2021 requires that continuous flow measurement and recording shall be undertaken for:

2.1.1 The flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system.

2.1.2 The flow rate and daily volume of water that flows into the treatment subsystem.

This condition was met through the use of two raw water flowmeters and a treated water flowmeter. The raw water flowmeters monitor the water flowing on the low lift discharge header to the treatment trains and a treated water flowmeter monitoring the treated water as it enters the distribution system.

Raw water flow data was reviewed for the period between February 1, 2021 to January 31, 2022, and found to be in order, averaging 4,621 m³/day [45% of Permit To Take Water (PTTW) 10,340 m³/day limit]. The highest raw water flow was on July 6, 2021 with a flow rate of 7,227 m³/day (70% of allowable 10,340 m³/day limit).

PTTW No. 4143-8ZDLMJ was issued to The Corporation of the Town of Arnprior on October 25, 2012. The PTTW limits daily water takings from the Madawaska River to 10,340,000 Litres/Day [10,340 cubic meters a day (m³/d)]. The PTTW expires on October 23, 2022.

Question ID	MRDW1015000	
Question	Question Type	Legislative Requirement
Are the flow measuring devices calibrated or verified in accordance with the requirements of the MDWL issued under Part V of the SDWA?	Legislative	SDWA 31 (1)
Observation		
The flow measuring devices were calibrated or verified in accordance with the requirements of the MDWL issued under Part V of the SWDA.		
Flowmeters are being verified and calibrated in accordance with requirements.		
All flowmeters within the Arnprior DWS were last calibrated on October 5, 2021 by a hired professional contractor who specializes in instrumentation calibrations.		

Question ID	MRDW1016000	
Question	Question Type	Legislative Requirement
Is the owner in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the MDWL issued under Part V of the SDWA?	Legislative	SDWA 31 (1)
Observation		
The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.		

Condition 1.1 of Schedule C of MDWL No. 170-101 Issue No. 7 requires the owner to ensure the system is operated such that the maximum daily volume of water that flows from the treatment subsystem to the distribution system is not to exceed the rated capacity of 10,340 m³/day.

The Arnprior WTP is averaging 39% of its total daily maximum production. During the inspection review period the average volume of water that was disinfected from the WTP to the distribution system was 4,069 m³/day. Arnprior WTP was averaging 4,022 m³/day during the last (2020-21) inspection period.

The highest monthly volume of water produced was in June 2021 with an average flow rate of 4,527 m³/day for the month and the highest single day treated water flow was July 6, 2021 (6,158 m³/day).

Question ID	MRDW1017000	
Question	Question Type	Legislative Requirement
Were appropriate records of flows and any capacity exceedances made in accordance with the MDWL issued under Part V of the SDWA?	Legislative	SDWA 31 (1)
Observation		
Appropriate records of flows and any capacity exceedances were made in accordance with the Municipal Drinking Water Licence issued under Part V of the SDWA.		

Question ID	MRDW1013000	
Question	Question Type	Legislative Requirement
Is the owner in compliance with all conditions of the PTTW?	Legislative	OWRA 34 (3)
Observation		
<p>The owner was in compliance with all conditions of the PTTW.</p> <p>Permit To Take Water (PTTW) No. 4143-8ZDLMJ was issued to the The Corporation of the Town of Arnprior on October 25, 2012 and expires on October 23, 2022.</p> <p>The PTTW limits daily water takings from the Madawaska River to 10,340,000 Litres/Day [10,340 cubic meters a day (m³/d)].</p> <p>All water takings from the source were below the maximum limit. The highest volume taken from the Madawaska River took place in on July 6, 2021 with a total daily volume of 7,227 m³/day (70% of allowable 10,340 m³/day limit).</p>		

Question ID	MRDW1030000	
Question	Question Type	Legislative Requirement

Is primary disinfection chlorine monitoring being conducted at a location approved by MDWL and/or DWWP issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved?	Legislative	SDWA O. Reg. 170/03 7-2 (1), SDWA O. Reg. 170/03 7-2 (2)
Observation		
Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.		
Chlorine monitoring was being conducted at or near the location where the intended CT has just been achieved, directly downstream of clearwell but prior to the high lift pumping gallery. Primary disinfection is being monitored by approved chlorine monitoring instrument.		

Question ID	MRDW1038000	
Question	Question Type	Legislative Requirement
Is continuous monitoring equipment that is being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format?	Legislative	SDWA O. Reg. 170/03 6-5 (1) 1-4
Observation		
Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.		
The Table in Schedule 6 of O.Reg 170/03 states that free chlorine residual and total chlorine residual measured for the purpose of determining combined chlorine residual required to achieve primary disinfection be recorded at a minimum every five minutes and that a minimum alarm set point be 0.1 milligrams per litre less than the concentration of free chlorine residual that is required to achieve primary disinfection.		
The Table in Schedule 6 does not state a maximum alarm standard for chlorine residual to achieve primary disinfection.		
The SCADA system records total and free chlorine residual continuously and the alarm for low free chlorine residual is set at 1.30 mg/L. Operators try to achieve a free chlorine residual of 1.60 mg/L or higher in treated water leaving the clearwell.		
The Table in Schedule 6 of O.Reg 170/03 states that turbidity be tested and recorded at a minimum frequency of every 15 minutes and that a maximum alarm point of 1.0 NTU be set. The Table in Schedule 6 does not state a minimum alarm standard for turbidity.		
The SCADA system records turbidity continuously and there is a high turbidity alarm set point of 0.3 NTU at the Arnprior WTP. No concerns were identified.		

Question ID	MRDW1036000	
Question	Question Type	Legislative Requirement
Where continuous monitoring equipment is not used for chlorine residual analysis, are samples tested using an acceptable portable device?	Legislative	SDWA O. Reg. 170/03 6-7 (1)
Observation		
Samples for chlorine residual analysis were tested using an acceptable portable device.		

Question ID	MRDW1037000	
Question	Question Type	Legislative Requirement
Are all continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or MDWL or DWWP or order, equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6?	Legislative	SDWA O. Reg. 170/03 6-5 (1) 1-4,SDWA O. Reg. 170/03 6-5 (1)5-10,SDWA O. Reg. 170/03 6-5 (1.1)
Observation		
<p>All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.</p> <p>The continuous monitoring equipment required by Ontario Regulation 170/03 was equipped with the following alarm set points:</p> <ul style="list-style-type: none"> -the free chlorine residual analyzer monitoring water leaving the clearwell has a low-level alarm of 1.30 mg/L, and a high-level alarm of 3.50 mg/L. -the total chlorine residual analyzer monitoring water leaving the WTP and entering the distribution system has a low-level alarm of 0.75 mg/L, and a high-level alarm of 3.1 mg/L. -the filter effluent turbidimeters have high level alarms set at 0.3 Nephelometric Turbidity Units (NTU). When effluent turbidity reaches 0.3 NTU that filter's effluent line is closed with valve (automatically). An alarm is also triggered when filter effluent turbidity reaches 0.3 NTU. <p>The on-call operator is notified 24/7 whenever an alarm is triggered. The on-call operator then would contact the OIC if during working hours come on-site and investigate if after hours.</p>		

Question ID	MRDW1035000	
Question	Question Type	Legislative Requirement

Are operators examining continuous monitoring test results and are they examining the results within 72 hours of the test?	Legislative	SDWA O. Reg. 170/03 6-5 (1) 1-4,SDWA O. Reg. 170/03 6-5 (1)5-10
Observation		
Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.		
Facility Logbooks are maintained by WTP staff for the Arnprior WTP and the Arnprior Distribution System. These logbooks were reviewed, and it was noted that Operators were reviewing the continuous monitoring data, typically within 24 hours of the test. The SCADA system generates a daily report which is entered in the "Monthly Report" Excel spreadsheet. It was noted the operators examine data as part of their morning routine inspection.		
The Arnprior WTP has an operator on site five-days a week (Mon-Fri) from 0800 to 1600 and a designated on-call person is available after hours.		

Question ID	MRDW1040000	
Question	Question Type	Legislative Requirement
Are all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?	Legislative	SDWA O. Reg. 170/03 6-5 (1) 1-4,SDWA O. Reg. 170/03 6-5 (1)5-10
Observation		
All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.		
It was indicated at the time of the inspection that all continuous analyzers are calibrated, maintained, and operated in accordance with the manufacturer's instructions and in accordance to Schedule 6-5 of Ontario Regulation 170/03.		
Arnprior DWS staff utilize a management/maintenance schedule (Preventive Maintenance 2021-22) to assist and track maintenance/calibration activities. Calibration records and work order summaries were provided by Arnprior staff and summarized below:		
<ul style="list-style-type: none"> - All flowmeters were calibrated on monthly basis. A third-party contractor provided the owners a Certificate of Instrument Performance on October 5, 2021, after he calibrated the flowmeters using specialized equipment. The third-party contractor is hired to calibrate the flowmeters annually. - The continuous monitoring equipment that monitors chlorine was calibrated monthly. - All turbidity meters were calibrated on monthly basis. 		

- Laboratory Turbidimeter, spectrophotometers, pH meters, dissolved oxygen meters, and colorimeters were calibrated by a third-party contractor on February 10, 2021.

Question ID	MRDW1108000	
Question	Question Type	Legislative Requirement
Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by Regulation 170, an Order, MDWL, or DWWP issued under Part V, SDWA, has triggered an alarm or an automatic shut-off, did a qualified person respond in a timely manner and take appropriate actions?	Legislative	SDWA O. Reg. 170/03 6-5 (1) 1-4, SDWA O. Reg. 170/03 6-5 (1) 5-10, SDWA O. Reg. 170/03 6-5 (1.1)
Observation		
Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.		
Section 6-5 of Schedule 6, Ontario Regulation 170/03 requires that continuous monitoring equipment be designed and operated in accordance with the standards described in subsection (1.1).		
If the continuous monitoring equipment does not have a feature that ensures that no water is directed to users in the event of a prescribed alarm, then in the event of an alarm a qualified person must be promptly dispatched to the plant and must arrive as soon as possible.		
The demonstrated response time for triggered alarms is acceptable. No concerns were identified.		

Question ID	MRDW1033000	
Question	Question Type	Legislative Requirement
Is the secondary disinfectant residual measured as required for the large municipal residential distribution system?	Legislative	SDWA O. Reg. 170/03 7-2 (3), SDWA O. Reg. 170/03 7-2 (4)
Observation		
The secondary disinfectant residual was measured as required for the distribution system.		
Subsection 7-2 (3) of Schedule 7 of Ontario Regulation 170/03 requires that the owner of a large municipal residential system that provides secondary disinfection and the operating authority for the system shall ensure that at least seven distribution samples are taken each week and are tested immediately for, free chlorine residual, or combined chlorine residual, if the system provides chloramination.		
The required sampling had been conducted in accordance with the rules prescribed by Subsection		

7-2(4) of Schedule 7 of Ontario Regulation 170/03. The rules stipulate the following:

- At least four of the samples must be taken on one day of the week, at least 48 hours after the last sample was taken in the previous week.
- At least three of the samples must be taken on a second day of the week, at least 48 hours after the last sample was taken on the day noted above.
- When more than one sample is taken on the same day of the week under paragraph noted above, each sample must be taken from a different location.

The secondary disinfectant residual in the distribution system is measured as per Subsection 7-2 (4) of Schedule 7 of Ontario Regulation 170/03. No concerns were identified.

Question ID	MRDW1031000		
Question		Question Type	Legislative Requirement
Are operators aware of the operational criteria necessary to achieve primary disinfection within the drinking water system?		BMP	Not Applicable
Observation			
Operators were aware of the operational criteria necessary to achieve primary disinfection within the drinking water system.			

Question ID	MRDW1032000		
Question		Question Type	Legislative Requirement
If the drinking water system obtains water from a surface water source and provides filtration, is continuous monitoring of each filter effluent line being performed for turbidity?		Legislative	SDWA O. Reg. 170/03 7-3 (2)
Observation			
Continuous monitoring of each filter effluent line was being performed for turbidity.			

Question ID	MRDW1018000		
Question		Question Type	Legislative Requirement
Has the owner ensured that all equipment is installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?		Legislative	SDWA 31 (1)
Observation			
The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.			

At the time of the inspection, The Town of Arnprior was operating the Drinking Water System (DWS) under Drinking Water Works Permit (DWWP) No. 170-201 Issue No. 3 which was issued on March 31, 2021. The facility also operated under Municipal Drinking Water Licence (MDWL) No. 170-101 Issue No. 7 which was issued March 31, 2021.

The equipment as identified on the above noted certificates was reviewed at the time of the inspection and found to be in order.

Question ID	MRDW1019000		
Question		Question Type	Legislative Requirement
Does the owner have evidence that, when required during the inspection period, all Director Notifications under Condition 2.4 of Schedule B of the DWWP were made to the Ministry?		Legislative	SDWA 31 (1)
Observation			
The owner had evidence that all required Director Notifications under Condition 2.4 of Schedule B of the Drinking Water Works Permit were made during the inspection period.			

Question ID	MRDW1020000		
Question	Question Type	Legislative Requirement	
Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 1 documents were prepared in accordance with their Drinking Water Works Permit?	Legislative	SDWA 31 (1)	
Observation			
The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.			
A Form 1 was prepared for the following watermain projects:			
The Marshall's Bay Meadows subdivision and all the new watermains in that newly developed area of Arnprior.			
Watermain works associated with the development of a new apartment building complex (Hyorr Sawmill Flats) at the south-west corner of Madawaska Blvd. and Jack Cres. in the Town of Arnprior			
Removal of existing 150 mm ductile iron watermain with new 200 mm polyvinylchloride (PVC) watermain along Alicia Street from Division Street to McLachlin Street.			

