



Physical Environment Committee Agenda
for the March 6, 2018 meeting held in
the Council Chambers at 7:00 p.m.

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting
 - 2) **PUBLIC MEETING – NONE THIS EVENING**
 - 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
 - 4) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
 - 5) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM?**
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TO BE DISCUSSED

COMMUNICATION 129110

Received From: Stacey Blair, Deputy Clerk
Addressed To: Physical Environment Committee
Date: February 22, 2018
Topic: Joint Compliance Audit Committee

SUMMARY

Pursuant to Section 88.37 of Municipal Elections Act, 1996, municipalities are required to establish a Compliance Audit Committee to deal with complaints regarding election campaign financing. In 2010 and 2014, the Town was a member of the Joint Lanark County Election Compliance Audit Committee.

COMMENT

Clerks within Lanark County have been working together on a wide variety of election matters. In developing the terms of reference, the Clerks have made recommendations with regard to recruitment and appointment and support a pooling of resources to ensure qualified members are represented on the Committee. Each municipality will be required to approve the terms of reference (Attached) and appointments.

129110 Continued

Council approved a similar terms of reference for the Committee for the 2010 – 2014 and 2014 – 2018 terms.

FINANCIAL IMPLICATIONS

Under the Act, municipalities are responsible for the costs associated with the Compliance Audit Committee.

In the event of an application, the affected municipality will be responsible for the associated costs and the Clerk of that municipality will serve as Committee Secretary in dealing with the specific application. The terms of reference state that appointees will receive a stipend (\$150 per meeting) along with reimbursement of expenses associated with travel to be paid by the member municipality requiring the services of the Committee. The Committee has not had to convene since its inception was mandated in 2010.

STAFF RECOMMENDATION

THAT Council approve the Town's membership in the Joint Lanark County Compliance Audit Committee;

AND THAT a by-law be brought forward that stipulates the Committee's terms of reference;

AND THAT a recommendation for Committee appointments be brought forward for approval in due course.

COMMITTEE DECISION

COMMUNICATION 129111

Received From: Dave Young, Director of Public Works
Addressed To: Physical Environment Committee
Date: March 6, 2018
Topic: 2018 Overlay Program

SUMMARY

Staff have evaluated several streets and are recommending the following projects for the 2018 Overlay Program:

- William St. from Mullett St. to Townline Rd. E. – this section of road is still in good condition, it was reconstructed in 2008 and an application of an overlay will extend the life of this road section;
- Mississippi Rd., from Johnson St. to Morris St. – this section of road is beyond an overlay application, it would require an remove existing asphalt and replacement but the road base is still in good condition therefore it still is beneficial to undertake this project.

129111 Continued

Staff are working through detail design on other identified 2018 projects. Points of interest of two of the projects are:

- the proposed limits for High St. reconstruction are from Bridge St to Moffatt St., and it is proposed that the existing cross section will remain close to what is in place today.
- Nelson St. is posing a significant challenge for staff as the existing right of way is very narrow and there are a number of conflicts such as trees and utilities that would have to be removed and/or relocated to attempt to construct a standard road width. Staff are developing a design with a reduced road width and no sidewalk in the proposed design. This will be indicated to residents in their invitation to the 2018 Construction Open House which is being planned for late April.

RECOMMENDATION

THAT staff incorporate William St. from Mullett St. to Townline Rd. E., and Mississippi Rd., from Johnson St. to Morris St. in the 2018 Overlay Program.

COMMITTEE DECISION

COMMUNICATION 129112

Received From: Paul Knowles, Chief Administrative Officer
Addressed To: Physical Environment Committee
Date: March 6, 2018
Topic: Funding – Central Bridge

SUMMARY

The province has advised that the Town's application for OCIF funding for the Central Bridge project will not receive any funding.

COMMENT

Staff have asked the province to explain how a bridge that must have a load limit so restrictive that school buses, fire trucks and snowplows cannot travel over the bridge, does not qualify for funding.

RECOMMENDATION

THAT the Town continue to pursue funding for this project.

COMMITTEE DECISION

COMMUNICATION 129113

Received From: Vanessa Greatrix, OCWA
Addressed To: Dave Young, Director of Public Works
Date: March 1, 2018
Topic: Carleton Place Drinking Water System 2017 Annual and Summary Reports

SUMMARY

Ms. Greatrix has provided the 2017 Annual Report for the Carleton Place Drinking Water System Annual and Summary Reports for Council's review and acceptance Ontario Reg.170/03. In order to comply with the Town's regulated obligation, the report needs to be made available to the public.

COMMENT

The reports contain results of drinking water samples taken over the year, ministry inspection findings, identification of maintenance activities that occurred over the year, and any significant issues that arose over the year.

All test results were within acceptable levels, and the 2017 Drinking Water Inspection resulted in a rating of 100%.

RECOMMENDATION

THAT Council hereby accepts the 2017 Annual and Summary Reports for the Carleton Place Drinking Water System as per Ontario Reg. 170/03.

COMMITTEE DECISION

COMMUNICATION 129114

Received From: Dave Young, Director of Public Works
Addressed To: Physical Environment Committee
Date: March 1, 2018
Topic: Utility Work in Carleton Place

SUMMARY

Staff have been approached by multiple utility companies and all have significant work plans proposed for implementation in the upcoming year. There are numerous reasons for these significant workplans, such as providing services to new developments where infrastructure needs to be extended, installation of new infrastructure such as Bell's "Fibre to Home" program which will see a new fibre network created, and infrastructure upgrades.

These programs are generating a significant workload for Town staff that have to review submissions and ensure work undertaken in the Municipal Corridor follows appropriate practices and is in conformance with the Town's requirements.

129114 Continued

As an example, the Bell Fibre to Home program could trigger the replacement of over 100 utility poles and numerous dig sites for underground infrastructure that all need to be approved and then an Excavation Permit issued to the contractor doing the work. Hydro One, and Rogers are planning extensive work programs in 2018 also.

COMMENT

Currently the Town does not charge for the issuance of Excavation Permits but this is not the common practice in most municipalities and staff feel that the Town should be compensated for staff time that is required to process the submissions. Also, staff have been reviewing other municipalities Municipal Consent and Excavation Permit processes and feel that due to current demand and the expectations of utility companies in terms of turnaround times for submissions, the current by-law that governs the Excavation Permit process will need to be updated to reflect changes in cost recovery and updated processes.

