



# Minutes of Operations Advisory Committee Meeting

April 7, 2014

6:30 PM

Town Hall (Council Chambers), Arnprior, ON

## **Present:**

Chair, Ted Strike  
Vice-Chair, Dan Lynch  
Citizen Member, John Shane  
Citizen Member, Phil MacLeod  
Citizen Member, Clint Duff  
Citizen Member, Rick Trahan  
Citizen Member, David Coreau

## **Also Present:**

Guy Bourgon, Director Public Works  
Mike Trumble, Waterworks Supervisor  
John Okum, Fire Chief  
Cory Nicholas, Fire Prevention/Protection Officer  
OPP Insp. Colin Slight  
OPP Staff Sgt. Steve Linton  
Maureen Spratt, Town Clerk

## **Absent:**

### 1. Call to Order

Chair Ted Strike called the Operations Advisory Committee meeting to order at 6:30 PM and welcomed those present.

### 2. Roll Call

The Clerk called the roll with all Members of the Operations Advisory Committee being present.

### 3. Adoption of Agenda

#### Resolution No. OC009-14

Moved by Phil McLeod

Seconded by Rick Trahan

BE IT RESOLVED THAT the agenda, as amended, with the addition of Item 6. a) Delegation – Doug Smith, for the Operations Advisory Committee Meeting dated Monday, April 7, 2014 be adopted.

Resolution CARRIED  
(as amended)

### 4. Disclosures of Pecuniary Interest

None

### 5. Adoption of Minutes of Previous Meetings

#### Resolution No. OC010-14

Moved by John Shane

Seconded by Rick Trahan

THAT the minutes of the Operations Advisory Committee Meeting dated Monday, February 3, 2014 be adopted.

Resolution CARRIED

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On question of the Vice Chair, Inspector Slight advised the committee that East Region will coordinate training for members of the OPP to become instructors on bicycle patrol, those members will in turn train members of the various departments wanting training. With regards to aggressive door to door salesmen, Inspector Slight advised that under the *Consumer Protection Act* there are provisions for a cooling-off period; specifically with respect to water heaters. On direction of the committee staff will post the information on the Town's website.

### 6. Presentations/ Delegations

#### **Delegations**

##### **a) Doug Smith – Downtown Arnprior**

Mr. Smith provided a power point presentation on the condition of the downtown. Following Mr. Smith's presentation, the Director of Public Works advised repairs were being made to the light standards, globes and various sections of sidewalks. Chair Strike advised the committee that with regards to the benches and flowerboxes to which Mr. Smith referred, the town followed the direction of the BIA and did not reinstall them. On comment of the Chair, staff will acquire an inventory of the benches and flowerboxes.

#### **Presentations**

##### **a) Public Works Reports**

##### **i) Departmental Work Plans**

##### Resolution No. OC011-14

Moved by Phil Macleod

Seconded by Rick Trahan

THAT the Operations Committee receive the Public Works 2014 Departmental Work Plan as information.

Resolution CARRIED

The Director of Public Works provided an overview of the departmental work plan attached as Appendix A and forming part of these minutes.

##### **ii) WFP/WPCC Annual Report**

##### Resolution No. OC012-14

Moved by John Shane

Seconded by Dave Coreau

THAT the Operations Committee receive the WFP/WPCC Annual Report as information.

Resolution CARRIED

The Waterworks Supervisor explained as part of Ontario's Drinking-Water Systems Regulation 170/03, the Town of Arnprior, as an owner and operator of a public

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drinking water system is required to prepare and post an annual report describing the Town's waterworks and the quality of the drinking water supplied. The WFP is in compliance with all aspects of the regulations. The Waterworks Supervisor further advised the municipality is also required to submit an annual report on the water pollution control centre. On average the effluent discharged at the plant was at 65% of the permitted Certificate of Approval. In 2013 the remaining deficiencies from the 2011 plant upgrade were corrected. Other than day to day operational repairs the only additional problem that occurred in 2013 was the biogas line to the flare stack was freezing with a drop in the temperature which prevented gas flow to the flare. A temporary heat cable was installed on the gas line until spring when a permanent system with better insulation will be installed.

