



Committee of the Whole Agenda

**Tuesday, April 21, 2020
Immediately following Council meeting**

Pages

VIRTUAL MEETING VIA ZOOM

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Suggested Motion:

THAT the agenda be accepted as presented.

3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

a. Councillor Seccaspina - Secondary Plan, Official Plan Amendment OPA-01-2020 (Communication 131056)

Councillor Seccaspina's family owns land that could be impacted by this matter.

4. MINUTES TO BE APPROVED AND RECEIVED

a. Committee of the Whole Minutes

5

Suggested Motion:

THAT the Committee of the Whole Minutes dated April 7, 2020 be accepted as presented.

5. DELEGATIONS/PRESENTATIONS

None.

6. REPORTS

Corporate Services

- a. **2020 Business Improvement Area (BIA) Budget (Communication 131051)** 11

Trisa McConkey, Treasurer

Suggested Motion:

THAT the 2020 Operating Budget for the Carleton Place Business Improvement Area (BIA) be approved;

THAT the levy portion of the Operating Budget for the Carleton Place Business Improvement Area in the amount of \$166,403 be approved;

THAT the Treasurer be authorized and directed to prepare the requisite By-law pursuant to Section 208 of the Municipal Act, 2001, to invoice on the tax bills the levy portion of the BIA Operating Budget;

THAT the following schedule of payments for 2020 be approved:

April \$83,433

June \$83,400

- b. **Annual Repayment Limit (Communication 131052)** 14

Trisa McConkey, Treasurer

Suggested Motion:

THAT Council receives the Treasurer's report regarding the Town's Annual Repayment Limit dated April 21, 2020 as information.

- c. **Financial Report to March 31, 2020 (communication 131053)** 17

Trisa McConkey, Treasurer

Suggested Motion:

THAT Council receives the Financial Report from the Treasurer to March 31, 2020 as information.

- d. **Establish Final Tax Rates for 2020 (Communication 131054)** 19

Trisa McConkey, Treasurer

Suggested Motion:

THAT the 2020 Tax Rate By-law be forwarded to Council for approval.

Physical Environment

- e. **Carleton Place Drinking Water System 2019 Annual Report (Communication 131055)** 20

Dave Young, Director of Public Works

Suggested Motion:

THAT Council accepts the Carleton Place Drinking Water System 2019 Annual Report as information; and

THAT the report be made available to the Public via the Town's Website.

- f. **Carleton Place Wastewater System 2019 Annual Report (Communication 131056)** 37

Dave Young, Director of Public Works

Suggested Motion:

THAT Council accepts the Carleton Place Wastewater System 2019 Annual Report as information; and

THAT the report be made available to the Public via the Town's Website.

Community Issues

- g. **Community Enrichment Grants - Intake 1 (Communication 131057)** 92

Joanne Henderson, Manager of Recreation and Culture

Suggested Motion:

THAT Council approves the allocation of Community Enrichment Grants to various organizations under Intake 1 in the amount of \$13,638.47.

- h. **Secondary Plan, Official Plan Amendment OPA-01-2020 (Communication 131058) - Public Meeting Under the Planning Act - 8:00 p.m.**

Joanna Bowes, Manager of Development Services

Suggested Motion:

THAT a by-law for the Official Plan Amendment OPA-01-2020 for the Secondary Plan be forwarded to Council and the County of Lanark for adoption; and

THAT staff be directed to prepare the public record for submission to the County of Lanark.

7. NEW/OTHER BUSINESS

None.

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

95

- Parks and Recreation Minutes, March 2, 2020

Suggested Motion:

THAT the Parks and Recreation Committee minutes dated March 2, 2020 be received.

9. INFORMATION LISTING

97

- Motion from the Town of Midland - Direct Payment of Federal Funds to Municipalities to Waive Property Taxes for the Year 2020 - Financial help to alleviate the suffering from COVID-19 Pandemic

Suggested Motion:

THAT the Information Listing dated April 21, 2020 be received as information.

10. NOTICE OF MOTIONS

11. ADJOURNMENT

Suggested Motion:

THAT the meeting be adjourned at 8:05 p.m.

Committee of the Whole Minutes

Tuesday, April 7, 2020
Immediately Following the Council Meeting

COUNCIL PRESENT: Mayor Black, Deputy Mayor Redmond, Councillor Fritz,
Councillor Seccaspina, Councillor Randell, Councillor Tennant,
Councillor Atkinson

STAFF PRESENT: Diane Smithson, CAO, Stacey Blair, Clerk, Joanna Bowes,
Manager of Development Services, Trisa McConkey, Treasurer

1. CALL TO ORDER

Chair Sean Redmond called the meeting to order at 7:36 p.m.

2. APPROVAL OF AGENDA

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT the agenda be accepted as presented.

CARRIED

3. DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None.

4. MINUTES TO BE APPROVED AND RECEIVED

1. Committee of the Whole Minutes

Moved by: Councillor Randell

Seconded by: Councillor Seccaspina

THAT the Committee of the Whole Minutes dated March 10, 2020 be
accepted as presented.

CARRIED

5. DELEGATIONS/PRESENTATIONS

None.

6. REPORTS

Planning and Protection

1. 119 Bell Street, DP3-06-2019 (Communication 131047)

Via video conferencing, the Manager of Development Services, Joanna Bowes made a presentation to the members of the Committee and the public regarding the application. Persons registered to speak, including the developer, were provided a link to join the meeting and were able to make representations.

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT the Committee hereby authorizes application DP3-06-2019 for the construction of a 2 storey, 6-unit apartment building at 119 Bell Street and directs staff to move forward with the drafting of the Development Permit Agreement with the following conditions:

1. That garbage is stored on site in an enclosure as described in the Development Permit By-law and is removed as appropriate by a contracted waste management firm;
2. That snow be removed from site after each significant snowfall;
3. That where possible, the developer shall protect all root systems and branches of mature trees along the borders of the property;
4. Should any deeply buried archaeological material be found on the property during construction, that the Ministry of Tourism, Culture and Sport be notified immediately;
5. That a white pine be planted between the existing parking area and the property at 105 Bell Street, as well as a Hackberry Tree be planted behind the snow storage area; and

THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

CARRIED

2. 11 Beckwith Street - Saumure Construction - Re-submission of Approved Application DP3-01-2017, now DP3-10-2019 (Communication 131048)

Via video conferencing, the Manager of Development Services, Joanna Bowes made a presentation to the members of the Committee and the public regarding the application. Persons registered to speak, including the developer, were provided a link to join the meeting and were able to make representations.

Moved by: Councillor Fritz

Seconded by: Mayor Black

THAT the Committee hereby authorizes application DP3-10-2019 for modifications to application DP3-01-2017, construction of a 51-unit apartment building and two (2) commercial units with interior and exterior at-grade parking at 11 (and 47) Beckwith Street – Saumure Construction and directs Staff to move forward with the drafting of the Development Permit Agreement with conditions below; and

THAT the Committee authorizes staff to issue a Development Permit upon receipt of all required information, fees and securities.

Conditions:

1. That garbage and recycling be stored inside the building and removed weekly;
2. That a 10-foot privacy fence or what is agreed upon by the neighbours, be installed and trees and shrubs be planted along the lot line facing the rear of the properties along Albert Street;
3. Where possible, protect all root systems and branches of mature trees along the borders of the property;
4. In the event that easement(s) are required to service this development, and any future adjacent developments, the applicant will provide the easement(s) to Enbridge Gas Inc. at no cost;
5. Meet all conditions from the previous signed Development Permit agreement which include:
 1. That the Owner shall construct a 1.8m wooden privacy fence along the lot line between the subject property and the adjoining neighbour at 43 Beckwith Street;

2. All proposed work must adhere to Enbridge Gas Distribution's minimum clearance guidelines;
3. The developer must supply, install and maintain the mail delivery equipment within these buildings to Canada Post's Specifications;
4. Canada Post will be notified with the excavation date for the first foundation as well as the date the development work is scheduled to begin;
5. That snow be removed from the site after each significant snow fall.

CARRIED

Corporate Services

3. Insurance Term and Joint RFP Opportunity (Communication 131049)

Moved by: Councillor Atkinson

Seconded by: Councillor Randell

THAT Council approve joining the County of Lanark in its joint insurance RFP process including hiring a consultant at a cost not to exceed \$10,000; and

THAT staff proceed with negotiating with Cowan for insurance coverage from June to December 2020.

CARRIED, MOTION PREPARED

4. 2019 Council Remuneration Report (Communication 131050)

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT Council accept the 2019 Council Remuneration Report as information.

CARRIED, CONSENT

7. NEW/OTHER BUSINESS

1. Community Improvement Plan

Moved by: Mayor Black

Seconded by: Councillor Seccaspina

WHEREAS there are brownfield sites within the Town of Carleton Place;

AND WHEREAS redeveloping brownfield sites takes significant financial resources;

AND WHEREAS environmental rehabilitation and development of brownfield properties encourages investment and development on lands by making efficient use of existing infrastructure thereby improving Carleton Place's tax base;

AND WHEREAS in order to assist developers in rehabilitating brownfield sites, some financial incentives may need to be offered;

AND WHEREAS in order to determine these financial incentives a Community Improvement Plan needs to be developed for the Town of Carleton Place;

AND WHEREAS the Town has the necessary Community Improvement Plan provisions within its Official Plan;

NOW THEREFORE BE IT RESOLVED THAT Council authorizes proceeding with a Community Improvement Plan (CIP) for the Town of Carleton Place as a whole; and

THAT staff be directed to submit an application to the Federation of Canadian Municipalities Green Municipal Fund to pay for up to 50% of the cost of the CIP; and

THAT the balance of the CIP cost be paid through Development Charges and from the Town's overall 2020 surplus if any, and if not through reserves.

CARRIED, MOTION PREPARED

8. COMMITTEE, BOARD AND EXTERNAL ORGANIZATION UPDATES

1. Advisory Committee Minutes

Moved by: Councillor Fritz

Seconded by: Councillor Randell

THAT the Municipal Heritage Committee minutes for January 13 and February 10, 2020 be received.

CARRIED

9. INFORMATION LISTING

Moved by: Councillor Randell

Seconded by: Councillor Atkinson

THAT the Information Listing dated April 7, 2020 be received as information.

CARRIED

10. NOTICE OF MOTIONS

11. ADJOURNMENT

Moved by: Councillor Fritz

Seconded by: Councillor Atkinson

THAT the meeting be adjourned at 9:06 p.m.

CARRIED

Deputy Mayor Sean Redmond

Stacey Blair, Clerk

COMMUNICATION 131051

Received from: Trisa McConkey, CPA, CGA, Treasurer
 Addressed to: Committee of the Whole
 Date: April 21, 2020
 Topic: 2020 Business Improvement Area (BIA) Budget

SUMMARY:

At its Annual General Meeting held on January 13, 2020, the Carleton Place BIA passed a motion to approve its 2020 Budget.

The Municipal Act, 2001, Section 205 (2) dictates that budgets for Business Improvement Area (BIA) Boards be approved by Council.

Section 208 of the Municipal Act stipulates that the municipality shall annually raise the amount required for the purposes of a board of management, including any interest payable by the municipality on money borrowed by it for the purposes of the board of management.

COMMENT:

The proposed BIA budget includes a 2% increase to the levy for BIA members bringing the total levy to \$166,403 for 2020.

The following table is a summary of the proposed 2020 BIA:

	Approved 2019 Budget	Proposed 2020 Budget	% Change
Revenue			
BIA Levy	\$162,843.00	\$166,403.00	2%
Grant	\$2,500.00	\$0.00	-100%
Events and Ad Revenue	\$14,960.00	\$14,250.00	-5%
Over/Under Levy	\$0.00	\$0.00	0%
Municipal Contribution	\$13,300.00	\$13,500.00	2%
Market Square Revenue	\$3,600.00	\$2,000.00	-44%
Revenue Total	\$197,203.00	\$196,153.00	-1%
Administration Expense			
Admin and Staffing	\$27,187.50	\$49,500.00	82%
Posters, Social Media Contract	\$15,000.00	\$15,000.00	0%
BIA General Promotion	\$6,500.00	\$7,150.00	10%
Rent	\$8,400.00	\$8,400.00	0%
Office Supplies, Utilities & Conference	\$12,000.00	\$10,003.00	-17%
Administration Total	\$69,087.50	\$90,053.00	30%

Beautification			
BIA Street Maintenance	\$9,500.00	\$9,500.00	0%
Shrubs and Flowers	\$15,000.00	\$16,000.00	7%
Roy Brown Project (4-year commitment)	\$1,500.00	\$750.00	-50%
Capital LED Lighting, Signage	\$24,000.00	\$25,400.00	102%
Signage	\$0.00	\$11,400.00	100%
Beautification Total	\$50,000.00	\$63,050.00	26%
Debt, Façade, Market Square			
Façade Improvement	\$10,000.00	\$10,000.00	0%
Debt Repayment: Principal	\$10,000.00	\$10,000.00	0%
Debt Repayment: Interest	\$2,000.00	\$2,000.00	-0%
Cooperative Grant	\$5,500.00	\$5,000.00	-9%
Debt, Façade, Market Square Total	\$27,500.00	\$27,000.00	-2%
Events and Promo			
Decorative Baskets Expense	\$2,000.00	\$0.00	-100%
Comic Book Day Expense	\$8,000.00	\$0.00	-100%
Lambs Down Park Expense	\$7,000.00	\$3,500.00	-50%
Bridge St. Summer Fest Expense	\$14,000.00	\$7,500.00	-50%
Spring Engagement	\$0.00	\$1,500.00	100%
Fall Engagement Expense	\$3,000.00	\$4,000.00	33%
Winter Engagement Expense	\$5,000.00	\$2,700.00	-46%
Santa Claus Parade Expense	\$3,500.00	\$2,050.00	-41%
AGM Expense	\$5,000.00	\$1,200.00	-76%
Pop up Projects Expense	\$3,000.00	\$0.00	-100%
Events and Promo Expenses	\$50,500.00	\$27,450.00	-43%
Transfer from Reserve		(\$11,400.00)	-100%
Total Surplus (Deficit)	\$115.50	\$0.00	-100%

FINANCIAL IMPLICATIONS

There are no financial implications for the Town associated with the approval of the staff recommendation.

The levy requirement associated with the 2020 BIA budget is \$166,403. However, it should be noted that any assessment appeals may be deducted from the levy payments.

STAFF RECOMMENDATION

THAT the 2020 Operating Budget for the Carleton Place Business Improvement Area (BIA) be approved;

THAT the levy portion of the Operating Budget for the Carleton Place Business Improvement Area in the amount of \$166,403 be approved;

THAT the Treasurer be authorized and directed to prepare the requisite By-law pursuant to Section 208 of the Municipal Act, 2001, to invoice on the tax bills the levy portion of the BIA Operating Budget;

THAT the following schedule of payments for 2020 be approved:

April \$83,433

June \$83,400

COMMUNICATION 131052

Received from Trisa McConkey, CPA, CGA, Treasurer
Addressed to Committee of the Whole
Date April 21, 2020
Topic Annual Repayment Limit

SUMMARY:

O. Reg. 403/02 entitled Debt and Financial Obligation Limits, limits the amount that municipalities can borrow by setting an Annual Repayment Limit (ARL) each year.

COMMENT:

The Annual Repayment Limit (ARL) may be generally summarized as the maximum amount that a municipality in Ontario can pay each year in principal and interest payments for its long-term debt and other long-term financial commitments without first seeking approval of the Local Planning Appeal Tribunal (LPAT).

For most municipalities the ARL is set at 25% of their annual own-source revenues (such as property taxes, user fees and investment income), less their annual existing long-term debt service costs and payments for other long-term financial obligations. Municipalities may only exceed their ARL with the prior approval of LPAT.

Municipalities in Ontario are responsible for ensuring that they do not exceed their ARL. When a municipality proposes long-term borrowing or other long-term financial obligation, the municipal Treasurer is responsible for updating the limit provided by the Ministry. The Treasurer must determine if there is capacity within the municipality's ARL to undertake the planned borrowing.

For 2019, the Town's ARL was \$4,827,196 (see attached). Our debt charges in 2018 were \$881,373 therefore, the Town could still borrow up to \$60,157,532 for 20 years at 5% interest and still remain within its ARL.

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report.

STAFF RECOMMENDATION

THAT Council receive the Treasurer's report regarding the Town's Annual Repayment Limit dated April 21, 2020 as information.

2019 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	55402
MUNID:	09028
MUNICIPALITY:	Carleton Place T
UPPER TIER:	Lanark Co
REPAYMENT LIMIT:	\$ 4,715,503

The repayment limit has been calculated based on data contained in the 2017 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2017 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2019

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	58,765,590
(a)	15 years @ 5% p.a.	\$	48,945,309
(a)	10 years @ 5% p.a.	\$	36,411,864
(a)	5 years @ 5% p.a.	\$	20,415,660
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	49,956,106
(a)	15 years @ 7% p.a.	\$	42,948,396
(a)	10 years @ 7% p.a.	\$	33,119,720
(a)	5 years @ 7% p.a.	\$	19,334,493

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Carleton Place T

MMAH CODE:

55402

Debt Charges for the Current Year

		1 \$
0210	Principal (SLC 74 3099 01).	538,988
0220	Interest (SLC 74 3099 02).	290,252
0299	Subtotal	829,240
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	Total Debt Charges	829,240

Amounts Recovered from Unconsolidated Entities

		1 \$
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02).	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02).	0
1420	Total Debt Charges to be Excluded	0
9920	Net Debt Charges	829,240

Excluded Revenue Amounts

1610	Total Revenues (Sale of Hydro Utilities Removed) (SLC 10 9910 01).	26,987,485
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC10 0815 01)	1,406,474
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	815,012
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	1,965,156
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	347,617
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	259,294
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	14,960
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	0
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2299	Subtotal	4,808,513
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	Net Revenues	22,178,972
2620	25% of Net Revenues	5,544,743
9930	ESTIMATED ANNUAL REPAYMENT LIMIT (25% of Net Revenues less Net Debt Charges)	4,715,503

* SLC denotes Schedule, Line Column.

COMMUNICATION 131053

Received from Trisa McConkey, CPA, CGA, Treasurer
 Addressed to Committee of the Whole
 Date April 21, 2020
 Topic Financial Report to March 31, 2020

SUMMARY:

The attached Financial Report provides a review of the Town's financial performance after the first three (3) months of 2020.

COMMENTS:

The table below shows the 2020 approved operating budget compared to year-to-date actual expenditures by functional category.

	BUDGET	YEAR-TO-DATE	% OF BUDGET
Revenue			
ADMINISTRATION	(\$13,262,954.24)	(\$5,798,541.55)	44%
PROTECTION-POLICE	(\$20,000.00)		0%
PROTECTION-excluding police	(\$727,000.00)	(\$313,795.40)	43%
SOCIAL/FAMILY SERVICES	(\$3,893,513.00)	(\$851,243.48)	22%
TRANSPORTATION	(\$518,443.00)	(\$115,058.08)	22%
ENVIRONMENTAL-WASTE	(\$200,000.00)	(\$34,716.87)	17%
ENVIRONMENTAL-WATER/SEWER	(\$6,259,868.00)	(\$4,353,355.64)	70%
RECREATION/CULTURE	(\$2,025,339.11)	(\$340,026.75)	17%
PLANNING/DEVELOPMENT	(\$332,512.00)	(\$73,407.10)	22%
Revenue Total	(\$27,239,629.35)	(\$11,880,144.87)	44%
Expenses			
ADMINISTRATION	\$2,909,149.51	\$3,007,730.93	103%
PROTECTION-POLICE	\$2,460,306.65	\$594,020.29	24%
PROTECTION-excluding police	\$2,429,310.86	\$277,569.12	11%
SOCIAL/FAMILY SERVICES	\$3,893,513.00	\$583,323.28	15%
TRANSPORTATION	\$4,438,230.18	\$609,403.22	14%
ENVIRONMENTAL-WASTE	\$920,204.35	\$171,452.94	19%
ENVIRONMENTAL-WATER/SEWER	\$6,259,868.00	\$618,554.27	10%
RECREATION/CULTURE	\$3,000,759.86	\$385,767.18	13%
PLANNING/DEVELOPMENT	\$928,286.94	\$71,591.18	8%
Expenses Total	\$27,239,629.35	\$6,319,412.41	23%
Grand Total	(\$0.00)	(\$5,560,732.46)	20%

At March 31, 2020, the financial year is 25% complete. A variance is considered significant if it is more than 5% greater than or less than 25%. Significant variances as at March 31, 2020 include:

Revenue

1. ADMINISTRATION – The interim tax billing processed in January includes the revenue for a full half of the year.
2. PROTECTION-excluding police – Building permit revenue collected to March 31st amounts to 40%, or \$263,437 of the year's \$650,000 budget.
3. ENVIRONMENTAL-WASTE – Receipt of Stewardship Grant funds is typically received 4 to 6 months behind and the Household Hazardous Waste site does not open until May.
4. ENVIRONMENTAL-WATER/SEWER – \$2,865,260 of the revenue shown is due to recovery of costs related to project work included in the South of Hwy 7 cost sharing agreement.
5. RECREATION/CULTURE – March revenue was approximately \$75,000 less than budgeted. Facilities are closed and some refunds have been processed.

