



Physical Environment Committee Action Report  
for the February 2<sup>nd</sup>, 2016 meeting to be held in  
the Council Chambers at 7:00 p.m.

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**PRESENT:** Mayor Antonakos, Deputy-Mayor Flynn, Councillor Black, Councillor Doucett, Councillor Redmond, Councillor Fritz, Councillor Trimble, Duncan Rogers, Clerk, Paul Knowles, Chief Administrative Officer, Dave Young, Director of Public Works,

- 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 receive and file for those items not pulled out for discussion.

### **COMMUNICATION 127051**

Received from      Dave Young, Director of Public Works  
Addressed to        Physical Environment Committee  
Date                    January 28<sup>th</sup>, 2016  
Topic                  DWQMS 2015 4<sup>th</sup> Quarter Report

#### **SUMMARY**

The attached report identifies significant activities that have occurred over the period from October through December 2015. Noteworthy items include:

- Internal, tabletop and external audits completed;
- submission of Operating Authority License Renewal; and
- Management Review conducted on December 23<sup>rd</sup>, 2015.

**127051 Continued**

**COMMENT**

For Council's Information

**STAFF RECOMMENDATION**

Receive and Record

**COMMITTEE DECISION**

Receive and Record

**COMMUNICATION 127052**

Received from        Dave Young, Director of Public Works  
Addressed to        Physical Environment Committee  
Date                    January 28<sup>th</sup>, 2016  
Topic                  2016 Bare Root Subsidized Tree Program

**SUMMARY**

Public Works staff have been working with representatives of the Urban Forest/River Corridor Committee to provide the Bare Root Tree Program to residents of Carleton Place once again in the spring of 2016.

**COMMENT**

The information session is planned for Wednesday, May 4<sup>th</sup> at 7:00 p.m. The following species will be made available to Carleton Place property owners for \$20.00

- Sugar Maple;
- Red Oak;
- Hackberry;
- Russian Mountain Ash;
- Edible Crab Apple; and
- MacIntosh Apple

**STAFF RECOMMENDATION**

Receive and Record

**COMMITTEE DECISION**

Receive and record

**TO BE DISCUSSED**

**Communication 126301**

Received from Dave Young, Director of Public Works  
Addressed to Policy Review Committee  
Date June 19<sup>th</sup>, 2015  
Topic Franktown Road/Coleman Street Intersection Improvements

**SUMMARY**

Staff have received proposals from engineering firms to work with the Town's Traffic Signal Contractor to undertake upgrades at the intersection of Franktown Road and Coleman Street.

McIntosh Perry	\$33,850
Novatech Engineering	\$33,900

Both firms have experience with the Town and have worked with Partham Engineering. Since both firms have essentially provided the same proposal, staff recommend that the project be assigned to Novatech Engineering as there are a number of projects that McIntosh Perry has been awarded.

**UPDATE 1 – October 6<sup>th</sup>, 2015**

Detailed design is near completion for the proposed incorporation of left turn lanes on Franktown Road and Coleman Street. Staff have looked at the scope of work for this project and there are a number of items that are already in the Town's 2015 reconstruction project that has been undertaken by Thomas Cavanagh Construction.

Cavanagh has indicated that they would honour existing contract pricing where it is applicable and provide pricing for items not already in the existing contract.

**UPDATE 2 – December 1<sup>st</sup>, 2015**

The approved design for the Franktown Road/Coleman Street intersection was finally received the week of November 16<sup>th</sup>. Although the Contractor had intended to make resources available to undertake this project, it was felt that the required concrete work to create the new turn lanes would be vulnerable at this time of the year with winter operation beginning soon. The concrete contractors do not warranty concrete sidewalks that have salt applied during the curing period. All parties involved have committed to undertake this work as soon as conditions permit in the spring of 2016.

**UPDATE 3 – January 5<sup>th</sup>, 2016**

Staff have received pricing from Cavanagh Construction for the reconstruction of Franktown Road/Coleman Street Intersection. The cost to incorporate components of the Arterial Streetscape is very cost prohibitive and will create significant inconveniences. This is due to the fact that in order to incorporate interlock crosswalks, a concrete base is required. In order to pour the bases, maintain traffic, allow proper curing time and then place interlock brick, the job would take over a month and cost in excess of \$90,000.

