## Agenda
### Regular Meeting of Council
#### Tuesday, November 12, 2019
6:30 pm
Council Chambers, Town Hall
105 Elgin Street West, Arnprior, ON

1. **Call To Order**

2. **Roll Call**

3. **Adoption of Agenda (Additions/Deletions)**

4. **Disclosures of Pecuniary Interest**

5. **Question Period**

6. **Adoption of Minutes of Previous Meeting(s) (except Minutes of Closed Session(s))**
   - Regular Meeting of Council – October 28, 2019

7. **Awards/Delegations/Presentations**

8. **Public Meetings**

9. **Matters Tabled/Deferred/Unfinished Business**
   - Report submitted by the GMCS, Treasurer
     Regarding **Special Area Levy – Downtown Parking Lot**

10. **Staff Reports**
    - Report submitted by the Town Planner
      Regarding **Repeal of Fire Route By-Law 3047-78**
    - Report submitted by the A/Deputy Clerk and Town Clerk
      Regarding **2020 Calendar of Council and Committee Meetings**

11. **Committee Reports and Minutes**

12. **Notice of Motions**
13. County Councillor’s Report from County Council

14. Correspondence & Petitions

a) Correspondence Package I-19-NOV-19 ......................... (distributed separately)

b) Correspondence Package A-19-NOV-16 ......................... (distributed separately)

15. By-Laws & Resolutions

a) By-laws
   i) By-law No. 7003-19 – Repeal of Fire Route By-Law 3047-78 .......................39

b) Resolutions
   i) Community Transportation Grant Program – Capital Expenditures ........ 40

Whereas on October 17, 2019 the Municipality received the final signed Transfer Payment Agreement from Her Majesty the Queen in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario for funding under the Community Transportation (CT) Program; and

Whereas the Transfer Payment Agreement includes capital funding up to $81,000 for the purchase of a specialized vehicle to provide non-urgent transportation services to seniors and adults with disabilities;

Whereas Sub-Section E.1 of the Transfer Payment Agreement identifies that a copy of the paid invoice for the capital purchase of a specialized vehicle is required prior to issuing capital funding; and

Whereas the Municipality entered into an agreement with Carefor Health & Community Services (Carefor) as said third party to establish their respective rights and obligations for the provision of the program under the CT Program; and

Whereas Carefor has obtained quotes for the specialized vehicle within the budgeted $81,000 and require the Town of Arnprior to provide capital funds to proceed with the purchase;

Therefore Be it Resolved that Council of the Town of Arnprior hereby authorizes capital funding be provided to Carefor equal to the value of the vehicle purchase up to an upset limit of $81,000 with the Town of Arnprior being subsequently reimbursed by the Province of Ontario under the transfer payment agreement for funding under the Community Transportation (CT) Program.

ii) Municipal Drinking Water Licence – Version 6 ................................. 41-60

Whereas as a result of 2017 lead treatment upgrades undertaken at the Arnprior Water Filtration Plant, the Ministry of Environment, Conservation, and Parks, added an additional requirement to Section 5.3 of the Town’s Municipal Drinking Water Licence requiring that 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 period; and
Whereas Section 2.6 of the Towns Drinking Water Works Permit (DWWP) states that the owner shall notify the legal owner of any part of the drinking water system of the requirements of the Municipal Drinking Water Licence (MDWL) and the Drinking Water Works Permit as applicable to the prescribed system;

Therefore Be It Resolved that Council receive the updated Municipal Drinking Water Licence, #170-101, Issue No. 6, dated August 30, 2019.

16. Announcements

17. Media Questions

18. Closed Session

One (1) matter to discuss a personal matter about an identifiable individual including municipal or local board employees pursuant to Section 239 (2)(b) of the Municipal Act, 2001 (Town Award); and

One (1) matter to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose, pursuant to Sections 239(2)(e) and (f) of the Municipal Act, 2001 (Nylene); and

One (1) matter to discuss a personal matter about an identifiable individual including municipal or local board employees; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board pursuant to Sections 239(2)(b) and (e) of the Municipal Act, 2001 (Insurance Claims); and

One (1) matter to discuss a personal matter about an identifiable individual including municipal or local board employee pursuant to Section 239 (2)(b) of the Municipal Act, 2001 (Performance Review).

19. Confirmatory By-Law

By-law No. 7011-19 By-law to Confirm the Proceedings of Council

20. Adjournment

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff
E-mail to: Cogeco; Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business

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Minutes of Regular Council Meeting
Monday, October 28, 2019
6:30 PM
Town Hall, Council Chambers

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

Also Present:
Bryan Martin, CAO
Jennifer Morawiec, GM, Client Services/Treasurer
Emily Melanson, A/ Deputy Clerk
John Steckly, GM, Operations
Estelle Moynes, Deputy Treasurer
Robin Paquette, Town Planner
Graeme Ivory, Manager of Recreation
Gordon Gillespie, Engineering Officer – Facilities and Civil
Oliver Jacob, Client Services Administrative Assistant

Absent:

1. Call to Order
   Mayor Walter Stack called the Council meeting to order at 6:30 PM and welcomed those present.

2. Roll Call
   The roll was called by A/ Deputy Clerk, with all Members of Council being present.

3. Adoption of Agenda
   Resolution No. 389-19
   Moved by Lisa McGee
   Seconded by Ted Strike
   **Be It Resolved That** the amended agenda for the Regular Meeting of Council dated Monday, October 28, 2019 be adopted.
   Resolution CARRIED

4. Disclosures of Pecuniary Interest
   None

5. Question Period
   None

6. Adoption of Minutes of Previous Meetings
   Resolution No. 390-19
   Moved by Dan Lynch
   Seconded by Lynn Grinstead
   **That** the Minutes of the Regular Meeting of Council listed under item 6 (a) on the agenda be adopted (Regular Meeting of Council October 15, 2019).
   Resolution CARRIED
7. **Awards/ Delegations/ Presentations**
   
   **Presentations**
   
   a) **Christmas Lights Contest**, Manager of Recreation
   
   The Manager of Recreation provided a PowerPoint presentation on the upcoming Christmas Lights Contest and responded to questions.

8. **Public Meetings**
   
   None

9. **Matters Tabled/Deferred/Unfinished Business**
   
   a) **Staff Report – Winter Maintenance Priority Sidewalk Route Review – General Manager, Operations**
   
   Resolution No. 391-19
   
   Moved by Ted Strike
   
   Seconded by Lisa McGee
   
   **That** Council receive report 19-10-28-01 as information.

   Report and Resolution CARRIED

   The General Manager of Operations provided a PowerPoint, attached as Appendix A and forming part of these minutes, and responded to questions.

   The meeting recessed at 7:15 p.m. and reconvened at 7:24 p.m. All Council members were present following the recess.

   Resolution No. 392-19
   
   Moved by Lynn Grinstead
   
   Seconded by Lisa McGee
   
   **That** Council reconsider Resolution No. 263-19 carried at the Regular Meeting of Council on June 24, 2019 with regards to the adoption of the revised priority sidewalk route (Sidewalk Winter Maintenance Routes).

   Resolution LOST

   At the request of Councillor Burnette, Mayor Stack requested that a recorded vote be taken, and advised that a motion for reconsideration requires a two-thirds vote for passage.

   Councillor Lisa McGee  Y
   Councillor Chris Toner  Y
   Councillor Tom Burnette  Y
   Councillor Lynn Grinstead  Y
   Councillor Ted Strike  N
   County Councillor Dan Lynch  N
   Mayor Walter Stack  N
10. **Staff Reports**

a) **Staff Report – Pilon Family Funeral Home Municipal Approval under the Funeral, Burial and Cremation Services Act – Establishment of a Crematorium – Town Planner**

 Resolution No. 393-19
Moved by Dan Lynch
Seconded by Lynn Grinstead

That Council give approval under Section 83(3) of the *Funeral, Burial and Cremation Services Act*, to establish an Alkaline Hydrolysis (flameless) Crematorium proposed at 50 John Street North, owned by Pilon Family Funeral Home; and

That under Section 84(4) of the *Funeral, Burial and Cremation Services Act*, the Clerk be directed to send a copy of the Council decision to the Provincial registrar and the owner, and that the Clerk also be directed to publish notice of the decision in the Arnprior Chronicle Guide, with costs to be borne by the applicant.

Report and Resolution CARRIED

The Town Planner provided an overview of the report and responded to questions.

At the request of County Councillor Lynch, Mayor Stack requested that a recorded vote be taken.

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

b) **Staff Report – Investing in Canada Infrastructure Program (ICIP) Grant Application – Engineering Officer, Facilities and Civil/Manager of Recreation**

 Resolution No. 394-19
Moved by Tom Burnette
Seconded by Ted Strike

That Council direct staff to make an application to the Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream for the proposed Nick Smith Centre Accessibility Upgrades Project as presented to further accessibility while demonstrating good asset management practices for the Nick Smith Centre.

Report and Resolution CARRIED

The Engineering Officer, Facilities and Civil and Manager of Recreation provided a PowerPoint, attached as Appendix B and forming part of these minutes, and responded to questions.
c) **Staff Report – Bi-Annual Financial – General Manager of Client Services/Treasurer**  
Resolution No. 395-19  
Moved by Dan Lynch  
Seconded by Lynn Grinstead  
**That** Council receive report number 19-10-28-04 as information.  
Report and Resolution CARRIED

The GMCS/Treasurer and Deputy Treasurer provided an overview of the report and responded to questions.

d) **Staff Report – Ad Hoc Committee on Poverty and Homelessness – Community Consultations – Client Services Administrative Assistant**  
Resolution No. 396-19  
Moved by Lynn Grinstead  
Seconded by Chris Toner  
**That** Council accept Report No. 19-10-28-05 (Ad Hoc Committee on Poverty and Homelessness – Community Consultations) as information.  
Report and Resolution CARRIED

The Client Services Administrative Assistant provided an overview of the report and responded to questions.

e) **Staff Report – Municipal Grant Application – Arnprior and Area Homeschoolers – A/Deputy Clerk**  
Resolution No. 397-19  
Moved by Lynn Grinstead  
Seconded by Tom Burnette  
**That** Council support the Municipal Grant Application (In-Kind – Partnership) received from the Arnprior and Area Homeschoolers by waiving user fees associated with the use of the Nick Smith Centre - Glenn Arthur Arena for multiple one (1) hour ice rentals between October 2019 to March 2020 subject to availability (total value of $1,773.78); and  

**Further That** Arnprior and Area Homeschoolers be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured.  
Report and Resolution CARRIED

The A/ Deputy Clerk provided an overview of the report and responded to questions.

