I. CALLING THE ROLL

II. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

III. PETITIONS AND DEPUTATIONS

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IV. CONFIRMING OF MINUTES

V. COMMUNICATIONS

1. Proclaim the Month of June as “Seniors’ Month” Endorse.
2. Renfrew Canada 150th Committee Receive & Approve. (Requests for Canada 150 Events)
3. Renfrew BIA Receive & Approve. (Requests for Canada 150 Events)

VI. REPORTS

A. PLANNING


B. FINANCE & ADMINISTRATION

C. FIRE

D. RECREATION

1. Director Hill - provide Schedule / Timetable for Proposed Recreation Facility Options Receive.
COUNCIL AGENDA

E. DEVELOPMENT & WORKS
   1) Minutes of the Development & Works Committee
      held April 24 and May 5, 2017.

F. REEVE’S REPORT

G. OTHER

VII. BOARDS AND COMMISSIONS

A. POLICE SERVICES’ BOARD
   1) Minutes of the Renfrew Police Services Board meeting
      held April 4, 2017.

B. PUBLIC LIBRARY
   1) Library Activity Report – April/May 2017
   2) Minutes from the Renfrew Library Board meeting
      held April 18, 2017.

C. OTHER

VIII. BY-LAWS

B/L 34-2017 Being a By-Law to amend By-Law No. 46-2010, being a By-law to
      regulate the use of lands and the character, location and use of buildings
      and structures within the Town of Renfrew pursuant to Section 34 of the
      Planning Act, with respect to the property located at 331 Martin Street,
      Town of Renfrew, County of Renfrew.

IX. NEW AND UNFINISHED BUSINESS

X. CLOSED SESSION

XI. CONFIRMING BY-LAW

B/L 35-2017 Being a By-law to confirm the proceedings of the Council of the
      Corporation of the Town of Renfrew at the meeting held on May 23,
      2017.

XII. ADJOURNMENT
WHEREAS Seniors' Month is an annual province-wide celebration;

WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of this community;

WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

WHEREAS the knowledge and experience seniors pass on to us continues to benefit all;

NOW THEREFORE, BE IT RESOLVED THAT I, Mayor Don Eady, do hereby proclaim June 1-30, 2017 Seniors' Month in the Town of Renfrew and encourage all citizens to recognize and celebrate the accomplishments of our seniors.
May 18, 2017

Renfrew Town Council

Reference: Renfrew Canada 150th Committee

Dear Council:

The Town of Renfrew’s 150th Committee is writing you today to ask permission for the use of the following:

1) Low Square, the closure of Railway Avenue and the closure of Raglan Street from Opeongo Road to Renfrew Avenue on June 29, 2017 from 8:30 am – 3:30 pm for a Youth Street Hockey game.

2) Low Square, the closure of Railway Avenue and the closure of Raglan Street from Opeongo Road to Munro Avenue on June 30, 2017 from 5:00 pm – 2:00 am (July 1, 2017) for a Downtown Street Dance and Fireworks show.

We hope that you come out and enjoy Renfrew’s Canada 150th events.

Sincerely,

Tom Sidney / Don Eady

Chair / Co-Chair – Renfrew 150th Committee
May 17, 2017

Renfrew Town Council and Canada’s 150th Committee

The Renfrew Business Improvement Area on behalf of its restaurants, shops and services are requesting the following:

Allow the Beavertails Company trailer to remain parked on Raglan and or Railway Street for consecutive days and overnight on May 4 and 5 2017.

Railway Street closure from 9 am-3 pm
   1. June 3,10,17,24
   2. July 8,15,22,29
   3. August 5,12,19,26

6 barriers for each date listed, to safely eliminate traffic from entering Railway Ave during events, 9 am-3 pm, except for May 6, 2017.
   1. May 6 (7 am-1 pm)
   2. June 3,10,17,24
   3. July 8,15,22,29
   4. August 5,12,19,26

To have a talent and or variety show (re: Canada 150th Celebration) the BIA request the loan, set-up and dismantling of a small stage in front of the Post Office building. Along with 1 table and 2 chairs for June 30, 2017, 11 am to 7 pm. *Please note the event is pending volunteer participation.

That Restaurants along Raglan Street be allowed to place tables and chairs (temporary patio set-up), in front of their establishments during the evening of June 29 (5 pm-11 pm), during the day until evening of June 30 (11 am to 11 pm) and the day of July 1, 2017 (11 am up to 4 p.m.).
* Please note each establishment will be responsible for following their liquor and Renfrew County Health guidelines.

That the merchants along Raglan Street be allowed to construct temporary displays, walk throughs, have display tables to have their wares for sale outside of their places of business on June 29 and 30, 2017.

Thank you in advance Renfrew BIA Board of Directors

P.O. Box 731, Renfrew, ON K7V 4H2 / www.downtownrenfrew.ca
P (613) 432-7015 E-mail info@downtownrenfrew.ca
DATE: May 16th, 2017

SUBJECT: Adoption of the Town of Renfrew Downtown Streetscape Masterplan and Urban Design Guidelines

RECOMMENDATION: That Council adopt a motion to approve the Town of Renfrew Downtown Streetscape Masterplan and Urban Design Guidelines

ORIGINATOR: Ivan Burton, MCIP, RPP, Town Planner

DIRECTOR COMMENT: Mike Asselin, P. Eng, Director of Development and Works

FINANCIAL COMMENT: The development of the Downtown Streetscape Masterplan and Urban Design Guidelines was awarded to the WSP/MMM Group in September 2016 ~ to be financed from the downtown rehabilitation allocation.

Costs associated with the incorporation of the Guidelines into the Highway 60/Raglan St. project design are indeterminate at this time.

Kelly Coughlin, CMM III, Accountant / Deputy-Treasurer

BACKGROUND: The initiation of the project was discussed by the Development and Works Committee on July 5th, 2016, and it was agreed that it was extremely important to have a design in place for the Town’s main street. Consequently, the Committee supported the two part request for proposal for landscape design: property line to property line (Streetscape Master Plan) and urban design – building façade (Urban Design Guidelines). The Committee directed staff to proceed with a Request for Proposals (RFP).

On September 13th, 2016, Council passed a motion to award the professional consulting services for the development of a Downtown Streetscape Master Plan and Urban Design Guidelines to WSP/MMM Group Ltd.

As part of the preparation of the Downtown Streetscape Master Plan and Urban Design Guidelines, numerous public engagement sessions occurred with business owners, stakeholders, local organizations and residents.
The public engagement sessions included:

- the start-up meeting on October 6th, 2016 with representatives from the Renfrew and Area Chamber of Commerce and the Business Improvement Area;
- project team attendance at Frewtober on October 22nd, 2016;
- a first public open house on December 6th, 2016 (Invitations were hand distributed to all business owners in the downtown area); and
- a second public open house held on April 18th, 2017.

The project team received considerable input during the process with approximately forty attendees to each of the public open house sessions and approximately forty-five comment sheets being returned after the first open house. This input has been instrumental in helping develop the guiding principles and the streetscape design elements of the plan.

DISCUSSION:

The adoption of the Town of Renfrew Downtown Streetscape Masterplan and Urban Design Guidelines will better position the Town for the redevelopment of the downtown area and more specifically Raglan Street in 2018. The Streetscape Masterplan component will also serve as a technical tool to guide the design and expenditures of future streetscape and related infrastructure in the downtown.

The Urban Design components are intended to ensure that any future development, infill and intensification within downtown Renfrew contribute to the desirable long-term revitalization of the downtown core. The Urban Design principles are drawn from and are consistent with the overarching design objectives of the Town of Renfrew’s Official Plan, the Renfrew Community Improvement Plan, as well as the Streetscape Master Plan.

The Executive Summary of the Downtown Streetscape Masterplan and Urban Design Guidelines has only been attached as Schedule “A” of this report due to the length and size of the entire document. A copy of the final document is available on the Town of Renfrew Website in the Latest News and Land Use Planning Sections. A copy is also available for viewing at the Department of Development and Works.

To conclude, the Department is satisfied with the final Downtown Streetscape Masterplan and Urban Design Guidelines as well as the amount of public consultation which occurred in its preparation. The adoption of the final document will permit the engineering firm engaged to prepare the engineering drawings for the Raglan Street Reconstruction Project to rely on this information as guiding principles of Council.

All respectfully submitted for Council’s consideration.
Executive Summary

MMM Group Ottawa, a WSP Company, was retained by the Town of Renfrew in September 2016 to develop a Streetscape Master Plan (the Plan) and Urban Design Guidelines for the downtown core. The intent of the Plan is to serve as a technical tool to guide design and expenditures of future streetscape and related infrastructure in the Downtown. The Plan will act as a first step in the reconstruction of Downtown streetscape by providing a comprehensive and cohesive vision for the study area. The study area is limited to the Downtown core, and encompasses two key areas:

1. Primary Area - Full streetscape re-design:
   - Raglan Street (Highway 60) - from the intersection of Hall Avenue/Veteran's Memorial Boulevard/Raglan Street South (Highway 60) to Bridge Street/Lochiel Street;

2. Secondary Area - Elements to embellish the streetscape:
   - Plaunt Street South from Hall Avenue to Munroe Avenue East;
   - Argyle Street North and South from Bridge Street to Opeongo Road; and
   - Connecting street from secondary areas with Raglan Street (Highway 60).