## **126301 Continued**

Staff feel that other alternatives should be investigated and/or only undertake this type of installation when a complete reconstruction project is happening.

### **UPDATE 4 – February 2<sup>nd</sup>, 2016**

Staff have investigated alternative options and found thermoplastic overlays may be a viable option.

### **STAFF RECOMMENDATION**

THAT staff present findings to date.

### **COMMITTEE DECISION**

Detailed design utilizing thermoplastic overlay for the crosswalks is to proceed. Bring forward

## **Communication 124442**

Received from	Dave Young, Director of Public Works
Addressed to	Physical Environment Committee
Date	September 26 <sup>th</sup> , 2013
Topic	Stonewater Bay Stormwater Management Facility

### **SUMMARY**

Concerns have been raised by area residents about the functionality of this storm pond - specifically the lack of flow and the algae growth.

### **COMMENT**

Staff have spoken to representatives of MVCA and they suggested some steps to initiate a review that would be cost effective such as water sampling and collection system investigation.

### **UPDATE 1**

Staff have obtained the services of a Consultant to provide an operational review of this Stormwater Management facility. Staff will present findings when they are provided.

### **UPDATE 2**

Staff had an on-site meeting with a Stormwater quality consultant on Monday November 26<sup>th</sup>, 2013. Upon initial review, it appears the problem of algae growth is a result of phosphorous and nitrogen loadings entering the pond and an extended detention time due to outlet elevation.

The Consultant intends to review this issue with associates and develop potential solutions.

## **124442 Continued**

### **UPDATE 3**

Staff have been reviewing potential solutions for this storm water management facility that will be incorporated in the RFP to Engineering Firms.

Discussions the MVCA will include regulatory requirement. Potential solutions include aeration of the existing facility and pumping of stormwater to reduce the extended retention time.

### **UPDATE 4 - April 7<sup>th</sup>, 2015**

Staff have received a proposal from McIntosh Perry to assist in verification of the source of the problem that has led to the odour and algae growth of the Mississippi Quays Stormwater Management Pond.

Tasks that they are proposing to determine the cause of the problems are to sample the outfall of the pond during peak algae growth and conduct soil sampling to determine if soil within the basin have elevated levels of phosphorus.

It is also recommended that the pond be cleaned out this spring, prior to sampling being undertaken as the development is near completion and elevated suspended solids loading should be lowered due to construction activities ending. With the combination of background knowledge and sampling results, they are confident in their ability to identify all reasonable and feasible solutions for the remediation of the pond.

Upon review of alternative solutions, McIntosh Perry will present the Town with a technically preferred alternative to move forward with. McIntosh Perry's proposed fee for development of a preferred solution is \$4,685.

### **COMMENT**

Staff have solicited this proposal from McIntosh Perry as they have an extensive background with this facility, although not involved in the original design, but have been involved in this project in later phases of the development.

### **UPDATE 5 - October 6<sup>th</sup>, 2015**

McIntosh Perry has undertaken a review of the operational issues relating to the Mississippi Quays Stormwater Management Facility and have developed a number of proposed solutions.

### **UPDATE 6 – November 3<sup>rd</sup>, 2015**

At the October 5<sup>th</sup>, 2015 Physical Environment Committee meeting staff were directed to have McIntosh Perry develop a detailed report on Option 1, 2 and 3.

## 124442 Continued

### UPDATE 7 – December 1<sup>st</sup>, 2015

Staff have received the Detailed Evaluation of Alternative Solutions and Identification of Alternative Power Sources report from McIntosh Perry. The report evaluation the following alternative solutions to the algae blooms and odours concerns:

- Compressed Air Diffusers (three options);
  - membrane diffusers;
  - bubble tubing; and
  - stone diffusers.
- Aerating Fountains; and
- Surface Aerators

Also, as directed by the Town, the Consultant considered three different power source options for the aeration devices, which were;

- Solar Panel;
- Windmill; and
- Conventional connection to Hydro One Grid.

Through the evaluation of effectiveness, energy, efficiency, durability and maintenance, it was determined that Compressed Air Diffusers are the preferred solution with Bubble Tubing being the recommended approach.