RECOMMENDATION

THAT staff develop an update to the Town's Municipal Consent and Excavation Permit process that incorporates cost recovery. Bring forward.

COMMITTEE DECISION

COMMUNICATION 129115

Received From: Dave Young, Director of Public Works
Addressed To: Physical Environment Committee
Date: March 1, 2018
Topic: PW1-2018 – Carambeck Site Works Tender

SUMMARY

Bids were received up until 11:00am Thursday March 1st for the installation of sanitary sewer, water, storm sewer, and construction of a parking lot at the Carambeck Site.

The following bids were received:

- Cavanagh Construction	- \$731,166.82
Site Preparation Ltd.	- \$732,305.00
Crain's Construction	- \$823,888.50
AWD Contractors	- \$972,760.00

COMMENT

This tender had been conducted last year in the middle of the construction season and at the time it was felt that prices were higher than desirable due to the fact that it late in the middle of the construction season, therefore it was decided to retender early this year in hopes of realizing cost savings. The bids received are actually higher but the scope of work has increased.

129115 Continued

Regardless the Town is committed to proceed with the work in order to move forward with the new Public Works Facilities and the development of the Carambeck Site.

RECOMMENDATION

THAT Council authorize the Mayor and Clerk to execute a contract agreement with Thomas Cavanagh Construction Limited for PW1-2018 for Carambeck Site Services for the bid price of \$731,166.82

COMMITTEE DECISION

Joint Lanark County 2018 Election Compliance Audit Committee

Terms of Reference	
1	<p><u>Name</u></p> <p>The name of the Committee is the “Joint Lanark County 2018 Election Compliance Audit Committee” consisting of the following municipalities:</p> <p style="padding-left: 40px;">Municipality of Mississippi Mills Tay Valley Township Town of Carleton Place Town of Perth Town of Smiths Falls Township of Beckwith Township of Drummond/North Elmsley Township of Lanark Highlands Township of Montague</p>
2	<p><u>Duration</u></p> <p>The term of office is from December 1, 2018 to November 14, 2022 to deal with applications from the 2018 election and any by-elections during Council’s term.</p>
3	<p><u>Mandate</u></p> <p>The powers and functions of the Committee are set out in Sections 88.33 to 88.36 of the <i>Municipal Elections Act, 1996</i> (Appendix “A”). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:</p> <p style="padding-left: 40px;"><u>Candidate Contravention</u></p> <ol style="list-style-type: none"> a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected; b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision; c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances; d. receive the auditor’s report from the Clerk; e. within 30 days receipt of the auditor’s report, consider the report;

- f. if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the candidate for the apparent contravention;
- g. after reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

- a. within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
- b. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contravention

- a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
- c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
- d. receive the auditor's report from the Clerk;
- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
- g. after reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

- a. within 30 days receipt of the report, consider the report;
- b. if the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for the apparent contravention;
- c. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

	<p><u>Auditor Selection</u></p> <p>If the committee decides to grant the application, it shall appoint an auditor licensed under the <i>Public Accounting Act, 2004</i> to conduct a compliance audit of the Candidate's election campaign finances.</p> <p>The selection process will be coordinated through the Clerk of the respective municipality.</p>
4	<p><u>Membership</u></p> <p>The Committee shall be composed of three (3) voting members, with three (3) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee.</p> <p>Membership will be drawn from the following groups:</p> <ul style="list-style-type: none"> a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates and registered third parties; b. legal; c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or d. other individuals with knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996</i>. <p>Municipal employees or officers of the municipality, members of Council or local board; any Candidates or any persons who are Registered Third Parties in the 2018 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37 (2) of the of the <i>Municipal Elections Act, 1996</i>.</p> <p>Members will be required to participate in an orientation session as a condition of appointment.</p>
5	<p><u>Membership Selection</u></p> <p>The terms of reference and application form will be posted, as a minimum, on the municipal websites of the member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper.</p>

	<p>All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of three voting members and three alternate members. Recommended candidates will be submitted to the Council of each member municipality for consideration.</p> <p>Members will be selected on the basis of the following:</p> <ul style="list-style-type: none"> a. demonstrated knowledge and understanding of municipal election financing rules; b. proven analytical and decision-making skills; c. experience working on a committee, task force or similar setting; d. availability and willingness to attend meetings; and e. excellent oral and written communication skills. <p>Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
6	<p><u>Conflict of Interest</u></p> <p>The principles of the <i>Municipal Conflict of Interest Act</i>, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p> <p>To avoid a conflict, any person appointed to the Committee must agree in writing not to prepare or audit the election financial statements of any candidate or registered third party for any of the member municipalities in the current municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
7	<p><u>Chair</u></p> <p>The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.</p> <p>The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.</p> <p>The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.</p> <p>When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.</p>

<p>8</p>	<p><u>Staffing and Funding</u></p> <p>The Clerk from the applicable member municipality shall act as Secretary to the Committee.</p> <p>The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor’s costs.</p> <p>Committee Member Remuneration:</p> <ul style="list-style-type: none"> • \$150 per diem per meeting; and • mileage at a rate of \$0.50 cents per kilometer.
<p>9</p>	<p><u>Meetings</u></p> <p>Meetings of the Committee shall be open to the public. The Committee may deliberate in private.</p> <p><i>Timing of Meetings</i></p> <p>Meetings shall be called by the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.</p> <p>Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk.</p> <p><i>Meeting Location</i></p> <p>The Committee shall meet at the location determined by the member municipality.</p> <p><i>Meeting Notices, Agendas & Minutes</i></p> <p>The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided:</p> <ul style="list-style-type: none"> • to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector; • to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report; • to members of the Committee, Contributor, Registered Third Party and the public for a meeting regarding a Registered Third Party Contributor Contravention. <p>A minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agendas and minutes of meetings shall be posted on the member municipality’s website.</p>

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Agenda Format

1. Call to Order
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report *or* Auditor's Report
4. Adjournment

Quorum

Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

Meeting Attendance

Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

Motions & Voting

A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

A motion shall be reduced to writing and shall be signed by the Chair and Secretary.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been lost.