11. **Committee Reports and Minutes**  
None

12. **Notice of Motions**  
None
13. **County Councillor’s Report from County Council**

County Councillor Dan Lynch provided an overview of the following with respect to Renfrew County Council business:

- Last Wednesday, The Mayor, CAO and I attended a County of Renfrew Municipal Shared Services Meeting in Eganville. Information provided by our GMCS/Treasurer, Jennifer Morawiec was shared with the other municipalities and the County. One item which caught the attention of everyone is that the Provincial Government is not contemplating any amalgamations. This was an excellent first step in showing the Provincial Government that we are endeavoring to save money by sharing services. As mentioned County is compiling all the information and another meeting is in the planning stage.
- County Council meets on Wednesday, October 30, 2019. The Agenda is available at the Clerk’s office.

Mayor Stack provided information in follow-up to Wednesday’s County Council, noting the following:

- Discussion took place with respect to sharing resources. Municipalities can talk about amalgamation themselves but Province not moving forward with any. Greater Madawaska, Town of Renfrew and Horton Township are having a meeting as a subgroup to which the Amnpor Mayor was invited.

14. **Correspondence & Petitions**

a) **Correspondence Package No. I-19-OCT-18**

Resolution No. 398-19

 Moved by Lynn Grinstead
 Seconded by Dan Lynch

That the Correspondence Package No. I-19-OCT-18 be received as information and filed accordingly.

Resolution CARRIED

County Councillor Dan Lynch referred to various items from the Correspondence Package No. I-19-OCT-18, noting the following:

- Item #11 – AMO Watchfile – October 10, 2019
  - AMO Watchfile refers to the Continuous Improvement Fund hosting a series of in person meetings in October and November on Blue Box.
  - In response to County Councillor Lynch, the CAO noted that our Environmental Engineering Officer is scheduled to attend the Smiths Falls session on November 5, 2019.
- Item #12 – AMO Watchfile – October 17, 2019
  - AMO Watchfile has AMO requesting municipalities to endorse their paper on liability and insurance cost reforms. Submissions to be received by November 1, 2019.
  - In response to County Councillor Lynch, the CAO confirmed that we have submitted our letter with respect to joint and several liability which included an endorsement within.
• Item #14 – 101 Things to Do in the Valley – November and December 2019
  o Travel our Backyard has a posting that the “Community Living Upper Ottawa Valley” is looking for landlords and property owners who want long-term tenants. Contact is crayson@cluov.ca
• Item #15 – Dan Carter – Hemp Bio Plastic Development
  o Consider investing in a “GoFundMe” for Dan Carter who is developing a Hemp biodegrading plastic product such as forks, knives, spoons and cups.
• Item #16 – Memo to Council – Amending Site Plan Agreement for Antrim Truck Centre Ltd. (580 White Lake Road)
  o Recommendation for Site Plan amendment for Antrim Truck Centre is covered off in By-law No. 7008-19 which is included on tonight’s Agenda.

b) Correspondence Package No. A-19-OCT-15
Resolution No. 399-19
Moved by Lynn Grinstead
Seconded by Dan Lynch
**That** the Correspondence Package No. A-19-OCT-15 be received and that the recommendations outlined be brought forward for Council’s consideration.
Resolutions CARRIED

Resolution No. 400-19
Moved by Lynn Grinstead
Seconded by Dan Lynch
**Be it Resolved That** the Corporation of the Town of Arnprior does hereby support the resolution and position of the City of Pembroke and City of Kitchener to lobby the Federal Government, to review regulations related to consumer packaging on single-use wipes to remove the word flushable; and

**Further** that a copy of this resolution be forwarded to the Right Honourable Prime Minister of Canada, the Honourable Premier of Ontario, the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; and the MPP for Renfrew-Nipissing-Pembroke.
Resolution CARRIED

Resolution No. 401-19
Moved by Lynn Grinstead
Seconded by Dan Lynch
**That** the Council of the Corporation Town of Arnprior receive the Municipal Grant Policy Application (In-kind Single Request) from Canadian Blood Services dated October 9, 2019; and

**Whereas** Canadian Blood Services is a not-for-profit charitable organization since 1998 and has been receiving donations from dedicated Arnprior residents for years in support of the organizations efforts to save and/or enhance patients’ lives;

**Therefore Be It Resolved That** the Council of the Corporation of the Town of Arnprior approve the request to waive the Nick Smith Centre Community Hall rental fees of September 11, 2019 (retroactive) and December 11, 2019 (total approximate value of $700.00), in support of Canadian Blood Services;
Further That Canadian Blood Services organizers be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event.

Resolution CARRIED

Resolution No. 402-19
Moved by Lynn Grinstead
Seconded by Dan Lynch
That the Council of the Corporation Town of Arnprior receive the Municipal Grant Policy Application (In-kind Single Request) from the Arnprior & District Humane Society dated October 15, 2019; and

Whereas the Arnprior & District Humane Society is a no kill animal shelter that takes in dogs and cats in the Arnprior area, providing food, shelter, and veterinary care for animals that have been abandoned, neglected or abused; and

Whereas the Arnprior & District Humane Society is a non-profit organization supported through fundraising events, sponsor assistance and donations, who annually hosts a Bake & Book Sale to raise funds to keep the animals in their care provided for who would otherwise be homeless;

Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior approve the request to waive the Nick Smith Centre Community Hall rental fee on Sunday, November 10, 2019 (approximate value of $350.00), in support of the Arnprior & District Humane Society;

Further That Arnprior & District Humane Society organizers be advised that it is mandatory to carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event.

Resolution CARRIED

Resolution No. 403-19
Moved by Lynn Grinstead
Seconded by Dan Lynch
That the Council of the Corporation Town of Arnprior receive the Municipal Grant Policy Application (In-kind Single Request) from Arnprior White Pines Festivals dated October 4th, 2019; and

Whereas the One Cold Night Arnprior event raises funds for the Renfrew County Safe Shelter for Youths; and

Therefore Be It Resolved That the Council of the Corporation of the Town of Arnprior approve the request to waive the fees associated with the provision of three (3) mugs and three (3) pins (estimated value of $30.75) for the One Cold Night Arnprior event.

Resolution CARRIED
15. **Bylaws/ Resolutions**
   a) **By-laws**
      Resolution No. 404-19
      Moved by Lynn Grinstead
      Seconded by Dan Lynch
      **That** the following by-laws be and are hereby enacted and passed:
      i) By-law No. 7006-19 – ZBLA Cannabis (Callahan)
      ii) By-law No. 7007-19 – ZBLA 4/16 Hartney Street
      iii) By-law No. 7008-19 – Site Plan Amendment (Antrim Truck Centre)
      iii) By-law No. 7009-19 – Authorize Mayor and Clerk to Enter into OPG Weir Fencing
          Land Access Agreement
      Resolution CARRIED

16. **Announcements**
    County Councillor Dan Lynch made the following announcements:
    - Kudos to the Arnprior Chamber of Commerce for organizing the “Fall Fest” which was a huge success. Thanks to the entertainers and businesses who offered discounts.
    - Sunday, November 3, 2019 is Run For Your Life (formerly Unity Run) which starts at 8:00 a.m. at the Nick Smith Centre. It is a fundraiser for the Grove Nursing Home.
    - Saturday, November 9, 2019 is “One Cold Night” with proceeds going to Renfrew County Safe Shelter for Youth.
    - Saturday, November 30, 2019 is the Legion Santa Claus Parade.
    Councillor Strike made the following announcement:
    - The sidewalk plows have arrived, with all the attachments. In response to Councillor Strike, the General Manager, Operations noted the attachments were the plow, salt spreader, sweeper with water tank and one loader.
    Mayor Walter Stack made the following announcements:
    - On October 18, 2019 the Arnprior Library held a volunteer appreciation event. It was well-attended with 25 guests. Thank you to all volunteers and staff who make the Library the special place that it is.

17. **Media Questions**
    In response to Rick Stow’s inquiry as to why the Town’s Procedural By-law uses a two-third requirement for passing a Motion for Reconsideration (in comparison to Bourinot’s Rules of Order, the Canadian parliamentary authority), Mayor Stack noted that the Clerk’s Office will review and provide a response.

18. **Closed Session**
    Resolution No. 405-19 (8:49 pm)
    Moved by Tom Burnette
    Seconded by Lisa McGee
    **That** Council move into closed session regarding one (1) matter to discuss a personal matter about identifiable individual(s) including municipal or local board employees; and labour relations or employee negotiations pursuant to Sections 239 (2)(b) and (d) of the Municipal Act, 2001 (Staffing Needs - Water/Wastewater).
    Resolution CARRIED
Resolution No. 406-19 (9:27 pm)
Moved by Dan Lynch
Seconded by Lynn Grinstead
That Council resume to Open Session. Resolution CARRIED

Resolution No. 407-19
Moved by Dan Lynch
Seconded by Lynn Grinstead
That Council direct staff to proceed as discussed in closed session. Resolution CARRIED

19. Confirmatory By-Law
Resolution No. 408-19
Moved by Tom Burnette
Seconded by Lisa McGee
That By-law No. 7010-19 being a By-law to confirm the proceedings of the Regular Meeting of Council held on October 28, 2019 be and it is hereby enacted and passed. Resolution CARRIED

20. Adjournment
Resolution No. 409-19
Moved by Lynn Grinstead
Seconded by Chris Toner
That this meeting of Council be adjourned at 9:28 pm. Resolution CARRIED

__________________________________________  ________________________________
Walter Stack, Mayor                                      Emily Melanson, A/ Deputy Clerk
Recommendations:

That Council receive report 19-11-12-01 as information.

Background:

The creation of the Ken Scissons (McGonigal Street) Municipal parking lot not only helped address the lack of parking in the Downtown core but also created a viable property that contributes to the revitalization of the Downtown, a key strategic project for the Town.

A number of funding options were considered by Council when determining how to cover the capital and operating costs of the new Municipal parking lot. Substantive analysis and public outreach was completed throughout this decision making process. While analysis and information gathering first began in fall of 2016, Council was first presented with various funding options to fund downtown parking on May 23, 2017.

