



Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, March 25th, 2024

Time: 6:30 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions / Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Question Period**
- 7. Adoption of Minutes of Previous Meeting(s) (Except Minutes of Closed Session)**
 - a) **Regular Meeting of Council – March 11th, 2024** (Page 1-9)
- 8. Awards / Delegations / Presentations**
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**
- 11. Notice of Motion(s)**
- 12. Staff Reports**
 - a) **Official Plan Amendment No. 6 and Zoning By-Law Amendment No. 1-23 (Winners Circle Drive)**, Jamie Batchelor of J. L. Richards and Associates (Page 10-122)

- b) **2023 Drinking Water Quality Management System (DWQMS) Audits and Management Review Results/ OnWARN Program**, Amy Dean, Environmental Engineering Officer (Page 123-184)
- c) **2023 Annual Reports – Arnprior Water Pollution Control Centre (WPCC) and Arnprior Drinking Water System (ADWS)**, Scott Matthews, Waterworks Supervisor (Page 185-329)
- d) **2023 Economic Development Review**, Lindsay Wilson, Marketing and Economic Development Officer (Page 330-332)
- e) **2023 Statement of Remuneration and Expenses paid to Council and Local Boards**, Cassidy Marshall, A/Manager of Finance / Deputy Treasurer (Page 333-336)
- f) **Zoning By-Law Amendment No. 1/24 – 10 William Street West (Temporary Use)**, Robin Paquette, CAO (Page 337-353)
- g) **Request for Encroachments – 73 Carss Street**, Robin Paquette, CAO (Page 354-357)
- h) **Proclamation for Sexual Assault Awareness Month (May 2024)**, Oliver Jacob, CSC (Page 358-362)

13. Committee Reports and Minutes

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

14. Correspondence & Petitions

- a) Correspondence
 - i) Correspondence Package I-24-Mar-06
 - ii) Correspondence Package A-24-Mar-05

15. By-laws & Resolutions

- a) By-laws
 - i) **By-Law No. 7473-24 – Authorize Early Payment Agreement for Development Charges (12 Thomas Street)** (Page 363-367)

- ii) **By-Law No. 7474-24 – Appoint Peter Anas to the Committee of Adjustment / Property Standards Committee** (Page 368-369)
- iii) **By-law No. 7475-24 – Mutual Aid Assistance Agreement for Ontario Water/Wastewater Agency Response Network (OnWARN)** (Page 370-381)

b) Resolution(s)

- i) **Municipal Grants Application** – Arnprior Lions Club (2024 Spring Vendor Market and 2024 Walk for Dog Guides) (Page 382)
- ii) **Municipal Grants Application** – Arnprior-Braeside-McNab Seniors At Home Program Inc. (Christmas Craft Fair) (Page 383)
- iii) **Request for Support** – Arnprior Regional Health Foundation – Water Bill Insert in July/August 2024 Water Bills (Page 384)
- iv) **Request for Support** – Women’s Sexual Assault Centre of Renfrew County – 2024 “We Stand with Survivors” Campaign Banner (Page 385)

16. Announcements

17. Media Questions

18. Closed Session

- a) One (1) matter pursuant to Section 239 (2) (b) of the Municipal Act, 2001 to discuss personal matter about an identifiable individual, including municipal or local board employees (Senior of the Year Award); and
- b) One (1) matter pursuant to Section 239 (2) (c) of the Municipal Act, 2001 to discuss a proposed or pending acquisition or disposition of land by the municipality or local board (Land Purchase).

19. Confirmatory By-law

By-law No. 7476-24 to confirm the proceedings of Council

20. Adjournment

Please note: Please see the Town's [website](#) to view the live stream. The meeting recording will also 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 11, 2024 6:30 PM**

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

Council and Staff Attendance

Council Members Present (In-Person):

Mayor Lisa McGee
County Councillor Dan Lynch
Councillor Lynn Cloutier
Councillor Tom Burnette
Councillor Chris Toner
Councillor Billy Denault

Council Members Present (Electronic):

Council Members Absent:

Councillor Chris Couper

Town Staff Present:

Robin Paquette, CAO
Kaila Zamojski, Town Clerk
Oliver Jacob, Client Services Coordinator
Rick Desarmia, Fire Chief
Emily Stovel, Manager of Culture/Curator
Graeme Ivory, Director of Recreation
Lucas Power, Program and Events
Coordinator
Jacques Benoit, Chief Building Official

1. Call to Order

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

2. Roll Call

The roll was called, with all Members of Council being present, except Councillor Chris Couper.

3. Land Acknowledgement Statement

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

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

4. Adoption of Agenda

Resolution Number 079-24

Moved by Dan Lynch

Seconded by Tom Burnette

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, March 11, 2024 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

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6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 080-24

Moved by Chris Toner

Seconded by Billy Denault

That the minutes of the Regular Meeting of Council listed under Item 7 (a) on the agenda be adopted (Regular Meeting of Council – February 26, 2024).

Resolution Carried

8. Awards/Delegations/Presentations

a) Challenger Baseball – Program and Events Coordinator

The Program and Events Coordinator provided a presentation for information and responded to questions.

b) 2023 Museum Update – Manager of Culture/Curator

The Manager of Culture/Curator provided a presentation for information and responded to questions.

c) 2023 Fire Department Annual Report – Fire Chief

The Fire Chief provided a presentation for information and responded to questions.

9. Public Meetings

a) Zoning By-law Amendment ZBL 1/24 (Block 139 – Village Creek)

Resolution Number 081-24 (7:16 pm)

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council move into a public meeting regarding an application for Zoning By-law Amendment 1/24, regarding the lands known as Block 139, Registered Plan 49M/76, Part Lot 5, Concession A with frontage on Desmond Trudeau Drive, Russett Drive and Campbell Drive.

Resolution Carried

The Public Meeting was opened at 7:16 pm. Robin Paquette, CAO provided a Power Point Presentation, attached as Appendix A and forming part of these minutes, on the application for Zoning By-law Amendment 1/24, regarding the lands known as Block 139, Registered Plan 49M/76, Part Lot 5, Concession A with frontage on Desmond Trudeau Drive, Russett Drive and Campbell Drive.

Following the presentation the floor was opened to the public for comment.

The following individuals provided comment at the meeting:

- Graeme Cross – 196 Desmond Trudeau
- Dominique Gibert – 260 Bert Hall Street
- Leo L'Abbe – 121 Campbell Drive
- Bruce Fraser – 1021 Malcolm Lane
- Ben Clare – EGIS Consultants representing the applicant

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The following represents a summary of the comments/ concerns received:

- Safety concerns were noted, being mainly:
 - Increased vehicle traffic, and the traffic control measures coming out of the subdivision.
 - The intersection of Russett Drive and Desmond Trudeau is already a busy and dangerous area, and this development is only going to increase the volume of vehicular traffic and risk to pedestrians.
 - The proposed one-way in and out of the development area in question is being suggested to be a narrow roadway. Knowing this is a fire route is also dangerous.
 - A question was asked as to what By-law Enforcement will look like related to parking infractions on this narrow roadway, as emergency response will likely not be able to get through, if any vehicles are parked.
- Lack of parking was noted, discussing limited size of garage and laneway.
- There is a lack of snow storage area in the proposed development.
- The type of housing style being proposed was also a note of concern, noting that this style of housing proposed does not match the housing in the current area.
- Concern was raised about the previous use of the land, being a repair garage in the past, with question being raised as to whether the land had been assessed for contamination prior to development.
- Concerns were noted regarding proper drainage from the development being implemented, to not cause flooding of the farm property adjacent.

Mayor McGee requested staff investigate the actual width of the asphalt as well as the timeframe the last traffic study was completed in this area.

The Public Meeting was declared closed at 7:52 pm.

Resolution Number 082-24 (7:52 pm)

Moved by Dan Lynch

Seconded by Tom Burnette

That Council resume to the Regular Meeting of Council.

Resolution Carried

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motions

None

12. Staff Reports

a) 2023 Building Permit Activity/ Delegated Site Plan Approvals – Chief Building Official and CAO

Resolution Number 083-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council receives Report 2024-03-11-01 for information.

Resolution Carried

Minutes of Council Meeting

b) Phase 4B Marshall's Bay Meadows Subdivision Agreement (47- T-14002) - CAO

Resolution Number 084-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That Council adopt a by-law to authorize the Mayor and Clerk to enter into a Subdivision Agreement for Phase 4B of the Marshall's Bay Meadows Subdivision (47-T-14002) with the final form and content of the Agreements being to the satisfaction of the CAO, in consultation with the Town Solicitor; and

Further that Council approve a request to allow for tree clearing and grubbing of the future parkland located in Phase 5 of the Marshall's Bay Meadow Subdivision, subject to the requirements as outlined in this report.

Resolution Carried

13. Committee Reports and Minutes

a) Mayor's Report

Mayor Lisa McGee reported the following:

- In the last couple of weeks, I had a meeting in Pembroke with the CAO and the OPP regarding the Police Services Board and the road forward for this new advisory Board.
- I, along with other Members of Council, attended the Public Open House for Fairview Park at the Nick Smith Centre this past week, which was very well attended.

b) County Councillor's Report

County Councillor Lynch provided a presentation on County Council information, attached as Appendix B and forming part of these minutes.

c) Committee Reports and Minutes

None

14. Correspondence & Petitions

a) Correspondence Package – I-24-Mar-05

Resolution Number 085-24

Moved by Tom Burnette

Seconded by Dan Lynch

That the Correspondence Package Number I-24-Mar-05 be received as information and filed accordingly.

Resolution Carried

County Councillor Lynch noted the following items:

- Page 3 - On February 22, 2024, the Ontario Government introduced legislation – Keeping Energy Costs Down Act – which, if passed, will reverse the OEB decision preventing an average of \$4,400 being added to the price of new homes, or tens of thousands of dollars being added to the price of a home in rural Ontario.
- Page 12 - Good news for college and university student the Ontario Government introduced measures to maintain the current the tuition fee.

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- Page 16 - Good news for our local Agricultural Society, the Ontario government is investing up to \$836,250 over three years to increase the capacity of rural volunteers and organizations across the province.
- Page 22 - There are new eligibility thresholds for low-income families to keep electricity costs down. More information is on the Ontario Electricity Support Program (OSEP).
- Page 38 - Provincial Matters MSAA is proposing a new regulation that would prescribe entities that could contribute towards a Seniors Active Living Centre program's operational cost. The deadline for comments is March 22, 2024.
- Page 38 - There is an opportunity for employees of the town to be nominated for the Lieutenant Governor's Medal of Distinction in Public Administration, Ontario's highest honour for public service. Nominate someone from your municipality by April 30.
- The Federal Economic Development Agency for Southern Ontario and the Canadian Urban Institute are offering two streams of funding for initiatives to support main streets in southern Ontario. Applications are due by March 31, 2024.
 - In response to County Councillor Lynch the CAO noted we are classified as "Southern Ontario," and we received a MyMain Street grant for our first Cultural Night Market, thus we understand we are not eligible again.
- The Canadian Board for Harmonized Construction Codes is consulting on proposed changes for the 2025 national codes. Feedback collected will also serve as consultation for Ontario's 2026/27 Building Code. Submissions due April 14.
 - In response to County Councillor Lynch the CAO noted this is regarding the Proposed National Building Code and not the New Ontario Building Code which is also working to be harmonized with the National Building Code. The Chief Building Official further provided clarification and information as to what this means for the Ontario Building Code and on the requirements for Chief Building Officials to have the ability to work in Ontario as well as in other provinces.
- There is a webinar being offered on March 20th at 10:00 a.m. for updates on the LAS Road & Sidewalk Assessment Service, providing better data for better decision making.
 - In response to County Councillor Lynch the CAO noted that the Town has already completed this webinar.

b) Correspondence Package – A-24-Mar-04

Resolution Number 086-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That the Correspondence Package Number. A-24-MAR-04 be received, and that the recommendation(s) outlined be brought forward for Council's consideration.

Resolution Carried

15. By-laws & Resolutions

a) By-laws

None

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b) Resolutions

i. Resolution for Support – Association of Ontario Road Supervisors (AORS) – Municipal Equipment Operator Course

Resolution Number 087-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That the Council of the Corporation of the Town of Arnprior receive the correspondence from the Association of Ontario Road Supervisors (AORS) as information.

Whereas municipal public works departments across the Province of Ontario provide invaluable services to our communities, ensuring the health and safety of all residents;

Whereas if it was not for our municipal public works employees maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

Whereas municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause the levels of service that municipalities are able to provide to ensure the health and safety of our residents to decrease;

Whereas there is currently no province-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment;

Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

Further That Council calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

Further That a copy of this resolution be sent to the Premier of Ontario, Minister of Labour, Training, Immigration and Skilled Trades, MPP for Renfrew-Nipissing-Pembroke and the Association of Ontario Road Supervisors.

Resolution Carried

ii. Resolution for Support – Township of Perry – Amend Blue Box Regulation re Ineligible Sources

Resolution Number 088-24

Moved by Dan Lynch

Seconded by Tom Burnette

That the Council of the Corporation of the Town of Arnprior receive the correspondence from the Township of Perry as information;

Whereas under *Ontario Regulation 391/21: Blue Box*, producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only; and

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Whereas ‘ineligible’ sources which producers are not responsible for include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations such as shelters and food banks; and

Whereas should a municipality continue to provide services to the ‘ineligible’ sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior requests that the Province of Ontario amend *Ontario Regulation 391/21: Blue Box* so that producers are responsible for the end-of-life management of recycling products from all sources; and

Further that this resolution be forwarded to the Premier of Ontario; the Minister of the Environment, Conservation, and Parks; the MPP for Renfrew-Nipissing-Pembroke, and the Association of Municipalities of Ontario (AMO).

Resolution Carried

iii. Resolution for Support – Town of Lincoln – Urgent Need for Increased Funding to Libraries and Museums in Ontario

Resolution Number 089-24

Moved by Lynn Cloutier

Seconded by Chris Toner

That the Council of the Corporation of the Town of Arnprior receive the correspondence from the Town of Lincoln as information;

Whereas libraries and museums serve as multi-faceted, community hubs for the populations that they serve and provide a variety of essential services including, but not limited to, material lending, children’s programming, public access to the internet, social engagement, preserving our local history and stories, and as spaces for educational and community events; and

Whereas provincial funding for public libraries has not increased for over 25 years and library revenues are primarily derived from their local municipalities, user fees and donations which limits the ability of libraries to ensure long-term stability in times of high inflation, technological change and increasing demands on libraries due to population growth; and

Whereas funding for community museums through the Community Museum Operating Grant (CMOG) has stagnated for over 15 years which limits the ability of small community museums to bolster staffing, increase service delivery and support their communities; and

Whereas the Arnprior Public Library and Arnprior and District Museum act as inclusive community hubs and their operations are critical to the health and vibrancy of our community in addition to contributing to regional tourism, social inclusion and participation, community well-being, skill building and learning;

Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior urges the Government of Ontario to support increasing funding to both public libraries and community museums in recognition of the role that these institutions play as community hubs that contribute greatly to the economic, cultural, and social foundations of rural communities across Ontario; and

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Further that this resolution be forwarded to the Premier of Ontario; the Minister of the Tourism, Culture and Sport; the MPP for Renfrew-Nipissing-Pembroke, and the Association of Municipalities of Ontario (AMO).

Resolution Carried

16. Announcements

County Councillor Lynch made the following announcement(s):

- The Steelheads & Strikes renovation project by Bryan Baeumler will be on HGTV and STACK TV March 31st at 10:00 p.m.
- Welcome to a new Liquidation Store at the rear of 100 Madawaska Blvd.
- At the present time the Algonquin Trail is not open. There is a meeting of the Algonquin Trail Committee on April 2, 2024. Of note, there were a record number of participants in the Algonquin and K&P Trails survey.

17. Media Questions

None

18. Closed Session

Resolution Number 090-24 (8:28 pm)

Moved by Dan Lynch

Seconded by Tom Burnette

That Council move into Closed Session regarding one (1) matter pursuant to Section 239 (2) (b) of the Municipal Act, 2001 to discuss personal matter about an identifiable individual, including municipal or local board employees (Striking Committee – Community Member).

Resolution Carried

Resolution Number 091-24 (8:33 pm)

Moved by Tom Burnette

Seconded by Dan Lynch

That Council resume to Open Session.

Resolution Carried

Resolution Number 092-24

Moved by Lynn Cloutier

Seconded by Dan Lynch

That Council direct staff to prepare an appointment by-law for the Committee of Adjustment Community Member, as directed in Closed Session.

Resolution Carried

19. Confirmatory By-Law

Resolution Number 093-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That By-law No. 7472-24 being a By-law to confirm the proceedings of the Regular Meeting of Council held on March 11, 2024, and it is hereby enacted and passed.

Resolution Carried

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20. Adjournment

Resolution Number 094-24

Moved by Lynn Cloutier

Seconded by Billy Denault

That this meeting of Council be adjourned at 8:33 p.m.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



Town of Arnprior Staff Report

Subject: Official Plan Amendment #6, Zoning By-law Amendment 1/23 – Winner's Circle Drive

Report Number: 24-03-25-01

Report Author and Position Title: Jamie Batchelor, RPP, MCIP, Consultant Planner, J.L. Richards & Associates Limited

Department: Community Services Branch

Meeting Date: March 25th, 2024

Recommendations:

That Council receive applications for amendment to the Town of Arnprior Official Plan and Zoning By-law 6875-18, for the lands known legally as PT E 1/2 LT 3, CON A, PT 2, 49R9552, EXCEPT PT 2, 49R14108 ; TOWN OF ARNPRIOR; PT E 1/2 LT 3 CON A PTS 4 & 7 49R9552; EXCEPT PT 1 49R9860, PTS 1 & 2 49R10750 & PT 1 49R14108; TOWN OF ARNPRIOR, to amend the OP designation and zoning.

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

That Council passes a by-law to adopt the Official Plan Amendment #6 for the subject sites known locally as 39 Winners Circle Drive to redesignate the subject lands from 'Mixed Use Commercial/Employment Area (MUCE)' to "Special Designation - Mixed Use Commercial/Employment Area (MUCE) subject to C5.8.X" for the purpose of adding a site specific policy to permit apartment dwelling and townhouse dwellings with accessory uses, occupied by person who are 55+ years of age, as permitted uses, with a maximum height of 4 storeys.

That Council passes a by-law to adopt the Zoning By-law amendment (ZBLA-1/23) for the subject sites municipally known as 39 Winners Circle Drive, to re-zone the subject lands from 'Mixed Use Commercial/Employment (MU-CE)' to 'Mixed use Commercial/Employment Exception XX (MU-CE*XX)' for the purpose of implementing site specific provisions to add apartment dwelling and townhouse dwelling units, with medical office, restaurant and personal service use as permitted accessory uses, occupied primarily by persons who are 55+ years, provide for a maximum of 1000 m² Gross Floor Area of permitted accessory uses in an apartment, provide for a minimum rear yard setback of 7.5 m; establish a minimum bicycle

parking of 6 bicycle parking spaces and establish a minimum parking requirement of 1 parking space per 50 m² of Gross Floor Area for the permitted accessory uses. The By-law will come into full force and effect once OPA #6 has been approved by the County of Renfrew, that reflects the applicant's request for specific zoning for the site.

Background:

The Town has received an application for an Official Plan Amendment and Zoning By-law Amendment. The application was deemed complete by the Town and was put on technical circulation and the Public Meeting was scheduled. The application was brought forward to Council on June 26th, 2023, to schedule a public meeting, which was scheduled for August 28th, 2023.

A public meeting was held on Monday, August 28th, 2023, regarding the proposed amendment, to allow for public review and comment. Oral submissions were received from members of the public at the public meeting (see the Monday, August 28th, 2023 meeting minutes). No additional written submissions were received from members of the public by email.

Owner: CP REIT Ontario Properties Limited

Description of Subject Lands: Vacant lands along Winners Circle Drive. (See Key Plan).

Legal Description: PT E 1/2 LT 3, CON A, PT 2, 49R9552, EXCEPT PT 2, 49R14108 ; TOWN OF ARNPRIOR; PT E 1/2 LT 3 CON A PTS 4 & 7 49R9552; EXCEPT PT 1 49R9860, PTS 1 & 2 49R10750 & PT 1 49R14108; TOWN OF ARNPRIOR (Document 1 is a Key Plan)

Area of Land: 6.3 ha

Existing Structures: Vacant lands

Official Plan: Mixed Use Commercial/Employment Area Subject to Section C5.8.4.

Zoning: Mixed Use Commercial/Employment (MU-CE)

The subject lands are part of a 6.3 hectare commercial landholding comprised of three parcels.

The two irregular shaped parcels are subject to this application. The total area of both parcels is 3.7 hectares. The parcels are located south of Daniel Street South, and west of Baskin Drive East. Winners Circle Drive transects the subject lands, dividing them into two separate parcels referred to as the "north lands" and "south lands" as shown on Document 1. The "north lands" are an area approximately 2.3 hectares in size, irregular shaped, with approximately 128 metres of frontage along Winners Circle Drive and approximately 180 metres of frontage along Baskin Drive East. To the immediate north-west of the site is a variety of non-residential uses including a gas station, pharmacy, auto body collision repair shop and car rental establishment. To the east across Baskin Drive East is vacant land currently designated Low/Medium Density Residential Area in the Official Plan, and zoned Future Development (FD). To the west of the site across Winners Circle Drive is a commercial plaza known as Winners Choice Plaza which contains No Frills, the LCBO, and a variety of other restaurants and retail services. To the south of the site, across Winners Circle Drive is the vacant "south lands" parcel.

The "south lands" are an area of approximately 1.4 hectares in size, irregular shaped, with approximately 175 metres of frontage along Winners Circle Drive and approximately 29 metres of frontage along Baskin Drive East. To the north-west of the site is the Winners Circle Plaza. To the south of the site is the Highway 417 Off-ramp. To the east of the site is vacant land and

to the north across Winners Circle Drive is the vacant “north lands”.

Summary of Applications

Official Plan Amendment

The purpose of the proposed amendment of the Official Plan is to amend the designation from ‘Mixed Use Commercial/Employment Area (MUCE)’ to “Special Designation - Mixed Use Commercial/Employment Area (MUCE) subject to C5.8.X”. The amendment will result with the addition of a policy to add apartment dwelling and townhouse dwellings with accessory uses occupied by person who are 55+ years of age as permitted uses with a maximum height of 4 storeys.

Zoning By-law Amendment

The purpose of the proposed amendment to Comprehensive Zoning By-law 6875-18 is to amend the zoning of the subject property from ‘Mixed Use Commercial/Employment (MU-CE)’ to ‘Mixed use Commercial/Employment Exception XX (MU-CE*XX)’. The amendment would:

- add apartment dwelling and townhouse dwelling units with accessory uses occupied primarily by persons who are 55+ years of age as permitted uses
- provide site specific zoning provisions for a minimum rear yard setback of 7.5 m; and
- establish a minimum bicycle parking of 6 bicycle parking spaces.

Proposed Development

The proposed development consists of independent living apartments and townhouses dwellings, with accessory uses (restaurant, dining area, a bar, a personal service shop), occupied by person who are 55+ years of age. A total of 156 purpose-built rental dwelling units comprised of a mix of apartment and townhouse units. The development will be anchored around a central four (4) storey apartment building (13.8 metres in height) on the “north lands”, featuring 76 apartment-style dwelling units. The front entrance features accessible parking spaces, a drop off area, as well as various amenities including a restaurant, dining area, a bar, and a personal service shop. An outdoor sports facility, a fitness centre and two outdoor patios are proposed towards the rear of the building with connections to the ground floor amenities and services.

An additional 80 bungalow townhouse dwellings will fill the remainder of the two sites, each being one storey in height, 40 of them being one-bedroom units and 40 of them being two-bedroom units.

A total of 276 parking spaces are being proposed, 102 of which will be for the apartment units and 174 parking spaces for the townhouse units (2 spaces per townhouse unit). The total parking spaces include visitor and guest parking. A total of five (5) accessible parking spaces are proposed to service the central apartment building. One loading and waste collection space is proposed at the rear of the central mixed-use building. A series of 1.5 metre-wide sidewalks are proposed throughout the site to facilitate pedestrian circulation.

In support of the applications, the applicant submitted the following reports and plans, copies of which are available for review at the Planning Office:

- *“Comment Response Matrix”* dated January 4th, 2024, prepared by Fotenn Planning + Design.
- *“Revised D-6 Land Use Compatibility Assessment – 39 Winners Circle Drive, Arnprior, Ontario”* dated December 19th, 2023, prepared by Pinchin Ltd.
- *“Functional Servicing Report – Wellings of Arnprior, Proposed Senior Living Development, 39 Winners Circle Drive, Town of Arnprior”*, dated December 21st, 2023, prepared by The Odan Detch Group Inc.
- *“Conceptual South Site Grading Plan – Wellings of Arnprior, Proposed Residential Development, 39 Winners Circle Drive, Arnprior, Ontario”* dated December 21st, 2023, prepared by the Odan Detch Group Inc.
- *“RE: Wellings of Arnprior – Response to Comments”*, dated November 28th, 2023, prepared by Tate Economic Research Inc.
- *“Planning Justification Report – Official Plan Amendment & Zoning By-law Amendment, 39 Winners Circle Drive, Arnprior”* dated April 28th, 2023, prepared by Fotenn Planning + Design.
- *“Final Environmental Impact Study – 39 Winners Circle Drive, Town of Arnprior, Ontario”* dated May 9th, 2023, prepared by Pinchin Ltd.
- *“Comprehensive Review – Winners Circle Drive, Town of Arnprior”* dated April 24th, 2023, prepared by Tate Economic Research Inc.
- *“Geotechnical Investigation – Proposed Development, 39 Winners Circle Drive, Arnprior, Ontario”* dated May 8th, 2023, prepared by Paterson Group.
- *“RE: Review of Watson Economists Arnprior GMS Report”* dated April 24th, 2023, prepared by Tate Economic Research Inc.
- *“RE: Engineering Service – Traffic Brief, Proposed Residential Development, Wellings of Arnprior, town of Arnprior”* dated May 4th, 2023, prepared by Nexttrans Consulting Engineers.
- *“Stage 1 Archaeological Assessment – 39 Winners Circle Road, Part of Lot 3, Concession A, McNab Township, Renfrew County, Arnprior, Ontario”* dated December 20th, 2021, prepared by Golder Associates Ltd.
- *“Stage 2 Archaeological Assessment – 39 Winners Circle Road, Part of Lot 3, concession A, McNab Township, Renfrew County, Arnprior, Ontario”* dated October 19th, 2022, prepared by Golder Associates Ltd.
- *“Noise Impact Study – Wellings of Arnprior, Proposed Residential Development,*

Arnprior, Ontario” dated May 8th, prepared by Aercoustics Engineering Ltd.

- “*Noise Impact Study – Proposed Residential Development, Wellings of Arnprior, Arnprior, Ontario*” dated January 4th, 2024, prepared by Aercoustics Engineering Ltd.
- “*Conceptual Site Plan – Wellings of Arnprior*” (A101), dated February 2021 (revised December 20th, 2023), prepared by Speight, Van Nostrand & Gibson Limited.
- “*Conceptual North Site Servicing Plan – Wellings of Arnprior, Proposed Residential Development, 39 Winners Circle Drive, Arnprior, Ontario*”, (Drawing 1 of 4), dated December 2021 (revised December 21st, 2023), prepared by Odan Detech Consulting Engineers.
- “*Conceptual South Site Servicing Plan – Wellings of Arnprior, Proposed Residential Development, 39 Winners Circle Drive, Arnprior, Ontario*”, (Drawing 2 of 4), dated December 2021 (revised December 21st, 2023), prepared by Odan Detech Consulting Engineers.
- “*Conceptual North Site Grading Plan – Wellings of Arnprior, Proposed Residential Development, 39 Winners Circle Drive, Arnprior, Ontario*”, (Drawing 3 of 4), dated December 2021 (revised December 21st, 2023), prepared by Odan Detech Consulting Engineers.
- “*Conceptual South Site Grading Plan – Wellings of Arnprior, Proposed Residential Development, 39 Winners Circle Drive, Arnprior, Ontario*”, (Drawing 4 of 4), dated December 2021 (revised December 21st, 2023), prepared by Odan Detech Consulting Engineers.
- “*Geotechnical Response to Township Comments – Proposed Development, 39 Winners Circle Drive, Arnprior, Ontario*” dated December 1st, 2023, prepared by Paterson Group.

Should the amendments be approved by Council, the property owner will be required to submit a site plan control application under Section 41 of the *Planning Act*. Site plan review will include detailed review of the plans and studies, as well as technical review of the civil plans, and servicing and stormwater management report.

Discussion:

Provincial Policy Statement, 2020 (PPS)

The 2020 Provincial Policy Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, livable, and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Section 2 of the *Planning Act* requires that decisions of Council be `consistent with` the PPS.

Section 1.1 of the PPS provides Policies for building strong and healthy communities. The proposed development is within close proximity to numerous services and businesses within

500 metres of the subject site which includes a grocery store, restaurants, pharmacies, dentists, a chiropractic clinic, and several professional services. The higher density of development will help mitigate climate change by promoting active transportation and reducing the dependency on automobiles. The proposed development also promotes the efficient use of urban lands.

The applicant's consultant planner has provided an opinion that the proposed development represents intensification on a vacant parcel of land which has remained vacant for over 2 decades. The proposed development is located in an area with existing municipal infrastructure while providing a synergy with nearby food retailers and other businesses. The higher density will also support the Ontario Northland bus service route, and better support any future public transit initiatives.

Section 1.2.6 requires approval authorities to consider Land Use Compatibility with respect to Major Facilities and sensitive land uses. The proposed land use is considered a sensitive land use as defined by the PPS. The only major facility identified within the vicinity of the site is Highway 417 which is considered a transportation corridor. The proposed use would not impact the long-term economic viability of the Highway.

Within the vicinity of the subject site, there have been some existing uses, such as an auto body collision repair shop, that would require the application of the D-Series Provincial Guidelines. There are also some permitted uses in the abutting lands that would require the application of the D-Series Guidelines. JLR had requested the applicant provide an analysis on the introduction of the new sensitive land uses on the existing uses on the abutting lands, as well as potential impacts to permitted uses on the abutting lands, specifically what limiting factors would be imposed upon the remaining adjacent lands both on the impact upon potential development restrictions on land mass and the D-Series Guidelines.

The applicant has provided an assessment completed by Pinchin Ltd. dated December 19th, 2023. The assessment examined all the nearby existing land uses which would require consideration under the D-6 Provincial Guidelines. Some small-scale businesses were identified in the vicinity of the subject site. The report concluded that there would be no risk to the proposed development. A Noise Impact Study has also been completed and has provided the necessary recommendations to mitigate against any noise nuisance, thereby addressing risk to public health and safety.

The applicant's consultant planner and Pinchin Ltd. did not provide any information on limiting factors that would be imposed to permitted uses on the abutting lands. It is JLR's opinion that the introduction of a sensitive land use on the subject lands will impose some development restrictions on certain permitted uses on the abutting lands. JLR also notes that the separation distance from the existing auto body shop and the proposed uses do not meet the recommended setback of 20 metres from a Class I Industrial Use as per the D-6 Provincial Guidelines. Should this application be approved, Council must be aware there will be some limiting factors on the expansion or development of certain permitted land uses on the abutting lands.

However, Pinchin Ltd. has addressed land use compatibility from existing land uses and therefore in our opinion, this application is consistent with Section 1.2.6 of the PPS.

Section 1.3.2 of the PPS provides Provincial direction for Employment Areas. The applicant's consultant planner has provided an opinion that the subject lands do not constitute Employment Lands as defined by the PPS. The following reasons have been provided:

- Permitted uses primarily consist of commercial land uses.
- The subject lands have been designated as 'Mixed Use Commercial/Employment Area' (MUCE) in the Town's Official Plan which are intended to be commercial areas.
- There is a separate distinct designation in the Official Plan for Employment Area which addresses industrial uses.
- The MUCE designation does not permit several industrial uses or major facilities.

In our opinion, the applicant's consultant planner has provided sufficient justification that the MUCE designation does not form part of an Employment Area as defined by the PPS. Therefore, in our professional opinion, the conversion policies within this Section of the PPS would not apply.

Section 1.4 of the PPS provides Provincial direction on housing. The applicant's consultant planner has provided an opinion that the proposed development will provide a range of mix of rental housing options for an anticipated market demand for the 55 + years age demographic. The proposed development provides a diverse range and mix of rental housing, specifically geared towards an aging demographic.

Section 1.5 of the PPS provides policies focused on healthy and active communities. The proposed development is within proximity to numerous facilities and amenities, and a wide range of businesses and services. There will be pedestrian linkages provided to the Choice Lands, and the applicant's planning consultant has indicated that the proposed development is within a 20–25-minute walk to the downtown core.

Section 1.6 of the PPS provides policy direction on the use of infrastructure and public service facilities. The proposed development is within proximity to nearby services, including grocery stores, pharmacies, restaurants, and various retail stores thereby promoting active transportation. Inter-regional public transit is available adjacent to the subject lands. The proposed development will connect to municipal sewage and water services and municipal storm sewers.

Section 1.7 of the PPS provides policy direction for long-term economic prosperity. The proposed development will utilize undeveloped lands. The applicant's consultant has identified that there will be approximately 30-40 long-term employment opportunities while providing support for local businesses, and ongoing tax revenue for the Town.

The subject property does not contain any natural heritage features deemed significant and does not contain any natural, or human made hazards.

In our professional opinion, the proposed Official Plan Amendment and Zoning By-law Amendment is consistent with the policy framework set out in the Provincial Policy Statement.

County of Renfrew Official Plan

Section 2 of the County Official Plan provides policies which require consideration for buffering and land use compatibility between sensitive land uses and existing commercial and industrial land uses. As noted in the summary for the PPS in this report, the applicant has provided an opinion from Pinchin Inc. concluding that there is no anticipated risk to the proposed development as a result of the existing uses.

No comments were received from the County.

Town of Arnprior Official Plan (6875-18)

The subject lands have been designated as Mixed-Use Commercial/Employment Area (MUCE) in the Town of Arnprior Official Plan.

The applicant has proposed a site-specific amendment to the Official Plan to add 'Apartment dwelling and townhouse dwellings, with accessory uses, occupied by persons who are 55+ years of age' as permitted uses on the subject lands. The proposed Policy Section to be added to the Official Plan is:

"C5.8.X C5.8.X 39 Winners Circle Drive

Notwithstanding policies contained in C5.3 Permitted Uses, for the lands shown to be subject to this Section on Schedule A, an Apartment Dwelling and Townhouse Dwellings with accessory uses, occupied primarily by persons who are 55+ years of age, shall be permitted (maximum height – 4 storeys)."

The proposed amendment will maintain all currently permitted uses on the subject lands for their long-term commercial potential.

The applicant's planning consultant has provided justification on all other relevant policies in the Official Plan in support of the application including A1, A3, B, and E.

Section A1 Vision of the Official Plan outlines the Town's priorities for guiding development. The proposed development introduces 156 new rental units geared towards seniors, while providing 30-40 long-term employment opportunities. The applicant has also submitted an analysis by Tate Economic Research (TER) which has concluded that the proposed development is well suited to balancing both the housing and employment needs of the Town.

Section A3 provides policies to implement the Town's strategic objectives to implement the Town's Vision. The proposed development includes pedestrian connections to promote active transportation. The proposed development includes a compact and higher density-built form on underutilized lands while providing a mixed-use pattern in the broader commercial area. The Town's 2022 Growth Management Strategy has concluded that there will be a sufficient supply of commercial and employment lands in the Town for the 2047 Planning horizon. The proposed development is proposed to be designed to support aging in place living and provide a full range of housing opportunities for a wide age demographic (55+ years).

Section B of the Official Plan outlines the Town's Growth Management Strategy. The proposed development as described by the applicant's consulting planner is built specifically for older adults and will provide housing in the mid-range affordability level, while providing various amenities to support active, social, and healthy lives for residents.

Section B also provides policies for the conversion of Employment Areas. The applicant's planning consultant has provided an opinion that the subject lands do not form part Employment Lands as contemplated in the PPS. Specifically, the conversion policies in the Official Plan specifically state they apply to the Employment Area designation and do not make reference to the 'Mixed Use Commercial/Employment Area' designation. JLR agrees with this interpretation and therefore is satisfied that the applicant's planning consultant has provided the necessary justification that the conversion policies of the Official Plan would not apply.

Section E provides policy direction for land use compatibility. As noted in the summary for the PPS in this report, the applicant has provided an opinion from Pinchin Inc. concluding that there is no anticipated risk to the proposed development as a result of the existing uses.

Zoning By-law Amendment Proposal

The subject site is currently zoned Mixed-Use Commercial/Employment (MU-CE). The proposed amendment is to amend the zoning to add apartment dwelling and townhouse dwellings, with accessory uses, occupied by person who are 55+ years of age as a permitted use and provide site specific zoning provisions for a minimum rear yard setback of 7.5 m, parking requirements for accessory uses and minimum bicycle parking to 6 bicycle parking spaces.

The following Table illustrates how the application meets or does not meet the required zone provisions.

Zoning Provision	Required	Proposed
Min Lot Frontage	30.0 m	30m +
Min Lot Area	1,858 m ²	"North Lands" – 23,000 m ² "South Lands" – 14,000 m ²
Min. Front Yard	6.0 m	6.0 m
Min. Rear Yard	12.0 m	7.5 m
Min. Exterior Side Yard	6.0 m	6.0 m
Min. Interior Side Yard	3.0 m	7.5 m
Maximum Height	14.0 m	13.8 m

Section 5.2.5 Size of Parking Space	2.75 m x 5.5 m	2.75 m x 5.5 m
Section 5.2.6 Width of Parking Aisle	6.0 m (two-way)	6.0 m
Section 5.2.7 Width of Access Ramps and Driveways	Access ramps and driveways accessing a parking area or parking lot shall be a minimum of 3.0 metres in width for one-way traffic and a minimum of 6.0 metres in width for two-way traffic.	6.0 m
Section 5.2.9 Permitted Locations for Parking	Notwithstanding any other provisions of this By-law, parking areas shall be setback a minimum of 1.2 metres from any building or structure.	>1.2 m
Section 5.4.1 Parking Requirements (select uses)	<p>Apartment – 1 spaces/unit, plus 0.25 spaces/ unit for visitors</p> <p>1 X 76 units = 76</p> <p>0.25 X 76 units = 19</p> <p>Total = 95</p> <p>Townhouse - 2 parking spaces per dwelling unit (tandem parking spaces permitted)</p> <p>2 x 80 units = 160</p>	<p>102 Apartment (includes visitor parking)</p> <p>174 Townhouse (includes visitors parking)</p> <p>*has assumed that garages count towards the parking space requirement.</p>
Section 5.5 Accessible Parking Spaces	51-75 required parking spaces = 1 Type A + 2 Type B accessible parking spaces.	5 accessible parking spaces
Section 5.5 Accessible Parking Space Dimensions	<p>Type A Space = 3.4 m wide, plus an access aisle that is 2.0 m wide</p> <p>Type B Space = 2.75 m wide, plus an access aisle that is 2.0 m wide.</p>	3.4 m width + 2.0 m access aisle
Section 5.7 Bicycle Parking	<p>a) In cases where 13 or more motor vehicle parking spaces are required in accordance with Table 5.3 and 5.4 of the by-law, the minimum number of bicycle parking spaces provided shall be 5% of the required number of motor vehicle parking spaces.</p> <p>b) Notwithstanding sub-section (a) above, the maximum number of</p>	6 Bicycle Parking Spaces

	<p>bicycle parking spaces required is 30 bicycle parking spaces.</p> <p>c) Bicycle parking spaces must have a minimum width of 60cm wide and a minimum length of 1.9 m long.</p> <p>d) Motor vehicle parking requirements may be reduced in any zone except R1, R2, R3 and R4 Zones at the rate of one motor vehicle parking space required for every 5 additional bicycle parking spaces beyond what is required in subsection a) provided the reduction does not reduce the number of required parking spaces by more than 10%.</p> <p>vehicle parking spaces X 0.5= 10.8 or 11 parking spaces</p>	
<p>Section 7.3.2</p> <p>Planting Strips</p>	<p>A minimum 3.0 m wide planting strip abutting the full length of a lot line is required on a lot in any Mixed-Use Zone except the Downtown Commercial/Residential Zone that abuts an interior side or rear lot line of a lot in any Residential Zone.</p> <p>A minimum 3.0 m wide planting strip abutting the full length of the lot line is required along the front and exterior side lot lines in any Mixed Use Zone, except the Downtown Commercial/Residential Zone.</p>	3.2 m

The proposed development can and will meet all other zoning provisions. The applicant has provided some additional wording as part of the Zoning By-law application to provide further clarity on the definition of apartment dwelling and townhouse dwellings, with accessory uses, occupied by person who are 55+ years of age for the subject lands. We do note that while the proposed reference to a specific age demographic is intended to provide clarity on the intent of the proposed development, the Human Rights Commission has ruled that you cannot prohibit a specific age demographic with respect to housing. The Town would not be able to enforce any such age demographic requirement, therefore Council may wish to remove the reference of 55+ from the proposed amendment.

Furthermore, the draft by-law will recognize medical office, personal service use and restaurant as permitted accessory uses which form part of the Wellings operation model. These permitted accessory uses will be tied to the apartment building and cannot be open to the public. The permitted accessory uses will be limited to a cumulative Gross Floor Area of 1000 m² in the apartment. The draft by-law also addresses the additional need for staff parking for the

permitted accessory uses and introduces a site-specific parking ratio of 1 parking space per 50 m² of Gross Floor Area.

In our professional opinion, the Zoning By-law Amendment meets all relevant Official Plan Policies not subject to the Official Plan Amendment.

Growth Management Strategy (2021)

In September of 2022, Town Council approved the Growth Management Strategy (GMS) prepared by Watson & Associates Economics Limited. The purpose of the report was to provide the Town with an update on population, housing, and employment projections for the purpose of providing background information for the Town's Official Plan review and update. As part of the application, the applicant has submitted its own analysis prepared by Tate Economic Research Inc. (TER) to support the application. TER has provided an opinion that the MUCE designation would not be considered Employment Lands as contemplated under the Planning Act.

While there were some differing opinions on the residential demand and its population forecast, TER agreed with the general conclusion from Watson that the Town will have a surplus of both residential and employment lands for the 2047 planning horizon.

Watson provided a peer review of the GMS analysis completed by TER. While there were some differences of opinion on how the population forecast was derived and what should be included/excluded, Watson did concur that there would be a surplus of both residential and employment lands for the 2047 planning horizon. However, Watson concluded that the quality of the site needs to be reviewed when considering the conversion of the subject lands to residential. Watson provided an opinion that the subject lands are more marketable for commercial and light industrial uses given their size, proximity to Highway 417, proximity to the Arnprior Airport and the proximity to the surrounding established commercial uses.

While Watson has provided some argument for the quality of the sites to be considered when reviewing this application, the Town's Official Plan does not provide policy direction for the evaluation of quality sites for commercial, but rather focuses more specifically on the land supply for commercial uses which both TER and Watson conclude will be surplus for the 2047 planning horizon.

Oral and Written submissions

Oral and written submissions were received from members of the public and review agencies. Written submissions received are included as documents. Oral submissions are captured in the meeting minutes of the public meeting held August 28th, 2023.

One oral submission was received. The main concern raised was the potential precedence that this application could set for individuals in the future to make similar requests to conversion commercial properties to residential uses.

Agency Comments Received

Enbridge Gas

- Enbridge does not object to the proposed application, however, they reserve the right to amend their development conditions.

MTO

- The subject lands are within the MTO's Permit Control Area. Ministry approvals and permits are required prior to the construction and/or alteration of any buildings and/or structures prior to the issuance of any municipal building permits or approvals as per Section 8.(2)(a) of the *Building Code Act*.
- MTO has no objection to the proposed Zoning By-law Amendment.
- MTO will require a 14 metre setback from the MTO highway property line. Therefore, all structures above and below ground must be outside this 14 metre setback.

Process

Notice of complete application and public meeting was circulated to hold a public meeting on Monday, August 28th, 2023, in accordance with the Planning Act regulations. Twenty days' notice of the public meeting was provided by mailing a notice to all landowners within 120 meters of the subject property and placing signage on the property.

The public meeting was held August 28th, 2023.

The proposed amendments are being brought to Council for consideration. Should Council pass the amending by-law or refuse to pass the by-law, a 20-day appeal period to the Local Planning Appeal Tribunal will apply.

The applicant has filed a concurrent application for Site Plan Control Approval for the subject lands, with all the supportive studies and plans included. The site plan control approval application is being reviewed concurrently but no agreement can be signed until the proposal meets the applicable zoning by-law provisions or the by-law is amended.

Based upon the review of the information provided we are satisfied that the applicant's request for zoning can be supported and the alterations are minor in nature and are in keeping with the OP; therefore we can support the zoning amendment as requested as shown in Option 1.

Based upon the technical information provided and discussed within this report, the change is appropriate and we see no objections from a technical perspective to the proposed alteration to the provisions. If Council is concerned with any of the changes, they may amend the approval of the zoning as shown in any of the options noted below.

Options:

Official Plan Amendment

1. Pass a By-law to adopt the Official Plan Amendment. The Official Plan amendment

will then be sent to County Council, approval authority.

2. Defer the application to the next meeting.

Zoning By-law Amendment

1. Pass a By-law to adopt the proposed Zoning By-law amendment as requested.
2. Pass a By-law to adopt the Zoning By-law amendment to add apartment dwelling and townhouse dwellings, with accessory uses, occupied by person who are 55+ years of age as a permitted use but not the requested site-specific zoning provisions for a minimum rear yard setback of 7.5 m; and a minimum bicycle parking of 6 bicycle parking spaces.
3. Pass a Zoning By-law to adopt the Zoning By-law Amendment to add apartment dwelling and townhouse dwellings, with accessory uses, occupied by person who are 55+ years of age as a permitted use (site specific definition), site specific zoning provisions for a minimum rear yard setback of 7.5 m but not the minimum bicycle parking of 6 bicycle parking spaces.
4. Pass a By-law to adopt the Zoning By-law Amendment to add apartment dwelling and townhouse dwellings, with accessory uses, occupied by person who are 55+ years of age as a permitted use (site specific definition), the minimum bicycle parking of 6 bicycle parking spaces but not the site-specific zoning provisions for a minimum rear yard setback of 7.5 m.
5. Not approve the proposed Zoning By-law amendment.

Policy Considerations:

As outlined in the Discussion section of this report.

Financial Considerations:

Not applicable.

Meeting Dates:

1. Public meeting – August 28th, 2023

Consultation:

- The Official Plan Amendment and Zoning By-law amendment application were pre-circulated to the County of Renfrew Planning Department, Renfrew county District School Board, Renfrew County Catholic District School Board, Enbridge Gas, Ontario Power Generation Inc., Hydro One Networks Inc., Township of McNab/Braeside, the City of Ottawa, the Ministry of Municipal Affairs and Housing, the County of Renfrew Public Works, and Engineering Department, Arnprior Fire Chief, the Arnprior Chief Building Official, Public Works Supervisor, Engineering officers, General Manager of

Operations, and CAO for comment.

Documents:

1. [Key Plan](#)
2. [Aerial Photography of the site](#)
3. [Site Plan](#)
4. [Rendering](#)
5. [Draft Official Plan By-law](#)
6. [Draft Zoning By-law](#)
7. [Planning Justification report submitted by the applicant](#)
8. [Watson & Associates Economics Limited GMS Response](#)
9. [Tate Economic Research Inc. GMS Review](#)
10. Agency submissions received
 - a. [Email submission from Enbridge Gas](#)
 - b. [Email submission from MTO](#)

Signatures

Prepared by:



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J.L. Richards & Associates Limited

Reviewed by



Tim F. Chadder, MCIP, RPP
Senior Consultant
J.L. Richards & Associates Limited

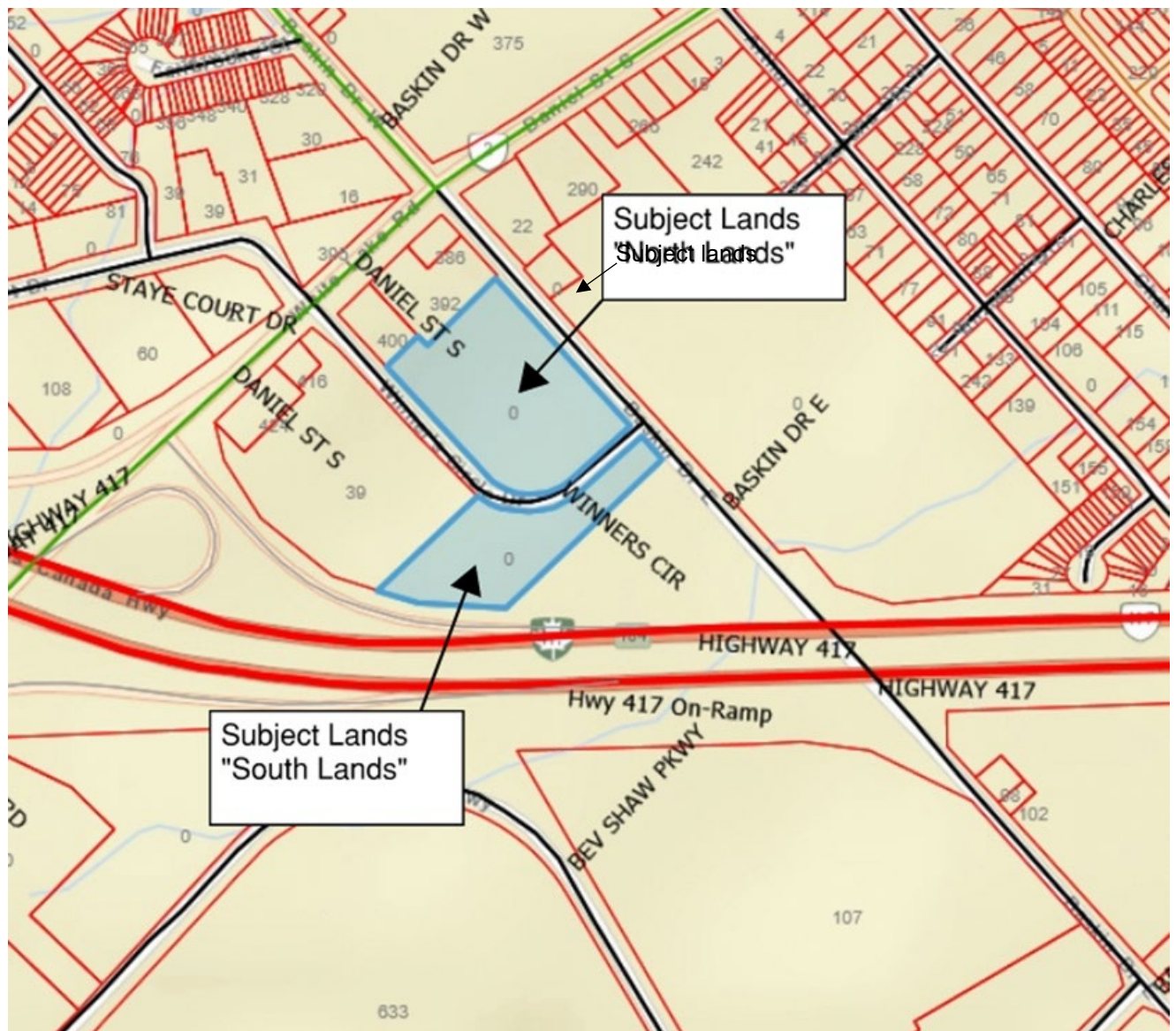
Reviewed by Department Head: Robin Paquette

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

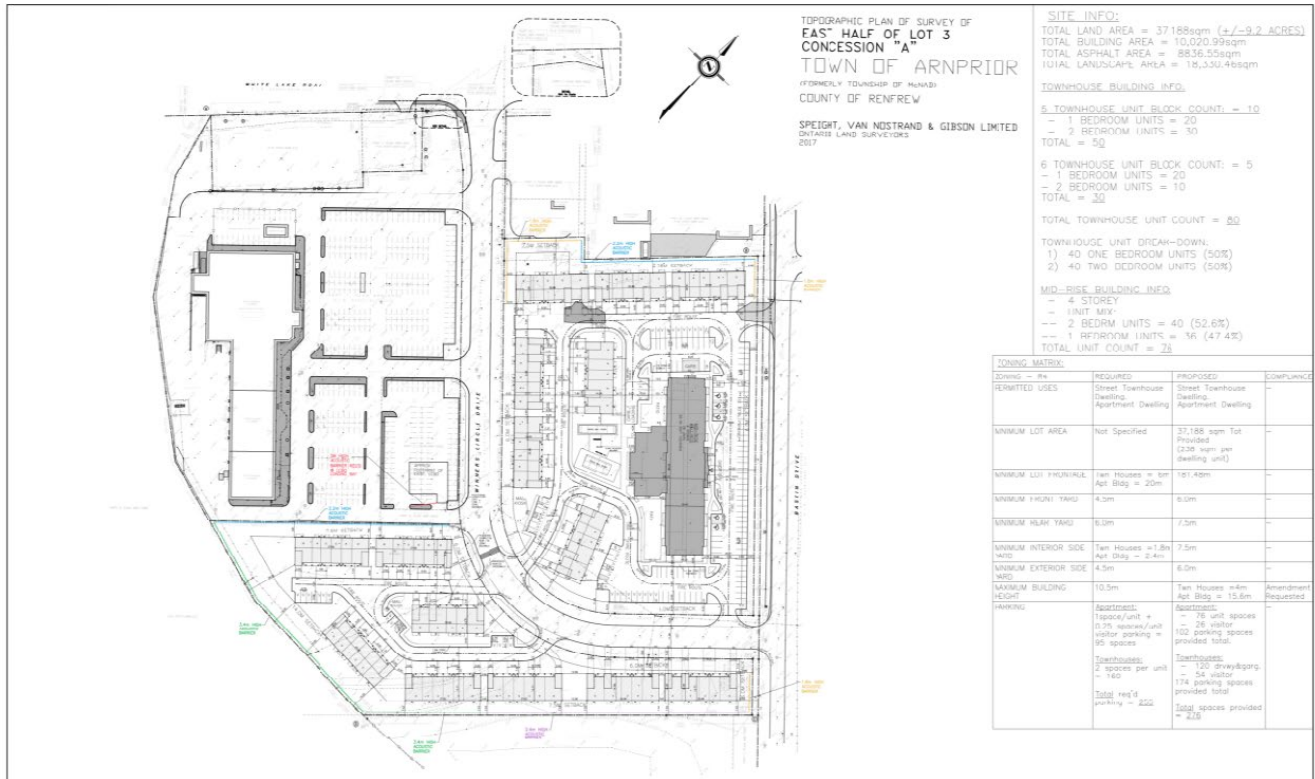
Document 1 – Key Plan



Document 2 – Aerial Photography of Subject Site



Document 3 - Site Plan



Document 4- Rendering



Figure 6: Rendering of proposed common patio space (source: Wellings of Arnprior Inc.).

The Corporation of the Town of Arnprior

By-law Number XXXX-24

A by-law to amend The Official Plan of the Town of Arnprior, as amended.

Pursuant to Section 17 of the Planning Act, 1990, the Council of the Town of Arnprior hereby enacts as follows:

1. **That** the Official Plan of the Town of Arnprior, as amended, is hereby further amended as follows:
 - a) Schedule “A” is amended by designating those lands known as East Half of Lot 3, Concession A, former Township of McNab, now in the Town of Arnprior, County of Renfrew, as Mixed Use Commercial / Employment Area “Subject to Section C5.8.X” as shown on the attached Schedule “A”
 - b) The following text be added to Section C5.8 of the Official Plan:
“C5.8.X 39 Winners Circle Drive
Notwithstanding policies contained in C5.3 Permitted Uses, for the lands shown to be subject to this Section on Schedule A, an Apartment Dwelling and Townhouse Dwellings with accessory uses occupied primarily by persons who are 55+ years of age shall be permitted (maximum height – 4 storeys).
2. **That** the Clerk of the Municipality is authorized and directed to submit this By-law and the required supporting materials to the County of Renfrew for approval.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and Passed this ____ day of ____, 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

The Corporation of the Town of Arnprior

By-law Number XXXX-24

A by-law to amend By-law Number 6875-18 of the Corporation of the Town of Arnprior, as amended.

Pursuant to Section 34 of the Planning Act, 1990, the Council of the Town of Arnprior enacts as follow:

1. **That** By-law number 6875-18, as amended, is hereby further amended as follows:
 - a. Schedule “A” is amended by zoning those lands East Half of Lot 3, Concession A, former Township of McNab, now in the Town of Arnprior, County of Renfrew, “Mixed Use Commercial/Employment Exception XX (MU-CE*XX)”, as shown on the attached Schedule “A”, and,
 - b. By adding exception XX to “Table 10.1: Exceptions” to read as follows:

Exception Number	Base Zone	Permitted Uses	Special Rules and/or Provisions that apply that are different than in Base Zone
XX	MU-CE Zone	Apartment Dwelling and Townhouse Dwellings with accessory uses, occupied primarily by persons who are 55+ years of age , in addition to all uses permitted in the MU-CE Zone.	Min Rear Yard = 7.5 m
			Min Required Parking: <ul style="list-style-type: none"> • Apartment Dwelling = 1 space per unit, plus 0.25 spaces per unit for visitor parking • Townhouse Dwelling = 2 spaces per unit • Accessory restaurant, medical office, and personal service uses = 1 space per 50 m² of GFA
			Min Bicycle Parking = 6 bicycle parking spaces
			Permitted accessory uses within an apartment building are medical offices, restaurants, and personal service uses. Amenities which are typically associated with an apartment building, such as (but not limited to) fitness rooms, lounges, games rooms, management offices, washrooms, concierge desks, and lobbies, shall not be considered as accessory uses and shall be permitted.

			Accessory uses within an apartment building shall be limited to a maximum cumulative GFA of 500 m ² .
--	--	--	------------------------------------------------------------------------------------------------------------------

2. **That** this By-law shall come into full force and effect on the day of its passing.

Enacted and passed this ____ day of ____ 2024.

 Lisa McGee, Mayor

 Kaila Zamojski, Town Clerk

DRAFT



39 Winners Circle Drive, Arnprior

Planning Justification Report

Official Plan Amendment & Zoning By-law Amendment
April 28, 2023



Prepared for Wellings of Arnprior Inc.

Prepared by Fotenn Planning + Design
174 Spadina Avenue, Suite 304
Toronto, ON, M5T 2C2

April 2023

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1.0

Introduction

1

Fotenn Planning + Design has been retained by the Applicant, Wellings of Arnprior Inc., to prepare this Planning Justification Report (PJR) in support of applications for Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) for the subject lands, municipally known as 39 Winners Circle Drive in the Town of Arnprior, in the County of Renfrew. Wellings has over 30 years of experience building and managing retirement communities across Ontario, with examples of other successful developments established in Whitby, Picton, Waterford, Winchester, Stittsville, and Corunna, Ontario

The subject lands form part of a ±6.3-hectare commercial landholding comprised of three (3) parcels, owned by Choice Properties REIT (“Choice Properties” or “Choice”). Choice Properties is a leading developer and operator of shopping centres in Canada. The Choice lands are transected by a municipal right-of-way known as Winners Circle Drive. The subject lands are comprised of two (2) of the three (3) parcels which form the larger Choice lands. The subject lands are vacant and have a total of area ±3.7 hectares, with frontage along Winners Circle Drive and Baskin Drive East. Pending approval of the subject OPA and ZBA applications, the Applicant will enter into a long-term lease agreement with Choice Properties to develop the subject lands.

Wellings of Arnprior Inc. is seeking the requested OPA and ZBA to facilitate the development of a new independent living retirement community, geared towards older persons over the age of 55 years. A total of 156 purpose-built rental dwelling units are proposed. The proposed development is anchored around a four (4) storey apartment building featuring 74 dwelling units. An additional 82 bungalow townhouse units are also proposed, providing a mix of housing options for future residents. A total of 286 parking spaces are proposed across the subject lands.

A variety of optional on-site services and amenities will be provided for the benefit of future residents, in order to help support healthy and independent lifestyles for as long as possible. It is anticipated that these on-site services will result in the creation of approximately 30 to 40 new long-term employment opportunities. The independent living model is supported by the synergy between residential and commercial uses. In particular, proximity to nearby grocery retailing and other local services is essential to the vision of the Wellings model, establishing a mutually beneficial relationship between nearby commercial areas and future residents and staff.

The subject lands are designated ‘Mixed Use Commercial/Employment Area’ (MUCE) as per Schedule A of the Town of Arnprior Official Plan. The MUCE designation is primarily intended to provide for the development and intensification of commercial areas. Permitted uses include a wide range of commercial uses, as well as a limited range of light industrial uses. The subject lands are zoned ‘Mixed Use - Commercial/Employment (MU-CE) Zone’ as per Schedule A of Arnprior Zoning By-law 6875-18. The MU-CE Zone permits a wide range of commercial uses, as well as certain industrial uses.

In order to permit the proposed development of the subject lands, applications for an Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) are required. The OPA is required to establish site-specific permissions for the proposed residential uses on the subject lands, in addition to all other uses already permitted within the MUCE designation. Similarly, the ZBA is required to permit the proposed retirement home use and to establish appropriate site-specific performance standards. It is the intent of the applications to maintain the full range of permitted land uses on the subject lands, while adding a retirement home (comprised of apartment and townhouse units) as a permitted use on a site-specific basis. Pending approval of the subject OPA and ZBA applications, a subsequent application for Site Plan Control will be required to address more detailed technical design matters, prior to application for building permits.

A Pre-Consultation Meeting was held with Town of Arnprior Planning Staff on September 30, 2021. At the meeting, Staff expressed concern that the applications constitute the conversion of employment lands to residential uses outside of a Municipal Comprehensive Review process. Through correspondence following the Pre-Consultation Meeting, Staff noted to the Applicant that the Town’s Growth Management Strategy (GMS) was completed by Watson & Associates in 2022 as a background report in support of the Town’s Official Plan review. The GMS indicates that the Town is anticipated to have a surplus of employment lands until the Town’s long range planning horizon of 2047. The proposed development is therefore not anticipated to have a significant impact on the Town’s ability to meet the anticipated demand for employment lands over the planning horizon.

It is Fotenn’s professional planning opinion that the subject lands do not constitute an “employment area” under the Provincial Policy Statement. The planned function of the surrounding area is commercial in nature. Furthermore, the addition of residential permissions within the MUCE designation on other sites within the Town has not been identified as a conversion in the GMS on other sites within the municipality. As such, it is also our opinion that even if the subject lands are deemed to be an “employment area” provincial and local employment conversion policies do not apply to the subject applications.

Although the subject lands do not represent an employment area, the employment conversion policies at the provincial and local levels have nonetheless been examined in response to concerns expressed by Staff during the Pre-Consultation phase, and to further demonstrate the appropriateness of the proposed development at this location. Included in this review is an analysis of draft changes outlined in the Province’s recently released draft of *Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023* (Bill 97). Among other changes, the Bill proposes significant refinements to the definition of “area of employment” under the *Planning Act*, together with a corresponding definition in the new proposed Provincial Planning Statement. If passed as currently drafted, the Bill will narrow the range of land uses considered for employment areas and will more clearly disqualify the subject lands from being considered part of an employment area.

Even if the subject lands are deemed to be part of an employment area, as the existing MUCE designation and MU-CE zoning are proposed to be retained—rather than redesignating/rezoning the subject lands to another land use category—it is our opinion that provincial and local employment conversion policies do not apply. The subject lands will maintain their current MUCE designation and the full range of permitted uses. Furthermore, it is our opinion that the Town’s Official Plan does not treat MUCE designated lands as being subject to policies governing removal of land from areas of employment under Policy B10.

Following the Pre-Consultation Meeting, Staff provided a checklist of supporting submission materials required for a complete application(s) under the *Planning Act*. The Applicant has retained a project team consisting of planning, engineering, and economic consultants (among others), to assist in compiling the requisite submission materials in support of the subject OPA and ZBA applications. The following materials are submitted in support of the subject OPA and ZBA applications:

- / Conceptual Site Plan, prepared by Wellings of Arnprior Inc. (August 2022)
- / Comprehensive Review, prepared by Tate Economic Research Inc. (April 2023)
- / Environmental Impact Study, prepared by Pinchin Ltd. (November 2022)
- / Noise Impact Study, prepared by Aercoustics Engineering Ltd. (August 2022)
- / Stage 1 Archeological Assessment, prepared by Golder Associates Ltd. (December 2021)
- / Preliminary Geotechnical Investigation, prepared by Paterson Group (September 2021)
- / Functional Servicing Report, prepared by The Odan/Detech Group Inc. (December 2022)
- / Traffic Brief, prepared by NexEng Consulting Group Inc. (August 2022)

The purpose of this PJR is to assess the appropriateness of the proposed development from a land use planning perspective against the applicable planning policy and regulatory framework. Section 1.0 (this section) has provided a general overview of the subject applications and submission materials. Section 2.0 provides an overview of the subject lands and surrounding area context. Section 3.0 provides an introduction to the proposed development. Section 4.0 provides a summary of supporting technical studies, and Section 5.0 includes a review of the applicable provincial and municipal planning policy framework. Section 6.0 provides a summary analysis and discussion. Finally, Section 7.0 outlines Fotenn’s professional planning opinion and concluding remarks.

2.0 Subject Lands & Local Context

This section provides an overview of the subject lands along with descriptions of the surrounding area, the Town of Arnprior's housing profile, and the Town's age profile to provide context on how the proposed development would fit into the local area and broader Town context.

2.1 Land Acknowledgement

The land on which the subject lands are located, within the Town of Arnprior and the County of Renfrew, are part of the traditional unceded territory of the Anishinaabe People. This Algonquin Nation has lived on this land for thousands of years, long before the arrival of the European settlers. The landowner, applicant, and consulting team are grateful for the opportunity to work in this traditional territory.

2.2 Subject Lands

The subject lands form part of a larger land holding owned by Choice Properties that measures ± 6.34 hectares in total (the "Choice lands"). Approximately ± 2.72 hectares of the Choice lands have been developed with a variety of commercial uses, with the remaining ± 3.72 hectares of the Choice lands remaining vacant. The developed portion of the Choice lands is occupied by the Winners Circle Plaza, which features a variety of commercial uses, including a NoFrills, various retail stores, restaurants, and an animal hospital.

These vacant portions of the Choice lands represent the subject lands, municipally known as 39 Winners Circle Drive (the "subject lands"). The subject lands are comprised of two (2) irregularly shaped parcels, located south of White Lake Road and west of Baskin Drive East. Winners Circle Drive transects the subject lands, dividing them into separate parcels. The northerly parcel ("north lands") has an area of approximately ± 2.30 hectares, with ± 128 metres of frontage along Winners Circle Drive and ± 180 metres of frontage along Baskin Drive East. The southerly parcel ("south lands") has an area of approximately ± 1.40 hectares, with ± 175 metres of frontage along Winners Circle Drive and ± 29 metres of frontage along Baskin Drive East.

The subject lands are currently vacant with sparse vegetative cover. The subject lands and the balance of the Choice lands form part of a broader commercial area to the north, which has largely been developed—with the exception of the subject lands.

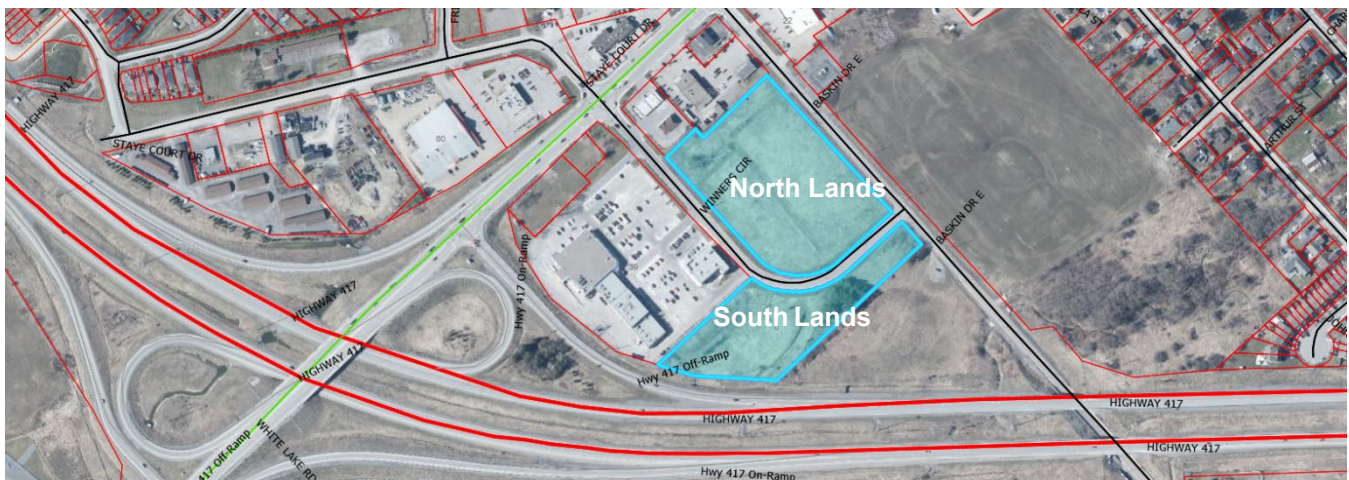


Figure 1: Subject lands (shown in blue).