The manner of determining the vote on a motion shall be by show of hands.

The Chair shall announce the result of every vote.

10 Administrative Practices and Procedures

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act, 1996*.

	<p>The Clerk at any time has the right to develop additional administrative practices and procedures.</p>
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APPENDIX "A"

Municipal Elections Act, 1996 S.O. 1996, c. 32 (for reference only)

Compliance Audits and Reviews of Contributions

Compliance audit of candidates' campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Procedural matters

(5) The meetings of the committee under this section shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public. 2016, c. 15, s. 63.

Same

(6) Subsection (5) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 63.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and

(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Procedural matters

(9) The meetings of the committee under subsection (8) shall be open to the public, and reasonable notice shall be given to the contributor, the applicable candidate and the public. 2016, c. 15, s. 64.

Same

(10) Subsection (9) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 64.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Compliance audit of registered third parties

Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Procedural matters

(6) The meetings of the committee under subsection (5) shall be open to the public, and reasonable notice shall be given to the contributor, the registered third party and the public. 2016, c. 15, s. 65.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

20 Bennett Street
Carleton Place, Ontario K7C 4J9
Tel: 613-253-1590
www.ocwa.com

Mr. Dave Young
Town of Carleton Place
175 Bridge Street,
Carleton Place, Ontario

February 27, 2018

RE: 2017 Annual Reports required by Ontario Regulations

Dear: Mr. Young

Attached please find the 2017 Annual Water Report. This report is prepared to satisfy the requirements of:

- O. Reg 170/03 Section 11
- O. Reg 170/03 Schedule 22
- O. Reg 387/04 a copy of the data that was submitted and the confirmations.

Any orders that you have received directly from the Ministry of the Environment (MOE) should be reviewed and included with the discussion of the annual report. Where non-compliance with the Order is evident and it is not included in the attached Report, then we recommend that this information be added.

After your review and inclusion of any additional information, this Report is to be provided to the members of the municipal council. It is also important to record and keep on record that this document was reviewed in council (resolution of council).

Section 12 of O. Reg. 170/03, requires that these reports be made available for inspection by any member of the public during normal business hours, without charge. The reports are to be made available for inspection at the office of the municipality and on-line.

If you have any concerns or would like a hard copy of this report please let me know.

Sincerely,

Vanessa Greatrix
Safety, Process and Compliance Manager
Ontario Clean Water Agency

cc: Regional Hub Manager, OCWA
Senior Operations Manager, OCWA
Copy to File

Carleton Place Drinking Water System

2017 Annual Water Report

Reporting period of January 1, 2017 – December 31, 2017

Prepared For: The Town of Carleton Place

Prepared By:



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

This report has been prepared to satisfy the annual reporting requirements of the
Provincial Regulations and Guidelines

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Report Availability

This system serves more than 10,644 residents (2016 census) and the annual reports will be available to residence at the Town of Carleton Place Municipal Office and on the website (www.carletonplace.ca). Notification will be provided on the website and at the Municipal Office and copies provided free of charge if requested.

The Town of Carleton Place Municipal Office is located at 175 Bridge Street, Carleton Place, Ontario,

There are no systems additional drinking water systems that receive water from this facility.

Compliance Report Card

Drinking Water System Number:	210000372
System Owner:	Town of Carleton Place
Operating Authority:	Ontario Clean Water Agency
Drinking Water System Category:	Large Municipal Residential
Reporting Period:	January 1, 2017 – December 31, 2017

Compliance Event	# of Events	Details
Ministry of Environment Inspections	1	Report received from February 16, 2017 Inspection on April 11, 2017 <ul style="list-style-type: none"> Inspection Rating 100%
Ministry of Labour Inspections	0	
QEMS External Audit	1	One (1) External Surveillance Audit No Non-Conformance
AWQI's	0	
Non-Compliance	2	Filter Effluent Turbidity 2B- trending loss Filter Effluent Turbidity 3B –trending loss
Boil Water Advisories	0	
Community Complaints	31	See Community Complaint section of this report
Spills	0	

Quality Control Measures

The Town of Carleton Place facilities are part of OCWA's operational Eastern Regional Hub. The facilities are supported by cluster, regional and corporate resources. Operational Services are delivered by OCWA staff who live and work in the community.

OCWA operates facilities in compliance with applicable regulations. The facility has comprehensive manuals detailing operations, maintenance, instrumentation, and emergency procedures. All procedures are treated as active documents, with annual reviews.

OCWA has additional "Value Added" and operational support services that the Town of Carleton Place benefits from including:

- Access to a network of operational compliance and support experts at the regional and corporate level, as well as affiliated programs that include the following:
 - Quality & Environmental Management System, Occupational Health & Safety System and an internal compliance audit system.
 - Process Data Collection (PDC) facility operating information repository, which consolidates field data, online instrumentation, and electronic receipt of lab test results for reporting, tracking and analysis.
 - Work Management System (WMS) that tracks and reports maintenance activities, and creates predictive and preventative reports.
 - Outpost 5 wide-area SCADA system allows for process optimization and data logging, process trending, remote alarming and optimization of staff time.
- Client reporting which includes operational data, equipment inventory, financial statements, maintenance work orders, and capital status reports
- Site-Specific Contingency Plans and Standard Operating Procedures
- Use of accredited laboratories
- Additional support in response to unusual circumstances, and extra support in an emergency.
- Use of sampling schedules for external laboratory sampling

System Process Description

Raw Source

The source water for the Carleton Place DWS is the Mississippi River. The water intake is a 600 millimetre (mm) diameter intake pipe complete with an upturned elbow at the river which is surrounded by a coarse screen.

Raw water is directed through the intake pipe into a raw water well, the first of which is equipped with a 1/4 inch opening mesh screen. The wet well is equipped with four (4) vertical turbine low lift pumps which are operator selectable and are automatically controlled by the water level in the treated water clear well.

