



ARNPRIOR

Town of Arnprior

Regular Meeting of Council Agenda

Date: Monday, March 24th, 2025

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) **Special Meeting of Council – March 10, 2025** (Page 1-2)
 - b) **Regular Meeting of Council – March 10, 2025** (Page 3-13)
- 8. Awards / Delegations / Presentations**
- 9. Public Meetings**
- 10. Matters Tabled / Deferred / Unfinished Business**
- 11. Notice of Motion(s)**
- 12. Staff Reports**
 - a) **Awarding of Tender PW-2025-02 (Edey, MacDonald, Vancourtland Reconstruction and Inspection and Baskin PXO)**, Ryan Wall, Engineering Officer (Page 14-17)

- b) **Request for Award – PW-2025-04 - Public Works Garage Roof Replacement Tender Award**, Patrick Foley, Engineering Officer (Page 18-20)
- c) **Skatepark Procurement Strategy**, Patrick Foley, Engineering Officer and Graeme Ivory, Director of Recreation (Page 21-24)
- d) **2024 DWQMS Audits and Management Review Results**, Jessica Schultz, A/Environmental Engineering Officer (Page 25-82)
- e) **2024 Annual Report - Arnprior Water Pollution Control Centre and Arnprior Drinking Water System**, Scott Matthews, Waterworks Supervisor (Page 83-198)
- f) **Zoning Bylaw Amendment 2/25 (87 Claude Street)**, Alix Jolicoeur, Manager of Community Services/ Planner (Page 199-206)
- g) **Variance Request to Sign By-law 5209-04 for 12 Thomas Street S. Apartments**, Robin Paquette, CAO (Page 207-213)
- h) **Proclamation for 911 Dispatcher Awareness Week (April 13–19, 2025)**, Kaila Zamojski, Town Clerk (Page 214-216)
- i) **Proclamation, World Autism Awareness Day (April 2, 2025)**, Kaila Zamojski, Town Clerk (Page 217-219)

13. Committee Reports and Minutes

- a) Mayor's Report
- b) County Councillor's Report
- c) Committee Reports and Minutes
 - i) **Accessibility and Age Friendly Advisory Committee Minutes – November 5, 2024** (Page 220-222)
 - ii) **Environmental Advisory Committee Minutes – November 18, 2024** (Page 223-230)

14. Correspondence & Petitions

a) Correspondence

- i) Correspondence Package I-25-MAR-06

15. By-laws & Resolutions

a) By-laws

- i) **By-law No. 7574-25** – Appoint A / Deputy Treasurer – Eastman (Page 231-232)
- ii) **By-law No. 7575-25** – Award Contract for Tender PW-2025-02 - Edey, MacDonald, Vancourtland Reconstruction and Baskin PXO to Tarstone Canada Ltd (Page 233)
- iii) **By-law No. 7576-25** – Award Contract for Tender PW-2025-04 - Public Works Garage Roof Replacement to Simluc Contractors (Page 234-235)
- iv) **By-law No. 7577-25** – Release of Watermain Easement (Hyor Holdings) (Page 236)
- v) **By-Law No. 7578-25** - Appointments to Council Remuneration Ad Hoc Committee (Page 237-238)
- vi) **By-Law No. 7579-25** – Appointment to Committee of Adjustment and Property Standards Committee (Councillor Ted Strike) (Page 239-240)
- vii) **By-Law No. 7580-25** – Amend By-law No. 7467-24 – Appoint New Council Member to Environmental Advisory Committee (Councillor Ted Strike) (Page 241-242)

16. Announcements

17. Closed Session

18. Confirmatory By-law

By-law No. 7581-25 to confirm the proceedings of Council

19. Adjournment

Please Note: Please see the [Town's YouTube channel](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the

Clerk's Office at 613-623-4231 ext. 1840. 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

Email to: Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio



ARNPRIOR

**Minutes of Special Council Meeting
March 10th, 2025 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 Chris Toner
Councillor Chris Couper

Town Staff Present:

Robin Paquette, CAO
Kaila Zamojski, Town Clerk
Graeme Ivory, Director of Recreation
Alix Jolicoeur, Manager of Community
Services / Planner
Kaitlyn Wendland, Client Services
Coordinator

Council Members Present (Electronic):

Councillor Tom Burnette

Council Members Absent:

1. Call to Order

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

2. Roll Call

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

3. Land Acknowledgement Statement

Mayor 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. Mayor to Introduce New Member of Council

Mayor McGee provided an introduction for newly appointed Councillor Ted Strike, noting his previous experience with the municipality as a past Member of Council, Committee Member, and Employee of the Town of Arnprior. Mayor McGee and Members of Council congratulated Ted Strike on his appointment as Councillor for the remainder of this term.

5. Administration of Declaration of Oath of Allegiance for New Councillor

Ted Strike was provided the Declaration of Office Form by the Town Clerk, as per Section 232 of the Municipal Act, 2001, as amended, and Ted Strike read the Declaration out loud.

16. Confirmatory By-Law

Resolution Number 086-25
Moved by Chris Couper
Seconded by Chris Toner

That By-law No. 7574-25, being a By-law to confirm the proceedings of the Special Meeting of Council held on March 10th, 2025, be and is hereby enacted and passed.
Resolution Carried

17. Adjournment

Resolution Number 087-25
Moved by Lynn Cloutier
Seconded by Dan Lynch

That this meeting of Council be adjourned at 6:33 PM.
Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



ARNPRIOR

**Minutes of Council Meeting
March 10th, 2025 6:35 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 Ted Strike
Councillor Lynn Cloutier
Councillor Chris Toner
Councillor Chris Couper

Town Staff Present:

Robin Paquette, CAO
Kaila Zamojski, Town Clerk
Graeme Ivory, Director of Recreation
Alix Jolicoeur, Manager of Community Services / Planner
Kaitlyn Wendland, Client Services Coordinator

Council Members Present (Electronic):

Councillor Tom Burnette (6:35pm–8:12pm)

Council Members Absent:

1. Call to Order

Mayor Lisa McGee called the Regular Council Meeting to order at 6:35 PM and welcomed those present.

2. Roll Call

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

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 088-25
Moved by Lynn Cloutier
Seconded by Chris Toner

Be It Resolved That the agenda for the Regular Meeting of Council dated Monday, March 10th, 2025 be adopted.

Resolution Carried

5. Disclosures of Pecuniary Interest

None

6. Question Period

None

7. Adoption of Minutes of Previous Meeting(s)

Resolution Number 089-25

Moved by Chris Couper

Seconded by Dan Lynch

That the minutes of the Regular and Special Meetings of Council listed under Item 7 (a) – (c) on the Agenda be adopted (Regular Meeting of Council – February 24th, 2025; Special Meetings of Council – March 3rd, 2025 and March 4th, 2025).

Resolution Carried

8. Awards/Delegations/Presentations

a) Delegation – Upper Ottawa Valley Chamber of Commerce

Kelly Hollihan, Executive Director of the Upper Ottawa Valley Chamber of Commerce provided an overview of their organization, summarizing the contents provided in the Council package and responded to questions. A summary of the delegation is as follows:

- The Upper Ottawa Valley Chamber of Commerce (UOVCC) is working on a rebrand and new strategic vision.
- UOVCC has taken on all the members of the former Greater Arnprior Chamber of Commerce, including further expansion of participating businesses in Arnprior.
- A key priority is to connect better across the entire region.
- Economic Development staff from each participating municipality have a position as an ex-officio advisor to the Board of Directors.
- The UOVCC would like to see the Town restart the Annual Mayor's Breakfast.
- The UOVSS requested the Town to consider a sponsorship for their annual Awards Gala in September.
- The Ottawa Valley Business Summit was highlighted, noting it is taking place on April 11th, 2025.

Discussion ensued among Members of Council the following being a summary of the comments and responses by the delegation:

- Events will be moved around the region, which will include the Town of Arnprior.
- An overview of the costs associated with joining the UOVCC as a member was provided, noting there are no caps on the number of memberships.
- The UOVCC noted the Town of Arnprior can further support their organization by sharing information and resources, hosting events like the Mayor's Breakfast, having a presence at UOVCC hosted events, providing space for pop-up offices.

Mayor McGee and Council thanked Kelly Hollihan for her presentation.

9. Public Meetings

a) Zoning By-law Amendment 1/25 – Corner of Fourth Ave. and McNab St.

Resolution Number 090-25 (6:59 PM)

Moved by Lynn Cloutier

Seconded by Chris Toner

That Council move into a Public Meeting regarding an application for Zoning By-law Amendment (1/25) for the property legally described as Plan 231 Lots 247 to 262; Part of Lots 246 & 263, and part of Lot 3; Concession C (the Corner of Fourth Ave. and McNab St).

Resolution Carried

The public meeting was opened at 6:59 PM. Alix Jolicoeur, Manager of Community Services and Planner, provided an overview presentation, attached as Appendix A and forming part of these minutes, outlining the proposed Zoning By-Law Amendment No. 1/25 for the subject property.

Following the presentation, the meeting was opened to the public for comment. The following is a summary of comments received during the meeting:

- Rod Price, the applicant, provided an overview of their application.
 - On question, Mr. Price clarified:
 - The dog run feature is intended to be for private use only, for residents of the building.
 - The life expectancy for the solar panels on the site would be more than 20 years.
 - The fire route around the property ranges in width from 6.7m to 7.5m.
 - There will be EV charging stations available on site and they would be available for use by the public at a cost.
 - The additional 0.3m of height on the building comes from the parapet on the roof.
 - The elevator equipment will be contained within the building and is not intended to be placed on the roof.
 - There is snow storage on the property itself, and the owner also owns the abutting property which is intended to be used for snow storage as well.
- Jennifer Glofcheskie (197 Fourth Ave.) asked for clarification about potential light pollution. The applicant indicated that the design features will ensure non-intrusive lighting that does not spill out towards Fourth Avenue.
- Garth Yach (197 Fourth Ave.) asked for clarification on the phasing of the project. The applicant indicated that they are hoping to start Phase 1 in May 2025 and Phase 2 start time will depend on costs as well as demand.

The public meeting was declared closed at 7:21 PM.

Resolution Number 091-25 (7:21 PM)

Moved by Lynn Cloutier
Seconded by Dan Lynch

That Council resume to the Regular Meeting of Council.

Resolution Carried

10. Matter Tabled/ Deferred/ Unfinished Business

None

11. Notice of Motion(s)

None

12. Staff Reports

**a) Zoning By-law Amendment 1/25 – Corner of Fourth Ave. and McNab St. –
Manager of Community Services/ Planner**

Resolution Number 092-25
Moved by Lynn Cloutier
Seconded by Chris Couper

That Council adopts a by-law to amend Zoning By-law 6875-18 to change the zoning for land legally described as Plan 231 Lots 247 to 262; Part of Lots 246 & 263, and part of Lot 3; Concession C, shown as Part 1 49R-8580, Arnprior Ontario, to:

- permit a parking area in the front yard along Fourth Avenue subject to a 4 m landscaped setback from the lot line;
- permit an increase in the maximum height within 75 m of Fourth Avenue from 14m (4-storey) to 14.3 m (4- storey);
- permit an increase in the maximum height permitted without a wind study from 14m (4-storeys) to 14.3 m (4-storeys);
- permit an accessory building or structure closer to the front lot line than the main building but no closer than 16 m to the front lot line; and
- permit an increase in the maximum number of accessory buildings and structures in a residential zone from 3 to 7 to allow for covered parking with solar panels and covered bicycle parking in order to allow development of a 4-storey 203-unit apartment building with accessory buildings; and

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

Resolution Carried

b) Provincial Gas Tax – Transit Funding, CAO

Resolution Number 093-25

Moved by Lynn Cloutier

Seconded by Dan Lynch

That Council authorize a by-law for annual support for the Arnprior-Braeside-McNab Seniors at Home Program Inc. transit program and for the municipality to receive and be responsible for Dedicated Gas Tax Funds from the Province of Ontario for said program.

Resolution Carried

13. Committee Reports and Minutes

a) Mayor's Report

Mayor Lisa McGee reported the following:

- On March 10th, I participated in the Transportation Master Plan discussion. County Councillor Lynch and Councillor Couper, as well as staff were in attendance. Several community members joined and actively participated, including a very creative handful who chose to do so as a group out of the library.
- Several Fan for Life Certificates have been passed out in the last week: Ottawa Valley Smiles, Jennifer Robillard Desjardins Insurance, and Jim's Auto Glass. Thank you to everyone who has participated so far.
- Together with County Councillor Lynch, I attended the Change In Command of the Company Sergeant Major, Anna Guiney. Anna has been accepted in RMC and will be sworn in next week. I had the privilege again of being asked to do uniform inspections.
- Great news – Arnprior will be playing host to an episode of the CBC series Still Standing. CBC has had the series for 11 years and Arnprior is the 3rd municipality to be selected in Renfrew County (Eganville and Calabogie). While not able to share exact filming dates, this will be a huge boost for our Town and a lot of fun at a time when things are maybe not so fun. This is a good opportunity for us. I have been communicating with production staff over the last year and they are very excited to start.
- Hosted President's Cup in Curling this past weekend. The host of the President's Cup regularly rotates between the Village of Carp, the Village of Richmond, Almonte and Arnprior. Arnprior had not previously taken the top prize, however Team Arnprior came through in top spot, followed by Carp, then Richmond, and Almonte. It was a fantastic weekend. Final standings were not determined until the last draw. Well done to everyone.

b) County Councillor's Report

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

- At County Council, held on February 26th, 2025, there were three delegations:
 - Renfrew County District School Board (RCDSB) delegates included Chairman Leo Boland and Director of Education Kristen Miemi. Of note, the RCDSB is the third highest employer in the County with 2,367 employees and a budget of \$176.5 million.
 - County of Renfrew, Manager of Economic Development, Melissa Marquart, made a presentation dealing with the "Think Local Campaign". Of note, the presentation is available on the County website.
 - Eastern Ontario Regional Network (EORN), Kristen Myers, community a Preliminary Business Case for the Renfrew County Housing and Land Development Corporation (RCHLDC) that dealt with the differences between a Municipal Services Corporation/Economic Development (MSCs/EcDev) versus Municipal Services Boards (MSBs). Of note, MSCs/EcDev are a separate entity from the municipality even when wholly owned by the municipality. Examples include The Prince Edward County Housing Corporation, City of Peterborough Municipal Services Corporation for Affordable Housing, Township of Hornepayne's Housing Corporation, and St. Catharines Municipal Development Corporation. MSBs, as contained in the Municipal Act, are local bodies that may be established by an individual municipality, or two or more municipalities. In either case, they take a long time (7 years) to create and meet the requirements.
- The Renfrew County Transportation Master Plan was presented via Zoom on the evening of February 25th, 2025. There are interesting conceptions dealing with Madawaska Boulevard, the four lanes to two lanes with turning lanes and Daniel Street South with the removal of the turning lane at James Street. The draft plan should be presented by the end of September 2025.

c) Committee Reports and Minutes

Resolution Number 094-25

Moved by Chris Couper

Seconded by Ted Strike

That Council receive the Culture and Diversity Advisory Committee minutes of November 4, 2024 as information.

Resolution Carried

Councillor Couper noted that the Committee would like to be involved in the development of an Inclusivity, Diversity, Equity and Accessibility (IDEA) strategy which would be focused more internally to the Town and staff service delivery. Excellent opportunity there to collaborate with the Accessibility and Age Friendly Advisory Committee.

Councillor Couper requested that Council consider a motion put forward by the Culture and Diversity Advisory Committee, being:

Resolution Number 095-25
Moved by Chris Couper
Seconded by Dan Lynch

That Council approve the recommendation from the Culture and Diversity Advisory Committee (CDAC) that training be procured for Town staff, CDAC members and Council on fostering nation-to-nation-discussions with Indigenous Peoples.

Resolution Carried

14. Correspondence & Petitions

a) Correspondence Package No. I-25-MAR-05

Resolution Number 096-25
Moved by Lynn Cloutier
Seconded by Chris Couper

That Correspondence Package Number I-25-MAR-05 be received as information and filed accordingly.

Resolution Carried

County Councillor Dan Lynch noted the following items

- On March 19th, 2025 from 11:00am – 12:00pm, AMO and OMAA are hosting a conversation that is a key ingredient to a successful, effective and high-performing municipality – the relationship between a Mayor and CAO. The virtual event includes a moderated discussion with an expert panel on the elements of a productive Mayor-CAO relationship.
 - The CAO noted that she has signed up to participate in this session.
- 2025 AMO Conference in Ottawa August 17th – 20th. AMO has assembled an array of workshops focused on supporting and strengthening your role as a local leader. From asset management planning, land use planning, Indigenous-municipal relations, navigating conflict, communications through local crisis, strategic thinking, planning and communication, understanding antisemitism and islamophobia and so much more.
 - The CAO noted that she attended the AMO conference last year and knows that staff frequently attend OEMC as she has too. She noted that they encourage staff to attend conference and training sessions like these as the networking and learning can be invaluable.

15. By-laws & Resolutions

a) By-laws

Resolution Number 097-25

Moved by Ted Strike

Seconded by Lynn Cloutier

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

- i) By-law No. 7569-25 – Amend Licensing By-law (Sunday Market)
- ii) By-law No. 7570-25 – Provincial Gas Tax – Transit Funding
- iii) By-law No. 7571-25 – Repeal Appointment of Deputy Clerk
- iv) By-law No. 7572-25 – Zoning By-law Amendment (Corner of Fourth Ave. and McNab St.)

Resolution Carried

b) Resolutions

i. Sale of Surplus Goods: Rinkboards - Township of Admaston/Bromley

Resolution Number 098-25

Moved by Tom Burnette

Seconded by Chris Toner

Whereas the Nick Smith Centre Arena Revitalization project includes new rinkboards for both arenas and the existing rinkboards be sold as surplus goods; and

Whereas the rinkboards from Glenn Arthur Arena were sold via public auction (GovDeals) for \$13,950 less applicable fees; and

Whereas the Township of Admaston/Bromley submitted an Expression of Interest to purchase the second set of rinkboards (Bert Hall Arena) for \$15,317 + HST; and

Whereas the Township of Admaston/Bromley accepts that the rinkboards are used and that they are being purchased in an “as is condition”; and

Whereas these rinkboards would support the revitalization of outdoor rinks in both Douglas and Admaston; and

Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior authorize the sale of the Bert Hall Arena rinkboards (boards and frame) to the Township of Admaston/Bromley.

Resolution Carried

16. Announcements

Councillor Chris Toner made the following announcement:

- This year Canada celebrates 60 years of the Canadian flag. Our national flag is a symbol that unites Canadians and reflects the common values that we take pride in. Canadian unity has never been more important than it is today. So let's join other cities and municipalities and fly the Canadian flag wherever possible, to reaffirm the commitment to honouring Canada's heritage and future. Let's also come together and put Canada first, buying Canadian where possible and supporting local business, that will keep our country strong and united against external threats. Councillor Toner received several phone calls asking for this to happen.

Resolution Number 099-25

Moved by Chris Toner

Seconded by Chris Couper

That Council direct staff to increase the number of Canadian flags that are flying within Town to show the world that Arnprior is Canada strong.

Resolution Carried

County Councillor Dan Lynch made the following announcements:

- On March 3rd, 2025, two residents of Arnprior, lawyer, Scott Murray, and developer, Tom Orr, were presented with the prestigious His Majesty King Charles III Coronation Medal, which commemorates the Coronation of His Majesty King Charles III as King of Canada. Considering only 30,000 medals will be awarded for all of Canada, Arnprior did well. Mr. Murray received his medal in recognition of his accomplishments as a rifle marksman and advocating for safe handling of firearms. Mr. Orr received his medal in recognition of his contributions to the development and management of housing in the County; and with family members: son, Lance and daughter, Kim contribute to the wellbeing of our community.
- Are you 65 plus, got some free time this Thursday, March 14th, there are two Older Adult Focus Groups being held. The first one a 9:00am at Island View Retirement Living and the second one at 1:00pm at the Seniors Active Living Centre. Please reach out to the Clerk's department if you would like to attend.
- Feel like dancing, want to participate in a breathing and calming experience? Then be at the Arnprior Museum on Saturday, March 22nd at 11am to join the free VIBEFEST programming going on all day. A circle dance, a sound bath and a cacao ceremony, along with other events will take place.
- Had the opportunity to attend the Invitational Special Olympics Basketball Tournament at ADHS, which was organized by our local Special Olympics Support Group. Of note, there were 175 Special Olympians, and our D+ Team won their division. Some of the teams (Oakville being one) came down a day early and took advantage of taking in a movie at the O'Brien Theatre and were impressed with the cost being only \$7.00.

Councillor Chris Couper made the following announcements:

- On Friday, March 7th, 2025, the Town celebrated Employee Appreciation Day. Town Staff are thanked for all their efforts. The Town wouldn't be the same without them.
- On the weekend we celebrated International Women's Day, and to all the women who make our Town a wonderful place to thrive under the leadership of, thank you very much.

The CAO made the following announcements:

- Seniors focus groups happening on Thursday. There is still room to attend if anyone wants to. Just let the Clerk's Department know to attend either in the morning at Island View or afternoon at SALC.
- We have some vacancies coming up on our advisory committees and we will be posting calls for residents to volunteer for those positions.
- The Town PW department received our new backhoe this morning. Council approved the purchase order and two weeks later it is here in our yard ready to go. This is a testament to staff who jumped into this process very quickly. Thanks to the Canoe procurement process which has been super helpful in getting pieces of equipment here quickly.

17. Media Questions

None

18. Closed Session

Resolution Number 100-25 (7:57 PM)

Moved by Chris Couper

Seconded by Lynn Cloutier

That Council move into Closed Session to discuss one (1) matter pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended, to discuss a personal matter about an identifiable individual, including municipal or Local Board employees (Striking Committee – Council Remuneration and Advisory Committee Member(s)).

Resolution Carried

Councillor Burnette vacated his seat electronically at 8:12pm.

Resolution Number 101-25 (8:12 PM)

Moved by Lynn Cloutier

Seconded by Dan Lynch

That Council resume to Open Session.

Resolution Carried

Resolution Number 102-25
Moved by Ted Strike
Seconded by Chris Couper

That Council direct staff to bring forward an appointment by-law to the next Regular Council meeting to appoint members to the Council Remuneration Committee; and

Further that Council direct staff to fill the community member vacancy on the Environmental Advisory Committee and Committee of Adjustment.

Resolution Carried

19. Confirmatory By-Law

Resolution Number 103-25
Moved by Dan Lynch
Seconded by Chris Couper

That By-law No. 7573-25, being a By-law to confirm the proceedings of the Regular Meeting of Council held on March 10th, 2025, be and is hereby enacted and passed.