Figure 2: North lands of the subject property (shown in red), facing east along Winners Circle Drive.



Figure 3: South lands of the subject property (shown in red), facing west along Winners Circle Drive.

2.3 Surrounding Area Context

The subject lands are located immediately abutting a variety of land uses. The following uses are located immediately adjacent to the subject lands:

- / **North:** Commercial – Pharmacy and various auto-oriented businesses
- / **East:** Residential – Vacant lands designated for future residential development
- / **South:** Highway 417 – Ministry of Transportation lands
- / **West:** Commercial – Winners Circle Plaza (the Choice lands)

The subject lands are located within a broader commercial area, which includes the balance of the Choice lands. The commercial area is generally bounded by Highway 417 to the south and west, as well as established residential neighbourhoods to the north and east. The commercial area consists of a wide variety of uses, located on both sides of White Lake Road – extending from Highway 417 (west) towards the vicinity of the Edey Street intersection (east). Businesses within this commercial area include shopping centres, grocery stores, pharmacies, retail stores, restaurants, various auto-oriented services, personal service shops, dental clinics, an optometry clinic, a chiropractic health centre, a physiotherapy clinic, professional offices (legal, real estate, and insurance), and motels. The Arnprior Airport is located to the south of the subject lands, on the opposite side of Highway 417.

2.4 Roads

Winners Circle Drive, the transecting road, is a local road under the jurisdiction of the Town of Arnprior with a two-lane cross section (one travel lane per direction) that maintains an unposted speed limit of 50 km/hr near the subject lands.

Baskin Drive E, along the northeastern boundaries of the subject lands, is a collector road under the jurisdiction of the Town. Also known as Concession Road 12, Baskin Drive E has a two-lane cross section (one travel lane per direction) and maintains a speed limit of 50 kilometres/hour near the subject lands. Winners Circle Drive and Baskin Drive E connect to White Lake Road, which is a road under the jurisdiction of the County of Renfrew.

White Lake Road, also known as County Road 2, has a four-lane cross section (two travel lanes per direction) and maintains a posted speed limit of 50 kilometres/hour near the subject lands. County Road 2 runs between Madawaska Boulevard to the east and beyond Town limits to the west.

2.5 Public & Active Transportation

The subject lands are serviced by an Ontario Northland bus stop located on Winners Circle Drive, which provides regional transportation to Ottawa, Toronto, and other towns and cities in southern Ontario. Of particular note, the Ontario Northland bus service provides service to both the Ottawa Hospital General Campus, as well as the Children's Hospital of Eastern Ontario (CHEO). Prior to the Covid-19 pandemic, Classic Alliance also operated multiple bus routes between Ottawa and surrounding communities. The Classic Alliance commuter service was suspended on all routes, with no formal announcement regarding the future return of service at the time of writing.

There is no formal pedestrian infrastructure on Winners Circle Drive nor on Baskin Drive E. Nearby sidewalks are present on both sides of White Lake Road. It is anticipated that pedestrian sidewalk infrastructure will be implemented in coordination with the future development of the subject lands, as well as the vacant lands on the east side of Baskin Drive E.

There is no formal cycling infrastructure in the vicinity of the subject lands.

2.6 Housing Typologies and Tenures

Low-rise apartment buildings play a significant role in Arnprior's housing stock and are well integrated into the Town's neighbourhood typology. As indicated in Table A, below, over half of the municipal housing stock consists of single-detached dwellings, as indicated by the 2021 Census. Just over 21% of occupied private dwellings in Arnprior are apartments in buildings that are four storeys or fewer. Almost 13% of the Town's housing stock is comprised of town/row house units. The proposed development would add 74 additional apartments units and 82 townhouse units to the local housing stock.

Table A: Arnprior Housing Typologies by Unit Count (source: Statistics Canada, Census 2021).

Unit Type	Number of Units in 2021	% of Total Housing Stock
Single-detached house	2,230	51.7%
Apartment in a building that has fewer than five storeys	915	21.2%
Row house	550	12.8%
Semi-detached house	450	10.4%
Apartment or flat in a duplex	90	2.1%
Apartment in a building that has five or more storeys	55	1.3%
Movable dwelling	15	0.3%
Other single-attached house	5	0.1%
Total	4,310	100%

Rental housing, regardless of typology, is an important component of Arnprior's housing market. Just over 36% of households in Arnprior rent their accommodations, according to the 2021 Census. The proposed development would add 156 new rental units to the Town's housing stock. Due to their compact design and efficient use of available land resources, apartments and townhouses typically offer a greater level of affordability both in terms of ownership and as rentals.

Table B: Arnprior Housing Tenure (source: Statistics Canada, Census 2021).

Tenure	Resident Tenure	
Owner	2,730	63.4%
Renter	1,580	36.7%
Total	4,305	100%

2.7 Age Demographics

The Town of Arnprior's 2022 Growth Management Strategy (GMS) provides a population growth projection to the year 2051. The strategy indicates that as of 2016, more than one third of the population in Arnprior is older than 55 years of age. The Town's population in the 75+ years of age group is forecast to increase from 12% in 2016 to 22% in 2051.

The GMS states that *"given the diversity of the 55-74 and 75+ age groups, forecast housing demand across the Town between these demographic groups is anticipated to vary considerably. Housing demand within the 55-74 age group is anticipated to be relatively strong for ground-oriented housing forms (i.e. single detached, semi-detached, and townhouses) provided in locations that offer proximity to urban amenities, municipal services, and community infrastructure"*.

The GMS also indicates that *"with respect to the 75+ age group, the physical and socioeconomic characteristics of this age group (on average) are considerably different from those of younger seniors, empty nesters, and working adults with respect to income, mobility, and health. Typically, these characteristics represent a key driver behind the increased propensity of the 75+ population age group for medium- and high-density housing forms (including seniors' housing) that are in proximity to health care services as well as other community facilities that typically attract this age group."*

The following table demonstrates the age distribution data as a share of total population presented in the Town's GMS for the years 2021 to 2051.

Table C: Population by age composition and forecast, 2021 – 2051 (source: 2022 Growth Manage Strategy, Watson & Associates Economics Ltd).

Age Group	2021	2031	2041	2051
0-15	15%	15%	14%	13%
15-24	9%	9%	9%	8%
25-34	11%	11%	10%	10%
35-44	11%	11%	11%	11%
45-54	13%	12%	11%	11%
55-64	16%	15%	14%	13%
65-74	13%	13%	12%	12%
75+	12%	15%	19%	22%

Notes: Data taken from 2022 Growth Management Strategy prepared by Watson & Associates Economists Ltd. Population numbers include net Census undercount estimated at approximately 7%.

The proposed development is intended to serve residents 55+ years of age and would help to satisfy the anticipated housing needs for the growing proportion of older persons in the local population. The proposed development would help to provide a greater mix of both ground-oriented (townhouse) and medium/high density built forms (apartments), consistent with the recommendations of the GMS for older adults.

Based on the Applicant's experience with developing and operating other Wellings Communities, the development is anticipated to attract a higher representation of seniors in their late 70s and early 80s than residents in the 55 to 75 years age range.

3.0 Vision & Development Proposal

3.1 Vision

The Applicant, Wellings of Arnprior Inc., has an established 25-year history of building and operating independent-living housing communities across Canada. Wellings communities cater to adults aged 55 years and over, providing a mix of rental apartment and townhouse dwelling units. All dwelling units feature either one (1) or two (2) bedrooms, with full-sized kitchens, in-suite laundry, and private living areas, enabling residents to live fully independent lives. All residents also have the ability to access a variety of optional amenities, including full-time concierge services, groundskeeping, meal services, a fitness centre, a games and theatre room, a pet washing station, and healthcare services (among others). These optional amenities help to provide convenient access to important daily activities/services which many older adults may find beneficial. All dwelling units will also have access to on-site parking, enabling residents to come and go as they please.

Traditional housing options (i.e., freehold or rental single-detached dwellings) and full-service retirement homes generally represent two ends of the housing spectrum for older persons, where either no services or full services are provided. Older persons who wish to age in place and maintain an independent lifestyle, but who also require some limited supports, may find that neither end of the housing spectrum fully meets their needs.

- / **Standard housing** generally consists of standalone dwelling units, with no associated supports or services being offered. This represents the predominant form of housing found in most municipalities, but do not necessarily serve the daily needs of all older persons (55+ years) as they age. This form of housing can represent a challenge for individuals who may require some limited support on a daily basis, but otherwise wish to largely maintain an independent lifestyle for as long as possible. Standard housing often presents physical barriers for aging persons as they may begin to experience some degree of difficulty in using stairs, managing household chores, and maintaining a dwelling.
- / **Full-service retirement homes** generally represent the typical alternative to traditional residential housing options for older persons. Retirement homes are often characterized by full-service living arrangements for residents. Dwelling units may feature small kitchenettes but are not typically designed for preparing full meals. Meal services, as well as other services such as laundry, entertainment, and healthcare, are all provided on-site in common areas. Staff are available at all times to meet resident needs, often including on-site nursing care, physiotherapy, and any other service that may be required. Retirement homes are generally well-suited for older adults who may be unable to care for themselves on a daily basis. However, full-service retirement homes may not be well-suited for individuals who require some daily assistance, but generally maintain a strong degree of independence in their lifestyle.

The Applicant aims to fill the gap between traditional housing and full-service retirement homes with a supportive independent living housing model. Supportive independent living housing offers older persons the opportunity to live in full-sized dwelling units with a complete range of functionality, while also offering a variety of optional supporting amenities/services. This form of housing is intended to help provide an alternative form of housing for older adults which is often missing or underrepresented in most communities. The ability to opt-in to services also helps reduce housing costs for residents, offering a more customizable and affordable housing option that can be tailored to suit individual needs.

The proposed development is being designed as a Wellings Community, consistent with developments in the franchise established in other Ontario communities including Whitby, Picton, Waterford, Winchester, Stittsville, and Corunna, Ontario.

3.2 Proposed Development

The proposed development consists of an independent living retirement home, geared towards older adults (55+ years of age). A total of 156 purpose-built rental dwelling units are proposed, comprised of a mix of apartment and townhouse units. A total of 30-40 full and part time job opportunities are expected to be generated to operate and service the development upon completion. Typical job opportunities include site maintenance, landscaping, administration, recreation, personal care, and hospitality services. As a large-scale development, the project is also anticipated to generate a considerable amount of employment opportunities through the construction phases.

The development is anchored around a central four (4) storey apartment building (13.8 metres in height), featuring 74 apartment-style dwelling units. An additional 82 bungalow townhouse dwellings are also proposed, to provide a greater diversity of dwelling typologies to meet the needs of future residents. All units will be provided with a full private kitchen, in-suite laundry facilities, private living area, and one or two-bedrooms.

Central Apartment Building – 74 Units

The central apartment building, located on the northern portion of the subject lands, will serve as the main reception and administration point for the community, as well as feature numerous optional amenities and services. The front entrance features accessible parking spaces, as well as a kiss-and-ride drop-off zone for visitors and residents. The ground floor will feature a reception area, as well as various amenities including a restaurant and dining area, a bar, a personal service shop, outdoor sports facilities, and a fitness centre.

Two (2) outdoor patios are proposed towards the rear of the building, with connections to the ground floor amenities and services. All outdoor amenities will be screened by a variety of soft landscaping elements – including a mix of native trees, shrubs, and grasses. Details of the proposed plantings will be explored in detail at the Site Plan Control stage.

A limited number of suites will be located on the ground floor, with the majority being located on the upper levels. All apartment units will feature either a private balcony or patio space. Of the 74 apartment units, 40 will feature two-bedrooms and 34 will feature one-bedroom.

Townhouses – 82 Units

The bungalow townhouse units will be one (1) storey in height, featuring 34 one-bedroom units and 48 two-bedroom units. Seven (7) townhouse blocks are proposed on the northern portion of the subject lands, containing a total of 35 townhouse units. The remaining 47 townhouse units are proposed to be located on the southern portion of the subject lands, spread across ten (10) townhouse blocks.

A minimum of 3.40 metres of separation is proposed between each block of townhouses, ensuring appropriate space is available for access and maintenance purposes. Each block of townhouses will feature various articulations along the front façade to establish a more dynamic streetscape rhythm. Each dwelling unit will be accessible via a front entrance and will feature a private rear deck.

Parking & Transportation

Access to both the northern and southern portions of the site will be provided via two (2) full-movement entrances off Winners Circle Drive. All driveway entrances connect to an internal road network, providing vehicular access to all townhouse units and common parking areas. All internal streets will be a minimum of 6.0-metres in width to allow for two-way traffic flow throughout the site.

A total of 286 parking spaces are proposed, of which 123 spaces will be for apartment units (1.66 spaces per apartment unit) and 164 spaces will be for townhouse units (2 spaces per townhouse unit). The total proposed parking includes visitor and guest parking. A total of four (4) accessible parking spaces are proposed to service the central apartment building. One (1) loading and waste collection space is proposed at the rear of the central mixed-use building.

A series of 1.5-metre-wide sidewalks are proposed throughout the site to facilitate pedestrian circulation. The balance of the site will feature a variety of soft landscaped elements, including native trees and other plantings. These landscaping elements will help to improve the internal pedestrian experience, provide a natural buffer for residents from adjacent rights-of-way and neighbouring properties. The proposed landscaping elements will also help to blend the site into the fabric of the neighbourhood. Where parking is proposed abutting a property line, a minimum 3.0-metre setback is maintained to provide opportunities for tree plantings and other landscaping elements as may be desired. Establishing a protected crossing along Winners Circle Drive to provide safe crossing between the northern and southern portions of the subject lands is proposed to be explored in consultation with the Town through the technical review process.

Based on experience drawn from other sites around the province, only limited bicycle parking is proposed on-site. Other Wellings sites have demonstrated that bicycle parking is generally not well-utilized. Accordingly, six (6) short-term bicycle parking spaces are proposed at-grade for the benefit of visitors and staff working in the apartment building. No long-term bicycle storage is proposed within the apartment building, as resident demand has historically been shown to be near zero. Wellings has noted that residents living in townhouse units are typically more active and independent than those individuals living in apartment units. Accordingly, Townhouse units will have sufficient space within the garages for storage of bicycles, if desired by future residents.

Servicing

The proposed development will operate on municipal water and wastewater services. Please refer to the concurrently submitted Functional Service & Stormwater Management Report for further details.

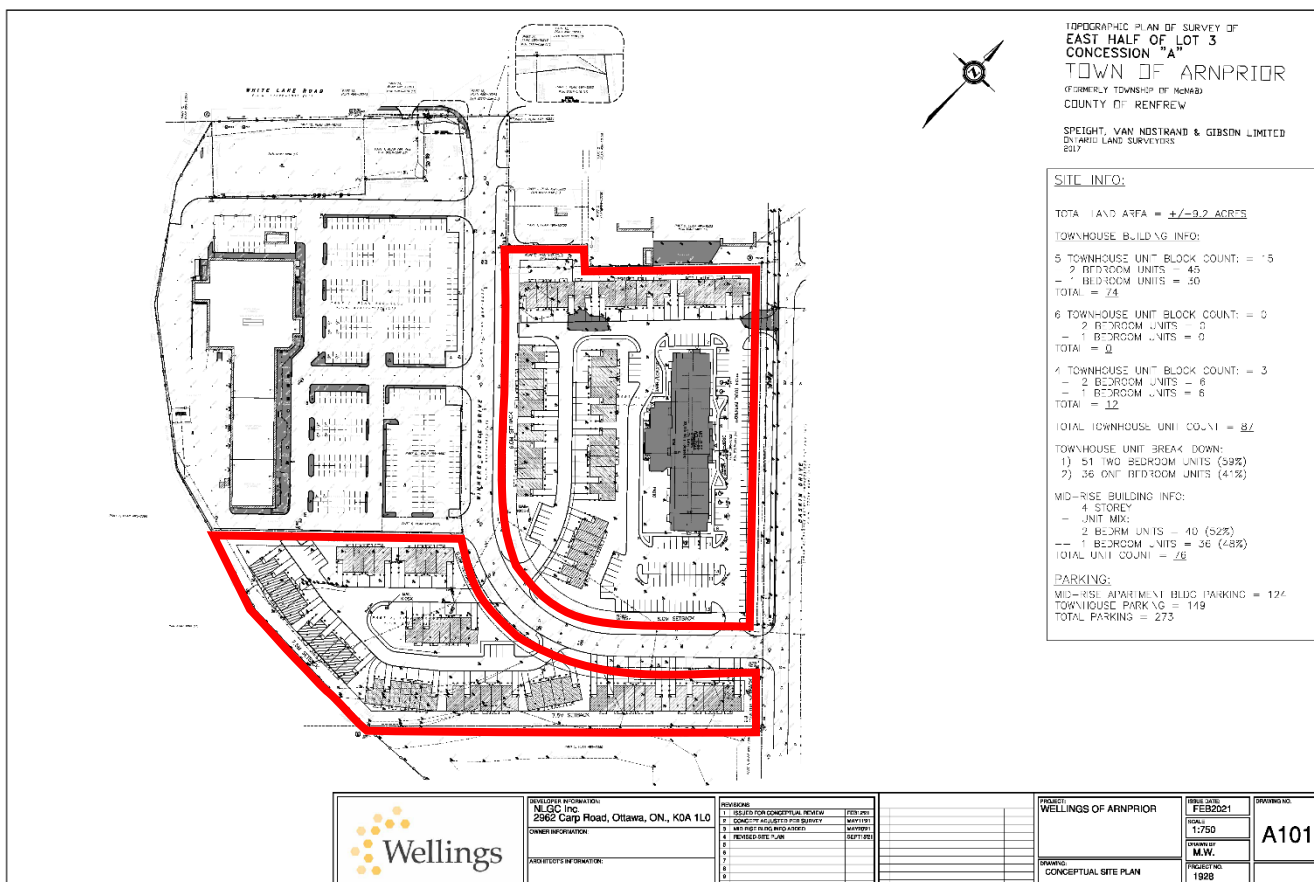


Figure 4: Concept Plan, subject lands shown in red (source: Wellings of Arnprior Inc.).

3.3 Site Selection

For Wellings of Arnprior Inc., situating the intended residential use within walking distance that is comfortable for seniors to reach food retailers is a key factor in site selection. This proximity offers autonomy to adults with reduced physical mobility and lower rates of access to personal vehicles, but who may wish to continue with their own food preparation. There are three major grocery stores in Arnprior, these being NoFrills (Choice lands), Metro, and Giant Tiger. The table below indicates the estimated walking distance from each independent living residence to the nearest grocery stores, measured by following public sidewalks, signalized crossings, and internal walkways.

Table D: Approximate walking distance between seniors housing and nearest major grocery store.

Older Adults and Seniors Independent Living Options	Walking Distance to Closest Grocery Store Entrance
Aspira Island	Giant Tiger: 1 km
Sawmill Flats	Giant Tiger: 900 m
Baskin Place Seniors Residence	Metro: 730 m
Revera Villa	Metro: 485 m
Proposed Development	NoFrills: 240 m, Metro: 350 m

Amongst the independent living residences, the proposed Wellings Community would offer the shortest walking distance to two major grocery stores measured from the east entrances of the proposed midrise building to the entrance of NoFrills and from the west entrance to Metro. Some of the proposed townhouse residences would be in even closer proximity. While the difference of a quarter of a kilometer may not seem significant to able bodied residents, it can make an important difference to residents who tire easily and may rely on walkers or wheelchairs for their mobility.

Wellings of Arnprior Inc. has considered other locations in Arnprior for the proposed development, including investigating purchase of the vacant lands immediately east of the subject lands. These vacant lands are designated Residential Area in the Official Plan and are zoned as Future Development in the Zoning By-law. At the indicated purchase price, Wellings of Arnprior Inc. would not be able to deliver on creating financially viable rental options for residents.

At this time, there are only limited independent living housing options in Arnprior for older persons. A review of local housing providers identified the following residences:

/ Aspira Island View Retirement Living	30 Jack Crescent
/ Sawmill Flats	12 Jack Crescent
/ Baskin Place Seniors Residence	138 Baskin Place Drive
/ Revera Villa	15 Arthur Street

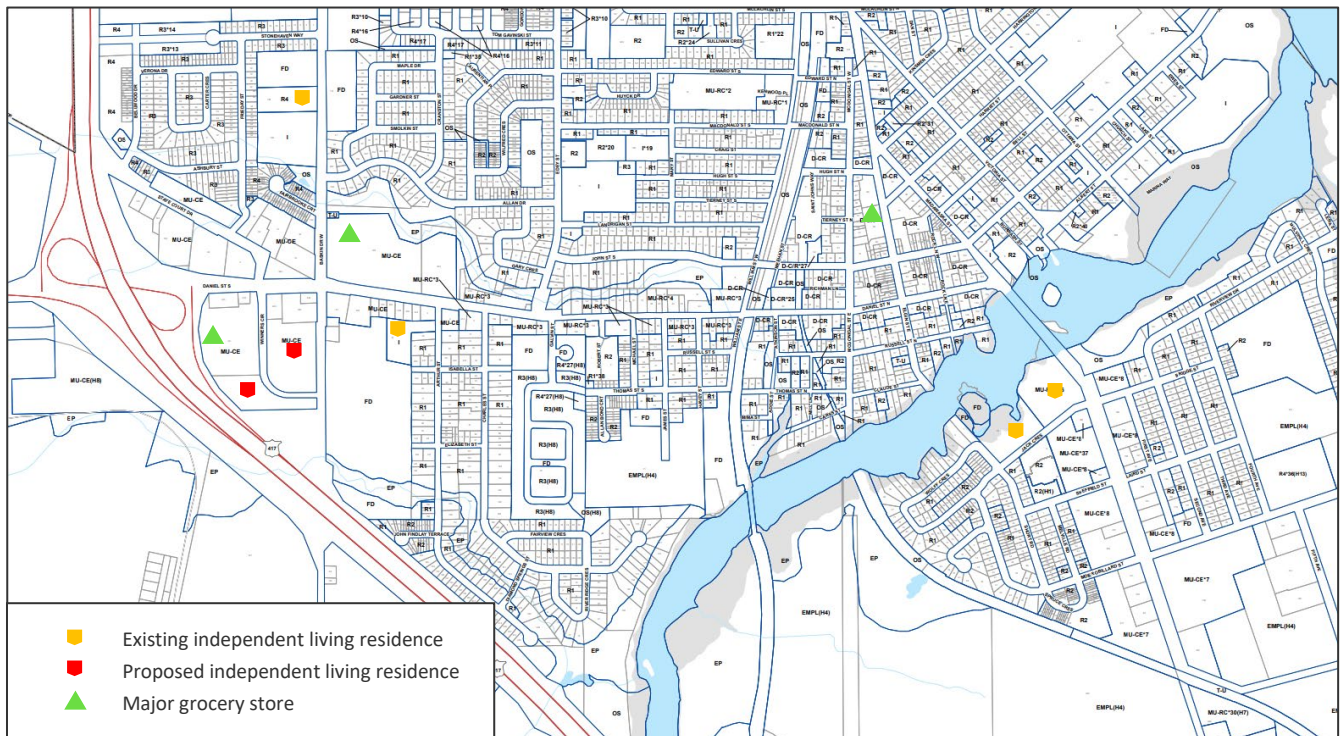


Figure 5: Location of existing and proposed independent living residences and major grocery stores.



Figure 6: Rendering of proposed common patio space (source: Wellings of Arnprior Inc.).

4.0 Technical Report Submissions

This section summarizes the findings of technical report submissions prepared to accompany the Official Plan Amendment and Zoning By-law Amendment applications to the Town of Arnprior, satisfying various requirements. For further details, please refer to the original materials submitted concurrently with this report.

4.1 Comprehensive Review

A Comprehensive Review was completed by Tate Economic Research Inc. (TER), dated April 24, 2023. The purpose of the report is to address local and provincial employment conversion policies. The review includes an analysis of relevant employment conversion policies, an analysis of the local seniors housing market in Arnprior, a review of employment land needs, and an analysis of the viability of the subject lands as an employment area.

Some of the notable findings of the study include:

- / Nearly 60% of growth in the Town of Arnprior to the year 2051 is expected to occur among those aged 55 years and older. This growth will generate demand for housing forms that serve the specialized needs of aging residents.
- / The Town's Growth Management Strategy (2022) indicates there is a surplus of employment land in the Town. More specifically, the supply within the MUCE designation is more than double the warranted demand forecast in the GMS to the year 2047.
- / The subject lands are located within a retail commercial node. The site is not located within an area that would typically be defined as an existing employment area, given that retail commercial uses are not typically considered employment uses.

The findings of the review concluded that:

- / There is a need for the proposed conversion;
- / The lands are not required for employment purposes over the longer term; and,
- / The proposed uses would not adversely affect the overall viability of the employment area.

4.2 Review of Growth Management Strategy Report

A review of the Growth Management Strategy (2022) for the Town of Arnprior was completed by Tate Economic Research Inc. (TER), dated April 24, 2023. The Growth Management Strategy (GMS) was prepared as a background to the Town's Official Plan review. TER has examined the GMS in detail, with a focus on residential and employment land analyses. The review focuses on residential land needs commentary, employment land needs commentary, and employment land conversion commentary. TER provides the following conclusions with regard to each of these areas of focus:

Residential Commentary Conclusions

- / The GMS understates the residential demand, as its population forecasts are understated.
- / There may be instances where residential land supply is overestimated.
- / TER agrees with GMS conclusion that there is sufficient supply of designated residential land to accommodate housing demand over the 25-year planning horizon, however the proposed development represents a unique housing model that is not readily available in the market and can address a need in the community.

Employment Land Commentary Conclusions

- / TER concurs with the findings of the GMS that there is a surplus of employment lands over the 25-year planning horizon.

Employment Land Conversion Conclusions

- / TER states that the Provincial Policy Statement (PPS) outlines the applicable tests for conversion of the subject lands.
- / TER opines that the proposed development meets the criteria under the PPS for conversion.

4.3 Environmental Impact Study

An Environmental Impact Study (EIS) was completed by Pinchin Ltd. in 2022 to assess the natural heritage features of the subject lands and area of influence, including the meadow and adjacent watercourse present within the subject lands and the area of influence. With the implementation of the environmental plans recommended in the EIS, the proposed development is anticipated to be able to preserve the ecological functions of the adjacent natural features and enhance natural landscape on the subject lands through the installation of planned restoration and enhancement measures.

Recommendations from the EIS include the following:

Tree and vegetation removal:

- / The extent of potential tree and vegetation removal within the subject lands should be restricted to the construction footprint as necessary.
- / To minimize or avoid impacts to breeding and nesting birds in grasslands, the removal of vegetation should occur outside of the core breeding period between April 15 and August 15. If vegetation removal needs to occur within this timing constraint window, a qualified Avian Biologist should be deployed to conduct breeding bird surveys and ongoing monitoring prior to vegetation removal.

Erosion and sediment control:

- / An Erosion and Sediment Control Plan as part of the Stormwater Management Report should be prepared prior to the construction of the commercial residential development and should be developed with protection measures of natural features for the construction on the subject lands.
- / Prior to construction and site alteration, adequate erosion and sediment control (ESC) measures including sediment fencing should be established around the subject lands upgradient from the natural heritage features until the disturbed area is restored upon construction completion. Sufficient buffers to the adjacent natural features through protection zones will be established.
- / If required, repairs and maintenance of the installed ESC measures are conducted regularly until construction completion. Disturbed areas should be stabilized immediately post construction to prevent site erosion and/or sedimentation.

Wildlife and Species at Risk encounter protocol:

- / If wildlife is encountered during construction, work should cease immediately and allow the animal to naturally move out of the construction zone. If the animal does not leave the area for a prolonged period of time, a qualified Biologist should be consulted for possible response or mitigation measures.
- / If an animal is injured or deceased or if a Species at Risk is found on the subject lands, the Ministry of Environment, Conservation and Parks will need to be contacted for guidance and handling.

Restoration and enhancement:

- / A Landscape Plan with planting details of trees and shrubs prior to the construction of the development and should be developed for the restoration and enhancement of the remaining natural features on the subject lands.
- / The removed trees should be restored with the planting of native deciduous tree and shrub species on the subject lands to provide for enhanced natural habitats and vegetative buffer to the adjacent heritage features to the south.

4.4 Noise Impact Study

A Noise Impact Study (NIS) was completed by Aercoustics Engineering Ltd. in 2022 that examines the existing and anticipated future noise environment in the area surrounding the proposed development and evaluate its impact potential on the expected noise sensitive receptors in the proposed development. The noise impact of the proposed development on itself was also considered.

The study investigated the noise controls required for the development in order to abide by the noise guidelines of Ontario's Ministry of the Environment, Conservation and Parks (MECP) and to satisfy the requirements of The Town of Arnprior. The report considered the MECP guideline NPC-300 "Stationary and Transportation Sources – Approval and Planning" (August 2013) as well as the Town of Arnprior Noise By-Law 5974-11. The results of the transportation noise study indicate that noise control measures will be required to meet the MECP guideline levels for road traffic noise in rear yard outdoor living areas located on the northeast and southwest sides of the subject lands.

Noise barrier locations and heights are recommended in the NIS. It is also indicated that the use of building materials in accordance with the Ontario Building Code should sufficiently mitigate the noise impact from transportation sources to levels that comply with MECP guidelines for indoor spaces.

The noise impact from the neighbouring stationary noise sources around the proposed development is anticipated to satisfy the applicable stationary noise limits with the incorporation of the noise controls outlined in the study. The noise impact of the proposed development on itself and its surroundings is expected to fall below the applicable sound level limits; additional analysis could be undertaken when additional mechanical equipment selections have been made.

The NIS and associated noise controls should be revised if the townhouses are planned to be greater than one storey in height. As indicated in the MECP implementation guidelines, where mitigation is required or where noise may be a concern, future occupants will be advised through warning clauses.

4.5 Stage 1 and 2 Archeological Assessments

A Stage 1 Archaeological Assessment (AA) was completed in December 2021 by WSP Golder followed by a Stage 2 AA also completed by Golder on April 25, 2022, that involved a test pit survey conducted at 5 m intervals on the subject lands. No archaeological resources were found and no further archaeological assessment has been recommended. This report has been submitted to the Ministry of Tourism, Culture, and Sport as a condition of licensing in accordance with Part VI of the Ontario Heritage Act, R.S.O. 1990, c. 0.18. The report is reviewed to ensure that the licensed consultant archaeologist has met the terms and conditions of their archaeological license, and that the archaeological field work and report recommendations ensure the conservation, protection, and preservation of the cultural heritage of Ontario.

4.6 Preliminary Geotechnical Investigation Report

A Preliminary Geotechnical Investigation Report was completed by Paterson Group Inc. in 2021 to determine subsoil and ground-water conditions on the subject lands and to provide geotechnical recommendations for the design of the proposed

development. The report recommends that the following be carried out once the master plan and detailed site plans are prepared for the development:

- / Assess the requirement to undertake a supplemental investigation once final development design has been established.
- / Review the grading plan from a geotechnical perspective.

It is also a requirement for the foundation design data provided to be applicable and that the following material testing and observation program be performed by the geotechnical consultant:

- / Observation of all bearing surfaces prior to the placement of concrete.
- / Sampling and testing of the concrete and fill materials.
- / Periodic observation of the condition of unsupported excavation side slopes in excess of 3 m in height, if applicable.
- / Observation of all subgrades prior to backfilling and placement of mud slabs.
- / Field density tests to determine the level of compaction achieved.
- / Sampling and testing of the bituminous concrete including mix design reviews.

All excess soils, with the exception of engineered crushed stone fill, generated by construction activities that will be transported on-site or off-site, should be handled as per Ontario Regulation 406/19: On-Site and Excess Soil Management. A report confirming that these works have been conducted in general accordance with the recommendations of the report could be issued upon the completion of a satisfactory inspection program by the geotechnical consultant.

4.7 Functional Servicing Report

A Functional Servicing Report was completed by Odan Detech Group Inc. in 2022 to evaluate the serviceability of the site with respect to sanitary and water and storm services, and also to evaluate the stormwater management (SWM) strategy that will be implemented to meet the Town's design criteria. The investigation indicates that the subject lands are serviceable utilizing existing sanitary, storm, and watermain infrastructure that run adjacent to the subject lands. Storm water management can be accommodated with on-site storage. The post-development storm design would be maintained below the allowable flow rate for the site for each storm event.

4.8 Traffic Brief

A Traffic Brief was completed by NexEng Consulting Group Inc. in 2022 that estimates traffic volumes that will be generated by the proposed development to assess potential impact on the surrounding road network. The study is based on:

- / The 124 vehicular parking spaces at-grade proposed on-site for the residential building and 149 vehicular parking spaces proposed on-site for the townhouses, totaling 273 vehicular parking spaces.
- / Vehicular access to the subject lands is proposed via four full movement driveways onto Winners Circle Drive and one full movement driveway onto Baskin Drive.
- / An estimated 78 new auto trips (18 inbound and 60 outbound) during the AM peak period, and 88 new auto trips (55 inbound and 33 outbound) during the PM peak period.

Based on the expected number of trips that the proposed development is expected to generate, the study concludes that the proposed development is expected to have a negligible impact on the adjacent road network.

5.0 Policy & Regulatory Framework

Fotenn has conducted a thorough review of the Provincial, County, and Town planning policy and regulatory documents applicable to the subject lands to demonstrate the appropriateness of the proposed development. The documents reviewed in this PJR include the following:

- / 1990 *Planning Act* (January 1, 2023, Version)¹
- / 2020 Provincial Policy Statement²
- / 2023 Bill 97: *Helping Homebuyers, Protecting Tenants Act*
- / 2023 Proposed Provincial Planning Statement³
- / 2002 Renfrew County Official Plan (January 4, 2023, Consolidation)⁴
- / 2017 Town of Arnprior Official Plan (December 19, 2017, Consolidation)⁵
- / 2018 Town of Arnprior Zoning By-law 6875-18 (August 4, 2021, Consolidation)⁶
- / 2022 Growth Management Strategy (accepted by Council in September 2022)⁷
- / 2016 Town of Arnprior Age-Friendly Community Plan⁸

5.1 Planning Act (1990)

The *Planning Act* (the Act) is provincial legislation that establishes the framework and rules for land use planning in the Province of Ontario. The Act outlines matters of provincial interest and identifies the respective roles and responsibilities of the province and local municipalities to implement the planning framework. The purposes of the Act, as indicated in Section 1.1 of the Act, are:

- a) *to promote sustainable economic development in a healthy natural environment within the policy and by the means provided under this Act;*
- b) *to provide for a land use planning system led by provincial policy;*
- c) *to integrate matters of provincial interest in provincial and municipal planning decisions;*
- d) *to provide for planning processes that are fair by making them open, accessible, timely and efficient;*
- e) *to encourage co-operation and co-ordination among various interests;*
- f) *to recognize the decision-making authority and accountability of municipal councils in planning.*

As outlined under Section 2 of the Act, municipalities and the Ontario Land Tribunal, in carrying out their responsibilities, shall have regard to, among other matters, matters of provincial interest such as (“...” denotes a truncated list):

- ...
- h) *the orderly development of safe and healthy communities;*
 - i. *the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies;*
- i) *the adequate provision and distribution of educational, health, social, cultural and recreational facilities;*
- j) *the adequate provision of a full range of housing, including affordable housing;*
- k) *the adequate provision of employment opportunities;*
- l) *the protection of the financial and economic well-being of the Province and its municipalities;*
- ...

¹ <https://www.ontario.ca/laws/statute/90p13>

² <https://files.ontario.ca/mmah-provincial-policy-statement-2020-accessible-final-en-2020-02-14.pdf>

³ <https://prod-environmental-registry.s3.amazonaws.com/2023-04/Proposed%20Provincial%20Planning%20Statement,%20April%206,%202023%20-%20EN.pdf>

⁴ <https://www.countyofrenfrew.on.ca/en/business-and-development/resources/Documents/OFFICIAL-PLAN-TEXT-Consolidated-Jan-2023.pdf>

⁵ <https://www.arnprior.ca/en/building-and-planning/resources/Planning-PDFs/Town-of-Arnprior-Official-Plan.pdf>

⁶ [https://www.arnprior.ca/en/building-and-planning/resources/Planning-PDFs/Town-of-Arnprior-Zoning-By-law-\(Consolidated-August-4,-2021\).pdf](https://www.arnprior.ca/en/building-and-planning/resources/Planning-PDFs/Town-of-Arnprior-Zoning-By-law-(Consolidated-August-4,-2021).pdf)

⁷ <https://calendar.arnprior.ca/meetings/Detail/2022-09-12-1830-Council-Meeting/1065a5e5-f47a-4573-86b4-af0b00dad75f>

⁸ http://www.agefriendlyarnprior.ca/uploads/1/0/5/8/105825339/arnprior_age-friendly_community_plan.pdf

- o) the protection of public health and safety;*
- p) the appropriate location of growth and development;*
- q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;*
- r) the promotion of built form that,*
 - i. is well-designed,*
 - ii. encourages a sense of place, and*
 - iii. provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;*

The proposed development has regard for the above-noted matters of provincial interest. The proposal represents a form of orderly development, which will improve access to housing and important services for older persons. This will contribute to the creation of safer and healthier communities. The proposed development will contribute new purpose-built rental units geared towards older persons. The subject site is ideally located in proximity to numerous compatible facilities, services, and businesses which have a natural synergy with residential uses. This will promote a mutually beneficial relationship between land uses, serving to protect the health and well-being of residents, as well as the financial and economic well-being of the municipality and province. The proposed development will also result in the creation of 30-40 employment opportunities, further supporting the economic well-being of the municipality. The subject site is also located within walking distance of existing public transit services, helping to support the efficient delivery transit services. The design of the subject site will create a sense of place for residents by promoting a safe pedestrian environment, creating high-quality private and common amenity areas, and providing safe and convenient pedestrian access to the adjacent commercial areas.

Under Section 3 of the Act, the Province may issue policy statements which relate to municipal planning and are of provincial interest. To this end, Section 3(5) states that decisions of municipal councils, local boards, or the Ontario Land Tribunal (among others), in respect of the exercise of any authority that affects a planning matter shall:

- a) be consistent with the policy statements issued under subsection (1) that are in effect on the date of the decision; and,*
- b) conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be.*

Of particular relevance to the proposed Official Plan and Zoning By-law Amendments is the definition for "area of employment", outlined under Section 1(1) of the Act, which states:

1(1) "area of employment" means an area of land designated in an official plan for clusters of business and economic uses including, without limitation, the uses listed in subsection (5), or as otherwise prescribed by regulation.

1(5) The uses referred to in the definition of "area of employment" in subsection (1) are,

- a) manufacturing uses;*
- b) warehousing uses;*
- c) office uses;*
- d) retail uses that are associated with uses mentioned in clauses (a) to (c); and*
- e) facilities that are ancillary to uses mentioned in clauses (a) to (d). 2006, c. 23, s. 1 (6).*

It is our opinion that the subject lands do not constitute an "area of employment" as defined under the *Planning Act*. The planned function of employment areas is for people to drive to their destination for work. In contrast, the area surrounding the subject lands is commercial in nature, with the established and planned function being primarily for shopping and retail purposes. The commercial nature of the surrounding area makes the subject site well-suited to accommodating a variety of residential uses, particularly housing for older persons which has a mutually beneficial relationship with nearby commercial uses.

The subject lands are designated 'Mixed Use Commercial/Employment Area' (MUCE) in the Town of Arnprior Official Plan (OP). Under Section C5.2 of the OP, the lands within the MUCE designation are described as being commercial areas, first and foremost. Furthermore, through the approval of site-specific amendments to the Town of Arnprior Official Plan (see Section C5.8.4), the Town of Arnprior has approved the addition of a variety of residential uses (including retirement homes) as permitted uses on approximately ±7.48 hectares of MUCE designated lands along Madawaska Boulevard. As per Section C5.8.4 of the Official Plan, such residential uses are permitted in addition to all other uses already permitted in the parent MUCE designation. Given the significant overall area and the broad nature of residential permissions added along Madawaska Boulevard, it is evident that the MUCE designation may appropriately accommodate residential uses and that the primary planned function of the MUCE designation is not to serve as an "area of employment".

The proposed development is consistent with the *Planning Act* in that it supports the development of a safe and healthy community that offers a range of housing options to residents, including rental housing options. Given the historic and planned function of the surrounding area, it is our opinion that the subject lands are not located within an "area of employment" as per Section 1(1) of the *Planning Act*.

5.2 Provincial Policy Statement (2020)

The 2020 Provincial Policy Statement (PPS) provides high-level land use policy direction on matters of Provincial Interest as they relate to land use planning in Ontario municipalities. Decisions of municipal councils must be consistent with the PPS, which provides direction for issues such as the efficient use of land and infrastructure, the protection of natural and cultural heritage resources, maintaining a housing stock that appropriately addresses the demographic and economic diversity of households, and preserving natural resources for their future use. The PPS policies discussed in this section are relevant to the consideration of Town's consideration of the requested Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA).

5.2.1 Building Strong Healthy Communities

Section 1.0 of the PPS provides policy direction regarding the creation of strong healthy communities. In particular, the PPS highlights efficient land use and development patterns that support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth. The following policies are relevant to the proposed development:

1.1.1 Healthy, livable and safe communities are sustained by:

- a) *promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) *accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) *avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- d) *avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;*

- e) *promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*
- f) *improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;*
- g) *ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;*
- h) *promoting development and land use patterns that conserve biodiversity; and*
- i) *preparing for the regional and local impacts of a changing climate.*

The proposed development will contribute towards the development of a healthy, livable, and safe community through the efficient use of available vacant land resources and existing road and servicing infrastructure. The proposal will help to mitigate the need for future expansions to the Town of Arnprior settlement area by introducing a compact form of residential development which efficiently utilizes vacant serviced lands. The proposed development is not anticipated to result in any environmental or public health and safety concerns. The development will operate on existing municipal water and wastewater infrastructure.

The proposed development will introduce 156 new rental dwelling units geared towards older persons in an independent living housing model. Both apartments and bungalow townhouse units are proposed, in an efficient and compact design. As such, the proposed development will contribute to a greater mix and diversity of housing options within the Municipality. The proposed dwelling units will also address a gap in the housing market for older persons, where independent living with optional supports is provided. The Wellings model is designed specifically to meet the needs of an aging population, providing a mix of optional services to help older persons age in place in their communities. Residents will have access to a variety of on-site amenities and services, which will be enhanced and supplemented by proximity to nearby businesses and service-providers. By locating higher density residential uses in proximity to established commercial areas, this supports the longevity and independence of older adults, reduces reliance on automobiles to access daily necessities, supports the viability of existing and future public transit services, and supports the economic growth of the surrounding commercial businesses.

Focused attention will be placed on implementing a barrier-free design and providing onsite amenities and services that will reduce access barriers for any residents, visitors, or staff with mobility limitations. The development will comply with all applicable accessibility requirements under the *Accessibility for Ontarians with Disabilities Act (AODA)* and the *Ontario Building Code (OBC)*.

1.1.2 Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years, informed by provincial guidelines.

...

Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

Nothing in policy 1.1.2 limits the planning for infrastructure, public service facilities and employment areas beyond a 25-year time horizon.

The general findings of the Town's 2022 Growth Management Strategy (GMS) are that a surplus of employment lands is anticipated across the municipality. At 23 hectares, the surplus is anticipated to be almost twice the amount needed for the GMS's 2047 planning horizon. The addition of residential uses to the subject employment lands is not anticipated to result in adverse impacts to the supply of employment lands for the foreseeable future. The proposed development is anticipated to contribute positively to the housing stock of Arnprior by intensifying vacant lands with purpose-built rental units.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;*
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;*
- d) prepare for the impacts of a changing climate;*
- e) support active transportation;*
- f) are transit-supportive, where transit is planned, exists or may be developed; and*
- ...*

The proposed development represents an efficient use of otherwise vacant urban land, where existing roads, water, and sewer infrastructure can be accessed without expansion of municipal infrastructure. The synergy of the proposed residential use with nearby food retailers and other businesses will support a lower carbon lifestyle by reducing the need for residents to drive to access daily necessities. Higher density residential development will support the Ontario Northland bus service route, as well as support any future transit service improvements that may be planned for the area.

1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

The proposed development will be located in an appropriate area of Arnprior where existing municipal infrastructure is available to service the development. A Servicing Study has been prepared for the subject lands which indicates that sufficient servicing infrastructure capacity is available to support the proposed development. Stormwater management can be accommodated with on-site storage. The intensification of the subject lands will introduce 156 new dwelling units on the Ontario Northland inter-regional bus route and will diversify the Town's housing stock by providing a mix of rental apartment and townhouse units.

1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

Appropriate performance standards are proposed through the subject Zoning By-law Amendment application which will facilitate residential development in a compact form, and in a manner which is appropriate for the surrounding context. No risks to public health and safety are anticipated, beyond the typically accepted risks of residing within an urban area. The Wellings community living concept provides for a relatively high level of safety for older adult and senior residents by providing onsite amenities and support services to assist residents with daily needs, as needed.

The potential for noise nuisance has been assessed through a Noise Impact Study (NIS) that accompanies the application submission, particularly considering the proximity of the subject lands to Highway 417. The NIS investigated the noise controls required for the development in order to abide by the noise guidelines of Ontario's Ministry of the Environment, Conservation and Parks (MECP) and to satisfy the requirements of The Town of Arnprior. The results of the NIS indicate that noise control measures will be required to meet the MECP guideline levels for road traffic noise in rear yard outdoor living areas located on the northeast and southwest sides of the subject lands. Noise barrier locations and heights are recommended. It is also indicated that the use of building materials in accordance with the Ontario Building Code should sufficiently mitigate the noise impact from transportation sources to levels that comply with MECP guidelines for indoor spaces. As indicated in the MECP implementation guidelines, where mitigation is required or where noise may be a concern, future occupants will be advised through warning clauses.

- 1.1.3.5. Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions. However, where provincial targets are established through provincial plans, the provincial target shall represent the minimum target for affected areas.*

The proposed development would not infringe on Arnprior's ability to meet any supply targets set to meet forecasted demand in the Town's GMS. The GMS does not present a specific unit number for this type of purpose-built housing, but the trend of an aging population and need to prepare for the specific needs of this growing cohort is identified. The development would contribute towards the Town's goal of delivering a sufficient supply of appropriate housing designed for older adults and seniors.

- 1.1.3.6 New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.*

The proposed development would occur within an existing built-up area and supports a more compact and mixed use development pattern, featuring mid to high density housing in proximity to commercial areas. As previously mentioned, the Functional Servicing Study prepared for the subject lands indicates that suitable infrastructure is available to support the proposed development.

5.2.2 Economic Development and Employment Areas

Sub sections 1.3 of the PPS is focused on economic development and the planning and protection of employment areas. The following policies are relevant to the proposed development:

- 1.3.1 Planning authorities shall promote economic development and competitiveness by:*

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;*
- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;*
- c) facilitating the conditions for economic investment by identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;*
- d) encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities, with consideration of housing policy 1.4; and*
- e) ensuring the necessary infrastructure is provided to support current and projected needs.*

The proposed development will contribute to a greater diversity and mix of uses within the surrounding area. The proposed development will complement and enhance the overall economic success and competitiveness of nearby commercial lands and surrounding existing businesses. In addition, the proposed development is anticipated to create approximately 30 to 40 employment opportunities, adding to the diversity of employment opportunities available within Arnprior. The mixed use nature of the development, with its relatively compact residential form (apartments and townhouses) and the on-site amenities and services, supports the stated principles for liveable and resilient communities. The findings of the concurrently submitted Comprehensive Review, prepared by Tate Economics Research Inc. (TER), notes that the proposed development will not create a deficiency in the overall supply of commercial lands, and that the proposed development will not negatively impact the planned function of the surrounding retail commercial node.

1.3.2.1 Planning authorities shall plan for, protect and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs.

The PPS defines “employment area” as those areas designated in an official plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

The subject lands are designated ‘Mixed Use Commercial/Employment Area’ (MUCE) in the Town of Arnprior Official Plan (OP). Under Section C5.2 of the OP, the lands within the MUCE designation are described as being commercial areas, first and foremost. The surrounding area is characterized primarily by retail and other commercial uses not associated with local manufacturing, warehousing, or office uses. The planned function of employment areas is for people to drive to their destination for work. In contrast, the area surrounding the subject lands is commercial in nature, with the historically established and planned function being primarily for shopping and retail purposes. Accordingly, it is our opinion that the subject lands are not located within an “employment area” as defined per the PPS.

Furthermore, through the approval of site-specific amendments to the Town of Arnprior Official Plan (see Section C5.8.4), the Town of Arnprior has approved the addition of a variety of residential uses (including retirement homes) as permitted uses on approximately ±7.48 hectares of MUCE designated lands along Madawaska Boulevard. As per Section C5.8.4 of the Official Plan, such residential uses are permitted in addition to all other uses already permitted in the parent MUCE designation. Given the significant overall area and the broad nature of residential permissions added along Madawaska Boulevard, it is evident that the MUCE designation may appropriately accommodate residential uses and that the primary planned function of the MUCE designation is not to serve as an employment area.

Even if the subject lands were determined to form part of an employment area, the proposed development would not adversely impact the Town’s ability to provide an adequate supply of employment lands for the 2047 planning horizon. Given that the subject lands have sat vacant for more than 20 years, the proposed development would not result in the elimination of any existing jobs. Rather, 30 to 40 new jobs would be created that would complement and enhance the diversity of local employment opportunities within the broader commercial area.

1.3.2.3 Within employment areas planned for industrial or manufacturing uses, planning authorities shall prohibit residential uses and prohibit or limit other sensitive land uses that are not ancillary to the primary employment uses in order to maintain land use compatibility.

As discussed above, it is our opinion that the subject lands do not form part of an employment area, as defined by the PPS. Even if the subject lands were deemed to be part of an employment area, it would not be intended to accommodate major industrial or manufacturing uses which would require separation from sensitive land uses (i.e., residential uses). Under Section C5.2 of the Arnprior OP, the MUCE designation is primarily intended to accommodate commercial and retail uses. Light industrial uses which do not require large buildings or sites are contemplated, to support the evolution of traditional industrial uses into higher quality service commercial uses and office uses in mixed use buildings. Furthermore, it should be noted that major facilities and manufacturing uses are not permitted within the MUCE designation, while other industrial or warehouse uses are only permitted with no outdoor storage or processing components. Industrial uses of this limited nature would not likely require any significant separation from sensitive uses. The limited nature of permitted industrial uses further underscores the assertion that the subject lands do not form part of a planned employment area.

As discussed above Policy 1.3.2.1 of the PPS, the Town has approved the addition of a variety of residential uses (including retirement homes) as permitted uses on approximately ±7.48 hectares of MUCE designated lands along Madawaska Boulevard (see Section C5.8.4). It is therefore evident that residential uses are appropriate within the MUCE designation.

This further demonstrates that the MUCE designation is not intended to accommodate industrial or manufacturing uses which would require separation from sensitive uses.

- 1.3.2.4 Planning authorities may permit conversion of lands within employment areas to non-employment uses through a comprehensive review, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.*

It remains our opinion that the subject lands do not form part of an employment area, as defined by the PPS. However, the employment conversion policies at the provincial and local levels have nonetheless been examined in response to concerns expressed by Staff during the Pre-Consultation phase, and to further demonstrate the appropriateness of the proposed development at this location.

- 1.3.2.5 Notwithstanding policy 1.3.2.4, and until the official plan review or update in policy 1.3.2.4 is undertaken and completed, lands within existing employment areas may be converted to a designation that permits non-employment uses provided the area has not been identified as provincially significant through a provincial plan exercise or as regionally significant by a regional economic development corporation working together with affected upper and single-tier municipalities and subject to the following:*
- a) there is an identified need for the conversion and the land is not required for employment purposes over the long term;*
 - b) the proposed uses would not adversely affect the overall viability of the employment area; and*
 - c) existing or planned infrastructure and public service facilities are available to accommodate the proposed uses.*

As discussed in greater detail above, it remains our opinion that the subject lands do not form part of an employment area.

However, even if the subject lands are determined to form part of an employment area, it is our opinion that the proposed development does not represent an employment conversion. The proposed Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) applications propose to introduce new residential uses to the MUCE designation and MU-CE zone, in addition to all other uses already permitted. The proposed residential development represents a compatible and appropriate use within the established policy framework. Accordingly, the proposal does not represent a conversion but rather a site-specific amendment to expand the scope of permitted uses on the subject lands.

Furthermore, the Town's recently completed 2022 Growth Management Strategy (GMS) serves as a background document in support of the Town's Official Plan review. For its purposes, the GMS considers both the MUCE and Employment Area (EA) designations as forming part of the Town's supply of employment lands. In calculating the total supply of employment lands, the GMS includes those MUCE designated lands along Madawaska Boulevard which are subject to Section C5.8.4 of the Official Plan. As discussed above, various residential uses were added under Section C5.8.4 as permitted uses, in addition to all other uses already permitted within the MUCE designation. This clearly demonstrates that even if the subject lands are deemed to be part of an employment area, the proposal would not constitute an employment conversion as the addition of residential uses to the MUCE designation did not constitute removal of those lands as employment areas within the GMS.

If it is ultimately deemed that the proposed OPA and ZBA applications constitute a conversion of employment lands, it is our opinion that such a conversion would be appropriate and can be appropriately justified as per the criteria outlined under Policy 1.3.2.5 of the PPS. Each of the criteria are outlined below:

- a) there is an identified need for the conversion and the land is not required for employment purposes over the long term; (1.3.2.5)*

The GMS indicates that the Town is anticipated to have a surplus of 23 hectares of employment land into 2047. The proposed development would therefore not adversely impact the Town's overall supply of employment lands. The GMS also indicates that as of 2016, more than one third of the population in Arnprior is older than 55 years of age, and Arnprior's population in the 75+ years age group is forecast to increase from 12% in 2016 to 22% in 2051. The GMS indicates that housing demand within the 55 to 74 age group is anticipated to be relatively strong for ground-oriented housing forms (i.e. single detached, semi-detached, and townhouses) provided in locations that offer proximity to urban amenities, municipal services, and community infrastructure. While the GMS forecasts an ample supply of residential units, it does not identify how many units will be available and suitable to support the specific living needs of older persons. The seniors and accessibility housing markets in southern Ontario are generally recognized as being underserved. The proposed development would help to address these housing needs for older persons.

A Comprehensive Review has been prepared by TER in support of the subject applications, which includes a more detailed analysis of the local housing market for older persons, employment land needs, and the overall viability of the subject lands as an employment area. The study notes that the population of Arnprior is forecast to grow by 4,800 persons by 2051. Nearly 60% of that growth is anticipated to occur in those aged 55 years and older. This growth will generate demand for housing forms that serve the specialized needs of aging residents. This need is recognized in the OP, the GMS, and the Age-Friendly Plan.

The proposed development will serve this need by providing medium and high-density housing geared towards older persons seeking an independent lifestyle, in a supportive and safe environment. Furthermore, the proposed development will support existing nearby retail commercial space, provide new employment opportunities, and generate revenue for the Town. As such, it has been demonstrated that there is a need for the proposed development in Arnprior.

b) the proposed uses would not adversely affect the overall viability of the employment area; (1.3.2.5) and

As has been discussed earlier in this Report, the surrounding area is predominantly commercial in nature. There are no significant traditional employment or industrial uses within the vicinity of the subject lands. Given the absence of any employment uses, it is not anticipated there would be any impact on the overall area.

This is supported by the findings of TER in their Comprehensive Review, which notes that the site is not located within a typical existing employment area, but rather an established retail commercial node. The proposed development will support existing and future retail commercial tenants in the surrounding node by providing additional expenditures within walking distance. The proposed development will not place pressure on other sites in the surrounding node to convert to other uses. It is located on the edge of the MUCE designation and there are no vacant MUCE designated sites surrounding the site.

c) existing or planned infrastructure and public service facilities are available to accommodate the proposed uses. (1.3.2.5)

The subject lands are well-located to accommodate the proposed development. The surrounding area is fully serviced by municipal infrastructure and features a wide range of services and amenities to support future residents. Complementary pedestrian infrastructure will be explored with the Town to enhance connectivity through the addition of public sidewalks along Baskin Drive East and a protected crossing along Winners Circle Drive.

5.2.3 Housing

Section 1.4 of the PPS focuses on housing policies, including policies focused specifically on the diversity of housing options and affordability. The following policies are relevant to the analysis:

- 1.4.3 *Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:*
- a) *establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities;*
 - b) *permitting and facilitating:*
 - 1. *all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and*
 - 2. *all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;*
 - c) *directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;*
 - d) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;*
 - e) *requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations; and*
 - f) *establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.*

The proposed development will contribute towards providing a greater range and mix of rental housing options to meet anticipated market demands and demographic changes. With a growing percentage of the population in the 55+ years age demographic, providing diversity of rental seniors housing options will be critical for the foreseeable future. The subject lands are well-suited to accommodate the proposed development given its proximity to compatible businesses and services that can meet the daily needs of residents, while the residential density proposed for the subject lands will support the viability of the existing business in the surrounding area and potentially attract new businesses.

5.2.4 Active and Green Communities

Section 1.5 of the PPS is focused on active and green communities. The following policies are relevant to the proposed development:

- 1.5.1 *Healthy, active communities should be promoted by:*

- a) *planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity;*
- b) *planning and providing for a full range and equitable distribution of publicly accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;*
- c) *providing opportunities for public access to shorelines; and*
- d) *recognizing provincial parks, conservation reserves, and other protected areas, and minimizing negative impacts on these areas.*

The proposed development features an internal private street network which will enable safe pedestrian circulation throughout the site. Pedestrian connections to the balance of the Choice lands to the west will also be provided, ensuring easy and safe connections to the grocery store and public transit stop. The site will be fully accessible per Accessibility for Ontarians with Disabilities Act standards and will feature a variety of plantings and other landscaping elements to help create a more natural setting within the development. A wide variety of commercial amenities including a restaurant, patio, personal services, and a fitness centre will also be provided on-site to promote healthy and active lifestyles.

5.2.5 Transportation Systems

Section 1.6.7 of the PPS is focused the support and creation of efficient and safe transportation systems. The following policies are relevant to the proposed development:

- 1.6.7.4 A land use pattern, density and mix of uses should be promoted that minimize the length and number of vehicle trips and support current and future use of transit and active transportation.*

The subject lands are ideally located to enable future residents to walk and/or cycle to nearby services, including grocery stores, pharmacies, restaurants, and various retail stores. Inter-regional public transit access is also available adjacent to the subject lands. A Traffic Brief has been prepared that estimates traffic volumes that will be generated by the proposed development to assess potential impact on the surrounding road network. An estimated 78 new auto trips (18 inbound and 60 outbound) during the AM peak period, and 88 new auto trips (55 inbound and 33 outbound) during the PM peak period. Based on the expected number of trips expected to generate, the study concludes that the proposed development is expected to have a minimal impact on the adjacent road network.

5.2.6 Economic Prosperity

Section 1.7 of the PPS is focused on economic prosperity. The following policies are relevant to the proposed development:

- 1.7.1 Long-term economic prosperity should be supported by:*
- a) promoting opportunities for economic development and community investment-readiness;*
 - c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;*
 - e) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;*

The proposed development will support community investment on lands which are underutilized and vacant. Short-term benefits will include a considerable amount of employment opportunities associated with the construction phase of the development, while long term financial benefits will include the creation of 30 to 40 long-term employment opportunities, support for local businesses, and ongoing tax revenue for the municipality. Through attractive design choices and attention paid to quality materials, landscaping, and pedestrian connections, the development will contribute to placemaking on vacant lands that have remained vacant for decades and which represent a gap in the area's urban fabric.

5.2.7 Wise Use and Management of Resources

Section 2.0 of the PPS generally pertains to the conservation and protection of natural heritage, water, agricultural, mineral, and cultural heritage resources. The subject site does not contain any known significant natural or cultural heritage resources. The proposed development is not anticipated to impact any natural or cultural heritage resources in the surrounding area.

5.2.8 Protecting Public Health and Safety

Section 3.0 of the PPS pertains to the protection of public health and safety. Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards. The subject site is not located in proximity to any identified natural or human-made hazards.

The proposed redevelopment is consistent with the 2020 Provincial Policy Statement in that the subject lands are located within the settlement area, will optimize the use of existing infrastructure, and contribute towards the creation of a complete community. The addition of purpose-built rental housing units intended for an aging population will assist the Town in meeting the current and projected needs of residents in Arnprior and the surrounding region. The proposed development will promote economic prosperity through the creation of new job opportunities, and generate support for local businesses. It is our opinion that the subject lands do not form part of an employment area, and as such the proposed development does not represent an employment conversion.

5.3 Bill 97 – Helping Homebuyers, Protecting Tenants Act (2023)

On April 6, 2023, the Government of Ontario released the latest round of draft policy and legislative changes as part of the Province's Housing Supply Action Plan – *Bill 97, the Helping Homebuyers, Protecting Tenants Act, 2023* (Bill 97). The Bill was given first reading at the same time as the Province has released the new (and renamed) Provincial Planning Statement (PPS 2023), which is intended to replace the existing Provincial Policy Statement (2020) and, where it applies, the Growth Plan for the Greater Golden Horseshoe.

Bill 97 proposes amendments to nine (9) different acts including the *Planning Act* (the Act), Residential Tenancies Act, Municipal Act, and Development Charges Act, along with other legislation. The PPS 2023 could take effect as early as Fall 2023; however, it is not known when the provisions in Bill 97 will come into effect. Although not yet in force and effect, the proposed amendments merit consideration as they provide clear insight into the province's intended policy direction.

Amongst the proposed changes, and relevant to the subject applications, are amendments to the definition of "area of employment" in the *Planning Act* and "employment area" in PPS 2023, as outlined below:

Planning Act (current)	Bill 97 – proposed amendments to Planning Act
<p><i>“Area of employment” means an area of land designated in an official plan for clusters of business and economic uses including, without limitation, the uses listed in subsection (5), or as otherwise prescribed by regulation;</i></p> <p><i>Sub. 1(5) – The uses referred to in the definition of “area of employment” in subsection (1) are,</i></p> <ul style="list-style-type: none"> <i>a) manufacturing uses;</i> <i>b) warehousing uses;</i> <i>c) office uses;</i> <i>d) retail uses that are associated with uses mentioned in clauses (a) to (c); and</i> <i>e) facilities that are ancillary to uses mentioned in clauses (a) to (d). 2006, c. 23, s. 1 (6).</i> 	<p><i>“Area of employment” means an area of land designated in an official plan for clusters of business and economic uses, those being uses that meet the following criteria:</i></p> <ul style="list-style-type: none"> <i>1. The uses consist of business and economic uses, other than uses referred to in paragraph 2, including any of the following:</i> <ul style="list-style-type: none"> <i>i. Manufacturing uses.</i> <i>ii. Uses related to research and development in connection with manufacturing anything.</i> <i>iii. Warehousing uses, including uses related to the movement of goods.</i> <i>iv. Retail uses and office uses that are associated with uses mentioned in subparagraphs i to iii.</i> <i>v. Facilities that are ancillary to the uses mentioned in subparagraphs i to iv.</i> <i>vi. Any other prescribed business and economic uses.</i> <i>2. The uses are not any of the following uses:</i> <ul style="list-style-type: none"> <i>i. Institutional uses.</i> <i>ii. Commercial uses, including retail and office uses not referred to in subparagraph 1 iv;</i> <p><i>Sub. (1.1) – An area of land designated in an official plan for clusters of business and economic uses is an “area of employment” for the purposes of this Act even if the area of land includes one or more parcels of land whose use is excluded from being a business and economic use under paragraph 2 of the definition of “area of employment” in subsection (1) provided that the following conditions are satisfied:</i></p> <ul style="list-style-type: none"> <i>1. The parcels of land in question are subject to official plan policies authorizing the continuation of the use.</i> <i>2. The use was lawfully established on the parcel of land before the day subsection 1 (1) of Schedule 6 to the Helping Homebuyers, Protecting Tenants Act, 2023 came into force.</i>

While it remains our opinion that the subject lands are not considered an employment area and the proposed applications are not subject to the conversion policies under the current Act and PPS, the draft revised definition for “area of employment” provides greater clarity on intended policy direction and reinforces that the subject lands are not subject to provincial and local level conversion policies. The proposed changes to the definition of “area of employment” in the *Planning Act* are significant and provide clarity regarding the types of uses that may be considered. Bill 97 is clear that commercial uses, including retail and office uses, are not considered part of an “area of employment” (unless directly associated with manufacturing, research and development, or warehousing uses). This is relevant to the subject lands as the surrounding area is clearly commercial in nature, with no existing manufacturing, warehousing, or research and development uses.

The subject lands do not have an existing legally established land use, and so are not considered to be transitional under the provisions of Bill 97. Furthermore, the subject lands are located within a commercial area that predominantly features retail uses that have no association with local manufacturing, meaning that the surrounding area would not be considered an area of employment under the *Planning Act*.

The new Provincial Planning Statement implements a new definition of “employment area”, based on the proposed changes to the *Planning Act*. The proposed changes are as follows:

Provincial Policy Statement (2020) – Employment Area	Provincial Planning Statement (2023) – Employment Area
<i>Means those areas designated in an official plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.</i>	<i>Means those areas designated in an official plan for clusters of business and economic activities including manufacturing, research and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. Uses that are excluded from employment areas are institutional and commercial, including retail and office not associated with the primary employment use listed above.</i>

The proposed definition for “employment area” under the proposed new PPS 2023 is important as it eliminates the catch-all wording of “including, but not limited to” in the definition’s preamble to the list of contemplated uses. This clarification is significant as the proposed definition focuses more narrowly on manufacturing, warehousing, and ancillary uses. Commercial uses, such as retail not directly tied to a primary employment use, are expressly deemed not to be part of an area of employment under the new draft PPS 2023.

In terms of implementation of the new definition and policies by local authorities, Section 2.8.2.3 of the proposed PPS 2023 states that:

“Planning authorities shall assess and update employment areas identified in official plans to ensure that this designation is appropriate to the planned function of employment areas.”

Proposed changes to the *Planning Act* (the Act) and Provincial Policy Statement (PPS) are in the public comment phase until June 5, 2023, and could come into effect in the fall of 2023. Based on proposed changes to the provincial definition of “area of employment”, the amended Act and Provincial Planning Statement would clearly disqualify the subject lands from being considered as being part of an employment area.

5.4 County of Renfrew Official Plan (2002)

County Council adopted an Official Plan for the County of Renfrew on March 27, 2002. The Plan was approved with modifications by the Ministry of Municipal Affairs and Housing on June 16, 2003. Renfrew County contains twelve Townships and five Towns, including the Town of Arnprior. The purpose of the Plan is to provide a policy framework for growth and development in the County with the intent of promoting orderly and efficient development in a manner which is consistent with the desired lifestyle and needs for growth and prosperity, as envisaged by the local communities and Councils, and County Council. Arnprior is designated “Urban Community” within the Official Plan. This section outlines policies relevant to the proposed development.

The subject lands are located within the 'Urban Community' of Arnprior, as per Schedule A, Map 1 of the County of Renfrew Official Plan (COP).

5.4.1 Housing

Through adoption of the County of Renfrew Official Plan, the County's Council has indicated support for the following housing policies under Section 2.2.1 of the COP:

...

- c) *Encouraging housing forms and densities designed to be affordable to moderate and lower income households. Local municipalities may develop policies, zoning standards, site plan requirements, licensing by-laws (or a combination thereof), to permit and regulate alternative forms of affordable housing (i.e., tiny homes);*
- d) *Encouraging all forms of residential intensification in parts of built up areas that have sufficient existing or planned infrastructure to create a potential supply of new housing units available from residential intensification;*
- e) *Establishing cost-effective development standards for new residential development and redevelopment to reduce the cost of housing;*
- f) *Monitoring the need for social assisted housing for households and seniors through periodic surveys in co-operation with area municipalities. Where specific needs are identified, Council will work with the Ministry of Municipal Affairs and Housing and the Social Services Department of the County of Renfrew to meet identified needs;*
- g) *As Service Manager, the County of Renfrew has a responsibility for the funding and administration of various housing and homelessness programs. As part of this responsibility, the County County Official Plan Section 2 – General Development Policies Page 16 of Renfrew has prepared a Housing and Homelessness Plan (August 2013), which promotes access to housing that is affordable, adequate and suitable, and recognizes that these elements of housing are vital indicators of the overall health and wellbeing of a community. Delivery of that housing is facilitated through an interconnected and coordinated system of partners, whether in the private, public or not-for-profit sectors.*
- h) *Encouraging 15% of new housing units to be affordable (as defined by the Provincial Policy Statement);*
- i) *An adequate supply of rental accommodation in the County is encouraged. A 3% vacancy rate in rental units in a municipality is desirable. The conversion of rental accommodation to condominium tenure may be discouraged by the local municipality where the conversion would result in a rental vacancy rate below 3%.*

...