Expenses

1. ALL SERVICES – Only 20% (11 of 52 weeks) of annual payroll costs are included.
2. PROTECTION-excluding police – CEMC/Fire Admin Support; Director of Planning & Development and Assistant Chief positions had not been hired by March 31, 2020.
3. TRANSPORTATION – New Operator had not been hired as of March 31, 2020.
4. ENVIRONMENTAL-WATER/SEWER – Several maintenance activities have not yet begun. New Operator had not been hired as of March 31, 2020.
5. PLANNING & DEVELOPMENT – New Director of Planning and Development had not been hired as of March 31, 2020.

Capital projects for 2020 are just beginning and expenditures to date have been minor. A Capital progress report will be provided as part of the June 30, 2020 Financial Report.

FINANCIAL IMPLICATIONS

The first quarter results are good. However, we are just starting to see the effect of COVID-19 expenses and revenue losses.

STAFF RECOMMENDATION

THAT Council receive the Financial Report from the Treasurer to March 31, 2020 as information.

COMMUNICATION 131054

Received from Trisa McConkey, CPA, CGA, Treasurer
Addressed to Committee of the Whole
Date April 21, 2020
Topic Establish Final Tax Rates for 2020

SUMMARY:

Final tax rates, along with approved tax ratios, have now been received from the Ministry of Education and the County of Lanark.

DESCRIPTION	2019 TAX RATE	2020 TAX RATE	TAX RATE CHANGE
Residential	0.01200466	0.01201867	0.00%
Multi-Res	0.02447038	0.02405337	2.38%
Commercial	0.03154918	0.03182987	0.03%
Industrial	0.03945005	0.03905349	-0.04%

COMMENT:

The Town of Carleton Place has experienced an overall real tax levy increase of 1.97% on the municipal portion of the taxes once assessment changes and growth are accounted for. However, the overall residential tax rate including education and county rates has increased by 0.12% for 2020. For a typical home in Carleton Place assessed at \$273,750, this means a total increase of \$3.84. This overall rate increase is made up of the following:

- Municipal Residential Rate 1.80%
- County Residential Rate (0.71%)
- Education Residential Rate (4.97%)
- Total Residential Rate 0.12%

FINANCIAL IMPLICATIONS

There are no financial implications resulting from this report.

STAFF RECOMMENDATION

THAT the 2020 Tax Rate By-law be forwarded to Council for approval.

COMMUNICATION 131055

Received From: Dave Young, Director of Public Works
Addressed To: Committee of the Whole
Date: April 21, 2020
Topic: Carleton Place Drinking Water System 2019 Annual Report

SUMMARY

Ms. Alison O'Connor of the Ontario Clean Water Agency has provided the 2019 Annual Report for the Town's Drinking Water System. The report is a regulatory requirement of O. Reg. 170, which must be prepared prior to March 31 of the following calendar year. As the Owner, Council is required to review and accept this report and also make it available to the Public. The report was prepared prior to the end of February.

BACKGROUND

The report contains:

- a system process description;
- a summary of non-compliance and Ministry inspection findings;
- a summary of quantities and flow rates including comparison of this information to rated capacity;
- results of drinking water samples taken over the year; and
- identification of maintenance activities that occurred over the year.

COMMENT

There was an inspection undertaken by the Ministry of the Environment Conservation and Parks (MECP) in January of 2019 in which the Town received a rating of 96.73%.

Also, there was an Adverse Water Quality Incident identified in the reporting period resulting in a 10 minutes loss of data which occurred during the switch back to normal power supply during the monthly operation of the backup power supply. The Drinking Water Regulations require a reading of chlorine residual every five (5) minutes. OCWA staff reviewed the issue and have not had a repeat of this occurrence.

Staff has reviewed historical flows and we are now starting to experience an annual increase in demand for water supply. Staff feels that growth in the community is starting to have a noticeable impact on trends and although there is still adequate capacity at the Water Plant for the upcoming years, planning for the next expansion should be initiated in the near future. This is an issue that has already been identified through J.L. Richards Resiliency Study conducted in 2018, and was included as a growth-related project in the Town's Development Charges By-Law.

Also, it should be noted that Blue-Green Algae blooms were discovered on Mississippi Lake in 2018. As a result, the Ministry directed OCWA to undertake a sampling program to monitor the situation at the water treatment plant. No microcystin readings were detected throughout the 2018 sampling period.

In 2019, there was one bloom identified by MECP in 2019, with samples taken by the Ministry at the bloom site. Due to sample results and the location of the bloom, no additional sampling was required by OCWA.

Test results for all parameters of drinking water produced at the Carleton Place Water Treatment Plant in 2019 were within acceptable levels.

STAFF RECOMMENDATION

THAT Council accepts the Carleton Place Drinking Water System 2019 Annual Report as information; and

THAT the report be made available to the Public via the Town's Website.

Carleton Place Drinking Water System

Waterworks # 210000372

System Category – Large Municipal Residential

Annual Water Report

Prepared For: The Town of Carleton Place

Reporting Period of January 1st – December 31st 2019

Issued: April 16, 2020

Revision: 1

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03

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Report Availability

This system serves more than 10,100 residence 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

Compliance Event	# of Events	Details
Ministry of Environment Inspections	1	The inspection was January 23-24th, 2019 <ul style="list-style-type: none"> Inspection Rating - 96.73%
Ministry of Labour Inspections	0	No Inspections during the reporting period
QEMS External Audit	1	One (1) External Surveillance Audit
AWQI's	1	See AWQI section
Non-Compliance	0	See Non-Compliance section

System Process Description

Raw water is directed from the Mississippi River through a series of screens and into a raw water well. The wet well is equipped low lift pumps which moves the raw water to the two (2) Actiflo™ treatment process trains. 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 and zebra mussel control.

Each Actiflo™ 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.

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) high lift pumps discharge treated water into the distribution system.

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 residues 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.

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.

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 Action Taken
148157	2019-09-20	Reg. 170/03	Five (5) minute treated chlorine residual was missed.	The monthly preventive maintenance generator run was performed at the Carleton Place Water Treatment Plant. While switching back to Municipal power, trending was lost from 10:13 to 10:23am. 5 minute treated chlorine residual was missed.	Staff ran the generator again September 24th, 2019. SCADA trends were reviewed before and after the generator switched back to municipal power. All trends were recording and reading correctly.

Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There was no non-compliance issues reported during the reporting period.				

Non-Compliance Identified in a Ministry Inspection:

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
170/03	Filter 1A and 2A malfunctioned and lost trending	June 29-2018 August 4 2018 September 1 2018	Disabled features on the analyzer that cause the non-compliance	Closed

Flows

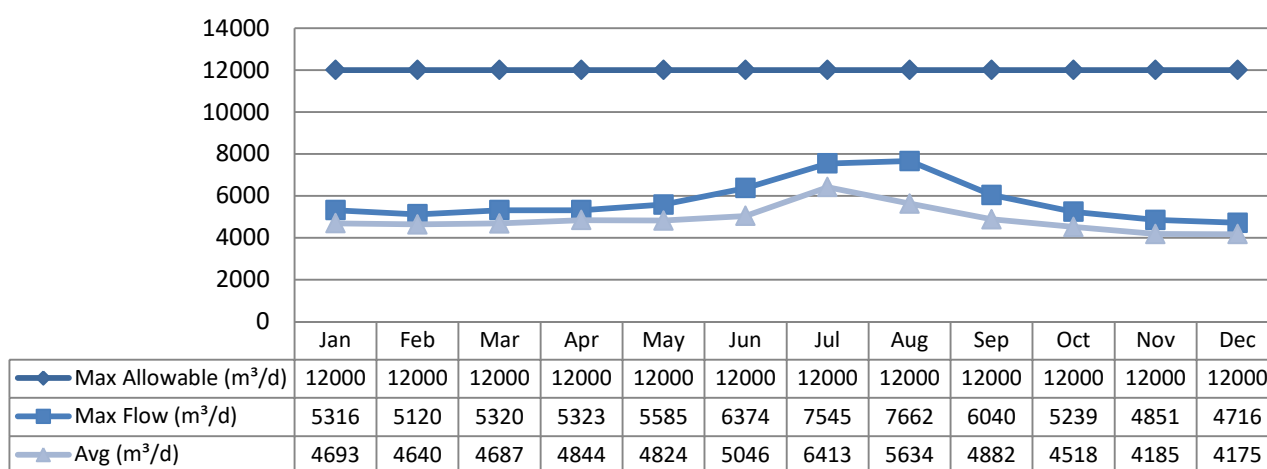
The Carleton Place Drinking Water System exceeded half the rated capacity on average in the month of July. Max daily flows exceeded half the capacity in June, July, August and September.

Raw Water Flows

The Raw Water flows are regulated under the Permit to Take Water. 2019 Raw Flow Data was submitted to the Ministry electronically under permit #1310-9UHPPW. The confirmation and a copy of the data that was submitted are attached in Appendix A.

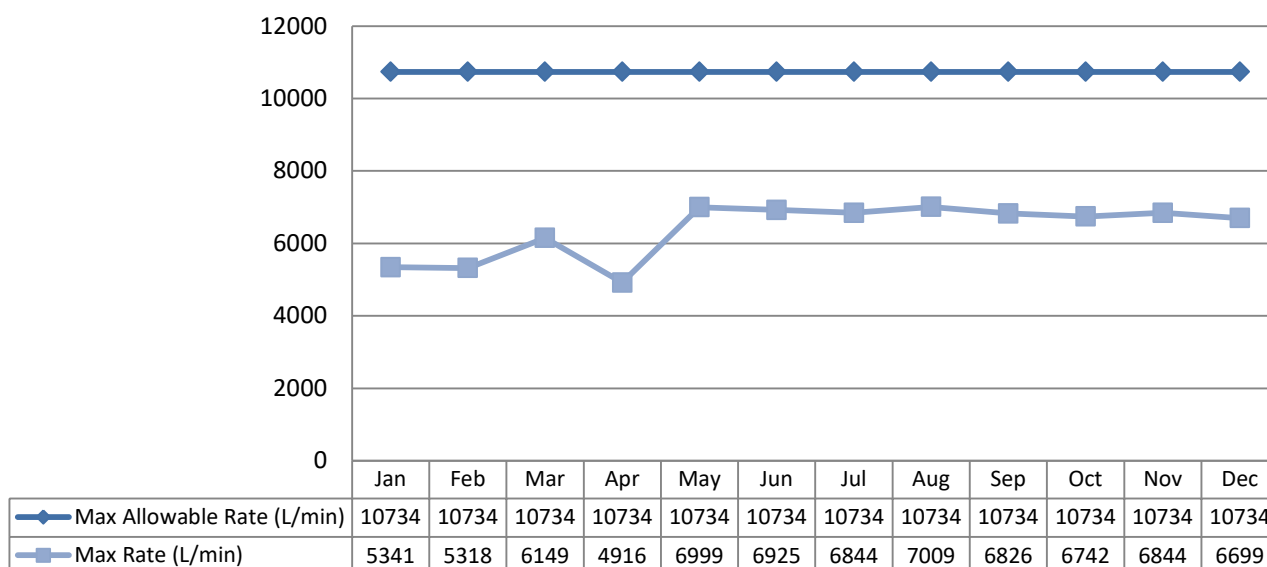
Total Monthly Flows (m³/d)

Max Allowable PTTW



Monthly Rated Flows (L/min)

Max allowable rate - PTTW

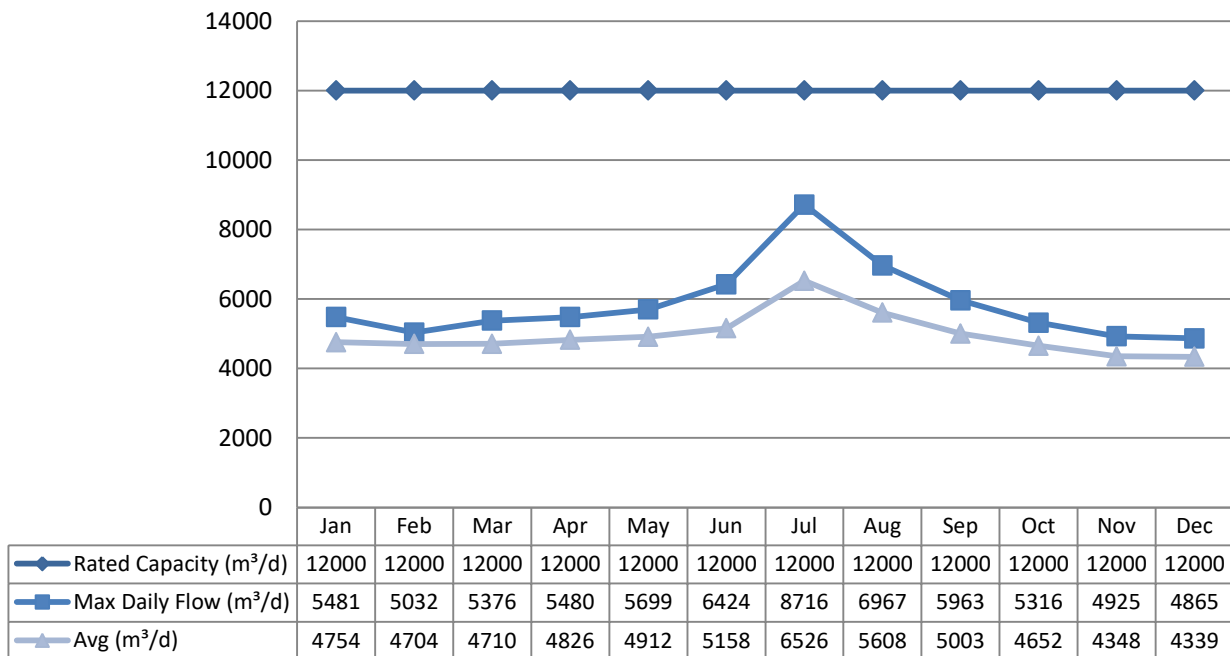


Treated Water Flows

The Treated Water flows are regulated under the Municipal Licence.

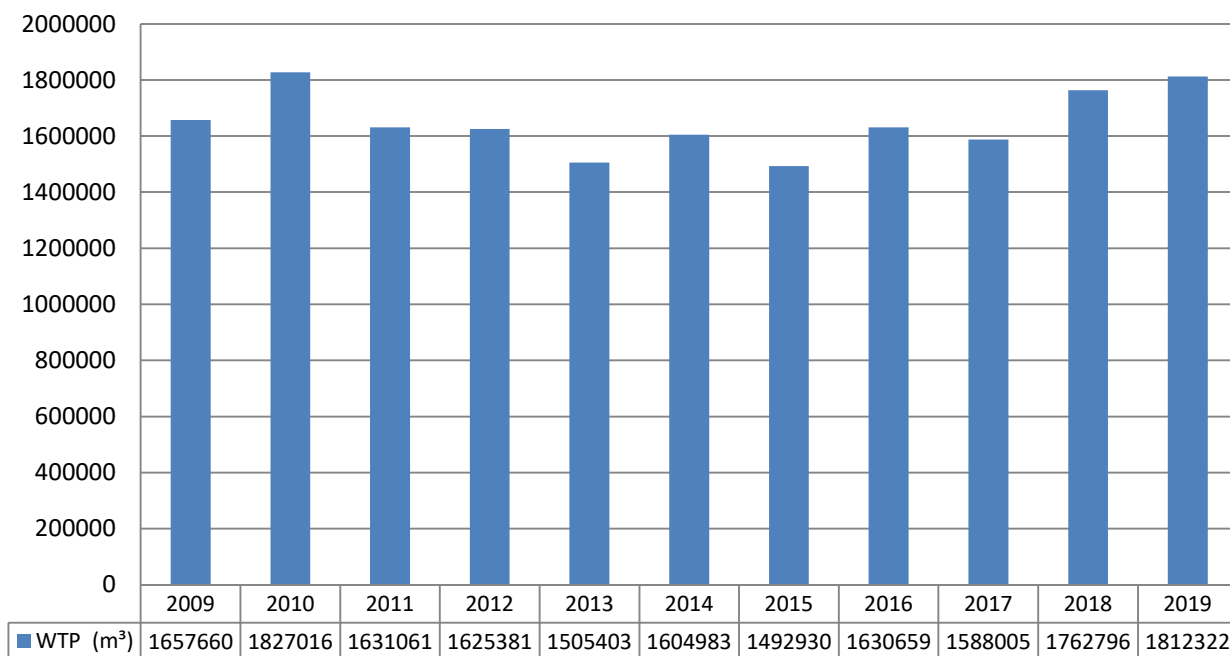
Monthly Rated Flows

Rated Capacity - MDWL



Annual Total Flow Comparison

Total Annual m³



Regulatory Sample Results Summary

Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
Raw Water	53	0	18	0	72			
Treated Water	53	0	0	0	0	53	2	4
Distribution Water	375	0	0	0	0	110	2	2

Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Turbidity, In-House (NTU) - RW	129	0.049	5.24
Turbidity, On-Line (NTU) - TW	8760	0.06	2.0
Turbidity, On-Line (NTU) - Filt1A	8760	0	1.99
Turbidity, On-Line (NTU) - Filt1B	8760	0	2.0
Turbidity, On-Line (NTU) - Filt2A	8760	0.04	2.0
Turbidity, On-Line (NTU) - Filt2B	8760	0.04	2.0
Turbidity, On-Line (NTU) - Filt3A	8760	0	2.0
Turbidity, On-Line (NTU) - Filt3B	8760	0	1.25
Free Chlorine Residual, On-Line (mg/L) - TW	8760	1.04	2.76
Free Chlorine Residual, In-House (mg/L) - TW	131	1.0	2.44
Free Chlorine Residual, TW Field (mg/L) Lab Upload - TW	53	1.66	2.25
Total Chlorine Residual, In-House (mg/L) - TW	130	1.81	2.89
Free Chlorine Residual, On-Line (mg/L) - DW	8760	0.56	2.56
Free Chlorine Residual, DW Field (mg/L) Lab Upload - DW	375	0.72	2.1
Fluoride Residual, On-Line (mg/L) - TW	8760	0.1	0.92
Fluoride Residual, In-House (mg/L) - TW	131	0.22	0.91

NOTE: spikes recorded by on-line instrumentation were a result of air bubbles and various maintenance/calibration activities. All spikes are reviewed for compliance with O.Reg 170/03

Inorganic Parameters

These parameters are tested as a requirement under O.Reg 170/03. Sodium and Fluoride are required to be tested every 5 years. Nitrate and Nitrite are tested quarterly and the metals are tested annually as required under O.Reg 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	2019/01/08	<MDL 0.1	6.0	No	No
Arsenic: As (ug/L) - TW	2019/01/08	0.3	10.0	No	No
Barium: Ba (ug/L) - TW	2019/01/08	41.0	1000.0	No	No
Boron: B (ug/L) - TW	2019/01/08	<MDL 5.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW	2019/01/08	<MDL 0.02	5.0	No	No
Chromium: Cr (ug/L) - TW	2019/01/08	<MDL 2.0	50.0	No	No
Mercury: Hg (ug/L) - TW	2019/01/08	<MDL 0.02	1.0	No	No
Selenium: Se (ug/L) - TW	2019/01/08	<MDL 1.0	50.0	No	No
Uranium: U (ug/L) - TW	2019/01/08	<MDL 0.05	20.0	No	No
Additional Inorganics					
Fluoride (mg/L) - TW	2019/12/09	0.2	1.5	No	No
Nitrite (mg/L) - TW	2019/02/05	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2019/04/09	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2019/07/09	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW	2019/10/09	<MDL 0.1	1.0	No	No
Nitrate (mg/L) - TW	2019/02/05	<MDL 0.1	10.0	No	No
Nitrate (mg/L) - TW	2019/04/09	0.2	10.0	No	No
Nitrate (mg/L) - TW	2019/07/09	<MDL 0.1	10.0	No	No
Nitrate (mg/L) - TW	2019/10/09	<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 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:

The Schedule 15 Sampling is required under O.Reg 170/03. This system is under reduced sampling. No plumbing samples were collected.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	6	6	55	66		
pH	6	6	6.66	7.03		
Lead (ug/l)	6	6	0.02	3	10	0