Resolution Carried

20. Adjournment

Resolution Number 104-25
Moved by Lynn Cloutier
Seconded by Chris Couper

That this meeting of Council be adjourned at 8:12 PM.

Resolution Carried

Signatures

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk



Town of Arnprior Staff Report

Subject: Awarding of Tender PW-2025-02 (Edey, MacDonald, Vancourtland Reconstruction and Inspection and Baskin PXO)

Report Number:25-03-24-01

Report Author and Position Title: Ryan Wall, Engineering Officer

Department: Operations

Meeting Date: March 24, 2025

Recommendations:

That Council award Tender PW-2025-02 to Tarstone Canada Ltd. for \$3,039,900.87 (Incl HST); and

Further That Council award the contract for Contract Administration and Inspection of project PW-2025-02, under standing offer agreement, to JP2G Consultants Inc. for \$203,874.60 (Incl HST)

Further That upon the CAO's approval of the final form of the foregoing documents, Council authorize the CAO to enter into a contract agreement with Tarstone Canada Ltd and JP2G Consultants Inc. to execute the works.

Background:

After approval of the 2025 capital budget, staff assembled a tender package which combined three project items into one combined tender. The tender projects included:

- (a) Reconstruction of Edey Street and MacDonald Street, included a capital budget of \$4,600,000.
- (b) Vancourtland Street rehabilitation included under the Rolling Road Rehabilitation (RRR) project and estimated at \$200,000 of the RRR's \$750,000 budget. Remaining portions of the RRR works (resurfacing of William St, John St to Daniel St, and Daniel St sidewalk repairs) are included in County of Renfrew's upcoming reconstruction tenders.
- (c) Construction of a new PXO on Baskin Drive at Leo Moskos Street, with a capital budget of \$125,000.

The project scope for the Edey Street and MacDonald Street Reconstruction project is a continuation of the 2024 MacDonald Street Reconstruction Project, including reconstruction of MacDonald Street (from 105 MacDonald Street to Edey Street), including new watermain, larger sanitary sewer, sidewalk, curb and road surface. Reconstruction of Edey Street will include redirection and upsizing of the sanitary main and new watermain between Allan Drive and MacDonald Street and will include new curbs, sidewalk and road surface between Edward Street and Allan Drive.

The scope of work included in the Vancourtland Steet project includes asphalt removal, improvements to the road base, resurfacing of the street and new curbs on both sides of Vancourtland Street from Elgin Street to the north end.

The PXO portion of the project will include sidewalk modifications, line painting, installation of a new streetlight, relocation of the Baskin drive school flasher and installation of PXO flashers at the intersection of Baskin Drive and Leo Moskos Street.

Discussion:

On February 11, 2025, Staff published Tender PW-2025-02 on MERX.com with a closing date of March 17, 2025 and a question deadline of March 11, 2025.

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

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

Proponents	Bid Price including HST
Tarstone Canada Ltd.	\$3,039,900.87
McRae Excavating Ltd.	\$3,642,680.18
Tomas Cavanagh Construction Limited	\$3,648,068.85
R.W. Tomlinson Limited	\$4,458,746.72
Bonnechere Excavating Inc.	\$4,716,124.91
GIP Paving Inc.	\$4,852,650.93
Premium Construction	\$5,727,048.85 \$5,619,985.56

Upon evaluating the tender submissions, staff did find a math error with the submission from Premium Construction. The error was corrected in the official bid results. No discrepancies were found with the low bid from Tarstone Canada Ltd. Tarstone Canada Ltd. is a heavy civil contractor based in the Ottawa area. While staff do not have direct experience dealing with Tarstone as a general contractor on any municipal projects, Tarstone has acted in the capacity of a sub-contractor on several municipal and private development projects in Arnprior of the past few years and have proven that they are a competent contractor in the heavy civil industry.

Town staff also received proposal 21-1007U from JP2G Consultants Inc. for full time site inspection and contract administration services, under standing offer agreement, for \$203,874.60 (Incl HST).

Options:

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

Policy Considerations:

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

Financial Considerations:

The financial impacts of the PW-2025-02 Edey, MacDonald, Vancourtland Reconstruction contract when accounted for net HST are as follows:

Item	Cost adjusted for net HST
Tarstone Canada Ltd.	\$2,737,524.89
JP2G Consultants Inc.	\$183,595.39
Total	\$2,921,120.28

The 2025 Capital Budget includes \$4,600,000 for Edey & MacDonald, \$125,000 for the Baskin Drive PXO and \$200,000 of the \$750,000 Rolling Road Rehab budget was earmarked for the Vancourtland Street resurfacing part of the project, giving a total project budget of \$4,925,000. This results in a substantial budget surplus of \$2,003,879.72. The budgeted amounts were based on similar unit rate tender prices received over the past few years, which had seen significant increases due to inflation since the pandemic. The budgeted amounts are also in line with several of the higher priced tender submissions received this year, however this year’s low bid pricing suggests that there may be a shift in the market underway, with many more firms showing interest in this year’s project, many of which provided more aggressive pricing.

Staff are recommending that the surplus savings on this project first be used to cover any 2025 capital budget deficits with the remaining being directed back to the appropriate reserve funds to help fund future capital works in accordance with the Town’s asset management plan and Long Range Capital Forecast (LRCF).

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: Request for Award – PW-2025-04 – Public Works Garage Roof Replacement

Report Number: 25-03-24-02

Report Author and Position Title: Patrick Foley, Engineering Officer

Department: Operations

Meeting Date: March 24, 2025

Recommendations:

That Council enact a by-law to:

- a) Award the Arnprior Public Works Garage Roof Replacement Tender No. PW-2025-04 to Simluc Contractors, for a total of \$125,148.00 (plus HST); and
- b) Award quality assurance and contract administration services to Rimkus for a total of \$5,785.00 (plus HST); and
- c) Authorize the General Manager, Operations to spend additional contingency expenses up to \$12,735.06 (including net HST) which constitutes 10% of the total Contract value.
- d) Fund the shortfall of \$15,972.48 from the Capital Expenditure Reserve Fund; and
- e) Authorize the CAO to execute the agreements, and related documents with Simluc Contractors to implement the defined scope of work.

Background:

As part of the 2025 capital budget, the replacement of roofing on the original section of the Public Works Garage located at 73 James Street was approved by Council with a budget of \$130,000. The condition of these roof sections has deteriorated significantly in recent years and currently have active leaks. Repairs have been attempted but leaks have persisted.

Late in 2024, Rimkus was engaged to complete a design package for the failing roof section.

Discussion:

The Request for Tender (RFT) package was published to Merx.com on February 11, 2025, where it remained open to the public until March 17, 2025. Tender information was also posted on the Town's website. At the March 17th, 2:00 PM deadline, the following eligible submissions were received:

Company	Tender Price (Not incl. HST)
Blanchfield Roofing Company Ltd	\$131,410.00
Couvreur Rolland Boudreault	\$183,400.00
Flynn Canada Ltd	\$143,305.00
Irvcon Limited	\$149,484.00
Morin Insulation & Roofing Ltd	\$139,540.00
Paravel Construction	\$146,017.70
Simluc Contractors	\$125,148.00

A 10% construction contingency is added to each bid to allow for funding in the event that unanticipated changes occur while the work is in progress.

An additional submission was received from Pedra Roofing & Sheet Metal Limited, however the bidder failed to submit appropriate financial security as well as other required documentation. Items 4 and 14 respectively of Appendix "B" Tender Irregularities from the Town's Procurement Policy stipulate that this bid may be automatically rejected.

Prior to tendering, Staff reached out to Rimkus, who had completed the design scope to obtain pricing for quality assurance and contract administration through the construction phase of the project. A proposal was received for \$5,785.00 (plus HST).

Options:

Council may choose not to award this project, however the tender bids received were obtained through competitive bid process and are representative of current construction costs. These roof areas are beyond their useful lives and are allowing water to leak into the facilities.

Policy Considerations:

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

Financial Considerations:

The budget for the roofing project is \$130,000.00. The project costs for the designated scope of work are as follows:

Construction Tender Amount	\$ 125,148.00
Construction Contingency	\$ 12,514.80
Quality Assurance	<u>\$ 5,785.00</u>
Subtotal	\$ 143,447.80
Net HST	<u>\$ 2,524.68</u>
Total	\$ 145,972.48
Budget	<u>\$ 130,000.00</u>
Budget Shortfall	<u>\$ 15,972.48</u>

The overall net budget shortfall of \$15,972.48. It is recommended that the shortfall be funded from the Capital Expenditure Reserve Fund.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: Skate Park Procurement Strategy

Report Number: 25-03-24-03

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

Department: Operations/Recreation

Meeting Date: March 24, 2025

Recommendations:

That Council approve the location of the new skatepark at 77 James Street on the vacant land adjacent to the entrance; and

That Council approve pre-committing the 2026 budget construction value of \$250,000 in addition to the already committed \$25,000 design budget, allowing for the procurement process (design-build) to proceed in 2025, with planned construction in 2026.

Background:

The existing skate park was established in 2002 and updated in 2012. When it was originally constructed, the Town chose to build a modular park which included features with a shorter lifespan, though less expensive and easily removable. The features are now all reaching the end of their useful lives.

In June 2023, the Arnprior Skateboard Association (ASA) presented a delegation to Council to present the merits of skateboarding as a sport and youth engagement vehicle as well as request commitment to fund a new and improved skatepark. Council approved \$25,000 for the design of a new/revitalized skatepark in 2024 with construction to occur in 2026 with a budget of \$250,000.

In March 2025, the Town of Arnprior applied to the Ontario Trillium Fund for \$200,000 in funding to support this project. The anticipated response time for this grant program is approximately 5 months.

The Recreation and Parks Master Plan has identified that the current skatepark location is not ideal and the nearby vacant parkland adjacent to the entrance of the Nick Smith Centre would be an optimal location. In the below image, the proposed location is outlined in orange and the current skatepark location is outlined in purple for reference.



This parkland is conveniently close to the Nick Smith Centre amenities including washrooms, water fountains and ample parking, as well as the soon-to-be-completed Fairview Park parkour structures and splashpad. This location meets many of the principles of Crime Prevention Through Environmental Design (CPTED) strategy including sight lines, natural surveillance and landscaping.

Discussion:

Approach

Through 2024 and into 2025, Staff have investigated skate park features and how these projects were implemented in other municipalities. Staff met with counterparts in Brant County to discuss their implementation of one new skate park in Burford, Ontario and an expansion of another skate park in Paris, Ontario. This was an interesting project to follow as the parks were implemented in different styles, in different communities while engaging separate community groups.

Discussions with users and industry professionals have indicated that skateboarders tend to prefer concrete features rather than modular features, largely due to smoother transitions and more interesting shapes.

In a typical park design, staff would be looking for feedback from the general public. Due to the niche nature of a skatepark with specific features that are only used by those who skateboard, BMX bike, scooter and rollerblade, it stands to reason that feedback from those groups should be sought out. This consultation approach was also employed in the design process for the arena revitalization project. In Arnprior, the most active user group is comprised of skateboarders.

The Arnprior Skateboard Association (ASA) has demonstrated a significantly sized user base of skateboard enthusiasts and learners that participate in the ASA's various programming organized over the past several years. This group has an executive board made up of

skateboarders and those that have children that are very interested in skateboarding. For these reasons, staff chose to engage directly with this group to establish preliminary requirements for the skatepark features.

Staff spoke with, and met with, members of the ASA several times over the course of the investigation phase of this project. Staff hosted a workshop with the ASA on March 6, 2025 and the following features were defined as being very important to them as experienced skateboarders:

- Hubba, handrail, stair set feature
- Hip
- Banks
- Manual pad

Pending Council approval, a Request for Proposal (RFP) will be issued listing minimum criteria to competitively evaluate specialized design-build contractors to find the best value for the Town.

Recommendation

Town staff are recommending that Council select the vacant Town parkland to the west of the entrance of the Nick Smith Centre at 77 James Street to be the home of the new and improved skatepark.

Town staff are recommending that Council pre-commit 2026 construction funds of \$250,000 so that this project can proceed with the procurement process in 2025, allowing for construction in 2026 under a design-build contract.

Options:

Council may choose to direct staff to investigate an alternative location or employ a different strategy to complete this project.

Policy Considerations:

This project will be tendered in accordance with the Town of Arnprior's Procurement Policy.

Financial Considerations:

As part of the 2024 capital budget, Council approved the design for a renewed skateboard park at a cost of \$25,000 and the current Council approved Long-Range Capital Forecast includes a budget of \$250,000 for the construction of the new skatepark in 2026. Staff are requesting for Council to pre-commit these funds in 2025, to allow for the RFP process to proceed for this scope of work under a design-build contract. The total budget for this design-build project would be \$275,000.

Staff have applied to the Ontario Trillium Fund and will continue to investigate applicable grants to offset and contribute to the costs of this project.

Meeting Dates:

- June 12, 2023 - Arnprior Skateboard Association Delegation to Council

Consultation:

- Arnprior Skateboard Association
- County of Brant (regarding Paris & Burford Skate Parks)
- Various Skateboard Park Designers & Vendors

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski



Town of Arnprior Staff Report

Subject: 2024 DWQMS Audits and Management Review Results

Report Number: 25-03-24-04

Report Author and Position Title: Jessica Schultz, A/ Environmental Engineering Officer

Department: Operations - Engineering

Meeting Date: March 24, 2025

Recommendations:

That Council receive Report Number 25-03-24-04 for information, which summarizes the 2024 Drinking Water Quality Management System (DWQMS) activities.

That Council authorize 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.

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 September to October 2024. The results of the internal audit listed three (3) opportunities for improvement (OFI's). Note that OFI-2024-01 was reduced from a corrective action request (CAR) in 2024. The OFI's are as follows:

CAR/OFI #	Requirement	Description	Correction / Improvement Plan	Anticipated Date of Completion
Carried over from 2023				
OFI-2022 -01	<p>Element 6 of the DWQMS requires:</p> <p>The distribution System Plan shall be updated regularly to reflect any changes to the distribution system.</p>	<p>Appendix 6C – Distribution System Plan requires updating due to new residential developments.</p>	<p>Mostly updated in December 2022, some annual updates to be addressed by summer student in 2025.</p> <p>Due to the recent move to GIS online, staff could benefit from training on new system.</p>	<p>Carried over to Summer 2025</p>
OFI 2024-01	<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</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 	<p>BCA will be implemented prioritize repairs and efforts. Reliable outsourcing of contractors for repairs has satisfied some of this need. A position has been created for a Mechanical Technician.</p> <p>CAR #2020-02 has been reduced from a non-conformance to a partial non-conformance (OFI-2024-01) as Element 11 – Personal</p>	<p>On-going</p> <p>BCA was completed in 2024, a draft inventory has been received. Hiring for an in-house Mechanical Technician is in progress. Job remains unfilled at this time, applications still pending.</p>

CAR/OFI #	Requirement	Description	Correction / Improvement Plan	Anticipated Date of Completion
	calibration that is required by O.Reg. 170/03, or suggested by the manufacturer, whichever is more often	required mechanical maintenance. • Reduced from CAR #2020-02 in 2024.	Coverage Procedure states competencies are available for duties that directly affect drinking water quality, currently our operators, BCA and sub-contractors satisfy this request to meet and maintain all competencies.	
OFI – 2023- 01	Element 10 of the DWQMS requires: The Operating Authority shall meet and maintain competencies for personnel directly affecting drinking water quality and shall maintain records of these activities.	QMS Rep working with Roads and Services Supervisor to ensure training plan in place to ensure continuity of all licenses.	QMS to create a tracking document for hours and training specific to Operators used to assist with both Treatment and Distribution licenses. OWWCO – tracks CEUs and courses submitted to Ministry	Spring 2024

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 2024 is attached as Appendix 1.

External Audit Results

On October 25, 2024, SAI Global, the Town's external auditor, completed a surveillance audit (an off-site desktop audit) of the Town's QMS for 2024.

The 2024 audit was completed as Year 3 of the 3-year audit cycle. Next year's audit (for the year 2025) will be a Year 1 system audit.

The audit reports provided by SAI Global found that there were no non-conformities identified. The auditor identified two (2) opportunities for improvement (OFI's) in the Systems audit.

For complete external audit results, the external audit for 2024 is attached as Appendix 2.

OFI's from External Desktop Audit

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

***Element 1** - The drinking water system name on the cover of the operational plan is not consistent with the drinking water system name in the Subject System Description Form (Schedule C). Nor is it consistent with the QMS Policy statement accessed online at Drinking Water Quality - The Town of Arnprior. Consider reviewing the drinking water system name that is included on the cover page of Arnprior's Municipal Drinking Water Licence and reflect consistently in related documents.*

The QMS rep to change Arnprior's drinking water system name from "Walter E. Prentice Filtration Plant" to "Arnprior Drinking Water System" to maintain consistency throughout all documents with the same title as Schedule C Description Form.

***Element 12:** The Drinking Water Quality - The Town of Arnprior webpage appears to include Annual Reports (as required by O. Reg. 170/03 s.11) under the Waterworks Summary Report tab. Consider placing the Annual Reports under the Annual Water Quality Reports tab of the webpage and the Summary Reports (as required by O. Reg. 170/03 Schedule 22) under the Summary Reports tab.*

The QMS rep has worked with communications staff to ensure that the correct reports are placed under the proper headers on the Drinking Water Quality page on the Town of Arnprior website.

Top Management Review

The Top Management review meeting was completed on March 12th, 2025. This meeting covered DWQMS activities of 2024.

Action items discussed during the Top Management Review that require follow up by Staff in 2025 include:

ACTION PLAN:	ASSIGNED TO:	COMPLETION DATE
2023 Items Carried over		
Distribution System Plan updating – Requires printing to meet requirements. Future map to include hydrant numbering.	Eng. Dept.	Summer 2025
OFI 2024-01 – GM Operations to review description for mechanical technician position.	JS	Spring 2025
QMS to create a tracking document for hours and training specific to Operators used to assist with both Treatment and Distribution licenses. Set up recurring bi-annual meeting with Roads and Services Supervisor.	JLS/StM	Spring 2025
Change drinking water system name to be consistent with QMS Policy statement and in the Subject System Description Form (Schedule C), and other applicable areas of the Operational Plan.	JLS	Fall 2025

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:

N/A

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:

N/A

Meeting Dates:

N/A

Consultation:

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

Documents:

1. Appendix 1 - Internal Audit Checklist – 2024
2. Appendix 2 - SAI Global System Audit – October 25, 2024
3. Appendix 3 - DWQMS Commitment and Endorsement Policy

Referenced Documents/By-laws:

Town of Arnprior Walter E. Prentice Water Filtration Plant and Distribution System,
Drinking Water Quality Management Standard Operational Plan

Signatures

Reviewed by Department Head: John Steckly

Reviewed by General Manager of Client Services/Treasurer:

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:	September 13, 2024
Date of Last Update:	December 5, 2017

Date	Auditor	Elements Reviewed
October & November 2023	Amy Dean	Element 1 - 21
September & October 2024	Amy Dean/ Jessica Schultz	Element 1 - 21

Opening Meeting	Date:	Staff:
Comments:		
Agenda:		

Closing Meeting	Date:	Staff:
Comments:		

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DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conform s	Non-conforming
<p>1. Quality Management System PLAN – the Operating Authority shall document a Quality Management System that meets the requirements of this Standard</p> <p>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.</p>	No comments	X		
<p>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:</p> <p>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</p>	No comments	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>d.) is in a form that provides for ready communication to all Operating Authority personnel, the Owner and the public.</p> <p>DO – The Operating Authority shall establish and maintain a Quality Management System that is consistent with the Policy.</p>				
<p>3. Commitment and Endorsement</p> <p>PLAN – The Operational Plan shall contain a written endorsement of its contents by top Management and the Owner</p> <p>DO – Top Management shall provide evidence of its commitment to an effective Quality Management System by:</p> <ul style="list-style-type: none"> a.) ensuring that a Quality Management System is in place that meets the requirements of this Standard, b.) ensuring that the Operating Authority is aware of all applicable legislative and regulatory requirements, c.) communicating the Quality Management System according to the procedure for communications, and d.) determining, obtaining or providing the 	<p>Recent & signed endorsement page available (last date (March 25, 2024))</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
resources needed to maintain and continually improve the Quality management System				
<p>4. Quality Management System Representative</p> <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 	<p>QMS Rep Identified in Element 4 & 9</p> <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. 	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conformations	Non-conforming
e.) promote awareness of the Quality Management System throughout the Operating Authority				
<p>5. Document and Records Control</p> <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</p>	All documents making up the OP have been reviewed or updated to Oct 2024.	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conform s	Non-conforming
<p>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 control of its operations, and the results of internal and external audits and management reviews 				
<p>6. Drinking –Water System</p> <p>PLAN – The Operational Plan shall document, as applicable:</p> <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 	<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. To be added to GIS system.</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>chart,</p> <p>C. a description of the water source, including:</p> <ul style="list-style-type: none"> I. general characteristics of the raw water supply, II. common event-driven fluctuations, and III. any resulting operational challenges and threats. <p>iii) if the system does not include equipment that provides Primary Disinfection or Secondary Disinfection:</p> <ul style="list-style-type: none"> A. a description of the system including all Distribution System components, and B. a description of any procedures that are in place to maintain disinfection residuals. <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>				