The proposed development will assist the Town of Arnprior to make a meaningful contribution towards the overall housing stock within the County of Renfrew. Given its niche focus on older adults and seniors, it is likely that residents within the County's other Towns and Townships may choose to locate in Arnprior to access the independent living offerings of the development. In particular, the purpose-built rental model of the Wellings Community concept will appeal to moderate income households, especially to seniors that may be looking for a more affordable alternative to home ownership. The proposed development represents a compact form of residential intensification on lands which have sat vacant for more than two decades.

5.4.2 Urban Community

The subject lands are located within the 'Urban Community' of Arnprior, as per Schedule A, Map 1 of the County of Renfrew Official Plan (COP). The COP states that each Urban Community Area should prepare a detailed local Official Plan, intended to guide the future social, economic and physical development of the community. The policies of local Official Plans apply in addition to the applicable policies of Section 3.0 of the COP. Further detailed analysis of the Town of Arnprior Official Plan is provided in the following section of this Report.

Section 3.0 of the County of Renfrew Official Plan outlines the objectives and policy direction for urban communities, which includes the following:

- 3.2.1 *Ensure that adequate lands, municipal services and community facilities are available to serve the existing and future needs of the community.*
- 3.2.2 *To provide opportunities for an adequate supply and diversity of housing to satisfy the varied needs of a growing community.*
- 3.2.4 *To ensure that development proceeds in an environmentally responsible manner.*
- 3.2.5 *To encourage steady, economic growth in a carefully controlled manner to provide employment.*

As per the findings of the Comprehensive Review prepared by TER, the proposed development will not have a significant adverse impact on the County of Renfrew's long-term provision of employment and commercial lands. The development will contribute to the overall housing supply for older persons, which will serve the current and growing needs of the community for these age demographics. The development will also include recreational and social amenities ensuring that new housing is constructed in tandem with the provision of supportive amenities. The subject lands are within a built-up area already serviced with transportation, water, and sanitary infrastructure, thereby mitigating potential urban sprawl. No significant adverse impacts to environmental features are anticipated as a result of the proposed development. Upon full build-out, the proposed development will create approximately 30 to 40 long-term employment opportunities that will foster economic growth.

- 3.3.1 *The Urban Community designation on the Land Use Schedule(s) shall mean that the permitted uses shall include a broad variety of residential, home occupations, commercial, industrial and institutional land uses. The Local Plans shall also recognize open space and hazard land areas and transportation facilities.*

The proposed development will contribute to the variety of residential land uses available within the Town of Arnprior and County of Renfrew.

The proposed development conforms with the County of Renfrew Official Plan, in that it will contribute new rental apartment and townhouse units to the housing market, adding to the diversity of housing forms available in the County's housing stock.

5.5 Town of Arnprior Official Plan (2017)

The Town of Arnprior Official Plan was adopted by Council on June 26, 2017, and was approved by the County of Renfrew on November 29, 2017. The intent of the Town's Official Plan is to provide a vision, guiding direction, and planning framework for managing growth and land use decisions for a planning horizon of 2036. The Official Plan includes policies that are intended to reflect the Arnprior context while being consistent with the Provincial Policy Statement and in conformity with the County of Renfrew Official Plan. This section outlines policies of the Town's Official Plan relevant to the proposed development.

The subject lands are designated 'Mixed Use Commercial/Employment Area' (MUCE) as per Schedule A of the Town of Arnprior Official Plan. An Official Plan Amendment (OPA) is required to permit the proposed residential use on the subject lands on a site-specific basis. The details of the OPA are examined in greater detail under Section 5.5.5 of this Report, below.

5.5.1 Vision

Section A1 of the Town of Arnprior's Official Plan states the following vision for Arnprior:

- a) *A community that provides the benefits of larger urban centres while maintaining a 'small town feel';*
- b) *A place that cherishes its natural and cultural resources which contribute to the scenic value of our community while providing a link to our past, such as the 'Grove', the Madawaska River, the Ottawa River and the Arnprior & District Museum;*
- c) *A Town that welcomes population and employment growth provided that growth continues to support the creation of a complete, healthy and sustainable community. This means that Arnprior believes that there should be a range of housing options available to all incomes and ages, educational and employment choices to encourage residents to learn and work in the community, and recreational facilities and opportunities to support a healthy community; and,*
- d) *A community that believes in local investment and innovation to revitalize our downtown, support local businesses, and improve hard and soft services.*

The proposed development embraces the community feel aspired to by the Town and will be designed to be 'a community within a community', supporting the Official Plan's vision for a complete, healthy, and sustainable community. The development is consistent with aspirations for the Town to include a mix of housing for all incomes and ages and will bring soft services to accompany the independent living model. A total of approximately 30 to 40 employment opportunities are anticipated to be created to service the proposed development. The proposal also demonstrates an opportunity for local investment and innovation that capitalizes on existing infrastructure and commercial services available in the area.

5.5.2 Goals and Strategic Objectives

Section A3 of the Town of Arnprior Official Plan identifies the following goals to implement the broader vision and guiding principles of the Town:

- a) *Sustainable Development*
- b) *Natural Environment*
- c) *Community Character*
- d) *Economic Development*
- e) *Tourism and Recreation*
- f) *Infrastructure*
- g) *Housing*
- h) *Cultural Heritage*

The proposed development aligns with several of the Town's goals, including sustainable development, community character, economic development, and housing. Strategic directions are included in the Town's Official Plan to guide decision making in ways that can achieve the stated goals. The most relevant goals and strategic objectives are outlined below.

A3.2 – Sustainable Development:

The goal for 'sustainable development' is "to promote and encourage sustainable forms of land use and development". Strategic objectives are as follows:

- f) *Promote a compact urban form and develop an energy efficient mix of land uses, where appropriate, to provide livable, healthy communities;*

- g) *Encourage reductions in the use of private automobiles by promoting active transportation and the use of Transportation Demand Management measures, such as cycling and walking;*
- h) *Encourage efficient site design, and building design and construction techniques that minimize space heating and cooling energy consumption, and encourage the upgrading/retrofitting of existing buildings and facilities;*
- i) *Support land use and development patterns that minimize adverse impacts on air quality;*

The subject lands have remained vacant and underutilized for over two decades despite being fully serviced by existing municipal infrastructure. The proposed development supports minimizing the Town's ecological footprint and the impacts of growth through the efficient use of underutilized land resources. The proposal represents a compact form of development which will contribute to a more mixed land use pattern in the broader commercial area. The proposed site design will provide beneficial on-site services and amenities that support 'complete community' design principles, in proximity to other essential retail services, including food retailing and various healthcare and pharmaceutical services. The proposed development is geared towards an underserved housing market for older persons that promote aging-in-place in an innovative, purpose-built community. Proximity to a variety of services to meet the daily needs of residents will help reduce the length and volume of personal vehicle trips, thereby supporting healthy lifestyles for residents and mitigating potential adverse impacts on overall air quality in the Town.

A3.4 – Community Character

The goal for 'community character' is "to protect and enhance the character of the community". Strategic objectives are as follows:

- a) *Maintain and enhance our community as a diverse, liveable, safe, thriving and attractive place to live, work and play;*
- b) *Maintain and enhance the character and stability of existing and well-established residential neighbourhoods by ensuring that development and redevelopment is compatible with the scale and density of existing development;*
- c) *Encourage the development of neighbourhoods which are: compact; provide for an integrated network of pedestrian-oriented streets, pathways and cycling facilities; and provide an appropriate mix of housing types, community facilities, commercial and service uses, and open spaces;*
- d) *Provide community facilities that are safe, visible and accessible to residents in each neighbourhood;*
- e) *Foster a sense of civic identity through a high standard of community design in all future development that considers:*
 - i. *The appropriate integration of the design of public and private spaces;*
 - ii. *A high degree of visual diversity and aesthetic quality;*
 - iii. *A well-defined public realm, including an interconnected open space network;*
 - iv. *Sustainable and energy efficient building and site design;*
 - v. *The sensitive integration of new development with existing development; and,*
 - vi. *A pedestrian oriented development pattern.*
- f) *Encourage and support public art and cultural facilities and opportunities for place-making, events and experiences throughout the Town as a means to foster community and neighbourhood identity and contribute to a vibrant and creative Town; and,*
- g) *Encourage a strong sense of civic pride that comes with the establishment and maintenance of high property standards in all areas of the Town.*

The proposed development will be a well-built and attractive addition to the urban landscape of Arnprior, featuring two forms of housing: bungalow townhouses and midrise apartments. The subject lands are located outside of established

residential neighbourhoods, at the periphery of a commercial node. Given the predominance of commercial uses in the area, there is very little ‘community’ character to maintain in this area. The proposed development represents an opportunity for high quality, medium density residential development to occur that would initiate a compatible transition between the commercial areas and established residential areas to the east. The proposed development will bring vibrancy to vacant lands, which currently detracts from the overall vitality and sense of civic pride in the area. The proposed development will help to establish a sense of civic identity and pride. Internal pedestrian infrastructure will allow for ease of movement within the development and will connect the subject lands to their urban surroundings.

A3.5 – Economic Development

The goal for ‘economic development’ is “to provide opportunities for economic development and the creation of jobs”.

Strategic objectives are as follows:

- a) *Foster a competitive and positive business climate in the Town;*
- b) *Provide for the broadest range of employment and commercial uses and flexible development standards, where appropriate;*
- ...
- d) *Facilitate the provision of a range of goods and services to the public within the Town by ensuring that the land use planning framework is supportive of development, as appropriate;*
- e) *Encourage opportunities for a range of job opportunities and a broad range of commercial and service facilities geared specifically to meet the needs of residents and visitors to the Town;*
- f) *Encourage wherever possible through the land use planning process the retention of existing businesses in the Town;*
- ...

The Town’s 2022 Growth Management Strategy indicates that there will be a sufficient supply of commercial and employment lands in the Town of Arnprior until 2047 and beyond, given the significant surpluses forecasted. This is also indicated in the peer review work completed by Tate Economic Research Inc. Once in operation, the proposed development will contribute 30 to 40 employment opportunities in a range of diverse fields including maintenance, administration, recreation, hospitality, and personal care services. The proposed development will support the growth and economic success of other nearby businesses, particularly within walking distance. Given the limited supply of housing for older persons across southern Ontario, the development will enable Arnprior to accommodate new residents from outside the community. The influx of new residents over time will increase the Town’s taxpayer and consumer base.

A3.8 – Housing

The goal for ‘housing’ is “to provide an appropriate housing supply and range of housing choices to meet the needs of present and future residents”. Strategic objectives are as follows:

- a) *Ensure that there is an appropriate supply of land for residential development subject to the availability of water and wastewater capacity;*
- b) *Assist in the achievement of residential intensification and affordable housing by encouraging opportunities for mixed-use development in appropriate locations that support the other objectives of the Official Plan;*
- ...
- d) *Support the development of innovative seniors housing options that allow for progressive care and aging in place;*
- e) *Ensure that a full range of housing opportunities for all incomes and ages is available for residents in the Town;*
- f) *Ensure that a viable amount of rental housing continues to be available;*
- g) *Support universal physical access and encourage the building industry to incorporate such features in new residential structures;*

...

The proposed development represents an innovative independent living housing option for seniors that will add 156 new rental housing units to Arnprior's housing stock. The Wellings housing model has been demonstrated to be a highly sought form of housing in other comparable communities across Ontario. The development will be designed to support aging-in-place for residents until the point where their care needs require full assisted living arrangements. The proposed development will contribute towards providing a full range of housing opportunities for a wide age demographic (55+ years). Designed specifically to meet the needs of an older demographic, the design of the development will support universal accessibility that allows ease of circulation within the development for residents, visitors, and staff throughout the site.

5.5.3 Growth Management

Section B of the Official Plan generally addresses the Town's Growth Management strategies. Subsection B1 speaks to the Town's goal of growing as a 'complete community' where there is:

- a) *A strong live/work ratio, where the majority of residents have employment opportunities in the Town in which they live;*
- b) *Choice in the market place, in terms of obtaining goods and services;*
- c) *A range of educational and training opportunities;*
- d) *A range of housing types for all levels of income and ages;*
- e) *A range of health care services for the majority of the residents;*
- f) *A range of community and social services to assist the majority of those in need in the community;*
- g) *A range of cultural and recreational opportunities and facilities; and,*
- h) *A population level and density that supports the provision of public transit in the long-term, where feasible.*

The proposed development will be built specifically for the older adults and seniors demographics (55+ years of age). The majority of residents attracted to the Wellings Community model are generally in their 70s and 80s and are retired, as seen in other communities where the franchise exists. Some Wellings residents continue with employment typically through work-from-home arrangements. Many Wellings residents are active within their communities on a volunteer basis. The proposed development will provide a strong live/work ratio by providing 30 to 40 long term employment opportunities on-site. The proposed development will support a mutually beneficial relationship between future residents and the adjacent commercial area, supporting the creation of a more complete and mixed use community. The development will provide housing in the mid-range affordability level as well as various amenities to support active, social, and healthy lives for residents. The proposed residential intensification will support the continued provision and/or future expansion of public transit services.

5.5.4 Employment Conversion

Section B of the Official Plan generally addresses the Town's Growth Management strategies. Subsection B10 of the OP addresses the removal of employment lands from an Employment Area designation and states the following:

B10 Proposals to convert lands within the Employment Area designation to another land use designation will be reviewed through a comprehensive review as defined by this Plan. In considering a request to remove lands from an Employment designation, it shall be demonstrated through the comprehensive review that:

- a) There is a need for the conversion; and,*

- b) The lands are not required over the long-term for the employment purposes for which they are designated.*

The policy direction under subsection B10 is unclear, and so we offer a detailed examination of the wording of the policy to better understand the intent of the OP. Subsection B10 may be broken down into two (2) sentences. The first sentence speaks to the conversion of lands within the Employment Area designation to another land use designation. The wording clearly speaks to the Employment Area designation, which is a discrete land use designation on Schedule A and addressed under Section C6 of the Official Plan. As the subject lands are designated MUCE, this portion of the subsection B10 clearly does not apply.

The second sentence under subsection B10 is not as clear as the first sentence in that it refers to an Employment designation, rather than the Employment Area designation. It is unclear if this difference in wording is intentional, or rather if it is simply poorly described. The most coherent way to read this policy as a whole is that the second sentence sets out the applicable test when considering conversion of lands within the Employment Area designation as described in the first sentence.

Although it is our interpretation the intent of Section B10 was intended to apply only to the Employment Area designation, out an abundance of caution we will examine the policy direction based on the exact wording of the subsection. As discussed above, the first sentence of subsection B10 does not apply as it pertains solely to the Employment Area designation. Focusing then on the second sentence, subsection B10 states that a comprehensive review is required in considering a request to “remove lands from an Employment designation”. It is our opinion that the subject OPA and ZBA applications do not represent a request to remove lands from an employment designation for the following reasons:

- / Firstly, it is our opinion that the MUCE designation does not constitute an “Employment designation” that would trigger a comprehensive review, as per the PPS. Under Section C5.2 of the OP, the lands within the MUCE designation are described as being commercial areas, first and foremost. The surrounding area is characterized primarily by retail and other commercial uses not associated with local manufacturing, warehousing, or office uses. The planned function of employment areas is for people to travel to their destination for work. In contrast, the area surrounding the subject lands is commercial in nature, with the historically established and planned function being primarily for shopping and retail purposes. People predominantly travel to this location to shop. Accordingly, it is our opinion that the subject lands are not located within an “Employment designation”.
- / Secondly, even if the MUCE designation is deemed to be an “Employment designation”, subsection B10 states that a comprehensive review is only required in considering a request to “remove lands from an Employment designation”. The proposed OPA and ZBA applications do not propose to remove lands from the MUCE designation, but rather propose to add a new residential use on a site-specific basis, in addition to all other currently permitted uses. As such, a Comprehensive Review is not required.
- / Finally, it is noted that the Town of Arnprior has approved the addition of a variety of residential uses (including retirement homes) as permitted uses on approximately ±7.48 hectares of MUCE designated lands along Madawaska Boulevard. As per Section C5.8.4 of the Official Plan, these residential uses are permitted in addition to all other uses already permitted in the parent MUCE designation. The recently completed Growth Management Strategy (GMS) includes these lands within the Town’s supply of employment lands. Accordingly, it is evident that even if the MUCE designation is deemed to be an “Employment designation”, the simple addition of limited residential uses within the MUCE designation is not considered a removal of employment lands. As such, a comprehensive review should not be required.

Despite the foregoing, if it is ultimately determined that Subsection B10 does indeed apply to the MUCE designation and that the proposed development does represent removal of lands from an employment designation, a Comprehensive Review in satisfaction of the criteria outlined under Subsection B10 has been prepared. The Comprehensive Review includes analysis of census data that indicate population trends, as well as the amount of vacant industrial land within the Town based on satellite imagery and Official Plan documentation. The findings of the Comprehensive Review indicate that:

- / There are approximately 56.7 hectares (140 acres) of vacant industrial land in the Town. There is demand for 10.5 hectares (26 acres) of industrial land to 2047. As such, the vacant industrial land supply is over five times greater than demand.
- / There are approximately 45.5 hectares (100 acres) of vacant commercial land in the Town. There is demand for 14 hectares (35 acres) of commercial land to 2047. As such, the vacant commercial land supply is nearly three times greater than demand.

At ± 3.72 hectares, the subject lands represent less than 10% of the total vacant commercial land supply in Arnprior and approximately 3% of the total vacant industrial land supply in the Town. Overall, the assessment by Tate concluded that approval of the requested land use addition is anticipated to have a negligible impact on the long-term supply of employment lands. The Tate assessment also found that there is a clear need for seniors housing in the region. Over the next 15 years, 70% of population growth in Renfrew County is forecast to occur in the 55+ age segment. For more details on employment land availability and population projections, please refer to the concurrently submitted Comprehensive Review prepared by TER.

Accordingly, the proposed development is not anticipated to adversely impact the Town's ability to provide an adequate supply of employment or commercial lands for the 2047 planning horizon. Given that the subject lands have sat vacant for more than 20 years, the proposed development would not result in the elimination of any existing jobs. Rather, 30 to 40 new jobs would be created that would complement and enhance the diversity of local employment opportunities within the broader commercial area. The growing proportion of older persons within the municipality demonstrates a clear need for more diverse housing options for older persons. The proposed development would address this need through an innovative and desirable housing model which supports independent living and has a clear synergy with nearby commercial uses.

5.5.5 Mixed Use Commercial / Employment Area (MUCE) Designation

The subject lands are designated 'Mixed Use Commercial / Employment Area' (MUCE) as per Schedule A of the Town of Arnprior Official Plan. Section C5 of the OP outlines the policy directions applicable to lands designated MUCE. An Official Plan Amendment (OPA) is required to permit the proposed residential use on the subject lands on a site-specific basis. The details of the OPA are examined in greater detail under Section C5.3 below.

C5.2 *It is the objective of the Mixed Use Commercial/Employment Area designation to:*

- a) *Provide for the development of retail uses that primarily have large floor areas in high traffic areas that have been comprehensively planned;*
- b) *Maintain and enhance the function of these commercial areas in the Town that serve a large market as major multi-use, multi-purpose commercial areas;*
- c) *To encourage the consolidation, intensification and expansion of major commercial uses and to encourage the redevelopment of existing major commercial uses to foster a more pedestrian oriented environment;*
- d) *Provide for orderly, phased redevelopment of existing single use commercial areas into multi use commercial areas that accommodate complementary retail, service, and office employment uses;*
- e) *Provide locations for light industrial uses that do not require large buildings or sites;*
- f) *Provide locations for start up uses and other uses that require a variety of site and building configurations;*

- g) *Provide opportunities for redevelopment and the evolution of traditional industrial uses into higher quality service commercial and office uses in mixed use buildings;*
- h) *Provide opportunities for businesses offering complementary services to locate in close proximity to each other; and,*
- i) *Protect these commercial areas from incompatible residential uses.*

The proposed development conforms with the broad objectives of the MUCE designation. The MUCE designation is described as a commercial area, with limited permissions for employment-related uses. While the objective (i) states that these commercial areas should be protected from incompatible residential uses, it does not state that residential uses shall not be permitted. Rather, it is clear that the intention of (i) is to ensure that any residential uses are compatible with surrounding land uses. In this context, it is our opinion that the proposed development represents a uniquely well-suited form of residential development to be accommodated within the MUCE designation.

As has been described above, the proposed development is intended to support independent living for older persons. A variety of on-site services will be provided, but proximity to daily necessities such as grocery stores is critical for future residents. Proximity to a variety of commercial services will enable residents to maintain their independence and age in place by reducing their reliance on private vehicles and improving access to daily necessities. Residents will be encouraged to maintain healthy and active lifestyles by walking to nearby businesses, thus improving the pedestrian environment and the overall vitality of the broader commercial area. The proposed development will establish a more mixed and complete community, resulting in a mutually beneficial relationship with nearby commercial uses as residents support the continued economic success of nearby businesses.

From a land use compatibility perspective, the proposed development is not anticipated to experience any adverse impacts as a result of adjacent commercial uses. Similarly, it is not anticipated that the proposed development will hinder the continued growth or ongoing operations of existing businesses. It is important to note that the MUCE designation is intended to accommodate only light industrial uses, which are further encouraged to transition into higher quality service commercial and office uses within mixed-use buildings. Large-scale industrial uses which are not compatible with residential uses and which require significant amounts of land, such as manufacturing uses, are not permitted within the MUCE designation.

C5.3 A full range of commercial uses are permitted on lands designated Mixed Use Commercial/Employment Area designation including:

- a) *Business and professional offices;*
- b) *Clinics and health care facilities;*
- c) *Entertainment uses;*
- d) *Financial institutions;*
- e) *Funeral homes;*
- f) *Hotels and motels;*
- g) *Industrial and warehouse uses with no outdoor storage or processing components;*
- h) *Motor vehicle sales and leasing establishments;*
- i) *Personal service uses;*
- j) *Private and commercial schools;*
- k) *Recreational vehicle sales and service establishments;*
- l) *Restaurants and take-out restaurants;*

- m) Retail uses subject to floor space limits that are included within the implementing zoning by-law; and,
- n) Service uses.

The proposed development consists of 156 purpose-built rental dwelling units, comprised of 74 apartment units and 82 townhouse units. The development will be geared towards older persons and is best-defined as a 'retirement home' under the Town of Arnprior Zoning By-law 6875-18. As discussed above, it is our opinion that the proposed residential use is appropriate for the subject lands and is highly compatible with other uses permitted within the MUCE designation.

The appropriateness of residential uses within the MUCE designation has been demonstrated elsewhere within the Town of Arnprior. Section C5.8.4 of the OP was a Town-initiated amendment to approve the addition of a variety of residential uses (including retirement homes) as permitted uses on approximately ± 7.48 hectares of MUCE designated lands along Madawaska Boulevard. As per Section C5.8.4 of the Official Plan, such residential uses are permitted in addition to all other uses already permitted in the parent MUCE designation. It is notable that no particular development plans were developed for these lands to demonstrate compatibility. Given the significant overall area and the broad nature of residential permissions added along Madawaska Boulevard, it is evident that the MUCE designation may appropriately accommodate a variety of residential uses. The subject OPA seeks a similar exception on a much smaller site-specific basis, where it has been demonstrated that the specific nature of the proposed development is compatible on the subject lands.

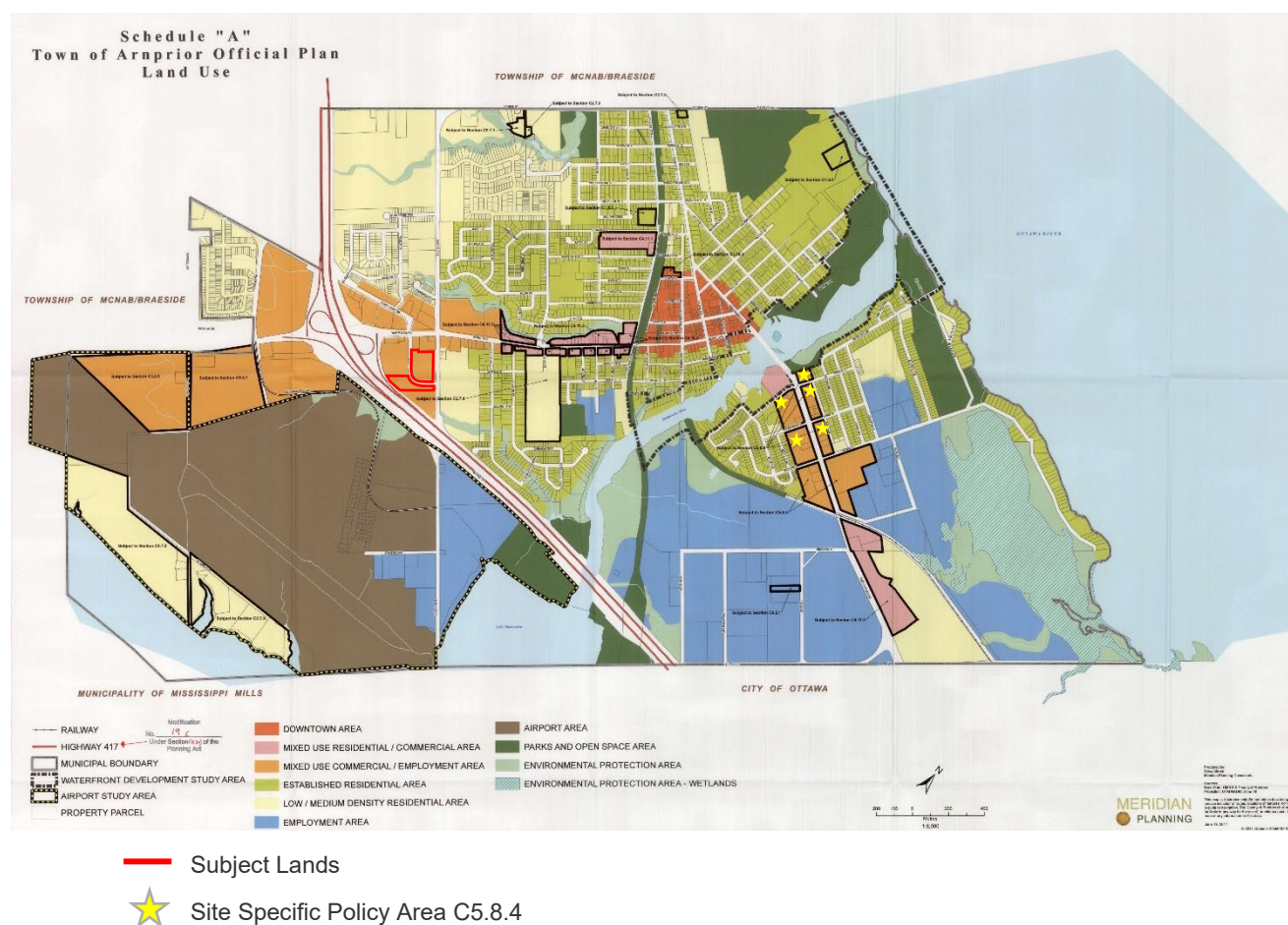


Figure 7: Schedule A - Land Use, of the Town of Arnprior Official Plan.

5.5.6 Proposed Amendment

The Applicant is requesting a site-specific amendment to the Official Plan to add 'Retirement Home' as a permitted use on the subject lands, which are currently designated MUCE as per Schedule A. This approach to expanding use allowances is consistent with the Site Specific Policy Areas established in Section C5.8.4 of the Official Plan, applied to the portion of Madawaska Boulevard between McNab Street/Jack Crescent and Bridge Street. The proposed policy section to be added to the Official Plan is as follows:

C5.8.X *Winners Circle (On the Southeast and Southwest Corners of Baskin Drive E)*

In addition to all other uses permitted in the Mixed Use Commercial/Employment Area designation, a four (4) storey retirement home comprised of 74 apartment units and 82 townhouse units shall be permitted.

This proposed amendment will maintain all currently permitted uses on the subject lands for their long term commercial potential, while also allowing for compatible residential uses to be introduced that will assist the Town in meeting the current and growing need for rental housing for older persons.

An amendment to the Town of Arnprior Official Plan is required to permit the proposed development on the subject lands. It is our opinion that the proposed amendment to permit a retirement home is appropriate for the subject lands and consistent with the general intent of the applicable OP policies in so far as it supports the compatible mixed use development within a commercial area. The proposed development supports many of the OP's strategic goals relating to sustainable development, community character, economic development, and housing. Furthermore, the proposal will assist in providing a mix of housing options for peoples all incomes and ages. The proposal will improve the efficient use of vacant lands within the urban area and is not anticipated to have an impact on the Town's long-term supply of commercial or employment lands.

5.6 Growth Management Strategy (2021)

On July 12th, 2021, Town Council authorized the preparation of a growth management study by Watson & Associates Economists Ltd. to provide the Town with an update on population, housing, and employment projections for the purpose of providing background information for the Town's Official Plan review and update. The projections are also intended to inform development charges and can be used as a tool to demonstrate growth for attracting economic investment. An urban land needs analysis was carried out to determine if the Town has a sufficient supply of land to accommodate forecasted demand over the next 25 years. The resulting Growth Management Strategy (GMS) was accepted by Council in September of 2022.

An analysis of the findings of the GMS was completed by Tate Economic Research Inc. in support of the subject OPA and ZBA applications. The analysis includes commentary on the findings of the GMS regarding residential land supply, employment lands supply, and employment land conversion criteria. For further details, please refer to the concurrently submitted GMS Review Letter, prepared by TER.

5.7 Age-Friendly Community Plan (2016)

In 2016, the Town of Arnprior completed its Age-Friendly Community Plan (ACP), which is a document focused on establishing policies, services and structures related to the physical and social environment of Arnprior, designed to support

and enable older people to live in a secure environment, enjoy good health, and continue to participate fully in their communities. Development of the plan included an extensive engagement process involving over 150 seniors, 25 service providers, 15 family members, and 30 members of the community.

From a housing perspective, the ACP identifies needs for more of the following:

- / Long term care beds
- / Appropriate and affordable housing options
- / Rent-geared-to-income housing
- / Retirement homes
- / Facilities with a continuum of supports to facilitate 'aging-in-place'

Amongst the housing goals and objectives identified was the following:

- / 1.2: Explore and build new and innovative seniors housing options that allow for progressive care and aging in place.

The proposed development will introduce an innovative and supportive living environment for older adults and seniors to the Town of Arnprior that provides these demographics with opportunities to age in place, within close access to retail and entertainment services.

5.8 Zoning By-law 6875-18 (2018)

The Town of Arnprior Zoning By-law 6875-18 was adopted by Town Council on October 9, 2018, to regulate land use and to implement the policy direction of the Town's Official Plan. The purpose of the Zoning By-law is to outline specific regulations for the location and use of buildings and structures, addressing matters such as parking requirements, building height, and setbacks (among others). The Zoning By-law's sections on General Provisions and Parking and Loading Standards apply to all properties in the Town. Other standards are specified by zone, as identified on Schedule A. The version reviewed in this Report is the August 4, 2021, office consolidation.

The subject lands are zoned 'Mixed Use Commercial/Employment (MU-CE)' per Schedule A of the Zoning By-law. The MU-CE Zone generally applies to former Highway Commercial lands along Madawaska Boulevard, Daniel Street, and on White Lake Road. A Zoning By-law Amendment (ZBA) application is required to establish a site-specific MU-CE-XX Zone on the subject lands. The ZBA is required to permit the proposed retirement home use on the subject lands, and to establish appropriate site-specific performance standards.

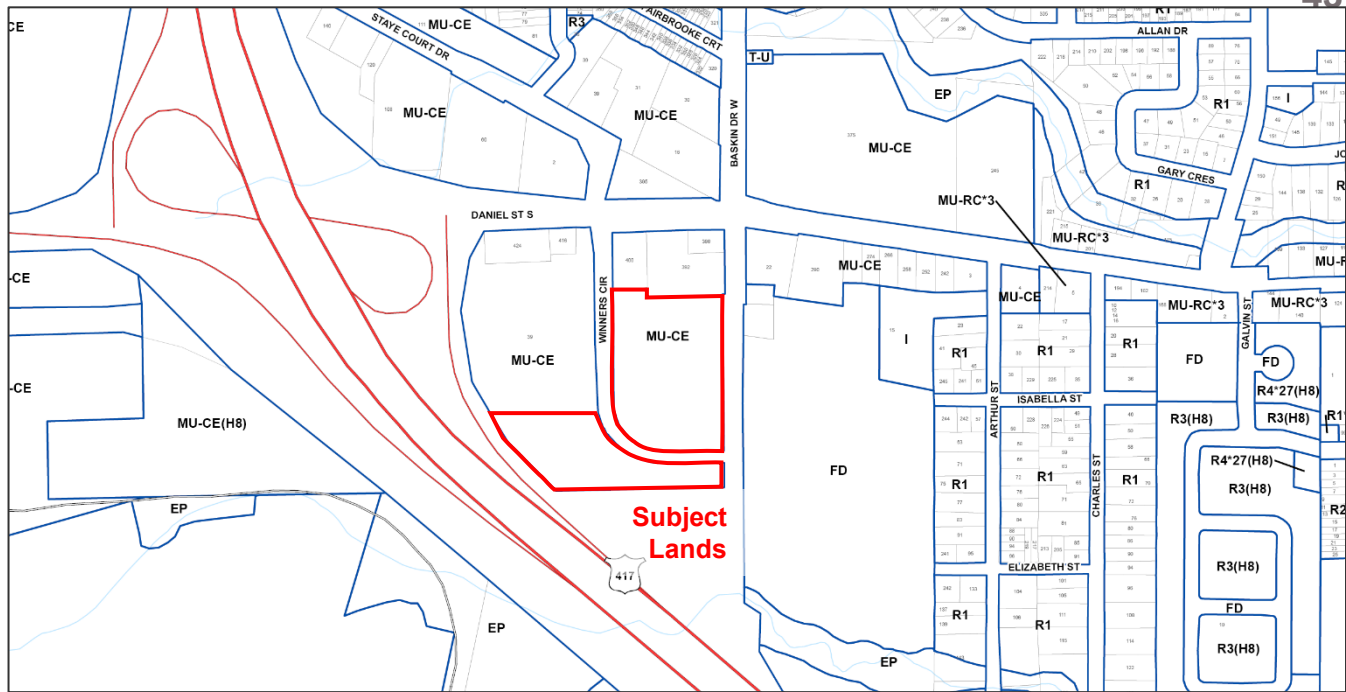


Figure 8: Schedule A, Town of Arnprior Zoning By-law 6875-18.

The Zoning By-law definition for 'Retirement Home' is as follows:

***"Retirement Home** means a residential complex or a part of a residential complex that is occupied primarily by persons who are 65 years of age or older, is occupied by individuals that are not related to the operator of the home and where the operator of the home makes at least two care services available, directly or indirectly, to the residents, and which does not include a long term care home, a private hospital or a public hospital."*

The parking requirements for the 'Retirement Home' use are 0.5 spaces per unit plus 0.2 spaces per unit for visitors. With its 156 intended units, the development will be required to provide a minimum of 109.2 parking spaces. The Traffic Brief prepared for the submission package indicates that 273 parking spaces are proposed, providing 124 parking spaces for the 76 apartment units (including 19 visitor parking spaces). The development will provide 149 spaces for the 87 townhouse units.

Regulation	Requirement	Proposed	Compliance?
Section 7.6 – MU-CE Zone			
Min Lot Frontage	30.0 m	>30.0 m	✓
Min Lot Area	1,858 m ²	>1,858 m ²	✓
Min Front Yard	6.0 m	6.0 m	✓
Min Rear Yard	12.0 m	7.5 m	✗
Min Exterior Side Yard	6.0 m	6.0 m	✓
Min Interior Side Yard	3.0 m	7.5 m	✓
Max Height	14.0 m	13.8 m	✓

Regulation	Requirement	Proposed	Compliance?
Section 7.7 – Permitted Uses			
Permitted Uses	Various commercial and light industrial uses	Retirement Home	X
Section 5.2.5			
Size of Parking Space	2.75 m x 5.5 m	2.75 x 5.5 m	✓
Section 5.2.6			
Width of Parking Aisles	6.0 m (two-way)	6.0 m	✓
Section 5.2.7			
Width of Access Ramps and Driveways	Access ramps and driveways accessing a parking area or parking lot shall be a minimum of 3.0 metres in width for one-way traffic and a minimum of 6.0 metres in width for two-way traffic.	6.0 m	✓
Section 5.2.9			
Permitted Locations for Parking	Notwithstanding any other provisions of this By-law, parking areas shall be setback a minimum of 1.2 metres from any building or structure.	>1.2 m	✓
Section 5.4.1			
Parking Requirements (select uses)	Retirement Home = 0.5 spaces / unit, plus 0.2 spaces / unit for visitors	286 spaces	✓
Section 5.5 – Accessible Parking			
Accessible Parking Spaces	101-133 required parking spaces = 2 Type A + 3 Type B accessible spaces	5 accessible spaces	✓
Dimensions	Type A Space = 3.4 m wide, plus an access aisle that is 2.0 m wide Type B Space = 2.75 m wide, plus an access aisle that is 2.0 m wide	3.4 width + 2.0 m access aisle	✓
Section 5.7 – Bicycle Parking			
Bicycle Parking	a) In cases where 13 or more motor vehicle parking spaces are required in accordance with Tables 5.3 and 5.4 of the By-law, the minimum number of bicycle parking spaces provided shall be 5% of the required number of motor vehicle parking spaces. b) Notwithstanding sub-section (a) above, the maximum number of bicycle parking spaces required is 30 bicycle parking spaces. c) Bicycle parking spaces must have a minimum width of 60 cm wide and a minimum length of 1.9 m long. d) Motor vehicle parking requirements may be reduced in any zone except the R1, R2, R3 and R4 Zones at the rate of one motor vehicle parking space required for every 5 additional bicycle parking spaces beyond what is required in sub-section a) provided the reduction does not reduce the number of required parking spaces by more than 10%.	6 bicycle spaces	X
Section 7.3.2			

Regulation	Requirement	Proposed	Compliance?
Planting Strips	<p>A minimum 3.0 m wide planting strip abutting the full length of a lot line is required on a lot in any Mixed-Use Zone except the Downtown Commercial/Residential Zone that abuts an interior side or rear lot line of a lot in any Residential Zone.</p> <p>A minimum 3.0 m wide planting strip abutting the full length of the lot line is required along the front and exterior side lot lines in any Mixed Use Zone, except the Downtown Commercial/Residential Zone.</p>	3.2 m	✓

The proposed development does not conform with the provisions of the Mixed Use - Commercial Employment Zone under Zoning By-law 6875-18. Accordingly, a Zoning By-law Amendment application is required to permit the proposed land use and establish appropriate site-specific provisions. Pending approval of the proposed Official Plan Amendment, the proposed Zoning By-law Amendment is anticipated to conform with the policies of the Official Plan.

6.0 Summary Analysis

Wellings of Arnprior Inc. is submitting applications to the Town of Arnprior for an Official Plan Amendment (OPA) and a Zoning By-law Amendment (ZBA) to allow for the development of 156 new independent living residential units that will provide purpose-built rental housing for adults over 55 years of age. The proposed development is being designed as a Wellings Community, following the success of the franchise's developments established in Whitby, Picton, Waterford, Winchester, Stittsville, and Corunna, Ontario. These other Wellings communities have seen the greatest interest from tenants who are in their 70 and 80s, lending to their importance in supporting seniors within these communities. The proposed development is envisioned as a 4-storey 74-unit apartment residence along with 82 bungalow townhouse units complemented by on-site amenities and services intended for the use by residents. The proposed development will result in the creation of approximately 30 to 40 new jobs on-site. The proposed residential intensification of the site is also anticipated to support local businesses.

The synergy between residential and commercial uses, particularly with nearby food retailing, is essential to the vision of the Wellings independent living concept and is a mutually beneficial relationship – seniors with reduced mobility are able to walk to access nearby goods and services, while the mid to high residential density of the Wellings development increases the consumer base that supports local businesses. Land rental is another essential factor to the model whereby Wellings communities keep capital costs down by avoiding land purchase. This allows Wellings to bring rental units to the housing market that are financially viable for future residents. Wellings of Arnprior Inc. has considered other locations in Arnprior for the development, but none offer the desired commercial/residential synergy or financial feasibility that are available at the pursued location. Creating an isolated residential development without nearby amenities simply does not work for supporting the independence of seniors.

Choice Properties has owned the subject lands since 2013 and has indicated that little interest has been received from the business community to put the vacant lands to use through commercial development. Hesitancy may be attributable to the lack of frontage onto, and visibility from, an arterial road (i.e. White Lake Road), which makes these lands less desirable from a commercial investment and viability perspective. Shifts in the retail economy towards online commerce, which has reduced investment interest in brick-and-mortar retailing, is another impacting factor. Without expansion of land use

opportunities on the subject lands (i.e. adding residential uses), there is a high likelihood that the lands will remain vacant for the foreseeable future. Idle lands impact the attractiveness of the Town and give the appearance of stifled economic development; they also lower the Town's return on infrastructure investment. Approval of the subject OPA and ZBA will allow for the lands to transition out of their long term vacant and state and be put to efficient use in helping to address the Town's growing need to provide housing for an aging population. The Town will also benefit from the increased tax revenue generated by the development, which is likely to also include taxes from new residents attracted to Arnprior specifically seeking the Wellings model of community living.

The subject lands are designated 'Mixed Use Commercial/Employment Area' (MUCE) as per Schedule A of the Town of Arnprior Official Plan. The MUCE designation is primarily intended to provide for the development and intensification of commercial areas. Permitted uses include a wide range of commercial uses, as well as a limited range of light industrial uses. The subject lands are zoned 'Mixed Use - Commercial/Employment (MU-CE) Zone' as per Schedule A of Arnprior Zoning By-law 6875-18. The MU-CE Zone permits a wide range of commercial uses, as well as certain industrial uses.

In order for the Town to permit the proposed development of the subject lands, applications for OPA and ZBA are required. The intent of the applications is to maintain the full range of permitted uses on the subject lands, while adding 'Retirement Home' as a permitted land use on a site-specific basis.

Concern has been raised by the Town's administration that the proposed development triggers the employment land conversion policies of the Provincial Policy Statement and the Town's Official Plan. However, it is our opinion that the subject lands do not constitute an "employment area" under the Provincial Policy Statement. The planned function of the surrounding area is commercial in nature. Furthermore, the addition of residential permissions with the MUCE designation on other sites within the Town has not been treated as a conversion by the GMS, which continues to identify those lands as being within the employment land inventory of Arnprior. As such, it is our opinion that provincial and local employment conversion policies do not apply. As such, it is also our opinion that even if the subject lands are deemed to be an "employment area" provincial and local employment conversion policies do not apply to the subject applications.

Although the subject lands do not represent an employment area, the employment conversion policies at the provincial and local levels have nonetheless been examined in response to concerns expressed by Staff during the Pre-Consultation phase, and to further demonstrate the appropriateness of the proposed development at this location. Included in this review is an analysis of draft changes outlined in the Province's recently released draft of *Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023* (Bill 97). Among other things, the Bill proposes significant refinements to the definition "area of employment" under the *Planning Act*, together with a corresponding definition of "employment area" in the new proposed Provincial Planning Statement. If passed as currently drafted, the Bill will narrow the range of land uses considered as employment areas and would more clearly disqualify the subject lands from being considered part of an employment area.

Even if the subject lands are deemed to be an employment area, as the existing MUCE designation and MU-CE zoning are proposed to be retained – rather than redesignating/rezoning the lands to another land use category – it is our opinion that provincial and local employment conversion policies do not apply. The subject lands will maintain their current MUCE designation and the full range of permitted uses. Furthermore, it is our opinion that the Town's Official Plan does not treat MUCE designated lands as being subject to policies governing removal of land from areas of employment under Policy B10, which applies exclusively to lands in the 'Employment Area' designation, despite the section's convoluted wording.

The Town's Growth Management Strategy (GMS), completed by Watson & Associates Economists Ltd. in 2022, indicates that the Town is anticipated to have a surplus of employment lands until the Town's long range planning horizon of 2047. The requested residential land use allowances would therefore have no impact on the Town's ability to meet the anticipated demand for employment lands over the next 25 years. The GMS speaks to the increasing need for the Town to dwelling units that meet the needs of an ageing population. Without zoning requirements in place to specifically require this type of development, and with no financial incentives available to developers for creating purpose-built rental units, the Town is strongly encouraged to support private sector initiatives that help to address this growing need in the housing market, in locations that make sense from a community benefit, land use compatibility, and project viability perspective.

7.0 Conclusion

Wellings of Arnprior Inc. is presenting an important residential investment opportunity for the Town of Arnprior that would take vacant lands out of their idle underutilized circumstance and intensify them with a housing development specifically designed to address the independent living needs of older adults. The proposed development is responsive to the demographic trajectory of Arnprior and surrounding region, which is the continuing trend of an aging population.

Notwithstanding the requested Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA), it is Fotenn's professional opinion that the proposed development is generally consistent with the applicable policies of both the County of Renfrew and Town of Arnprior Official Plans in so far as it will support goals focused on sustainable development, community character, economic development, and housing. The development will make a valuable contribution towards expanding Arnprior's housing stock with new rental units that are accessible and inclusive to older residents.

It is Fotenn's opinion that the proposed development represents good land use planning and should be approved based on the merits of the proposal discussed in this report. Pending approval of the subject OPA and ZBA applications, a future application for Site Plan Approval will be required prior to submission of any Building Permit applications.

Should you require any additional information, please do not hesitate to contact the undersigned.

Respectfully,



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Senior Planner
416.789.4530 x 11
Fotenn Planning + Design



Erica Beasley
Senior Planner
416.789.4530 x 19
Fotenn Planning + Design

Appendix A

Draft By-law to amend the Town of Arnprior Official Plan

The Corporation of the Town of Arnprior

By-law Number XXXX-24

A by-law to amend The Official Plan of the Town of Arnprior, as amended.

Pursuant to Section 17 of the Planning Act, 1990, the Council of the Town of Arnprior hereby enacts as follows:

1. **That** the Official Plan of the Town of Arnprior, as amended, is hereby further amended as follows:
 - a) Schedule “A” is amended by designating those lands known as East Half of Lot 3, Concession A, former Township of McNab, now in the Town of Arnprior, County of Renfrew, as Mixed Use Commercial / Employment Area “Subject to Section C5.8.X” as shown on the attached Schedule “A”
 - b) The following text be added to Section C5.8 of the Official Plan:

“C5.8.X 39 Winners Circle Drive
Notwithstanding policies contained in C5.3 Permitted Uses, for the lands shown to be subject to this Section on Schedule A, a Retirement Home consisting of a mix of townhouse and apartment dwellings shall be permitted (maximum height – 4 storeys).
2. **That** the Clerk of the Municipality is authorized and directed to submit this By-law and the required supporting materials to the County of Renfrew for approval.
3. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and Passed this ____ day of ____, 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

Appendix B

Draft By-law to amend Zoning By-law 6875-18

The Corporation of the Town of Arnprior

By-law Number XXXX-24

A by-law to amend By-law Number 6875-18 of the Corporation of the Town of Arnprior, as amended.

Pursuant to Section 34 of the Planning Act, 1990, the Council of the Town of Arnprior enacts as follow:

1. **That** By-law number 6875-18, as amended, is hereby further amended as follows:
 - a. Schedule “A” is amended by zoning those lands known as the East Half of Lot 3, Concession A, former Township of McNab, now in the Town of Arnprior, County of Renfrew, “Mixed Use Commercial/Employment Exception XX (MU-CE*XX)”, as shown on the attached Schedule “A”, and,
 - b. By adding exception XX to “Table 10.1: Exceptions” to read as follows:

Exception Number	Base Zone	Permitted Uses	Special Rules and/or Provisions that apply that are different than in Base Zone
XX	MU-CE Zone	Retirement Home, in addition to all uses permitted in the MU-CE Zone.	Min Rear Yard = 7.5 m
			Min Bicycle Parking = 6 bicycle parking spaces

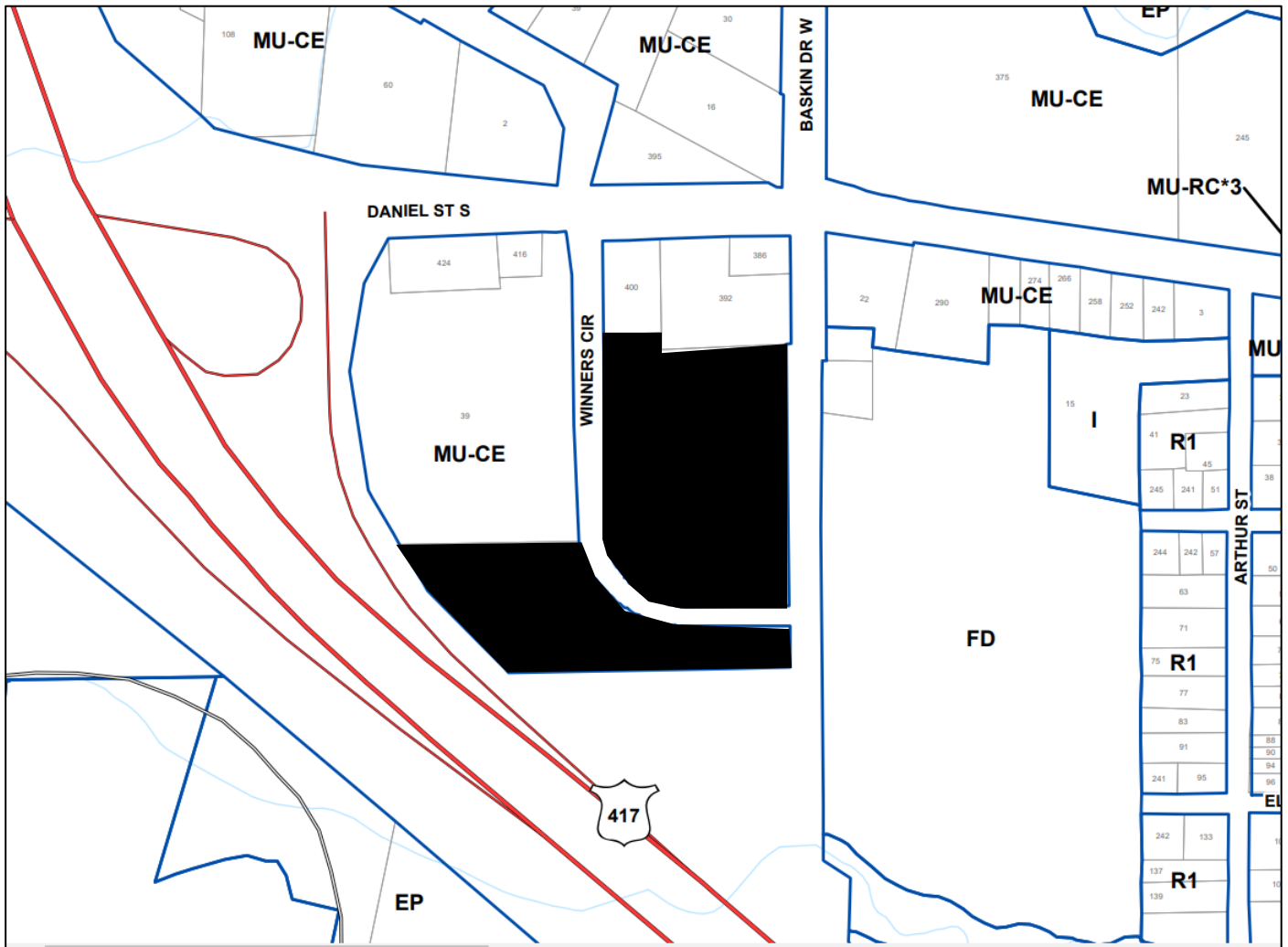
2. **That** this By-law shall come into full force and effect on the day of its passing.

Enacted and passed this ____ day of ____ 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

Schedule "A"



From MU-CE to MU-CE*XX

Schedule "A" to By-law Number XXXX-24

Enacted and **Passed** this _____ day of _____ 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

To	Robin Paquette, CAO; Alix Jolicoeur, Manager of Community Services/Planner, Town of Arnprior
From	Jamie Cook, Managing Partner; Brad Post, Senior Project Coordinator; Shaila Taku, Consultant, Watson & Associates Economists Ltd.
Date	September 15, 2023
Re:	Response to Review of Waston Economist Arnprior GMS Report Tate Economic Research Inc. (TER), April 24, 2023

Fax ☐

Courier ☐

Mail ☐

Email ☒

1. Background

Watson & Associates Economists Ltd. (Watson) was retained by the Town of Arnprior in 2021 to develop a Growth Management Strategy (GMS) as background to the Town's Official Plan (OP) Review. The primary objectives of the GMS were study to:

- Provide a comprehensive assessment of the Town's long-term population, housing and employment growth potential within the context of broader region-wide development trends and regional economic growth drivers;
- Ensure that there is an adequate supply of residential and employment lands to accommodate long-term demand which satisfies the Town's near-term and longer-term employment and population growth forecasts; and
- Provide strategic policy recommendations, working within the context of the provincial, County, and Town's planning policy framework, that accommodate development and change in a sustainable manner while protecting what is valuable to residents and businesses.

Wellings of Arnprior Inc. ("Wellings") have proposed to convert and develop two of the sites that are presently designated as Mixed use – commercial and employment. The sites are proposed to develop as a mix of traditional housing and retirement homes. Figure 1 presents the location of the sites. Tate Economic Research Inc. (TER) on behalf of Wellings has reviewed the Town of Arnprior GMS, hereafter referred to as the GMS report, prepared by Watson with a focus on the residential and employment land needs analysis and has provided a series of comments in



response to Watson in an April 24, 2023 memo to Wellings entitled, “Review of Watson Economists Arnprior GMS Report”. This memo, provided herein, aims to provide responses and explanations to the comments provided by TER.

Figure 1
Town of Arnprior
Subject Lands, 39 Winners Circle Drive, Arnprior (Wellings)



Source: Planning Justification Report, 39 Winners Circle Drive, Arnprior, April 28, 2023, Fotenn Planning + Design.

2. Key Watson Observations in Response to the TER Peer Review Report

2.1.1 *Methodology for Developing GMS Population Growth Forecast*

On page 4 of their peer review TER suggests that Watson has incorrectly applied the Ministry of Finance (MOF) forecasts to the Town.

In response to TER we note that in preparing the GMS report, the MOF forecasts for Renfrew County are provided by Watson for contextual purposes but do not form the basis for the long-term growth scenarios developed for the Town of Arnprior by Watson. We would further note that it is clarified in Section 3.4 of the GMS that the long-term population forecast for the Town of Arnprior was based on an assessment of a broader range of demographic and economic trends including historical trends, regional economic growth opportunities, outward growth pressure from the City of Ottawa, attractiveness to the 55+ population, quality of life, etc.



As discussed in the GMS report, the long-term growth outlook for the Town is very positive, however, there are a number of factors of which to be mindful of moving forward when considering the long-term population and employment growth potential for the Town. In particular, we identify that recent increases in the prime interest rate by the Central Bank of Canada over the past 18 months have the potential to soften the regional housing market and may reduce net migration levels and population growth rates for the Town and the surrounding economic region in the near- to medium-term (i.e., next one to five years). These cautions regarding a slowing macro economy and softening housing market identified in the GMS are now beginning to materialize in 2023 as predicted in the GMS report.

In accordance with our review of the near-term and longer-term growth outlook for the Town, it is our opinion that the Medium Growth Scenario identified in the GMS remains to be reasonable long-term growth outlook for the Town regardless of results of the subsequent annual population growth updates prepared by the MOF for Renfrew County since the 2021.

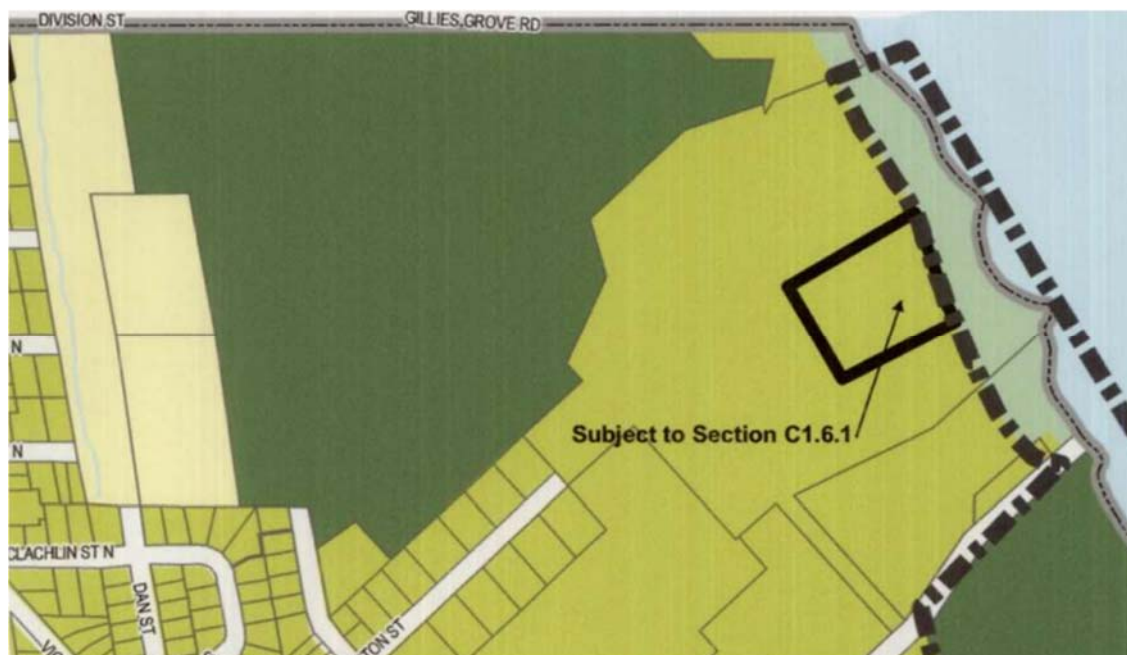
2.1.2 Residential Supply Analysis

On page 7 of their peer review TER indicates that the GMS may be overstating the supply of available residential land by including properties that are not vacant and may not be available for development. TER notes that an example of this is the Galilee Centre, which the GMS indicates is vacant. TER notes that the Galilee Centre is located on a 13.2-hectare site, representing 23% of the Town's vacant land supply.

Based on our discussions with Town staff, the area shown as subject to Section C1.6.1 of the OP and delineated on Schedule A represents the lands that are occupied by the Galilee Centre. The occupied lands which accommodate the Galilee Centre are approximately 2 ha in area, whereas the rest of the lands are designated residential and are vacant. In response to TER, we have removed the 2 ha site which accommodates the Galilee Centre from our vacant residential land supply inventory. This brings the revised 2047 housing unit surplus to 1,740 units from 1,790, as reported on Figure 29 of the Town of Arnprior GMS.



Figure 2
Town of Arnprior
Official Plan Special Policy C1.6.1 Regarding Galilee Centre



2.2 Employment Lands Supply Analysis

TER suggests on page 9 of their peer review that Watson may be overstanding the supply of available Employment Area lands in the Town by approximately 30 gross hectares (ha). TER identifies two site areas that according to their review should be considered vacant. Figure 3 provides a map of these two site areas and the status of the land supply according to the Town of Arnprior GMS Study. It is important to note that Site Area #1 is comprised of multiple parcels that include developed, vacant and underutilized parcels.

The Town of Arnprior GMS has identified these sites as the following:

- Site Area #1: East of Baskin Drive and South of Highway 417
 - Underutilized: 9 ha (one parcel)
 - Developed: 12 ha (two parcels)
 - **Total: 21 ha**

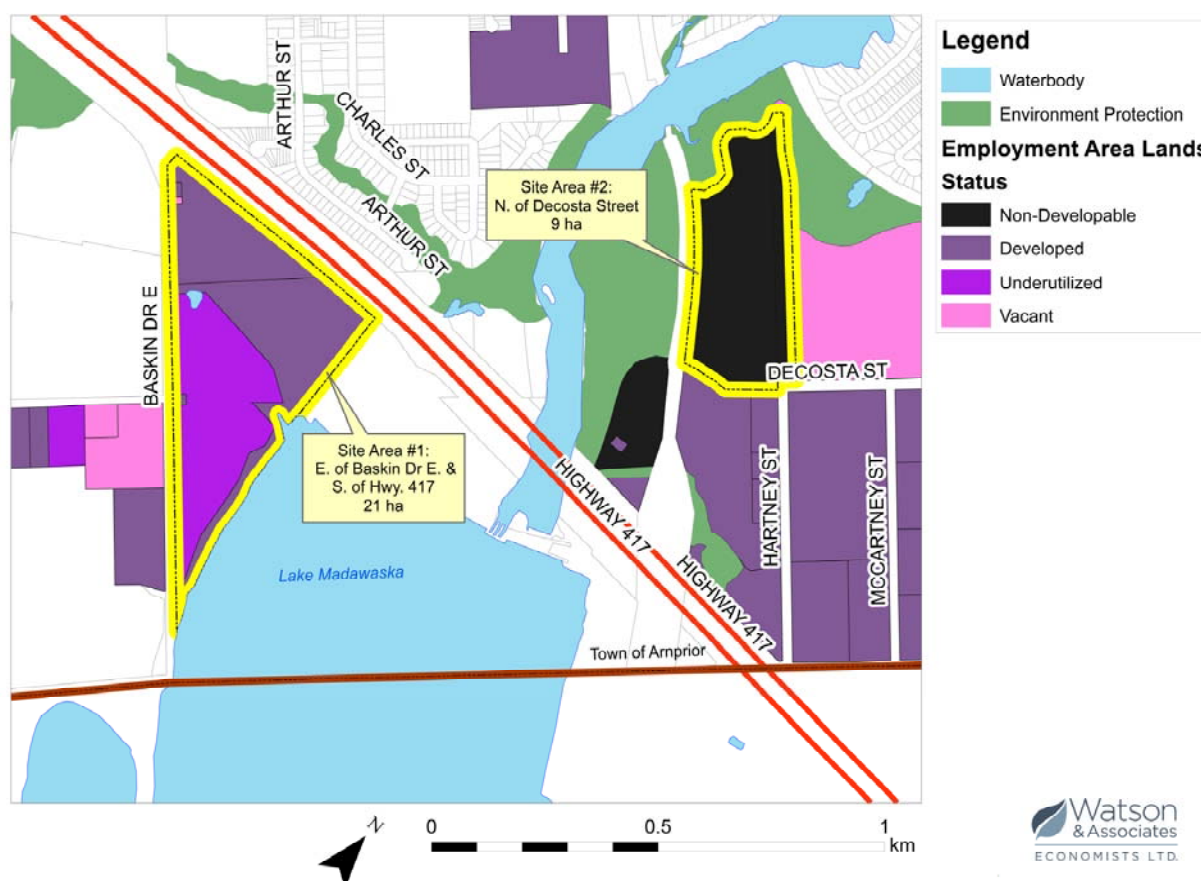


- Site Area #2: North of Decosta Street

- Non-Developable: 9 ha
- **Total: 9 ha**

As previously mentioned, TER considers both of the above sites as vacant.

Figure 3
Town of Arnprior
Employment Area Inventory
Employment Area Land Sites Further Reviewed



Site Area #1:

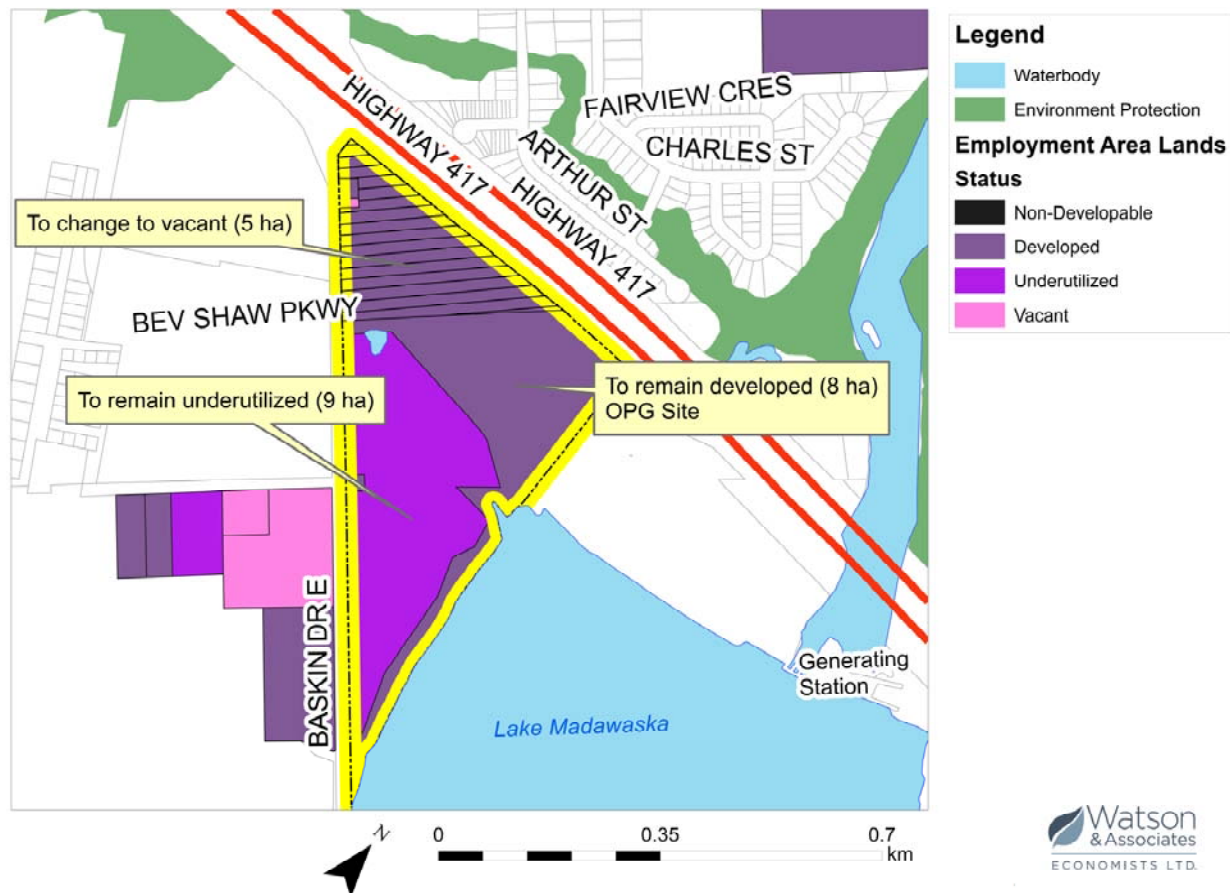
With respect to the 21 ha site (Employment Area Site Area # 1) situated east of Baskin Drive East and south of Highway 417, this site is partially owned by Ontario Power Generation (OPG) for access to their Generating Station located on Lake Madawaska located further east of subject site, as identified on Figure 4, below. A portion of lands on this site which are not owned by OPG are partially occupied and have been identified



in the GMS as underutilized. While it is identified in the GMS that underutilized lands have the potential to accommodate future employment in the Town, the long-term redevelopment potential of these lands are unknown. For this reason, underutilized employment lands have not been included in the Town's vacant Employment Area inventory. The remaining northernly parcel between Highway 417, Bevshaw Parkway and Baskin Drive is vacant. Accordingly, this parcel which measures approximately 5 gross ha or about 3.2 net ha in area, has been added vacant supply. Based on this adjustment to the Employment Area land supply, the Town's surplus of designated Employment Area lands is forecast to increase from 12 to 15 net ha (refer to Figure 32 of Town of Arnprior GMS).