On question of the committee, the Director of Public Works explained that the municipality has not received any new odour complaints emanating from Nylene. Nylene has made changes to their processes and the Ministry of the Environment is satisfied with the remedial work that has been done.

### **Update on LED Street Lights**

On comment of the Chair, The Director of Public Works provided a brief update on LED Streetlights, noting Council authorized the entering into of a contract with RealTerm Energy for the design, supply and installation of 812 LED streetlight fixtures within the Town. The Director further noted RealTerm Energy has been requested to provide a cost that would include additional lights in "dark" areas.

### **b) OPP Reports**

Resolution No. OC013-14

Moved by John Shane

Seconded by Phil MacLeod

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

Resolution CARRIED

OPP Inspector Colin Slight provided a PowerPoint presentation of the OPP Statistical Report. Highlights of local initiatives include:

1. Increased visibility within the community through:
  - Regularly scheduled foot patrols in the downtown core
  - Regularly scheduled bicycle patrols throughout the town
  - Informal school visits
2. Strengthened relationships and increased direct community interaction through educational programming within the community.
3. Continuing traffic safety initiatives.

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OPP Staff Sergeant Steve Linton explained that the statistical report identified 23 thefts from vehicles in a 2 month period which occurred on four different days in 5 different areas of town. In more than half of the incidents vehicle owners had left their vehicles unlocked. Staff Sgt. Linton recommended that the Town continue to promote the “lock it or lose it” message by including a small pamphlet on the perils of leaving vehicles unlocked in a water/tax billing or consider advertising the message in the O’Brien Theatre. Staff Sgt. Linton noted from a policing standpoint the OPP would increase directed patrols looking for suspicious persons on foot and the Property Crimes Officer will continue to look for trends re: location, dates, time of day, etc. and relay this information to the detachment officers so they know where to look and when to optimize their patrol time. Following discussion on the “lock it or lose it” initiative, the committee entertained the following motion:

### Resolution No. OC014-14

Moved by Phil MacLeod

Seconded by Dave Coreau

THAT the Operations Advisory Committee recommend that the Town support the “lock it or lose it initiative” through Twitter, a mail-out billing, the website, and any other advertising opportunities that may arise.

Resolution CARRIED

OPP Inspector Colin Slight advised the committee that the 2013 Policing Cost Summary, reconciling the Town of Arnprior’s OPP allocated policing costs for 2013 has been received; the Town was billed \$1,834,332 in 2013 and received a semi-annual credit of \$101,772 and a final credit of \$129,417.

### **c) Fire Department Reports**

Prior to reporting on the agenda items, the Fire Chief provided the committee with a verbal report on today’s fire. The Fire Chief advised a passerby reported a smell of smoke at approximately 3 am at TOSH. The 911 call went out and twenty members of the fire department responded. The firefighters utilized three fire hydrants with good water flow. There were no issues with the equipment and vehicles utilized and mutual Aid was not required. The restaurant was completely destroyed.

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### **i) Emergency Management Compliance Letter**

The Fire Chief noted the Office of the Fire Marshal and Emergency Management (OFMEM) has conducted its annual review of the Town of Arnprior's emergency management program and its elements. The Ministry has confirmed the Town's emergency management program and its elements complies with the requirements of the EMCPA

### **ii) Home Fire and Life Safety Program**

The Fire Chief provided a presentation regarding Home Fire & Life Safety, attached as Appendix D and forming part of these minutes.

On comment Vice Chair Lynch, the Deputy Fire Chief explained there have been numerous changes to the legislation this year with respect to mandatory alarms and vulnerable occupancies. The Deputy Fire Chief advised the committee will continue to help educate owners on their responsibilities, however, it the owners responsibility to comply.

### **iii) First Responders Day**

The Fire Chief provided a presentation regarding First Responders Day-Ontario, attached as Appendix D and forming part of these minutes.

Committee Members and Staff were encouraged to spread the word and on May 1<sup>st</sup>, thank a First Responder.

### **iv) Core Services**

The Fire Chief provided a presentation regarding Core Services, attached as Appendix D and forming part of these minutes.