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<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> <ul style="list-style-type: none"> i) indicates whether the Subject System obtains water from or supplies water to those systems, ii) names the Owner and Operating Authority(ies) of those systems, and iii) identifies which, if any, of those systems that the Subject System obtains water from are relied upon to ensure the provision of safe drinking water. <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> <ul style="list-style-type: none"> a) Considers potential hazardous events and associated hazards, as identified in the 	<p>Risk Assessment completed Sept. 18, 2024 – Minor updates made to SOP’s Table was reviewed with minor edits</p> <p>Previous years have gone over and above the standard by completing a full risk</p>	X		
		X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>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, c) assesses the risks associated with the occurrence of hazardous events, d) ranks the hazardous events according to the associated risk, e) identifies control measures to address the potential hazards and hazardous events, f) identifies critical control points, g) identifies a method to verify, at least once every calendar year, the currency of the information and the validity of the assumptions used in the risk assessment, h) ensures that a risk assessment is conducted at least once every thirty-six months, and i) considers the reliability and redundancy of equipment.</p> <p>DO – The Operating Authority shall perform a risk assessment consistent with the documented</p>	<p>assessment annually vs every 36 months.</p> <p>2023 and 2024 Risk Assessment was sent to Auditor</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
process.				
<p>8. Risk Assessment Outcomes</p> <p>PLAN – The Operational Plan shall document:</p> <ul style="list-style-type: none"> 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, 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. <p>DO – The Operating Authority shall implement and conform to the procedures.</p>	<p>As above</p> <p>SOP 2: Appendix 8B – Filter Effluent Turbidity Critical Limit Response Procedure- Minor edits</p> <ul style="list-style-type: none"> • Turbidity Analyzer updated • 8.2.4 Changed “Change/adjust hose” to “Ensure sample pump has proper function/flow” <p>SOP3: Section 8.2 added if water is flowing to Clearwell #1 8.3.5 – value changed to 0.80mg/L to match Risk Assessment Table</p> <p>SOP5: Minor Edit SOP 6: Updated 8.1.1to include inventory check - (QMS Rep to ensure essential repair parts are in stock annually at the Public Works Garage).</p>			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conform s	Non- conforming
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 multiple subject systems, c) identify the person, persons or group of people within the management structure of the organization responsible for undertaking the Management Review described in 	No comments	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>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 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>Reviewed Operator Licences for renewal dates:</p> <p><u>Treatment</u></p> <p>2 WFP operators have licences expiring in mid 2025. - Confirmed both operators have plans in place to ensure continuity of licence.</p> <p>1 WFP operator recently upgrades from Class 3 to 4.</p> <p>1 WFP Operator (currently on extended leave) has expired in Feb 2025. Top Management is aware.</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conformations	Non-conforming
<p>DO – the Operating Authority shall undertake activities to:</p> <ul style="list-style-type: none"> a.) meet and maintain competencies for personnel directly affecting drinking-water quality and shall maintain records of these activities, and 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><u>Distribution</u> 1 OIT licences has expired, plans are in place to renew.</p> <p>1 Existing operator licences expiring in late 2023. - 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>	<p>OFI-2023-01 Carried Forward</p>		
<p>11. Personnel Coverage</p> <p>PLAN – The Operational Plan shall document a procedure to ensure that sufficient personnel</p>	<p>Carried Forward CAR # 2020-02</p> <p>The audit noted that there continues to be difficulty completing scheduled</p>		<p>OFI-2024-01</p>	

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>meeting the identified competencies are available for duties that directly affect drinking water quality,</p> <p>DO – The Operating Authority shall implement and conform to the procedure.</p>	<p>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.</p> <p>This matter was discussed during the most recent round of Collective Bargaining Agreement (CBA) negotiations</p>			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
	<p>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>2022 UPDATE The Town is in the process of recruiting for a licenced operator position. Upon the 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.</p> <p>2024 UPDATE CAR # 2020-02 transferred to Partial</p>	X		
		X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
	<p>Conforms due to sourcing reliable contractors for maintenance repairs, the support of the BCA document and currently in the process of hiring a Mechanical Tech position, job currently posted but remains unfilled, <i>competencies are available for duties that directly affect drinking water quality</i>, however once Mech Tech position is filled operators can be less focused on minor maintenance activities.</p> <p>1 full-time and 1 Contract Treatment operator was hired.</p> <p>Arnprior is now a member of OnWARN (a response network) 2024</p>			
<p>12. Communications</p> <p>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:</p> <p>a.) the Owner,</p>	<p>A) The WW Supervisor provided the annual DWQMS council update on February 27, 2023</p> <p>B) 2023 DWQMS staff report posted in WFP and Garage</p> <p>C) No new suppliers identified.</p> <p>D) Abridged DWQMS Operational Plan updated and posted to Arnprior.ca</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
b.) Operating Authority personnel, c.) Suppliers, and d.) The public. DO – The Operating Authority shall implement and conform to the procedure.	(personal, system sensitive and emergency planning information not provided in public version). Previous version posted was out of date.	X X		
13. Essential Supplies and Services PLAN – The Operational Plan shall: a.) identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure its procurement, and b.) include a procedure by which the Operating Authority ensures the quality of the essential supplies and services, in as much as they may affect the drinking water quality. DO – The Operating Authority shall implement and conform to the procedure.	Essential suppliers list reviewed and contact information updated throughout.	X		
14. Review and Provision of Infrastructure PLAN – The Operational Plan shall document a procedure for reviewing the adequacy of the infrastructure necessary to operate and maintain the	Review and Provision of Infrastructure meeting held Oct 02, 2024. Outcomes: Distribution: - Dead end bleeder valve shutting down continues to	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>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>save capacity</p> <ul style="list-style-type: none"> - 1 on Mima Street - Continuing to reduce consumption - BCA at WFT to start maintaining and improving equipment - Spring/fall flushing - Lead lines removed – 4 homeowners on residential side - Watermain work – 5 total tracked in Distribution log book <p>Treatment:</p> <ul style="list-style-type: none"> - Free Chlorine, total chlorine analyzers replaced - Filter Media #2 replaces, #3 to be completed Oct 2024 - Sodium bisulphate pumps changed - Capacity bank investigation to improve power factor <p>Upcoming Major Projects:</p> <ul style="list-style-type: none"> - River Crossing watermain 			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conformations	Non-conforming
	<ul style="list-style-type: none"> replacement – 16” drilling into bedrock – Clearwell #1 to be replaced/upgraded - MECP inspection report – no concerns - Water Quality trends - no concerns. - Staff suggestions – Distribution operators struggling to gain enough hours to maintain licensing – staff to be dedicated to distribution and collection systems and others dedicated to road related duties - Job Description review has been notes and scheduled for discussion with 2025 union negotiations. - On-Call vehicles to improve response time/ service - Top Management is reviewing Town Policy on vehicle management. 			
15. Infrastructure Maintenance, Rehabilitation and	Form 1's - Record of Watermains	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>Renewal</p> <p>PLAN – The Operational Plan shall document: a) a summary of the Operating Authority’s infrastructure maintenance, rehabilitation and renewal programs for the Subject System, and b) a long term forecast of major infrastructure maintenance, rehabilitation and renewal activities.</p> <p>DO – The Operating Authority shall: a) keep the summary of the infrastructure maintenance, rehabilitation and renewal programs current, b) ensure that the long term forecast is reviewed at least once every Calendar Year, c) communicate the programs to the Owner, and d) monitor the effectiveness of the maintenance program.</p>	<p>Authorized as Future Alterations, for all new watermains constructed in 2023/2024 were available and saved to filehold prior to auditors request.</p> <p>Forms 2’s - Record of Minor Modifications or Replacements to the Drinking Water System - 1 - Form 2 were completed and saved to filehold (E-08/ 2024). All Form 2’s should be completed prior to placing equipment into service. (Coagulant pump replacement, Fluoride Analyzer, Free Chlorine Analyzer)</p> <p>No Schedule C’s required/created during audit period.</p> <p>10 Year Capital Forecast provided by GM Operations.</p> <p>Planned Maintenance - Treatment (mechanical maintenance & staffing) – see Element 11 CAR-2020-02 Planned Maintenance Distribution: <u>Hydrant Flushing</u> – Spring and Fall 2024</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
	<p>Complete. With hydrant stickering completed in Spring.</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. Completed every 3 or 4 years. Plans to complete additional testing in 2025.</p> <p><u>Leak detection</u> – no further action made in 2024.</p>	X X		
<p>16. Sampling, Testing and Monitoring</p> <p>PLAN – The Operational Plan shall document:</p> <p>a.) a sampling, testing and monitoring procedure for process control and finished drinking water quality including the requirements for sampling, testing and monitoring at the conditions most challenging to the subject system</p> <p>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</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 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>			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>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>Distribution chlorine residuals sampling records reviewed – monthly calibrations now completed by Treatment Operators.</p> <p>Superchlorination – WM commissioning records reviewed – available during audit and saved in filehold.</p> <p>All lab results (from 2023) were summarized in the 2024 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 conform to the procedure.</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> <ul style="list-style-type: none"> • Portable colorimeters (chlorine test kits) (2 - Treatment, 1 – Distribution) • Portable turbidimeters (Treatment: 1 Benchtop) 	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
	<ul style="list-style-type: none"> 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"> Both machines now calibrated monthly together 			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conform s	Non-conforming
<p>18. Emergency Management</p> <p>PLAN – The Operational Plan shall document a procedure to maintain a state of emergency preparedness that includes:</p> <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. <p>DO – The Operating Authority shall implement and conform to the procedure.</p>	<p>Emergency Response Testing completed September 11th, 2024 (Plane Crash/ PFAS)</p> <ul style="list-style-type: none"> • proactively sourced accredited laboratories for PFAS sampling • Confirmed extra equipment stock for emergency preparedness (pipes, valves, ect.) <p>Emergency contact lists reviewed to ensure contact information is up to date.</p>	X		
19. Internal Audits	Audit completed in 2024 - Conforms	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>PLAN – The Operational Plan shall document a procedure for internal audits that:</p> <ul style="list-style-type: none"> 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. <p>DO – The Operating Authority shall implement and conform to the procedure and shall ensure that internal audits are conducted at least once every twelve months.</p>	<p>External Audit (previous 2023):</p> <ul style="list-style-type: none"> •Element 5: While generally described in PW-DWQMS-05, consider creating a table listing drinking water system records, confirming their locations and retention times <ul style="list-style-type: none"> - QMS Rep has created Appendix 5G – Drinking Water System Records and Retention Times •Element 6: Consider describing how disinfectant residuals are maintained in the distribution system <ul style="list-style-type: none"> - 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. 	X		
		X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conformations	Non-conforming
	<ul style="list-style-type: none"> •Element 18 OFI's identified from emergency response training & test: a new fluoride analyzer proactively purchased to eliminate hazard, UST's to be reviewed for condition. <ul style="list-style-type: none"> - QMS Rep created Appendix 18H – Action Items from Emergency Management Training •Element 20 Consideration should be given to hosting a high-level Management Review meeting before end of the 2023 calendar year and again with a full meeting as planned in January 2024 (for “calendar year” requirement in the DWQMS and reset the timeframe). <ul style="list-style-type: none"> - QMS Rep Considered, Top Management meeting to be held in December of 2024 to reset timeframe and keep all meetings within the “calendar year”. <p>Internal Audit (previous 2023):</p>	X		
		OFI-2023		
		X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
	<p>OFI -2023-01 – Element 10 - QMS Rep working with Roads and Services Supervisor to ensure training plan in place to ensure continuity of all licenses. QMS to create a tracking document for hours and training specific to Operators used to assist with both Treatment and Distribution licenses. – in progress OFI Carried forward</p> <p>OFI – 2023 -02 – Element 16 – Calibration records to be improved.</p> <ul style="list-style-type: none"> - QMS confirmed both distribution and treatments calibration has been completed and recorded 			
<p>20. Management Review</p> <p>PLAN – The Operational Plan shall document a procedure for management review that evaluates the continuing suitability, adequacy and effectiveness of the Quality Management System and that includes consideration of:</p> <ul style="list-style-type: none"> a.) incidents of regulatory non-compliance, b.) incidents of adverse drinking-water tests, c.) deviations from critical control point limits 	<p>OP states that Top Management review shall occur once per calendar year. Typically, the review is completed in January for the previous calendar year.</p> <p>To be completed January 2024 following receipt of external audit.</p> <p>Checklist to be developed to track key DWQMS activities to be undertaken annually, to help avoid tasks being missed</p>	X		

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>and response actions,</p> <p>d.) the effectiveness of the risk assessment process,</p> <p>e.) internal and third party audit results,</p> <p>f.) results of emergency response testing,</p> <p>g.) operational performance,</p> <p>h.) raw water supply and drinking water quality trends,</p> <p>i.) follow-up action items from previous management reviews,</p> <p>j.) the status of management action items identified between reviews,</p> <p>k.) changes that could affect the Quality Management System,</p> <p>l.) consumer feedback,</p> <p>m.) the resources needed to maintain the Quality Management System,</p> <p>n.) the results of infrastructure review,</p> <p>o.) Operational Plan currency, content and updates, and</p> <p>p.) Staff suggestions</p> <p>Do - Top Management shall implement and conform to the procedure and shall:</p> <p>a.) ensure that a management review is</p>	<p>by new/fill in staff during leaves of absences.</p>			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conforms	Non-conforming
<p>conducted at least once every calendar year,</p> <p>b.) consider the results of the management review and identify deficiencies and action items to address the deficiencies,</p> <p>c.) provide a record of any decisions and action items related to the management review including personnel responsible for delivering the action items and the proposed timelines for their implementation, and</p> <p>d.) report the results of management review, the identified deficiencies, decisions and action items to the Owner.</p>				
<p>21. Continual Improvement</p> <p>PLAN – The Operating Authority shall develop a procedure for tracking and measuring continual improvement of its Quality Management System by:</p> <p>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;</p>	<p>QMS Rep reviewed the www.ontario.ca/drinkingwater on Oct 20, 2023 for updates to regulations ect.... No new guides were listed (June 05, 2024);</p> <p>Rep reviewed guidelines: Residential water testing, and Laboratory update bulletin: Drinking water testing, Issue 1</p>			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conform s	Non-conforming
<p>b.) documenting a process for identification and management of Quality Management System Corrective Actions that includes:</p> <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. <p>c.) documenting a process for identifying and implementing Preventive Actions to eliminate the occurrence of potential non-conformities in the Quality Management System that includes:</p> <ul style="list-style-type: none"> i) reviewing potential non-conformities that are identified to determine if preventive actions may be necessary, ii) documenting the outcome of the review, including the action(s), if any, 	<p>Check list to be developed to identify key DWQMS tasks to be completed annually.</p>			

DWQMS Requirement	Findings	Degree of Conformance		
		Conformance	Partial Conformations	Non-conforming
<p>that will be taken to prevent a non-conformity from occurring, and</p> <p>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> <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

CAR # 2020-02 - Carried Forward CAR # 2020-02

The audit noted that there continues to be difficulty completing scheduled mechanical maintenance activities at the WFP. Upon the 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.
- 2024 UPDATE: BCA has been completed, BCA will be implemented prioritize repairs and efforts. Reliable outsourcing of contractors for repairs has satisfied some of this need. A position has been created for a Mechanical Technician, job remains unfilled at this time, applications still pending. CAR #2020-02 has been reduced from a non-conformance to a partial non-conformance (OFI-2024-01) as Element 11 – Personal Coverage Procedure states *competencies are available for duties that*

directly affect drinking water quality, currently our operators, BCA and sub-contractors satisfy this request to meet and maintain all competencies.

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	Completed during spring flushing 2024
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 – on-going Carried over
OFI – 2023 -02 – Element 16 – Calibration records to be improved. Month calibrating to be completed Distribution Chlorine meter. Treatment staff to ensure month calibration is being recorded. Chlorine Meter for both Treatment and Distribution is being completed monthly and recorded.	Distribution and Treatment Operators	2024 Completed
OFI – 2024-01 Element 11 – <ul style="list-style-type: none"> CAR #2020-02 has been reduced from a non-conformance to a partial non-conformance OFI-2024-01 as Element 11 – Personal Coverage Procedure states <i>competencies are available for duties that directly affect drinking water quality, currently our operators, BCA and sub-contractors satisfy this request to meet and maintain all competencies.</i> 	Top Management	2020- On-going

<ul style="list-style-type: none"> Mechanical Technician position still to be filled. 		
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Revision Control Sheet

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

Audit Report

Surveillance Audit for

The Corporation of the Town of Arnprior

ACTY-2023-641347

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

Start Date: October 25, 2024 End Date: October 25, 2024

Type of audit:
Surveillance System Audit

Issue Date: October 25, 2024

Revision Level: *Final*



Audit Report

BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of The Corporation of the Town of Arnprior beginning on October 25, 2024 and ending on October 25, 2024 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 (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	Arnprior Drinking Water System (Walter E. Prentice Water Filtration Plant and Distribution System)

Total audit duration: Person(s): 1 Day(s): 0.50

Audit Team Member(s): Team Lead 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 Report

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

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- 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. 1:** The drinking water system name on the cover of the operational plan is not consistent with the drinking water system name in the Subject System Description Form (Schedule C). Nor is it consistent with the QMS Policy statement accessed online at [Drinking Water Quality - The Town of Arnprior](#). Consider reviewing the drinking water system name that is included on the cover page of Arnprior's Municipal Drinking Water Licence and reflect consistently in related documents.
- **EI. 12:** The [Drinking Water Quality - The Town of Arnprior](#) webpage appears to include Annual Reports (as required by [O. Reg. 170/03 s.11](#)) under the Waterworks Summary Report tab. Consider placing the Annual Reports under the Annual Water Quality Reports tab of the webpage and the Summary Reports (as required by [O. Reg. 170/03 Schedule 22](#)) under the Summary Reports tab.

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 record, 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	OFI
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms****
11. Personnel Coverage	Conforms
12. Communications	OFI****
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	Conforms
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms****
21. Continual Improvement	Conforms****
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified 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), last reviewed 2024-10-20 Drinking Water Quality - The Town of Arnprior , accessed 2024-10-25 Town-of-Arnprior-DWQMS-Operational-Plan---Version-21---Web-Version--November-3,-2021.pdf , accessed on 2024-10-25
<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: The drinking water system name on the cover of the operational plan is not consistent with the drinking water system name in the Subject System Description Form (Schedule C). Nor is it consistent with the QMS Policy statement accessed online at Drinking Water Quality - The Town of Arnprior. Consider reviewing the drinking water system name that is included on the cover page of Arnprior’s Municipal Drinking Water Licence and reflect consistently in related documents.</p> <p>The Operational Plan available online is the 2021 version – auditor noted the OP’s revision history has only recorded minor changes since the 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 Quality Management System Policy PW-DWQMS-02 QMS Policy, last reviewed 2024-09-13 Microsoft Word - Element 2 - PWDWQMS-02 - Quality Management System Policy (arnprior.ca) , accessed on 2024-10-25 (v. 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> <p>Confirmed availability of the QMS Policy online at Microsoft Word - Element 2 - PWDWQMS-02 - Quality Management System Policy, accessed on 2024-10-25.</p>	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	OP s.8.3 Commitment and Endorsement PW-DWQMS-03 Commitment and Endorsement Policy, last reviewed 2024-09-13 QMS Commitment and Endorsement Policy, signed 2024-03_25-26 2024-03-26-QMS-Commitment-and-Endorsement-Policy---Town-of-Arnprior.pdf , accessed on 2024-10-25 (signed 2024-03_25-26) Council - The Town of Arnprior , accessed on 2024-10-25
<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>	

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DWQMS Reference:	4 Quality Management System Representative
Client Reference:	OP s.8.4 QMS Representative PW-DWQMS-04 Appointment of QMS Representative Policy, last reviewed 2024-10-07 PW-DWQMS-04 Appendix A – Appointment of QMS Representative Resolution No. 457-13, dated 2013-12-10
<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>Environmental Engineering Officer is the QMS Rep and Engineering Officer is alternate QMS Rep.</p>	

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, last reviewed 2024-10-07 PW-DWQMS-SOP1 – Format Procedure for the Development of DWQMS Policies and Procedures, last reviewed 2024-10-21 PW-DWQMS-FR3 – Sign-in Sheet, last reviewed 2024-10-19 PW-DWQMS-FR9 – Control Copy Sign-Out Sheet, last rev. 2024-10-21 PW-DWQMS-FR11 – DWQMS Master List of Documents and Records, last reviewed 2023-10-20
<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:	6 Drinking Water System
Client Reference:	OP s.8.6 Drinking Water System PW-DWQMS-06 Drinking Water System, last reviewed 2024-10-07 PW-DWQMS-SOP14 – Water Filtration Plant Detailed Process Description, last reviewed 2024-10-21 PW-DWQMS-FIG1 Water Filtration Plant Process Flow Chart, last reviewed 2023-10-16 PW-DWQMS-FIG2 Arnprior Water Distribution System, 2020-10
<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</p>	

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from older homes' services, predominantly due to leaching from private plumbing. Corrosion Control Plan upgrades were completed in 2016-2017.

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.

Components of the distribution system are described: 56 kms watermain (+8 kms unassumed mains), 426 hydrants (+32 private hydrants), 766 valves, 2.727 ML capacity of water tower.

DWQMS Reference:	7 Risk Assessment
Client Reference:	OP s.8.7 Risk Assessment PW-DWQMS-07 Risk Assessment Procedure, last reviewed 2024-10-07 PW-DWQMS-FR6 Risk Assessment Checklist, last reviewed 2024-09-12 PW-DWQMS-FR10 Risk Assessment Validity Form, last rev. 2024-10-21
<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:	8 Risk Assessment Outcomes
Client Reference:	OP s.8.8 Risk Assessment Outcomes PW-DWQMS-08 Risk Assessment Outcomes Procedure, last rev. 2024-10-08 PW-DWQMS-SOP2 Filter Effluent Turbidity Critical Limit Response Procedure, last reviewed 2024-09-18 PW-DWQMS-FR17 – Water Filtration Plant – Daily Trending Review PW-DWQMS-FR18 – Water Filtration Plant – Daily Test Sheet PW-DWQMS-FR19 – Analyzer Calibration Record PW-DWQMS-FR20 – Operator in Charge PW-DWQMS-SOP3 Primary Disinfection Critical Limit Response Procedure, last reviewed 2024-09-18 PW-DWQMS-SOP4 Distribution System Pressure Critical Limit Response Procedure, last reviewed 2024-09-18 PW-DWQMS-SOP5 Secondary Disinfection Critical Limit Response Procedure, last reviewed 2024-09-18 PW-DWQMS-SOP6 Raw Water Pipe Collapse Critical Limit Response Procedure, last reviewed 2024-09-12 PW-DWQMS-SOP15 Low CT Response Procedure, last reviewed 2024-10-21 PW-DWQMS-SOP16 Shallow Main Freeze and Break, last reviewed 2024-09-23
<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 MECP's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" have been considered and incorporated into the risk assessment outcomes.</p> <p>CCL's relate to secondary disinfection (0.8 mg/L total), pressure (50 to 60 psi), filter effluent turbidity (0.30 NTU), primary disinfection (1.3 mg/L), tower level (55%)</p>	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	OP s.8.9 Organizational Structure, Roles, Responsibilities and

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	<p>Authorities PW-DWQMS-09 Organizational Structures, Roles, Responsibilities, and Authorities, last reviewed 2024-10-08</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>Includes the organizational structure – identifying QMS Rep and alternate, who is owner / operating authority and roles within waterworks that carry-out treatment and those who carry-out distribution activities. Members of top management (CAO and GM of Ops) are described in the responsibilities and authorities table. Roles that participate in management reviews are members of top management and QMS Rep and alternate QMS Rep.</p>	

DWQMS Reference:	10 Competencies
Client Reference:	OP s.8.10 Competencies PW-DWQMS-10 Competencies Procedure, last reviewed 2024-10-08
<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. WTP is Class III WT and Distribution is Class I WD.</p> <p>Min. competencies are OIT's; and the required skills and knowledge by role is described. ORO and OIC references are included – “when designated and only if properly certified). ORO's are WW Supervisor (WT) and Roads and Services Supervisor (WD).</p> <p>Note: PW-DWQMS-10 lists the required competency for the Roads and Services Supervisor (first bullet) as Class II WD Operator's Licence, although only Class I WD is required per O. Reg. 128/04 and the classification of the system. Also, PW-DWQMS-10 lists Class I, II, or III for Waterworks Operator (Distribution), however – based on the class of the system, only one class higher may be obtained (Class II WD).</p>	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	OP s.8.11 Personnel Coverage PW-DWQMS-11 Personnel Coverage Procedure, last rev. 2024-10-08 Operator Listing Report – OWWCO , accessed 2024-10-25
<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 staff operator certifications from the contact lists included in PW-DWQMS-11 using the Operator Listing Report – OWWCO, and confirmed all team members have Class I certifications and higher and the designated ORO's are at the proper certification levels.</p>	

DWQMS Reference:	12 Communications
Client Reference:	OP s.8.12 Communications PW-DWQMS-12 Communications Procedure, last rev. 2024-10-08 Drinking Water Quality - The Town of Arnprior , accessed 2024-10-25
<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. Visited the Town's webpage to review Water communications to the public.</p> <p>OFI: The Drinking Water Quality - The Town of Arnprior webpage appears to include Annual</p>	

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Reports (as required by [O. Reg. 170/03 s.11](#)) under the Waterworks Summary Report tab. Consider placing the Annual Reports under the Annual Water Quality Reports tab of the webpage and the Summary Reports (as required by [O. Reg. 170/03 Schedule 22](#)) under the Summary Reports tab.