Question ID	MRDW1021000		
Question	Question	Legislative	

	Type	Requirement
Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 2 documents were prepared in accordance with their Drinking Water Works Permit?	Legislative	SDWA 31 (1)
Observation		
<p>The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.</p> <p>A Form 2 form was prepared for the following modifications:</p> <p>Replacement of the differential pressure sensor on Filter #1 to a newer model of the same manufacturer (Endress & Hauser). Unit was installed and calibrated by a professional offsite contractor.</p>		

Question ID	MRDW1023000	
Question	Question Type	Legislative Requirement
Do records indicate that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a DWWP and/or MDWL issued under Part V of the SDWA at all times that water was being supplied to consumers?	Legislative	SDWA O. Reg. 170/03 1-2 (2)
Observation		
<p>Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.</p> <p>Subsection 1-2(2) of Schedule 1 of Ontario Regulation 170/03 requires that the owner of a drinking water system and the operating authority for the system ensure the following:</p> <ol style="list-style-type: none"> 1. The water treatment equipment is in operation whenever water is being supplied; 2. The water treatment equipment is operated in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario; and that 3. The water treatment equipment required by section 1-3 or 1-4 is operated in a manner that achieves the design capabilities it is required to have under that section. <p>The Arnprior WTP is a Conventional Filtration System as defined by DWWP No. 170-201 Issue No. 3 and MDWL No. 170-101 Issue No. 7.</p> <p>The Arnprior WTP is designed so that credits for 2-log removal/inactivation of <i>Cryptosporidium</i> oocysts, 3-log removal/inactivation of <i>Giardia</i> cysts and 4-log removal/inactivation of viruses are achieved through the use of chlorine disinfection.</p> <p>Subsection 1-4(a)[ii] of Schedule 1 of Ontario Regulation 170/03 requires that water treatment equipment is designed to be capable of achieving, at all times, primary disinfection in accordance</p>		

with the Ministry's Procedure for Disinfection of Drinking Water in Ontario, including at least 99 per cent (2 log) removal or inactivation of *Cryptosporidium* oocysts, at least 99.9 per cent (3 log) removal or inactivation of *Giardia* cysts and at least 99.99 per cent (4 log) removal or inactivation of viruses.

To receive these removal credits the conventional filtration system must meet the following operating criteria:

- chemical coagulant must be used at all times when the treatment plant is operational,
- chemical dosage must be monitored and adjusted in response to variations in raw water quality,
- effective backwash procedures must be maintained,
- the turbidity from each filter must be continuously monitored, and
- the turbidity of each filter effluent stream must be measured to be less than or equal to 0.3 NTU in 95% of the measurements each month.

The available information indicates that the Arnprior WTP is operating in accordance with these requirements.

A review of the filter effluent turbidity data provided by WTP staff (dated February 2021 to January 2022), indicates that the filter effluent met the performance measure of 0.3 NTU or less 95% of the time for each individual month.

To ensure CT is achieved, the plant is operated to achieve a minimum free chlorine residual of 1.30 mg/L for water entering the clear well. A review of the available data indicated that the minimum free chlorine residual recorded for primary disinfection ranged from 1.43 mg/L to 2.19 mg/L.

To further confirm that the CT was consistently achieved, a CT calculation was completed based on worst case conditions (i.e. min. chlorine residual, max. flow, low temperature, max. pH) reported since the previous inspection. The calculation confirmed that the plant was capable of achieving the required CT in all operating conditions reported since the last inspection. No issues identified.

Question ID	MRDW1024000	
Question	Question Type	Legislative Requirement
Do records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined?	Legislative	SDWA O. Reg. 170/03 1-2 (2)
Observation		
Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.		
Section 1-2(2)4 of Schedule 1 of Ontario Regulation 170/03 states that if the drinking water		

system's water treatment equipment provides chlorination or chloramination for secondary disinfection, the equipment is operated so that, at all times and at all locations within the distribution system,

- i. The free chlorine residual is never less than 0.05 mg/L, if the drinking water system provides chlorination and does not provide chloramination, or
- ii. The combined chlorine residual is never less than 0.25 mg/L, if the drinking water system provides chloramination.

The maintenance of a disinfectant residual in the distribution system (secondary disinfection) is intended to maintain (or introduce and maintain) a persistent disinfectant residual to protect the water from microbiological re-contamination, reduce bacterial re-growth, control biofilm formation, and serve as an indicator of distribution system integrity (loss of disinfectant residual indicating that the system integrity has been compromised). Only chlorine, chlorine dioxide and monochloramine provide a persistent disinfectant residual and can be used for the maintenance of a residual in the distribution system.

Rapid decay of a disinfectant residual may occur because of a number of other causes such as heavy encrustation or sediment accumulation and biofilm activity and may require investigation and specific corrective action such as engineered flow velocity increases and swabbing or pigging/lining and/or main replacement.

Records provided by the Town of Arnprior were reviewed for the inspection period and found to be in order. The lowest combined chlorine residual which was measured in the distribution system was on September 26, 2021 with a result of 0.64 mg/L.

NOTE:

Process analyzers can be used within a treatment plant (e.g. where analyzers may exist as part of the treatment process control but are not used to measure residual chlorine at the end of contact time) as well as within a distribution system. This equipment does not have to meet the requirements specified in Schedule 6 of the Regulation. However, if a process analyzer indicates that inadequately disinfected water is being directed to the users of the system, the observation must be reported under Schedule 16, section 16-4.

Example situations may include:

In a re-chlorination facility (chlorine booster station), there can be one or more analyzers; one on the entry line (upstream) measuring residual levels of the incoming water and the second one on the exit line (downstream). The chlorine dose is adjusted based on the upstream analyzer reading. If an online analyzer located on the downstream side displays a value less than 0.05 mg/L for 15 minutes or more, this could mean that improperly treated water is being directed to the users of the system.

If it is determined that the low readout is not due to mitigating circumstances such as a calibration error, broken probe, electrical power surge, etc., the observation should be reported under section 16-4, Schedule 16.

Question ID	MRDW1025000		
Question	Question Type	Legislative Requirement	
Were all parts of the drinking water system that came in contact with drinking water (added, modified, replaced or extended) disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?	Legislative	SDWA 31 (1)	
Observation			
All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.			
Condition 2.3 of Schedule B of DWWP No. 177-202 Issue No. 2 which was issued on February 8, 2016 states that all parts of the drinking water system in contact with drinking water which are:			
2.3.1 Added, modified, replaced, extended; or			
2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination, shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:			
a) The ministry's Watermain Disinfection Procedure, effective January 15, 2017;			
b) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;			
c) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and			
d) AWWA C654 – Standard for Disinfection of Wells.			
It was indicated by Arnprior WTP staff at the time of the inspection, that a recently updated Standard Operating Procedure (SOP) was created specifically to ensure the Watermain Disinfection Procedure is properly and adequately followed and adhered to by Arnprior DWS staff. No concerns identified.			

Question ID	MRDW1027000		
Question	Question Type	Legislative Requirement	
Does the owner have evidence indicating that all chemicals and materials which come in contact with water within the drinking water system have met all applicable AWWA and ANSI standards in accordance with the DWWP and MDWL issued under Part V of the SDWA?	Legislative	SDWA 31 (1)	
Observation			
The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.			

Question ID	MRDW1028000		
Question	Question	Legislative	

	Type	Requirement
Are up-to-date plans for the drinking water system kept in place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA?	Legislative	SDWA 31 (1)
Observation		
Up-to-date plans for the drinking water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA.		

Question ID	MRDW1043000	
Question	Question Type	Legislative Requirement
Are the process wastewater and residual solids/sludges being treated, handled and disposed of in accordance with the design requirements approved under the Drinking Water Works Permit and the Municipal Drinking Water Licence?	Legislative	SDWA 31 (1)
Observation		
The process wastewater and residual solids/sludges were treated, handled and disposed of in accordance with the design requirements approved under the Drinking Water Works Permit and the Municipal Drinking Water Licence.		

Question ID	MRDW1044000	
Question	Question Type	Legislative Requirement
Does the process wastewater discharge monitoring program and discharge quality comply with requirements established in the MDWL issued under Part V of the SDWA?	Legislative	SDWA 31 (1)
Observation		
<p>The process wastewater discharge monitoring program and discharge quality complied with requirements established in the Municipal Drinking Water Licence Issued under Part V of the SDWA.</p> <p>Schedule C, Table 7 of the MDWL requires a composite sample to be taken monthly from the point of discharge from the backwash wastewater facilities for Total Suspended Solids (TSS) with a reportable maximum concentration of 25 mg/L and a reportable annual average concentration of 25 mg/L.</p> <p>All above samples were taken at the required frequencies. The maximum TSS concentration was 20.0 mg/L and the annual average TSS concentration was 4.6 mg/L for TSS samples taken from the backwash wastewater facilities.</p>		

Question ID	MRDW1045000	
Question	Question Type	Legislative Requirement
Has the owner updated the document describing the distribution components within 12 months of completion of alterations to the system?	Legislative	SDWA 31 (1)
Observation		
<p>The owner had up-to-date documents describing the distribution components as required.</p> <p>The documents referenced in DWWP Table 1: Watermains of Schedule A are required to be updated within 12 months of the addition, modification, replacement or extension of watermains. The Permit demonstrates that the file was last updated in October 2020, but while conducting the inspection, the inspector confirmed that up to date schematics/maps are available for staff.</p>		

Question ID	MRDW1046000	
Question	Question Type	Legislative Requirement
Is there a backflow prevention program, policy and/or bylaw in place that addresses cross connections and connections to high hazard facilities?	BMP	Not Applicable
Observation		
<p>There is a backflow prevention program, policy and/or bylaw in place.</p> <p>Town of Arnprior By-Law No. 6802-18 states that all service connection need to comply with the Building Code of Ontario, and also addressing that no cross connections to other water sources are allowed.</p>		

Question ID	MRDW1047000	
Question	Question Type	Legislative Requirement
Does the owner have a program or maintain a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system?	BMP	Not Applicable
Observation		
<p>The owner had a program or maintained a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system.</p> <p>The water reservoirs are cleaned out and thoroughly inspected every five years. The water tower was cleaned out, inspected, and painted in the summer months of 2021.</p>		

Question ID	MRDW1048000	
Question	Question Type	Legislative Requirement

Has the owner implemented a program for the flushing of watermain as per industry standards?	BMP	Not Applicable
Observation		
The owner had implemented a program for the flushing of watermain as per industry standards.		
The owner has implemented a program to flush the watermain on a bi-annual schedule. Each autumn and spring season, the town will flush all watermain, exercise valves, inspect/operate hydrants and winterize the hydrants (fall).		

Question ID	MRDW1049000	
Question	Question Type	Legislative Requirement
Do records confirm that disinfectant residuals are routinely checked at the extremities and dead ends of the distribution system?	BMP	Not Applicable
Observation		
Records confirmed that disinfectant residuals were routinely checked at the extremities and "dead ends" of the distribution system.		

Question ID	MRDW1050000	
Question	Question Type	Legislative Requirement
Is there a program in place for inspecting and exercising valves?	BMP	Not Applicable
Observation		
A program was in place for inspecting and exercising valves.		

Question ID	MRDW1051000	
Question	Question Type	Legislative Requirement
Is there a program in place for inspecting and operating hydrants?	BMP	Not Applicable
Observation		
There was a program in place for inspecting and operating hydrants.		

Question ID	MRDW1052000	
Question	Question Type	Legislative Requirement
Is there a by-law or policy in place limiting access to hydrants?	BMP	Not Applicable
Observation		
There was a by-law or policy in place limiting access to hydrants.		

Town of Arnprior By-Law No. 6802-18 states that no person shall in any way interfere with any hydrant, valve, curb-stop, or other waterworks appliances. Only authorized users may operate the hydrant.

Question ID	MRDW1053000		
Question		Question Type	Legislative Requirement
Is the Owner able to maintain proper pressures in the distribution system and is pressure monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate?		BMP	Not Applicable
Observation			
The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.			
The Arnprior WTP is outfitted with pressure reading equipment throughout the distribution which is tracked on the Supervisory Control And Data Acquisition (SCADA) system. If the pressure drops below the value under which the system is designed to operate an alarm will be engaged and the operator will be made aware.			

Question ID	MRDW1058000		
Question	Question Type	Legislative Requirement	
Do operators and maintenance personnel have ready access to operations and maintenance manuals?	Legislative	SDWA O. Reg. 128/04 28	
Observation			
Operators and maintenance personnel had ready access to operations and maintenance manuals.			
Operations and maintenance manual(s) for the WTP were reviewed at the time of the inspection and found to be in order, containing plans, drawings, and very detailed process descriptions. The manuals are kept at the WTP; and are readily available to all WTP staff.			
At the WTP there is also a binder which contains abbreviated (condensed) operations and maintenance manuals. There is also the full technical series of operations and maintenance manuals and binders on site.			

Question ID	MRDW1063000		
Question	Question Type	Legislative Requirement	
For every required operational test and for every required sample, is a record made of the date, time, location, name of the person conducting the test and result of the test?	Legislative	SDWA O. Reg. 170/03 6-10 (1)	

Observation
For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.
"Facility Logbooks" and other record keeping mechanisms maintained by Town of Arnprior staff were reviewed for the period between February 1, 2021 to January 31, 2022.
According to Town of Arnprior staff; only certified operators perform operational testing that is not performed by continuous monitoring equipment. Entries are made in chronological order.

Question ID	MRDW1064000	
Question	Question Type	Legislative Requirement
Did the operator-in-charge ensure that records were maintained of all adjustments made to the processes within his or her responsibility?	Legislative	SDWA O. Reg. 128/04 26 (2)
Observation		
The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.		

Question ID	MRDW1065000		
Question		Question Type	Legislative Requirement
Are logs and other record keeping mechanisms available for at least five (5) years?		Legislative	SDWA O. Reg. 128/04 27 (6)
Observation			
Logs or other record keeping mechanisms were available for at least five (5) years.			

Question ID	MRDW1059000		
Question		Question Type	Legislative Requirement
Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system?		Legislative	SDWA O. Reg. 128/04 28
Observation			
The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.			

Question ID	MRDW1060000	
Question	Question Type	Legislative Requirement
Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V	Legislative	SDWA 31 (1)

of the SDWA?		
Observation		
<p>The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.</p> <p>The Operations and Maintenance Manuals are in order and consistent with conditions 16.0 of Schedule B of MDWL No. 177-101 Issue No. 7. The manuals are kept at the WTP, readily available to all Town of Arnprior staff.</p> <p>The operation and maintenance manuals and the emergency/contingency plans are reviewed on an annual schedule and are updated if needed.</p>		

Question ID	MRDW1061000	
Question	Question Type	Legislative Requirement
Are logbooks properly maintained and contain the required information?	Legislative	SDWA O. Reg. 128/04 27 (1), SDWA O. Reg. 128/04 27 (2), SDWA O. Reg. 128/04 27 (3), SDWA O. Reg. 128/04 27 (4), SDWA O. Reg. 128/04 27 (5), SDWA O. Reg. 128/04 27 (6), SDWA O. Reg. 128/04 27 (7)
Observation		
<p>Logbooks were properly maintained and contained the required information.</p> <p>"Facility Logbooks" and other record keeping mechanisms maintained by Town of Arnprior staff were reviewed for the period between February 1, 2021 to January 31, 2022.</p> <p>According to Town of Arnprior staff; only certified operators perform operational testing that is not performed by continuous monitoring equipment. Entries are made in chronological order.</p>		

Question ID	MRDW1062000	
Question	Question Type	Legislative Requirement
Do records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment is being done by a certified operator, water quality analyst, or person who meets the requirements of O.	Legislative	SDWA O. Reg. 170/03 7-5

Reg. 170/03 7-5?		
Observation		
Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.		