Figure 4
Town of Arnprior
Employment Area Inventory
Site Area # 1 – East of Baskin Drive and South of Highway 417

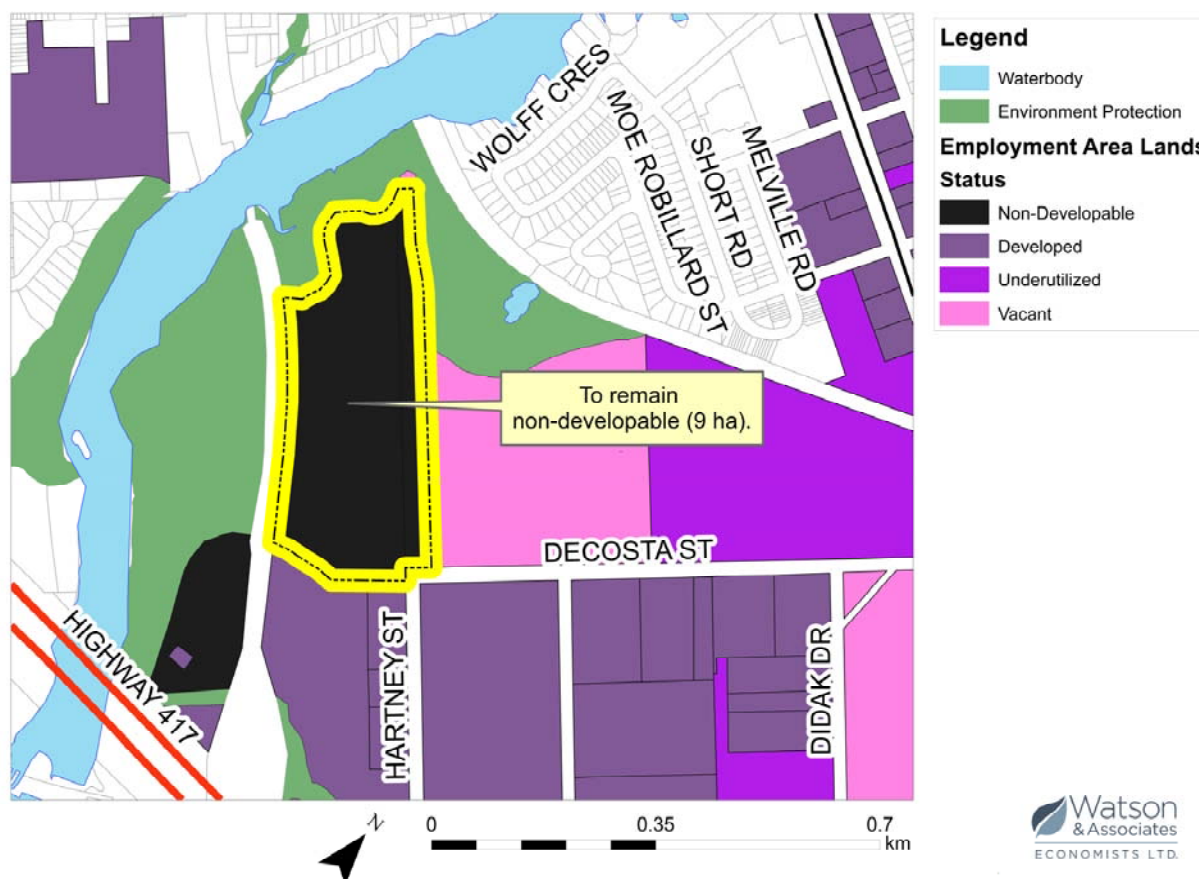


Site Area #2:

Site Area #2 measures 9 gross ha, as identified in Figure 5. The site area is owned by OPG and is currently leased to the Town for use as their snow removal site. This site has limited market potential as the site does not offer any frontage on an open road allowance. There is access from the south from Decosta Street, however the site is fronting on the Ottawa valley rail trail. The subject site also has a steep elevation and has easements for water line crossings. All of these factors pose significant constraints to the development of this site. For these reasons, the site has been considered non-developable and no further changes are recommended to the Employment Area supply inventory.



Figure 5
Town of Arnprior
Employment Area Inventory
Site Area # 2 – North of Decosta Street



2.2.1 Importance of Employment Area Lands in the Town of Arnprior

As identified in the GMS, employment lands form a vital component of the Town's land-use structure and are an integral part of the local economic development potential of the Town and broader economic region. They are also home to many of the Town's largest employers. Through development of its Employment Area land base, the Town is better positioned to build more balanced, complete and competitive communities. Thus, a healthy balance between residential and non-residential development is considered an important policy objective for the Town of Arnprior. Accordingly, the Town of Arnprior GMS emphasizes the importance of considering both the long-term need for Employment Areas (i.e., "quantity" of employment lands) as well the "quality" of employment lands informed by site-specific attributes, including; location, access, size,



configuration and compatibility with surrounding urban lands uses. As such, Watson's approach to addressing potential candidate Employment Area sites for conversion to a non-employment uses in the Town of Arnprior GMS examines both quantity and the quality of subject conversion sites prior to determining if an Employment Area site is recommended for conversion. Based on this approach, it is important to clarify that simply identifying a long-term Town-wide surplus of Employment Area lands does not alone justify the conversion of Employment Areas to a non-employment use using Watson's employment lands conversion criteria. Conversely, the identification of a long-term Town-wide shortfall of Employment Area lands does not automatically justify protecting an employment site from conversion under Watson's employment lands conversion criteria.

It is our opinion that both broader criteria regarding the long-term need for Employment Area lands at the Town-wide level combined with a review of the site-specific attributes to assess the quality of the subject employment lands under conversion pressure should be looked at collectively prior to recommending an Employment Area site for conversion or protection.



2.2.2 Site Suitability for Commercial / Employment Mixed Use

The sites under conversion pressure (shown in Figure 6) are located in proximity to Highway 417 and are located in proximity to other Mixed-Use Commercial / Employment Area (MUCE) lands. They have exposure and direct access (i.e., access through residential areas is not required). The sites are two of the Town's few remaining larger vacant serviced sites under the MUCE designation. As illustrated on Figure 6, the Town's MUCE designation forms a contiguous land use surrounding the Highway 417 interchange at White Lake Road. These lands are highly marketable for a range of commercial and light industrial uses given their size, configuration, location, arterial road frontage, exposure/access to Highway 417 and proximity to the Arnprior Airport. As the Town's population grows, the need for supporting services, commercial and employment uses will also increase. Given locational and physical attributes and proximity to an established commercial area, the subject lands are particularly well suited for commercial development which will be needed by the Town over the long-term.

The conversion of these sites are not recommended given the Town's future need for lands to accommodate commercial and light industrial uses and the potential marketability of these lands in accordance with their planned function. The conversion of these lands would potentially set a precedent for additional conversions of the Town's designated MUCE lands. This could create potential land use compatibility issues by fragmenting the existing urban structure of the Town's MUCE lands. Ultimately, this may potentially lead to the further erosion of the Town's designated MUCE land supply surrounding Highway 417.



Figure 6
Town of Arnprior
Requested Conversion Sites



2.2.3 High Level Commercial Land Demand

It is important to note that a detailed long-term commercial land needs analysis was not prepared for the Town as part of the recent GMS study. A Retail Market Demand Study (prepared by Shore Tanner & Associates) was prepared in 2014, however that Study did not assess commercial land needs. The Retail Market Demand Study identified the commercial floorspace that the Town of Arnprior could support over a 10-year period.



As such, it is recommended that the Town prepare a Commercial Land Needs Study in the near future to provide a better understanding of the Town's long-term commercial needs.

The Town of Arnprior has approximately 63,200 sq.m (680,000 sq.ft.) of retail and commercial service GLA (Gross Leasable Area).¹ It is estimated that less than 3% of the retail and commercial service GLA is vacant (approximately 1,730 sq.m or 18,600 sq.ft.) in Arnprior.² The commercial vacancy rate suggests that the vacancy rate level is below a healthy range – providing limited opportunities for new retail businesses looking for building space or to support existing retail businesses looking for a larger unit.

While the Town of Arnprior GMS identified a surplus of MUCE (Mixed Use Commercial and Employment lands) of approximately 11 ha, it is important to note that the majority of the MUCE sites measure less than 1 ha in size providing limitations on the types of commercial uses that could be accommodated. The subject site represents two of four vacant MUCE sites larger than 1 ha. Further, the subject sites are within an established commercial area providing opportunities to expand upon the Town's existing commercial base. Recognizing the Town has a fixed urban boundary there is a need to ensure a balance of both residential and non-residential opportunities within Arnprior over the long-term as new Employment Area sites cannot be added to the Town to replace existing sites if converted.³

Given the location and physical attributes of the subject sites, these lands are well-positioned to attract a broad range of commercial and light industrial land uses over the long-term. Relevant site-specific attributes which support the marketability of these lands for commercial/light industrial use include:

- Combined sites provide a relatively large vacant land area (approx. 3.70 ha), which would allow for a broad range of commercial and light development options (i.e., sizes and uses);
- Direct access and exposure to Highway 417 with frontage along Baskin Drive East and Winners Circle;

¹ Based on the commercial building space inventory in the Town of Arnprior Market Demand Study prepared by Shore Tanner & Associates, November 2014 and new construction of commercial floorspace since 2014 (Town of Arnprior building permit activity).

² Based on a vacant building space inventory compiled by the Town of Arnprior planning staff.

³ Refer to Schedule "A" of Town of Arnprior Official Plan (Land Use).



- Located in proximity to the Arnprior Airport; and
- Located adjacent to an established commercial area that includes a cluster of the Town's largest and most visited retail destinations (e.g., No Frills, Peavy Market, Canadian Tire and Arnprior Shopping Centre).

In accordance with our assessment of Town's long-term need for residential and Employment Area lands, it is our recommendation that the subject MUCE lands should not be converted to a residential designation.

3. Conclusions and Recommendations

Based on our review of the TER report, the following conclusion are provided:

1. The subject site is one of the few vacant lands remaining in the Town which is well-suited to accommodate large format commercial and/or light industrial development. Relevant site-specific attributes which support the marketability of these lands for commercial/light industrial use include:
 - Combined sites are approximately 3.70 ha in size, which would allow for a broad range of commercial and light development options land uses and size;
 - Direct access and exposure to Highway 417 with frontage along Baskin Drive East and Winners Circle;
 - Located in proximity to the Arnprior Airport; and
 - Located adjacent to an established commercial area that includes a cluster of the Town's largest and most visited retail destinations (e.g., No Frills, Peavy Market, Canadian Tire and Arnprior Shopping Centre).
2. The Town has a more than sufficient supply of residential lands to accommodate anticipated housing development throughout the Town over the next 25 years. In accordance with our revised residential land needs analysis provided herein, the Town has a potential housing surplus of 1,740 housing units to the year 2047 in accordance with the recommended (Medium) Growth Scenario. As of 2022, the Town had the potential to accommodate an additional 3,660 households on vacant residentially designated lands in active plans of subdivision, inactive



greenfield area and identified intensification areas. Based on forecast housing demand over the long-term, this represents a land supply of approximately 42 years. These identified vacant residential lands and residential intensification areas offer opportunities to accommodate a range of future housing options by built-form, density and structure type (i.e., single-detached/semi-detached, townhomes, apartments, secondary units) including seniors' housing.

3. The Town also has a more than sufficient supply of vacant Employment Areas lands to accommodate forecast employment growth. While the Town currently has a more than sufficient supply of employment lands to accommodate forecast demand over the next 25 years, it is important to clarify that simply identifying a long-term Town-wide surplus of Employment Area lands does not justify the conversion of Employment Areas to a non-employment use. As previously discussed, both the quantity and quality of the Town's Employment Area's were examined by Waton through the Town of Arnprior GMS in arriving at the recommendation to maintain the subject lands under the current MUCE designation.
4. Watson's recommended long-term population forecast for the Town remains appropriate for land-use and municipal planning purposes.

In accordance with our updated assessment of Town's long-term need for residential and Employment Area lands, it is our recommendation that the subject MUCE lands should not be converted to a residential designation.



Angela Mariani, BA
Development Planner
Wellings of Arnprior Inc.
c/o Nautical Lands Group Inc.
372 Taunton Road East, Unit #L4B
Whitby, ON L1R 0H4

April 24, 2023

Re: Review of Watson Economists Arnprior GMS Report

Dear Ms. Mariani:

Wellings of Arnprior Inc. (“Wellings”) is proposing to develop a unique form of housing to be known as Wellings of Arnprior, which aims to fill the gap between traditional housing and retirement homes. Wellings of Arnprior is planned to offer older persons the opportunity to live in full-sized dwelling units with a complete range of functionality, while also offering a variety of optional supporting amenities and services. This form of housing is intended to help provide an alternative for older adults which is often missing or underrepresented in most communities.

Wellings will require planning approvals in order to proceed with the permissions. One of the issues to be addressed by Wellings with respect to its application is the supply of residential and employment land in the Town of Arnprior (“Town” or “Araprior”).

The Town retained a consultant to prepare its Growth Management Study. This analysis is summarized in the Watson & Associates Economists Ltd. report titled Official Plan Review, Town of Arnprior, Growth Management Strategy – Final Draft, June 2022 (“GMS”). The GMS was prepared as background to the Town’s Official Plan review. It addresses a number of issues, including the “...supply of residential, commercial and employment lands to accommodate long-term demand which satisfies the Town’s near-term and longer-term employment and population growth objectives.”

Tate Economic Research Inc. (“TER”) has been requested to review the GMS with a focus on the residential and employment land analyses. This letter provides a summary of our review of the GMS.

This TER letter is presented in the following format:

Section 1 – Residential Land Needs Commentary

Section 2 – Employment Land Needs Commentary

Section 3 – Employment Land Conversion Commentary

Section 4 – Summary and Conclusion

1 Residential Land Needs Commentary

TER comments on the GMS residential land needs analysis are summarized in the following format:

- GMS Population Forecast Summary
- GMS Population Forecast Comments
- TER Population Forecast
- Updated Ministry of Finance Population Projections
- Land Needs Analysis
- Residential Land Supply

1.1 GMS Population Forecast Summary

In order to quantify the demand for residential land in Arnprior, the GMS forecasts population growth to the year 2051. The population forecast presented in the GMS is replicated in Figure 1 of this memo. Although there are portions of the GMS analysis that we disagree with, the following points summarize the Watson analysis as presented in the GMS. Our comments on the analysis from the GMS report, including a discussion of the portions that we disagree with, are presented in the following section.

- The methodology used in the GMS to forecast the population of Arnprior is to apply a share of the population growth forecast for the County of Renfrew to the base year population of Arnprior. TER agrees with this approach;

- Watson has applied 34% of the County population growth to Arnprior. This growth is applied to the 2021 base population of Arnprior to generate the population forecasts in the GMS;
- There is one population forecast for the County of Renfrew. However, the GMS presents 3 population forecast scenarios for Arnprior: Low, Medium, and High. The Arnprior forecasts vary based on the share of growth that Watson attributes to Arnprior. The GMS adopts the Medium Population Growth Scenario;
- The population of Arnprior in 2021 is approximately 9,900 persons, based on Statistics Canada Census of Canada, including net census undercoverage of 2.5%. TER agrees with this 2021 population estimate;
- The Ministry of Finance forecasts population growth for the County to the year 2046. Overall, the County is forecast to grow from approximately 107,700 persons in 2021 to 121,900 persons in 2046. This represents growth of 14,200 persons from 2021 to 2046;
- The Arnprior share of this growth is 34% of 14,200 = 4,800. The 4,800 increase is “straight lined” over the study period of 2021 to 2051 (4,800 / 30 years = 160 per year);
- It is important to note that the GMS uses a forecast year of 2051, compared to the Ministry of Finance forecast year of 2046. The forecast growth to 2046 is applied to the 2046 to 2051 time period (as discussed in greater detail in the next section of this memo); and,
- Applying growth of 4,800 persons to the base year population of 9,900 persons, results in a 2051 population of 14,700 persons in Arnprior, as stated in the GMS.

Figure 1: GMS Figure 20 – Population Forecast Scenarios

Growth Scenarios	2021 Population	2051 Population	2021 to 2051 Population Growth	Annual Population Growth	Annual Population Growth Rate
Low Scenario	9,900	13,000	3,100	100	0.9%
Medium Scenario	9,900	14,700	4,800	160	1.3%
High Scenario	9,900	16,000	6,100	200	1.6%

Note: Population includes net Census undercount estimated at 2.5%

Source: 2021 from Statistics Canada Census, forecast by Watson & Associates Economists Ltd., 2022.

1.2 GMS Population Forecast Comments

Our comments on the analysis from the GMS report, including a discussion of the portions that we disagree with, are detailed in the following section of this letter:

1. The GMS applies the County forecasts incorrectly. A correct application yields higher population forecasts, which translates into greater demand for residential development.
2. The County forecasts have been updated since the completion of the GMS. These updated forecasts also yield higher population forecasts, which translates into greater demand for residential development.

These comments are expanded upon below.

1. Inappropriate Methodology:

Watson has incorrectly applied the Ministry of Finance forecasts to the Town. The Ministry of Finance forecast period ends in 2046. Watson has applied these forecasts to 2051. Recognizing the shorter time period for the Ministry of Finance forecasts would result in a higher population by 2051, as summarized below:

- The Ministry of Finance forecasts the population of the County to 2046. This represents a 25 year forecast period from the 2021 base in the GMS;
- The GMS forecasts the population of the Town to 2051. This represents a 30 year forecast period from the 2021 base;
- Overall, Watson has not accounted for the longer forecast period used in the GMS. The Ministry of Finance forecasts population growth of 4,800 persons over a 25 year period, which the GMS distributes over a 30 year period. This results in a lower Arnprior population forecast in 2051; and,
- Watson has taken the growth of 4,800 persons over the forecast period and divided it by 30 years to result in growth of 160 persons per year. However, this growth of 4,800 persons should have been divided by 25 years to result in growth of 192 persons per year.
- As a result Watson has underestimated the population forecasts for the Town, based on the County information.

1.3 TER Population Forecast

In our opinion, a more appropriate methodology is to apply the percentage growth rate calculated in the 2046 Ministry of Finance figures to forecast a 2046 Arnprior population, then to extrapolate a 2051 Arnprior population using previous percentage growth trends.

This analysis is presented in Figure 2 and summarized below:

- The population of the County is forecast to increase from 107,700 persons in 2021 to 121,900 persons in 2046. This represents growth of 14,200 persons over the 25 year forecast period;
- Based on the GMS, Arnprior's share of this growth is 34%, or 4,800 persons. Based on a 2021 population of 9,900 persons, Arnprior would reach a population of 14,700 persons in 2046;
- The average annual growth rate from 2041 to 2046 is 1.6%. Using this growth rate to extrapolate the population of Arnprior in 2051 results in a population of 15,900 persons in 2051; and,
- Overall, this TER analysis indicates that the GMS has underestimated forecast 2051 population by 1,200 persons, based on percentage growth.

Figure 2: TER Population Forecast

	Ministry of Finance Spring 2021						Extrapolated 2051	2021-2046
	2021	2026	2031	2036	2041	2046		
Renfrew County Population	107,700	110,450	113,066	115,828	118,777	121,902		
Periodic Growth		2,750	2,616	2,762	2,949	3,125		
Annual Growth (#)		550	523	552	590	625		
Annual Growth (%)		0.5%	0.5%	0.5%	0.5%	0.5%		
Arnprior Share of Growth (34%)		900	900	900	1,000	1,100		
Arnprior Population Forecast	9,900	10,800	11,700	12,600	13,600	14,700	15,900	
Periodic Growth		900	900	900	1,000	1,100	1,200	4,800
Annual Growth (#)		180	180	180	200	220	240	192
Annual Growth (%)		1.8%	1.7%	1.5%	1.6%	1.6%	1.6%	

Source: Tate Economic Research Inc. Arnprior population figures rounded to the nearest 100 persons. Totals may not add due to rounding.

1.4 Updated Ministry of Finance Population Projections

The GMS incorporates Ministry of Finance Ontario Population Projections released in Spring 2021. The Ministry of Finance released updated population projections for the Province in summer 2022. The 2022 Ministry of Finance

forecasts indicate higher growth for the County of Renfrew. TER has prepared a revised population forecast, indicated in Figure 3 and summarized below:

- The updated 2022 population projections indicate the County is forecast to increase to 125,700 persons in 2046. This figure compares to the previous (2021) forecast of 121,900 persons in 2046;
- Based on a population 108,100 persons in 2021, as indicated in the 2022 forecast, this forecast represents growth of 17,600 persons over the 25 year forecast period. This increase compares to growth of 14,200 persons from the previous 2021 forecast. This increase represents 3,500 persons, or 25% more growth;
- For the purpose of comparison to the Watson forecasts (only), we have calculated the average annual growth that would have occurred, based on these new forecasts and the application of this growth to a 25 year period. This calculation is as follows: the Arnprior growth would be 34% of 17,600 persons by 2046. This represents 239 persons per year, compared to the 160 persons per year calculated in the GMS.
- Using the same methodology from the previous section, we have extrapolated the 2051 population of Arnprior using the growth rate from 2041 to 2046. The 2041 to 2046 growth represents an average annual growth rate of 2.1%. Using this growth rate, the population of Arnprior is forecast to be 17,500 persons in 2051; and,

Figure 3: TER Population Forecast – Summer 2022 Projections

	Ministry of Finance Summer 2022						Extrapolated	2021-2046
	2021	2026	2031	2036	2041	2046	2051	
Renfrew County Population	108,102	109,662	113,211	117,073	121,257	125,732		
Periodic Growth		1,560	3,549	3,862	4,184	4,475		
Annual Growth (#)		312	710	772	837	895		
Annual Growth (%)		0.3%	0.6%	0.7%	0.7%	0.7%		
Arnprior Share of Growth (34%)		500	1,200	1,300	1,400	1,500		
Arnprior Population Forecast	9,900	10,400	11,600	12,900	14,300	15,800	17,500	
Periodic Growth		500	1,200	1,300	1,400	1,500	1,700	5,900
Annual Growth (#)		100	240	260	280	300	340	236
Annual Growth (%)		1.0%	2.3%	2.2%	2.2%	2.1%	2.2%	

Source: Tate Economic Research Inc. Arnprior population figures rounded to the nearest 100 persons. Totals may not add due to rounding.

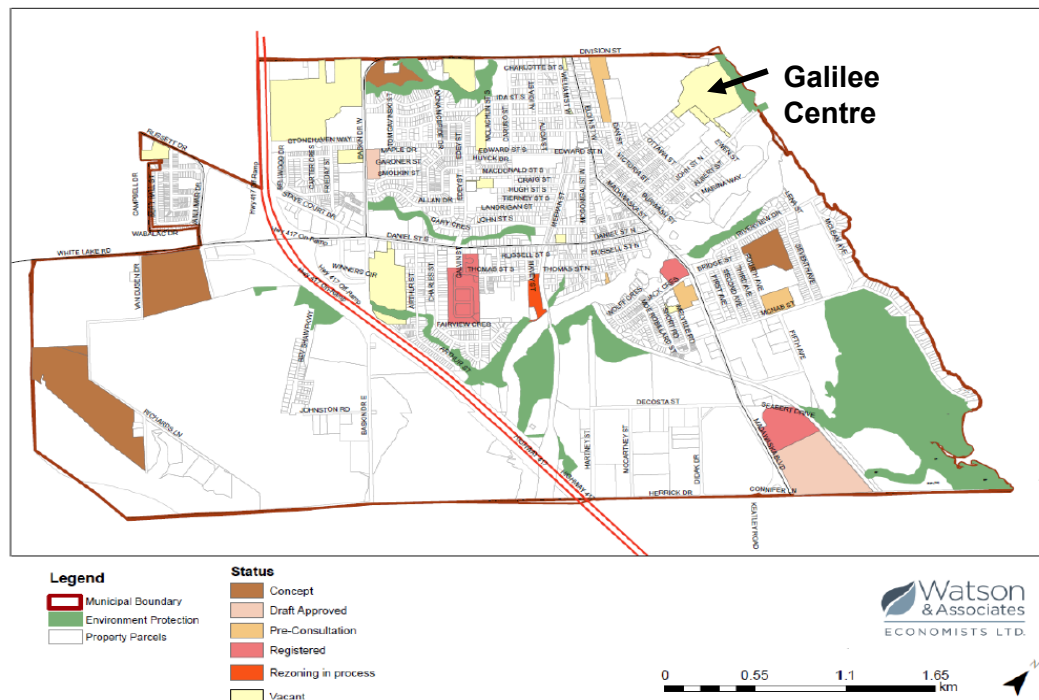
- Overall, this analysis indicates population growth of 7,700 persons by 2051, compared to 4,800 persons used in the GMS. This is a difference of 2,900 persons; and,
- This 2,900 persons represents 66% more population growth than was forecast in the GMS. This difference is related to the combination of higher forecasts for the County, as well as the extrapolation of the 2021 - 2046 growth trends to 2051. Based on these population forecasts, it can be extrapolated that the GMS has significantly understated demand for residential lands.

1.5 Residential Land Supply

The GMS quantifies available supply of residential land in the Town by conducting an inventory of all vacant residential land. A map indicating the locations of this inventory is indicated in Figure 4. Overall, the GMS indicates there is 151.8 gross hectares of land available for residential development. This land includes 94.3 gross hectares currently in the development approvals process and 57.5 hectares of gross vacant land.

Our review indicates that the GMS may be overstating the supply of available residential land by including properties that are not vacant and may not be

Figure 4: Residential Land Supply



Source: GMS Figure 15, annotated by TER.

available for development. An example of this is the Galilee Centre, shown on Figure 4, which the GMS indicates is vacant. The Galilee Centre is a spiritual centre with overnight accommodations, conference facilities, and food and beverage offerings. It is located on a 13.2 hectare site, representing 23% of the vacant land supply.

2 Employment Land Needs Commentary

TER comments on the GMS employment land needs analysis are summarized in the following format:

- GMS Employment Supply Summary
- GMS Employment Supply Comments

2.1 GMS Employment Supply Summary

The GMS indicates there are 66 gross hectares of developable vacant 'Employment Area' land in the Town. The GMS defines 'Employment Area' to include lands designated Employment Area, as well as lands designated Mixed Use Commercial / Employment Area.

Figure 5, on the following page, indicates the supply of Employment Area land in the Town. Section 5.2.1 of the GMS states:

It is also noted that a significant amount of employment lands in Arnprior (44 gross ha or 109 gross acres) are currently constrained or not available for development due to poor access, servicing constraints, or they are surrounded by environmentally sensitive areas which make access difficult. These lands have not been included in the vacant land supply.

The GMS does not provide a detailed explanation, by individual site, for the exclusion of the 44 hectares from the vacant land supply. It is noted that the GMS includes 66 gross hectares of Employment Area land in the Town. Including the 44 gross hectares of lands that were excluded by Watson would result in 110 gross hectares of vacant Employment Area land in the Town.

The GMS estimates there are 47 net hectares of Employment Area land supply in the Town. This supply of Employment Area land is comprised of 29 net hectares of Employment Area designated land and 18 net hectares of Mixed Use

Commercial / Employment Area designated land. This amount includes a reduction of 15% for long term land vacancy.

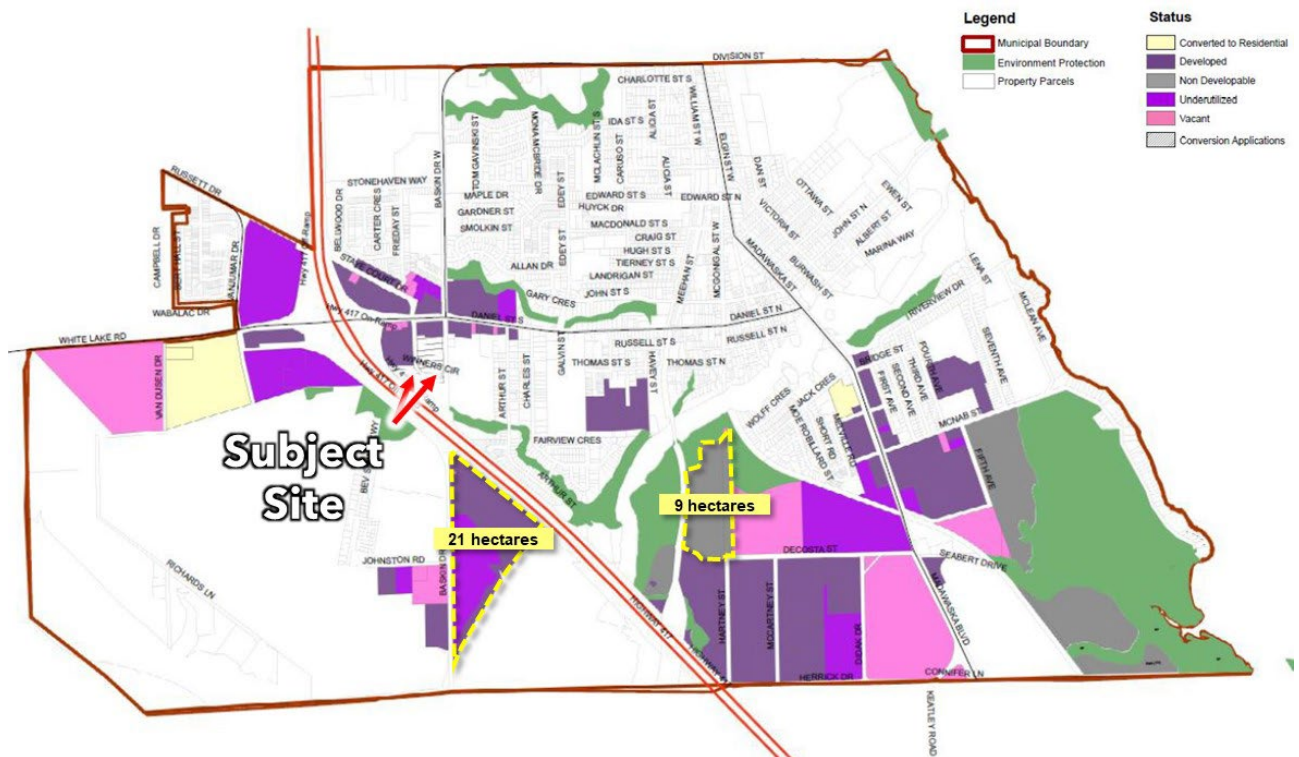
2.2 GMS Employment Supply Comments

Our review indicates that the GMS may be understating the supply of available employment land in the Town. The GMS indicates there are 110 gross hectares of vacant Employment Area land in the Town. After accounting for a gross to net conversion, long term vacancy and 'not developable' lands, the GMS analyses 47 net hectares. These points are elaborated on below.

The GMS excludes 44 gross hectares of employment land which are indicated in Figure 5 as 'Not Developable'. In our opinion, certain lands may warrant inclusion in the vacant employment land supply but have been deemed 'Not Developable' in the GMS. This is illustrated in the following example:

- There are vacant designated Employment Area lands at the northwest corner of Decosta Street and Hartney Street, as indicated in Figure 5. The designated Employment Area (not including the adjacent Environmental Protection Area) is approximately 9 gross hectares. This land is classified

Figure 5: Arnprior Employment Area Land Supply



Source: GMS Figure 16 annotated by TER.

as 'Not Developable' in the GMS. It is located in proximity to existing employment uses and has road access.

Furthermore, there are employment lands classified as 'Developed' and 'Underutilized' that may be more appropriately classified as vacant. This is illustrated in the following example:

- There are lands designated Employment Area on the east side of Concession Road 12, south of Highway 417. These lands total approximately 21 gross hectares and are classified as 'Developed' and 'Underutilized' in the GMS. Based on satellite imagery, these lands are currently occupied by agricultural uses. As such, from the perspective of future employment land needs, these lands may be more appropriately classified as vacant.

Despite the likelihood that the Employment Land supply has been understated, as outlined above, the GMS indicates there is more than adequate supply of Employment Land in the future.

The GMS indicates that the employment land supply is 47 net hectares after converting gross to net, excluding lands and adjusting for long term vacancy. It also concludes there is forecast demand for 23 net hectares by 2047. Therefore, the GMS indicates that supply is more than double the warranted demand to 2047. Furthermore, our review of the GMS employment land needs analysis indicates that there may be an even greater surplus of employment land than forecast in the GMS.

3 Employment Land Conversion Criteria Commentary

The GMS evaluates proposed employment land conversions in the Town. The only employment land conversion examined in the GMS is the proposed development on the Subject Site. TER notes that the classification of the proposed development as an employment area conversion may not be appropriate.

Nonetheless, this section of the letter summarizes the GMS evaluation of the proposed development on the Subject Site and provides TER commentary.

TER comments on the GMS are summarized in the following format:

- GMS Employment Area Conversion Criteria

- Additional Criteria Created By Watson
- TER and Watson Evaluations – PPS
- TER and Watson Evaluations – Watson Additional Criteria
- TER and Watson Evaluations – Watson Additional Criteria

3.1 GMS Employment Area Conversion Criteria

The GMS notes that there are three criteria in the Provincial Policy Statement 2020 (“PPS”) that relate to employment land conversion. The GMS evaluates the Wellings Site relative to the three criteria in the PPS (and other criteria, as described below) and gives the Site one of the following “grades”:

- Meets Criteria (**Green** in tables)
- Neutral (**Yellow** in tables)
- Does Not Meet Criteria (**Red** in tables)

3.2 Additional Criteria Created By Watson

Despite the recognition that the PPS has defined the three criteria with which to evaluate potential conversions, the GMS also includes additional factors that have been created by Watson.

The GMS notes on Page 7-13: *“Each potential conversion site was further reviewed against a series of localized evaluation criteria to determine its merits for conversion from a site-specific perspective. The localized criteria consider land use and real estate market considerations related to location, size, configuration of the site as well as compatibility with surrounding urban lands uses. The localized criteria are intended to provide further insight with respect to the quality of the subject sites in addition to the broader urban land needs assessment required by the P.P.S., 2020. It is recommended that the enhanced evaluation framework should be used by the Town, in conjunction with the Arnprior O.P., in reviewing Employment Area conversion applications or other candidate Employment Areas for conversion to a non-employment on both vacant and developed Employment Area sites.”*

3.3 TER and Watson Evaluations – PPS

Figure 6, below, summarizes the evaluation of the PPS criteria, as conducted by Watson and summarized in the GMS. With respect to the 3 PPS criteria, the Watson evaluation in the GMS indicates Sites are “Neutral” for two criteria and “Does Not Meet Criteria” on the third.

Conversely, TER’s initial assessment indicates that the proposed Wellings development meets the 3 PPS criteria for conversion. TER’s Comprehensive Review report, submitted to the Town under a separate cover, has demonstrated need for the proposal. TER has determined that the Wellings proposal is not forecast to result in adverse impacts on the viability of other employment areas. It is also noted that TER has been informed that the proposal is located within an area that is readily serviceable. Therefore, it is our opinion that the proposed Wellings development meets the requirements of all 3 tests in the PPS.

Figure 6: PPS Criteria Assessment

Provincial Criteria	Description	Watson Comments		TER Comments
		Site 1	Site 2	
A	There is an identified need for the conversion and the land is not required for employment purposes over the long term;	Based on employment land demand in Arnprior, there is a small surplus of MUCE designated lands over the next 25 years. There is no identified need for conversion as the Town has a surplus of residential lands over the planning horizon.	Based on employment land demand in Arnprior, there is a small surplus of MUCE designated lands over the next 25 years. There is no identified need for conversion as the Town has a surplus of residential lands over the planning horizon.	There is a significant surplus of employment land in Arnprior. According to the GMS, supply is more than 2 times greater than warranted demand. Our analysis indicates flaws in the GMS analysis and it is our opinion that the GMS has understated demand and overstated supply. For employment, it is our opinion that the GMS has understated supply. Furthermore, there is strong demand for seniors housing in Arnprior.
B	The proposed uses would not adversely affect the overall viability of the employment area;	The proposed conversion to non-employment use would adversely affect the overall viability of the Employment Area and may place pressure on surrounding areas to undergo conversion as well.	The proposed conversion to non-employment use would adversely affect the overall viability of the Employment Area and may place pressure on surrounding areas to undergo conversion as well.	The TER opinion is discussed in greater in Figure 7. The most significant factor relating to viability of other employment areas is that the Site is located in a Mixed Use Commercial Employment area, not an Employment Area. There are no contiguous vacant MUCE or Employment Area lands that could be put under conversion pressure. In addition, the proposed use will support the viability of businesses in the surrounding area by generating additional expenditures.
C	Existing or planned infrastructure and public service facilities are available to accommodate the proposed uses.	The existing or planned infrastructure and public service facility needs to accommodate the proposed urban uses over the long-term planning horizon are largely unknown.	The existing or planned infrastructure and public service facility needs to accommodate the proposed urban uses over the long-term planning horizon are largely unknown.	TER has been advised there is infrastructure and public service facilities to accommodate the proposed use.

Source: Tate Economic Research Inc.

3.4 TER and Watson Evaluations – Watson Additional Criteria

The GMS evaluates the proposed development based on 11 criteria: 3 Provincial Criteria and 8 additional “Localized Criteria”. As indicated above, the Localized Criteria were established by Watson. The 8 Localized Criteria have not been adopted in any Town policy document, including the Official Plan, and have no standing in the planning process.

With respect to the 8 Localized Criteria, the Site 1 is rated by Watson in the GMS as “Does Not Meet Criteria” for all 8 Localized Criteria. Site 2 is “Neutral” for 1 criterion and “Does Not Meet Criteria” for 7. Based on this evaluation, (and Watson’s evaluation of the PPS criteria) the GMS concludes that the Sites should not be recommended for conversion to non-employment uses.

Figure 7: Watson Criteria Assessment

Watson Criteria	Description	Watson Comments		TER Comments
		Site 1	Site 2	
D Location	The site is not located in proximity to major transportation corridors (e.g., highways, goods movement network, cross-jurisdictional connections) and goods movement infrastructure (e.g., airports, intermodal yards, and rail).	The site is less than one kilometer away from Highway 417 interchange, which is a significant goods movement corridor within the Town / Region.	The site is located adjacent to the Highway 417 interchange, which is a significant goods movement corridor within the Town / Region.	It is noted the site is not located in proximity to an intermodal yard or rail, a shipping port, or a major airport. However, in the Arnprior context, the Site is located on Highway 417 and near the Arnprior Airport.
E Access	The site does not offer direct access to major transportation corridors (e.g., highways, goods movement network, cross-jurisdictional connections) and goods movement infrastructure (e.g., airports, intermodal yards, and rail).			
F Employment Area Configuration	The site is located outside or on the fringe of an assembly of Employment / MUCE Areas.	This site is surrounded by MUCE & residential designated lands and is not located on the fringe of an employment area.	This site is surrounded by MUCE & residential designated lands and is not located on the fringe of an employment area.	The Site is not “surrounded” by MUCE lands. It is on the fringe of MUCE lands. There are residential lands immediately east of the site. As such, the site is located on the fringe of a MUCE area.
G Site Configuration	The site offers limited market supply potential for Employment / MUCE Areas development due to size, configuration, access, physical conditions, servicing constraints, etc.	The site offers good market supply potential for the permitted uses including light industrial, large format retail, development due to location and access to the site, as well as the site configuration.	The site offers good market supply potential for the permitted uses including light industrial, large format retail, development due to location and access to the site. However, there are parts of the site may be constrained for uses requiring larger floor areas (in terms of the site’s shape and configuration).	We note that the Site has been vacant for many years, which reflects its lack of “good market supply”. We concur that site 2 is constrained for commercial development due to its shape. However, the site 2 dimensions do not constrain it for the type of development proposed by Nautical. Furthermore, it is noted that there is no frontage on Daniel Street, which presents challenges from a retail development perspective.

Source: Tate Economic Research Inc.

TER has also assessed the proposed Wellings development based on the Localized Criteria. This assessment is summarized in Figure 7. With respect to the Localized Criteria, the TER evaluation indicates that the Wellings Site meets 3 criteria, is neutral with respect to 3 criteria, and does not meet 1 criterion.

Figure 7: Watson Criteria Assessment Continued

Watson Criteria	Description	Watson Comments		TER Comments
		Site 1	Site 2	
H Land Use	The proposed conversion to non-employment uses is compatible with surrounding land use permissions and potential land use conflicts could be mitigated.	Conversion to residential uses has a potential to undermine the planned function of these lands. The proposed conversion to a residential use is not compatible surrounding land uses (including Airport and proposed MUCE uses) and can pose potential land use conflicts.	Conversion to residential uses has a potential to undermine the planned function of these lands. The proposed conversion to a residential use is not compatible surrounding land uses and can pose potential land use conflicts. The site is adjacent to the highway ramp and that may be a conflict with residential use.	The proposed residential use is compatible with existing retail uses in the surrounding area. There is a vacant residential site immediately to the east. There are no occupied or even vacant employment lands surrounding the Site. Therefore there can be no land use conflicts with employment uses. Furthermore, there are existing residential uses located on Highway 417 in Amprior.
I Supply	The conversion of the proposed site to non-employment uses would not compromise the overall supply of large Employment / MUCE Area sites for the Town.	The Town has a limited supply of large MUCE sites and conversion of the proposed site to non-employment uses would compromise the Town's overall supply of large MUCE designated sites.	The Town has a limited supply of large MUCE sites and conversion of the proposed site to non-employment uses would compromise the Town's overall supply of large MUCE designated sites.	The conversion would not compromise the Town's supply of large MUCE sites. The GMS indicates the supply of MUCE lands is more than 2 times greater than warranted demand. There are 21 vacant employment parcels, 6 of which are greater than 2 hectares. This does not include underutilized parcels (such as Ultramar fuel station on White Lake Road)
J Jobs	The conversion request demonstrates total job yield of the site can be maintained or improved.	The conversion request is for residential use and the employment potential of the site will not be maintained, if converted.	The conversion request is for residential use and the employment potential of the site will not be maintained, if converted.	The site is currently vacant. The proposed development will employ 25 people, improving the job yield of the site. The proposed development will generate more jobs than many other permitted uses, such as a banquet hall, car wash, self storage, gas station, motel, and parking lot.
K Municipal Interests and Policy	The conversion request is supported by Area Municipal Councils and does not conflict with municipal interests and policies.	The conversion of the site to a non-employment use would conflict with certain Town's O.P. Policy (Section C5).	The conversion of the site to a non-employment use would conflict with certain Town's O.P. Policy (Section C5).	There are other MUCE sites with exceptions for residential uses. OP policies support intensification and mixed use: A2. b) A2. e). The proposed development will support surrounding retail uses and generate benefits to the Town, including employment, construction costs, tax revenues. It would also provide a unique offering to the seniors community, which is considered to be in the public interest.

Source: Tate Economic Research Inc.

3.5 TER and Watson Evaluations – TER Additional Criteria

In addition to the PPS and Localized Criteria, TER has evaluated the proposed development based on 5 additional employment land conversion criteria. These criteria relate to:

- Road Network
- Employment Area
- Precedent for Conversion
- Disruption to Employment Function
- Compatibility

An evaluation of the Wellings development proposal relative to these criteria indicates that it meets the 5 additional criteria, as prepared by TER.

Figure 8: TER Criteria Assessment

TER Criteria	Description	TER Comments
Road Network	The site is not located on an Arterial Road, which are ideal from the perspective of commercial and employment development.	The Site primarily fronts onto Winners Circle Drive which is classified as a Local Road. Local Roads "shall be designed to discourage the movement of through traffic." The Site also fronts onto Baskin Drive which is classified as a Collector Road. Collector Roads are intended to "move local traffic to arterial roads or for the distribution of traffic to local roads, as well as provide access to abutting properties."
Employment Area	The site is not located within a functioning employment area or adjacent to typical employment uses.	The Site is located within a commercial area characterized by retail and service commercial uses such as supermarkets, restaurants, and an enclosed mall. The primary reason for travelling to and from the area is for shopping not for employment purposes. As such, the site is not located in an employment area. It is also noted that there are no other MUCE or Employment Area lands in the vicinity of the Site. The Site is considered compatible with the existing retail commercial uses on the Choice site.
Precedent for Conversion	The proposed conversion will not set a precedent for nearby sites to be converted.	There are no vacant Employment Area lands adjacent to the Site. Within the broader node, the majority of land is already occupied with retail and service commercial uses.
Disruption to Employment Function	The proposed use will not disrupt existing employment uses in the surrounding area.	There are no existing or proposed employment uses adjacent to the Site, aside from retail commercial which are considered complementary to the development proposal. The proposed seniors living development will support retail and service commercial space in the surrounding area by introducing a local market and additional expenditures. The proposed development will not impact access to retail and service commercial uses in the surrounding area.
Compatibility	The proposed use is compatible with existing and future uses in the surrounding area.	The proposed seniors living development is compatible with the existing retail and service commercial uses in the surrounding area. There are residential uses abutting commercial areas, and specifically, Mixed Use Commercial / Employment Areas in the Town. There are no vacant Mixed Use Commercial / Employment Area parcels adjacent to the Site, and the majority of the area is developed. As such, the proposed development is compatible with existing and future uses.

Source: Tate Economic Research Inc.

4 Summary and Conclusions

The TER commentary on the GMS is summarized as follows:

Residential Commentary Conclusions - TER has concerns with the Watson GMS. In our opinion, the GMS understates residential demand as its population forecasts are understated. The forecasts are too low because of the Watson approach and there is also updated data that indicates higher projections than those used in the Watson forecasts. Furthermore, there may be instances where Watson has overestimated the potential supply of residential lands.

Nonetheless, TER concurs with the GMS conclusion that the “...*Town’s aggregate supply of designated urban land is sufficient to accommodate housing demand over the 25-year planning horizon.*”¹ However, it is noted that the Wellings proposal is for a unique type of housing that is not in the market, and as such, the Wellings proposal can address a need in the community.

Employment Land Commentary Conclusions - The GMS indicates that there will be an “...*Employment Area land surplus over the 25-year planning horizon.*” TER concurs with this conclusion.

Employment Land Conversion Conclusions - It is TER’s opinion that the PPS tests are the only criteria applicable to this Site. In our opinion, the Wellings proposal meets these criteria. Therefore, the Wellings proposal can be supported via an examination of the PPS criteria.

Conclusions - Both the GMS and the TER analysis indicate that there is a surplus of residential and employment land in Arnprior. Therefore, it can be concluded that the Wellings Site is not required for employment uses over the planning horizon. Furthermore, the Wellings proposal can be supported by the criteria included in the PPS with respect to employment land conversion.

Please contact the undersigned for further discussion, as required.

¹ Watson GMS Page iii.

Yours truly,
TATE ECONOMIC RESEARCH INC.

A handwritten signature in black ink, appearing to read "James P. Tate". The signature is fluid and cursive, with the first name being the most prominent.

James P. Tate
President

A handwritten signature in black ink, appearing to read "Sameer Patel". The signature is fluid and cursive, with the last name being the most prominent.

Sameer Patel
Vice President

Document 10 – Agency Comments

Email from Enbridge Gas

From: Municipal Planning <MunicipalPlanning@enbridge.com>

Sent: August 16, 2023 9:30 AM

To: Oliver Jacob <ojacob@arnprior.ca>

Subject: RE: Public Notice - Official Plan Amendment #6 and Zoning By-Law Amendment #1-23 (Winners Circle Drive)

Thank you for your circulation.

Enbridge Gas Inc. does not object to the proposed application however, we reserve the right to amend our development conditions.

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

Regards,

Willie Cornelio CET (he/him)
Sr Analyst, Municipal Planning
Engineering

—
ENBRIDGE
TEL: 416-495-6411
500 Consumers Rd, North York, ON M2J1P8
enbridge.com
Safety. Integrity. Respect. Inclusion.

Email from MTO

From: Brayall, Chantel (MTO) <Chantel.Brayall@ontario.ca>

Sent: Wednesday, August 16, 2023 12:10 PM

To: Group Planning <planning@arnprior.ca>

Cc: Nadeau, Alain (MTO) <Alain.Nadeau@ontario.ca>

Subject: 39 Winners Circle Drive, Arnprior - HWY 417 - ZBL-1/23 - Zoning By-Law Amendment - MTO Comments - 16 August 2023

Good Morning,

Thank you for circulating the Official Plan and Zoning By-Law Amendment Application for the subject lands at 39 Winners Circle Drive to the Ministry of Transportation (MTO) for review. Please accept this email as the formal response from the MTO. The subject lands are within MTO's permit control area, therefore, Ministry approvals and permits are required prior to the construction and/or alteration of any buildings and/or structures and prior to the issuance of any municipal building permits or approvals as per Section 8.(2)(a) of the *Building Code Act*.

The Ministry has reviewed the application in accordance with the *Public Transportation and Highway Improvement Act (PTHIA)* and the Highway Corridor Management Manual to offer the following comments:

- MTO has no issues with the proposed zoning amendment
- Please note, the MTO requires a 14-meter setback from the MTO highway property line, therefore all structures above and below ground must be outside of this 14-meters.
- In the future a Building and Land Use Permit will be required for the anticipated development prior to construction commencing. This permit can be applied to here: [HCMS - Apply for a permit - Application for Building and Land Use permit \(gov.on.ca\)](https://www.gov.on.ca/hcms/apply-for-a-permit-application-for-building-and-land-use-permit)

If you have any questions, please do not hesitate to contact me.

Warm Regards,

Chantel Rose Brayall

Planning Intern | (she/her)

Corridor Management Section | East Operations

Ministry of Transportation

Work Phone: (613) 484-3571

CorridorEast@Ontario.ca

Chantel.Brayall@Ontario.ca

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Town of Arnprior Staff Report

Subject: 2023 DWQMS Audits and Management Review Results / OnWARN Program

Report Number: 24-03-25-02

Report Author and Position Title: Amy Dean, Environmental Engineering Officer

Department: Operations - Engineering

Meeting Date: March 25, 2024

Recommendations:

That Council receive Report Number 24-03-25-02 authorizing the Chief Administrative Officer (CAO) and the General Manager, Operations on behalf of Top Management, and the Mayor, on behalf of Council, to endorse the QMS Commitment and Endorsement Policy, to meet the requirements of the Town of Arnprior Drinking Water Quality Management System Operational Plan.

That Council adopt a by-law to authorize the Mayor and Clerk to execute the Agreement to participate in the Ontario Water / Wastewater Agency Response Network (OnWARN) program.

That Council authorize the General Manager, Operations to act as “Authorized Official” under the Agreement and to carry out the responsibilities of the Authorized Official as described in the Agreement, including the following:

- a) Request assistance,
- b) Offer assistance,
- c) Decline to offer assistance; or
- d) Withdraw assistance.

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.”

Discussion:

Internal Audit Results

The QMS rep undertook an internal audit of the Towns QMS system in October through December 2023. The results of the internal audit found four (4) opportunities for improvement (OFI’s) and one carried forward corrective action request (CAR) from 2020. The CAR’s and OFI’s are as follows:

CAR/OFI #	Requirement	Description	Correction / Improvement Plan	Anticipated Date of Completion
Carried over from 2022				
OFI-2022 -01	Element 6 of the DWQM requires: The distribution System Plan shall be updated regularly to reflect any changes to the distribution system.	Appendix 6D – Distribution System Plan requires updating due to new residential developments.	Mostly updated in December 2022, some annual updates to be addressed by summer student in 2024. Due to the recent move to GIS online, staff could benefit from training on new system.	Summer 2023 Carried over to Summer 2024
OFI-2022 -03	Element 16 of the DWQMS requires: A procedure that describes how sampling, testing and monitoring results are recorded and shared between the Operating Authority and the	Hydrant numbering stickers have been identified as an opportunity for improvement to ensure sampling locations (hydrants) are more accurately and consistently described during sampling events,	Unique numbering stickers have been tested during 2022 winter season to ensure quality, new flow tests completed in Fall 2023 and will now be rolled out across all hydrants in Spring 2024 during flushing	Spring 2024

CAR/OFI #	Requirement	Description	Correction / Improvement Plan	Anticipated Date of Completion
	Owner, where applicable.	such as during chlorine residual monitoring.	activities.	
CAR # 2020-02	<p>The DWQMS states the following: The Waterworks Supervisor maintains a schedule for when equipment requires maintenance such as calibration, as well as the service contractor that is responsible for completing the calibration.</p> <p>The frequency of calibration shall be at a minimum, the frequency of calibration that is required by O.Reg. 170/03, or suggested by the manufacturer, whichever is more often</p>	<p>There continues to be difficulty scheduling and completing mechanical maintenance activities at the WFP, due to two issues:</p> <ul style="list-style-type: none"> • Older maintenance tracking software that is no longer supported by the developer; and • The availability of reliable contracted millwright services to complete both large repair projects but also regularly required mechanical maintenance. 	<p>The 2024 budget includes funding for the hiring of a Mechanical Technician for the WTP.</p> <p>The 2023 budget included funding for the completion of a Building Condition Assessment (BCA) of the WTP. The BCA will establish an inventory of the WTP's mechanical equipment and define their required maintenance schedules.</p> <p>The combination of the up to date BCA information and the new in-house Mechanical Technician, staff are confident that an effective WTP maintenance system will be developed to better manage the WTP's mechanical maintenance requirements.</p>	<p>Spring 2024</p> <p>BCA progressing, a draft inventory has been received. Hiring for an in-house Mechanical Technician is in progress, job description has been created, interviews to commence in Spring 2024.</p>
OFI – 2023- 01	<p>Element 10 of the DWQMS requires:</p> <p>The Operating Authority shall meet and maintain competencies for</p>	QMS Rep working with Roads and Services Supervisor to ensure training plan in place to ensure continuity of	QMS to create a tracking document for hours and training specific to Operators used to assist with both Treatment and	Spring 2024

CAR/OFI #	Requirement	Description	Correction / Improvement Plan	Anticipated Date of Completion
	personnel directly affecting drinking water quality and shall maintain records of these activities.	all licenses.	Distribution licenses. OWWCO – tracks CEUs and courses submitted to Ministry	
OFI – 2023 -02	<p>Element 17 of the DWQMS requires:</p> <p>The Waterworks Supervisor and Public Works Supervisor shall ensure that all calibration and maintenance for bench-top equipment is performed at the required frequency, and that equipment that must be calibrated by an external party is scheduled as needed.</p>	<p>Calibration records to be improved.</p> <p>Monthly calibrating to be completed on the Distribution Chlorine colorimeter.</p> <p>Treatment staff to ensure consistency in calibration frequency and proper recording.</p> <p>The frequency of calibration shall be at a minimum, the frequency of calibration that is required by O.Reg. 170/03, or suggested by the manufacturer, whichever is more often.</p>	Both Supervisors are aware/reminded to ensure calibration is being completed and recorded.	On-going

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 2023 is attached as Appendix 1.

External Audit Results

On October 31, 2023, SAI Global, the Town's external auditor, completed a systems audit (an off-site desktop audit) of the Town's QMS for 2023.

The 2023 audit was completed as Year 2 of the 3-year audit cycle. Next year's audit (for the year 2024) will be a Year 3 surveillance audit.

The audit reports provided by SAI Global found that there were no non-conformities identified. The auditor identified four (4) opportunities for improvement (OFI's) in the Systems audit.

For complete external audit results, the external audit for 2023 is attached as Appendix 2.

OFI's from External Desktop Audit

Each OFI identified by the external auditor is shown in italics below.

Element 5 - While generally described in PW-DWQMS-05, consider creating a table listing drinking water system records, confirming their locations and retention times (e.g. operator training, logbooks, NSF certifications, project-related disinfection records (prior to placing into service), maintenance records, sample chains of custody, lab test results, calibration records, Form 1's, 2's, 3's, Director Notifications, QMS-related, MDWL-related, DWWP-related, PTTW-related, etc.)

- The QMS Rep and WW Supervisor to create table to confirm records locations and retention times, this table will be added to Element 5 and incorporated into the Operating Plan.

Element 6: Consider describing how disinfectant residuals are maintained in the distribution system (supporting DWQMS El. 6 PLAN a) iii. B.)

- El 6 Plan a) iii) is for a system that does not include equipment that provides Primary or Secondary Disinfection. Our system falls within Plan a) ii) a system that does include equipment that provides Primary or Secondary Disinfection. Therefore, the Plan and Do requirements are satisfied for Element 6.

Element 18: Consider tracking opportunities for improvement identified in emergency test exercises (such as underground storage tanks to be reviewed for condition, from the latest emergency training & test exercise).

- QMS Rep to create table to track any potential action items developed from Emergency Training exercises, this table will be added to Element 5 and incorporated into the Operating Plan.

Element 20: Consideration should be given to hosting a high-level Management Review meeting (e.g. “preview”, including all items a) to p)) before end of the 2023 calendar year and again with a full meeting (e.g. full discussion / updates on items a) to p)) as planned in January 2024 (for “calendar year” requirement in the DWQMS and reset the timeframe)

- Top Management meeting to be held in December of 2024 to reset timeframe and keep all meetings within the “calendar year”.

Top Management Review

The Top Management review meeting was completed on January 22, 2024. This meeting covered DWQMS activities of 2023.

Action items discussed during the Top Management Review that require follow up by Staff in 2024 include:

ACTION PLAN:	ASSIGNED TO:	COMPLETION DATE
2022 Items Carried over		
Chlorinator servicing reminder	ScM	QMS Review fall 2023
Monthly use of secondary standards for chlorine colorimeter	ScM & StM	On-going
Distribution System Plan updating – Requires printing to meet requirements. Future map to include hydrant numbering.	JS/QMS Rep/ Summer Student	To be completed Immediate & summer 2024 with student
Hydrant sticker numbering – to be completed during spring 2024 flushing	StM	To be completed Spring 2024
2023 Items		
CAR # 2020-02 – GM Operations to arrange interviews for mechanical technician position in 2024.	JS	To be completed Spring 2024
OnWARN – Ontario Water/Wastewater Agency Response Network – QMS to look into membership / bring to council	AD	Spring 2024

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).

Options:

Recognizing the benefits of joining the Ontario Water / Wastewater Agency Response Network (OnWARN) and improving emergency preparedness for the Town's Water and Wastewater Services; staff are seeking Council's authorization to execute the Agreement with OnWARN.

OnWARN is a province wide voluntary water/wastewater agency response network of "utilities helping utilities" to respond to and recover from natural or human-made emergencies.

OnWARN establishes an agreement and protocols in advance to access resources and knowledgeable personnel in water and wastewater systems through its mutual aid and assistance agreement; and does not require the declaration of an emergency to access these. Some of the benefits of becoming a member include:

- Significant economic benefit and no cost to participate,
- Increased emergency preparedness,
- A single agreement to access resources across the province,
- Expedited deployment of assistance and resources,
- Assistance with response to events which impact large areas when response from adjacent utilities is not possible,
- Responder indemnification and reimbursement
- A forum for developing and maintaining emergency contacts and relationships.

The requesting members are required to reimburse the responding members in-kind or at cost for equipment, food, shelter and responding employees. Responding member has the right to withdraw any and all resources at any time and for any reason.

The OnWARN Mutual Aid and Assistance Agreement is attached to a by-law on tonight's agenda for Council consideration.

Policy Considerations:

This report is in keeping with the Strategic Plan's Vision of Improved infrastructure and 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:

There is no cost to OnWARN membership. If the Town responds to a request for assistance from another participating member, the Agreement provides that the member requesting assistance shall reimburse the Town for costs associated with providing the assistance to the responding member.

The responding member may assume any such loss, damage, expense, or other cost incurred, or may loan such equipment or donate services to the Requesting Member without charge or cost.

In the event the Town receives assistance from another municipality or entity, cost estimates and rates will be reviewed and agreed upon by both parties before assistance is accepted.

Any expenditures by the Operations Department in connection with responding to or requesting emergency aid and assistance pursuant to the Agreement would also be required to adhere to the Town's Procurement Policy By-law Number 6942-19, as amended.

Meeting Dates:

N/A

Consultation:

John Steckly - General Manager, Operations
Scott Matthews - Waterworks Supervisor
Steve McLean - Supervisor, Roads and Services

Documents:

Attached

Appendix 1 – [Internal Audit Checklist – 2023](#)
Appendix 2 – [SAI Global System Audit – October 31, 2023](#)
Appendix 3 – [DWQMS Commitment and Endorsement Policy](#)
Appendix 4 - [Mutual Aid and Assistance Agreement for an Ontario Water/Wastewater Agency Response Network \(OnWARN\)](#)

Referenced Documents/By-laws:

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



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:	October 12, 2023
Date of Last Update:	December 5, 2017

Date	Auditor	Elements Reviewed
October & November 2023	Amy Dean	Element 1 - 21

Opening Meeting	Date:	Staff:
Comments: Agenda:		

Closing Meeting	Date:	Staff:
Comments:		

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.	No comments	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 personnel, the Owner and the public. 	No comments	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
DO – The Operating Authority shall establish and maintain a Quality Management System that is consistent with the Policy.				
3. Commitment and Endorsement 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: <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 	Recent & signed endorsement page available (last date (March 3, 2023)	X		
4. Quality Management System Representative	QMS Rep Identified in Element 4 & 9	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>PLAN – The Operational Plan shall identify a Quality Management System representative.</p> <p>DO – Top Management shall appoint and authorise a Quality Management System representative who, irrespective of other responsibilities, shall:</p> <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 	<ul style="list-style-type: none"> • Resolution No. 457-13 Appointment of QMS Representative and Implementation Lead (December 9, 2013) • Resolution No. 513-09 appointment of QMS Representative and Implementation Lead Alternate. • Printed No. 513-09 and added to binder. 			
5. Document and Records Control	All documents making up the OP have been reviewed or updated to Oct 2023.	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>PLAN – The Operational Plan shall document a procedure for document and records control that describes how:</p> <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. <p>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:</p> <ul style="list-style-type: none"> a.) the Operational Plan and its associated policies and procedures, b.) documents and records determined by the Operating Authority as being needed to ensure the effective planning, operation and 	SOP 12 was not locked			

DWQMS Requirement	Findings	Degree of Conformance		
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control of its operations, and the results of internal and external audits and management reviews				
6. Drinking –Water System PLAN – The Operational Plan shall document, as applicable: <ul style="list-style-type: none"> a) for the Subject System: <ul style="list-style-type: none"> i) the name of the Owner and Operating Authority, ii) if the system includes equipment that provides Primary Disinfection and/or Secondary Disinfection: <ul style="list-style-type: none"> A. a description of the system including all applicable Treatment System processes and Distribution System components, B. a Treatment System process flow chart, C. a description of the water source, including: <ul style="list-style-type: none"> I. general characteristics of the raw water supply, II. common event-driven fluctuations, and III. any resulting operational 	<p>Key information has been updated in Element 6, including population (census), hydrant / valve/ watermain numbers.</p> <p>Appendix 6C – Distribution System Plan reviewed with General Managers, drawing required minor updates to include new lines.</p>	<p>X</p> <p>OFI-2022-01</p>		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>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> <p>ii) names the Owner and Operating Authority(ies) of those systems, and</p>				

DWQMS Requirement	Findings	Degree of Conformance		
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<p>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.</p> <p>DO – The Operating Authority shall ensure that the description of the Drinking Water System is kept current.</p>				
<p>7. Risk Assessment</p> <p>PLAN – The Operational Plan shall document a risk assessment process that:</p> <p>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.</p> <p>b) identifies potential hazardous events and associated hazards,</p> <p>c) assesses the risks associated with the occurrence of hazardous events,</p>	<p>Risk Assessment scheduled for Nov.15, 2023 following the QMS Risk Assessment Training by WCWC and will update table ranking.</p> <p>Previous years have gone over and above the standard by completing a full risk assessment annually vs every 36 months.</p> <p>Scheduled for November 15th 2023 following QMS Training for Risk Assessment and Emergency Response</p> <p>2022 Risk Assessment was sent to Auditor</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
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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, d.) the identified control measures to address the potential hazards and hazardous events,	As above SOP 5: Appendix 8E – Secondary Disinfection Critical Control Limit Response Procedure, limits were revised by SM			

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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 <u>PLAN – The Operational Plan shall:</u> <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, responsibilities and authorities in the case where the Operating Authority operates 	No comments	X		

DWQMS Requirement	Findings	Degree of Conformance		
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<p>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>b.) activities to develop and maintain competencies for personnel performing</p>	<p>Reviewed Operator Licences for renewal dates:</p> <p><u>Treatment</u></p> <p>2 WFP operators have licences expiring in early 2024. - Confirmed both operators have plans in place to ensure continuity of licence.</p> <p>1 WFP operator recently upgrades from</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
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<p>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>Class 3 to 4.</p> <p>1 WFP Operator (currently on extended leave) has expired in March 2023. Top Management is aware.</p> <p><u>Distribution</u></p> <p>1 OIT licences has expired, plans are in place to renew.</p> <p>1 Existing operator licences expiring in late 2023.</p> <p>- Confirmed operator has plans in place to ensure continuity of licence.</p> <p>QMS Rep working with Roads and Services Supervisor to ensure training plan in place to ensure continuity of all licences. QMS to create a tracking document for hours and training specific to Operators used for assist with both Treatment and Distribution licences.</p> <p>Confined Space Training/ Lockout/ Tagout training was completed.</p>	OFI-2023-01		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
11. Personnel Coverage 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, DO – The Operating Authority shall implement and conform to the procedure.	Carried Forward CAR # 2020-02 The audit noted that there continues to be difficulty completing scheduled mechanical maintenance activities at the WFP. Larger mechanical maintenance and repairs are currently being completed by an external mechanical contractor; however many regular preventative mechanical maintenance tasks were not completed as scheduled. The QMS rep understands that the Town made efforts in 2017 to recruit a Mechanical Technician, but were unsuccessful in finding a qualified candidate. The decision was made at the time to recruit an additional operator and to complete maintenance tasks through a combination of internal operators and external contractors when necessary. Due to a lack of capacity and mechanical abilities of internal operators along with a lack of capacity of sub-contracted mechanics, this approach is not proving to be effective.			CAR # 2020-02

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	<p>This matter was discussed during the most recent round of Collective Bargaining Agreement (CBA) negotiations with the Union and it was agreed that the two parties would meet during the term of the agreement to develop an entry level Mechanical Technician position without water/wastewater treatment accreditation. The purpose is to allow for the position to be filled by an employee without water/wastewater treatment accreditation but to establish a process by which the employee will acquire the accreditations.</p> <p>1234– on-going</p> <p>1 Treatment operator was hired.</p> <p>New “Who’s Responding” App in use for emergency after-hours call. Sends alert to on-call worker, Road and Services Supervisor and General Managers of Operations, allows for chat function and logs who has responded and how/when issue was resolved.</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
		X		
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.	A) The WW Supervisor provided the annual DWQMS council update on February 27, 2023 B) 2023 DWQMS staff report posted in WFP and Garage C) No new suppliers identified. D) Abridged DWQMS Operational Plan updated and posted to Arnprior.ca (personal, system sensitive and emergency planning information not provided in public version). Previous version posted was out of date.	X X X 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 	Essential suppliers list reviewed and contact information updated throughout. Caduceon Lab Accreditation Confirmed	X X		

DWQMS Requirement	Findings	Degree of Conformance		
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<p>b.) include a procedure by which the Operating Authority ensures the quality of the essential 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>Review and Provision of Infrastructure meeting held Oct 03, 2023. Outcomes:</p> <ul style="list-style-type: none"> • Lead line removed on Edey St • No service replacements completed this year. • Valve exercising to be done pro-actively. <ul style="list-style-type: none"> - To be scheduled to ensure its completed • 2024 <ul style="list-style-type: none"> – multiple projects to upsize water main and sewer - River Crossing watermain replacement – 16” drilling into bedrock • 2025 – multiple projects to upsize water main and sewer <ul style="list-style-type: none"> – Clearwell #1 to be 	X		

DWQMS Requirement	Findings	Degree of Conformance		
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	<p>replaced/upgraded</p> <ul style="list-style-type: none"> - Filter Media in WFP to be replaced. • MECP inspection report – no concerns • Water Quality trends - no concerns. 			
<p>15. Infrastructure Maintenance, Rehabilitation and Renewal</p> <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</p>	<p>Form 1’s - Record of Watermains Authorized as Future Alterations, for all new watermains constructed in 2022/2023 were available and saved to filehold prior to auditors request.</p>	X		
	<p>Forms 2’s - Record of Minor Modifications or Replacements to the Drinking Water System - 1 - Form 2 were completed and saved to filehold. All Form 2’s should be completed prior to placing equipment into service. (2023 Coagulant Pump Replacement)</p>	X		
	<p>No Schedule C’s required/created during audit period.</p> <p>10 Year Capital Forecast provided by GM</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
program.	<p>Operations.</p> <p>Planned Maintenance - Treatment (mechanical maintenance & staffing) – see Element 11 CAR-2020-02</p> <p>Planned Maintenance Distribution: <u>Hydrant Flushing</u> – Spring and Fall 2023 Complete.</p> <p><u>Valve Exercising</u> – in progress, QMS to communicate with Roads and Service</p> <p><u>Fire Flow Testing</u>, Lakeshore Hydrants completed in 2023.</p> <p><u>Leak detection</u> – no further action made in 2023.</p> <p>Hydrant numbering stickers to be completed fall 2023 during flushing,</p>	<p>X</p> <p>X</p> <p>OFI-2022-03</p>		
<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</p>	<p>New census data reviewed – population still under 10,000. Current distribution sampling schedule sufficient and exceeds regulatory requirements.</p> <p>Weekly residuals sampling completed (some missed records) and reviewed by OIC. However monthly sampling required</p>			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>system</p> <p>b.) a description of any relevant sampling, testing or monitoring activities that take place upstream of the subject system, and</p> <p>c.) a procedure that describes how sampling, testing and monitoring results are recorded and shared between the Operating Authority and the Owner, where applicable.</p> <p>d.) DO – The Operating Authority shall implement and conform to the procedures.</p>	<p>by MECP, we have set to weekly obtain a monthly average, record keeping of residuals could be improved.</p> <p>OIC described lab data review process. Conforms with OP procedure.</p> <p>Distribution chlorine residuals sampling records reviewed – monthly calibrations to be improved.</p> <p>Superchlorination – WM commissioning records reviewed – available during audit and saved in filehold.</p> <p>All lab results (from 2022) were summarized in the 2023 Annual report and presented to Council.</p>			
<p>17. Measurement and Recording Equipment Calibration and Maintenance</p> <p>PLAN – The Operational Plan shall document a procedure for the calibration and maintenance of measurement and recording equipment.</p> <p>DO – The Operating Authority shall implement and</p>	<p>All equipment was audited for calibration as per manufacturer’s guidelines or at least within the previous 12 months. In house calibration records were available for audit period. External calibration records were provided for other meters (such as flow meters) and were saved to filehold – conforms.</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
conform to the procedure.	<ul style="list-style-type: none"> • Portable colorimeters (chlorine test kits) (2 - Treatment, 1 – Distribution) • Portable turbidimeters (Treatment: 1 Benchtop) • pH meters (Treatment: 1 Benchtop, 1 Treated, 2 Actiflo) • Pressure gauges • Continuous chlorine residual analyzers (Treatment: 1 Free, 1 Total) • Continuous turbidimeters (Treatment: 2 Actiflo, 1 Benchtop, 3 Filters) • Flow meters: calibration report provided <p>DPD-Chlorine-LR Secondary Standards for ongoing verification of colorimeters- Refer to the manufactures kits for instructions – Monthly sampling to be completed at both Treatment and Distribution</p> <ul style="list-style-type: none"> • Distribution to improve on calibrating frequency 	OFI#2023-03		

DWQMS Requirement	Findings	Degree of Conformance		
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18. Emergency Management PLAN – The Operational Plan shall document a procedure to maintain a state of emergency preparedness that includes: <ul style="list-style-type: none"> a.) a list of potential emergency situations or service interruptions, b.) processes for emergency response and recovery, c.) emergency response training and testing requirements, d.) Owner and Operating Authority responsibilities during emergency situations, e.) References to municipal emergency planning measures as appropriate, and f.) An emergency communication protocol and an up-to-date list of emergency contacts. 	Emergency Response Testing completed September 26 th , 2023 (Earthquake/Fluoride scenario) <ul style="list-style-type: none"> • New fluoride analyzer proactively purchased to eliminate hazard. • Underground tanks to be reviewed for condition. Emergency contact lists reviewed to ensure contact information is up to date.	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non- conforming
DO – The Operating Authority shall implement and conform to the procedure.				
19. Internal Audits PLAN – The Operational Plan shall document a procedure for internal audits that: a.) evaluates the conformity of the QMS with the requirements of this Standard, b.) identifies internal audit criteria, frequency, scope, methodology and record-keeping requirements, c.) considers previous internal and external audit results, and d.) describes how the Quality Management System corrective actions are identified and initiated. 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.	Audit completed in 2023 - Conforms Previous (2022) internal audit – <ul style="list-style-type: none"> • OFI#2022-01 – Appendix 6D Distribution System Plan required updating due to new residential development – New GIS system some training required to update drawing (carried over) • OFI#2022-02 – Element 7&8 to include “cybersecurity threats” – OP was updated December 2022, IT training on-going • OFI#2022-03 – Element 16 – Hydrant Numbering – In progress, stickers were tested against the elements, product was selected, to be issued this fall 2023 • OFI#2022-04 – Element 17 – Confirming calibration through secondary standards – standards have been purchased and put into use. Procedure is to refer to 	X		

DWQMS Requirement	Findings	Degree of Conformance		
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	<p>manufacture kits instructions.</p> <ul style="list-style-type: none"> CAR#2020-02 – Mechanical Technician to be hired for WTO due to older equipment and availability of reliable contracted millwright – Building Condition Assessment (BCA) has been progressing with a drafted inventory of equipment and condition. <p>Previous (2022) external audit – DESKTOP AUDIT: OFI - Element 1 - Consider including a copy of the Subject System Description Form in the OP and confirming that the OP version audited by the accreditation body is retained for 10 years</p> <ul style="list-style-type: none"> Mistakenly not included in auditor package last year, link now added to OP so will not be missed in future. <p>OFI - Element 7 & 8 – include “cybersecurity threats”</p> <ul style="list-style-type: none"> Cybersecurity threats was added to OP and assessed 	<p>X</p> <p>X</p>		

DWQMS Requirement	Findings	Degree of Conformance		
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	<p>during the 2022 Risk Assessment exercise Dec 12, 2022. Key priority on IT's 2023 workplan.</p> <p>OFI – Element 8 & 15 - Consideration should be given to setting the Critical Control Limit (CCL) for chlorine residuals in line with the “acceptable disinfectant concentration” definition included in the Ministry’s 2020 Watermain Disinfection Procedure.</p> <ul style="list-style-type: none"> - The auditors’ suggestion was thoroughly discussed both internally and with the auditor. Waterworks staff have established that an appropriate CCL for Arnpriors’ distribution system is 0.75 mg/L. Various policies and forms in the DWQMS OP have been updated to reflect this adjustment. <p>OFI – Element 11 - Consider describing in OP s.8.11 Personnel Coverage and/or PW-DWQMS-11 Personnel Coverage procedure the latest provisions and</p>	<p>X</p> <p>X</p>		

DWQMS Requirement	Findings	Degree of Conformance		
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	<p>Ministry requirements in the use of “emergency substitute operators” as now more fully described in O. Reg. 128/04 and O. Reg. 129/04 (the links provided are to the Environmental Registry decision notices).</p> <ul style="list-style-type: none"> - The OP has been updated to provide a statement that O Reg 128/04 now provides for several allowances related to staffing and operator licencing during emergency and lock-out and strike situations. Management has confirmed that O. Reg. 128/04 allowances do not appear to conflict with the current collective bargaining agreement. <p>OFI – Element 17 - Consider updating s.8.2 of PW-DWQMS-17 to also reflect the calibration requirements specified in the MDWL’s Schedule C s.4.0 Calibration of CT Monitoring System.</p> <ul style="list-style-type: none"> - The QMS / OP has been updated with the addition of 	X		

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	<p>section 8.1 of element 17 to reflect the MDWL calibration requirements.</p> <ul style="list-style-type: none"> Operators have identified issues with respect to calibrating the elevation of a transducer in Clearwell #2. This sensor is not used in normal plant flow and therefore not expected to impact CT calculations. Establishing a known elevation to accurately calibrate the sensor is a work in progress. The QMS rep was able to confirm that the transducer in Clearwell #1 (that is normally used for CT calculations) can be properly calibrated. <p>ONSIT AUDIT: OFI – Element 5 - Consider using SharePoint to improve availability of documented information to operators</p> <ul style="list-style-type: none"> No Action will be taken with respect to El. 5. SharePoint 	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
	<p>standards were ordered & received in November 2022 and have been in use since. The waterworks department goal, both for the treatment and distribution chlorine analyzers is to undertake secondary standard calibration confirmation monthly.</p> <ul style="list-style-type: none"> - QMS confirmed Treatment has completed monthly. - QMS has reminded Distribution to complete monthly. <p>OFI – Element 17 - Consider adding the level transducer for Clearwell #1 and #2 (as back-up) to the list of calibrated equipment that forms part of the monitoring system for CT (as required by MDWL Schedule C s.4.0 Calibration of CT Monitoring System).</p> <ul style="list-style-type: none"> - The QMS OP has been updated to include the clearwell level transducers in section 8.0 of element 17 to reflect the MDWL calibration 			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
	requirements.			
20. Management Review 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: <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 management reviews, j.) the status of management action items identified between reviews, k.) changes that could affect the Quality Management System, 	OP states that Top Management review shall occur once per calendar year. Typically, the review is completed in January for the previous calendar year. To be completed January 2024 following receipt of external audit. Checklist to be developed to track key DWQMS activities to be undertaken annually, to help avoid tasks being missed by new/fill in staff during leaves of absences.	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
l.) consumer feedback, m.) the resources needed to maintain the Quality Management System, n.) the results of infrastructure review, o.) Operational Plan currency, content and updates, and p.) Staff suggestions Do - Top Management shall implement and conform to the procedure and shall: a.) ensure that a management review is conducted at least once every calendar year, b.) consider the results of the management review and identify deficiencies and action items to address the deficiencies, 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 d.) report the results of management review, the identified deficiencies, decisions and action items to the Owner.				
21. Continual Improvement	QMS Rep reviewed the			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>PLAN – The Operating Authority shall develop a procedure for tracking and measuring continual improvement of its Quality Management System by:</p> <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 that they are implemented and are effective in correcting and preventing the re-occurrence of the non-conformity. c.) documenting a process for identifying and 	<p>www.ontario.ca/drinkingwater on Oct 20, 2023 for updates to regulations ect.... No new guides were listed (dated 2022 - 2023);</p> <p>Rep reviewed guidelines: Residential water testing, and Laboratory update bulletin: Drinking water testing, Issue 1</p> <p>Check list to be developed to identify key DWQMS tasks to be completed annually.</p>			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>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
<p>CAR # 2020-02 - Carried Forward CAR # 2020-02</p> <p>The audit noted that there continues to be difficulty completing scheduled mechanical maintenance activities at the WFP. Upon the</p>

completion of the hiring of a new licenced operator (Fall 2022), discussions should begin with respect to the creation of a Mechanical Technician position for the WFP in order improve the manner in which preventative maintenance work orders are completed.

