



Physical Environment Committee Action Report  
for the February 6, 2018 meeting held in  
the Council Chambers  
following the Planning and Protection Committee Meeting

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**PRESENT:** Mayor Antonakos, Deputy Mayor Flynn, Councillor Black, Councillor Redmond, Councillor Trimble, Councillor Fritz  
Staff: Paul Knowles, CAO, Duncan Rogers, Clerk, Stacey Blair, Deputy-Clerk, Dave Young, Director of Public Works, Les Reynolds, Director of Protective Services

- 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?**

The following items are for information only and will not be discussed unless the Committee chooses to do so. The Chair will entertain a motion to proceed as recommended for those items not pulled out for discussion.

**COMMUNICATION 129071**

Received from        Dave Young, Director of Public Works  
Addressed to         Physical Environment Committee  
Date                    January 3, 2018  
Topic                  DWQMS 2017 4<sup>TH</sup> Quarter Report

**SUMMARY**

The attached report identifies significant activities relating to the Town's Drinking Water System that occurred during the final quarter of 2017. Items of note include the following:

**129071 Continued**

- over 1000 locate requests were processed in 2017.
- Flora St. watermain lining project was completed on December 22, 2017.
- water quality calls were down in 2017.
- Management Review was conducted on December 21, 2017 (minutes attached).

**COMMENT**

For Council's information.

**STAFF RECOMMENDATION**

Receive and record.

**COMMITTEE DECISION**

Receive and record.

**TO BE DISCUSSED**

**COMMUNICATION 129072**

Received from Paul Knowles, CAO  
Addressed to Physical Environment Committee  
Date January 31, 2018  
Topic Municipal Class Environmental Assessment (MCEA) Reform

**SUMMARY**

The Ontario Good Roads Association is seeking reforms to the Municipal Class Environmental Assessment (MCEA) process. In its current form the MCEA process has made municipal infrastructure projects longer in duration and more costly. The OGRA Board of Directors encourages all municipalities in Ontario to adopt the following resolution that calls on the Minister of the Environment and Climate Change to accelerate the Application for Review of the MCEA process.

**COMMENT**

A recommended draft resolution has been provided under Staff Recommendation for the Committee's consideration.

**STAFF RECOMMENDATION**

**WHEREAS** a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the *Environmental Bill of Rights Act, 1993* (EBR Act);  
**AND WHEREAS** impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;  
**AND WHEREAS** the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

**129072 Continued**

**AND WHEREAS** analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

**AND WHEREAS** the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

**AND WHEREAS** in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

**AND WHEREAS** local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

**THEREFORE BE IT RESOLVED** that the Town of Carleton Place requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

**AND FURTHER** that the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the *Planning Act*;

**AND FURTHER** that the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.

**COMMITTEE DECISION**

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**COMMUNICATION 129086**

Received from Clerk's Department  
Addressed to Policy Review Committee  
Date February 6, 2018  
Topic Closed Meetings

**SUMMARY**

As authorized by the Municipal Act, Council should review selected items in closed session.

**STAFF RECOMMENDATION**

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda.

**AGENDA**

2018-02-06-1 A proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Sale of Land

**COMMITTEE DECISION**

THAT in accordance with Section 239 of the Municipal Act, S.O. 2001, that the meeting be closed to the public with the following agenda.

**AGENDA**

2018-02-06-1 A proposed or pending acquisition or disposition of land by the municipality or local board – General Nature – Sale of Land

**REPORT TO COUNCIL**

2018-02-06-1 THAT Council hereby authorizes the Mayor and the Clerk to execute an agreement of purchase and sale with Shahin Yazdani for the purchase of Part 2 of Lot 16 on Plan 27R-9696 for \$126,500.00.



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**COMMITTEE DECISION**



## **2017 4<sup>th</sup> Quarter DWQMS Report to Council**

The purpose of this report is to summarize the activities of the Public Works – **Water Distribution System** for the period of October 2017 through December 2017 for Town Council.