Organic Parameters

These parameters are tested annually as a requirement under O.Reg 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 (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Treated Water					
Alachlor (ug/L) - TW	2019/01/08	<MDL 0.3	5.00	No	No
Azinphos-methyl (ug/L) - TW	2019/01/08	<MDL 1.0	20.00	No	No
Benzene (ug/L) - TW	2019/01/08	<MDL 0.5	1.00	No	No
Benzo(a)pyrene (ug/L) - TW	2019/01/08	<MDL 0.005	0.01	No	No
Bromoxynil (ug/L) - TW	2019/01/08	<MDL 0.3	5.00	No	No
Carbaryl (ug/L) - TW	2019/01/08	<MDL 3.0	90.00	No	No
Carbofuran (ug/L) - TW	2019/01/08	<MDL 1.0	90.00	No	No
Carbon Tetrachloride (ug/L) - TW	2019/01/08	<MDL 0.2	2.00	No	No
Chlorpyrifos (ug/L) - TW	2019/01/08	<MDL 0.5	90.00	No	No
Diazinon (ug/L) - TW	2019/01/08	<MDL 1.0	20.00	No	No
Dicamba (ug/L) - TW	2019/01/08	<MDL 5.0	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW	2019/01/08	<MDL 0.1	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW	2019/01/08	<MDL 0.2	5.00	No	No
1,2-Dichloroethane (ug/L) - TW	2019/01/08	<MDL 0.1	5.00	No	No
1,1-Dichloroethane (ug/L) - TW	2019/01/08	<MDL 0.1	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2019/01/08	<MDL 0.3	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW	2019/01/08	<MDL 0.1	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2019/01/08	<MDL 5.0	100.00	No	No
Diclofop-methyl (ug/L) - TW	2019/01/08	<MDL 0.5	9.00	No	No
Dimethoate (ug/L) - TW	2019/01/08	<MDL 1.0	20.00	No	No
Diquat (ug/L) - TW	2019/01/08	<MDL 5.0	70.00	No	No
Diuron (ug/L) - TW	2019/01/08	<MDL 5.0	150.00	No	No
Glyphosate (ug/L) - TW	2019/01/08	<MDL 25.0	280.00	No	No
Malathion (ug/L) - TW	2019/01/08	<MDL 5.0	190.00	No	No
2-Methyl-4chlorophenoxyacetic Acid (MCPA)	2019/01/08	<MDL 10	100	No	No
Metolachlor (ug/L) - TW	2019/01/08	<MDL 3.0	50.00	No	No
Metribuzin (ug/L) - TW	2019/01/08	<MDL 3.0	80.00	No	No
Paraquat (ug/L) - TW	2019/01/08	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW	2019/01/08	<MDL 0.05	3.00	No	No
Pentachlorophenol (ug/L) - TW	2019/01/08	<MDL 0.1	60.00	No	No
Phorate (ug/L) - TW	2019/01/08	<MDL 0.3	2.00	No	No
Picloram (ug/L) - TW	2019/01/08	<MDL 5.0	190.00	No	No
Prometryne (ug/L) - TW	2019/01/08	<MDL 0.1	1.00	No	No
Simazine (ug/L) - TW	2019/01/08	<MDL 0.5	10.00	No	No
Terbufos (ug/L) - TW	2019/01/08	<MDL 0.3	1.00	No	No
Tetrachloroethylene (ug/L) - TW	2019/01/08	<MDL 0.2	10.00	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2019/01/08	<MDL 0.1	100.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Triallate (ug/L) - TW	2019/01/08	<MDL 10.0	230.00	No	No
Trichloroethylene (ug/L) - TW	2019/01/08	<MDL 0.1	5.00	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2019/01/08	<MDL 0.1	5.00	No	No
Trifluralin (ug/L) - TW	2019/01/08	<MDL 0.5	45.00	No	No
Vinyl Chloride (ug/L) - TW	2019/01/08	<MDL 0.2	1.00	No	No
Distribution Water					
Trihalomethane: Total (ug/L) Annual Average - DW	Quarterly	82.3	100.00	No	Yes
Haloacetic Acid: Total (ug/L) Annual Average - DW	Quarterly	76.3	N/A	N/A	N/A

MAC = Maximum Allowable Concentration as per O.Reg 169/03

BDL = Below the laboratory detection level

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.	23.0	mg/L

Additional Legislated Samples

Mississippi Lake developed Blue-Green Algae blooms in the summer of 2018. To ensure the drinking water remained unaffected the raw and treated water were sampled weekly for Microcystin during September to November. The raw and treated water results were below the methods detection limit. There were no Microcystin found in either the raw or treated water.

Mississippi Lake developed Blue-Green Algae blooms in the summer of 2019. The Ministry advised that no testing was required for Microcystin due to the great distance from the bloom to the water intake.

Major Maintenance Summary

WO #	Description
1103765	Blanket Items under \$200
1178064	Low Lift 2 fail to stop
1298727	Loss of communication to Actiflo - Capital Controls on site
1299032	Protocol converter for WonderWare
1299645	Annual chlorinator service
1300896	Water Tower Level Pribusin Not Communicating
1301460	Flow meter calibration

1376690	Check valves residual pumping station
1378869	Capital Controls Actiflo communication failure
1380050	Turbidity analyzer filter
1380159	Capital Controls raw water flow meter failure
1421877	Chlorine analyzer replacement
1422298	Clearwell Inspection (ROV)
1463101	Sand Recirculation pump replacement 1& 2
1138504	Tower communication Pribusin
1139567	Sand Recirculation pump repairs
1218029	Replace air scour actuators
1259199	Loss Of PLC Communication To Actiflo
1298940	Isolate water tower for new water main install
1301386	DWQMS Water Quality Management Standard Version 2
1301391	DWQMS Upgrade Audit
1422703	Calcium Gluconate
1422706	DSC replacement
1463118	Loss of tower level
1464949	Actiflo turbidity analyzer replacement
1499734	Chlorine analyzer replacement pH probe
1499822	Carambeck Day Care lead sampling
1501060	Actiflo screening enhancement
1534882	Carleton Place Daycare Center lead sampling

Appendix A

WTRS Data and Submission Confirmation

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: Feb 25, 2020 9:27 AM

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.

[Return to Main Page](#)

TOWN2 CARLETON PLACE2 | 2020/02/25

version: v4.5.0.21 (build#: 22)

Last modified: 2018/09/18



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CARLETON PLACE DRINKING WATER SYSTEM / Raw Water

Yearly Summary (Flow) 2019

Report extracted 02/11/2020 10:55

Annual Values and Summary

Units: cubic meter per day

Station:

Daily Max: 7661.73 on August 22

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	4423.02	4806.25	4378.11	5104.31	4900.50	4708.39	5447.96	6112.42	4639.25	4251.14	4851.06	3877.02
2	4938.77	4799.54	5245.27	4864.46	4982.75	4322.72	6583.41	6257.99	5238.84	4290.92	4525.59	4231.13
3	4028.29	4916.23	4704.66	4726.25	4694.37	4359.20	6534.21	5884.29	6040.26	4674.10	4250.47	3876.17
4	4903.33	4448.64	5115.33	4915.79	4745.39	3482.01	6693.68	6064.90	4744.74	4485.04	4181.07	4261.26
5	4327.66	4436.40	4483.53	4798.31	5363.73	4465.77	6488.75	6605.47	5220.02	4818.44	4320.45	4222.55
6	5098.96	4488.21	4540.56	4922.99	4683.09	5794.37	6646.71	5222.68	4820.50	4408.88	3650.56	3609.01
7	4684.25	4512.55	5208.84	4763.08	4981.80	5637.94	6868.68	4990.14	4924.51	4880.00	4187.60	4623.08
8	4650.44	4266.97	4393.26	4960.99	4978.58	5566.40	7003.22	4707.26	4952.38	4847.34	4287.67	3729.01
9	4103.72	4961.87	5101.42	4865.10	4800.73	6373.67	7298.13	4609.53	4315.08	4660.03	4556.33	4528.18
10	4885.05	4698.07	3287.97	4909.11	4834.09	4314.31	7090.96	5068.49	4606.20	4090.86	4220.03	3925.15
11	4641.96	4536.49	5319.93	4819.40	4741.16	5220.99	6143.63	5798.05	4947.04	4557.48	4031.40	3946.52
12	4555.08	4407.51	4432.88	4507.25	5276.73	5283.02	5438.96	4746.63	4961.92	4781.06	4081.41	4332.96
13	5316.28	4465.34	4589.03	5090.51	4490.59	4240.84	5410.84	5554.56	4960.16	4450.43	4181.42	4030.28
14	4497.35	4505.11	4252.84	5074.22	5308.63	3849.76	4876.62	5467.58	4842.23	4706.35	4161.46	3818.31
15	4882.58	4387.10	4731.58	4893.00	4951.64	4588.44	6182.32	6015.06	5299.43	4381.58	4257.06	4553.69
16	4755.09	4494.78	4832.45	4666.91	5414.98	5391.67	6101.37	6039.38	4611.81	4176.05	3832.24	4353.28
17	4933.19	4948.00	4891.29	4632.46	4412.94	5560.13	6617.79	4899.29	5124.25	3948.13	4522.43	4038.40
18	4586.33	4686.74	4778.11	5033.95	5585.00	5045.90	6820.24	4514.34	4969.53	4647.27	4291.70	4290.15
19	4863.45	4215.95	4812.90	4825.62	4675.18	5378.01	7034.91	5620.42	5120.79	5204.39	4356.84	4338.78
20	5128.29	4797.06	4655.87	4796.87	4794.86	5106.99	6018.03	5862.38	5068.49	5129.74	3651.03	4079.26
21	4447.08	4779.76	4874.56	4772.09	5282.15	5169.87	6539.65	5486.90	5183.08	5239.02	3941.54	4402.35
22	4744.88	4490.48	4330.11	4931.37	5105.43	4990.54	6329.94	7661.73	4693.79	4348.07	4195.80	3971.62
23	4644.28	4668.88	4819.59	4659.66	3799.50	6080.77	6342.60	7454.99	4803.22	5124.75	4491.41	4685.77
24	4706.32	4978.96	4637.35	4859.10	4493.18	5797.60	6585.31	5710.46	4944.11	4567.91	3894.40	4079.45
25	4501.34	4537.07	4663.23	4803.08	3780.82	5096.25	6324.42	5936.95	4836.58	4164.69	4460.11	4450.65
26	5103.08	4750.40	4456.26	4409.22	4884.80	4973.90	6706.55	5948.86	4626.20	4774.01	4261.89	3881.92
27	4832.05	5119.70	4515.69	5096.66	5300.32	5114.89	7544.73	5723.96	3890.23	4249.94	3806.29	4213.19
28	4501.81	4821.56	4691.14	5322.69	4732.51	5017.17	7251.88	4997.49	4344.64	3716.66	3728.31	4716.16
29	4544.32		4500.41	4546.86	4062.92	5527.56	6724.27	5402.04	5100.03	4415.60	4119.26	3701.34
30	4508.21		5121.47	4738.19	4996.17	4907.69	5792.12	5022.28	4627.62	4512.59	4249.83	4608.19
31	4737.88		4933.16		4493.17		5375.06	5264.41		3569.12		4042.06
Min	4028.29	4215.95	3287.97	4409.22	3780.82	3482.01	4876.62	4514.34	3890.23	3569.12	3650.56	3609.01
Mean	4692.72	4640.20	4687.06	4843.65	4824.12	5045.56	6413.45	5633.90	4881.90	4518.44	4184.89	4174.74
Max	5316.28	5119.70	5319.93	5322.69	5585.00	6373.67	7544.73	7661.73	6040.26	5239.02	4851.06	4716.16

COMMUNICATION 131056

Received From: Dave Young, Director of Public Works
Addressed To: Committee of the Whole
Date: April 21, 2020
Topic: Carleton Place Wastewater System 2019 Annual Report

SUMMARY

Ms. Alison O'Connor of the Ontario Clean Water Agency has provided the 2019 Annual Report for the Town's Wastewater System. The report is a regulatory requirement, as per Condition 12(6) of the Certificate of Approval #5001-7FZT4A for the Carleton Place Wastewater Treatment Facility. The Annual Report is to be prepared and submitted to the District Manager of the Ministry of Environment, Conservation and Parks within 90 days following the end of the reporting period. This report has been already been provided to the District Manager within the required timeline.

BACKGROUND

The Certificate of Approval contains a comprehensive list of required information to be incorporated into the Annual Report, including but not limited to:

- a summary and interpretation of all monitoring data;
- a description of operating problems encountered, and corrective actions taken
- a summary of maintenance activities;
- documentation of calibration of monitoring equipment;
- septage volumes, characteristics and impacts on treatment operations;
- characteristics and volumes of centrate that is generated from dewatering operations;
- a summary of complaints received from the Public; and
- a summary of all by-pass, spill or abnormal discharge events.

COMMENT

The Carleton Place Wastewater Treatment Plant experienced four (4) by-pass events in April 2019 due to a combination of significant rainfall events and spring flooding conditions. Although the plant does experience an increase in flows during wet weather conditions, 2019 was an exceptional year in terms of wet weather conditions that impacted virtually all collection and treatment systems throughout Eastern Ontario.

The by-pass events are broken down into two (2) types of events. One is described as Diversion (Physical/Chemical) and this term is best described as the diversion of flows away from the biological process to storm tanks and then treated for solids removal. The flows are then directed to the UV system for disinfection prior to final discharge. These events happen when the flows exceed the biological process capacity but not the total plant design capacity.

The events described as "By-Pass" are flows that exceed overall design capacity and are diverted away from the plant with no treatment. This is to protect downstream equipment and controls from flooding damage.

STAFF RECOMMENDATION

THAT Council accepts the Carleton Place Wastewater System 2019 Annual Report as information; and

THAT the report be made available to the Public via the Town's Website.

Carleton Place Wastewater System

2019 Annual Report

January 1, 2019 – December 31, 2019

Prepared By



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

This report has been prepared to meet the requirements set out in the facility Certificate of Approval #5001-7FZT4A issued October 03, 2008.

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Compliance Report Card

Compliance Event	# of Events	Details
Environment Canada Inspection	0	No Inspections during the reporting period
Ministry of Environment Inspections	1	1 Inspection during the reporting period <ul style="list-style-type: none"> Feb 19 2019
Ministry of Labour Inspections	0	No Inspections during the reporting period
Effluent Parameter Exceedances	3	See Parameter Exceedances
Non-Compliance	1	Missed Sample: <ul style="list-style-type: none"> April 25, 2019 Daily Phys Chem (Storm Mode) parameters missed were: CBOD₅ E.coli Total Phosphorus Total Suspended Solids
Bypass/Overflows	4	See Summary of Bypass/Overflows section
Community Complaints	0	No Community Complaints for the reporting period
Spills	2	See Summary of Spills section

System/Process Description

The Carleton Place Water Pollution Control Plant (WPCP) is a conventional activated sludge plant with anaerobic digestion. Chemicals are added for phosphorus removal and alkalinity adjustment.

Effluent is then UV disinfected prior to discharge to the Mississippi River. Three physical/chemical clarifiers are available and can be brought online during periods of heavy wet weather where flows exceed 10,400 cubic metres per day; when in use, excess flows by-pass the activated sludge process and receive only primary treatment before effluent is combined with secondary treated effluent (normal treatment through the entire WPCP process) and discharged as combined effluent following UV disinfection.

Sludge at the WPCP is co- thickened and stabilized in a two stage digestion process. There is a centrifuge on-site but due to hydrogen sulphide issues the centrifuge is not in operation.

Septage is also received at the plant and passed through the entire treatment process.

The Carleton Place WPCP is equipped with back-up power.

Effluent Quality Assurance or Control Measures

The Town of Carleton Place facilities are part of OCWA's Eastern Regional Hub. The facilities are supported by hub, regional and corporate resources. Operational Services are delivered by OCWA staff that 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.

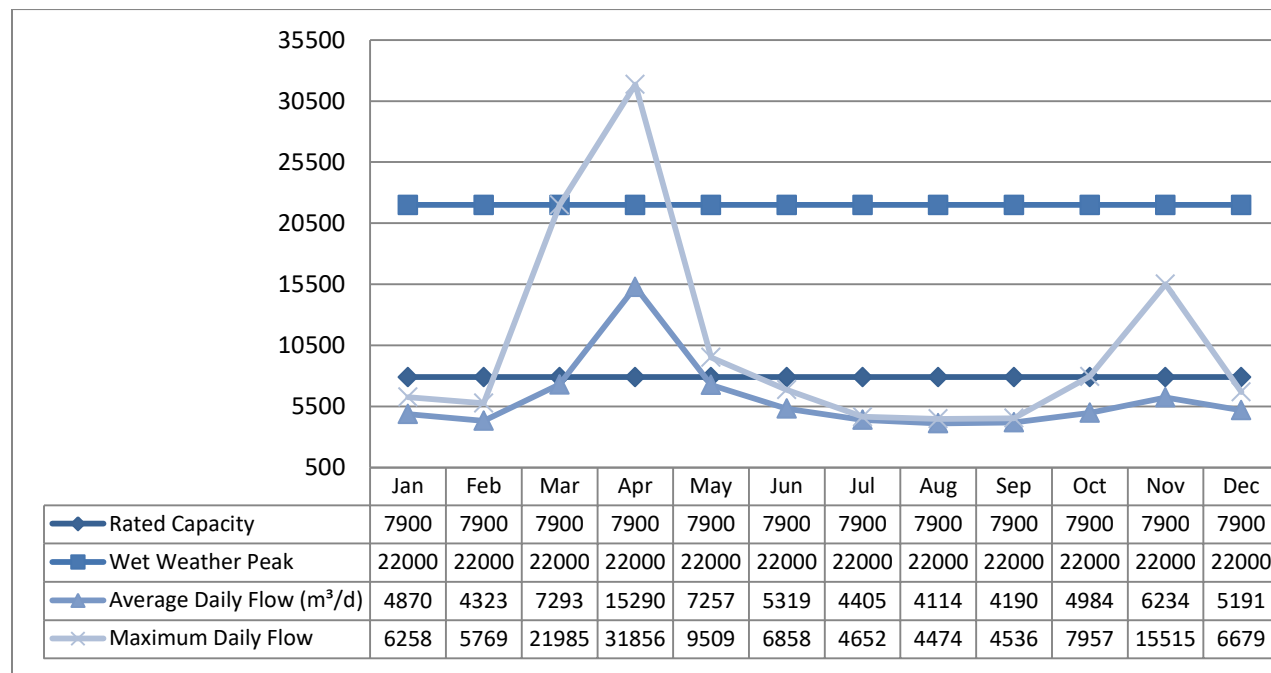
OCWA has additional "Value Added" and operational support services that the Town of Carleton Place benefits from including:

- 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 activity, 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

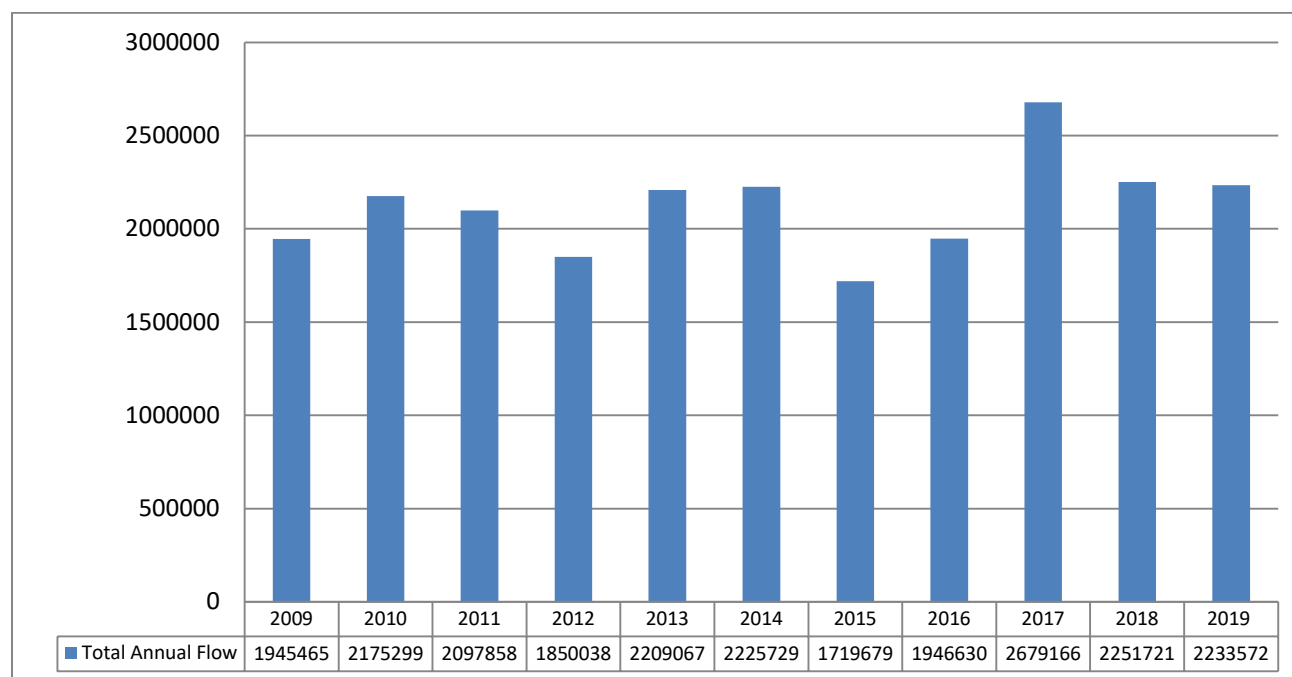
Treatment Flows

Flow (m³/d)

Annual average flow for 2019 = 6122.5 m³/d



Annual Comparison (m³)