The raw water is directed by the low lift pumps into a 400 mm diameter stainless steel header which extends to the Actiflo™ treatment process. The common raw water header is equipped with a flow meter. An in-line static mixer and coagulant injection point are located just upstream of the flow meter. The system is designed to provide pre-chlorination with chlorine gas at this point, dependent on the time of year and the source water conditions. A chlorine injection point is also located near the raw water intake and is used for pre-chlorination / zebra mussel control.

Treatment

The Carleton Place Drinking Water System (DWS) provides a potable water supply to the residents of Carleton Place. The facilities consist of a Class III Actiflo treatment process operated by the Ontario Clean Water Agency and a Class I water distribution system operated by the Carleton Place Public Works. Raw water is drawn from the Mississippi River.

The treatment process involves Coagulation / flocculation / sedimentation, filtration, post-chlorination (primary disinfection) and seasonal distribution system chlorine residual (secondary disinfection). This multiple barrier approach helps to ensure consistently compliant drinking water quality, and ultimately improves the level of public health protection.

Actiflo treatment (coagulant/flocculation/sedimentation)

The treatment system consists of two (2) Actiflo™ treatment trains operating in parallel. Each treatment train consists of a coagulation tank, an injection tank, a maturation tank and lamella settling tubes. Each treatment train is complete with microsand recirculation pumps, piping and hydrocyclones, which are used to separate the microsand from residual solids. A polymer coagulant aid is added to the process at the hydrocyclones.

Filtration

The effluent from the two (2) Actiflo™ settling tanks is discharged to a concrete splitter box which divides the flow to three (3) cylindrical double compartment dual media (sand/anthracite) gravity filters. The filters are each equipped with underdrains, self-contained backwash storage compartments, air scour systems and automated control valves for backwash operations.

Filtered water is chlorinated and fluoridated prior to being directed to two (2) underground storage reservoirs, which include isolation gates and piping for flow control. The Carleton Place DWS has

provision to add lime to the filtered water. Four (4) vertical turbine high lift pumps discharge treated water into the distribution system via a common 450 mm diameter discharge header. Filter to Waste is directed to the backwash flow residue compartment.

Residual Management

Backwash wastewater and Actiflo™ residuals are discharged to a two compartment settling tank equipped with two sludge pumps and two supernatant pumps. One compartment is configured to receive the Actiflo residuals and one compartment is configured to receive the filter backwash residue. The Actiflo compartment is configured to send all residue to the on-site pumping station. The pumping station pumps the residue to the sewer collection system.

The filter backwash compartment is configured to pump the supernatant is discharged to the Mississippi River while settled sludge is discharged to the sanitary sewer.

Elevated Tower

The distribution system for the Town of Carleton Place includes a 3,180 m³ elevated water storage tower located on Nelson Street, east of Park Street. The water tower has provision for chlorine boosting with sodium hypochlorite, however, this is only used in the summer during warmer temperatures to maintain adequate chlorine residual in the distribution system.

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
PAS8	Primary Coagulation	Kemira
Polymer	Coagulation Aid	BASF
Hydrofluorosilic Acid	Fluoridation	Brenntag
Chlorine Gas	Primary Disinfection	Brenntag
Sodium Hypochlorite	Distribution Disinfection Boosting	Brenntag

Summary of Non-Compliance

Adverse Water Quality Incidents

AWQI #	Date	Legislation	Problem	Details	Corrective ActionTaken
There were no Adverse Water incidents during the reporting period.					

Boil Water Advisory

Health Unit	Date	Reason	Details	Corrective ActionTaken
There were no Boil Water advisories during the reporting period.				

Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure	Corrective Action	Status
170/03	Trending loss on Filter 3B	15 hours	Signage now posted to remind operators	Closed
	Trending loss on Filter 2B	5 Hours		

Non-Compliance Identified in a Ministry Inspection:

There was one (1) inspection report received during this reporting period.

- Report received from April 11, 2017.
- Inspection on February 2, 2017
 - Inspection Rating 100%

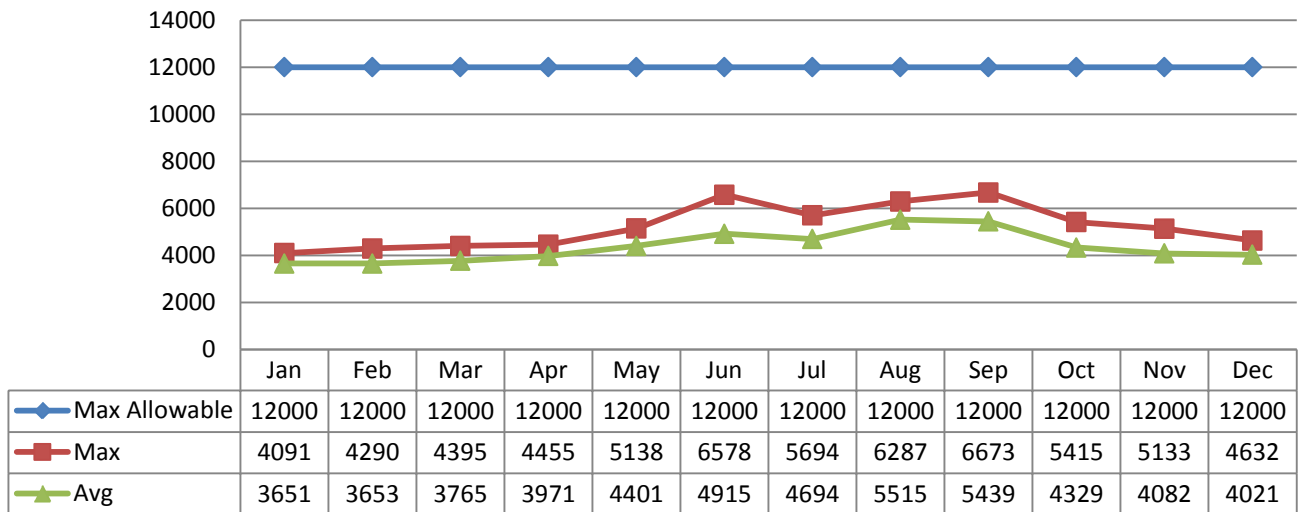
Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no Non-Compliance in the Ministry Inspection				