The development and execution of the Plan addresses pointed recommendations of the 2015 Community Improvement Plan (CIP) that the Town of Renfrew undertake a Downtown Urban Design Study/Guidelines Streetscape Master Plan to improve the public realm in the Downtown Area (Item 4.1 of the CIP).

Public consultation is integral to the study. Engagement opportunities and events have included to date:

- Stakeholder consultation and walking tour with representatives of the BIA and Chamber of Commerce;
- Active community participation in a questionnaire posted through the Town website;
- Public Information Centre at the Frew-Tober Food Truck and Craft Beer Festival in October, 2016.
- Public Open House and Presentation at the Town Hall in December, 2016.

The design team has developed eleven (11) design principles for the streetscape to aid in the establishment of a safe, accessible and distinct Downtown area, preservation of significant features and community character and enhancement of the pedestrian realm. These principles will guide the detailed design recommendations. Specific aspects for improvement to be described in detail in the Final report will include: the design of Sidewalks; streetscape greening through addition of Street Trees and Vegetation; site furniture selection, including provision for Seating; Waste & Recycling Receptacles; Bike Racks and Bollards; Parking and Wayfinding Signage; the improvement of Pedestrian Lighting; the provision for Public Art; and include Urban Design Guidelines that will guide future architectural improvements and developments.
EXECUTIVE SUMMARY

Through the development to the Plan, additional future studies have been identified that are perceived beneficial to the improvement of the Downtown Streetscape. These include, but may not be limited to:

3. Parking Needs Analysis to review existing on and off-street private and municipal parking;
4. A Transportation Study to review existing pedestrian crossings and evaluate opportunity for upgrade to signalized Pedestrian Crossovers, including a functional design study of Hall Street/Veterans Memorial/Raglan Street South (Highway 60) intersection to review opportunities for improved pedestrian connectivity and vehicular movements, and;
5. Lighting study to evaluate existing light levels and determine appropriate spacing poles along Raglan Street (Highway 60) to meet applicable lighting standards.

This report and appendices are the summarize development of and form the Downtown Renfrew Streetscape Master Plan and Urban Design Guidelines. The enclosed provides overview of the project scope and objective; background review including findings from stakeholder engagement and community consultation; kit-of-parts for to guide future implementation and supporting drawings, images and sketches to inform intent; proposed phasing for Implementation and Urban Design Guidelines and Official Plan and Zoning Review. This Plan is intended to provide a framework for future improvements to the streetscape and architecture of Downtown Renfrew that may be phased in over time.

MMM Group | A WSP Company
April 2017
DATE: May 16, 2017

SUBJECT: Zoning By-law Amendment for the property located at 331 Martin Street

RECOMMENDATION: That By-Law No. 34-2017, being a by-law to amend Zoning By-Law No. 46-2010, to regulate the use of lands and the character, location and use of buildings and structures within the Town of Renfrew, with respect to the property located at 331 Martin Street be approved to modify the zoning category from “General Commercial (C2) Zone” to “Residential Two (R2) Zone”.

ORIGINATOR: Ivan Burton, MCIP, RPP, Town Planner

DIRECTOR: Mike Asselin, P. Eng, Director of Development and Works

FINANCIAL COMMENT: The passage of By-Law No. 34-2017 to permit the development of an apartment dwelling within the existing building, does not have an immediate impact on the Town’s property tax base. The property classification for taxation purposes will ultimately change from “exempt” to “residential”.

PLANNING ADVISORY COMMITTEE: The Planning Advisory Committee recommends to the Council of the Corporation of the Town of Renfrew that By-Law No. 34-2017, with respect to the property located at 331 Martin Street, be approved to modify the zoning category from “General Commercial (C2) Zone” to “Residential Two (R2) Zone”.

BACKGROUND AND APPLICATION: Derek McGrimmon, on behalf of 1716729 Ontario Inc., has filed an application for a Zoning By-law Amendment relating to the property identified as 331 Martin Street (See Figure 1). The purpose of the proposed amendment is to modify the zoning category of the concerned parcel from “General Commercial (C2) Zone” to “Residential Two (R2) Zone”.

The effect of the proposed Zoning By-Law Amendment is to permit the use of the “Residential Two (R2) Zone” and more particularly an apartment dwelling. The intent of the present application is to allow
the redevelopment of the concerned parcel and existing building to accommodate an apartment dwelling consisting of five units.

The applicant will be required to submit a Site Plan Control Approval application should this Zoning By-law Amendment be approved in order to obtain approval for the reconfiguration of the concerned parcel to accommodate the proposed use.

**Figure 1 – Key Map**

![Map of the concerned parcel](image)

**SITE LOCATION:**

The concerned parcel has a regular shape with a frontage of 37 metres, a depth of 30 metres and a lot area of 0.28 acres (1,115 square metres). The property currently contains one building having an approximate surface area of 2,000 square feet which was previously occupied by offices. The property is surrounded by residential uses to the north, south and east and ravine lands to the west.

The intent of the applicant is to construct a secondary building consisting of a storage shed which will be used for the storage of garbage and recycling and located behind the building. The Site Plan Approval Application will consider the location of this structure.

**PROVINCIAL POLICY STATEMENT:**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. In relation to the present application, the PPS states that development and growth shall be focused within settlement areas and land use patterns should be based on opportunities for intensification and redevelopment where it can be accommodated. Furthermore, planning authorities should promote development
standards that facilitate intensification, redevelopment and compact form.

OFFICIAL PLAN

The concerned parcel is currently located within the Residential land use designation of the Official Plan of the Town of Renfrew. This designation permits a variety of residential uses including apartments. The policies of the Official Plan are similar to the PPS whereas, it states that residential intensification and redevelopment which facilitates compact form should be supported.

Furthermore, the objectives of this land use designation are to encourage an appropriate balance of housing forms that support affordability and to provide opportunities for redevelopment and intensification. Lastly, the proposed conversion of the existing building will require the approval of a Site Plan Control application in order to ensure that on-site amenities such as landscaping, open green spaces, parking and buffering are provided and designed to enhance the development of the site to ensure its compatibility with surrounding uses.

ZONING BY-LAW NO. 46-2010:

The concerned parcel is located within the “General Commercial (C2) Zone" of Zoning By-law No. 46-2010 of the Town of Renfrew. This zoning category permits intensive commercial uses which may require a considerable amount of parking. Consequently, in order to permit the proposed use of a five-unit apartment building, the applicant has submitted an application to amend the Zoning By-law in order to modify the zoning category to “Residential Two (R2) Zone”.

CIRCULATION:

The Town Clerk, the Town Treasurer, the Engineering Technician, Renfrew Hydro, Bell Canada, Canada Post and the County of Renfrew Public Works had no objection or comment regarding the present application.

The Director of the Department of Development and Works has indicated that the applicant is to confirm the orientation of the parking spaces, location of pathways, waste and recycling and have the water meter inspected through the Site Plan Control Approval process.

The Chief Building Official has indicated that a building permit is required for the new use and any associated construction.

No other comments have been received at the time of the writing of this report.

PUBLIC MEETING:

In accordance with the Planning Act, a statutory public meeting in relation to this Zoning By-law Amendment was held on May 2nd, 2017, in order to seek comments from Committee Members and the public regarding the application. The following comments were raised at the public meeting:
Concerns were expressed with the possible requirement for the owner to install a new water and sanitary sewer service from the road to the building to service the new apartment units. The concern related specifically with the removal of asphalt, granular and landscaping along front property lines due to the services being located across the road from the concerned building.

It was explained that through the Site Plan Control Approval process, any off-site works required as part of the development will require municipal approval and that a financial security would be deposited to ensure that the site works are completed.

DISCUSSION:

The proposed Zoning By-Law Amendment to permit the use of an apartment dwelling does not contravene the policies set out in the Provincial Policy Statement (PPS) and the Official Plan (OP) of the Town of Renfrew. In accordance with the intent of PPS and the OP, the application will focus growth and regeneration on a property located within a settlement area which is serviced by municipal infrastructure. The development will further provide the redevelopment of an underutilized property with additional residential units.

For development applications requesting a change in land use from commercial to residential, the Official Plan outlines that consideration must occur with respect to the requirement to complete a Phase 1 Environmental Site Assessment (ESA) for known suspected or potentially contaminated sites. Based on the Departments understanding and research, the concerned property is not known or suspected to be contaminated and consequently, the Department will not be requiring the completion of a Phase 1 ESA.

The redevelopment of this property to permit residential uses will necessitate the approval of a Site Plan Control Approval application within which the Town will have the opportunity to review site features such as off-street parking, walkways, lighting, buffering, garbage storage and other features can be addressed. Additionally, the Owner will be required to submit a Building Permit application should the Zoning By-Law amendment application be approved. The Building Permit Application will ensure that the building meets provincial regulations for the proposed uses.

Lastly, upon a review of the relevant policies of the Provincial Policy Statement, the Official Plan and the Zoning By-Law, the Department deems that the proposed uses will be a compatible for the concerned parcel. Consequently, the Department recommends the approval of the present application to Council.