### **Operational Plan Revisions**

The following revision(s) were completed during this quarter:  
17-Oct-17                    25      Risk Assessment Table Re-write

### **Drinking Water Quality**

In 2017 the Public Works office received 31 calls concerning water quality, which is a 30% decrease in the number of calls from 2016. The calls are summarized as follows:

- 0 – Watermain Breaks
- 18 – Service Related Issues (noise, low pressure, no water)
- 8 – Visual
- 3 – Taste / Odour
- 2 – Other

### **Operational Activities**

There following activities were reported in the final quarter of 2017:

- 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
- Installed 2 new services for a duplex on Napoleon Street
- Oversight provided to Cavanagh (Meadow Ridge) to remove stacks and install flushing hydrant



## 2017 Consumption Statistics

	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.	Total
<b>Raw Water - m<sup>3</sup>/d</b>													
<b>Max</b>	4090.9	4289.9	4395.1	4454.7	5138	3578.3	5694.4	6287.2	6673	5415	12268	7698.5	
<b>Avg.</b>	3650.67	3652.96	3765.37	3970.85	4401.37	4915.45	4693.98	5515.03	5439.18	4328.61	7287.37	7643.85	
<b>Min</b>	3053.6	3306	3165.6	3442.1	3750.6	3964.2	3731.5	4130.7	4375.5	3824.9	3944.9	7589.5	
<b>Total</b>	113170.9	102283	116726.4	119125.4	136442.4	147463.4	145513.5	170965.8	163175.4	134186.9	218621	236959.5	<b>1804634</b>
<b>Treated Water m<sup>3</sup>/d</b>													
<b>Max</b>	4122.1	4301.8	4237.9	4601.2	5056.9	6555.7	5454.7	6141.5	6141.5	5311.7	4801.8	5000.1	
<b>Avg.</b>	3710.18	3682.81	3785.85	4031.35	4360.4	4787.49	4557.39	5325.34	5412.97	4302.13	4092.56	4086.05	
<b>Min</b>	3033.3	3144	3134.6	3512.7	3838.1	3836.3	3810.8	4354.9	4647.6	3829.8	3586.2	3354.9	
<b>Total</b>	115015.6	103118.7	117361.4	120940.5	135161.1	143624.6	141279.2	165085.5	162389	133365.9	122776.8	126667.6	<b>1588005</b>
<b>System Demand m<sup>3</sup>/d</b>													
<b>Max</b>	3889.9	3994.9	5755.3	4303	5173.5	6223.4	5461.5	5932.5	5932.5	4958.2	455.7	4564.8	
<b>Avg.</b>	3698.52	3687.93	3864.63	4016.62	4368.29	4784.58	4545.83	5336.95	5398.91	4172.83	4087.32	4089.53	
<b>Min</b>	3409	3510.6	3509.1	3731.7	4053.5	4018	3992.7	4715.3	4862.1	4043	3784.4	3687	
<b>Total</b>	114654.1	103262.1	119803.5	120498.6	135416.9	143537.3	140920.6	165445.3	161967.4	133375.2	122619.5	126775.5	<b>1589448</b>

## Historical System Demand

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>System Demand m<sup>3</sup>/day</b>									
<b>Avg</b>	4,538.711	5,006.05	4,468.025	4,434.898	4,125.622	4,392.864	4,088.58	4,436.22	4354.65
<b>Cnt</b>	365	365	365	366	365	365	365	365	365
<b>Max</b>	7,166.2	7,227.8	7,173.9	8,030.9	6,506.7	7,267.100	6,521.2	7,944.5	6223.4
<b>Min</b>	3,695.9	4,025.9	3,275.3	3,374.8	3,434.0	1,480.100	1,640.6	3,390.8	3409
<b>Sum</b>	1,656,629.6	1,827,208.3	1,630,829.17	1,623,172.5	1,505,852.0	1,599,002.500	1,492,332	1,619,219	1,589,448

### **Audit Results**

Internal Audit – In partnership with the Town of Mississippi Mills, staff conducted an internal audit on October 20, 2017. Several non-conformances were reported and corrective action reports have been prepared to address the root cause of the non-conformance.

External Audit – On November 20, 2017 the Town of Carleton Place received the results of our external audit which was performed by SAI Global. No non-conformances were found. Only one opportunity for improvement (OFI) was suggested, staff will review the OFI during our next DWQMS meeting.

### **Management Review**

On December 21, 2017 the annual Management Review was conducted for the distribution system. The Management Review Minutes are attached.