Flows

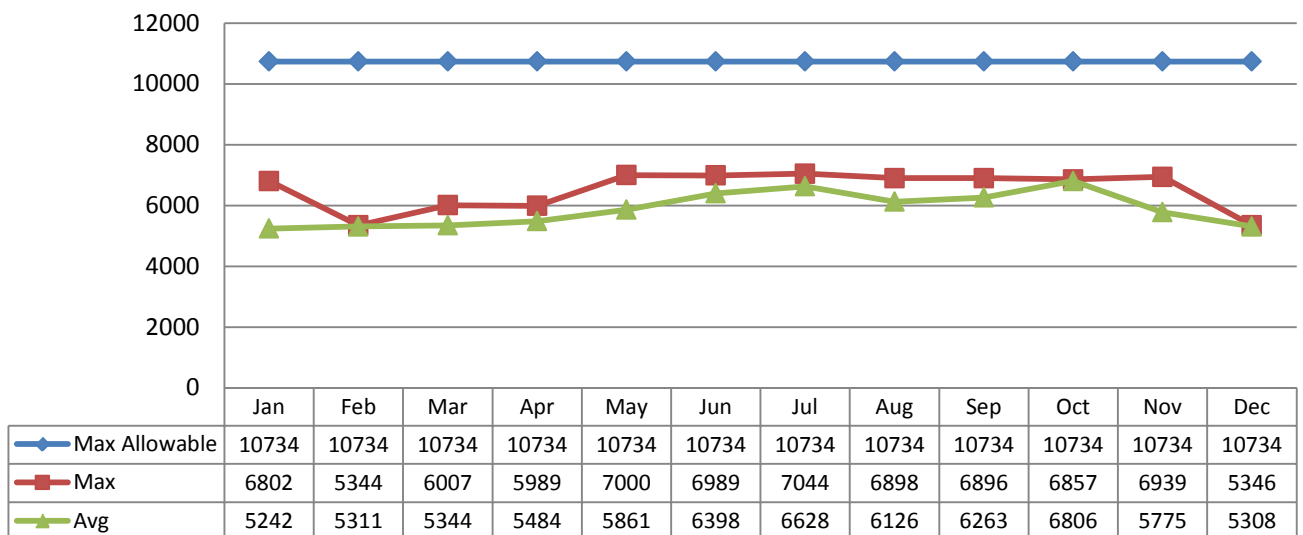
Raw Water Flows

The Raw Water flows are regulated under the Permit to Take Water.

Monthly Total Flow Summary (m3/d)



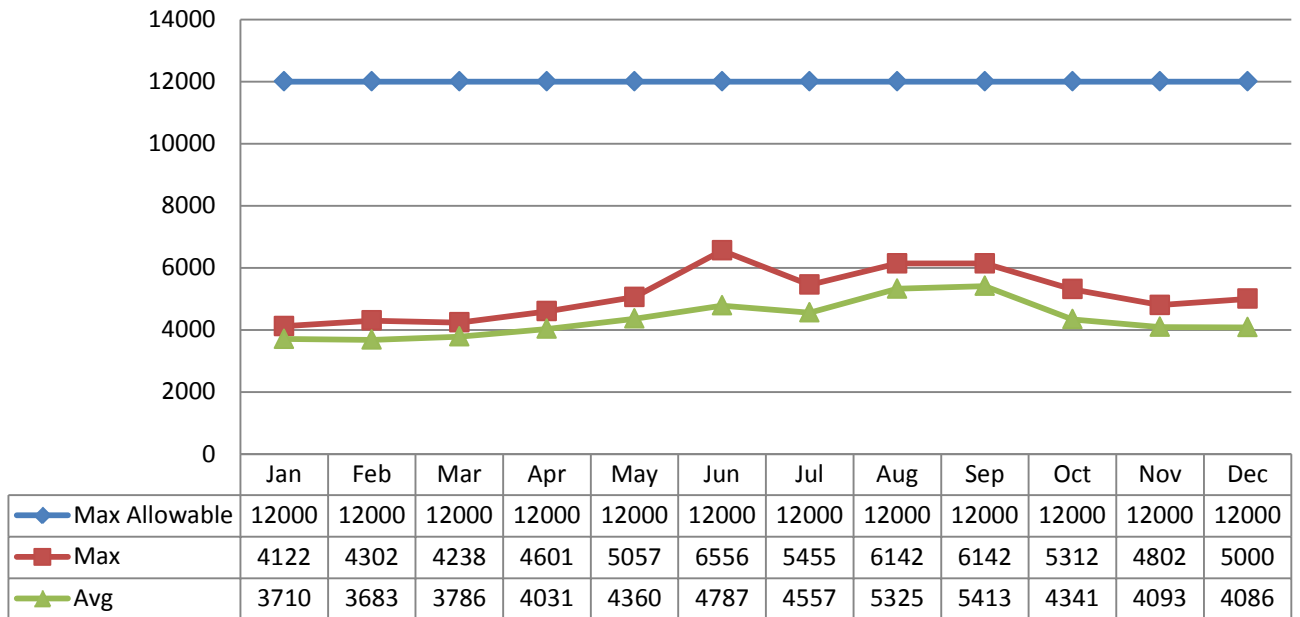
Monthly Rate of Taking Summary (L/min)