On comment of committee members the Fire Chief confirmed reviewing the core services sets the foundation for what services the Town will deliver, and at what cost, as well as, reaffirms to the public the services that the fire department is providing. The Fire Chief noted reaffirming key services aids in the budget planning process.

### **v) Emergency Preparedness Week**

The Fire Protection/Prevention Officer noted Emergency Preparedness Week, is a national awareness initiative, on the importance of being prepared in the case of an emergency. Emergency Preparedness Week – Be Prepared Not Scared takes place May 4-10, 2014.

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Resolution No. OC015-14

Moved by Rick Trahan

Seconded by Dave Coreau

THAT the Operations Advisory Committee receive the Fire Department Reports i-v as information.

Resolution CARRIED

b) Matters Tabled/Deferred/Unfinished Business

None

c) Staff Reports

None

d) NEW BUSINESS

The Vice Chair informed the Committee that at recent Council Meeting Chair Ted Strike was presented with the Town Award.

e) ADJOURNMENT

Resolution No. OC016-14

Moved by Rick Trahan

Seconded by Dan Lynch

THAT this meeting of the Operations Committee be adjourned at 8:43 PM.

Resolution CARRIED

Appendix A



TOWN OF ARNPRIOR  
 2013 Departmental Work Plans  
 Public Works Department – Engineering

Department	Lead	Activity	Q1	Q2	Q3	Q4	Comments
PW – Engineering	JS	Water and Wastewater Master Plan Model Update and Continued Monitoring	X	X			Capital Budget Item
PW – Engineering	JS	Stormwater Study	X	X			Capital Budget Item
PW – Engineering	JS	Havey WM Replacement Design	X	X			Capital Budget Item
PW – Engineering	JS	Administer completion of Campbell Drive Municipal Drain Engineer's Report		X	X		Robinson Consultants to complete report
PW – Engineering	JS	McGonigal Street Reconstruction Design			X	X	Capital Budget Item
PW – Engineering	JS	Gas Tax Report and Audit	X				Assist Treasurer with Reporting
PW – Engineering	JS	DA Gillies Boiler Replacement		X	X		Capital Budget Item
PW – Engineering	JS	Asset Management Plan Software Training	X				Final Stage of AMP deliverables.
PW – Engineering	JS	400 mm WM River Crossing bedding and cover reinstatement		X	X		Capital Budget Item
PW – Engineering	JS	DA Gillies Carpet Replacement		X	X		Capital Budget Item

Department	Lead	Activity	Q1	Q2	Q3	Q4	Comments
PW – Engineering	JS/GG	Develop Comprehensive Condition Assessment and Inspection Process for Infrastructure Assets. Reassess Roads for AMP.		X	X		Road Evaluation (OGRA and MDW Road Inspection Module). Look into independent consultant completing evaluation
PW – Engineering	JS	Rolling Road Rehabilitation Program	X	X	X		Selection, tender and construction.
PW – Engineering	JS	Second Avenue Road Reconstruction Design	X	X			Capital Budget Item
PW – Engineering	JS	Line painting – Contracted Service through competitive bid process		X	X		June - July
PW – Engineering	JS	Review Traffic Control Bylaw			X	X	Incorporate regulation of speed as separate schedule. Incorporate signage and parking restriction into GIS
PW – Engineering	JS	Test Retroreflectivity of Regulatory Signs– Contracted Service			X		June
PW – Engineering	JS	Develop Municipal Road Cut Permit Policy and Application for Council Endorsement				X	Refer to Renfrew County Policy
PW - Engineering	JS /RC	O. Reg. 397/11 Green Energy Act – Municipal Buildings		X			Reports due July 1, 2013 Plans due July 1, 2014 (Work with Deputy Treasurer)
PW - Engineering	JS/DS	Prepare draft 2015 Operating and Capital budgets			X	X	Operating and Capital
PW - Engineering	JS	Ontario One Call Service Implementation		X			
PW - Engineering	JS	John St. and Elgin St. Reconstruction			X	X	
PW - Engineering	JS	Coordinate Regular Maintenance and Repairs of Municipal Buildings as Required	X	X	X	X	On-going (Town Hall, Library, Museum, Fire hall)