All respectfully submitted for Council's consideration.
CORPORATION OF THE TOWN OF RENFREW
BY-LAW No. 34-2017

Being a By-law to amend By-law No. 46-2010, being a By-law to regulate the use of lands and the character, location and use of buildings and structures within the Town of Renfrew pursuant to Section 34 of the Planning Act, with respect to the property located at 331 Martin Street, Town of Renfrew, County of Renfrew.

WHEREAS under subsection 1 of section 34 of the Planning Act, zoning by-laws may be passed by the councils of local municipalities;

WHEREAS By-law No. 46-2010 regulates the use of lands and the character, location and use of buildings and structures within the Town of Renfrew pursuant to Section 34 of the Planning Act;

WHEREAS an application has been received to change the zoning category of a certain parcel of land in the Town of Renfrew;

WHEREAS the Council of the Corporation of the Town of Renfrew deems it appropriate to amend By-Law No. 46-2010 as hereinafter set forth; and

WHEREAS this By-Law implements the policies and intentions of the Official Plan for the Town of Renfrew.

NOW THEREFORE, the Council of the Corporation of the Town of Renfrew enacts as follows:

1. THAT the property described as being 331 Martin Street and identified on Schedule "A", attached hereto and forming part of this by-law, shall be the property affected by this by-law.

2. THAT Schedule "A" of Zoning By-Law No. 46-2010 is hereby amended by changing the zoning category from "General Commercial (C2) Zone" to "Residential Two (R2) Zone", as identified on Schedule "A" of the map attached hereto and fully integrated as part of this by-law.

3. THAT Subject to the giving of notice of passing of this by-law, in accordance with Section 34(18) of the Planning Act, R.S.O. 1990 as amended, this by-law shall come into force on the date of passing by the Council of the Corporation of the Town of Renfrew where no notice of appeal or objection is received, pursuant to Section 34(21) of the Planning Act, R.S.O. 1990 as amended.

Read a first and second time this 23rd day of May, 2017.

Read a third time and finally passed this 23rd day of May, 2017.

Don Eady, Mayor

Kim R. Bulmer, Clerk
Passed on the 23rd day of May, 2017.

Don Eady, Mayor

Kim R. Bulmer, Clerk
Development & Works Committee
Minutes of Meeting 4-2017
Monday, April 24th, 2017 - 1:00 P.M.

I. ATTENDANCE
   Present were:
   Mayor Eady, Councillor Coulas, Reeve Emon, Director Asselin

II. DECLARATION OF PECUNIARY INTEREST
   None

III. PETITIONS AND DEPUTATIONS
   None

IV. CONFIRMING OF MINUTES
   The minutes of meeting 3-2017 held on Tuesday, March 14th, 2017 at 2:00 p.m. were received.
   Motion to adopt: Reeve Emon     Seconded: Mayor Eady     CARRIED

V. OPEN ITEMS FOR DISCUSSION

1. Email to Mayor Eady from Reeve Emon, dated April 19, 2017 Re: Groves Park Lodge Project.

   Reeve Emon attended a meeting, on behalf of Mayor Eady, with the owner and members of the Groves Park Management Team regarding the planned upgrade of the facility. Reeve Emon provided an overview of concerns from the team:

   - $60,000 line of credit from the 2005/2006 project, held by the town;
   - Relates to drainage plan deficiencies from a change in the plan;
   - Drainage issues of surface water;
   - Reconstruction of Albert Street;
   - Options for storm water management outlets in the vicinity.

   Director Asselin highlighted several points relating to the 2006 Site Plan Control Approval deficiencies. Financial securities were deposited in order to ensure development would occur as per approved engineering drawings, securities were released to the value of the completed work. Several deficiencies were outlined in correspondence to Gem Health Care Group regarding the design changes; soak away chambers moved and missing, proposed grades vs. final grades, missing retaining wall, accuracy of as-built drawings, supporting calculations and the final designer's endorsement. In 2008 follow-up correspondence was sent to outline the outstanding items required to release securities, a response has not been received to date.

   Discussion was held regarding the current Site Plan Application review comments and options; stormwater management, drainage and grading plan, storm tech system, ponding and the required signatures. Questions were raised about the hospital redevelopment of parking surrounding the helipad, the new professional building,
Health Village Lane, working with Quail Creek to expand current pond and what would be required for a storm water system on Albert Street.

**Action Required:** The committee directs staff to contact the owner to communicate that the Development & Works committee met with staff to discuss the issues and the Town anticipates a response to the letter sent to their architectural firm regarding the Site Plan Review comments, dated April 18, 2017. Once securities are posted for the new drainage design the original letter of credit can be released. The Town is awaiting a response to the latest review comments requesting geotechnical support for the proposed storm system design.

2. Internal Notice from Town Planner Re: Coleraine Link to Stewart Park.

This item was held over for staff to provide research on pathway options for consideration. It was confirmed the properties required for the link from Raglan Street South to Stewart Park is a separate parcel registered to another owner (not the town). Staff will confer with the Town Solicitor to determine ownership, possible land transfer and take the necessary steps required to further examine the link to Coleraine.

**Action Required:** This item will be carried forward for follow-up in the May meeting agenda.

3. Intersection - Renfrew Ave East and Plaunt Street stop sign.

The committee deferred consideration of this issue from the last meeting pending motor vehicle collision accident history received from the OPP. The Director summarized the 5-year analysis which revealed that there were seven intersection related collisions and a review of the analytical data suggests that having a four-way stop may have prevented six out of the seven collisions.

Recommendation: **Mayor Eady** Seconded: **Reeve Emon** CARRIED

That the Development and Works Committee support changing this intersection to a four-way stop and that staff take the necessary steps to amend the by-law.

4. Internal Memo from Town Planner Re: 210 Lochiel St. S.

The owner of 210 Lochiel Street South submitted a request to have the Town of Renfrew consider leasing parking spaces at the lot on Lochiel Street South. There are currently seventy plus spots on both sides of the building. After consideration the committee did not support the request at this time, based on the distance from the downtown core, but it may be an alternative during the 2018 main street rehabilitation project.

Reeve Emon suggested consideration relating to parking strategies for the 2018 main street construction project:
- co-ordination of lease agreements with private parking lot owners for a year;
- temporary use by-law to allow by-law enforcement the ability to ticket;
- Municipal lots, parking revenue, day parking pass.
Discussion ensued with respect to long term leases with owners of private parking lots to expand on downtown parking options in general, municipal management. Mayor Eady added one option is presently available for purchase on Argyle Street that would be a consideration for Council.

**Action Required:** That staff be directed to prepare a response to the owner and prepare a list of all parking options, public and private, in the downtown core.

5. **Barnet Boulevard OCIF Funding**

This item was referred to the committee from the Finance committee to determine the plan for coordinating major roadwork projects to be completed in 2017 and/or 2018. Director Asselin confirmed the Barnet Boulevard OCIF project is moving forward with design work in 2017 and construction in 2018. The committee discussed options for allocated funds, keep in reserves, finish the remainder of Barnet Boulevard from Eighth Street to Gillian Road, other smaller links, Scotiabank parking lot and activity trail link. Director Asselin stated the last Infrastructural Renewal report from Dillon was completed in 2004 and that many projects have been completed since the original report. It is recommended that Staff initiate a program to obtain new ratings on infrastructure to update the priority project list. The Committee requested that pricing be prepared to shave and pave Barnet from Eighth to Gillan Road.

**Action Required:** The committee request staff produce a report with options for infrastructure projects with estimates.


The Drinking Water Quality Management System requires that a review be completed by top management of the owner at least once every 12 months as set out in the operational plan. Director Asselin reviewed the document with committee members as completed.

**Action Required:** This document will be attached to the minutes as it will require the endorsement of Council.

7. **Accreditation Program for Operating Authorities On-site/Systems Verification Audit Report.**

Director Asselin reviewed the Audit Report, prepared by Tim Moher, SAI Global, highlighting the Summary of Findings twenty-one elements, noting the Town of Renfrew Water Distribution System conforms to requirement in all twenty-one. It was noted opportunity for improvement in four areas all concerning personnel, manpower issues. The Department of Development & Works staff manages DWQMS internally while other municipalities have hired more employees to meet these requirements.

**Action Required:** This document will be attached to the minutes as it will require the endorsement of Council.
8. Letter to Clerk Bulmer from Local Authority Services (LAS), dated February 9, 2017 Re: Sewer and water line warranty.

Ontario municipalities are now able to provide their homeowners with some relief with a sewer and water line warranty through a partnership between LAS and Service Line Warranties of Canada. Committee members questioned several aspects of the service and in order to endorse the program it is important to inquire further.

*Action Required:* That staff be directed to obtain further details and report back to the Committee.

9. Email to Councillor Coulas from Jennet Street resident, dated April 9, 2017 Re: Plow damage.

The home owner expressed concern regarding lawn damage. Residents who have sustained damage to their property during winter road maintenance operations may report the situation to the Department of Development & Works at any time. Town staff will document in the complaints database and in the spring the department will repair properties using topsoil and seed.

*Action Required:* Once the weather improves all areas will be repaired and a notice will appear in the Mercury to advise residents.

VI. NEW AND UNFINISHED BUSINESS

Mayor Eady addressed the committee concerning an email from Renfrew Victoria Hospital regarding upcoming capital improvements and consideration for Albert Street. Mayor Eady requested the Department of Development & Works consider adding Albert Street to the list of patching for 2017.