- 2023 UPDATE: A Building Condition Assessment (BCA) has been in progress. A draft of all equipment inventories and current condition has been reviewed. This BCA will be used to prioritize repairs and efforts.
- Maintenance Tech position is progressing well. The job description has been updated and the evaluation process has been completed with the union. Position will now be posted with intention to hire in spring 2024.

ACTION PLAN:	ASSIGNED TO:	COMPLETION DATE
OFI-2022 -01 Appendix 6C – Distribution System Plan requires some updating. Recent move to GIS online requires staff training on new system.	GIS Summer Student	Summer 2024 Carried over
OFI-2022 -03 - Hydrant numbering sticker.	Ryan Wall / Steve/ Deanna N / Distribution Operators	During Fall 2023 Flushing Carried over
OFI-2022-04 - Chlorine meter standards (use procedure to be developed) Removed as best practice is to refer to the instructions within the manufactures kit, instructions saved to Filehold: E-01 – 2023 – WFP General	QMS Rep / WFP Operators	Fall 2023 Completed
OFI -2023-01 - QMS Rep working with Roads and Services Supervisor to ensure training plan in place to ensure continuity of all licences. QMS to create a tracking document for hours and training specific to Operators used to assist with both Treatment and Distribution licences.	QMS Rep/ Steve / Distribution Operators	2024
OFI – 2023 -02 – Element 16 – Calibration records to be improved. Some weekly/ monthly equipment calibration were not recorded. Weekly is not required by MECP however written within our municipal policy to complete weekly residual testing to obtain a monthly average. Month calibrating to be completed Distribution Chlorine meter. Treatment staff to ensure month calibration is being recorded.	Distribution and Treatment Operators	2024

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

Surveillance Audit for

The Corporation of the Town of Arnprior

ACTY-2023-641343

Audited Address: 71 James Street, Arnprior, ON K7S 1C9

Start Date: October 31, 2023 End Date: October 31, 2023

Type of audit:
Surveillance System Audit

Issue Date: October 31, 2023

Revision Level: Final

BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of The Corporation of the Town of Arnprior beginning on October 31, 2023 and ending on October 31, 2023 to the DRINKING WATER QUALITY MANAGEMENT STANDARD (DWQMS 2.0).

The purpose of this audit report is to summarise the degree of conformity 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.

Intertek - SAI Global audits are carried out within the requirements of Intertek - 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. Intertek - 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, Intertek - 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 Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's conformity with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - 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. Intertek - 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
Applicable codes:	Drinking Water
Scope of Certification:	Treatment and Distribution
Drinking Water System Owner:	Town of Arnprior
Operating Authority:	Town of Arnprior Waterworks
Population Services:	8,114
Activities:	Treatment & Distribution
Drinking Water Systems	Walter E. Prentice Water Filtration Plant and Distribution System

Total audit duration:	Person(s): 1	Day(s): 0.50
Audit Team Member(s):	Team Leader Brigitte Roth	

Other Participants: No other participants.

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 Intertek - 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 Intertek - 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 Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - 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 Intertek - 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 Intertek - 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 Intertek - 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 Intertek - 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. Intertek - 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, Conservation & Parks (MECP) Drinking Water Quality Management Standard (DWQMS V2).

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

Audit Scope:

The documented information 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
- Intertek - SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements:

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - 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 Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment, Conservation & Parks (MECP). For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - 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 Intertek - SAI Global Accreditation Program Handbook.

Review of any changes: There have been no changes to the operating authority since last audit.

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 accreditation; therefore, a recommendation for continued accreditation will be submitted.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- **EI. 5:** While generally described in PW-DWQMS-05, consider creating a table listing drinking water system records, confirming their locations and retention times (e.g. operator training, logbooks, NSF certifications, project-related disinfection records (prior to placing into service), maintenance records, sample chains of custody, lab test results, calibration records, Form 1's, 2's, 3's, Director Notifications, QMS-related, MDWL-related, DWWP-related, PTTW-related, etc.)
- **EI. 6:** Consider describing how disinfectant residuals are maintained in the distribution system (supporting DWQMS EI. 6 PLAN a) iii. B.)
- **EI. 18:** Consider tracking opportunities for improvement identified in emergency test exercises (such as underground storage tanks to be reviewed for condition, from the latest emergency training & test exercise).
- **EI. 20:** Consideration should be given to hosting a high-level Management Review meeting (e.g. "preview", including all items a) to p)) before end of the 2023 calendar year and again with a full meeting (e.g. full discussion / updates on items a) to p)) as planned in January 2024 (for "calendar year" requirement in the DWQMS and reset the timeframe)

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

Management System Documentation:

The management system's operational plan was reviewed and found to be in conformity with the requirements of the standard.

Management Review:

Record of the most recent management review meeting was reviewed 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 conformity to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes:

The organization 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	OFI
6. Drinking Water System	OFI
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	OFI
19. Internal Audits	Conforms
20. Management Review	OFI
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 in 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 the 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:	Operational Plan for the Walter E. Prentice Water Filtration Plant and Distribution System (OP), dated 2023-10-20 Town-of-Arnrior-DWQMS-Operational-Plan---Version-21---Web-Version--November-3,-2021.pdf , accessed on 2023-10-31
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client reference and found it to be in conformity with the requirements of the DWQMS reference.</p> <p>The online version of the abbreviated OP is dated November 3, 2021 (confirmed no major revisions have been made since the Nov. 2021 version).</p> <p>Any non-conformities or opportunities for improvement are recorded in their designated sections of this checklist.</p>	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	OP s.8.2 QMS Policy PW-DWQMS-02 QMS Policy, revised 2023-10-18 (policy v. 2022-10-05) Microsoft Word - Element 2 - PWDWQMS-02 - Quality Management System Policy (arnprior.ca) , accessed on 2023-10-31 (policy 2022-10-05)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p>	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	OP s.8.3 Commitment and Endorsement PW-DWQMS-03 Commitment and Endorsement Policy, 2023-10-18 QMS Commitment and Endorsement Policy, signed 2023-03-03 March-29-2022-QMS-Commitment-and-Endorsement-Policy-(signed).pdf (arnprior.ca) , accessed on 2023-10-31 (signed 2022-03/04) Council - The Town of Arnrior , accessed on 2023-10-31
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p> <p>The written endorsement is signed by the Operating Authority's current members of Top Management (General Manager of Operations, John Steckley) and DWS Owner (Mayor Lisa McGee and CAO, Robin Paquette).</p> <p>Note: the online version of the Commitment and Endorsement was signed in Mar/April, 2022.</p>	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	OP s.8.4 QMS Representative PW-DWQMS-04 Appointment of QMS Representative Policy, 2019-11-01
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference. Environmental Engineering Officer is the QMS Rep and Engineering Officer</p>	

is alternate QMS Rep.

DWQMS Reference:	5 Document and Record Control
Client Reference:	OP s.8.5 Document and Records Control PW-DWQMS-05 Document and Record Control Procedure, 2020-10-09
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p> <p>OFI: While generally described in PW-DWQMS-05, consider creating a table listing drinking water system records, confirming their locations and retention times (e.g. operator training, logbooks, NSF certifications, project-related disinfection records (prior to placing into service), maintenance records, sample chains of custody, lab test results, calibration records, Form 1's, 2's, 3's, Director Notifications, QMS-related, MDWL-related, DWWP-related, PTTW-related, etc.)</p>	

DWQMS Reference:	6 Drinking Water System
Client Reference:	OP s.8.6 Drinking Water System PW-DWQMS-06 Drinking Water System, 2023-10-18
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p> <p>The DWS description describes a surface water source from the Madawaska River with raw water characteristics that are relatively stable throughout the year and raw water pH varying seasonally (highest in fall and lowest in winter).</p> <p>Significant rain events contribute to largest changes, when pH decreases and colour & turbidity increase. Upstream is OPG hydro generating station and dam located within 900m upstream of the intake. The confluence of Madawaska and Ottawa rivers are located approx. 2 kms downstream of the raw water intake as is Arnprior's WWPCC.</p> <p>THM's in the distribution system may be formed – chloramination upgrades undertaken in 2005 consistently reduced THM levels to below current criterion. Elevated Lead concentrations are from older homes' services, predominantly due to leaching from private plumbing. Corrosion Control Plan upgrades were completed in 2016-2017.</p> <p>Treatment is provided with chemically assisted filtration to pipe network through high lift pumps. An elevated storage tank is also located within the distribution system. WTP process is described from raw water, treatment (incl. chemical dosages, Actiflo steps, filtration steps) to primary and secondary disinfection steps, water storage and transmission.</p> <p>Components of the distribution system are described: 56 kms watermain (+8 kms unassumed mains), 401 hydrants (+32 private hydrants), 690 valves, 2.727 ML capacity of water tower.</p> <p>OFI: Consider describing how disinfectant residuals are maintained in the distribution system (supporting DWQMS El. 6 PLAN a) iii. B.).</p>	

DWQMS Reference	7 Risk Assessment
Client Reference:	OP s.8.7 Risk Assessment PW-DWQMS-07 Risk Assessment Procedure, dated 2023-10-19 PW-DWQMS-FR6 Risk Assessment Checklist, dated 2023-10-19 PW-DWQMS-FR10 Risk Assessment Validity Form, dated 2023-10-20
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p>	

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Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	OP s.8.8 Risk Assessment Outcomes PW-DWQMS-08 Risk Assessment Outcomes Procedure, 2022-12-12 2023 Internal audit report (completed October 2023)
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference. Noted in the 2023 internal audit report that the next risk assessment is planned on November 15, 2023 (following WCWC training).</p> <p>Noted MECP's latest "Potential Hazardous Events for Municipal Residential Drinking Water Systems" have been considered and incorporated into the risk assessment outcomes.</p> <p>CCP's and CCL's relate to primary, secondary disinfection, distribution system pressures, backflow and cybersecurity measures.</p>	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	OP s.8.9 Organizational Structure, Roles, Responsibilities and Authorities PW-DWQMS-09 Organizational Structures, Roles, Responsibilities, and Authorities, dated 2022-10-19
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p>	

DWQMS Reference:	10 Competencies
Client Reference:	OP s.8.10 Competencies PW-DWQMS-10 Competencies Procedure, dated 2023-10-18
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p> <p>Minimum competencies required by position are described in s.8.1 and the tracking of training is achieved by the supervisors (Waterworks Supervisor and Roads & Services Supervisor).</p>	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	OP s.8.11 Personnel Coverage PW-DWQMS-11 Personnel Coverage Procedure, dated 2023-10-18
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference. Noted reference to regular hours and on-call process for after hours. Description of ORO, OIC and ESO's in accordance with O. Reg. 128/04.</p>	

DWQMS Reference:	12 Communications
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Client Reference:	OP s.8.12 Communications PW-DWQMS-12 Communications Procedure, dated 2023-10-18
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	OP s.8.13 Essential Supplies and Services PW-DWQMS-13 Essential Supplies and Services Procedures, dated 2023-10-18 PW-DWQMS-FR12 DW Treatment Chemical Receiving Checklist, dated 2023-10-20 DWQMS FR22 Essential Supplier Letter DWQMS FR25 Developer Owner Letter
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference. PW-DWQMS-13 s.8.0 describes each essential supply / service, the company name for each, if any alternate supplier has been identified, how procurement is ensured and quality verified. The corresponding forms are ways in which Arnprior communicates about the specifications required (FR22 and FR25) and verifies (FR12) the quality of purchased materials that come into contact with water.	

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	OP s.8.14 Review and Provision of Infrastructure PW-DWQMS-14 Review and Provision of Infrastructure Procedure, dated 2021-10-21 PW-DWQMS-FR23 Review and Provision of Infrastructure Annual Meeting
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference. Annually, the General Manager of Operations schedules a meeting with Waterworks and Roads & Services Supervisors to conduct a review of the condition of infrastructure. Recommendations are based on: outcomes of the risk assessment, past maintenance activities, planned maintenance on roads and sewer systems, MECP inspections, staff suggestions, water quality trends, consumer complaints, planned population growth. This process links to the 10-year replacement forecast and annual budget processes.	

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	OP s.8.15 Infrastructure Maintenance, Rehabilitation and Renewal PW-DWQMS-15 Infrastructure Maint., Rehab. and Renewal Procedure, dated 2023-10-18 2023 Internal Audit Report, checklist completed in October 2023
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.	

References the town's DWWP and the various conditions under which a Schedule C amendment is required, along with the completion of Director Notifications, and Forms 1, 2, 3. The verification of completed forms for infrastructure changes are reviewed and confirmed by the QMS Rep.

Planned infrastructure maintenance activities are presented to council for authorization of major maintenance activities. Once authorized, work orders / schedules are distributed to certified operators who complete the maintenance work. Ongoing maintenance records are reviewed by supervisors to evaluate the ongoing needs of the maintenance programs.

Unplanned maintenance activities are authorized and approved by the GM in accordance with the Town's procurement policy. Unplanned maintenance activities are reviewed during annual infrastructure reviews.

The 2023 internal audit completed reviewed all authorized changes requiring the completion of Form 1's (for all new watermain constructed in 2022/2023) and Form 2's (e.g. coagulant pump replacement) as required.

Preventive maintenance activities were noted as delayed as noted under s.11 the IA report re: mechanical maintenance competencies shortage; confirmed distribution system PM activities completed / ongoing as per schedule.

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	OP s.8.16 Sampling, Testing and Monitoring PW-DWQMS-16 Sampling and Testing Procedure, dated 2022-10-19 PW-DWQMS-22 Monitoring Procedure, dated 2023-10-19 DWQMS-SOP7 Sampling & Testing Program Procedure, 2022-10-19
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p> <p>PW-DWQMS-16 references routine sampling conducted by certified operators, tested by accredited laboratories (with exception of chlorine residuals carried-out in-house), legislative requirements are reviewed annually (based on current population, new locations), sampling following maintenance and new watermain, AWQI's are responded-to and reported as required under provincial regulations.</p> <p>PW-DWQMS-SOP7 describes the parameters, sample types, frequency and test sources for each of the tables. Table 1 summarizes raw water sampling, Table 2 summarizes treated water sampling, Table 3 – summarizes treated water from selected points in the distribution system, and Tables 4-5 summarizes WFP residuals sampling program sample points.</p> <p>PW-DWQMS-22 describes the WTP's continuous monitoring equipment and Table 1 lists equipment / rooms and related monitoring instructions.</p>	

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	OP s.8.17 Measurement & Recording Equipment Calibration and Maintenance PW-DWQMS-17 Measurement and Recording Equipment Calibration and Maintenance Procedure, dated 2023-10-18 2023 Internal Audit Report, checklist completed in October 2023
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p> <p>A list of equipment requiring calibrations and/or verifications is listed (now including level</p>	

transducers for Clearwell #1, 2) and the Waterworks Supervisor maintains the calibration schedule and an external schedule contractor is contacted who carries out the maintenance and calibration activities.

Noted the internal audit completed in October 2023 confirmed all equipment was calibrated at least within the previous 12 months (incl. colorimeters, turbidimeters, pH meters, pressure gauges, continuous chlorine analyzers, continuous turbidimeters, flow meters).

DWQMS Reference:	18 Emergency Management
Client Reference:	OP s.8.18 Emergency Management Emergency Response Testing record, dated September 26, 2023 2023 Internal Audit Report, checklist completed in October 2023
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference. References the risk assessment outcomes for the list of the potential hazardous situations and service interruptions that could potentially affect the safety of drinking water. Emergency situations are listed in the emergency procedure along with up-to-date internal and external contact lists.</p> <p>As per Emergency Response Testing record, dated September 26, 2023, training was completed on September 26, 2023 (re: earthquake and fluoride scenario with a series of timeline injects and recorded notes from participants' feedback).</p> <p>As per 2023 Internal audit report, OFI's identified from emergency response training & test: a new fluoride analyzer proactively purchased to eliminate hazard, UST's to be reviewed for condition. OFI: Consider tracking opportunities for improvement identified in emergency test exercises (such as underground storage tanks to be reviewed for condition, from the latest emergency training & test exercise).</p> <p>During the internal audit, emergency contact lists were reviewed to ensure up-to-date.</p>	

DWQMS Reference:	19 Internal Audits
Client Reference:	OP s.8.19 Internal Audits PW-DWQMS-19 Internal Audits Procedure, dated 2023-10-18 2023 Internal Audit Report, checklist completed in October 2023
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p> <p>Reviewed the previous internal audit report and noted updates on outstanding audit findings:</p> <ul style="list-style-type: none"> - OFI-2020-02: carried forward re: difficulty to complete maintenance activities (staff coverage with required mechanical maintenance competencies) – <u>per IA, Building Condition Assessment is ongoing with equipment inventories and their current conditions – a prioritization of repairs will follow (due to ongoing shortage in mech. maintenance).</u> - OFI-2022-01: Distribution system plan update (to include new lines) – <u>New GIS system training required to update drawing.</u> - OFI-2022-03: hydrant numbering stickers to be completed Fall 2023 during flushing – <u>in progress, stickers were verified against elements, product selected, to be issued Fall '23</u> - OFI-2023-01: ensuring continuity of all operator certifications – creating a tracking document for hours and training specific to operators. <u>No progress updates yet.</u> - OFI-2023-03: Distribution to improve on calibration frequency. <u>No progress updates yet.</u> 	

DWQMS Reference:	20 Management Review
Client Reference:	<p>OP s.8.20 Management Review</p> <p>PW-DWQMS-20 Management Review Procedure, dated 2023-10-18</p> <p>Management Review meeting, dated 2022-12-13</p> <p>2023-02-27-Report-to-Council---2022-DWQMS-Update.pdf (arnprior.ca), accessed on 2023-10-31</p> <p>2023 Internal Audit Report, checklist completed in October 2023</p>
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p> <p>Noted detailed review and discussion of each of the previous Systems Audit and Re-accreditation Audit reports OFI's. Also confirmed, topics a) to p) were discussed and reported-on as required by EI. 20 of the standard. Confirmed via Town of Arnprior Staff report that the 2022 DWQMS Audits and Management Review Results were reported to the owner via Report No. 23-02-27-02, dated February 27, 2023 (available at the hyperlink included in reference list).</p> <p>As per the 2023 IA report, the next Management Review is planned January 2024 for the previous calendar year (2023).</p> <p>OFI: Consideration should be given to hosting a high-level Management Review meeting (e.g. "preview", including all items a) to p)) before end of the 2023 calendar year and again with a full meeting (e.g. full discussion / updates on items a) to p)) as planned in January 2024 (for "calendar year" requirement in the DWQMS and reset the timeframe).</p>	

DWQMS Reference:	21 Continual Improvement
Client Reference:	<p>OP s.8.21 Continual Improvement</p> <p>PW-DWQMS-21 Continual Improvement Procedure, dated 2023-10-19</p> <p>CAR Tracking Spreadsheet</p> <p>Systems Audit Report by SAI Global, dated 2022-10-22</p> <p>Re-Accreditation Audit Report by SAI Global, dated 2022-11-06</p> <p>2023 Internal Audit Report, checklist completed in October 2023</p>
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.</p> <p>Reviewed the 2022 Systems Audit Report by SAI Global and noted the following opportunities for improvement (<u>status updates are underlined</u>):</p> <ul style="list-style-type: none"> • Element 1: To improve meeting the requirements of the Ministry's latest Director's Directions, consider including a copy of the Subject System Description Form in the OP and confirming that the OP version audited by the accreditation body is retained for 10 years. (<u>Per IA report, was available – not previously included in audit package – will be added to OP so not missed</u>) • Element 7 & 8: Section 8.5 of the PW-DWQMS-07 procedure and PW-DWQMS-FR6 checklist should now include "cybersecurity threats" as this hazardous event was added in spring 2022 as part of the MECP's "Potential Hazardous Events..." document. (<u>Logged as OFI2022-02 in the CAR Tracking Spreadsheet – completed October 30, 2022 – OP was updated, IT training is ongoing. Noted updated PW-DWQMS-07 Risk Assessment re: adding cybersecurity threats</u>) The next risk assessment review should consider "cybersecurity threats" as this hazardous event was added in spring 2022 as part of the MECP's "Potential Hazardous Events..." document. (<u>PW-DWQMS-08 RA Outcomes, dated December 12, 2022 now includes cybersecurity threats in "system-wide threats" section. As per IA report (Oct. 2023): IT's workplan includes as key priority</u>) 	

- **Element 8 & 15:** In PW-DWQMS-SOP5, consideration should be given to setting the CCL in line with the “acceptable disinfectant concentration” definition included in the Ministry’s [2020 Watermain Disinfection Procedure](#).
- Also, consideration could be given to updating the form in Appendix 15D Chlorine Residuals Monitoring so that the reference to Combined Chlorine levels is in line with the “acceptable disinfectant concentration” definition included in the Ministry’s [2020 Watermain Disinfection Procedure](#). (per IA report (Oct. 2023), thoroughly discussed and confirmed CCL to be set at 0.75 mg/L – various policies and forms have been updated)
- **Element 11:** Consider describing in OP s.8.11 Personnel Coverage and/or PW-DWQMS-11 Personnel Coverage procedure the latest provisions and Ministry requirements in the use of “emergency substitute operators” as now more fully described in [O. Reg. 128/04](#) and [O. Reg. 129/04](#) (the links provided are to the Environmental Registry decision notices). (Confirmed PW-DWQMS-11 updated in s.8.17, linking to O. Reg. 128/04 provisions for ESO’s)
- **Element 17:** Consider updating s.8.2 of PW-DWQMS-17 to also reflect the calibration requirements specified in the MDWL’s Schedule C s.4.0 Calibration of CT Monitoring System. (PW-DWQMS-17 s.8.2 updated to reflect CT monitoring system calibration requirements for monitoring and measurement equipment used in CT calculations)

Reviewed the 2022 Re-Accreditation Audit Report by SAI Global and noted the following opportunities for improvement (status updates are underlined):

- **EI. 5:** Consider using SharePoint to improve availability of documented information to operators (noted Microsoft products are used – SharePoint may be an available option through corporate Microsoft account). (Filehold is the Town’s digital filing system. OFI declined.)
- **EI. 15:** Consider including the chlorinators’ annual service on a maintenance reminder schedule. (Digital reminder for chlorinators’ maintenance in 2023/24 and annual service)
- **EI. 17:** Consider using DPD-Chlorine-LR Secondary Standards for ongoing verification of colorimeters (and note the certificate of analysis included inside that confirms acceptable ranges specific to the lot #). (Logged as OFI2022-04 in the CAR Tracking Spreadsheet – completed October 30, 2022 –2023 IA report standards are in use for monthly verifications since November 2022)
- **EI. 17:** Consider adding the level transducer for Clearwell #1 and #2 (as back-up) to the list of calibrated equipment that forms part of the monitoring system for CT (as required by MDWL Schedule C s.4.0 Calibration of CT Monitoring System). (OP updated to include these in EI. 17 s.8.0 to reflect MDWL calibration requirements)

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

This report was prepared by:

Brigitte Roth


Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - SAI Global
- Operating Authority
- Owner
- MECP

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 6, 2022	

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		RF
Oct 6, 2022	Updated hyperlink to the signed endorsement policy	Oct 6, 2022		DN

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 Staff Report

Subject: 2023 Annual Reports - Arnprior Water Pollution Control Centre and Arnprior Drinking Water System

Report Number: 24-03-25-03

Position Title: Scott Matthews, Waterworks Supervisor

Department: Operations

Meeting Date: March 25, 2024

Recommendations:

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

1. Arnprior Water Pollution Control Centre Summary Report 2023
2. Town of Arnprior Waterworks, Annual Report 2023
3. Arnprior Water Filtration Plant Summary Report 2023
4. WPCC Environmental Compliance Approval Issue date July 18, 2023
5. MECP Arnprior DWS 2023-24 Inspection Report # 1-207755721, dated January 18, 2024
6. MECP Inspection Rating Report (IRR), dated February 2, 2024

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.

Background:

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 Plan (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:

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 David Trombley performed a physical inspection between December 14 and 21, 2023 and was provided a digital file of data requested at that time. The Final 2023-24 Inspection Report for the Arnprior DWS was received on January 30, 2024, a copy of which is attached as Document #5.

There were no non-compliances and/or non-conformance items identified. The inspector sent the Inspection Rating Report (IRR) for the inspection of the Arnprior drinking water system on February 5th 2024 (Document #6). The result of the IRR was 100%.

WPCC

The MECP has not completed an inspection of the wastewater plant since the last inspection completed in March 2020. A copy of this inspection has been provided to Council previously. The MECP is not required to perform annual inspections of wastewater plants.

Non-compliance with Regulatory Requirements

1. The owner/operating authority was not able to demonstrate that best efforts were used to achieve the objectives listed in the Environmental Compliance Approval conditions.

The owner was not able to demonstrate best efforts were used to achieve the objectives during the inspection period as there were exceedances noted for the following parameters: Total Ammonia Nitrogen (TAN), pH, E.coli and Total Nitrogen (TN).

Action(s) to date: It is important to note that there are both effluent limits and effluent objectives listed in the Town's WPCC C of A. Limits must never be exceeded while an Objective can be exceeded on occasion without consequence. Repeated exceedance of an Objective can however result in a Ministry order to undertake actions to comply with the Objective. This issue of non-compliance deals with effluent objectives.

Staff engaged Stantec Consulting to assist with a review of this particular item. The failure to meet the Certificate of Approval (C of A) objectives for Total Nitrogen and pH have been further reviewed and explained by Stantec Consulting in the report titled "WPCC Total Nitrogen Issues", dated October 30, 2020 which was previously provided to Council. In summary, this report identified that the recommendations outlined in the 2010 WPCC Expansion Project Environmental Site Review (ESR) do not support the WPCC total nitrogen objectives contained in the year 2010 C of A. The assimilative capacity report included in the

ESR states that the Ottawa River's nitrates are not a concern. This is confirmed by the observation that neighbouring facilities that also discharge to the Ottawa River do not have a total nitrogen objective. Further, the WPCC does not meet the year 2010 C of A total nitrogen objective. To meet this objective the facility must be configured to denitrify. The preferred solution identified in the ESR, and which was built and is documented in the 2010 C of A, was not designed to denitrify.

On December 16, 2022 Wayne Simpson, a Senior Review Engineer of the MECP requested a revised table of objectives in order to proceed with the administrative amendment to the Environmental Compliance Approval (ECA).

On July 20, 2023 Wayne Simpson of the MECP sent the revised ECA for the WPCC which reflected the ESR, in that there is now no Total Nitrogen objectives or limit, and the Total Ammonia Nitrogen (TAN) objective is a seasonal objective. The updated objectives listed in the new ECA are now May – October (objective of 10 mg/l) and November – April (Objective of 15 mg/l), both of which the Town's WPCC is typically able to meet.

Uncommitted Reserve Capacity WFP and WPCC

Based on a five-year flow average (2019-2023), the Town's Water Filtration Plant (WFP) and Water Pollution Control Centre (WPCC) are currently operating at the following capacity percentages of their design capacities:

WFP maximum daily treated water flow: 49.6%

WPCC average daily treated sewage flow: 53.5%

In accordance with provincial guidelines, staff regularly track the Town's uncommitted reserve capacity at both the WFP and WPCC and continue to add additional developments to these calculations as planning approvals are granted. Based on current approved developments, the Town has committed reserve capacity up to approximately 79% of both the WFP and WPCC total capacities, however it is important to note that some of these developments are not anticipated to be fully built out for another 10+ years.

While the Town currently maintains uncommitted reserve capacity in both our water and wastewater treatment facilities, the ongoing rapid growth in Arnprior needs to be closely monitored and planned for. Staff are currently nearing completion of an update to the Town's Water and Wastewater Master Plan which incorporates the Town's updated growth projections and will identify triggers and anticipated timelines for completion of additional treatment studies and facility expansion needs over the next 20 years.

Options:

N/A

Policy Considerations:

The preparation and supply of these annual reports, inspection report and ECA are in keeping with the Town's Strategic Plan key priorities #4 and #5 which state:

4. Environment: Environmental sustainability and responsible stewardship are at the forefront of our goals.
5. Growth and Asset Management: Managing our growth and assets effectively is essential to meet the evolving needs of our expanding community.

Financial Considerations:

N/A

Meeting Dates:

N/A

Consultation:

John Steckly – General Manager, Operations, Town of Arnprior

Documents:

1. [Arnprior Water Pollution Control Centre Summary Report 2023](#)
2. [Town of Arnprior Waterworks, Annual Report 2023](#)
3. [Arnprior Water Filtration Plant Summary Report 2023](#)
4. [WPCC Environmental Compliance Approval issue date July 18, 2023](#)
5. [MECP Arnprior DWS 2023-24 Inspection Report # 1-207755721, dated January 18, 2024](#)
6. [MECP Inspection Rating Report \(IRR\), dated February 2nd, 2024](#)

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Town of Arnprior 2023 – Water Pollution Control Centre Summary Report

January 11, 2023

Please find below a discussion of the operational undertakings of the Town of Arnprior's Water Pollution Control Centre (WPCC) for the 2023 calendar year. This report also includes a summary of all relevant sampling collected during 2023. This report is provided to meet the Town's requirements to report annually on the operation of the WPCC, as per Environmental Compliance Approval Number A-500-6176111914 Version: 1.0 Issue Date: July 18, 2023 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 12,100 L 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 bisulphite. The sodium bisulphite 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

Environmental Compliance Approval Number A-500-6176111914 Version: 1.0 Issue Date: July 18, 2023, section 11.4 requires the Owner shall prepare performance reports on a calendar year basis and submit to the District Manager by March 31 of the calendar year following the period being reported upon. The reports shall contain, but shall not be limited to, the following information pertaining to the reporting period:

11.4.a. a summary and interpretation of all Influent, Imported Sewage and Processed Organic Waste monitoring data, and a review of the historical trend of the sewage characteristics and flow rates;

Figures 1 and 2 show historical trends for the influent characteristics from 2023.

Figure 1. 2023 Influent Averages of pH level and Flow (×1000 m³)

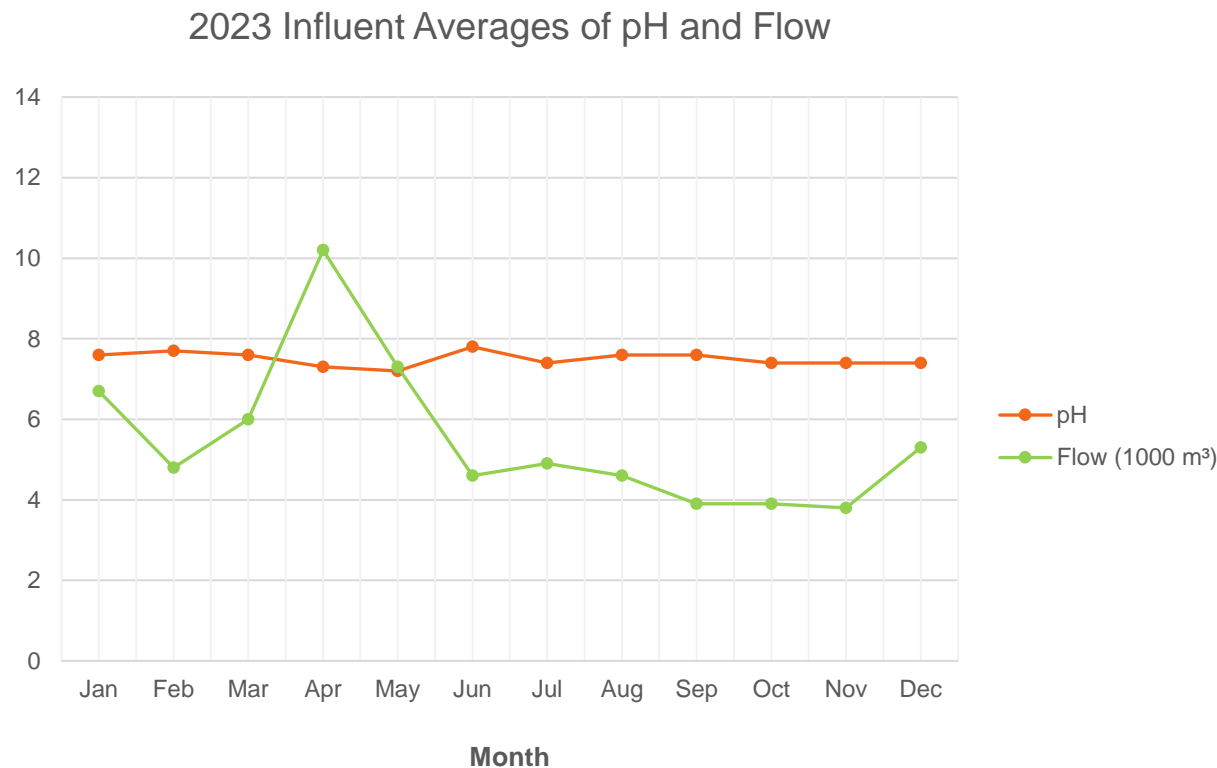


Figure 1 shows the pH and the influent flow rate. Flow rate increased steeply in April due to the spring freshet. The pH dipped slightly during the months of April and May following the increased influent flows.

Figure 2. 2023 Influent Averages of BOD and TSS

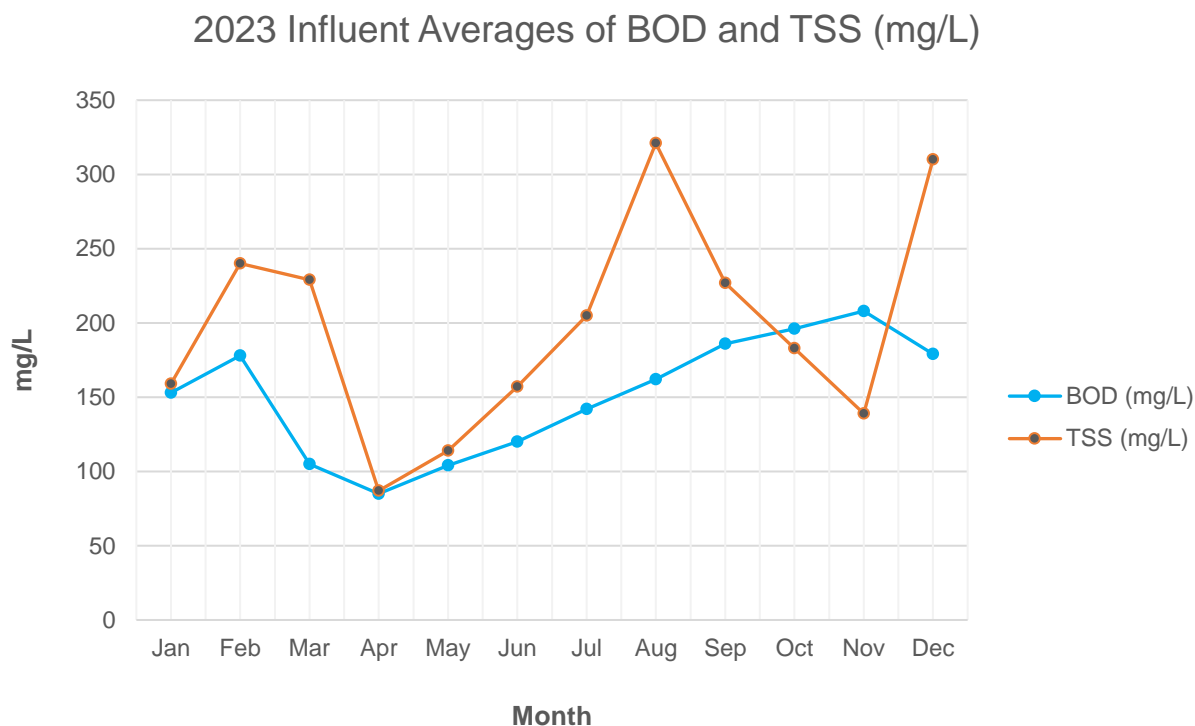


Figure 2 shows a drop in both biological oxygen demand (BOD) and total suspended solids (TSS) in April due to the spring freshet where plant flows experienced increased surface water runoff from combined sewers. The monthly averages of TSS in August and December appear higher due to single samples (outliers) each month.

11.4.b. a summary and interpretation of all Final Effluent monitoring data, including concentration, flow rates, loading and a comparison to the design objectives and compliance limits in this Approval, including an overview of the success and adequacy of the Works;

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 2023 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	6688	3.60	7.20	0.21	24.08	48.15	1.38
February	4845	3.00	9.25	0.24	14.54	44.82	1.15
March	6029	3.00	5.50	0.15	18.09	33.16	0.89
April	10,172	3.50	5.25	0.15	35.60	53.40	1.50
May	7312	3.60	7.80	0.26	26.32	57.03	1.87
June	4562	4.50	6.65	0.29	20.53	30.34	1.31
July	4879	3.25	6.00	0.19	15.86	29.28	0.91
August	4581	3.40	7.20	0.38	15.58	32.99	1.74
September	3917	3.00	6.75	0.47	11.75	26.44	1.82
October	3854	3.00	7.00	0.41	11.56	26.97	1.60
November	3833	3.25	8.00	0.30	12.46	30.66	1.15
December	5291	3.50	6.50	0.18	18.52	34.39	0.97
Annual Average	5496.95	3.38	6.93	0.27	18.74	37.30	1.36

4.2 Monitoring Data Interpretation

- 4.2.1** Five day Carbonaceous 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 4.50 mg/L in June. The CBOD5 objective loading rate is 142.5 kg/d, and in 2023 the plant maximum monthly average loading was 35.60 kg/d in April.
- 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 in 2023 was 9.25 mg/L in February. 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 57.03 kg/d in May.
- 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 2023 was 0.47 mg/L in September. The Total Phosphorous objective loading rate is 9.5 kg/d and in 2023 the maximum monthly average TP loading rate was 1.87 kg/d in May.

5.0 Effluent Objectives and Effluent Quality Assurance

11.4.e. a summary of any effluent quality assurance or control measures undertaken;

11.4.g a summary of efforts made to achieve the design objectives in this Approval, including an assessment of the issues and recommendations for pro-active actions if any are required under the following situations:

- a) when any of the design objectives is not achieved more than 50% of the time in a year, or there is an increasing trend in deterioration of Final Effluent quality;*
- b) when the Annual Average Daily Influent Flow reaches 80% of the Rated Capacity;*

11.4.m.a summary of any deviation from the monitoring schedule and reasons for the current reporting year and a schedule for the next reporting year;

5.1 Effluent Monitoring

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

Table 5-1 - 2023 Final Effluent Sampling Results

	Total Ammonia 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 (May-Oct) 15.0 (Nov-Apr)	Non-Detect	100	6.5 - 8.5	N/A	N/A	Note #1
Limit	Note #1	N/A	200	6.0 - 9.5	N/A	N/A	Pass/ Fail
Compliance Assessment Basis	Monthly Average	Min/Max	Monthly Geometric Mean Density	Min/Max	Monthly Average	Monthly Average	Single Sample
January	4.43	0.00/0.09	14.9	6.39/7.33	12	0.0084	Pass
February	16.13	0.00/0.07	5.4	6.60/7.55	12	0.0545	Pass
March	9.49	0.00/0.06	8.9	6.65/7.55	15	0.0328	Pass
April	10.88	0.00/0.08	4.6	6.74/7.34	14	0.0293	Pass
May	3.84	0.00/0.02	32.0	6.34/7.29	16	0.0138	Pass
June	6.21	0.00/0.03	19.9	6.19/7.12	20	0.0058	Pass
July	3.30	0.01/0.06	10.0	6.28/7.03	22	0.0080	Pass
August	1.29	0.00/0.03	31.6	6.29/6.99	22	0.0044	Pass
September	1.47	0.00/0.02	55.0	6.20/6.78	21	0.0018	Pass
October	0.50	0.00/0.02	6.5	6.00/6.95	20	0.1024	Pass
November	14.98	0.00/0.03	24.2	6.51/6.99	17	0.0303	Pass
December	13.13	0.00/0.43	17.1	6.79/7.14	15	0.0313	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 throughout the months of May to October and 15.0 mg/L throughout the months of November to April. 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 16.13 mg/L in the month of February due to loss of nitrification in the colder temperatures. In April 2023, the monthly averages resumed falling under the established objective continuing until November. All lethality tests throughout the year passed.
- 5.1.2** Total Residual Chlorine objective is to be non-detectable. A residual was detected in all months but at no time in the year did the value exceed 0.5 mg/L.
- 5.1.3** 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 55 CFU/100mL in September. The limit for E.coli is 200 CFU/100mL.
- 5.1.4** 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.

There were no deviations from the monitoring schedule for the current reporting year.

6.0 Bypass Summary

11.4.j. a summary of all Bypasses, Overflows, other situations outside Normal Operating Conditions and spills within the meaning of Part X of EPA and abnormal discharge events;

11.4.l. a summary of efforts made to achieve conformance with Procedure F-5-1 including but not limited to projects undertaken and completed in the sanitary sewer system that result in overall Bypass/Overflow elimination including expenditures and proposed projects to eliminate Bypass/Overflows with estimated budget forecast for the year following that for which the report is submitted;

- On June 26th, due to heavy precipitation, a bypass of 0.17 m³ occurred at 1 Elgin Street.
- On July 13th, due to heavy precipitation, 3 locations (Albert Street manhole, LS #1, and LS #3) were bypassed for a volume of 52.4 m³.
- On July 13th, due to heavy precipitation, a bypass of 0.48 m³ occurred at 233 Albert Street.
- On July 28th, heavy precipitation caused bypasses at both LS #3, and Albert Street manhole, the total amount being 220.5 m³. A beach closure took effect due to the occurrence.
- On September 7th, due to heavy precipitation, a secondary bypass with a volume of 6.37 m³ occurred at 233 Albert Street (WPCC).
- On September 7th, due to heavy precipitation, 3 locations (LS #1, LS #3, and Albert Street manhole) were bypassed for a total volume of 983.8 m³. A beach closure took effect due to the occurrence.
- On December 8th, an equipment failure of the sodium bisulphite pump caused a secondary bypass incurring 3204 m³ at 233 Albert Street. Samples were collected and in-house laboratory analysis was conducted.

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.

Levels at pump station #3 were not being accurately represented by the settings in the SCADA, which caused bypasses to be reported erroneously. Physical observation allowed us to assess and correct these level setpoints which were adjusted in SCADA to correct the error.

2024 planned capital works includes the Reconstruction of MacDonald Street which will result in the block of existing combined sewer between William Street and McGonigal Street being separated into dedicated sanitary and storm sewers. The total estimated cost of this project is \$4.2 million.

7.0 Operating Problems

11.4.c. a summary of all operating issues encountered and corrective actions taken;

11.4.k. a summary of all Notice of Modifications to Sewage Works completed under Paragraph 1.d. of Condition 10, including a report on status of implementation of all modification;

An increased number of hydro power events has caused more electrical control equipment failures than in the past. A surge protector was installed at the Madawaska Blvd. lift station, eliminating hydro electricity surges. All generator stations have had batteries changed out to ensure they will start in emergency situations.

Levels at pump station #3 were not being accurately represented by the settings in the SCADA, which caused bypasses to be reported erroneously. Physical observation allowed us to assess and correct these level setpoints which were adjusted in SCADA to correct the error.

8.0 Plant Maintenance

11.4.d. a summary of all normal and emergency repairs and maintenance activities carried out on any major structure, equipment, apparatus or mechanism forming part of the Works;

Both a monthly and a weekly maintenance schedule are printed out and the maintenance personnel initial the schedule as tasks are completed. If any major repairs are required, the operator communicates these to the ORO supervisor who then contacts the appropriate licensed contractor.

A summary of major repairs or maintenance carried out in 2023 is as follows:

- Annual certification of laboratory instruments.
- Annual certification of backflow preventers.
- Annual certification of flow meters.
- Rebuild of digester heat pump.
- Replacement of gas LEL sensor in screen room.
- Rebuild of primary sewage pump.
- Replacement of effluent sampler.
- Various health and safety supplies purchased.
- Purchase of spare digester supernatant pump.
- Purchase of DeviceNet cards.
- Purchase of spare DeZURIK valve and actuator.
- Purchase of HACH chemical reagents.
- Purchase and installation of centrifuge main auger.
- Contractor serviced digester gas blower.
- Damaged davit base relocated and re-secured by contractor.
- One set of flights and chains repaired on a final clarifier.

9.0 Sludge Processing

11.4.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 196,208 kg dry weight of sludge was transported to the Arnprior Waste Disposal Site. Sludge production in 2024 is expected to be higher than 2023. Table 9-1 below provides a summary of the 2023 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	1,342	599	2.55	15,277
February	986	642	2.65	17,024
March	696	853	2.43	20,738
April	444	563	2.74	15,398
May	393	835	2.46	20,510
June	609	1,049	1.75	18,356
July	323	1,242	1.60	19,912
August	292	706	2.09	14,733
September	271	630	2.77	17,464
October	250	739	2.18	16,112
November	289	769	1.66	12,759
December	690	466	1.70	7,925
Avg	549	758	2.21	16,351
Max	1,342	1,242	2.77	20,738
Min	250	466	1.60	7,925
Total	6,585	9,093		196,208

10.0 Monitoring Equipment Calibration

11.4.f. a summary of the calibration and maintenance carried out on all Influent, Imported Sewage and Final Effluent monitoring equipment to ensure that the accuracy is within the tolerance of that equipment as required in this Approval or recommended by the manufacturer;

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

11.4.i. a summary of any complaints received and any steps taken to address the complaints;

There were no complaints received during the reporting period.

12.0 Conclusion

The Arnprior WPCC met all MECP sewage effluent limits. The objective of 15 mg/L for the monthly average of Total Ammonia Nitrogen for November to April was exceeded in the month of February at 16.13 mg/L due to limited nitrification during the colder temperatures.

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

Completed by Jessica Schultz
OIT
Arnprior

Reviewed by Scott Matthews
Waterworks Supervisor
Arnprior



Annual Report

FOR

Town of Arnprior Waterworks

Period: January 1, 2023 – December 31, 2023



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 2023

**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.

- Maintenance parts purchased for soda ash dosing pumps
- Probe for pH online analyzer purchased and commissioned
- Chlorine gas system annual maintenance completed by contracted technician
- Annual calibration of analyzers completed by contracted technician
- Fluoride dosing system repaired
- Fluoride tank level sensors purchased and installed
- Maintenance parts purchased for chlorine gas system
- Gas sensor annual calibration by contracted technician
- Replacement ladders and safety equipment purchased
- Coagulant pumping- complete system purchase

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
Jan. 24/23	Fluoride	2.80	mg/l	Contacted local health unit. Shutdown dosing and ok to send to distribution.	Jan. 26/23

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 - 25	2 - 1500	N/A	
Treated	52	absent	absent	52	<2 - 2
Distribution	312	absent	absent	156	<2 - 44



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	0.09 – 0.19 NTU
Chlorine (Free)	8760	1.71 – 1.98 mg/L
Fluoride (If the DWS provides fluoridation)	8760	0.00 – 2.80 mg/L

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

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. 17/23	<0.006	µg/L
Haloacetic Acid	Jan. 17/23	24.0	µg/L
Total Organic Carbon	Jan. 17/23	3.5	mg/L
Dissolved Organic Carbon	Jan. 17/23	2.9	mg/L
Colour	Jan. 17/23	<2	TCU
Nitrite	Jan. 17/23	<0.1	mg/L
Nitrate	Jan. 17/23	<0.1	mg/L
Nitrosodimethylamine	Jan. 17/23	0.0038	µg/L
Benzo(a)pyrene	Apr. 18/23	<0.01	µg/L
Haloacetic Acid	Apr. 18/23	23.6	µg/L
Total organic Carbon	Apr. 18/23	1.6	mg/L
Dissolved Organic Carbon	Apr. 18/23	1.2	mg/L
Colour	Apr. 18/23	<2	TCU
Nitrite	Apr. 18/23	<0.05	mg/L
Nitrate	Apr. 18/23	0.12	mg/L
Nitrosodimethylamine	Apr. 18/23	<0.0009	µg/L
Benzo(a)pyrene	Jul. 18/23	<0.006	µg/L
Haloacetic Acid	Jul. 18/23	47.2	µg/L
Total organic Carbon	Jul. 18/23	6.7	mg/L
Dissolved Organic Carbon	Jul. 18/23	6.7	mg/L
Colour	Jul. 18/23	<2	TCU
Nitrite	Jul. 18/23	<0.05	mg/L
Nitrate	Jul. 18/23	0.05	mg/L
Nitrosodimethylamine	Jul. 18/23	<0.0009	µg/L
Benzo(a)pyrene	Oct. 24/23	<0.006	µg/L
Haloacetic Acid	Oct. 24/23	21.5	µg/L

Total Organic Carbon	Oct. 24/23	3.2	mg/L
Dissolved Organic Carbon	Oct. 24/23	3.4	mg/L
Colour	Oct. 24/23	<2	TCU
Nitrite	Oct. 24/23	<0.05	mg/L
Nitrate	Oct. 24/23	0.07	mg/L
Nitrosodimethyline	Oct. 24/23	<0.0009	µg/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. 17/23	<0.0001	mg/L	no
Arsenic	Jan. 17/23	0.0001	mg/L	no
Barium	Jan. 17/23	0.020	mg/L	no
Boron	Jan. 17/23	<0.005	mg/L	no
Cadmium	Jan. 17/23	<0.000010	mg/L	no
Chromium	Jan. 17/23	<0.002	mg/L	no
*Lead	Jan. 17/23	<0.00002	mg/l	no
Mercury	Jan. 17/23	<0.00002	mg/L	no
Selenium	Jan. 17/23	<0.001	mg/L	no
Uranium	Jan. 17/23	<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	<0.00002 – 0.00162	0
Distribution	4	<0.00002 – 0.00222	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. 17/23	<0.3	µg/L	no
Atrazine + Metabolites	Jan. 17/23	<0.5	µg/L	no
Azinphos-methyl	Jan. 17/23	<1	µg/L	no
Benzene	Jan. 17/23	<0.5	µg/L	no
Benzo(a)pyrene	Jan. 17/23	<0.006	µg/L	no
Bromoxynil	Jan. 17/23	<0.5	µg/L	no
Carbaryl	Jan. 17/23	<3	µg/L	no
Carbofuran	Jan. 17/23	<1	µg/L	no
Carbon Tetrachloride	Jan. 17/23	<0.2	µg/L	no
Chlorpyrifos	Jan. 17/23	<0.5	µg/L	no
Diazinon	Jan. 17/23	<1	µg/L	no
Dicamba	Jan. 17/23	<1	µg/L	no
1,2-Dichlorobenzene	Jan. 17/23	<0.5	µg/L	no
1,4-Dichlorobenzene	Jan. 17/23	<0.5	µg/L	no
1,2-Dichloroethane	Jan. 17/23	<0.5	µg/L	no
1,1-Dichloroethene (vinylidene chloride)	Jan. 17/23	<0.5	µg/L	no
Dichloromethane	Jan. 17/23	<5.0	µg/L	no
2-4 Dichlorophenol	Jan. 17/23	<0.2	µg/L	no
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 17/23	<1	µg/L	no
Diclofop-methyl	Jan. 17/23	<0.9	µg/L	no
Diquat	Jan. 17/23	<5	µg/L	no
Diuron	Jan. 17/23	<5	µg/L	no
Glyphosate	Jan. 17/23	<25	µg/L	no
Malathion	Jan. 17/23	<5	µg/L	no
Metolachlor	Jan. 17/23	<3	µg/L	no
Metribuzin	Jan. 17/23	<3	µg/L	no
Monochlorobenzene	Jan. 17/23	<0.5	µg/L	no
Paraquat	Jan. 17/23	<1	µg/L	no
Pentachlorophenol	Jan. 17/23	<0.2	µg/L	no
Phorate	Jan. 17/23	<0.3	µg/L	no
Picloram	Jan. 17/23	<5	µg/L	no
Polychlorinated Biphenyls(PCB)	Jan. 17/23	<0.05	µg/L	no
Prometryne	Jan. 17/23	<0.1	µg/L	no
Simazine	Jan. 17/23	<0.5	µg/L	no



THM (NOTE: show latest annual average)	Jan. 17/23	37	µg/L	no
Terbufos	Jan. 17/23	<0.5	µg/L	no
Tetrachloroethylene	Jan. 17/23	<0.5	µg/L	no
2,3,4,6-Tetrachlorophenol	Jan. 17/23	<0.2	µg/L	no
Triallate	Jan. 17/23	<10	µg/L	no
Trichloroethylene	Jan. 17/23	<0.5	µg/L	no
2,4,6-Trichlorophenol	Jan. 17/23	<0.2	µg/L	no
Trifluralin	Jan. 17/23	<0.5	µg/L	no
Vinyl Chloride	Jan. 17/23	<0.2	µg/L	no
MCPA	Jan. 17/23	<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 for this reporting period.			

**Completed by Jessica Schultz
OIT
Arnprior**

**Reviewed by Scott Matthews
Waterworks Supervisor
Arnprior**



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Town of Arnprior 2023 – Water Filtration Plant Summary Report

February 23, 2023

Please find below a discussion of the operational undertakings of the Town of Arnprior's Water Filtration Plant (WFP) for the 2023 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 Ver. 7 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 to the Council of the Town of Arnprior during the regular meeting of Council on March 25, 2024 reporting on the Arnprior Drinking Water System for the period covering January to December 2023.

(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) P-300-1179150700 Ver. 1.

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

- Purchase of HACH pH probe.
- Annual chlorine gas safety maintenance completed by contractor including service, components, and equipment.
- Improvements to low lift pump communications.
- Improvements to backflow valve and PRV of fluoride dosing system.
- Fluoride tank level sensors replaced.
- Online fluoride probe replaced.
- Purchase of various health and safety equipment.
- Hoses of soda ash dosing pumps replaced.
- Purchase of chlorine gas parts/maintenance packages as spares.
- Purchase of updated coagulant dosing package.

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, as well as 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.

In regards to non-compliance of PTTW and MDWL, there were no occurrences to report this period.

5.0 Adverse Test Results and Other Operational Problems

- On January 24th, a mechanical failure on the backpressure regulator of the fluoride dosing system caused an adverse test result.
- The system was placed out of service while contractor performed necessary repairs. The system resumed regular functions by February 25th.

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 4,489 m³. The maximum daily flow recorded was 5,764 m³ on June 4th, 2023. The maximum daily flow permitted under the Town's current PTTW from the Madawaska River is 10,340 m³/day.

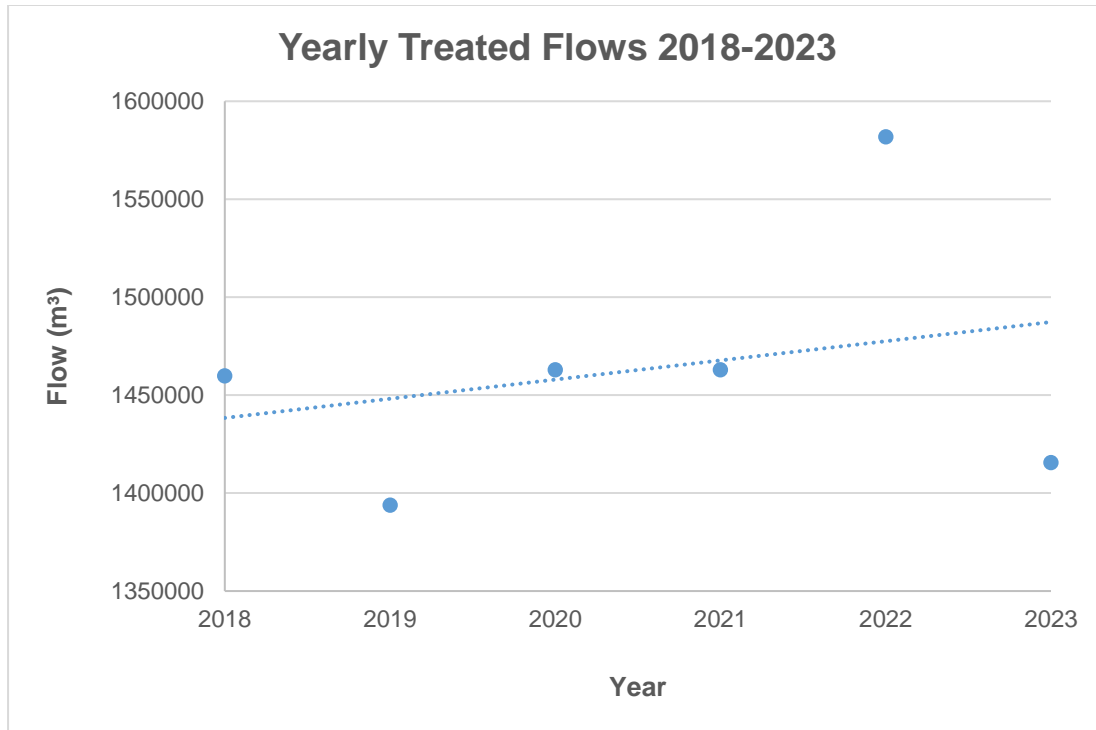
The total annual raw water flow for 2023 was 1,643,630 m³. This volume has decreased since 2022 which had a total flow of 1,837,928 m³, a decrease of 10.6%.

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 2023 was 10,340 m³/day. There were no flow exceedances in 2023 and the average daily treated water flow was measured at 3,877 m³/day. The maximum daily treated water flow was 5,129 m³ on June 4th, 2023.

The total annual treated water flow for 2023 was 1,415,563 m³. This volume has decreased 10% as compared to 2022 which had a total flow of 1,581,830 m³.

Please see following chart showing annual treated water flows for the years 2018 to 2023.



9.0 Backwash Water Production

The average monthly backwash water flow was 471 m³. The total annual backwash water flow was 171,785 m³. 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 2023 the average was 4.0 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 Mussels

Zebra mussels are evident at the Low Lift Pumphouse. At this time, they 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 2023 filtered water turbidity was 0.093 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 Schedule 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 49 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 47 mg/L and the treated water an average of 59 mg/L.

16.0 Fluoride

Hydrofluorosilicic acid is added to the treated water to attain an average fluoride residual in 2023 of 0.62 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).

Completed by Jessica Schultz
OIT
Arnprior

Reviewed by Scott Matthews
Waterworks Supervisor
Arnprior

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

ENVIRONMENTAL COMPLIANCE APPROVAL

NUMBER A-500-6176111914

Version: 1.0

Issue Date: July 18, 2023

Pursuant to section 20.3 of the Environmental Protection Act, Revised Statutes of Ontario (R.S.O.) 1990, c. E. 19 and subject to all other applicable Acts or regulations this Environmental Compliance Approval is issued to:

CORPORATION OF THE TOWN OF ARNPRIOR

105 ELGIN STREET WEST
ARNPRIOR ONTARIO
K7S0A8

For the following site:

Arnprior Water Pollution Control Centre
233 Albert Street
Town of Arnprior
County of Renfrew
K7S 2M4

Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s) 8537-7Y6SGZ, issued on February 17, 2010.