Although information, received up to this point in time, indicates that alternative power sources are not viable in conjunction with Bubble Tubing Compressed Air Diffusers, due to higher power requirements, it is felt that further investigation is required prior to discarding alternative power supplies.

### UPDATE 8 – February 2<sup>nd</sup>, 2016

McIntosh Perry has investigated alternative power options for Bubble Tubing Compressed Air Diffusers.

### STAFF RECOMMENDATION

THAT staff present findings.

### COMMITTEE DECISION

Detailed design for the bubble tubing will proceed based on installing an electrical connection from the Hydro One grid. Also, that streetlighting be address in this area.

## Communication 126304

Received from Dave Young, Director of Public Works  
Addressed to Policy Review Committee  
Date June 19<sup>th</sup>, 2015  
Topic Riverside Park Lighting/Electrical Design

### SUMMARY

Staff have received the design from our Consultant regarding the new lighting and electrical (servicing) revisions due to the proposed conversion of overhead wiring to underground in Riverside Park.

### COMMENT

The lighting fixtures are all LED full cut off, decorative fixtures with some control capabilities so lighting can be adjusted during fireworks and/or performances in the park.

Also, lighting has been added along the pathway that runs behind the berm at the amphitheater. These lights are solar powered. The cost estimate for this project is now at \$200,000 compared to the original budget of \$100,000.

Staff will present proposed drawing for Committee's review.

### UPDATE – September 8<sup>th</sup>, 2015

Staff have just recently received confirmation of this project moving forward (written confirmation pending). However, at this point in time it appears that work in Riverside Park will be deferred until spring of 2016.

Town have continued to work with consultant on detail design and tender preparation, but have not moved forward with tender while awaiting confirmation from Hydro One. Upon receipt of confirmation in writing, staff will proceed with tender in order to confirm budget requirements.

### UPDATE – February 2<sup>nd</sup>, 2016

This project appears to be moving forward as Hydro One has received confirmation of funding approval for this portion of hydro upgrades in Carleton Place.

Staff will be meeting with Hydro One representatives to establish schedule and coordination issues.

### STAFF RECOMMENDATION

Bring forward

### COMMITTEE DECISION

Detailed design and tendering for new lighting in Riverside Park is to proceed. Bring forward

## Communication 126380

Received from Judy Lightford  
Addressed to Dave Young, Director of Public Works  
Date September 29<sup>th</sup>, 2015  
Topic Speeding on Herriott Street

### SUMMARY

Resident is concerned about speed on Herriott Street and feels that a number of vehicles use Herriott Street to avoid the Community Safety Zone on Townline Road. She feels that an All-way Stop at the intersection of Herriott Street and Thomas Street would address her concerns and is requesting the Town implement this measure.

### COMMENT

In order for an All-way Stop to be effective, traffic volumes should be at or near warrant guidelines.

### UPDATE – February 2<sup>nd</sup>, 2016

In the late fall of 2015, traffic studies were done on Herriott Street by staff. Staff also reviewed Ms. Lightford's concerns with Carleton Place OPP.

Staff have acquired traffic data from this location and confirmed the following:

- the 85<sup>th</sup> percentile speed is well below the posted speed limit;
- the daily average volume is low, less than 300/day;
- review of the history did not reveal any recent traffic incidents in this area.

Based on the Carleton Place Traffic Calming & Speed Management Policy and the data acquired, Select Enforcement is the recommended course of action.

### STAFF RECOMMENDATION

THAT staff identify this location to Carleton Place OPP for select enforcement. Receive and Record

### COMMITTEE DECISION

THAT staff identify this location to Carleton Place OPP for select enforcement. Receive and Record



## **COMMUNICATION 127053**

Received from Dave Young, Director of Public Works  
Addressed to Physical Environment Committee  
Date January 28<sup>th</sup>, 2016  
Topic Traffic Concerns on Flora Street South of Townline Road

### **SUMMARY**

Staff have reviewed concerns regarding speed of vehicles on Flora Street south of Townline Road. Residents have requested the installation of stop signs or speed humps.