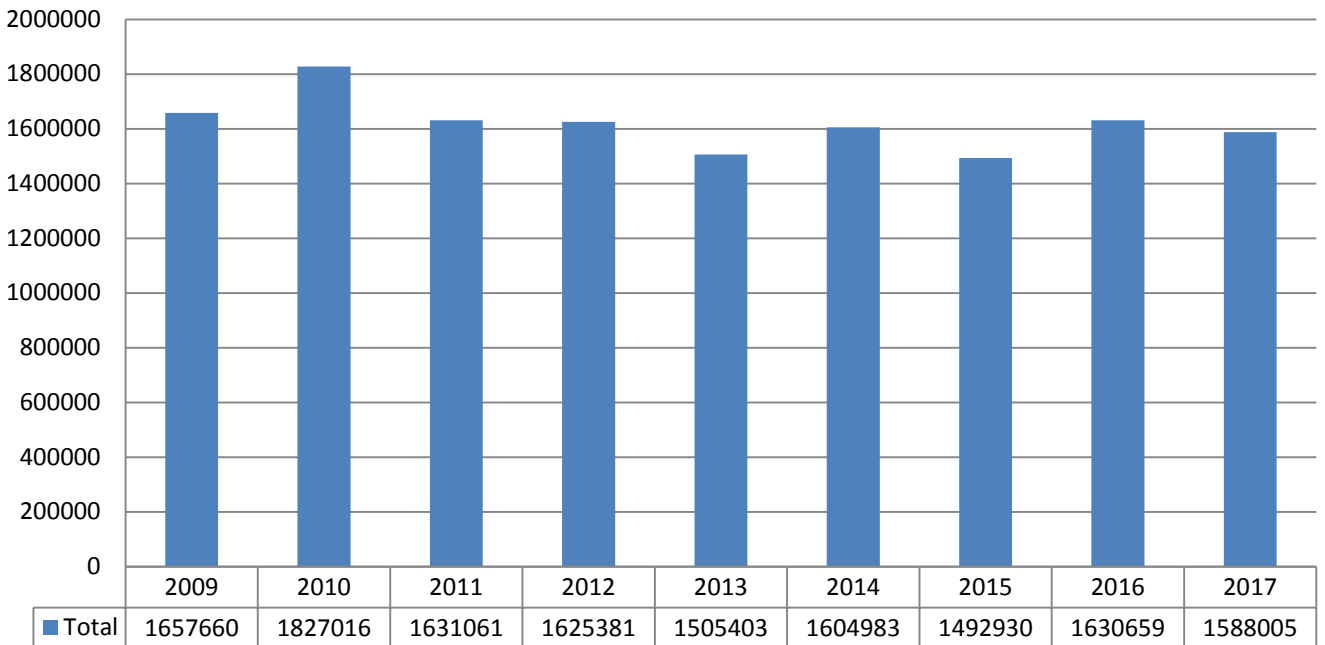
Treated Water Flows

The Treated Water flows are regulated under the Municipal Licence.

Monthly Flow Summary (m³/d)



Annual Volumes (m³/year)



Regulatory Sample Results Summary

Microbiological Testing

	No. of Samples Collected	Range of E.Coli		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
Raw Water	52	0	12	2	66			
Treated Water	52	0	0	0	0	52	<2	4
Distribution System	367	0	0	0	0	106	<2	12

Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Turbidity, On-Line (NTU) - RW	8760	0.14	12.16
Turbidity, On-Line (NTU) - TW	8760	0	1.998
Turbidity, On-Line (NTU) - Filt1A	8760	0.045	0.9663
Turbidity, On-Line (NTU) - Filt1B	8760	0.0409	1.5675
Turbidity, On-Line (NTU) - Filt2A	8760	0.0459	1.18
Turbidity, On-Line (NTU) - Filt2B	8760	0.0466	2
Turbidity, On-Line (NTU) - Filt3A	8760	0.0231	1.887
Free Chlorine Residual, On-Line (mg/L) - TW	8760	0.6263	3.8066
Free Chlorine Residual, In-House (mg/L) - TW	141	1.39	2.48
Free Chlorine Residual, TW Field (mg/L) Lab Upload - TW	52	1.36	2.2
Fluoride Residual, On-Line (mg/L) – DW	8760	1.37	2.76
Free Chlorine Residual, DW Field (mg/L) Lab Upload - DW	367	0.6	2.16

*Fluoride system out of service August-November 2017

Laboratory

Parameter	# of grab samples taken	Range of Results (min # - max #)
Raw Water Alkalinity (mg/L)	12	71-93 mg/L
Raw Water Colour (TCU)	12	6-39
Raw Water Dissolved Organic Carbon (mg/L)	12	5.9-9.2
Raw Water Total Organic Carbon (mg/L)	12	5.9-7.3
Raw Water pH	12	7.7-8.04
Treated Water Alkalinity (mg/L)	12	48-64
Treated Aluminum (ug/L)	12	30-100 ug/L
Treated Water Colour (TCU)	12	2-13
Treated Water Conductivity (uS/cm)	12	197-241

Parameter	# of grab samples taken	Range of Results (min # - max #)
Treated Water Dissolved Organic Carbon (mg/L)	12	2.4-4.3
Treated Water Fluoride (mg/L)	12	0.1*-1.2
Treated Water Total Organic Carbon (mg/L)	12	2.4-4.3
Treated Water Total Hardness (mg/L)	12	83-112
Treated Water pH	12	7.26-7.73

*Fluoride system out of service August -November 2017

Additional Legislated Samples

Legal Document	Date of Issuance	Parameter	Date Sampled	Result	Unit of measure
Municipal Licence 172-101 Issue 2	March 10, 2016	Suspended Solids (Limit 25 mg/L)	Annual Avg.	22	mg/L

Inorganic Parameters

These parameters are tested annually as a requirement under 170/03. Sodium and Fluoride are required to be tested every 5 years. Nitrates are tested quarterly as required under 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

- MAC = Maximum Allowable Concentration as per O.Reg 169/03
- BDL = Below the laboratory detection level

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
TREATED WATER					
Antimony: Sb (ug/L) - TW	2017/01/11	<MDL 0.1	6.0	No	No
Arsenic: As (ug/L) - TW	2017/01/11	0.4	25.0	No	No
Barium: Ba (ug/L) - TW	2017/01/11	50.0	1000.0	No	No
Boron: B (ug/L) - TW	2017/01/11	<MDL 5.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2017/01/11	<MDL 0.02	5.0	No	No
Chromium: Cr (ug/L) - TW	2017/01/11	<MDL 2.0	50.0	No	No
Mercury: Hg (ug/L) - TW	2017/01/11	<MDL 0.02	1.0	No	No
Selenium: Se (ug/L) - TW	2017/01/11	<MDL 1.0	50.0	No	No
Uranium: U (ug/L) - TW	2017/01/11	<MDL 0.05	20.0	No	No
Additional Inorganics					
Fluoride (mg/L) - TW	Fluoride is added in process. Results under Operational Parameters				
Nitrite (mg/L) - TW	2017/03/07	0.2	1.0	No	No
Nitrite (mg/L) - TW	2017/06/06	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2017/09/05	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2017/12/05	<MDL 0.1	1.0	No	No
Nitrate (mg/L) - TW	2017/03/07	0.4	10.0	No	No
Nitrate (mg/L) - TW	2017/06/06	<MDL 0.1	10.0	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Nitrate (mg/L) - TW	2017/09/05	<MDL 0.1	10.0	No	No
Nitrate (mg/L) - TW	2017/12/05	<MDL 0.1	10.0	No	No
Sodium: Na (mg/L) - TW	2015/02/03	4.0	20*	No	No

*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified mg/L when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

Schedule 15 Sampling (Lead)

This facility is sampling under the exemption requirements of O.Reg 170/03 Schedule 15 sampling.