Note: The 2023 Summary Report appears in the Report to council package: [Minutes of Council Meeting - March 11, 2024](#), from page 213.

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, last reviewed 2024-10-08 PW-DWQMS-FR12 DW Treatment Chemical Receiving Checklist, last reviewed 2024-10-08 DWQMS FR22 Essential Supplier Letter DWQMS FR25 Developer Owner Letter
<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:	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, last reviewed 2024-10-08 PW-DWQMS-FR23 Review and Provision of Infrastructure Annual Meeting, last reviewed 2024-10-08 Infrastructure Review Meeting Minutes, dated 2024-10-02
<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>Infrastructure review minutes summarized discussion of growth projections, planned maintenance for WT and WD, operator suggestions.</p>	

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	OP s.8.15 Infrastructure Maintenance, Rehabilitation and Renewal PW-DWQMS-15 Infrastructure Maintenance, Rehabilitation and Renewal Procedure, last reviewed 2024-10-08 PW-DWQMS-FR15 Valve Maintenance Program Record, last rev. 2024-10-08 PW-DWQMS-FR16 Hydrant Flushing Record, last rev. 2024-10-08 PW-DWQMS-FR16 Fire Flow Monitoring Record, last rev. 2024-10-08 PW-DWQMS-FR26 Chlorine Residuals Monitoring Record, 2024-10-08
<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:	16 Sampling, Testing and Monitoring
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Client Reference:	<p>OP s.8.16 Sampling, Testing and Monitoring PW-DWQMS-16 Sampling and Testing Procedure, last rev. 2024-10-08 PW-DWQMS-22 Monitoring Procedure, last reviewed 2024-10-17 PW-DWQMS-SOP7 Sampling & Testing Program Procedure, last reviewed 2024-10-08 PW-DWQMS-FR13 Chlorine and CT Calculation Form, 2024-10-17 PW-DWQMS-FR14 Dosage Calculation Form, last rev. 2022-10-19 PW-DWQMS-FR27 233 Albert Street Sampling & Trending, 2024-10-17 PW-DWQMS-SOP17 Harmful Algal Bloom Monitoring, 2024-10-17</p>
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Details: *(personnel interviewed, procedures, activities and records observed)*
 Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	<p>OP s.8.17 Measurement & Recording Equipment Calibration and Maintenance PW-DWQMS-17 Measurement and Recording Equipment Calibration and Maintenance Procedure, last reviewed 2024-10-08</p>

Details: *(personnel interviewed, procedures, activities and records observed)*
 Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.

DWQMS Reference:	18 Emergency Management
Client Reference:	<p>OP s.8.18 Emergency Management PW-DWQMS-FR28 Action Items from Emergency Management Training, last reviewed 2024-09-12 2024 Internal Audit Report, checklist completed Sept-Oct 2024 PW-DWQMS-FR28 Action Items from Emergency Management Training PW-DWQMS-SOP8 Weather Related or Natural Causes Emergencies, last reviewed 2024-09-12 PW-DWQMS-SOP9 Security Breach Emergencies, last reviewed 2024-09-12 PW-DWQMS-SOP10 Power Failure Emergencies, last reviewed 2024-09-18 PW-DWQMS-SOP11 Pandemic Emergencies, last reviewed 2024-09-12 PW-DWQMS-SOP12 Source Water Contamination Emergencies, last reviewed 2024-09-12 PW-DWQMS-SOP13 Major Fire Emergencies, last reviewed 2024-09-12 PW-DWQMS-FR21 Emergency Procedure Evaluation, last rev. 2024-10-08</p>

Details: *(personnel interviewed, procedures, activities and records observed)*
 Reviewed the client references and found them to be in conformity with the requirements of the DWQMS reference.
 Per internal audit, annual emergency response testing completed September 11, 2024 re: plane crash and PFAS sampling. Noted action item re: sourcing an accredited lab for PFAS analysis.

DWQMS Reference:	19 Internal Audits
Client Reference:	OP s.8.19 Internal Audits

Audit Report

	PW-DWQMS-19 Internal Audits Procedure, last reviewed 2024-10-08 2024 Internal Audit Report, checklist completed Sept-Oct 2024
<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 2024 Internal audit report identified review and closure of previous internal audit findings (i.e. OFI-2022-03, OFI-2022-04, OFI-2023-02) and the following findings that are ongoing:</p> <ul style="list-style-type: none"> - OFI-2022 -01 – El. 6 – Appendix 6C – Distribution System Plan requires some updating. Recent move to GIS online requires staff training on new system. - OFI -2023-01 – El. 10 – 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. - OFI-2024-01 – El. 11 – re: Mechanical Tech position posted, but remains unfilled. 	

DWQMS Reference:	20 Management Review
Client Reference:	OP s.8.20 Management Review PW-DWQMS-20 Management Review Procedure, last rev. 2024-10-08 2024-03-25-Report-to-Council-2023-DWQMS-Staff-Report.pdf , accessed 2024-10-25 Top Management Review meeting on January 22, 2024
<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>Note: the date in the last Management Review meeting minutes states “January 22, 2023” – however, confirmed in the linked report to council that the actual date was January 22, 2024. Also, see the related note under next section, El. 21 Continual Improvement.</p>	

DWQMS Reference:	21 Continual Improvement
Client Reference:	OP s.8.21 Continual Improvement PW-DWQMS-21 Continual Improvement Procedure, last rev. 2024-10-19 Surveillance Audit report by Intertek-SAI Global, dated Oct. 31, 2023 2024 Internal Audit Report, checklist completed Sept-Oct 2024
<p>Details: <i>(personnel interviewed, procedures, activities and records observed)</i></p> <p>Reviewed the client references and found them to be generally in conformity with the requirements of the DWQMS reference.</p> <p>Reviewed the 2023 Surveillance Audit report, the following opportunities for improvement were identified (<u>status updates are underlined</u>):</p> <ul style="list-style-type: none"> • El. 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.) (<u>Appendix 5G – Drinking Water System Records and Retention Times document was created</u>) • El. 6: Consider describing how disinfectant residuals are maintained in the distribution system (supporting DWQMS El. 6 PLAN a) iii. B.) (<u>Declined the opportunity re:</u> 	

DWQMS wording that El. 6 PLAN a) iii. is for systems that do not include primary or secondary disinfection. Deemed by the operating authority (OA) as not applicable. While it can technically be deemed as such, the OA conducts distribution system chlorine residual activities. Auditor notes PW-DWQMS-FR26 Chlorine Residuals Monitoring Record is in place to ensure residuals meet CCL requirements; PW-DWQMS-16 Sampling and Testing procedure describes distribution residuals sampling via in-house testing, following maintenance, for new watermains, and describes how to respond to AWQI's); and PW-DWQMS-22 Monitoring Procedure describes distribution residuals via grab samples.

- **El. 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). (PW-DWQMS-FR28 Action Items from Emergency Management Training was created.)
- **El. 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) (QMS Rep considered – Top Management Meeting to be held January 2025 due to staff turnover in fall 2024. While the January 2025 timeframe for the next Management Review is appropriate since the previous Management Review took place January 2024 (as per the March 25, 2024 Report to Council); there was no evidence provided that a Management Review meeting occurred in the 2023 calendar year.
Note: Care should be given in scheduling future DWQMS-required activities, as “calendar year” is defined in the [Drinking Water Quality Management Standard \(DWQMS\)](#) as January 1st to December 31st. A future occurrence of missing a DWQMS “calendar year” requirement will result in a non-conformity.)

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:

- a) ensuring that a Quality Management System is in place that meets the requirement 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 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: 2024 Annual Report - Arnprior Water Pollution Control Centre and Arnprior Drinking Water System

Report Number: 25-03-24-05

Position Title: Scott Matthews, Waterworks Supervisor

Department: Operations

Meeting Date: March 24, 2025

Recommendations:

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

1. Arnprior Water Pollution Control Centre Summary Report 2024.
2. Town of Arnprior Waterworks, Annual Report 2024.
3. Arnprior Water Filtration Plant Summary Report 2024.
4. MECP Arnprior DWS 2024-25 Inspection Report # 1-382703310, dated January 16, 2025

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

Discussion:

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

WFP

The MECP inspector performed a physical inspection on December 4, 2024 and was provided a digital file of data requested at that time. The Final 2024-25 Inspection Report for the Arnprior DWS was received on January 16, 2025, a copy of which is attached as Document #4.

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 January 16, 2025. 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.

Uncommitted Reserve Capacity WFP and WPCC

Based on a five-year flow average (2020-2024), 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: 56%

WPCC average daily treated sewage flow: 53.4%

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 77% of the WFP and approximately 78% of the 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 is expected to accelerate the need for expansions to these facilities in the coming years ahead. The Town has recently completed an update to the Town's Water and Wastewater Master Plan which incorporates the Town's updated growth projections and identify triggers and anticipated timelines for completion of additional treatment studies and facility expansion needs.

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 2024.
2. Town of Arnprior Waterworks, Annual Report 2024.
3. Arnprior Water Filtration Plant Summary Report 2024.
4. MECP Arnprior DWS 2024-25 Inspection Report # 1-382703310.

Signatures

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

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

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Town of Arnprior 2024 – Water Pollution Control Centre Summary Report

January 29, 2025

Please find below a discussion of the operational undertakings of the Town of Arnprior's Water Pollution Control Centre (WPCC) for the 2024 calendar year. This report also includes a summary of all relevant sampling collected during 2024. 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 2024.

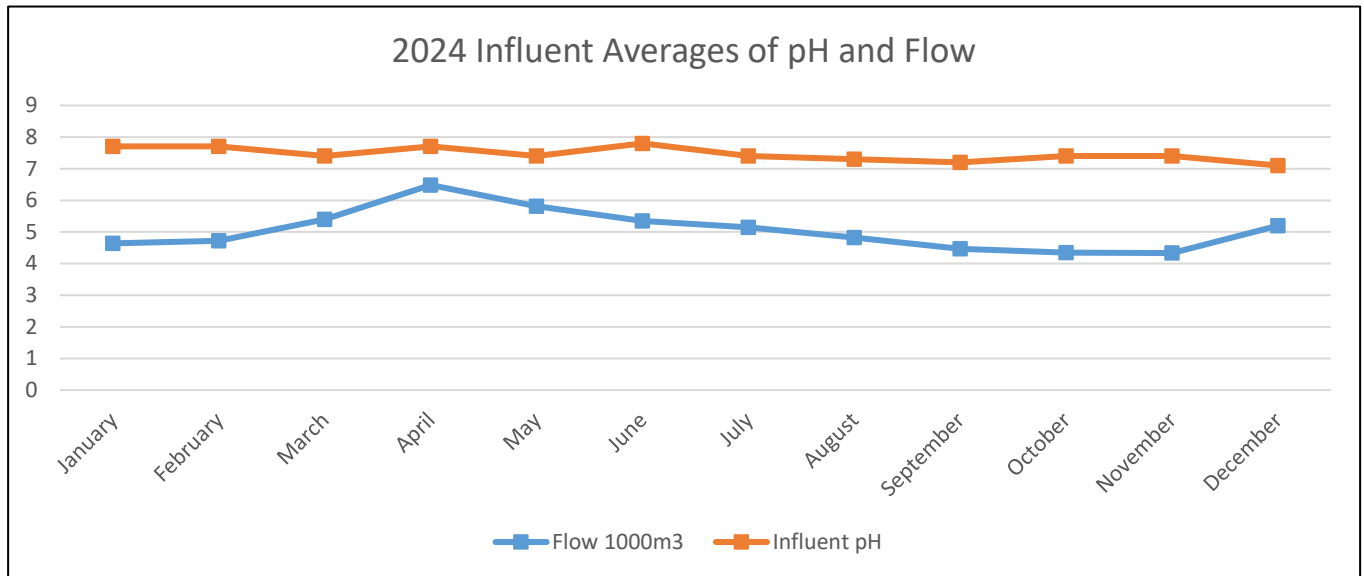


Figure 1. 2024 Influent Averages of pH level and Flow (×1000 m³)

Figure 1 shows the pH and the influent flow rate. Flow rate increased in March and April due to the spring freshet.

Figure 2. 2024 Influent Averages of BOD and TSS

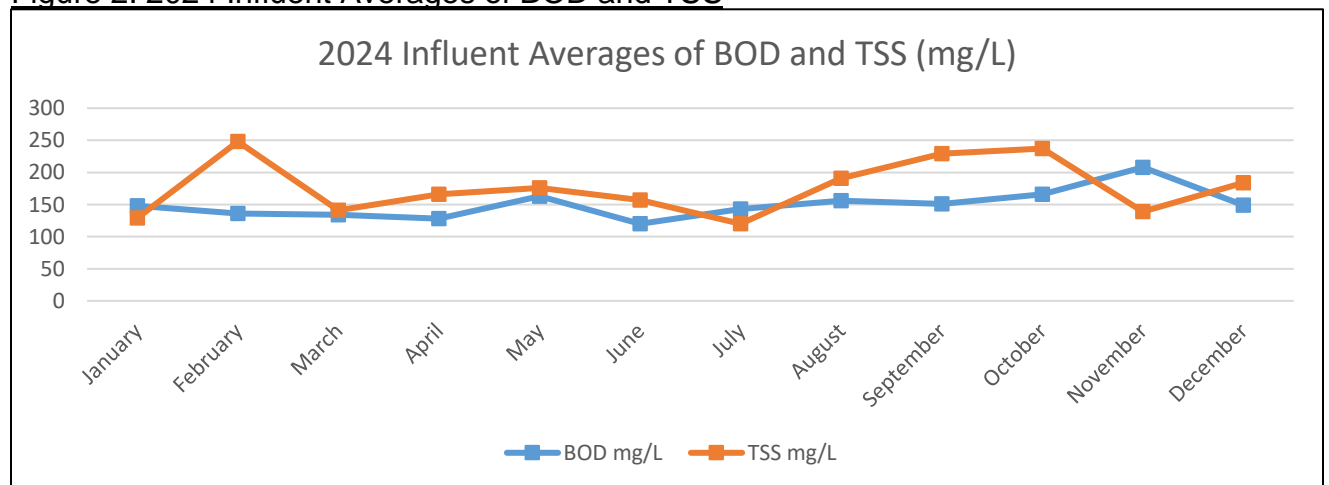


Figure 2 shows a drop in total suspended solids (TSS) in March due to the spring freshet where plant flows experienced increased surface water runoff from combined sewers.

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 WPCCC 2024 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	4500	3.2	6.5	0.16	14.4	29.3	0.72
February	4635	3.0	4.8	0.15	13.9	22.0	0.68
March	5739	3.5	4.9	0.13	20.1	28.1	0.76
April	6206	5.8	9.2	0.30	36.0	57.1	1.85
May	4851	3.0	8.5	0.21	14.6	41.4	0.99
June	5893	3.3	8.0	0.16	19.2	46.9	0.94
July	5447	3.0	4.2	0.12	16.3	22.9	0.63
August	4581	3.0	11.0	0.19	13.7	50.4	0.87
September	3948	3.0	9.0	0.28	11.8	35.5	1.12
October	3907	6.0	9.4	0.53	23.4	36.7	2.07
November	4103	3.2	7.1	0.41	12.3	29.1	1.66
December	5044	3.2	5.2	0.21	16.1	26.4	1.06
Annual Average	4904	3.6	7.3	0.24	17.7	35.5	1.11

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 6.0 mg/L in October. The CBOD5 objective loading rate is 142.5 kg/d, and in 2024 the plant maximum monthly average loading was 36.0 kg/d in April.
- 4.2.2** The Total Suspended Solids (TSS) in the raw and effluent wastewater is usually measured monthly 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 2024 was 11.0 mg/L in August. 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 57.1 kg/d in April.
- 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 2024 was 0.53 mg/L in October. The Total Phosphorous objective loading rate is 9.5 kg/d and in 2024 the maximum monthly average TP loading rate was 2.07 kg/d in October.

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 - 2024 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	12.7	0.02/0.04	2.6	6.8/7.1	12	0.0386	Pass
February	13.7	0.01/0.03	2.4	6.9/7.3	12	0.0460	Pass
March	11.0	0.00/0.04	5.6	6.9/7.2	14	0.0430	Pass
April	12.5	0.02/0.05	6.7	6.7/7.4	14	0.0553	Pass
May	2.8	0.00/0.02	66.3	6.2/6.8	19	0.0045	Pass
June	9.2	0.00/0.03	21.8	6.4/7.0	20	0.0445	Pass
July	1.4	0.00/0.04	21.2	6.5/7.0	22	0.0072	Pass
August	2.2	0.00/0.03	74.3	6.1/6.9	23	0.0034	Pass
September	1.3	0.00/0.04	85.7	6.0/6.5	23	0.0013	Pass
October	1.0	0.00/0.02	77.4	6.0/7.1	20	0.0121	Pass
November	9.6	0.00/0.03	6.1	6.1/7.0	18	0.0220	Pass
December	10.8	0.00/0.03	2.0	6.6/7.0	13	0.0116	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 12.5 mg/L in the month of April. 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 0.05 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 86 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, Overflow and Spills 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.i. 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 February 6th and 17th digester gas spilled to the atmosphere due to equipment malfunction. There was 18m³ of gas spilled on the first occasion and 7.5 m³ during the second event.
- A total amount of 120.52 m³ overflowed to the Madawaska River on June 6/7 due to heavy rain.
- In the afternoon of June 7th, 125 m³ overflowed from the Albert St, manhole to the Madawaska River. Again, due to heavy rain.
- On July 9th, heavy precipitation caused an overflow at the Albert St manhole in the amount of 42 m³.
- An amount of 16.59m³ overflowed from pump stations #2 & #3 because of heavy rain on July 24th.
- Due to equipment failure, on October 6th a volume of 90 m³ spilt to the Madawaska River from pump station #1.

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

The digester pressure relief valve was serviced to ensure digester gases flowed to the flare stack.

A failed pump, check valve and motor controllers were replaced at pump station #1.

2024 capital works included the Reconstruction of MacDonald Street Ph I which resulted in the block of existing combined sewer between William Street and McGonigal Street being separated into dedicated sanitary and storm sewers. The total cost of this project was \$4.2 million.

2025 planned capital works include the Reconstruction of MacDonald Street Ph II and Edey Street which will see the reconstruction of aging sanitary sewers on both streets which will result in tighter sewer systems with significantly less inflow and infiltration, thereby reducing sewage flows to the WPCC and reducing the likelihood of overflows to the natural environment. The budgeted cost of this project is \$4.6 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;

A proactive approach is being utilized, contracting licensed plumbers, electricians and millwrights to make improvements throughout the facilities.
No significant operational problems to note.

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 2024 is as follows:

- Annual certification of laboratory instruments.
- Annual certification of backflow preventers.
- Annual certification of flow meters.
- Purchase of bisulphite dosing pump
- Various health and safety supplies purchased.
- Purchase of spare sludge pump packing.
- Refurbish Flygt grit pump.
- Fabrication and installation of safety guard rail.
- Purchase of HACH chemical reagents.
- Purchase and replacement of hypo pump head.
- Spare mixer refurbished, ready for service.
- Many ESA defects identified and corrected by licensed electricians.
- Purchase of desks for control room.
- Replacement of VFD and overload by contractor

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 186,614 kg dry weight of sludge was transported to the Arnprior Waste Disposal Site. Sludge production in 2025 is expected to be higher than 2024. Table 9-1 below provides a summary of the 2024 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	641	841	2.24	18,827
February	283	627	2.35	14,739
March	705	919	1.35	12,409
April	587	1051	2.14	22,395
May	737	938	1.73	16,224
June	606	841	1.73	14,500
July	493	1,280	1.50	19,205
August	366	1,025	1.76	17,994
September	575	1,040	1.90	19,791
October	348	932	1.51	14,086
November	445	514	1.48	7,580
December	428	566	1.57	8,864
Avg	518	881	1.77	15,551
Max	737	1,280	2.35	22,395
Min	283	514	1.35	7,580
Total	6,212	10,574		186,614

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 analyzers are certified annually to ensure accuracy.

11.0 Complaints

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

There was a complaint of a loud siren being audible at night on one occasion. This was due to an intrusion alarm set to activate a siren. The siren was disabled being that it was only put back into service when a new security provider updated the system.

12.0 Conclusion

The Arnprior WPCC met all MECP sewage effluent limits throughout the reporting period.

The objective for total chlorine residual was not met but at no time did the value exceed 0.10 mg/l. Also to be noted, the sampling location is not representative of the point of discharge in the Ottawa River. The objective being, non-detectable for total chlorine residual,

The objective for pH is between 6.5 and 8.5. Due to the nitrification process the effluent can be less than 6.5 at times but at no time below the limit of 6.0

For inquiries regarding this report, please contact the Waterworks Supervisor at 623-4231 Ext. 1834.