### **COMMENT**

Staff updated data in this area in the fall of 2015 and found traffic volumes relatively low, less than 300 vehicles a day. The 85 percentile is slightly over the posted speed limit. In accordance with the Carleton Place Traffic Calming and Speed Management Policy, Selected Enforcement with ongoing monitoring is the recommended course of action. Staff had met with Carleton Place OPP and no recent incidents had been identified in this area.

Even though the data collected supports this course of action, staff would like to do an internal review of this area relating to stop sign placement/through streets relative to stop signs.

### **STAFF RECOMMENDATION**

THAT staff review through street and stop street placement to see if there are alternative measures that can be implemented. Bring forward.

### **COMMITTEE DECISION**

THAT staff review through street and stop street placement to see if there are alternative measures that can be implemented. Bring forward.

## **COMMUNICATION 127062**

Received from Councillor Fritz  
Addressed to Planning and Protection Committee  
Date February 2<sup>nd</sup>, 2016  
Topic Closed Meetings

### **SUMMARY**

Councillor suggests that closed session agenda items be grouped together so there is less frequent closed meetings with longer agendas.

### **STAFF RECOMMENDATION**

To be discussed

**127062 Continued**

**COMMITTEE DECISION**

THAT closed meetings be included on the Policy Review Committee agenda only unless item is particularly urgent.

**COMMUNICATION 127063**

Received from	Mayor Antonakos
Addressed to	Planning and Protection Committee
Date	February 2 <sup>nd</sup> , 2016
Topic	IODE Curling Bonspiel

**SUMMARY**

The IODE is holding a curling bonspiel on Saturday February 6<sup>th</sup>, 2016.

**STAFF RECOMMENDATION**

THAT the Town enter a team in the IODE curling bonspiel with the \$120 cost funded from Council promotion.

**COMMITTEE DECISION**

THAT the Town enter a team in the IODE curling bonspiel with the \$120 cost funded from Council promotion.



Physical Environment Committee Agenda  
for the February 2<sup>nd</sup>, 2016 meeting to be held in  
the Council Chambers at 7:00 p.m.

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#### **COMMENT**

For Council's Information

#### **STAFF RECOMMENDATION**

Receive and Record

#### **COMMITTEE DECISION**

## **COMMUNICATION 127052**

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Addressed to Physical Environment Committee  
Date January 28<sup>th</sup>, 2016  
Topic 2016 Bare Root Subsidized Tree Program

### **SUMMARY**

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### **STAFF RECOMMENDATION**

Receive and Record

### **COMMITTEE DECISION**

## **TO BE DISCUSSED**

### **Communication 126301**

Received from Dave Young, Director of Public Works  
Addressed to Policy Review Committee  
Date June 19<sup>th</sup>, 2015  
Topic Franktown Road/Coleman Street Intersection Improvements

#### **SUMMARY**

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## **126301 Continued**

Staff feel that other alternatives should be investigated and/or only undertake this type of installation when a complete reconstruction project is happening.

### **UPDATE 4 – February 2<sup>nd</sup>, 2016**

Staff have investigated alternative options and found thermoplastic overlays may be a viable option.

### **STAFF RECOMMENDATION**

THAT staff present findings to date.

### **COMMITTEE DECISION**

## **Communication 124442**

Received from	Dave Young, Director of Public Works
Addressed to	Physical Environment Committee
Date	September 26 <sup>th</sup> , 2013
Topic	Stonewater Bay Stormwater Management Facility

### **SUMMARY**

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### **COMMENT**

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## **124442 Continued**

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## 124442 Continued

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  - bubble tubing; and
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- Surface Aerators

Also, as directed by the Town, the Consultant considered three different power source options for the aeration devices, which were;

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### UPDATE 8 – February 2<sup>nd</sup>, 2016

McIntosh Perry has investigated alternative power options for Bubble Tubing Compressed Air Diffusers.

### STAFF RECOMMENDATION

THAT staff present findings.

### COMMITTEE DECISION



## Communication 126304

Received from Dave Young, Director of Public Works  
Addressed to Policy Review Committee  
Date June 19<sup>th</sup>, 2015  
Topic Riverside Park Lighting/Electrical Design

### SUMMARY

Staff have received the design from our Consultant regarding the new lighting and electrical (servicing) revisions due to the proposed conversion of overhead wiring to underground in Riverside Park.