A further Public Open House regarding the proposed parking area charge was held on September 26, 2017 at the Fire Hall. At the Open House, Watson & Associates Economists Ltd provided a presentation aimed at providing stakeholders and members of the public with a review of the recent analysis undertaken for the Town’s proposed parking lots located in the Downtown area. The Open House was well attended by local businesses and a fair amount of public feedback was generated. Through notices delivered to businesses, the Town website and reiterated at the Open House, members of the public were encouraged to attend and provide any feedback relating to the proposed levy.

On the November 27, 2017 Meeting of Council, the presentation to Council included a summary of feedback from the Open House and included a draft by-law for Council feedback. By-Law 6775-17 was passed on December 11, 2017 authorizing the imposition of a Special Area Charge to be levied beginning in 2019 for Downtown commercial properties to cover the capital cost of the Municipal parking lot.

Discussion:

Four delegates attended the September 3, 2019 meeting of Council representing various streets and property owners from the downtown business area. The comments and concerns raised by the delegates are very similar to the feedback received at the 2017 Open House held when the special area levy was being considered.
Three of the four delegates have provided copies of the feedback they presented at Council and/or an additional listing of questions which are included as attachments. A summary of pertinent and relevant feedback and responses are included below for information purposes.

Feedback #1: That the capital cost of the parking lot should be borne by the entire Town, not just the Downtown commercial businesses.

Downtown businesses will benefit the most from the parking lot. Only the Downtown businesses have not met the parking requirements (Zoning By-law) and the entire downtown core has a deficit and need for more parking. The recommendation in 2017 was that the capital cost of the parking lot be levied to the downtown commercial businesses in a special area levy and that the annual on-going maintenance of the parking lot would be handled by the Town operating budget, thus paid for by the entire tax base.

Feedback #2: Businesses that offer some parking, should receive a credit for public available space.

There is no accurate and equitable way to calculate what the various parking deficits that were in place per individual property given the changes in use by building over time and changes in policy. The overall deficit was estimated in the hundreds. For example, in 2017 under the Zoning By-law, an eating establishment would be required to provide 22 parking spaces for every 100 square meters of gross leasable area of the property.

Ultimately, applying a credit for available space would disadvantage the smaller businesses who would now have to cover more of the costs. It was determined that as all downtown businesses would benefit from the parking lot, all businesses shall contribute to the capital cost.

Feedback #3: How can the Town specifically identify a set of businesses to receive this parking charge?

Under the authority of section 391 (1) of the Municipal Act, 2001, the Town is entitled to charge a levy for parking lot costs against a defined area. Special area levies are common practice in Ontario. As background, the last municipal parking lot developed (located behind Shoppers Drug Mart), was paid for in the same fashion. By-Law 2712-74 was passed authorizing the capital costs of the project be debentured over 20 years and these capital costs be levied against the commercial lands in the downtown area.

Feedback #4: Why were the monies previously received by the Town from various businesses in-lieu of parking spaces, not applied against the parking lot?

The cash-in-lieu of parking monies held by the Town in reserve are being applied against the parking lot charges. For each current business that provided cash-in-lieu, their cash-in-lieu balance is applied to what they owe under the Special Area levy. For any business where the cash-in-lieu balance held was greater than what was owed under the special area levy, the balance was refunded to them by the Town.
Feedback #5: What was the total financial impact of all property exemptions given?

Property exemptions were provided to two churches. The financial impact would be $9,164 or 3.5% of the total parking lot costs.

Feedback #6: Did Council give any consideration to the feedback provided by downtown business owners at the Open House in September 2017 when considering the by-law?

Feedback from downtown business owners was given significant consideration with a number of their suggestions being implemented into the final by-law including:
- Application of cash-in-lieu credits to payments instead of reduction of total.
- Removal of second lot from the calculation to be phased-in later.
- Deferring the payment for vacant lots.
- Addition of option for lump-sum payment.

Feedback #7: The cost of the parking lot is unaffordable. (a) Were “back taxes”, costs to remediate, consultant costs, etc. included? (b) How does this cost compare to other lots? (c) Did Town Council follow its procurement policy?

(a) As with any property that is purchased, during the sale process, tax arrears owing are remitted to the Town. These taxes are not only comprised of the municipal (Town) portion but both the County and Education portions as well. Obtaining “back taxes” are not additional revenues for the Town. These funds are already committed during the annual budget process.

Land purchase costs represent the purchase price of the land plus legal fees. Consultant costs for developing the by-law were not included in the cost of the parking lot. Costs to remediate the property are included in the capital cost of the parking lot however the FCM grant received was to specifically help offset the cost of the ESA Phase II study. In addition, the purchase price for the property would have been impacted by the condition of the property, i.e. a lower purchase price. For a clean site there would have been no remediation costs, however the land purchase price would have been significantly higher.

A summary of the parking lot costs are as follows:

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Purchase</td>
<td>$ 79,860</td>
</tr>
<tr>
<td>Phase I &amp; II ESA, Hazardous Building Assessment, Design</td>
<td>$ 51,932</td>
</tr>
<tr>
<td>Grant for Phase II ESA</td>
<td>$(17,200)</td>
</tr>
<tr>
<td>Site Remediation Supervision</td>
<td>$ 23,054</td>
</tr>
<tr>
<td>Parking Lot Site Rehab / Construction</td>
<td>$ 117,634</td>
</tr>
<tr>
<td><strong>Total Cost of Lot</strong></td>
<td><strong>$ 255,280</strong></td>
</tr>
</tbody>
</table>
(b) The cost of parking spaces is variable across the province. The estimated average cost per space for the Ken Scissons Parking lot is $8,771 (excluding land) and $12,764 (including land) which is well within the provincial comparisons outlined in the Table below.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Year of Valuation/DC</th>
<th>Average Cost per space (Index to 2019$)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Cobourg</td>
<td>2016</td>
<td>$1,700.00</td>
<td>value of space excluding land</td>
</tr>
<tr>
<td>Town of Aurora</td>
<td>2019</td>
<td>$3,600.00</td>
<td>value of space excluding land</td>
</tr>
<tr>
<td>Town of Lincoln</td>
<td>2018</td>
<td>$3,600.00</td>
<td>value of space excluding land</td>
</tr>
<tr>
<td>City of Brampton</td>
<td>2019</td>
<td>$3,800.00</td>
<td>value of space excluding land</td>
</tr>
<tr>
<td>City of Markham</td>
<td>2017</td>
<td>$3,800.00</td>
<td>value of space excluding land</td>
</tr>
<tr>
<td>Town of Whitby</td>
<td>2016</td>
<td>$3,900.00</td>
<td>value of space excluding land</td>
</tr>
<tr>
<td>Town of Oakville</td>
<td>2017</td>
<td>$4,400.00</td>
<td>value of space excluding land</td>
</tr>
<tr>
<td>City of Stratford</td>
<td>2017</td>
<td>$4,400.00</td>
<td>value of space excluding land</td>
</tr>
<tr>
<td>Town of Shelburne</td>
<td>2015</td>
<td>$5,700.00</td>
<td>value of space excluding land</td>
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Note: The above table displays costing information related to Parking spaces based on the Development Charges Studies for each Municipality listed. The average costs per space reflects the construction cost to develop the parking space, but does not include the cost of land (where noted). The information is for illustrative purposes as the costing information is subject to change due to current market factors. Provided by Watson & Associates Economists Ltd.

(c) Yes. As outlined in Staff Report 16-10-11-03, Council authorized under the provisions of the Procurement Policy, the sole source award of the additional site rehabilitation/building demolition and construction of parking lot work as an extension to contract #PW-2016-01.

Feedback #8: The impact of this levy on small businesses is significant and will impact building maintenance investments, advertising investments, charity support and deter new businesses from coming to the downtown.

The annual Parking Area Charge payments ($21K) are significantly less than total BIA annual charges ($36K) when the BIA was last active in 2012. There was no data or feedback from the Downtown businesses at that time that would suggest that the contributions to the BIA when it was active, negatively impacted businesses. Given that the BIA is no longer active, all tax payers (residential, commercial and industrial) through the general tax base cover a number of expenses the BIA used to cover that specifically benefit the downtown businesses (downtown beautification, flower plantings, etc.) through the annual Town operating budget.
For building maintenance investments, the Town has implemented a Community Improvement Plan (CIP) which has provided grant funding of over $85K assisting downtown businesses with building improvements over the last 5 years.

Over 2016-2017, Town invested over $10M into the Downtown Revitalization project which included not only new underground infrastructure but improvements to streetscape design and street furniture. BIA funds of $70K was utilized for this project. BIA funds are managed by the Interim Board of Management established under By-Law 6247-13.

**Options:**

Council could reconsider the Parking Area Levy as requested by delegations on the September 3, 2019 Council Meeting however this is not recommended. The recommended approach to cover the costs of the Ken Scissons parking lot remains as:

(a) Capital costs – special area levy to downtown commercial businesses.
(b) Operating costs – annual maintenance covered by the entire tax base through the Town’s annual operating budget.

**Policy Considerations:**

By-Law 6775-17 – Special Area Levy (Ken Scissons Lot)
By-Law 2712-74 – Special Area Levy (Municipal Lot behind Shoppers)
By-Law 6247-13 – BIA Interim Board of Management
Town Official Plan - Section C3.6 Parking in the Downtown Area

C3.6 PARKING IN THE DOWNTOWN AREA

(a) Parking in the Downtown shall be comprised of a combination of private and public parking facilities.

(b) The provision of adequate and convenient off-street parking is recognized as a necessity in the promotion and enhancement of the Downtown. To this end Council shall encourage the coordination of existing parking facilities including the linkage of driveways and lanes for parking purposes. To the extent possible, new parking facilities shall be coordinated and linked with existing parking facilities.

(c) The Town may reduce or eliminate vehicular parking requirements in the downtown for non-residential uses and/or where shared parking is possible (on multiple properties and/or via on-street parking).

(d) The Town may consider a cash-in-lieu of parking by-law to exempt or partially exempt development/renovation (non-residential only) from vehicle parking requirements where it is determined that public parking facilities can accommodate the demand.