*Action Required:* Staff will communicate with Mr. Penney regarding asphalt patching consideration for Albert Street.

Mayor Eady requested a budget summary for the 2017 Winter Maintenance accounts.

*Action Required:* Staff will prepare a budget summary for the May 2017 meeting.

VII. ADJOURNMENT

There being no further business to come before the meeting, the meeting was adjourned at 2:45 p.m.
ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES
ON-SITE/SYSTEMS VERIFICATION AUDIT REPORT – 2012

FILE #: 1632580-01

Town of Renfrew
OAP-183 Distribution

Operating Authority for:

Town of Renfrew Water Distribution System

12 Month Surveillance Audit

Prepared by: Tim Moher

Date: Mar 22, 2017
Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Auditor:

Tim Moher

Audit Report Distribution List:

The Audit Report is distributed as follows:
- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.
PART A. MANAGEMENT SUMMARY

This was an off-site system verification audit of the Town of Renfrew conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the Town of Renfrew Quality Management System is considered:

X Effective
☐ Not effective

No non-conformities were identified during this assessment, as noted in Part D of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan and the time allocation.

Notes

Copies of this report distributed outside the organization must include all pages.

As part of the SAI Global Terms, it is necessary for you to notify the SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS: Oct. 2006. For more information, please refer to the SAI Global Accreditation Program Handbook.
PART B. GENERAL INFORMATION

Operating Authority:
Legal name and address: Town of Renfrew OAP-183 Distribution

Address: 127 Raglan Street South Renfrew Ontario
Applicant representative: Mr. Michel Asselin
Title: Director of Development
Telephone: 613-432-8166 Fax 613-432-8265
E-mail: masselin@renfrew.ca

Owner:
Legal name and address: 
Applicant representative: Michel Asselin
Title: Director of Development
Telephone: 613-432-8166 Fax 613-432-8265
E-mail: masselin@renfrew.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Serviced: 7,850
This audit report covers the subject systems listed:

Town of Renfrew Water Distribution System
# SUMMARY OF FINDINGS

**OPERATING AUTHORITY**
Town of Renfrew OAP-183 Distribution

** ACCREDITATION CYCLE:** 12 Month Surveillance Audit

**AUDIT TYPE**
- ☒ Systems
- ☐ On-Site Verification

**AUDITOR**
Tim Moher

**Mar 22, 2017**

**SUBJECT SYSTEM(S) AUDITED**
- ☐ Town of Renfrew Water Distribution System

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<thead>
<tr>
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**Mj** Major non-conformity. The auditor has determined one of the following:
(a) a required element of the DWQMS has not been incorporated into a QMS;
(b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or
(c) a minor non-conformity identified in a corrective action request has not been remedied.

**Mn** Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.

**OFI** Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.

**C** Conforms to requirement.

**Not applicable to this audit.**

* Additional comment added by auditor in the body of the report.
PART D. FINDINGS/COMMENTS

1. Quality Management System
   1 Town of Renfrew's Quality Management System (QMS), Rev 1
   Conforms.

2. Quality Management System Policy
   2 Quality Management System (QMS) Policy, Rev 1
   Conforms.

3. Commitment and Endorsement
   3 Commitment & Endorsement of Town of
   Renfrew's QMS & Operational Plan, Rev 1
   Conforms.
   Last endorsed on January 17, 2017.

4. Quality Management System Representative
   4 Quality Management System Representative, Rev 1
   Conforms.
   The role of QMS Representative for the Town of Renfrew Water
   Distribution System is shared between the Director of
   Development and Works and the Engineering Technician who will
   administer the QMS.

5. Document and Record Control
   5 Appendix A, Table 1, Rev 1
   Conforms.

6. Drinking Water System
   6 Drinking-Water System, Rev 1
   Conforms.

7. Risk Assessment
   7 Appendix B, Rev 2
   Conforms.

8. Risk Assessment Outcomes
   8 Appendix B, Table 1, 2, Rev 2
   Conforms.
   Last updated on Dec 30, 2016.
   The management review only mentions that a risk assessment
   was done. The outcomes could be more conclusive. i.e no
   changes.

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20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Excellence Assured.
9 Organizational Structure, Roles, Responsibility and Authorities

Client Reference: 9 Organizational Structure, Roles, Responsibilities, and Authorities, Appendix C, #TR-03, Rev 1

Results: Conforms.

Details:

DWQMS Reference: 10 Competencies

Client Reference: 10 Competencies, Rev 1

Results: Conforms.

Details:

DWQMS Reference: 11 Personnel Coverage

Client Reference: Appendix D, Rev 1

Results: Conforms.

Details: Ensure there are contingency plans to cover pandemics and natural disasters (i.e. The Valley is a moderate earthquake zone).

DWQMS Reference: 12 Communications

Client Reference: Appendix E, Rev 0

Results: Conforms.

Details:

DWQMS Reference: 13 Essential Supplies and Services

Client Reference: Appendix F, Rev 1

Results: Conforms.

Details: The essential service and supplier list was last updated on Dec 30, 2016.

DWQMS Reference: 14 Review and Provision of Infrastructure

Client Reference: Appendix G, Rev 0

Results: Conforms.

Details:

DWQMS Reference: 15 Infrastructure Maintenance, Rehabilitation and Renewal

Client Reference: Infrastructure Maintenance, Rehabilitation and Renewal, Rev 1

Results: Conforms.

Details:

DWQMS Reference: 16 Sampling, Testing and Monitoring

Client Reference: Appendix H, Table 1, Rev 0

Results: Conforms.

Details:
17 Measurement and Recording Equipment Calibration and Maintenance
Appendix I, Rev 0
Details: Conforms.

18 Emergency Management
Appendix J, Table 1, Rev 2
Details: Conforms.
The last contingency plan was a tabletop exercise for the TR-10 QMS procedure, Emergency Contact List, Water main break procedure and the new MOCEE disinfection procedure on Dec 30, 2016.

Ensure that the test plans include contingencies as per Appendix J, Table 1.

19 Internal Audits
Appendix K, Rev 1
Details: Conforms.
The last internal audit was June 16, 2016.

20 Management Review
Appendix L, Rev 1
Details: Conforms.
It is difficult to verify if any action items from previous management reviews were discussed if applicable.

21 Continual Improvement
Details: 21 Continual Improvement, Rev 1
Details: Conforms.
PART E.

RECOMMENDATION – Systems Audit

The auditor recommends the following:

☐ Offer of accreditation
☐ Offer of accreditation after response to corrective action requests has been deemed acceptable to the SAI Global
☐ On-site verification audit after response to corrective action requests has been deemed acceptable by the SAI Global
☐ On-site verification audit as next step in the accreditation process
☐ On-site verification of corrective action requests
☒ Maintenance of existing accreditation
☐ Complete re-assessment

Final comments:

[Signature]

E-signature of Auditor
DWQMS – 2016

Top Management Review


Purpose

The Drinking Water Quality Management System (DWQMS) requires that a review be completed by top management of the owner at least once every 12 months. The requirement is set out as element #20 of the operation plan.

The Director of Development and Works is Top Management and has completed this review.

The top management review will be associated with the Distribution system - Town of Renfrew Water System DWS# 210001102

Sub-System 2 - Town of Renfrew Water Distribution System

The review of sub-system #1 will be completed by the Ontario Clean Water Agency who is the operating authority for the water treatment plant.

The checklist attached as Appendix "A" will be used to guide the management Review.

Date

This management review was completed by Mike Asselin, Director of Development and Works of the Town of Renfrew on the following dates:


November 2016 – infrastructure review and renewal reflected in the 2017 Capital Budget

November 17, 2016 - initial management review


This document is intended to summarize this task.
Review Components

The top management review will be conducted by summarizing activities and providing comments on the sub-audit criteria as contained in the following sections.

Incidents of Regulatory Non-Compliance

There were no incidents of regulatory non-compliance related to the Renfrew Water Distribution system in 2016 as of the date of the Management Review.

The Town renewed the water license and the relief from lead sampling was included in the new license and DWWP.

Incidents of Adverse Drinking Water Tests

There were no AWQI in the Distribution Subsystem in 2016 and no other steps that were directed by the Medical Officer of Health

Deviations from Critical Control Points and Response Actions

The risk assessment TR-02 Rev (2) does not contain critical control points and therefore there have been no deviations from Critical Control Points and Responses Actions in 2015. The Risk Assessment and Risk Assessment Outcomes were reviewed and Revision 2 of TR-02 was included in the Operation Plan update.

The risk assessment was reviewed by the director, Ed Coulas, Rick Trahan and Tom Webster and an amendment to the wording was proposed to reflect and interruption from freezing of watermains. The amendment will be considered for revision in 2017.

Actions:

Review Risk Assessment and Outcomes to be scheduled in 2017
Assignees:
Mike Asselin

Effectiveness of Risk Assessment

A review of the Risk Assessment has been completed by the Director as part of this management review.

The Risk Assessment and Outcome TR-02 (Rev 2) was reviewed on Dec 30, 2016.

Actions:
Review Risk Assessment and Outcomes to be scheduled in 2016. Met with staff Ed Coulas, Rick Trahan, Tom Webster and Mike Asselin on December 30, 2016 at town hall from 9 to 10 am. Risk assessment was reviewed at this meeting and the risk of service interruption due to freezing will be added to future amendments.