### COMMENT

The lighting fixtures are all LED full cut off, decorative fixtures with some control capabilities so lighting can be adjusted during fireworks and/or performances in the park.

Also, lighting has been added along the pathway that runs behind the berm at the amphitheater. These lights are solar powered. The cost estimate for this project is now at \$200,000 compared to the original budget of \$100,000.

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### UPDATE – February 2<sup>nd</sup>, 2016

This project appears to be moving forward as Hydro One has received confirmation of funding approval for this portion of hydro upgrades in Carleton Place.

Staff will be meeting with Hydro One representatives to establish schedule and coordination issues.

### STAFF RECOMMENDATION

Bring forward

### COMMITTEE DECISION

## Communication 126380

Received from Judy Lightford  
Addressed to Dave Young, Director of Public Works  
Date September 29<sup>th</sup>, 2015  
Topic Speeding on Herriott Street

### SUMMARY

Resident is concerned about speed on Herriott Street and feels that a number of vehicles use Herriott Street to avoid the Community Safety Zone on Townline Road. She feels that an All-way Stop at the intersection of Herriott Street and Thomas Street would address her concerns and is requesting the Town implement this measure.

### COMMENT

In order for an All-way Stop to be effective, traffic volumes should be at or near warrant guidelines.

### UPDATE – February 2<sup>nd</sup>, 2016

In the late fall of 2015, traffic studies were done on Herriott Street by staff. Staff also reviewed Ms. Lightford's concerns with Carleton Place OPP.

Staff have acquired traffic data from this location and confirmed the following:

- the 85<sup>th</sup> percentile speed is well below the posted speed limit;
- the daily average volume is low, less than 300/day;
- review of the history did not reveal any recent traffic incidents in this area.

Based on the Carleton Place Traffic Calming & Speed Management Policy and the data acquired, Select Enforcement is the recommended course of action.

### STAFF RECOMMENDATION

THAT staff identify this location to Carleton Place OPP for select enforcement. Receive and Record

### COMMITTEE DECISION

## **COMMUNICATION 127053**

Received from Dave Young, Director of Public Works  
Addressed to Physical Environment Committee  
Date January 28<sup>th</sup>, 2016  
Topic Traffic Concerns on Flora Street South of Townline Road

### **SUMMARY**

Staff have reviewed concerns regarding speed of vehicles on Flora Street south of Townline Road. Residents have requested the installation of stop signs or speed humps.

### **COMMENT**

Staff updated data in this area in the fall of 2015 and found traffic volumes relatively low, less than 300 vehicles a day. The 85 percentile is slightly over the posted speed limit. In accordance with the Carleton Place Traffic Calming and Speed Management Policy, Selected Enforcement with ongoing monitoring is the recommended course of action. Staff had met with Carleton Place OPP and no recent incidents had been identified in this area.

Even though the data collected supports this course of action, staff would like to do an internal review of this area relating to stop sign placement/through streets relative to stop signs.

### **STAFF RECOMMENDATION**

THAT staff review through street and stop street placement to see if there are alternative measures that can be implemented. Bring forward.

### **COMMITTEE DECISION**



## **2015 4<sup>th</sup> Quarter DWQMS Report to Council**

The purpose of this report is to summarize the activities of the Carleton Place Public Works – **Water Distribution System** for the period of October 2015 through December 2015 for Council members.

### **DWQMS Activities**

#### ***Internal Audit***

In the past the Town of Carleton Place and Mississippi Mills have discussed sharing resources for internal audits for the DWQMS. In December our DWQMS Representative (Sharyl-Anne Andrews) conducted the Internal Audit for Mississippi Mills in return the Environmental Compliance Coordinator (Abby Barclay) for Mississippi Mills performed our internal audit. The following non-conformances were detected:

- Ensure that the Water Licences in the Logbook in the PW Garage are updated to reflect OIT status to Level 1 status.
- SOP 407 Operator Log Book Entries is missing in the SOP Book.
- Appendix E QP05 – Essential Supplies and Services - Bulk water list is not included.
- Chlorimeter 'A' – 09070E128884 - was not calibrated quarterly.