**Completed by Scott Matthews
Waterworks Supervisor
Arnprior**



Annual Report

FOR

Town of Arnprior Waterworks

Period: January 1, 2024 – December 31, 2024



Drinking-Water System Number:

220000932

Drinking-Water System Name:

Arnprior Drinking Water System

Drinking-Water System Owner:

Town of Arnprior

Drinking-Water System Category:

Large Municipal Residential

Period being reported:

Year 2024

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
- Online fluoride analyzer purchased and commissioned.
- Online free chlorine analyzer purchased and commissioned.
- Online total chlorine analyzer purchased and commissioned.
- Chlorine gas system annual maintenance completed by contracted technician
- Annual calibration of analyzers completed by contracted technician
- Filters 2 and 3 complete refurb with new underdrains and media.
- Pocket colorimeter for chlorine purchased.
- Soda ash mixing pump VFD replaced.
- Gas sensor annual calibration by contracted technician
- Repair of Actiflo overload relays and purchase of timing relays.
- Onsite training, chlorine handling and SCBA.

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

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

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

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	52	0 - 12	1 - 2500	N/A	
Treated	52	absent	absent	52	<2 - 54
Distribution	312	absent	absent	156	<2 - 12



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	0.07 – 0.19 NTU
Chlorine (Free)	8760	1.41 – 3.21 mg/L
Fluoride (If the DWS provides fluoridation)	8760	0.00 – 0.87 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. 23/24	<0.006	µg/L
Haloacetic Acid	Jan. 23/24	14.1	µg/L
Total Organic Carbon	Jan. 23/24	0.6	mg/L
Dissolved Organic Carbon	Jan. 23/24	0.4	mg/L
Colour	Jan. 23/24	<2	TCU
Nitrite	Jan. 23/24	<0.05	mg/L
Nitrate	Jan. 23/24	<0.05	mg/L
Nitrosodimethylamine	Jan. 23/24	0.0009	µg/L
Benzo(a)pyrene	Apr. 16/24	<0.006	µg/L
Haloacetic Acid	Apr. 16/24	21.4	µg/L
Total organic Carbon	Apr. 16/24	3.0	mg/L
Dissolved Organic Carbon	Apr. 16/24	3.0	mg/L
Colour	Apr. 16/24	<2	TCU
Nitrite	Apr. 16/24	<0.05	mg/L
Nitrate	Apr. 16/24	0.09	mg/L
Nitrosodimethylamine	Apr. 16/24	<0.0009	µg/L
Benzo(a)pyrene	Jul. 16/24	<0.006	µg/L
Haloacetic Acid	Jul. 16/24	40.1	µg/L
Total organic Carbon	Jul. 16/24	2.8	mg/L
Dissolved Organic Carbon	Jul. 16/24	2.7	mg/L
Colour	Jul. 16/24	<2	TCU
Nitrite	Jul. 16/24	<0.05	mg/L
Nitrate	Jul. 16/24	0.07	mg/L
Nitrosodimethylamine	Jul. 16/24	<0.001	µg/L
Benzo(a)pyrene	Oct. 8/24	<0.006	µg/L
Haloacetic Acid	Oct. 8/24	31.4	µg/L



Total Organic Carbon	Oct. 8/24	2.7	mg/L
Dissolved Organic Carbon	Oct. 8/24	3.1	mg/L
Colour	Oct. 8/24	<2	TCU
Nitrite	Oct. 8/24	<0.05	mg/L
Nitrate	Oct. 8/24	<0.05	mg/L
Nitrosodimethylene	Oct. 8/24	0.0015	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. 23/24	<0.0001	mg/L	no
Arsenic	Jan. 23/24	<0.0001	mg/L	no
Barium	Jan. 23/24	0.019	mg/L	no
Boron	Jan. 23/24	<0.005	mg/L	no
Cadmium	Jan. 23/24	<0.000015	mg/L	no
Chromium	Jan. 23/24	0.0010	mg/L	no
*Lead	Jan. 23/24	<0.00002	mg/l	no
Mercury	Jan. 23/24	<0.00002	mg/L	no
Selenium	Jan. 23/24	<0.001	mg/L	no
Uranium	Jan. 23/24	<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 – 0.00240	0
Distribution	4	<0.00002 – 0.00048	0
Treated	1	<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. 23/24	<0.3	µg/L	no
Atrazine + Metabolites	Jan. 23/24	<0.5	µg/L	no
Azinphos-methyl	Jan. 23/24	<1	µg/L	no
Benzene	Jan. 23/24	<0.5	µg/L	no
Benzo(a)pyrene	Jan. 23/24	<0.006	µg/L	no
Bromoxynil	Jan. 23/24	<0.5	µg/L	no
Carbaryl	Jan. 23/24	<3	µg/L	no
Carbofuran	Jan. 23/24	<1	µg/L	no
Carbon Tetrachloride	Jan. 23/24	<0.2	µg/L	no
Chlorpyrifos	Jan. 23/24	<0.5	µg/L	no
Diazinon	Jan. 23/24	<1	µg/L	no
Dicamba	Jan. 23/24	<1	µg/L	no
1,2-Dichlorobenzene	Jan. 23/24	<0.5	µg/L	no
1,4-Dichlorobenzene	Jan. 23/24	<0.5	µg/L	no
1,2-Dichloroethane	Jan. 23/24	<0.5	µg/L	no
1,1-Dichloroethene (vinylidene chloride)	Jan. 23/24	<0.5	µg/L	no
Dichloromethane	Jan. 23/24	<5.0	µg/L	no
2-4 Dichlorophenol	Jan. 23/24	<0.2	µg/L	no
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 23/24	<1	µg/L	no
Diclofop-methyl	Jan. 23/24	<0.9	µg/L	no
Diquat	Jan. 23/24	<5	µg/L	no
Diuron	Jan. 23/24	<5	µg/L	no
Glyphosate	Jan. 23/24	<25	µg/L	no
Malathion	Jan. 23/24	<5	µg/L	no
Metolachlor	Jan. 23/24	<3	µg/L	no
Metribuzin	Jan. 23/24	<3	µg/L	no
Monochlorobenzene	Jan. 23/24	<0.5	µg/L	no
Paraquat	Jan. 23/24	<1	µg/L	no
Pentachlorophenol	Jan. 23/24	<0.2	µg/L	no
Phorate	Jan. 23/24	<0.3	µg/L	no
Picloram	Jan. 23/24	<5	µg/L	no
Polychlorinated Biphenyls(PCB)	Jan. 23/24	<0.05	µg/L	no
Prometryne	Jan. 23/24	<0.1	µg/L	no
Simazine	Jan. 23/24	<0.5	µg/L	no



THM (NOTE: show latest annual average)	Jan. 23/24	37	µg/L	no
Terbufos	Jan. 23/24	<0.5	µg/L	no
Tetrachloroethylene	Jan. 23/24	<0.5	µg/L	no
2,3,4,6-Tetrachlorophenol	Jan. 23/24	<0.2	µg/L	no
Triallate	Jan. 23/24	<10	µg/L	no
Trichloroethylene	Jan. 23/24	<0.5	µg/L	no
2,4,6-Trichlorophenol	Jan. 23/24	<0.2	µg/L	no
Trifluralin	Jan. 23/24	<0.5	µg/L	no
Vinyl Chloride	Jan. 23/24	<0.2	µg/L	no
MCPA	Jan. 23/24	<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 Scott Matthews
Waterworks Supervisor
Arnprior**



ARNPRIOR

Town of Arnprior 2024 – Water Filtration Plant Summary Report

January 21, 2025

Please find below a discussion of the operational undertakings of the Town of Arnprior's Water Filtration Plant (WFP) for the 2024 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 24, 2025 reporting on the Arnprior Drinking Water System for the period covering January to December 2024.

(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

- Maintenance parts purchased for soda ash dosing pumps.
- Annual chlorine gas safety maintenance completed by contractor including service, components, and equipment.
- Online fluoride analyzer purchased and commissioned.
- Online free chlorine analyzer purchased and commissioned.
- Online total chlorine analyzer purchased and commissioned.
- Annual calibration of analyzers completed by contracted technician.
- Filters 2 and 3 complete refurb with new underdrains and media.
- Pocket colorimeter for chlorine purchased.
- Gas sensor annual calibration by contracted technician.
- Repair of Actiflo overload relays and purchase of timing relays.
- Onsite training, chlorine handling and SCBA

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

- Early in January 2024 operators observed that filter drain down time was increasing and filter backwash flows were not even across the area of the filters. On physical

inspection of the filters, underdrains were found to be blocked in some area and breached in others. Also media was not in uniform layers.

- Two of the three filters have been fully refurbished, complete with new underdrains and media. Filter #2 was completed in April 2024 and filter #3 in November 2024.
- The remaining filter #1 is to be refurbished April 2025.

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 4,431 m³. The maximum daily flow recorded was 5,836 m³ on August 7th, 2024. The maximum daily raw water flow permitted under the Town's current PTTW from the Madawaska River is 10,340 m³/day.

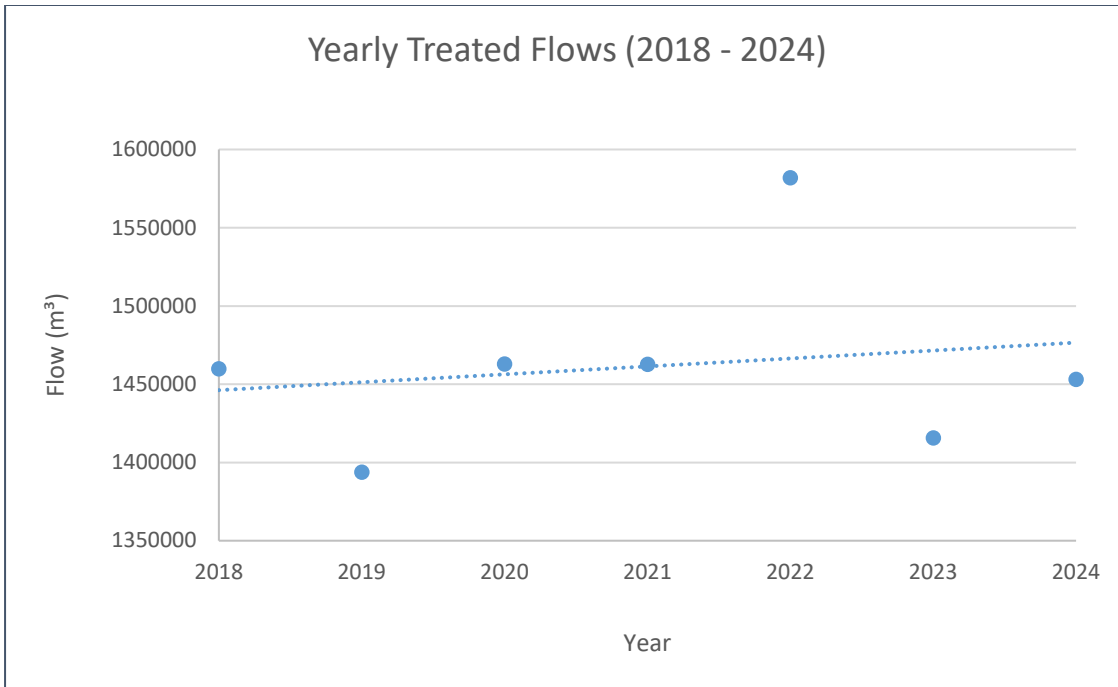
The total annual raw water flow for 2024 was 1,622,110 m³. This volume has decreased slightly since 2023 which had a total flow of 1,643,630 m³, a decrease of 1.0 %.

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 2024 was 10,340 m³/day. There were no flow exceedances in 2024 and the average daily treated water flow was measured at 3,978 m³/day. The maximum daily treated water flow was 5,797 m³ on December 11th, 2024.

The total annual treated water flow for 2024 was 1,453,021 m³. This volume has increased slightly as compared to 2023 which had a total flow of 1,415,563 m³, an increase of 3%.

Please see following chart showing annual treated water flows for the years 2018 to 2024.



9.0 Backwash Water Production

The average daily backwash water flow was 297 m³ as compared to 471 m³ in 2023. This decrease can be attributed to longer filter run times and less filter backwashes. The total annual backwash water flow was 108,339 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 2024 the average was 3.3 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 Pumpouse. 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 0.30 Nephelometric Turbidity Units (NTU) in 95% of the measurements each month without exceeding 1.0 NTU. The filtered water maximum turbidity was 0.19 NTU on April 24, 2024.

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 44 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 30 mg/l to 500 mg/l as Calcium Carbonate. The Arnprior raw water has an average alkalinity of 42 mg/L and the treated water an average of 44 mg/L.

16.0 Fluoride

Hydrofluorosilicic acid is added to the treated water to attain an average fluoride residual in 2024 of 0.67 mg/L with a Maximum Acceptable Concentration of 1.5 mg/L. The fluoride residual is monitored with an online analyzer and in laboratory analysis.

17.0 Water Treatment Chemicals

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

For inquiries regarding this report, please contact Waterworks Supervisor at 623-4231 Ext. 1834.

**Completed by Scott Matthews
Waterworks Supervisor
Arnprior**

**Ministry of the
Environment,
Conservation and Parks**
Eastern Region
Ottawa District Office
2430 Don Reid Drive, Suite 103
Ottawa ON K1H 1E1
Phone: 613.521.3450
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January 16, 2025

Sent by Email: rpaquette@arnprior.ca

Robin Paquette – Chief Administrative Officer
The Corporation of the Town of Arnprior
105 Elgin Street
Arnprior ON, K7S 0A8

Attention: Robin,

Re: Arnprior DWS 2024-25 Inspection Report # 1-382703310

The enclosed report documents findings of the inspection that was performed at the Arnprior drinking water system on December 4, 2024.

One section of the report, namely “Non-compliance/Non-conformance Items”, if found, may cite due dates for the submission of information or plans to my attention.

Please note that Non-compliance Items are linked to incidents of non-compliance with regulatory requirements contained within an act, a regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations may result in the issuance of mandatory abatement instruments which could include orders, tickets, penalties, or referrals to the ministry’s Environmental Enforcement and Compliance Office.

Non-conformance Items convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

In order to measure individual inspection results, the ministry continues to adhere to an inspection compliance risk framework based on the principles of the Inspection,

Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR) provides the ministry, the system owner and the local Public Health Unit with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. IRR ratings are published in the ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Shannon Hamilton-Browne, Acting Water Compliance Supervisor, at 613-521-3450.

Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) cites a number of obligations of individuals who exercise decision-making authority over municipal drinking water systems. The ministry encourages individuals, particularly municipal councilors, to take steps to be well 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.

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Yours truly,

A handwritten signature in cursive script, appearing to read "David Trombley".

David Trombley
Water Compliance Officer, Badge #1532
Ministry of the Environment, Conservation and Parks
Drinking Water and Environmental Compliance Division, Ottawa District Office
Cell: 613-876-1635

Enclosure

- ec: - Scott Matthews, Waterworks Supervisor, Town of Arnprior,
smatthews@arnprior.ca
- John Steckly, General Manager of Operations, Town of Arnprior,
jsteckly@arnprior.ca
- Randy McLaren, District Manager, Ministry of Natural Resources and Forestry,
randy.mclaren@ontario.ca
- David Tantalo, Manager, Healthy Environments, Renfrew County & District
Health Unit, dtantalo@rcdhu.com
- c: File SI-RE-AR-JA-540 (2024-25)



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

INSPECTION REPORT

System Number: 220000932
Entity: CORPORATION OF THE TOWN
OF ARNPRIOR
Inspection Start Date: November 21, 2024
Site Inspection Date: December 04, 2024
Inspection End Date: December 11, 2024
Inspected By: David Trombley
Badge #: 1532



(signature)

INTRODUCTION

Purpose

This announced, focused inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

Scope

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 and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review period.

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.

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.

Facility Contacts and Dates

The Arnprior drinking water system is owned and operated by The Corporation of the Town of Arnprior.

The system serves approximately 4,188 service connections with an estimated population of 9,692 and is categorized as a Large Municipal Residential System.

Information reviewed for this inspection covered the time period of December 8, 2023 to December 4, 2024 and will be referred to as the Inspection Period in this report.

The Water Compliance Officer (WCO) met with Town of Arnprior staff, Scott Matthews, Waterworks Supervisor and Operators Andrew Hoogenboom and Jordan Roney as part of the inspection process.

Systems/Components

Visible infrastructure within the Arnprior drinking water system (see Appendix A " System Components, Drinking Water Licence and Works Permit"), consists of the water treatment facility and raw water low lift pumping station located at 71 James Street and the elevated storage (water tower) located at 433 Hartney Street. The Arnprior water treatment plant was visited during the inspection. The elevated storage facility was not attended during this inspection.

Permissions/Approvals

Municipal Drinking Water Licence (MDWL) 170-101 Issue #7.

Drinking Water Works Permit (DWWP) 170-201 Issue # 3.

Permit To Take Water (PTTW) # P-300-1179150700, version 1.0, issued August 10, 2022.

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. 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.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable 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	DWMR1012001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner have a harmful algal bloom monitoring plan in place that met the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had a harmful algal bloom monitoring plan in place which met the requirements.			

Question ID	DWMR1014001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was flow monitoring performed as required by the Municipal Drinking Water Licence or Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Flow monitoring was performed as required.			

Question ID	DWMR1016001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Was the owner in compliance with the conditions associated with maximum flow rate or the rated/operational capacity in the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner was in compliance with the conditions associated with maximum flow rate and/or the rated/operational capacity conditions. The rated capacity of the drinking water system cited in the Municipal Drinking Water Licence (MDWL) is 10,340 m ³ /day of treated water to the distribution system.			

The recorded maximum daily flow from the treatment system to the distribution system during the inspection period was 5,222 m3 which occurred on March 13, 2024.

Question ID	DWMR1018001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner ensured that equipment was installed as required.			

Question ID	DWMR1021001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 2 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 2 documents were prepared as required. During the inspection period, a form 2 document was prepared for the replacement of a coagulant pump, online fluoride continuous monitoring analyzer, online free chlorine residual continuous monitoring analyzer analyzer, online total chlorine residual continuous monitoring analyzer and Filter #2 and #3 refurbishment projects.			

Question ID	DWMR1025001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were disinfected as required.			

Question ID	DWMR1023001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records indicate that the treatment equipment was operated in a manner that achieved the design capabilities prescribed by O. Reg. 170/03, Drinking Water Works Permit and/or Municipal Drinking Water Licence at all times that water was being supplied to consumers?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities prescribed. A review of daily process records indicates that all treatment processes were in use at all times water was being directed to the users of the drinking water system.			

Question ID	DWMR1024001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required. Secondary disinfection records indicate that the minimum combined chlorine residual recorded during the inspection period was 0.91 mg/L recorded on June 7, 2024.			

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required. Secondary disinfection residuals are measured by continuous monitoring equipment located at the municipal wastewater treatment facility.			

Question ID	DWMR1030001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (1); SDWA O. Reg. 170/03 7-2 (2);			
Question: Was primary disinfection chlorine monitoring being conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit or at/near a location where the intended CT had just been achieved?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Primary disinfection chlorine monitoring was conducted as required. Primary disinfection free chlorine residuals are measured at the end of clear well #1. This location represents the location where CT has just been achieved.			

Question ID	DWMR1032001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-3 (2);			
Question: If the drinking water system obtained water from a surface water source and provided filtration, was continuous monitoring of each filter effluent line performed for turbidity?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Continuous monitoring of each filter effluent line was performed for turbidity.			

Question ID	DWMR1035001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			
Question: Were operators examining continuous monitoring test results and did they examine the results within 72 hours of the test?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators were examining continuous monitoring test results as required. During the inspection period, continuous monitoring test results were reviewed daily including weekends and statutory holidays. This activity was recorded and signed off by operators on the facilities daily report.			

Question ID	DWMR1038001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4;			

Question:

Was continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency and recording data with the prescribed format?

Compliance Response(s)/Corrective Action(s)/Observation(s):

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 and recording data with the prescribed format.

Question ID	DWMR1037001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
Question: Were 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, equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All required continuous monitoring equipment utilized for sampling and testing were equipped with alarms or shut-off mechanisms that satisfied the standards			

Question ID	DWMR1040001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)1-4; SDWA O. Reg. 170/03 6-5 (1)5-10;			
Question: Were all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All continuous analysers were calibrated, maintained, and operated as required.			

Question ID	DWMR1108001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-5 (1)5-10; SDWA O. Reg. 170/03 6-5 (1.1);			
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,			

Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?

Compliance Response(s)/Corrective Action(s)/Observation(s):

A qualified person responded as required and took appropriate actions.

A review of operator log books indicated that during the inspection period, operators responded to disinfection parameter alarms in a timely manner and took appropriate actions in response to the alarm conditions.

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

Question ID	DWMR1083001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-3;			
Question: Were treated microbiological sampling requirements prescribed by Schedule 10-3 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Treated microbiological sampling requirements were met. O. Reg. 170/03 Schedule 10: 10-3. 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, (a) Escherichia coli; (b) total coliforms; and (c) general bacteria population expressed as colony counts on a heterotrophic plate count. Records indicate that during the inspection period samples were collected weekly from treated water and tested for Escherichia coli, total coliforms and general bacteria population expressed as colony counts on a heterotrophic plate count.			

Question ID	DWMR1081001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			
Question: Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Distribution microbiological sampling requirements were met. O. Reg. 170/03 Schedule 10: 10-2. (1) The owner of a drinking water system and the operating authority for the system shall ensure that, (a) if the system serves 100,000 people or less, at least eight distribution samples, plus one additional distribution sample for every 1,000 people served by the system, are taken every month, with at least one of the samples being taken in each week; and (b) if the system serves more than 100,000 people, at least 100 distribution samples, plus one additional distribution sample for every 10,000 people served by the system, are taken every month, with at least three of the samples being taken in each week. (2) The owner of the drinking water system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for, (a) Escherichia coli; and (b) total coliforms. (3) The owner of the drinking water system and the operating authority for the system shall ensure that at least 25 per cent of the samples required to be taken under subsection (1) are tested for general bacteria population expressed as colony counts on a heterotrophic plate count. According to the Arnprior drinking water system information provided, the system serves a population of approximately 9,692. Records indicate that during the inspection period typically six (6) distribution samples were collected weekly, this number exceeds the minimum number of samples required by the regulation. All samples are tested for Escherichia coli, total coliforms and greater than 25% of these samples were tested for general bacteria population expressed as colony counts on a heterotrophic plate count.			

Question ID	DWMR1096001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			

Question:

Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records confirmed that chlorine residual tests were conducted as required.

It was reported that during the inspection period, chlorine residual tests were conducted at the same time and location as microbiological samples were obtained and it was observed that the results of the tests were recorded on the laboratory chain of custody forms.

