Town of Arnprior  
Regular Meeting of Council  
Agenda  
Monday, November 25, 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))
   a) Regular Meeting of Council – November 12, 2019 ........................................... 1-8

7. Awards/Delegations/Presentations
   a) Awards
      i. Presentation of Town Award to Lisa Webber, Town Award
   b) Presentations
      i. Museum 2020 Budget, Museum Curator ......................................................... 9-17
      ii. Museum Emergency Plan, Museum Curator .................................................. 18-26
      iii. Strategic Plan Update 2020 – 2023, Town Planner ................................. 27-34

8. Public Meetings


10. Staff Reports
    a) Report submitted by the Engineering Officer, Facilities & Civil  
       Regarding D.A. Gillies Building, Building Condition Assessment and Fire & Life  
       Safety Study ........................................................................................................... 35-137
b) Report submitted by the Manager of Finance and Support Services
Regarding General Insurance and Risk Management Services Award ........ 138-142

c) Report submitted by the GMCS/Treasurer
Regarding Municipal Modernization Program – Intake I ......................... 143-149

11. Committee Reports and Minutes

12. Notice of Motions

a) Special Area Levy – Ken Scissors Municipal Parking Lot
Moved by Walter Stack

Whereas in 2016/2017 Council approved the largest capital project in the history of the Corporation of the Town of Arnprior; the Downtown Revitalization Project at a cost of approximately $10.4M;

And Whereas the project was originally planned over a five year pay as you go budget. In the interest of protecting the downtown merchants from an extended negative impact on their business, Council of the Town of Arnprior financed $6M to compact the Downtown Revitalization project over a two-year period;

And Whereas during the project process and with the recognition of the Town’s recent projected growth it became apparent there would be a need for more downtown parking;

And Whereas Town staff were directed to bring a proposal by way of a report to Council that would address the parking issue resulting in the direction to move forward to develop the Ken Scissors Municipal Parking Lot;

And Whereas the consultation process included numerous methods of communicating to the general public, specifically the downtown merchants including public notices through public meetings, with these communications providing detailed information on the project and its costs;

And Whereas the site was determined to be the former Scissions property at the corner of John and McGonigal Streets with the Town of Arnprior purchasing the property for a value of $77,000.00;

And Whereas the Council of the Town of Arnprior was presented with both the Consultant’s report and staff recommendation and Council approved By-law No. 6775-17 authorizing a Special Area Charge to be levied to the Downtown commercial businesses to cover the capital costs of the parking lot;

Therefore upon recent presentations to Council and a detailed review of the project costs, this Motion to Amend includes the following:

a) That the $1,000.00 expense identified as “Asbestos Training” in staff report 16-10-11-03, this in fact was a charge for a site specific consultation with Cavanagh Construction on how to deal with the roof on the building which contained asbestos. While this is a legitimate expense, in the interest of fairness correcting the manner in which the expense was reported, the $1,000.00 amount be deducted from the total amount of the capital costs to be levied under a Special Area Charge for this project;
b) That costs related to Environmental Assessment Phase I and Phase II, less the FCM grant funding received and the Remediation Supervision for a total of $53,134.00 be removed from total amount of the capital costs to be levied under a Special Area Charge for this project. Also as it was a concern to have a potentially abandoned Brownfield site at the entrance way to our newly revitalized Downtown.

c) That staff be directed to bring a By-law amending By-Law 6775-17 for the revised capital costs outlined above, including a revised Appendix B with calculated payments per property; and

d) That the Treasurer include in the 2020 operating budget include a one-time payment to the Municipal Parking reserve for a total of $54,134 to address the reduced capital costs levied to the Downtown commercial business for the municipal parking lot.

13. County Councillor’s Report from County Council

14. Correspondence & Petitions

a) Correspondence Package I-19-NOV-20..............................(distributed separately)

15. By-Laws & Resolutions

a) By-laws
i. By-law No. 7013-19 – Amend 5297-05, as amended (Emergency Plan) to include Annex K (Museum Emergency Management Protocols) .................................150-187
ii. By-law No. 7014-19 – Repeal CAO Appointment By-law No. 6986-19 ...............188

b) Resolutions
i. 2020 Meeting Calendar ..........................................................189

That Council approve the amended 2020 Calendar of Council and Committee Meetings as attached hereto, wherein a Special Meeting of Council to table the budget has been included for January 20, 2020; and

Further That that 2020 Calendar be posted on the Town’s website and APP for public information.

16. Announcements

17. Media Questions

18. Closed Session

19. Confirmatory By-Law

By-law No. 7015-19 By-law to Confirm the Proceedings of Council

20. Adjournment

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff
The agenda is made available in the Clerk’s Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town’s Website at arnprior.ca. Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk’s Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.
Minutes of Regular Council Meeting  
Tuesday, November 12, 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  
Maureen Spratt, Clerk  
Jennifer Morawiec, GM, Client Services/Treasurer  
Emily Melanson, A/ Deputy Clerk  
John Steckly, GM, Operations  
Jeff Crawford, Fire Chief  
Estelle Moynes, Deputy Treasurer  
Robin Paquette, Town Planner

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 the Clerk, with all Members of Council being present.

3. Adoption of Agenda  
Resolution No. 410-19  
Moved by Lisa McGee  
Seconded by Tom Burnette  
Be It Resolved That the agenda for the Regular Meeting of Council dated Tuesday, November 12, 2019 be adopted.

Resolution CARRIED

Resolution No. 411-19  
Moved by Lisa McGee  
Seconded by Ted Strike  
Be It Resolved That agenda item 12 - Notice of Motion be moved to immediately follow agenda item 9 a) Staff Report – Special Area Levy – Downtown Parking Lot.

Resolution CARRIED

4. Disclosures of Pecuniary Interest  
None

5. Question Period  
None
6. Adoption of Minutes of Previous Meetings  
   Resolution No. 412-19  
   Moved by Lynn Grinstead  
   Seconded by Dan Lynch  
   That the Minutes of the Regular Meeting of Council listed under item 6 (a) on the agenda be adopted (Regular Meeting of Council October 28, 2019).  
   Resolution CARRIED

7. Awards/ Delegations/ Presentations  
   None

8. Public Meetings  
   None

   a) Staff Report – Special Area Levy – Downtown Parking Lot – GMCS, Treasurer  
   Resolution No. 413-19  
   Moved by Lynn Grinstead  
   Seconded by Ted Strike  
   That Council receive report 19-11-12-01 as information.  
   Report and Resolution CARRIED

   The GMCS, Treasurer provided a PowerPoint, attached as Appendix A and forming part of these minutes and responded to questions.

   Councillor Chris Toner vacated his seat at 6:35 p.m. Councillor Chris Toner resumed his seat at 6:36 p.m.

10. Notice of Motion  
   Mayor Walter Stack gave notice that at the next meeting he will move to amend By-law No. 6775-17, being a Special Levy Charge to reflect a reduction in the capital cost of the lot to remove costs related to:  
   • Asbestos Training  
   • Phase I and II ESA Assessments  
   • Hazardous Building Assessment  
   • Site Remediation Supervision  
   Less the FCM Grant received for a total reduction of $54,134.00.

11. Staff Reports  
   a) Staff Report – Repeal of Fire Route By-Law 3047-78 – Town Planner  
   Resolution No. 415-19  
   Moved by Dan Lynch  
   Seconded by Lynn Grinstead  
   That Council receive report 19-11-12-02 as information.  
   Report and Resolution CARRIED
The Town Planner provided an overview of the report and responded to questions.

b) Staff Report – 2020 Calendar of Council and Committee Meetings – A/Deputy Clerk and Town Clerk
Resolution No. 416-19
Moved by Lisa McGee
Seconded by Ted Strike
That Council receive and approve Report Number 19-11-12-03 and the attached 2020 Calendar of Council and Committee Meetings.

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

Resolution No. 417-19
Moved by Lynn Grinstead
Seconded by Dan Lynch
That the draft 2020 calendar be amended to reflect that the 2020 budget deliberations take place on February 4th and 5th, 2020 instead of the scheduled February 18th and 19th, 2020.

Resolution CARRIED

Resolution No. 418-19
Moved by Lynn Grinstead
Seconded by Dan Lynch
That Council receive and approve Report Number 19-11-12-03 and the attached 2020 Calendar of Council and Committee Meetings;

And Further That the draft 2020 calendar be amended to reflect that the 2020 budget deliberations take place on February 4th and 5th, 2020 instead of the scheduled February 18th and 19th, 2020.

Resolution CARRIED as AMENDED

12. Committee Reports and Minutes
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:
  • Today the County released a response to the “Shared Service Meeting” that was held in Eganville a couple of weeks ago. It’s some 69 pages long and is being digested by Council and staff. Army term “More test to follow”.
  • Persons driving on River Road towards Renfrew\Quebec will be happy that one lift of asphalt will be in place by end November. The final lift will be in spring of 2020.
  • Madawaska Bridge is on schedule. One lift of asphalt in place on West side. Of note the new sidewalk and handrail are in place and meet provincial standards.
• The Emergency Detour Route (EDR) through Arnprior is now “Official”. Route gets off Hwy 17 at Hwy 29, on to Madawaska Blvd; left on Daniel and back on to Hwy 17.

• An Ontario East Publication entitled “Stuff Made and Built in Eastern Ontario highlight a couple of companies in Arnprior, Triodetic’s and Pacific Safety Products; and in Almonte they now have Vodka made from milk.

• At the County Council meeting on 27 November the election of Warden will take place. Two candidates” Mayor Tom Peckett and Reeve Debbie Robinson are the two choices. After the election I will get my “Marching Orders” as to what Committee’s I’ll be place on.

14. Correspondence & Petitions

a) Correspondence Package No. I-19-NOV-19
Resolution No. 419-19
Moved by Dan Lynch
Seconded by Tom Burnette
That the Correspondence Package No. I-19-NOV-19 be received as information and filed accordingly.

Resolution CARRIED

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

• Item #5 – Correspondence from Province of Ontario – Ministry of Infrastructure – Ontario Investing in Green Infrastructure to Help Smaller Communities
  o Ontario Government is investing 200 million in the Green Infrastructure for municipalities under 100,000 which will deal with critical local water, wastewater and storm water. The deadline for this project is January 22, 2020.
  o In response to County Councillor Lynch, the CAO advised that we will still need to review the guidelines but as long as it fits the criteria, we will be recommending the replacement of the 16” water main river crossing.

• Item #23 – Correspondence from Local Authority Services (LAS) – LAS Natural Gas Program – 2017/2018 Period Reserve Fund Rebate
  o Town has of will receive a rebate of $8,554.39 from LAS Natural Gas for our participation in their Natural Gas Program. Good move on our part. Thanks to staff for getting it done.

Mayor Walter Stack referred to an item from the Correspondence Package No. I-19-NOV-19, noting the following:

• Item #15 – Correspondence from Province of Ontario – Ministry of Natural Resources and Forestry – Statement from the Minister of Natural Resources and Forestry on the Special Flood Advisor Report
  o Mayor Stack noted that the Special Advisor’s Report on flood should be made available to the public by the end of November.
b) Correspondence Package No. A-19-NOV-16
Resolution No. 420-19
Moved by Tom Burnette
Seconded by Ted Strike
That the Correspondence Package No. A-19-NOV-16 be received and that the recommendation outlined be brought forward for Council’s consideration.
Resolution CARRIED

Resolution No. 421-19
Moved by Tom Burnette
Seconded by Ted Strike
That the Council of the Corporation Town of Arnprior receive the Municipal Grant Policy Application (In-kind Single Request) from Arnprior Agricultural Society dated October 30, 2019; and

Whereas the Arnprior Agricultural Society is an eligible community organization under the Municipal Grants Policy as it demonstrates a benefit to the community by running the Arnprior Fair which is in its 165th year of existence; and

Whereas the Arnprior Agricultural Society has been the recipient of one in-kind (single) request for the Arnprior Fair, they are eligible under our Municipal Grants Policy to be considered for another such request in this calendar year;

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 for December 31, 2019 (total approximate value of $450.00, plus HST) in support of a fundraising event dance on New Year’s Eve;

Further That the organizers be advised that it is mandatory to i) carry sufficient liability insurance and have the Town of Arnprior added as an additional insured for the event, ii) provide a security deposit in advance of the event as prescribed by the Town, and iii) provide door security at the event.
Resolution CARRIED

15. Bylaws/ Resolutions
a) By-laws
Resolution No. 422-19
Moved by Ted Strike
Seconded by Chris Toner
That the following by-law be and is hereby enacted and passed:
   i) By-law No. 7003-19 – Repeal of Fire Route By-Law 3047-78
Resolution LOST

b) Resolutions
   i) Community Transportation Grant Program – Capital Expenditures
      Resolution No. 423-19
      Moved by Lynn Grinstead
      Seconded by Dan Lynch
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.

Resolution CARRIED

ii) Municipal Drinking Water Licence – Version 6
Resolution No. 424-19
Moved by Ted Strike
Seconded by Lisa McGee
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.

Resolution CARRIED
16. **Announcements**

Councillor Chris Toner made the following announcement:

- The Arnprior Optimist Club, for 15 years, has sold Christmas Trees at the parking lot in front of Canadian Tire. However, this year the Optimist Club will be selling Christmas Trees at No Frills in the parking lot.

County Councillor Dan Lynch made the following announcements:

- Last Saturday, in the Giant Tiger parking lot, an overnighter entitled “One Cold Night” took place as a means of raising money for the homeless. The Town Council was represented by Councillors Lynn Grinstead and Lisa McGee and the County by me.
- Saturday at the Nick Smith there is a Casino Royale fundraising that goes along with “It Shouldn’t Hurt To Be A Child” hockey tournament. The funds raised goes towards Make A Wish Foundation.
- Sunday head for the Arnprior Bowling Lanes to take part in the Annual Katie Bear Bowl-a-Thon.
- Knowing you will be tired from bowling and feeling hungry head for the Kinburn Community Centre for the St John’s Anglican Church turkey dinner.

Councillor Lynn Grinstead made the following announcements:

- The “One Cold Night” event raised $4,100 which was the tally calculated that night. Those funds will be donated to Safe Shelter for the Youth. The objective was to help bring attention to this issue and the event did accomplish this.

17. **Media Questions**

In response to Rick Stowe’s inquiry, Mayor Stack provided the core issues included in the Notice of Motion.

18. **Closed Session**

Resolution No. 425-19 (7:21 pm)

Moved by Lynn Grinstead
Seconded by Dan Lynch

That Council move into closed session regarding four (4) matters:

- 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);
- 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);
- 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).

Resolution CARRIED
Resolution No. 426-19 (8:59 pm)
Moved by Chris Toner
Seconded by Lynn Grinstead
That Council resume to Open Session.

Resolution CARRIED

Resolution No. 427-19
Moved by Lisa McGee
Seconded by Tom Burnette
That Council authorize staff to proceed as directed in closed session with regards to Item 1. (Town Award), and Item 2. (Nylene); and

That Council receive Item 3 (Insurance Claims) in closed session as information; and

That Council authorize the Mayor to proceed as directed as with regards to Item 4. (Performance Review).

Resolution CARRIED

19. Confirmatory By-Law
Resolution No. 428-19
Moved by Dan Lynch
Seconded by Lisa McGee
That By-law No. 7011-19 being a By-law to confirm the proceedings of the Regular Meeting of Council held on November 12, 2019 be and it is hereby enacted and passed.

Resolution CARRIED

20. Adjournment
Resolution No. 429-19
Moved by Lynn Grinstead
Seconded by Chris Toner
That this meeting of Council be adjourned at 9:00 pm.

Resolution CARRIED

__________________________________________  ______________________________________
Walter Stack, Mayor                         Maureen Spratt, Town Clerk
Museum Budget 2020

Janet Carlile Curator

Meeting – November 25, 2019
2019 Numbers

• Regular visitors - 2170 vs 2342 in 2018 with quilt show and travelling exhibit
• Special programs (PA Days, March Break, Christmas, Whiskey tasting and Timber opening) - 1091 vs 608 in 2018
• Summer program registrations - 618 vs 583 in 2018
• Class visits - 120 vs 138 in 2018

Grants

• CMOG- Provincial Community Museum operating Grant $11,780
  – Due at the end of November
• YCW – Young Canada Works $7,890
2019/2020

• Donations are up
• New contract programmer will be providing a monthly income
• Travelling exhibit (Unmasking Influenza) coming in March
• Whiskey tasting #2
• Quilt exhibit on schedule to happen in Nov
• YCW grant application ready by end of December

Happiness is the Museum Summer Program

![Image of children smiling]
March Break

Volunteers
Textile Team

Textile Team
SUCCESS!

• Events have exceeded our expectations:
  – School Holiday Programs
    • Pioneer PA Days – sold out
    • March Break Camp – sold out
  – Special Events
    • Easter (83 visitors in 4 hours)
    • Halloween (168 visitors in 5 hours)
    • Christmas at the Museum – Dec 14th 250 anticipated
    • Timber Opening – 95
    • Holodomor genocide bus tour
BUT.........
**Collections Coordinator Budget Ask**

- Responsible for all aspects of the collection including accessioning, deaccessioning, cataloguing, digitization
- Would create a record of collection for insurance information and digitization to bring the museum collection on-line making it eligible for granting possibilities
- Cost - 20 hours per week $16,600
Questions?
Museum Emergency Plan 2019
Janet Carlile Curator

Meeting – November 25, 2019
Why?

- Town is the owner and custodian of the material/cultural history of Arnprior.
- Town Emergency Plan does not address collections, conservation, preservation or ethical guidelines when dealing with emergencies such as the flood of 2016.
Museum Standards

- Standards and Policies required for Ontario Community Museum Operating Grant (CMOG) funding include;
- Governance, Finance, Collections, Exhibition, Interpretation and Education, Research, Conservation, Physical Plant, Community, and Human Resources
Museum Policies

• The Arnprior Museum has qualified for funding for over 25 years because we have each of the standards and policies in place. This museum is one of two in Renfrew County to qualify for funding, the other being Champlain Trail in Pembroke. The policies and standards evolve with requirements for funding.

Ontario Standard

• The provincial Museum Standard states, under the conservation section, that a community museum must ensure the security of the collection by:
Ontario Standard

• protecting artefacts from water, pest, and fire damage amongst other things.
• protecting artefacts from theft and vandalism, including restricting access to artifacts
• establishing written standard procedures to deal with emergencies and disasters, and training of all staff in these procedures

Training
Loans

• In addition to our own collection we often have travelling exhibits on display. No museum will loan artefacts without a facilities report which includes policies and procedures in place for conservation and physical plant to protect the artefacts on loan.

Travelling exhibit
Royal Ontario Museum

Town Plan?

• The Museum is part of the Town’s Emergency plan in the form of the DA Gillies Building. The Town Plan does not address the museum’s specific issues or ethical conundrums.

• The Museum Emergency plan, reviewed by the Fire Department, addresses those concerns and provides support to the Town Plan.
Museum Plan

• The Museum Emergency plan provides information to first responders of how to deal with the museum which is a unique department in the Town due to its very nature.

• The Museum Emergency plan provides the specific information in case of a disaster and subscribes to the standards of community museums.

Recommendation

• That Council approve the Arnprior and District Museum Emergency Management Protocols; and

Questions?
Strategic Plan 2020-2023

• 4 year term to bring into first year of next Council
• Refresh the Vision and Values
• Establish Priorities
  – For each priority, determine action plans, resources, timing and progress indicators
Arnprior Strategic Plan and other Corporate Policies

- Long-term and Medium-term Policy Docs
  - Strategic Plan (2020-2023)
  - Official Plan (2017-2036)
  - LRDF (2020-2039)
  - Asset Management Plan (2017 Update)
  - Water and Wastewater Master Plan (2013)
  - Stormwater Master Plan (2015)
  - Recreation Master Plan (2015-2030)
  - Waterfront Master Plan (2020-2040)

- Energy Conservation & Demand Management (2019-2023)
- Age Friendly Community Plan (2016-2020)
- Fire Master Plan (2018-2028)
- Accessibility Plan (2018-2023)

- Short term implementation documents:
  - Annual Budget
  - Departmental Work Plans
Consultation

• April 16-17, 2019, strategy sessions held with three groups to determine:
  – Vision 2023
  – Strengths (things we are doing well)
  – Areas for Improvement
  – External Issues or Risks
  – Key Priorities for next 2 years

Strengths/Things We Do Well

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<thead>
<tr>
<th>Staff</th>
<th>Public</th>
<th>Council</th>
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<tbody>
<tr>
<td>Proper planning (master plans) and their implementation</td>
<td>Access to nature trails and parks...two rivers Town park and marina, waterfront, RSP concerts and activities</td>
<td>Our financial model, the direction we are going and progress made</td>
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<tr>
<td>Programs, policies in place (town app, CIP, accessibility plans, senior focus)</td>
<td>Great library and museum doing heavy lifting for arts, culture and information</td>
<td>Residential growth – revenues that growth generates, being a community of choice for growth to occur</td>
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<td>Fiscally responsible (PAYG, debt retirement efforts)</td>
<td>People are welcoming, friendly, generous</td>
<td>Great staff and commitment to the ‘operations’, advancing in their professions</td>
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**Areas for Improvement/Challenges**

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<tr>
<th>Staff</th>
<th>Public</th>
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<tbody>
<tr>
<td>Business Retention &amp; Attraction</td>
<td>Soliciting new business/solutions for empty storefronts</td>
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<tr>
<td>Challenge: Attracting commercial/industrial jobs</td>
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<tr>
<td>Infrastructure repairs/maintenance</td>
<td>Improve social housing stock</td>
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<tr>
<td>Challenge: Meeting service needs of growing pop.</td>
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<td>Aging infrastructure costs</td>
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<tr>
<td>Improved/need new recreation amenities/facilities</td>
<td>Transportation – it’s not happening, need to move forward (ie. Uber like Innisfil)</td>
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<td>Internal communications: staff, residents</td>
<td>Awareness of services/need collaboration amongst service providers and other communities</td>
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<td>Challenge: Disconnected ‘bedroom’ community</td>
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**External Issues and Risks**

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<tr>
<th>Staff</th>
<th>Council</th>
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<tbody>
<tr>
<td>Attracting jobs, challenge of enticing business and industry to open or stay, competition with Ottawa for business/jobs</td>
<td>Loss of industry and employment opportunities, good jobs for younger demographics, encouraging business opportunities</td>
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<tr>
<td>Meeting service needs of growing and aging population (programming, traffic issues, etc.)</td>
<td>Promotion of our community and opportunities, keeping downtown storefronts full and well-maintained</td>
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<tr>
<td>Aging infrastructure costs</td>
<td>Asset management -&gt; Road infrastructure, maintenance, facilities</td>
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CORE VALUES REVIEW

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<th>CORE VALUES</th>
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<tr>
<td>Accountability, Dependability and Reliability</td>
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<td>Honesty and Integrity</td>
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<td>Respect, Inclusivity and Accessible</td>
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<td>Teamwork and Collaboration</td>
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<tr>
<td>Open and Transparent</td>
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Questions to consider:

- Are there any values missing? Are there any values which should not be here? What do we stand for?
- What behaviors do we value over all else?
- How will we conduct our activities to achieve our vision and priorities? How do we treat members of our own organization and the community?

VISION 2023

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<tr>
<th>STAFF VISIONS</th>
<th>PUBLIC VISIONS</th>
<th>COUNCIL VISIONS</th>
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<tbody>
<tr>
<td>Improved/Robust Infrastructure</td>
<td>Amazing transportation: public transit access throughout town</td>
<td>Road system is improved</td>
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<td>Continued Sustainable Financial Management</td>
<td>Financial stability – debt gone and surpassed reserve amounts</td>
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<td>New business and industry provides jobs</td>
<td>Healthy economy, jobs for every socio-eco group</td>
<td>Business &amp; Industry development – jobs created</td>
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<td>Vibrant Downtown – stores/retail thriving, empty storefronts minimized</td>
</tr>
<tr>
<td>Accessible affordable housing for all</td>
<td>Accessible affordable housing for all</td>
<td>Affordable housing is plentiful</td>
</tr>
<tr>
<td>Solid recreational amenities, waterfront and connected trail network</td>
<td>Good healthcare: reduction in poverty via more accessible mental health services Family oriented town catering to all ages</td>
<td>Managed growth – resulting in improving on average the demographic for the town</td>
</tr>
<tr>
<td>Quality service delivery</td>
<td>Clean town: continue to improve aesthetics</td>
<td>Operational efficiencies – manage our operations in efficient way</td>
</tr>
</tbody>
</table>
VISIONS
(In 2023, we will have achieved...)

A vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors

Sustainable financial model with sound fiscal responsibility and accountability to create efficiencies and synergies, balance tax and non-tax revenue, and manage debt effectively

Built infrastructure to support future development and protect the environment With increased access to transportation options

Be known for open, exceptional and highly effective customer service delivery where our residents feel included in the process and decisions being made

Have access to the services and supports that promote well-being, health and safety, providing a superior quality of life through recreation and cultural amenities, sufficient health care and community services for all ages

All residents are provided the four A's of housing options - accessible, affordable, appropriate and available

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Key Priorities Identified

<table>
<thead>
<tr>
<th>Group</th>
<th>#1 Priority</th>
<th>#2 Priority</th>
<th>#3 Priority</th>
<th>#4 Priority</th>
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</thead>
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<td>Transportation Plan – downtown parking, shuttle, ride share</td>
</tr>
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<td>Staff</td>
<td>Strong business attraction &amp; retention strategy</td>
<td>Improve and maintain infrastructure</td>
<td>Build and maintain strong financial reserves (PAYG)</td>
<td>Affordable, accessible available housing inventory</td>
</tr>
<tr>
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<td>Economic Development</td>
<td>Asset Management – maintain what we have, plan for new needs</td>
<td>Community Well-Being – cultural, recreational and social programming</td>
<td>Financial Sustainability (PAYG)</td>
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Key Priorities 2020-2023
- Economic Development
- Asset Management
- Community Well-being
- Operational and Financial Efficiencies
- Affordable, Accessible Housing Options
- Transportation
Next Steps

- Senior Management to review results of strategy sessions
- Draft Strategic Plan Vision and Key Priorities
- Table to Council input and feedback
  - Prepare Strategic Plan Action Plans for 2020 and 2021
  - Table to Council January 13, 2020

Questions?
Recommendations:

That Council receive the D.A. Gillies Building, Building Condition Assessment and Fire & Life Safety Study along with a summary of findings as outlined in this report; and

That Council direct staff, based on the findings in the report, to update the Asset Management Plan, the draft 2020 capital budget and Long Range Capital Forecast (LRCF) for the required works in a financially responsible manner, mitigating undue budget pressures and implementing sound asset management practices.

Background:

The Arnprior & District Museum, located on the corner of Madawaska and John Street, Arnprior, ON was originally constructed as a Federal Post Office and Customs House. Also known as the David A. Gillies Building, the 2 ½ storey stone structure was designed by Thomas Fuller in 1896 during his role as Chief Dominion Architect. Saved from Demolition in 1963, the building was converted into the Arnprior & District Museum in 1967. Based on its heritage value, the building was designated a provincial heritage property under Part IV of the Ontario Heritage Act in 1977. The building is also located in the Downtown Arnprior Heritage Conservation District, listed as a Heritage Attribute of the district, demonstrating the growth of the lumber industry along the Ottawa and Madawaska Rivers (1850-1880), through its high quality design and materials.

In late 2017, the Town of Arnprior retained Richard White Architect and Robertson Martin Architects to provide a Feasibility study for improved building accessibility, intended to provide options for a vertical elevating device. Recommendations from the Feasibility study included completion of a Building Condition Assessment (BCA) focusing on code compliance and fire and life safety.
Discussion:

As part of the 2018 Capital Project, “D.A. Gillies Building, Building Condition Assessment and Fire & Life Safety Study”, Staff invited and requested proposals from the following firms to complete a comprehensive BCA and Fire & Life Safety Study (F&LSS) of the building and surrounding property elements:

1. Cleland Jardine Engineering Ltd.;
2. Hobin Architecture;
3. IBI Group;
4. Pinchin Ltd.;
5. Robertson Martin Architects; and
6. Stantec.

Pinchin Ltd. submitted a proposal complying with all of the mandatory requirements, received the highest score as calculated by Town Staff and was awarded the contract to complete the BCA and F&LSS at a cost of $24,043.85 (incl. Contingency & net HST).

The Town’s objective for this project was to recognize all physical, operating and functional requirements of the property and cover all the divisions associated with major construction components, systems and equipment. In addition, identification of items not conforming to the Ontario Fire Code, with comparisons of requirements for a new-build and enforceable items for the building as it stands based on its age of construction. The Consulting Team was tasked with providing a detailed description of how an acceptable level of life safety could be achieved.

Table 1 below presents key dates throughout the course of the project.

<table>
<thead>
<tr>
<th>Table 1. - Key Dates</th>
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<tbody>
<tr>
<td><strong>Key Dates</strong></td>
</tr>
<tr>
<td>RFP Issue/Open Date</td>
</tr>
<tr>
<td>RFP Closing Date</td>
</tr>
<tr>
<td>RFP Awarded</td>
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<tr>
<td>Contract Commenced</td>
</tr>
<tr>
<td>Site Visit #1</td>
</tr>
<tr>
<td>Site Visit #2</td>
</tr>
<tr>
<td>Site Visit #3</td>
</tr>
<tr>
<td>Draft Report Version 1</td>
</tr>
<tr>
<td>Draft Report Version 2</td>
</tr>
<tr>
<td>Draft Report Version 3</td>
</tr>
<tr>
<td>Final Report</td>
</tr>
</tbody>
</table>

Findings

The scope of the BCA and F&LSS included a visual examination of the following:
• Building envelope (exterior walls, windows, exterior doors and roof systems);
• Structural elements;
• Interior finishes;
• Site features;
• Mechanical systems;
• Electrical systems; and
• Fire and life safety systems.

The Consulting Team was tasked with development of 20-year cash flow projections for elements identified as requiring repairs, retrofits and/or replacements. Cost estimates provided are preliminary Class “D” and provided only as an indication of the order of magnitude of the remedial work. These values have been developed by determining a representative quantity from the visual observations and by applying current market values unit costs to such quantities and/or a reasonable lump sum allowance for the work.

To assess the priorities of the repairs/replacements to the various elements at the property the Town requested that the successful proponent provide priority levels for each, utilizing the following prioritization system:

• **Priority A – Life Safety:**
  o Hazardous conditions which cannot be deferred and which could lead to a loss or life or critical or extremely severe injury.

• **Priority B – Structural Integrity:**
  o Conditions which lead to the deterioration of structural elements of the property must be maintained at all time. Failure to do so will lead to unsafe, life threatening conditions and will eventually render the building structurally unsound and physically obsolescent, incapable of performing the task it was designed to do.

• **Priority C – Legislative Requirement:**
  o All property elements, which must be upgraded so that they comply with revision to existing legislation or to the requirements of newly adopted legislation; however, are not required based on the age of the facility when compared to relevant code ‘grandfathering’ allowances.

• **Priority D – Building Functionality:**
  o The repair or replacement of building elements, which have a direct and significant impact on primary building systems. These building systems must be maintained in order to protect the value and operational viability of the asset. Included within this priority is the repair or replacement of building elements, which have reached the end of their useful life. This work is necessary in order to maintain building staff quality of life and to prevent the building from becoming physically or functionally obsolescent.

• **Priority E – Cost Effective Upgrades:**
  o Upgrades with cost-effective initiatives which improve the operational efficiency of the property and which have a reasonable payback.
Roof Systems

The majority of the metal roof systems, with the exception of the bell tower roof, are approximately 25-years old. The metal roof system appears to be serviceable and are not anticipated to require replacement within the term of analysis (20-years) assuming proper maintenance is performed. Short-term replacement of the mechanical fasteners is recommended as the fasteners were noted to be corroded and the neoprene gaskets have reached the end of their useful life. Corrosion present at cut ends of the metal roofing should be removed and the areas painted accordingly. The age of the metal roof systems of the bell tower could not be verified and replacement is recommended. The two-ply modified bitumen flat roof system is approximately 10 years-old and shall be due for replacement within the later portion of the term of analysis.

Wall Systems

The wall systems of the site building were generally noted to be in poor condition due to major deficiencies including loose building materials, settlement/movement of lintel stones and sections of masonry. Removal and reinstatement of settled or shifted lintels and sections of masonry, repointing of mortar joints, replacement of cracked limestone and sandstone, repair or replacement of eroded or delaminated sandstone and limestone, replacement of rotted /deteriorated wood and replacement of all exterior sealants is recommended.

Structural Elements

A visual assessment of the condition of the structural elements was carried out on the elements which were visible at the time of the inspection. Review of the structural elements and information provided by the Town to the Consulting Team indicated that no major deterioration existed within the visibly accessible components of the facility. Minor deficiencies identified include, damaged/water stained wood members and areas of step cracking between brick masonry units within the bell tower, efflorescence present on interior stone foundation walls and insufficient insulation within the single-storey attic.

Interior Finishes

The interior finishes were generally observed to be in satisfactory condition. Preliminary allowances for repairs/replacements to/of the interior finishes have been included, although the Consultant notes costs provided may vary significantly depending on Town’s requirements. Cyclical replacement of interior finishes (common and in-suite areas) should be included as part of the annual operating budget and completed as part of regular maintenance.
Site Features

The Site Features were found in satisfactory condition with the exception of cracking noted throughout the asphalt pavements, numerous deteriorated masonry units and mortar joints in the limestone feature wall and corrosion noted on the metal fencing and railing at the accessible ramp. It is recommended that the noted deficiencies be addressed in a timely manner and that regular annual maintenance of the site features be performed throughout the term of analysis.

Mechanical Systems

The Mechanical Systems serving the building were found to be in operating condition. Recommendations provided by the Consulting Team relating to the mechanical systems (heating, ventilation, air conditioning and plumbing) are limited to planned replacements (partial or full) as components reach the end of their estimated useful life. Assuming that regular, ongoing, maintenance is performed no other major expenditures should be incurred relating to the Mechanical Systems.

Electrical Systems

The Electrical Systems serving the building were found to be in operating condition. Recommendations provided by the Consulting Team relating to the Electrical Systems include planned replacements of the distribution system - panels and wiring - as they reach the end of their estimated useful life (30-50 years). Additional recommendations include replacement of the closed-circuit television system (CCTV) with a recording system and infrared scanning of the electrical system every second year as due diligence to ensure all contacts are properly connected and that the equipment is not overheating. Assuming that regular, ongoing, maintenance is performed no other major expenditures should be incurred relating to the Electrical Systems.

Fire & Life Safety

The Consultants Fire & Life Safety review of the building, and the corrective measures proposed are performance based. This approach allows for implementation of compensating measures or compliance alternatives that focus on meeting the goals and objectives of relevant codes while respecting historic building features. The Consulting Team recommends installation of early warning and suppression systems to mitigate the risk of hazards arising from the high combustible content of the building, lack of floor fire separations and egress constraints. A synopsis of identified deficiencies and corrective actions include the following:

- There are various locations of the building where floor and wall fire separations are either missing or damaged, install, replace or reinstate where necessary;
- Various non-rated door assemblies require replacement with rated door assemblies;
- The fire escape is unprotected from a fire originating inside the building, is missing the bottom pull-down section and is exposed and rusted. It is recommended that the fire escape be repaired and protection provided to the access windows;
• The topmost flight of the west stair has risers of uneven height as well as guards and handrails that are non-compliant and require replacement;
• It is recommended that the building be provided with an electronically supervised sprinkler system connected to an off-site monitoring station or local fire department (compensating measure/compliance alternative); and
• It is recommended that a ULC listed fire alarm system be installed in the building meeting the requirements of the 2012 OBC (compensating measure/compliance alternative).

Options:

Council could choose to not support the findings outlined in the Building Condition Assessment and Fire & Life Safety report however this is not recommended as the findings and recommendations help support future asset management planning for the facility over the short and long-term.

Policy Considerations:

The Building Condition Assessment and Fire & Life Safety report is pertinent to continued, and informed, development of asset management planning and practices, and is aligned with the Town’s Asset Management Policy.

Financial Considerations:

Estimates provided are preliminary Class ‘D’ and provided only as an indication of the order of magnitude of the remedial work. All costs identified are in 2019 Canadian Dollars, and are exclusive of consulting fees and applicable taxes. Table 2 presents total estimated costs for repairs, replacements and retrofits identified over the term of analysis (20-years):

Table 2. - Class ‘D’ Estimates

<table>
<thead>
<tr>
<th>Component</th>
<th>Estimated Costs</th>
<th>Annual Requirement (20-Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Roof Systems</td>
<td>$119,720.00</td>
<td>$5,986.00</td>
</tr>
<tr>
<td>• Wall Systems</td>
<td>$1,299,600.00</td>
<td>$64,980.00</td>
</tr>
<tr>
<td>• Structural Elements</td>
<td>$7,500.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>• Interior Finishes</td>
<td>$30,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>• Site Features</td>
<td>$76,000.00</td>
<td>$3,800.00</td>
</tr>
<tr>
<td>• Mechanical Systems</td>
<td>$198,000.00</td>
<td>$9,900.00</td>
</tr>
<tr>
<td>• Electrical Systems</td>
<td>$35,000.00</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Fire &amp; Life Safety</td>
<td>$310,000.00</td>
<td>$15,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,075,820.00</strong></td>
<td><strong>$103,791.00</strong></td>
</tr>
</tbody>
</table>
Where possible, staff will endeavor to complete some of these works under the annual operating budget for the DA Gillies Building, for example, structural elements or interior finishes. Other recommended works will be included in the Long Range Capital Forecast (LRCF) or draft 2020 Capital Budget as applicable.

The bulk of the estimated costs outlined in Table 2 are due to a large masonry project ($1,299,600.00) for the exterior walls of the building. Given the DA Gillies Building is a Heritage Building, alternate funding sources such as grants will be pursued to help offset these costs.

**Meeting Dates:**

- N/A

**Consultation:**

- Pinchin Ltd.; and
- M&E Engineering Ltd.

**Documents:**

- “Baseline Property Condition Assessment with Specialist Reviews of the Mechanical, Electrical, Fire and Life Safety Systems”, dated October 8, 2019; Pinchin Ltd. File No. 231119.

**Reviewed By Department Head:**

John Steckly  General Manager, Operations

**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: 2019.11.20 12:13:09 -05'00'
EXECUTIVE SUMMARY

Pinchin Ltd. (Pinchin) was retained by Mr. Gordon Gillespie of Town of Arnprior (Client) to conduct a Baseline Property Condition Assessment (BPCA), subject to the limitations outlined in Section 6.0 of this report. As discussed with the Client, this service includes specialist reviews of the mechanical/electrical systems and the fire and life safety systems as well as an investigation of the masonry walls. M&E Engineering Ltd. performed the specialist reviews of the mechanical, electrical and fire and life safety systems. The municipal address for the property is 35 Madawaska Street, Arnprior, Ontario (the Site). Robert McAdam of Pinchin Ltd. (Pinchin) as well as Ms. Liliana Monge and Faruque Hossain of M&E Engineering Ltd., conducted a visual assessment of the Site on February 12, 2019 at which time Pinchin interviewed and was accompanied by Mr. Gordon Gillespie, Engineering Officer, Facilities & Civil and interviewed Janet Carlile, the Museum Curator-Director (hereafter referred to as the Site Representatives).

In addition, as per the Client’s request, subsequent inspections were conducted by Pinchin on March 21, 2019 to complete the assessment of the wall systems via a telescopic platform lift and an inspection was completed on April 14, 2019 to review the Site features as the majority of the snow had subsided.

Pinchin was advised by the Client that the purpose of the BPCA was to assess visible deficiencies in relation to internal due diligence and capital planning for the Site.

The Site is a near-rectangular-shaped property approximately 0.31 acres in area. The Site is occupied by a two and a half-storey, municipal building (the Site Building). The Site Building was originally constructed as a post office and customs house with top level apartment for the post master. The building later served as the town library and was opened as the Arnprior & District Museum in 1967. The Site Building achieved heritage status in 1977.

The Site Building is reported to have been completed in approximately 1898 with an addition at the northeast, presumably in the 1970s with an approximate footprint area of 2,781 Square Feet (ft²) and total building area of 8,041 ft². Grade level parking is located adjacent to the north elevation of the Site Building with parking for approximately 16 vehicles.

The Site Building is constructed with a basement level cast-in-place concrete slab-on-grade with limestone masonry foundation walls and an area of concrete block masonry foundation walls. The superstructure of the Site Building is comprised of load-bearing limestone masonry walls and areas of interior load-bearing multi-wythe brick masonry walls which support wood joists and decking and wood rafters with wood roof decking. The exterior walls of the Site Building consist of limestone and sandstone masonry on all elevations with an area of concrete block masonry located on the northeast portion.
The Site Building appears to be in satisfactory condition, commensurate with its age, and in comparable standing to other similar vintage properties in the area.

Based on our visual assessment the Site Building appears to have been constructed in general accordance with standard building practices in place at the times of construction.

The assessment did not reveal any visual evidence of major structural failures, soil erosion or differential settlement.

Of note, specialist reviews were completed on the mechanical, electrical, fire and life safety systems on the Site by M&E Engineering Ltd. (Refer to Appendix II).

At the request of the client to assess the priorities of the repairs/replacements to the various elements at the property, the following Priority Ratings from 'A' to 'E' have been used (Refer to Section 2.0).

Immediate repair costs of $316,000 have been identified for the following life safety items:

- Installation of a backflow preventer on the main incoming domestic waterline (not required by code however considered a good engineering practice) (Priority D);
- Repair missing and damaged fire separations (Priority A);
- Repair damaged and missing closures (Priority A);
- Repairs to the fire escape system (Priority A);
- Removal of obstructions from the means of egress (Priority A);
- Repair uneven stair risers (Priority A);
- Replace existing guards and handrails (Priority C);
- Install an electrically supervised wet pipe sprinkler system including window sprinklers at the fire escape (Priority A); and
- Install a fire alarm system in the building (Priority A).

Repair requirements (under replacement reserves) over the term of the analysis (i.e., 20 years) of $1,759,820 have been identified. As noted during the Site visit, deficiencies relating to the repair to the roof systems, wall systems, structural elements, interior finishes, Site features and mechanical/electrical systems were noted. Of particular note, recommendations, repairs and replacements for the following items are included throughout the term of the analysis:

- Replacement of the mechanical fasteners on the metal roof systems (Priority D);
- Replacement of the metal roofs at the bell tower (Priority D);
- Replacement of the modified bitumen roof (Priority D);
• Installation of heat trace cables on the eaves, within the eavestroughs and downpipes (Priority E);
• Replacement of sealants at the metal roofing and eavestroughs (Priority D);
• Replacement of damaged sandstone lintels (Priority A);
• Repointing of the limestone and sandstone masonry (Priority A);
• Replacement of cracked and eroded limestone and sandstone masonry (Priority D);
• Replacement of deteriorated wood fascia and corbels (Priority D);
• Replacement of exterior sealants (Priority D);
• Replacement of damaged and deteriorated wood members within the bell tower (Priority B);
• Installation of additional insulation in the attic of the single storey portion of the building (Priority E);
• Repairs to the interior finishes (Priority D);
• Replacement of the asphalt pavements (Priority D);
• Repairs to the limestone masonry feature wall (Priority D);
• Ongoing replacement of the perimeter radiators (Priority D);
• Allowances for future replacement of the heating boilers (Priority D);
• Partial replacement of the heating circulation pipes and associated pump and valves (Priority D);
• Partial replacement of the domestic water system (Priority D);
• Replacement of the domestic water heater (Priority D);
• Partial replacement or repairs to the storm and sanitary systems (Priority D);
• Partial replacement and repairs of the electrical distribution system (Priority D); and
• Replacement of the closed circuit television system (Priority D).
Regular maintenance should be conducted on the roof systems, wall systems, structural elements, interior finishes, Site features and the mechanical/electrical systems to ensure that the PUL of the major components is realized. Repair costs for the aforementioned items have been included over the term of the analysis (i.e., 20 years) included within Appendix I. The specific deficiencies identified during the BPCA and their associated recommendations for repair are described in the main body of the report. These deficiencies should be corrected as part of routine maintenance unless otherwise stated within the report. Costs associated with desired upgrades have not been carried.

This Executive Summary is subject to the same standard limitations as contained in the report and must be read in conjunction with the entire report.
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1.0 INTRODUCTION

Pinchin Ltd. (Pinchin) was retained by Mr. Gordon Gillespie of Town of Arnprior (Client) to conduct a Baseline Property Condition Assessment (BPCA), subject to the limitations outlined in Section 6.0 of this report. As discussed with the Client, this service includes specialist reviews of the mechanical/electrical systems and the fire and life safety systems as well as an investigation of the masonry walls. M&E Engineering Ltd. performed the specialist reviews of the mechanical, electrical and fire and life safety systems. The municipal address for the property is 35 Madawaska Street, Arnprior, Ontario (the Site). Robert McAdam of Pinchin Ltd. (Pinchin) as well as Ms. Liliana Monge and Faruque Hossain of M&E Engineering Ltd., conducted a visual assessment of the Site on February 12, 2019 at which time Pinchin interviewed and was accompanied by Mr. Gordon Gillespie, Engineering Officer, Facilities & Civil and interviewed Janet Carlile, the Museum Curator-Director (hereafter referred to as the Site Representatives).

In addition, as per the Client’s request, subsequent inspections were conducted by Pinchin on March 21, 2019 to complete the assessment of the wall systems via a telescopic platform lift and an inspection was completed on April 14, 2019 to review the Site features as the majority of the snow had subsided.

Pinchin was advised by the Client that the purpose of the BPCA was to assess visible deficiencies in relation to internal due diligence and capital planning for the Site.

The Client has advised Pinchin that the following documents are available for review:

- Arnprior District Museum 3D Laser Scan Document, prepared for Town of Arnprior, prepared by if then architecture and dated November 24, 2017.

It should be noted that no reliance was given to Pinchin as it relates to the aforementioned report, and all such reports were provided only for general information purpose. It was beyond our scope of work to comment on the findings and or conclusions, any comment would be limited to identifying significant material differences that would warrant further review which would need to be authorized by the Client.

The term of analysis requested by the Client was 20 years.

The results of the BPCA are presented in the following report. This report is subject to the Limitations discussed in Section 6.0.
2.0 SCOPE AND METHODOLOGY

The scope of the BPCA included a visual examination (without any intrusive testing or demolition of finishes to observe hidden areas) of the following:

- The building envelope, comprised of the exterior walls, windows, exterior doors and roof systems;
- The structural elements (i.e., cast-in-place concrete foundation walls, slabs, beams and columns, etc.);
- The interior finishes of the Site Building; and
- The Site features.

The scope for the specialist reviews included a visual examination (without any intrusive testing or demolition of finishes to observe hidden areas) of the following:

- The exterior wall systems via a platform lift;
- The mechanical systems;
- The electrical systems; and
- The fire and life safety systems.

The object of the BPCA included the following:

- A visual examination of the property in order to assess the condition of the major elements;
- Review of general documentation on the repair/maintenance history of the elements, if available;
- Cursory review of previous reports pertaining to the Site Building, if made available by the Site Representatives;
- Interviews and discussions with on-Site personnel regarding the repair/maintenance conducted on the Site Building;
- Documentation of existing deficiencies observed within the various elements;
- Photographic documentation of various components and observed deficiencies; and
- Compilation of Pinchin’s findings in a formal written report including observed deficiencies, together with a list of recommendations for repair/replacement with associated estimated costs for both short and long term.
The report provides:

- A basic description of each of the various major components of the Site Building;
- A list of deficiencies noted with respect to the components examined; and
- Recommendations and cost estimates for the corrections recommended.

Cost estimates provided in this report are preliminary Class “D” and provided only as an indication of the order of magnitude of the remedial work. These values have been arrived at by determining a representative quantity from the visual observations made at the time of our Site visit and by applying current market value unit costs to such quantities and/or a reasonable lump sum allowance for the work. More precise cost estimates would require more detailed investigation to define the scope of work. They are not intended to warrant that the final costs will not exceed these amounts or that all costs are covered. The estimates assume the work is performed at one time and do not include costs for potential de-mobilization and re-mobilization if repairs/replacement are spread out over the term of analysis.

All costs are identified in 2019 Canadian Dollars, and do not include consulting fees or applicable taxes. (For consulting fees, Pinchin typically recommends a budget allowance of 10% to 15% of the costs identified).