Question ID	MRDW1066000	
Question	Question Type	Legislative Requirement
Is spill containment provided for process chemicals and standby power generator fuel?	BMP	Not Applicable
Observation		
Spill containment was provided for process chemicals and/or standby power generator fuel.		

Question ID	MRDW1067000	
Question	Question Type	Legislative Requirement
Are clean-up equipment and materials in place for the clean up of spills?	BMP	Not Applicable
Observation		
Clean-up equipment and materials were in place for the clean up of spills.		

Question ID	MRDW1068000	
Question	Question Type	Legislative Requirement
If available, are standby power generators tested under normal load conditions?	BMP	Not Applicable
Observation		
Standby power generators were tested under normal load conditions.		

Question ID	MRDW1069000	
Question	Question Type	Legislative Requirement
Are all storage facilities completely covered and secure?	BMP	Not Applicable
Observation		
All storage facilities were completely covered and secure.		

Question ID	MRDW1070000	
Question	Question Type	Legislative Requirement
Are air vents and overflows associated with reservoirs and	BMP	Not Applicable

elevated storage structures equipped with screens?		
Observation		
Air vents and overflows associated with reservoirs and elevated storage structures were equipped with screens.		

Question ID	MRDW1071000	
Question	Question Type	Legislative Requirement
Has the owner provided security measures to protect components of the drinking water system?	BMP	Not Applicable
Observation		
<p>The owner had provided security measures to protect components of the drinking water system.</p> <p>All components of the WTP were found to be completely covered, secure, and under lock and key at all times.</p> <p>Intrusion alarms are installed at the following locations:</p> <ul style="list-style-type: none"> - WTP - Water Tower <p>The water tower as well as the water treatment plant has its perimeter fully fenced complete with locked gate access, security lighting and "no trespassing" sign.</p>		

Question ID	MRDW1072000	
Question	Question Type	Legislative Requirement
Has the owner and/or operating authority undertaken efforts to promote water conservation and reduce water losses in their system?	BMP	Not Applicable
Observation		
<p>The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.</p> <p>Water conservation is being practiced in Arnprior. The owner has developed By-Law No. 6802-18 which states the following: "Water conservation measures are in effect from May 1st to September 30th, for each calendar year. During these months, those who derive water from the Arnprior Water Treatment Plant are permitted to water their lawns and/or vegetable gardens and/or flower beds, with an outdoor watering system. The municipal addresses which are even can water on even numbered calendar days and the municipal addresses which are odd can water on odd numbered calendar days.</p>		

Question ID	MRDW1073000	
Question	Question Type	Legislative Requirement

Has the overall responsible operator been designated for all subsystems which comprise the drinking water system?	Legislative	SDWA O. Reg. 128/04 23 (1)
Observation		
The overall responsible operator has been designated for each subsystem.		
The Arnprior water treatment plant is classified as a Class 3 Water Treatment Subsystem (WTS) Certificate No. 645 issued April 30, 2006.		
The Arnprior water distribution system is classified as a Class 1 Water Distribution Subsystem (WDS) Certificate No. 1918 issued on July 21, 2005.		
Mr. Scott Matthews is the Overall Responsible Operator (ORO) for the Arnprior WTP and possesses the required qualifications. When Mr. Matthews cannot act as ORO the backup ORO who shall replace him possesses the required qualifications.		

Question ID	MRDW1074000	
Question	Question Type	Legislative Requirement
Have operators in charge been designated for all subsystems for which comprise the drinking water system?	Legislative	SDWA O. Reg. 128/04 25 (1)
Observation		
Operators-in-charge had been designated for all subsystems which comprised the drinking water system.		
The operator designated as the OIC will be in that role on a six-week rotation.		
The on-call operator is on a one-week rotation.		
Should a call come in afterhours and the on-call operator needs to respond, the on-call operator would then become the OIC at the time of that event.		
All of the information was recorded and maintained in WTP and in the logbook. The duty operators and the on-call operators for each subsystem are designated to be the OIC.		

Question ID	MRDW1075000	
Question	Question Type	Legislative Requirement
Do all operators possess the required certification?	Legislative	SDWA O. Reg. 128/04 22
Observation		
All operators possessed the required certification.		

Question ID	MRDW1076000	
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Question	Question Type	Legislative Requirement
Do only certified operators make adjustments to the treatment equipment?	Legislative	SDWA O. Reg. 170/03 1-2 (2)
Observation		
Only certified operators made adjustments to the treatment equipment.		

Question ID	MRDW1078000	
Question	Question Type	Legislative Requirement
In instances where the overall responsible operator was unable to act, was an adequately certified operator designated to act in place of the overall responsible operator?	Legislative	SDWA O. Reg. 128/04 23 (1), SDWA O. Reg. 128/04 23 (2), SDWA O. Reg. 128/04 23 (3), SDWA O. Reg. 128/04 23 (4), SDWA O. Reg. 128/04 23 (5), SDWA O. Reg. 128/04 23 (6), SDWA O. Reg. 128/04 23 (7)
Observation		
An adequately licenced operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to act.		

Question ID	MRDW1099000	
Question	Question Type	Legislative Requirement
Do records show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg.. 169/03)?	Information	Not Applicable
Observation		
Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).		
Sample records provided for the Arnprior DWS for the period between February 1, 2021 to January 31, 2022, were reviewed and found to be in order.		
All the parameters sampled were in order with the limits set in Ontario Regulation 169/03.		

NOTE: It is not a legal requirement of the owner that the drinking water meets all the standards, all of the time; however, it is a legal requirement that the owner reports any exceedance of a Standard and follows the corrective actions prescribed in regulation, including any additional directions prescribed by the local Medical Officer of Health.

Question ID	MRDW1079000	
Question	Question Type	Legislative Requirement
Are all microbiological water quality monitoring requirements for raw water samples prescribed by legislation being met?	Legislative	SDWA O. Reg. 170/03 10-4 (1),SDWA O. Reg. 170/03 10-4 (2),SDWA O. Reg. 170/03 10-4 (3)
Observation		
All microbiological water quality monitoring requirements for raw water samples were being met.		
Section 10-4 of Schedule 10, Ontario Regulation 170/03, requires that a raw water sample is taken at least once a week. A review of raw water quality monitoring data for the period in question, confirmed that a raw water sample was collected before any treatment was applied to the water at least once a week.		

Question ID	MRDW1081000	
Question	Question Type	Legislative Requirement
Are all microbiological water quality monitoring requirements for distribution samples being met?	Legislative	SDWA O. Reg. 170/03 10-2 (1),SDWA O. Reg. 170/03 10-2 (2),SDWA O. Reg. 170/03 10-2 (3)
Observation		
All microbiological water quality monitoring requirements for distribution samples were being met.		
Section 10-2(1)(a) of Schedule 10 of Ontario Regulation 170/03 requires that the owners of a drinking water system and the operating authority for the system shall ensure that, if the system serves 100,000 people or less, at least eight (8) distribution samples, plus one (1) additional distribution sample for every 1,000 people served by the system, are taken every month, with at least one (1) of the samples being taken in each week.		
According to information provided at the time of the inspection, the total permanent residential		

population served by the Arnprior DWS is approximately 9,629 (2021 Census). Based on the population of 10,000, the total number of distribution samples required per month is at least 18 with at least 25 per cent of the samples taken are to be tested for general bacteria population expressed as colony counts on a Heterophonic Plate Count (HPC).

A review of the water quality data for the period in question, confirmed that the microbiological monitoring requirements for the distribution system were consistently being met by a range of samples spanning from 25 to 32 samples per month and 25% of those samples were analyzed for HPC.

Question ID	MRDW1083000		
Question	Question Type	Legislative Requirement	
Are all microbiological water quality monitoring requirements for treated samples being met?	Legislative	SDWA O. Reg. 170/03 10-3	
Observation			
All microbiological water quality monitoring requirements for treated samples were being met. Section 10-3 of Schedule 10 of Ontario Regulation 170/03 requires that a treated water sample be taken at least once a week and tested for the required microbiological parameters.			
A review of the water quality monitoring data for the period in question, confirmed that all microbiological monitoring requirements for treated water were consistently being met.			

Question ID	MRDW1084000		
Question	Question Type	Legislative Requirement	
Are all inorganic water quality monitoring requirements prescribed by legislation conducted within the required frequency?	Legislative	SDWA O. Reg. 170/03 13-2	
Observation			
All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			
Section 13-2 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every 12 months and tested for the required inorganic parameters identified under Schedule 23.			
A review of the inorganic water quality monitoring data for the period in question, confirmed that the required samples were collected on January 14, 2021 and then again on January 20, 2022.			
The previous Schedule 23 samples were collected on January 14, 2020.			

Question ID	MRDW1085000		
Question	Question	Legislative	

	Type	Requirement
Are all organic water quality monitoring requirements prescribed by legislation conducted within the required frequency?	Legislative	SDWA O. Reg. 170/03 13-4 (1),SDWA O. Reg. 170/03 13-4 (2),SDWA O. Reg. 170/03 13-4 (3)
Observation		
<p>All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.</p> <p>Section 13-4 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every 12 months and tested for the required organic parameters identified under Schedule 24.</p> <p>A review of the organic water quality monitoring data for the period in question, confirmed that the required samples were collected on January 14, 2021 and then again on January 20, 2022.</p> <p>The previous Schedule 24 samples were collected on January 14, 2020.</p>		

Question ID	MRDW1086000	
Question	Question Type	Legislative Requirement
Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location?	Legislative	SDWA O. Reg. 170/03 13-6.1 (1),SDWA O. Reg. 170/03 13-6.1 (2),SDWA O. Reg. 170/03 13-6.1 (3), SDWA O. Reg. 170/03 13-6.1 (4),SDWA O. Reg. 170/03 13-6.1 (5),SDWA O. Reg. 170/03 13-6.1 (6)
Observation		
<p>All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.</p> <p>Section 13-6.1 (1) of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every three months and tested for haloacetic acids (HAA).</p> <p>A review of the water quality monitoring data for the period in question, confirmed that haloacetic</p>		

acids samples were collected in accordance with the monitoring requirements prescribed by the legislation.

Since the previous inspection HAA samples were collected on January 14, April 13, July 13, October 12 all of 2021 and January 19, 2022.

The running annual average based on the results of the four most recent quarterly sample results is 26.63 µg/L which is below the Ontario Drinking Water Quality Standard (ODWQS) limit of 80 µg/L (running annual average).

Question ID	MRDW1087000	
Question	Question Type	Legislative Requirement
Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?	Legislative	SDWA O. Reg. 170/03 13-6 (1)
Observation		
All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.		
Section 13-6 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every three months and tested for trihalomethanes (THM).		
A review of the water quality monitoring data for the period in question, confirmed that THM samples were collected in accordance with the monitoring requirements prescribed by the legislation.		
Since the previous inspection THM samples were collected on January 14, April 13, July 13, October 12 all of 2021 and January 19, 2022.		
The running annual average based on the results of the four most recent quarterly sample results is 40.5 µg/L which is below the Ontario Drinking Water Quality Standard (ODWQS) limit of 100 µg/L (running annual average).		

Question ID	MRDW1088000	
Question	Question Type	Legislative Requirement
Are all nitrate/nitrite water quality monitoring requirements prescribed by legislation conducted within the required frequency for the DWS?	Legislative	SDWA O. Reg. 170/03 13-7
Observation		
All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.		

Section 13-7 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every three months and tested for nitrates/nitrites.

A review of the water quality monitoring data for the period in question confirmed that the nitrate/nitrite samples were collected in accordance with monitoring requirements prescribed by the legislation.

Since the previous inspection nitrate/nitrite samples were collected on January 14, April 13, July 13, October 12 all of 2021 and January 19, 2022.

Question ID	MRDW1089000	
Question	Question Type	Legislative Requirement
Are all sodium water quality monitoring requirements prescribed by legislation conducted within the required frequency?	Legislative	SDWA O. Reg. 170/03 13-8
Observation		
All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.		
Section 13-8 of Schedule 13 of Ontario Regulation 170/03 requires that at least one sample be taken every 60 months and tested for sodium.		
A review of the water quality monitoring data for the period in question, confirmed that the sodium samples were collected in accordance with monitoring requirements prescribed by the legislation.		
Sodium was last sampled (for regulatory purposes) on January 14, 2021 and the result 12.8 mg/L, which is below the Ontario Drinking Water Quality Standard (ODWQS) guideline of 20 mg/L.		
Arnprior DWS will not be required to collect samples for sodium before January 14, 2026 (+/- 90 days).		

Question ID	MRDW1091000	
Question	Question Type	Legislative Requirement
Where fluoridation is practiced, are the required daily samples being taken at the end of the fluoridation process?	Legislative	SDWA O. Reg. 170/03 7-4
Observation		
The required daily samples were being taken at the end of the fluoridation process.		
Section 7-4 of Schedule 7 of Ontario Regulation 170/03 requires that if a drinking water system provides fluoridation, the owner of the system and the operating authority for the system shall ensure that a water sample is taken at the end of the fluoridation process at least once every day and is tested for fluoride.		

A review of the water quality monitoring data for the period in question, confirmed that the fluoride samples were collected in accordance with monitoring requirements prescribed by the legislation.

The maximum fluoride daily concentration was 0.77 mg/L which was sampled on November 27, 2021 and the average daily fluoride concentration throughout the inspection review period was 0.75 mg/L.

Question ID	MRDW1092000		
Question		Question Type	Legislative Requirement
Has the owner ensured that water samples are taken at the prescribed location?		Legislative	SDWA O. Reg. 170/03 6-2
Observation			
The owner ensured that water samples were taken at the prescribed location.			