(e) The Town may consider updating the parking provisions of the Zoning By-law to not require additional on-site parking in circumstances where there is a change from one use to another within the confines of an existing building.
Financial Considerations:

Annual revenues of $21,370 to be generated by this levy are included in the 2019 Operating Budget with a corresponding transfer to the Parking Lot Reserve to address the parking lot expenses. Should Council reconsider and remove the parking area levy, the resulting impact on the tax base would be:

(a) Pay back the Parking Lot Reserve in a one-time payment of $255,300. This will be equivalent to a one-time 2.84% Municipal Tax Rate increase.

(b) Pay back the Parking Lot Reserve annually at the same project rate as the special area levy ($21,370 annually for 15 years). This will be equivalent to an annual 0.24% Municipal Tax Rate increase per year for 15 years;

Meeting Dates:

May 23, 2017 – Regular Meeting of Council
September 26, 2017 – Public Open House
November 27, 2017 – Regular Meeting of Council
December 11, 2017 – Regular Meeting of Council
September 3, 2019 – Regular Meeting of Council

Consultation:

Watson & Associates Economists Ltd

Documents:

Delegation Don Johnson – Delegation Submission
Delegation Dave Pelkey – Council Presentation Notes
Delegation Marc Scheel – Observations, Concerns and Questions

Reviewed By Department Head:
Jennifer Morawiec GMCS/Treasurer

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

CAO Concurrence:
Bryan Martin

Workflow Certified By Town Clerk:

Maureen Spratt
Digitally signed by Maureen Spratt
DN: cn=Maureen Spratt, o=Town of Arnprior, ou, email=mspratt@arnprior.ca, c=CA
Date: 2019.11.06 10:11:32 -05'00'
To: All Members of the Arnprior Town Council

My name is Don Johnston and been asked to speak on behalf of the Daniel Street Businesses regarding municipal parking and Bylaw #6775-17
Several years ago we paid commercial and business taxes which were charged to commercial only with the previous business tax included, and the town to administrate the funds and provide services to the business community, this included industry.
The town is now attempting to double dip by assessing all businesses within a designated area.
Businesses on Daniel Street all provide their own parking with no consideration from the town.
We are not opposed to parking, but to the method of paying for it.
Parking is a municipal matter and costs should be spread over all tax payers, not just a few businesses.
We request you to rescind this Bylaw #6775-17 and respect the businesses that make our town.

Respectfully,

Don Johnston
Council Presentation August 26, 2019

Opening Remarks

- Thank you for time on agenda
- Hoping council will review this concern with open minds and fairness
- Businesses are equally upset by the unfairness, prejudicial and punitive nature of the By-law as they are the impact of the taxes on their businesses

Premise is unfair that parking is a business issue

- Parking benefits residents, visitors, Tourists, Churches, Museum, Library and businesses
- Parking is a Town wide issue
- Parking is a benefit to the town as a whole
- Businesses have no control based on the 100-year-old structure of downtown

Premise is unfair that a small group of businesses are required to $255,000.00 for 20 parking spots.

- Prejudicial – selecting a small group of taxpayers to pay this tax
- Similar example would be to tax Library users for the cost of the Library’s construction

Premise existing parking lot owners required to pay tax is grossly unfair.

- Owners have already absorbed cost of land for parking
- Owners already paying tax on that land

Cost of the Parking Lot extremely unaffordable

- Were back taxes included?
- Was the cost of remediation included?
- Was the credit given previous parking tax payers included?
- Was the cost of the consultant report included?
- $255,000 for 20 parking spots is not justifiable
- Examples of Paving and Land costs

Parking Tax Paid In The Past = Owners W/Parking Lots

How were the businesses chosen?
Was the Consultant asked to determine the impact of the Tax on the small businesses

- How could the scope of the report not include the impact on the source of payment?
- Impact is significant and the tax is a burden to downtown business
- Tax will impact
  - Building maintenance Investment
  - Advertising investment (bringing visitors to Arnprior)
  - Charity Support
  - New businesses coming to Arnprior’s downtown

Consultant’s Report Misleading and Inaccurate

- “Downtown businesses haven’t fully met parking requirements”
  - Many have met the requirements
  - Those who haven’t - can’t be based on 100-year-old nature of our downtown
    - adjoined building construction
  - “even those that have provided some parking are most likely in a deficit”
    - There are businesses that are not in a deficit
- “all downtown businesses will benefit from new lot”
  - The lots location and size will have no benefit to many of the businesses being asked to pay
- “These two parking lots are to be partially funded by grant with the residual being recovered from commercial owners”
  - Residual is defined as – remaining after the greater part or quantity is gone.
    - More than 90% of the cost was taxed to a small group of businesses

Parking Space tax charged to business in lieu of parking spaces

- Should these dollars be used to pay for parking projects?

Closing

Downtown Businesses support a strong and vibrant downtown

We believe that all municipal projects be paid for by the municipality as a whole

We implore Council to re-evaluate the validity of this By-law and consider rescinding it
Downtown Businesses Observations, Concerns and Questions Regarding the Parking Levy Bylaw 6775-17.

Premise is Unfounded and Unreasonable that Parking is Solely a Business Issue

- Does parking benefit Residents, Visitors, Tourists, Churches, Museum, Library and Businesses?
- Why does Town Council make parking a small business issue?

Premise that there is a parking deficit in the downtown is in question

- Did the consultant enumerate the exact deficit? Not an estimate with a large range (example 100-200 spots) but an actual number?
- Was there a median parking spot deficiency used or did the council use the maximum occupancy figure when deciding there was a deficit?
- Did the consultant make any effort to determine which businesses were in deficit?

Process used by the Town to inform businesses and gather feedback was flawed and incomplete

- The letter to businesses and newspaper notice was insufficient and lacked important information
  - Many businesses did not receive the letter – does the town have documentation that all businesses were delivered the letter?
  - Why was the letter vague on several points?
    - It did not include that amount of the tax levy under consideration for each business to pay
    - It did not include the cost of the parking lot
    - It did not include details of the parking lot costs (remediation, back taxes etc.)
    - It did not include the small area of businesses or the number of businesses that were expected to pay
  - Without these details, did the town under informed those who would be impacted by the tax?
  - Would attendance of the feedback meeting been much higher if businesses new the magnitude of the tax?
  - Did council do this intentionally?
  - Why didn’t the town do more to make sure businesses were more informed of the details of this special tax?

- At the public meeting, did Council receive feedback from those who attended?
o Was any of that feedback included in the final bylaw?
  ▪ It appeared to most who attended the meeting, that the town had decided on the bylaw regardless of the feedback from business owners. Is this true?
  ▪ Next steps were to have council present the draft bylaw at the next available meeting. Did council review the bylaw in the next available meeting or was the bylaw just passed?
  ▪ Did businesses have an opportunity to participate in a second meeting to discuss their recommendations?

o Other than the Sept 29, 2017 Public Meeting there was there any other attempt by Council to engage the designated downtown businesses before the special levy was adopted?

o Does the town believe that business input was respectfully considered?

o If so, why were none of the business recommendations accepted?

Premise is unfair that a small group of businesses are required to pay $255,000.00 for 20 parking spots.

- Is it reasonable or fair to separate 70 businesses for this tax?
- Is this not prejudicial by council?
- Can Council demonstrate how all 70 businesses will benefit from this parking lot?
- Can Council demonstrate that only businesses will benefit from this parking lot?
- How does Council explain how other taxpayers are not taxed separately for their use of other town services?
  - Example – The town’s users of the Library. Why has the town not issued a special levy for the use of the Library?
  - Does the parking lot not represent the same usage and access rights the Library has?

As documented in the Bylaw, were exemptions from this tax only given to the Churches?

- Are there not more than 15 properties excluded from this tax by Town Council in the designated area.
- Why are some being asked to pay the parking levy and others not?
- Why are the Town Properties being exempt from paying their share of the Levy?
- Why is one of the busiest businesses downtown exempt?
- Is it correct that the share of the exempted properties tax levy is being spread across the other businesses in the tax levy?
- Did the Town Council consider the impact of this on a “fair and level” playing field for businesses downtown?
- Does Council believe this is fair and reasonable?
Premise existing parking lot owners required to pay tax is grossly unfair.

- How many businesses currently have adequate parking space?
  - Did the consultant report outline this number?
- Are business owners already paying tax and maintenance cost for those parking spaces?
- Is it reasonable to tax businesses that are already paying these costs?

Purchase of Property without Notice to Downtown Businesses

- In May 2016, Town Council passed a resolution to purchase the gas station property.
- Notice to Small Businesses was sent in 2017.
- Why did the town not review the purchase with the businesses being asked to pay?
- Why did the notice not include all of the details of the property including the costs to remediate the polluted property?
- Is reasonable to understand that the town had made these decisions before the notice was sent to business owners?
- Was it fair and open of the town to make these decisions and not inform the group being asked to pay?
- Was there any discussion with downtown businesses on a location for a parking lot that would best benefit downtown businesses?

Construction of the Parking Lot

Did Town Council follow all of its tender policies?

- Were tenders completed for each stage of the construction process?
  - Remediation
  - Paving
  - Fencing
  - Landscaping
  - Demolition
- Were local firms considered for each stage of the process?
- Explanations in access to information documents are insufficient to answering these questions. More than one construction company working downtown, damage to sidewalks etc. are not adequate reasons to vacate an important policy to manage costs. There were several access points to the lot that would eliminate any concern regarding interference with other construction activities.
- How can Town Council assure Businesses that most competitive price was obtained for the work without going through the tender process?
Cost of the Parking Lot Extremely High and Unaffordable - $272,479.35

- Were $79,859.85 in back taxes included in the cost of the parking lot?
  - Why would businesses be asked to pay another business’s back taxes?
- Was the cost of remediation included?
  - $51,932.00 for an assessment done in 2016 for lot design
  - $23,054.00 for remediation supervision
  - $117,633.50 for Parking lot construction
- Why was the grant amount so low $17,200.00?
  - It appeared in the consultant’s report that the grant would be much higher.
- Was the credit given previous parking taxpayers included?
  - How much was this credit in total?
  - Are the other businesses being asked to absorb this credit?
- What is the total financial impact all property exemptions given?
  - How much more did the exemptions cost the Downtown Businesses?
- Was the cost of the consultant report included?
  - How much did the Consultant’s report cost?
- Does Town Council believe $255,279 for 20 parking spots justifiable or reasonable?
  - Previous parking taxes on businesses (cash in lieu of parking spots) was set at 400.00 per parking spot or 8000.00 for 20 parking spots. Current levy is 12,750.00 per parking spot or 255,000.00. This is very inconsistent with past practices. How does the Town Council justify this difference?
- Was a portion of the Scissons Property sold to an adjacent property owner?
  - If so, how much was it sold for?
  - Was the value of that purchase applied to the cost of the Parking lot?