All cost estimates assume that regular annual maintenance and repairs will be performed to all building elements at the facility. No cost allowance is carried for this regular maintenance.

The cost estimates provided in this report are based on costs of past repairs at similar buildings, recent costing data such as “RS Means Repair and Remodelling Cost Data – Commercial/Residential” and “Hanscomb’s Yardsticks for Costing”, or Pinchin’s professional judgment.

Unless otherwise stated, the replacement costs identified for an element reflects the cost to remove and replace the existing element with the same type of element.

At the request of the Client to assess the priorities of the repairs/replacements to the various elements at the property, the following ratings from ‘A’ to ‘E’ have been used:

**Priority A** – Life Safety: Hazardous Conditions which cannot be deferred, and which could lead to loss of life of critical or extremely severe injury.

**Priority B** - Structural Integrity: Conditions which lead to the deterioration of structural elements of the property must be maintained at all time. Failure to do so will lead to unsafe, life threatening conditions and will eventually render the building structurally unsound and physically obsolescent; incapable of performing the task it was designed to do.
**Priority C – Legislative Requirement:** All property elements, which must be upgraded so that they comply with revision to existing legislation or to the requirements of newly adopted legislation. Identification of items which could be upgraded so that they comply with revision to existing legislation or to the requirements of newly adopted legislation; however, are not required based on the age of the facility when compared to relevant code ‘grandfathering’ allowances.

**Priority D – Building Functionality:** The repair of replacement of building elements, which have a direct and significant impact on primary building systems. These building systems must be maintained in order to protect the value and operational viability of the asset. Included within this priority is the repair or replacement of building elements, which have reached the end of their useful life. This work is necessary in order to maintain building staff quality of life and to prevent the building from becoming physically or functionally obsolescent.

**Priority E – Cost Effective Upgrades:** Upgrades with cost-effective initiatives which improve the operational efficiency of the property and which have a reasonable payback.

### 3.0 OBSERVATIONS AND COMMENTS

#### 3.1 Site Information

General view of the south elevation of the Site Building.

General view of the west elevation of the Site Building.
Baseline Property Condition Assessment with Specialist Reviews of the Mechanical, Electrical, Fire and Life Safety Systems
35 Madawaska Street, Arnprior, Ontario
Town of Arnprior

October 8, 2019
Pinchin File: 231119
FINAL

General view of the north elevation of the Site Building (at right).

General view of the east elevation of the Site Building.

<table>
<thead>
<tr>
<th>Table 3.1 – Site Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Occupant/Name</strong></td>
</tr>
<tr>
<td><strong>Site Address</strong></td>
</tr>
<tr>
<td><strong>Existing Land Use Type</strong></td>
</tr>
<tr>
<td><strong>Multi-Tenant/Single Occupant</strong></td>
</tr>
<tr>
<td><strong>Date First Developed</strong></td>
</tr>
<tr>
<td><strong>Number of Buildings</strong></td>
</tr>
<tr>
<td><strong>Number of Stories above grade</strong></td>
</tr>
<tr>
<td><strong>Date Building(s) Constructed</strong></td>
</tr>
<tr>
<td><strong>Date Building(s) Renovated</strong></td>
</tr>
</tbody>
</table>
Table 3.1 – Site Information

<table>
<thead>
<tr>
<th>Site Occupant/Name</th>
<th>Arnprior Museum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Address</td>
<td>35 Madawaska Street, Arnprior, Ontario</td>
</tr>
</tbody>
</table>
| Type of Roof System(s) | Sloped preformed, prefinished standing seam metal roofing  
                         | Modified bitumen membrane systems |
| Number of Levels U/G | One |
| Type of Wall Cladding | Solid limestone masonry  
                         | Solid sandstone masonry  
                         | Concrete block masonry |
| Area of Roof System(s) | Sloped metal ~ 3,072 ft²  
                         | Modified Bitumen ~ 324 ft² |
| Type of Doors | Solid core wood doors with Single Glazed and Insulated Glass (IG) inserts within wood frames  
                         | Hollow metal doors within metal frames  
                         | Solid and hollow core wood doors within metal frames |
| Types of Windows | Fixed and operable (i.e., single hung, awning and casement) SG units within wood frames  
                         | Fixed IG units within wood frames |
| Above Grade Parking Area | ~ 16 spaces |
| Electrical Source | Hydro One |
| Surface Type | Asphalt  
                         | Concrete unit paver walkways |
| Type of Heating/Cooling | Refer to Appendix II for heating and cooling information |

3.2 Roof Systems

The roof systems of the Site Building consist primarily of sloped, prefinished standing seam metal roofing which is installed atop wood roof decking. The roof of the bell tower is finished with a similar metal roofing of an older vintage. An area of “near-flat” two-ply modified bitumen roofing installed atop a wood roof deck was noted on the central portion of the top floor level. Neither the presence of a vapour barrier, nor the thickness of the insulation could be verified, as destructive testing was not undertaken at the discretion of the consultant. The insulation within the upper attic was noted to consist of blown-in cellulose insulation while the insulation atop the north portion of the Site Building (single storey section) was noted to consist of fiberglass batt insulation.
Drainage of the sloped metal roof systems is provided via perimeter eavestroughs and down pipes which discharge into PVC piping which is connected to the municipal sewer system. The Site Representatives reported that the sloped metal roof systems were replaced in 1994 (i.e., approximately 25 years ago) while the modified bitumen roof systems and associated flashings were reportedly replaced in 2009. The metal roof atop the bell tower pre-dates the remainder of the roofs and its age is unknown.

Penetrations through the roof systems consist of plumbing vents, mechanical vents, roof hatches at the bell tower and 3rd level flat (modified bitumen) roof and attic vents. The total area of the sloped metal roof systems is approximately 3,072 ft² while the modified bitumen roof is estimated to be approximately 324 ft². No active leaking within the roof systems was reported during the assessment, although evidence of moisture infiltration was noted on portions of the wood decking in the attic spaces of the Site Building.

It should be noted that due to snow and ice covered conditions a thorough assessment of the roof systems was not possible at the time of the initial Site visit however some areas had cleared during the wall inspection Site visit.

Table 3.2 outlines the findings of the inspection of the roof systems:

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Deficiencies/Findings</strong></td>
<td></td>
</tr>
<tr>
<td>• Sealants at the seams of the bell tower roof were noted to be deteriorated, the age and condition of the metal roofing could not be verified.</td>
<td>• Pinchin has carried an allowance to replace the metal roofing of the bell tower. <em>(Priority D)</em></td>
</tr>
<tr>
<td><strong>Minor Deficiencies/Findings</strong></td>
<td></td>
</tr>
<tr>
<td>• Mechanical fasteners on the metal roof systems were noted to be corroded.</td>
<td>• Replace the mechanical fasteners on the metal roof systems. <em>(Priority D)</em></td>
</tr>
<tr>
<td>• Minor surface corrosion was noted on portions (cut ends) of the metal roofing.</td>
<td>• Remove the corrosion, prime and paint the areas. <em>(Priority D)</em></td>
</tr>
<tr>
<td>• Corrosion was noted on the lower flat metal roof immediately below the bell.</td>
<td>• Replace the lower metal flat roof below the bell. <em>(Priority D)</em></td>
</tr>
<tr>
<td>• Based on its reported age, the modified bitumen system will reach its Projected Useful Life (PUL) within the term of the analysis.</td>
<td>• Replace the modified bitumen system once it reaches its PUL. <em>(Priority D)</em></td>
</tr>
<tr>
<td>• Ice dams were noted on the perimeters of the metal roof systems during the initial site visit.</td>
<td>• Heat trace cables are recommended to be installed on the eaves, within eavestroughs and within the down pipes. <em>(Priority E)</em></td>
</tr>
</tbody>
</table>
## Table 3.2 – Roof Systems

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Specific sealants at the intersections of the flashing and stone work were noted to be cracked and deteriorated.</td>
<td>• Replace the deteriorated sealants. <em>(Priority D)</em></td>
</tr>
<tr>
<td>• Isolated areas of open gaps were noted between the metal flashings and stone work.</td>
<td>• Install sealants at any areas required. <em>(Priority D)</em></td>
</tr>
<tr>
<td>• Eaves troughing on the northeast portion of the Site Building was noted to be leaking.</td>
<td>• Replace the sealant within the eavestrough. <em>(Priority D)</em></td>
</tr>
</tbody>
</table>

General view of the standing seam metal roofing.

Typical view of the metal roofing at a dormer.
View of the modified bitumen roof as noted from the bell tower.

View of the modified bitumen roof from the roof hatch.

View from grade of the dormers and roofing on the north portion of the main roof.
View of corrosion on the metal roofing below the bell.

View of ice damming on the northwest portion of the single storey roof.

View of ice damming on the east portion of the upper level roof.
View of the dormers and chimney cricket on the central-north portion of the roof.

View of the bell tower roof.  
Note: Sealants were noted to be deteriorated.

Close-up view of corroded fasteners and deteriorated sealants at the intersection of the sandstone window sill.
View of metal roofing on the southeast portion of the main roof.

View of corroded fasteners and corrosion staining on the roof from the fire escape framing on the east elevation.

View of the east portion of the single storey roof.
View of typical eavestroughing on the northeast portion of the main roof.

View of eavestroughing on the west elevation adjacent to the bell tower.

View of a gap between the metal flashing and wall on the west elevation.
It has been Pinchin’s experience that the Projected Useful Life (PUL) of a prefinished standing seam metal roof system typically ranges between 25 to 45 years, while PUL of a modified bitumen membrane roof ranges between 23-25 years depending on the quality of building materials used, the quality of workmanship during installation and the level to which the roof system has been maintained. The majority of the metal roof systems atop the Site Building are reportedly approximately 25 years old and the modified bitumen system was replaced in approximately 2009. The metal roof systems appear to be serviceable and are not anticipated to require replacement within the term of the analysis assuming proper maintenance is performed. Pinchin recommends short term replacement of the mechanical fasteners as they were noted to be corroded and the neoprene gaskets have reached their PUL. In addition, the metal roof systems of the bell tower should be replaced in conjunction with re-pointing work on the wall systems along with removal of any oxidation and spot painting. Pinchin has included allowances for renewal of the paint finishes and sealants at the bell tower roofing and allowances for the installation of heat trace wires at the eaves, within eavestroughs and downpipes.
The two-ply modified bitumen system is reportedly approximately 10 years old. Pinchin has carried an allowance for replacement within the later portion of the term based on its reported age.

Pinchin recommends that a higher degree of maintenance be performed on the metal roof systems near the end of the term of the analysis as the roof systems will be approaching their PUL. Roof replacements are anticipated shortly following the end of the term of the analysis based on the current age of the roof systems.

3.3 Wall System

The exterior walls of the Site Building were accessed for review using a telescopic platform lift. A full visual survey was completed and a partial tactile survey of areas of concern was completed where possible. It should be noted that the west half of the second storey north elevation could not be closely accessed due to overhead powerlines, and the top of clock tower could not be closely accessed due to height limitations with the telescopic platform lift.

The exterior walls of the Site Building are constructed with solid limestone and sandstone masonry on all elevations with areas of wood fascia, soffit, and decorative corbels on all elevations. The back-up wall systems serving the Site Building were noted to consist of limestone masonry walls with brick infill. The back-up system was not visible within the areas accessed with the exception of the bell tower.

The window systems of the Site Building consist of fixed and operable (i.e., single hung and casement) Single Glazed (SG) units within wood frames installed into punched openings. Some window systems were noted to be complete with a SG transom above which are operable. The majority of the windows were noted to possess storm windows. It was reported to Pinchin that the windows were repainted in 2012-2013.

Exterior doors serving the Site Building are comprised of solid core wood doors within wood frames, one pair of which possesses Insulated Glass (IG) inserts. Two of the exterior doors serving the Site Building were noted to be complete with SG transoms within wood frames.

No active leaking within the wall or window systems was reported during the assessment.
Table 3.3 outlines the findings of the inspection of the wall systems:

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Deficiencies/Findings</strong></td>
<td></td>
</tr>
<tr>
<td>• Loose pieces of eroded sandstone and surface delaminated limestone masonry were observed throughout the Site Building.</td>
<td>• Repair/replace eroded sandstone and delaminated limestone masonry to match existing as soon as possible due to the risk of falling material posing a safety hazard. <em>(Priority A)</em></td>
</tr>
<tr>
<td>• Locations of missing and loose mortar at joints within the limestone and sandstone masonry were observed throughout the Site Building.</td>
<td>• Remove loose pieces of mortar and repair as soon as possible due to the risk of falling material posing a safety hazard. <em>(Priority A)</em></td>
</tr>
<tr>
<td>• Sandstone lintels settled/shifted downwards and in some cases out from the wall were observed.</td>
<td>• Remove lintel stones and surrounding deteriorated mortar, reinstate lintel stones, and replace mortar joints with a mortar that is consistent with the original construction to secure in place. <em>(Priority B)</em></td>
</tr>
<tr>
<td>• Sections of masonry visibly settled along the south and west wall elevations were observed.</td>
<td>• Remove settled sections of masonry, support surrounding masonry temporarily with shoring, and rebuild wall sections with masonry to match existing and mortar joints with a mortar that is consistent with the original construction. <em>(Priority B)</em></td>
</tr>
<tr>
<td><strong>Minor Deficiencies/Findings</strong></td>
<td></td>
</tr>
<tr>
<td>• Areas of deteriorated mortar joints within the limestone and sandstone masonry were observed throughout the Site Building. Some areas of step cracking with differential movement were observed.</td>
<td>• As the building has a heritage designation, repairs of the exterior façade must be completed using materials consistent with the original construction. Prior to mortar joint repairs, complete a thorough lab analysis to determine the existing mortar composition so repair mortar can be matched as closely as possible. Repair the areas of deterioration within the limestone and sandstone masonry mortar joints using a mortar that is consistent with the original construction. It is important that a softer mortar consistent with the original construction is used because modern harder mortars would not allow for any movement within the wall system and could cause cracking of the limestone and sandstone masonry. <em>(Priority D)</em></td>
</tr>
</tbody>
</table>
### Table 3.3 – Wall Systems

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Cracked limestone masonry was observed throughout the Site Building.</td>
<td>• Replace cracked limestone masonry in the exterior wall to match existing. (Priority D)</td>
</tr>
<tr>
<td>• Cracked sandstone masonry was observed throughout the Site Building.</td>
<td>• Replace cracked sandstone masonry in the exterior wall to match existing. (Priority D)</td>
</tr>
<tr>
<td>• Eroded sandstone and surface delaminated limestone masonry were observed throughout the Site Building.</td>
<td>• Repair/replace eroded sandstone and delaminated limestone masonry to match existing. (Priority D)</td>
</tr>
<tr>
<td>• Areas of rotted/deteriorated wood fascia, soffit, and decorative corbels were observed throughout the Site Building.</td>
<td>• Repair/replace rotted/deteriorated wood fascia, soffit, and decorative corbels to match existing. (Priority D)</td>
</tr>
<tr>
<td>• Paint on the wood columns which support the bell tower roof was noted to be deteriorated.</td>
<td>• Repaint the wood columns or clad with a matching metal flashing. (Priority D)</td>
</tr>
<tr>
<td>• Unsealed wall penetrations and window perimeter joints were observed throughout the Site Building.</td>
<td>• Ensure wall penetrations and window perimeters are properly sealed to prevent moisture infiltration and animal/insect infestation. (Priority D)</td>
</tr>
<tr>
<td>• Deteriorated and de-bonded exterior sealants were observed throughout the Site Building.</td>
<td>• Replace all exterior sealants throughout the Site Building. (Priority D)</td>
</tr>
<tr>
<td>• Peeling paint was observed on wood window and door framing, fascia, soffit, decorative corbels, and clock faces throughout the Site Building.</td>
<td>• Repaint all areas of peeling paint. (Priority D)</td>
</tr>
<tr>
<td>• Efflorescence, corrosion staining, and black staining were observed on limestone and sandstone masonry throughout the Site Building.</td>
<td>• Clean staining with a nebulous spray. (Priority E)</td>
</tr>
</tbody>
</table>

View of sandstone lintel shifted out and down approximately ½" and loose mortar.
View of masonry settlement at west elevation.

View of mortar step cracking.

View of movement of a limestone masonry unit.
View of mortar missing below an eavestrough.

View of cracked limestone masonry.

View of cracked sandstone masonry at area of improper mortar repair.
View of cracked sandstone masonry with delaminated past repair. 
Note: Flaking paint on the wood window bottom rail.

View of sandstone erosion with loose material.

View of limestone surface delamination.

View of a deteriorated wood soffit.
View of an unsealed wall penetration.

View of deteriorated sealant at masonry to metal roof joint.

View of missing sealant around window perimeter.
View of missing sealant at window head and sandstone erosion.

View of peeling paint and deteriorated wood at decorative corbel.

View of peeling paint and deteriorated wood on the clock face frame.
The wall systems of the Site Building were generally noted to be in poor condition at the time of the Site visit with the above noted deficiencies. The wall systems are considered in poor condition due to major deficiencies being present including loose building materials which may detach from the Site Building and thus pose a safety hazard, and visible settlement/movement of lintel stones and sections of masonry. In addition, the extent of minor deficiencies as they were observed throughout the building, such as all sealant joints and mortar joints, allow the exterior wall to be considered in poor condition.

The majority of the wall system components are reportedly original to construction, therefore, approximately 121 years old. Localized repairs including mortar repointing, sandstone erosion repairs, and crack repairs have been completed in the past, however, it was observed that the majority of these repairs have failed. As detailed above, Pinchin recommends the removal and reinstatement of settled or shifted lintels and sections of masonry, repointing of all mortar joints, replacement of cracked limestone and sandstone, repair or replacement of eroded or delaminated sandstone and limestone, replacement of rotted/deteriorated wood, and replacement of all exterior sealants. These repairs should be completed in the short term to prevent further deterioration and to eliminate safety hazards of falling loose materials.

Pinchin has also included allowances for painting all exterior wood surfaces and cleaning all exterior walls with a nebulous spray. Design specifications and tender documents should be prepared for the recommended work to ensure that all requirements are fully detailed. In order to develop complete design specifications, Pinchin recommends that intrusive openings be made within the exterior wall system to verify existing construction details and evaluate insulation levels.

The window and door systems of the Site Building were generally noted to be in fair condition at the time of the Site visit. It was reported to Pinchin that the windows were repainted in 2012-2013. The operation of the windows which was tested at the time of the Site visit was noted to be smooth. Pinchin has carried allowances for on-going re-painting of the windows including replacement of glazing putty.
Due to the presence of failed and missing sealants and cracking in the stone masonry and mortar, the presence of mould within the wall assembly is possible. Pinchin recommends that intrusive testing within wall cavities be completed to determine the presence of mould and the potential cost of remediation (which may be very significant if mould is present).

Typical buildings of this age may contain PCBs in mastics, caulking and window putties. Testing for the presence of PCBs in these materials is beyond the scope for this BPCA. The potential presence of PCBs in these materials could give rise to additional costs in future if extensive renovation requiring removal of these materials or demolition activities are undertaken at the Site. The extent of such potential issues could not be assessed as part of this BPCA report. Assessments have been previously completed by Pinchin addressing the PCB content of materials. Pinchin File No. 70249 Hazardous Building Materials Assessment report dated June 21, 2012 indicated that elevated levels of PCBs were not present in two samples of window caulking collected. However, Pinchin File No. 204635 Asbestos Reassessment report dated May 24, 2017 recommended that a detailed intrusive assessment be carried out including destructive testing and sampling of hazardous materials including PCBs. Two locations of mortar (i.e., one at limestone and one at sandstone) were tested for lead content following the Site visit and were found to be non-detect. Results of lead testing can be found in Appendix III.

As long as the above-mentioned deficiencies are addressed and regular annual maintenance is performed, there should be no other major expenditures required relating to the walls, windows and door systems of the Site Building throughout the term of the analysis.

### 3.4 Structural Elements

As outlined in the scope of work, a visual assessment of the condition of the structural elements was carried out on the elements which were visible at the time of the inspection. The Site Building is constructed with a basement level cast-in-place concrete slab-on-grade with limestone masonry foundation walls with areas of cast-in-place concrete knee walls and an area of concrete block masonry foundation walls. The superstructure of the Site Building is comprised of load-bearing limestone masonry walls and areas of load-bearing multi-wythe brick masonry walls which support wood beams, columns, joists and decking and wood rafters with wood roof decking.

It was reported to Pinchin that the foundation was repaired and repointed in 2017 including replacement of the drains and installation of 4" of rigid insulation. The repair was completed at the entire perimeter with the exception of the north portion due to the placement of the accessibility ramp.

No structural drawings were available to Pinchin for review.
Table 3.4 outlines the findings of the inspection of the structural elements:

<table>
<thead>
<tr>
<th>Table 3.4 – Structural Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Findings</strong></td>
</tr>
<tr>
<td><strong>Major Deficiencies/Findings</strong></td>
</tr>
<tr>
<td>• None observed/reported.</td>
</tr>
<tr>
<td><strong>Minor Deficiencies/Findings</strong></td>
</tr>
<tr>
<td>• Damaged wood members were noted within the bell tower which support the flat roof below the bell.</td>
</tr>
<tr>
<td>• Minor areas of efflorescence were noted on the basement foundation walls.</td>
</tr>
<tr>
<td>• Step cracking was noted at some key stones within the bell tower.</td>
</tr>
<tr>
<td>• Water staining was noted on the wood members of the bell tower.</td>
</tr>
<tr>
<td>• Minimal insulation was noted within the attic in the single storey portion.</td>
</tr>
</tbody>
</table>

View of the wood ceiling joists, beam, rafters and decking noted within the single storey attic.
View of the limestone masonry foundation walls, concrete knee walls with metal ties within the northwest portion of the basement level.

View of the wood roof structure within the bell tower.
Note: Water staining at the perimeters.

View of the water stained structure within the bell tower.
View of the damaged wood structure and step crack at key stone within the bell tower.

View of the wood roof structure within the main attic.

View of efflorescence noted within the basement level textile room.

Assessment of the original or existing building design or detection or comment upon concealed structural deficiencies are outside the scope of work.

Accordingly, the findings are limited to the extent that the assessment has been made based on a walk-through visual inspection of accessible areas of the structure.
Pinchin’s visual review of the structural elements and information provided by the Site Representatives indicated that no major deterioration existed within the visibly accessible components of the Site Building. Pinchin recommends that the above noted deficiencies be addressed in a timely manner. The efflorescence within the basement may pre-date the 2017 foundation work however it should be monitored.

3.5 Underground Parking Garage

The Site Building does not possess an Underground Parking Garage.

Table 3.5 outlines the findings of the inspection of the underground parking garage:

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Deficiencies/Findings</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Minor Deficiencies/Findings</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

3.6 Elevator Systems

The Site Building does not possess an Elevator System.

Table 3.6 outlines the findings of the inspection of the elevator system:

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Deficiencies/Findings</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Minor Deficiencies/Findings</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

3.7 Interior Finishes

As outlined in the scope of work, the interior finishes of the Site Building were reviewed during the Site assessment. The floor finishes within the main entrance vestibule consist of ceramic floor tiles while hardwood strip flooring is located throughout the main floor exhibits area. Softwood flooring was noted within the store area and northeast addition while carpeting was noted in the multi-purpose room.
Laminate flooring was noted on the second floor level with carpeting on the stairs. The third level flooring consists of hardwood strip flooring with vinyl sheet flooring on the stair treads and landing from the 2nd to 3rd floors and from the main floor to the basement level. Vinyl floor tiles were noted at the staff entrance area, within the 3rd level office and within the lower landing to turret.

The wall finishes within the Site Building consist primarily of painted plaster throughout with areas of painted gypsum board, wood panels were noted in the stairwell and portions of the exhibits areas. Beechwood walls were noted within the northeast exhibit room while brick masonry was noted within the vault on the 2nd level. A combination of limestone masonry walls, brick masonry and concrete block masonry walls were noted in the basement. Areas of wood panelling and composite surfaces were noted within specific common areas and offices.

The ceiling finishes within the Site Building consist of a combination of stained pine ceilings in the ground floor level exhibits area and painted wood ceilings in the 2nd level exhibits area. Acoustic ceiling tiles were noted throughout the remainder of the ground floor level. The stairwell ceiling finishes on the main floor consist of painted gypsum board with a textured ceiling finish which reportedly possesses asbestos. The 3rd floor level and portions of the basement level feature painted gypsum board ceilings while portions of the basement were also noted to possess exposed wood structure.