## DWQMS – 2017 Management Review Meeting Minutes

**Date:** DECEMBER 21, 2017  
**Present:** DAVE YOUNG, GRAHAM PATTERSON, SHARYL-ANNE ANDREWS, DAN MCCAMMON, JASON JACKSON, AND MIKE HART  
**Absent:** NONE  
**Time:** 9AM  
**Location:** TOWN HALL – Council Chambers

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### MANAGEMENT REVIEW MINUTES

The DWQMS requires a Management Review to be conducted every 12 months at a minimum and the requirements of the review are outlined by the Standard. The results of the Management Review must be reported to the Owner of the system.

The Team reviewed the attached Management Review. The following comments were noted:

#### **Item A – Incidents of Non-Compliance**

The MOECC has yet to schedule an inspection for 2017. The results of the 2017 inspection was received and no non-compliances were identified. In 2017 we will have a new MOECC Inspector (Dan White).

#### **Item B – Incidents of Adverse Drinking Water Tests**

There were no adverse drinking water tests in 2017.

#### **Item C – Deviations from Critical Control Points & Response Actions**

No deviations were recorded in 2017.

#### **Item D – Effectiveness of the Risk Assessment Process**

The Waterworks team reviewed the Risk Assessment outcomes and no revisions are required at this time.

#### **Item E – Internal & External Audits**

The team has previously reviewed the results of our internal audit and CARs have been completed and will be reviewed after 90 days.

The external audit by SAI Global identified no non-conformances.

It was noted our license will be expiring January 27<sup>th</sup>, 2019. Therefore, we will be required to have an on-site audit next fall as part of renewal.

#### **Item F – Results of Emergence Response Testing**

The next tabletop emergency exercise occurred April 18, 2017.

The DWQMS rep would like to review and improve our current Distribution System Emergency Plan in 2018. The Town is conducting a study to examine the resiliency of treatment facilities and some the information contained in the results of the study could be useful for our emergency plan. (Action Item-Medium Priority - Scheduled Completion Fall 2018)

#### **Item G – Operational Performance**

The Team discuss the increasing trend in the number of locates we are receiving each year.

#### **Item H – Raw Water Supply & Drinking Water Quality Trends**

Director of Public Works has noted that demand has slightly decreased from last year even though the Town has continued to experience growth. The team does realize there will come a time when the system demand will increase as a result of not only residential growth but commercial growth as well.

#### **Item I – Follow-Up Items from Previous Management Review**

The team discussed the outstanding action items.

- Valves – Graham will document our protocol for valves greater than 1.5". Graham will also ensure Robin is aware of our requirements for larger valves. (Action Item – High Priority – Scheduled completion date January 15, 2018)
- Hydrant on Edmund Street – Briefed Graham about the need for a hydrant at the end of Edmund Street (Action Item – Low Priority – No Scheduled Completion Date)

#### **Item J – Status of Management Action Items between Reviews**

Nothing to Report

#### **Item K – Changes That Could Impact the QMS**

Nothing to report.

#### **Item L – Consumer Feedback**

Jason noted the number of calls this year with air in the water. The team also noted the measures in place have resulted in fewer calls this year. The Team will continue on with current flushing activities in 2018.

#### **Item M – Resources Needed to Maintain the QMS**

Nothing to report.

#### **Item N – Results of Infrastructure Review**

The team discussed the results of the infrastructure review. The Waterworks truck replacement has been identified on the long-term capital plan however, the Operators feel the truck is holding up rather well with very low mileage.

**Item O – Operational Plan Currency, Content & Update**

John Nagle will be updating the map in early 2018. (Action Item – High Priority – Scheduled Completion Date – January 31 2018)

**Item P – Staff Recommendations**

Nothing to report.

**Item Q – Financial Plan**

The next rewrite of the financial Plan will occur in 2020.

**Item R – Essential Suppliers**

The Operators reviewed the Essential Supplier List and will need to revise the list as Advanced Alarms are responsible for our after-hours paging service. (Action Item – High Priority – Scheduled Completion Date January 31, 2018).

**Item S – Review Communication Protocol between the Town of Carleton Place & OCWA**

The next review is scheduled October 2020.