Was the Consultant asked to determine the impact of the Tax on the small businesses?

- How could the scope of the report not include the impact on the source of funding for the project?
- Does Council understand the impact the Tax will have on Businesses and Tenants
  - Building maintenance investment
  - Advertising investment (bringing visitors to Arnprior)
  - Charity Support
  - New businesses coming to Arnprior’s downtown
- Did Council believe that businesses would easily absorb this tax on top of the high commercial taxes each business is required to pay?
- Did the consultant outline the trickle-down impact this tax will have on commercial rent downtown?
- Did the consultant outline how higher rents hurt the downtown’s prospects?
- Did the Consultant outline the pressure this would apply to the relationship between business and the Town Council?
Standard Practice in Other Townships

- Does this Council accept that if others do something it is acceptable for them to do the same?
- Can Council provide an example similar this Tax Levy for a Parking Lot where the costs include Back Taxes, Gas Station Remediation, Consultants, Asbestos Training etc.?
- Can Council provide an example where this work was done untendered and policy was ignored?

Consultant’s Report Misleading and Inaccurate

- “Downtown businesses haven’t fully met parking requirements”
  - What is the deficiency of parking spots?
  - Did the consultant enumerate the exact deficit? Not an estimate with a large range (example 100-200 spots) but an actual number?
  - Was there a median parking spot deficiency used or did the council use the maximum occupancy figure when deciding there was a deficit?
  - Did the consultant make any effort to determine which businesses were in deficit?
  - Is it possible that at a median parking calculation there is no deficiency?
    ▪ Is it concerning that this whole project was determined by a rough estimate by an outside consultant?
- “even those that have provided some parking are most likely in a deficit”
  - Should the Town Council and Consultant be accountable for this statement?
  - Is “most likely” a sound bases to proceed with a Tax Levy of this scope?
- “all downtown businesses will benefit from new lot”
  - What data does the Town Council have to support this statement?
  - What data did the Consultant present to support this statement?
- “These two parking lots are to be partially funded by grant with the residual being recovered from commercial owners”
  - Residual is defined as – remaining after the greater part or quantity is gone.
    ▪ More than 90% of the cost was taxed to a small group of businesses
    ▪ Does Town Council not find this statement to be misleading?
    ▪ Could this be a part of the reason that businesses gave a muted response at the Public Meeting?

Parking Lot Use

- Has Town Council observed how the Parking Lot is currently being used?
- Is Town Council aware that the Parking Lot is consistently being used for residential parking?
- Is Town Council aware that only businesses in the immediate adjacent area have seen customer’s use the parking at peak periods (Funerals & Church)
BIA Monies

- It was raised in the September council meeting that if the BIA was not defunct, the parking lot would be well funded through businesses.
  - Does the Town Council agree that the BIA was subject to several mandates?
    - To improve the business area downtown
    - To attract people to Arnprior
    - To assist with making our downtown a destination
  - Does Town Council believe the BIA was established to pay for a parking lot that cost more than $250,000.00.
  - Does the Town believe that if the BIA was involved in paying for a parking lot:
    - The BIA would have selected that location?
    - The BIA would have purchased a Gas Station and Polluted lot?
    - The BIA would not have gone to tender for each phase of construction?
    - The BIA would not have used local companies for the work?

- Did the BIA leave a large sum of money when it was closed?
  - Was that sum between $70,000.00 and $80,000.00?
  - What happened to that money?
  - What process was used to disperse that money?
  - Were Downtown Businesses involved in that process?

Parking Space tax charged to business in lieu of parking spaces

- Were these taxes collected and set aside by Town council for Parking Projects?
- How much of the Parking lot in question was covered by the Parking Space Tax collected over the years?

Council willingness to listen and discuss the issues with Business Leader at Sept 2019 Council Meeting.

- Is Council open to change the bylaw?
- Does Council feel that businesses do not pay their fair share?
- Why does council feel this way?
- Has council considered the premium businesses pay in commercial taxes?
- Has council considered the investment made by businesses in updating properties downtown?
  - These are capital costs that in the hundreds of thousands of dollars that will take years to re-coop through normal business
  - These are investments and commitments made to the downtown by the town’s citizens in many cases
- Does Council understand how hard it is to listen to a comparison between these types of investments and a defunct BIA?
- Does Council realize the serious and long-lasting impact this use will have between the Town Council and Downtown Business Owners?
- Does Council understand the long-term impacts this will have on investment in our downtown?

Recommendations (Group discussion)

- BIA – possible government grants available
- Merchant Association for a smaller area downtown
- Partial financial support for beautification downtown – not town properties or others – John Street, Elgin St, Madawaska – others?
Report Number: 19-11-12-02

Recommendations:

That Council receive report 19-11-12-02 as information.

Background:

Staff presented a report to Council (19-09-23-02) – Repeal to Fire Route By-law 3047-78 on September 23, 2019. As outlined in that report, staff are recommending that a Fire Route designated along the rear property line of 4 through 32 Elgin Street West, from Daniel Street to John Street, which prohibited the parking of vehicles in order that fire vehicles could access the area, be repealed for the reasons outlined in the report. The chief reason being that the fire route does not meet the standards for the creation of an access route and, in fact, the Town’s front line apparatus would not be able to be accommodated on the private road.

A “Notice of Council’s Intention to Pass a By-law to Repeal By-law 3047-78 being a By-law to designate a Private Road as a Fire Route” was mailed to all landowners abutting said fire route on the 30th of September, 2019. The Notice indicated that Council shall consider the proposed repealing by-law not earlier than at its meeting on Tuesday, October 15th, 2019. Further the Notice requested that any person who wished to provide comment to submit comments to the Clerk prior to 2:00pm on October 15th.

Comments were received in writing just prior to the deadline therefore staff recommended that Council defer consideration of the by-law, which was on the agenda, to allow staff time to prepare a response for Council’s consideration.

At the meeting, another landowner indicated that they had prepared comments and sent them with no response, however staff had not received the comments. These comments have now been received, along with comments from another landowner who attended the meeting anticipating an opportunity to speak to the matter.

Discussion:

Three landowners have now provided comments or concerns in respect to the repeal of By-law 3047-78, which are included as attachments thereto. Staff have reviewed the comments and identify six main concerns as follows:
Feedback #1: Right-of-way Status - Does the landowner have the right to restrict access? How much access must remain open? Is there any possible way to be land locked? Is fencing allowed?

Staff Comments: Currently six (6) property owners fronting onto Elgin Street own the lands subject to the fire route by-law. In addition to those owners, five (5) additional owners fronting onto Elgin Street have registered ‘right-of-way’ over the lands for access to the rear of their properties. No properties are ‘landlocked’ as they all have frontage on Elgin Street. It is recommended that each landowner examine the title to their property and seek legal advice as to how they access their property, what rights they have over other’s lands and what requirements landowners may have to provide access. The Fire Route By-law in no way provided these types of rights to landowners. The Fire Route By-law strictly prohibited parking over a 20’ wide strip of land as identified on Plan 49R-3587.

Feedback #2: Parking – Will parking still be prohibited on the private roadway? Who will monitor this?

Staff Comments: Again, it is recommended that landowners be aware of their rights and responsibilities with respect to any right-of-way registered on their title. As private property, monitoring of trespass is the responsibility of the property owner.

Feedback #3: Access for garbage removal, deliveries and emergency vehicles – How will tenants of apartments which only have rear building access have their garbage removed? Ambulances and fire trucks will not be able to access the rear of the buildings if the plow blocks the entrance on Daniel and John Streets during the night. Garbage pick-up and deliveries to businesses also happen very early in the morning.

Staff Comments: Garbage should be placed curbside on a public street for pick up. The Town is not responsible for ensuring access to rear yards of properties for private garbage removal, deliveries or emergency vehicles.

Feedback #4: Snow removal and maintenance – How does one building remove snow and their neighbour not? If everyone uses the roadway, why is only one land owner paying for snow removal and filling pot holes? How do we approach other landowners when we do not even know their names? Snow removal contracts cannot be secured before 6:00am which is not early enough for commuters.

Staff Comments: Again, landowners need to be aware of their rights and responsibilities to other owners as may be registered on title. Staff suggest that the landowners work together to ensure obligations are met and a solution is found. A copy of the property assessment roll indicating landowner name and address is available to the public in the Finance Department. The Town does not have the authority to require landowners to provide snow storage, snow removal or access to others.
Feedback #5: Public access to a private roadway – Can access by the general public be stopped? This is a ‘public road’ in the public’s eye. Owners have not been able to regulate traffic speed, parking, or volume of traffic using the private roadway, even with signage. What if vehicles get stuck on the private roadway?

Staff Comments: As a private right-of-way, title should be reviewed to determine what restrictions are in place that may assist in limiting the access through this area by the general public. Perhaps with the construction of the new building on John Street abutting the access, the public will be less enticed to use the private roadway.

Feedback #6: This is a major change happening quickly with impact on the business owners – Notice of only 15 days by regular mail when other notices are given at least 20 days in advance and by-law issues are sent by registered mail. Is this happening because the Town is losing the area where snow was previously piled due to the construction of the new apartment building on John Street?

Staff Comments: Notices of Repealing a Fire Route By-law are not regulated by the Province and are not specifically listed in the Town’s Public Notice Policy. However, similar notices under the Town’s Public Notice Policy are provided 10 days in advance of Council’s consideration. The Planning Act requires 20 days’ notice of Public Meetings held under Section 17 and 34. The Town is not responsible for snow removal on private property.

Options:

Council could decide not to repeal the Fire Route By-law 3047-78 however this is not recommended. The concerns surrounding the proposal to repeal this by-law seem to be centred on access and snow-clearing operations, rather than the need to have access for fire services. Access and snow-clearing operations on private property should be addressed by the landowners impacted directly.

Policy Considerations:

The review of existing by-laws and updating them to reflect current practices and requirements is in keeping with the Town’s Strategic Plan Vision of Effective Service Delivery.