Table 3.7 outlines the findings of the inspection of the interior finishes:

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Deficiencies/Findings</strong></td>
<td></td>
</tr>
<tr>
<td>• None observed/reported.</td>
<td>• None required.</td>
</tr>
<tr>
<td><strong>Minor Deficiencies/Findings</strong></td>
<td></td>
</tr>
<tr>
<td>• Worn paint finishes were noted within the store area on the ground floor.</td>
<td>• Refinish the wood floor. <em>(Priority D)</em></td>
</tr>
<tr>
<td>• Damaged vinyl floor tiles were noted at the main floor staff landing to the basement.</td>
<td>• Replace the damaged floor tiles. <em>(Priority D)</em></td>
</tr>
<tr>
<td>• Water damaged wood panelling was noted on a window sill in the multi-purpose room.</td>
<td>• Replace the damaged wood panelling. <em>(Priority D)</em></td>
</tr>
</tbody>
</table>
General view of the main floor exhibits area.

General view of the main floor multi-purpose room.

View of the main floor store area.
View of the main floor lumber display (northeast addition).

View of the stairwell.

View of the 2nd level exhibits area.
View of the 3rd level.

View of damaged floor tiles at the main floor staff entrance.

View of worn paint finish on the wood floor in the main floor level store area.
The interior finishes within the Site Building were generally observed to be in satisfactory condition at the time of the Site visit. Pinchin has included preliminary allowances for the repairs to the interior finishes, however these numbers may vary significantly based on the requirements of the Client.

Cyclical replacement of interior finishes (i.e., common and in-suite areas) are included as part of the annual operating budget and are completed as part of regular maintenance.

### 3.8 Site Features

The Site Building occupies approximately 21% of the 0.31 acre Site. The remainder of the Site is occupied by asphalt surfaced parking areas, hard landscaping and areas of soft landscaping (i.e., grassed area with trees) located on the Site perimeters. The asphalt surfaced parking areas are located adjacent to the north elevation of the Site Building with parking for approximately 16 vehicles.

Drainage of the Site pavements is provided by one on-Site catch basin which presumably drains the water to the municipal sewer system. Since the inspection was limited to visible areas no examination of the catch basin was performed and no review of the initial compliance with code was performed. The inspection of underground or concealed components is outside the scope of work. No issues were reported with the catch basins or its ability to drain the Site.

Soft landscaping was noted immediately adjacent to the west elevation of the Site Building with a municipal concrete walkway adjacent to the west Site perimeter along John Street. Cast-in-place concrete walkways lead to the main entrance on the southwest corner of the Site Building and to the staff entrance on the west elevation. A cast-in-place concrete wheelchair ramp is located on the northwest corner of the Site Building which leads to the accessible entrance at the multi-purpose room. The ramp is surrounded by a painted metal railing. A limestone feature wall was noted on the east portion of the Site which encloses flower beds and a gravel surfaced path. Precast concrete units were noted adjacent to the south elevation along with a steel and wood park bench. Access to the Site is provided by an entrance from John Street North on the northwest portion of the Site and an entrance from Madawaska Street on the southeast portion of the Site via the adjacent library.
Table 3.8 outlines the findings of the inspection of the Site features:

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Deficiencies/Findings</strong></td>
<td></td>
</tr>
<tr>
<td>• Cracking was noted throughout the asphalt pavements.</td>
<td>• Replace the asphalt paving.</td>
</tr>
<tr>
<td></td>
<td>(Priority D)</td>
</tr>
<tr>
<td><strong>Minor Deficiencies/Findings</strong></td>
<td></td>
</tr>
<tr>
<td>• Numerous deteriorated masonry units and mortar joints were noted in</td>
<td>• Replace the deteriorated</td>
</tr>
<tr>
<td>the east limestone feature wall.</td>
<td>limestones and mortar.</td>
</tr>
<tr>
<td></td>
<td>(Priority D)</td>
</tr>
<tr>
<td>• Corrosion was noted on the metal fencing and railing at the accessible</td>
<td>• Remove the corrosion and</td>
</tr>
<tr>
<td>ramp.</td>
<td>re-paint. (Priority D)</td>
</tr>
</tbody>
</table>

General view of the parking lot on the north portion of the Site.
View of the flower beds and gravel walkway on the east portion of the Site.

View of the limestone wall on the east portion of the Site.

View of the municipal walkway and precast concrete paving stones on the south portion of the Site.
View of the deteriorated asphalt on the north portion of the Site.

View of a delaminated cap stone on the limestone wall.

View of deteriorated cap stones on the limestone wall.
View of delaminated stones and mortar on the limestone wall.

View of corrosion on the south gate.

View of corrosion on the base plate of the accessible ramp.
The Site features appear to be in satisfactory condition with the exception of the above referenced deficiencies. It was reported to Pinchin that the Site features immediately adjacent to all elevations of the Site Building with the exception of the north were replaced in 2017 when foundation work was completed. Pinchin recommends that the above noted deficiencies be addressed in a timely manner and that regular annual maintenance of the Site features be performed throughout the term of the analysis. Assessment of or comment upon concealed deficiencies and any buried/concealed utilities or components are outside the scope of work.

### 3.9 Mechanical Systems

#### 3.9.1 Major Service Providers

The following providers serve the subject property:

- Water: Town of Arnprior
- Electric: Hydro One
- Sewer: Town of Arnprior
- Natural Gas: Enbridge
- Police: Arnprior OPP
- Fire: Arnprior Fire Department

#### 3.9.2 Heating, Ventilation and Air Conditioning (HVAC)

A specialist review of the heating, ventilation and air conditioning systems as well as the plumbing system was performed by personnel from M & E Engineering Ltd. Please refer to Appendix III for the complete findings of the HVAC/plumbing systems.

#### 3.9.3 Fire Protection

A specialist review of the fire protection systems was performed by personnel from M & E Engineering Ltd. Please refer to Appendix II for the complete findings of the fire protection systems.

### 3.10 Electrical Systems

#### 3.10.1 Electrical Power

A specialist review of the electrical systems was performed by personnel from M & E Engineering Ltd. Please refer to Appendix III for the complete findings of the electrical systems.
3.10.2 Fire Alarm System and Life Safety

A specialist review of the fire alarm and life safety systems was performed by personnel from M & E Engineering Ltd. Please refer to Appendix II for the complete findings of the fire alarm and life safety systems.

4.0 KNOWN VIOLATIONS OF CODE

It was reported to Pinchin by the Site Representatives that no outstanding violations from the Building Department existed pertaining to the property.

5.0 CONCLUSIONS AND RECOMMENDATIONS

Based on Pinchin’s review of the property, conducted on February 12, March 21, and April 14 2019 the Site Building appears to be in satisfactory condition, commensurate with its age and in comparable standing to other similar vintage properties in the area. Based on our visual assessment the Site Building appears to have been constructed in general accordance with standard building practices in place at the time of construction.

The assessment did not reveal any evidence of major structural failures, soil erosion or differential settlement.

Immediate repair costs of have been identified for the following life safety items.

- Installation of a backflow preventer on the main incoming domestic waterline (not required by code however considered a good engineering practice) (Priority D);
- Repair missing and damaged fire separations (Priority A);
- Repair damaged and missing closures (Priority A);
- Repairs to the fire escape system (Priority A);
- Removal of obstructions from the means of egress (Priority A);
- Repair uneven stair risers (Priority A);
- Replace existing guards and handrails (Priority C);
- Install an electrically supervised wet pipe sprinkler system including window sprinklers at the fire escape (Priority A); and
- Install a fire alarm system in the building (Priority A).
As noted during the Site visit, deficiencies relating to the repair to the roof systems, wall systems, structural elements, interior finishes, Site features and mechanical/electrical systems were noted. Of particular note, recommendations, repairs and replacements for the following items are included throughout the term of the analysis:

- Replacement of the mechanical fasteners on the metal roof systems (Priority D);
- Replacement of the metal roofs at the bell tower (Priority D);
- Replacement of the modified bitumen roof (Priority D);
- Installation of heat trace cables on the eaves, within the eavestroughs and downpipes (Priority E);
- Replacement of sealants at the metal roofing and eavestroughs (Priority D);
- Replacement of damaged sandstone lintels (Priority A);
- Repointing of the limestone and sandstone masonry (Priority A);
- Replacement of cracked and eroded limestone and sandstone masonry (Priority D);
- Replacement of deteriorated wood fascia and corbels (Priority D);
- Replacement of exterior sealants (Priority D);
- Replacement of damaged and deteriorated wood members within the bell tower (Priority B);
- Installation of additional insulation in the attic of the single storey portion of the building (Priority E);
- Repairs to the interior finishes (Priority D);
- Replacement of the asphalt pavements (Priority D);
- Repairs to the limestone masonry feature wall (Priority D);
- Ongoing replacement of the perimeter radiators (Priority D);
- Allowances for future replacement of the heating boilers (Priority D);
- Partial replacement of the heating circulation pipes and associated pump and valves (Priority D);
- Partial replacement of the domestic water system (Priority D);
- Replacement of the domestic water heater (Priority D);
- Partial replacement or repairs to the storm and sanitary systems (Priority D);
• Partial replacement and repairs of the electrical distribution system (Priority D); and
• Replacement of the closed circuit television system (Priority D).

It was reported to Pinchin that the costs associated with ongoing general maintenance of the major components of the Site Building are carried as part of the annual operating budget for the Site.

Regular maintenance should be conducted on the roof systems, wall systems, structural elements, interior finishes, Site features and the mechanical/electrical systems to ensure that the PUL of the major components is realized. Repair costs for the aforementioned items have been included over the term of the analysis (i.e., 20 years) included within Appendix I. The specific deficiencies identified during the BPCA and their associated recommendations for repair are described in the main body of the report. These deficiencies should be corrected as part of routine maintenance unless otherwise stated within the report. Costs associated with desired upgrades have not been carried.

6.0 TERMS AND LIMITATIONS

This work was performed subject to the Terms and Limitations presented or referenced in the proposal for this project.

Information provided by Pinchin is intended for Client use only. Pinchin will not provide results or information to any party unless disclosure by Pinchin is required by law. Any use by a third party of reports or documents authored by Pinchin or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted. No other warranties are implied or expressed.

In accordance with the proposed scope of work, no physical or destructive testing or design calculations were conducted on any of the components of the buildings. Assessment of the original or existing building design, or detection or comment upon concealed structural deficiencies and any buried/concealed utilities or components are outside the scope of work. Similarly the assessment of any Post Tension reinforcing is not included in the scope of work. Determination of compliance with any Codes is beyond the scope of this Work. The Report has been completed in general conformance with the ASTM Designation: E 2018 – 15 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process.

It should be noted that Pinchin has attempted to identify all the deficiencies required by this Standard associated with this project. Pinchin does not accept any liability for deficiencies that were not within the scope of the investigation.
As indicated above the personnel conducting the building assessment, where applicable, have performed a non-specialist review of the building and all associated finishes and related systems including the mechanical and electrical (including fire alarm and life safety) systems, Site features, etc. The personnel conducting the assessment are knowledgeable of building systems and construction, but not technical specialists in each of these fields. The intent of Pinchin’s comments on these systems are for the sole purpose of identifying areas where Pinchin has observed a noteworthy condition which will lead to a likely significant expenditure during the term of the assignment and/or where Pinchin would recommend that the Client consider a further, more detailed investigation. The budget costs for remedial work for each specific item has been provided to the best of our ability and will provide an order of magnitude cost for the individual item and the overall possible remedial work. Our experience has shown that the costs that Pinchin have provided are appropriate and of reasonable accuracy for the purpose intended. It should be noted that the budget cost or reserve costs for any specific item may vary significantly based on the fact that the schedule or phasing of the future remedial work is unknown at this time, the impact on building operations of this remedial work is unknown at this time and that no intrusive inspection or detailed design work is included in the BPCA. If a more accurate, detailed or documented reserve cost is required at this time the Client should request Pinchin to provide the additional proposal to provide a more accurate cost estimate.

It should be noted that recommendations and estimates outlined in this report do not include allowances for future upgrading of components pertaining to Client or tenant fit-up that may be necessary or required by Authorities Having Jurisdiction (AHJ).

The assessment is based, in part, on information provided by others. Unless specifically noted, Pinchin has assumed that this information was correct and has relied on it in developing the conclusions.

It is possible that unexpected conditions may be encountered at the Site that have not been explored within the scope of this report. Should such an event occur, Pinchin should be notified in order to determine if we would recommend that modifications to the conclusions are necessary and to provide a cost estimate to update the report.

It should be noted that due to partial snow and ice covered conditions a thorough assessment of the roof systems and Site features was not possible at the time of the initial Site visit.

The inspection of the interior of boilers, pressure vessels, equipment, fan coils, ductwork or associated mechanical, etc., was beyond the scope of work. It should be noted that the heating and cooling duct work within the Site Building may contain interior insulation. The Site Representatives were unaware of the presence of insulation within the duct work within the Site Building. It is Pinchin’s experience that interior insulation within duct work is prone to deterioration or development of mould which may require
removal of the insulation. In the case where interior insulation is present within the duct work, Pinchin recommends that the duct work insulation be inspected for the presence of mould.

Due to the concealed nature of the plumbing system the condition of the risers could not be verified.

Environmental Audits or the identification of designated substances, hazardous materials, PCBs, insect/rodent infestation, concealed mould and indoor air quality are excluded from this BPCA report.

Further to the aforementioned, determination of the presence of asbestos containing material within the building such as drywall joint compound or the lead content within the older paint finishes was beyond the scope of work.

This report presents an overview on issues of the building condition, reflecting Pinchin’s best judgment using information reasonably available at the time of Pinchin’s review and Site assessment. Pinchin has prepared this report using information understood to be factual and correct and Pinchin is not be responsible for conditions arising from information or facts that were concealed or not fully disclosed to Pinchin at the time of the Site assessment.

231119 BPCA with Specialist Reviews 35 Madawaska Arnprior ON Town of Arnprior
Template: Master Report for Baseline PCA with Specialist Reviews Single Office Building, PCA, February 8, 2019
APPENDIX I

Table 1 – Summary of Anticipated Expenditures
Table 1: Summary of Anticipated Expenditures

| ITEM | Replacement Reserve Costs | Immediate Costs | 1 yr Cost | 2 yr Cost | 3 yr Cost | 4 yr Cost | 5 yr Cost | 6 yr Cost | 7 yr Cost | 8 yr Cost | 9 yr Cost | 10 yr Cost | 11 yr Cost | 12 yr Cost | 13 yr Cost | 14 yr Cost | 15 yr Cost | 16 yr Cost | 17 yr Cost | 18 yr Cost | 19 yr Cost | 20 yr Cost | 1-20 Year Total |
|------|---------------------------|----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|      |                           |                | 2019     | 2020     | 2021     | 2022     | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029     | 2030     | 2031     | 2032     | 2033     | 2034     | 2035     | 2036     | 2037     | 2038     | 1-20 Year Total |
|      |                           |                |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |          |
APPENDIX II

Specialist Reviews of the Mechanical, Electrical, Fire and Life Safety Systems
Building Condition Assessment

Mechanical, Electrical,
Fire Protection & Life Safety Systems

35 Madawaska Street
Arnprior, Ontario

February 2019 (Revised October 15, 2019)
Project # ME19050.BCA.PK

Prepared By
M & E Engineering Ltd.
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1. **MECHANICAL SYSTEMS**

Heating for the building is provided by electrical or hot water perimeter radiators. Heating water is provided by gas-fired boilers located in the basement area. No central cooling is installed in the building.

Domestic hot water for the washrooms and service areas is provided by a central electric tank type heater.

The storm drainage, originating from roof drains and catch basins, is mainly directed to the municipal main storm system.

The sanitary effluent discharges into the municipal main sanitary sewer system via sanitary underground pipes.

### 1.1 Heating, Ventilation, & Air Conditioning (HVAC) Systems

Heating for the basement, and 1st and 2nd floors is provided by hot water perimeter radiators. The radiators are installed with control valves controlled by wall mounted thermostats.

Heating water for the radiators is provided by 2 gas-fired boilers located in the basement area. These boilers are manufactured by NTI, model TH399, have a rated input heating capacity of 399,000 Btu/Hr each and were installed circa 2011.

There is a circulation pump installed in the same area. This pump is manufactured by Grundfos and was installed circa 2011.

In the 3rd floor, there are electric baseboard heaters installed at the perimeter and some electric cabinet heaters installed in some interior offices. There are some hydronic heaters installed near the entrances at the ground floor level.

The washrooms throughout the building are installed with ceiling mounted exhaust fans.

There are 2 dehumidification units installed in the basement area. These units are manufactured by Healthy Climate Solutions, model HCWH3-130, use R410A as refrigerant and have a capacity of 130 pints/day each. These units were installed in 2017.

There is no central cooling installed in the building. We were advised that during the summer months, portable air conditioning units are used.
Observations and recommendations

The radiators were reported to be in operating condition. We recommend cleaning and testing the hydronic radiators and valves. We also recommend budgeting for an allowance for partial replacement of the perimeter radiators.

Some of the heating pipes observed showed signs of corrosion. We observed that some of the heating piping has been replaced. The majority of the heating pipes are not insulated. We recommend budgeting for an allowance for partial replacement of the heating circulation pipes and associated pump and valves. We also recommend insulating the heating pipes. This work can be completed as part of regular maintenance.

The heating boilers appear to be in operating condition and were installed circa 2011. This type of unit has an expected service life of 25 years. Based on age and provided that regular maintenance is completed, we recommend budgeting for their replacement.

Individually, the electric heaters and exhaust fans can be replaced, when required, as part of regular maintenance.

1.2 Plumbing Systems

There is a 1” main domestic water line that enters the building into basement area. This line is installed with a water meter. There is no backflow preventer installed for the main incoming domestic water line.

There are individual washrooms in the basement level and in the ground floor and 2nd floor. Typically, the washrooms are installed with floor mounted tank type toilets and wall mounted sinks.

Domestic hot water for the washrooms and service areas is provided by an electric tank type water heater located in the basement area. This water heater is manufactured by Space Saver, model SS19LSEB1, is rated at 3,000 Watts, has a storage capacity of 19 US gallons and was installed circa 2010.

We observed copper water pipes in the mechanical and service rooms. The majority of the exposed water pipes were not insulated.

Observations and recommendations

The Town of Arnprior does not require the installation of a back flow preventer on the main incoming water line; however, we recommend its installation in the main incoming water line as a good engineering practice. The estimated cost to install such a device is approximately $6,000.
We noted some condensation due to missing insulation on the domestic water lines in the service areas. We recommend the installation of the missing insulation as part of regular maintenance.

The condition of the domestic cold and hot water piping distribution system could not be determined. We recommend budgeting for an allowance for partial replacement or repairs of the domestic water system.

The domestic water heater was installed circa 2010. This type of units have an expected service life between 12 and 15 years. Based on age, we recommend budgeting for the replacement of this unit.

1.2.1 Storm and Sanitary Systems

The building is installed with rain gutters and down spouts that discharge on the exterior landscaping and storm sewer system.

The sanitary effluent connects into the municipal main sanitary sewer system via sanitary underground pipes. There is a plug-in type sump pump installed in the basement area.

The drain lines noted were copper, plastic or cast iron. We were advised that they have been partially replaced. The review was limited to exposed areas.

Observations and recommendations

We recommend budgeting for an allowance for partial replacement or repairs of the storm and sanitary systems.

We recommend flushing the sanitary drainage system every third year and scoping the line every 3rd flush to evaluate the interior condition of the buried pipes. These procedures can be managed as part of on-going maintenance.
## 1.3 Mechanical Systems Estimated Budget Costs

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Deficiencies/Deterioration</strong></td>
<td>• We recommend budgeting for an allowance for partial replacement of the perimeter radiators.</td>
</tr>
<tr>
<td>• Some of the perimeter radiators appear to be original building components.</td>
<td></td>
</tr>
<tr>
<td><strong>Remarks/Recommendations</strong></td>
<td>In the next 1 to 5 years: $10,000</td>
</tr>
<tr>
<td></td>
<td>In the next 6 to 10 years: $10,000</td>
</tr>
<tr>
<td></td>
<td>In the next 11 to 20 years: $10,000</td>
</tr>
<tr>
<td>[Priority D]</td>
<td></td>
</tr>
<tr>
<td>• The heating boilers appear to be in operating condition and were installed circa 2011. This type of unit has an expected service life of 25 years.</td>
<td>• We recommend budgeting for the replacement of the boilers.</td>
</tr>
<tr>
<td></td>
<td>In the next 15 to 20 years: $60,000</td>
</tr>
<tr>
<td>[Priority D]</td>
<td></td>
</tr>
<tr>
<td>• The heating distribution system was reported to be in operating condition. This system has been partially replaced.</td>
<td>• We recommend budgeting for an allowance for partial replacement of the heating circulation pipes and associated pump and valves.</td>
</tr>
<tr>
<td></td>
<td>In the next 1 to 5 years: $15,000</td>
</tr>
<tr>
<td></td>
<td>In the next 6 to 10 years: $15,000</td>
</tr>
<tr>
<td></td>
<td>In the next 11 to 20 years: $15,000</td>
</tr>
<tr>
<td>[Priority D]</td>
<td></td>
</tr>
<tr>
<td>• There is no backflow preventer installed for the main incoming domestic water line.</td>
<td>• As per good engineering practices, a backflow preventer should be installed for the main incoming domestic water line.</td>
</tr>
<tr>
<td></td>
<td>Immediately: $6,000</td>
</tr>
<tr>
<td>[Priority D]</td>
<td></td>
</tr>
<tr>
<td>• The condition of the domestic cold and hot water piping distribution system could not be determined.</td>
<td>• We recommend budgeting for an allowance for partial replacements or repairs to the domestic water system.</td>
</tr>
<tr>
<td></td>
<td>In the next 1 to 5 years: $6,000</td>
</tr>
<tr>
<td></td>
<td>In the next 6 to 10 years: $6,000</td>
</tr>
<tr>
<td></td>
<td>In the next 11 to 20 years: $10,000</td>
</tr>
<tr>
<td>Priority D</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>The domestic water heater was installed circa 2010.</td>
<td>Based on age, we recommend budgeting for the replacement of the domestic water heater.</td>
</tr>
<tr>
<td></td>
<td>In the next 6 to 10 years: $5,000</td>
</tr>
<tr>
<td>The drain lines noted were copper, plastic or cast iron. We were advised that they have been partially replaced.</td>
<td>We recommend budgeting for an allowance for partial replacement or repairs of the storm and sanitary systems.</td>
</tr>
<tr>
<td></td>
<td>In the next 1 to 5 years: $10,000</td>
</tr>
<tr>
<td></td>
<td>In the next 6 to 10 years: $10,000</td>
</tr>
<tr>
<td></td>
<td>In the next 11 to 20 years: $10,000</td>
</tr>
<tr>
<td>Minor Deficiencies/Deterioration</td>
<td>The flushing and scoping procedures are to be part of on-going maintenance.</td>
</tr>
<tr>
<td>Based on age, we recommend flushing the drainage system and scoping the main buried drain lines to evaluate the condition of the interior buried pipes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Priority D]</td>
</tr>
</tbody>
</table>

In summary, the mechanical systems serving the Site building appear to be in operating condition. Assuming that regular ongoing maintenance is performed, no additional major expenditures should be required within the term of the analysis.
1.4 Mechanical Pictures

Perimeter radiator

Heating boiler
Dehumidification unit

Domestic water heater
Assessor (Electrical):

Liliana Monge, P. Eng.
2 ELECTRICAL SYSTEMS

Electrical power is fed to a main electrical disconnect located in the basement area electrical room.

From the main incoming electrical disconnect, power is supplied to breaker type distribution panels and disconnects dedicated to each floor.

In general, interior lighting is provided by pot light fixtures and ceiling mounted fixtures with LED lamps.

Emergency lighting is provided by battery packs connected to remote light heads.

2.1 Main Power Systems

Electrical power is fed to a main electrical disconnect located in the basement electrical room. This main electrical disconnect is manufactured by Square D and is rated at 120/208 Volts, 200 Amps. There is a hydro meter installed in the same area.

Observations and recommendations

The main electrical disconnect appears to be in operating condition. This type of unit has a life expectancy of 40 to 50 years. Based on age and condition, we do not expect any major replacement during the time frame of this report.