Question ID	DWMMR1084001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-2;			
Question: Were inorganic parameter sampling requirements prescribed by Schedule 13-2 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Inorganic parameter sampling requirements were met. O. Reg. 170/03 Schedule 13: 13-2. (1) The owner of a large municipal residential system and the operating authority for the system shall ensure that, (a) at least one water sample is taken every 12 months, if the system obtains water from a raw water supply that is surface water; or (b) at least one water sample is taken every 36 months, if the system obtains water from a raw water supply that is ground water. (2) The owner of a large municipal residential system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for every parameter set out in Schedule 23. The Arnprior DWS obtains its raw water from the Madawaska River (surface water). Sampling records indicate that the DWS sampled and tested treated water for every parameter set out in Schedule 23 during the inspection period on January 23, 2024 and previously on January 18, 2023. This sampling was performed within the required frequency. Sampling and testing for every parameter set out in Schedule 23 is required next on January 23, 2025 (+/-) 30 days			

Question ID	DWMR1085001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 13-4 (1); SDWA O. Reg. 170/03 13-4 (2); SDWA O. Reg. 170/03 13-4 (3);</p>			
<p>Question: Were organic parameter sampling requirements prescribed by Schedule 13-4 of O. Reg. 170/03 met?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Organic parameter sampling requirements were met.</p> <p>O. Reg. 170/03 Schedule 13:</p> <p>13-4. (1) The owner of a large municipal residential system and the operating authority for the system shall ensure that,</p> <p>(a) at least one water sample is taken every 12 months, if the system obtains water from a raw water supply that is surface water; or</p> <p>(b) at least one water sample is taken every 36 months, if the system obtains water from a raw water supply that is ground water.</p> <p>(2) The owner of a large municipal residential system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for every parameter set out in Schedule 24.</p> <p>The Arnprior DWS obtains its raw water from the Madawaska River (surface water).</p> <p>Sampling records indicate that the DWS sampled and tested treated water for every parameter set out in Schedule 24 during the inspection period on January 23, 2024 and previously on January 17, 2023. This sampling was performed within the required frequency.</p> <p>Sampling and testing for every parameter set out in Schedule 24 is required next on January 23, 2025 (+/-) 30 days.</p>			

Question ID	DWMR1086001	Question Type	Legislative
<p>Legislative Requirement(s): 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);</p>			
<p>Question: Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Haloacetic acid sampling requirements were met.</p>			

O. Reg. 170/03 Schedule 13:

13-6.1 (1) 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 haloacetic acids.

(2) The owner of the drinking water system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for haloacetic acids.

Sampling records indicate that during the inspection period samples were collected from the distribution system quarterly during the months of January, April, July and October and tested for haloacetic acids. This sampling was conducted within the required frequency.

Question ID	DWMR1087001	Question Type	Legislative
<p>Legislative Requirement(s): 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);</p>			
<p>Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?</p>			
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met.</p> <p>O. Reg. 170/03 Schedule 13:</p> <p>13-6. (1) 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.</p> <p>(2) The owner of the drinking water system and the operating authority for the system shall ensure that each of the samples taken under subsection (1) is tested for trihalomethanes.</p> <p>Sampling records indicate that during the inspection period samples were collected from the distribution system quarterly during the months of January, April, July and October and tested for trihalomethanes. This sampling was conducted within the required frequency.</p>			

Question ID	DWMR1088001	Question Type	Legislative
<p>Legislative Requirement(s): SDWA O. Reg. 170/03 13-7;</p>			

<p>Question: Were nitrate/nitrite sampling requirements prescribed by Schedule 13-7 of O. Reg. 170/03 met?</p>
<p>Compliance Response(s)/Corrective Action(s)/Observation(s): Nitrate/nitrite sampling requirements were met.</p> <p>O. Reg. 170/03 Schedule 13:</p> <p>13-7. 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.</p> <p>Sampling records indicate that during the inspection period samples were collected from treated water quarterly during the months of January, April, July and October and tested for nitrate and nitrite. This sampling was conducted within the required frequency</p>

Question ID	DWMR1089001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-8;			
Question: Were sodium sampling requirements prescribed by Schedule 13-8 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Sodium sampling requirements were met. <p>O. Reg. 170/03 Schedule 13:</p> <p>13-8. 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 60 months and tested for sodium.</p> <p>Sampling records indicate that treated water samples are collected annually and sampled for sodium. This sampling frequency exceeds the minimum frequency required by the regulation.</p>			

Question ID	DWMR1091001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-4;			
Question: Where fluoridation is practiced, were fluoride sampling requirements prescribed by Schedule 7-4 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Fluoride sampling requirements were met. <p>Fluoride concentration is measured by continuous monitoring equipment at the end of clear</p>			

well #1 which represents the end of the fluoridation process.

Question ID	DWMR1094001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were water quality sampling requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Water quality sampling requirements were met. Tables 5 and 6 of the Municipal Drinking Water Licence (MDWL) list five (5) additional parameters that require quarterly sampling, testing and monitoring. Sampling records indicate that during the inspection period samples were collected and tested quarterly in the months of January, April, July and October for NDMA, Benzo-pyrene, Total Organic Carbon, Dissolved Organic Carbon and Colour as required by the MDWL.			

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.			

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.			

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Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did the owner provide security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system. Security measures to protect components of the drinking water system include perimeter fencing with locked gates, building security with intrusion alarms and security cameras.			

Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): An overall responsible operator was designated for all subsystem. The overall responsible operator (ORO) duties are shared on a rotational basis by the operators that meet the certification and training requirements cited in O. Reg. 128/04. At the time of the inspection, ORO duties were being distributed between operators Andrew Hoogenboom, Ben Ritchie and Rod Vallier.			

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge were designated for all subsystems.			

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required.			

Question ID	DWMR1076001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 1-2 (2);			
Question: Were adjustments to the treatment equipment only made by certified operators?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Adjustments to the treatment equipment were only made by certified operators.			

APPENDIX A

**SYSTEM COMPONENTS,
DRINKING WATER LICENCE AND
WORKS PERMIT**

DWS Component Information Report for 22000932

as of 15-JAN-2025

Drinking Water System Profile Information

DWS # 22000932
MOE Assigned Name Arnprior Drinking Water System
Category LMRS
Regulation O.REG 170/03
DWS Type Water Treatment Plant
Source Type Surface Water
Address 71 James Street, Arnprior, Ontario, K7S 1E1, Canada
Region Eastern Region
District Ottawa District
Municipality Arnprior
Public Health Unit Renfrew County And District Health Unit

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
Arnprior Sewage Plant	Other	Other	233 Albert St.,	An online continuous analyzer is installed at the Arnprior Water Pollution Control Plant (WPCP) to continuously measure free and total chlorine residuals for monitoring of secondary disinfection combined chlorine residuals.
Raw Water	Source	Surface Water	71 James St.,	<p>The raw water source for the Arnprior Water Drinking Water System (DWS) is the Madawaska River. The Engineer's Report dated November 2000 by J.L. Richards stated at the time that the watershed is largely undeveloped with few industries. Arnprior Aerospace Inc. and the Ontario Power Generation hydroelectric generating station, both located approximately one kilometres upstream from the raw water intake are notable.</p> <p>A concrete intake structure located approximately 10 m from the west bank of the Madawaska River equipped with a 25 by 25 mm mesh screen takes in raw water using a 500 mm dia. intake pipe to a 33 m³ capacity wet well under the low lift pumping station. The original low lift station is a brick building with concrete foundation and floor constructed in 1907. It is located on the shore of the river with one side of the building directly on the river's edge. Two vertical turbine pumps each rated at 11,000 m³/day at a TDH of 25 m and an electrically driven centrifugal pump capacity of 11,000 m³ at a TDH of 25 m pump to the treatment subsystem. Previous expansion to a one story building with a basement houses three newer raw water pumps, related treatment, mechanical, electrical instrumentation equipment and control systems. A flow control valve set at 120 L/sec, ensures the maximum flow rate (10,340 m³/day) is not exceeded.</p> <p>It was reported that the raw water intake screens are checked every few months for zebra mussels and that divers inspect the intake every few years, which was last done in 2017.</p>
Process Wastewater	Other	Treatment Facility	71 James St.,	Process wastewater is generated from the Actiflo hydrocyclones and settling tanks in addition to the filter backwash and filter to waste residues. The Actiflo waste is

DWS Component Information Report for 220000932

as of 15-JAN-2025

LWIS Component Name	LWIS Component Type	LWIS Component Sub-Type	Component Address	Comments
				<p>directed to a residual treatment tank. Gravity flow through timed-automated valves (3) to the sludge pumps that discharge to the municipal sanitary sewer system.</p> <p>The filter backwash and filter to waste water drains to a 63.0 m³ residuals treatment tank (where polymer is mixed by two mechanical mixers to improve settling-not currently in use). After sludge is left to settle, the supernatant is dechlorinated using sodium bisulphite and is discharged by gravity to the Madawaska River. Two sludge pumps (one duty, one standby) each rated at 24 L/s pump the sludge to a 500 m long 150 mm diameter PVC sanitary forcemain, which discharges to a manhole located on Daniel Street. Effluent samples are collected by certified operators and analyzed for chlorine residual and TSS prior to discharge to the Madawaska River.</p>
Distribution System	Other	Reservoir	433 Hartney St.,	<p>The distribution system for the Town of Arnprior serves approximately 8,795 persons. The system consists of approximately 57.8 km (57,835.63 metres) of watermain and a 2,727 m³ elevated water storage. The watermain type consists of the following: 20.67 km of plastic; 24.88 km of ductile iron; and 12.279 km of cast iron. Watermain size ranges from 75mm diameter to 600mm diameter, with the majority of watermains being 150mm diameter and 200mm diameter.</p> <p>An on-line continuous total chlorine residual analyzer monitors chloramination (combined chlorine residual) for secondary disinfection at the Arnprior Water Pollution Control Centre (WPCC).</p> <p>The distribution system also comprises of 343 municipal hydrants and 658 valves, including some, but not all hydrant valves. It was reported that there are 40 dead end lines. It was reported that there are three (3) river water main crossings.</p> <p>It was reported that it is a common feed/distribution system with the treated water discharged from the WTP to the distribution system and water tower.</p>
Water Treatment Plant	Treated Water Poe	Treatment Facility	71 James St.,	<p>The Arnprior DWS is a chemically-assisted filtration treatment facility. An Actiflo microsand ballasted clarification process system provides water to the filters. The low lifts pump raw water to the treatment plant via a 400 mm raw watermain equipped with a flow meter. Coagulant is injected into the main header prior to the Actiflo flash mix tank then discharged to the Actiflo coagulation, flocculation, clarification and settling tanks system designed for 11,000 m³/day each.</p> <p>Water from the treatment train is discharged to three (3) dual media filters (sand/ anthracite) operated at a constant flow rate. Each filter is equipped with a flow meter and turbidimeter. The dual media consists of a 400 mm sand and 600 mm anthracite layer over a prefabricated underdrain system, complete with air scour.</p>

DWS Component Information Report for 220000932

as of 15-JAN-2025

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

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:
- not exceed the value in column 3 of the same row; and
 - 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/cm²)	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	



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
	piping 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	System control with data acquisition including various on-line analyzers and monitors, including the following regulatory equipment: <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 watermains; or
 - 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains 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;

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- 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;

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- 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;

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- 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

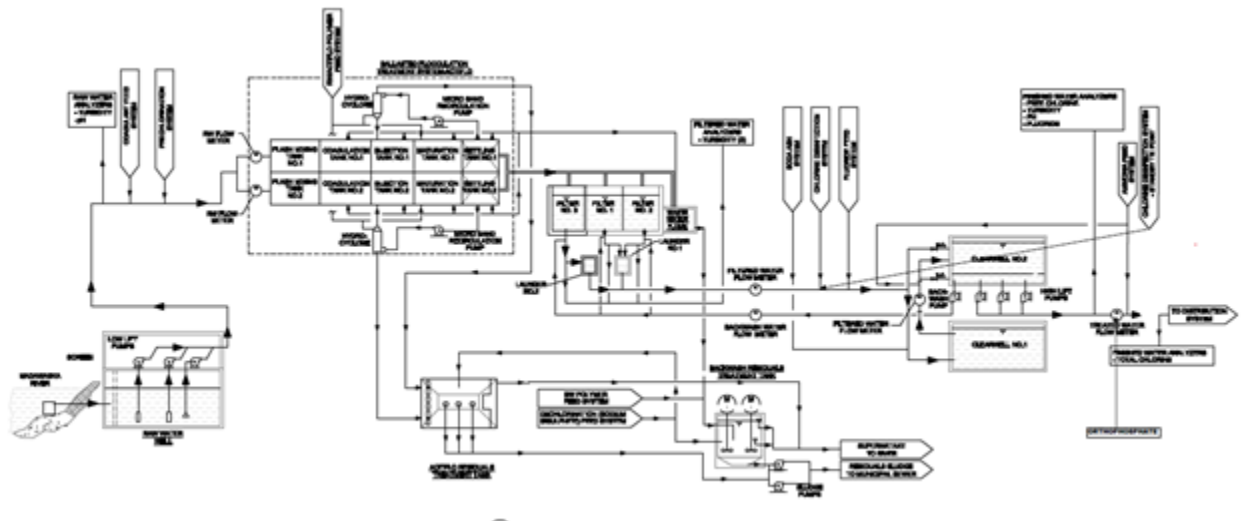
1.2 For each document described in columns 1, 2 and 3 of Table 2, the status of the document is indicated in column 4. Where this status is listed as 'Archived', the approved alterations have been completed and relevant portions of this permit have been updated to reflect the altered works. These 'Archived' 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.

APPENDIX B
PERMIT TO TAKE WATER

PERMIT TO TAKE WATER

Surface Water

NUMBER P-300-1179150700

Version: 1.0

Effective Date: August 10, 2022

Expiry Date: August 9, 2032

Pursuant to Section 34.1 of the Ontario Water Resources Act, Revised Statutes of Ontario (R.S.O.) 1990 this Permit To Take Water is hereby issued to:

CORPORATION OF THE TOWN OF ARNPRIOR

105 ELGIN Street West

Arnprior

ONTARIO

Canada

K7S0A8

For the water taking from

Madawaska River

Located at:

71 James Street , Arnprior, ARNPRIOR, ONTARIO, CANADA, K7S 1C9

This Permit cancels and replaces Permit Number 4143-8ZDLMJ, issued on October 23, 2012.

DEFINITIONS

For the purposes of this Permit, and the terms and conditions specified below, the following definitions apply:

- a. "Director" means any person appointed in writing as a director pursuant to section 5 of the OWRA for the purposes of section 34.1 of the 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 the ministry of the government of Ontario responsible for the administration of the OWRA, currently named the Ministry of the Environment, Conservation and Parks.
- d. "District Office" means the Ottawa District Office of the Ministry.
- e. "Permit" or "PTTW" means this Permit to Take Water No. P-300-1179150700 including its Schedules, if any, issued in accordance with Section 34.1 of the OWRA, as may amended.
- f. "Permit Holder" means CORPORATION OF THE TOWN OF ARNPRIOR.
- g. "OWRA" means the *Ontario Water Resources Act*, R.S.O. 1990, c. O. 40.

TERMS AND CONDITIONS

You are hereby notified that this Permit is issued subject to the terms and conditions outlined below:

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, attested to by John Steckly, on May 11, 2022, 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. No water taken under the authority of this Permit may be discharged directly to the natural environment without prior treatment in accordance with an OWRA, R.S.O. 1990, Section 53, Industrial Sewage Works Approval.

2.4. 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.

2.5. 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.

2.6. 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.

2.7. 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 August 9, 2032. 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 (litres)

	Source Name / Description	Source Type	Purpose Category	Specific Purpose	Activity	Maximum Taken per minute	Maximum Number of Hours Taken per day	Maximum volume per Day	Maximum days in a year	Zone / Easting / Northing
1	Madawaska River (WFP)	WaterCourse	Utilities	Municipal Supply	Water Supply	7200	24	10340000	365	18 / 394158 / 5031193
Total Taking								10340000		

4. Monitoring

4.1. The Permit Holder shall maintain a record of all water takings. The daily volume of water taken shall be measured by a flow meter or calculated in accordance with the method described in the application for this Permit, or as otherwise accepted by the Director. This record shall include the dates and times of water takings, the rates of pumping, and an estimated calculation of the total amounts of water pumped 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 Permit Holder, unless otherwise required by the Director, shall submit, on or before March 31st in every year, the records required by this condition to the Ministry's Regulatory Self Reporting System.

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. Impacts for Water Situation Type

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.

For Groundwater Takings

If the taking of water is observed to cause any negative impact to other water supplies obtained from any adequate sources that were in use prior to initial issuance of a Permit for this water taking, the Permit Holder shall take such action necessary to make available to those affected, a supply of water equivalent in quantity and quality to their normal takings, or shall compensate such persons for their reasonable costs of so doing, or shall reduce the rate and amount of taking to prevent or alleviate the observed negative impact. Pending permanent restoration of the affected supplies, the Permit Holder shall provide, to those affected, temporary water supplies adequate to meet their normal requirements, or shall compensate such persons for their reasonable costs of doing so.

If permanent interference is caused by the water taking, the Permit Holder shall restore the water supplies of those permanently affected.

6. Director May Amend Permit

- 6.1. 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).

REASONS

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.

APPEAL PROVISIONS

In accordance with Section 100 of the *Ontario Water Resources Act, R.S.O. 1990*, 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 101 of the *Ontario Water Resources Act, R.S.O. 1990*, as amended, provides that the notice requiring the hearing ("the Notice") 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:

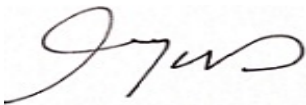
- a. The name of the appellant;
- b. The address of the appellant;
- c. The permit to take water number;
- d. The date of the permit to take water;
- e. The name of the Director;
- f. The municipality within which the works are located;

This Notice must be served upon:

Registrar*		The Director, Section 34.1,
Ontario Land Tribunal		Ministry of the Environment, Conservation and Parks
655 Bay Street, Suite 1500	and	5775 Yonge Street, 8 th Floor
Toronto ON		Toronto, ON
M5G 1E5		M2M 4J1
OLT.Registrar@ontario.ca		Fax: (416) 325-6347

*** 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**

Dated at Kingston this 9th day of August, 2022



Archana Uprety

Director, Section 34.1

Ontario Water Resources Act, R.S.O. 1990

c: John Steckly, CORPORATION OF THE TOWN OF ARNPRIOR

SCHEDULE 1

This Schedule "A" forms part of Permit To Take Water P-300-1179150700 Version Number 1.0, dated August 9, 2022.

APPENDIX C
INSPECTION RATING RECORD

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2024-25)

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
Compliance Assessment Start Date:	Nov-21-2024
Ministry Office:	Ottawa District Office

Maximum Risk Rating: 447

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	0/214
Water Quality Monitoring	0/112
Overall - Calculated	0/447

Inspection Risk Rating:	0.00%
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Final Inspection Rating:	100.00%
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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
Compliance Assessment Start Date:	Nov-21-2024
Ministry Office:	Ottawa District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 447

Inspection Risk Rating:	0.00%
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FINAL INSPECTION RATING:	100.00%
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APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:

Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?

Risk = Likelihood × Consequence

C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

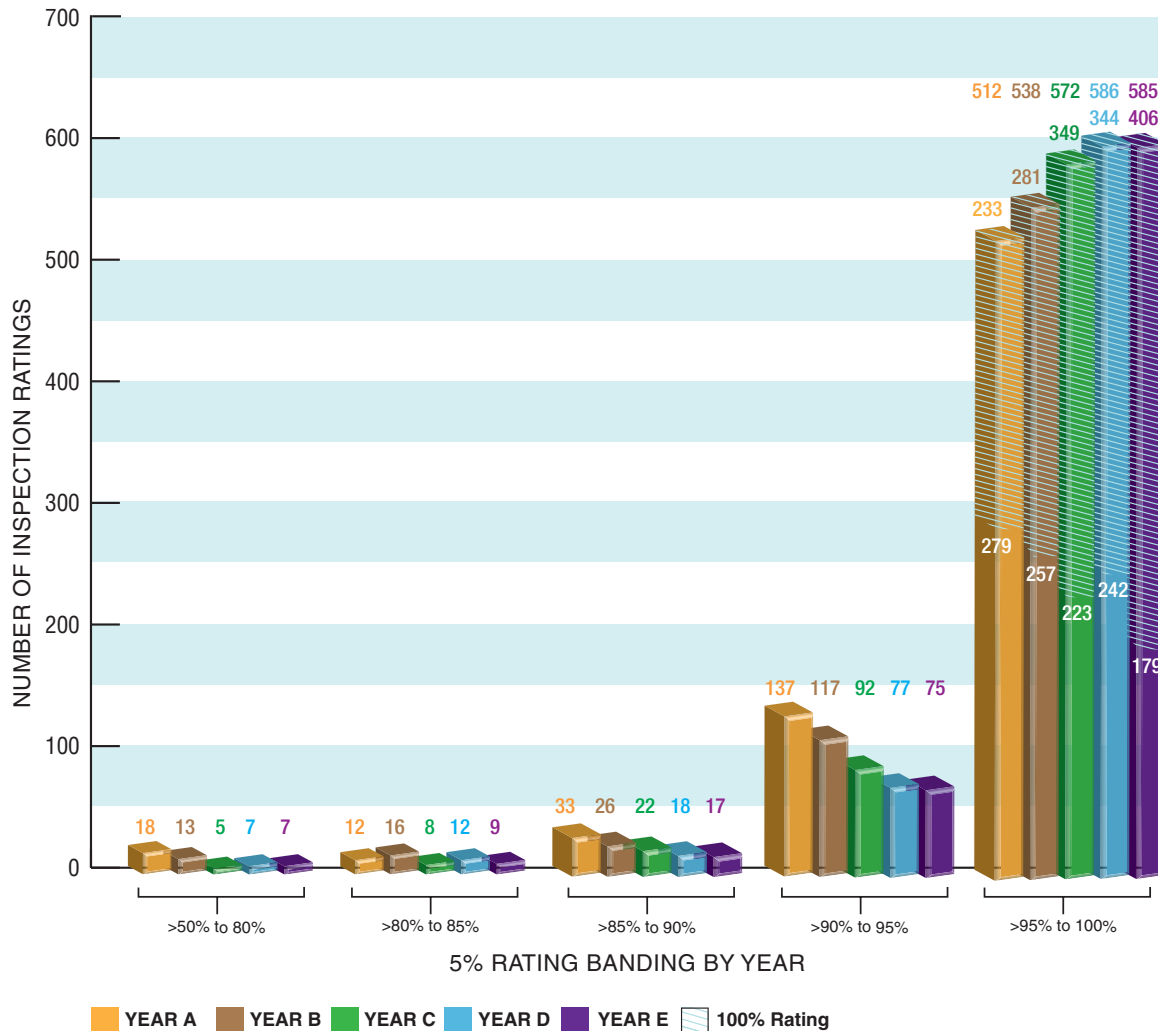
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

- | | | | |
|-------------------------|---------------------------------|--|--|
| 1. Source | 5. Treatment Process Monitoring | 9. Logbooks | 13. Water Quality Monitoring |
| 2. Permit to Take Water | 6. Process Wastewater | 10. Contingency and Emergency Planning | 14. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment | 7. Distribution System | 11. Consumer Relations | 15. Other Inspection Findings |
| 4. Treatment Processes | 8. Operations Manuals | 12. Certification and Training | |

For further information, please visit www.ontario.ca/drinkingwater

APPENDIX D
STAKEHOLDER SUPPORT

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

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

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

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



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

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

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



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

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



Town of Arnprior Staff Report

Subject: Zoning By-law Amendment 2/25 – 87 Claude Street

Report Number: 25-03-24-06

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

Department: Community Services

Meeting Date: March 24, 2025

Recommendations:

That Council receives an application for an amendment to Zoning By-law 6875-18 for 87 Claude St, to amend the zoning of the subject property from Residential Two (R2) to Residential One (R1) in order to allow development of a single detached dwelling.