You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:

alteration, usage and operation of existing municipal sewage works, for the treatment of sanitary sewage and disposal of effluent to Ottawa River via a Sewage Treatment Plant (Arnprior Water Pollution Control Centre) and Final Effluent disposal facilities as follows:

Classification of Collection System: Partially Separated Sewer System

Classification of Sewage Treatment Plant: Secondary

Design Capacity of Sewage Treatment Plant

Design Capacity with All Treatment Trains in Operation	Existing Works
Rated Capacity	9,700 m ³ /d

Influent, Imported Sewage and Processed Organic Waste

Receiving Location	Types
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In Collection System	Sanitary Sewage
At Sewage Treatment Plant	Sanitary Sewage

Arnprior Water Pollution Control Centre

Existing Works:

Preliminary Treatment System:

Screening

- Two (2) mechanical bar screen with 13mm spacing rated for 25,500 and 51,100 m³/day
- One (1) manual mechanical bar screen with 12 mm spacing
- One (1) 910 mm wide covered screen channel and (2) parallel 910mm wide enclosed screen channels
- One (1) enclosed screening dewatering screw conveyor

Degritting

- Two (2) parallel covered rectangular aerated degritter tanks, each 7.3 m long x 3.7 m wide x 3.66 m average water depth;
- One (1) turbo blower rated to deliver 1,252 m³/day, serving the aerated degritter tanks and channel aeration system;
- Two (2) grit slurry pumps, each rated at 8.8 L/s at a TDH of 3.8 m;
- Two (2) grit dewatering screw conveyor;
- System of channel aeration coarse bubble air diffusers for Preliminary Treatment and Primary Treatment;

Influent Metering:

- Two (2) area-velocity flow meters in influent channels, capable of measuring flows between 800 and 47,500 m³/day

Primary Treatment System:

Primary Clarifiers:

- Two (2) single-pass rectangular primary clarifiers equipped with longitudinal chain-and- flight type sludge collectors, 142 m² each, with a peak flow capacity of 16,350 m³/d each (Primary Clarifiers No. 1 and 2)
- Two (2) single-pass rectangular primary clarifiers equipped with longitudinal and cross chain-and-flight type sludge collectors and collectors with polymer enhanced co-thickening of waste activated sludge, 154 m² each, with a peak flow capacity of 17,300 m³/d each (Primary Clarifiers No. 3 and 4)

Manually operated scum collectors

Primary Sludge Pumping

- Four (4) constant speed plunger type primary sludge pumps rated at 4.7L/s at a TDH of 20 m;
- One (1) constant speed centrifugal scum pump, rated at 6.3 L/s at a TDH of 15.2 m;

Secondary Treatment System:

Secondary Treatment Bypass

- Manually operated bypass gate in the secondary bypass channel;
- Secondary treatment by-pass Parshall flume with a recording device ;

Biological Treatment

- Two (2) single-pass rectangular conventional activated sludge aeration tanks (Aeration Tank No.1 and 2), 11.3 m wide x 25.3 m long with an average liquid depth of 4.6 m;
- Fine bubble aeration system;
- Manual control system;
- One (1) duty turbo blower, rated at 52.7 m³/min, and two (2) standby centrifugal blowers 38.2 m³/min;

Secondary Sedimentation:

- Three (3) parallel twin-pass rectangular secondary clarifiers, each clarifier 28.25 m long x 11.3 m wide (5.5 m per pass), each equipped with two (2) longitudinal and one (1) cross chain-and-flight type sludge collectors
- Manually operated scum collectors
- Four (4) variable speed drive centrifugal sludge (RAS) pump in the basement of the Blower Building, rated for 55 L/s at a TDH of 6.4 m
- One (1) constant speed centrifugal scum pump rated at 8.7 L/s at a TDH of 5.2 m

Supplementary Treatment System

Phosphorus Removal

- Two (2) fibreglass reinforced plastic coagulant solution storage tanks, 2.44 m diameter, 11.36 m³ capacity
- Two (2) (one duty, one stand-by) chemical metering pumps, each rated at 6 to 45 L/hr

Disinfection system

- One (1) 617 m³ capacity, six-pass chlorine contact tank, equipped with a chlorine solution diffuser at the inlet to the tank with one (1) impeller type flash mixer, and a sodium bisulphite feed line at the end of the tank;
- Two (2) fibreglass reinforced plastic sodium hypochlorite solution storage tanks, 2.44 m diameter 11.36 m³ capacity each;
- Three (3) (one duty, two stand-by) chemical metering pumps, two rated at 3.3 to 34 L/hr each, and one at 34 to 150 L/hr;
- One (1) fibreglass reinforced plastic 1.22 m diameter, 1.14 m³ capacity sodium bisulphite solution storage tank, one (1)

Sodium Bisulphite Drum and sodium bisulphite chemical transfer drum pump ;

- Two (2) (one duty, one stand-by) sodium bisulphite chemical metering pumps, each rated at 0.1 to 4.3 L/hr

Primary Clarifier Polymer System

- Polymer solution make up tank
- One (1) polymer feed pump to dose polymer to the WAS line prior to Primary Clarifiers No. 3 and No. 4 for chemically enhanced cothickening.

Sludge Polymer System

- Automated polymer system for the preparation of dry or liquid polymer:
- One (1) 3000L mix tank
- One (1) 6000L day tank
- One (1) liquid polymer transfer pump
- Two (2) polymer solution feed pumps (one duty and one standby), each designed to pump polymer at a rate of 85L/minute at 7.0 m TDH to three (3) injection points to the feed line of the dewatering centrifuge
- Polymer dosing point at sludge storage tanks No. 1 and 2

Sludge Management System

Primary Digester

- One (1) 15 m diameter primary digester, providing an active volume of approximately 1,274 m³;
- One (1) Sludge mixing pump for the primary digester, rated to deliver 21 L/s at a TDH of 3.6 m and a jet mixing system;
- One (1) 165 kW concentric tube heat exchanger with two (2) recirculation pumps;

Secondary Digester

- One (1) 15 m diameter secondary digester providing a normal liquid volume of approximately 1,274 m³;
- Two (2) (one duty, one standby) progressive cavity digested sludge transfer pumps, rated to deliver 5.6 L/s at a TDH of 10.6 m;
- One (1) supernatant pump station to discharge digester supernatant liquid to upstream at the aerated grit tanks;

Digester Gas Management

- One (1) waste flare system, rated at 40 m³/day
- Central heating plant: Two (2) hot water boilers to fire digester gas and natural gas in the Control Building

Digested Liquid Sludge Holding Tanks:

- Two (2) 50 m³ capacity (5.4 m x 3.4 m x 2.73m maximum liquid depth), equipped with a system of coarse bubble air mixing system;
- Two (2) 40 m³ capacity equipped with a system of coarse bubble air mixing system;
- Four (4) dewatering feed pumps designed to pump liquid sludge at a rate of 7.5L/s at a TDH of 6.5m to feed the dewatering centrifuge or liquid sludge truck loading;

Digested Sludge Dewatering

- Magnetic type sludge flow meter: One (1) upstream of the dewatering centrifuge;
- One (1) Dewatering centrifuge rated maximum solid loading of 680 kg/hour and maximum hydraulic capacity of 27 m³/hour;
- Centrate return pumps: One (1) rated with a capacity of 9.5 L/sec at 9.0m TDH;
- Sludge cake truck loading screw conveyor system facility;

Final Effluent Flow Measurement and Sampling Point

- Final effluent magnetic flow meter
- Effluent sampler at Outfall Manhole
- Discharge into the Ottawa River at the mouth of the Madawaska River through six (6) 250 mm diameter diffuser ports.

DEFINITIONS

For the purpose of this environmental compliance approval, the following definitions apply:

1. "Annual Average Daily Effluent Flow" means the cumulative total Final Effluent discharged during a calendar year divided by the number of days during which Final Effluent was discharged that year;
2. "Annual Average Daily Influent Flow" means the cumulative total sewage flow of Influent to the Sewage Treatment Plant during a calendar year divided by the number of days during which sewage was flowing to the Sewage Treatment Plant that year;
3. "Approval" means this entire Environmental Compliance Approval and any Schedules attached to it;
4. "BOD5" (also known as TBOD5) means five day biochemical oxygen demand measured in an unfiltered sample and includes carbonaceous and nitrogenous oxygen demands;
5. "Bypass" means diversion of sewage around one or more treatment processes, excluding Preliminary Treatment System, within the Sewage Treatment Plant with the diverted sewage flows being returned to the Sewage Treatment Plant treatment train upstream of the Final Effluent sampling point(s) and discharged via the approved effluent disposal facilities;
6. "CBOD5" means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;
7. "Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of the EPA;
8. "District Manager" means the District Manager of the appropriate local district office of the Ministry, where the Works is

geographically located;

9. "*E. coli*" refers to coliform bacteria that possess the enzyme beta-glucuronidase and are capable of cleaving a fluorogenic or chromogenic substrate with the corresponding release of a fluorogen or chromogen, that produces fluorescence under long wavelength (366 nm) UV light, or color development, respectively. Enumeration methods include tube, membrane filter, or multi-well procedures. Depending on the method selected, incubation temperatures include 35.5 + 0.5 °C or 44.5 + 0.2 °C (to enumerate thermotolerant species). Depending on the procedure used, data are reported as either colony forming units (CFU) per 100 mL (for membrane filtration methods) or as most probable number (MPN) per 100 mL (for tube or multi-well methods);
10. "EPA" means the *Environmental Protection Act*, R.S.O. 1990, c.E.19;
11. "Equivalent Equipment" means alternate piece(s) of equipment that meets the design requirements and performance specifications of the piece(s) of equipment to be substituted;
12. "Event" means an action or occurrence, at a given location within the Works that causes a Bypass or Overflow. An Event ends when there is no recurrence of Bypass or Overflow in the 12-hour period following the last Bypass or Overflow. Overflows and Bypasses are separate Events even when they occur concurrently;
13. "Existing Works" means those portions of the Works included in the Approval that have been constructed previously;
14. "Final Effluent" means effluent that is discharged to the environment through the approved effluent disposal facilities, including all Bypasses, that are required to meet the compliance limits stipulated in the Approval for the Sewage Treatment Plant at the Final Effluent sampling point(s);
15. "Grab Sample" means an individual sample of at least 1000 millilitres collected in an appropriate container at a randomly selected time over a period of time not exceeding 15 minutes;
16. "Influent" means flows to the Sewage Treatment Plant from the collection system and Imported Sewage but excluding process return flows
17. "Licensed Engineering Practitioner" means a person who holds a licence, limited licence or temporary licence under the *Professional Engineers Act*, R.S.O. 1990, c. P.28
18. "Limited Operational Flexibility" (LOF) means the conditions that the Owner shall follow in order to undertake any Modification that is pre-authorized as part of this Approval;
19. "Ministry" means the ministry of the government of Ontario responsible for the EPA and OWRA and includes all officials, employees or other persons acting on its behalf;
20. "Monthly Average Daily Effluent Flow" means the cumulative total Final Effluent discharged during a calendar month divided by the number of days during which Final Effluent was discharged that month;
21. "Monthly Average Daily Effluent Loading" means the value obtained by multiplying the Monthly Average Effluent Concentration of a contaminant by the Monthly Average Daily Effluent Flow over the same calendar month;
22. "Monthly Average Effluent Concentration" is the mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured during a calendar month, calculated and reported as per the methodology specified in Schedule 6;
23. "Monthly Geometric Mean Density" is the mean of all Single Sample Results of *E.coli* measurement in the samples taken during a calendar month, calculated and reported as per the methodology specified in Schedule 6;
24. "Normal Operating Condition" means the condition when all unit process(es), excluding Preliminary Treatment System, in a treatment train is operating within its design capacity;
25. "Notice of Modification to Sewage Works" means the form entitled "Notice of Modification to Sewage Works" in Schedule 5;
26. "Operating Agency" means the Owner, person or the entity that is authorized by the Owner for the management, operation, maintenance, or alteration of the Works in accordance with this Approval;
27. "Overflow" means a discharge to the environment from the Works at designed location(s) other than the approved effluent disposal facilities or via the effluent disposal facilities downstream of the Final Effluent sampling point;

28. "Owner" means Town of Arnprior, including any successors and assignees
29. "OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40, as amended;
30. "Peak Instantaneous Flow Rate" means the instantaneous maximum flow rate as measured by a metering device for which the sewage treatment process unit or equipment is designed to handle;
31. "Preliminary Treatment System" means all facilities in the Sewage Treatment Plant associated with screening and grit removal;
32. "Procedure F-5-1" means the Ministry guidance document titled "Procedure F-5-1 - Determination of Treatment Requirements for Municipal and Private Sewage Treatment Works Discharging to Surface Waters " dated May 2, 2019, as amended;
33. "Rated Capacity" means the Annual Average Daily Influent Flow for which the Sewage Treatment Plant is designed to handle;
34. "Sanitary Sewers" means pipes that collect and convey wastewater from residential, commercial, institutional and industrial buildings, and some infiltration and inflow from extraneous sources such as groundwater and surface runoff through means other than stormwater catch basins;
35. "Separate Sewer Systems" means wastewater collection systems that comprised of Sanitary Sewers while runoff from precipitation and snowmelt are separately collected in Storm Sewers;
36. "Sewage Treatment Plant" means all the facilities related to sewage treatment within the sewage treatment plant site excluding the Final Effluent disposal facilities;
37. "Single Sample Result" means the test result of a parameter in the effluent discharged on any day, as measured by a probe, analyzer or in a composite or grab sample, as required;
38. "Works" means the approved sewage works, and includes Proposed Works, Existing Works and modifications made under Limited Operational Flexibility.

TERMS AND CONDITIONS

You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:

1. GENERAL PROVISIONS

1. The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Works is notified of this Approval and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
2. Except as otherwise provided by these conditions, the Owner shall design, build, install, operate and maintain the Works in accordance with the description given in this Approval, and the application for approval of the Works.
3. Where there is a conflict between a provision of any document referred to in this Approval and the conditions of this Approval, the conditions in this Approval shall take precedence.

2. CHANGE OF OWNER AND OPERATING AGENCY

1. The Owner shall, within thirty (30) calendar days of issuance of this Approval, prepare/update and submit to the District Manager the Municipal and Local Services Board Wastewater System Profile Information Form, as amended (Schedule G) under any of the following situations:
 - a. the form has not been previously submitted for the Works;
 - b. this Approval is issued for extension, re-rating or process treatment upgrade of the Works;
 - c. when a notification is provided to the District Manager in compliance with requirements of change of

Owner or Operating Agency under this condition.

2. The Owner shall notify the District Manager and the Director, in writing, of any of the following changes within thirty (30) days of the change occurring:
change of address of Owner;
 - a. change of address of Owner;
 - b. change of Owner, including address of new owner;
 - c. change of partners where the Owner is or at any time becomes a partnership, and a copy of the most recent declaration filed under the Business Names Act, R.S.O. 1990, c. B.17 shall be included in the notification; or
 - d. change of name of the corporation, and a copy of the most current information filed under the Corporations Information Act, R.S.O. 1990, c. C39 shall be included in the notification.
3. The Owner shall notify the District Manager, in writing, of any of the following changes within thirty (30) days of the change occurring:
 - a. change of address of Operating Agency;
 - b. change of Operating Agency, including address of new Operating Agency.
4. In the event of any change in ownership of the Works, the Owner shall notify the succeeding owner in writing, of the existence of this Approval, and forward a copy of the notice to the District Manager.
5. The Owner shall ensure that all communications made pursuant to this condition refer to the number of this Approval.

3. RECORD DRAWINGS

1. A set of record drawings of the Works shall be kept up to date through revisions undertaken from time to time and a copy shall be readily accessible for reference at the Works.

4. BYPASSES

1. Any Bypass is prohibited, except:
 - a. an emergency Bypass when a structural, mechanical or electrical failure causes a temporary reduction in the capacity of a treatment process or when an unforeseen flow condition exceeds the design capacity of a treatment process that is likely to result in personal injury, loss of life, health hazard, basement flooding, severe property damage, equipment damage or treatment process upset, if a portion of the flow is not bypassed;
 - b. a planned Bypass that is a direct and unavoidable result of a planned repair and maintenance procedure or other circumstance(s), the Owner having notified the District Manager in writing at least fifteen (15) days prior to the occurrence of Bypass, including an estimated quantity and duration of the Bypass, an assessment of the impact on the quality of the Final Effluent and the mitigation measures if necessary, and the District Manager has given written consent of the Bypass.
2. Notwithstanding the exceptions given in Paragraph 1, the Operating Agency shall undertake everything practicable to maximize the flow through the downstream treatment process(es) prior to bypassing.
3. At the beginning of a Bypass Event, the Owner shall immediately notify the Spills Action Centre (SAC) and the local Medical Officer of Health. This notice shall include, at a minimum, the following information:
 - a. the type of the Bypass as indicated in Paragraph 1 and the reason(s) for the Bypass;
 - b. the date and time of the beginning of the Bypass;
 - c. the treatment process(es) gone through prior to the Bypass and the treatment process(es) bypassed;

- d. the effort(s) done to maximize the flow through the downstream treatment process(es) and the reason(s) why the Bypass was not avoided.
4. Upon confirmation of the end of a Bypass Event, the Owner shall immediately notify the SAC and the local Medical Officer of Health. This notice shall include, at a minimum, the following information:
 - a. the date and time of the end of the Bypass;
 - b. the estimated or measured volume of Bypass.
5. For any Bypass Event, the Owner shall collect daily sample(s) of the Final Effluent, inclusive of the Event and analyze for all effluent parameters outlined in Compliance Limits condition that require composite samples, following the same protocol specified in the Monitoring and Recording condition for the regular samples. The sample(s) shall be in addition to the regular Final Effluent samples required under the monitoring and recording condition. If the Event occurs on a scheduled monitoring day, the regular sampling requirements prevail. If representative sample for the effluent parameter(s) that require grab sample cannot be obtained, they shall be collected after the Event at the earliest time when situation returns to normal.
6. The Owner shall submit a summary report of the Bypass Event(s) to the District Manager on a quarterly basis, no later than each of the following dates for each calendar year: February 15, May 15, August 15, and November 15. The summary reports shall contain, at a minimum, the types of information set out in Paragraphs (3), (4) and (5) and either a statement of compliance or a summary of the non-compliance notifications submitted as required under Paragraph 1 of Condition 11. If there is no Bypass Event during a quarter, a statement of no occurrence of Bypass is deemed sufficient.
7. The Owner shall develop a notification procedure in consultation with the District Manager and SAC and notify the public and downstream water users that may be adversely impacted by any Bypass Event.

5. OVERFLOWS

1. Any Overflow is prohibited, except:
 - a. an emergency Overflow in an emergency situation when a structural, mechanical or electrical failure causes a temporary reduction in the capacity of the Works or when an unforeseen flow condition exceeds the design capacity of the Works that is likely to result in personal injury, loss of life, health hazard, basement flooding, severe property damage, equipment damage or treatment process upset, if a portion of the flow is not overflowed;
 - b. a planned Overflow that is a direct and unavoidable result of a planned repair and maintenance procedure or other circumstance(s), the Owner having notified the District Manager in writing at least fifteen (15) days prior to the occurrence of Overflow, including an estimated quantity and duration of the Overflow, an assessment of the impact on the environment and the mitigation measures if necessary, and the District Manager has given written consent of the Overflow.
2. Notwithstanding the exceptions given in Paragraph 1, the Operating Agency shall undertake everything practicable to maximize the flow through the downstream treatment process(es) and Bypass(es) prior to overflowing.
3. At the beginning of an Overflow Event, the Owner shall immediately notify the SAC and the local Medical Officer of Health. This notice shall include, at a minimum, the following information:
 - a. the type of the Overflow as indicated in Paragraph 1 and the reason(s) for the Overflow;
 - b. the date and time of the beginning of the Overflow;
 - c. the point of the Overflow from the Works, the treatment process(es) gone through prior to the Overflow, the disinfection status of the Overflow and whether the Overflow is discharged through the effluent disposal facilities or an alternate location;
 - d. the effort(s) done to maximize the flow through the downstream treatment process(es) and Bypass(es)

and the reason(s) why the Overflow was not avoided.

4. Upon confirmation of the end of an Overflow Event, the Owner shall immediately notify the SAC and the local Medical Officer of Health. This notice shall include, at a minimum, the following information:

- a. the date and time of the end of the Overflow;
- b. the estimated or measured volume of the Overflow.

5. For any Overflow Event

- a. in the Sewage Treatment Plant, the Owner shall collect grab sample(s) of the Overflow, one near the beginning of the Event and one every eight (8) hours for the duration of the Event, and have them analyzed at least for CBOD5, total suspended solids, total phosphorus, total ammonia nitrogen, nitrate as N, nitrite as N, total Kjeldahl nitrogen, *E. coli.*, hydrogen sulphide except that raw sewage and primary treated effluent Overflow shall be analyzed for BOD5, total suspended solids, total phosphorus and total Kjeldahl nitrogen only.
- b. at a sewage pumping station in the collection system, the Owner shall collect at least one (1) grab sample representative of the Overflow Event and have it analyzed for BOD5, total suspended solids, total phosphorus and total Kjeldahl nitrogen.

6. The Owner shall submit a summary report of the Overflow Event(s) to the District Manager on a quarterly basis, no later than each of the following dates for each calendar year: February 15, May 15, August 15, and November 15. The summary report shall contain, at a minimum, the types of information set out in Paragraphs (3), (4) and (5). If there is no Overflow Event during a quarter, a statement of no occurrence of Overflow is deemed sufficient.

7. The Owner shall develop a notification procedure in consultation with the District Manager and SAC and notify the public and downstream water users that may be adversely impacted by any Overflow Event.

8. The Owner shall develop a response plan for any unplanned Overflows, consisting of measures to mitigate and prevent the contamination of drinking water.

6. DESIGN OBJECTIVES

1. The Owner shall design and undertake everything practicable to operate the Sewage Treatment Plant in accordance with the following objectives:

- a. Final Effluent parameters design objectives listed in the table(s) included in Schedule B.
- b. Final Effluent is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam or discolouration on the receiving waters.
- c. Total Residual Chlorine (TRC) in the Final Effluent shall be non-detectable as measured by a method with a sensitivity of at least 0.02 mg/L. Normal operation of de-chlorination equipment should provide for an excess of reagents to ensure that total chlorine residuals are not detected.
- d. Annual Average Daily Influent Flow is within the Rated Capacity of the Sewage Treatment Plant.

7. COMPLIANCE LIMITS

1. The Owner shall operate and maintain the Sewage Treatment Plant such that compliance limits for the Final Effluent parameters listed in the table(s) included in Schedule C are met.
2. The Owner shall operate and maintain the Sewage Treatment Plant such that the Final Effluent is disinfected continuously year-round / during the disinfection period between MM/DD and MM/DD inclusive.

8. OPERATION AND MAINTENANCE

1. The Owner shall ensure that, at all times, the Works and the related equipment and appurtenances used to achieve compliance with this Approval are properly operated and maintained. Proper operation and maintenance shall include effective performance, adequate funding, adequate staffing and training, including training in all

procedures and other requirements of this Approval and the OWRA and regulations, adequate laboratory facilities, process controls and alarms and the use of process chemicals and other substances used in the Works.

2. The Owner shall maintain the operations manual for the Works within six (6) months of completion of construction of the Proposed Works, that includes, but not necessarily limited to, the following information:
 - a. operating procedures for the Works under Normal Operating Conditions;
 - b. inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary;
 - c. repair and maintenance programs, including the frequency of repair and maintenance for the Works;
 - d. procedures for the inspection and calibration of monitoring equipment;
 - e. operating procedures for the Works to handle situations outside Normal Operating Conditions and emergency situations such as a structural, mechanical or electrical failure, or an unforeseen flow condition, including procedures to minimize Bypasses and Overflows;
 - f. a spill prevention and contingency plan, consisting of procedures and contingency plans, including notification to the District Manager, to reduce the risk of spills of pollutants and prevent, eliminate or ameliorate any adverse effects that result or may result from spills of pollutants;
 - g. procedures for receiving, responding and recording public complaints, including recording any followup actions taken.
3. The Owner shall maintain the operations manual up-to-date and make the manual readily accessible for reference at the Works.
4. The Owner shall ensure that the Operating Agency fulfills the requirements under O. Reg. 129/04, as amended for the Works, including the classification of facilities, licensing of operators and operating standards.

9. MONITORING AND RECORDING

1. The Owner shall, upon commencement of operation of the Works, carry out a scheduled monitoring program of collecting samples at the required sampling points, at the frequency specified or higher, by means of the specified sample type and analyzed for each parameter listed in the tables under the monitoring program included in Schedule D and record all results, as follows:
 - a. all samples and measurements are to be taken at a time and in a location characteristic of the quality and quantity of the sewage stream over the time period being monitored.
 - b. definitions and preparation requirements for each sample type are included in document referenced in Paragraph 3.b.
 - c. definitions for frequency:
 - i. Daily means once every day;
 - ii. Weekly means once every week;
 - iii. Monthly means once every month;
 - iv. a schedule of the day of the week/month for the scheduled sampling shall be created. The sampling schedule shall be revised and updated every year through rotation of the day of the week/month for the scheduled sampling program, except when the actual scheduled monitoring frequency is three (3) or more times per week.
2. In addition to the scheduled monitoring program required in Paragraph 1, the Owner shall collect daily sample(s) of the Final Effluent, on any day when there is any situation outside Normal Operating Conditions, and analyze for all effluent parameters outlined in Compliance Limits condition that require composite samples, following the same protocol specified in this condition for the regular samples. If the Event occurs on a scheduled monitoring day, the regular sampling requirements prevail. If representative sample for the effluent parameter(s) that

require grab sample cannot be obtained, they shall be collected after the Event at the earliest time when situation returns to normal.

3. The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following documents and all analysis shall be conducted by a laboratory accredited to the ISO/IEC:17025 standard or as directed by the District Manager :
 - a. the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only), as amended;
 - b. the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater Version 2.0" (January 2016), PIBS 2724e02, as amended;
 - c. the publication "Standard Methods for the Examination of Water and Wastewater", as amended; and
 - d. the Environment Canada publications "Biological Test Method: Reference Method for Determining Acute Lethality of Effluents to Rainbow Trout" (EPS 1/RM/13 Second Edition - December 2000) and "Biological Test Method: Reference Method for Determining Acute Lethality of Effluents to *Daphnia magna*" (EPS 1/RM/14 Second Edition - December 2000), as amended, subject to the following:
 - i. the use of pH stabilization in the determination of acute lethality of Final Effluent to Rainbow Trout in accordance with the Environment Canada publication "Procedure for pH Stabilization during the Testing of Acute Lethality of Wastewater Effluent to Rainbow Trout (EPS 1/RM/50)" (2008), as amended, is permitted only if:
 - a. all the three criteria stipulated in the Environment Canada EPS 1/RM/50 are met; and
 - b. the Final Effluent is not discharged to a receiver in which the Final Effluent contributes more than 50% of the total flow in the receiving water, unless the District Manager, having reviewed additional information submitted regarding the Final Effluent and the receiving water approves on the use of RM50 on a site-specific basis.
4. If the Owner monitors Bisulphite Residual as a surrogate to Total Residual Chlorine, then detected levels of Bisulphite Residual in the sample shall be deemed to confirm absence of Total Residual Chlorine.
5. The minimum monitoring frequency with respect to acute lethality to Rainbow Trout and *Daphnia magna* shall, after eight (8) consecutive quarters of monitoring results not indicating acute lethality, be reduced to annually. If any Final Effluent sample indicates acute lethality to Rainbow Trout or *Daphnia magna*, the monitoring frequency shall revert back to quarterly and the Owner shall carry out the following immediately:
 - a. Review the following:
 - i. Final Effluent quality and confirm that concentrations of ammonia are within the limits;
 - ii. plant operations around the time of the toxicity event; and
 - iii. all data available regarding plant operations and Final Effluent quality.
 - b. If the observed effluent toxicity is not associated with ammonia, an investigation shall be undertaken to determine the cause or source of the toxicity.
 - c. Upon determination of cause or source of acute lethality to Rainbow Trout and *Daphnia magna*, the Owner shall determine appropriate control measures to achieve non-acutely lethal effluent and time lines for the implementation of identified control measures. The Owner shall submit the proposed control measures and implementation time lines for approval to the District Manager.
6. The Owner shall monitor and record the flow rate and daily quantity using flow measuring devices or other methods of measurement as approved below calibrated to an accuracy within plus or minus 15 per cent (+/- 15%) of the actual flowrate of the following:
 - a. Influent flow to the Sewage Treatment Plant by continuous flow measuring devices and instrumentations/pumping rates/details of other methods (e.g. top water elevation of lagoons), or in lieu

- of an actual installation of equipment, adopt the flow measurements of the Final Effluent for the purpose of estimating Influent flows if the Influent and Final Effluent streams are considered not significantly different in flow rates and quantities;
- b. Final Effluent discharged from the Sewage Treatment Plant by continuous flow measuring devices and instrumentations/pumping rates/details of other methods (e.g. level of lagoons), or in lieu of an actual installation of equipment, adopt the flow measurements of the Influent for the purpose of estimating Final Effluent flows if the Influent and Final Effluent streams are considered not significantly different in flow rates and quantities;
 - c. each type of Imported Sewage received for co-treatment at the Sewage Treatment Plant by flow measuring devices/pumping rates/haul truck manifests;
 - d. Processed Organic Waste received for co-processing at the Sewage Treatment Plant by flow measuring devices/pumping rates/haul truck manifests.
7. The Owner shall retain for a minimum of five (5) years from the date of their creation, all records and information related to or resulting from the monitoring activities required by this Approval.

10. LIMITED OPERATIONAL FLEXIBILITY

1. The Owner may make pre-authorized modifications to the sewage pumping stations and Sewage Treatment Plant in Works in accordance with the document "Limited Operational Flexibility - Protocol for Pre-Authorized Modifications to Municipal Sewage Works" (Schedule E), as amended, subject to the following:
- a. the modifications will not involve the addition of any new treatment process or the removal of an existing treatment process, including chemical systems, from the liquid or solids treatment trains as originally designed and approved.
 - b. the scope and technical aspects of the modifications are in line with those delineated in Schedule E and conform with the Ministry's publication "Design Guidelines for Sewage Works 2008", as amended, Ministry's regulations, policies, guidelines, and industry engineering standards;
 - c. the modifications shall not negatively impact on the performance of any process or equipment in the Works or result in deterioration in the Final Effluent quality;
 - d. where the pre-authorized modification requires notification, a "Notice of Modifications to Sewage Works" (Schedule E), as amended shall be completed with declarations from a Licensed Engineering Practitioner and the Owner and retained on-site prior to the scheduled implementation date. All supporting information including technical memorandum, engineering plans and specifications, as applicable and appropriate to support the declarations that the modifications conform with LOF shall remain on-site for future inspection.
2. The following modifications are not pre-authorized under Limited Operational Flexibility:
- a. Modifications that involve addition or extension of process structures, tankages or channels;
 - b. Modifications that involve relocation of the Final Effluent outfall or any other discharge location or that may require reassessment of the impact to the receiver or environment;
 - c. Modifications that involve addition of or change in technology of a treatment process or that may involve reassessment of the treatment train process design;
 - d. Modifications that require changes to be made to the emergency response, spill prevention and contingency plan; or
 - e. Modifications that are required pursuant to an order issued by the Ministry.

11. REPORTING

1. The Owner shall report to the District Manager orally as soon as possible any non-compliance with the compliance limits, and in writing within seven (7) days of non-compliance.

2. The Owner shall, within fifteen (15) days of occurrence of a spill within the meaning of Part X of the EPA, submit a full written report of the occurrence to the District Manager describing the cause and discovery of the spill, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation, in addition to fulfilling the requirements under the EPA and O. Reg. 675/98 "Classification and Exemption of Spills and Reporting of Discharges".
3. The Owner shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to Ministry staff,
4. The Owner shall prepare performance reports on a calendar year basis and submit to the District Manager by March 31 of the calendar year following the period being reported upon. The reports shall contain, but shall not be limited to, the following information pertaining to the reporting period:
 - a. a summary and interpretation of all Influent, Imported Sewage and Processed Organic Waste monitoring data, and a review of the historical trend of the sewage characteristics and flow rates;
 - b. a summary and interpretation of all Final Effluent monitoring data, including concentration, flow rates, loading and a comparison to the design objectives and compliance limits in this Approval, including an overview of the success and adequacy of the Works;
 - c. a summary of all operating issues encountered and corrective actions taken;
 - d. a summary of all normal and emergency repairs and maintenance activities carried out on any major structure, equipment, apparatus or mechanism forming part of the Works;
 - e. a summary of any effluent quality assurance or control measures undertaken;
 - f. a summary of the calibration and maintenance carried out on all Influent, Imported Sewage and Final Effluent monitoring equipment to ensure that the accuracy is within the tolerance of that equipment as required in this Approval or recommended by the manufacturer;
 - g. a summary of efforts made to achieve the design objectives in this Approval, including an assessment of the issues and recommendations for pro-active actions if any are required under the following situations:
 - a. when any of the design objectives is not achieved more than 50% of the time in a year, or there is an increasing trend in deterioration of Final Effluent quality;
 - b. when the Annual Average Daily Influent Flow reaches 80% of the Rated Capacity;
 - h. a tabulation of the volume of sludge generated, 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;
 - i. a summary of any complaints received and any steps taken to address the complaints;
 - j. a summary of all Bypasses, Overflows, other situations outside Normal Operating Conditions and spills within the meaning of Part X of EPA and abnormal discharge events;
 - k. a summary of all Notice of Modifications to Sewage Works completed under Paragraph 1.d. of Condition 10, including a report on status of implementation of all modification;
 - l. a summary of efforts made to achieve conformance with Procedure F-5-1 including but not limited to projects undertaken and completed in the sanitary sewer system that result in overall Bypass/Overflow elimination including expenditures and proposed projects to eliminate Bypass/Overflows with estimated budget forecast for the year following that for which the report is submitted;
 - m. a summary of any deviation from the monitoring schedule and reasons for the current reporting year and a schedule for the next reporting year;

REASONS

The reasons for the imposition of these terms and conditions are as follows:

1. Condition 1 regarding general provisions is imposed to ensure that the Works are constructed and operated in the manner in which they were described and upon which approval was granted.
2. Condition 2 regarding change of Owner and Operating Agency is included to ensure that the Ministry records are kept accurate and current with respect to ownership and Operating Agency of the Works and to ensure that subsequent owners of the Works are made aware of the Approval and continue to operate the Works in compliance with it.
3. Condition 3 regarding construction of Proposed Works/record drawings is included to ensure that the Works are constructed in a timely manner so that standards applicable at the time of Approval of the Works are still applicable at the time of construction to ensure the ongoing protection of the environment, and that prior to the commencement of construction of the portion of the Works that are approved in principle only, the Director will have the opportunity to review detailed design drawings, specifications and an engineer's report containing detailed design calculations for that portion of the Works, to determine capability to comply with the Ministry's requirements stipulated in the terms and conditions of the Approval.
4. Condition 4 regarding Bypasses is included to indicate that Bypass is prohibited, except in circumstances where the failure to Bypass could result in greater damage to the environment than the Bypass itself. The notification and documentation requirements allow the Ministry to take action in an informed manner and will ensure the Owner is aware of the extent and frequency of Bypass Events.
5. Condition 5 regarding Overflows is included to indicate that Overflow of untreated or partially treated sewage to the receiver is prohibited, except in circumstances where the failure to Overflow could result in greater damage to the environment than the Overflow itself. The notification and documentation requirements allow the Ministry to take action in an informed manner and will ensure the Owner is aware of the extent and frequency of Overflow Events.
6. Condition 6 regarding design objectives is imposed to establish non-enforceable design objectives to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairment occurs.
7. Condition 7 regarding compliance limits is imposed to ensure that the Final Effluent discharged from the Works to the environment meets the Ministry's effluent quality requirements.
8. Condition 8 regarding operation and maintenance is included to require that the Works be properly operated, maintained, funded, staffed and equipped such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented. As well, the inclusion of a comprehensive operations manual governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the Owner. Such a manual is an integral part of the operation of the Works. Its compilation and use should assist the Owner in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for Ministry staff when reviewing the Owner's operation of the Works.
9. Condition 9 regarding monitoring and recording is included to enable the Owner to evaluate and demonstrate the performance of the Works, on a continual basis, so that the Works are properly operated and maintained at a level which is consistent with the design objectives and compliance limits.
10. Condition 10 regarding Limited Operational Flexibility is included to ensure that the Works are constructed, maintained and operated in accordance with the Approval, and that any pre-approved modification will not negatively impact on the performance of the Works.
11. Condition 11 regarding reporting is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for this Approval.

APPEAL PROVISIONS

In accordance with Section 139 of the *Environmental Protection Act*, you may by written notice served upon me and the Ontario Land Tribunal within 15 days after receipt of this notice, require a hearing by the Tribunal. Section 142 of the *Environmental Protection Act* provides that the notice requiring the hearing ("the Notice") shall state:

- I. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
- II. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

Pursuant to subsection 139(3) of the *Environmental Protection Act*, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

- I. The name of the appellant;
- II. The address of the appellant;
- III. The environmental compliance approval number;
- IV. The date of the environmental compliance approval;
- V. The name of the Director, and;
- VI. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

Registrar*		The Director appointed for the purposes of Part II.1 of the <i>Environmental Protection Act</i>
Ontario Land Tribunal		Ministry of the Environment, Conservation and Parks
655 Bay Street, Suite 1500	and	135 St. Clair Avenue West, 1st Floor
Toronto, Ontario		Toronto, Ontario
M5G 1E5		M4V 1P5
OLT.Registrar@ontario.ca		

*** Further information on the Ontario Land Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349 or 1 (866) 448-2248, or www.olt.gov.on.ca**

The above noted activity is approved under s.20.3 of Part II.1 of the *Environmental Protection Act*.

Dated at Toronto this 18th day of July, 2023



Aziz Ahmed

Director

appointed for the purposes of Part II.1 of the Environmental Protection Act

c: Parin Izadi, Stantec

John Steckly, CORPORATION OF THE TOWN OF ARNPRIOR
Parin Izadi, Stantec

The following schedules are a part of this environmental compliance approval:

SCHEDULE 1

Schedule A

Application for Environmental Compliance Approval submitted by John Steckly of Town of Arnprior received on May 5, 2022 for the proposed amendment.

SCHEDULE 2

Schedule B

Final Effluent Design Objectives

Final Effluent Parameter	Averaging Calculator	Objective
		(milligrams per litre unless otherwise indicated)
CBOD5	Monthly Average Effluent Concentration	15.0 mg/L
Total Suspended Solids	Monthly Average Effluent Concentration	15.0 mg/L
Total Phosphorus	Monthly Average Effluent Concentration	0.75 mg/L
Total Ammonia Nitrogen	Monthly Average Effluent Concentration	10 mg/L (May - October)
		15 mg/L (November - April)
<i>E. coli</i>	Monthly Geometric Mean Density	*100 CFU/100 mL
pH	Single Sample Result	6.5 - 8.5 inclusive
Total Residual Chlorine**	Single Sample Result	Non-detectable

*If the MPN method is utilized for *E.coli* analysis the objective shall be 100 MPN/100 mL

**Total Residual Chlorine shall be non-detectable as measured by a method with a sensitivity of at least 0.02 mg/L

SCHEDULE 3

Schedule C

Final Effluent Compliance Limits

Effluent Parameter	Averaging Calculator	Limit (maximum unless otherwise indicated)
CBOD5	Monthly Average Effluent Concentration	25.0 mg/L
Total Suspended Solids	Monthly Average Effluent Concentration	25.0 mg/L
Total Phosphorus	Monthly Average Effluent Concentration	1.0 mg/L
E.coli (CFU/100 ml)	Monthly Geometric Mean Density	200 mg/L
pH	Single Sample Result	between 6.0 - 9.5 inclusive
Toxicity to Rainbow Trout and Daphnia Magna	Single Sample Result	Non-acutely lethal (no more than 50 % mortality)

*If the MPN method is utilized for *E.coli* analysis the limit shall be 200 MPN/100 mL

**If continuous analyzer is used for monitoring of Total Residual Chlorine, reading shall be recorded at a minimum frequency of every 5 minutes and any record is not to exceed 0.1 mg/L and any two-hour moving average is not to exceed 0.02 mg/L

Loading Limits

Final Effluent Parameter	Averaging Calculator	Limit (maximum unless otherwise indicated)
CBOD5	Monthly Average Daily Effluent Loading	243 kg/d
Total Suspended Solids	Monthly Average Daily Effluent Loading	243 kg/d
Total Phosphorus	Monthly Average Daily Effluent Loading	9.7 kg/d

SCHEDULE 4

Schedule D

Monitoring Program

Influent - Influent sampling point

Parameters	Sample Type	Minimum Frequency
BOD5	24 hour composite	Weekly
Total Suspended Solids	24 hour composite	Weekly
Total Phosphorus	24 hour composite	Weekly
Total Kjeldahl Nitrogen	24 hour composite	Weekly
Chlorides	24 hour composite	Weekly
Conductivity	24 hour composite	Weekly
pH	Grab	Weekly

Final Effluent - Final Effluent sampling point

Parameters	Sample Type	Minimum Frequency
CBOD5	24 hour composite	Weekly
Total Suspended Solids	24 hour composite	Weekly
Total Phosphorus	24 hour composite	Weekly
Total Ammonia Nitrogen	24 hour composite	Weekly
Total Kjeldahl Nitrogen	24 hour composite	Weekly
<i>E. coli</i>	Grab	Weekly
Total Residual Chlorine	Grab/Analyzer	Weekly
Acute Lethality to Rainbow Trout and <i>Daphnia magna</i>	Grab	Monthly
pH*	Grab/Probe/Analyzer	Weekly
Temperature*	Grab/Probe	Weekly
Unionized Ammonia**	As Calculated	Weekly

*pH and temperature of the Final Effluent shall be determined in the field at the time of sampling for Total Ammonia Nitrogen.

**The concentration of un-ionized ammonia shall be calculated using the total ammonia concentration, pH and temperature using the methodology stipulated in "Ontario's Provincial Water Quality Objectives" dated July 1994, as amended.

Sludge/Biosolids – holding tank/truck loading bay

Parameters	Sample Type	Minimum Frequency
Total Solids	Grab	Annually
Total Phosphorus	Grab	Annually
Total Ammonia Nitrogen	Grab	Annually
Nitrate as Nitrogen	Grab	Annually
Metal Scan	Grab	Annually
- Arsenic		
- Cadmium		
- Cobalt		
- Chromium		
- Copper		
- Lead		
- Mercury		
- Molybdenum		
- Nickel		
- Potassium		
- Selenium		
- Zinc		

SCHEDULE 5

Schedule E

Limited Operational Flexibility

Protocol for Pre-Authorized Modifications to Municipal Sewage Works

1. General

1. Pre-authorized modifications are permitted only where Limited Operational Flexibility has already been granted in the Approval and only permitted to be made at the pumping stations and sewage treatment plant in the Works, subject to the conditions of the Approval.
2. Where there is a conflict between the types and scope of pre-authorized modifications listed in this document, and the Approval where Limited Operational Flexibility has been granted, the Approval shall take precedence.
3. The Owner shall consult the District Manager on any proposed modifications that may fall within the scope and intention of the Limited Operational Flexibility but is not listed explicitly or included as an example in this document.
4. The Owner shall ensure that any pre-authorized modifications will not:
 - a. adversely affect the hydraulic profile of the Sewage Treatment Plant or the performance of any upstream or downstream processes, both in terms of hydraulics and treatment performance;
 - b. result in new Overflow or Bypass locations, or any potential increase in frequency or quantity of Overflow(s) or Bypass(es).
 - c. result in a reduction in the required Peak Flow Rate of the treatment process or equipment as originally designed.

2. Modifications that do not require pre-authorization:

1. Sewage works that are exempt from Ministry approval requirements;
2. Modifications to the electrical system, instrumentation and control system.

3. Pre-authorized modifications that do not require preparation of "Notice of Modification to Sewage Works"

1. Normal or emergency maintenance activities, such as repairs, renovations, refurbishments and replacements with Equivalent Equipment, or other improvements to an existing approved piece of equipment of a treatment process do not require pre-authorization. Examples of these activities are:
 - a. Repairing a piece of equipment and putting it back into operation, including replacement of minor components such as belts, gear boxes, seals, bearings;
 - b. Repairing a piece of equipment by replacing a major component of the equipment such as motor, with the same make and model or another with the same or very close power rating but the capacity of the pump or blower will still be essentially the same as originally designed and approved;
 - c. Replacing the entire piece of equipment with Equivalent Equipment.
2. Improvements to equipment efficiency or treatment process control do not require pre-authorization. Examples of these activities are:
 - a. Adding variable frequency drive to pumps;
 - b. Adding on-line analyzer, dissolved oxygen probe, ORP probe, flow measurement or other process control device.

4. Pre-Authorized Modifications that require preparation of "Notice of Modification to Sewage Works"

1. Pumping Stations

- a. Replacement, realignment of existing sewers including manholes, valves, gates, weirs and associated appurtenances provided that the modifications will not add new influent source(s) or result in an increase in flow from existing sources as originally approved.
- b. Extension or partition of wetwell to increase retention time for emergency response and improve station maintenance and pump operation;
- c. Replacement or installation of inlet screens to the wetwell;
- d. Replacement or installation of flowmeters, construction of station bypass;
- e. Replacement, reconfiguration or addition of pumps and modifications to pump suctions and discharge pipings including valve, gates, motors, variable frequency drives and associated appurtenances to maintain firm pumping capacity or modulate the pump rate provided that the modifications will not result in a reduction in the firm pumping capacity or discharge head or an increase in the peak pumping rate of the pumping station as originally designed;
- f. Replacement, realignment of existing forcemain(s) including valves, gates, and associated appurtenances provided that the modifications will not reduce the flow capacity or increase the total dynamic head and transient in the forcemain.

2. Sewage Treatment Plant

1. Sewers and appurtenances

- a. Replacement, realignment of existing sewers (including pipes and channels) or construction of new sewers, including manholes, valves, gates, weirs and associated appurtenances within the a sewage treatment plant, provided that the modifications will not add new influent source(s) or result in an increase in flow from existing sources as originally approved and that the modifications will remove hydraulic bottlenecks or improve the conveyance of sewage into and through the Works.

2. Flow Distribution Chambers/Splitters

- a. Replacement or modification of existing flow distribution chamber/splitters or construction of new flow distribution chamber/splitters, including replacements or installation of sluice gates, weirs, valves for distribution of flows to the downstream process trains, provided that the modifications will not result in a change in flow distribution ratio to the downstream process trains as originally designed.

3. Imported Sewage Receiving Facility

- a. Replacement, relocation or installation of loading bays, connect/disconnect hook-up systems and unloading/transferring systems;
- b. Replacement, relocation or installation of screens, grit removal units and compactors;
- c. Replacement, relocation or installation of pumps, such as dosing pumps and transfer pumps, valves, piping and appurtenances;
- d. Replacement, relocation or installation of storage tanks/chambers and spill containment systems;
- e. Replacement, relocation or installation of flow measurement and sampling equipment;
- f. Changes to the source(s) or quantity from each source, provided that changes will not result in an increase in the total quantity and waste loading of each type of Imported Sewage already approved for co-treatment.

4. Preliminary Treatment System

- a. Replacement of existing screens and grit removal units with equipment of the same or higher process performance technology, including where necessary replacement or upgrading of existing screenings dewatering washing compactors, hydrocyclones, grit classifiers, grit pumps, air blowers conveyor system, disposal bins and other ancillary equipment to the screening and grit removal processes.
- b. Replacement or installation of channel aeration systems, including air blowers, air supply main, air headers, air laterals, air distribution grids and diffusers.

5. Primary Treatment System

- a. Replacement of existing sludge removal mechanism, including sludge chamber;
- b. Replacement or installation of scum removal mechanism, including scum chamber;
- c. Replacement or installation of primary sludge pumps, scum pumps, provided that: the modifications will not result in a reduction in the firm pumping capacity or discharge head that the primary sludge pump(s) and scum pump(s) are originally designed to handle.

6. Secondary Treatment System

1. Biological Treatment

- a. Conversion of complete mix aeration tank to plug-flow multi-pass aeration tank, including modifications to internal structural configuration;
- b. Addition of inlet gates in multi-pass aeration tank for step-feed operation mode;
- c. Partitioning of an anoxic/flip zone in the inlet of the aeration tank, including installation of submersible mixer(s);
- d. Replacement of aeration system including air blowers, air supply main, air headers, air laterals, air distribution grids and diffusers, provided that the modifications will not result in a reduction in the firm capacity or discharge pressure that the blowers are originally designed to supply or in the net oxygen transferred to the wastewater required for biological treatment as originally required.

2. Secondary Sedimentation

- a. Replacement of sludge removal mechanism, including sludge chamber;
- b. Replacement or installation of scum removal mechanism, including scum chamber;
- c. Replacement or installation of return activated sludge pump(s), waste activated sludge pump(s), scum pump(s), provided that the modifications will not result in a reduction in the firm pumping capacity or discharge head that the activated sludge pump(s) and scum pump(s) are originally designed to handle.

7. Post-Secondary Treatment System

- a. Replacement of filtration system with equipment of the same filtration technology, including feed pumps, backwash pumps, filter reject pumps, filtrate extract pumps, holding tanks associated with the pumping system, provided that the modifications will not result in a reduction in the capacity of the filtration system as originally designed.

8. Disinfection System

1. UV Irradiation

- a. Replacement of UV irradiation system, provided that the modifications will not result in a reduction in the design capacity of the disinfection system or the radiation level as originally

designed.

2. Chlorination/Dechlorination and Ozonation Systems

- a. Extension and reconfiguration of contact tank to increase retention time for effective disinfection and reduce dead zones and minimize short-circuiting;
- b. Replacement or installation of chemical storage tanks, provided that the tanks are provided with effective spill containment.

9. Supplementary Treatment Systems

1. Chemical systems

- a. Replacement, relocation or installation of chemical storage tanks for existing chemical systems only, provided that the tanks are sited with effective spill containment;
- b. Replacement or installation of chemical dosing pumps provided that the modifications will not result in a reduction in the firm capacity that the dosing pumps are originally designed to handle.
- c. Relocation and addition of chemical dosing point(s) including chemical feed pipes and valves and controls, to improve phosphorus removal efficiency;
- d. Use of an alternate chemical provided that it is a non-proprietary product and is a commonly used alternative to the chemical approved in the Works, provided that the chemical storage tanks, chemical dosing pumps, feed pipes and controls are also upgraded, as necessary.

10. Sludge Management System

1. Sludge Holding and Thickening

- a. Replacement or installation of sludge holding tanks, sludge handling pumps, such as transfer pumps, feed pumps, recirculation pumps, provided that modifications will not result in reduction in the solids storage or handling capacities;

2. Sludge Digestion

- a. Replacement or installation of digesters, sludge handling pumps, such as transfer pumps, feed pumps, recirculation pumps, provided that modifications will not result in reduction in the solids storage or handling capacities;
- b. replacement of sludge digester covers.

3. Sludge Dewatering and Disposal

- a. Replacement of sludge dewatering equipment, sludge handling pumps, such as transfer pumps, feed pumps, cake pumps, loading pumps, provided that modifications will not result in reduction in solids storage or handling capacities.

4. Processed Organic Waste

- a. Changes to the source(s) or quantity from each source, provided that changes will not result in an increase in the total quantity already approved for co-processing.

11. Standby Power System

- a. Replacement or installation of standby power system, including feed from alternate power grid, emergency power generator, fuel supply and storage systems, provided that the existing standby power generation capacity is not reduced.

12. Pilot Study

1. Small side-stream pilot study for existing or new technologies, alternative treatment process or chemical, provided:
 - a. all effluent from the pilot system is hauled off-site for proper disposal or returned back to the sewage treatment plant for at a point no further than immediately downstream of the location from where the side-stream is drawn;
 - b. no proprietary treatment process or propriety chemical is involved in the pilot study;
 - c. the effluent from the pilot system returned to the sewage treatment plant does not significantly alter the composition/concentration of or add any new contaminant/inhibiting substances to the sewage to be treated in the downstream process;
 - d. the pilot study will not have any negative impacts on the operation of the sewage treatment plant or cause a deterioration of effluent quality;
 - e. the pilot study does not exceed a maximum of two years and a notification of completion shall be submitted to the District Manager within one month of completion of the pilot project.

13. Lagoons

- a. installing baffles in lagoon provided that the operating capacity of the lagoon system is not reduced;
- b. raise top elevation of lagoon berms to increase free-board;
- c. replace or install interconnecting pipes and chambers between cells, provided that the process design operating sequence is not changed;
- d. replace or install mechanical aerators, or replace mechanical aerators with diffused aeration system provided that the mixing and aeration capacity are not reduced;
- e. removal of accumulated sludge and disposal to an approved location offsite.

3. Final Effluent Disposal Facilities

- a. Replacement or realignment of the Final Effluent channel, sewer or forcemain, including manholes, valves and appurtenances from the end of the treatment train to the discharge outfall section, provided that the sewer conveys only effluent discharged from the Sewage Treatment Plant and that the replacement or re-aligned sewer has similar dimensions and performance criteria and is in the same or approximately the same location and that the hydraulic capacity will not be reduced.

Please contact the District Manager for a copy of the form entitled "Notice of Modification to Sewage Works".

SCHEDULE 6

Schedule F

Methodology for Calculating and Reporting Monthly Average Effluent Concentration, Annual Average Effluent Concentration and Monthly Geometric Mean Density

1. Monthly Average Effluent Concentration

Step 1: Calculate the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured during a calendar month and proceed as follows depending on the result of the calculation:

- a. Group No Bypass Days (NBPD) data and Bypass Days (BPD) data during a calendar month separately;
- b. If the arithmetic mean does not exceed the compliance limit for the contaminant, then report and use this arithmetic mean as the Monthly Average Effluent Concentration for this parameter where applicable in this Approval;
- c. If the arithmetic mean exceeds the compliance limit for the contaminant and there was no Bypass Event during the calendar month, then report and use this arithmetic mean as the Monthly Average Effluent Concentration for this parameter where applicable in this Approval;
- d. If the arithmetic mean exceeds the compliance limit for the contaminant and there was Bypass Event(s) during the calendar month, then proceed to Step 2;
- e. If the arithmetic mean does not exceed the compliance limit for the contaminant and there was Bypass Event(s) during the calendar month, the Owner may still elect to proceed to Step 2 calculation of the flow-weighted arithmetic mean.

Step 2: Calculate the flow-weighted arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured during a calendar month and proceed depending on the result of the calculation:

- a. Group No Bypass Days (NBPD) data and Bypass Days (BPD) data during a calendar month separately
- b. Calculate the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured on all NBPD during a calendar month and record it as Monthly Average NBPD Effluent Concentration;
- c. Obtain the "Total Monthly NBPD Flow" which is the total amount of Final Effluent discharged on all NBPD during the calendar month;
- d. Calculate the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured on all BPD during a calendar month and record it as Monthly Average BPD Effluent Concentration;
- e. Obtain the "Total Monthly BPD Flow" which is the total amount of Final Effluent discharged on all BPD during the calendar month;
- f. Calculate the flow-weighted arithmetic mean using the following formula:
$$\frac{[(\text{Monthly Average NBPD Effluent Concentration} \times \text{Total Monthly NBPD Flow}) + (\text{Monthly Average BPD Effluent Concentration} \times \text{Total Monthly BPD Flow})]}{(\text{Total Monthly NBPD Flow} + \text{Total Monthly BPD Flow})}$$
It should be noted that in this method, if there are no Bypass Event for the month, the calculated result would be the same as the non-flow-weighted arithmetic mean method;
- g. Report and use the lesser of the flow-weighted arithmetic mean obtained in Step 2 and the arithmetic mean obtained in Step 1 as the Monthly Average Effluent Concentration for this parameter where applicable in this Approval.

2. Annual Average Effluent Concentration

Step 1: Calculate the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured during a calendar year and proceed as follows depending on the result of the calculation:

- a. If the arithmetic mean does not exceed the compliance limit for the contaminant, then report and use this arithmetic mean as the Annual Average Effluent Concentration for this parameter where applicable in this Approval;
- b. If the arithmetic mean exceeds the compliance limit for the contaminant and there was no Bypass Event during the calendar year, then report and use this arithmetic mean as the Annual Average Effluent Concentration for this parameter where applicable in this Approval;
- c. If the arithmetic mean exceeds the compliance limit for the contaminant and there was Bypass Event(s) during the calendar year, then proceed to Step 2;
- d. If the arithmetic mean does not exceed the compliance limit for the contaminant and there was Bypass Event(s) during the calendar year, the Owner may still elect to proceed to Step 2 calculation of the flow-weighted arithmetic mean.

Step 2: Calculate the flow-weighted arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured during a calendar year and proceed depending on the result of the calculation:

- a. Group No Bypass Days (NBPD) data and Bypass Days (BPD) data during a calendar year separately;
- b. Calculate the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured on all NBPD during a calendar year and record it as Annual Average NBPD Effluent Concentration;
- c. Obtain the "Total Annual NBPD Flow" which is the total amount of Final Effluent discharged on all NBPD during the calendar year;
- d. Calculate the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured on all BPD during a calendar year and record it as Annual Average BPD Effluent Concentration;
- e. Obtain the "Total Annual BPD Flow" which is the total amount of Final Effluent discharged on all BPD during the calendar year;
- f. Calculate the flow-weighted arithmetic mean using the following formula:
$$\frac{[(\text{Annual Average NBPD Effluent Concentration} \times \text{Total Annual NBPD Flow}) + (\text{Annual Average BPD Effluent Concentration} \times \text{Total Annual BPD Flow})]}{(\text{Total Annual NBPD Flow} + \text{Total Annual BPD Flow})}$$

It should be noted that in this method, if there are no Bypass Event for the calendar year, the calculated result would be the same as the non-flow-weighted arithmetic mean method;
- g. Report and use the lesser of the flow-weighted arithmetic mean obtained in Step 2 and the arithmetic mean obtained in Step 1 as the Annual Average Effluent Concentration for this parameter where applicable in this Approval.

3. Monthly Geometric Mean Density

Geometric mean is defined as the nth root of the product of n numbers. In the context of calculating Monthly Geometric Mean Density for E. coli, the following formula shall be used:

$$\sqrt[n]{x_1 \times x_2 \times x_3 \dots x_n}$$

(nth root of left-parenthesis x_1 multiplied by x_2 multiplied by x_3 multiplied by x_n right-parenthesis)

in which,

"n" is the number of samples collected during the calendar month; and

"x" is the value of each Single Sample Result.

For example, four weekly grab samples were collected and tested for E. coli during the calendar month. The E. coli densities in the Final Effluent were found below:

Sample Number	<i>E. coli</i> Densities* (CFU /100 mL)
1	10
2	100
3	300
4	50

The Geometric Mean Density for these data:

$$\sqrt[4]{(10 \times 100 \times 300 \times 50)} = 62$$

*If a particular result is zero (0), then a value of one (1) will be substituted into the calculation of the Monthly Geometric Mean Density. If the MPN method is utilized for E. coli analysis, values in the table shall be MPN/100 mL.

SCHEDULE 7

Schedule G

Municipal and Local Services Board Wastewater System Profile Information Form

Please contact the District Manager for a copy of the form entitled "Municipal and Local Services Board Wastewater System Profile Information Form".

DWS Name: ARNPRIOR DRINKING WATER SYSTEM
DWS Number: 220000932
DWS Owner: CORPORATION OF THE TOWN OF ARNPRIOR
Municipal Location: ARNPRIOR

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Dec-14-2023
Ministry Office: Ottawa District Office

Maximum Risk Rating: 476

Inspection Module	Non Compliance Risk (X out of Y)
Capacity Assessment	0/30
Certification and Training	0/42
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/21
Source	0/0
Treatment Processes	0/243
Water Quality Monitoring	0/112
Overall - Calculated	0/476

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

DWS Name: ARNPRIOR DRINKING WATER SYSTEM
DWS Number: 220000932
DWS Owner Name: CORPORATION OF THE TOWN OF ARNPRIOR
Municipal Location: ARNPRIOR

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Inspection Date: Dec-14-2023
Ministry Office: Ottawa District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 476

Inspection Risk Rating: 0.00%

FINAL INSPECTION RATING: 100.00%

**Ministry of the
Environment,
Conservation and Parks**
Eastern Region
Cornwall Area Office
113 Amelia Street, 1st Floor
Cornwall ON K6H 3P1
Phone: 613.933.7402
or 800.860.2760

**Ministère de l'Environnement,
de la Protection de la nature
et des Parcs**
Région de l'Est
Bureau du secteur de Cornwall
113, rue Amelia, 1^e étage
Cornwall (Ontario) K6H 3P1
Tél: 613 933-7402
ou 800 860-2760



April 6, 2023

Sent by Email: paquette@arnprior.ca

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

Attention: Robin Paquette, Chief Administrator Officer

Re: Arnprior DWS 2022-2023 Inspection Report

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 councillors, 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 non-conformance items are now detailed at the beginning of the report. Instances of non-compliance and non-conformance were identified during the inspection and actions required and recommendations are made in the report. 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 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 provided during the inspection. Please do not hesitate to contact me if you have any questions or concerns about the attached report.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melissa Forget', with a stylized flourish at the end.

Melissa Forget
Badge # 1404

ec:

Scott Matthews, Town of Arnprior – Waterworks Supervisor
John Steckly, Town of Arnprior – Operations General Manager
Deanna Nicholson, Town of Arnprior – Environmental Engineering Officer
David 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



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

System Number:

Entity: CORPORATION OF THE TOWN
OF ARNPRIOR

Inspection Start Date: 02/02/2023 (mm/dd/yyyy)

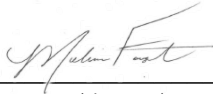
Inspection End Date: 03/31/2023 (mm/dd/yyyy)

Inspected By: Melissa Forget

Badge #: 1442

Inspected By: Charlie Primeau

Badge #:


(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: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	MRDW1001001	Question Type	Information
Question: What was the scope of this inspection?			
Legislative Requirement	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 focused unannounced drinking water system inspection took place on February 8th, 2022, at the Arnprior Drinking Water System by Water Inspector Melissa Forget. Scott Mathews, Waterworks Supervisor, was present at the time of the inspection for a review of documentation and physical inspection of the Arnprior Water Treatment Plant. A review of documentation took place since January 31, 2022 to January 31, 2023, referred to herein as the inspection period.</p> <p>The Arnprior Water Treatment Plant and distribution system is owned and operator by the Town of Arnprior.</p>			

Question ID	MRDW1000001	Question Type	Information
Question:			
Does this drinking water system provide primary disinfection?			

Legislative Requirement	Not Applicable
Observation	
This Drinking Water System provides for both primary and secondary disinfection and distribution of water. Primary disinfection is achieved using gas chlorination in clear well 1.	

Question ID	MRDW1018001	Question Type	Legislative
Question: Has the owner ensured that all equipment is installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
Legislative Requirement	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.			

Question ID	MRDW1020001	Question Type	Legislative
Question: 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 Requirement	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. The following Form 1 documents were completed during the inspection period: -Reconstruction occurred on Craig Street from Mary Street to William Street in the Town of Arnprior that included the removal of the existing 100mm ductile iron watermain and installation of a new 150mm PVC watermain ,the installation of fire hydrants, and the replacement of domestic water services drawings were issued from Jp2g. The form 1 is dated September 9, 2022. -Reconstruction occurred on High Street from the dead end to William Street that included the removal of the existing 100mm cast iron and 50mm ductile iron watermain and installation of a new 150mm PVC watermain. Fire hydrants were installed and domestic water services were replaced. The form 1 is dated October 6th, 2022. -Two connections were installed in phase 1 on Seabert Drive and Douglas Brown Way, and			

the phase 2 limits of Morgan Clouthier Way and Douglas Brown Way. Installation, inspection, and disinfection was provided on the watermain on Morgan Clouthier Way, Yade Road, and Dr. Reid Drive.

Question ID	MRDW1021001	Question Type	Legislative
Question: 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 Requirement		SDWA 31 (1);	
Observation 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. Form 2 documents were completed during the inspection period for the following: -the replacement of two chlorine gas sensors, and a chlorine gas monitor dated April 5th, 2022; -the replacement of a polymer mixing valve dated January 10th, 2022; and, - SCADA update (migration of existing application with no changes to the SCADA programing) dated August 5, 2022.			

Question ID	MRDW1114001	Question Type	Legislative
Question: 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 Requirement	SDWA 31 (1);		
Observation The owner had evidence that required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.			

Question ID	MRDW1025001	Question Type	Legislative
Question: 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 Requirement	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.	

Question ID	MRDW1024001	Question Type	Legislative
Question: Do records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated as required?			
Legislative Requirement	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. A review of log sheets at the time of the inspection confirmed that all total chlorine residuals were above 0.25 mg/L at all times .			

Question ID	MRDW1038001	Question Type	Legislative
Question: 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 Requirement	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.			

Question ID	MRDW1035001	Question Type	Legislative
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Question:	
Are operators examining continuous monitoring test results and are they examining the results within 72 hours of the test?	
Legislative Requirement	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.	
A review of log sheets at the time of the inspection confirmed that all sampled results were reviewed.	

Question ID	MRDW1037001	Question Type	Legislative
Question:			
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 Requirement	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			
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.			
The free chlorine residual alarm in the clear well has a low-level alarm of 1.30 mg/L, and a high-level alarm of 3.50 mg/L.			
The total chlorine residual leaving clear well 2 to 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 NTU.			
On call operators are notified when and alarm is triggered and respond accordingly.			

Question ID	MRDW1040000	Question Type	Legislative
Question:			
Are all continuous analysers calibrated, maintained, and operated, in accordance with the			

manufacturer's instructions or the regulation?	
Legislative Requirement	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.	
Continuous analyzers are calibrated, maintained, and operated in accordance with the manufactures instructions in accordance with Schedule 6-5 of Ontario Regulation 170/03.	
In house calibrations are preformed on a monthly basis by operators for the filter turbidity meters, fluoride, free chlorine, total chlorine, and treated pH.	
The filters turbidity analyzers are also calibrated on an annual basis by a third party contactor. The last annual calibration occurred on October 11, 2022.	

Question ID	MRDW1108001	Question Type	Legislative
Question: Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, 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 Requirement	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. A review of log sheets at the time of the inspection indicated that operators responded in a timely manner with appropriate follow up action.			

Question ID	MRDW1033001	Question Type	Legislative
Question:			
Is the secondary disinfectant residual measured as required for the large municipal residential distribution system?			
Legislative Requirement	SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03		

	7-2 (4);
Observation	
<p>The secondary disinfectant residual was measured as required for the large municipal residential distribution system.</p> <p>Total chlorine residuals are measured at the Arnprior Wastewater Treatment Plant. Total chlorine residuals are also collected when bacteriological samples are collected in the distributing system.</p>	

Question ID	MRDW1099001	Question Type	Information
Question: 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)?			
Legislative Requirement		Not Applicable	
Observation Records did not 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). On January 24th, 2023, a high fluoride residual of 2.80 mg/L was reported. The standard for fluoride in the Ontario Drinking Water Quality Standards of O. Reg. 169/03, is 1.5 mg/L The fluoride dosing system was kept offline until it was repaired on February 1, 2023.			

Question ID	MRDW1081001	Question Type	Legislative
Question: For LMR systems, are all microbiological water quality monitoring requirements for distribution samples being met?			
Legislative Requirement	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 prescribed by legislation for distribution samples in a large municipal residential system were being met. Six samples are collected weekly in the distribution system and tested for E.coli, total			

coliforms and HPC. The number of samples collected in the distribution system meet legislative requirements.

Half of the samples (50 %) are tested for HPC.

Question ID	MRDW1096001	Question Type	Legislative
Question: 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 Requirement	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.			

Question ID	MRDW1086001	Question Type	Legislative
Question: Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location?			
Legislative Requirement	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 All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location. Schedule 13-6.1 of O. Reg. 170/03 outlines that the owner of a drinking water system that provides chlorination or chloramination and the operating authority for the system shall ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water systems distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids. Samples were collected on January 18, 2022, April 26, 2022, July 19th, 2022, and October 25, 2022, with results of 26.625 ug/L, 26.55 ug/L, 27.75 ug/L, and 27.375 ug/L.			

Question ID	MRDW1087001	Question Type	Legislative
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Question:	
Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?	
Legislative Requirement	SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);
Observation	
All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.	
Schedule 13-6 (1) of O. Reg. 170/03 outlines that the owner of a drinking water system that provides chlorination or chloramination and the operating authority for the system shall ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of trihalomethanes.	
Samples were collected on January 19th 2022, April 27th, 2022, July 19th, 2022, and October 25th, 2022, with results of 40.5 ug/L, 37.75 ug/L, 39.5 ug/L, and 37.25 ug/L respectively.	

Question ID	MRDW1094001	Question Type	Legislative
Question:			
Are all water quality monitoring requirements imposed by the MDWL and DWWP being met?			
Legislative Requirement	SDWA 31 (1);		
Observation			
All water quality monitoring requirements imposed by the MDWL or DWWP issued under Part V of the SDWA were being met. Additional sampling, testing and monitoring requirements are outlined in Schedule C of the MDWL.			
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.			
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.			
The above samples were collected as required during the inspection period.			