Financial Considerations:

N/AP

Meeting Dates:

N/AP
Consultation:
John Steckly, General Manager of Operations
Deanna Nicholson, Environmental Engineering Officer
Cory Nicholas, Captain/Fire Prevention Officer

Documents:
1. Nev’s Heating and Cooling (18 Elgin Street West) – October 17, 2019
2. Chris Jones and Duane Parks (4 Elgin Street West) – October 7, 2019
3. Tammy & Wayne Bigelow (10 Elgin Street West) – October 18, 2019

Reviewed By Department Head:
Bryan Martin, CAO

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

CAO Concurrence:
Bryan Martin

Workflow Certified By Town Clerk:
Maureen Spratt
Digitally signed by Maureen Spratt
DN: cn=Maureen Spratt, o=Town of Arnprior, ou, email=mspratt@arnprior.ca, c=CA
Date: 2019.11.05 09:57:09 -05'00'
Tuesday, October 29, 2019

The following are questions and concerns we have regarding the changes to By-Law 3047-78:

- **Right-of-way**: Currently the roadway has to remain “open” access to landowner to allow access by emergency vehicles if needed. If the roadway becomes a private road, will the roadway stay open so that we still have full access? Or does a landowner have the right to restrict access? How much access has to remain open? Can a vehicle fit? Or is it a walking path? Is a fence allowed? As you are aware there is a landowner within this group of buildings that will push the limits on all that is given. This is an extremely important issue with all the other landowners.

- **Parking**: As a fire route there is no parking on the roadway. If it changes to a private roadway, will there be parking allowed? How does it get monitored? Currently there are people parking on the roadway that do not belong to the landowners.

- **Garbage removal**: Currently there is garbage removal by the Town of Amprior’s garbage trucks. How will the tenants of the apartments that only have access from the back of the buildings have their garbage removed?

- **Snow removal and filling of pothole**: How does one building remove snow, and their neighbor not? If it is a roadway does it not always have to be kept clear? If everyone uses the roadway why is it only one land owner paying and filling pot hole and paying for snow removal? How do we approach other landowners when we do not even know their names?

- **Is there any possible way to be land locked?**

- **Currently 88 Daniel St N has three apartments. They currently use the roadway. If it is to become a private road will they be required to help maintain it or can there access be restricted?**

- **If it is to become a private road way can access to the general public be stopped?** Currently it is a quick drive through to John St to avoid the lights?

- **If there happens to be fire in one of the buildings that only has a back access, how will the fire department approach this if there is limited access because of parked cars or limited access? Daniel Street allows an access of 20’ which is more than the minimum standard of 19.6’ required? So why can the roadway not remains a fire route?**

- **How does an ambulance access the private road if it is blocked by cars or fences?**
Dear Mrs. Pratt,

We are co-owners of 4 Elgin Street West, Arnprior.

Today, we received a notice dated Sept 30 regarding an upcoming change to a bylaw that indicates that our property will be affected.

Can you please clarify if the intention is to eliminate the town’s obligation to snow removal service for the upcoming season?

We’d also like to know why this intended change was made so quickly – especially since the potential ramifications of this are major and costly to all affected?

Why are the affected property owners only notified of a meeting within 15 days? Typically, before passing a bylaw change in Ontario, a notice of a meeting is given at least 20 days in advance. Considering the importance of this issue, a registered mail would have been appropriate. After all, we received registered mail notice when we were told that our grass was too long. The bylaw issue is a much higher priority.

As tax payers, we are notified well in advance with changes that will affect us. In business, we must all plan our budgets in advance. This drastic change could lead to an expense that wasn't planned in our yearly budget and at a cost that we won’t be able to recoup.

We’d like to formally object to this proposal.

Regards,

Chris Jones and Duane Parks
Hi Maureen,

I would like to be informed by email or called 613-222-1554 if possible when the next meeting is concerning this matter of the "fire route" by law being repealed.

My husband and I have significant concerns about the by law being repealed. I will highlight them below. Our concerns mainly revolve around winter road maintenance. The Township as far back as my memory serves has maintained this road during the summer and winter. From talking to some of the long time owners on the road it doesn't sound like it has ever been privately maintained.

1) Emergency access - Ambulances cannot possibly access the back if the road is blocked by the overnight plowing on Daniel. The plow goes by and large amounts of snow and ice get pushed into both our road entrances (Daniel and John). If someone had a 911 emergency during the night the first Responders would not get down that road, this is a grave concern. All but one of the buildings is Tenanted above. Some are tenants, some are owner occupied.

2) Fire Route - Although it may not be deemed a fire route if the by law is repealed, again due to entrances being snowed in, fire trucks would not be able access during the winter if a overnight fire occurred. This will not only endanger the residents who live above the commercial spaces, but it will inherently drive our insurance rates up. These are small business owners, every cost increase hits hard. We already pay high insurance, levy's and taxes.

3) Tenanted units. All but 2 of the buildings have tenants above currently. This income is vital to the owners of these buildings. It helps pay for taxes, operating costs, upgrades etc. We rely on it. Approximately 50% of the units are accessed from the back and have no front entrance. All the parking is at the back for 100%. Tenants are not going to put up with living on a road that is not plowed. The liability for us as owners will be more then we can carry if emergency services are not able to access them in emergency situations.

We will more then likely end up losing our tenants after one winter. The earliest I have been able to even secure plowing for my other unit is 6 am. Which is not early enough for shift workers, anyone who commutes. Especially when the Town plow has cleared Daniel & John over night and left a un-passable banks on our road.

4) This through road in the "Public's" eye is a town road. As owners we have not been able to regulate traffic speeds, parking, or volume of traffic through there EVER. The public will continue to use this road, which is in theory trespassing. Our concern is public vehicles will get stuck and be blocking traffic on our road if the road is not properly maintained. It will cause a lot of conflict and I would expect complaints at the township as they think it is a township road. We have tried signage it does not work.

5) Deliveries - Vital to business operations, very early morning deliveries and garbage pick up comes in from Daniel for the folks of Nev's, Krave, and 2 Grands. These large trucks will not get down this road if we are left to keep a lane open on our own. Again putting the small business owners of this town in trouble.

In summary I feel this repeal is just a quick solution for the "new" lack of snow space with the developer rightfully developing their lot where the town used to put the snow adjacent to RBC. The
repeal we are assuming removes the Towns obligation and leaves all us small business owners with a huge problem. The main street and the town need these business to thrive. I am sure collectively as owners with town council we can come up with a solution for where to pile the snow if this is indeed the "towns" real issue.

Since it is private property, and if the repeal is passed "no longer a fire route" then as owners we can do what we want with our private property. I would suggest that perhaps the end corridor where RBC exits to John... that space/lane could be used in the winter to pile snow. Exit would be on Daniel only then where the deliveries access daily. We have no obligation to keep that lane to John open for public. We need a space to put snow. Perhaps this could be brought forth as a solution and the town would continue to push the plow in from Daniel and just pile it at the end, past the last drive way into #32 Elgin.

All of this is speculation of course as our meeting was cancelled last week. This is causing a lot of stress for us business owners. Winter is approaching and we now have to potentially inform our tenants that the road will not be cleared by 6 am. We need resolution to this matter ASAP. Please update us as to when the next meeting is to be held. This may seem like a insignificant by law to the council members but to us owners it is a huge concern.

Regards,
Tammy & Wayne Bigelow
10 Elgin.

Tammy Bigelow
Real Estate Sales Representative
Re/Max Absolute Realty Inc. Brokerage
Direct: 613-222-1554
www.tammybigelow.ca
Recommendations:
That Council receive and approve Report Number 19-11-12-03 and the attached 2020 Calendar of Council and Committee Meetings.

Background:
Council and Advisory Committee Meeting dates are defined, in advance, demonstrating the municipality’s commitment to conducting its business in an open and transparent manner. Council Meetings are generally held on the second and fourth Mondays of the month, at 6:30 p.m., with the exception of July, August, and December, when meetings are held once per month. If one such Monday falls on a holiday, the meeting automatically takes place the next day, which is not a holiday, at the same time. Advisory Committee Meetings are generally scheduled four (4) times per year, for each Committee. All meetings of Council and Committees are open to the public, unless permitted to be in closed session, in accordance with section 239 of the Municipal Act, 2001.

Discussion:
Each year, in accordance with the Town’s Procedure By-law, the Clerk’s Office provides Council with a report setting out the exceptions to the regularly scheduled Council and Advisory Committee Meetings for the upcoming year. The proposed 2020 Calendar of Council and Advisory Committees allows the municipality to conduct its business in an open and transparent manner while ensuring that there is an appropriate level of public notice for meetings.

The proposed 2020 Calendar of Council and Committee Meetings includes the meeting dates for all Regular and any planned Special Meetings of Council as well as Advisory Committees known at the time of publication. The proposed calendar has been drafted pursuant to the Town’s Procedure By-law and the Advisory Committees’ Terms of Reference. Special Budget Meetings have also been outlined (highlighted in purple).
The proposed meeting schedule reflects the following exceptions:

- Addition of the February 18th and 19th, 2020 Special Council Meetings (2020 Budget Deliberations)
- Addition of the December 9th, 2020 Special Council Meeting (2021 Budget Consultations)

Of note, the Operations Advisory Committee meeting schedule has been switched with the Community Development Advisory Committee meeting schedule in an attempt to address an issue brought forward by the Operations Advisory Committee wherein their last yearly meeting in October is not a sufficient timeline to allow for the annual Emergency Plan report to be brought forward.

Upon approval by Council, the 2020 Meeting Calendar will be posted on the municipal website. Extenuating circumstances may cause meeting dates, times and/or locations to change, however, the events calendar at arnprior.ca/live/calendar is kept up to date, as well as the calendar in the new Arnprior App. In addition to the events calendar, agendas for Council and Advisory Committee meetings are posted on the website the Thursday prior to the meeting date, as well as sent to the Media for their information.

**Options:**

There has been some debate and consideration regarding the time period between tabling of the budget (first meeting in January) and the passing of the budget (last meeting in February) and whether or not this time period could be shortened. Council could choose to pass the budget at the first Regular Meeting of Council in February. This would move Budget deliberations to take place February 4th and 5th instead of February 18th and 19th, 2020.

Or Council could consider adopting an alternative schedule for Council and Committee Meetings.