Further That pursuant to Section 34(12) of the Planning Act, Council holds a public meeting on April 14, 2025, regarding the proposed amendment, to allow for public review and comment.

Background:

Owner: Kevin Rampton c/o Michael Ferri

Legal Description: legally described as Plan 77 Lot 22 Part of Lot 21; and Parts 1 and 2 on Plan 49R-11313, Arnprior Ontario

Area of Land: 0.2052 ha (2,052 sq. m.)

Existing Structures: vacant

Official Plan: Established Residential Area

Zoning: Residential Two (R2)

An application for Zoning By-law amendment was received to change the zoning of the subject property from Residential Two (R2) to Residential One (R1) in order to allow development of a single detached dwelling.

Context

The subject lands are located on the east side of Claude Street with frontage on the Madawaska River.



Figure 1 Streetview of the subject lands

On the other side of Claude St are existing one and two-storey single detached dwellings.

Figure 2 is an aerial photograph of the area from 2020.



Figure 2 Aerial photo from 2020 of the subject and surrounding lands

Discussion:

Provincial Planning Statement, 2024

The Provincial Policy Statement, 2024 section 2.2.1. requires planning authorities to “provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area

by...permitting and facilitating all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units... [and] promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities and supports the use of active transportation.”

Official Plan Policies

The subject property is designated Established Residential Area.

The objectives of the Established Residential Area designation are to:

- a) “Recognize, maintain, and protect the character and identity of existing low density residential neighbourhoods and plans of subdivision;
- b) Recognize existing medium and high density developments that have already occurred and allow for their completion and redevelopment as appropriate;
- c) Provide for new development/redevelopment on existing lots in a manner that maintains and protects the existing neighbourhood character;
- d) Provide for modest intensification in the form of townhouses and apartment dwellings in appropriate locations; and,
- e) Provide for alterations to existing residential uses in a manner that maintains and protects the existing neighbourhood character.”

Permitted uses in the Established Residential Area designation include single-detached dwellings, semi-detached dwellings, townhouse dwellings, low-rise apartment buildings (maximum height 3 storeys), additional dwelling units, garden suites, home based businesses, bed and breakfast, day nurseries and local institutional uses.

Section C1.4.4 sets out guidelines for construction of new single detached and semi-detached dwellings. The applicable policies are:

- a) “The front yard setback for the new homes is generally consistent with the front yards that exist on the same side of the street;
- b) The height of the new homes do not exceed two storeys, unless the homes on either side are higher than two storeys;
- c) The depth of the new home provides for a generously sized rear yard amenity area and minimizes the potential impacts of the new home on the enjoyment of adjacent rear yards; and,
- d) Existing trees and vegetation will be retained and enhanced where possible and additional landscaping will be provided to minimize the impacts of the new home on the enjoyment of adjacent lots.”

Zoning By-law Provisions

The current zoning of the land is Residential Two (R2). The Residential Two zone permits the following uses:

- Townhouse dwelling
- Apartment dwelling
- Triplex dwelling
- Multiple dwelling
- Additional dwelling unit
- Home business
- Bed and breakfast establishment
- Child care center
- Home child care

The requested amendment is to change the zoning to Residential One (R1). The following uses are permitted in the Residential One zone:

- Single-detached dwelling
- Semi-detached dwelling
- Duplex dwelling
- Additional dwelling unit
- Home business
- Bed and breakfast establishment
- Child care center
- Home child care

The proposed site plan sketch (see document 2) shows that all applicable setbacks and provisions of the Residential One zone could be met by a proposed single-detached dwelling. Future development of the site for a detached dwelling may differ; the sketch provided was to demonstrate that all applicable setbacks could be met.

Process

March 24, 2025 – Council is asked to authorize holding the statutory public meeting
April 14, 2025

April 14, 2025 – Public meeting on the application

April 28, 2025 – The application and recommendation of staff is brought to council for consideration and a decision. Following a decision of Council, notice of the decision is issued within 15 business days and is followed by a 20-day appeal period.

Options:

1. Refuse the requested zoning by-law amendment in full without going to public

meeting. This is not recommended by staff.

Policy Considerations:

As outlined above.

Financial Considerations:

Not applicable.

Meeting Dates:

March 24, 2025 – Council is asked to authorize holding the statutory public meeting
April 14, 2025

April 14, 2025 – Public meeting on the application

April 28, 2025 – The application and recommendation of staff is brought to council for consideration and a decision.

Consultation:

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

Documents:

1. Key Plan
2. Site Plan

Signatures

Reviewed by Department Head: Alix Jolicoeur

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

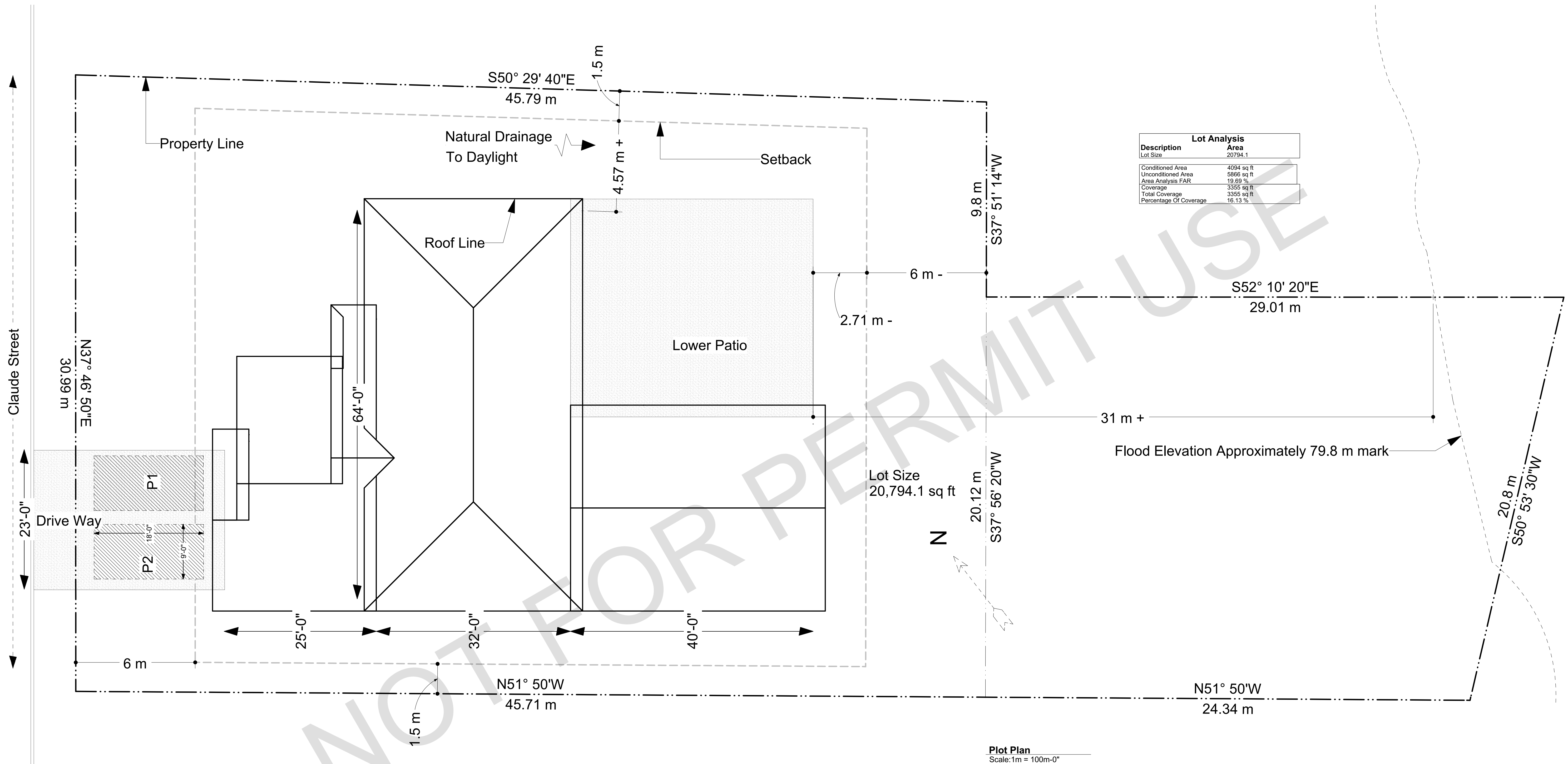
CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

Document 1 – Key Plan



Document 2 – Site Plan



REVISION HISTORY			
REV	DATE	BY	DESCRIPTION

Home Owner/Designer:
Michael Ferri Cell:(416) 312-7568
Claude Street
Arnprior Ontario,

Sheet Title:
Site Plan

Plan Scale:
1M = 100M

A-1



Town of Arnprior Staff Report

Subject: Variance Request to Sign By-law 5209-04 for 12 Thomas Street S. Apartments

Report Number: 25-03-24-07

Report Author and Position Title: Robin Paquette, CAO

Department: Community Services

Meeting Date: March 24, 2025

Recommendations:

That Council approve variances from the provisions of the Sign and Merchandise Display By-law No. 5209-04 to permit a ground mounted off-site development sign located within the municipal road allowance (exemption from Sec 5.5) of William Street and within 100m of a Residential Zone (exemption from Sec 6.11 a), as requested by the owner of 12 Thomas Street South;

And Further That Council require the developer to enter into a lease agreement, the content of which be subject the satisfaction of the CAO and Town Solicitor, to permit the developer to locate a sign on the William Street road allowance.

Background:

The owner of 12 Thomas Street South is currently constructing the first of three planned apartment buildings of 59 units. The owner has submitted a request for variances from the Town's Sign and Merchandise Display By-law to construct a ground mounted sign at the corner of William Street and Daniel Street, outside of the required sight triangle but within the municipal road allowance of William Street.

Below is an approximate location of the proposed sign (blue line) outside of the sight triangle (shown in black). It should be noted that this is not a survey, and exact measurements are not provided, however the sight triangle is required to be measured 9m along the street lines and the sign is indicated to be 3.5m from the paved surface of William Street allowing for snow storage.

Figure 1: Proposed location



Draft Sign:



The application requests relief from By-law 5209-04 to permit the placement of the signage:

Section 5.5 PROHIBITED SIGNS

- No person shall erect, install, post, display maintain or keep on a premises any of the following types of signs:
 - o Signs on or over public property or public right of way, unless erected and approved in writing by a government agency having jurisdiction.

Section 6.11 a) DEVELOPMENT SIGNS

- "Off-Site" Subdivision Development Signs, subject to the following:
 - o Such signs shall be located in an Agricultural or Open Space Zone, not more than one (1) kilometre from the project for which the signs are erected, and at least 100 metres from a Residential Zone.

Discussion:

The Sign and Merchandise Display By-law, 5209-04, regulates signs and merchandise displays for controlling community appearance and safety. The subject sign is particularly regulated by Section 5.5 and 6.11.

Section 5.0 Prohibited Signs states,

"No person shall erect, install, post, display, maintain or keep on a premises any of the following types of signs:

5.5 Signs on or over public property or public right of way, unless erected and approved in writing by a government agency having jurisdiction."

Permission from the Town is required to permit a sign to be located on municipal property and staff have generally discouraged signage from being placed on any municipal road allowance for several reasons, including but not limited to, visibility, snow and grass cutting operations and potential infrastructure issues. However, in the case of this application, the proposed variances could be considered minor and, given the sign location and the nature of the area, will have little impact on the surrounding properties and uses. The applicants will be required to obtain building permits and submit engineering drawings. Staff would also recommend that Council require the developer to enter into a standard lease agreement outlining the approved location and any other requirements, such as providing insurance and indemnity from liability, any applicable fees (legal, survey, rent) and establishing a timeline for the required removal of the signage. Historically, Council entered into such agreements for signage on Edey St at Daniel (Mulvihill Ins) and on Robert Street at Daniel (Robert Street Apartments).

Should Council agree with the proposed placement, utility locations would be required

to be obtained by the applicant prior to installation. The proposed location would not appear to be impacting visibility at the intersection, nor would it impede snow removal operations, however, the owner would be responsible for any damage as a result of Town operations.

Staff do want to caution that approval could establish precedent with the volume of multi-tenant structures being constructed, or currently in planning approvals, within the Town. There are currently three (3) multi-unit apartment buildings under construction, including the one located at 12 Thomas Street South. There are planning applications for an additional eleven (11) multi-unit buildings or phases within the Town, as well as several ongoing subdivision applications. The precedent set by allowing an off-premise development sign within the municipal road allowance, and outside of approved zones/within 100 m of a Residential zone, may result in significant additional requests for similar variances for other development projects.

Furthermore, as Council is aware, staff are in the process of revising the dated Sign and Merchandise Display By-law and making efforts to strike the right balance between the desire for off-premise signs by developers and businesses and the overall signage level that the public would like to see. Creating a situation now that may conflict with the future policy may make it difficult for Council to support improved policies in the future.

A second matter of non-compliance is with regard to Section 6.11 which states that these types of development signs must be located in either the Agricultural or Open Space zones and be a minimum of 100m from a residential zone. Technically, road allowances are not 'zoned' by the Zoning By-law, as they are municipal rights-of-way, however, the location proposed within the William Street road allowance is within 100m of lands zoned Downtown – Commercial/Residential (D-CR), Mixed Use – Commercial Residential (MU-CR) and Residential One (R1).

Council may wish to provide an exemption from the provision to assist the developer with directing prospective clients to the apartment building as outlined in the correspondence from the developer (Document #1). The developer's position is that the Sign By-law does not consider the unique nature of infill and intensification projects within existing neighbourhoods and thus the need for the exemption. They are concerned with the ability to meet their need to be able to provide direction on the preferred route of access to our site (William St vs. Havey St) and help promote this important supply of affordable rental housing.

The Chief Building Official is the issuing officer for permits under the Sign and Merchandising Display By-law. Section 4.3 states, "A decision of the issuing office may be appealed to Council. Council may, upon application of any person, authorize minor variances from the provisions of the by-law, if, in the opinion of Council, the general intent and purpose of the by-law are maintained."

Options:

Council could determine that the variance being requested and the precedent which

could be established may not be considered appropriate and in keeping with the general intent and purpose of the by-law and thereby deny the variances as requested.

Policy Considerations:

Affordable Housing Initiatives – the subject project does include an element of affordable rental units which is a key objective of the Town’s Strategic Plan.

Financial Considerations:

There are no costs associated with this application. All costs associated with the required lease agreement would be borne by the applicant and a lease fee would be negotiated.

Meeting Dates:

N/a

Consultation:

- Manager of Community Services
- Chief Building Official
- GM of Operations

Documents:

1. Request for Council Sign By-law Exemption: Trailside Apartments, 12 Thomas St. S.

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

January 2, 2025

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

Re **Request for Council Sign By-law Exemption:
Trailside Apartments, 12 Thomas St. S.**

Dear Jacques,

Please consider this a formal request for a Council site-specific exemption from the Town of Arnprior, Sign By-law #5209-04, to permit a "Development Sign", promoting the availability of our affordable rental apartment units located at 12 Thomas Street. Please ensure that this matter is forwarded to Council for their consideration.

As Council is aware, we are actively pursuing the construction of a 59-unit, affordable residential apartment building (Phase 1) at 12 Thomas Street and are targeting August 30, 2025 as the potential occupancy date. Our desire is to locate a "development sign" at the corner of William Street East and Daniel Street South, as shown on Attachment 1, to help promote the availability of our affordable rental units and direct potential clients to our site.

With the assistance of the CBO, we have been made aware that a development sign, promoting inner town/infill development projects, is not specifically envisioned in your Sign By-law. Compliance with requirements such as the 100 m separation from a residential zone is very challenging with an infill project. As a result, we are requesting Council consider this matter in accordance with Section 4.3 of the Sign By-law and permit a site-specific exemption, permitting a development sign as proposed in Attachment 1.

The "Proposed Sign" sign is intended to be located on the municipal road allowance for William Street, outside of the prescribed sight triangle, promoting the availability of our affordable rental units. The sign would be in place for the duration of the three phases of the residential apartment project, in accordance with the approved site plan.

We would be pleased to attend Council when this matter is discussed. If there is a need for additional information or clarification, please feel free to contact myself at your convenience.

Respectfully yours,

Jp2g Consultants Inc.



Forbes Symon, MCIP, RPP
Senior Planner
Jp2g Consultants Inc.

cc Dennis Eberhard



Ottawa
1150 Morrison Dr., #410
Ottawa, ON, K2H 8S9
T: 613-828-7800
Ottawa@jp2g.com

Pembroke
12 International Dr.
Pembroke, ON, K8A 6W5
T: 613-735-2507
Pembroke@jp2g.com

Arnprior
16 Edward St. S., #538
Arnprior, ON, K7S 3W4
T: 613-828-7800
Arnprior@jp2g.com



Attachment #1: Proposed Development Sign





Town of Arnprior Staff Report

Subject: Proclamation for 911 Dispatcher Appreciation Week (April 13-19, 2025)

Report Number: 25-03-24-08

Report Author and Position Title: Kaila Zamojski, Town Clerk

Department: Client Services

Meeting Date: March 24th, 2025

Recommendations:

That Council proclaim April 13th to 19th, 2025 as 911 Dispatcher Appreciation Week in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	OPSEU/SEFPO Local 449 PO BOX 40014 RPO Raglan, Renfrew, Ontario, Canada K7V 4G0 www.opseulocal449.ca
Section 5.2.2 – Contact Person’s Name	Liam Vanderbraak, President president@opseulocal449.ca
Section 5.2.3 – Name of Proclamation and Duration	911 Dispatcher Appreciation Week April 13-19, 2025

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

Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	No
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – 911 Dispatcher Appreciation Week (April 13-19, 2025)

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



ARNPRIOR

Town of Arnprior Proclamation
911 Dispatcher Appreciation Week
April 13th to 19th, 2025

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

Whereas the 911 Dispatchers of the Renfrew Central Ambulance Communications Centre, Ontario Provincial Police, and the Brockville Fire Department serve as the unsung heroes and vital first point of contact in these critical moments, acting with speed, precision, and empathy; and

Whereas 911 Dispatchers skillfully dispatch paramedic services, fire departments and police services, coordinating essential resources and personnel to manage crises effectively and efficiently; and

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

Whereas through their diligent efforts, 911 Dispatchers uphold the highest standards of public safety, contributing significantly to the protection of life and property; and

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

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

Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim April 13th to 19th, 2025 as 911 Dispatcher Appreciation Week in the Town of Arnprior and encourage all residents to acknowledge and celebrate the exceptional service and commitment of our local 911 Dispatchers whose work is essential in maintaining the safety and well-being of our community.

Lisa McGee, Mayor
Town of Arnprior



Town of Arnprior Staff Report

Subject: Proclamation for World Autism Day (April 2, 2025)

Report Number: 25-03-24-09

Report Author and Position Title: Kaila Zamojski, Town Clerk

Department: Client Services

Meeting Date: March 24th, 2025

Recommendations:

That Council proclaim April 2nd, 2025 as World Autism Day in the Town of Arnprior.

Background:

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

Section 5.1 – Charitable or Non-Profit Organization	Yes
Section 5.2 – Request received two (2) weeks prior to event	Yes
Section 5.2.1 – Name and Address of Organization	Autism Ontario 1179 King Street West, Suite 004 Toronto, ON M6K 3C5
Section 5.2.2 – Contact Person’s Name	Autism Ontario 1-800-472-7789
Section 5.2.3 – Name of Proclamation and Duration	World Autism Day – April 2, 2025

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

Section 5.2.4 – Appropriate Wording for Proclamation	Yes
Section 5.2.5 – Request Flag to be flown/ flag raising ceremony	No
Section 5.3.1 – Does not promote any commercial business	Complies
Section 5.3.2 – Does not promote hatred or illegal activity	Complies
Section 5.3.3 – Does not contain inappropriate statements	Complies

Documents:

1. Proclamation Document – World Autism Day (April 2, 2025)

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



ARNPRIOR

Town of Arnprior Proclamation

World Autism Day

April 2nd, 2025

Whereas World Autism day is recognized on April 2, 2025, in Canada; and

Whereas Autism Ontario is one of the largest collective voices representing the autism community, and the work they do helps all autistic individuals and the families of these individuals have access to meaningful support, information, and connections everyday throughout the year; and

Whereas Autism impacts more than 135,000 individuals in Ontario, representing 1 in every 50 Canadian children and youth It not only influences the lives of autistic individual but also their friends, families, and communities; and

Whereas Autism is a diverse spectrum that varies widely among individuals. Each person's experience with autism can change over time. This evolving journey highlights the uniqueness of every autistic individual, emphasizing the need for understanding and support tailored to their specific needs; and

Whereas Autism Ontario is the leading source of information and referral on autism, and since 1973, has been providing support, information, and opportunities for thousands of families and individuals across the province; and

Whereas it is crucial for us to raise awareness, acceptance, provide support and promote a more inclusive society; and

Whereas this year Autism Ontario is encouraging individuals to “Celebrate the Spectrum” by creating your own Tie-Dye shirt, as the tie-dye concept symbolizes the individuality of all autistic individuals, just as each shirt is one-of-a-kind, so too is every person on the autism spectrum.