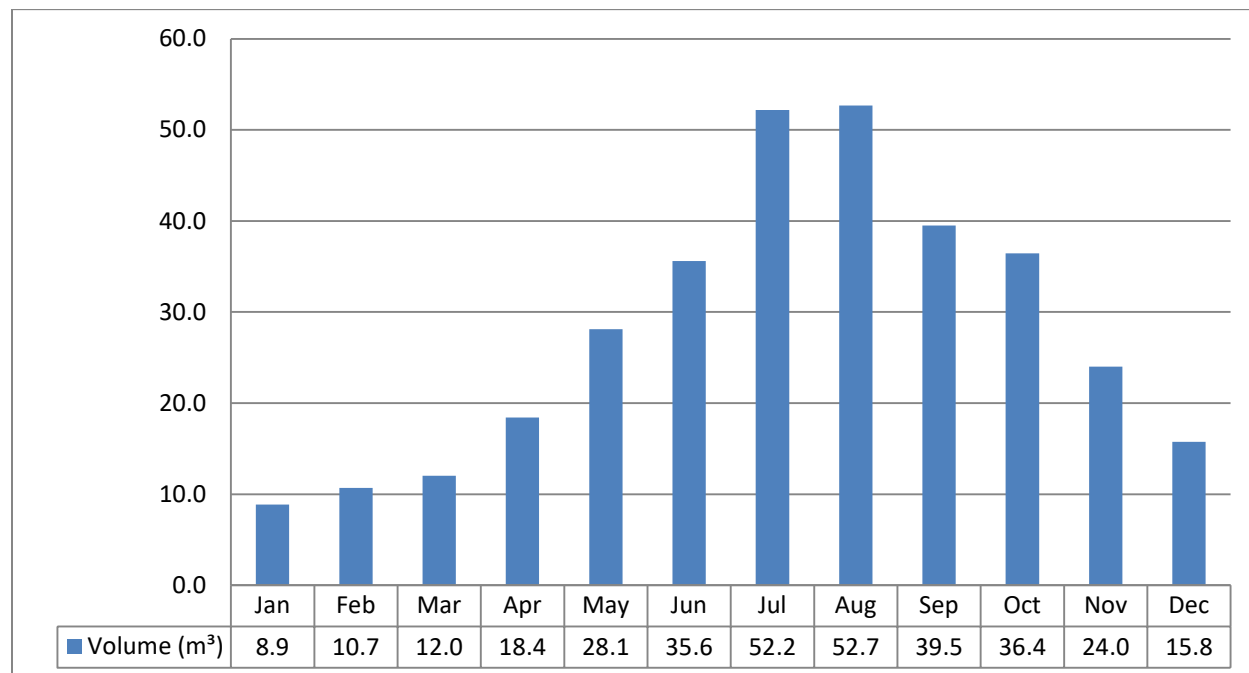


Septage Volumes

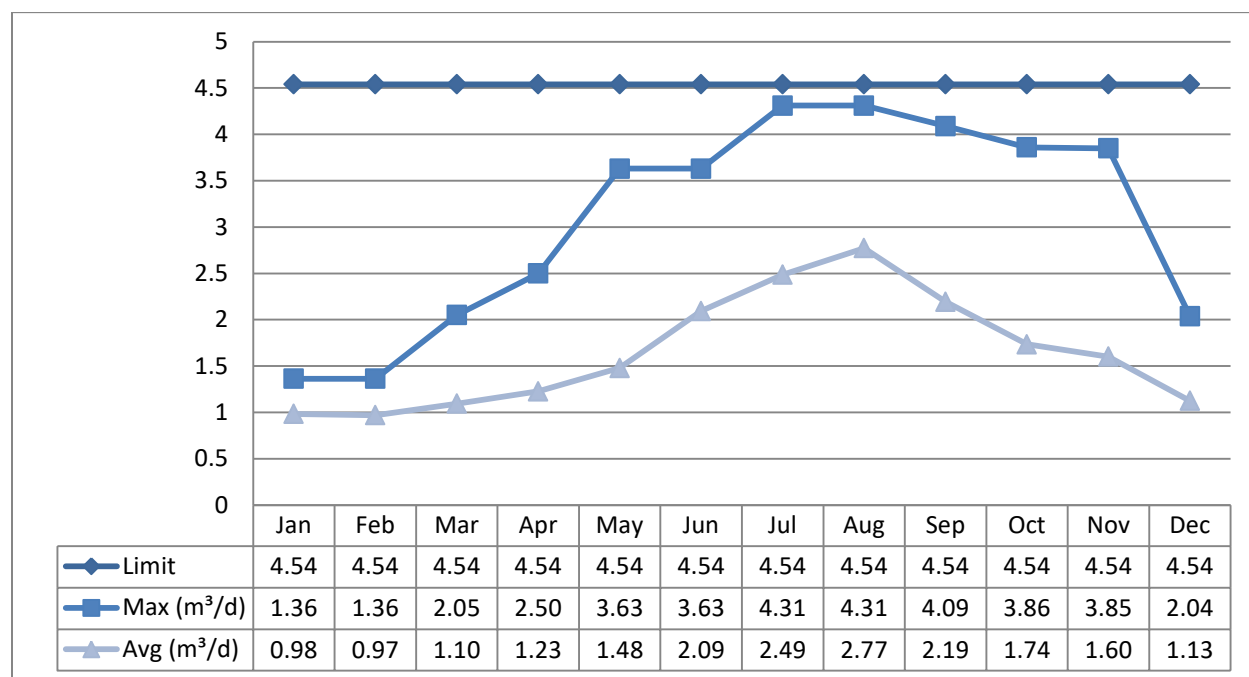
Average daily flow for 2019 = 1.759 m³/d

Total Flow for 2019 = 334.27 m³

Monthly Total Volume Received



Monthly Average Volume Received



Raw Sewage Quality

Results of raw sewage concentrations and loadings are available in the Facility Performance Assessment Report in Appendix A.

Septage Quality and Loadings

Septage was sampled monthly. A summary of the results are attached in Appendix B. The current volume of received septage does not appear to be harmful to the process. Plant removal efficiencies are available in the Facility Performance Assessment Report in Appendix A.

Centrate

The centrifuge was not in operation during the reporting period.

Effluent Quality

The limits are based on current requirements in the facilities Environmental Compliance Approval. Laboratory samples are submitted to an accredited laboratory for regulatory analysis.

The Federal Government also regulates certain sewage effluent parameter under the Federal Fisheries Act. The results are submitted to Environment Canada (WESR) on a quarterly basis.

Effluent Parameter Summary

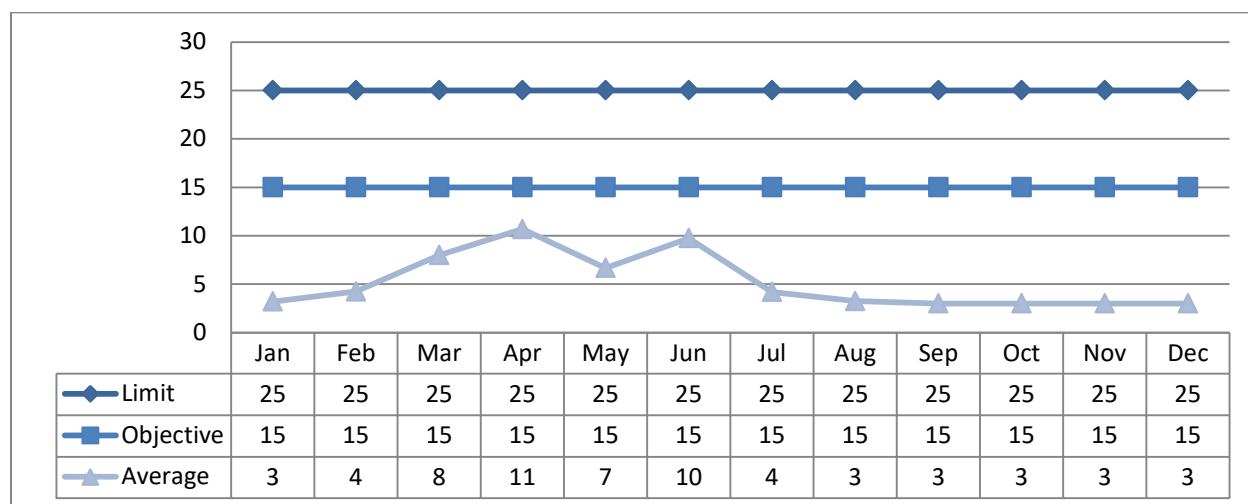
Carbonaceous Biological Oxygen Demand (CBOD₅)

Compliance

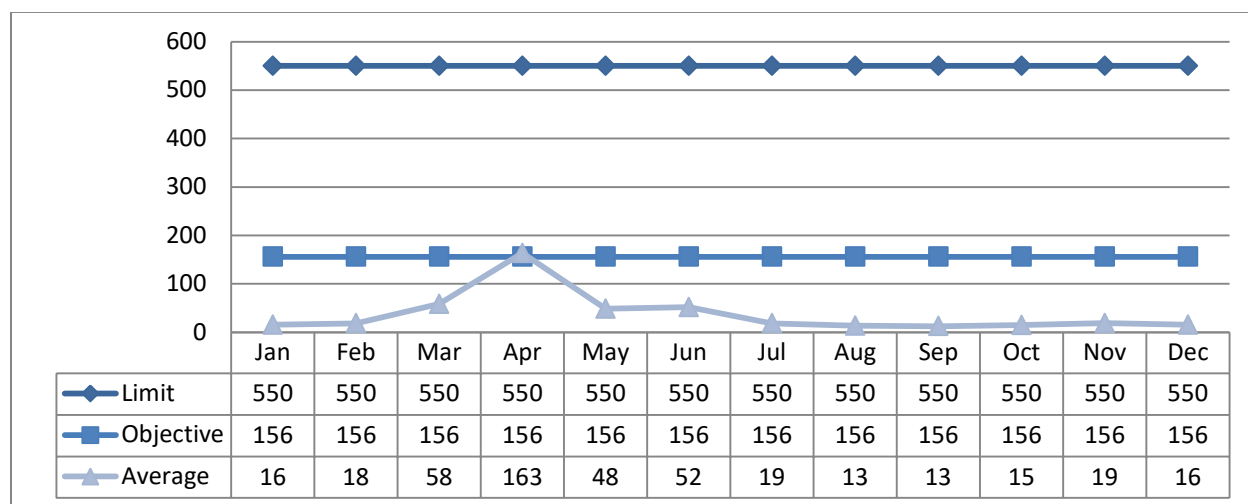
Compliance is based on an annual average.

	Concentration (mg/L)			Loading (kg/d)		
	Annual Average	Limit	Objective	Annual Average	Limit	Objective
CBOD	5.2	25.0	15.0	37.5	550	156

Concentration (mg/L)



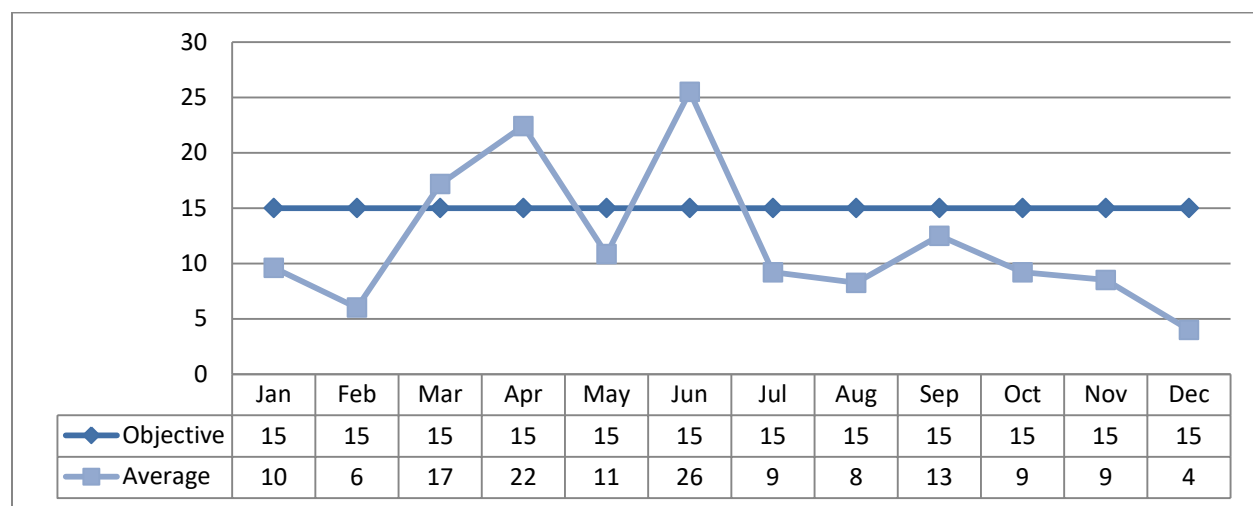
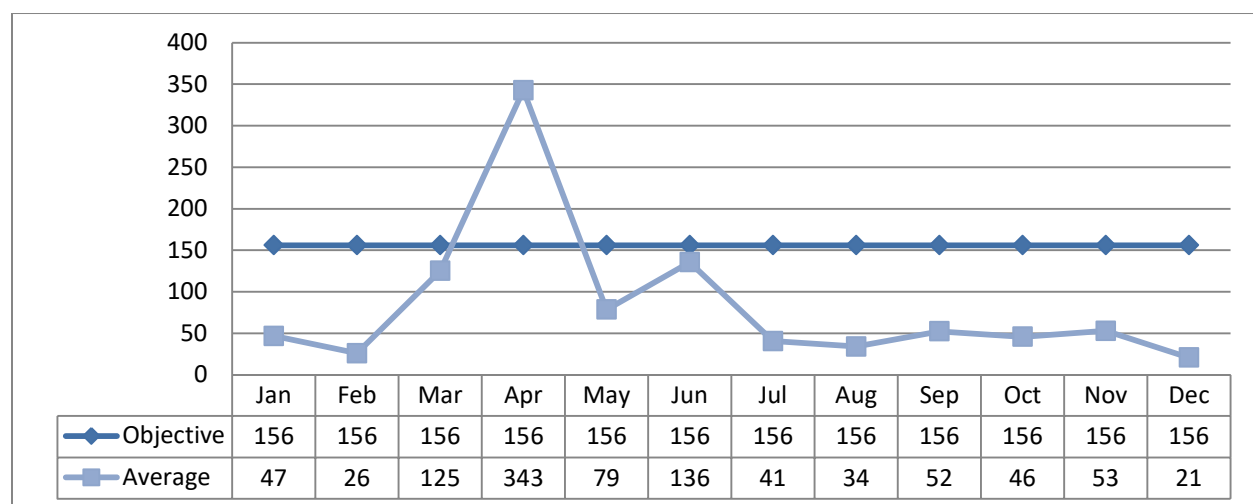
Loading (kg/d)



Total Suspended SolidsCompliance

Compliance is based on an annual average.

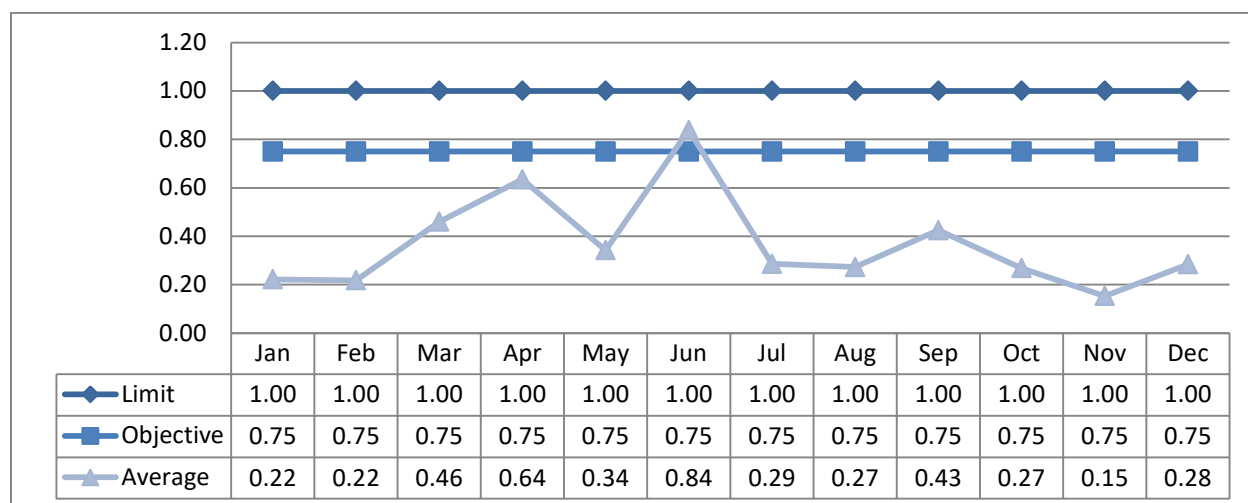
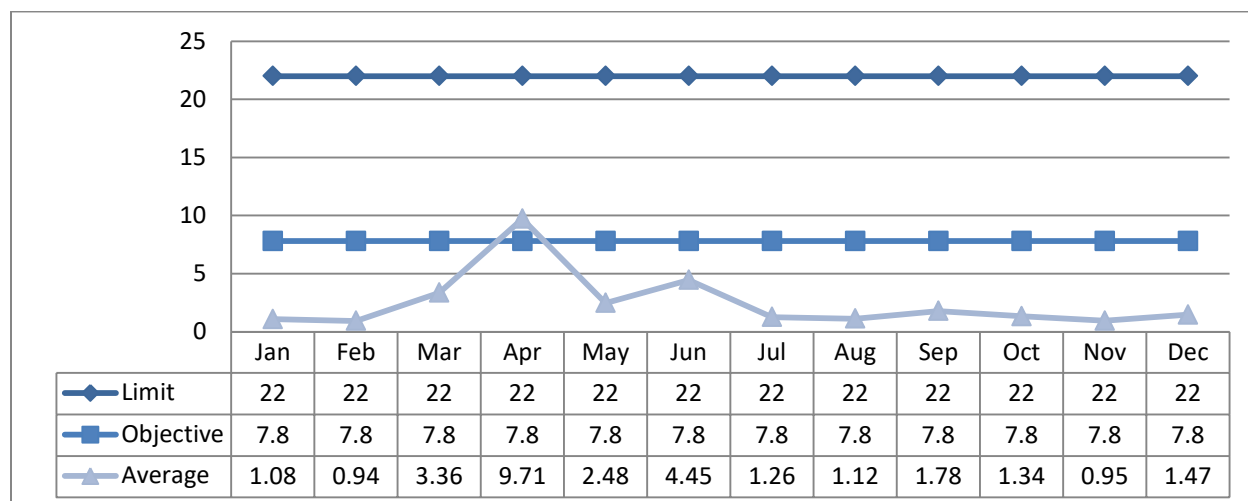
	Concentration (mg/L)			Loading (kg/d)		
	Annual Average	Limit	Objective	Annual Average	Limit	Objective
Total Suspended Solids	11.9	25.0	15.0	83.4	550	156

Concentration (mg/L)Loading (kg/d)

Total PhosphorusCompliance

Compliance is based on a monthly average.

Date	Exceedance of	Limit	Value	Corrective Action
April 2019	ECA Objective	7.8 kg/d	9.71 kg/d	Review of plant operations and data review
June 2019	ECA Objective	0.75 mg/L	0.84 mg/L	Review of plant operations and data review

Concentration (mg/L)Loading (kg/d)

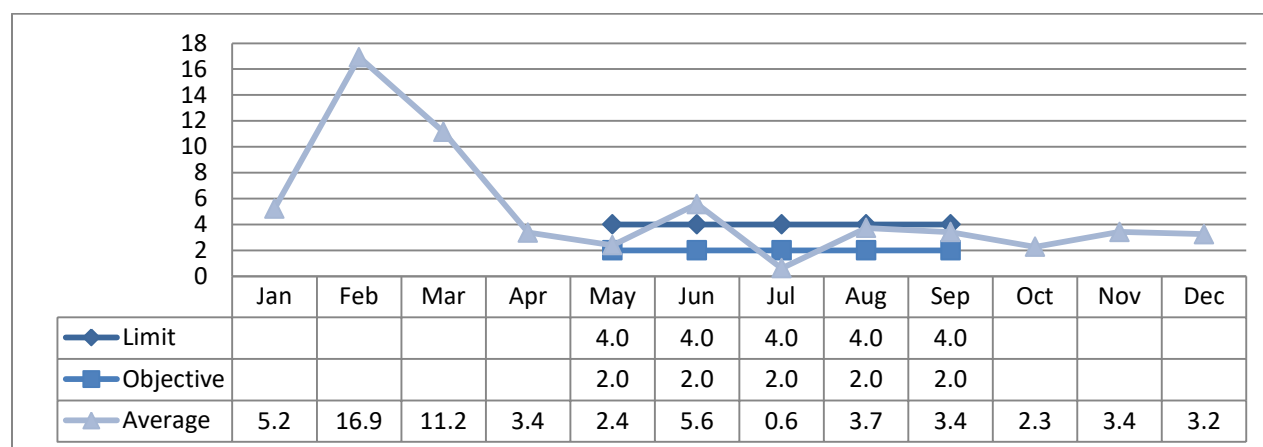
Total Ammonia Nitrogen

Compliance

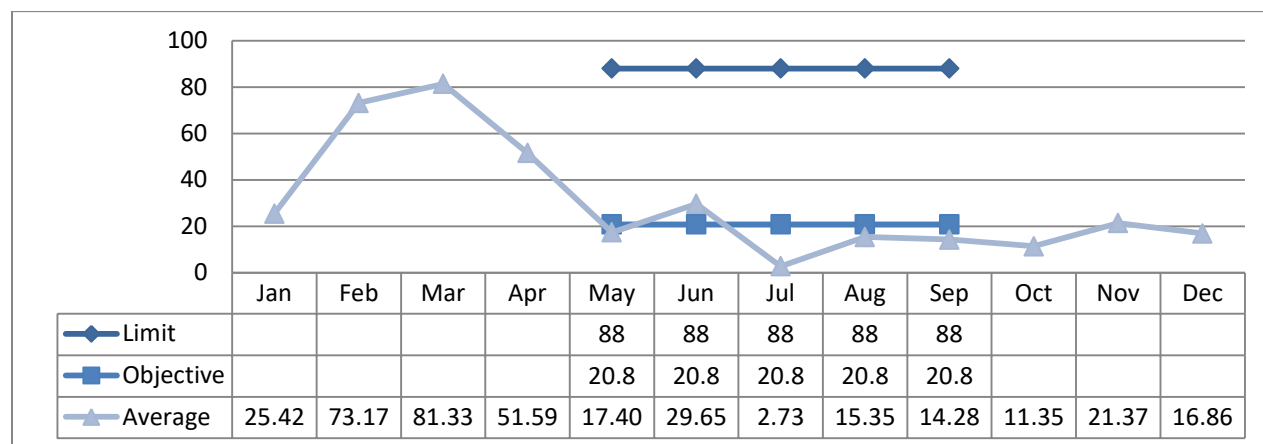
Compliance is based on a monthly average.