Question ID	MRDW1094000		
Question		Question Type	Legislative Requirement
Are all water quality monitoring requirements imposed by the MDWL and DWWP being met?		Legislative	SDWA 31 (1)
Observation			
<p>All water quality monitoring requirements imposed by the MDWL or DWWP issued under Part V of the SDWA were being met.</p> <p>Schedule C of the MDWL 170-101 Issue No. 7 requires various samples to be taken; they are as follows:</p> <p>Schedule C, Table 5 of the MDWL requires a drinking water health related sample to be taken quarterly at the point of entrance to distribution system for Benzo(a)pyrene.</p> <p>Schedule C, Table 6 of the MDWL requires drinking water non-health related samples to be taken quarterly at the point of entrance to the distribution system for Total Organic Carbon, Dissolved Organic Carbon and Colour.</p> <p>All above samples were taken at the required frequencies.</p> <p>CORROSION CONTROL</p> <p>Condition 5.1, of Schedule C of the MDWL required the owner to implement a Corrosion Control Plan (CCP). The following samples are required to be taken as part of the Town's corrosion control plan:</p> <p>a) pH from the point of entry into the distribution system (SCADA), alkalinity and lead, both from</p>			

the point of entry into the distribution system (quarterly).

b) pH, alkalinity and lead taken in the distribution system; four (4) samples minimum, annually and orthophosphate from a point in the distribution system (monthly from the Arnprior WPCP).

c) pH, alkalinity and lead from residential/non-residential taps (12 samples minimum, annually).

Condition 5.2, of Schedule C of the MDWL required the owner to prepare a corrosion control evaluation report (outlined in condition 5.1.2) and cover each calendar year, and submit to the Director by March 31st, annually.

Condition 5.3, of Schedule C of the MDWL required the owner to submit every 6 months to the Ottawa district office the lead sampling data required under Table 1 of Condition 5.1 of Schedule C of the MDWL.

All CCP reports and samples were taken at the required frequencies. Samples were collected and analyzed to reveal that the water chemistry has been consistent over the entire inspection period.

Question ID	MRDW1095000	Question		Question Type	Legislative Requirement
Have all lead sampling requirements prescribed by Schedule 15.1 of O.R. 170/03 been met?		Legislative		SDWA O. Reg. 170/03 15.1-10, SDWA O. Reg. 170/03 15.1-4 (1),SDWA O. Reg. 170/03 15.1-5 (1), SDWA O. Reg. 170/03 15.1-5 (10),SDWA O. Reg. 170/03 15.1-5 (11), SDWA O. Reg. 170/03 15.1-5 (12),SDWA O. Reg. 170/03 15.1-5 (2), SDWA O. Reg. 170/03 15.1-5 (3),SDWA O. Reg. 170/03 15.1-5 (4), SDWA O. Reg. 170/03 15.1-5 (5),SDWA O. Reg. 170/03	

		15.1-5 (6), SDWA O. Reg. 170/03 15.1-5 (7),SDWA O. Reg. 170/03 15.1-5 (8), SDWA O. Reg. 170/03 15.1-5 (9),SDWA O. Reg. 170/03 15.1-7 (1), SDWA O. Reg. 170/03 15.1-7 (2),SDWA O. Reg. 170/03 15.1-7 (3), SDWA O. Reg. 170/03 15.1-7 (4),SDWA O. Reg. 170/03 15.1-9 (1), SDWA O. Reg. 170/03 15.1-9 (2),SDWA O. Reg. 170/03 15.1-9 (3), SDWA O. Reg. 170/03 15.1-9 (4),SDWA O. Reg. 170/03 15.1-9 (5), SDWA O. Reg. 170/03 15.1-9 (6),SDWA O. Reg. 170/03 15.1-9 (7), SDWA O. Reg. 170/03 15.1-9 (8),SDWA O. Reg. 170/03 15.1-9 (9)
Observation		
<p>All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.</p> <p>Condition 5.1, of Schedule C of the MDWL required the owner to implement a Corrosion Control Plan (CCP). The CCP is very comprehensive and is more stringent than the requirements of Schedule 15.1 of Ontario Regulation 170/03.</p>		

The owners met the sampling and reporting requirements of Condition 5.1 of Schedule C of the MDWL Issue No. 7 therefore meet the requirements of Schedule 15.1 of Ontario Regulation 170/03.

Question ID	MRDW1096000		
Question	Question Type	Legislative Requirement	
Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained?	Legislative	SDWA O. Reg. 170/03 6-3 (1)	
Observation	Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained. A review of the microbiological water quality monitoring data for the period in question, confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained. No concerns were identified.		

Question ID	MRDW1098000		
Question	Question Type	Legislative Requirement	
Has the owner indicated that the required records are kept and will be kept for the required time period?	Legislative	SDWA O. Reg. 170/03 13 (1), SDWA O. Reg. 170/03 13 (2), SDWA O. Reg. 170/03 13 (3)	
Observation			
The owner indicated that the required records are kept and will be kept for the required time period.			

Question ID	MRDW1100000		
Question		Question Type	Legislative Requirement
Did any reportable adverse/exceedance conditions occur during the inspection period?		Information	Not Applicable
Observation			
There were no reportable adverse/exceedances during the inspection period.			

Question ID	MRDW1113000		
Question	Question Type	Legislative Requirement	
Have all changes to the system registration information been	Legislative	SDWA O. Reg.	

provided to the Ministry within ten (10) days of the change?		170/03 10.1 (3)
Observation		
All changes to the system registration information were provided within ten (10) days of the change.		

Question ID	MRDW1110000	
Question	Question Type	Legislative Requirement
Was an Annual Report containing the required information prepared by February 28 of the following year?	Legislative	SDWA O. Reg. 170/03 11 (6)
Observation		
The Annual Report containing the required information was prepared by February 28th of the following year.		

Question ID	MRDW1114000	
Question	Question Type	Legislative Requirement
Does the owner have evidence that, when required, all legal owners associated with the DWS were notified of the requirements of the Licence & Permit?	Legislative	SDWA 31 (1)
Observation		
The owner had evidence that all required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.		

Question ID	MRDW1111000	
Question	Question Type	Legislative Requirement
Have Summary Reports for municipal council been completed on time, include the required content, and distributed in accordance with the regulatory requirements?	Legislative	SDWA O. Reg. 170/03 22-2 (1),SDWA O. Reg. 170/03 22-2 (2),SDWA O. Reg. 170/03 22-2 (3),SDWA O. Reg. 170/03 22-2 (4)
Observation		
Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.		

APPENDIX A

REFERENCE MATERIAL

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

APPENDIX B

COMPONENT INFORMATION REPORT

DWS Component Information Report for 220000932

as of 03-MAR-2022

Drinking Water System Profile Information

DWS # 220000932
MOE Assigned Name Arnprior Drinking Water System
Category LMRS
Regulation O.REG 170/03
DWS Type Water Treatment Plant
Source Type Surface Water
Address 71 James Street, Arnprior, Ontario, K7S 1E1, Canada
Region Eastern Region
District Ottawa District
Municipality Arnprior
Public Health Unit Renfrew County And District Health Unit

Other -- Other

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Arnprior Sewage Plant	Other	Other	233 Albert St.,	An online continuous analyzer is installed at the Arnprior Water Pollution Control Plant (WPCP) to continuously measure free and total chlorine residuals for monitoring of secondary disinfection combined chlorine residuals.

Other -- Reservoir

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Distribution System	Other	Reservoir	433 Hartney St.,	<p>The distribution system for the Town of Arnprior serves approximately 8,795 persons. The system consists of approximately 57.8 km (57,835.63 metres) of watermain and a 2,727 m³ elevated water storage. The watermain type consists of the following: 20.67 km of plastic; 24.88 km of ductile iron; and 12.279 km of cast iron. Watermain size ranges from 75mm diameter to 600mm diameter, with the majority of watermains being 150mm diameter and 200mm diameter.</p> <p>An on-line continuous total chlorine residual analyzer monitors chloramination (combined chlorine residual) for secondary disinfection at the Arnprior Water Pollution Control Centre (WPCC).</p> <p>The distribution system also comprises of 343 municipal hydrants and 658 valves, including some, but not all hydrant valves. It was reported that there are 40 dead end lines. It was reported that there are three (3) river water main crossings.</p> <p>It was reported that it is a common feed/distribution system with the treated water discharged from the WTP to the distribution system and water tower.</p>

Other -- Treatment Facility

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Process Wastewater	Other	Treatment Facility	71 James St.,	<p>Process wastewater is generated from the Actiflo hydrocyclones and settling tanks in addition to the filter backwash and filter to waste residues. The Actiflo waste is directed to a residual treatment tank. Gravity flow through timed-automated valves (3) to the sludge pumps that discharge to the municipal sanitary sewer system.</p> <p>The filter backwash and filter to waste water drains to a 63.0 m³ residuals</p>

DWS Component Information Report for 220000932

as of 03-MAR-2022

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
				treatment tank (where polymer is mixed by two mechanical mixers to improve settling-not currently in use). After sludge is left to settle, the supernatant is dechlorinated using sodium bisulphite and is discharged by gravity to the Madawaska River. Two sludge pumps (one duty, one standby) each rated at 24 L/s pump the sludge to a 500 m long 150 mm diameter PVC sanitary forcemain, which discharges to a manhole located on Daniel Street. Effluent samples are collected by certified operators and analyzed for chlorine residual and TSS prior to discharge to the Madawaska River.

Source -- Surface Water

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Raw Water	Source	Surface Water	71 James St.,	<p>The raw water source for the Arnprior Water Drinking Water System (DWS) is the Madawaska River. The Engineer's Report dated November 2000 by J.L. Richards stated at the time that the watershed is largely undeveloped with few industries. Arnprior Aerospace Inc. and the Ontario Power Generation hydroelectric generating station, both located approximately one kilometres upstream from the raw water intake are notable.</p> <p>A concrete intake structure located approximately 10 m from the west bank of the Madawaska River equipped with a 25 by 25 mm mesh screen takes in raw water using a 500 mm dia. intake pipe to a 33 m³ capacity wet well under the low lift pumping station. The original low lift station is a brick building with concrete foundation and floor constructed in 1907. It is located on the shore of the river with one side of the building directly on the river's edge. Two vertical turbine pumps each rated at 11,000 m³/day at a TDH of 25 m and an electrically driven centrifugal pump capacity of 11,000 m³ at a TDH of 25 m pump to the treatment subsystem. Previous expansion to a one story building with a basement houses three newer raw water pumps, related treatment, mechanical, electrical instrumentation equipment and control systems. A flow control valve set at 120 L/sec, ensures the maximum flow rate (10,340 m³/day) is not exceeded.</p> <p>It was reported that the raw water intake screens are checked every few months for zebra mussels and that divers inspect the intake every few years, which was last done in 2017.</p>

Treated Water Poe -- Treatment Facility

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Water Treatment Plant	Treated Water Poe	Treatment Facility	71 James St.,	<p>The Arnprior DWS is a chemically-assisted filtration treatment facility. An Actiflo microsand ballasted clarification process system provides water to the filters. The low lifts pump raw water to the treatment plant via a 400 mm raw watermain equipped with a flow meter. Coagulant is injected into the main header prior to the Actiflo flash mix tank then discharged to the Actiflo coagulation, flocculation, clarification and settling tanks system designed for 11,000 m³/day each.</p> <p>Water from the treatment train is discharged to three (3) dual media filters (sand/ anthracite) operated at a constant flow rate. Each filter is equipped with a flow meter and turbidimeter. The dual media consists of a 400 mm sand and 600 mm anthracite layer over a prefabricated underdrain system, complete with air scour.</p> <p>Soda ash (for corrosion control), phosphoric acid solution (for corrosion control), hydrofluorosilicic acid (for fluoridation), chlorine gas (for primary</p>

DWS Component Information Report for 220000932

as of 03-MAR-2022

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
				<p>disinfection), and ammonia (for secondary disinfection through chloramination) are added to the filtered water before water is sent to the distribution system.</p> <p>Filtered water flows through two clear wells in series. The volumes are 2,290 m³ for Clear Well 1 and 2,290 for Clear Well 2. However, the Drinking Water Works Permit describes the volume of Clear Well 2 as 1,804 m³. The previous ORO explained that Clear Well 2 has a clearance issue for an overflow pipe that impacts the volume of that clear well. Both clear wells have the same baffle factor. Under normal operation, Clear Well 1 is used for primary disinfection while Clear Well 2 is used for ammonia injection to achieve chloramination.</p> <p>Free chlorine residual is monitored before injection of ammonia to ensure CT has been achieved.</p> <p>Three high lift pumps each rated at 125 L/s (one duty, two standby) are used to pump water into the distribution system. Flow rate, total chlorine residual, pH, fluoride, and turbidity are continuously monitored at the discharge header.</p> <p>A 400 kW back up generator provides standby power during power outages.</p> <p>It was reported that all chemical feed pumps are flow paced and equipped with automatic switchover mechanisms from the duty to standby pump. It was reported that there are no flow sensors on any of the chemical feed pumps. It is recommended that the coagulant feed pumps be equipped with flow sensors.</p>



Town of Arnprior Staff Report

Subject: Vehicle & Equipment Tenders

PW-2022-01 – Purchase of Three Vehicles

PW-2022-02 – Four Wheeled Loader

PW-2022-05 – Tandem Plow Truck

Report Number: 22-03-28-02

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: March 28, 2022

Recommendations:

That Council enact by-laws to:

- (a) Award the Two Half Ton Trucks and Utility Van Purchase Tender No. PW-2022-01 to Donnelly Automotive Group, for a total of \$127,350.00 (plus HST); and
- (b) Award the Purchase of One Four Wheeled Loader Tender No. PW-2022-02 to Delta Power Equipment, for a total of \$281,979.00 (plus HST); and
- (c) Award the Tandem Plow Truck Purchase Tender No. PW-2022-05 to Freightliner North Bay, for a total of \$265,726.00 (plus HST); and
- (d) Authorizing the CAO to execute the agreements, and related documents with Donnelly Automotive Group, Freightliner North Bay and Delta Power Equipment respectively, to supply and deliver the vehicles and equipment.

And Further that Council authorize the net proceeds from sale of the existing equipment being replaced be applied against the budget shortfall of \$26,935.97 with any remaining funding shortfall being funded 20.6% from Capital Expenditure Reserve Fund, 8.25% from the Water Reserve Fund, 8.25% from the Wastewater Reserve Fund and 62.9% from the Development Charges Reserve.