#### ***External Audit***

On October 7<sup>th</sup> a desktop audit and on October 27<sup>th</sup> an onsite external audit were completed as part of our Drinking Water Licence Renewal application by SAI Global. SAI Global is an international accreditation body with over 20 years of auditing experience in the world of quality management systems including the ISO 9000 family of standards. Our auditor has worked with us on past audits and we are pleased to report no non-conformances were detected.

#### ***Drinking Water Licence Renewal***

Drinking water licences are valid for a period of five years. Our licence will expire April 13, 2016. Documents for our renewal were submitted to the Ministry of Environment on October 13, 2016 as required six months prior to the expiry date.

#### ***Management Review***

The Management Review was conducted on December 23<sup>rd</sup> as part of the annual requirements of the DWQMS. The standard agenda includes the following as required by the DWQMS:

- a) Incidents of regulatory non-compliance (review MOE inspection reports, annual reports to MOE)
- b) Incidents of adverse drinking water tests (review Annual reports and adverse reports to MOE)
- c) Deviations from critical control limits and response actions (review adverse reports to MOE, call-in reports, logbook entries)



- d) The efficacy of the risk assessment process (review of Summary of Risk Assessment Outcomes)
- e) Internal and third-party audit results (review Audit reports and action plans)
- f) Results of emergency response testing (I.e. review Facility Emergency Plan, training records, related test documentation)
- g) Operational performance (review MOE inspection rating reports)
- h) Water supply and drinking water quality trends (review drinking water facility description in Operational Plan, annual reports to MOE, flushing trends, consumer feedback)
- i) Follow-up on action items from previous Management Reviews (review minutes and action plans)
- j) The status of management action items identified between reviews (review action plans; memos, correspondence to operating authority staff)
- k) Changes that could affect the QMS
- l) Consumer feedback (review community complaints, Logbook)
- m) The resources needed to maintain the QMS (review staffing levels)
- n) The results of the infrastructure review (review capital works recommendation)
- o) Operational Plan currency, content and updates (review the status of the Operational Plan including QMS Procedures)
- p) Staff suggestions (review relevant correspondence)

The minutes of the Management Review are attached to this report for review.

### **Operational Activities**

On November 16<sup>th</sup> the Ministry of Environment conducted their annual inspection of the drinking water system. The Ministry of Environment will provide the Town with the results of the inspection in the near future.

In 2015 there were 28 calls from the public concerning water quality. They are summarized as follows:

- 14 – Service Related Issues (Noise, Pressure / No Water, Water Entering Basement)
- 8 – Taste & Odour
- 5 - Visual
- 1 – Other



## **Operator Training**

On December 9<sup>th</sup> staff attended a training session provided by Watermark Solutions for Swabbing and Uni-directional Flushing. Future training by Watermark Solutions will be held in Carleton Place for Water Loss Management and Fire Flow Training in April 2016.

## **Consumption Statistics**

Treated Water System Demand (m<sup>3</sup>/d) for 2015:

	<b>Max OL</b>	<b>Mean OL</b>	<b>Min OL</b>	<b>Total OL</b>
January	4121.6	3720.74	3452	115,342.8
February	4232	3850.55	3592.8	107,815.4
March	4490.6	4102.13	3615.5	127,166.1
April	4648	3867.55	1744.9	116,026.4
May	6521.2	4059.53	1640.6	125,845.3
June	6239	4219.07	3713.1	126,572.2
July	6193.1	4948.34	3896.1	153,398.4
August	5730	4592.86	4056.1	142,378.6
September	5146.6	4441.34	3889.4	133,240.2
October	4145.8	3797.03	3654.1	117,707.9
November	4408.9	3848.67	3340.2	115,460.1
December	3874.6	3592.84	3336	111,378.1
	<b>6521.2</b>	<b>4088.58</b>	<b>1640.6</b>	<b>Total = 1,492,332</b>

## **Upcoming DWQMS Events**

April 6 & 7 – Provincial DWQMS Workshop in Barrie.

Sharyl-Anne is working with the planning committee for this event which includes staff from the Ministry of Environment, Walkerton Clean Water Centre, and a three other municipalities from across the province.