Date	Exceedance of	Limit	Value	Corrective Action
May 2019	ECA Objective	2.0 mg/L	2.4 mg/L	Review of plant operations and data review
June 2019	ECA Limit	4.0 mg/L	5.6mg/L	An Independent Consulting engineer has been contacted to review and determine the cause of the non-conformance control measures.
August 2019	ECA Objective	2.0 mg/L	3.7 mg/L	Review of plant operations and data review
September 2019	ECA Objective	2.0 mg/L	3.4 mg/L	Review of plant operations and data review

Concentration (mg/L)



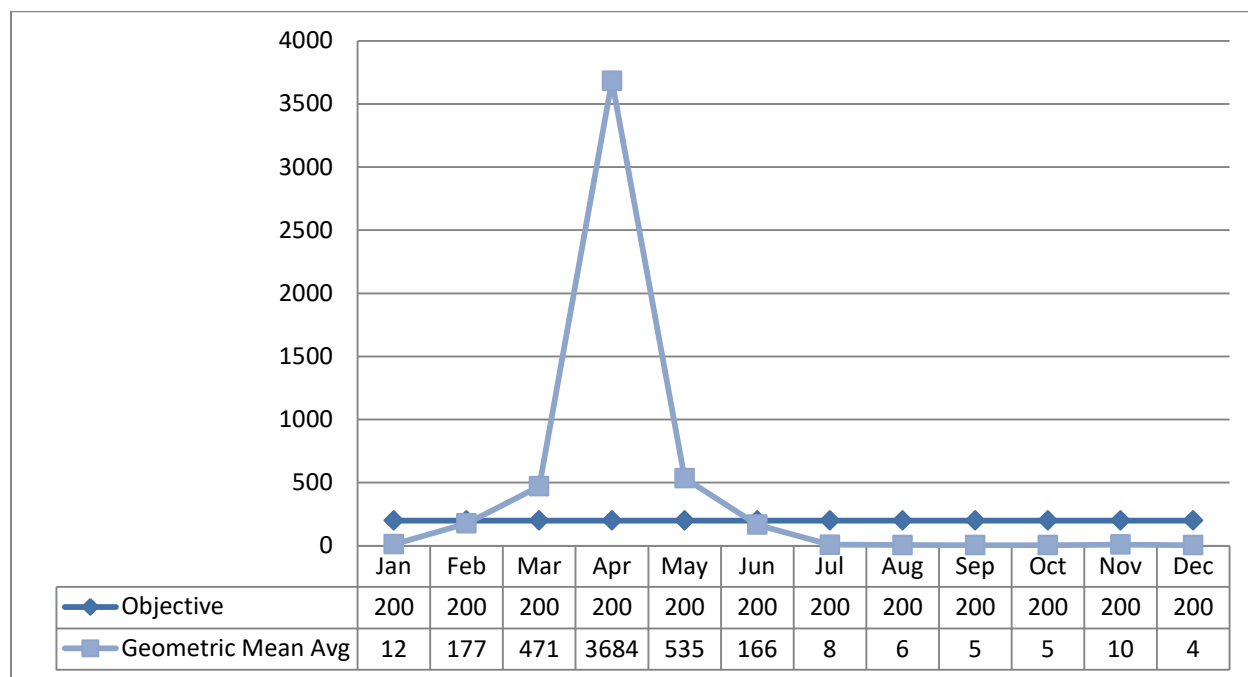
Loading (kg/d)



E-coli**Compliance**

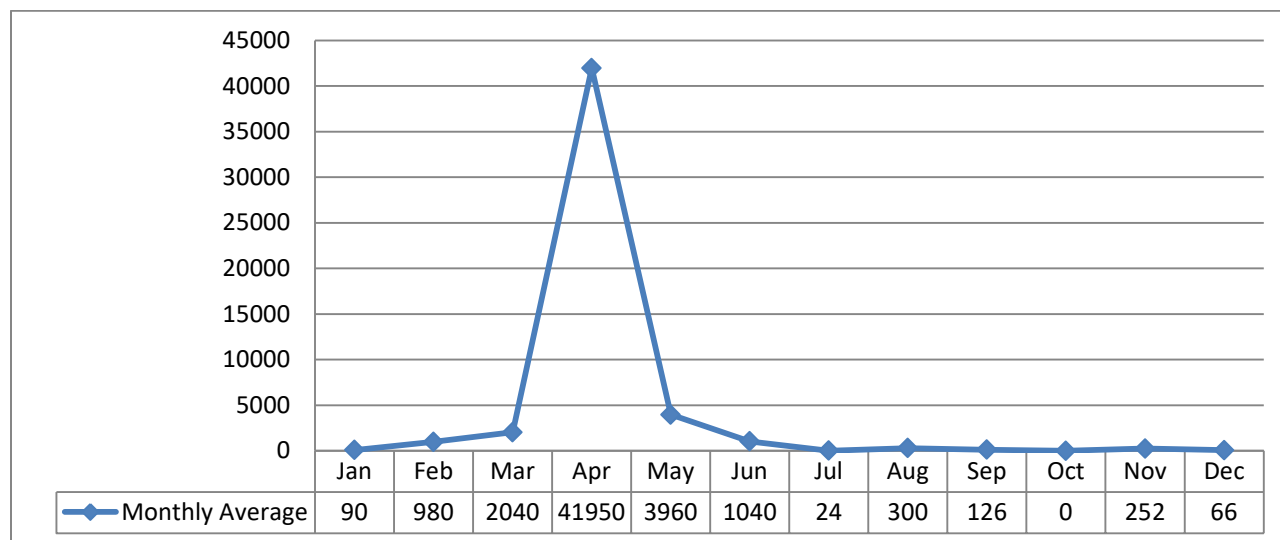
There is no limit on e-coli in the Environmental Compliance Approval but objective was reported as non-compliances due to the major rain and flooding events of 2019.

Date	Exceedance of	Limit	Value	Corrective Action
March 2019	ECA Objective	200 cfu/100 mL	471 cfu/100 mL	Maintenance activities on Clarifier three (3) which resulted in reduced treatment
April 2019	ECA Objective	200 cfu/100 mL	3684 cfu/100 mL	Major rain and flooding of the UV system during the month of April, resulted in major component failures which require replacement.
May 2019	ECA Objective	200 cfu/100 mL	535 cfu/100 mL	Major rain and flooding events caused flooding of the UV system which resulted in major component failures which require replacement.

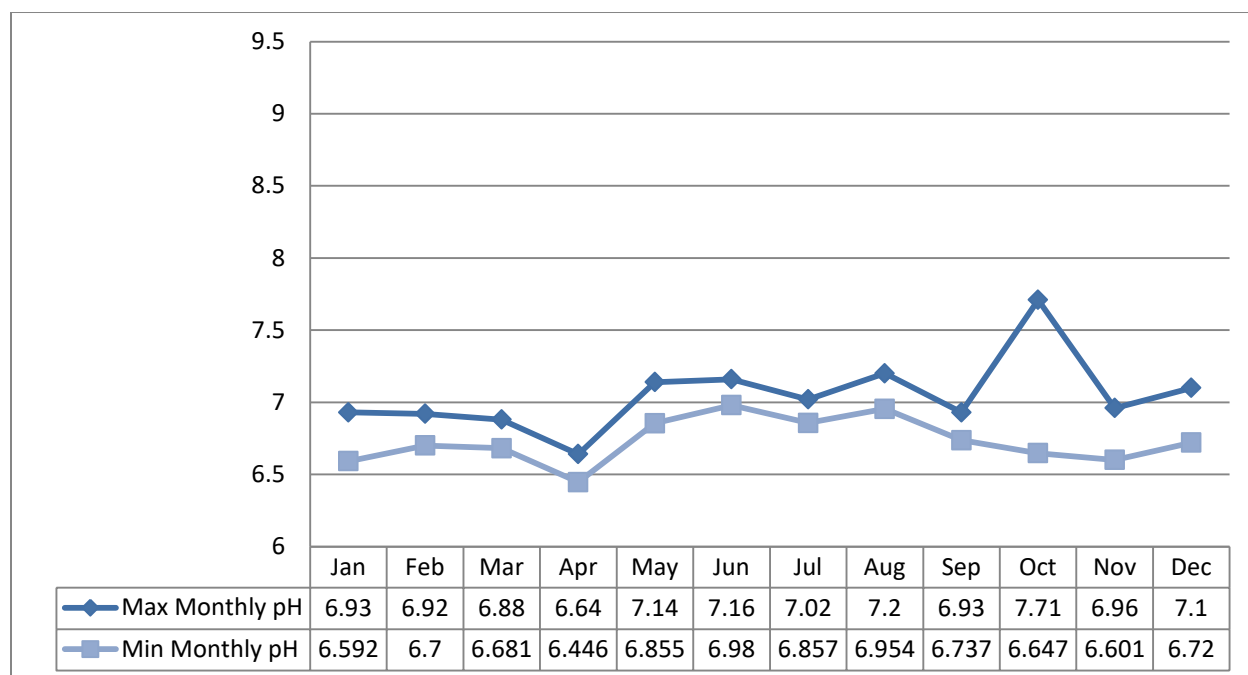
Concentration (cfu/100mL)

Faecal Streptococcus

This parameter is required to be tested in the effluent but there are no limits or objectives established in the Environmental Compliance Approval.

Concentration (cfu/100 mL)**pH**

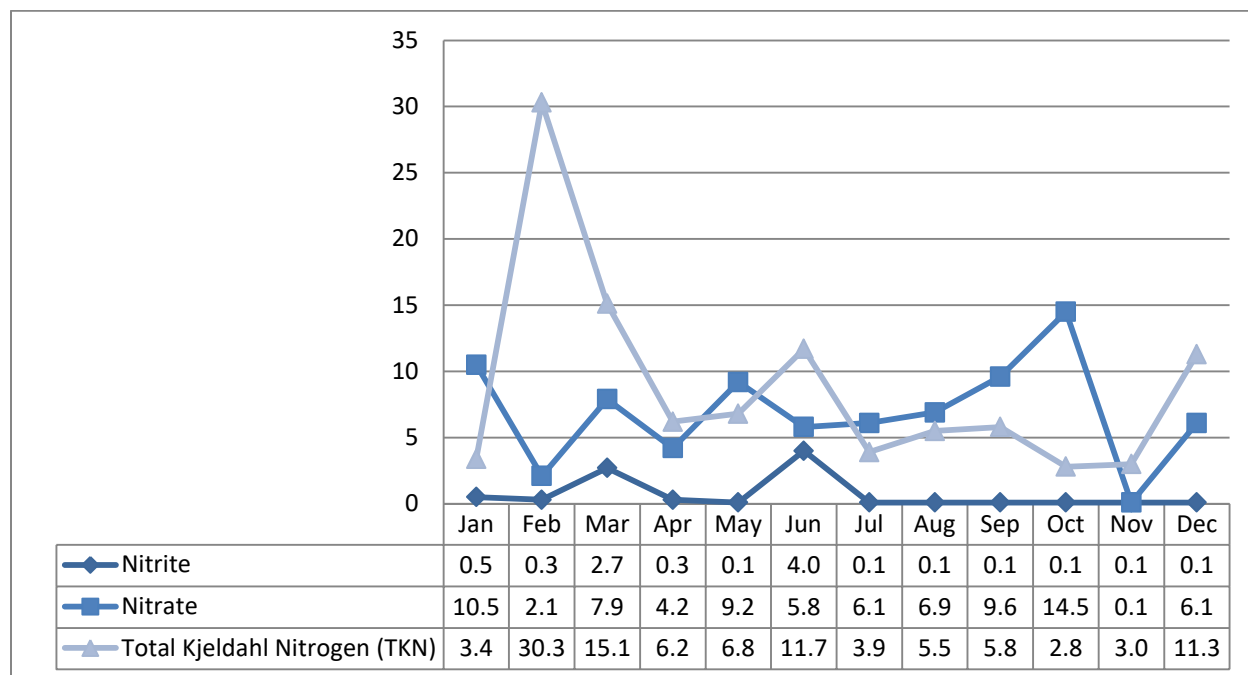
This parameter is to be maintained between 6.0 and 9.5 inclusively at all times.



Nitrate, Nitrite and Total Kjeldahl Nitrogen (TKN)

These parameters are required to be tested in the effluent but there are no limits or objectives established in the certificate of approval.

Monthly Average Concentration (mg/L)



Acute Lethality

There were four (4) samples collected in 2019 and tested for acute lethality of Rainbow Trout. Results are displayed as % mortality. This sampling is required under the federal fisheries regulations.

Quarter	Rainbow Trout
1 st Quarter	0%
2 nd Quarter	0%
3 rd Quarter	0%
4 th Quarter	0%

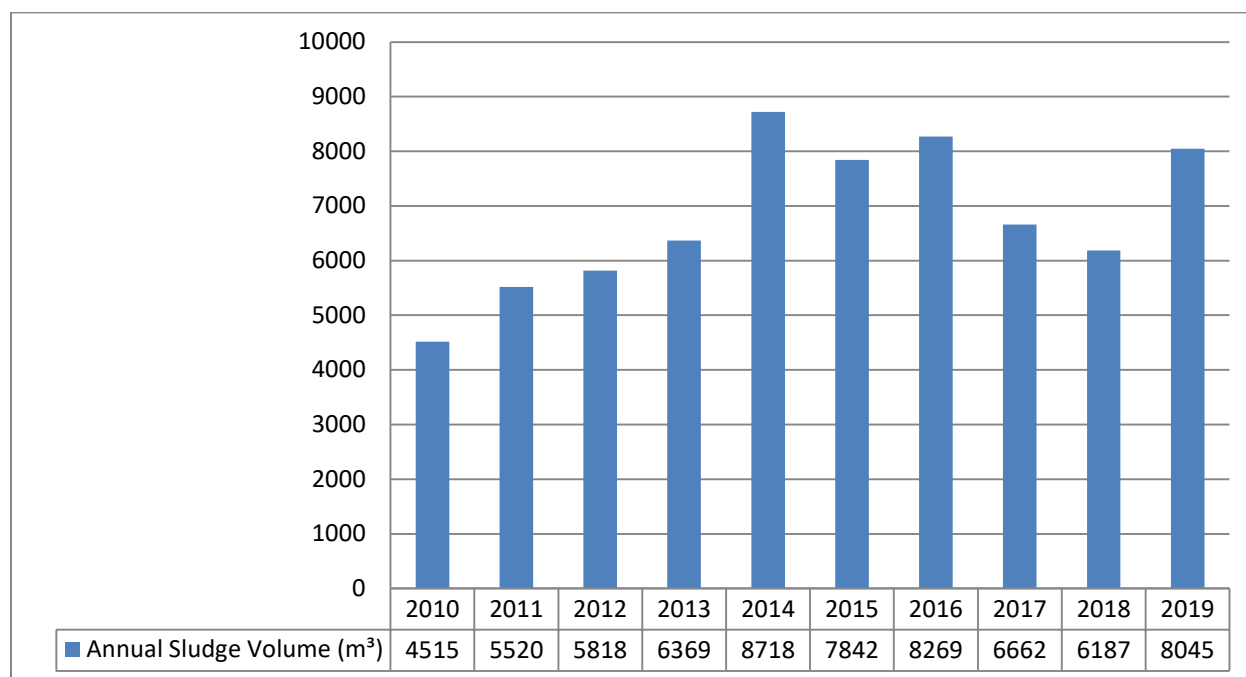
Biosolids

Sludge generated from the treatment plant was spread on agricultural land during the spreading season as per the Nutrient Management Act O.Reg 267/03. During the winter sludge is stored on-site until the Organic Soil Conditioning Sites are available for spreading.

Biosolids Disposal Summary

Date	Site	NASM Plan number	Volume (m ³)
January 2019	Third High Farms Facility	ECA A710174 ECA 5948-7JRMAJ	810
February 2019	Third High Farms Facility	ECA A710174 ECA 5948-7JRMAJ	405
March 2019	Third High Farms Facility	ECA A710174 ECA 5948-7JRMAJ	310
April 2019	Third High Farms Facility	ECA A710174 ECA 5948-7JRMAJ	360
May 14 2019	Terrapure Storage Facility	ECA# S-3708-42	40
May 23 2019	Jockbrae Farms - Marks	23593	1400
May 30 2019	Jockbrae Farms - Marks	22231	600
August 16 2019	Terrapure Storage Facility	ECA# S-3708-42	240
August 29 2019	Sunol Farms - Amanda's	24013	880
September 3 2019	Sunol Farms - Amanda's	24013	1200
November 8 2019	Sunol Farms - James	22416	680
November 2019	Terrapure Storage Facility	ECA# S-3708-42	1120
Total			8045

Annual Comparison



It is anticipated that sludge volumes will remain constant based on the average treated volumes and past years history.

Quality

The biosolids sampling results are summarized in Appendix C. All results met the established guidelines.

Centrate sampling was not completed as sludge was not de-watered during this reporting period.

Summary of Complaints

The following were received community complaints related to the operations of the Carleton Place WPCP.

Date	Location	Details	Corrective Action Taken
There were no community complaints during the reporting period			

Summary of Bypass, Overflow and Diversions

Details	Category	Volume (m³)	Start Date and Time	End Date and Time	Discharge Receiver	Disinfection Provided
Carleton Place WPCP – Heavy rains and spring flooding	Diversion (Phys/Chem)	51540	Mar 30 20:18	Apr 4 8:30	Mississippi River	Yes
Carleton Place WPCP – Heavy rains and spring flooding	Bypass	482	Apr 15 02:18	Apr 15 15:57	Mississippi River	Yes
Carleton Place WPCP – Heavy rains and spring flooding	Diversion (Phys/Chem)	121702	Apr 15 02:50	May 2 08:00	Mississippi River	Yes
Carleton Place WPCP – Heavy rains and spring flooding	Bypass	210	Apr 20 09:37	Apr 20 11:50	Mississippi River	Yes

* April 25 2019 - Daily collection of samples while plant was operating in Storm Mode Phys/Chem and Combined Effluent was missed.

Summary of Spills/Abnormal Discharges

Date	Location	Details	Corrective Action Taken
April 15 2019	Carleton Place WPCP	UV channel hydraulically overloaded	UV's were pressured washed to remove debris

Date	Location	Details	Corrective Action Taken
June 18 2019	Carleton Place WPCP	Digester gas flare stack Pilot-light turned off due to a power interruption	Stack Pilot light was then re- ignited and the digester gas system reinitiated

Maintenance

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 Eastern Regional Hub has specialized and 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 "Capital Forecast". This list is developed by facility staff and provides recommendations for facility components requiring upgrading or improvement.

Maintenance Highlights

WO #	Summary
1103763	Capital #1 Blanket Items under \$200
1104710	Capital Annual material order
1299078	Capital Rebuild Jet pump
1301044	Capital SCADA/PLC replacement
1378493	Capital Pumping station clean outs
1420407	Capital Fire extinguisher signs
1421066	Capital Sludge pump repair
1421313	Capital Effluent Composite Sampler Pump Motor Fail
1464103	Capital Storm mixer seals
1464266	Capital Scum pump 2 repair
1498002	Capital Power outage pumper truck
1498415	Capital Replace drive screw compactor
1499753	Capital Gas regulator parts
1499813	Capital Princess SPS pump reset re-location
1499859	Capital New 1 1/2 hose
1534883	Capital Aeration tank 2 jet pump inspection
1536174	Capital Heat Exchanger replacement

WO #	Summary
1536427	Capital Boiler 3 repairs
1536845	Capital Pump Findlay Contactor
1017773	Capital Ladder safety cover
1103060	Capital RAW sewage 2 check valve purchase & install
1103758	Capital Pressure washer parts
1103777	Capital Replace # 2 check valve RAW sewage
1103874	Capital Boiler 1&2 air pressure off alarm
1104449	Capital Charles St pump controls
1137234	Capital pH probe failure
1138465	Capital Hot water tank gas leak
1140318	Capital Southeast pump 1 leak
1177212	Capital UV rack main board
1219115	Capital Replace hot water tank
1219240	Capital Kingfish at Bridge SPS due to high flows
1219723	Capital kingfish at Bridge SPS high flows
1258259	Capital Microwave for bench work
1259165	Capital Methane gas PMs
1259375	Capital Boiler repairs
1259411	Capital Hot water tank
1298859	Capital Sludge Transfer Pump 1 Not Pumping
1298925	Capital Boiler parts
1298943	Capital UV parts
1299903	Capital Findlay SPS Pump 1 Not Working CP
1301018	Capital Bridge St. Pumping Station Hi Level
1301021	Capital Replace check valves 1and 2 Raw sewage
1338266	Capital Sim Card subscription for back up alarm system
1338725	Capital Stainless connecting links for submersible pumps
1338726	Capital Sim Card subscription for back up alarm system
1338746	Capital pump replacement Charles SPS
1376234	Capital Jet mixing pump 3 fail
1378766	Capital Replace check valves RAW sewage
1421083	Capital Replace flame arrestor assembly
1421557	Capital Flame arrestor replace
1463104	Capital Findlay alternating relay
743073	Capital Grit removal storm and floc tanks
863591	Capital Gas valve replace

Calibration

The flow meters were calibrated on July 23, 2019. See Appendix D for the calibration reports.