Background:

As part of the 2022 capital budget, the following projects were approved by Council:

- Replacement of Recreation half ton (2011) \$ 37,500
- Replacement of Roads Services half ton (2010) \$ 37,500
- Replacement of Waterworks minivan (2010) \$ 35,000
- Replacement of #78 single axle plow (2009) with tandem \$ 280,000
- Purchase new full-sized loader with plow and wing \$ 270,000

The three passenger vehicles were all tendered as one Request for Tender (RFT) in an effort to find cost savings through bulk purchasing. The Request for Tender packages were published as follows:

- PW-2022-01 – Two Half Ton Trucks and Utility Van Purchase
- PW-2022-02 – Purchase of One Four Wheeled Loader
- PW-2022-05 – Tandem Plow Truck Purchase

Discussion:

All three RFT packages were published to Merx.com on February 15, 2022 where they remained open to the public until March 17, 2022. Tender information was also posted on the Town's website and notification provided to local suppliers.

At the March 17th, 1:00 PM (PW-2022-05), 1:15 (PW-2022-02) and 1:30 PM (PW-2022-01) deadlines, submissions were received as follows:

PW-2022-01 – Two Half Ton Trucks and Utility Van Purchase

Company	Tender Price (pre HST)
Donnelly Automotive Group	\$127,350.00

PW-2022-02 – Purchase of One Four Wheeled Loader

Company	Tender Price (pre HST)
Delta Power Equipment	\$281,979.00
J.R. Brisson Equipment Ltée	\$324,877.00
Brandt Tractor Ltd.	\$359,900.00

PW-2022-05 – Tandem Plow Truck Purchase

Company	Tender Price (Pre HST)
Freightliner North Bay	\$265,726.00

The tenders have been reviewed by staff, to ensure that they match the Town's requirements, as originally declared in the RFT package.

Bidders noted that they are not able to guarantee delivery within the timeframes listed in the RFT packages due to supply chain disruptions and have bid on the condition that the penalty clause be waived.

Options:

Council may choose not to award one, two or all projects listed, however the tender bids received were obtained through competitive bid process and are representative of current vehicle and equipment costs.

Policy Considerations:

These projects were tendered in accordance with section 6.3 request for tender of the Town of Arnprior's Procurement Policy.

Financial Considerations:

The total combined budget for the procurement of these 5 pieces of equipment is \$660,000.00. The tendered cost for the project totals \$686,935.97 (incl. net HST) for procurement and delivery of all requested vehicles and equipment. This leaves an overall net budget deficit of \$26,935.97 or 4.1% as outlined in the below table.

RFT	Price (incl. net HST)	Budget	Surplus/ Deficit
PW-2022-01 - Two Half Ton Trucks and One Utility Van	\$129,591.36	\$110,000.00	\$19,591.36
PW-2022-02 - Four Wheeled Loader	\$286,941.83	\$270,000.00	\$16,941.83
PW-2022-05 - Tandem Plow Truck	\$270,402.78	\$280,000.00	(\$ 9,597.22)
Total	\$686,935.97	\$660,000.00	\$26,935.97

The equipment that is being replaced is at or approaching failure due to being at the end of their useful lives. The new loader to be funded from Development Charges is a valid and essential expansion to the snow removal fleet. It is noted that a nearly identical half ton pick-up truck was purchased in 2021 from the same supplier for a net cost of \$31,877.92. The equivalent vehicle was tendered this year at \$45,087.82 after net HST. This price difference of \$13,209.90 is attributed to global supply chain disruptions brought about by the COVID-19 pandemic.

Though there is a budget deficit, these tenders did not account for the trade-in or sale of existing equipment. The following vehicles will be sold after delivery of replacements with proceeds going towards offsetting the additional costs:

- #77 Single Axle Plow Truck
- #3 Half Ton Pick-up truck
- #2011 Recreation Pick-up Truck
- #10 Waterworks Minivan

Historically end of life pick-up trucks often are sold for under \$1,000 so this value is anticipated for #3, #2011 and #10. Considering online advertisements of comparable trucks, the sales price for plow truck #77 is expected to be approximately \$10,000-20,000 due to the truck requiring approximately \$15,000-20,000 in repairs to be legal to drive on public roads. Any funds received from the sale of existing equipment will be applied to reduce the budget shortfall.

While proceeds from sale of existing equipment is anticipated to cover most of the \$26,935.97 budget shortfall, staff recommend that any additional funding required be sourced proportionately from the same reserves (Capital Expenditure Reserve Fund 20.6%, Water / Wastewater Reserve Funds 16.5%, Development Charges 62.9%) as per the following table.

Funding Source	2022 Budget	2022 Tender	Budget Shortfall	%
Capital Expenditure Reserve Fund	\$355,000.00	\$360,548.91	\$ 5,548.91	20.6%
Water/Wastewater Reserve Fund	\$ 35,000.00	\$ 39,445.23	\$ 4,445.23	16.5%
Development Charges	\$270,000.00	\$286,941.83	\$16,941.83	62.9%
Total	\$660,000.00	\$686,935.97	\$26,935.97	100%

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly, General Manager, Operations

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: 2022 Business Continuity – COVID-19

Report Number: 22-03-28-03

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

Department: Client Services

Meeting Date: March 28, 2022

Recommendations:

That Council adopt a by-law to repeal the COVID-19 Vaccination Policy; and

That all new employees be required to have a full complement of COVID-19 vaccination doses recommended by the province.

Background:

In response to continued improvements in key public health indicators, the Province of Ontario eased a number of COVID-19 related public health and workplace safety measures on March 1, 2022. These lifted measures included proof of vaccination requirements for the public to enter facilities (e.g. Nick Smith Centre), capacity limits and physical distancing requirements in all settings.

The Province is shifting to a more balanced response to the pandemic, to learn to live with and manage COVID-19 for the long-term (Appendix A). As part of this approach, as of March 21, 2022, the Province removed masking mandates in most places, including schools, and removed all other regulatory requirements for businesses including passive screening and safety plans. While these Provincial directives are revoked, individual organizations continue to have the authority to keep their requirements in place.

Isolation requirements for close contacts has also been updated so that the following groups are no longer required to isolate: non-household close contacts; household members that have previously tested positive in the past 90 days; household members that are 18+ and have received their booster doses; and household members that are under 18 and fully vaccinated.

Discussion:

Over the past two years, the Town of Arnprior has followed guidance from the Province of Ontario and the Renfrew County District Health Unit (RCDHU) and implemented numerous business continuity and workplace safety measures in order to ensure the safe and efficient provision of municipal services.

The Town continues to take guidance from the Province, as well as our local Health Unit. In a March 15th, 2022 memorandum (Appendix B), Dr. Cushman indicates “While the numbers in Ontario are improving week by week, the situation in Renfrew County and District tends to lag Toronto and Ottawa by 2-3 weeks. Our own numbers for outbreaks and hospitalizations are slowly improving but remain a concern. Furthermore, March is a challenging month with ongoing winter, March Break, St. Patrick’s Day celebrations after 2 cancelled years, and lots of travel.” The Health Unit intends to keep protocols in place until mid-April.

Based on the Provincial guidelines and local health unit feedback, the Town would like to move forward with a cautious but optimistic approach to our COVID-19 policies.

Internal Policies

In response to the recent Provincial announcements, COVID-19 guidelines for patrons and staff will be updated to reflect the changes to public health measures including but not limited to amended capacity limits, masking, physical distancing, screening, cleaning protocols and facility safety plans.

For Facility Patrons:

- As of March 21, 2022, while patrons will no longer be required to wear masks to enter Town facilities such as the Nick Smith Centre and Town Hall, we will continue to request that patrons conduct passive screening prior to entering and to not enter Town facilities if experiencing any of the listed symptoms. Appropriate signage will be placed at facility entrances.

For Town Staff:

- All workplaces safety measures such as internal capacity limits (i.e. boardrooms), masking, physical distancing, screening, cleaning protocols etc. remain in effective until April 1, 2022.
- All workplace safety measures can be reinstated by the CAO at any time for business continuity measures to address any workplace outbreaks, staffing impacts, rising community cases or future provincial / health unit guidance.
- Protocols for workplace outbreaks and employee reporting requirements for positive cases remain in place.

Vaccination Policy

On October 25, 2021, Council adopted the COVID-19 Vaccination Policy. The policy highlighted that the Town may need to amend the scope of this Policy as needed, to meet changing provincial or federal public health recommendations and legislative or operational requirements.

The implementation of the Vaccination Policy being very successful, with over 95% compliance for full vaccination, along with the reduced isolation requirements for close contacts by the province, has helped alleviate the concern for staffing shortages and business continuity impacts.

The Vaccination Policy can now be repealed however staff recommend that the requirement for all new employees to have the full complement of recommended COVID-19 vaccination doses by the province (currently two doses plus booster for those over 18 years of age) remain in place.

Council and Committee Meetings

As per Council direction at the December 13, 2021 regular meeting, Council meetings will resume in-person in Council Chambers beginning April 1, 2022. Committee meetings will continue to be held virtually for 2022.

In preparation for the return to in-person meetings, Council Chambers has been equipped with plexi-glass barriers to address the lack of physical distancing. While the plexi-glass barriers could be removed due to the provincial lifting of physical distancing requirements, leaving them in place for the time being is the more prudent option.

The recent lifting of indoor gathering limits however does allow for the Council Chambers gallery to be opened for the public to attend in-person at Council meetings. Meetings will still be live streamed for any member of the public who would like to view from their home.

Options:

The appropriate level and balance of workplace safety measures to ensure business continuity and forward advancement is a constantly changing landscape. Council could choose to implement, extend or remove any of the workplace safety measures including but not limited to physical distancing, plexi-glass barriers, capacity limits, masking and vaccination requirements.

Policy Considerations:

This report meets the Town's Strategic Plan vision for provision of effective service delivery and will have impacts on the following policies and guidelines: HR-COVID-01 Workplace Safety Guidelines, HR-COVID-02 Visitor Guidelines, HR-COVID-03 Public Access Guidelines, HR-COVID-04 Vaccination Policy.

Financial Considerations:

No additional financial implications are anticipated from the recommended policy revisions.

Meeting Dates:

N/A

Consultation:

- R. Paquette, CAO
- C. Freeman, HR Officer

Documents:

1. Ministry of Health - Technical Media Briefing, March 9, 2022 – Living with and Managing COVID-19
2. March 15, 2022 Memorandum – Renfrew County District Health Unit

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt

Living with and Managing COVID-19

Technical Media Briefing

Overview

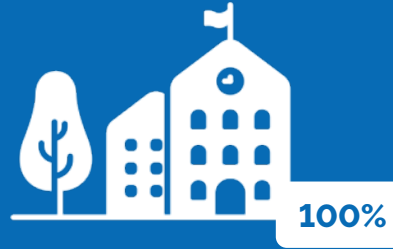
- With the peak of Omicron behind us, Ontario has been able to cautiously and gradually move through its reopening milestones. The majority of public health and workplace safety measures have now been lifted, and key public health indicators continue to improve or remain stable.
- Thanks to our high vaccination rates as well as the arrival of antivirals, Ontario has the tools necessary to manage the impact of this virus, and we are now learning to live with and manage COVID-19 for the long-term.
- This necessitates a shift to a more balanced response to the pandemic, and changes are being made with respect to the province's pandemic response to reflect a longer-term approach.
- The following slides speak to how Ontario intends to lift the remaining public health and workplace safety measures as well as track key indicators going forward.



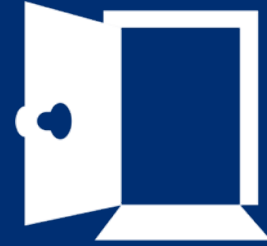
Ontario's Reopening Plan

Following the peak of the Omicron wave, on January 20, 2022, the government released details of its steps to cautiously and gradually ease public health and workplace safety measures, starting on January 31, 2022.

Continued improvements in key indicators have allowed the province to continue to ease public health measures sooner, with **the majority of COVID-19 related public health and workplace safety measures lifted on March 1, 2022.**



All settings may open at **full (100%) capacity**



Proof of vaccination, capacity limit, and physical distancing requirements lifted in all settings.



No limits on indoor or outdoor **social gatherings** and **organized public events** or **religious services, rites, or ceremonies.**



Sector-specific restrictions such as **limits on dancing or singing, requirements to remain seated, requirements for appointments/reservations, and active screening, etc. lifted.**

Ongoing Improvements in Key Indicators



Per cent positivity remained stable this past week at 12.07% (February 20 to February 26, 2022). Per cent positivity was at its highest on January 2, 2022 at 34.3%.



COVID-19 hospitalizations have **decreased of 81%** compared to January peak (4190; January 16, 2022). The average for new COVID+ admissions to hospital in the last week was 82 patients per day, which is **a decrease of 79%** from the week of January 10-16 (average was 390).



The average for new COVID-related admissions to ICU in the last week was 15 patients per day, which is a **decrease of 77%** from the week of January 10-16 (average was 65).



The number of wastewater sites in the province reporting a downward trend in SARS-CoV-2 detections has **started to decrease**; with an increase in the number of sites demonstrating a stable trend. It is normal to see fluctuating wastewater trends.

CMOH Directives & Letter of Instructions

The Chief Medical Officer of Health has issued seven Directives to health care providers and health care entities currently in place detailing precautions and procedures with respect to COVID-19.

In addition, instructions were also issued by the CMOH requiring a COVID-19 vaccination policy in a number of high-risk settings (e.g. the education sector, retirement homes, community care and post-secondary institutions)

A process is now underway to gradually revoke all CMOH Directives and instructions by the end of April. In all cases, Directives will be replaced with operational guidance or recommendations from the CMOH and relevant ministry.



As Directives are revoked, individual organizations will continue to have the authority to keep requirements in place.



Personal protective equipment and rapid antigen tests will continue to be provided to support health and safety in these settings.

Key Principles

- **Moving away from emergency measures to ongoing operations**
- **Moving away from reliance on provincial direction** through mandatory requirements
- Endeavouring to bring as much as possible **consistent** guidance, **both across and within sectors**;
- Ensuring **supports for most vulnerable** are removed last
- Providing **sufficient time** for sectors to prepare
- Ontario's **Chief Medical Officer of Health remains key decision maker on Directives and LOIs.** Decisions on revoking pandemic related requirements (Directives or Letters of Instruction,) continue to be **evidence based** and informed by indicators and trends.
- Lifting of measures are undertaken in a **coordinated fashion.**

CMOH Directives & Letter of Instructions (cont.)

As Directives are revoked, individual organizations will continue to have the authority to keep requirements in place. Personal protective equipment and rapid antigen tests will continue to be provided to support health and safety in these settings.