**Policy Considerations:**

Procedure By-law
Advisory Committees Terms of Reference, as amended

**Financial Considerations:**

N/A

**Meeting Dates:**

N/A

**Consultation:**

CAO
General Manager, Client Services/Treasurer
Town Clerk

**Documents:**

Document 1 - 2020 Dates and Times of Council/Committee Meetings
Document 2 - 2020 Calendar of All Meetings
### Document 1 - 2020 Council/Committee Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 8, 2020</td>
<td>7:00 PM</td>
<td>Accessibility Advisory Committee</td>
</tr>
<tr>
<td>Monday, January 13, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
</tr>
<tr>
<td>Monday, January 27, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
</tr>
<tr>
<td>Monday, February 3, 2020</td>
<td>6:30 PM</td>
<td>Community Development Advisory Committee</td>
</tr>
<tr>
<td>Monday, February 10, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
</tr>
<tr>
<td>Tuesday, February 18, 2020</td>
<td>5:00 PM</td>
<td>Special Council (Budget Deliberations)</td>
</tr>
<tr>
<td>Wednesday, February 19, 2020</td>
<td>5:00 PM</td>
<td>Special Council (Budget Deliberations)</td>
</tr>
<tr>
<td>Monday, February 24, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
</tr>
<tr>
<td>Monday, March 2, 2020</td>
<td>6:30 PM</td>
<td>Corporate Services Advisory Committee</td>
</tr>
<tr>
<td>Monday, March 9, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
</tr>
<tr>
<td>Monday, March 16, 2020</td>
<td>6:30 PM</td>
<td>Operations Advisory Committee</td>
</tr>
<tr>
<td>Monday, March 23, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
</tr>
<tr>
<td>Monday, April 6, 2020</td>
<td>6:30 PM</td>
<td>Community Development Advisory Committee</td>
</tr>
<tr>
<td>Wednesday, April 8, 2020</td>
<td>7:00 PM</td>
<td>Accessibility Advisory Committee</td>
</tr>
<tr>
<td>Tuesday, April 14, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
</tr>
<tr>
<td>Monday, April 27, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
</tr>
<tr>
<td>Monday, May 4, 2020</td>
<td>6:30 PM</td>
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<tr>
<td>Monday, May 11, 2020</td>
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<tr>
<td>Tuesday, May 19, 2020</td>
<td>6:30 PM</td>
<td>Operations Advisory Committee</td>
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<tr>
<td>Monday, May 25, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
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<tr>
<td>Monday, June 1, 2020</td>
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<td>Community Development Advisory Committee</td>
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<tr>
<td>Wednesday, June 3, 2020</td>
<td>7:00 PM</td>
<td>Accessibility Advisory Committee</td>
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<td>Monday, June 22, 2020</td>
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<td>Monday, July 13, 2020</td>
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<td>Monday, August 24, 2020</td>
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<tr>
<td>Tuesday, September 8, 2020</td>
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<td>Monday, September 21, 2020</td>
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<td>Monday, September 28, 2020</td>
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<td>Monday, October 5, 2020</td>
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<td>Monday, October 26, 2020</td>
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<td>Council</td>
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<td>Monday, November 2, 2020</td>
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<td>Corporate Services Advisory Committee</td>
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<td>Tuesday, November 9, 2020</td>
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<td>Operations Advisory Committee</td>
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<td>Council</td>
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<tr>
<td>Wednesday, December 2, 2020</td>
<td>6:00 PM</td>
<td>Special Council (Budget Consultations)</td>
</tr>
<tr>
<td>Monday, December 9, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
</tr>
<tr>
<td>Monday, December 14, 2020</td>
<td>6:30 PM</td>
<td>Council</td>
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</tbody>
</table>
Disclosure Information:
The Town of Arnprior conducts its business in an open and transparent manner; and therefore, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) may be duplicated and distributed in an agenda package which may be disclosed or made available to the general public.

Accordingly, when providing such information: you shall be deemed to have consented to its use and disclosure unless such written submissions, documents, correspondence, e-mails or other communications is/are clearly identified to be a confidential matter.
The Corporation of the
Town of Arnprior

By-law Number 7003-19

A by-law to repeal By-law Number 3047-78 to authorize the designation of certain private roadways within the Town of Arnprior as fire routes which no parking of vehicles shall be permitted.

Whereas Section 7.1 of the Fire Protection and Prevention Act authorizes Council to pass by-laws designating private roads as fire routes along which no parking of vehicles shall be permitted; and

Whereas Council passed By-law 3047-78 to designate a fire route; and

Whereas Council deems it appropriate to repeal said By-law; and

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

1. That By-law Number 3047-78 to authorize the designation of certain private roadways within the Town of Arnprior as fire routes along which no parking of vehicles shall be permitted be hereby repealed.

2. This by-law shall come into force and take effect on the day of its passing.

Enacted and Passed this 12th day of November, 2019.

______________________________     ____________________________
Walter Stack, Mayor            Maureen Spratt, Clerk
Memo

To: Mayor and Council
From: Robin Paquette, Town Planner
Date: October 31, 2019
Subject: Community Transportation Grant Program

On October 17th, 2019, the Town received the final signed Transfer Payment Agreement (TPA) with Her Majesty the Queen of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario – Community Transportation Grant Program for funding of a new vehicle and providing non-urgent transportation to seniors and adults with physical disabilities in order to improve access to health and community services. In addition to this TPA, the Town entered into an agreement with Carefor Health & Community Services as the provider of the Community Transportation Grant Program.

It has now come to our attention, that the Province intends to provide the capital funding for the purchase of the vehicle only within 60 days of receipt of a paid invoice for the expenditure. While this process is not in keeping with the pilot Project Grant which Carefor had experienced in their Agreement with Prescott Russell, this practice of reimbursing capital costs after the expended is in line with other capital grant programs.

In order to proceed with the proposed purchase of the vehicle, staff are proposing that Council adopt a resolution supporting the creation of a 2019 “In and Out” Capital Budget Account, using municipal funds to provide to Carefor at this time to purchase the vehicle and paying the funds back to the municipality through the receipt of the grant funds once received. This appears to be the only method to move this project forward. The projected cost of the vehicle per the Agreement is $81,000. A quote has been provided to Carefor in the amount of $80,064.72. We understand that once the vehicle is ordered, it could arrive within one month.

Trusting this information is of assistance. If you have any questions, please do not hesitate to contact me.

Sincerely,

Robin Paquette
Town Planner

Cc. Bryan Martin, CAO
    Jennifer Morawiec, General Manager, Client Services/Treasurer
    Maureen Spratt, Clerk
Memo

To:   Members of Council
From:  Deanna Nicholson, Environmental Engineering Officer
Date:  2019-11-06
Subject: Municipal Drinking Water Licence – Version 6

Members of Council,

Section 2.6 of the Towns Drinking Water Works Permit (DWWP) states that the owner shall notify the legal owner of any part of the drinking water system of the requirements of the Municipal Drinking Water Licence (MDWL) and the Drinking Water Works Permit as applicable to the prescribed system.

As a result of 2017 lead treatment upgrades undertaken at the Arnprior Water Filtration Plant, the Ministry of Environment, Conservation, and Parks, added an additional requirement to Section 5.3 of the Town’s Municipal Drinking Water Licence requiring that “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 period.” The change made to the licence did not alter the Towns sampling requirements, it simply clarified where the sample results are to be delivered, the MOECP’s Ottawa district office. Staff are providing MDWL – Version 6 as documentation that the drinking water system owner (Arnprior Council) has been made aware of the drinking water system of requirements.

It should be noted that there is a small error in the MDWL on page 2, under the Permit to Take Water (PTTW) table. An incorrect version of our PTTW is referenced. Our current PTTW (4143-8ZDLMJ) is dated October 25, 2012; however, the MDWL appears to reference an old PTTW (93-P-4012) dated February 28, 2003. The MOECP has been notified of the error and they have responded with the following “This update has been logged into our system. As it is administrative in nature, an updated licence will not be immediately issued. The update should be reflected in any amended or renewed licence that is issued to the system. Please maintain a copy of this email as evidence that the update has been communicated to, and acknowledged by, the Ministry.”

Sincerely,

Deanna Nicholson
Environmental Engineering Officer & DWQMS Implementation Lead
MUNICIPAL DRINKING WATER LICENCE

Licence Number: 170-101
Issue Number: 6

Pursuant to the Safe Drinking Water Act, 2002, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this municipal drinking water licence is issued under Part V of the Safe Drinking Water Act, 2002, S.O. 2002, c. 32 to:

The Corporation of the Town of Arnprior
105 Elgin St. W.
Arnprior ON, K7S 0A8

For the following municipal residential drinking water system:

Arnprior Drinking Water System

This municipal drinking water licence includes the following:

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule A</td>
<td>Drinking Water System Information</td>
</tr>
<tr>
<td>Schedule B</td>
<td>General Conditions</td>
</tr>
<tr>
<td>Schedule C</td>
<td>System-Specific Conditions</td>
</tr>
<tr>
<td>Schedule D</td>
<td>Conditions for Relief from Regulatory Requirements</td>
</tr>
<tr>
<td>Schedule E</td>
<td>Pathogen Log Removal/Inactivation Credits</td>
</tr>
</tbody>
</table>

DATED at TORONTO this 30th day of August, 2019

Signature

Aziz Ahmed, P.Eng,
Director
Part V, Safe Drinking Water Act, 2002
Schedule A: Drinking Water System Information

<table>
<thead>
<tr>
<th>System Owner</th>
<th>The Corporation of the Town of Arnprior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licence Number</td>
<td>170-101</td>
</tr>
<tr>
<td>Drinking Water System Name</td>
<td>Arnprior Drinking Water System</td>
</tr>
<tr>
<td>Schedule A Issue Date</td>
<td>August 30th, 2019</td>
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</table>

The following information is applicable to the above drinking water system and forms part of this licence:

**Licence**

<table>
<thead>
<tr>
<th>Licence Issue Date</th>
<th>August 30th, 2019</th>
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<tbody>
<tr>
<td>Licence Expiry Date</td>
<td>April 14, 2021</td>
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<tr>
<td>Application for Licence Renewal Date</td>
<td>October 14, 2020</td>
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**Drinking Water Works Permit**

<table>
<thead>
<tr>
<th>Drinking Water System Name</th>
<th>Permit Number</th>
<th>Issue Date</th>
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<tbody>
<tr>
<td>Arnprior Drinking Water System</td>
<td>170-201</td>
<td>April 15, 2016</td>
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</table>