Assignees:
Mike Asselin

Internal Audit

An internal Audit was conducted by Tom Webster CBO and is presented in the document dated January 26, 2016 and further again in June 16, 2016. Tom was the QMS representative responsible for the audit.

The internal audits were placed in the DWQMS fire cabinet at the Town Hall.

The requirement is to complete an audit a minimum of every 12 months. It is the intent to perform another internal audit prior to June 1, 2017.

Assignees:
Tom Webster

Third part Audit
The third part audit was completed by Tim Moher of SAI Global on March 19, 2016. The report identified conformance for all 21 elements of the DWQMS.
Actions:

No Action is required as the non conformance was resolved to the satisfaction of the auditor.

Assignees:

Mike Asselin
Results of Emergency Response Testing

On December 30, 2016 Ed Coulas, Rick Trahan, Tom Webster and Mike Asselin met to discuss the emergency Plan and DWQS system, AWQI process, Emergency Contact List and disinfection procedures. The group discussed various categories of watermain breaks and the process to report an AWQI to ORO, Health Unit and MOE. A further meeting will be coordinated with the health unit and the clerk to prepare for how boil water advisory would be communicated to residents.

**Actions:**

An emergency response test is to be scheduled during 2017

**Assignees:**

Tom Webster/Mike Asselin

Operational Performance

The system performed well and as expected. The 2016 waterworks report provides a summary of operations and system failures during 2016.

**Actions:**

Activities shall continue to be documented in the waterworks report and presented to Committee and Council on an annual basis.

**Assignees:**

Ed Coulas, Doug James and Julie Coulas shall continue to ensure the report is produced.

Raw Water and Drinking Water Quality Trends

The water quality in the distribution system did not significantly change over 2016. System flushing was performed when required and is documented in the 2016 annual waterworks report.

**Actions:**

Distribution system flushing is to be coordinated with maintenance activities. I spoke to Rick Trahan about a more regular annual flushing program.
Assignees:

Mike Asselin

Changes to the Quality Management System

The operation plan was amended June 9, 2015 in association with the application for license renewal. A new financial plan was prepared by Watson and Associates and was passed by Council along with the new operation plan. A revised operation plan for the treatment sub-systems were also amended by OCWA and passed by Council in 2015. Tom Webster is Renfrew’s Chief Building Official (CBO) and was re-employed by the Town of Renfrew. Tom has taken on duties to perform Internal Audits. Tom is a licensed operator and understands DWQMS from previous involvement at his former place of work.

Actions:

The skill set is such that the QMS assignment will be completed by the Director with some assistance from the Chief Building Official and the Engineering Technician

Assignees:

Mike Asselin

Consumer Feedback

The Town of Renfrew maintains a complaints database and maintains a record of consumer feedback. Complaints are reviewed when they occur and resolution is documented in the database.

Actions:

Staff are to continue to track customer feedback related to the Distribution System.

Assignees:

Julie Coulas Office Coordinator
Suppliers List

In 2016 List of Suppliers was updated December 30, 2016

Actions:

The Operation Plan was amended in 2015 to reflect this change to electronic list which is retained at the Town Hall. List is to be reviewed and amended annually.

Assignees:

Julie Coulas Office Coordinator

Resources for Quality Management System

The Town is challenged with changes in staff to provide consistent momentum related to the DWQMS system. DWQMS representative (Tom Webster) has returned to employment of the Town of Renfrew in January 2016 and has re-assumed duties related to the internal audits. Doug James (Assistant Foreman) has retired and has been replaced by Rick Trahan who is a certified water distribution system operator. In November 2016 Rick has been asked to get involved in the DWQMS program reviewing the risk assessment procedures.

This system seems circular with the director preparing reports and QMS functions then performs management reviews of documents prepared by the same author. This is recognized as a potential issue but is seen as reasonable for a small municipality.

Actions:

The Director shall review the operation plan to ensure that the assistant foreman position is reflected accurately and amend the plan as necessary.

Assignees:

Director of Development and Works
Results of Infrastructure Review
2016 - 2017 Budget activities were reviewed beginning October 2016 and will continue through the budget approval process by January 2017 – March 2017.

The work on a Water and Sewer Master Plan is in progress with delivery in late 2016 by Stantec Consulting Engineers. The distribution system will be modeled and the engineering firm will provide summary of deficiencies (if any) and recommendations on how to service vacant lands. No additional infrastructure issues were identified by staff as being critical to the continued successful operation of the Distribution system.

2016 Water Distribution System Description is presented on the Map illustrated in Appendix “J.”

Actions:

The Director is to continue to monitor the need for infrastructure upgrade projects.

Assignees:

Mike Asselin will coordinate budget requests in the area of water, sewer roads and public works infrastructure.

Operational Plan Currency

The operation plan was amended June 9, 2015 and was signed by Mayor and Council on June 10, 2015 with Council Authorization. Draft Operation Plan amendments are work in progress and are filed in a draft amendments folder of the Development and Works drive.

Actions:

The operation plan will be reviewed annually as part of the management review to assess changes that may be required

Assignees:

Director of Development and Works

Council Feedback

Council has endorsed the 2016 DWQMS policy on January 12, 2016. This endorsement will typically happen at the first Council meeting each year.
Actions:

The Director will provide a copy of the top management report to Council in 2017.

Assignees:

Director of Development and Works
Appendix "A"

Management Review Checklist 2015
December 30, 2016
Annual

Budget 2016/2017

Reviewed Dec 30, 2016

Internal Audit

Report Infrastructure Review Results to Owner

Emergency Exercise

Calibration and Maintenance

Sampling Testing and Monitoring

Infrastructure Review

Risk Assessment Review

O&M Policy

Activity

Preliminary Schedule prepared by Mike Asselin November 2016 with dates amended to reflect actual

Review O&M Activity Checklist 2015 (All activities must be completed before in 2015

Notes

Frequency Reference

Report Management Review To Owner

Management Review

Corrective Actions

Report Infrastructure Review Results to Owner
Appendix "B"

Internal Audit Document

June 16, 2016
DWQMS INTERNAL AUDIT REPORT
TOWN OF RENFREW

CONDUCTED: 16/June/2016

AUDITOR’S NAME: Tom Webster

Prepared for:

Mr. Michel Asselin
Director of Development & Works
The Corporation of the Town of Renfrew
127 Raglan Street South
Renfrew, ON
<table>
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<th>Section</th>
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<td>AUDIT FINDINGS</td>
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<td>CONCLUSIONS</td>
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</table>
1.0 OVERVIEW

The Internal Audit was conducted to confirm the effective implementation the Drinking Water Quality Management System (DWQMS) for the Town of Renfrew drinking water distribution system. The Operation Plan review and its associated policies and procedures were reviewed as a component of the audit. Audit activities were conducted at the Renfrew Public Works garage and Municipal office.

2.0 INTERNAL AUDIT SUMMARY

The Internal Audit is part of an overall DWQMS implementation activity being undertaken with the staff of the Development and Works Department for the Town of Renfrew.

The Audit was conducted on 16 June 2016 and revealed the following:

- Non-conformances were primarily related to Internal Audits not being conducted every year and previous comments not implemented into the Operational Plan from the previous audit completed in 2016.
- Procedures must be established regarding record keeping, essential suppliers, organization structure revised and Operational Plan updated to reflect all non-conformances.

Overall, by addressing the non-conformances the Town of Renfrew should be well prepared for the accreditation audit.

3.0 AUDIT FINDINGS

Element 3 Committee & Endorsement of Town of Renfrew’s QMS & Operational Plan

Opportunity for Improvement
Drinking Water Quality Management System Policy, was brought to council in January 2016 for commitment but was not posted for viewing by the owner, operating personnel and the public.

Opportunity for Improvement
Clarification should be made in regards to the only “Official” Operational Plan is the “Town Seal Embossed” version within the Development and Works Office. Clarification whether 3 Town Seal Embossed copies are within the file.
Element 4 – Quality Management System Representative.

Opportunity for Improvement
Activities as outlined in the Operational Plan, Quality Management System Representative – Responsible to inform all potential personnel of roles and responsibilities and documents.

Element 9 – Organizational Structure, Roles, Responsibilities and Authorities

Opportunity for Improvement:
Element 20 Management Review, Appendix I, TR-12 Management Review 5.0 Procedure states “The following positions are included: Director of Development and Works and include QMS representative, General Foreman, Assistant Foreman.” To be included within the corresponding position’s Roles and Responsibilities Appendix C, TR-03 Organizational Chart

Element 12 – Communications

Opportunity for Improvement
Appendix E, TR-05 Communications, Procedure 5.3 states: “The Operational plan will also be posted on the Town of Renfrew website” During this Audit to confirm, the current Operational plan is available, as well as the previous plan could be accessed for viewing.