Appendix A

Facility Performance Assessment Report

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon
From: 01/01/2019 to 31/12/2019

Facility: [5678] MISSISSIPPI MILLS WASTEWATER TREATMENT FACILITY
Works: [110000873]

	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	<--Total-->	<--Avg-->	<--Max-->	<--Criteria-->
Flows:																
Raw Flow: Total - Raw Sewage (m³)	90595.28	69594.74	176363.33	311286.57	198240.97	157350.13	108146.44	60831.62	64100.55	89822.19	147101.17	93550.28	1566983.27			
Raw Flow: Avg - Raw Sewage (m³/d)	2922.43	2485.53	5689.14	10376.22	6394.87	5245.00	3488.59	1962.31	2136.69	2897.49	4903.37	3017.75		4293.28		
Raw Flow: Max - Raw Sewage (m³/d)	4055.77	4266.33	17664.90	19664.73	9949.75	9104.82	5437.45	2548.57	2530.85	6338.31	9881.04	4543.49			19664.73	
Eff. Flow: Total - Final Effluent (m³)	73374.02	60649.25	118034.12	232321.53	170105.67	109365.25	90469.47	49266.96	47852.67	63759.46	118327.60	90181.61	1223707.61			
Eff. Flow: Avg - Final Effluent (m³/d)	2366.90	2166.04	3807.55	7744.05	5487.28	3645.51	2918.37	1589.26	1595.09	2056.76	3944.25	2909.08		3352.51		
Eff. Flow: Max - Final Effluent (m³/d)	3205.41	3665.72	6912.91	10229.06	9575.89	4668.84	4538.70	1886.98	1928.28	3668.42	5334.90	4056.47			10229.06	
Carbonaceous Biochemical Oxygen Demand: CBOD:																
Raw: # of samples of cBOD5 - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg cBOD5 - Final Effluent (mg/L)	< 3.000	< 3.000	< 3.000	< 3.000	< 3.250	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000		< 3.021	< 3.250	25.0
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	5	5	54			
Loading: cBOD5 - Final Effluent (kg/d)	< 7.101	< 6.498	< 11.423	< 23.232	< 17.834	< 10.937	< 8.755	< 4.768	< 4.785	< 6.170	< 11.833	< 8.727		< 10.172	< 23.232	117.5
Percent Removal: cBOD5 - Raw Sewage (mg/L)	97.751	98.473	97.656	87.603	94.583	95.142	96.894	98.251	98.338	98.469	94.419	96.560			98.473	
Biochemical Oxygen Demand: BOD5:																
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg BOD5 - Final Effluent (mg/L)	< 3.000	< 3.000	< 3.000	< 3.000	< 3.500	< 3.000	< 3.000	< 3.000	< 5.750	< 3.000	< 3.000	< 3.000		< 3.271	< 5.750	25.0
Loading: BOD5 - Final Effluent (kg/d)	< 7.101	< 6.498	< 11.423	< 23.232	< 19.205	< 10.937	< 8.755	< 4.768	< 9.172	< 6.170	< 11.833	< 8.727		< 10.652	< 23.232	
Percent Removal: BOD5 - Raw Sewage (mg/L)	98.387	98.804	97.846	93.902	95.238	95.588	97.159	98.389	96.917	98.978	96.931	98.049			98.978	
Total Suspended Solids: TSS:																
Raw: Avg TSS - Raw Sewage (mg/L)	354.000	387.500	308.750	113.000	60.000	142.500	118.000	315.000	332.500	403.000	209.250	254.000		249.792	403.000	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg TSS - Final Effluent (mg/L)	< 4.400	< 6.250	< 5.000	< 10.200	< 9.500	< 6.500	< 3.800	< 15.500	< 17.500	< 10.667	< 3.800	< 5.200		< 8.193	< 17.500	15.0
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	5	5	55			
Loading: TSS - Final Effluent (kg/d)	< 10.414	< 13.538	< 19.038	< 78.989	< 52.129	< 23.696	< 11.090	< 24.633	< 27.914	< 21.939	< 14.988	< 15.127		< 26.125	< 78.989	70.5
Percent Removal: TSS - Raw Sewage (mg/L)	98.757	98.387	98.381	90.973	84.167	95.439	96.780	95.079	94.737	97.353	98.184	97.953			98.757	
Total Phosphorus: TP:																
Raw: Avg TP - Raw Sewage (mg/L)	6.022	6.877	4.443	1.078	4.240	2.125	3.816	7.905	8.028	9.202	3.475	3.940		5.096	9.202	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg TP - Final Effluent (mg/L)	0.220	0.113	0.080	0.192	0.275	0.060	0.182	0.078	0.135	0.078	0.060	0.042		0.126	0.275	0.2 - 0.3
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	6	5	55			
Loading: TP - Final Effluent (kg/d)	0.521	0.244	0.305	1.487	1.509	0.219	0.531	0.123	0.215	0.160	0.237	0.122		0.473	1.509	1.41
Percent Removal: TP - Raw Sewage (mg/L)	96.347	98.364	98.199	82.189	93.514	97.176	95.231	99.020	98.318	99.152	98.273	98.934			99.152	
Nitrogen Series:																
Raw: Avg TKN - Raw Sewage (mg/L)	38.660	43.650	29.225	7.900	34.700	17.475	34.820	78.450	60.000	54.600	21.725	25.560		37.230	78.450	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	5	4	4	5	4	4	5	4	5	53			
Eff: Avg TAN - Final Effluent (mg/L)	0.638	0.345	0.053	0.252	0.765	0.265	0.360	0.080	0.035	0.034	0.050	0.044		0.243	0.765	5.0 - 15.0
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	5	4	4	5	4	4	5	5	5	54			
Loading: TAN - Final Effluent (kg/d)	1.510	0.747	0.200	1.952	4.198	0.966	1.051	0.127	0.056	0.070	0.197	0.128		0.933	4.198	70.5
Disinfection:																
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	2.000	2.000	2.000	1.741	4.757	3.420	5.675	2.000	1.741	2.000	2.213	2.000		2.629	5.675	200.0
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	5	4	3	5	4	5	5	4	5	53			

Appendix B

Septage Quality and Loadings

Ontario Clean Water Agency
Time Series Info Report

From: 01/01/2019 to 31/12/2019

Facility Org Number: 5672
Facility Works Number: 110000971
Facility Name: CARLETON PLACE WASTEWATER TREATMENT FACILITY
Facility Owner: Municipality: Town of Carleton Place
Facility Classification: Class 3 Wastewater Treatment
Receiver: Mississippi River
Service Population: ---
Total Design Capacity: ---

	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	Total	Avg	Max	Min
Septage / Biochemical Oxygen Demand: BOD5 - mg/L																
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max Lab	3350	2290	1000	89	4110	5800	3550	2370	3700	902	3230	2370			5800	
Mean Lab	3350	2290	1000	89	4110	5800	3550	2370	3700	902	3230	2370		2730.08		
Min Lab	3350	2290	1000	89	4110	5800	3550	2370	3700	902	3230	2370				89
Septage / Loadings: BOD - kg/d																
Count IH	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max IH	3.296	2.222	1.095	0.109	6.082	12.148	8.823	6.569	8.119	1.565	5.17	2.669			12.148	
Mean IH	3.296	2.222	1.095	0.109	6.082	12.148	8.823	6.569	8.119	1.565	5.17	2.669		4.822		
Min IH	3.296	2.222	1.095	0.109	6.082	12.148	8.823	6.569	8.119	1.565	5.17	2.669				0.109
Total IH	3.296	2.222	1.095	0.109	6.082	12.148	8.823	6.569	8.119	1.565	5.17	2.669	57.868			
Septage / Loadings: TP - kg/d																
Count IH	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max IH	0.206	0.122	0.194	0.01	0.386	0.473	0.348	0.698	0.696	0.155	0.375	0.181			0.698	
Mean IH	0.206	0.122	0.194	0.01	0.386	0.473	0.348	0.698	0.696	0.155	0.375	0.181		0.32		
Min IH	0.206	0.122	0.194	0.01	0.386	0.473	0.348	0.698	0.696	0.155	0.375	0.181				0.01
Total IH	0.206	0.122	0.194	0.01	0.386	0.473	0.348	0.698	0.696	0.155	0.375	0.181	3.844			
Septage / Loadings: TS - kg/d																
Count IH	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max IH	113.16	110.632	126.978	0.969	20.126	24.715	18.939	50.999	36.644	6.281	21.609	94.152			126.978	
Mean IH	113.16	110.632	126.978	0.969	20.126	24.715	18.939	50.999	36.644	6.281	21.609	94.152		52.1		
Min IH	113.16	110.632	126.978	0.969	20.126	24.715	18.939	50.999	36.644	6.281	21.609	94.152				0.969
Total IH	113.16	110.632	126.978	0.969	20.126	24.715	18.939	50.999	36.644	6.281	21.609	94.152	625.204			
Septage / Loadings: TSS - kg/d																
Count IH	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max IH	6.002	3.688	5.178	0.055	5.549	14.452	7.208	24.945	21.065	1.301	12.645	8.221			24.945	
Mean IH	6.002	3.688	5.178	0.055	5.549	14.452	7.208	24.945	21.065	1.301	12.645	8.221		9.193		
Min IH	6.002	3.688	5.178	0.055	5.549	14.452	7.208	24.945	21.065	1.301	12.645	8.221				0.055
Total IH	6.002	3.688	5.178	0.055	5.549	14.452	7.208	24.945	21.065	1.301	12.645	8.221	110.31			
Septage / Loadings:TKN - kg/d																
Count IH	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max IH	2.765	1.533	2.54	0.082	5.831	6.556	4.648	4.74	7.351	3.019	2.817	2.996			7.351	
Mean IH	2.765	1.533	2.54	0.082	5.831	6.556	4.648	4.74	7.351	3.019	2.817	2.996		3.74		
Min IH	2.765	1.533	2.54	0.082	5.831	6.556	4.648	4.74	7.351	3.019	2.817	2.996				0.082
Total IH	2.765	1.533	2.54	0.082	5.831	6.556	4.648	4.74	7.351	3.019	2.817	2.996	44.877			
Septage / Total Kjeldahl Nitrogen: TKN - mg/L																
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max Lab	2810	1580	2320	66.9	3940	3130	1870	1710	3350	1740	1760	2660			3940	
Mean Lab	2810	1580	2320	66.9	3940	3130	1870	1710	3350	1740	1760	2660		2244.74		
Min Lab	2810	1580	2320	66.9	3940	3130	1870	1710	3350	1740	1760	2660				66.9
Septage / Total Phosphorus: TP - mg/L																
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max Lab	209	126	177	8.5	261	226	140	252	317	89.1	234	161			317	
Mean Lab	209	126	177	8.5	261	226	140	252	317	89.1	234	161		183.383		
Min Lab	209	126	177	8.5	261	226	140	252	317	89.1	234	161				8.5
Septage / Total Solids: TS - mg/L																
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max Lab	115000	114000	116000	790	13600	11800	7620	18400	16700	3620	13500	83600			116000	
Mean Lab	115000	114000	116000	790	13600	11800	7620	18400	16700	3620	13500	83600		42885.8		
Min Lab	115000	114000	116000	790	13600	11800	7620	18400	16700	3620	13500	83600				790
Septage / Total Suspended Solids: TSS - mg/L																
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max Lab	6100	3800	4730	45	3750	6900	2900	9000	9600	750	7900	7300			9600	
Mean Lab	6100	3800	4730	45	3750	6900	2900	9000	9600	750	7900	7300		5231.25		
Min Lab	6100	3800	4730	45	3750	6900	2900	9000	9600	750	7900	7300				45

Appendix C

Biosolids Quality Report

Ontario Clean Water Agency
Biosolids Quality Report - Liquid
Digester Type: ANAEROBIC
Solids and Nutrients

Facility: CARLETON PLACE WASTEWATER TREATMENT FACILITY
Works: 5672
Period: 01/01/2019 to 12/31/2019

Facility Works Number: 1.1000971E7
Facility Name: CARLETON PLACE WASTEWATER TREATMENT FACILITY
Facility Owner: Municipality: Town of Carleton Place
Facility Classification: Class 3 Wastewater Treatment
Receiver: Mississippi River
Service Population: ---
Total Design Capacity: ---
Period Being Reported: 01/01/2019 12/01/2019

Note: all parameters in this report will be derived from the Bslq Station

Month	Total Sludge Hauled (m3)	Avg. Total Solids (mg/L)	Avg. Volatile Solids (mg/L)	Avg. Total Phosphorus (mg/L)	Ammonia (mg/L)	Nitrate (mg/L)	Nitrite (mg/L)	TKN (mg/L)	Ammonia + Nitrate (mg/L)	Potassium (mg/L)
Site	Site Name									
Station	Bslq Station only									
Parameter Short Name	HauledVol	TS	VS	TP	NH3p_NH4p_N	NO3-N	NO2-N	TKN	calculation in report - no T/S	K
T/s	IH Month.Total	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean		Lab Published Month Mean
Jan		48,000.000	26,000.000	1,160.000	687.000	0.100	0.100	2,240.000	343.550	54.500
Feb		31,300.000	16,800.000	616.000	658.000	0.500	0.500	1,400.000	329.250	49.300
Mar		35,550.000	17,750.000	748.000	580.500	0.300	0.300	1,535.000	290.400	64.000
Apr		33,000.000	18,500.000	1,465.000	816.000	0.100	0.100	2,705.000	408.050	72.500
May		29,350.000	16,750.000	956.500	693.000	0.550	18.100	1,860.000	346.775	71.750
Jun		31,450.000	16,300.000	1,220.000	684.500	0.350	0.100	1,605.000	342.425	67.250
Jul		46,700.000	24,300.000	1,099.000	641.000	0.100	0.350	1,535.000	320.550	87.000
Aug		53,400.000	27,600.000	1,335.000	710.000	0.100	0.100	1,690.000	355.050	83.000

Ontario Clean Water Agency
Biosolids Quality Report - Liquid
Digester Type: ANAEROBIC
Metals and Criteria

Facility: CARLETON PLACE WASTEWATER TREATMENT FACILITY
Works: 5672
Period: 01/01/2019 to 12/31/2019

Note: all parameters in this report will be derived from the Bslq Station

Month	Arsenic (mg/L)	Cadmium (mg/L)	Cobalt (mg/L)	Chromium (mg/L)	Copper (mg/L)	Mercury (mg/L)	Molybdenum (mg/L)	Nickel (mg/L)	Lead (mg/L)	Selenium (mg/L)	Zinc (mg/L)
Site	Site Name										
Station	Bslq Station only										
Parameter Short Name	As	Cd	Co	Cr	Cu	Hg	Mo	Ni	Pb	Se	Zn
T/s	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean
Jan	0.100	0.030	0.060	0.690	23.100	0.019	0.230	0.450	0.700	0.100	20.900
Feb	0.100	0.030	0.060	0.420	13.300	0.011	0.120	0.280	0.400	0.100	11.800
Mar	0.100	0.030	0.045	0.580	18.700	0.013	0.180	0.390	0.550	0.100	17.300
Apr	0.100	0.045	0.070	0.685	20.750	0.014	0.200	0.440	0.600	0.100	19.200
May	0.100	0.030	0.055	0.625	17.550	0.011	0.185	0.455	0.450	0.100	15.750
Jun	0.100	0.030	0.055	0.560	13.600	0.017	0.075	0.325	0.350	0.100	11.850
Jul	0.100	0.030	0.070	0.845	21.200	0.014	0.215	0.525	0.650	0.100	19.500
Aug	0.100	0.040	0.090	0.945	23.900	0.013	0.195	0.505	0.750	0.100	21.900
Sep	0.100	0.030	0.060	0.925	16.350	0.014	0.180	0.470	0.550	0.100	17.700
Oct	0.100	0.030	0.060	0.790	22.950	0.014	0.190	0.575	1.350	0.100	20.600
Nov	0.100	0.030	0.055	0.685	18.350	0.012	0.185	0.445	0.450	0.100	18.850
Dec	0.100	0.030	0.065	0.605	17.650	0.014	0.165	0.410	0.450	0.100	16.950
Average	0.100	0.032	0.062	0.696	18.950	0.014	0.177	0.439	0.604	0.100	17.692
Minimum Acceptable Ammonia + Nitrate Nitrogen to Metal Ratio	100.000	500.000	50.000	6.000	10.000	1,500.000	180.000	40.000	15.000	500.000	4.000

Ontario Clean Water Agency
Biosolids Quality Report - Liquid - Based on Last 4 Samples
Digester Type: ANAEROBIC

Facility: CARLETON PLACE WASTEWATER TREATMENT FACILITY
Works: 5672
Period: 01/01/2019 to 12/31/2019

Note: all parameters in this report will be derived from the Bslq Station

Parameter Short Name	Time Series	11/04/2019	11/19/2019	12/03/2019	12/17/2019	Average	Metal Concentrations in Sludge (mg/kg):	Max. Permissible Metal Concentrations (mg/kg of Solids):
As (mg/L)	Lab Published	0.100	0.100	0.100	0.100	0.100	2.558	170
Cd (mg/L)	Lab Published	0.030	0.030	0.030	0.030	0.030	0.767	34
Co (mg/L)	Lab Published	0.040	0.070	0.070	0.060	0.060	1.535	340
Cr (mg/L)	Lab Published	0.490	0.880	0.540	0.670	0.645	16.496	2800
Cu (mg/L)	Lab Published	14.900	21.800	15.800	19.500	18.000	460.358	1700
Hg (mg/L)	Lab Published	0.007	0.016	0.008	0.020	0.013	0.332	11
Mo (mg/L)	Lab Published	0.150	0.220	0.160	0.170	0.175	4.476	94
Ni (mg/L)	Lab Published	0.340	0.550	0.340	0.480	0.428	10.946	420
Pb (mg/L)	Lab Published	0.300	0.600	0.400	0.500	0.450	11.509	1100
Se (mg/L)	Lab Published	0.100	0.100	0.100	0.100	0.100	2.558	34
Zn (mg/L)	Lab Published	14.100	23.600	15.900	18.000	17.900	457.801	4200
E. Coli: Dry Wt (cfu/g)	Lab Published						E.Coli average is the GMD	
TS (mg/L)	Lab Published	34,400.000	42,100.000	38,900.000	41,000.000	39,100.000		
VS (mg/L)	Lab Published	18,000.000	21,600.000	21,000.000	19,400.000	20,000.000		
TP (mg/L)	Lab Published	1,050.000	2,130.000	1,680.000	2,020.000	1,720.000		
NO2-N (mg/L)	Lab Published	0.100	1.000	1.500	1.000	0.900		
TKN (mg/L)	Lab Published	1,690.000	2,430.000	2,450.000	2,960.000	2,382.500		
K (mg/L)	Lab Published	62.500	71.500	58.500	66.000	64.625		
NH3p_NH4p_N (mg/L)	Lab Published	546.000	743.000	844.000	668.000	700.250		
NO3-N (mg/L)	Lab Published	2.500	1.000	1.000	1.000	1.375		

Appendix D

Calibration Records

Carleton Place WTP

2019 Flow Calibrations

Leaders in Instrumentation and Control

	<h1>CALIBRATION REPORT</h1>	Report No.: OCWA CP 19 FIT
		Date: 23-Jul-19

SITE: Carleton Place WTP
PROCESS AREA: Treated Water Flow
INSTR. TAG: FIT
MANUFACTURER: Endress and Hauser
MODEL: PMD70
SERIAL No.: D400011509D
INSTR. RANGE: 0-103.62"H2O for 0-16400m3/d

SERVICE DATE: July 23, 2019

TECHNICIAN: M Manley

JOB REFERENCE: OCWA CP 19

Input (Test)			Output (Signal)		(Process)	
Type:	Inches WC		Type or EGU:	4-20Ma	Inches WC	
Min:	0.00		Min:	4.00	0.00	
Max:	103.62		Max:	20.00	103.62	
			Before Calibration		After Calibration	
Input	Input %	Calc. O/P	Output	%Error	Output	%Error
0.00	0.00%	4.00	4.00	0.00%	4.00	0.00%
6.48	25.00%	8.00	8.02	0.50%	8.02	0.50%
25.91	50.00%	12.00	12.01	0.12%	12.01	0.12%
58.29	75.00%	16.00	16.01	0.08%	16.01	0.08%
103.62	100.00%	20.00	20.00	0.00%	20.00	0.00%

Calibration Equipment			
Type:	DMM	Pressure Gauge	
Manufacturer:	Fluke	Crystal	
Model:	Model 87	15 PSI	
Serial No.:	134409128	Service, Low Pressure Kit	
Last Cal. Date:	Apr. 2, 2019	Nov. 14, 2018	

Comments:

Bled Transmitter.