We recommend performing an infrared scan every second year to ensure that all contacts are tightened and the equipment is not overheating. This procedure can be completed as part of on-going maintenance.

2.2 Power Distribution Systems

The main disconnect feeds a splitter box that feeds several disconnects, and breaker type distribution panels dedicated to each floor.

From the electrical disconnects, power is supplied to breaker type distribution panels located in the stairwells in each floor.

Observations and recommendations

The electrical distribution system appears to be in operating condition. We were advised that most of the electrical panels and wiring were replaced. This type of system has a life expectancy of 30 to 50 years. We recommend budgeting for an allowance for partial replacement or repairs of the electrical distribution system.
At the time of our site visit, there was material stored near or on top of the electrical equipment. All stored material should be removed to provide access to the electrical system.

Several of the heating and domestic water pipes are installed on top of the electrical equipment. We recommend installing a water protection for the electrical equipment. This work can be completed as part of regular maintenance.

We recommend completing an infrared scan every second year to ensure that all contacts are tightened and the equipment is not overheating. This procedure can be completed as part of on-going maintenance.

### 2.3 Electrical Metering

There is a hydro meter installed in the basement electrical room.

### 2.4 Lighting Systems

In general, interior lighting consists of ceiling and wall mounted fixtures with LED lamps. In some areas, the light fixtures are controlled by occupancy sensors. We were advised that the interior light fixtures in the Lumber room were relamped in 2018. There are some T-8 fluorescent light fixtures installed in the 3rd floor.

Exterior lighting is provided by wall mounted fixtures located on the perimeter of the building.

**Observations and recommendations**

The lighting system appears to be in operating condition. The light fixtures installed are energy efficient as per today's standard. We do not expect any major replacement during the time frame of this report. The remaining T-8 fluorescent light fixtures can be replaced as part of regular maintenance.

### 2.4 Security Systems

The building is installed with a CCTV system that consists of approximately 6 cameras and a monitoring system installed in an office area. This system has no recording installed.
Observations and recommendations

The CCTV system was reported to be in operating condition and was installed circa 2003. We recommend budgeting for the replacement of this system and the installation of a recording system.

2.5 **Electrical Systems Estimated Budget Costs**

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The electrical distribution system appears to be in operating condition.</td>
<td>• Based on age we recommend budgeting for an allowance for the partial replacement/repairs of the electrical distribution system.</td>
</tr>
<tr>
<td></td>
<td>In the next 1 to 5 years: $10,000</td>
</tr>
<tr>
<td></td>
<td>In the next 6 to 10 years: $10,000</td>
</tr>
<tr>
<td></td>
<td>In the next 11 to 20 years: $15,000</td>
</tr>
<tr>
<td></td>
<td>[Priority D]</td>
</tr>
<tr>
<td>• The CCTV system appears to be in operating condition and was installed circa 2003</td>
<td>• Based on age and condition, we recommend budgeting for the replacement of the CCTV system.</td>
</tr>
<tr>
<td></td>
<td>In the next 1 to 3 years: $10,000</td>
</tr>
<tr>
<td></td>
<td>[Priority D]</td>
</tr>
</tbody>
</table>

**Minor Deficiencies/Deterioration**

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The electric distribution system should be infrared scanned every two years.</td>
<td>• These procedures can be managed as part of on-going maintenance.</td>
</tr>
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<td></td>
<td></td>
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</tbody>
</table>

Upon inspection, the electrical systems were noted to be in operating condition with the exception of the aforementioned deficiencies. No other major expenditures should be incurred relating to the electrical and fire alarm systems assuming regular maintenance is provided.
2.6  **Electrical Pictures**

Main electrical disconnect

Electrical distribution
Interior lighting

Assessor (Electrical):

Liliana Monge, P. Eng.
3 FIRE & LIFE SAFETY

3.1 Introduction

M & E Engineering’s review of the life safety and fire protection systems of the building located at 35 Madawaska Street, Arnprior, Ontario, also known as David A. Gilles Building, is based on a visual walkthrough review of the property conducted on February 12, 2019. Observations were made of areas readily accessible and did not include any concealed elements; operation and testing of fire protection systems were not part of the scope. During the walkthrough we were accompanied by Gordon Gillespie, Engineering Officer of Town of Arnprior. Our review is based on our observation and information obtained during the walkthrough. No construction drawings or documents were reviewed.

We have assumed that the building was approved by the Authority Having Jurisdiction (AHJ) at the time of construction of the original building and any major renovation thereafter. Our review of the property is also limited by the scope, objectives and limitations outlined in ASTM 2018-08, “Standard for Property Condition Assessments: Baseline Property Condition Assessment Process”.

3.2 Review Criteria

The building was constructed in 1896, prior to the publication of the first National Building Code of Canada (NBC) in 1941. There was no applicable Canadian Building Code during the time of construction of the building. It is assumed that the existing building was reviewed and approved by local authorities at the time of construction against the applicable requirements of the municipal and British Empire Building Codes.

The Building Code is not a retroactive document and compliance with new construction requirements other than the original code, is voluntary. The Fire Code maintains the existing fire protection and life safety systems in a building and compliance with the Fire Code requirements is mandatory.

Due to the absence of any precursor of today’s Building Code at the time of construction various features of the building do not comply with the present day code requirements; there are no retrofit requirements under Fire Code for assembly occupancies. These pre-existing building features are considered legal non-conforming.

The building was built as a Federal Post Office and Customs House; in 1967 it was converted to its present use: the Arnprior & District Museum. With the landmark clock tower, the museum is designated as a heritage building. Consideration is made of the

1 American Society for Testing and Materials
heritage value of the building; corrective measures and upgrades that impact character-

defining elements are avoided in favor of alternative solutions and reasonable variance to

achieve compliance.

In the absence of any fire code retrofit requirements for existing assembly occupancy
buildings, we have reviewed the building based on the current (2012)\textsuperscript{2} and the 1990

Ontario Building Code (OBC).

The 1990 OBC has been referenced in the OFC retrofit requirements for residential, care

and care and treatment occupancies. The intent was to bring existing life safety systems
in buildings of the above mentioned occupancies up to the standard of the 1990 OBC. Our

review references the 1990 OBC for the minimum acceptable level of occupant safety in

the building.

Accordingly, deficiencies are identified, and corrective measures proposed. When the

building falls short of meeting the 2012 and 1990 OBC requirements, and require

corrective measures not practicable and may impact the heritage value of the building,

alternative solutions are proposed. However, this review approach and proposed

alternative solutions are based on engineering judgment that requires approval of the AHJ\textsuperscript{3}

before being executed.

This report also includes a performance level evaluation based on the provisions of Part

11 of the OBC, and identifies necessary upgrade options to achieve compliance.

The OFC maintains existing life safety systems in a building and complying with the OFC

requirements is mandatory by law. The building owner must ensure that all testing and

inspections of the life safety systems are in accordance with the OFC.

\section{3.3 Building Description}

The building is situated at the intersection of Madawaska Street and John Street North. A

private laneway is located in the north and the east sides of the building. The building is

three (3) storeys in building height with a basement. A clock tower located in the southwest

corner of the building extends above the roof line. The main/public entrance to the building

is from the northwest corner and is located at the base of the clock tower.

The present use of the building is considered Group A Division 2 assembly major

occupancy (A2).

The building faces two streets for firefighting purposes. The fire department response point

is at the main/public entrance.

\textsuperscript{2} Unless noted otherwise any reference to the Ontario Building Code (OBC) in this report means the 2012 OBC as

amended.

\textsuperscript{3} Authority Having Jurisdiction
The nearest municipal fire hydrant is located at the intersection of Madawaska Street and John Street N, and is within 90 m of the principal entrance of the building.

### 3.4 Structural Fire Protection

#### 2012 OBC:
The construction requirements applicable for the building, based on Article 3.2.2.24 of the OBC for a Group A Division 2 assembly major occupancy building of not more than 6 storeys in building height without any building area limitation, are as follows:

- The building is required to have sprinkler protection,
- The building is permitted to be of noncombustible construction only,
- Floor assemblies are required to be fire separations having a fire resistance rating of not less than 1-hour and
- Loadbearing walls, columns and arches are required to have a fire resistance rating not less than that required for the supported assembly.

The building does not meet the structural fire protection requirements of Article 3.2.2.24. The building is not sprinklered; it is of combustible construction; not all floor assemblies provide the required floor fire separation.

#### 1990 OBC:
The construction requirements applicable for the building, based on Article 3.2.2.22 of the 1990 OBC for a Group A Division 2 assembly major occupancy building of not more than 5 storeys in building height without any building area limitation, are as follows:

- The building is permitted to be of noncombustible construction only,
- Floor assemblies are required to be fire separations having a fire resistance rating of not less than 1-hour and
- Roof assemblies require 1-hour fire resistance rating, or the building is sprinklered,
- Loadbearing walls, columns and arches are required to have a fire resistance rating not less than that required for the supported assembly.

The building does not comply with the above structural fire protection requirements of the 1990 OBC. The building is of combustible construction, and floor assemblies do not provide the required fire resistance rating.

**Comments:** Based on the 2012 OBC, any Group A2 building more than 2 storeys in building height requires sprinkler protection. Also, the requirements of noncombustible construction and increased floor rating apply as the building exceeds the 2-storey threshold.
The 1990 OBC permitted Group A2 occupancy buildings of any building height and any building area without sprinkler protection.

Over time sprinkler protection has proven itself to be a reliable measure for occupant safety and property protection. Later versions of the Canadian codes have emphasized requirements for mandatory sprinkler protection in buildings.

3.5  **Containment**

The building is of a combination of combustible and noncombustible construction. The floor and roof assemblies are wood framed consisting of wooden deck supported by wooden joists. The wood framed floor and roof assemblies are supported masonry exterior walls and interior wooden columns.

The existing wooden joists and flooring does not meet the dimensional properties of heavy timber construction, and considered not providing a fire resistance rating.

In the basement, the floor assembly above (i.e. the 1st floor assembly) are protected with gypsum board drywall, and lath and plaster ceiling membranes, that are deemed as providing the required 1-hour floor fire separation. The 2nd and the 3rd floor assemblies are of similar construction with wooden strip ceiling on the underside, and do not provide the required floor fire separation. The low ceiling area located in the north of the 1st floor is provided with nonrated acoustic ceiling. Most of the roof assembly is protected with gypsum board drywall ceiling membrane that is deemed as providing 1-hour fire resistance rating.

The wooden columns are protected with gypsum board enclosures.

The basement service rooms are separated from the remainder of the floor area with masonry wall assemblies. The west exit stair is provided with gypsum board wall assemblies.

**Deficiencies and Corrective Actions:**

1) There are various locations of the building where the floor and wall fire separations are either missing or damaged, and require repair. Examples of such fire separation locations include basement service rooms, storage room, crawl space/storage, and the 3rd floor room adjoining the west stair. There is a storage space located in the basement that is open to the mechanical room containing gas fire equipment and does not have the required fire separation; this existing condition requires repair. The connection between the masonry wall and gypsum board ceiling in the basement require to be smoke sealed.

2) There are existing non-rated door assemblies located in the fire separation at various locations of the building that are required to be replaced with rated door assemblies...
equipped with self-closing and self-latching devices. Examples of such door locations include exit stair, basement electrical room, mechanical room and crawl space/storage, 1st floor janitorial storage room, 3rd floor storage room in the stair, and 3rd floor stair to the clock tower.

3) The 2nd and the 3rd floor assemblies do not provide the required floor fire separation. This report considers compensating measures (i.e. early warning and suppression) for compliance as variance.

4) The building is of combustible construction. As per Article 3.2.2. of the 2012 and 1990 OBC, the building is not permitted to be constructed of combustible construction. The high combustible content of the building also includes existing interior finishes and exhibits. This report considers compensating measures (i.e. early warning and suppression) for compliance as variance.

5) The windows adjacent to the fire escape are not protected as required by the 2012 and 1990 OBC requirements. The fire escape is exposed to a fire originating inside the building. The required protection of the fire escape can be achieved by using window sprinklers located within the OBC stipulated distance from the fire escape. The cost of installing window sprinklers are covered in the cost of the sprinkler system installation proposed in this report.

3.6 Means of Egress

The above grade storeys are served by a stair in the west and a fire escape in the south end of the east building face. The stair discharges into the first storey staff entrance vestibule leading onto John Street N.

The basement is served by a single stair and an egress window leading to the outdoor. The basement stair is separated from the stair serving the above grade storeys and discharges into the vestibule leading onto John Street N.

The 1st floor is served with 3 exit doors that discharge directly to the outdoor.

The fire escape and the basement egress window discharge onto Madawaska Street.

There is a stair in the clock tower that connects the 3rd floor to the clock assembly above.

The travel distance in the building appeared to be within the maximum permitted limit of 30 m for an unsprinklered floor area.

Deficiencies and Corrective Actions:

1) The existing fire escape serving the 2nd and the 3rd floors do not comply with the OBC requirements. The access windows (providing access to fire escape) require to be protected from a fire originating inside the building, and windows adjacent to the access windows require protection. The fire escape stops high above grade and does
not have the bottom pull-down section to reach the grade, and require repair. The metal structure of the fire escape is exposed and rusted. We recommend repair of the existing fire escape and providing protection to the access windows.

2) Egress windows are not permitted in occupancies other than dwelling units. The existing egress window serving the basement does not comply with the OBC requirements. Creating a new code compliant exit for the basement is not preferred as it will have significant impact on the east façade

The basement is not accessible to the public, mostly contains service rooms and storage space, and has a design occupant load of 6 persons (max.). The proposed compensating measures of early warning and suppression are expected to allow additional time to offset delays caused by inadequate exit facilities. The existing condition of exiting in the basement is deemed acceptable.

3) There are fixed obstructions and accumulation of storage in the means of egress such as located in the staff entrance vestibule and in the 1st floor west stair that require removal.

4) The topmost flight of the west stair leading to the 3rd floor has risers of uneven height creating risk of injury to occupants. In an emergency, this may delay the evacuation of the floor area. The above mentioned stair flight with uneven risers requires repair.

   There are winders in the west stair. Winders are not permitted in buildings other than dwelling units.

5) There are guards and handrails in the west stair that do not comply with the requirements in OBC Articles 3.4.6.6. and 3.4.6.5. respectively. The OBC is applied retroactively with respect to guards and handrails as it relates to occupant safety, especially in public buildings. There are jurisdictions where the requirements for guards and handrails are included in the municipal by-laws, and are enforced on existing buildings by municipalities on a complaint basis. Based on our professional opinion we recommend that the existing guards and handrails be repaired to comply with the 2012 OBC.

3.7 Emergency Lighting & Exit Signs

The building is provided with battery powered emergency lights and exit signs. Emergency lights that include remote heads and battery pack with head combination units are located in the means of egress. Exit signs are located above exits and directional exit signs in the means of egress.

Deficiencies and Corrective Actions:
None noted.
3.8 Suppression

There is no sprinkler protection in the building. The 2012 OBC requires sprinkler protection in the building. The 1990 OBC permitted the building to be without sprinkler protection.

There are multi-purpose dry chemical portable fire extinguishers located at strategic locations of the floor area and in the service rooms.

The last annual inspection of the portable fire extinguishers was conducted in October 2018 by Dion Fire Extinguishers.

Deficiencies and Corrective Actions:

1) It is recommended that the building be provided with an electrically supervised sprinkler system connected to an off-site monitoring station or the local fire department. This compensating measure / compliance alternative is proposed as part of the fire and life safety upgrade of the building to achieve an acceptable level of occupant safety and property protection.

3.9 Fire Alarm & Detection

The building does not have a fire alarm system. Battery operated smoke alarms are located in the floor area.

Based on the requirements of both the 2012 and 1990 OBC, the building requires a fire alarm system because it is more than 3 storeys including the basement.

Deficiencies and Corrective Actions:

1) It is recommended that a ULC listed fire alarm system be installed in the building meeting the requirements of the 2012 OBC. This compensating measure / compliance alternative is proposed as part of the fire and life safety upgrade of the building and to achieve an acceptable level of occupant safety.

3.10 OBC Part 11 Review

Part 11 of the OBC provides alternative ways of evaluating occupant safety. It allows less restrictive requirements for renovations in existing buildings. It is based on the concepts of 'construction index' (CI) and 'hazard index' (HI). CI denotes existing structural fire protection; HI denotes the hazard level associated with the occupancy type. The CI is required to be at least equal to the HI.
Based on the OBC Tables 11.2.1.1.A, the CI for the building is 1. Based on OBC Table 11.2.1.1.C, the HI for the building is 2 (utilizing the credits for facing multiple streets, and heritage building).

Compensating measures are required to increase the CI to at least equal the HI. Based on OBC Table 11.4.3.4.A, the required compliance options include the following,

1) Provide sprinkler protection throughout the building
2) Provide 30-minute floor fire separation or
3) Provide a fire alarm system

This report considers sprinkler protection and a fire alarm system as the core of the compensating measures proposed in this report to achieve compliance.

3.11 Conclusion

Generally, a performance based approach is necessary to meet the life safety goals for a historic building while also preserving the historic building features. Our fire and life safety review of the building, and the corrective measures proposed are based on a performance basis, where the focus is on meeting the goals and objectives of the code.

The core of the corrective (or compensating) measures proposed in this report consists of early warning and suppression. Active fire protection measures are proposed to offset some of the more onerous and/or impracticable passive measures. Early warning and suppression systems have been utilized as compensating measures to mitigate the risk of hazards arising from the high combustible content of the building, lack of floor fire separation (2nd and 3rd floors) and egress constraints.

The proposed compensating measure of providing sprinkler protection throughout the building also meets Part 11 requirement for the required upgrade to increase the CI for the building to equal the HI for the occupancy.

Besides protecting the lives of visitors and staff, fire safety in historical buildings and museums is a matter of preserving invaluable architecture and artifacts for posterity. This can be achieved with the protection of a suppression system.
### 3.12 Estimated Budget Costs

#### Fire and Life Safety

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deficiencies/Deterioration</strong></td>
<td></td>
</tr>
<tr>
<td><strong>A. Containment</strong></td>
<td>Approximate cost of repair is $30,000.</td>
</tr>
<tr>
<td>- There are various locations in the building where the floor and wall fire separations are either missing or damaged, and require repair. Examples of such fire separation locations include basement service rooms, storage room, crawl space/storage, and the 3rd floor room adjoining the west stair. There is a storage space located in the basement that is open to the mechanical room containing gas fire equipment and does not have the required fire separation; this existing condition requires repair. The connection between the masonry wall and gypsum board ceiling in the basement require smoke seal.</td>
<td>- Repair missing and damaged fire separations. [Priority A]</td>
</tr>
<tr>
<td>- There are existing non-rated door assemblies located in the fire separation at various locations in the building that are required to be replaced with rated door assemblies equipped with self-closing and self-latching devices. Examples of such door locations include basement electrical room, mechanical room, 1st floor janitorial storage room, 3rd floor storage room in the stair, 3rd floor stair to the clock assembly above and basement crawl space/storage.</td>
<td>- Repair damaged and missing closures. [Priority A]</td>
</tr>
<tr>
<td>- The 2nd and the 3rd floor assemblies do not provide the required floor fire separation. This report considers compensating</td>
<td>- Compensating measures are proposed in this report as variance for achieving code compliance.</td>
</tr>
</tbody>
</table>
## Fire and Life Safety

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
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</thead>
<tbody>
<tr>
<td><strong>Deficiencies/Deterioration</strong></td>
<td></td>
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<tr>
<td>measures (i.e. early warning and suppression) for compliance as variance.</td>
<td>[Priority A]</td>
</tr>
<tr>
<td>• The building is of combustible construction. As per Article 3.2.2. of the 2012 and 1990 OBC is not permitted to be constructed of combustible construction. The high combustible content of the building includes existing interior finishes and exhibits.</td>
<td>• This report considers compensating measures (i.e. early warning and suppression) for compliance as variance. [Priority A]</td>
</tr>
<tr>
<td>• The windows adjacent to the fire escape are not protected as required by the 2012 and 1990 OBC requirements. The fire escape is exposed to a fire originating inside the building and may become unusable in a fire situation. The required protection of the fire escape can be achieved using window sprinklers.</td>
<td>• Provide window sprinklers for the protection of the fire escape. The cost of installing window sprinklers are covered in the cost of the proposed sprinkler system installation in this report. [Priority A]</td>
</tr>
<tr>
<td><strong>B. Means of Egress</strong></td>
<td><strong>Approximate cost of repair is $150,000.</strong></td>
</tr>
<tr>
<td>• The existing fire escape serving the 2nd and the 3rd floors do not comply with the OBC requirements. The access windows (providing access to fire escape) require to be protected from a fire originating inside the building, and windows adjacent to the access windows require protection. The fire escape stops high above grade and does not have the bottom pull-down section to reach the grade, and require repair. The metal structure of the fire escape is exposed and rusted.</td>
<td>• Repair existing fire escape and provide protection to the access windows. This report includes a budget allowance for the repair of the existing fire escape. [Priority A]</td>
</tr>
</tbody>
</table>
## Fire and Life Safety

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
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<tbody>
<tr>
<td><strong>Deficiencies/Deterioration</strong></td>
<td></td>
</tr>
<tr>
<td>• Egress windows are not permitted in occupancies other than dwelling units. The existing egress window serving the basement does not comply with the OBC requirements. Creating a new code compliant exit for the basement is not preferred as it will have significant impact on the east façade. The basement is not accessible to the public, mostly contains service rooms and storage space, and has a design occupant load of 6 persons (max.). The proposed compensating measures of early warning and suppression are expected to allow additional time to offset delays caused by inadequate exit facilities.</td>
<td>• This report considers compensating measures (i.e. early warning and suppression) for compliance as variance. [Priority A]</td>
</tr>
<tr>
<td>• There are fixed obstructions and accumulation of storage in the means of egress such as located in the staff entrance vestibule and in the 1st floor west stair that require removal.</td>
<td>• Remove obstruction from the means of egress. [Priority A]</td>
</tr>
<tr>
<td>• The topmost flight of the west stair leading to the 3rd floor has risers of uneven height creating risk of injury to occupants. In an emergency, this may delay the evacuation of the floor area. The above mentioned stair flight with uneven risers requires repair.</td>
<td>• Repair stair for uneven risers. [Priority A]</td>
</tr>
<tr>
<td>• There are guards and handrails in the west stair that do not comply with the requirements in OBC Articles 3.4.6.6. and 3.4.6.5. respectively. The OBC is applied retroactively with respect to guards and handrails as it relates to occupant safety, especially in public buildings. There are</td>
<td>• Repair existing guards and handrails. [Priority C]</td>
</tr>
</tbody>
</table>
## Fire and Life Safety

<table>
<thead>
<tr>
<th>Findings</th>
<th>Remarks/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deficiencies/Deterioration</strong></td>
<td></td>
</tr>
<tr>
<td>Jurisdictions where the requirements for guards and handrails are included in the municipal by-laws, and are enforced existing buildings by municipalities on a complain basis. Based on our professional opinion we recommend that the existing guards and handrails be repaired to comply with the 2012 OBC.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Emergency Lighting &amp; Exit Signs</th>
<th>N/A</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>D. Suppression</th>
<th>Approximate cost of repair is $100,000.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• It is recommended that the building be provided with an electrically supervised sprinkler system connected to an off-site monitoring station or the local fire department. This compensating measure/compliance alternative is proposed as part of the fire and life safety upgrade of the building and achieve an acceptable level of occupant safety and property protection.</td>
<td>• Install an electrically supervised wet pipe sprinkler system in the building. (Compensating Measure) [Priority A]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Fire Alarm and Detection</th>
<th>Approximate cost of repair is $60,000.</th>
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</thead>
<tbody>
<tr>
<td>• It is recommended that a ULC listed fire alarm system be installed in the building meeting the requirements of the 2012 OBC. This compensating measure/compliance alternative is proposed as part of the fire and life safety upgrade of the building and to achieve an acceptable level of occupant safety.</td>
<td>• Install a fire alarm system in the building. (Compensating Measure) [Priority A]</td>
</tr>
</tbody>
</table>
3.13 Fire & Life Safety Pictures

Wooden ceiling under the 2nd floor assembly

Floor assembly above basement electrical room
(Missing/damaged electrical room fire separation)
Missing fire separation: Storage room is open to the mechanical room containing gas-fired equipment

1st floor exit located near the northwest corner of the building
Exit stair at the 1st floor leading through the staff entrance vestibule

Basement egress window leading to the outdoor
Fire escape located on the east wall

Uneven risers in the exit stair
ABC type dry chemical portable fire extinguisher

Nearest municipal hydrant at the intersection of Madawaska Street and John Street N
Assessor (Fire & Life Safety):

Faruque Hossain, B. Arch.
4. LIMITATIONS

- This report reflects our best professional judgement based on our visual inspection of the above property only. There is no expressed or implied warranty or a compliance with past or present regulations.