Location Type	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		MIN	MAX		
Distribution System - Lead Results (ug/L)	Lead Sampling completed in 2016. Next lead sampling in 2019.				
Distribution System - Alkalinity (mg/L)	6	52	64		
Distribution System - pH Lab	6	6.69	6.98		

Organic Parameters

These parameters are tested annually as a requirement under 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

	Sample Date (mm/dd/yyyy)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Treated Water					
Alachlor (ug/L) - TW	2017/01/11	<MDL 0.3	5.00	No	No
Azinphos-methyl (ug/L) - TW	2017/01/11	<MDL 1.0	20.00	No	No
Benzene (ug/L) - TW	2017/01/11	<MDL 0.5	1.00	No	No
Benzo(a)pyrene (ug/L) - TW	2017/01/11	<MDL 0.005	0.01	No	No
Bromoxynil (ug/L) - TW	2017/01/11	<MDL 0.3	5.00	No	No
Carbaryl (ug/L) - TW	2017/01/11	<MDL 3.0	90.00	No	No
Carbofuran (ug/L) - TW	2017/01/11	<MDL 1.0	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2017/01/11	<MDL 0.2	2.00	No	No
Chlorpyrifos (ug/L) - TW	2017/01/11	<MDL 0.5	90.00	No	No
Diazinon (ug/L) - TW	2017/01/11	<MDL 1.0	20.00	No	No
Dicamba (ug/L) - TW	2017/01/11	<MDL 5.0	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2017/01/11	<MDL 0.1	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2017/01/11	<MDL 0.2	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2017/01/11	<MDL 0.1	5.00	No	No
1,1-Dichloroethane (ug/L) - TW	2017/01/11	<MDL 0.1	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2017/01/11	<MDL 0.3	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2017/01/11	<MDL 0.1	900.00	No	No

	Sample Date (mm/dd/yyyy)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2017/01/11	<MDL 5.0	100.00	No	No
Diclofop-methyl (ug/L) - TW	2017/01/11	<MDL 0.5	9.00	No	No
Dimethoate (ug/L) - TW	2017/01/11	<MDL 1.0	20.00	No	No
Diquat (ug/L) - TW	2017/01/11	<MDL 5.0	70.00	No	No
Diuron (ug/L) - TW	2017/01/11	<MDL 5.0	150.00	No	No
Glyphosate (ug/L) - TW	2017/01/11	<MDL 25.0	280.00	No	No
Malathion (ug/L) - TW	2017/01/11	<MDL 5.0	190.00	No	No
2-Methyl-4chlorophenoxyacetic Acid (MCPA) (ug/L)	2017/01/11	<MDL 10	N/A	No	No
Metolachlor (ug/L) - TW	2017/01/11	<MDL 3.0	50.00	No	No
Metribuzin (ug/L) - TW	2017/01/11	<MDL 3.0	80.00	No	No
Paraquat (ug/L) - TW	2017/01/11	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW	2017/01/11	<MDL 0.05	3.00	No	No
Pentachlorophenol (ug/L) - TW	2017/01/11	<MDL 0.1	60.00	No	No
Phorate (ug/L) - TW	2017/01/11	<MDL 0.3	2.00	No	No
Picloram (ug/L) - TW	2017/01/11	<MDL 5.0	190.00	No	No
Prometryne (ug/L) - TW	2017/01/11	<MDL 0.1	1.00	No	No
Simazine (ug/L) - TW	2017/01/11	<MDL 0.5	10.00	No	No
Terbufos (ug/L) - TW	2017/01/11	<MDL 0.3	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2017/01/11	<MDL 0.2	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2017/01/11	<MDL 0.1	100.00	No	No
Triallate (ug/L) - TW	2017/01/11	<MDL 10.0	230.00	No	No
Trichloroethylene (ug/L) - TW	2017/01/11	<MDL 0.1	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2017/01/11	<MDL 0.1	5.00	No	No
Trifluralin (ug/L) - TW	2017/01/11	<MDL 0.5	45.00	No	No
Vinyl Chloride (ug/L) - TW	2017/01/11	<MDL 0.2	1.00	No	No
Distribution Water					
Trihalomethane: Total (ug/L) Annual Average	2017/01/01	57.9	100.00	No	Yes

Maintenance Summary

OCWA uses a risk-based preventative maintenance framework that ensures assets are maintained to manufacturer's and/or industry standards. Maintenance is completed using various tools and operational supports. The Ontario Clean Water Agency has specialized certified staff such as Millwrights, Electricians and Instrumentation Specialists to name a few.

OCWA uses a Workplace Maintenance System (WMS). WMS is a maintenance tracking system that can generate work orders as well as give summaries of completed and scheduled work. During the year, the

operating authority at the facility generates scheduled work orders on a weekly, monthly and annual basis. The service work is recorded in the work order history. This ensures routine and preventive maintenance is carried out. Emergency and capital repair maintenance is completed and added to the system.

Capital projects are listed and provided to the Town of Carleton Place in the form of a “Major Maintenance Forecast”. This list is developed by facility staff and provides recommendations for facility components requiring upgrading or improvement.