Element 15 – Infrastructure Maintenance, Rehabilitation and Renewal

Opportunity for Improvement:
Planned Infrastructure Maintenance “Flushing (once per year)” to be clarified

Element 18 – Emergency Management

Opportunity for Improvement:
Appendix J, TR-10 Emergency Management, 3.0 Responsibility spelling error “OMS Representative’

Table 1 Potential Emergencies “Loss of Supply from River” may be re-evaluated for the Water Treatment Operational Plan.
4.0 CONCLUSION

- Make the changes to the Operational Plan narrative and procedures that will address:
  - Opportunity for improvements
  - Non-value adding activities

- Add a Corrective Action procedure

- Complete the Internal Audit activities on schedule.
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**N/C** | Non-Conformity – non-fulfillment of a requirement

**OFI** | Opportunity for Improvement – conforms to the requirement, but there is opportunity for improvement

**C** | Conforms to the requirement

* Additional comment added by auditor
Appendix “C”

External Audit Report and notice of resolution

No non-conformances noted
ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES
ON-SITE VERIFICATION AUDIT REPORT – 2016

FILE #: 1632580-01

Town of Renfrew
OAP-183 Distribution

Operating Authority for:
Town of Renfrew

Re Accreditation Audit

Prepared by: Tim Moher
Date: Mar 19, 2016
Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment’s (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority’s QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Auditor:

Tim Moher

Audit Report Distribution List:

The Audit Report is distributed as follows:
- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

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PART A. MANAGEMENT SUMMARY

This was an on-site verification audit of the Town of Renfrew conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the Town of Renfrew Quality Management System is considered:

X Effective
☐ Not effective

No non-conformities were identified during this assessment, as noted in Part D of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan but less than the time allocation.

There were no unresolved diverging opinions between the auditor and the site visited.

Notes

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As part of the SAI Global Terms, it is necessary for you to notify the SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS: Oct. 2006. For more information, please refer to the SAI Global Accreditation Program Handbook.
PART B. GENERAL INFORMATION

Operating Authority:
Legal name and address
Town of Renfrew OAP-183 Distribution

Address
127 Raglan Street South Renfrew Ontario

Applicant representative
Mr. Michel Asselin

Title
Director of Development

Telephone
813-432-8166 Fax 613-432-8265

E-mail
masselin@town.renfrew.on.ca

Owner:
Legal name and address
Same as above, or:

Applicant representative
Michel Asselin

Title
Director of Development

Telephone
813-432-8166 Fax 613-432-8265

E-mail
masselin@town.renfrew.on.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Serviced: 7,850
This audit report covers the subject systems listed:

Town of Renfrew Water Distribution System
# SUMMARY OF FINDINGS

## OPERATING AUTHORITY
Town of Renfrew OAP-183 Distribution

## ACCREDITATION CYCLE
Re Accreditation Audit

## AUDIT TYPE
- [ ] Systems
- [x] On-Site Verification

## AUDITOR
Tim Moher

## SUBJECT SYSTEM(S) AUDITED
- [ ] Town of Renfrew Water Distribution System

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<tr>
<td>9. Organizational Structure, Roles, Responsibilities and Authorities</td>
<td>C</td>
</tr>
<tr>
<td>10. Competencies</td>
<td>C</td>
</tr>
<tr>
<td>11. Personnel Coverage</td>
<td>C</td>
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<td>12. Communications</td>
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<tr>
<td>13. Essential Supplies and Services</td>
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<tr>
<td>14. Review and Provision of Infrastructure</td>
<td>C</td>
</tr>
<tr>
<td>15. Infrastructure Maintenance, Rehabilitation &amp; Renewal</td>
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</tr>
<tr>
<td>16. Sampling, Testing and Monitoring</td>
<td>C</td>
</tr>
<tr>
<td>17. Measurement &amp; Recording Equipment Calibration and Maintenance</td>
<td>C</td>
</tr>
<tr>
<td>18. Emergency Management</td>
<td>C</td>
</tr>
<tr>
<td>19. Internal Audits</td>
<td>C</td>
</tr>
<tr>
<td>20. Management Review</td>
<td>C</td>
</tr>
<tr>
<td>21. Continual Improvement</td>
<td>C</td>
</tr>
</tbody>
</table>

**Major non-conformity:** The auditor has determined one of the following:
(a) a required element of the DWQMS has not been incorporated into a QMS;
(b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or
(c) a minor non-conformity identified in a corrective action request has not been remedied.

**Minor non-conformity:** In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.

**Opportunity for improvement:** Conforms to the requirement, but there is an opportunity for improvement.

**Conforms to requirement:**

**Not applicable to this audit:**

Additional comment added by auditor in the body of the report.
### PART D. FINDINGS/COMMENTS

<table>
<thead>
<tr>
<th>DWQMS Reference</th>
<th>1</th>
<th>Quality Management System</th>
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<tr>
<td>Client Reference</td>
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<td>Town of Renfrew's Quality Management System (QMS), Rev 1</td>
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<th>Drinking Water System</th>
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<table>
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<table>
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<th>DWQMS Reference</th>
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<th>Risk Assessment Outcomes</th>
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<td>Appendix B, Table 1, 2, Rev 2</td>
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<td>Results:</td>
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<td>Conforms. The last risk assessment was 2015-06-08. There were no changes.</td>
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<tr>
<td>Details:</td>
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10 Competencies
Client Reference: Competencies, Rev 1
Results: Conforms.
Details: 

11 Personnel Coverage
Client Reference: Appendix D, Rev 1
Results: Conforms.
Details: The contingency plan includes all situations such as pandemics, lockouts and strikes. FEP's were accessible.

12 Communications
Client Reference: Appendix E, Rev 0
Results: Conforms.
Details: 

13 Essential Supplies and Services
Client Reference: Appendix F, Rev 1
Results: Conforms.
Details: 

14 Review and Provision of Infrastructure
Client Reference: Appendix G, Rev 0
Results: Conforms.
Details: 

15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference: Infrastructure Maintenance, Rehabilitation and Renewal, Rev 1
Results: Conforms.
Details: 

16 Sampling, Testing and Monitoring
Client Reference: Appendix H, Rev 0
Results: Conforms.
Details: Most of the sampling is done by OCWA and a report is provided to the town.
17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference: Appendix I, Rev 0
Results: Conforms.

18 Emergency Management
Client Reference: Appendix J, Table 1, Rev 2
Results: Conforms.
Details: The testing of an emergency plan was an emergency power back up on December 2, 2015.

19 Internal Audits
Client Reference: Appendix K, Rev 1
Results: Conforms.
Details: The last internal audit was 2016-01-26. There were some OFI's.

20 Management Review
Client Reference: Appendix L, Rev 1
Results: The last management review was in December 2015.

21 Continual Improvement
Client Reference: Continual Improvement, Rev 1
Results: Conforms.
PART E. RECOMMENDATION - Onsite

The result of the audit indicates that the Town of Renfrew QMS was effectively implemented.

The following recommendation is made:

☐ Offer of accreditation

☐ Offer of accreditation after response to corrective action requests has been deemed acceptable to SAI Global

☒ Maintenance of existing accreditation

☐ Complete re-assessment

Final comments:

E-signature of Auditor
Appendix “D”

Minutes of emergency exercise

December 2016
Friday December 30, 2016 – Town Hall

RE: Emergency Plan table top exercise - Development and Works Department

On December 30, 2016 Mike Asselin, Ed Coulas, Rick Trahan and Tom Webster met at the Town Hall at 9:00 am to discuss Emergency Management related to the water system.

Rick Trahan is the new assistant foreman and this meeting was used as an orientation to the Town DWQMS related to emergency management. TR 10 QMS procedure – Emergency Management was reviewed in detail.

The discussion lead to a review of the emergency contact list which was amended at the meeting.

Staff in attendance also reviewed a watermain break procedure and the new MOECC disinfection procedure and how it relates to the AWWA standard C651 for disinfection. It was explained that watermain breaks need to be reported to the ORO (Director) and an assessment made as to whether it is a Category 1 or 2 break.

The staff were advised of the link with the Town wide emergency plan and the role the director and staff would undertake in an emergency. Staff would deal with the work of the emergency and the Director would communicate to the Municipal Control Group to acquire resources needed to deal with the situation.

The Municipal Control Group met on October 26, 2016 at the Fire Hall and performed an emergency table top exercise to ensure participants understood their role. The date of the last emergency plan is July 14, 2015. The exercise ran from 10 am to 12:30 pm. Exercise scenario was a grandstand failure at the Renfrew Fair

Notes prepared by Mike Asselin after the meeting December 30, 2017
Appendix "E"

Complaints Database
Appendix “F”

2016 DWQMS policy

January 12, 2016 posted at Town Hall

Passed by Council
ANNUAL DRINKING WATER QUALITY MANAGEMENT SYSTEM (DWQMS)

The Town of Renfrew is committed to produce and distribute safe drinking water to all connected consumers.

The Town of Renfrew maintains a quality management system and is committed to continuous improvement of this system.

The Town of Renfrew is committed to comply with applicable legislation and regulations related to the supply and distribution of drinking water.

The Town of Renfrew commits to communicating this commitment by posting this policy at locations which can be viewed by the owner, operating personnel and the public.

Don Fady, Mayor

Kim R. Butler, Clerk

Jan. 17/2017
Date

Jan. 17/2017
Date

Certified True Copy

Jennifer E. Charkali, Deputy Clerk
Corporation of the Town of Renfrew
A commissioner for Taking Affidavits
in the Province of Ontario by virtue of office
The Town of Renfrew is committed to produce and distribute safe drinking water to all connected consumers.

The Town of Renfrew maintains a quality management system and is committed to continuous improvement of this system.