- This report is not a certification of compliance with past or present regulations.

- This assessment does not wholly eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with a property.

- This report is only for the Mechanical and Electrical systems and does not reflect on any other systems, structures or items other than those described in the report.

- The Life Safety Section of this report only covers general information about the fire alarm and fire suppression systems and does not review code issues and requirements, egress or other fire safety issues.

- No physical or destructive testing or design calculations have been performed. Conditions existing but not recorded were not apparent given the level of study undertaken.

- Budget figures are estimated using our best knowledge and is the current dollar value of the work and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.

- M & E accepts no responsibility for any decisions made or actions taken as a result of this report unless specifically advised of and participate in such action, in which case our responsibility will be as agreed to at that time.

- Any use of this report specifically denies any right to claims against the Consultant, their officers, agents and employees in excess of the fee paid for professional service.
APPENDIX III

Sampled Mortar Lead Laboratory Results
Certificate of Analysis

Pinchin Ltd. (Ottawa)
1 Hines Road, Suite 200
Kanata, ON K2K 3C7
Attn: Robert McAdam

Client PO:
Project: 231119
Custody:

Order #: 1914524
Order Date: 4-Apr-2019
Report Date: 10-Apr-2019

This Certificate of Analysis contains analytical data applicable to the following samples as submitted:

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<th>Client ID</th>
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<td>1914524-02</td>
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</tbody>
</table>

Approved By: Mark Foto, M.Sc.
Lab Supervisor

Any use of these results implies your agreement that our total liability in connection with this work, however arising shall be limited to the amount paid by you for this work, and that our employees or agents shall not under circumstances be liable to you in connection with this work.
Certificate of Analysis

Client: Pinchin Ltd. (Ottawa)

Analysis Summary Table

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<th>Analysis</th>
<th>Method Reference/Description</th>
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<th>Analysis Date</th>
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<tbody>
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<td>based on MOE E3470, ICP-OES</td>
<td>9-Apr-19</td>
<td>9-Apr-19</td>
</tr>
</tbody>
</table>

Sample Data Revisions
None

Work Order Revisions/Comments:
None

Other Report Notes:
- n/a: not applicable
- ND: Not Detected
- MDL: Method Detection Limit
- Source Result: Data used as source for matrix and duplicate samples
- %REC: Percent recovery.
- RPD: Relative percent difference.
Sample Results

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<th>Units</th>
<th>MDL</th>
<th>Result</th>
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<td>&lt;0.0020</td>
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Laboratory Internal QA/QC

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<th>Notes</th>
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<td>Matrix</td>
<td>Air Volume</td>
<td># of Containers</td>
<td>Date</td>
<td>Time</td>
<td>PHC, FETEX</td>
<td>PAHs</td>
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<tr>
<td>------------------------</td>
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<td>1</td>
<td>2/1/19</td>
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Comments: 

Requisition By (Sig): 

Received by Driver/Dept: 

Received at Lab: 

Verified By: 

Requisition By (Print): 

Date/Time: 04/04/19 3:10
**Occupant Load Calculation**

**Basement:**
Basement Occupant Load Based on Floor Area and occupancy = 12 persons  
Room 003 = 41.01m² / 9.3mm per person = 5 persons  
Room 002 = 20.10m² / 9.3mm per person = 2 persons  
Room 001 = 15.87m² / 9.3mm per person = 1 person  
Kitchen 007 = 12.10m² / 9.3mm/person = 1 person  
Crawl 005 = 8.1m² / 46.00mm per person = 1 person  
Storage 011 = 60.51m² / 46.00mm per person = 1 person  
Storage 009 = 6.40m² / 46.00 mm per person = 1 person  
Occupant Load based on Exit Capacity = 139 persons  
Stair width = 1000mm / 9.2mm per person = 108 persons  
Stair door width = 850mm / 6.1mm per person = 139 persons  
The clear door opening is assumed to be 850mm (typical)

**Ground Floor:**
GF Occupant Load based on floor area and use = 122 persons  
Multi-purpose 106 = 63.37m² / 0.75mm per person (spaces with non-fixed seats) = 85 persons  
Exhibits 102 = 98.21m² / 2.8mm per person = 35 persons  
Addition 104 = 33.99m² / 46.00mm per person = 1 person  
Office 108 = 13.50m² / 9.3mm per person = 1 person  
GF Occupant Load based on Exit Capacity = 279 persons  
Exit door = 850mm x2 (1700mm) / 6.1mm per person = 279 persons

**Second Floor:**
2nd floor Occupant Load based on floor area and occupancy = 40 persons  
Exhibit 204 = 113m² / 2.8mm per person = 40 persons  
2nd floor Occupant Load based on Exit Capacity = 108 persons  
Stair door = 850mmx2 (1700mm) / 6.1mm per person = 279 persons  
Stairs = 1000mm / 9.2mm per person = 108 persons

**Third Floor:**
3rd floor Occupant Load based on floor area and occupancy = 8 persons  
Storage 305 = 17.7m² / 46.00mm per person = 1 person  
Storage 304 = 14.57m² / 46.00mm per person = 1 person  
Storage 307 = 18.31m² / 46.00mm per person = 1 person  
Room 308 = 17.37m² / 9.3mm per person = 2 persons  
Office 306 = 20.61m² / 9.3mm per person = 2 persons  
Fabric/storage 303 = 7.26 / 46.00mm per person = 1 person]  
3rd floor Occupant Load based on Exit Capacity = 108 persons  
Stair door = 850mm / 6.1 per person = 139 persons  
Stairs = 1000mm / 9.2 per person = 108 persons
**Occupant Load based on WC count:**
Note: Washrooms are provided in the basement, ground floor, and 2nd floor. The OBC permits washrooms serving a floor area to be located in a different level/storey. We have considered that all water closets to determine the total occupant load of the building based on WC count.
There is a total of 5 WCs. The basement washroom (1 WC) is considered to be serving the office staff.
The ground and 2nd floor washrooms (4 WCs) are considered to be serving the public.
Occupant Load based on WC count (Group D) = 9 persons
Occupant Load based on WC count (Group A) = 75 males + 50 females

**Existing Design Occupant Load Posted:**
The occupant load signage posted in the building has the following maximum permitted occupant loads:
1) Basement: 6 persons
2) Ground floor: 50 persons
3) 2nd Floor: 21 persons
4) 3rd Floor: 35 persons
Note: The maximum occupant load in the building in a given time is 50 persons. Most likely, the further reduction in occupant load is based on the lack of proper alternate exit.

**Maximum permitted Occupant Load in the building**

<table>
<thead>
<tr>
<th>Floor</th>
<th>O/L based on Floor Area</th>
<th>O/L based on Exit Capacity</th>
<th>O/L based on WC count</th>
<th>Posted O/L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement</td>
<td>12</td>
<td>139</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Ground Floor</td>
<td>122</td>
<td>279</td>
<td>125</td>
<td>50</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>40</td>
<td>108</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>3rd Floor</td>
<td>8</td>
<td>108</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>Total</td>
<td>182</td>
<td>634</td>
<td>134</td>
<td>112</td>
</tr>
</tbody>
</table>

**NOTE:** The maximum permitted occupant load in the building is based on water closet count, and is 134 persons. We recommend further reduction in the occupant load similar to the existing signage based on the existing condition of exiting (e.g. lack of proper alternate exits) in the building, and comply with the design occupant load criteria as permitted in the OBC.
Recommendations:

That Council award the provision of General Insurance and Risk Management Services to Frank Cowan Company in partnership with J.P. Mulvihill & Son General Insurance Brokers for the two-year period of January 1, 2020 to December 31, 2021 with the possibility of three separate one-year extensions.

Background:

In October 2019, a request for proposal was issued for General Insurance and Risk Management Services for a term of two years commencing January 1st, 2020, with the possibility of three separate one year extensions. As the insurance market is very competitive going to market for insurance services help ensure high service standards and maintain competitive premiums.

The Town’s last nine years of insurance premiums are as follows:


**Discussion:**

Proposals were received from the following vendors:

1. Frank Cowan Company / J.P. Mulvihill and Son General Insurance Brokers
2. BFL Canada Risk and Insurance Services Inc.
3. MIS Municipal Insurance Services

The vendor submissions were evaluated on November 15th, 2019 by the evaluation committee formed by the Manager of Financial and Support Services and the General Manager, Client Services / Treasurer. The following is a table indicating the score for each proponent based on the RFP Evaluation Matrix.

<table>
<thead>
<tr>
<th>EVALUATION MATRIX - RFP General Insurance and Risk Management Services</th>
<th>WEIGHT</th>
<th>Cowan / Mulvihill</th>
<th>BFL</th>
<th>MIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1 - Technical Proposal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience and Qualifications of Firm/Personnel</td>
<td>15%</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Comprehensiveness of Coverage</td>
<td>15%</td>
<td>15</td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td>Services Offered - Risk and Claims Management</td>
<td>15%</td>
<td>14</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Completeness and Overall Presentation</td>
<td>5%</td>
<td>4.5</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Stage 2 - Financial Proposal</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Financial Proposal</td>
<td>50%</td>
<td>50</td>
<td>16</td>
<td>46</td>
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<tr>
<td>Total</td>
<td>100%</td>
<td>98.5</td>
<td>60</td>
<td>93</td>
</tr>
</tbody>
</table>

In the financial proposal, vendors were asked to bid for the 2020 premium and to state an upper limit percentage increase for the 2021 premium. Financial proposal results were:

<table>
<thead>
<tr>
<th>Proponent</th>
<th>2020 Premium</th>
<th>2021 % Increase Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cowan / Mulvihill</td>
<td>$249,574.68</td>
<td>10%</td>
</tr>
<tr>
<td>BFL</td>
<td>$419,980.60</td>
<td>none provided</td>
</tr>
<tr>
<td>MIS</td>
<td>$269,341.96</td>
<td>15%</td>
</tr>
</tbody>
</table>

In 2018, the Town increased its coverage to include Cyber Insurance and in 2019 Fraudulently Induced Transfer coverage. For comparison purposes, the 2019 premium with a full year of Fraudulently Induced Transfer coverage would have been $230,785.60.

As outlined in the table below, the majority of the premium increase is related to General Liability, which could be reflective of upward trends in the insurance market and the Town’s claims audit history. A contributor to the increase as well is in Property coverage, which would be reflective of the growing asset base of the Town.
### Vendor Experience and Qualifications

Frank Cowan Company is a long-standing established provider of specialized insurance programs, including risk management and claims services to municipalities. They have a proven track record and are considered a leader in the municipal insurance industry. As part of their proposal, they included an account management team that includes members from Frank Cowan Company, located in Perth and local representatives from J.P Mulvihill & Son General Insurance Brokers.

### Risk Management Services

Along with Municipal Insurance, Frank Cowan Company provides the Town with Risk Management Services at no cost to help the Town mitigate risk and minimize exposure before potential incidents occur. These services include education, road reviews, fleet reviews, contract analysis, property inspections, etc. Frank Cowan Company is also partnered with Local Authority Services (LAS) and the Federation of Canadian Municipalities (FCM) to promote municipal risk education and recognizing risk management achievements. Over the last four years, the risk management services provided by the Frank Cowan / J.P. Mulvihill team have been timely and met the needs of the Town.

Based on the proposal evaluations and the vendor qualifications, staff recommend that Council award the provision of General Insurance and Risk Management Services to Frank Cowan Company in partnership with J.P. Mulvihill & Son General Insurance Brokers for the two-year period of January 1, 2020 to December 31, 2021. The RFP also included options for three separate one-year extensions at Council's discretion.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>2,019 TOTAL</th>
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<tbody>
<tr>
<td>MUNICIPAL LIABILITY</td>
<td>77,991</td>
<td>91,359</td>
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<tr>
<td>ERRORS AND OMISSIONS</td>
<td>5,578</td>
<td>5,446</td>
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<tr>
<td>NON-OWNED AUTOMOBILE</td>
<td>203</td>
<td>198</td>
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<tr>
<td>ENVIRONMENTAL LIABILITY</td>
<td>5,782</td>
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<tr>
<td>CRIME</td>
<td>2,000</td>
<td>3,000</td>
</tr>
<tr>
<td>MUNICIPAL ACCIDENT</td>
<td>1,011</td>
<td>1,011</td>
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<td>CONFLICT OF INTEREST</td>
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<tr>
<td>LEGAL EXPENSE</td>
<td>1,500</td>
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<tr>
<td>PROPERTY - BUILDINGS/CONTENT</td>
<td>77,288</td>
<td>88,794</td>
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<td>EQUIPMENT BREAKDOWN</td>
<td>7,572</td>
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<td>AUTOMOBILE FLEET</td>
<td>26,656</td>
<td>21,148</td>
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<tr>
<td>FACILITY USER</td>
<td>3,450</td>
<td>2,500</td>
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<tr>
<td>CYBER RISK</td>
<td>4,629</td>
<td>4,100</td>
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<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>214,080</strong></td>
<td><strong>232,613</strong></td>
</tr>
<tr>
<td>RETAIL SALES TAX:</td>
<td>15,077</td>
<td>16,962</td>
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<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>229,157</strong></td>
<td><strong>249,575</strong></td>
</tr>
</tbody>
</table>

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Options:

Council could award the provision of General Insurance and Risk Management Services for January 1, 2020 to December 31, 2021 to MIS Municipal Insurance Services, the second ranked proponent. Staff does not recommend this option due to the additional cost to the Town as well as a lower score in the Comprehensiveness of Coverage category, more specifically, but not limited to, a higher deductible in the case of Flooding ($50,000 as opposed to $25,000) and a higher deductible in the case of Fraudulently Induced Transfers ($15,000 as opposed to $10,000).

Policy Considerations:

This report is in line with the Town’s Strategic Plan vision for embracing a Sustainable Financial Model.

Financial Considerations:

Frank Cowan Company / J.P. Mulvihill and Son provided the low bid and most comprehensive coverage as part of their insurance and risk management proposal. The 2020 premium represents an 8% increase over 2019 rates when coverage for Fraudulently Induced Transfers are considered.

Meeting Dates:

N/A

Consultation:

N/A

Documents:

N/A

Reviewed By Department Head:

Estelle Moynes, Manager of Financial and Support Services

Reviewed By General Manager, Client Services/Treasurer:

Jennifer Morawiec
Recommendations:

That Council support the submission of an Expression of Interest under Municipal Modernization Program Intake I for a comprehensive IT Systems Review by an independent third party with the review including an assessment of the Town’s current network infrastructure, network security and resource support and functionality.

Background:

In March 2019, the Province provided a one-time unconditional payment to small and rural municipalities to support efforts to modernize service delivery and reduce future costs through investments in projects such as: service delivery reviews, development of shared services agreements, IT solutions and capital investments. Arnprior received $646,946 in funding.

Initiatives to date:

In June 2019, Council supported the results of the internal service review of winter control operations which recommended the move from external provision of sidewalk clearing to an in-house service which will generate annual operating efficiencies and savings for the Town.

In November 2019, representatives from Town staff and Council participated in a County-led exercise to discuss opportunities for shared services or other modernization initiatives. Further discussions are ensuing from this meeting to further analyze shared service opportunities.

New grant opportunity:

In addition to the Municipal Modernization Payment received earlier this year, the Province is continuing to support municipalities in this endeavor for modernization by introducing additional grant funding opportunities. Under the Municipal Modernization Program, the province is making up to $125M available through 2022-23 to help 405 small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of projects, such as IT solutions or process improvements to achieve cost savings and efficiencies. Intake 1 under this program is to support the costs of a service delivery review while Intake 2, anticipated to open later in 2020, is to provide funding to assist in implementing the recommendations of the service delivery review reports.
To be eligible under Intake 1, a project must:

1. Be a review of municipal service delivery expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. The review project could take a number of forms including:
   - a line-by-line review of the municipality’s entire budget; or
   - a review of service delivery and modernization opportunities; or
   - a review of administrative processes to reduce costs.

2. Result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.


It is anticipated that most review projects will be between $20,000 and $200,000. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation. Only third-party service provider fees will be eligible. Municipal administrative costs, such as staff time, are not eligible.

The program will not cover review projects where:

- the goal is to identify opportunities for revenue generation or reductions in front line services; or
- the review does not result in a formal report prepared by a third party; or
- the object of the review extends beyond municipal accountability.

**Discussion:**

Over the last six years, in efforts to modernize and provide effective service delivery, the Town of Arnprior has implemented a number of projects that have an IT impact, including but not limited to:

- Town website – additional functionality to allow resident feedback online.
- Town app – online payment of parking tickets, pet registration
- Fibre installation – Nick Smith Centre, Town Hall, Fire Station
- Wireless Networks – WFP, Nick Smith Centre, Town Hall
- Access Control – new system implemented at multiple facilities
- CCTV Network – installed and implemented at multiple facilities
- Filehold – electronic record retention system
- Telecommunication systems – Avaya telephone system (VOIP)
- Fire Pro2 Software – digitize and enhance tracking and reporting requirements
- Vadim E3 upgrade – new platform allows additional users, e-bill capabilities
- CityWide – new asset management software
- Hardware management – addition of tablets, electronic display boards, etc.
- Perfect Mind – online recreation booking software

While these IT investments have significantly assisted the municipality in providing services, there is often a significant behind the scenes impact for resource requirements to maintain. On top of resource strains, the environment the municipality works within has changed significantly with the ever increasing risk of cyber attacks and social engineering (i.e. phishing).
Given the IT changes and environmental risks, a review of the Town’s IT systems is required. Proposals were received from three external qualified firms to conduct the review with the preferred proposal quoting $12,720 (includes net HST) to conduct the review. The review shall include an assessment of our current network infrastructure, network security and identification of any vulnerabilities, and review of resource support and functionality. The review is intended to generate a full detailed report of all network findings, external vulnerability report, consolidated risk report, security report and recommended actions.

Staff are recommending submitting an Expression of Interest for the IT systems review, under Intake 1 of the Municipal Modernization Program. The program timelines for submissions are included below. The Municipal Services Office has already been notified of Arnprior’s intention to apply. The eligible period of expenses begins November 1, 2019 which allows reviews to proceed without delays.

**PROGRAM TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity DESC</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 22, 2019</td>
<td>Advise your Municipal Services Office of your municipality’s intention to apply.</td>
</tr>
<tr>
<td>December 6, 2019</td>
<td>Submit your Expression of Interest and any supporting documentation to Municipal <a href="mailto:Programs@ontario.ca">Programs@ontario.ca</a>.</td>
</tr>
<tr>
<td>January-February, 2020</td>
<td>Learn whether your application is approved. If it is approved, enter into a transfer payment agreement for project funding, and receive an initial payment once the agreement is executed.</td>
</tr>
<tr>
<td>June 15, 2020</td>
<td>Submit your third-party reviewer’s draft report to the ministry.</td>
</tr>
<tr>
<td>June 30, 2020</td>
<td>Post the third-party reviewer’s final report online and submit your final report to the ministry. The final report will include: a hyperlink to the publicly posted third-party reviewer’s report; the amount paid to the third-party reviewer and a copy of the invoice; a statement of the total amount of expenditures reviewed and the total amount identified as potential savings; and a 250-word abstract of the project and its findings.</td>
</tr>
</tbody>
</table>

**Options:**
Council could choose to not support the submission of an Expression of Interest under the Municipal Modernization Program Intake I for the IT Systems Review however this is not recommended given the importance of the review.

**Policy Considerations:**
This report has been completed in accordance with the Town’s Strategic Plan vision for embracing a Sustainable Financial Model and the provision of effective service delivery.

**Financial Considerations:**
Should the grant application not be successful, funding to support the review will be covered under the current operating budget or any capital surpluses.
Meeting Dates:
N/A

Consultation:
Ken Terry, IT Support Coordinator

Documents:
Letter from Assistant Deputy Minister Marcia Wallace - November 12, 2019
Municipal Modernization Program Guidelines – Intake 1

Reviewed By Department Head:
Jennifer Morawiec
GM Client Services / Treasurer

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

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: 2019.11.20 15:42:52 -05'00'
November 12, 2019

Dear Municipal Administrator,

Further to the November 1, 2019 letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing, I am writing to provide additional information about Ontario’s new Municipal Modernization Program and advise that Intake 1 under the program is now open.

Under the Municipal Modernization Program, the province is making up to $125 million available through 2022-23 to help 405 small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of projects, such as IT solutions or process improvements, to achieve cost savings and efficiencies.

Program guidelines and an Expression of Interest form for Intake 1 of the program are attached. Eligible projects under Intake 1 are reviews of municipal service delivery expenditures by independent third-party reviewers that will be completed by June 30, 2020. I encourage you to consider how your municipality might benefit from participation in Intake 1 of the Municipal Modernization Program and submit an Expression of Interest by December 6, 2019. Please see the attached guidelines for details about the program and how to apply.

Under future intakes of the program, municipalities will have the opportunity to apply for projects aimed at implementing service delivery efficiencies to achieve cost savings, in addition to service delivery reviews. Intake 2 under the program is planned for Spring/Summer 2020, with additional intakes expected through 2022-23. Participation in Intake 1 is not a requirement for participation in future intakes.

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents. If you have questions about the program, I encourage you to reach out to your Municipal Services Office contact or email the ministry at Municipal.Programs@ontario.ca.

Sincerely,

Marcia Wallace
Assistant Deputy Minister

c. Municipal Treasurer
Ontario

Municipal Modernization Program

Intake 1 Program Guidelines

WHAT YOU NEED TO KNOW

Ontario is helping municipalities become more efficient and modernize service delivery while protecting front line jobs.

The 405 small and rural municipalities that received a Municipal Modernization Payment in March 2019 can now apply to the Municipal Modernization Program for funding to undertake expenditure reviews with the goal of finding service delivery efficiencies and lowering costs in the longer term.

Eligible municipalities can apply individually, or collectively with other eligible municipalities, to undertake independent third-party reviews similar to the Managing Transformation: A Modernization Action Plan for Ontario review of Ontario government expenditures.

ELIGIBILITY CRITERIA

To be eligible under Intake 1, a project must:

1. Be a review of municipal service delivery expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. The review project could take a number of forms including:
   - a line-by-line review of the municipality’s entire budget; or
   - a review of service delivery and modernization opportunities; or
   - a review of administrative processes to reduce costs.

2. Result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.


It is anticipated that most review projects will be between $20,000 and $200,000. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation. Only third-party service provider fees will be eligible. Municipal administrative costs, such as staff time, are not eligible.

The program will not cover review projects where:

- the goal is to identify opportunities for revenue generation or reductions in front line services; or
- the review does not result in a formal report prepared by a third party; or
- the object of the review extends beyond municipal accountability.
HOW TO APPLY

1. Advise your Municipal Services Office contact of your intention to apply by November 22, 2019.

2. Submit your completed Municipal Modernization Program: Expression of Interest form and applicable supporting documentation to Municipal.Programs@ontario.ca by December 6, 2019.

HOW IT WORKS

The ministry will advise municipalities of the outcomes of their applications by mid-January. If your application is approved, a proposed transfer payment agreement with the ministry will be sent to confirm the funding amount and set out the terms, including reporting requirements and a payment schedule. Municipalities will receive an initial payment following full execution of a transfer payment agreement and a final payment after submission of a final report.