Date	What's Changing?	Ongoing Support
March 14: Mandatory vaccination policies end	<ul style="list-style-type: none">• Revoke Directive 6• Revoke letters of instruction to Ministry of Children, Community and Social Services, Ministry of Seniors and Accessibility and Ministry of Education• Revoke Minister of Long-Term Care directive on immunization policy	<ul style="list-style-type: none">• Province to continue providing rapid-antigen tests to organizations• Organizations can retain their own policies
March 21: Most masking mandates end	<ul style="list-style-type: none">• Remove masking requirements in most places (including schools), except public transit, long-term care, retirement homes and other health-care settings, shelters, jails and congregate care and living settings, including homes for individuals with developmental disabilities• Lift other measures in schools, including removing cohorting and daily on-site screening• All other regulatory requirements for businesses removed, including passive screening, safety plans	<ul style="list-style-type: none">• Province to continue providing rapid-antigen tests and PPE to schools and businesses• Individuals can continue to opt to wear masks• Enhanced cleaning, optimizing air quality and ventilation and absence reporting will remain in schools
March 28: Reopening Ontario Act expires	<ul style="list-style-type: none">• <i>Reopening Ontario Act</i> (ROA) expires	<ul style="list-style-type: none">• Final extension of ROA emergency order for 30 days
April 27: All remaining measures, directives and orders end	<ul style="list-style-type: none">• Remove masking requirements in all remaining settings• Any remaining emergency orders under ROA expire• Revoke Directives 1, 2.1, 3,4 and 5	<ul style="list-style-type: none">• CMOH guidance and recommendations on IPAC, including use of PPE• Province to continue providing rapid-antigen tests and PPE

Case and Contact Management & Isolation

Due to the unique characteristics of the Omicron variant, case and contact management and isolation guidelines are being updated to minimize the burden to workers and families, while ensuring that our highest risk settings continue to be protected. We are able to make these changes due to the availability of rapid tests and the province's high vaccination rate.

	Current	New Guidance
Isolation requirements for non-household close contacts	<ul style="list-style-type: none"> Fully vaccinated individuals do not need to isolate Unvaccinated/immunocompromised individuals need to isolate for 10 days (or 5 days if under 12) Individuals who have tested positive in past 90 days, exempt from isolation 	<p>No isolation requirements for any groups. For 10 days after exposure, all close contacts should:</p> <ul style="list-style-type: none"> Self-monitor for symptoms Wear a mask and avoid activities where mask removal would be necessary Not visit anyone who is at higher risk of illness (i.e. seniors) Not visit or attend work in highest risk settings (unless they have previously tested positive in past 90 days)
Isolation requirements for household close contacts	<ul style="list-style-type: none"> All household members need to self-isolate while the COVID-19 positive case/symptomatic individual is isolating (or for 10 days from last exposure if immunocompromised) 	<ul style="list-style-type: none"> The following household members do not need to self-isolate but should follow above precautions for 10 days: <ul style="list-style-type: none"> Household members that have previously tested positive for COVID-19 in the past 90 days Household members that are 18 + and have received their booster dose Household members that are under 18 years old and are fully vaccinated Household members that do not meet the above criteria must self-isolate as per current requirements.

A close contact is anyone you were less than two metres away from for at least 15 minutes, or multiple shorter lengths of time, without personal protective equipment in the 48 hours before your symptoms began or your positive test result, whichever came first.

Case and Contact Management & Isolation

Ontario's changes to case and contact management and isolation guidelines ensures that those living and working in the highest risk settings continue to be protected. We are able to make these changes due to the availability of rapid tests and the province's high vaccination rate.

	Current	New Guidance
Highest Risk Setting Definition	<ul style="list-style-type: none">Hospitals (including complex continuing care facilities and paramedic services) and congregate living settings, including Long-Term Care, retirement homes, First Nation elder care lodges, group homes, shelters, hospices, and correctional institutions	<ul style="list-style-type: none">In addition to current eligibility, the following settings are now added to the PCR eligibility list:<ul style="list-style-type: none">Home and community careProvincial Demonstration Schools and hospital schools
Highest Risk Setting Guidance	<ul style="list-style-type: none">Cases and contacts who live in highest risk settings must complete 10 days isolation and quarantine	<ul style="list-style-type: none">Sector specific guidance will be released to allow for shorter self-isolation for residents who are contacts
Recommendations for Cases/ Symptomatic individuals who are Immune Compromised	<ul style="list-style-type: none">Self isolate for 20 days if severely immunocompromised	<ul style="list-style-type: none">All immunocompromised individuals should isolate for 10 days but follow additional precautions (e.g., masking, avoiding highest risk settings and vulnerable individuals) for an additional 10 days (20 days total)

Updates to COVID-19 Data Reporting

- As Ontario continues to ease public health measures and begins to manage COVID-19 for the long-term, the province will be making changes to data reporting starting **March 11, 2022**.
- The province is providing additional context for certain indicators to reflect the emergence of Omicron as the dominant variant, and the province's high vaccination rates.
- Changes to testing guidelines as a result of the highly transmissible Omicron variant have resulted in some indicators becoming less relevant.

Additional changes effective March 11, 2022

Additions & Enhancements

- Death by **fatality type** (COVID was cause of death, COVID contributed to death, cause of death unknown or missing)
- Deaths by **vaccination status and age group**
- **Removal of deaths known to be not related to COVID from reported death** (i.e., remove deaths that are classified as 'COVID was unrelated to cause of death')

Sunset/Modified

- **Sunsetting reproductive number** (estimate of the average number of people one person will infect with COVID-19).
- Modifying **outbreaks in non-high risk settings and cases with outbreaks in non-high risk settings**.

Updates to COVID-19 Data Reporting

Due to the Omicron variant's high transmissibility, Ontario has seen a larger number of cases than previous waves.

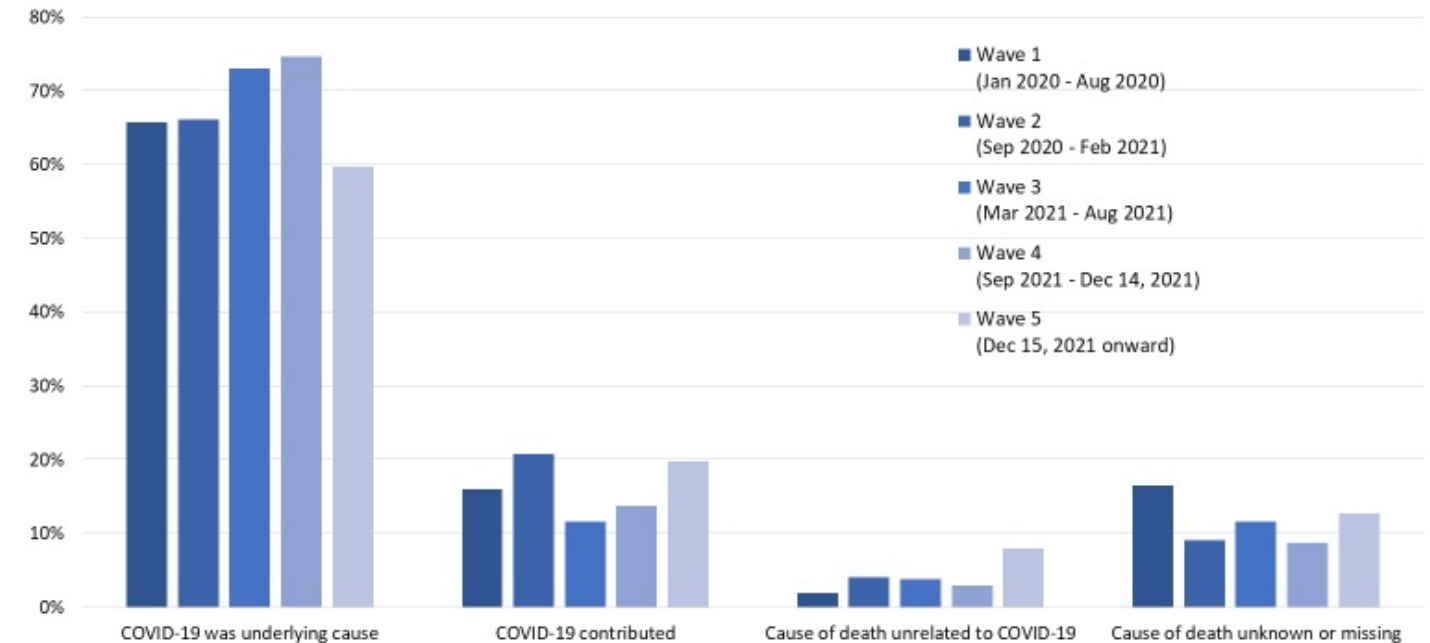
The Omicron variant required a review of our reporting, and we have already made changes to clarify between hospitalization and ICU admissions reporting to stratifying those admitted for COVID-19 versus admitted for non-COVID reasons and tested positive with COVID).

Data from other jurisdictions suggested that with the very high Omicron case counts, some people with COVID-19 infection were dying from causes unrelated to their COVID-19 infection.

This necessitated a review of the reporting processes in place since the start of the pandemic, including whether COVID-19 was causing or contributing to the death of individuals.

A higher proportion of Wave 5 deaths were reported as non-COVID-19-related than in previous waves

Deaths due to causes unrelated to COVID made up 8% of all deaths in Wave 5, significantly higher than in previous waves



Data: CCM March 6, 2022. Dates are reported date when death occurred. Cause of death reporting may be incomplete for some recent deaths.

Updates to COVID-19 Data Reporting

The Ministry undertook a review of best practices to better understand how information was being recorded on Medical Certificates of death.

To support having highest quality data on deaths from COVID-19, we have sent best practices to physicians and registered nurses in the extended class to support improvements in reporting. **Ontario's death reporting will be updated to be consistent with the World Health Organization's categorization.**

Type of Death for Cases of COVID-19	Definition	Change as of March 11 th
COVID was the underlying cause of death	COVID-19 was the underlying cause of death. A death resulting from a clinically compatible illness in a probable or confirmed COVID-19 case.	
COVID contributed to but was not the underlying cause of death	Deaths due to chronic or other pre-existing conditions that were exacerbated by COVID-19.	Will continue reporting as COVID-19 deaths while also outlining fatality type
Cause of death unknown*	Death in a person with COVID-19 infection, cause of death is still under investigation, or the public health unit has been unable to determine the cause of death.	
Cause of death was missing*	Death in a person with COVID-19 infection, with cause of death missing in the Case and Contact Management system (CCM).	
COVID was unrelated to the cause of death	When there was a clear alternative cause of death, e.g., trauma, drug toxicity, other natural death process.	To be excluded from COVID-19 deaths reported

*Due to the live nature of the data, the category may change at a later date when the cause of death is confirmed either as "COVID-19 is the underlying cause of death", "COVID-19 contributed but not underlying cause," or COVID-19 unrelated. As such, data from the most recent days should be interpreted and communicated with caution as those numbers are very likely to increase due to reporting lags.

Updates to COVID-19 Data Reporting

Deaths by Fatality Type

As of March 6, 2022, approximately 84% of fatalities in people with COVID were either caused by COVID or COVID contributed to the death. Approximately 4.2% of fatalities in people with COVID were unrelated to COVID.

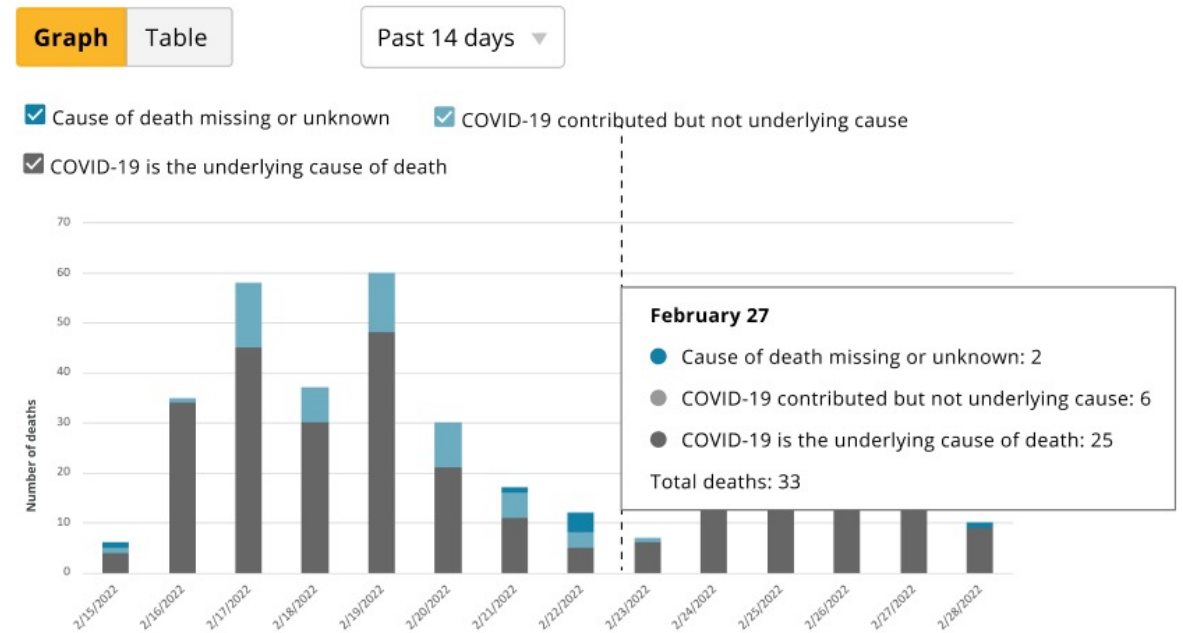
In addition to reporting the total number of deaths, we will begin reporting **daily net changes in the number of COVID-19 deaths reported day over day broken out into three fatality types**.

Information will be provided **from March 2020 and onward**. **Users will be able to select the following historic outlooks** for:

- Past 7 days
- Past 14 days
- Past 30 days
- Past 90 days
- All time

Deaths are not reported by the date on which death happened as reporting may include deaths that happened on previous dates.

COVID-19 deaths by fatality type



See what we mean by: Cause of death missing or unknown ?

[Find out more about this data, including why there may be negative numbers.](#)

*Mockup Example of new reporting

Updates to COVID-19 Data Reporting

Deaths by Vaccination Status and by Age Group

Vaccination remains the most powerful tool in averting COVID-19 death in all age groups and in particular among those 60 years and older. For example, among those 60+, those not fully vaccinated have a 20 times higher risk of dying compared to those with boosters.