The Town of Renfrew is committed to comply with applicable legislation and regulations related to the supply and distribution of drinking water.

The Town of Renfrew commits to communicating this commitment by posting this policy at locations which can be viewed by the owner, operating personnel and the public.

Don Eady, Mayor

Date: Jan. 12 /2016

Kim R. Bultner, Clerk

Date: Jan. 12 /2016

APPROVED BY: Town Council

ISSUE DATE: January 12, 2016

REVISION DATE:
Appendix “G”

List of Essential Suppliers 2016

Waterworks

Town of Renfrew
<table>
<thead>
<tr>
<th>Cat Rentals</th>
<th>1-613-828-5122</th>
<th>260 White Lake, Rentfrew, ON K7S 4N7</th>
<th>Town of Rentfrew</th>
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</thead>
<tbody>
<tr>
<td>Concrete Sealer</td>
<td>1-613-76-5050</td>
<td>Ken Corbin, ABO</td>
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<tr>
<td>Used parts</td>
<td>1-613-623-7361</td>
<td>Anthony Truck Centre Ltd.</td>
<td></td>
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<tr>
<td>Truck parts and repairs</td>
<td>613-623-3003</td>
<td>Tim Gableth</td>
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<tr>
<td></td>
<td></td>
<td>Advanced Asphalt &amp; Paving</td>
<td></td>
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<tr>
<td></td>
<td>Plant 613-687-3384</td>
<td>1-888-267-7386</td>
<td></td>
</tr>
<tr>
<td></td>
<td>613-687-5957</td>
<td>Chris Knapinski</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Garbage</td>
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<td></td>
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<td>Administration Bronte Twp.</td>
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In case of Emergency Refer to “On-Warn Contract List”

Revision Date December, 2016
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<th>Department</th>
<th>Ext.</th>
<th>Phone</th>
<th>Address 1</th>
<th>Address 2</th>
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<tr>
<td>Ex. 113</td>
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<td></td>
<td>Pembroke, ON, K8A 6X7</td>
<td>1001 Mackay St, P.O. Box 515</td>
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<tr>
<td>Cassidy's Transport</td>
<td>K7Y 3B8</td>
<td>613-735-6881</td>
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<tr>
<td>Equipment Parts and Labour</td>
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<td>Castleford Excavating</td>
<td>Po Box 5241, R.R. #5, Renfrew, ON</td>
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<td>Flag &amp; Marking Paint</td>
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<td>613-256-0712</td>
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<td>SIY Manufacturing</td>
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<td>Jim Crichton</td>
<td>Cambrihe Brass</td>
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<td>Cambrie, etc.</td>
<td>219-621-5520</td>
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<td>Elks Farm Equipment</td>
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<td>613-432-4133</td>
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<tr>
<td>333</td>
<td></td>
<td></td>
<td>Refs Farm Equipment Ltd</td>
<td>479 O'Brien Rd, Renfrew, ON K7Y 3E3</td>
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<tr>
<td>Deodorizer, Grease</td>
<td></td>
<td>1-877-744-0751</td>
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<tr>
<td>3175 14th Ave, Pembroke, ON L3R</td>
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<td></td>
<td>Brodi Specialty Products Ltd</td>
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<tr>
<td>Dozer, Snow Removal, Construction</td>
<td>613-432-1120</td>
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<tr>
<td>Bonncure Excavating Inc</td>
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<tr>
<td>Grease, engine coolant, diesel exhaust fluid</td>
<td>613-432-2172</td>
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<tr>
<td>Bluewave Energy</td>
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<tr>
<td>Batteries, spray paint, gloves</td>
<td>613-735-8240</td>
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<td>BDI - Canada</td>
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<td>Auto Parts</td>
<td>613-432-3671</td>
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<td>Benson Auto Parts</td>
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<tr>
<td>Company Name</td>
<td>Address</td>
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<td>Pierre Rizom</td>
<td>1-613-363-6959</td>
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<td>Dencham Ltd.</td>
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<td>Drainall Ltd.</td>
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<td>Cummins Eastern Ontario</td>
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<td>Darren England</td>
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<td>CRANE Supply</td>
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**Note:** The table contains information about various companies and their contact details. The table is formatted to show the company name, address, contact person, and phone number in a clear and organized manner.
<table>
<thead>
<tr>
<th>Radio Equipment</th>
<th>1-800-453-6835</th>
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<td>Bearings</td>
<td>1-613-238-8100</td>
<td>Ron Neugebauer - Sales</td>
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<td></td>
<td>2-800-267-2022</td>
<td>Inc. GBS General Bearing Service</td>
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<tr>
<td>Calibrate chlorine residual and turbidity meters</td>
<td>212 Terence Ave., Dorchester, ON</td>
<td>Flottemat Technical Services</td>
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<td>Grader, concrete, crushed clear stone, sand</td>
<td>519-870-3569</td>
<td>353 B.R. Fulton Construction Ltd.</td>
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<tr>
<td>Cement masonry</td>
<td>613-432-2514</td>
<td>360 Arthur Ave., Renfrew, ON K7Y 3S3</td>
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<tr>
<td>Water meters and parts</td>
<td>613-432-2534</td>
<td>Il. Foltie &amp; Sons Ltd.</td>
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<td>Emergency Contact</td>
<td>1-866-288-2202</td>
<td>Russ Skinner Products Supply Ltd.</td>
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<tr>
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<td>1-800-263-6641</td>
<td>Evans Utility and Municipal</td>
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<td>1-800-361-0689</td>
<td>Imperial Oil - Jasmine Pipeline</td>
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<td></td>
<td>1-877-420-8800</td>
<td>Sun Canadian Pipeline Co. Ltd.</td>
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<td>Trans-Northern Pipelines Inc.</td>
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<td>Address</td>
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<td>Mack Mackenzie Motors Ltd.</td>
<td>613-432-3684</td>
<td>547 New St, Renfrew, ON.</td>
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<td>K7V 1G9</td>
</tr>
<tr>
<td>Joel</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Handy</td>
<td>9384</td>
<td>235 Biesenthal Rd, Pembroke, ON.</td>
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<tr>
<td>Cory D'Angelo</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Sharp - Technician</td>
<td></td>
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<tr>
<td>Peter Franoeur - Sales</td>
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<tr>
<td></td>
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<tr>
<td>Joe Johnson Equipment Specialists</td>
<td>613-679-2384</td>
<td>325 Steeplechase Drive, Ottawa, ON.</td>
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<tr>
<td>Randy</td>
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<tr>
<td>Home Hardware Building Centre</td>
<td>613-432-8874</td>
<td>555 O'Brien Rd, Renfrew, ON.</td>
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<tr>
<td></td>
<td></td>
<td>K7V 1Y</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Peter Canada (Home Climate)</td>
<td>613-432-4201</td>
<td>630 O'Brien Rd, Renfrew, ON.</td>
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<tr>
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<td></td>
<td>K7V 1Y</td>
</tr>
<tr>
<td>Jason</td>
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<td></td>
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<tr>
<td>Hazmasters</td>
<td>613-474-5477</td>
<td>850 Industrial Ave, Ottawa, ON.</td>
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<tr>
<td>Concrete and Asphalt</td>
<td>613-687-8145</td>
<td>49 Portage Rd, Pembroke, ON.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>K8A 1AW</td>
</tr>
<tr>
<td>H &amp; H Construction Inc.</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Greenwood Paving</td>
<td>613-735-4102</td>
<td>1495 Pembroke Street West,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>K8A 1AS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td>Phone Number</td>
<td>Address</td>
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<tr>
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<td>--------------------------------</td>
</tr>
<tr>
<td>Heavy Equipment &amp; Parts</td>
<td>1-800-265-2257</td>
<td>Pembroke, ON, K8A 6Y6</td>
</tr>
<tr>
<td></td>
<td>Cell 613-639-3587</td>
<td>615-735-4118</td>
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<tr>
<td>Napa Auto Parts</td>
<td>613-432-3300</td>
<td>5-470 O'Brien Rd., Renfrew, ON</td>
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<tr>
<td>Water Treatment Equipment</td>
<td>1-800-794-2228</td>
<td>8069 Lawson Rd., 900 Box 1,</td>
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<tr>
<td></td>
<td>Cell 514-932-7205</td>
<td>Markham, ON, L4J 4B6</td>
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<td>1-805-78-0521</td>
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<tr>
<td>Winter Windsheild Washer</td>
<td>1-613-741-8866</td>
<td>ON K1B 4G4</td>
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<td></td>
<td>106-255 Blackwell Court, Ottawa</td>
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<td>1-877-90-7994</td>
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<tr>
<td>Construction Health &amp; Safety</td>
<td>1-800-267-9015</td>
<td>105 Princess St., Kingston, ON</td>
</tr>
<tr>
<td></td>
<td>Cell 613-631-736</td>
<td>615-79-0015</td>
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<tr>
<td>CB/MH Products</td>
<td>613-831-736</td>
<td>2150 Richardson Side Road, Carp</td>
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<tr>
<td>Fencing, Grass Seed, Safety</td>
<td>613-432-8886</td>
<td>400 Richardson St. S., Renfrew, ON</td>
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<td>Cell 613-79-4301</td>
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<td>Truck equipment, brakes,</td>
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<td>Equipment Parts</td>
<td>2220 Michelin Street Level 4</td>
<td>450-687-3280</td>
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<td>Services</td>
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<td>Phone</td>
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<td>Truck and trailer repairs</td>
<td>1520 Caribou Rd, Carp, ON K0A 5L0</td>
<td>613-831-7677</td>
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<tr>
<td>Repair</td>
<td>135 - 2122 KTB A1L</td>
<td>1-888-232-4949</td>
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<td>Parts and Repairs</td>
<td>1-861-633-4270</td>
<td>1-800-790-9265</td>
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<td>Fuel</td>
<td>1-603-699-2360</td>
<td>647-788-4650</td>
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<td>Services</td>
<td>1-888-853-4668</td>
<td>342-432-5861</td>
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<td>Traffic signs &amp; posts</td>
<td>1-850-424-3641</td>
<td>613-732-3245</td>
</tr>
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<td>Waterworks municipal products</td>
<td>89 Bentley Ave, Nepean, ON K2E 1L7</td>
<td>1-800-267-4235</td>
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<td>617-973-1049</td>
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<tr>
<td>Plumbing Supplies and Services</td>
<td>613-362-6524, 316 Argyle Street South, Kenton, ON K7V 1T9</td>
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<td>Duty Towing, etc.</td>
<td>KBA 54, 900 Braham Ave, Pembroke, ON K7V 3G</td>
<td></td>
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<tr>
<td>Complete Truck &amp; Trailer Repairs, Truck Sales, Heavy Duty</td>
<td>613-735-4494, 613-432-5323</td>
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<tr>
<td>Steel</td>
<td>1588 Hwy 60 R.R. #3 Kenton, ON K7V</td>
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<tr>
<td>Equipment Supplies and Tools</td>
<td>613-443-8837, 280 Mask Road, Kenton, ON K7V</td>
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<tr>
<td>Radiator Maintenance &amp; Supplies</td>
<td>613-882-3655, 2450 Beefbury Rd, R.R. #1, Beefburry, ON K7V</td>
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<td>Electrical Maintenance and Supplier</td>
<td>613-432-9279, 281 Mask Rd, Kenton, ON K7V</td>
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<td>Management, Fuel Tanks</td>
<td>1-613-822-0624, KIT 196</td>
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<td>Petroleum Pumps &amp; Equipment, Waste</td>
<td>1-800-563-8860, 2565 Dewartto Ave, Conestogo, ON K7V</td>
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<td>Radio Detection Equipment</td>
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<td>Windsor Salt</td>
<td>Wolseley Waterworks Ottawa</td>
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<td>Account # 3633530</td>
<td>Cell 613-277-6121</td>
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<tr>
<td>1-800-387-7258</td>
<td>613-732-5002</td>
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<table>
<thead>
<tr>
<th>Wurth Canada Ltd.</th>
<th>Marc Lessard</th>
</tr>
</thead>
<tbody>
<tr>
<td>6330 Tomken Rd., Mississauga, ON.</td>
<td>2474 Leitrim Rd., Gloucester, ON K1T 1V3</td>
</tr>
<tr>
<td>L5T 1N2</td>
<td>1-877-249-0463</td>
</tr>
</tbody>
</table>