Now Therefore, I, Lisa McGee, Mayor of Arnprior, do hereby proclaim April 2nd, 2025 as World Autism Day in the Town of Arnprior and encourages all residents to learn more about Autism, create a tie-dye shirt, and help promote awareness, acceptance and inclusivity in our community.

**Lisa McGee, Mayor
Town of Arnprior**



ARNPRIOR

**Minutes of the Accessibility and Age Friendly Advisory Committee Meeting
November 6th, 2024
6:30 PM
Town Hall**

Committee and Staff Attendance

Committee Members Present:

Tina MacLaren, Chair
Lynn Cloutier, Vice Chair
Tom Burnette, Councillor
Sarah Tait, Committee Member

Committee Members Absent:

Amanda Deschamps, Committee Member
Dave Furgoch, Committee Member
Amanda Harris, Committee Member

Town Staff Present:

Graeme Ivory, Director of Recreation
Kaitlyn Wendland, Client Services
Coordinator
Kaila Zamojski, Town Clerk

1. Call to Order

Tina MacLaren, Chair, called the meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of the Committee being present except Amanda Deschamps, Dave Furgoch, and Amanda Harris.

3. Land Acknowledgment

Tina MacLaren 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 022-24

Moved by Lynn Cloutier

Seconded by Sarah Tait

Be It Resolved That the agenda for the Accessibility and Age Friendly Advisory Committee Meeting dated Wednesday, November 6th, 2024 be adopted.

Resolution Carried

5. Disclosure of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 023-24

Moved by Sarah Tait

Seconded by Tom Burnette

Be It Resolved That the minutes for the October 2nd, 2024 Accessibility and Age Friendly Advisory Committee meeting be adopted.

Resolution Carried

7. Presentations/ Delegations

a) Draft 2024 Accessibility Status Report, Kaitlyn Wendland, Client Services Coordinator, Kaila Zamojski, Town Clerk

Kaila Zamojski, Town Clerk, presented the Draft 2024 Accessibility Status Report to the Committee, with the following being a summary of the discussion that ensued:

- Committee Members noted the addition of center markers on busy crosswalks and inquired if they will be kept in place over the winter. Town staff informed them that they will be removed for the winter and replaced in the spring.
- Committee Members inquired about the alternative options for installing an elevator at the Arnprior and District Museum. Town staff indicated that alternatives have been investigated and currently this is a project slated many years out in the Long-Range Capital Forecast.
- Committee Members indicated that funding opportunities through Ontario Power Generation (OPG) may be available to support the purchase of additional accessible beach chairs to be used at various parks.
- Committee Members highlighted that Community Living is working with the Arnprior and District Museum to explore options to increase accessibility and various other partnership opportunities.

8. Matters Tabled/ Deferred/ Unfinished Business

None

9. Staff Reports

None

10. New Business

a) Age Friendly Community Plan, Kaila Zamojski

Kaila Zamojski, Town Clerk, provided an overview for the Committee about the awarded Request for Proposal for the development of a new Age-Friendly Community Plan for the Town of Arnprior. It was noted that the Committee will be invited to public engagement sessions beginning in 2025, and that the draft plan will come to the Committee for review next year as well.

b) Ontario Senior Achievement Award

Kaila Zamojski, Town Clerk, highlighted this opportunity from the Province of Ontario for Committee Members to nominate Seniors in the community.

c) Roundtable Discussion

Kaila Zamojski, Town Clerk, noted that staff are looking to this committee to bring forward any ideas, issues, topics that can be discussed at future meetings. Please bring these items forward and send them by email to the Clerk's Office for inclusion on future agendas to discuss at these meetings.

11. Adjournment

Resolution Number 024-24

Moved by Lynn Cloutier

Seconded by Tom Burnette

That the Accessibility and Age Friendly Advisory Committee adjourn at 7:00 PM.

Resolution Carried



ARNPRIOR

Minutes of the Environmental Advisory Committee Meeting

November 18th, 2024

6:30 PM

Council Chambers – Town Hall

Committee and Staff Attendance

Committee Members Present:

Chris Toner, Vice Chair
Billy Denault, Councillor
Barry Goodman, Committee Member
Ben Shearer, Committee Member
Ted Strike, Committee Member
Alexis Young, Committee Member

Committee Members Absent:

Natalie Deveau, Chair

Town Staff Present:

Patrick Foley, Engineering Officer
Graeme Ivory, Director of Recreation
Jessica Schultz, A/Environmental
Engineering Officer
John Steckly, GM, Operations
Kaitlyn Wendland, Client Services
Coordinator
Kaila Zamojski, Town Clerk

1. Call to Order

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

2. Roll Call

The roll was called, with all Members of the Committee being present except Natalie Deveau, Chair.

3. Land Acknowledgment

Chris Toner, Vice Chair, 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 023-24
Moved by Billy Denault
Seconded by Alexis Young

Be It Resolved That the agenda for the Environmental Advisory Committee Meeting dated Monday, November 18th, 2024 be adopted.

Resolution Carried

5. Disclosure of Pecuniary Interest

None

6. Adoption of Minutes of Previous Meeting(s)

Resolution Number 024-24
Moved by Barry Goodman
Seconded by Alexis Young

Be It Resolved That the minutes for the October 21st, 2024 Environmental Advisory Committee meeting be adopted.

Resolution Carried

7. Presentations/ Delegations

a) Water Filtration Plant and Water Pollution Control Centre Building Condition Assessment

Patrick Foley, Engineering Officer, presented the Water Filtration Plant and Water Pollution Control Centre Building Condition Assessments to Committee members, as included in the agenda package.

b) Water and Wastewater Master Plan

John Steckly, General Manager of Operations, presented the Water and Wastewater Master Plan to Committee members, with the following being a summary of the discussion that ensued:

- Committee members inquired about the capacity requirements of the water and wastewater treatment plants. Town staff indicated that there is internal tracking of the potential future demands on both plants to determine reserve capacity.
- Committee members inquired if the Town's growth projections account for increased density. Town staff indicated that the increased density in new developments has been accounted for.
- Committee members asked if the cost modelling included revenues that would come from development. Town staff indicated that there is a separate user-fees study on water and wastewater rates.

- Committee members inquired about if the Town will need a second water tower. Town staff indicated that there is currently no need for a second water tower and given the forecasted expansion, there remains no need at this time.

8. Matters Tabled/ Deferred/ Unfinished Business

a) Review Action Items Summary Table

Councillor Chris Toner, Vice Chair, asked that the Committee proceed through each item as listed on the Action Items Summary Table. Discussion ensued amongst Committee Members with the following being a summary of the updates received:

Item	Comment / Update
2	Marketing and Economic Development Officer will attend the next meeting to present a plan for website and social media content.
4	Rotary Club is looking to host an Environment Expo and is looking for partnership and support. Alexis Young, Committee Member, will seek more information.
8	Barry Goodman, Committee Member, received information from the Ottawa Riverkeepers.
10	Alexis Young, Committee Member, and Billy Denault, Councillor will work on this over the winter.
11	Discussed later under agenda item 10 (b).
13	Chris Toner, Vice Chair, indicated that Rotary Club would be a great resource.
14	Completed.
15	To be included for the Committee workplan in the spring.
17	Town staff indicated that a few additional receptacles have been ordered, however they will likely wait until the spring to place them around Town.
19	Ben Shearer, Committee Member will be taking the lead on this action item.

9. Staff Reports

None

10. New Business

a) Workplan Discussion

Alexis Young, Committee member, provided an overview for the creation of the Committee's workplan. Committee members agreed to review the priority areas, as identified in the Environmental Advisory Committee's Priorities Survey, and come back in the spring to finalize the workplan.

b) Roundtable Discussion

Kaila Zamojski, Town Clerk, discussed Naturalized Gardens and that Town staff will continue to monitor for complaints received regarding naturalized gardens, but at this time there is not a recommendation to update any by-laws. Committee members suggested that there may be opportunities to explore educational opportunities for residents to learn more about naturalized gardens.

Barry Goodman, Committee member, highlighted his engagement with the Ottawa River Keepers and their willingness to collaborate on addressing invasive species in Arnprior.

11. Adjournment

Resolution Number 025-24

Moved by Billy Denault

Seconded by Ted Strike

That the Environmental Advisory Committee adjourn at 8:40 PM.

Resolution Carried

Appendix A
Action Item Summary (Updated)

Ref. No.	Item	Date Assigned	Responsible Party
2	Implement webpage content for Environmental Initiatives through identification of resources, events, etc.	2024-03-18	All
4	Identify priorities for potential public engagement activities (i.e. Arnprior Sunday Market, public events, etc.).	2024-03-18	Natalie Deveau Alexis Young
5	Create education materials and information regarding how to reduce yard waste.	2024-03-18	
6	Create education materials and information regarding how to create native pollinator gardens and support seasonal plantings that are supportive of native species.	2024-03-18	
7	Create education materials and information regarding how to recycle appropriately (what can be recycled, how should it be separated, impacts of recycling, etc.).	2024-03-18	
8	Create education materials and information regarding how to deal with invasive species and how to report invasive species on Town property.	2024-03-18	Barry Goodman
10	Work with the Ottawa Valley Cycling and Active Transportation Alliance (OVCATA) on active transportation and bike safety education opportunities.	2024-05-21	Billy Denault Alexis Young
11	Bring forward more information on pollinator-friendly policies and how they could be implemented through Town by-laws and policies.	2024-05-21	Kaila Zamojski Kaitlyn Wendland
13	Develop bike safety materials and/or program for youth to encourage safe active transportation.	2024-09-16	Alexis Young Chris Toner
15	Bring forward a plan for the Town of Arnprior to do pollinator garden awards.	2024-09-16	

Legend: **Yellow = New Addition to Action Item List**
Green = Completed Items on Action List

17	Identify potential solutions for the increased number of cigarette butts littered through the Town.	2024-09-16	Chris Toner Amy Dean
19	Seek further information from Ontario Power Generation about fish migration around the dam.	2024-09-16	

Legend: Yellow = New Addition to Action Item List
Green = Completed Items on Action List

Completed Items:

Item	Status	Responsible Party
Invite the Carleton Place Environmental Advisory Committee to be a delegation at a future meeting.	Completed	Amy Dean
Provide more information about the MacNamara Field Naturalists Club and its 40 th anniversary plans.	Completed	Barry Goodman
Organize Earth Day activities and participation in National Earth Day workshop.	Completed	Amy Dean
Organize Pitch-In Week (April 29 th , 2024 to May 5 th , 2024) activities.	Completed	Lucas Power Amy Dean
Provide more information about the Great Arnprior Trash Hunt and how the EAC can get involved.	Completed	Alexis Young
Provide electronic copies of Town by-laws and policies with regard to environmental issues (as listed in the March 18 th , 2024 Environmental Advisory Committees PowerPoint Presentation).	Completed	Oliver Jacob
Provide an update regarding The Great Arnprior Trash Hunt and its impact at the next EAC meeting.	Completed	Alexis Young
Create a sorting guide tool for use at public events.	Completed	Barry Goodman
Coordinate with the organizers of The Great Arnprior Trash Hunt to determine locations that are completed and in need of additional clean-up.	Completed	Amy Dean
Add garbage bins into the passive park in the Marshall's Bay Meadows Subdivision until the park construction is completed with permanent benches and waste receptacles.	Completed	Graeme Ivory

Legend: **Yellow = New Addition to Action Item List**
Green = Completed Items on Action List

Bring forward more information on the Nick Smith Centre Arena Slab Replacement project and its impact on the building's energy efficiency.	Completed	John Steckly Graeme Ivory
Bring forward more information to be presented to a future committee meeting on the Town's vehicle and equipment fleet and potential electrification opportunities.	Completed	John Steckly Graeme Ivory
Obtain a copy of the Community Action Arnprior presentation on Greening Business	Completed	Billy Denault
Identify priorities for potential data collection activities (i.e. survey).	Completed	Alexis Young
Review available tree planting grants and other opportunities to support the growth of the tree canopy across the community (on public and private properties).	Completed	John Steckly Graeme Ivory
Create a plan for an Invasive Species Shoreline Clean Up in the late fall or early spring.	Completed	Barry Goodman
Bring forward a plan for Waste Reduction Week 2024.	Completed	Kaitlyn Wendland
Explore options for including signage at the Marina to ask boaters to rinse their boats off after use.	Completed	Graeme Ivory
Work with Ottawa Riverkeepers on protecting our waterways.	Completed	Barry Goodman
Bring forward the results of the Water and Wastewater Master Plan upon completion.	Completed	John Steckly

Legend: **Yellow = New Addition to Action Item List**
Green = Completed Items on Action List

**The Corporation of the
Town of Arnprior**

By-law Number 7574-25

A by-law to temporarily appoint Kim Eastman as Acting Deputy Treasurer with signing authority for the Corporation of the Town of Arnprior.

Whereas Section 8 of the Municipal Act, 2001, S.O., c.25 as amended states that the municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority; and

Whereas Section 11 of the Municipal Act, S.O. 2001, as amended allows the municipality to provide any service or thing that the municipality considers necessary or desirable for the public, including the passing of by-laws pertaining to governance structure of the municipality; and

Whereas Section 23 (1) of the Municipal Act, S.O. 2001, as amended authorizes a municipality to delegate its powers and duties under this or any other Act to a person; and

Whereas subsection 286(2) of the Municipal Act, S.O. 2001, c.25 as amended, provides that a municipality may appoint Deputy Treasurers who shall have all the powers and duties of the Treasurer under the Municipal Act 2001, and any other act; and

Whereas the Council of the Town of Arnprior deems it necessary to enact a by-law to provide for an Acting Deputy Treasurer, who in the absence of the Treasurer shall carry out the duties of the Treasurer; and

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to appoint Kim Eastman as Acting Deputy Treasurer.

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

1. **That** Kim Eastman is hereby appointed as Acting Deputy Treasurer of the Town of Arnprior, effective March 24, 2025 and shall have the title of Acting Manager of Finance for Town business; and

2. **That** Kim Eastman as Acting Deputy Treasurer shall have all authority granted through all pertinent Town of Arnprior By-laws and all applicable law; and
3. **That** effective March 24, 2025 Kim Eastman shall be an authorized signing authority for banking purposes for the Corporation of the Town of Arnprior; and
4. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and Passed this 24th day of March, 2025.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

The Corporation of the Town of Arnprior

By-Law Number 7575-25

A by-law to award a contract for Tender PW-2025-02 Edey, MacDonald, Vancourtland Reconstruction and Baskin PXO to Tarstone Canada Ltd and proposal 21-1007U to JP2G Consultants 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 February 10th, 2025 Council passed by-law 7558-25 to adopt the 2025 Capital Budget which included a budget of \$4,600,000.00 for Edey & Macdonald Street reconstruction, \$125,000 for the PXO on Baskin Drive and \$750,000 for Rolling Road Rehab, with \$200,000 earmarked for Vancourtland Street Resurfacing; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender #PW-2025-02 through a public process; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town received proposal 21-1007U for contract administration and inspection services, under standing offer, from JP2G Consultants Inc for \$203,784.60 (incl. HST); and

Whereas Tarstone Canada Ltd. submitted the lowest acceptable bid of \$3,039,900.87 (incl. HST), in response to Tender PW-2025-02; and

Whereas the submitted project costs result in a budgetary surplus of \$2,003,879.72, when accounting for net HST rebate.

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

1. **That** Council award Tender PW-2025-02 Edey, MacDonald, Vancourtland Reconstruction to Tarstone Canada Ltd. for a total of \$3,039,900.87 (incl. HST); and
2. **That** Council award contract administration and inspection services contract to JP2G Consultants Inc for \$203,874.60 (incl. HST); and
3. **That** Council authorizes the CAO to execute the agreements and related documents with Tarstone Canada Ltd and JP2G Consultants Inc to execute the works; and
4. **That** any by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.

Enacted and Passed this 24th day of March, 2025.

Lisa McGee, Mayor

Kaila Zamojski, Clerk

The Corporation of the Town of Arnprior

By-law Number 7576-25

A by-law to award a contract for roofing replacements at the Public Works Garage.

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

Whereas on February 10th, 2025 Council passed By-law 7558-25 to adopt the 2025 Capital Budget which included the replacement of roof areas at the Public Works Garage with a budget of \$130,000.00; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender PW-2025-04 through a public process for the Arnprior Public Works Garage Roof Replacements; and

Whereas Simluc Contractors submitted the lowest acceptable bid of \$125,148.00 (plus HST) for the replacement of the Public Works Garage roof sections; and

Whereas Rimkus has provided a proposal for contract administration & quality assurance for total cost of \$5,785.00 (plus HST);

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

1. **That** Council awards the Public Works Garage Roof Replacement project to Simluc Contractors in the amount of \$125,148.00 (plus HST); and
2. **That** Council awards quality assurance and contract administration services for the Public Works Garage Roof project to Rimkus in the amount of \$5,785.00 (plus HST); and
3. **That** Council authorize the General Manager, Operations to spend additional contingency expenses up to \$12,735.06 (including net HST) which constitutes 10% of the total Contract value; and
4. **That** Council fund the shortfall of \$15,972.48 from the Capital Expenditure Reserve Fund; and
5. **That** the CAO is authorized to execute the agreement and related documents with Simluc Contractors and Rimkus respectively for the defined scope of work.
6. **That** any by-laws, resolutions or parts of by-laws or resolutions inconsistent with this by-law be hereby repealed.

7. **That** this By-law shall come into force and effect on the day of its passing.
Enacted and passed this 24th day of March, 2025.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

**The Corporation of the
Town of Arnprior**

By-law Number 7577-25

A by-law to release an easement from Parts 4, 8, 10, 11 and 15 on 49R-19701 as in AR12123

Whereas the Corporation of the Town of Arnprior entered into a Site Plan Agreement with Hyor Holdings Inc., dated April 26, 2021; and

Whereas the Site Plan Agreement included provisions that the Owner shall be responsible for the relocation of a 300m watermain and easements crossing the property, including but not limited to detail design, engineering, construction, survey and legal costs and the Town shall release the current easement once the watermain is abandoned and new watermain is accepted.; and

Whereas the Council of the Corporation of the Town of Arnprior deems the easement no longer required and agrees to the release of the said easement at this time.;

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

1. **That** Council of the Corporation of the Town of Arnprior agrees to a release of an easement from Parts 4, 8, 10, 11 and 15 on 49R-19701 as in AR12123.
2. **That** the solicitor acting on behalf of the owner of the subject lands may de-register the said easement from title.
3. **That** the Mayor and Clerk be and are hereby authorized and required, after the passing of this By-law, to execute on behalf of the Corporation of the Town of Arnprior, the necessary documents to release the easement.
4. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and **passed** this 24th day of March, 2025.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7578-25

Being a by-law to appoint of Community Members to the Town of Arnprior's Council Remuneration Ad Hoc Committee, for remainder of the 2022 to 2026 term of Council.

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

Whereas Section 11 (1) and (2) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, permits lower-tier municipality to provide any service or thing that the municipality considers necessary or desirable for the public including the passing of by-laws pertaining to governance structure of the municipality; and

Whereas Council deems it expedient to develop an Ad Hoc Committee of community members, to provide recommendations to Council with respect to salary, benefits, allowances, and any other direct/indirect compensation for elected officials for the new term of Council (2026-2030); and

Whereas Council, at their meeting held on March 10th, 2025, provided direction to prepare an appointment by-law for Council's consideration.

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

1. **That** the following persons are hereby appointed to the Council Remuneration Ad Hoc Committee:
 - Josie Scott
 - Donna Anderson
 - Bill Griese
 - Katrina Roberts
2. **That** all appointments, as noted within this By-law, shall be for the duration of the 2022 to 2026 term of Council, unless Council directs otherwise through resolution.
3. **That** any vacancies created through resignation will be advertised as staff deems appropriate when said vacancy occurs.
4. **That** any by-laws or resolutions or parts of by-laws and/or resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

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

Enacted and passed this 24th day of March, 2025.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7579-25

Being a By-law to appoint a Member of Council to the Committee of Adjustment / Property Standards Committee of the Town of Arnprior for 2025.

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 the members of the committee who are members of a Municipal Council shall be appointed annually; 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 Council at their March 10th, 2025 Council Meeting, requested the Council Member appointed to the Committee of Adjustment and Property Standards Committee be changed to a new Member of Council for the remainder of 2025; and

Whereas the Council of the Corporation of the Town of Arnprior deems it expedient to appoint a new Member of Council to the Committee of Adjustment / Property Standards Committee for the remainder of 2025;

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

1. **That** Councillor Ted Strike is hereby appointed to the Committee of Adjustment / Property Standards Committee for 2025 as a Council representative; and
2. **That** By-law No. 7562-25 be repealed, therefore removing County Councillor Lynch from his appointment as a Council representative on the Committee of Adjustment and Property Standards Committee; and
3. **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 24th day of March, 2025.

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk

The Corporation of the Town of Arnprior

By-law Number 7580-25

Being a by-law amend By-law No. 7467-24, to appoint a new Member of Council to the Town of Arnprior's Advisory Committees for the 2022-2026 Term of Council.

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

Whereas Section 11 (1) and (2) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, permits lower-tier municipality to provide any service or thing that the municipality considers necessary or desirable for the public including the passing of by-laws pertaining to governance structure of the municipality; and

Whereas Council adopted a renewed Advisory Committee structure at the November 14th, 2023 Regular Meeting of Council, in conjunction with the 2024-2027 Strategic Plan; and

Whereas Council adopted terms of reference for the Accessibility and Age Friendly Advisory Committee, Culture and Diversity Advisory Committee, and Environmental Advisory Committee at the January 8th, 2024 Regular Meeting of Council; and

Whereas it is deemed necessary to appoint a new Member of Council to the Environmental Advisory Committee of the Corporation of the Town of Arnprior to advise and represent Council on various matters under its jurisdiction; and

Whereas Council, at their meeting held on March 10th, 2025, provided direction to prepare an appointment by-law for Council's consideration.

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

1. **That** the following Member of Council be hereby appointed to the Environmental Advisory Committee, to replace Councillor Billy Denault:
 - Councillor Ted Strike
2. **That** a new citizen member be appointed in the near future to replace Councillor Ted Strike on the Environmental Advisory Committee.

3. **That** all appointments, as noted within this By-law, shall be for the duration of the 2022 to 2026 term of Council, unless Council directs otherwise through resolution.
4. **That** any vacancies created through resignation will be advertised as staff deems appropriate when said vacancy occurs.
5. **That** any by-laws or resolutions or parts of by-laws and/or resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.
6. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and passed this 24th day of March, 2025.

Signatures:

Lisa McGee, Mayor

Kaila Zamojski, Town Clerk