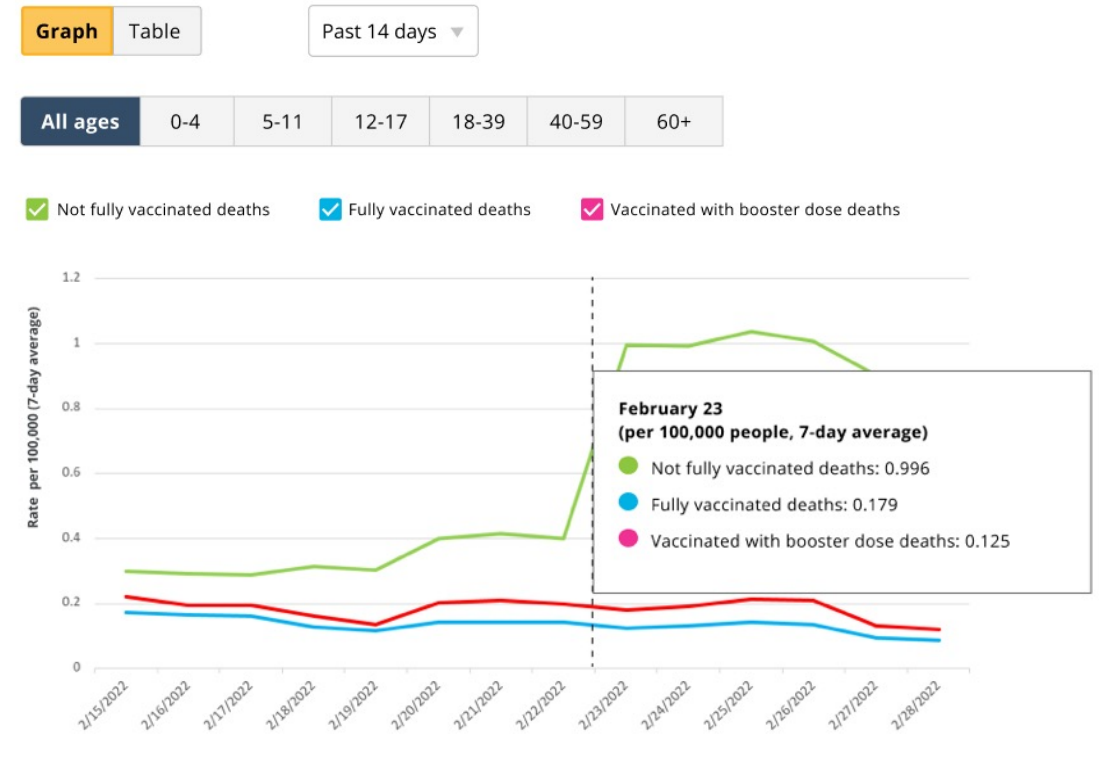
We will report rates of death by vaccination status and age group. Data will be **based on date of death**.

Information will include:

- **7-day moving average of rates of death according to vaccination status and age groups**
- Users will be able to select historic view for the past:
 - 7 days
 - 14 days
 - 30 days (coming soon)
 - 90 days (coming soon)
 - All time (coming soon)

Deaths involving COVID-19 by vaccination status

Rate per 100,000 (7-day average) of COVID-19 deaths by vaccination status.



*Mockup Example of new reporting

Updates to COVID-19 Data Reporting

Changes on March 11, 2022

We will no longer report deaths if the record indicates that COVID-19 was unrelated to the cause of death. This will cause a decrease in the total number of deaths.

The existing visuals that will be updated with this change include:

- Total deaths table
- Cumulative deaths graph
- Deaths by PHU
- Deaths according to age group

On March 11th, the “Reported today” and “Changes from previous day” will not be available for 1-2 days due to the change in methodology. The “Total deaths” will be available.

This change will provide a more accurate representation of deaths that are due to COVID-19 rather than all deaths in people with COVID-19.

Ending on March 11, 2022

In response to the highly-transmissible Omicron variant, Ontario adjusted its COVID-19 testing guidelines to prioritize testing for those at highest risk and working in highest risk settings, consistent with practice in other jurisdictions in Canada.

In this context, we are no longer able to accurately track the total number of cases of COVID-19 in Ontario. Accordingly, as of March 11, 2022, we are discontinuing reporting on the reproductive number. Certain categories within existing public reporting (e.g., outbreaks in non-high-risk settings, cases with outbreaks in non-high-risk settings) will include the following note to caution interpretation until non-high risk settings are removed from the graph in the near future.

Key indicators such as per cent positivity, hospitalizations, and ICU admissions remain relevant indicators to inform our pandemic response.

The Ministry is examining when frequency of reporting should change.



Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"

Memorandum

Date: March 15, 2022

To: Renfrew County and District Health Unit Staff

From: Dr. Robert Cushman

Re: Continuation of RCDHU's Onsite COVID-19 Precautions and Containment Strategies

While the numbers in Ontario are improving week by week, the situation in Renfrew County and District tends to lag Toronto and Ottawa by 2-3 weeks. Our own numbers for outbreaks and hospitalizations are slowly improving but remain a concern. Furthermore, March is a challenging month with ongoing winter, March Break, St. Patrick's Day celebrations after 2 cancelled years, and lots of travel.

All to say we need to remain vigilant and cautious. While we cannot control much of what goes on in our environment now that Ontario is quickly removing sanctions, we have a duty to best protect ourselves and our clients. We also want to model prudent and exemplary practices for the rest of RCD, in particular the health care sector.

On this basis, we will continue to maintain all our current protocols in the office until further reassessment in the middle of April.

I am constantly overhearing conversations about how unhappy people are with the accelerated lifting of precautions in Ontario, and no doubt most of you will be more comfortable with and totally supportive of this plan.

This has been a long and difficult winter and I want to take this opportunity to thank you for your tenacity, patience, and hard work. You have made me proud to be your Medical Officer of Health and you have earned the full respect and admiration of Renfrew County and District.

Hopefully we can see the light at the end of the tunnel, and spring will bring us a much-needed reprieve and respite.

Thanks again, take care of yourselves and your families, and stay safe

Sincerely,



Dr. Robert Cushman
Acting Medical Officer of Health Renfrew
County and District Health Unit



Town of Arnprior Staff Report

Subject: Budget Matters – Expenses: Ontario Regulation 284/09

Report Number: 22-03-28-04

Report Author and Position Title: Jennifer Eve, Manager of Finance & Jennifer Morawiec, GM Client Services / Treasurer

Department: Client Services

Meeting Date: March 28, 2022

Recommendations:

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

Background:

Municipalities are required to prepare annual Financial Statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA). These accounting principles included accounting for post-employment benefits expenses, solid waste landfill closure and post-closure expenses, and amortization expenses (related to tangible capital assets). The PSAB accounting standards adopted for municipalities however do not require that annual budgets be prepared on the same basis.

Ontario Regulation 284/09 permits municipalities to exclude a portion or all of the following expenses from their annual budgets:

- Post-employment benefits expenses,
- Solid waste landfill closure and post-closure expenses, and
- Amortization expenses (related to tangible capital assets).

However, the legislation requires staff to prepare an annual report to Council which identifies the expenses that have been included in the PSAB Financial Statements but excluded from the budget, identifies the impact of these differences on the change in the municipality's accumulated surplus, and analyzes the impact of excluding these expenses from the budget on future capital assets funding requirements.

Discussion:

As permitted under Regulation 284/09 in preparing the budget for a year, a municipality may exclude from the estimated expenses all or a portion of the following:

- Post-employment benefits expenses,
- Solid waste landfill closure and post-closure expenses, and
- Amortization expenses (related to tangible capital assets).

These expenses were not included in the Town's budget for 2022. The Town, like most municipalities, continues to prepare budgets on the traditional funding basis where revenue and expenditures for operating and capital budgets are balanced.

Impact of Excluded Expenses on 2022 Budgeted Accumulated Surplus

Accordingly, on a funding basis, there is no projected impact to the Town's projected accumulated surplus (Contribution to Reserves less Capital Investments) from the 2022 Budget. Regulation 284/09 requires a municipality to identify the impact of the 2022 budget on the Town's accumulated surplus after converting the 2022 budget and assumptions to the full accrual basis of accounting (PSAB).

The equity of a municipality is defined as "accumulated surplus". The accumulated surplus consists mainly of:

- Operating Fund Surpluses including local boards
- Equity in Tangible Capital Assets
- Reserves and Reserve Funds
- Less Unfunded Liabilities such as Employee Future Benefits and Post Closure Landfill Sites

The result PSAB financial reporting requirements are that the Town's surplus for budgeting purposes differs from the surplus on the Town's financial statements. The estimated effect on the 2022 ending surplus due to the excluded expenses and change in reporting is anticipated to be a net increase of \$1,906,406, summarized as follows:

Post-employment benefits expense	-
Solid waste landfill closure and post-closure expenses	(58,173)
Amortization of tangible capital assets	(\$3,714,421)
Acquisition of tangible capital assets	\$5,679,000
Estimate net increase (accumulated surplus)	\$1,906,406

The changes to accounting and reporting requirements under PSAB are a financial accounting treatment only and do not affect operating surpluses. This difference is one of financial statement presentation only.

Explanations of the impacts to the accumulated surplus are outlined below:

a) Employee Future Benefits/Post-Employment Benefits Expenses

The Town currently does not have any Employee future benefit / post-employment benefit expenses where the benefits are earned by employees in the current period but not paid for by taxes or rates until a future period. Benefits for retirees are paid for by the retiree, not the Town. These could include items such as sick leave benefit plans, long-term disability plans, Workplace Safety and Insurance Act (WSIB) benefits and post-retirement plans.

b) Solid Waste Landfill Closure and Post Closure Expenses

Under the Ontario Environmental Protection Act, the Town is required to provide for the closure and post-closure care of solid waste landfill sites. The costs related to these obligations are provided over the estimated remaining life of the landfill site based on usage and recorded as such on the Town's Consolidated Financial Statements.

PSAB standards do not require liabilities associated with solid waste landfill closure and post-closure care activities to be fully funded by setting aside any portion of the accumulated surplus as reserves and/or reserve funds.

As at December 31, 2021, the estimated liability for landfill closure and post-closure costs will be approximately \$1,688,731 which is funded by the Landfill Reserve's estimated balance of \$1,881,025. The impact (change) of Landfill Closure and Post-Closure costs is a decrease to the accumulated surplus and is estimated to be \$58,173 in 2022.

The Town does include an annual contribution to the Landfill Reserve in the operating budget of \$51,000 to address the annual increase in the Landfill closure and post-closure costs to ensure that sufficient funding will be available to discharge this liability over the remaining life of the landfill site.

c) Amortization Expense to Tangible Capital Assets

Annual financial statements include amortization expenses on tangible capital assets as required by PSAB standards. Amortization expense for 2022 is estimated at \$3.71M based on current tangible capital assets and planned capital investments.

Although the Town's 2022 operating budget does not include amortization expenses on tangible capital assets, provisions are made for contributions to Reserve/Reserve Funds to fund the planned capital expenditures.

	Tangible Capital Assets	Capital Related Expenses
Reserve/Reserve Funds	\$3,276,346	\$103,500
Development Charges	\$394,200	\$147,500
Government Grants	\$2,008,454	\$81,408
TOTAL 2022 Budget	\$5,679,000	\$332,408

Planned capital expenditures for 2022 are over \$6.0M with \$5.67M directly related to tangible capital asset replacement/additions. The capital budget does not include the financing (debt repayment) of \$1.7M for prior capital investments which were included in the operating budget. The capital budget is funded through a combination of reserves, development charges and government grants.

As amortization expense is not included as a line item in the 2022 operating budget, the impact is an estimated \$3.71M reduction to the Town's accumulated surplus. However, helping offset amortization expense is the funding for the acquisition of tangible capital assets estimated at \$5.67M. The estimated 2022 impact of tangible capital assets is therefore net increase of \$1.96M to the accumulated surplus.

Options:

N/A

Policy Considerations:

This report has been completed in accordance with the Town's Procedure By-law and meets the Town's Strategic Plan vision for embracing a Sustainable Financial Model.

Financial Considerations:

As outlined in the report above.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Town of Arnprior Staff Report

Subject: 124 Fourth Ave, Arnprior Bay Self Storage (SPC 2/21) –Tree Removal and Grubbing Request

Report Number: 22-03-28-05

Report Author and Position Title: Payton Hofstetter, Junior

Planner and Robin Paquette, CAO

Department: Community Services Branch

Meeting Date: March 28th, 2022

Recommendations:

That Council approve a request from Arnprior Bay Property Limited to allow for tree clearing and grubbing of their site at 124 Fourth Ave (SPC 2/21) located behind the existing Pacific Safety Products Inc. (PSP) building, subject to the requirements as outlined in this report.

Background:

The Town has received an application for amendment to site plan control for proposed Arnprior Bay Self Storage units at 124 Fourth Ave. The application, submitted by Arnprior Bay Property Limited, is for the construction of four (4) self-storage buildings behind the existing PSP building. The site proposes one-way access to the rear of the property off Fourth Avenue.

The Site Plan Application is currently under review. There are outstanding matters to be addressed, however staff are confident that the owner will be able to resolve them to the Town's satisfaction in due course and therefore, are supportive of the application to clear and grub in advance of the final recommendation to Council regarding the Site Plan.

Discussion:

In the Environmental Impact Statement prepared by GEMTEC, in support of the site plan application, several species at risk (SAR) were observed on site but SAR do not receive special habitat protection under the Endangered Species Act (2007).

In order to minimize or eliminate potential environmental impacts, it has been recommended that to protect roosting and foraging bats (SAR), tree removal should take place outside of

the spring and summer active season which typically takes place between April 1st and September 30th. Additionally, in order to minimize the impacts to on-site and off-site wildlife it is recommended that vegetation removal occur outside of key bird breeding period, April 15th to August 15th as identified by Environmental Canada. If vegetation clearing must be conducted during the spring and summer timing window a roost survey should be conducted by a qualified professional. Other mitigation measures include using silt fence barriers around the entire construction envelope to prohibit the emigration of wildlife into the construction area and performing daily-prework sweeps of the construction area.

While the review of the site plan application submitted is underway, the applicant is requesting permission to begin tree removal and grubbing. The primary reason for this request is to undertake this work now before roosting and breeding season begins in April. This will also allow the contractor to be well positioned to begin site work once Council has provided site plan approval.