PROGRAM TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 22, 2019</td>
<td>Advise your Municipal Services Office of your municipality’s intention to apply.</td>
</tr>
<tr>
<td>December 6, 2019</td>
<td>Submit your Expression of Interest and any supporting documentation to <a href="mailto:Municipal.Programs@ontario.ca">Municipal.Programs@ontario.ca</a>.</td>
</tr>
<tr>
<td>January-February, 2020</td>
<td>Learn whether your application is approved. If it is approved, enter into a transfer payment agreement for project funding, and receive an initial payment once the agreement is executed.</td>
</tr>
<tr>
<td>June 15, 2020</td>
<td>Submit your third-party reviewer’s draft report to the ministry.</td>
</tr>
<tr>
<td>June 30, 2020</td>
<td>Post the third-party reviewer’s final report online and submit your final report to the ministry. The final report will include: a hyperlink to the publicly posted third-party reviewer’s report; the amount paid to the third-party reviewer and a copy of the invoice; a statement of the total amount of expenditures reviewed and the total amount identified as potential savings; and a 250-word abstract of the project and its findings.</td>
</tr>
</tbody>
</table>

FOR MORE INFORMATION

Municipalities can direct program questions to Municipal.Programs@ontario.ca or contact their regional Municipal Services Office for further information.

Central Region – Toronto
Tel: 416-585-6226 or 1-800-668-0230

Eastern Region – Kingston
Tel: 613-545-2100 or 1-800-267-9438

Western Region – London
Tel: 519-873-4020 or 1-800-265-4736

Northern Region – Sudbury
Tel: 705-564-0120 or 1-800-461-1193

Northern Region – Thunder Bay
Tel: 807-475-1651 or 1-800-465-5027
The Corporation of the
Town of Arnprior

By-Law No. 7013-19

A By-Law to amend Schedule A of By-Law No. 5297-05, as amended by By-Law No. 7002-19, to include Annex K (Museum Emergency Management Protocols).

Whereas the Province of Ontario has passed an Act which requires the development and implementation of an emergency management program by the Council of a municipality (Emergency Management and Civil Protection Act, 1990, R.S.O, Chapter E.9 as amended); and

Whereas Council passed By-law No. 5297-05 providing for the formulation of an emergency plan governing the provision of necessary services during an emergency, appropriate emergency procedures and the manner in which employees of the municipality and other persons would respond to the emergency; and

Whereas Council passed By-Law No. 7002-19 which repealed and replaced Schedule “A” of By-Law No. 5297-05 (Emergency Response Plan) to align the plan with the Ontario Incident Management System (OIMS); and

Whereas the Arnprior and District Museum is owned and operated by the Town of Arnprior under the care of the Museum Curator and their staff and volunteers; and

Whereas the Arnprior and District Museum demonstrates unique challenges during emergencies, specifically with regard to the conservation and recovery of museum artefacts and collections; and

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

1. That Schedule A of By-Law No. 5297-05, as amended, be amended to include Annex K (Museum Emergency Management Protocols), attached to and forming part of this by-law.

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

Enacted and Passed this 25th day of November, 2019

__________________________________  _________________________
Walter Stack, Mayor                                            Maureen Spratt, Clerk
Annex K to the Town of Arnprior’s Emergency Response Plan

**Arnprior and District Museum**

**Emergency Management Protocols**

**Purpose**
The Arnprior and District Museum’s Emergency Management Protocols outlined in this Annex seek to provide enhanced guidance to staff and volunteers on the unique needs of a museum environment during emergencies impacting persons and/or the collections of the organization. It touches on challenges including, but not limited to, the preservation of life safety for staff, volunteers and clients; the conservation of museum artefacts and collections; and the recovery of museum artefacts and collections in the aftermath of an emergency.

**Role**
This Annex resides within the Corporation of the Town of Arnprior’s Emergency Response Plan (hereinafter referred to as the “Emergency Response Plan”) as adopted by By-Law No. 5297-05 as amended. The Emergency Response Plan is part of the municipality’s required Emergency Management Program and operates in accordance with the *Emergency Management and Civil Protection Act* R.S.O. 1990, c. E.9 as amended. This Annex is intended to provide specific guidance in areas not considered in the Emergency Response Plan that are necessary to the good management of the Museum.

**Conflict**
In the event of any conflict or inconsistency between this document and the Emergency Response Plan, the provisions of the Emergency Response Plan shall prevail.
Part One: Emergency Response Procedures
This section provides procedures for Museum staff and volunteers to follow when an emergency presents itself.

Impacts to Infrastructure
Where an emergency has infrastructure impacts, the Museum Curator shall inform the Town of Arnprior through General Manager, Operations (or their designate) who will direct any actions taken to protect and preserve the infrastructure and property of the municipality.

Evacuation Procedure
Upon hearing an alarm or receiving an evacuation order:
1. Remain Calm.
2. Advise people nearby to evacuate by the nearest exit.
3. Secure sensitive material and turn off any hazardous or potentially hazardous operations (if threat is not imminent).
4. Close doors and windows as you leave (if threat is not imminent).
5. Evacuate the area / building immediately. Keep moving.
6. Help anyone requiring assistance to safely exit the building.
7. Meet at the designated gathering area (Arnprior Public Library), well away from the Museum building.
8. Wait for further instructions.
9. Follow all instructions provided by emergency personnel.

Floor Sweepers
The Museum Curator shall appoint floor sweeper(s) who shall following the aforementioned Evacuation Procedure and perform the following additional tasks:
1. Sweep through designated areas to ensure that all people have safely evacuated the area / building.
2. Account for all persons once safely in the designated gathering area.
3. Communicate with emergency personnel and relay information to personnel and the Museum Curator as necessary.

Floor Plans
Floor plans for the Arnprior and District Museum are included as Schedule D of these Protocols including the following areas:
- Basement
- Main Floor (Ground Level)
- Second Floor
- Third Floor
Emergency Responses
Each type of emergency presents different challenges and it is important to provide specific emergency response instructions for each type of emergency. For the purposes of clarity, emergencies have been broken into two categories as outlined below: Level One (1) Emergencies and Level Two (2) Emergencies.

Level One (1) Emergencies
These emergencies are defined as having a limited impact on the persons or property of the organization. To be classified in this category, emergencies will affect few people or collection objects within the Museum building or its off-site storage facilities. During Level One (1) emergencies, the institution can normally remain open and regular operations are not extensively impacted.

For example, the following incidents could be classified as Level One (1) Emergencies:
(a) Serious Injury or Illness (Medical Emergencies);
(b) Criminal Acts (break-in, theft, vandalism);
(c) Power Failure (short-term);
(d) Minor Water Leak;
(e) Small and/or less hazardous chemical spill;
(f) Missing Child.

General Responses to Level One (1) Emergencies
1. Call 911 (if necessary).
2. Inform the Museum Curator and/or other applicable staff that an incident has occurred on the premises and that emergency personnel are on their way (if possible and practicable under the circumstances).
3. Ensure that all persons are safe and secure as appropriate.
4. Ensure that all persons receive the assistance that they require.
5. Follow all instructions provided by emergency personnel (if applicable).

Specific Responses to Level One (1) Emergencies
- Serious injury or Illness
  1. Remain calm.
  2. Call 911.
     a. State the nature of the incident (age, condition of client), specific location (building, floor, room number), and your name.
  3. Keep the client in place if safe and ensure that the client has a private/quiet space.
4. Remain with the client until emergency personnel arrive.
5. Perform First Aid if qualified or summon a trained Frist Aider.
6. Inform emergency personnel of the details of the incident and follow any instructions provided by emergency personnel.
7. Record details of the incident on the accident report form after the client is passed off to emergency personnel.

• Criminal Acts
  1. Remain calm.
  2. Do not attempt to apprehend an intruder or perpetrator.
  3. Call 911 (if emergent) or the OPP Arnprior Detachment Non-Emergency Line (613-623-3131).
  4. Inform the Museum Curator and/or other applicable staff of the threat and that emergency personnel are on their way (if possible and practicable under the circumstances).
  5. Do not touch anything.

• Power Failure
  1. Remain calm.
  2. Turn off all non-essential equipment.
  3. Open blinds and/or curtains to increase available light.
  4. Cover any artefacts that are vulnerable to sudden environmental changes.
  5. Proceed to an area with emergency lighting.
  6. Await further instructions.
  7. Evacuate the building (if instructed to do so).

Level Two (2) Emergencies
These emergencies are defined as having a major impact on the persons or property of the organization. To be classified in this category, emergencies will affect a significant number of people and/or the regular operations of the organization. During Level Two (2) emergencies, the evacuation or closure of the organization is normally required and the collection is normally negatively threatened and/or impacted.

For example, the following incidents could be classified as Level Two (2) Emergencies:
(a) Fire;
(b) Major Water Leak or Flooding Event;
(c) Severe Weather (hurricane, tornado);
(d) Power Failure (long-term);
(e) Earthquake;

General Responses to Level Two (1) Emergencies
1. Call 911 and ADT Protectron (if necessary).
2. Inform the Museum Curator and/or other applicable staff that an incident has occurred on the premises and that emergency personnel are on their way (if possible and practicable under the circumstances).
3. Evacuate building in accordance with the Evacuation Procedure identified herein (if necessary).
4. Ensure that all persons are safe and secure as appropriate.
5. Ensure that all persons receive the assistance that they require.
6. Follow all instructions provided by emergency personnel (if applicable).
7. Document the incident on the accident report form.
8. Provide feedback on the effectiveness of the emergency Management Protocols as appropriate.

Specific Responses to Level Two (2) Emergencies

- **Fire**
  1. Remain calm.
  2. Evacuate building in accordance with the Evacuation Procedure identified herein.
  3. Call 911.
     a. State the nature of the fire, specific location (building, floor, room number), the impact on collections and your name.
  4. Extinguish the fire (only if it is safe to do so or if it is necessary to clear a path to the emergency exit).

- **Major Water Leak or Flooding Event**
  1. If Environment Canada issues a flood watch:
     a. Monitor the situation using news media and Environment Canada’s website.
     b. Prepare to evacuate (if instructed to do so).
  2. If major flooding is likely:
     a. Move collection to higher ground and/or a more secure facility (if possible).
     b. Call electrician to disconnect electricity and appliances.
     c. Disconnect all non-essential electrical equipment.
     d. Block exterior entry points with sandbags to prevent water leakage, paying particular attention to window wells and foundation openings.

- **Severe Weather (Hurricane, Tornado)**
  1. If Environment Canada issues a weather watch:
     a. Monitor the situation using news media and Environment Canada’s website.
  2. If Environment Canada issues a weather warning:
     a. Advise clients by broadcasting an alert and/or notifying those in the building.
3. If severe winds are imminent or occurring:
   a. Take cover immediately in an inner room / hallway or under a sturdy piece of furniture.
   b. Avoid windows.
   c. Close blinds and/or curtains.
   d. Protect your head and neck with your arms.

- **Earthquake**
  1. Stay indoors.
  2. Take cover under sturdy furniture, supported archways or crouch down against an inside wall.
  3. Avoid exterior doorways, windows, glass, mirrors, bookcases, tall furniture and light fixtures.
  4. Protect your head and neck with your hands.
  5. Lock wheelchair wheels, if applicable.
Part Two: Museum Incident Management Team
Member Responsibilities

The Museum Incident Management Team Member responsibilities may be delegated to other persons as the Team Member sees fit. If delegation occurs, the delegator is responsible for ensuring that all necessary Team Members are apprised of the delegation as appropriate under the circumstances.

Museum Curator

1. Activates the Museum Incident Management Team as necessary.
2. Acts as the primary liaison with emergency personnel on behalf of the Amnior and District Museum and its Board.
3. Manages the Museum Administrative Assistant, Logistics Lead, Collections Lead, Textile Collections Lead and other Museum volunteers as they see fit.
4. Ensure that all Incident Management Team members have the resources and expertise that they need to fulfill their duties.
5. Monitor the delegation of responsibilities for emergency response as outlined herein.
6. Manage evacuation of building (if necessary).
7. Inform staff, volunteers and clients of any museum closure and prepare the appropriate notice of service disruption in accordance with the Integrated Accessibility Standards Regulation (IASR) Policy.
8. Open damaged collections and exhibit cases, with the support of the Logistics Lead.
9. Assess and photograph damage or loss to the collection, with the support of the Logistics Lead, Collections Lead and/or Textile Collections Lead.
10. Manage the salvage and recovery of affected objects, with the support of the Logistics Lead, Collections Lead and/or Textile Collections Lead.
11. Order equipment and supplies for collections management as required in accordance with the Town’s Operating Budget and/or authorizations given by the General Manager, Client Services / Treasurer (or their designate).
12. If required, provide information to the Marketing and Economic Development Officer who will prepare media communications for the approval of the Chief Administrative Officer.
13. Plan for alternate arrangements for staff and collections during long-term closures (temporary work space, temporary storage space).
14. Establish a depot outside of the municipality if necessary, in consultation with the Chief Administrative Officer and the General Manager, Operations (or their designate).
15. In the case of a community-wide emergency, liaise with the Community Emergency Management Coordinator (CEMC), Town staff and emergency personnel and monitor impacts on the Museum.
16. Coordinate all internal communications with the Museum Board, staff and volunteers to keep them informed of the status of the organization and to remain informed of the personal impact of the emergency on staff (if applicable).

17. Ensure that clear and detailed records are maintained.

18. Prepare all required documentation for insurance claim(s) as requested by the General Manager, Client Services / Treasurer (or their designate).

19. Manage recovery finances with the General Manager, Client Services / Treasurer (or their designate).

20. Liaise with the General Manager, Operations (or their designate) to maintain a high-level understanding of the status of Museum infrastructure and any special considerations that should be given to the infrastructure in relation to the management of collections.

21. Review the Emergency Management Protocols, in consultation with the Incident Management Team annually and following each emergency.

**Museum Administrative Assistant**

1. Maintain an accurate and complete log of all decisions taken during the emergency.

2. Maintain an accurate and complete listing of all collections, artefacts or supplies that are displaced from their regular location due to damage or the threat thereof in conjunction with the Collections Lead and the Textile Collections Lead.


4. Perform such other duties as are assigned by the Museum Curator.

**Logistics Lead**

1. Open damaged collections and exhibit cases under the supervision of the Museum Curator.

2. Assess and photograph damage or loss to the collection under the supervision of the Museum Curator and in conjunction with the Collections Lead and/or Textile Collections Lead.

3. Manage the salvage and recovery of affected objects under the supervision of the Museum Curator and in conjunction with the Collections Lead and/or Textile Collections Lead.

4. Advise the Museum Curator as to actions to limit further damage to the collection in conjunction with the Collections Lead and/or Textile Collections Lead.

5. Identify required equipment and supplies needed for the salvage and recovery of collections and artefacts, in consultation with the Collections Lead and/or Textile Collections Lead.
6. Arrange for food and refreshments for staff, volunteers, clients and emergency personnel if necessary.
7. Perform such other duties as are assigned by the Museum Curator.

**Collections Lead**
1. Assess and photograph damage or loss to the collection under the supervision of the Museum Curator and in conjunction with the Logistics Lead and/or Textile Collections Lead.
2. Manage the salvage and recovery of affected objects under the supervision of the Museum Curator and in conjunction with the Logistics Lead and/or Textile Collections Lead.
3. Advise the Museum Curator as to actions to limit further damage to the collection in conjunction with the Logistics Lead and/or Textile Collections Lead.
4. Identify required equipment and supplies needed for the salvage and recovery of collections and artefacts, in consultation with the Logistics Lead and/or Textile Collections Lead.
5. Maintain an accurate and complete listing of all collections, artefacts or supplies that are displaced from their regular location due to damage or the threat thereof in conjunction with the Museum Administrative Assistant and the Textile Collections Lead.
6. Perform such other duties as are assigned by the Museum Curator.

**Textile Collections Lead**
1. Assess and photograph damage or loss to the collection under the supervision of the Museum Curator and in conjunction with the Logistics Lead and/or Collections Lead.
2. Manage the salvage and recovery of affected objects under the supervision of the Museum Curator and in conjunction with the Logistics Lead and/or Collections Lead.
3. Advise the Museum Curator as to actions to limit further damage to the collection in conjunction with the Logistics Lead and/or Collections Lead.
4. Identify required equipment and supplies needed for the salvage and recovery of collections and artefacts, in consultation with the Logistics Lead and/or Collections Lead.
5. Maintain an accurate and complete listing of all collections, artefacts or supplies that are displaced from their regular location due to damage or the threat thereof in conjunction with the Museum Administrative Assistant and the Collections Lead.
6. Perform such other duties as are assigned by the Museum Curator.
Chief Administrative Officer (CAO)
1. Make major decisions at all stages of an emergency, from response to recovery, in consultation with the Museum Incident Management Team and the Town’s Senior Management Team as appropriate.
2. Authorize mutual aid requests in consultation with the Museum Curator and the Town’s Senior Management Team.
3. Authorize major emergency expenditures in conjunction with the General Manager, Client Services / Treasurer (or their designate).
4. Authorize the establishment of a depot outside of the municipality if necessary, in consultation with the General Manager, Operations (or their designate) and the Museum Curator.
5. Maintain regular contact with the Museum Curator and the General Manager, Operations, as appropriate.
7. Ensure that Council is kept informed of the status of the emergency.

General Manager, Client Services / Treasurer (or designate)
1. Review and submit documentation for insurance claim(s) as provided by the Museum Curator.
2. Manage recovery finances with the Museum Curator as appropriate.
3. Authorize major emergency expenditures in conjunction with the Chief Administrative Officer.
4. Provide general financial and budgeting advice to the Museum Curator as necessary.

General Manager, Operations (or designate)
1. Assess damage to the infrastructure of the facility and stabilize the building environment (if applicable).
2. Contract qualified personnel to determine if the building/area is safe to enter and occupy.
3. Advise the Museum Curator if the Museum should be closed for safety reasons.
4. Secure access to the affected area (if not completed by emergency personnel).
5. Direct actions to limit further damage to the infrastructure.
6. Manage the infrastructure recovery process.
7. Order equipment and supplies for building management as required in accordance with the Town’s Operating Budget
8. Procure necessary personal protective equipment in consultation with the Human Resources Officer and the Museum Curator as necessary.
9. Establish a depot outside of the municipality if necessary, in consultation with the Chief Administrative Officer and the Museum Curator.
Marketing and Economic Development Officer (MEDO)
1. Prepare media communications in consultation with the Museum Curator and General Manager, Operations (or their designate) for the review and approval of the Chief Administrative Officer.
2. Distribute approved media communications to local news media outlets.
3. Receive and respond to questions from news media outlets in consultation with the Museum Incident Management Team as appropriate.

Town Clerk (or designate)
1. Distribute updates to Members of Council and/or staff as directed by the Chief Administrative Officer.

Human Resources Officer
1. Provide support on the Occupational Health and Safety Act and Town regulations relating to the health and safety of Town staff, volunteers and clients as needed.

Community Emergency Management Coordinator (CEMC)
1. In the case of a community-wide emergency, liaise with the Museum Curator and General Manager, Operations (or their designate), on potential or real impacts on the Museum buildings and its collections.

Recovery
After an emergency has ended, the Museum Curator will work with Town staff including the General Manager, Client Services / Treasurer and General Manager, Operations (or their designate(s)) to repair the infrastructure, make insurance claims, manage recovery finances and facilitate a return to regular operations (if impacted).

Training
Museum staff and volunteers will be trained in the Workplace Hazardous Materials Information System (WHMIS) through online modules provided by the Town of Arnprior. Training will also be provided annually on emergency preparedness, proper evacuation procedures for persons and artefacts, and issues resulting from an emergency.

Protocol Updates
The Emergency Management Protocols will be updated annually and after an emergency. The Protocols will be reviewed by the Museum Administrative Assistant for content and any proposed changes will be reviewed by the Museum Curator. Proposed changes will be circulated to all Museum Incident Management Team Members for
review and feedback. The Museum Curator will approve revisions and the Museum Administrative Assistant will circulate as required.

Schedules
The following attachments form a part of the Emergency Management Protocols.

- **Schedule A** – Collections Salvage and Recovery Procedures
- **Schedule B** – Fire Safety Plan
- **Schedule C** – Floor Plans
- **Schedule D** – Emergency Supplies and Equipment (Confidential)
- **Schedule E** – Emergency Contact Listing (Confidential)
Schedule A: Collections Salvage and Recovery Procedures

The following procedures are to be used as guidelines for response when collections are directly affected by an emergency incident. Damage to the collection will be assessed by the Museum Curator, Logistics Lead, Collections Lead and Textile Collections Lead. They will also manage all salvage and recovery efforts in accordance with the responsibilities identified herein. Other collections and conservation experts will be consulted as required.

Collections salvage and recovery will be conducted in a manner that does not put the health and safety of any persons at risk.

Salvage Priorities
The goal of an emergency collections salvage plan is to preserve as much collection value as possible. When more than a few artifacts or records are affected, salvage actions will be organized to give precedence to those of higher value.

When safe movement of a small number of collection items to prevent damage is possible:

- The following items will be given priority:
  - Basement:
    - Accession Room - collections ledgers;
    - Textile Storage – bags in textile area with red shoulder covers;
    - Items in drawers with red exterior.
  - Main Floor (Ground Level):
    - Fire Engine/Meeting Room – Arnprior map;
    - Fire Engine/Meeting Room – MacNab map;
    - Other maps if time.
  - Second Floor:
    - All silver
    - Prince of Wales chair/dress/silver/flag/brooch;
    - MacNab brooch/walking stick/marriage certificate/wax seal.
  - Third Floor:
    - Maps.

When an emergency affects many collections items of both high and average value and all items are equally accessible for salvage:

- The following items will be given priority:
  - Basement:
    - Accession Room - collections ledgers;
    - Textile Storage – bags in textile area with red shoulder covers;
    - Items in drawers with red exterior.
  - Main Floor (Ground Level):
    - Fire Engine/Meeting Room – Arnprior map;
    - Fire Engine/Meeting Room – MacNab map;
    - Other maps (if time).
o Second Floor:
  ▪ All silver
  ▪ Prince of Wales chair/dress/silver/flag/brooch;
  ▪ MacNab brooch/walking stick/marriage certificate/wax seal;

o Third Floor:
  ▪ Maps.

o Loan items:
  ▪ Second Floor:
    o McGregor Scobie items: hat, medals, wallet and contents;
    o Boer war medal Canadian War Museum.

When the incident obstructs access to collection objects:
  • Salvage will be planned to account for both object value and susceptibility to further damage if treatment is delayed.
  • Objects that are essentially stable will be dealt with at a later time.
  • Objects that are not salvageable will be slated for deaccessioning and discarded.

When an emergency threatens the preservation of vital institutional records:
  ▪ The following items will be given priority:
    o Basement:
      ▪ Accession Room – accession ledgers and cards;
      ▪ Red photograph drawer.

Moving Collections
When advance notice is given for an emergency (i.e. hurricane, overland flooding or wildfire):
  • Collections may be evacuated from their normal location to prevent damage.
    o Collection items will be moved to a safer location within the building when possible.
      ▪ 3rd floor of the museum.
    o Collection items will be moved to an off-site location when necessary.
      ▪ Kenwood Corporate Centre.
    o The movement of collection items will be documented.

When collection items are moved:
  • Collections items will be moved only when necessary to prevent further damage or to salvage damaged items.
  • Items will be given support adequate for their condition.
  • Items will be moved with their storage housings when these are in good condition and provide adequate support.
  • Storage materials that are in poor condition will be discarded before packing.
  • Only staff, trained staff, trained professionals, first responders, institutional volunteers, trained community volunteers will move collection items.
  • Whenever possible, collection items will be moved to other secure spaces that are under the institution’s control within the same building.
  • The movement of collection items will be documented.
When collection items are moved out of an affected building:

- Whenever possible, collection items will be moved to other secure spaces within a building that is part of the institution.
- When collection items must be moved to third party space(s), space(s) will be selected that provide for adequate security including:
  - Alarmed buildings and storage areas;
  - Storage with proper temperature, humidity and light to safeguard the collections.
- Collection objects or records can be moved to the following facilities when they must leave the building:
  - Kenwood Corporate Centre;
  - Amprior Town Hall.
- The movement of collection items will be documented.

Any movement of collection items will meet the following requirements of our insurance policy:

- When packing items for movement off-site, document items and if possible, supply a photographic record.

**Packing Collections**

Emergency incidents may occur that require movement of collection items out of the affected building.

- When they are in good condition and with adequate support provided, items will be moved in their storage boxes.
- When possible, dry small items, including glass and photographs will be packed before movement.
- Items will be wrapped, padded or otherwise packaged as needed to prevent further damage.
- Wet items such as paper documents, photographs, etc. will be packed in cardboard boxes.
- Wet items such as coated paper, magnetic media, CDs and DVDs, etc. will be packed in cardboard boxes lined with plastic to keep them wet until treatment.
- Small, wet textiles, leather items, and furs that are to be frozen will be wrapped in plastic and packed in cardboard boxes.
- Paintings on canvas will be wrapped in plastic and kept horizontal, space permitting. When possible they will also be wrapped in cardboard.
- Glass and ceramic objects will be wrapped and cushioned to prevent breakage and packed in cardboard boxes.
- The contents of boxes or other containers will be indicated on the outside to facilitate later retrieval and to distinguish packed collection items from non-collection materials and garbage.