Department	Lead	Activity	Q1	Q2	Q3	Q4	Comments
PW - Engineering	JS	Water Meters – Coordinate Installations, Reads, and Reporting	X	X	X	X	On-going on a monthly basis
PW - Engineering	JS	Review and Inspection of Development and Capital Projects	X	X	X	X	On-going
PW - Engineering	JS	Review and Process Development Security Reductions/Releases	X	X	X	X	On-going
PW - Engineering	JS	Assist Community Development Branch with Review of Engineering Plans and Reports.	X	X	X	X	On-going
PW – Engineering	JS	Update and Maintain Municipal Geographic Information System (GIS)	X	X	X	X	On-going (Add S/L Disconnects, CCTVs, Signage, etc.)
PW – Engineering	DS	Manage Landfill Site	X	X	X	X	On-going (management Tomlinson (operator), Golder (Landfill monitoring consultant) – RFPs to prepare for February, MOE compliance, EOI for vendors for electronic waste, Grinding, Demolition permits, OTS, etc.
PW – Engineering	DS	Manage Waste Collection	X	X	X	X	On-going (management of Garbage and Recycling collection)
PW – Engineering	DS	Investigate Diversion Opportunities	X	X	X	X	Mattresses, organics, sludge, etc.
PW – Engineering	DS	DWQMS	X	X	X	X	DWQMS program
PW– Engineering	DS	Lead Testing	X		X		As per O. Reg. 170/03, CCP
PW – Engineering	DS/MT	Corrosion Control Plan	X	X			Capital Budget Item
PW – Engineering	DS	Asbestos Management Plan	X	X			Capital Budget Item

Department	Lead	Activity	Q1	Q2	Q3	Q4	Comments
PW – Engineering	DS	MOE Reporting	X	X	X	X	Preparation and submission of annual and summary reports as required by regulation or CofA for Landfill, Contaminated Sites, Energy, etc.
PW – Engineering	DS/JS	Grant Applications	X	X	X	X	Coordinate Preparation as funding is announced
PW– Engineering	DS	Environmental Projects – Site Specific as Required	X	X	X	X	On-going
PW– Engineering	DS	WDO Datacall	X	X	X	X	On-going – information to be collected throughout the year, submitted in April
PW – Engineering	DS	Environmental Advertising	X	X	X	X	WM, water, etc. (as required for new programs, holidays, etc.)
PW – Engineering	DS	Review of Phase I's/II's Provided for Development, etc.	X	X	X	X	On-going – as they're submitted for development or building.
PW – Engineering	DS/JS	Respond to Complaints	X	X	X	X	On-going
PW – Engineering	DS/JS	Council and Committee Meetings	X	X	X	X	Attend meetings as req'd
PW – Engineering	DS/JS	Training	X	X	X	X	OACETT, OPPI, etc.



TOWN OF ARNPRIOR  
 2013 Departmental Work Plans  
 Public Works Department - Roads

Department	Lead	Activity	Q1	Q2	Q3	Q4	Comments
PW - Roads	GG	PW Garage Door Expansion		X			Capital Budget Item
PW - Roads	GG	Road Patrol Management System		X			Capital Budget Item
PW - Roads	GG	Kubota Lawn Tractor		X			Capital Budget Item
PW - Roads	GG	Valve Exerciser		X			Capital Budget Item
PW - Roads	GG	Water Tower Cathodic Protection		X	X		Capital Budget Item
PW - Roads	GG	Winter Maintenance	X			X	Road patrol, sanding, salting, snow removal , parking lot and dead ends clearing, fire hydrant clearing