**Permits to Take Water**

<table>
<thead>
<tr>
<th>Water Taking Location</th>
<th>Permit Number</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madawaska River</td>
<td>93-P-4012</td>
<td>February 28, 2003</td>
</tr>
</tbody>
</table>

**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

**Accredited Operating Authority**

<table>
<thead>
<tr>
<th>Drinking Water System or Operational Subsystems</th>
<th>Accredited Operating Authority</th>
<th>Operational Plan No.</th>
<th>Operating Authority No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter E. Prentice Water Filtration Plant and Distribution System</td>
<td>The Corporation of the Town of Arnprior</td>
<td>170-401</td>
<td>170-OA1</td>
</tr>
</tbody>
</table>
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 that, based on generally available information, may be emitted from a component of the drinking water system to the atmosphere in a quantity that is significant either in comparison to the relevant point of impingement limit or if a point of impingement limit is not available for the compound, then based on generally available toxicological information, the compound has the potential to cause an adverse effect as defined by the EPA at a point of impingement;

“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 the table that was prepared by a Professional Engineer in accordance with O. Reg. 419/05 and the procedure document listing the appropriate point of impingement concentrations of each compound of concern emitted from a component of the drinking water system and providing comparison to the corresponding point of impingement limit;

“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;
"licence" means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

"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;

"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" means any point in the natural environment that is not on the same property as the source of the contaminant and as defined by section 2 of O. Reg. 419/05;

"point of impingement limit" means the appropriate standard from Schedule 1, 2 or 3 of O. Reg. 419/05 and if a standard is not provided for a compound of concern, the appropriate criteria listed in the Ministry of the Environment, Conservation and Parks publication titled "Summary of Standards and Guidelines to support Ontario Regulation 419: Air Pollution – Local Air Quality (including Schedule 6 of O. Reg. 419 on Upper Risk Thresholds)", dated February 2008, as amended;


"Professional Engineer" means a Professional Engineer who has been licenced to practice in the Province of Ontario;

"provincial officer" means a provincial officer appointed pursuant to section 8 of the SDWA;

"publication NPC-300" means the Ministry of the Environment, Conservation and Parks publication titled "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" dated August 2013, as amended;

"SDWA" means the Safe Drinking Water Act, 2002, S.O. 2002, c. 32;
“sensitive populations” means any one or a combination of the following locations where the health effects of nitrogen oxides emissions from emergency generators shall be considered using the point of impingement limit instead of the Ministry of the Environment, Conservation and Parks screening level for emergency generators:

(a) health care units (e.g., hospitals and nursing homes),
(b) primary/junior public schools,
(c) day-care facilities, and
(d) playgrounds;

“subsystem” has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts);

“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;

2.0 Applicability

2.1 In addition to any other 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 Schedule A Issue Date.

7.2 A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.

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.

9.2 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 of the Environment, Conservation and Parks 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 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.

14.1.2 The requirement for the owner to comply with NSF/372 shall come into force no later than April 14, 2018.

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; or
14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry of the Environment, Conservation and Parks 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 substantial completion of the alteration.

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 by 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

   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.

16.1 The requirement for the owner to comply with condition 16.2.3 shall come into force on October 14, 2016.
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>
<thead>
<tr>
<th>Column 1: Rated Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Treatment Subsystem Name</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Walter E. Prentice Water Filtration Plant and Distribution System</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Column 2: Maximum Flow Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Treatment Subsystem Name</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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.
Residue 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

1.5.2 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3 Annual Average Concentration (mg/L)</th>
<th>Column 4 Maximum Concentration (mg/L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter E. Prentice Water Filtration Plant and Distribution System</td>
<td>Annual average concentration of suspended solids in the effluent discharged from the backwash wastewater facilities</td>
<td>25</td>
<td>25</td>
</tr>
</tbody>
</table>

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:

1.6.1 The UV disinfection equipment shall be operated 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 at the maximum design flow rate for the equipment;

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, 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, 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

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment Subsystem or Treatment Subsystem Component Name</td>
<td>Minimum Continuous Pass-Through UV Dose (mJ/cm²)</td>
<td>Control Strategy</td>
<td>Test Parameter</td>
</tr>
<tr>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

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

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

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, or by a condition otherwise imposed by the Ministry of the Environment, Conservation and Parks, shall be checked and 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 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 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 Additional Sampling, Testing and Monitoring

Drinking Water Health and Non-Health Related Parameters

4.1 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>
<thead>
<tr>
<th>Treatment Subsystem or Treatment Subsystem Component Name</th>
<th>Test Parameter</th>
<th>Sampling Frequency</th>
<th>Monitoring Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter E. Prentice Water Filtration Plant and Distribution System</td>
<td>Benzo(a)pyrene</td>
<td>Quarterly</td>
<td>Point of entrance to distribution system</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Treatment Subsystem or Treatment Subsystem Component Name</th>
<th>Test Parameter</th>
<th>Sampling Frequency</th>
<th>Monitoring Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter E. Prentice Water Filtration Plant and Distribution System</td>
<td>Total Organic Carbon</td>
<td>Quarterly</td>
<td>Entrance to Distribution System</td>
</tr>
<tr>
<td></td>
<td>Dissolved Organic Carbon</td>
<td>Quarterly</td>
<td>Entrance to Distribution System</td>
</tr>
<tr>
<td></td>
<td>Colour</td>
<td>Quarterly</td>
<td>Entrance to Distribution System</td>
</tr>
</tbody>
</table>
Environmental Discharge Parameters

4.2 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.

4.3 For the purposes of Table 7:

4.3.1 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

4.3.2 Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.

4.4 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", 21st Edition, 2005, or as amended from time to time by more recently published editions.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment Subsystem or Treatment Subsystem Component Name</td>
<td>Test Parameter</td>
<td>Sample Type</td>
<td>Sampling Frequency</td>
<td>Monitoring Location</td>
</tr>
<tr>
<td>Walter E. Prentice Water Filtration Plant and Distribution System</td>
<td>Suspended Solids (composite)</td>
<td>Composite</td>
<td>Quarterly</td>
<td>Point of Discharge</td>
</tr>
</tbody>
</table>

4.5 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:

4.5.1 The discharge of potable water from a watermain to a road or storm sewer;

4.5.2 The discharge of potable water from a water storage facility or pumping station:

4.5.2.1 To a road or storm sewer; or

4.5.2.2 To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.

4.5.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer;
4.5.4 The discharge of raw water from a groundwater well to the environment where if necessary, sediment and erosion control measures have been implemented; and

4.5.5 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.

5.0 Studies Required

5.1 Corrosion Control Implementation

5.1.1 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.

5.1.2 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:

5.1.3 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>
<thead>
<tr>
<th>Table 1: Monitoring the Effectiveness of Preferred Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 1 Parameters</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Lead</td>
</tr>
<tr>
<td>Alkalinity</td>
</tr>
<tr>
<td>pH</td>
</tr>
<tr>
<td>Orthophosphate (and soda ash)</td>
</tr>
<tr>
<td>Other Parameters in Table 6.1 the Ministry's Guidance Document for Corrosion Control Monitoring, dated December 2009.</td>
</tr>
</tbody>
</table>

¹ – Orthophosphate samples to be collected at the Towns Water Pollution Control Centre sample tap.

5.1.4 A technical evaluation of the effectiveness of corrosion control measures including:

5.1.4.1 Any key milestones of implementation, including equipment malfunction or upset conditions;

5.1.4.2 The ability to maintain operating conditions and inhibitor concentrations, in the distribution system and premise plumbing; and
5.1.4.3 The ability to achieve reduction in lead levels and other corrosion related parameters in the distribution system and premise plumbing.

5.1.5 A summary of lead levels and other metals monitored at the following locations, since implementation of corrosion control, and comparison to pre-implementation levels:

5.1.5.1 Distribution system;
5.1.5.2 Residential plumbing; and,
5.1.5.3 Non-residential plumbing.

5.1.6 An evaluation of secondary impacts as a result of corrosion control implementation of corrosion control measures, including any:

5.1.6.1 Customer feedback or water quality complaints, since implementation of corrosion control, with analysis of reasons;
5.1.6.2 Impacts on secondary disinfection, including biofilm formation; and,
5.1.6.3 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.

5.1.7 A summary of results of all other aspects of the Owner’s lead mitigation strategy including:

5.1.7.1 Lead service line replacement on public and private property;
5.1.7.2 Outreach and education, especially to populations vulnerable to lead in drinking water;
5.1.7.3 Faucet filter program, and,
5.1.7.4 Involvement of public health authorities.

5.2 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.

5.3 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.

6.0 Source Protection

6.1 Not Applicable.
1.0 Lead Regulatory Relief

1.1 Any relief from regulatory requirements previously authorized by the Director in respect of the drinking water system under section 38 of the SDWA in relation to the sampling, testing or monitoring requirements contained in Schedule 15.1 of O. Reg. 170/03 shall remain in force until such time as Schedule 15.1 of O. Reg. 170/03 is amended after June 1, 2009.

2.0 Other Regulatory Relief

2.1 Not applicable.
Schedule E: Pathogen Log Removal/Inactivation Credits

System Owner | The Corporation of the Town of Arnprior
Licence Number | 170-101
Drinking Water System Name | Arnprior Drinking Water System
Schedule E Issue Date | August 30th, 2019

1.0 Primary Disinfection Pathogen Log Removal/Inactivation Credits

Arnprior Water Filtration Plant
Medawaska River [SURFACE WATER]

<table>
<thead>
<tr>
<th>Minimum Log Removal/Inactivation Required</th>
<th>Cryptosporidium Oocysts</th>
<th>Giardia Cysts</th>
<th>Viruses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnprior Water Filtration Plant</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Log Removal/Inactivation Credits Assigned</th>
<th>Cryptosporidium Oocysts</th>
<th>Giardia Cysts</th>
<th>Viruses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conventional Filtration</td>
<td>2</td>
<td>2.5</td>
<td>2</td>
</tr>
<tr>
<td>Chlorination [CT: Clearwell]</td>
<td>-</td>
<td>0.5+</td>
<td>2+</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Treatment Component</th>
<th>Log Removal/Inactivation Credit Assignment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conventional Filtration</td>
<td>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.</td>
</tr>
<tr>
<td>Chlorination</td>
<td>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.</td>
</tr>
<tr>
<td>Primary Disinfection Notes</td>
<td></td>
</tr>
</tbody>
</table>

Notes