Pre-servicing

Pre-servicing is typically understood to be the installation of municipal services (water and sewer) on the subject lands in the locations as approved by the Town and the MECP. The developer is not permitted to connect those services into the Town's operational services during this time and until the site plan agreement is entered into. The Town will permit pre-servicing of site plan lands at the developer's risk, once:

- Provincial approvals (ECA), if necessary, have been obtained;
- securities have been posted; and
- insurance certificates are provided.

A letter of undertaking (indemnity) must be posted ensuring that the Town is not responsible in any way for the project proceeding and indicating that no connections to municipal services will be permitted or building permits issued prior to the registration of the site plan agreement. The intent of 'pre-servicing' is to allow approved services to be installed prior to final legal registration.

With regards to the subject development, the owner has prepared and filed detailed design drawings for review for site plan approval.

The developer has requested permission to commence tree removal and grubbing. At this time, staff would recommend granting approval for tree removal and grubbing. As a condition of this approval, staff recommend that the owner be required to:

- post a letter of undertaking indemnifying the Town;
- post security in the amount of \$50,000; and
- add the Town to their commercial general liability insurance certificate, prior to commencing any works.

Options:

Should Council determine that it is not appropriate to approve the request to complete the

works proposed, staff will advise the applicant that they are not permitted to commence site works at this time.

Policy Considerations:

The proposed development of the vacant portion of the PSP property is a positive investment supporting the Town's strategic vision of robust sustainable growth. Furthermore, timely and efficient processing of requests provides effective service delivery and shows the Town is business friendly. By supporting this request, the development is permitted to proceed in a suitable and expeditious manner.

Financial Considerations:

Security to be posted in accordance with the recommendations of this report.

Meeting Dates:

N/A

Consultation:

Operations Department

Documents:

N/A

Signatures

Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



**Minutes of Operations Advisory Committee Meeting
November 15, 2021
6:30 PM
Electronic Participation – Via Zoom**

Committee and Staff Attendance

Committee Members Present:

Chair Dan Lynch
Vice Chair Chris Toner
Philip MacLeod, Committee Member
David Coreau, Committee Member

Committee Members Absent:

John Shane, Committee Member
Emily Laprade, Committee Member

Town Staff Present:

Kaila Zamojski, Deputy Clerk
John Steckly, General Manager, Operations
Rick Desarmia, Fire Chief
Cory Nicholas, Deputy Fire Chief
Patrick Foley, Engineering Officer

1. Call to Order

Chair Dan Lynch called the Operations Advisory Committee meeting to order at 6:33 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of the Committee being present, except Committee Members John Shane and Emily Laprade.

3. Land Acknowledgement

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

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

4. Adoption of Agenda

Resolution No. 026-21
Moved by Phil MacLeod
Seconded by Chris Toner

Be It Resolved That the agenda for the Operations Advisory Committee Meeting of dated Monday, November 15, 2021, be adopted.

Resolution Carried

Minutes of Operations Advisory Committee Meeting

5. Disclosures of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution No. 027-21

Moved by Chris Toner

Seconded by Phil MacLeod

That the Operations Advisory Committee approve of the minutes listed under item no. 6(a) on the Agenda (Operations Advisory Committee – September 20, 2021).

Resolution Carried

7. Presentations/ Delegations

a) OPP Statistics – OPP Inspector

Resolution No. 028-21

Moved by David Coreau

Seconded by Phil MacLeod

That the Operations Advisory Committee receive the OPP Statistical Report as information.

Resolution Carried

OPP Inspector Ferguson provided an overview of the statistical report, included in the Agenda Package and responded to questions, with the following being a summary of the comments:

- Utter Threats Master Code Reporting was described as being the Uniform Crime Reporting Survey code that is used by several policing areas, for reporting statistical purposes.
- Mental Health Issue numbers were discussed, noting calls for service had gone down at this time.
- Police Servicing Board was discussed, with the OPP Inspector noting they have not heard anything about this from the Solicitor General/ Government thus far.
- Opioid related calls have decreased, but we are still in crisis mode across the province, and this will be an ongoing battle.
- The Mental Health Crisis Team was discussed in more detailing, explaining the role of the “ride along” social worker with the officer(s).

b) Emergency Management Training and Tabletop Exercise – After Action Report – Acting Deputy Fire Chief

Resolution Number 029-21

Moved by Chris Toner

Seconded by David Coreau

That the Operations Advisory Committee receive the Emergency Management Training and Tabletop Exercise After Action Report for information.

Resolution Carried

Resolution Number 030-21

Moved by David Coreau

Seconded by Phil MacLeod

That the Operation Advisory Committee at their meeting held on November 15, 2021, acting in the capacity of the Town's Emergency Management Program Committee has

Minutes of Operations Advisory Committee Meeting

reviewed the Emergency Management Program for the Town of Arnprior, and has verified compliance with the Emergency Management and Civil Protection Act and O.Reg 380/04; and

Further That the Emergency Management Program Committee supports the program direction as presented.

Resolution Carried

The Deputy Fire Chief provided a summary overview of the Emergency Management Training After Action Report.

The Deputy Fire Chief further noted that the Deputy Clerk as the Planning Secretary did a great job in the training session, and thanked her for her contributions to the training session.

c) Fire Department Report – Fire Chief

Resolution No. 031-21

Moved by Phil MacLeod

Seconded by Chris Toner

That the Operations Advisory Committee receive the Fire Department Report as information.

Resolution Carried

The Fire Chief provided an overview of the Fire Department Report presentation, and responded to questions.

Chair, County Councillor Dan Lynch noted an email he received from Mental Health Services of Renfrew County, thanking both Cory Nicholas and Rick Desarmia for their continued professionalism and assistance. Chair Lynch thanked these staff members for their efforts and professionalism in representing the Town of Arnprior.

Committee Members congratulated Cory Nicholas on being appointed as the new Deputy Fire Chief.

d) National Earthquake Early Warning (EEW) System – Engineering Officer, Facilities and Assets

Resolution No. 032-21

Moved by Phil MacLeod

Seconded by David Coreau

That the Operations Advisory Committee receive the National Earthquake Early Warning (EEW) System presentation as information.

Resolution Carried

The Engineering Officer, Facilities and Assets provided an overview of the National Earthquake Early Warning System presentation, and responded to questions.

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

Chair, County Councillor Dan Lynch requested the General Manager, Operations to provide a

Minutes of Operations Advisory Committee Meeting

few updates from the Operations Department, with the General Manager, Operations noting the following:

- Infrastructure projects this year are wrapping up. The base list of paving on Alica Street is being completed today, with the top lift of asphalt to be completed in spring of 2022.
- Nick Smith Centre Parking Lot Paving is being completed, and took longer than anticipated. There will be a couple of deficiencies looked into in the spring of 2022.
- Elgin Street Resurfacing Project is a County of Renfrew project, but is now substantially complete, with a few deficiencies being looked at this week.
- Traffic Flow and Parking Concerns on Ottawa Street – this has been an ongoing discussion for some time and the Town staff are continuing to review this situation. We as staff circulated area residents and stakeholders a letter regarding ideas to help with the traffic in this area. A lot of feedback has been provided, with staff now going to review these comments in more detail and look to summarize these comments and bring back to Council.
- Winter Control Operations – The Town is in good shape for winter when it comes to sand, salt, and vehicles being in working order. Staff in Public Works are installed snow post markers and hydrant markers this week.

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

- Thought should be put into adding additional lighting in the Nick Smith Centre Parking Lot.

10. New Business

Chair County Councillor Dan Lynch thanked the General Manager, Operations and his team for the planting of Trees along the Algonquin Trail at the intersection of William Street and John Street North, noting it looks very nice.

11. Adjournment

Resolution No. 033-21

Moved by Phil MacLeod

Seconded by David Coreau

That this meeting of Council be adjourned at 7:32 pm.

Resolution Carried

**The Corporation of the
Town of Arnprior**

By-law Number 7277-22

A by-law to repeal and replace Schedule A of By-law 6072-12, a by-law for the appointment of by-law enforcement and property standards officers for the Corporation of the Town of Arnprior.

Whereas Section 15 (1) of the *Police Services Act, RSO 1990 Chapter P.15*, authorizes Municipal Council to appoint person to enforce the by-laws of the municipality; and

Whereas under Section 15.1 of the *Building Code Act 1992, S.O. 1992, c.23* as amended, a municipality may pass by-laws relating to property standards; and

Whereas under Section 15.1 of the *Building Code Act, 1992, S.O. 1992, c. 23* an “officer” means a property standards officer who has been assigned the responsibility of administering and enforcing by-laws passed under section 15.1; and

Whereas Council adopted By-law Number 6072-12 appointing by-law enforcement and property standards officers for the Corporation of the Town of Arnprior; and

Whereas Council deems it expedient to repeal Schedule A of By-law 6072-12 and replace with a new Schedule A.

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

1. **That** Schedule A of By-law 6072-12 be repealed and replaced with a new Schedule A attached to and forming part of this by-law.
2. **That** the persons named in Schedule A attached hereto be appointed as By-law enforcement and property standards officers for the Town of Arnprior.
3. **That** this by-law shall come into force and effect on the day of its passing.

Enacted and passed this 28th day of March, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

Schedule A to By-law 7277-12

The following persons are designated as By-law Enforcement and Property Standards Officers for the Corporation of the Town of Arnprior:

- James McBain
- Darla McBain
- Alison Cosier
- Sandee Guest
- Jason Hisko
- Alex Provost

The Corporation of the Town of Arnprior

By-law Number 7278-22

A By-law to appoint a Building Inspector for the Corporation of the Town of Arnprior.

Whereas Section 3 of the Building Code Act, S.O.1992, c. 23 provides for the appointment of a Chief Building Official and inspectors;

Whereas the Council of the Corporation of the Town of Arnprior deems it necessary to provide for the appointment of a Building inspector to assist in carrying out the duties of the Chief Building Official;

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

1. **That** Justin Banes be appointed as Building Inspector for the Corporation of the Town of Arnprior, commencing on March 21, 2022.
2. **That** By-law Number 7062-20 and any other by-laws or resolutions or parts of by-laws or resolutions that are inconsistent with this by-law are hereby repealed.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 28th day of March, 2022

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk

**The Corporation of the
Town of Arnprior**

By-Law No. 7279-22

A by-law to award a contract for Tender # PW-2022-01 for Two Half Ton Trucks and Utility Van Purchase.

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 14th, 2022 Council passed By-law 7261-22 to adopt the 2022 Capital Budget which included the purchase of Two Half Ton Trucks and Utility Van Purchase with a total budget of \$110,000.00; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender PW-2022-01 through a public process for the Two Half Ton Trucks and Utility Van Purchase; and

Whereas Donnelly Automotive Group submitted the lowest acceptable bid of \$127,350.00 (plus HST) for the supply of Two Half Ton Trucks and Utility Van Purchase; and

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

1. **That** Council awards the contract for the Two Half Ton Trucks and Utility Van Purchase, in accordance with Tender PW-2022-01, to Donnelly Automotive Group in the amount of \$127,350.00 (plus HST); and
2. **That** the CAO is authorized to issue a purchase order to Donnelly Automotive Group, as well as execute such documentation as may be necessary to proceed with the purchase.
3. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
4. **That** this by-law come into full force and effect on the day of its passing.

Enacted and **Passed** this 28th day of March, 2022.

Mayor Walter Stack

Maureen Spratt, Clerk

**The Corporation of the
Town of Arnprior**

By-Law No. 7280-22

A by-law to award a contract for Tender # PW-2022-02 for One Four Wheeled Loader Tender.

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 14th, 2022 Council passed By-law 7261-22 to adopt the 2022 Capital Budget which included the purchase of One Four Wheeled Loader with a budget of \$270,000.00; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender PW-2022-02 through a public process for the One Four Wheeled Loader; and

Whereas Delta Power Equipment submitted the lowest acceptable bid of \$281,979.00 (plus HST) for the supply of One Four Wheeled Loader; and

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

1. **That** Council awards the contract for the One Four Wheeled Loader, in accordance with Tender PW-2022-02, to Delta Power Equipment in the amount of \$281,979.00 (plus HST); and
2. **That** the CAO is authorized to issue a purchase order to Delta Power Equipment, as well as execute such documentation as may be necessary to proceed with the purchase.
3. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
4. **That** this by-law come into force and effect on the day of it's passing.

Enacted and Passed this 28th day of March, 2022.

Mayor Walter Stack

Maureen Spratt, Clerk

**The Corporation of the
Town of Arnprior**

By-Law No. 7281-22

A by-law to award a contract for Tender # PW-2022-05 for one tandem axle plow truck.

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 14th, 2022 Council passed By-law 7261-22 to adopt the 2022 Capital Budget which included the replacement of #78 Plow Truck with a budget of \$280,000.00;

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender PW-2022-05 through a public process for the Tandem Axle Plow Truck; and

Whereas Freightliner of North Bay submitted the lowest acceptable bid of \$265,726.00 (plus HST) for the supply of one tandem axle plow truck; and

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

1. **That** council awards the contract for the One Tandem Axle Plow Truck, in accordance with Tender PW-2022-05, to Freightliner of North Bay in the amount of \$265,726.00 (plus HST); and
2. **That** the CAO is authorized to issue a purchase order to Freightliner of North Bay, as well as execute such documentation as may be necessary to proceed with the purchase.
3. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.
4. **That** this by-law come into force and effect on the day of its passing.

Enacted and Passed this 28th day of March, 2022.

Mayor Walter Stack

Maureen Spratt, Clerk

The Corporation of the Town of Arnprior

By-law Number 7282-22

A by-law to repeal by-law number 7224-21 being a by-law to adopt a mandatory COVID-19 Vaccination Policy.

Whereas Section 8 of the Municipal Act, 2001, as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

Whereas Section 11 (2) 6 of the Municipal Act, 2001, as amended, provides that a municipality may pass by-laws in the interest of the health, safety and well-being of persons; and

Whereas recent guidance from the Province of Ontario outlined a shift to a more balanced response to the pandemic, to learn to live with and manage COVID-19 for the long-term and included removing masking mandates in most places, and all other regulatory requirements for businesses including passive screening and safety plans; and

Whereas the reduction of close contact isolation periods for fully vaccinated individuals in addition to the successful implementation of the Town's vaccination policy has reduced the concern for business continuity impacts related to COVID-19 cases in the workforce.

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

- 1. That** By-law 7224-21 adopting COVID-19 Vaccination Policy (#HR-COVID-04) be repealed.
- 2. That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 28th day of March, 2022.

Signatures:

Walter Stack, Mayor

Maureen Spratt, Town Clerk