Department	Lead	Activity	Q1	Q2	Q3	Q4	Comments
PW - Roads	GG	Grass Cutting, trimming		X	X	X	Cutting grass on municipal property and trimming ditches
PW - Roads	GG	Cemeteries Maintenance	X	X	X	X	Trimming and cutting grass of cemeteries  Digging and filing of graves
PW - Roads	GG	Road Maintenance	X	X	X	X	Cold patching
PW - Roads	GG	Water distribution maintenance / repair Operate and Maintain Elevated Water Storage Tank	X	X	X	X	Hydrant Flushing Valve turning Looping Fire flow testing Curb stops Valves, Hydrants
PW - Roads	GG	Waste water collection maintenance Operate and Maintain five sewage pumping stations.	X	X	X	X	Catch basins and man hole cleaning
PW - Roads	GG	Water Meters	X	X	X	X	Monthly reading of metres Installation of new metres Repair of metres
PW - Roads	GG	Respond to complaints	X	X	X	X	On-going
PW - Roads	GG	Training	X	X	X	X	Ongoing training to maintain operator's license and safety training for staff
PW - Roads	GG	Maintain Equipment and Fleet	X	X	X	X	On-going
PW - Roads	GG	Capital Projects as approved through budget Tenders – as per budget approval	X	X	X	X	

Department	Lead	Activity	Q1	Q2	Q3	Q4	Comments
PW - Roads	GG	Preparation for winter				X	Prepare equipment for winter
PW - Roads	GG	Maintain Equipment	X	X	X	X	Complete safety checks
PW - Roads	GG	Budget	X		X	X	Operating and Capital
PW - Roads	GG	Spring clean up		X			Sweeping, sidewalks , roads, cold patching
PW - Roads	GG	Grading roads		X		X	Grading roads in preparation for resurfacing and liquid calcium
PW - Roads	GG	Gravel road resurfacing		X			Resurfacing gravel roads
PW - Roads	GG	Prepare equipment for construction		X			Inspect equipment, take plow harness off
PW - Roads	GG	Culvert and Bridge inspection		X			Visually inspect bridges and culverts
PW - Roads	GG	Sewage lift station mechanical equipment maintenance and over-haul.		X		X	As per manufacturer instructions
PW - Roads	GG	Surface Operations Maintenance / Preparation	X	X	X	X	Change road culverts and prepare roads for paving or surface treatment, clean ditches
PW - Roads	GG	Line Painting		X	X		Coordinating with Engineering
PW - Roads	GG	Sand Tenders				X	Mix winter sand and salt
PW - Roads	GG	Sweeping		X	X	X	
PW - Roads	GG	Fabrication	X	X	X	X	Railings, test cabinets, arena stages, tree planters
PW - Roads	GG	Signage	X	X	X	X	Preparation of street signs
PW - Roads	GG	Street / Traffic Lights	X	X	X	X	Patrol and supervise maintenance of lights



TOWN OF ARNPRIOR  
 2013 Departmental Work Plans  
 Public Works Department - Waterworks

Department	Lead	Activity	Q1	Q2	Q3	Q4	Comments
PW - Waterworks	MT/GG	5 ton sewage truck box replacement		X			Capital Budget Item
PW - Waterworks	MT	WPCC Mechanical Screen Upgrade	X	X			Capital Budget Item
PW - Waterworks	MT	Operate and Maintain Arnprior Water Filtration Plant	X	X	X	X	On- going
PW - Waterworks	MT	Operate and Maintain Arnprior Water Pollution Control Center	X	X	X	X	On-going
PW - Waterworks	MT	Training	X	X	X	X	Wastewater – 40 hours per year Water – 42 hours of CEU and 78 hours on job training per 3 years

Department	Lead	Activity	Q1	Q2	Q3	Q4	Comments
PW - Waterworks	MT	Lead Testing	X		X		As per O.Reg. 170/03 Coordinate with Engineering
PW - Waterworks	MT	MOE Reporting	X				Preparation and submission of annual and summary reports as required by regulation and CofA
PW - Waterworks	MT	Water Filtration Plant mechanical equipment maintenance and over-haul	X	X	X	X	As per manufacturer instructions
PW - Waterworks	MT	Water Pollution Control Center mechanical equipment maintenance and over-haul	X	X	X	X	As per manufacturer instructions
PW - Waterworks	MT	MOE inspection Water Filtration Plant	X				MOE Schedule
PW - Waterworks	MT	MOE inspection Water Pollution Control Center				X	MOE Schedule
PW - Waterworks	MT	Update computerized preventive maintenance system	X	X			
PW - Waterworks	MT	Budget	X		X	X	
PW - Waterworks	MT	10 year Capital Forecast		X			