CORROSION CONTROL

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:

- a) pH from the point of entry into the distribution system (SCADA), alkalinity and lead, both from 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 samples and report were completed as required.

Question ID	MRDW1101001	Question Type	Legislative
Question: For LMR Systems, have corrective actions (as per Schedule 17 of O. Reg. 170/03) been taken to address adverse conditions, including any other steps as directed by the Medical Officer of Health?			
Legislative Requirement	SDWA O. Reg. 170/03 17-1; SDWA O. Reg. 170/03 17-10 (1); SDWA O. Reg. 170/03 17-11; SDWA O. Reg. 170/03 17-12; SDWA O. Reg. 170/03 17-13; SDWA O. Reg. 170/03 17-14; SDWA O. Reg. 170/03 17-2; SDWA O. Reg. 170/03 17-3; SDWA O. Reg. 170/03 17-4; SDWA O. Reg. 170/03 17-5; SDWA O. Reg. 170/03 17-6; SDWA O. Reg. 170/03 17-9;		
Observation Corrective actions (as per Schedule 17), including any other steps that were directed by the Medical Officer of Health, had been taken to address adverse conditions. The HFS system was turned off, and the MECP and Renfrew County District Health Unit were notified. The Renfrew County District Health Unit agreed to have the fluoride system kept out of service			

unit the system was repaired.

Question ID	MRDW1104000	Question Type	Legislative
Question: Were all required verbal notifications of adverse water quality incidents immediately provided as per O. Reg. 170/03 16-6?			
Legislative Requirement	SDWA O. Reg. 170/03 16-6 (1); SDWA O. Reg. 170/03 16-6 (2); SDWA O. Reg. 170/03 16-6 (3); SDWA O. Reg. 170/03 16-6 (3.1); SDWA O. Reg. 170/03 16-6 (3.2); SDWA O. Reg. 170/03 16-6 (4); SDWA O. Reg. 170/03 16-6 (5); SDWA O. Reg. 170/03 16-6 (6);		
Observation All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.			

Question ID	MRDW1059000	Question Type	Legislative
Question: Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system?			
Legislative Requirement	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 Type	Legislative
Question: Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?			
Legislative Requirement	SDWA 31 (1);		
Observation 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. Condition 16.0 of the MDWL outlined the requirements for operations and maintenance manuals.			

The operations and maintenance manual contains all required information, and was provided electronically.

Question ID	MRDW1061001	Question Type	Legislative
Question: Are logbooks properly maintained and contain the required information?			
Legislative Requirement	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 Logbooks were properly maintained and contained the required information.			

Question ID	MRDW1062001	Question Type	Legislative
Question: 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. Reg. 170/03 7-5?			
Legislative Requirement	SDWA O. 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. A review of daily worksheets confirmed that all operational testing is conducted by a certified operator.			

Question ID	MRDW1071000	Question Type	BMP
Question: Has the owner provided security measures to protect components of the drinking water system?			
Legislative Requirement	Not Applicable		
Observation			
The owner had provided security measures to protect components of the drinking water			

system.

The water treatment plant is equipped with a fence, gate and intrusions alarm. The water tower is also fully fenced and equipped with an alarm.

Question ID	MRDW1073001	Question Type	Legislative
Question: Has the overall responsible operator been designated for all subsystems which comprise the drinking water system?			
Legislative Requirement	SDWA O. Reg. 128/04 23 (1);		
Observation The overall responsible operator had been designated for each subsystem. Mr. Scott Mathews is designated as the Overall Responsible Operator for the Arnprior Water Treatment Plant. and holds his water treatment subsystem Class 4, Certificate No. 72888. A back-up ORO is available to replace Mr. Mathews when required with the required qualifications.			

Question ID	MRDW1074001	Question Type	Legislative
Question: Have operators-in-charge been designated for all subsystems for which comprise the drinking water system?			
Legislative Requirement	SDWA O. Reg. 128/04 25 (1);		
Observation Operators-in-charge had been designated for all subsystems which comprise the drinking water system.			

Question ID	MRDW1075001	Question Type	Legislative
Question: Do all operators possess the required certification?			
Legislative Requirement	SDWA O. Reg. 128/04 22;		
Observation			
All operators possessed the required certification.			

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Question ID	MRDW1076001	Question Type	Legislative
Question: Do only certified operators make adjustments to the treatment equipment?			
Legislative Requirement	SDWA O. Reg. 170/03 1-2 (2);		
Observation Only certified operators made adjustments to the treatment equipment.			

Question ID	MRDW1011001	Question Type	BMP
Question: Does the owner have a harmful algal bloom monitoring plan in place?			
Legislative Requirement	Not Applicable		
Observation The owner had a harmful algal bloom monitoring plan in place. A harmful algal monitoring plan is in place as required by Condition 6 in Schedule C of the MDWL.			

Question ID	MRDW1012001	Question Type	Legislative
Question: Does the owner have a harmful algal bloom monitoring plan in place that meets the requirements of the MDWL?			
Legislative Requirement	SDWA 31 (1);		
Observation The owner had a harmful algal bloom monitoring plan in place.			

Question ID	MRDW1014001	Question Type	Legislative
Question: Is there sufficient monitoring of flow as required by the MDWL or DWWP issued under Part V of the SDWA?			
Legislative Requirement		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. Section 2.0 of Schedule C of the system's Municipal Drinking Water Licence (MDWL) requires the monitoring of: the flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system and the flow rate and daily volume of water that flows into the treatment subsystem.

The Arnprior Water Treatment Plant is equipped with a treated water flow meter. Two water flow metres measure raw water into the system.

Question ID	MRDW1016001	Question Type	Legislative
Question: 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 Requirement	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. Section 1.1 of Schedule C in the MWDL outlines the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed 10, 340 m3/day. The maximum daily flow during the inspection period was 6,958 m3. The calculated yearly average was 4,344 m3.			

Question ID	MRDW1023001	Question Type	Legislative
Question: 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 Requirement		SDWA O. Reg. 170/03 1-2 (2);	
Observation			
Records indicated that the treatment equipment was operated in a manner that achieved			

the design capabilities required under O. Reg. 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.

Question ID	MRDW1030000	Question Type	Legislative
Question: 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 Requirement	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. A free chlorine residual analyzer is located in the first clear well where the intended CT is achieved.			

Question ID	MRDW1032001	Question Type	Legislative
Question: 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 Requirement	SDWA O. Reg. 170/03 7-3 (2);		
Observation Continuous monitoring of each filter effluent line was being performed for turbidity.			

Question ID	MRDW1083001	Question Type	Legislative
Question: For LMR systems, are all microbiological water quality monitoring requirements for treated samples being met?			
Legislative Requirement	SDWA O. Reg. 170/03 10-3;		
Observation All microbiological water quality monitoring requirements prescribed by legislation for treated samples were being met.			

Schedule 10-3 of O. Reg. 170/03 outlines that the owner of a drinking-water system and the operating authority for the system shall ensure that a water sample is taken at least once every week and tested for E.Coli, total coliforms, and HPC.

Samples are collected as required every week.

Question ID	MRDW1084001	Question Type	Legislative
Question: Are all inorganic water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
Legislative Requirement	SDWA O. Reg. 170/03 13-2;		
Observation All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency. Schedule 13-2 (1) of O. Reg. 170/03 outlines that the owner of a large municipal residential system and the operating authority for the system shall ensure that at least one water sample is taken every 12 months, if the system obtains water from a raw water supply that is surface water. A review of documentation outlined that inorganic samples were last collected on January 20, 2022.			

Question ID	MRDW1088000	Question Type	Legislative
Question: Are all nitrate/nitrite water quality monitoring requirements prescribed by legislation conducted within the required frequency for the DWS?			
Legislative Requirement	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. Schedule 13-7 of O. Reg. 170/03 outlines that the owner of a drinking water system and the operating authority for the system shall ensure that at least one water sample is taken every three months and tested for nitrate and nitrite. Nitrate and Nitrite samples were collected on January 19, 2022, April 26, 2022, July 19, 2022, October 25, 2022, and January 17, 2023.			

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Question ID	MRDW1089000	Question Type	Legislative
Question: Are all sodium water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
Legislative Requirement	SDWA O. Reg. 170/03 13-8;		
Observation All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency. Schedule 13-7 of O. Reg. 170/03 outlines that the owner of a drinking water system and the operating authority for the system shall ensure that at least one water sample is taken every three months and tested for nitrate and nitrite. As sodium sample was last collected on January 20, 2022, with a result of 17.3 mg/L.			

Question ID	MRDW1091000	Question Type	Legislative
Question: Where fluoridation is practiced, are the required daily samples being taken at the end of the fluoridation process?			
Legislative Requirement	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. It is to be noted that the fluoride system was taken offline January 24, 2023-to February 1, 2023.			

Question ID	MRDW1085001	Question Type	Legislative
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Question:

Are all organic water quality monitoring requirements prescribed by legislation conducted within the required frequency?

Legislative Requirement

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

All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

Schedule 13-4 (1) of O. Reg. 170/03 outlines that the owner of a large municipal residential system and the operating authority for the system shall ensure that at least one water sample is taken every 12 months, if the system obtains water from a raw water supply that is surface water.

A review of documentation outlined that organic samples were last collected on January 20, 2022.

APPENDIX A

MUNICIPAL DRINKING WATER LICENCE, DRINKING WATER WORKS PERMIT AND CERTIFICATES OF APPROVAL

DRINKING WATER WORKS PERMIT

Permit Number: 170-201

Issue Number: 3

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, I hereby issue this drinking water works permit under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

Arnprior, The Corporation of the Town of

105 Elgin St
Arnprior, ON K7S 0A8

For the following municipal residential drinking water system:

Arnprior Drinking Water System

This drinking water works permit includes the following:

Schedule	Description
Schedule A	Drinking Water System Description
Schedule B	General
Schedule C	All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system
Schedule D	Process Flow Diagrams

Upon the effective date of this drinking water works permit #170-201, all previously issued versions of permit #170-201 are revoked and replaced by this permit.

DATED at TORONTO this 31st day of March, 2021

Signature



Aziz Ahmed, P.Eng.
Director
Part V, *Safe Drinking Water Act*, 2002

Schedule A: Drinking Water System Description

System Owner	Arnprior, The Corporation of the Town of
Permit Number	170-201
Drinking Water System Name	Arnprior Drinking Water System
Permit Effective Date	March 31, 2021

1.0 System Description

- 1.1 The following is a summary description of the works comprising the above drinking water system:

Overview

The **Arnprior Drinking Water System** consists of 1 drinking water treatment plant serving approximately a population of 8,795. The source is the Madawaska River. This system can be categorized as a conventional coagulation, flocculation, clarification, and filtration facility, with the chemically assisted clarification process being a two-train proprietary package unit. There are three dual-media filters; optional powdered activated and prechlorination systems, as well as full-time chlorination, fluoridation, soda ash and ammonia addition. Ammonia is added to produce chloramines for secondary disinfection; added when the treated water is pumped from clear wells to the distribution system and elevated water storage tank. There is approximately 57.8 km of distribution watermain.

Treatment Plant

Name	Arnprior Water Filtration Plant
Street Address	71 James Street, Arnprior Town, County of Renfrew
UTM Coordinates	NAD83, Zone 18, Easting: 394000 Northing: 5031220
System Type	Treatment and Distribution
Notes	a main building housing the treatment units and control, testing and monitoring equipment

Surface Water Supply

Intake Crib

Description	Concrete intake structure, pipe, screen,
Equipment	500 mm diameter intake pipe
Location	Located approximately 10m from the west riverbank, Madawaska River
Notes	

Low Lift Works

Wet Well

Description	33 m ³ (3 m x 3.2 m x 3.4 m deep) wet well, with three (3) low lift pumps.
Notes	Mesh intake screen

Low Lift Pumps

Description	A raw water low lift pumping station
Equipment	Two (2) vertical turbine and one (1) centrifugal raw water pumps each rated at 11,000 m ³ /d at a total dynamic head (TDH) of 25 m; one (1) duty and two (2) standby
Notes	Pumps convey raw water through a 400 mm raw watermain into the water treatment plant. Turbidity and pH analyzers, coagulant and prechlorination injection points, and two (2) 350 mm flow transmitters are installed on this line prior to the flash mixing process. The flow elements are installed after the watermain splits to packaged coagulation, flocculation, clarification system.

Coagulation/Flocculation

Coagulation/Flocculation Facilities

Description	Proprietary package for coagulation, flocculation and clarification, consisting of two (2) ballasted flocculation water treatment trains, complete with concrete tankage, each rated at a nominal capacity of 11,000 m ³ /day and each train consisting of the following:
Equipment (on each train)	one (1) automatically operated raw water inlet valve;
	one (1) flash mix tank having approximate inside dimensions of 1.1 m by 1.1 m by 3.6 m top water level, and working volume of approximately 4.4 m ³ , equipped with a mechanical mixer;
	one (1) coagulation tank having approximate inside dimensions of 2.5 m by 1.8 m by 3.6 m top water level, and working volume of approximately 16.2 m ³ , equipped with a mechanical mixer;
	one (1) injection tank having approximate inside dimensions of 2.5 m by 1.8 m by 3.6 m top water level, and working volume of approximately 16.2 m ³ , equipped with a mechanical mixer and polymer injection piping;
	one (1) maturation tank having approximate inside dimensions of 3.4 m by 3.9 m by 3.6 m top water level, and working volume of approximately 47.7 m ³ , equipped with a mechanical mixer and polymer injection piping;
	one (1) clarifier tank having approximate inside dimensions of 4.1 m by 3.9 m complete with a mechanical scraper and include settling module; one (1) recirculation pump for recycling settled sand and residuals to the hydrocyclones;
	one (1) hydrocyclone, complete with splitter box, for separating microsand and residuals and sending microsand back into the injection tank and to send the residuals to a common settling tank for both trains;
	one (1) clarified water turbidity monitor, one (1) raw water pH monitor and level monitors;
	a process control system;
Notes	

Filtration

Filters

Description	Three (3) dual media filters (two different filter designs)
Dimensions	Three (3) dual media (Sand/anthracite) filters with a total filter area of 97.5m ² (5.9m x 5.5m per filter, each with a maximum filtration rate of 7 m/hr (m ³ /m ² /hr) at maximum daily flow with one of the filters out of service); media consisting of a 400 mm sand layer and a 600 mm anthracite layer; a prefabricated underdrain system, complete with air scour
	An actuated valve on the outlet of each filter automatically controlled to maintain a constant filter flow rate; a flow meter, a differential pressure head loss transmitter, level transmitter and an on-line turbidimeter on each of the filters
	one (1) air blower rated for 500 L/s at 45 kPa
Notes	

Backwash Pumps

Description	A filter backwash system including a split case backwash pump drawing from the clearwell, with a butterfly valve providing a backup backwash system using distribution system pressure, requiring manual operation.
Capacity	Pump has a rated capacity of 34,350 m ³ /d at 15m TDH
Notes	Filtered water is conveyed through magnetic flow meters, combined into a common header and delivered to both clearwells (operating in series).

Backwash Residuals Treatment

Description	Filters backwash wastewater with polymer addition, the backwash residuals are clarified, the supernatant dechlorinated using sodium bisulphate and drained by gravity to the Madawaska River and sludge pumped to sanitary sewers.
Equipment	One (1) concrete residuals treatment tank with polymer addition, flocculators and gravity settling with an approximate nominal capacity of 63.0 m ³ (approx. 6.0 m x 3.0 m x 3.5 m top water level).
	Polymer system including a mixing tank and mixer, one (1) storage tank, secondary containment, and two (2) polymer chemical feed pumps (one duty and one standby) with automatic switchover;
	Two (2) mechanical flocculators to aid in mixing of polymer with residuals water in the settling tank;
	Dechlorination system for supernatant, comprised of two (2) sodium bisulphite chemical feed pumps (one duty, one standby) with automatic switchover, capable of supplying up to 0.5 L/min at a pressure of 100 kPa, with secondary containment for the sodium bisulphite supply; containers
	Three (3) sludge hoppers at tank bottom for sludge collection;
	Two (2) sludge pumps (one duty and one standby) each capable of delivering approximately 24 L/s at a TDH of 8.6 m to the sanitary forcemain;
Notes	An effluent sample is collected by Waterworks staff and analyzed for its chlorine sample, prior to being discharged to the Madawaska River.

Actiflo Settling Tanks Residuals Treatment

Description	Actiflo wastewater from the hydrocyclones is sent to a common residuals tank. This raw water residuals does not contain chlorine. The supernatant is drained by gravity to the Madawaska River and sludge to backwash sludge pumps and pumped to sanitary sewers.
Equipment	One concrete residuals treatment tank with gravity settling 6.0m (long), 3.0m (wide), 3.5m side water depth.
	Supernatant overflow weir and piping for discharge to storm sewer
	Three sludge sloped bottom hoppers
	Three automated sludge valves
	Two Actiflo/backwash sludge pumps
	A baffled sand settling box
Notes	A supernatant effluent sample is collected by Waterworks staff and analyzed for its total suspended solids prior to being discharged to the Madawaska River.

Clear Well and High Lift Works

Clear Wells

Description	Two clear wells in series
Dimensions	Volume of clearwell 1 is 2,167 m ³ .
	Volume of clearwell 2 is 1804m ³ .
Notes	Chlorine is added just prior to the first clearwell. Clearwell 1 consists of 2 cells divided by a concrete baffle wall and is hydraulically connected to Clearwell 2, which consists of a single cell divided by a concrete wall. Treated water passes through the clearwells and is conveyed to the high lift pump wet well. Soda ash for pH control is added in Clearwell 2.

High Lift Pump Station

Description	Pumps, meters and analyzers.
Equipment	Three (3) high lift pumps, each designed to deliver approximately 125 L/s at a TDH of 70m
	Finished water analyzers for Free and Total Chlorine, Turbidity, pH, and Fluoride, and a flow meter for treated water to the distribution system.
	400mm diameter treated water header connected to the distribution system
Notes	Pumps draw from second clearwell.

Emergency Power

Backup Power Supply

Description	400kW diesel engine standby power generator set located in a separate outdoor enclosure
Notes	With a 2,270 L double wall storage tank

Chemical Addition

Coagulant

Description	A liquid coagulant injection system.
Feed Point	Watermain immediately upstream of the flash mixing process.
Equipment	Two (2) coagulant chemical feed pumps (one duty and one standby) with automatic switchover.
	One (1) 22,700 L fibreglass reinforced plastic storage tank, with secondary containment;
	One (1) 8,000 L storage tank.
Notes	The system is sized for dosing aluminum chloride or other alternate liquid coagulant chemicals;

Polymer

Description	Polymer injection system
Feed Point	Three locations in the Actiflo Train, at the Injection tank, Maturation Tank and Hydrocyclones
Equipment	One (1) fibreglass mixing tank c/w mixer.
	Two (2) fibreglass storage tanks.
	Two Polymer Chemical Metering Pumps, one pump dedicated to each Actiflow unit.
Notes	Flow to each injection point is balanced using Rotameters in each dedicated line to the feed point.

Aqueous Ammonia

Description	Aqueous ammonia system
Feed Point	Between the clearwells
Equipment	Two (2) aqueous ammonia chemical feed pumps (one duty and one standby) with automatic switchover.
	flow meter between clearwells to pace ammonia;
	one (1) level sensor
	secondary containment for supply containers and day tank.
Notes	

Chlorine

Description	A disinfection system utilizing gas chlorination for prechlorination and primary disinfection.
Feed Point	Before the flash mixer for prechlorination and directly into the clearwell inlet for primary disinfection
Equipment	Chlorine gas storage facilities consisting of approximately twelve 68kg bottles stored on site, two scales (one duty and one standby) measuring the tared weight of chlorine the bottle; automatic switchover from duty to standby cylinder based on a preset bottle pressure
	Two (2) chlorinators (one duty, one standby), and using water from the distribution system as injection water, and an online chlorine residual analyzer to continuously monitor free chlorine residual in the treated water
Notes	

Hydrofluosilicic Acid

Description	A fluoridation storage and injection system
Feed Point	Effluent launders of the filters
Equipment	Two (2) double lined concrete bulk storage tanks with a total volume of 15.8 m ³ for the storage of hydrofluosilicic acid (HFS);
	One (1) magnetic drive chemical transfer pump to transfer HFS to a

	polyethylene day tank;
	One (1) diaphragm chemical feed pump.
Notes	

Soda Ash

Description	A hydrated soda ash feed system consisting of a 1000 kg bag dry chemical hopper station
Feed Point	Clearwell No. 2 influent line and alternate dosing point in the filter effluent launders
	one (1) volumetric screw feeder
	one (1) slurry mix tank and one day tank
	pipng to convey the slurry to the Feed Points
	one (1) on-line pH analyzer for monitoring the pH of treated water
Notes	Used for pH adjustment. Provision for future volumetric screw feeder and pretreatment pH adjustment.

Instrumentation and Control

SCADA System

Description	Motor control center, PLC and SCADA to control and monitor plant process equipment, raw water, filtered water, backwash water and treated water flow meters including all related piping, electrical and mechanical works, plumbing and ventilation, yard piping, instrumentation and control and metering equipment required for a fully operable Water Filtration Plant
Notes	<p>System control with data acquisition including various on-line analyzers and monitors, including the following regulatory equipment:</p> <ul style="list-style-type: none"> - Turbidity Analyzers – Filter 1, 2 & 3 effluent - Free Cl Analyzer – Clearwell #1 effluent - Flow meter – Between Clearwell #1 & 2 - Level Monitor – Clearwell #1 & 2 - pH Analyzer – Clearwell #2 effluent Treated water - Fluoride Analyzer – Treated water - Total Cl Analyzer – Treated water - Flow meter – Treated water - Pressure Sensor – high lift discharge - Flow meter – raw water

Additional Instrumentation Supporting Regulatory Compliance

Description	Additional instrumentation supporting regulatory compliance.
Notes	<ul style="list-style-type: none"> - pH and temperature meter – Lab equipment (CT calculation) - Spectrophotometer – Lab Equipment - Turbidity analyzer – Lab Equipment

Elevated Storage Tanks

Elevated water tower

Location	433 Hartney Street, Arnprior, Ontario
UTM Coordinates	
Description	2,727 m ³ elevated composite water storage tank
Dimensions	2,727 m ³
Equipment	NA
Notes	

Watermains**1.2** Watermains within the distribution system comprise:

- 1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Watermains	
Column 1 Document or File Name	Column 2 Date
Arnprior Water Distribution System Map	October 2020

- 1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.
- 1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

Schedule B: General

System Owner	Arnprior, The Corporation of the Town of
Permit Number	170-201
Drinking Water System Name	Arnprior Drinking Water System
Permit Effective Date	March 31, 2021

1.0 Applicability

- 1.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence #170-101.
- 1.2 The definitions and conditions of licence #170-101 are incorporated into this permit and also apply to this drinking water system.

2.0 Alterations to the Drinking Water System

- 2.1 Any document issued by the Director to be incorporated into Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance with the applicable conditions of this drinking water works permit and licence #170-101.
- 2.2 All documents issued by the Director as described in condition 2.1 shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water that are added, modified, replaced, extended shall be disinfected in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
- a) Until **August 30, 2021**, the ministry's Watermain Disinfection Procedure, dated November 2015. As of **August 31, 2021**, the ministry's Watermain Disinfection Procedure, dated August 1, 2020;
 - b) Subject to condition 2.3.2, any updated version of the ministry's Watermain Disinfection Procedure;
 - c) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
 - d) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and
 - e) AWWA C654 – Standard for Disinfection of Wells.
- 2.3.1 For greater clarity, where an activity has occurred that could introduce contamination, including but not limited to repair, maintenance, or physical / video inspection, all equipment that may come in contact with the drinking water system shall be disinfected in accordance with the requirements of condition 2.3. above.
- 2.3.2 Updated requirements described in condition 2.3 b) are effective six months from the date of publication of the updated Watermain Disinfection Procedure.

- 2.4 The owner shall notify the Director in writing within thirty (30) days of the placing into service or the completion of any addition, modification, replacement, removal or extension of the drinking water system which had been authorized through:
- 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;
 - 2.4.2 Any document to be incorporated in Schedule C to this drinking water works permit respecting works other than watermain; or
 - 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermain which were not in service at the time of the issuance of the first drinking water works permit.
- 2.5 The notification required in condition 2.4 shall be submitted using the "Director Notification Form" published by the Ministry.
- 2.6 For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement, removal or extension in respect of the drinking water system which:
- 2.6.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
 - 2.6.2 Constitutes maintenance or repair of the drinking water system; or
 - 2.6.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- 2.7 The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.8 For greater certainty, the owner may only carry out alterations to the drinking water system in accordance with this drinking water works permit after having satisfied other applicable legal obligations, including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act, 2001* and *Greenbelt Act, 2005*.

3.0 Watermain Additions, Modifications, Replacements and Extensions

- 3.1 The owner may alter the drinking water system, or permit it to be altered by a person acting on the owner's behalf, by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
- 3.1.1 The design of the watermain addition, modification, replacement or extension:
 - a) Has been prepared by a licensed engineering practitioner;
 - b) Has been designed only to transmit water and has not been designed to treat water;

- c) Satisfies the design criteria set out in the Ministry publication “Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012”, as amended from time to time; and
 - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry publication “Design Guidelines for Drinking Water Systems, 2008”, as amended from time to time.
- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system’s ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A licensed engineering practitioner has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- 3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
 - 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
 - 3.2.2 Has a nominal diameter greater than 750 mm;
 - 3.2.3 Results in the fragmentation of the drinking water system; or
 - 3.2.4 Connects to another drinking water system, unless:
 - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner’s delegate of the drinking water system being connected to; and

- b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.
- 3.3 The verifications required in conditions 3.1.7 and 3.1.8 shall be:
 - 3.3.1 Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration", as published by the Ministry, prior to the watermain addition, modification, replacement or extension being placed into service; and
 - 3.3.2 Retained for a period of ten (10) years by the owner.
- 3.4 For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
 - 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 3.4.2 Constitutes maintenance or repair of the drinking water system.
- 3.5 The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- 3.6 The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.
- 3.7 Despite clause (a) of condition 3.1.1 and condition 3.1.7, with respect to the replacement of an existing watermain or section of watermain that is 6.1 meters in length or less, if a licensed engineering practitioner has:
 - 3.7.1 inspected the replacement prior to it being put into service;
 - 3.7.2 prepared a report confirming that the replacement satisfies clauses (b), (c) and (d) of condition 3.1.1 (i.e. "Form 1 – Record of Watermains Authorized by a Future Alteration" (Form 1), Part 3, items No. 2, 3 and 4); and
 - 3.7.3 appended the report referred to in condition 3.7.2 to the completed Form 1,

the replacement is exempt from the requirements that the design of the replacement be prepared by a licensed engineering practitioner and that a licensed engineering practitioner verify on Form 1, Part 3, item No. 1 that a licensed engineering practitioner prepared the design of the replacement.
- 3.8 For greater certainty, the exemption in condition 3.7 does not apply to the replacement of an existing watermain or section of watermain if two or more sections of pipe, each of which is 6.1 meters in length or less, are joined together, if the total length of replacement pipes joined together is greater than 6.1 meters.

4.0 Minor Modifications to the Drinking Water System

- 4.1 The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
- 4.1.1 Coagulant feed systems in the treatment system, including the location and number of dosing points:
 - a) Prior to making any alteration to the drinking water system under condition 4.1.1, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
 - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.1.1 and shall provide the Director with a copy of the review.
 - c) The notification required in condition 4.1.1 b) shall be submitted using the "Director Notification Form" published by the Ministry
 - 4.1.2 Instrumentation and controls, including new SCADA systems and upgrades to SCADA system hardware;
 - 4.1.3 SCADA system software or programming that:
 - a) Measures, monitors or reports on a regulated parameter;
 - b) Measures, monitor or reports on a parameter that is used to calculate CT; or,
 - c) Calculates CT for the system or is part of the process algorithm that calculates log removal, where the impacts of addition, modification or replacement have been reviewed by a licensed engineering practitioner;
 - 4.1.4 Filter media, backwashing equipment, filter troughs, and under-drains and associated equipment in the treatment system;
 - 4.1.5 Spill containment works; or,
 - 4.1.6 Coarse screens and fine screens
- 4.2 The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
- 4.2.1 Treated water pumps, pressure tanks, and associated equipment;
 - 4.2.2 Raw water pumps and process pumps in the treatment system;
 - 4.2.3 Inline booster pumping stations that are not associated with distribution system storage facilities and are on a watermain with a nominal diameter not exceeding 200 mm;
 - 4.2.4 Re-circulation devices within distribution system storage facilities;

- 4.2.5 In-line mixing equipment;
 - 4.2.6 Chemical metering pumps and chemical handling pumps;
 - 4.2.7 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
 - 4.2.8 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry.
 - 4.2.9 Chemical injection points;
 - 4.2.10 Valves.
- 4.3 The drinking water system may be altered by replacing the following:
- 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
 - 4.3.2 Measuring and monitoring devices that are required by regulation, by a condition in the Drinking Water Works Permit or by a condition otherwise imposed by the Ministry.
 - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
 - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
 - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
 - c) The notification required in condition 4.3.3 b) shall be submitted using the "Director Notification Form" published by the Ministry.
- 4.4 Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
- 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
 - 4.4.2 The bypassing or removal of any unit process within a treatment subsystem;
 - 4.4.3 The addition of any new unit process other than coagulation within a treatment subsystem;
 - 4.4.4 A deterioration in the quality of drinking water provided to consumers;

- 4.4.5 A reduction in the reliability or redundancy of any component of the drinking water system;
- 4.4.6 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
- 4.4.7 An adverse effect on the environment.
- 4.5 The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.
- 4.6 The verifications and documentation required in condition 4.5 shall be:
 - 4.6.1 Recorded on “Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System” published by the Ministry, prior to the modified or replaced components being placed into service; and
 - 4.6.2 Retained for a period of ten (10) years by the owner.
- 4.7 For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
 - 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 4.7.2 Constitutes maintenance or repair of the drinking water system, including software changes to a SCADA system that are not listed in condition 4.1.3
- 4.8 The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

5.0 Equipment with Emissions to the Air

- 5.1 The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the air:
 - 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
 - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
 - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
 - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;

- 5.1.5 Maintenance welding stations;
 - 5.1.6 Minor painting operations used for maintenance purposes;
 - 5.1.7 Parts washers for maintenance shops;
 - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
 - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
 - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
 - 5.1.11 Venting for an ozone treatment unit;
 - 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
 - 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- 5.2 The owner shall not make an addition, modification, or replacement described in condition 5.1 in relation to an activity that is not related to the treatment and/or distribution of drinking water.
- 5.3 The emergency generators identified in condition 5.1.13 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4 The owner shall prepare an emission summary table for nitrogen oxides emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

Performance Limits

- 5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
- 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
 - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive receptors shall not exceed the applicable point of impingement limit, and at non-sensitive receptors shall not exceed the Ministry half-hourly screening level of 1880 ug/m³ as amended; and
 - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.

- 5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- 5.7 The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- 5.8 The verifications and documentation required in conditions 5.6 and 5.7 shall be:
- 5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry, prior to the additional, modified or replacement equipment being placed into service; and
- 5.8.2 Retained for a period of ten (10) years by the owner.
- 5.9 For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
- 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
- 5.9.2 Constitutes maintenance or repair of the drinking water system.
- 5.10 The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

6.0 Previously Approved Works

- 6.1 The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
- 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;
- 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
- 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

7.0 System-Specific Conditions

- 7.1 Not Applicable

8.0 Source Protection

- 8.1 Not Applicable

Schedule C: Authorization to Alter the Drinking Water System

System Owner	Arnprior, The Corporation of the Town of
Permit Number	170-201
Drinking Water System Name	Arnprior Drinking Water System
Permit Effective Date	March 31, 2021

1.0 General

- 1.1 Table 2 provides a reference list of all documents to be incorporated into Schedule C that have been issued as of the date that this permit was issued.

- 1.1.1 Table 2 is not intended to be a comprehensive list of all documents that are part of Schedule C. For clarity, any document issued by the Director to be incorporated into Schedule C after this permit has been issued is considered part of this drinking water works permit.

Table 2: Schedule C Documents				
Column 1 Issue #	Column 2 Issued Date	Column 3 Description	Column 4 Status	Column 5 DN#
1	May 19, 2016	Implementation of Corrosion Control Plan	Approved	Not Applicable

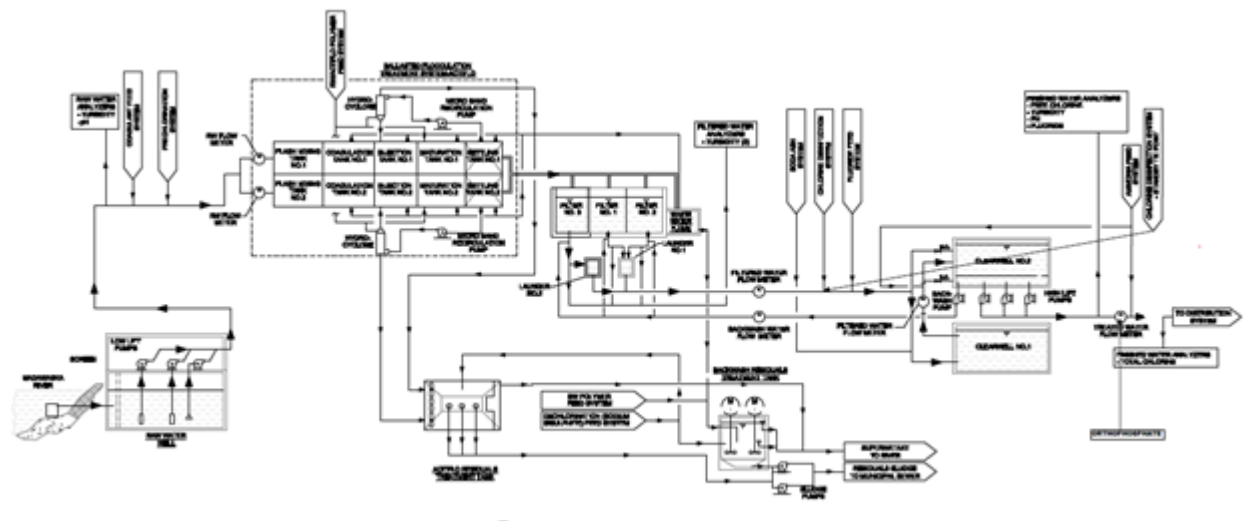
- 1.2 For each document described in columns 1, 2 and 3 of Table 2, the status of the document is indicated in column 4. Where this status is listed as 'Archived', the approved alterations have been completed and relevant portions of this permit have been updated to reflect the altered works. These 'Archived' Schedule C documents remain as a record of the alterations.

Schedule D: Process Flow Diagrams

System Owner	Arnprior, The Corporation of the Town of
Permit Number	170-201
Drinking Water System Name	Arnprior Drinking Water System
Permit Effective Date	March 31, 2021

1.0 Process Flow Diagrams

Arnprior Water Filtration Plant



[Source: 2 and 3 - Town of Arnprior DWQMS Operational Plan - Version 16 - March 13, 2020]

Note: this process flow diagram is for reference only, and represents a high level overview of the system as of March 13, 2020.

MUNICIPAL DRINKING WATER LICENCE

Licence Number: 170-101

Issue Number: 7

Pursuant to the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, I hereby issue this municipal drinking water licence under Part V of the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32 to:

Arnprior, The Corporation of the Town of

**105 Elgin St
Arnprior, ON K7S 0A8**

For the following municipal residential drinking water system:

Arnprior Drinking Water System

This municipal drinking water licence includes the following:

Schedule

Description

Schedule A	Drinking Water System Information
Schedule B	General Conditions
Schedule C	System-Specific Conditions
Schedule D	Conditions for Relief from Regulatory Requirements
Schedule E	Pathogen Log Removal/Inactivation Credits

Upon the effective date of this drinking water licence # 170-101, all previously issued versions of licence # 170-101 are revoked and replaced by this licence.

DATED at TORONTO this 31st day of March, 2021

Signature



Aziz Ahmed, P.Eng.
Director
Part V, *Safe Drinking Water Act*, 2002

Schedule A: Drinking Water System Information

System Owner	Arnprior, The Corporation of the Town of
Licence Number	170-101
Drinking Water System Name	Arnprior Drinking Water System
Licence Effective Date	March 31, 2021

1.0 Licence Information

Licence Issue Date	March 31, 2021
Licence Effective Date	March 31, 2021
Licence Expiry Date	March 31, 2026
Application for Licence Renewal Date	September 30, 2025

2.0 Incorporated Documents

The following documents are applicable to the above drinking water system and form part of this licence:

2.1 Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Arnprior Drinking Water System	170-201	March 31, 2021

2.2 Permits to Take Water

Water Taking Location	Permit Number	Issue Date
Madawaska River	4143-8ZDLMJ	October 23, 2012

3.0 Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	170-301
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	170-301A

4.0 Accredited Operating Authority

Drinking Water System or Operational Subsystems	Accredited Operating Authority	Operational Plan No.	Operating Authority No.
Walter E. Prentice Water Filtration Plant and Distribution System	Arnprior, The Corporation Of The Town Of	170-401	170-OA1

Schedule B: General Conditions

System Owner	Arnprior, The Corporation of the Town of
Licence Number	170-101
Drinking Water System Name	Arnprior Drinking Water System
Licence Effective Date	March 31, 2021

1.0 Definitions

1.1 Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.

1.2 In this licence and the associated drinking water works permit:

“**adverse effect**”, “**contaminant**” and “**natural environment**” shall have the same meanings as in the EPA;

“**alteration**” may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

“**compound of concern**” means a contaminant described in paragraph 4 subsection 26 (1) of O. Reg. 419/05, namely, a contaminant that is discharged to the air from a component of the drinking water system in an amount that is not negligible;

“**CT**” means the CT Disinfection Concept, as described in subsection 3.1.1 of the Ministry’s Procedure for Disinfection of Drinking Water in Ontario, dated July 29 2016.

“**Director**” means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

“**drinking water works permit**” means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

“**emission summary table**” means a table described in paragraph 14 of subsection 26 (1) of O. Reg. 419/05;

“**EPA**” means the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

“**financial plan**” means the financial plan required by O. Reg. 453/07;

“**Harmful Algal Bloom (HAB)**” means an overgrowth of aquatic algal bacteria that produce or have the potential to produce toxins in the surrounding water, when the algal

cells are damaged or die. Such bacteria are harmful to people and animals and include microcystins produced by cyanobacterial blooms.

“licence” means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

“Ministry” means the Ontario Ministry of the Environment, Conservation and Parks;

“operational plan” means an operational plan developed in accordance with the Director’s Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

“owner” means the owner of the drinking water system as identified in Schedule A of this licence;

“OWRA” means the *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40;

“permit to take water” means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

“point of impingement” has the same meaning as in section 2 of O. Reg. 419/05 under the EPA;

“point of impingement limit” means the appropriate standard from Schedule 2 or 3 of O. Reg. 419/05 under the EPA and if a standard is not provided for a compound of concern, the concentration set out for the compound of concern in the document titled “Air Contaminants Benchmarks (ACB) List: Standards, guidelines and screening levels for assessing point of impingement concentrations of air contaminants”, as amended from time to time and published by the Ministry and available on a government of Ontario website;

“licensed engineering practitioner” means a person who holds a licence, limited licence or temporary licence under the Professional Engineers Act;

“provincial officer” means a provincial officer designated pursuant to section 8 of the SDWA;

“publication NPC-300” means the Ministry publication titled “Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning” dated August 2013, as amended;

“SCADA system” means a supervisory control and data acquisition system used for process monitoring, automation, recording and/or reporting within the drinking water system;

“SDWA” means the *Safe Drinking Water Act*, 2002, S.O. 2002, c. 32;

"sensitive receptor" means any location where routine or normal activities occurring at reasonably expected times would experience adverse effect(s) from a discharge to air from an emergency generator that is a component of the drinking water system, including one or a combination of:

- (a) private residences or public facilities where people sleep (e.g.: single and multi-unit dwellings, nursing homes, hospitals, trailer parks, camping grounds, etc.),
- (b) institutional facilities (e.g.: schools, churches, community centres, day care centres, recreational centres, etc.),
- (c) outdoor public recreational areas (e.g.: trailer parks, play grounds, picnic areas, etc.), and
- (d) other outdoor public areas where there are continuous human activities (e.g.: commercial plazas and office buildings).

"sub-system" has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts) under the SDWA;

"surface water" means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

"UV" means ultraviolet, as in ultraviolet light produced from an ultraviolet reactor.

2.0 Applicability

- 2.1 In addition to any other applicable legal requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

3.0 Licence Expiry

- 3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

4.0 Licence Renewal

- 4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

5.0 Compliance

- 5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

6.0 Licence and Drinking Water Works Permit Availability

- 6.1** At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

7.0 Permit to Take Water and Drinking Water Works Permit

- 7.1** A permit to take water identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.
- 7.2** A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Effective Date of this licence.

8.0 Financial Plan

- 8.1** For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
- 8.1.1 Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
- 8.1.2 Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

9.0 Interpretation

- 9.1** Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
- 9.1.1 The SDWA;
- 9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
- 9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
- 9.1.4 Any regulation made under the SDWA;
- 9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
- 9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
- 9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and

- 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- 9.1.9 Any other technical bulletin or procedure issued by the Ministry from the most recent to the earliest.
- 9.2** If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.
- 9.3** The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
 - 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
 - 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- 9.4** For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

10.0 Adverse Effects

- 10.1** Nothing in this licence or the drinking water works permit shall be read as to permit:
 - 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
 - 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- 10.2** All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- 10.3** Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

11.0 Change of Owner or Operating Authority

- 11.1** This licence is not transferable without the prior written consent of the Director.
- 11.2** The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
- 11.2.1 Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

12.0 Information to be Provided

- 12.1** Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

13.0 Records Retention

- 13.1** Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 or section 13 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

14.0 Chemicals and Materials

- 14.1** All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF/372.
- 14.1.1 In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.
- 14.2** The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.
- 14.3** Conditions 14.1 and 14.2 do not apply in the case of the following:
- 14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);
- 14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;

- 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;
- 14.3.4 Gaskets that are made from NSF approved materials;
- 14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use that may come into contact with drinking water, but are not added directly to the drinking water; or
- 14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

15.0 Drawings

- 15.1 All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- 15.2 Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the alteration being completed or placed into service.
- 15.3 Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a 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.

16.0 Operations and Maintenance Manual

- 16.1 An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference to all persons responsible for all or part of the operation or maintenance of the drinking water system.
- 16.2 The operations and maintenance manual or manuals, shall include at a minimum:
 - 16.2.1 The requirements of this licence and associated procedures;
 - 16.2.2 The requirements of the drinking water works permit for the drinking water system;
 - 16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system including where applicable:
 - a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions and other operating conditions, if applicable; and

- b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;
- 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;
- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- 16.3** Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.
- 16.4** All of the procedures included or referenced within the operations and maintenance manual must be implemented.

Schedule C: System-Specific Conditions

System Owner	Arnprior, The Corporation of the Town of
Licence Number	170-101
Drinking Water System Name	Arnprior Drinking Water System
Licence Effective Date	March 31, 2021

1.0 System Performance

Rated Capacity

- 1.1** For each treatment subsystem listed in column 1 of Table 1, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in column 2 of the same row.

Table 1: Rated Capacity	
Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m ³ /day)
Walter E. Prentice Water Filtration Plant and Distribution System	10,340

Maximum Flow Rates

- 1.2** For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

Table 2: Maximum Flow Rates		
Column 1 Treatment Subsystem Name	Column 2 Treatment Subsystem Component	Column 3 Maximum Flow Rate (L/s)
Not Applicable	Not Applicable	Not Applicable

- 1.3** Despite conditions 1.1 and 1.2, a treatment subsystem may be operated temporarily at a maximum daily volume and/or a maximum flow rate above the values set out in column 2 of Table 1 and column 3 of Table 2 respectively for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- 1.4** Condition 1.3 does not authorize the discharge into the distribution system of any water that does not meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

Residuals Management

- 1.5** In respect of an effluent discharged into the natural environment from a treatment subsystem or treatment subsystem component listed in column 1 of Table 3:
- 1.5.1 The annual average concentration of a test parameter identified in column 2 shall:
- a) not exceed the value in column 3 of the same row; and
 - b) be calculated at least once monthly as the running annual average based on the previous twelve months of results;
- 1.5.2 Where the average concentration of a test parameter identified in column 2 exceeds the value in column 3, the concentration shall be reported to the local Ministry district office within 72 hours of receipt of the last lab result used in the calculation;
- 1.5.3 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row;
- 1.5.4 Where the maximum concentration of a test parameter identified in column 2 exceeds the value in column 4, the discharge shall be reported in accordance with s.13.2 of O. Reg. 675.98 and recorded in accordance with s.12.2 of O. Reg. 675.98 within 24 hours of receipt of the lab result; and,
- 1.5.5 The test parameters listed in column 2 of Table 3 shall be sampled in accordance with conditions 5.2, 5.3 and 5.4 of Schedule C in this Licence.

Table 3: Residuals Management			
Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Annual Average Concentration (mg/L)	Column 4 Maximum Concentration (mg/L)
Walter E. Prentice Water Filtration Plant and Distribution System – Filter backwash wastewater Residuals treatment	Annual average concentration of suspended solids in the effluent discharged from the filters backwash wastewater facilities	25	25
	Chlorine Residual	0.02	
Walter E. Prentice Water Filtration Plant and Distribution System – Actiflo Residuals treatment	Annual average concentration of suspended solids in the effluent discharged from the Actiflo Residuals treatment tank	25	25

UV Disinfection Equipment Performance

- 1.6** For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, and while directing water to the distribution system and being used to meet pathogen log removal/inactivation credits specified in Schedule E:
- 1.6.1 The UV disinfection equipment shall be operated within the validated limits for the equipment at all times such that a continuous pass-through UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row
 - 1.6.2 In addition to any other sampling, analysis and recording that may be required, the ultraviolet light disinfection equipment shall test for the test parameters set out in column 4 of the same row at a testing frequency of once every five (5) minutes or less and record the test data at a recording frequency of once every four (4) hours or less;
 - 1.6.3 If there is a UV disinfection equipment alarm signaling that the disinfection equipment is malfunctioning, has lost power, or is not providing the appropriate level of disinfection the test parameters set out in column 4 of the same row shall be recorded at a recording frequency of once every five minutes or less until the alarm condition has been corrected;
 - 1.6.4 A monthly summary report shall be prepared at the end of each calendar month which sets out the time, date and duration of each UV equipment alarm described in condition 1.6.3, the volume of water treated during each alarm period and the actions taken by the operating authority to correct the alarm situation;

Table 4: UV Disinfection Equipment

Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Minimum Continuous Pass-Through UV Dose (mJ/cm ²)	Column 3 Control Strategy	Column 4 Test Parameter
Not applicable	Not applicable	Not applicable	Not applicable

2.0 Flow Measurement and Recording Requirements

- 2.1** For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:
- 2.1.1 The flow rate (L/s) and daily volume (m³/day) of treated water that flows from the treatment subsystem to the distribution system.
 - 2.1.2 The flow rate (L/s) and daily volume (m³/day) of water that flows into the treatment subsystem.

- 2.2** For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.
- 2.3** Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:
- 2.3.1 The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;
 - 2.3.2 The time and date of the measurement;
 - 2.3.3 The reason for the exceedance; and
 - 2.3.4 The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

3.0 Calibration of Flow Measuring Devices

- 3.1** All flow measuring devices that are required by regulation, by a condition in the drinking water works permit 170-201, or by a condition otherwise imposed by the Ministry, shall be checked and where necessary calibrated in accordance with the manufacturer's instructions.
- 3.2** If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation.
- 3.2.1 For greater certainty, if condition 3.2 applies, the equipment shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

4.0 Calibration of CT Monitoring System

- 4.1** Any measuring instrumentation that forms part of the monitoring system for CT shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation, or more frequently in accordance with the manufacturer's instructions.
- 4.1.1 For greater certainty, if condition 4.1 applies, the instrumentation shall be checked and where necessary calibrated not more than 30 days after the first anniversary of the day the equipment was checked and calibrated in the previous 12-month period.

5.0 Additional Sampling, Testing and Monitoring

Drinking Water Health and Non-Health Related Parameters

- 5.1** For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

Table 5: Drinking Water Health Related Parameters

Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Walter E. Prentice Water Filtration Plant and Distribution System	Benzo(a)pyrene	Quarterly	Point of entrance to distribution system
	Nitrosodimethylamine (NDMA)	Quarterly	Farthest point in the distribution system

Table 6: Drinking Water Non-Health Related Parameters

Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Walter E. Prentice Water Filtration Plant and Distribution System	Total Organic Carbon	Quarterly	Entrance to Distribution System
	Dissolved Organic Carbon	Quarterly	Entrance to Distribution System
	Colour	Quarterly	Entrance to Distribution System

Environmental Discharge Parameters

- 5.2** For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.

- 5.3** For the purposes of Table 7:

- 5.3.1** Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and

5.3.2 Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.

5.4 Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 23rd Edition, 2017, or as amended from time to time by more recently published editions.

Table 7: Environmental Discharge Parameters

Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sample Type	Column 4 Sampling Frequency	Column 5 Monitoring Location
Walter E. Prentice Water Filtration Plant and Distribution System – Filter backwash wastewater Residuals treatment	Suspended Solids (composite)	Composite	Monthly	Point of Discharge – Residue management supernatant discharge sampling port
	Total Chlorine Residual	Grab	Monthly	Point of Discharge – Residue management supernatant discharge sampling port
Walter E. Prentice Water Filtration Plant and Distribution System – Actiflo Residuals treatment	Suspended Solids (composite)	Composite	Monthly	Point of Discharge – Residue management supernatant discharge sampling port

5.5 Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:

5.5.1 The discharge of potable water from a watermain to a road or storm sewer;

5.5.2 The discharge of potable water from a water storage facility or pumping station:

- a) To a road or storm sewer; or
- b) To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.

5.5.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;

5.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and

5.5.5 The discharge of raw water, potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.

- 5.5.6 The discharge of any excess water to a road, storm sewer or the environment, associated with the management of materials excavated as part of watermain construction or repair, where necessary sediment, erosion and environmental control measures have been implemented.

6.0 Studies Required

Harmful Algal Blooms

- 6.1** The owner shall develop and keep up to date a Harmful Algal Bloom monitoring, reporting and sampling plan, herein known as the “Plan”, to be implemented when a potential harmful algal bloom is suspected or present. The owner shall have the Plan in place on or before September 30, 2021.
- 6.1.1 The owner must have a copy of the Plan available onsite at the drinking water system, for inspection upon request by Ministry staff.
- 6.1.2 The owner must implement the Plan annually during the harmful algal bloom season, during but not limited to the warm seasonal period between June 1 and October 31 each year, or as otherwise directed by the Ministry or the Medical Officer of Health.
- 6.1.3 The owner must train all relevant drinking water system staff on the Plan prior to the beginning of each warm season, as described in Condition 6.1.2.
- 6.2** For clarity, a Harmful Algal Bloom is considered suspected or occurring when:
- 6.2.1 the owner or operating authority has observed an algal bloom:
- a) near the shoreline at or near the source water intake(s) described in drinking water works permit #xxx, or
 - b) where the intake has an Intake Protection Zone in a source protection plan, within IPZ-1, or
 - c) within a circle that has a radius, measured from the intake, equal to the distance from the intake to the farthest edge of IPZ-2.
- 6.2.2 microcystin has been detected in a raw or treated water sample; and/or,
- 6.2.3 the owner has received any form of notification related to an algal bloom from the Ministry, a Medical Officer of Health, or the public; or,
- 6.2.4 the presence of or identification of cyanobacteria has been determined through optical probes or other analytic techniques used by the drinking water system.
- 6.3** The Plan described in condition 6.1 must include, at a minimum:
- 6.3.1 details relating to visual monitoring for harmful algal blooms at or near the drinking water system intake(s),

- a) as described in drinking water works permit #xxx, or
 - b) where the intake has an Intake Protection Zone in a source protection plan, within IPZ-1, or
 - c) within a circle that has a radius, measured from the intake, equal to the distance from the intake to the farthest edge of IPZ-2.
- 6.3.2 details relating to visual monitoring of shoreline; this is applicable to drinking water systems where the proximity of the intake(s) may be of concern.
- 6.3.3 details relating to reporting the observed or suspected harmful algal bloom, as described in section 6.2:
 - a) to the Overall Responsible Operator(s) and/or Operator(s)-in-Charge if the blooms have been observed or suspected by a duty operator; the Plan shall include wording that directs relevant drinking water staff to follow the instructions provided by the Overall Responsible Operator(s) or the Operator(s)-in-Charge;
 - b) to the medical officer of health; and
 - c) to the local MECP representative and the Ministry's Spills Action Centre.,
- 6.3.4 a sampling plan, including the identification of sample location(s) and frequencies that at a minimum match those described in condition 6.4.
- 6.3.5 triggers that may increase the required sampling frequency;
- 6.3.6 up-to-date records that document staff training on the harmful algal bloom monitoring, reporting, and sampling procedures.
- 6.4** Any water samples collected under Condition 6.3.4 must be:
 - 6.4.1 collected, at a minimum, once per week, or as otherwise directed by the Ministry or the medical officer of health;
 - 6.4.2 collected prior to any treatment, if the sample is taken from raw water;
 - 6.4.3 collected at the point of entry into the distribution system, if the sample is taken from treated water;
 - 6.4.4 collected from the shoreline by the drinking water system, if applicable based on Condition 6.3.1;
 - 6.4.5 submitted to a laboratory licensed to perform ELISA testing for total microcystin;
 - 6.4.6 repeatedly collected until 3 consecutive samples have shown non-detection of microcystin and the algal bloom is no longer suspected or visually observed.

6.5 Corrosion Control Implementation

- 6.5.1 The Owner shall implement the Town of Arnprior Corrosion Control Plan dated November 3, 2014 and as amended on December 8, 2016 monitor the effectiveness of the corrosion control measures.
- 6.5.2 The Owner shall prepare an Evaluation Report to assess the effectiveness of the corrosion control measures. The report shall contain the following information in 5.1.3 – 5.1.7, where applicable:
- 6.5.3 A list of all lead results and a summary of any key corrosion control parameter measurements at the point treated water enters the distribution system and premise plumbing with the frequencies identified in Table 1:

Table 1: Monitoring the Effectiveness of Preferred Measures			
Column 1 Parameters	Column 2 Point of Entry	Column 3 Distribution System	Column 4 Residential and Non-Residential Taps
Lead	Quarterly	4 samples minimum, annually	12 samples minimum, annually
Alkalinity	Quarterly	4 samples minimum, annually	12 samples minimum, annually
pH	SCADA (continuous)	4 samples minimum, annually	12 samples minimum, annually
Orthophosphate (and soda ash)	-	1/month ¹	As per Corrosion Control Plan
Other Parameters in Table 6.1 the Ministry's Guidance Document for Corrosion Control Monitoring, dated December 2009.	-	-	-

¹ - Orthophosphate samples to be collected at the Towns Water Pollution Control Centre sample tap.

- 6.5.4 A technical evaluation of the effectiveness of corrosion control measures including:
- Any key milestones of implementation, including equipment malfunction or upset conditions;
 - The ability to maintain operating conditions and inhibitor concentrations, in the distribution system and premise plumbing; and
 - The ability to achieve reduction in lead levels and other corrosion related parameters in the distribution system and premise plumbing.
- 6.5.5 A summary of lead levels and other metals monitored at the following locations, since implementation of corrosion control, and comparison to pre-implementation levels:
- Distribution system;
 - Residential plumbing; and,
 - Non-residential plumbing.

6.5.6 An evaluation of secondary impacts as a result of corrosion control implementation of corrosion control measures, including any:

- a) Customer feedback or water quality complaints, since implementation of corrosion control, with analysis of reasons;
- b) Impacts on secondary disinfection, including biofilm formation; and,
- c) Impacts on wastewater treatment plants receiving treated water from the owner, including estimates of increases in phosphorous loadings to the receiver, and comparison to effluent limits.

6.5.7 A summary of results of all other aspects of the Owner's lead mitigation strategy including:

- a) Lead service line replacement on public and private property;
- b) Outreach and education, especially to populations vulnerable to lead in drinking water;
- c) Faucet filter program, and,
- d) Involvement of public health authorities.

6.6 The Corrosion Control Evaluation Report outlined in 5.1.2 shall cover each calendar year, and shall be submitted to the Director by March 31st, annually.

6.7 The lead sampling data shall be submitted every 6 months to the Ottawa District Office, no later than 30 days following the previous bi-annual sampling periods.

7.0 Source Protection

7.1 The owner of the drinking water system shall implement risk management measures, as appropriate, to manage any potential threat to drinking water that results from the operation of the drinking water system.

7.2 The owner of the system shall notify the Director in writing within thirty (30) days of any approved changes to an applicable source protection plan that impact the assessed threat level of a fuel oil system identified in Schedule A of drinking water works permit.

7.3 The notification required in condition 7.2 shall include:

7.3.1 A description of the changes and their impact on the assessed threat level of the fuel oil system(s); and,

7.3.2 A timeline for re-assessing the threat level and providing the results of the assessment to the Director.

Schedule D: Conditions for Relief from Regulatory Requirements

System Owner	Arnprior, The Corporation of the Town of
Licence Number	170-101
Drinking Water System Name	Arnprior Drinking Water System
Licence Effective Date	March 31, 2021

No relief from regulatory requirements is authorized by the Director under section 46 of the SDWA in respect of the drinking water system.

Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner	Arnprior, The Corporation of the Town of
Licence Number	170-101
Drinking Water System Name	Arnprior Drinking Water System
Licence Effective Date	March 31, 2021

1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

Arnprior Water Filtration Plant

Madawaska River [SURFACE WATER]

Minimum Log Removal/ Inactivation Required	Cryptosporidium Oocysts	Giardia Cysts ^a	Viruses ^b
Arnprior Water Filtration Plant	2	3	4

^a At least 0.5 log inactivation of Giardia shall be achieved by the disinfection portion of the overall water treatment process.

^b At least 2 log inactivation of viruses shall be achieved by disinfection.

Log Removal/Inactivation Credits Assigned ^c	Cryptosporidium Oocysts	Giardia Cysts	Viruses
Conventional Filtration	2	2.5	2
Chlorination [CT: Clearwell]	-	0.5+	2+

^c Log removal/inactivation credit assignment is based on each treatment process being fully operational and the applicable log removal/inactivation credit assignment criteria being met.

Treatment Component	Log Removal/Inactivation Credit Assignment Criteria
Conventional Filtration	<ol style="list-style-type: none"> 1. A chemical coagulant shall be used at all times when the treatment plant is in operation; 2. Chemical dosages shall be monitored and adjusted in response to variations in raw water quality; 3. Effective backwash procedures shall be maintained including filter-to-waste or an equivalent procedure during filter ripening to ensure that effluent turbidity requirements are met at all times; 4. Filtrate turbidity shall be continuously monitored from each filter; and 5. Performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month shall be met for each filter.
Chlorination	<ol style="list-style-type: none"> 1. Sampling and testing for free chlorine residual shall be carried out by continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed in accordance with the Ministry's Procedure for Disinfection of Drinking Water in Ontario; and 2. At all times, CT provided shall be greater than or equal to the CT required to achieve the log removal credits assigned.
Primary Disinfection Notes	

APPENDIX B

PERMIT TO TAKE WATER

PERMIT TO TAKE WATER
Surface Water
NUMBER 4143-8ZDLMJ

Pursuant to Section 34 of the Ontario Water Resources Act, R.S.O. 1990 this Permit To Take Water is hereby issued to:

Town of Arnprior
105 Elgin Street West
Arnprior, Ontario K7S 0A8
Canada

*For the water
taking from:* Madawaska River

Located at: 71 James St
Arnprior, County of Renfrew

For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:

DEFINITIONS

- (a) "Director" means any person appointed in writing as a Director pursuant to section 5 of the OWRA for the purposes of section 34, OWRA.
- (b) "Provincial Officer" means any person designated in writing by the Minister as a Provincial Officer pursuant to section 5 of the OWRA.
- (c) "Ministry" means Ontario Ministry of the Environment.
- (d) "District Office" means the Ottawa District Office.
- (e) "Permit" means this Permit to Take Water No. 4143-8ZDLMJ including its Schedules, if any, issued in accordance with Section 34 of the OWRA.
- (f) "Permit Holder" means Town of Arnprior.
- (g) "OWRA " means the *Ontario Water Resources Act*, R.S.O. 1990, c. O. 40, as amended.

You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. Compliance with Permit

- 1.1 Except where modified by this Permit, the water taking shall be in accordance with the application for this Permit To Take Water, dated August 13, 2012 and signed by Michael Trumble, and all Schedules included in this Permit.
- 1.2 The Permit Holder shall ensure that any person authorized by the Permit Holder to take water under this Permit is provided with a copy of this Permit and shall take all reasonable measures to ensure that any such person complies with the conditions of this Permit.
- 1.3 Any person authorized by the Permit Holder to take water under this Permit shall comply with the conditions of this Permit.
- 1.4 This Permit is not transferable to another person.
- 1.5 This Permit provides the Permit Holder with permission to take water in accordance with the conditions of this Permit, up to the date of the expiry of this Permit. This Permit does not constitute a legal right, vested or otherwise, to a water allocation, and the issuance of this Permit does not guarantee that, upon its expiry, it will be renewed.
- 1.6 The Permit Holder shall keep this Permit available at all times at or near the site of the taking, and shall produce this Permit immediately for inspection by a Provincial Officer upon his or her request.
- 1.7 The Permit Holder shall report any changes of address to the Director within thirty days of any such change. The Permit Holder shall report any change of ownership of the property for which this Permit is issued within thirty days of any such change. A change in ownership in the property shall cause this Permit to be cancelled.

2. General Conditions and Interpretation

- 2.1 Inspections
The Permit Holder must forthwith, upon presentation of credentials, permit a Provincial Officer to carry out any and all inspections authorized by the OWRA, the *Environmental Protection Act*, R.S.O. 1990, the *Pesticides Act*, R.S.O. 1990, or the *Safe Drinking Water Act*, S. O. 2002.

2.2 Other Approvals

The issuance of, and compliance with this Permit, does not:

- (a) relieve the Permit Holder or any other person from any obligation to comply with any other applicable legal requirements, including the provisions of the *Ontario Water Resources Act* , and the *Environmental Protection Act* , and any regulations made thereunder; or
- (b) limit in any way any authority of the Ministry, a Director, or a Provincial Officer, including the authority to require certain steps be taken or to require the Permit Holder to furnish any further information related to this Permit.

2.3 Information

The receipt of any information by the Ministry, the failure of the Ministry to take any action or require any person to take any action in relation to the information, or the failure of a Provincial Officer to prosecute any person in relation to the information, shall not be construed as:

- (a) an approval, waiver or justification by the Ministry of any act or omission of any person that contravenes this Permit or other legal requirement; or
- (b) acceptance by the Ministry of the information's completeness or accuracy.

2.4 Rights of Action

The issuance of, and compliance with this Permit shall not be construed as precluding or limiting any legal claims or rights of action that any person, including the Crown in right of Ontario or any agency thereof, has or may have against the Permit Holder, its officers, employees, agents, and contractors.

2.5 Severability

The requirements of this Permit are severable. If any requirements of this Permit, or the application of any requirements of this Permit to any circumstance, is held invalid or unenforceable, the application of such requirements to other circumstances and the remainder of this Permit shall not be affected thereby.

2.6 Conflicts

Where there is a conflict between a provision of any submitted document referred to in this Permit, including its Schedules, and the conditions of this Permit, the conditions in this Permit shall take precedence.

3. Water Takings Authorized by This Permit

3.1 Expiry

This Permit expires on **October 23, 2022**. No water shall be taken under authority of this Permit after the expiry date.

3.2 Amounts of Taking Permitted

The Permit Holder shall only take water from the source, during the periods and at the rates and amounts of taking specified in Table A. Water takings are authorized only for the purposes specified in Table A.

Table A

	Source Name / Description:	Source: Type:	Taking Specific Purpose:	Taking Major Category:	Max. Taken per Minute (litres):	Max. Num. of Hrs Taken per Day:	Max. Taken per Day (litres):	Max. Num. of Days Taken per Year:	Zone/ Easting/ Northing:
1	Madawaska River	River	Municipal	Water Supply	140	24	10,340,000	365	18 394000 5031220
						Total Taking:	10,340,000		

4. Monitoring

- 4.1 The Permit Holder shall maintain a record of all water takings. This record shall include the dates and times of water takings and the total measured amounts of water taken per day for each day that water is taken under the authorization of this Permit. A separate record shall be maintained for each source. The Permit Holder shall keep all required records up to date and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request. The total amounts of water taken shall be measured using a flow meter and totalizer.

5. Impacts of the Water Taking

5.1 Notification

The Permit Holder shall immediately notify the local District Office of any complaint arising from the taking of water authorized under this Permit and shall report any action which has been taken or is proposed with regard to such complaint. The Permit Holder shall immediately notify the local District Office if the taking of water is observed to have any significant impact on the surrounding waters. After hours, calls shall be directed to the Ministry's Spills Action Centre at 1-800-268-6060.

5.2 For Surface-Water Takings

The taking of water (including the taking of water into storage and the subsequent or simultaneous withdrawal from storage) shall be carried out in such a manner that streamflow is not stopped and is not reduced to a rate that will cause interference with downstream uses of water or with the natural functions of the stream.

6. **Director May Amend Permit**

The Director may amend this Permit by letter requiring the Permit Holder to suspend or reduce the taking to an amount or threshold specified by the Director in the letter. The suspension or reduction in taking shall be effective immediately and may be revoked at any time upon notification by the Director. This condition does not affect your right to appeal the suspension or reduction in taking to the Environmental Review Tribunal under the *Ontario Water Resources Act*, Section 100 (4).

The reasons for the imposition of these terms and conditions are as follows:

1. Condition 1 is included to ensure that the conditions in this Permit are complied with and can be enforced.
2. Condition 2 is included to clarify the legal interpretation of aspects of this Permit.
3. Conditions 3 through 6 are included to protect the quality of the natural environment so as to safeguard the ecosystem and human health and foster efficient use and conservation of waters. These conditions allow for the beneficial use of waters while ensuring the fair sharing, conservation and sustainable use of the waters of Ontario. The conditions also specify the water takings that are authorized by this Permit and the scope of this Permit.

*In accordance with Section 100 of the Ontario Water Resources Act, R.S.O. 1990, you may by written notice served upon me, the Environmental Review Tribunal and the Environmental Commissioner, **Environmental Bill of Rights**, R.S.O. 1993, Chapter 28, within 15 days after receipt of this Notice, require a hearing by the Tribunal. The Environmental Commissioner will place notice of your appeal on the Environmental Registry. Section 101 of the Ontario Water Resources Act, as amended provides that the Notice requiring a hearing shall state:*

1. The portions of the Permit or each term or condition in the Permit in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

In addition to these legal requirements, the Notice should also include:

3. The name of the appellant;
4. The address of the appellant;
5. The Permit to Take Water number;
6. The date of the Permit to Take Water;
7. The name of the Director;
8. The municipality within which the works are located;

This notice must be served upon:

*The Secretary
Environmental Review Tribunal
655 Bay Street, 15th Floor
Toronto ON
M5G 1E5
Fax: (416) 314-4506
Email:
ERTTribunalsecretary@ontario.ca*

AND

*The Environmental Commissioner
1075 Bay Street
6th Floor, Suite 605
Toronto, Ontario M5S 2W5*

AND

*The Director, Section 34
Ministry of the Environment
1259 Gardiners Rd, PO Box
22032
Kingston, ON
K7P 3J6*

Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal:

by telephone at (416) 314-4600

by fax at (416) 314-4506

by e-mail at www.ert.gov.on.ca

*This instrument is subject to Section 38 of the **Environmental Bill of Rights** that allows residents of Ontario to seek leave to appeal the decision on this instrument. Residents of Ontario may seek to appeal for 15 days from the date this decision is placed on the Environmental Registry. By accessing the Environmental Registry, you can determine when the leave to appeal period ends.*

This Permit cancels and replaces Permit Number 93-P-4012, issued on 2003/02/28.

Dated at Kingston this 25th day of October, 2012.



Gillian Dagg-Foster

Director, Section 34
Ontario Water Resources Act , R.S.O. 1990

Schedule A

This Schedule “A” forms part of Permit To Take Water 4143-8ZDLMJ, dated October 25, 2012.

APPENDIX C

STAKEHOLDER APPENDIX

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 Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or picemail.moe@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater and email drinking.water@ontario.ca to subscribe to drinking water news.