**Buying Time**

When emergency incidents occur that result in water damage to objects or records that cannot be safely stabilized due to number, material properties or lack of space:
- Wet books, magazines or pamphlets made with coated paper will be packed and frozen as soon as possible.
- Paper, parchment, vellum, books and certain photographic records and silver gelatin negatives and prints, dry glass plate negatives, colour prints, negatives and slides will be packed and frozen as soon as possible if they number more than 200 and can be safely dried within 48-72 hours.
- Albumen prints and negatives, silver gelatin negatives and prints, colour prints, negatives and slides may be kept wet in clean, cold water for no more than 48 hours in total before they are dried or packed and frozen.
- Coloured or heavily soiled textiles will be blotted, wrapped and frozen as soon as possible to permit later controlled conservation cleaning and drying.
- The following materials will not be frozen: daguerreotypes, tintypes, etc., gilded or illuminated manuscripts, paintings, painted textiles, beadwork, bone, ivory, antler, horn, shell, ceramics, glass, stone, paleontological specimens.

Cleaning Collection Items
When objects or records are wet by dirty or muddy water:
- A conservator will be consulted before cleaning the following items: those with potentially soluble inks or dyes, parchment and vellum, paintings or painted objects, gilding, lacquer, musical instruments, skins and leather, objects with flaking or friable surfaces.
- Objects that are saturated and that have stable surface finishes may be rinsed of surface residues with clean water, close to the salvage site when feasible.
- Excess water will be blotted with towels or lint-free absorbent cloths prior to drying or packing or freezing.

When collection items are damaged by soot:
- A conservator will be consulted before cleaning.

Drying Wet Collection Items
When an emergency results in water damage to objects or records:
- A conservator will be consulted before drying parchment and vellum, paintings or painted objects, ceramics that may contain soluble salts, gilding, lacquer, musical instruments, skins and leather, textiles, etc.
- Paper, coated paper, parchment, vellum, books and certain photographic records list those in collection: silver gelatin negatives and prints, dry glass plate negatives, colour prints, negatives and slides will be dried using vacuum freezing drying if they number more than 200.
- When item numbers are small or vacuum freeze drying is not feasible, paper documents and books will be spread out on clean surfaces air dried using clean blotter paper as interleaving.
- Basketry, glass, ceramic, stone, copper, brass, bronze and other non-ferrous metal objects will be blotted and air dried.
- Iron objects will be dried quickly using heat when possible.
- Wooden objects and furniture will be air dried slowly in a shaded, well-ventilated area. If the relative humidity is low (far below 50%) or drops too quickly, they will
be draped loosely with polyethylene to slow drying and monitored closely for mould.

- Leather objects will be air dried slowly in a shaded, well-ventilated area.

**Deaccessioning of Severely Damaged Items**

When objects or records are so severely damaged that they are not salvageable:

- A conservator will be consulted as to treatment possibilities before any decision to discard items.
- When fewer than 50 objects are damaged beyond saving, they will be stabilized or isolated, documented, and deaccessioned following normal protocol as described in the policy on deaccessioning.
- When more than 50 objects or records are damaged beyond saving or when space to store such items is not available, they will be photographed and discarded immediately in a controlled manner. Deaccessioning will follow discard as described in the policy on deaccessioning.
- When loss is total, deaccessioning will follow normal protocol as described in the Collections Policy.
Schedule B: Fire Safety Plan

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### Part One: Building Audit

<table>
<thead>
<tr>
<th>Construction</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Construction Date:</strong></td>
<td>1896</td>
</tr>
<tr>
<td><strong>Number of Floors:</strong></td>
<td>3 (plus basement)</td>
</tr>
<tr>
<td><strong>Area of Building (footprint):</strong></td>
<td>4,700 ft²</td>
</tr>
<tr>
<td><strong>Structural Type:</strong></td>
<td>Perimeter cut stone walls and interior wood frame</td>
</tr>
<tr>
<td><strong>Foundation Type:</strong></td>
<td>Stone and poured and precast concrete</td>
</tr>
<tr>
<td><strong>Exterior Cladding:</strong></td>
<td>Stone masonry</td>
</tr>
<tr>
<td><strong>Interior Walls:</strong></td>
<td>Drywall, plaster, wood, and exposed concrete and stone</td>
</tr>
<tr>
<td><strong>Flooring:</strong></td>
<td>Flooring Vinyl tile, carpet, wood, ceramic tile and exposed concrete</td>
</tr>
<tr>
<td><strong>Roof:</strong></td>
<td>Sloped metal roof</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural Gas Shutoff:</strong></td>
<td>Building exterior – east side (see schematics)</td>
</tr>
<tr>
<td><strong>Electrical Shutoff:</strong></td>
<td>Building interior – west side basement (see schematics)</td>
</tr>
<tr>
<td><strong>Water Shutoff:</strong></td>
<td>Building interior – west side basement (see schematics)</td>
</tr>
<tr>
<td><strong>HVAC:</strong></td>
<td>Natural Gas boiler, hot water heating to radiators, electric baseboard heaters, window mounted air conditioning units, portable and fixed dehumidifiers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alarm Detection and Suppression</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alarm:</strong></td>
<td>The building is equipped with five (5) smoke detectors and an internal signalling device connected to a monitored security system (see schematics)</td>
</tr>
<tr>
<td><strong>Smoke Detectors:</strong></td>
<td>See schematics</td>
</tr>
<tr>
<td><strong>Emergency Lighting:</strong></td>
<td>See schematics</td>
</tr>
<tr>
<td><strong>Portable Fire Extinguishers:</strong></td>
<td>See schematics</td>
</tr>
<tr>
<td><strong>Municipal Fire Hydrant:</strong></td>
<td>North-west corner of John Street North at Madawaska Street</td>
</tr>
</tbody>
</table>
Part Two: Responsibilities / Emergency Contacts

Please refer to Schedule E: Emergency Contact Listing for emergency contact information.

<table>
<thead>
<tr>
<th>Building Owner: Town of Arnprior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Contact</strong></td>
</tr>
<tr>
<td><strong>Secondary Contact</strong></td>
</tr>
<tr>
<td>- Establish emergency procedures to be followed in the event of a fire emergency.</td>
</tr>
<tr>
<td>- Appoint and organize designated staff to carry out fire safety duties. Designate and train sufficient staff to fulfill these fire safety duties and ensure vacant positions are re-assigned immediately.</td>
</tr>
<tr>
<td>- Instruct staff of their responsibilities for fire safety.</td>
</tr>
<tr>
<td>- Provide alternate measures for the safety of occupants during shutdown of fire protection equipment.</td>
</tr>
<tr>
<td>- Ensure that required maintenance of building fire and life safety systems is completed on schedule and that records are retained.</td>
</tr>
<tr>
<td>- Educate and train building personnel in the use of existing fire safety equipment and their responsibilities under the approved Fire Safety Plan.</td>
</tr>
<tr>
<td>- Ensure that checks, inspections and tests as required by the Fire Code, are completed on schedule and that records are retained.</td>
</tr>
<tr>
<td>- In the event of any shutdown of fire protection equipment, notify the Fire Services and provide for a continual fire watch hourly and document times.</td>
</tr>
<tr>
<td>- Keep access to roadways, fire routes and fire department connections clear and accessible for Fire Services.</td>
</tr>
<tr>
<td>- Maintain a current approved Fire Safety Plan for the property. Review on annual basis.</td>
</tr>
<tr>
<td>- Notify the Chief Fire Official for approval of changes in the Fire Safety Plan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operator: Arnprior and District Museum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Contact</strong></td>
</tr>
<tr>
<td><strong>Secondary Contact</strong></td>
</tr>
<tr>
<td>- Maintain a current approved Fire Safety Plan for the building.</td>
</tr>
<tr>
<td>- Instruct staff and building occupants of their responsibilities for fire safety and provide for training on existing fire safety equipment as required.</td>
</tr>
<tr>
<td>- Ensure that all provisions set out in the Building’s Fire Safety Plan are carried out.</td>
</tr>
<tr>
<td>- Know and comply with all appropriate regulations, codes or acts. Seek training when in doubt.</td>
</tr>
<tr>
<td>- Provide access and vital information to firefighters.</td>
</tr>
<tr>
<td>- Maintain a current list of staff that may require assistance in evacuation.</td>
</tr>
<tr>
<td>- Maintain a staff log sheet to account for all staff in the event of an emergency evacuation.</td>
</tr>
<tr>
<td>- Consider the evacuation needs of non-ambulatory or special needs guests and provide assistance or direction if it is required and safe to do so.</td>
</tr>
<tr>
<td>- Have a full, working knowledge of the building alarm system and know the current...</td>
</tr>
</tbody>
</table>
password.
• Hold and participate in fire drills and complete the fire drill training record.
• Inform the Town of Arnprior of any hazards that might result in fire emergencies.

Museum Staff Responsibilities
• Know your responsibilities and evacuation procedures under the approved fire safety plan.
• Ensure that all provisions set out in the Building’s Fire Safety Plan are carried out.
• Instruct building occupants of their responsibilities for fire safety.
• Know and comply with all appropriate regulations, codes or acts. Seek training when in doubt.
• Provide access and vital information to firefighters.
• Self-identify should you require assistance in evacuation.
• Consider the evacuation needs of non-ambulatory or special needs guests and provide assistance or direction if it is required and safe to do so.
• Have a full, working knowledge of the building alarm system and know the current password.
• Participate in fire drills.
• Inform the Museum Curator of any hazards that might result in fire emergencies.
• Know how to use the first aid firefighting equipment installed within the building.
• In case of a fire emergency, do not attempt to enter the building for any reason unless cleared to do so by the senior fire official on site.
Part Three: Emergency Procedures

Any attempt to extinguish a fire should only be done by individuals trained in the design, operation and use of portable fire extinguishers.

Upon discovery of a fire:
- Shout "Fire, Fire, Fire" to alert other occupants.
- All occupants leave fire area immediately via nearest exit.
- If you are the last to leave an area close the door behind you.
- Call Emergency Services (911) from a safe location outside of the building.
- Meet at the designated assembly area at the Arnprior Public Library.

Upon hearing the fire alarm:
- All occupants leave the area immediately via nearest exit.
- Provide assistance or direction to others if it is required and if it is safe to do so.
- If you are the last to leave an area, close the door behind you.
- Caution: If you encounter smoke in stairway, use alternate exit.
- Meet at the designated assembly area at the Arnprior Public Library.

How to survive a building fire:
- Crawl if smoke is visible.
- Feel doors before opening.
- Go to the nearest exit.
- Always use an exit via stairways, not an elevator.
- Close doors.
- Use a fire extinguisher if the fire is very small and you are trained in its use.
- If you are on fire – Stop, Drop and Roll.

If you get trapped:
1. Close the door to your area.
2. Seal cracks.
3. Open the windows (if safe).
4. Signal for help and call Emergency Services (911).

Provisions for Persons Requiring Assistance
a. If you feel you may require assistance or direction in the event of a fire emergency, you should do the following:
   1. Notify supervisory staff and discuss emergency evacuation.
   2. Learn about fire safety.
   4. Be aware of your own capabilities and limitations.
   5. Ask to be included on the Vulnerable Occupant List.
      a. See Document One: Vulnerable Occupants.
b. Identify “areas of refuge” (like the other side of fire rated doors). Sometimes, it may be safer to stay in your current area. In such circumstances, follow the advice for being trapped.

c. If there is an immediate threat to safety, ask others near you for assistance. If no help is available, seek refuge in a room with a window. If possible, call **Emergency Services (911)** to report your location and receive instructions from the Emergency Operator.

**How to Use a Portable Fire Extinguisher – P.A.S.S.**

- **Pull the safety pin**
- **Aim at the base of the fire**
- **Squeeze the handles together**
- **Sweep the extinguishing agent back and forth across the base of the flame**

<table>
<thead>
<tr>
<th><strong>Pull the safety pin</strong></th>
<th><img src="image1" alt="Pull the pin" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aim at the base of the fire</strong></td>
<td><img src="image2" alt="Aim at the base" /></td>
</tr>
<tr>
<td><strong>Squeeze the handles together</strong></td>
<td><img src="image3" alt="Squeeze the handle" /></td>
</tr>
<tr>
<td><strong>Sweep extinguisher (back &amp; forth across base of the flame)</strong></td>
<td><img src="image4" alt="Sweep side to side" /></td>
</tr>
</tbody>
</table>
Part Four: Fire Drill Procedures & Training

Once each year, the Museum Curator shall conduct a fire drill. The fire drill will provide museum staff and occupants with the opportunity to hear the security alarm signal, and consider their actions in the event that a fire was to occur.

Use the following procedure when conducting the fire drill:

- Notify occupants of the date and time of the drill.
- Notify the fire department and the security contractor (ADT Protectron), on their non-emergency phone numbers, that you are planning to have a non-evacuation fire drill, and that you will call them back when the drill is complete.
- Discuss evacuation procedures with those occupants willing to participate.
- All supervisory staff should perform their duties as detailed in the plan.
- Simulate an alarm condition at the security alarm panel to sound the building alarm signal.
- Restore the security alarm panel to normal operating conditions after the drill is complete.
- Notify the fire department and security contractor that the fire drill is complete.
- Discuss the drill with occupants in an attempt to identify problems.
- Complete the Fire Drill Training Record.

Part Five: Responsibilities, Maintenance of Building Facilities & Fire Protection Equipment

Occupants must be kept safe and the owner shall provide maintenance to the building facilities to ensure safety of occupants.

**Museum Curator Maintenance Duties:**
- General maintenance of building.
- Know the emergency procedures and participate in fire drills.
- Advise owner immediately of any repair, service or replacement of building fire safety equipment.
- Assist service contractors with their annual test and inspection of fire protection equipment if required.

**Daily:**
- Check exit light to ensure that they have not been damaged and that they are illuminated.
- Check the fire alarm system, ac power lamp and trouble signal.

**Monthly:**
- Inspect all doors in fire separations latch properly, not wedge or blocked open, open and close properly.
- Check exits and means of egress are maintained free and clear of items/storage/debris/fire hazards.
- Check pilot lights on emergency lighting.
- Test emergency lighting units to ensure they will function upon failure of the primary power supply.
- Inspect emergency lighting units to ensure that terminal connections are clean, free of corrosion and lubricated. Terminal clamps are clean and dry.
- Inspect all portable fire extinguishers.

**Fire Protection Contractor Duties:**
- Inspect, test and maintain all building fire and life safety systems in accordance with applicable codes and standards.

**Building Owner Duties:**
- Contract a licensed company to ensure all fire and life safety systems are inspected, tested and maintained with applicable codes and standards.
Part Six: Alternate Measures

In the event that a fire protection system is shut down or inoperable in part or in whole, the Museum Curator will be responsible for assigning Fire Watch Duties as the alternate measures.

Definition: The term “fire watch” is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.

1. At least one qualified staff person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied. Each person assigned to fire watch duties must be provided with the following equipment;
   (i) Suitable means of communication (cell phone, portable radio, etc.);
   (ii) A portable air horn or other approved means of sounding an alarm;
   (iii) Flashlight;
   (iv) Clipboard and pen;
   (v) Copy of fire watch duties;
   (vi) Copy of the Fire Watch Log Sheet;
   (vii) Keys and/or access codes to provide entry to all rooms/spaces
2. Fire watch personnel are to be familiar with the building and procedures for sounding an alarm in the event of a fire.
3. Rounds shall be diligently completed at least once each hour, and recorded on the Fire Watch Log Sheet. The person completing the rounds will record the time each round was completed.
4. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
5. If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official.
6. A telephone must be readily available at all times to notify the Fire Department by calling Emergency Services (911). Always call from a safe area.
7. Do not attempt to extinguish the fire unless it is safe to do so.
8. Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from the fire department.

Note: All building occupants are to be notified in writing that the fire protection systems in the building are not functional and that a Fire Watch has been instituted until repairs have been made.

Part Seven: Control of Fire Hazards

Controlling fire hazards is the responsibility of everyone in the building. The owner will be responsible to enforce unsafe conditions. This section provides everyone with a list of fire prevention points specific to the building and occupancy. Include anything that has a potential to create a fire both inside and outside.

Examples are provided below;

**Exterior:**
- Combustible material shall not be placed against or close proximity to the building.
- Electrical cords shall be properly used and maintained. Do not overload a circuit.
- Flammable & Combustible liquids shall not be stored next to the building.
- Smoking materials shall not be carelessly discarded. Proper containers shall be used for smoker’s materials.
- Use of BBQ’s or other such equipment must be at a distance of 3 metres or greater from the building or any other combustible material.

**Interior:**
- Ensure proper wattage bulbs are used in all light fixtures.
- Do not use extension cords as permanent wiring, and be sure not to overload the maximum rating of an extension cord or power bar. Electrical cords should be placed where they will not become damaged by pinching, trampling, or any other means of damage.
- Damaged or faulty electrical shall be repaired as soon as possible, or if damaged where the possibility of a risk of fire, the circuit shall be de-energized until checked and repaired.
- All electrical work must be completed by an electrician and as per the Electrical Safety Code.
- Candles should only be used when supervised and placed into proper non-combustible holders and away from any combustible materials. Never leave candles left unattended.
- Flammable & Combustible liquids should not be stored or placed in locations where they would constitute a fire hazard.
- Storage of materials shall be limited and only in locations were permitted.
- Ensure waste materials (recycling/garbage) are removed regularly.
- Doors in fire separations shall not be held open by any means (other than automatic hold open devices connected to fire alarm system) and should return to the closed position and latch automatically.
- Proper clearances shall be maintained around any heating devices.
- Use of hot plates, coffee makers, kettles, warmers, and any other appliance should be checked to be sure they are off and unplugged prior to leaving the area(s).
- Service rooms shall have no storage of combustible material and fire rated door shall be kept closed.
• Storage of flammable and combustible materials in the building shall be avoided where possible, and if stored, keep at a minimal level.

• Use of any maintenance equipment (such as torches, soldering guns, heat guns, etc.) must be used in accordance to manufactures instructions and be used away from any combustible or flammable materials. Ensure a proper portable fire extinguisher is present and readily available at all times.

• Keep combustible items away from appliances such as, portable heaters, dryers, building heaters, hot water tanks, etc.

• If you use portable heaters, ensure you follow the manufacturer’s instructions and maintain safe clearances from all combustibles.

• Any unsafe condition that may concern the building should be brought forth to the Museum Curator immediately.
Part Eight: Access & Suppression Information
The Building Owner is required to provide and maintain access for the Fire Department. The Arnprior and District Museum (35 Madawaska Street) can be accessed in the following ways:

1. Directly from Madawaska Street at the front door of the building.
2. Directly from Madawaska Street through the garden pathway at the side of the building.
3. Directly from Madawaska Street through the museum parking lot.
4. Directly from John Street to the side door of the building.
5. Directly from John Street to the museum parking lot and rear door of the building.

   a. The Museum Curator shall ensure access to this parking lot and to the building front, side and rear doors. Additionally, the Town of Arnprior must be notified in order to have cars parked illegally blocking access to either of these routes ticketed and towed to ensure access.

   b. The Museum Curator shall ensure that the garden pathway is free of obstacles, accessible at all times, and landscaping and snow is maintained in such a way that the route is not blocked at any point.

   c. The Building Owner shall ensure that the building access is free of obstacles, accessible at all times, and landscaping and snow is maintained in such a way that any route is not blocked at any point.

   d. The Museum Curator shall also ensure that interior doorways, stairwells and hallways are kept clear at all times to ensure access and egress in the case of an emergency.
Document One: Vulnerable Occupants

Request that individuals who feel they may need special assistance self-identify so arrangements can be made in advance to meet their needs.

Note: Individuals with unobservable disabilities may or may not self-identify before an emergency. These individuals may need additional help during emergency situations. Such disabilities may include:

- A learning disability;
- Arthritis;
- Asthma;
- Cardiac condition;
- Chronic back problems;
- Psychological disability.

Prepare a personal evacuation plan for individuals requiring special assistance during an evacuation, and include:

- Intended route and means of evacuation;
- Who will assist them;
- Areas of refuge where they can wait for assistance.

Update your department Emergency Plan annually to accurately describe the number of people with disabilities who may require special assistance or direction during an evacuation.

<table>
<thead>
<tr>
<th>NAME</th>
<th>SPECIAL NEEDS</th>
</tr>
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<tbody>
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</tbody>
</table>
Document Two: Fire Drill Training Records

<table>
<thead>
<tr>
<th>Date: ______________________</th>
<th>Report By: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time: ________________</td>
<td>Building Address:</td>
</tr>
<tr>
<td>End Time: ________________</td>
<td></td>
</tr>
<tr>
<td>Elapsed Time: _____________ min</td>
<td></td>
</tr>
<tr>
<td>Designated Location?</td>
<td></td>
</tr>
<tr>
<td>Fire Department Notification?</td>
<td></td>
</tr>
<tr>
<td>Was the fire alarm clearly heard in all areas? Yes // No</td>
<td></td>
</tr>
<tr>
<td>Did all unit doors close and latch? Yes // No</td>
<td></td>
</tr>
<tr>
<td>Were corridors and exists found clear? Yes // No</td>
<td></td>
</tr>
<tr>
<td>Did the evacuation proceed in a smooth and orderly manner? Yes // No</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

...
I have read and understand the fire safety plan. As staff I understand my responsibility and will do my part in providing for a fire safe building.

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

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Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________

Name:__________________ Signature_______________________ Date__________
Document Three: Fire Watch Log Sheet

Persons assigned to fire watch duties shall follow the requirements listed on the fire watch duties sheet and shall patrol all areas of the building each hour to check for signs of fire or smoke conditions. All patrols are to be recorded on the log report immediately following each round. Records of the fire watch shall be kept for two (2) years after they are made and records shall be made available to the Chief Fire Official upon request.

Fire Watch conducted by: ________________________ Date: ____________________

<table>
<thead>
<tr>
<th>Rounds</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Signature</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>2</td>
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<td>24</td>
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</tbody>
</table>

Note: Start a new Fire Watch Log Report each day.
Schedule C: Floor Plans

Legend

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✪</td>
<td>Emergency Lighting</td>
</tr>
<tr>
<td>§</td>
<td>Smoke Detector</td>
</tr>
<tr>
<td>🍕</td>
<td>Electrical Room</td>
</tr>
<tr>
<td>🚦</td>
<td>Fire Hydrant</td>
</tr>
<tr>
<td>✈</td>
<td>Portable Fire Extinguisher</td>
</tr>
<tr>
<td>X</td>
<td>Designated Assembly Area</td>
</tr>
<tr>
<td>W</td>
<td>Water Shut Off</td>
</tr>
<tr>
<td>E</td>
<td>Exit</td>
</tr>
<tr>
<td>G</td>
<td>Gas Shut Off</td>
</tr>
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<td>FSP</td>
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Basement
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Page 36
The Corporation of the
Town of Arnprior

By-law Number 7014-19

A By-law to repeal By-law No. 6986-19, being a by-law to appoint Bryan Martin as Chief Administrative Officer of the Town of Arnprior.

Whereas on September 3, 2019 Council passed and enacted a by-law to appoint Bryan Martin as Chief Administrative Officer of the Town of Arnprior; and

Whereas Council ended their employment relationship with Bryan Martin on November 20, 2019.

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

1. That By-law Number 6986-19 appointing Bryan Martin as Chief Administrative Officer of the Town of Arnprior be repealed; and

2. That any by-laws or resolutions or parts of by-laws or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed insofar as it is necessary to give effect to the provisions of this By-law.

Enacted and Passed this 25th day of November, 2019.

_________________________       ________________________
Walter Stack, Mayor                  Maureen Spratt, Town Clerk
Calendar of All Meetings

Legend
- Council Meetings
- Community Development Advisory Committee Meetings
- Corporate Services Advisory Committee Meetings
- Operations Advisory Committee Meetings
- Arnprior Accessibility Advisory Committee Meetings
- Special Council (Budget)
- XX Holiday

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