Facility Maintenance Highlights

WO#	Details
543103	Blanket #2 Items under \$200
243230	Coagulant Flow Meter
243792	Chlorinator service and parts
264280	Unit Heater Replacement
264283	Fluoride Spill Cleanup Costs
289084	Fluoride Pump Panel Replacement
290285	Coagulant Pump Panel Replacement
344564	DWQMS Audit 2017
437994	SCADA ups failure
578686	Daycare Lead Sampling
440929	Facility hardware inventory restock
264479	Chlorinator Service
409719	Storm internet access
473470	Isolation valves BF preventer
472820	Turbidity Analyzer replacement x2
377422	Coagulant Tank Clean Out
290009	Install chlorine analyzer
241557	Actiflo Valve Replacement
472577	Tower Safety Inspection
472579	Water Tower warranty inspection
505456	Water Tower Warranty Inspection

Distribution Maintenance Highlights

- Conducted routine maintenance which includes flushing hydrants and reading water meters.
- Inspections of valves on Bridge Street in the vicinity of the Inverness development
- Responded to a few frozen water services and repaired service leaks
- Installation of services for new construction on Bridge Street and Frank Street
- Began preparations for construction on the remaining portion of Henry Farm (Joseph, Preston, Warren, and Nichols).

- The watermain has now been connected to the pumping station south of Hwy. 7
- Installation of new services for the splash pad expansion in Riverside Park
- Commissioned 2.6km of new watermain in Millers' Crossing and Miller's Crossing
- Installation of new services on Napoleon and provided oversight of new services installed on Franklin Street
- Hydrant repair on Argyle Street
- Public Works responded to 1037 Request for Locates in 2017 compared to 896 in 2016
- Oversight was provided to the Flora Street watermain relining project
- Regular hydrant flushing schedule along with increased flushing of new development areas where Public Works has taken over operation of the mains but occupancy (and consumption) is minimal. (Miller's Crossing, Meadow Ridge, Jackson Ridge)
- Winter checks on hydrants and installed snow markers
- Service line repair at 457 Joseph
- Valve exercising – over 150 valves were exercised in 2017
- Summer services off and blown out in preparation for colder temperatures
- Oversight provided to Cavanagh (Meadow Ridge) to remove stacks and install flushing hydrant
- Fire flow testing of hydrants was conducted in spring 2017.
- All hydrants were painted and reflective fire flow indicators were affixed to each hydrant.

Watermain Break

Location	Date	Details	Corrective Action
No Watermain Breaks			

Community Complaints

	Number of Incidents
Service Related eg. Noise, Pressure, No Water	18
Taste and Odour	3
Visual	8
Other	1

QEMS

The Ontario Clean Water Agency has received Full scope accreditation. There was a surveillance audit completed by a third party auditor and there were no non-conformances identified. The Internal Audit and Management Review were completed. Minutes from the Management Review were provided to the Town.

Water Taking and Transfer Data

2017 Data was submitted electronically on January 18, 2017 under permit #1310-9UHPPW. The confirmation and a copy of the data that was submitted are attached in Appendix A.

Appendix A

WTRS Data and Submission Confirmation

18/01/2018

Water Taking Reporting System



Location: WTRS / WT DATA / Input WT Record

WTRS-WT-008

Water Taking Data submitted successfully.

Confirmation:

Thank you for submitting your water taking data online.

Permit Number: 1310-9UHPPW

Permit Holder: THE CORPORATION OF THE TOWN OF CARLETON PLACE.

Received on: Jan 18, 2018 3:04 PM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

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TOWN2 CARLETON PLACE2 | 2018/01/18

version: v4.5.0.7 (build#: 17)

Last modified: 2017/09/15

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	January	3614	3497	4024	3749	3487	4029	3667	3593	3860	3568	3291	3650	3890	3726	3564
16		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
4023		3755	3617	3520	3141	4091	3782	3507	3054	3602	3608	3824	3522	3517	3753	3649
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	3561	3598	3502	4290	3736	3400	3662	3468	3894	3325	3867	3984	3406	3553	3522	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	3518	3838	3427	3306	3757	3570	3836	3496	3585	3683	3992	3718	3792			
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	3558	3979	3418	3902	3846	3793	4110	3811	3874	3654	3747	3891	3820	3903	3166	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	4058	3618	3367	4102	3817	3886	3460	3482	4395	3497	4230	3699	3503	3900	3808	3434
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	3902	4291	3442	3865	3820	3680	3987	3561	4455	4078	3760	4304	3620	3871	3972	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	4018	4088	4069	3561	3968	3907	4337	4195	4119	3962	3710	4043	4419	4056	4070	
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	4558	4033	4019	4207	4076	3800	4455	4512	3950	3751	4251	3873	4133	4503	4262	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	4366	5033	4687	4681	5067	4442	4399	4862	4245	4682	4324	4791	5138	4095	4748	4503
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	4208	4288	4828	4466	4582	4840	4463	5023	5263	5084	5753	6442	6086	6578	5246	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	4643	4777	4926	5715	4591	5275	4874	4190	5823	4576	4168	4115	4494	4187	3964	

Carleton Place Drinking Water System

2017 Daily Raw Water Volumes

July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	4170	3732	4696	4738	5067	4914	4287	4308	4593	3982	4793	4528	4041	4060	4831	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
4830	4778	5152	5095	4483	5606	4647	5082	4378	4354	4531	4860	5011	4937	5337	5694	
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	5945	5691	5790	5124	4911	5139	5217	5679	5926	5519	5922	4966	5329	4653	6236	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
5793	5551	5490	5323	5884	6118	5070	5435	5961	5376	5637	5344	5390	6287	6130	4131	
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	6673	5180	4827	5267	5826	5522	5034	5067	5405	5539	6087	5966	5094	5369	5485	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
5477	5905	5667	5910	5231	5375	5142	5799	5997	5964	5784	4790	5044	4376	4377		
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	5415	4657	5133	4083	4072	4171	4321	4358	4069	3988	4144	4938	4399	4268	4256	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
3965	4591	4156	4196	4133	4531	4581	4344	3825	4246	4269	3836	4177	4639	4027	4401	
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	3945	4451	5133	4018	4719	3980	4229	4064	3981	4397	4127	4236	3795	3966	4519	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
4135	4050	4043	4390	4167	4005	3542	3728	3689	3853	3915	3700	3795	3761	4119		
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	3662	3916	4224	4267	3829	3767	3896	3709	4139	4236	3748	4101	3549	4272	3526	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
4388	3929	4223	3983	4333	3978	4114	3827	4330	3570	3883	4257	4154	4118	4632	4094	