Flowmeter Verification Certificate Transmitter

OCWA

Customer

ALUM FLOW

Order code

PROMAG 53 P DN25

Device type

M3063016000

Serial number

V2.03.00

Software Version Transmitter

07/23/2019

Verification date

Carleton Place WTP

Plant

Tag Name

0.7471 - 0.7471

K-Factor

2

Zero point

V1.06.00

Software Version I/O-Module

11:38

Verification time

Verification result Transmitter: Passed

Test item	Result	Applied Limits
Amplifier	Passed	Basis: 0.55 %
Current Output 1	Passed	0.05 mA
Pulse Output 1	Not tested	0 P
Test Sensor	Passed	

FieldCheck Details

550149

Production number

1.07.08

Software Version

03/2019

Last Calibration Date

Simubox Details

8781637

Production number

1.00.01

Software Version

03/2019

Last Calibration Date

Date

Operator's Sign

Inspector's Sign

Overall results:

The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. ¹⁾

The calibration of the Fieldcheck test system is fully traceable to national standards.

1) Prerequisite is an additional proof of electrode integrity with a high voltage test.

FieldCheck - Result Tab Transmitter

Customer	OCWA	Plant	Carleton Place WTP
Order code	ALUM FLOW	Tag Name	-----
Device type	PROMAG 53 P DN25	K-Factor	0.7471 - 0.7471
Serial number	M3063016000	Zero point	2
Software Version Transmitter	V2.03.00	Software Version I/O-Module	V1.06.00
Verification date	07/23/2019	Verification time	11:38

Verification Flow end value (100 %): 117.810 l/m

Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	Test Transmitter			
✓	Amplifier	5.890 l/m (5%)	1.50 %	-0.27 %
✓		11.781 l/m (10.0%)	1.00 %	-0.09 %
✓		58.905 l/m (50.0%)	0.60 %	-0.06 %
✓		117.811 l/m (100%)	0.55 %	-0.06 %
✓	Current Output 1	4.000 mA (0%)	0.05 mA	0.004 mA
✓		4.800 mA (5%)	0.05 mA	0.003 mA
✓		5.600 mA (10.0%)	0.05 mA	-0.012 mA
✓		12.000 mA (50.0%)	0.05 mA	0.005 mA
✓		20.000 mA (100%)	0.05 mA	0.010 mA
—	Pulse Output 1	---	---	---
		Start value	Limits range	Measured value
	Test Sensor			
✓	Coil Curr. Rise	2.400 ms	0.000..8.750 ms	3.587 ms
✓	Coil Curr. Stability		---	---
✓	Electrode Integrity	mV	0.0..300.001 mV	23.059 mV

Legend of symbols

✓	✗	—	?	!
Passed	Failed	not tested	not testable	Attention

FieldCheck: Parameters Transmitter

Customer	OCWA	Plant	Carleton Place WTP
Order code	ALUM FLOW	Tag Name	-----
Device type	PROMAG 53 P DN25	K-Factor	0.7471 - 0.7471
Serial number	M3063016000	Zero point	2
Software Version Transmitter	V2.03.00	Software Version I/O-Module	V1.06.00
Verification date	07/23/2019	Verification time	11:38

Curent Output	Assign	Current Range	Value 0_4mA	Value 20 mA		
Terminal 26/27	VOLUME FLOW	4-20 mA active	0.0 l/m	2.00 l/m		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	0.757 l/P	Passive/Positive	100.01 ms		

Actual System Ident.

123.0



VeriMaster - Flow Meter Verification Report

Customer Information		Meter Information	
Customer	OCWA CP	Meter Owner	Carleton Place WTP
Verification Download	Tue, Jul 23, 2019	Meter Type	WaterMaster
		Sensor Size	DN150
		Pipe Status	Fluid Present
		Sensor Type	Fullbore
		Sensor Serial No	3K220000191837
		Transmitter Serial No	3K220000191837
		Tag	
		Location	?

Overall Status: Pass

The flowmeter has passed its internal continuous verification and automatic self calibration. It is working within + / -1% of its original factory calibration

Summary of Results		Verification History	
Coil Group	Passed	OIML Accuracy Alarms	0
Electrode Group	Passed		
Sensor Group	Passed	Totaliser Information	
Transmitter Signal	Passed		
Transmitter Driver	Passed		
Output Group	Passed		
Configuration	Passed	Forward	1200417.90 m3
		Reverse	96.32 m3
		Net	1200321.57 m3
Sensor Information		Sensor Data	
Q3	15120.00 m3/d	Coil Current	179.9 mA
Calibration Accuracy	OIML Class 2	Coil Inductance	54.5 mH
Sensor Calibration Factors	131.9%; -0.66 mm/s; 11	Coil Inductance Shift	0.2%
Date of Manufacture	20 Sept 2013	Coil / Loop Resistance	30.0 ohm
Run Hours	1818days 6hrs 5mins	Transmitter Data	
Transmitter Information		Tx Gain - Adjustment	0.1%
		VeriMaster Information	
		Version	01.00.03
		Limit Version	01.00.01
Current Output		Pulse Output	
4mA Value	Pass : 4.000 mA ; 0.00%	Output 1: 100.0Hz	Not tested
12mA Value	Pass : 11.988 mA ; 0.10%	Output 1: 50.0Hz	Not tested
20mA Value	Pass : 19.984 mA ; 0.08%	Output 2: 100.0Hz	Not tested
		Output 2: 50.0Hz	Not tested

Installation Comments / Equipment used:	Configuration Settings
P1 pass 0-3000m3/d	Mains Frequency 60 Hz Qmax 3000.00 m3/d Pulses/Unit 1.000000 Pulses Limit Frequency 100.0 Hz Sensor User Span/Zero 100.0%; 0.00 mm/s User Flow Cutoff/Hysteresis 0.00%; 20% Meter Mode Normal operation

Date Tue, Jul 23, 2019

Operator Signature

Print

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VeriMaster - Flow Meter Verification Report

Customer Information		Meter Information	
Customer	OCWA CP	Meter Owner	Carleton Place WTP
Verification Download	Tue, Jul 23, 2019	Meter Type	WaterMaster
		Sensor Size	DN200
		Pipe Status	Fluid Present
		Sensor Type	Fullbore
		Sensor Serial No	3K220000193823
		Transmitter Serial No	3K220000193823
		Tag	
		Location	?

Overall Status: Pass

The flowmeter has passed its internal continuous verification and automatic self calibration. It is working within +/-1% of its original factory calibration

Summary of Results		Verification History	
Coil Group	Passed	OIML Accuracy Alarms	0
Electrode Group	Passed	Totaliser Information	
Sensor Group	Passed		
Transmitter Signal	Passed		
Transmitter Driver	Passed		
Output Group	Passed	Forward	142529.17 m3
Configuration	Passed	Reverse	167.49 m3
		Net	142361.68 m3
Sensor Information		Sensor Data	
Q3	24000.00 m3/d	Coil Current	179.9 mA
Calibration Accuracy	OIML Class 2	Coil Inductance	100.1 mH
Sensor Calibration Factors	120.5%; -0.90 mm/s; 11	Coil Inductance Shift	-0.4%
Date of Manufacture	24 Sept 2013	Coil / Loop Resistance	32.8 ohm
Run Hours	1818days 5hrs 30mins	Transmitter Data	
Transmitter Information		Tx Gain - Adjustment	-0.1%
		VeriMaster Information	
		Version	01.00.03
		Limit Version	01.00.01
Current Output		Pulse Output	
		Output 1: 100.0Hz	Not tested
		Output 1: 50.0Hz	Not tested
		Output 2: 100.0Hz	Not tested
4mA Value	Pass : 4.000 mA ; 0.00%	Output 2: 50.0Hz	Not tested
12mA Value	Pass : 11.988 mA ; 0.10%		
20mA Value	Pass : 19.988 mA ; 0.06%		

Date Tue, Jul 23, 2019

Operator Signature

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VeriMaster - Flow Meter Verification Report

Customer Information		Meter Information	
Customer	OCWA CP	Meter Owner	Carleton Place WTP
Verification Download	Tue, Jul 23, 2019	Meter Type	WaterMaster
		Sensor Size	DN250
		Pipe Status	Fluid Present
		Sensor Type	Fullbore
		Sensor Serial No	3K220000197211
		Transmitter Serial No	3K220000197211
		Tag	
		Location	?

Overall Status: Pass

The flowmeter has passed its internal continuous verification and automatic self calibration. It is working within +/-1% of its original factory calibration

Summary of Results		Verification History	
Coil Group	Passed	OIML Accuracy Alarms	0
Electrode Group	Passed	Totaliser Information	
Sensor Group	Passed		
Transmitter Signal	Passed		
Transmitter Driver	Passed		
Output Group	Passed	Forward	7649422.29 m3
Configuration	Passed	Reverse	163.40 m3
		Net	7649258.89 m3
Sensor Information		Sensor Data	
Q3	38400.00 m3/d	Coil Current	180.0 mA
Calibration Accuracy	OIML Class 2	Coil Inductance	293.3 mH
Sensor Calibration Factors	-124.4%; -0.49 mm/s; 11	Coil Inductance Shift	0.6%
Date of Manufacture	21 Sept 2013	Coil / Loop Resistance	30.7 ohm
Run Hours	1818days 6hrs 15mins	Transmitter Data	
Transmitter Information		Tx Gain - Adjustment	0.0%
		VeriMaster Information	
		Version	01.00.03
		Limit Version	01.00.01
Current Output		Pulse Output	
		Output 1: 100.0Hz	Not tested
		Output 1: 50.0Hz	Not tested
		Output 2: 100.0Hz	Not tested
4mA Value	Pass : 4.000 mA ; 0.00%	Output 2: 50.0Hz	Not tested
12mA Value	Pass : 11.992 mA ; 0.07%		
20mA Value	Pass : 19.980 mA ; 0.10%		

Installation Comments / Equipment used:	Configuration Settings
LLP3 0-9000m3/d	Mains Frequency 60 Hz Qmax 8000.01 m3/d Pulses/Unit 1.000000 Pulses Limit Frequency 100.0 Hz Sensor User Span/Zero 100.0%; 0.00 mm/s User Flow Cutoff/Hysteresis 0.00%; 20% Meter Mode Normal operation

Date Tue, Jul 23, 2019

Operator Signature

Print

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VeriMaster - Flow Meter Verification Report

Customer Information		Meter Information	
Customer	OCWA Carleton Place	Meter Owner	Carleton Place WTP
Verification Download	Tue, Jul 23, 2019	Meter Type	WaterMaster
		Sensor Size	DN250
		Pipe Status	Fluid Present
		Sensor Type	Fullbore
		Sensor Serial No	3K220000197213
		Transmitter Serial No	3K220000197213
		Tag	
		Location	?

Overall Status: Pass

The flowmeter has passed its internal continuous verification and automatic self calibration. It is working within + / -1% of its original factory calibration

Summary of Results		Verification History	
Coil Group	Passed	OIML Accuracy Alarms	0
Electrode Group	Passed	Totaliser Information Forward 139784.13 m3 Reverse 990.29 m3 Net 138793.84 m3	
Sensor Group	Passed		
Transmitter Signal	Passed		
Transmitter Driver	Passed		
Output Group	Passed	Sensor Data Coil Current 179.9 mA Coil Inductance 287.2 mH Coil Inductance Shift 0.4% Coil / Loop Resistance 30.4 ohm	
Configuration	Passed	Transmitter Data Tx Gain - Adjustment 0.0%	
Sensor Information Q3 38400.00 m3/d Calibration Accuracy OIML Class 2 Sensor Calibration Factors -129.4%; 1.03 mm/s; 11 Date of Manufacture 07 Aug 2013 Run Hours 1818days 5hrs 5mins		VeriMaster Information Version 01.00.03 Limit Version 01.00.01	
Transmitter Information Application Version V01.05.00 12/07/12 MSP Version 00.00.04 Date of Manufacture 07 Aug 2013 Run Hours 2335days 0hrs 32mins		Pulse Output Output 1: 100.0Hz Not tested Output 1: 50.0Hz Not tested Output 2: 100.0Hz Not tested Output 2: 50.0Hz Not tested	
Current Output 4mA Value Pass : 4.000 mA ; 0.00% 12mA Value Pass : 12.000 mA ; 0.00% 20mA Value Pass : 19.988 mA ; 0.06%			

Installation Comments / Equipment used:	Configuration Settings
Low Lift Pump 4	Mains Frequency 60 Hz Qmax 9000.01 m3/d Pulses/Unit 1.000000 Pulses Limit Frequency 100.0 Hz Sensor User Span/Zero 100.0%; 0.00 mm/s User Flow Cutoff/Hysteresis 0.00%; 20% Meter Mode Normal operation

Date Tue, Jul 23, 2019

Operator Signature

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Carleton Place WWTP

2019 OCM Calibrations

	<h1>CALIBRATION REPORT</h1>	Report No.: OCWA CP FIT M1
		Date: 23-Jul-19

SITE: Carleton Place WWTP
PROCESS AREA: Bypass Flowmeter
INSTR. TAG: FIT M1
MANUFACTURER: Milltronics
MODEL: Multiranger Plus
SERIAL No.:
INSTR. RANGE:

SERVICE DATE: July 23, 2019
TECHNICIAN: Mitch Manley
JOB REFERENCE: OCWA CP

Input (Test)			Output (Signal)		Output (Process)	
Type:	Head meters		Type or EGU:	mA	m3/day	m3/day
Min:	0.00		Min:	4.00	0	0
Max:	0.30		Max:	20.00	1515	15150
Weir Width (m)	0.61		X10			
exponent	1.5					
calc constant	9220.00					
			Before Calibration		After Calibration	
Input	Calc flowX10	Calc. O/P	Output	%Error	Output	%Error
0.0000	0	4.00	4.00	0.00%	4.00	0.00%
0.1230	398	8.20	8.16	-0.96%	8.16	-0.96%
0.1900	764	12.06	11.97	-1.17%	11.97	-1.17%
0.2430	1104	15.66	15.75	0.74%	15.75	0.74%
0.3030	1538	20.24	20.14	-0.62%	20.14	-0.62%

Calibration Equipment			
Type:	Tape Measure / level blocks	DMM	
Manufacturer:		Fluke	
Model:		Model 87	
Serial No.:		134409128	
Last Cal. Date:		Apr. 1, 2019	

Comments: Equation used for calculation is as transmitter was programmed (slightly off ISCO Table)
 unable to access confined space to check zero.

	<h1>CALIBRATION REPORT</h1>	Report No.: OCWA CP FIT M3
		Date: 23-Jul-19

SITE: Carleton Place WWTP
PROCESS AREA: BIO Plant Flowmeter
INSTR. TAG: FIT M3
MANUFACTURER: Milltronics
MODEL: Multiranger Plus
SERIAL No.: 100592
INSTR. RANGE:

SERVICE DATE: July 23, 2019

TECHNICIAN: Mitch Manley

JOB REFERENCE: OCWA CP

Input (Test)			Output (Signal)	(Process)	
Type:	Head meters		Type or EGU:	mA	m3/day
Min:	0.00		Min:	4.00	0
Max:	0.52300		Max:	20.00	1100
Weir Width	6 inch	Parshall			X10
exponent	1.55				
calc constant	3004.10				
			Before Calibration		After Calibration
Input	Calc flow	Calc. O/P	Output	%Error	Output
0.0000	0	4.00			
0.3070	482	11.01	10.93	-1.09%	10.93
0.4550	886	16.89	16.88	-0.10%	16.88

Calibration Equipment			
Type:	Tape Measure / level blocks	DMM	
Manufacturer:		Fluke	
Model:		Model 87	
Serial No.:		134409128	
Last Cal. Date:		Apr. 1, 2019	

Comments: Equation used for calculation is as transmitter was programmed (slightly off ISCO Table)
 Please confirm if there is a separate factory calibration records for this flume or if unit should be adjusted to match a standard Parshall flume.

	<h1 style="text-align: center;">CALIBRATION REPORT</h1>	Report No.: OCWA CP FIT M4
		Date: 19-Jul-18

SITE: Carleton Place WWTP
PROCESS AREA: Physical Chemical Flowmeter
INSTR. TAG: FIT M4
MANUFACTURER: Milltronics
MODEL: Multiranger Plus
SERIAL No.: 100292
INSTR. RANGE:

SERVICE DATE: July 19, 2018
TECHNICIAN: Mitch Manley
JOB REFERENCE: OCWA CP

Input (Test)			Output (Signal) (Process)			
Type:	Head meters		Type or EGU:	mA	m3/day	m3/day
Min:	0.00		Min:	4.00	0	0
Max:	0.12		Max:	20.00	400	4000
Weir Width (m)	0.61	X3	X10			
exponent	1.5					
calc constant	9295.28					
			Before Calibration		After Calibration	
Input	Calc flowX10	Calc. O/P	Output	%Error	Output	%Error
0.0000	0	4.00	4.00	0.00%	4.00	0.00%
distance						
0.8700			86.88	distance	86.88	distance

Calibration Equipment			
Type:	Tape Measure / level blocks	DMM	
Manufacturer:		Fluke	
Model:		Model 87	
Serial No.:		134409128	
Last Cal. Date:		Mar. 20, 2018	

Comments: not sure if the meter is actually in service, loop was open 2018. Unsure if zeroes are correct as there are 3 gat valves that have to be set exactly at zero point for meter to have a chance of reading correctly. No water in the channel during my visit.



CALIBRATION REPORT

Report No.: OCWA CP 19 MAG M5 Ras

Date: 23-Jul-19

SITE: Carleton Place WWTP
PROCESS AREA: Meter Flow
INSTR. TAG: MAG M5 Ras
MANUFACTURER: F & P
MODEL: G5PDNSPB31AD1C11
SERIAL No.: 920882054/2/B1
OCWA No: 0000108193

SERVICE DATE: July 23, 2019

TECHNICIAN: M M

JOB REFERENCE: OCWA CP 19

Input (Test)			Output (Signal)		Output (Process)	
Type:	55XC4310A		Type or EGU:	mA	m3/hr	
Min:	0.00		Min:	4.00	0.00	
Max:	2.393		Max:	20.00	583.33	
Meter Size (inch)	12					
Range Unit	m3/hr					
Cal. Factor	2438.160					
			Before Calibration		After Calibration	
Input (Y pos)	Input %	Calc. O/P (mA)	Output (mA)	%Error	Output (mA)	%Error
0.00	0.00%	4.00	3.98	-0.50%	3.98	-0.50%
0.60	25.01%	8.00	7.95	-0.62%	7.95	-0.62%
1.20	50.01%	12.00	11.93	-0.58%	11.93	-0.58%
1.79	75.02%	16.00	15.82	-1.12%	15.82	-1.12%
2.39	100.02%	20.00	19.78	-1.10%	19.78	-1.10%

Calibration Equipment			
Type:	Simulator	DMM	
Manufacturer:	F & P	Fluke	
Model:	55XC4130A	Model 87	
Serial No.:	9702N8271/C6	134409128	
Last Cal. Date:	21-May-19	Apr. 1, 2019	

Comments: Total 7077367 m3
 Low cutoff 1%



CALIBRATION REPORT

Report No.: OCWA CP 19 MAG M2

Date: 23-Jul-19

SITE: Carleton Place WWTP
PROCESS AREA: Meter Flow Raw Sewage
INSTR. TAG: MAG M2
MANUFACTURER: F & P
MODEL: 10D1465QBT65PD21PM31A
SERIAL No.: 9208-2054/B1/1C11
OCWA No: 0000108193

SERVICE DATE: July 23, 2019

TECHNICIAN: M M

JOB REFERENCE: OCWA CP 19

Input (Test)			Output (Signal)		Output (Process)	
Type:	55XC4310A		Type or EGU:	mA	m3/hr	
Min:	0.00		Min:	4.00	0.00	
Max:	3.788		Max:	20.00	1250.00	
Meter Size (inch)	14					
Range Unit	m3/hr					
Cal. Factor	3300.000					
			Before Calibration		After Calibration	
Input (Y pos)	Input %	Calc. O/P (mA)	Output (mA)	%Error	Output (mA)	%Error
0.00	0.00%	4.00	3.99	-0.25%	3.99	-0.25%
0.95	25.08%	8.01	8.01	0.00%	8.01	0.00%
1.89	49.90%	11.98	12.00	0.17%	12.00	0.17%
2.84	74.98%	16.00	16.03	0.19%	16.03	0.19%
3.79	100.06%	20.01	20.07	0.30%	20.07	0.30%

Calibration Equipment			
Type:	Simulator	DMM	
Manufacturer:	F & P	Fluke	
Model:	55XC4130A	Model 87	
Serial No.:	9702N8271/C6	134409128	
Last Cal. Date:	21-May-19	Apr. 1, 2019	

Comments: Total 4514360 m3
 Low flow cutoff 1%



CALIBRATION REPORT

Report No.: OCWA CP 19 WAS

Date: 7-Nov-18

SITE: Carleton Place WWTP
PROCESS AREA: Meter Flow WAS
INSTR. TAG: WAS
MANUFACTURER: F & P
MODEL: 65PD17PB21AD1C11
SERIAL No.: 920882054/2/B1
OCWA No: 0000108156

SERVICE DATE: November 7, 2018

TECHNICIAN: M M

JOB REFERENCE: OCWA CP 19

Input (Test)			Output (Signal) (Process)	
Type:	55XC4310A		Type or EGU:	mA m3/hr
Min:	0.00		Min:	4.00 0.00
Max:	2.461		Max:	20.00 150.00
Meter Size (inch)	14			
Range Unit	m3/hr			
Cal. Factor	609.540			

Calibration Equipment			
Type:	Simulator	DMM	
Manufacturer:	F & P	Fluke	
Model:	55XC4130A	Model 87	
Serial No.:	9702N8271/C6	134409128	
Last Cal. Date:	21-May-19	Apr. 1, 2019	

Comments: Total 350864 m3
 Low flow cutoff 9% ?? Seems high

Flowmeter Verification Certificate Transmitter

OCWA Carleton Place

Customer

Raw Sludge to Primarys

Order code

PROMAG 50 W DN150

Device type

7A0F6319000

Serial number

V2.01.03

Software Version Transmitter

07/23/2019

Verification date

Carleton Place WWTP

Plant

PRIMARYS

Tag Name

1.0797 - 1.0797

K-Factor

0

Zero point

V1.04.00

Software Version I/O-Module

14:22

Verification time

Verification result Transmitter: Passed

Test item	Result	Applied Limits
Amplifier	Passed	Basis: 0.55 %
Current Output 1	Passed	0.05 mA
Pulse Output 1	Not tested	0 P
Test Sensor	Passed	

FieldCheck Details

550149

Production number

1.07.08

Software Version

03/2019

Last Calibration Date

Simubox Details

8781637

Production number

1.00.01

Software Version

03/2019

Last Calibration Date

Date

Operator's Sign

Inspector's Sign

Overall results:

The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. ¹⁾

The calibration of the Fieldcheck test system is fully traceable to national standards.