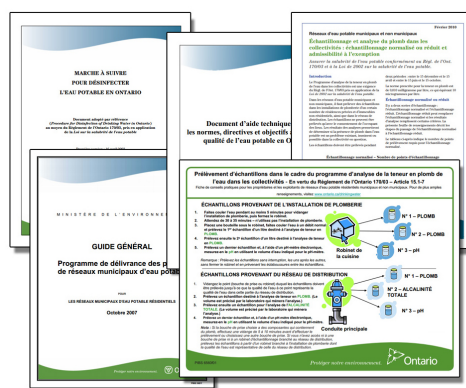
PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

ontario.ca/drinkingwater

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 Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à picemail.moe@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 ou envoyez un courriel à drinking.water@ontario.ca pour suivre l'information sur l'eau potable.

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux	7889f01
Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes	7419f, 5387f, 4444f
Marche à suivre pour désinfecter l'eau potable en Ontario	4448f01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)	7152e
Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)	8215e
Filtration Processes Technical Bulletin (en anglais seulement)	7467
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	7685
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau	7014f01
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	
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802f
Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités	6560f01
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	7423f
Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)	6610
Liste des personnes-ressources du réseau d'eau potable	7128f
Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario	4449f01

ontario.ca/eaupotable



Town of Arnprior Staff Report

Subject: 2023 Economic Development Review

Report Number: 24-03-25-04

Report Author and Position Title: Lindsay Wilson, MEDO

Department: Community Services Branch

Meeting Date: March 25, 2024

Recommendations:

That Council receive Report No. 24-03-25-04 entitled the 2023 Economic Development Review as information.

Background:

Since 2013 Economic Development has been, and continues to be, a key priority for the Town of Arnprior as identified in the Town's Strategic Plan. In 2013 the role of Marketing and Economic Development Officer was created to assist the Town in moving economic development and communication initiatives forward. In 2014 Council adopted a Retail Demand Study which provided an outline of economic development recommendations and gaps in the current market which has been the guiding principal for economic development activities over the past 9 years.

Discussion:

Business Growth

2023 saw continued growth in Arnprior's economy with the opening (new business or new physical location) of 14 businesses including: Kirk Orthodontics; Oh-El-La; PharmaSave; CleanScape Professionals; Sugar Daddy's Confections; Indigo Inkk Tattoo; Valley Beauty Bar; Mallards Milk Bar; Scott's Shoes; Rocky Mountain House; Spaw Bar; Desjardin Insurance; Biryani House; and Primeau Law. Five businesses also opened a new location or did major renovations and six businesses closed or relocated out of Town.

The Town and the County continue to receive numerous inquiries regarding commercial or industrial space for lease or sale; packages were prepared when applicable, however, space

offering the required size and specifications was often not available in Arnprior for the expressed needs. The Town is currently working with commercial and employment properties offering vacant space or excess vacant land to ensure every opportunity for industrial growth is promoted and listed on the Town's website.

Live Love Local Card Program

In 2023 there were a total of 542 Live, Love Local cards submitted to the monthly draw which is equivalent to 5,420 local purchases. The program is continuing to pick up since the pandemic when the program was paused. The Live, Love, Local Card Program will continue for 2024 with the hopes of increasing participation and the addition of new stores. The addition of a new big Gift Certificate for monthly winning photos should help promote the program and increase participation in 2024.

Sunday Market

It was another successful season for the Arnprior Market in 2023. This was the first season we sold out of vendor spaces for three market dates. The market saw on average 900-1000 people through each Sunday with approximately 23% of attendees from outside of Arnprior. About 50% of vendors choose to hand in sales ballots at the end of each market and, of those, the majority reported good market sales with over \$80,000 worth of product sold cumulatively throughout the season. 83% of the vendors said they would be returning for the 2024 season with the remaining 17% saying they might be returning. Based on the results of the vendor survey the 2024 Market season and times will remain the same as previous years. The market continues to be an economic driver for the Town with two former vendors at the market opening physical locations within the Town in 2023.

Community Improvement Plan

In 2023, Council approved five Community Improvement Plan applications for a total grant amount of \$19,206.45 which will result in \$67,217 worth of investment in business renovations. Two of these grants were for new business start-up grants with significant renovations taking place in Downtown. To date over \$106,000 in grants have been provided under this program to assist with improving and beautifying key commercial areas in Arnprior.

Business Development

Business development has been identified as an area the Town can assist in by offering opportunities for our business community to learn and improve their skills on topics of interest. The Town partnered with Enterprise Renfrew County to offer a series of Small Business Week Workshops to assist with improving social media skills for businesses. The Town also offered an online workshop to businesses on influencer marketing at the request of local businesses.

Business Retention and Expansion (BR&E) Plan

The Town was successful in receiving a Rural Economic Development fund from OMAFRA in 2023 to complete a Business Retention and Expansion Plan with a focus on the Employment and Tourism Sectors. This contract has been awarded and the consultants are currently in

the process of completing this study. The anticipated completion date is summer of 2024. This report will provide value information on the Town's current economy and an actionable plan to improve and increase the business investment in Arnprior which will guide economic development activities in the coming year.

Options:

N/A

Policy Considerations:

The Strategic Plan identifies the need to focus on commercial development/outreach and business retention. The Retail Demand Study supports the need for attracting businesses which offer products and services not currently offered in Arnprior.

Financial Considerations:

Costs associated with attraction and business development are funded through the Marketing and Economic Development Operating budget. The 2024 Budget also has funding allocated for the 2024 Arnprior Market.

Meeting Dates:

N/A

Consultation:

Robin Paquette - CAO

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: Kaila Zamojski



Town of Arnprior Staff Report

Subject: 2023 Statement of Remuneration and Expenses paid to Council and Local Boards

Report Number: 24-03-25-05

Report Author and Position Title: Cassidy Marshall, A/Manager of Finance

Department: Client Services

Meeting Date: March 25, 2024

Recommendations:

That Council receives as information the attached 2023 Statement of Remuneration and Expenses paid to Council and Local Boards.

Background:

The Province of Ontario, through the Municipal Act, delegates the Council of the Town of Arnprior to set its remuneration. The Municipal Act, Sec. 284(1), requires the Treasurer to provide to Council, before March 31st, an itemized statement on remuneration and expenses paid in the previous year to each member of council and each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

Discussion:

Section 284(2) of the Municipal Act stipulates that municipalities identify the By-Law under which the remuneration or expenses were authorized to be paid. Salary, expenses and benefits paid to Members of Council in 2023 were authorized by the following:

- Resolution 122-17 – COLA Adjustment
- Resolution 376-17 – Council Remuneration
- By-Law 7294-22 – Council Remuneration for the 2022-2026 Term
- By-Law 6398-14, as amended – Council Conferences, Training and Functions Policy
- By-law 6496-15 – Council Expense Policy

Benefits provided to members of Council include:

- Employer CPP costs

- Employer WSIB costs
- Employer EHT costs
- Accidental Death and Dismemberment
- Extended Health Benefits
- Dental Benefits
- Health Care Spending Account
- Employee Assistance Program

Conference and Other Expenses paid to Council members include reimbursement for:

- Mileage
- Telephone
- Internet
- Conferences, training and functions within Ontario
- Per diems for out-of-town events

The 2023 Statement of Remuneration and Expenses paid to Council and Local Boards that are appointed by Council are itemized in “Appendix A”.

The statement does not include any expenses paid to Council members by other associations, nor does the statement include any remuneration or expenses paid to the County’s representative (County Councillor) by the County of Renfrew.

Options:

The Statement of Remuneration is an annual requirement under the Municipal Act.

Policy Considerations:

As set out in this report.

Financial Considerations:

Remuneration and expenses for all members of Council and Local Boards are within the 2023 approved operating budget.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

Appendix A – [2023 Statement of Remuneration and Expenses paid to Council and Local Boards](#)

Signatures

Reviewed by Department Head:

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Appendix A

2023 Statement of Remuneration and Expenses Paid to Council and Local Boards

In accordance with the Municipal Act 2001, S.O. 2001, c.25, Section 284, the following is a statement of remuneration, as authorized by Council Resolution 122-17, 376-17, By-law 6398-14, By-law 7294-22 and By-law 6496-15, and expenses as authorized by Council paid to each member of Council for the 2023 year:

Members of Council	Remuneration	Benefits	Conference & Other Expenses
Mayor McGee	\$49,837.20	\$3,772.96	\$4,644.33
County Councillor Lynch	\$19,934.88	\$432.64	\$1,428.74
Councillor Cloutier	\$19,934.88	\$4,130.41	\$2,722.91
Councillor Burnette	\$19,934.88	\$7,035.56	\$1,344.16
Councillor Toner	\$19,934.88	\$1,410.52	\$1,344.16
Councillor Couper	\$19,934.88	\$1,410.52	\$2,194.04
Councillor Denault	\$19,934.88	\$1,410.52	\$4,696.61

The above expenses reflect remuneration paid to Members of Council for 2023, the first year of the term of council 2022-2026.

Committee of Adjustment	Remuneration
Murray Chown	\$225.00
Bradley Samuel	\$225.00
Carol Ruddy	\$75.00
Koren Lam	\$225.00
Ted Strike	\$75.00



Town of Arnprior Staff Report

Subject: Zoning By-law Amendment 1/24 – Temporary Use – 10 William St W

Report Number: 24-03-25-06

Report Author and Position Title: Robin Paquette, CAO

Department: Community Services Branch

Meeting Date: March 25th, 2024

Recommendations:

That Council receives an application for a Zoning By-law Amendment (ZBLA 1/24) for the property known municipally as 10 William Street West to rezone the subject property from “Mixed Use Residential/Commercial exception 3 (MU-RC*3)” to “Mixed Use Residential/Commercial exception 3 [MU-RC*3(T2)]”.

That pursuant to the Planning Act, Council holds a public meeting on Monday, April 22nd, 2024, regarding the proposed amendment, to allow for public review and comment.

Background:

Owner: Dr. Bair-Patel Chiropractic Professional Corporation

Description of Subject Lands: (see Key Plan)

Legal Description: Lot 60, Part Lot 61, Plan 115

Area of Land: 1.22 acres

Existing Structures: Former LCBO commercial retail building

Official Plan: Mixed Use Residential / Commercial Area

Zoning: Mixed Use Residential/Commercial exception 3 (MU-RC*3)

The subject property is a corner lot with approximately 205’ of frontage on William Street West and 240’ of frontage on Daniel Street.

The subject land currently contains a vacant commercial retail building, formerly housing the LCBO which was relocated in 2019.

The Zoning By-law amendment application seeks to rezone the subject lands to permit a small scale manufacturing (industrial) use as a permitted temporary use on the property.

Discussion:

The subject property is designated 'Mixed Use Commercial Residential Area' subject to Section C4.11.2 as per "Schedule A" of the Town of Arnprior Official Plan.

It is the objective of the Mixed Use Residential/Commercial designation to:

- a) Provide for the development of new medium and higher density residential uses along with complementary low impact non-residential uses;
- b) Encourage the consolidation, intensification and expansion of existing commercial uses and to foster a more pedestrian oriented environment as redevelopment occurs;
- c) Recognize existing commercial and industrial uses as legal permitted uses and to allow for their expansion as appropriate;
- d) Provide for medium-sized retail uses such as a food store and drug store in appropriate locations;
- e) Incorporate space for retail and service uses where required, to address the needs of the local population;
- f) Provide for orderly, phased redevelopment of existing single use commercial properties into multi use commercial areas that accommodate complementary retail, service, office employment and residential uses;
- g) Require that all new retail, restaurant and personal service uses in be integrated with community and residential uses in a mixed use setting in a manner that is pedestrian oriented;
- h) Ensure that Daniel Street and Madawaska Boulevard are developed in an attractive manner that reflects its importance as the main entrances to the downtown;
- i) Require that new buildings be aligned along Daniel Street and Madawaska Boulevard with consistent setbacks and designed to respect transitions in height to adjacent low and rise areas; and,
- j) Allow for some flexibility in terms of the arrangement and location of all uses and the phasing of their development to provide for the mixing of uses.

Section C4.11.2 states:

The maximum permitted size of a retail use is 100 square metres, subject to the provisions of the implementing zoning by-law on the lands that are the subject of this Section on Schedule A to this Plan. The expansion of existing non-residential uses shall require an amendment to the implementing zoning by-law to ensure that development in this area is carefully managed.

The zoning of the property as MU-RC implements the intent of the Official Plan policy. The exception zone, being exception 3, restricts use of the property to the following: existing uses; business office; business service use; personal service use; and retail store. The exception further provides: Business offices, business service uses, personal service uses and retail stores shall have a net floor area that is 100 square metres or less; and existing non-residential uses can only expand such that the use does not exceed 100 square metres of net floor area.

The Town's existing Official Plan policies and Zoning By-law provisions were established as the standard to be achieved and were created and adopted after much consideration and public input.

The proposed use of the property for small scale industrial usage is not considered a permitted use, however would be permitted within the Mixed Use – Commercial/ Employment (MU-CE) or Employment (EMPL) zones. Therefore, the use of the subject lands for a small manufacturing plant is not a permitted use of the lands and is not compliant with the Town's By-law.

The Planning Act allows Council to consider the implementation of a "temporary use" zoning to allow a non-complying use to occur for a maximum of three (3) years, with the possibility of extensions. Prior to the approval of a temporary use Zoning By-law, Council shall be satisfied that the following principles and criteria are met:

- a) The proposed use shall be of a temporary nature and shall not entail any major construction or investment on the part of the owner so that the owner will not experience undue hardship in reverting to the original use upon the termination of the temporary use;
- b) The proposed use shall be compatible with adjacent land uses and the character of the surrounding neighbourhood;
- c) The proposed use shall not require the extension or expansion of existing municipal services;
- d) The proposed use shall not create any traffic circulation problems within the area, nor shall it adversely affect the volume and/or type of traffic serviced by the roads in the area;
- e) Parking facilities required by the proposed use shall be provided entirely on-site;
- f) The proposed use should be beneficial to the neighbourhood or the community as a whole; and
- g) The owner has entered into an agreement with the Town and/or posted securities, if necessary, to ensure that structures associated with a temporary use provision can be removed upon expiry of the by-law.

The applicant has provided a Planning Justification Report, prepared by Jp2g Consultants, in support of their application which addresses the criteria listed above.

Process

Notice of complete application and public meeting will be circulated to hold a public meeting on Monday, April 22nd, 2024, in accordance with the Planning Act regulations. Twenty days' notice of the public meeting will be provided by mailing a notice to all landowners within 120 meters of the subject property and placing signage on the property. After the public meeting, a staff report will be brought forward to Council and will include options for consideration including passage of the amending by-law, proposed changes to the amending by-law, or refusal of the amending by-law.

Should Council pass the amending by-law or refuse to pass the by-law, a 20-day appeal period to the Local Planning Appeal Tribunal will apply.

Options:

Proceed to the public meeting to allow the public to review the proposed zoning by-law amendment. The application should proceed to the public meeting stage, required by the Planning Act. After the public meeting and prior to the passage of the necessary zoning by-law amendment, Council will need to consider input from the public. If Council passes an amending by-law, it will be subject to a 20-day appeal period.

Policy Considerations:

As outlined in the Discussion section of this report.

Financial Considerations:

Not applicable.

Meeting Dates:

1. Public Meeting – April 22nd 2024

Consultation:

Not applicable.

Documents:

1. Key Plan
2. Airphoto/Street view
3. Planning Justification Report, dated March 11, 2024, prepared by Jp2g Consultants

Signatures

Reviewed by Department Head: Jennifer Morawiec

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

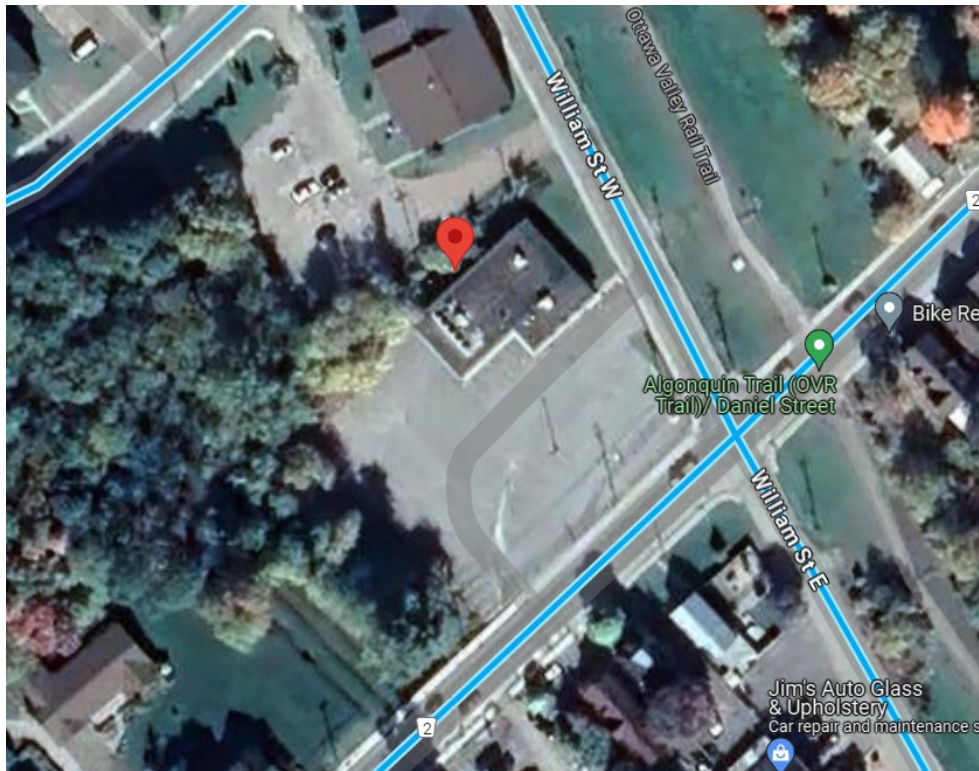
CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Document 1 – Key Plan:



Document 2 – Airphoto:



Street view:



Planning Justification Report

Final for Submission

10 William Street West
Town of Arnprior

March 11, 2024

Jp2g Project # 24-7022A

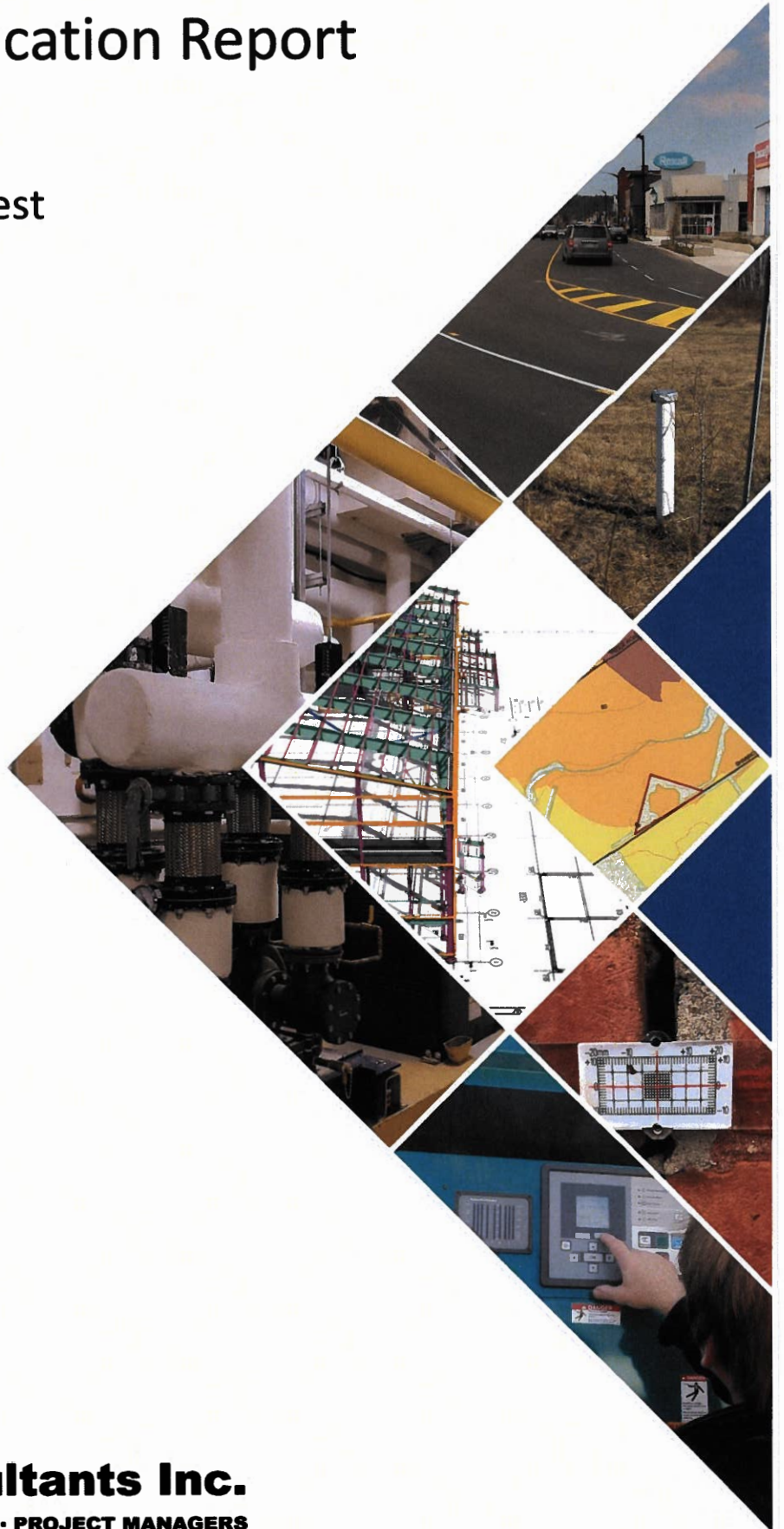


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3 Proposal	1
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5 Provincial Policy Statement, 2020 (PPS)	2
6 Official Plan	2
7 Zoning By-law: Town of Arnprior	2
8 Conclusions and Recommendations	4


Figures

Key Map


Map 1 – Site and Surrounding Land Use

Author and Review Panel

Prepared by:


Kathryn Curry, BES <i>Junior Planner</i>

Reviewed and Approved by:


Anthony Hommik, MCIP, RPP <i>Manager – Planning Services / Senior Planner</i>

1 Purpose

The purpose of this report is to provide planning justification in support of a Temporary Use By-law to permit a small-scale manufacturing facility to use the existing building at 10 William Street West. The building on the subject property was formerly home to the LCBO, which has since relocated. There are no proposed changes to the building footprint or the existing parking area; the only changes to the building itself are currently proposed to be internal renovations and the addition of an overhead door for shipping and receiving purposes. The use is proposed to be permitted for a period of three years, with possible extension(s).

2 Site & Surrounding Land Uses

The subject site is located in downtown Arnprior at the northwest corner of William Street West and Daniel Street South. The site is immediately adjacent to the Algonquin Trail and has existing access from both William Street West and Daniel Street South. The roughly rectangular site is approximately 4,925 square metres in area with approximately 60 metres of frontage on William Street West and 75 metres of frontage on Daniel Street South. The majority of the site is covered by an existing one-storey commercial building and a paved parking lot. There are small, landscaped areas in the boulevard along William Street West, along the northwest property line where the site abuts an apartment building, and along the southwest property line where the site abuts two existing dwellings. As noted above, the subject site was formerly occupied by the LCBO, which as since relocated to the intersection of Daniel Street South and Winners Circle Drive.

The Key Map and Map 1, attached this report, show the location of the subject lands and the surrounding area. There is a broad mix of uses in the vicinity of the subject site including the following:

North:	Multi-unit apartment building, Algonquin Trail, residential dwellings, commercial uses, OPP and Fire station
East:	Residential dwellings and commercial uses along Daniel Street North
South:	Residential dwellings
West:	Vacant treed open space, residential dwellings, commercial uses along Daniel Street South

3 Proposal

As noted above, the proposed development entails the reuse of the existing building on the subject site. The proposed use is a small-scale manufacturing facility that produces cleaning equipment for beer kegs and endoscopy devices. The tenant may make minor modifications to the building itself, but no changes are proposed to the building footprint, the existing parking area, or site access. The existing building has a footprint of approximately 560 square metres. The proposed use does not contemplate a retail component, rather the only parking requirement would be for employees and occasional visitors.

4 Planning Act

The *Planning Act* is the provincial legislation that sets out the framework for land-use planning in Ontario. Section 39 of the *Planning Act* empowers local municipal councils to pass a by-law under Section 34 to authorize the temporary use of land, buildings, or structures for any purpose that is otherwise prohibited by the by-law. The temporary use may only be permitted for a period of three years, however, council may grant extensions for further periods of not more than three years.

The proposed Zoning By-law Amendment application meets the intent of Section 39 of the *Planning Act*.

5 Provincial Policy Statement, 2020 (PPS)

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land in the province. The PPS directs that development should be efficient in terms of the use of economic resources and should create healthy, liveable and safe communities.

The subject property, which is currently improved with an existing building, represents a currently underutilized site that is fully served by municipal infrastructure. The temporary use of the property does not preclude the future redevelopment potential of the property with uses that are consistent with the PPS.

6 Official Plan

The subject lands are designated Mixed Use Residential/Commercial Area on Schedule "A" to the Town of Arnprior Official Plan. In general, the Mixed Use Residential/Commercial designation envisions the development of new higher density housing and the consolidation, intensification and expansion of existing commercial uses. The Official Plan also recognizes the ability of existing commercial and industrial uses to continue to operate and expand, as appropriate. The proposed industrial use is not permitted by the Mixed Use Residential/Commercial Area designation.

7 Zoning By-law: Town of Arnprior

The subject lands are zoned Mixed Use Residential/Commercial Exception 3 (MU-RC*3) on Schedule "A" to the Town of Arnprior Zoning By-Law. The MU-RC*3 zone permits existing uses, business office, business service use, personal service use and retail store. The proposed industrial use is not permitted. The proposed Temporary Use By-law would permit the industrial use of the existing building for an initial three-year period, with possible extension(s). The proposed temporary use would be added to Table 11.1 in the Zoning By-law.

8 Temporary Use By-law Criteria

In considering the appropriateness of Temporary Use By-law applications, the Town of Arnprior has a set of criteria against which the application is evaluated. The criteria and commentary on how this proposal meets the criteria is provided below.



- (a) The proposed use shall be of a temporary nature and shall not entail any major construction or investment on the part of the owner so that the owner will not experience undue hardship in reverting to the original use upon the termination of the temporary use.**

The proposed use will be located within the existing building with minimal construction and investment required. The changes to the building will be minor and consist primarily of interior renovations and the addition of an overhead door for shipping and receiving.

- (b) The proposed use shall be compatible with adjacent land uses and the character of the surrounding neighbourhood.**

The surrounding area is comprised of a wide variety of uses, including commercial, recreational and high and low density residential. The proposed use would be contained within the existing building and is not anticipated to generate any more traffic, noise or other adverse impacts on adjacent properties than would any of the other permitted uses.

- (c) The proposed use shall not require the extension or expansion of existing municipal services.**

The existing building is fully serviced by existing municipal infrastructure and no upgrades or extensions are required to facilitate the proposed use.

- (d) The proposed use shall not create any traffic circulation problems within the area, nor shall it adversely affect the volume and/or type of traffic serviced by the roads in the area.**

The proposed use is anticipated to have a small number of employees and occasional visitors related to the business operation. The proposed use is not anticipated to have any impact on the surrounding road network.

- (e) Parking facilities required by the proposed use shall be provided entirely on-site.**

Ample parking exists on the subject site for the proposed use.

- (f) The proposed use should be beneficial to the neighbourhood or the community as a whole; and**

The existing building is currently unoccupied and has been since the LCBO relocated. The proposed use would reanimate the site and provide a new business and employer within the Town of Arnprior.

- (g) The owner has entered into an agreement with the Town and/or posted securities, if necessary, to ensure that structures associated with a temporary use provision can be removed upon expiry of the by-law.**

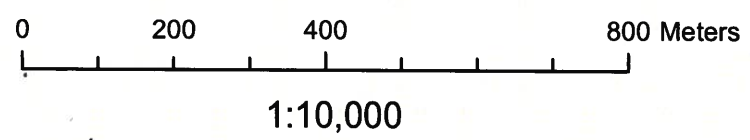
An agreement and securities are not likely necessary as the owner does not contemplate any new structures. However, the Owner can enter into an agreement with the Town and/or post securities, if deemed to be necessary.

9 Conclusions and Recommendations

The overarching philosophy in permitting temporary uses is to avoid major construction or investment on the part of the owner so that the owner will not experience undue hardship in reverting to the original use upon the termination of the temporary use. The temporary nature of the proposed use protects for future redevelopment of the site with uses that may be more in keeping with the vision or direction of the Official Plan.

Temporary uses are permitted as per Section 39 of the Planning Act. The proposal meets the criteria outlined in the section 17.8 of the County of Renfrew Official Plan, represents good land use planning and should be approved.

Key Map



Key Map

Project No 24-7022A
 Prepared By: KC | Reviewed By: AH
 Date: March 2024



Map 1

Site and Surrounding Land Use



ARNPRIOR

Town of Arnprior Staff Report

Subject: Request for Encroachments – 73 Carss Street

Department: Community Services Branch

Report Number: 24-03-25-07

Report Author: Robin Paquette, CAO

Meeting Date: March 25, 2024

Recommendations:

That Council adopts a by-law to permit the following encroachments at 73 Carss Street, as shown on a Surveyor's Real Property Report prepared by Callon & Dietz, dated December 21, 2023:

- a) A maximum of 0.83 metres for the existing 1 story single detached dwelling onto the McGonigal Street road allowance; and
- b) A maximum of 2.99 metres for the existing deck and steps and, when in need of replacement, 1.2 metres for a replacement of the existing deck and steps onto the McGonigal Street road allowance;

And That Council deny the request for any encroachment of a shed with concrete pad on the McGonigal Street road allowance.

Background:

Owner: Kevin Scheffelmair and Christina Fritz

Legal Description: Part Lot 36, Plan 96

Frontage: 17m on Carss Street and 32.16m on McGonigal Street

Area of Land: 260m²

Existing Structures: Single Detached Dwelling and shed

Official Plan: Established Residential Area

Zoning: Residential One (R1)

Discussion:

In July of 2023, the applicant enquired with the Town with respect to requirements for building permits for a new shed. He had proceeded to pour a concrete slab at that time for a 3.6m x 4.87m (12'x16') shed that he was planning on building. A shed of this size would

Page 1 of 4

require a building permit.

After doing a site visit, staff expressed concerns with respect to the location of the concrete slab that was already poured, so a survey was requested to confirm that the building was not encroaching on the Town property.

The applicant proceeded to construct his shed but reduced the size to 3.65m x 4.87m (10'x16') on the existing 3.67m x 4.87m (12'x16') slab which would negate the requirement for a building permit.

A survey was then provided which confirmed that the proposed shed and poured foundation, as well as the existing single detached dwelling and an existing deck and staircase, all encroach onto the McGonigal Street road allowance.

The lack of permits on record for the dwelling, deck and staircase would indicate that have been in existence since prior to 1970's. No record of any previous encroachment permission is on file.

Staff have no concerns with the continuation of the encroachment of the existing dwelling with property recognition through by-law and insurance requirements met. The encroachment is 0.83m (2.7') and of little impact on the use of the road allowance. With respect to the existing deck and steps which protrude another 2.99m (9.8') into the road allowance, staff recognizes they have been in place for many years with little impact, however the owner has indicated that they are worn with age and require replacement. This is an opportunity to reduce the encroachment with a new deck only constructed large enough (1.2m or 4' projection) to provide safe egress from the existing patio door. Staff recommend that this be a condition of approval of the encroachment.

With respect to the new shed and poured concrete slab, staff are of the opinion that the encroachment is not appropriate. The slab is 3.91m (12.8') onto the Town's road allowance and only a small corner (0.44m or 1.44') is actually located on the subject lands. While this is not a heavily travelled roadway, there are other laneways accessing this area and therefore, vehicular traffic in the vicinity of the shed, raising concerns with respect to traffic and liability. Furthermore, the GM of Operations has indicated that there is a potential for use of the Town's road allowance in the future for an additional watermain river crossing in this area. While this is very much a conceptual idea at this point, the draft Water/Wastewater Master Plan identifies the need for an additional crossing to be constructed at some point, and this location lines up well with the watermain on the unopened road allowance across the river.

The Town's Standard Encroachment By-law requires the owner to provide General Liability insurance for a limit of no less than \$2,000,000 (two million) per occurrence within 28 calendar days of approval of an encroachment by-law. Coverage shall include but not limited to bodily injury, property damage, and contractual liability and contain a cross liability severability of insured clause, with the Town named as an additional insured, for the life of the encroachment. The Town is also indemnified from any claims resulting from the application or encroachment.

Options:

Staff recommend that Council adopt a by-law permitting and recognizing the existing dwelling and deck/step encroachments only, requiring the concrete pad to be removed at the owner's cost.

Council may wish to include the proposed shed/concrete pad in the by-law, however staff do not recommend this encroachment as outlined in the discussion above. Should Council choose to include the proposed structure at this time, staff would recommend a condition that should the Town require the use of the road allowance in the future and found the structure to be an impediment to the Town's use, the owner would be required to remove the structure at their cost, in a reasonable timeframe.

Should Council not agree to adopt a by-law for existing encroachments, the owner would be required to remove the existing encroachments from the road allowance.

Policy Considerations:

The Town has established an application process recognizing that there will be occurrences where encroachment into the municipal road allowance will occur or have occurred historically.

Financial Considerations:

No financial considerations.

Meeting Dates:

1. Not applicable.

Consultation:

- GM Operations
- CBO

Documents:

- Attachment 1 – [Excerpt from Surveyor's Real Property Report, December 21, 2023](#)

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: Kaila Zamojski

[illegible]



Town of Arnprior Staff Report

Subject: Proclamation for Sexual Assault Awareness Month (May 2024)

Report Number: 24-03-25-08

Report Author and Position Title: Oliver Jacob, Client Services Coordinator

Department: Client Services

Meeting Date: March 25th, 2024

Recommendations:

That Council proclaim May 2024 as Sexual Assault Awareness Month in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Women's Sexual Assault Centre of Renfrew County (WSAC) PO Box 1274 Pembroke, Ontario, Canada K8A 6Y6
Section 5.2.2 – Contact Person's Name	Kim Charlebois, Status Project Coordinator
Section 5.2.3 – Name of Proclamation and Duration	Sexual Assault Awareness Month May 2024
Section 5.2.4 – Appropriate Wording for Proclamation	Yes

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

Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	Yes (similar to past years, the organization's request to place the campaign banner on Town owned property is included in the Action Package for Council consideration)
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. [Proclamation Document – Sexual Assault Awareness Month \(May 2024\)](#)
2. [Request Letter - Women's Sexual Assault Centre of Renfrew County](#)

Signatures

Reviewed by Department Head: Kaila Zamojski

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Proclamation
Sexual Assault Awareness Month
May 2024

Whereas Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence is widespread and impacts every community member; and

Whereas approximately 1 in 3 women and 1 in 6 men will experience sexual violence in their lifetime; and

Whereas most victims of sexual violence are under the age of 25, know the person who attacked them and do not report the crime to the police; and

Whereas the prevalence of all gender-based violence, including domestic violence and sexual assault, has tragically increased during the COVID-19 pandemic.

Whereas victims of sexual violence are some of the most vulnerable and silent people in society and it is always the right time to ask questions to learn about the services for victims and their families; and

Whereas no one person, organization, agency or community can eliminate sexual violence on their own and we must work together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions; and

Whereas the [Women's Sexual Assault Centre of Renfrew County](#) is a grassroots, community-run nonprofit organization that aims to support women who have been sexually abused through active listening, information sharing and providing connections to relevant resources across our region;

Now Therefore I, Lisa McGee, Mayor of the Town of Arnprior, do hereby proclaim May 2024 as Sexual Assault Awareness Month in the Town of Arnprior and urge all residents of our community to learn more about sexual assault, abuse and violence and become active participants in eliminating these crimes.

Lisa McGee, Mayor
Town of Arnprior

January 30, 2024

Hello Mayor McGee,

I'm writing to you again this year on behalf of the Women's Sexual Assault Centre Renfrew County.

We are planning the 6th. annual "We Stand with Survivors Campaign". This campaign is the result of research completed in Renfrew County as part of a Status of Women Canada Project, and is currently supported by the Ministry of Women & Gender Equality!

We created a "Rural Model" for female survivors of sexual violence. We listened to survivors and they told us the model needed to be built around "awareness". The "We Stand with Survivors Campaign" is a direct result of our hearing what survivors asked for.

As you may recall, our plan was to make this campaign a yearly event. We hoped to run it in the same communities annually, as well as, add one new community each year. As of 2023, we achieved that goal, with Eganville, Pembroke, Arnprior, Petawawa and the Canadian Nuclear Laboratories all on board.

I am very excited to share with you that 2024 is gearing up to be our biggest year yet. We have invited 2 new Renfrew County municipalities to join us this year, as well as several other communities throughout Ontario; We have also reached out to other Canadian Provinces and are thrilled to share that our banner will be hanging in Nova Scotia, New Brunswick, and Newfoundland & Labrador, with other provinces considering our request to join this amazing campaign.

We are therefore requesting that the Town of Arnprior agree to let us hang the banner for the month of May again this year, in support of both This specific campaign and Sexual Assault Awareness Month.

We will once again be asking local Arnprior businesses to hang our poster in their business for the month of May.

Thank you, Mayor McGee, for considering our request and for always being such great supporters of the Women's Sexual Assault Centre Renfrew County.

Sincerely,

Kim Charlebois
Status Project Coordinator
WSAC
613-401-3623

The Corporation of the Town of Arnprior

By-law Number 7473-24

A by-law to authorize the CAO to execute a development charge early payment agreement with Ottawa Valley Developments Inc.

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

Whereas on March 12th, 2023, Council passed Development Charges By-Law 7369-23 which under Section 3.18 indicates that Council may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the *Development Charges Act, 1997*; and

Whereas the Town received a request for an early payment agreement from Ottawa Valley Developments Inc. for the 12 Thomas St development (building #1), and:

Whereas Council of the Corporation of the Town of Arnprior deems it expedient to enter into an early payment agreement for development charges for this development.

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

1. **That** Council authorize the Mayor and Clerk to execute a development charges early payment agreement with Ottawa Valley Developments Inc. as attached hereto and forming part of this by-law; and
2. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.

Enacted and passed this 25th day of March, 2024

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Clerk

DEVELOPMENT CHARGE EARLY PAYMENT AGREEMENT

THIS AGREEMENT dated _____, 2024 (this “Agreement”)

Between:

THE CORPORATION OF THE TOWN OF ARNPRIOR

(hereinafter called the “**Town**”)

OF THE FIRST PART

- AND -

OTTAWA VALLEY DEVELOPMENTS (OVD) INC.

(hereinafter called the “**Developer**”)

WHEREAS the Developer is owner of lands known municipally as 12 Thomas St. and legally described in Schedule “A” to this Agreement;

AND WHEREAS the Developer is proceeding with the development of a rental apartment building containing 59 residential dwelling units (the “**Project**”);

AND WHEREAS, pursuant to By-law 7369-23 (the “**Arnprior DC By-law**”) of the Town, development charges are payable for the Project;

AND WHEREAS pursuant to Section 26.1 (3) of the *Development Charges Act, 1997* SO 1997 c. 27 (the “**Development Charges Act**”) development charges for rental housing development are to be paid in equal instalments beginning on the earlier of the date of the issuance of a permit under the Building Code Act, 1992 authorizing occupation of the building and the date the building is first occupied, and continuing on the following five anniversaries of that date;

AND WHEREAS Section 27(1) of the *Development Charges Act* authorizes the Town to enter into an agreement providing for all or any part of a development charge to be paid before or after it would otherwise be payable;

AND WHEREAS the Developer has applied to advance the payment date for part of the development charge applicable to the development of the Project under the Arnprior DC By-law;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and for other good and valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by the Town to the Developer (the receipt whereof is hereby acknowledged), THE DEVELOPER AND THE TOWN HEREBY COVENANT AND AGREE WITH ONE ANOTHER AS FOLLOWS:

1. Date for Calculation of the Charge

The total amount of the development charge payable under this Agreement is the amount of the development charge that would be determined under the Arnprior DC By-law on the date of this Agreement.

2. Early Payment

The municipal component of applicable development charges shall be payable by the Developer to the Town **by March 31, 2024** with respect to the Project as follows:

- (a) \$523,339.70, being the development charges payable, including applicable interest in accordance with Section 26.2 (3) of the *Development Charges Act*, with respect to Fifty Nine (59) residential dwelling units comprising the Project.

3. Failure to Pay

The Developer agrees that failure to pay the whole of the development charge payable under the Arnprior DC By-law with respect to the Project by the early payment date of March 31, 2024, will result in any unpaid portion of the development charge applicable to the Project, together with interest on any unpaid portion calculated in accordance with Section 26.3 of the *Development Charges Act*, being payable on the earlier of:

- (a) the date of issuance under the *Building Code Act, 1992* authorizing occupation of the first residential unit; and
- (b) the date the first residential unit is first occupied; and
- (c) sale of transfer of ownership of the property.

4. Registration on Title

The Applicant hereby covenants and agrees that this Agreement and any schedules attached hereto may be registered upon title to the Lands and that such registration shall be at the instance of the Town and at its sole and absolute discretion. The Applicant further covenants and agrees to pay all costs associated with the preparation and registration of this Agreement, as well as all other costs incurred by the Town as a result of the registration of any other documents pertaining to this Agreement, including but not limited to, any amendment thereto. The reasonable cost of registering this Agreement and any associated documents will be borne by the developer.

5. Removal of Agreement on Title

It is hereby agreed by and between the parties hereto that upon the Applicant satisfying all provisions of this Agreement by the completion of all payments required herein, the Municipality shall not unreasonably withhold its consent to the removal from title of this Agreement and shall execute such documents as may be required to effect such removal from title.

6. Estoppel

The Developer will not call into question directly or indirectly in any proceeding of law or in equity or before any administration or other tribunal, the Town's right to enter into this Agreement and to enforce every term, covenant and condition of it. The law of contract applies to this Agreement and the Town is entitled to all remedies arising from it. This provision may be pleaded by the Town in any action or proceeding as an estoppel of any denial of such right.

7. Costs of Town

The Developer shall pay all reasonable costs as may be incurred by the Town, its solicitor (on a solicitor and client basis) or consultants, for the preparation, execution and administration of the Agreement and any subsequent costs as a result of non-compliance with this Agreement.

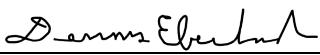
IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals this _____ day of _____, 2024.

**THE CORPORATION OF THE TOWN
OF ARNPRIOR**

Per: _____
Lisa McGee, Mayor

Per: _____
Kaila Zamojski, Clerk

**OTTAWA VALLEY DEVELOPMENTS
INC.**

Per: 
Dennis Eberhard, CAO
I/We have the authority to bind the
corporation.

Schedule "A"

Legal Description of the Property

Legal Description: Part Lot 3, Concession B, Geographic Township of McNab, Town of
Arnprior, County of Renfrew and Lots 97 and 98, Plan 115
PIN: 57316-0155 (LT)

The Corporation of the Town of Arnprior

By-law Number 7474-24

Being a By-law to appoint Peter Anas to the Committee of Adjustment / Property Standards Committee of the Town of Arnprior for the 2022-2026 term of Council.

Whereas as provided in Section 44 (1) of the *Planning Act, R.S.O. 1990, Chapter P. 13*, the Council of the Municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons not fewer than three, as Council considers advisable; and

Whereas as provided in Section 44(3) of the *Planning Act, R.S.O. 1990, Chapter P.13*, the members of the committee who are not members of a Municipal Council shall hold office for the term of the Council that appointed them; and

Whereas the Council of the Corporation of the Town of Arnprior, as provided in Section 54(2) of the *Planning Act, R.S.O. 1990, Chapter P.13*, delegated this authority to the Town's Committee of Adjustment by By-law No. 3226-83; and

Whereas as provided in Section 54(1) of the *Planning Act, R.S.O. 1990, Chapter P.13* the County of Renfrew did, with the approval of the Minister of Municipal Affairs & housing, delegate to the Town of Arnprior the authority to grant consents under Section 53 of the Act; and

Whereas Section 15.6(1) of the *Building Code Act, 1992, S.O. 1992, c.23* provides that a by-law prescribing the standards of the maintenance and occupancy of property within the municipality passed under section 15.1 shall provide for the establishment of a committee composed of such persons, not fewer than three, as the council considers advisable to hold office for such term and on such conditions as the by-law may establish; and

Whereas By-law No. 6602-16, as amended was enacted and passed by Council of the Corporation of the Town of Arnprior, being a by-law for prescribing standards for the maintenance and occupancy of property within the Town of Arnprior and to establish a Property Standards Committee; and

Whereas a member of the Public as appointed under By-Law No. 7372-23 provided notice of their resignation from the Committee of Adjustment / Property Standards Committee in January 2024; and

Whereas at their meeting held on March 11th, 2024, Council provided direction to prepare a by-law to appoint Peter Anas to the Committee of Adjustment / Property Standards Committee; and

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to appoint a Member of the Public to the Committee of Adjustment / Property Standards Committee;

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

1. **That** Peter Anas is hereby appointed as a Member of the Committee of Adjustment / Property Standards Committee for the remainder of the 2022-2026 term of Council.
2. **That** this by-law shall come into full force and effect upon the passing thereof at which time all by-laws, and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

Enacted and Passed this 25th day of March, 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7475-24

A by-law to authorize the execution of a Mutual Aid and Assistance Agreement for an Ontario Water/Wastewater Agency Response Network (OnWARN)

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 the Ontario Water/Wastewater Agency Response Network (OnWARN) is a province wide voluntary water/wastewater agency response network of "utilities helping utilities" to respond to and recover from natural or human-made emergencies; and

Whereas OnWARN establishes an agreement and protocols in advance of emergencies to access resources and knowledgeable personnel in water and wastewater systems through its mutual aid and assistance agreement; and

Whereas it does not require an emergency declaration to access these resources; and

Whereas Council deems it expedient to enter into such an agreement with OnWARN.

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

1. That the Mayor and Clerk be and they are hereby authorized to execute on behalf of the Corporation of the Town of Arnprior the annexed agreement in the form attached hereto as Appendix A being the Mutual Aid and Assistance Agreement for an Ontario Water/ Wastewater Agency Response Network (OnWARN); and
2. That Council authorize the General Manager, Operations to act as "Authorized Official" under the Agreement and to carry out the responsibilities of the Authorized Official as described in the Agreement, including the following:
 - a) Request assistance,
 - b) Offer assistance,
 - c) Decline to offer assistance; or
 - d) Withdraw assistance.

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

Enacted and passed this 25th day of March, 2024.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

Mutual Aid and Assistance Agreement for an Ontario Water/Wastewater Agency Response Network (OnWARN)

Memorandum of Understanding

This Memorandum of Understanding (“Agreement”) is made and entered into by public and private water and wastewater utilities, owners, and operating authorities in the Province of Ontario (“Utilities”) that have, by executing this Agreement, manifested their intent to participate in an Ontario program for water/wastewater mutual aid and assistance (“Mutual Aid and Assistance Program”).

Statutory Authority for Municipal Utilities: This Agreement is authorized under Section 20 of the Ontario Municipal Act, 2001 which provides that Municipal Utilities may contract with each other to provide services.

ARTICLE I

PURPOSE

Recognizing that emergencies may require aid or assistance in the form of personnel, equipment, and supplies, the signatory Members hereby establish the Mutual Aid and Assistance Program. Through the Mutual Aid and Assistance Program, Members coordinate response activities and share resources during emergencies. This Agreement sets forth the procedures and standards for the administration of the Mutual Aid and Assistance Program.

ARTICLE II

DEFINITIONS

- A. Authorized Official – An employee or officer of a Member who under this Agreement is authorized to:
 - 1. Request assistance;
 - 2. Offer assistance;
 - 3. Decline to offer assistance; or
 - 4. Withdraw assistance.
- B. Emergency - A natural or human caused event or circumstance causing, or imminently threatening to cause, loss of life, injury to person or property, human suffering or financial loss, or could reasonably be beyond the capability of the services, personnel, equipment, and facilities of a Member to fully manage and mitigate internally.

- C. Member – Any public or private water or wastewater utility, owner, or operating authority in Ontario (“Utility”) that manifests intent to participate in the Mutual Aid and Assistance Program by executing this Agreement.
1. Requesting Member – A Member who requests aid or assistance from another Member or Members under the Mutual Aid and Assistance Program.
 2. Responding Member – A Member that provides aid or assistance during a Period of Assistance in response to a request for aid or assistance under the Mutual Aid and Assistance Program.
 3. Non-Responding Member - A Member or Associate Member that does not provide aid or assistance during a Period of Assistance under the Mutual Aid and Assistance Program.
- D. Associate Member – Any participant, approved by the OnWARN Steering Committee, which provides a support role or service for the Mutual Aid and Assistance Program. (For example: any agency, or an association that does not sign this Agreement). An Associate Member is not entitled to vote on any matter as outlined and identified in this Agreement.
- E. Confidential Information - Any document shared with any signatory of this Agreement that is marked confidential, including but not limited to any map, report, note, paper, opinion, letter or e-mail which relates to the system security and vulnerabilities of a Member or Associate Member, and any document that is protected under the Municipal Freedom of Information and Protection of Privacy Act, Freedom of Information and Protection of Privacy Act, Emergency Management and Civil Protection Act, Personal Information Protection and Electronic Documents Act, and Personal Health Information Protection Act, 2004.
- F. Period of Assistance – A specified period of time when a Responding Member assists a Requesting Member. The period commences when personnel, equipment, and/or supplies depart from Responding Member’s facility and ends when the resources return to their facility. This period also includes the utilization of Responding Member personnel that provide a direct support role or service to the Requesting Member as mutually agreed upon, and the period commences when the support personnel are assigned to the Requesting Member’s emergency. All protections identified in this Agreement, including but not limited to indemnification and hold-harmless clauses, apply during this period. The specified Period of Assistance may occur during response to or recovery from an Emergency, as previously defined.
- G. Incident Management System – A system, consistent with internationally recommended practices that provides standardized organizational structures, functions, processes and terminology for use at all levels of emergency response in Ontario.

ARTICLE III
ADMINISTRATION

The Mutual Aid and Assistance Program shall be administered through the OnWARN Steering Committee. In addition to representing the interests of the Members, the OnWARN Steering Committee may include Associate Members as non-voting participants. Under the leadership of the OnWARN Steering Committee Chair, the OnWARN Steering Committee shall coordinate emergency planning and response activities for the Mutual Aid and Assistance Program, and provide administrative oversight and coordination of the Agreement and the associated policies and procedures.

ARTICLE IV
PROCEDURES

The OnWARN Steering Committee shall develop operational and planning procedures for the Mutual Aid and Assistance Program, which may be undertaken in cooperation with Associate Members, at the sole discretion of the OnWARN Steering Committee. These procedures shall be reviewed at least annually and updated as needed by the OnWARN Steering Committee.

The OnWARN Steering Committee shall distribute copies of the policies and procedures to the Members when they are developed or amended.

ARTICLE V
REQUESTS FOR ASSISTANCE

- A. Member Responsibility: Members shall identify an Authorized Official and alternate contacts, related contact information including 24-hour access (e.g. an after-hours number), and maintain information on resources that may be available from the Member for mutual aid and assistance response. Such contact information shall be updated annually or when changes occur, and copies provided to the OnWARN Steering Committee.

In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from participating Members. Requests for assistance can be made orally or in writing. When made orally, the request for personnel, equipment, and supplies shall be prepared in writing as soon as reasonably practicable. Requests for assistance shall be directed to the Authorized Official of the participating Member. Specific protocols for requesting aid shall be provided in the required procedures (Article IV).

For further clarity, an Emergency under this agreement does not require the Member to declare a state of emergency in accordance with the Emergency Management and Civil Protection Act.

- B. Response to a Request for Assistance – Members are not obligated to respond to a request for assistance from a Requesting Member. After a Member receives a request for assistance, the Authorized Official evaluates whether or not to respond, whether resources are available to respond, or if other circumstances would hinder response. Following the evaluation, the Authorized Representative shall inform, as soon as possible, the Requesting Member whether it will respond. If the Member is willing and able to provide assistance, the Responding Member shall inform the Requesting Member about the type of available resources and the approximate time of such assistance.
- C. Discretion of Responding Member’s Authorized Official – Execution of this Agreement does not create any duty to respond to a request for assistance from a Requesting Member. When a Member receives a request for assistance, the Authorized Official shall have sole and absolute discretion as to whether or not to respond, or the availability of resources to be used in such response. An Authorized Official’s decisions on the availability of resources shall be final.

ARTICLE VI
RESPONDING MEMBER PERSONNEL

- A. Incident Management System – When providing assistance under this Agreement, the Requesting Member and Responding Member may be organized and may function under the Incident Management System.
- B. Control - While employees so provided may be under the supervision of the Responding Member, the Responding Member’s employees come under the direction and control of the Requesting Member, to address the needs identified by the Requesting Member. The Requesting Member’s Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Member(s). The Responding Member’s designated supervisor(s) shall keep accurate records of work performed by personnel during the specified Period of Assistance.
- C. Food and Shelter – Whenever practical, Responding Member personnel shall be self-sufficient for up to 72 hours. When possible, the Requesting Member shall supply reasonable food and shelter for Responding Member personnel. If the Requesting Member is unable to provide food and shelter for Responding Member personnel, the Responding Member’s designated supervisor is authorized to secure the resources necessary to reasonably meet the needs of its personnel.

Except as provided below, the cost for such resources shall not exceed the Responding Member’s per diem rates or related expense policy for that area. To the extent food and shelter costs exceed the Responding Member’s per diem rates for the area, the Responding Member shall demonstrate that the additional costs were reasonable and necessary under the circumstances.

Unless otherwise agreed to in writing, the Requesting Member remains responsible for reimbursing the Responding Member for all reasonable and necessary costs associated with providing food and shelter, if such resources are not provided.

- D. Communication – The Requesting Member shall provide Responding Member personnel with radio equipment as available, or radio frequency information to program existing radios, in order to facilitate communications with local responders and personnel. In lieu of radio equipment, the Requesting Member may make alternative communications arrangements with the Responding Member in order to adequately facilitate coordinated communications during the Period of Assistance.
- E. Status - Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties and benefits as provided in their respective jurisdictions.
- F. Licences and Permits – To the extent permitted by law, Responding Member personnel who hold licences, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance.
- G. Right to Withdraw - The Responding Member's Authorized Official retains the right to withdraw some or all of its resources at any time for any reason in the Responding Member's sole and absolute discretion. Notice of intention to withdraw shall be communicated to the Requesting Member's Authorized Official as soon as is practicable under the circumstances

ARTICLE VII

COST – REIMBURSEMENT

The Requesting Member shall reimburse the Responding Member for each of the following categories of costs incurred during the specified Period of Assistance. The Responding Member may assume, in whole or in part, any such loss, damage, expense, or other cost incurred, or may loan such equipment or donate such services to the Requesting Member without charge or cost to the Requesting Member.

- A. Personnel – The Responding Member shall be reimbursed by the Requesting Member for personnel costs incurred for work performed during the specified Period of Assistance. Responding Member personnel costs shall be calculated according to the terms provided in their employment contracts or other conditions of employment. The Responding Member's designated supervisor(s) shall keep accurate records of work performed by personnel during the specified Period of Assistance. Requesting Member reimbursement to the Responding Member could consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect costs.

- B. Equipment – The Requesting Member shall reimburse the Responding Member for the use of equipment during the specified Period of Assistance, including, but not limited to, reasonable rental rates, all fuel, lubrication, maintenance, transportation, and loading/unloading of loaned equipment. All equipment shall be returned to the Responding Member in good working order as soon as is practicable and reasonable under the circumstances. At a minimum, rates for equipment use shall be based on the “Ontario Provincial Standard 127 Schedule of Equipment Rates”. If a Responding Member uses rates different from those in the “Ontario Provincial Standard 127 Schedule of Equipment Rates”, the Responding Member shall provide such rates orally or in writing to the Requesting Member prior to supplying the equipment. Mutual agreement on which rates are used shall be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the “Ontario Provincial Standard 127 Schedule of Equipment Rates” shall be developed based on actual recovery of costs. If Responding Member must lease a piece of equipment while its equipment is being repaired, Requesting Member shall reimburse Responding Member for such rental costs.
- C. Materials and Supplies – The Requesting Member shall reimburse the Responding Member actual replacement cost, plus handling charges, for use of expendable, consumable, or non-returnable supplies. The Responding Member shall not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned to the Responding Member in a clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage shall be treated as expendable supplies for purposes of cost reimbursement.
- D. Payment Period – The Responding Member shall provide an itemized bill to the Requesting Member for all expenses incurred by the Responding Member while providing assistance under this Agreement. The Requesting Member shall send the itemized bill not later than (90) ninety days following the end of the Period of Assistance. The Responding Member may request additional periods of time within which to submit the itemized bill, and Requesting Member shall not unreasonably withhold consent to such request. The Requesting Member shall pay the bill in full on or before the forty-fifth (45th) day following the billing date. The Requesting Member may request additional periods of time within which to pay the itemized bill, and Responding Member shall not unreasonably withhold consent to such request, provided, however, that all payment shall occur not later than one-year after the date a final itemized bill is submitted to the Requesting Member.
- E. Records - Each Responding Member and their duly authorized representatives shall have access to a Requesting Member’s books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Each Requesting Member and their duly authorized representatives shall have access to a Responding Member’s books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Such records shall be maintained for at least three (3) years after the Period of Assistance, or longer where required by law.

ARTICLE VIII

DISPUTES

If any controversy or claim arises out of, or relates to, the execution of this Agreement, including, but not limited to, alleged breach of this Agreement, the disputing Members shall first attempt to resolve the dispute by negotiation, followed by mediation and finally shall be settled by arbitration in accordance with the rules of the Ontario Arbitration Act. Any court of competent jurisdiction may enter the judgment rendered by the arbitrators as final judgment that is binding on the parties.

ARTICLE IX

REQUESTING MEMBER'S DUTY TO INDEMNIFY

The Requesting Member shall assume the defense of, fully indemnify and hold harmless, the Responding Member, its officers and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from Responding Member's work during a specified Period of Assistance. The scope of the Requesting Member's duty to indemnify includes, but is not limited to, suits arising from, or related to, negligent or wrongful use of equipment or supplies on loan to the Requesting Member, or faulty workmanship or other negligent acts, errors or omissions by Requesting Member or the Responding Member personnel.

The Requesting Member's duty to indemnify is subject to, and shall be applied consistent with, the conditions set forth in Article X.

ARTICLE X

SIGNATORY INDEMNIFICATION

In the event of a liability, claim, demand, action, or proceeding of whatever kind or nature arising out of a specified Period of Assistance, the Requesting Member shall have a duty to defend, indemnify, save and hold harmless all Non-Responding Members, their officers, agents and employees from any liability, claim, demand, action, or proceeding of whatever kind or nature arising out of a Period of Assistance.

ARTICLE XI

WORKPLACE SAFETY AND INSURANCE

A. Workplace Safety and Insurance - The Workplace Safety and Insurance Act provides that if an Emergency is declared by the Premier of Ontario or the head of council of a municipality, and a person is sent to assist, the Crown (Government of Ontario) or the municipality, whichever declared the Emergency is considered the employer of that person for the purposes of assessing any accident costs. However, the worker's regular employer (Responding Member) continues to be responsible for:

- Maintaining employment benefits as required by section 25 of the Workplace Safety and Insurance Act,
- Complying with the obligation to co-operate in the early and safe return to work of the worker (section 40), and,
- Complying with the obligation to re-employ the worker (section 41) if it applies.

Any costs incurred by the worker's regular employer (Responding Member) in meeting these obligations are reimbursed by the Crown or the municipality, whichever is applicable.

The Responding Member is responsible for providing Workplace Safety and Insurance Board (WSIB) benefits and administering WSIB for its employees. The Requesting Member shall reimburse the Responding Member for all costs, benefits, and expenses associated with WSIB and other employee claims that arise from or are related to providing assistance under this Agreement.

- B. Hold Harmless - The Requesting Member shall indemnify and hold the Responding Member harmless from and against any and all liability for loss, including, but not limited to, damage, cost or expense which the Responding Member may incur by reason of bodily injury, including death, to any person or persons, or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing Emergency assistance and whether or not due in whole or in part to any act, omission, or negligence of the Responding Member.

Where payments are made to Responding Member's employees under WSIB or any similar law for bodily injury or death resulting from furnishing emergency assistance, Requesting Member shall make reimbursement to Responding Member to the extent such payment increases the Responding Member's WSIB or disability benefits costs, whether such increase in costs occurs in the form of an increase in premiums or contributions or in the form of reduction in dividends or premium refunds, or otherwise.

In the event any claim or demand is made or suit or action is filed against the Responding Member alleging liability for which Requesting Member shall indemnify and hold harmless the Responding Member under the above paragraphs, the Responding Member shall promptly notify the Requesting Member thereof, and the Requesting Member, at its sole cost and expense, shall settle, compromise or defend the same in such manner as it in its sole discretion deems necessary or prudent.

ARTICLE XII

NOTICE

A Member who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Members in respect of this Agreement, shall provide prompt and timely notice to the Members who may be affected by the suit or claim. Each Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

ARTICLE XIII

INSURANCE

Each Member shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake by virtue of membership in the Mutual Aid and Assistance Program.

- A. Members shall maintain at minimum the following insurance policies;
- a. Commercial General Liability (CGL) insurance for bodily injury (including death) and property damage in an amount of not less than Five Million Dollars (\$5,000,000.00). This CGL insurance shall be written to a minimum of the current IBC 2100 form or the most recent version and such policy shall include:
 - i. the Responding Member as an additional insured;
 - ii. a cross liability clause;
 - iii. products and completed operations coverage;
 - iv. broad form contractual liability coverage;
 - v. non-owned automobile liability coverage; and
 - vi. operation of attached machinery;
 - b. Automobile third party liability insurance in an amount of not less than Two Million Dollars (\$2,000,000.00); and
 - c. All Risk Property insurance that covers any property on loan from a Responding Member
- B. In the event of a claim requiring the Responding Member to incur costs as a result of providing assistance under this Agreement, the Requesting Member shall be responsible for reimbursing the Responding Member for the payment of every deductible amount provided in the insurance described in Article XIII (A), above.
- C. The Requesting Member covenants and agrees that the insurance obligations mentioned above will not be construed to and will in no manner limit or restrict the liability of the Requesting Member or its responsibility under Article IX.

ARTICLE XIV

CONFIDENTIAL INFORMATION

Subject to the terms and conditions of the Municipal Freedom of Information and Protection of Privacy Act, Freedom of Information and Protection of Privacy Act, Emergency Management and Civil Protection Act, Personal Information Protection and Electronic Documents Act and Personal Health Information Protection Act, 2004, as appropriate, Members and Associate Members shall maintain in the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information under this Agreement. Except when compelled by this agreement to provide information to a Member, if any Member, Associate Member, third party or other entity requests or demands, by subpoena or otherwise, that a Member or Associate Member disclose any Confidential Information disclosed under this Agreement, the Member or Associate Member shall immediately notify the owner of the Confidential Information and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.

ARTICLE XV
EFFECTIVE DATE

This Agreement shall be effective on the Member once the Member's authorized representative executes this Agreement and the OnWARN Steering Committee Chair receives the executed Agreement. The OnWARN Steering Committee Chair shall maintain a list of all Members and Associate Members, and make the list available to all Members and Associate Members.

ARTICLE XVI
WITHDRAWAL

A Member may withdraw from this Agreement by providing written notice of its intent to withdraw to the OnWARN Steering Committee Chair. Withdrawal takes effect 60 days after the appropriate officials receive notice. Withdrawal from this Agreement shall in no way affect a Requesting Member's duty to reimburse a Responding Member for cost incurred during a Period of Assistance, which duty shall survive such withdrawal.

ARTICLE XVII
MODIFICATION

No provision of this Agreement may be modified, altered or rescinded by individual parties to this Agreement. Modifications to this Agreement may be due to programmatic operational changes to support this Agreement, legislative action, creation of a mutual aid and assistance agreement, or other developments. Modifications require a simple majority vote of Members. The OnWARN Steering Committee Chair shall provide written notice to all Members of approved modifications to this Agreement. Approved modifications take effect 60 days after the date upon which notice is sent to the Members.

ARTICLE XVIII
SEVERABILITY

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

ARTICLE XIX
PRIOR AGREEMENTS

This Agreement supersedes all prior agreements between Members to the extent that such prior agreements are inconsistent with this Agreement.

ARTICLE XX
PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES

This Agreement is for the sole benefit of the Members and no person or entity shall have any rights under this Agreement as a third party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and shall be without effect.

ARTICLE XXI
COUNTERPARTS

This Agreement may be executed and delivered by the parties in counterparts, each of which shall constitute an original and may be delivered by facsimile, email or other functionally equivalent electronic means of communication, and those counterparts taken together shall constitute one and the same instrument.

Now, therefore, in consideration of the covenants and obligations set forth in this Agreement, the Utility listed here manifests its intent to be a Member of the Ontario Water/Wastewater Agency Response Network by executing this Mutual Aid and Assistance Agreement on this _____ day of _____ 20____.

Utility: _____

By: _____

Title: _____

Please Print Name

By: _____

Title: _____

Please Print Name



Municipal Grants Application – Arnprior Lions Club (2024 Spring Vendor Market and 2024 Walk for Dog Guides Events)

Moved By _____

Seconded By _____

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

Whereas the Arnprior Lions Club is an eligible organization under the Municipal Grants Policy and raises funds for local community initiatives and programs;

Whereas the Spring Vendor Market is a fundraising event focused on supporting the programs and services of the Arnprior Lions Club;

Whereas the Walk for Dog Guides is an annual event that raises awareness and funds for the Lions Foundation of Canada's [Dog Guide Program](#) which, in turn, aims to provide service dogs to individuals with disabilities at no cost;

Therefore Be It Resolved That Council approve the request for:

- (a) Waiving Nick Smith Centre Community Hall rental fees (value of approximately \$170.00 plus HST) for the 2024 Spring Vendor Market to be held on April 29th, 2024; and
- (b) Waiving Robert Simpson Park Gazebo rental fees (value of approximately \$120.50 plus HST) for the 2024 Walk for Dog Guides to be held on May 11th, 2024; and

Further That the Arnprior Lions Club be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for their events.



Municipal Grants Application – Arnprior-Braeside-McNab Seniors At Home Program Inc. (Christmas Craft Fair)

Moved by _____

Seconded By _____

That Council of the Corporation of the Town of Arnprior receive the Municipal Grant request from the Arnprior-Braeside-McNab Seniors At Home Program Inc; and

Whereas the Arnprior-Braeside-McNab Seniors At Home Program Inc is an eligible organization under the Municipal Grants Policy and provides home support services, transportation services and social opportunities that act to enhance the quality of life of local seniors and individuals with special needs;

Whereas the Christmas Craft Fair is an annual fundraising event that contributes to the overall operations of Seniors At Home;

Therefore Be It Resolved That Council approve the request for waiving the Nick Smith Centre Community Hall rental fees (value of approximately \$357.50 plus HST) for the Christmas Craft Fair to be held on November 23rd, 2024; and

Further That the Arnprior-Braeside-McNab Seniors At Home Program Inc be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for their events.



Request for Support – Arnprior Regional Health Foundation – Water Bill Insert in July/August 2024 Water Bills

Moved by _____

Seconded By _____

That Council of the Corporation of the Town of Arnprior receive the correspondence from the Arnprior Regional Health Foundation; and

Whereas the Arnprior Regional Health Foundation has included a Community Update as a water bill insert in previous years to reach all local homes, share updates on their programming and provide an opportunity for local residents to give back to healthcare in a meaningful way; and

Further That Council approves the request from the Arnprior Regional Health Foundation to include a letter from the ARH Foundation in the July/August 2024 utility bill mailing to be delivered to homes in early September 2024 at no cost to the ARH Foundation.



Request for Support – Women’s Sexual Assault Centre of Renfrew County – 2024 “We Stand with Survivors” Campaign Banner

Moved By _____

Seconded By _____

That the Council of the Corporation of the Town of Arnprior receive the correspondence from the Women’s Sexual Assault Centre of Renfrew County;

Whereas the [Women’s Sexual Assault Centre of Renfrew County](#) is continuing to work on a Status of Women Canada Project, creating a rural model for female survivors of sexual abuse/assault with the hope of sharing this model across Canada; and

Whereas one of the components of the completed model will be a yearly campaign entitled “We Stand with Survivors”, with this year being the 6th annual event; and

Therefore Be It Resolved That Council agrees to hang the “We Stand with Survivors” banner for the month of May 2024 in the municipality; and

Further That Council direct the CAO to work with Town staff to find the most suitable location to hang this banner; and

Further That this resolution be forwarded to the Status Project Coordinator of the Women’s Sexual Assault Center Renfrew County.