1) Prerequisite is an additional proof of electrode integrity with a high voltage test.

FieldCheck - Result Tab Transmitter

Customer	OCWA Carleton Place	Plant	Carleton Place WWTP
Order code	Raw Sludge to Primarys	Tag Name	PRIMARYS
Device type	PROMAG 50 W DN150	K-Factor	1.0797 - 1.0797
Serial number	7A0F6319000	Zero point	0
Software Version Transmitter	V2.01.03	Software Version I/O-Module	V1.04.00
Verification date	07/23/2019	Verification time	14:22

Verification Flow end value (100 %): 4.241 m3/m

Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	Test Transmitter			
✓	Amplifier	0.212 m3/m (5%)	1.50 %	-0.28 %
✓		0.424 m3/m (10.0%)	1.00 %	-0.21 %
✓		2.121 m3/m (50.0%)	0.60 %	-0.10 %
✓		4.241 m3/m (100%)	0.55 %	-0.05 %
✓	Current Output 1	4.000 mA (0%)	0.05 mA	0.000 mA
✓		4.800 mA (5%)	0.05 mA	0.000 mA
✓		5.600 mA (10.0%)	0.05 mA	-0.013 mA
✓		12.000 mA (50.0%)	0.05 mA	-0.001 mA
✓		20.000 mA (100%)	0.05 mA	-0.009 mA
—	Pulse Output 1	---	---	---
		Start value	Limits range	Measured value
	Test Sensor			
✓	Coil Curr. Rise	9.600 ms	0.000..21.500 ms	12.386 ms
✓	Coil Curr. Stability		---	---
✓	Electrode Integrity	mV	0.0..300.001 mV	68.476 mV

Legend of symbols

✓	✗	—	?	!
Passed	Failed	not tested	not testable	Attention

FieldCheck: Parameters Transmitter

Customer	OCWA Carleton Place	Plant	Carleton Place WWTP
Order code	Raw Sludge to Primarys	Tag Name	PRIMARYS
Device type	PROMAG 50 W DN150	K-Factor	1.0797 - 1.0797
Serial number	7A0F6319000	Zero point	0
Software Version Transmitter	V2.01.03	Software Version I/O-Module	V1.04.00
Verification date	07/23/2019	Verification time	14:22

Curent Output	Assign	Current Range	Value 0_4mA	Value 20 mA		
Terminal 26/27	VOLUME FLOW	4-20 mA active	0.0 m3/m	2.28 m3/m		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	0.019 m3/P	Passive/Positive	100.01 ms		

Actual System Ident.

131.0

Flowmeter Verification Certificate Transmitter

OCWA Carleton Place

Customer

Secondary Sludge TXFR

Order code

PROMAG 50 W DN150

Device type

43009716000

Serial number

V2.01.03

Software Version Transmitter

07/23/2019

Verification date

Carleton Place WWTP

Plant

SLUDMET

Tag Name

1.0231 - 1.0231

K-Factor

5

Zero point

V1.04.00

Software Version I/O-Module

13:59

Verification time

Verification result Transmitter: Passed

Test item	Result	Applied Limits
Amplifier	Passed	Basis: 0.55 %
Current Output 1	Passed	0.05 mA
Pulse Output 1	Not tested	0 P
Test Sensor	Passed	

FieldCheck Details

550149

Production number

1.07.08

Software Version

03/2019

Last Calibration Date

Simubox Details

8781637

Production number

1.00.01

Software Version

03/2019

Last Calibration Date

Date

Operator's Sign

Inspector's Sign

Overall results:

The achieved test results show that the instrument is completely functional, and the measuring results lie within +/- 1% of the original calibration. ¹⁾

The calibration of the Fieldcheck test system is fully traceable to national standards.

1) Prerequisite is an additional proof of electrode integrity with a high voltage test.

FieldCheck - Result Tab Transmitter

Customer	OCWA Carleton Place	Plant	Carleton Place WWTP
Order code	Secondary Sludge TXFR	Tag Name	SLUDMET
Device type	PROMAG 50 W DN150	K-Factor	1.0231 - 1.0231
Serial number	43009716000	Zero point	5
Software Version Transmitter	V2.01.03	Software Version I/O-Module	V1.04.00
Verification date	07/23/2019	Verification time	13:59

Verification Flow end value (100 %): 4.241 m3/m

Flow speed 4.00 m/s

Passed / Failed	Test item	Simul. Signal	Limit Value	Deviation
	Test Transmitter			
✓	Amplifier	0.212 m3/m (5%)	1.50 %	-0.15 %
✓		0.424 m3/m (10.0%)	1.00 %	0.06 %
✓		2.121 m3/m (50.0%)	0.60 %	0.03 %
✓		4.241 m3/m (100%)	0.55 %	0.09 %
✓	Current Output 1	4.000 mA (0%)	0.05 mA	0.000 mA
✓		4.800 mA (5%)	0.05 mA	-0.000 mA
✓		5.600 mA (10.0%)	0.05 mA	-0.011 mA
✓		12.000 mA (50.0%)	0.05 mA	-0.001 mA
✓		20.000 mA (100%)	0.05 mA	-0.007 mA
—	Pulse Output 1	---	---	---
		Start value	Limits range	Measured value
	Test Sensor			
✓	Coil Curr. Rise	9.600 ms	0.000..21.500 ms	12.063 ms
✓	Coil Curr. Stability		---	---
✓	Electrode Integrity	mV	0.0..300.001 mV	16.317 mV

Legend of symbols

✓	✗	—	?	!
Passed	Failed	not tested	not testable	Attention

FieldCheck: Parameters Transmitter

Customer	OCWA Carleton Place	Plant	Carleton Place WWTP
Order code	Secondary Sludge TXFR	Tag Name	SLUDMET
Device type	PROMAG 50 W DN150	K-Factor	1.0231 - 1.0231
Serial number	43009716000	Zero point	5
Software Version Transmitter	V2.01.03	Software Version I/O-Module	V1.04.00
Verification date	07/23/2019	Verification time	13:59

Curent Output	Assign	Current Range	Value 0_4mA	Value 20 mA		
Terminal 26/27	VOLUME FLOW	4-20 mA active	0.0 m3/m	2.27 m3/m		
Pulse Output	Assign	Pulse Value	Output signal	Pulse width		
Terminal 24/25	VOLUME FLOW	0.019 m3/P	Passive/Positive	100.01 ms		

Actual System Ident.

131.0

2020 Community Enrichment Program Applications- First Intake

Applicant	Date	Amount Requested	Details	Notes/Recommended
Arts Carleton Place Assoc.	Sept TBD	\$850.00	Requesting in-kind support to assist in covering the rental fees of the Canoe Club to present the Fall Fine Art Shows .	Spring date cancelled. \$0.00
Brett Pearson Run for Your Life	Sept 26	\$1000.00	Requesting \$500.00 of monetary support to assist in the purchasing of t-shirts for the registered participants of the event. Also requesting \$500.00 in-kind support to assist in covering the staffing fees (drop off & pick up) for usage of the Town tents, barricades, tables, etc.	\$500.00 in-kind town staff/equipment support.
Carleton Place & Beckwith Historical Society	Feb 19	\$171.00	Requesting in-kind support to assist in covering the rental fees & staff set up/tear down of the Town Hall Auditorium for the Heritage Day Dinner .	Event Did Not Occur. \$0.00
Carleton Place & District Civitan Club	Ongoing	\$1500.00	Requesting in-kind support of \$1500.00 to assist in covering the rental fees of the Arena Upper Hall in order to host several fundraiser events throughout the calendar year.	\$1500.00 facility rental support.
Carleton Place & District Community Band	May 9	\$490.00	Requesting in-kind support to assist in covering the rental fees of the Town Hall Auditorium and staffing expenses for set up and tear down to present the Spring Pops Fundraising Concert .	\$490.00. Should the facility not be open for June event, they will host their concert at a later date.
Carleton Place Kids Fishing Derby	July 4	\$250.27	Requesting in-kind support for the Town of Carleton Place to include this one-day event under the Town of Carleton Place Liability Insurance.	Cancelled due to COVID-19
Carleton Place Legion	Ongoing	\$827.22	Requesting financial support to assist in the fees associated with updating the war dates on the Carleton Place Cenotaph Monument.	\$827.22 financial support.
Carleton Place Water Dragons	Feb & Nov	\$1500.00	Requesting in-kind support to assist in covering the pool rental, facility rental and instructor fees for the 2020 Mid Winter Melt Swim Meet & the Pre-Jingle Swim Meet .	\$1500.00 facility rental.
Cycling Without Age Lanark County Chapter	Ongoing	\$1500.00	Requesting financial support to assist in offsetting the costs associated with purchasing a trishaw in order to start presenting trishaw bicycle rides to seniors in Carleton Place.	Bring Forward to Intake 2 – more information required
Downtown Carleton Place- Bridge St. Summer Fest	Aug 1	\$1500.00 (up to)	Requesting in-kind support to assist in covering the staffing fees (drop offs & pick ups), as well as the usage of Town tents, tables, porta potties, handwash stations, sound system, etc.	Up to \$1000.00 in-kind town staff/equipment
Downtown Carleton Place- Lambs Down Park Festival	June 20	\$1500.00 (up to)	Requesting in-kind support to assist in covering the staffing fees (drop offs & pick ups), as well as the usage of Town tents, tables, porta potties, handwash stations, picnic tables, etc.	\$0.00. Event cancelled.
Downtown Carleton Place- Pumpkinfest	Oct 17	\$1500.00 (up to)	Requesting in-kind support to assist in covering the staffing fees (drop offs & pick ups), as well as the usage of Town tents, tables, porta potties, handwash stations, picnic tables, etc.	Up to \$1000.00 in-kind town staff/equipment
Downtown Carleton Place- Santa Claus Parade	Nov 21	\$1500.00 (up to)	Requesting in-kind support to assist in covering the staffing fees (drop offs & pick ups), as well as the usage of Town tents, barricades, event security lining	Up to \$1500.00 in-kind town staff/equipment

Hungry Lunch Cafe	Ongoing	\$1000.00	Requesting financial support to assist in covering the cost of groceries and other miscellaneous supplies in order to continue supplying free hot, nutritious meals to individuals within our community.	\$1000.00
IODE Captain Hooper Chapter	Oct 24	\$771.25	Requesting in-kind support to assist in covering the rental fees of the Carleton Place Arena Upper Hall & Bob Rintoul Hall and staffing expenses for set up and tear down to present the IODE Harvest Festival .	\$771.25 in-kind facility rental support.
Lanark Animal Welfare Society	Ongoing	\$2000.00	Requesting financial support to assist in offsetting the expenses of providing spay & neutering services, as well as veterinary services to animals brought in by Carleton Place residents.	\$0.00 Does not meet grant criteria.
Lanark County Food Bank- The Hunger Stop	Ongoing	\$1500.00	Requesting one-time financial support to assist in offsetting the unexpected surge of patronage due to the COVID-19 Pandemic.	\$1500.00 financial support. **one-time financial grant.
LGBT CP	Sept 12	\$1500.00	Requesting in-kind support to assist in covering the staffing fees (drop offs & pick ups), as well as the usage of Town tents, tables, porta potties, hand wash stations, sound system, etc to present Pride 2020 .	Up to \$750.00 in-kind town staff/equipment support.
Mississippi Lakes Association	Ongoing	\$500.00	Requesting financial support to assist in covering their programs and initiatives to monitor the health of the river and ecosystem on the Mississippi River.	\$500.00 financial support.
Municipal Heritage Committee	Oct 19	\$500.00	Requesting in-kind support to assist in covering the rental fees & staff set up/tear down of the Town Hall Auditorium for the Taking Stock Workshop .	\$500.00 in-kind facility rental support.
Navy League of Canada- CP Chapter	Ongoing	\$300.00	Requesting in-kind support to cover the rental expenses of the Carleton Place Pool in order for the youth to complete training exercises.	\$300.00 in kind facility rental support.

Total Requested Funding- \$22 159.74

COMMUNICATION 131057

Received from Joanne Henderson, Manager of Recreation and Culture
Addressed to Committee of the Whole
Date April 21, 2020
Topic Community Enrichment Grants – Intake 1

SUMMARY

The attached chart summarizes the 1st intake of applications for the Community Enrichment Grant and includes recommendations.

COMMENT

Each year, Council approves a budget to allocate funding to various community groups to assist them in their endeavours. Council approved a budget of \$30,000.00 for 2020. The funding program is known as the Community Enrichment Program.

There are two (2) application intakes under the program: February 28 for the 1st intake and August 31st for the second intake. Applications not received by the 1st intake deadline are considered with other applications received for the 2nd intake. If any funds remain after the 2nd intake, individual applications are considered until the end of the year and/or until the annual funds are utilized.

Staff reviewed the 1st intake applications and reviewed them against the program criteria. Attached is a chart summarizing applications received and staff's recommendations in terms of funding allotments.

FINANCIAL IMPLICATIONS

Below is a summary of Community Enrichment Grant Funding available:

2020 Budget	\$30,000.00
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Total Requests- Applications Received at February 28, 2020 \$22,159.74

Staff Recommendation – Award of Intake 2 Applications	<u>\$13,638.47</u>
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Remaining Balance	\$16,361.53
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The total funding request by organizations based on applications received is \$22,159.74. (Please note: some applications have been withdrawn as the events have been cancelled due to COVID-19).

The total funding available is \$30,000.00. Staff is recommending that Council allocate \$13,638.47 for the 1st intake. This will leave \$16,361.53 remaining for the 2nd intake of the grant program which closes August 31, 2020.

STAFF RECOMMENDATION

THAT Council approve the allocation of Community Enrichment Grants to various organizations under Intake 1 in the amount of \$13,638.47.



**Parks and Recreation Committee Minutes
for the March 2, 2020 meeting held at 7:00 p.m. in the
Large Board Room at the Neelin Street Community Centre**

Present: Councillor Linda Seccaspina, Reeve Richard Kidd, John Andrews, Paul Pillsworth, Bill Levesque, Todd Boyce, Facilities Clerk Steph Scollan, Joanne Henderson, Manager of Recreation and Culture

Absent: Jan Ferguson (regrets), Tom Marshall (regrets)

- 1) DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF** – now or anytime during the meeting. No declarations were made.
 - 2) PUBLIC MEETING – NONE THIS EVENING**
 - 3) REGISTRATION OF PUBLIC WISHING TO SPEAK**
 - 4) PLEASE SILENCE ALL ELECTRONIC DEVICES**
-

Communication 131039

Received from: Joanne Henderson, Manager of Recreation and Culture
Addressed to: Parks and Recreation Committee
Date: March 2, 2020
Topic: Carambeck Booking Policy

SUMMARY

The Carambeck Community Centre has 20 hours of available booking time in the gymnasium between 6:00 p.m.-10:00 p.m. – Monday to Friday. Out of the 20 hours that are available; the gymnasium is booked for 14 hours. The users are both adults and children. Due to the limited time available and the previous bookings, there is not enough time for youth to access the gymnasium. Staff is proposing that adult programming only be permitted before 8:30 p.m. if there is no demand for youth bookings. Staff is also proposing that organizations are not permitted to book more than five (5) hours per week, Monday to Friday. This will allow fairness in ensuring that there are not 2-3 organizations that are utilizing all of the available gymnasium time throughout the week.

COMMENT

The proposed changes would come into effect on September 1, 2020.

Moved by Paul Pillsworth

Seconded by Bill Levesque

THAT youth/family orientated bookings for the gymnasium at the Carambeck Community Centre be given priority over adult bookings before 8:30 p.m.; and

THAT individual organizations not be permitted to book more than five (5) hours per week, Monday to Friday.

CARRIED

Communication 131040

Received from: Joanne Henderson, Manager of Recreation and

Addressed to: Parks and Recreation Committee

Date: March 2, 2020

Topic: Recreation Updates

SUMMARY

Staff will provide the Committee updates on the following:

- Arena dressing rooms
- Canada Day Fireworks
- Arena upgrades
- Carleton Place Water Dragons

Moved by Todd Boyce

Seconded by Councillor Seccaspina

THAT the staff updates on various matters be receive as information.

CARRIED



March 23, 2020

By Fax to: 613.941.6900 & Twitter @CanadianPM, @JustinTrudeau

The Right Honourable Justin Trudeau
Prime Minister of Canada
Langevin Block,
Ottawa, Ontario, K1A 0A2

Dear Prime Minister:

Re: Direct Payment of Federal Funds to Municipalities to Waive Property Taxes for the Year 2020 - Financial help to alleviate the suffering from COVID-19 Pandemic

It is trite to repeat the human and financial toll of the COVID-19 Pandemic. Similarly, the commitment of the federal, provincial and municipal governments toward alleviating the suffering of Canadians does not require repeating.

We, at the Town of Midland, in the Province of Ontario, are proposing what we believe to be a simple but effective solution to facilitate the delivery of our common and shared commitment to the financial and psychological well-being of all Canadians.

Proposal:

1. Residential Properties (primary residence only)

- a. Waive 100% of the 2020 property taxes for all residential properties currently assessed at or below \$ 500,000.00 by each governing provincial property assessment body; and
- b. Waive 50% of the 2020 property taxes for all residential properties currently assessed below \$ 1,000,000.00; and
- c. Waive 25% of the 2020 property taxes for all residential properties currently assessed above \$1,000,000.00.

2. Industrial, Commercial and Farm Properties

- a. Waive 100% of the 2020 property taxes for all; industrial, commercial and farm properties currently assessed at under \$ 10,000,000.00; and
- b. Waive 50% of the property taxes for the year 2020 for all industrial, commercial and farm properties currently assessed between \$10,000,000.00 and \$ 50,000,000.00; and
- c. Waive 25% of the property taxes for the year 2020 for all industrial, commercial and farm properties assessed above \$50,000,000.00.

3. Federal Transfer Payment to Canadian Municipalities

- a. In lieu of the annual municipal property taxes, the Federal Government transfers funds to municipalities across Canada, as a one-time grant.

Advantages of the Proposal:

1. Quick and timely relief;
2. Direct relief to all Canadian homeowners and the business community;
3. Directly protects Canadians who although may be solvent, are unable to easily meet the financial pressures beyond their personal capacity due to COVID-19;
4. No additional resources required to assess individual need and delivery of the relief;
5. Negligible overhead costs for the disbursement of the relief. In fact, it may cut-down on some of the work for municipal staff; and
6. The financial stimulus received from the federal government will come into circulation immediately and will stay in the community.

There are a multitude of other direct and indirect financial and non-financial benefits that will result from the implementation of this proposal. The biggest non-financial impact is that Canadians will see an immediate financial relief respecting the pressures to make their property tax payments and be better positioned to address other essential needs. In turn, removing this added stress will provide some relief to the already strained financial and health systems.

As you are aware, Canadians are entering this time of crisis with a very high amount of house-hold debt and a great deal of financial fragility. Taking this simple step should alleviate some of those pressures. At the same time, it will keep your municipal governments, and school boards primed for continued productivity and forward momentum to address the fallout from COVID-19.

Thanking you in anticipation of a favourable response.

Sincerely,

The Corporation of the Town of Midland



Stewart Strathearn,
Mayor
ssrathearn@midland.ca



Amanpreet Singh Sidhu,
Chief Administrative Officer
asidhu@midland.ca

c: Town of Midland Council
Association of Municipalities of Ontario
Province of Ontario