WATER WORKS supplier
Appendix "H"

TR-02 (Rev 2) June 8, 2015

Risk Assessment and Risk Assessment Outcomes

Town of Renfrew
Appendix B

TR-02 Risk Assessment and Risk Assessment Outcomes
RISK ASSESSMENT and RISK ASSESSMENT OUTCOMES

1.0 Purpose
To define the process for conducting a drinking water risk assessment and for documenting and reviewing the results of the assessment at the facility level.

2.0 Scope
Applies to the Town of Renfrew drinking water system and is limited to the assessment of potential drinking water health hazards, documenting their control measures, and the identification of critical control points.

3.0 Responsibility
QMS Implementation Team which consists of the QMS representative, Director of Development Works, Foreman and Assistant Foreman.

4.0 Definitions

Consequence – the potential impact to public health in the drinking water system if a hazard/hazardous event is not controlled

Control Measure – includes any processes, physical steps or other contingencies that have been put in place to prevent or reduce a hazard before it occurs

Critical Control Limit – the point at which a Critical Control Point response procedure is initiated

Critical Control Point (CCP) – an essential step or point in the subject system at which control can be applied by the operating authority to prevent or eliminate a drinking-water health hazard or to reduce it to an acceptable level

Hazard – a source of danger or a property that may cause drinking water to be unsafe for human consumption; may be biological, chemical, physical or radiological in nature

Hazardous Event – an incident or situation that can lead to the presence of a hazard

Likelihood – the probability of a hazard or hazardous event occurring

Threshold Number – numerical value assigned by the assessment team to a high risk event. Events ranked at or above this limit require further investigation to determine whether they are critical control points.
5.0 Procedure

5.1 The QMS Implementation Team will conduct the risk assessment.

5.2 Using the process diagram, identify hazardous events and associated hazards possible outcomes that could impact the system's ability to deliver safe drinking water in Table 1.

5.3 For each of the hazardous events, identify the control measures currently in place that control the hazard or prevent it from becoming a threat to public health.

5.4 Taking into consideration existing control measures (including the reliability and redundancy of equipment), assign each hazardous event a value for the likelihood and a value for the consequence of that event based on the criteria in the following tables:

<table>
<thead>
<tr>
<th>Value</th>
<th>Likelihood of Hazardous Event Occurring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rare – Estimated to occur every 50 years or more (usually no documented occurrence at site)</td>
</tr>
<tr>
<td>2</td>
<td>Unlikely – Estimated to occur in the range of 10 – 49 years</td>
</tr>
<tr>
<td>3</td>
<td>Possible – Estimated to occur in the range of 1 – 9 years</td>
</tr>
<tr>
<td>4</td>
<td>Likely – Occurs monthly to annually</td>
</tr>
<tr>
<td>5</td>
<td>Certain – Occurs monthly or more frequently</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Value</th>
<th>Consequence of Hazardous Event Occurring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Insignificant – Little or no disruption to normal operations, no impact on public health</td>
</tr>
<tr>
<td>2</td>
<td>Minor – Significant modification to normal operations but manageable, no impact on public health</td>
</tr>
<tr>
<td>3</td>
<td>Moderate – Potentially reportable, corrective action required, potential public health impact, disruption to operations is manageable</td>
</tr>
<tr>
<td>4</td>
<td>Major – Reportable, system significantly compromised and abnormal operations if at all, high level of monitoring and corrective action required, threat to public health</td>
</tr>
<tr>
<td>5</td>
<td>Catastrophic – Complete failure of system, water unsuitable for consumption</td>
</tr>
</tbody>
</table>

Multiply the likelihood and consequence values to determine the Threshold Number (risk value) of each hazardous event and record all values in Table 1. Hazardous events with a ranking of 12 or greater are considered high risk.

5.5 Review the hazardous events and rankings documented in Table 1 and identify your Critical Control Points. Critical Control Points must meet all the following criteria:

✓ The hazardous event has a ranking of 12 or greater
✓ The hazardous event can be prevented, eliminated or reduced
✓ Can be monitored
✓ Able to assign control limits, and
✓ Essential to ensure the safety of the drinking-water.

5.6 List identified CCPs in Table 2. Document critical control limits (e.g. chlorine residuals) for each CCP. List the procedures that are developed to:
   - Monitor the critical control limits
   - Respond to, report and record deviations from the critical control limits.

5.7 The QMS representative will review this Procedure on an annual basis and revise as necessary. This Procedure and revisions will be reviewed annually as part of the Management Review process. The risk assessment will be verified and updated every three years by QMS Team members.

6.0 Related Documents
Operation Manual/Standard Operating Procedures
Emergency/Contingency Plans
Process Diagram
AWWA/Industry Standards
Municipal Bylaws

7.0 Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision #</th>
<th>Reason for Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Nov-09</td>
<td>0</td>
<td>Procedure issued</td>
</tr>
<tr>
<td>17-May-13</td>
<td>1</td>
<td>Procedure Revised</td>
</tr>
<tr>
<td>08-June-15</td>
<td>2</td>
<td>Amended for Inclusion in Operation Plan Rev 1</td>
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</table>
Table 1: Risk Assessment Table

<table>
<thead>
<tr>
<th>Activity/Process Step</th>
<th>Description of Hazardous Event</th>
<th>Possible Outcomes (Hazards)</th>
<th>Existing Control Measures</th>
<th>Likelihood</th>
<th>Consequence</th>
<th>Risk Value</th>
<th>Critical Control Point?</th>
</tr>
</thead>
</table>
| Distribution          | Pipeline Break                 | Potential or unsafe drinking water | • Isolate area of break  
• Use best practices for excavation and main repairs  
• Report as AWQI and work with MOE and Health Unit if system quality has been affected (back-siphon)  
• Maintain Competent Staff  
• AWWA Disinfection procedures                                      | 3           | 3       | 9          | ✗ No       |
|                       | Flooding Damage                |                            |                                                                                          |             |             |            |                        |
|                       | Loss of service                |                            |                                                                                          |             |             |            |                        |
| Failure of back flow preventers | Potential or unsafe drinking water |                            | • Report as AWQI if evidence of backflow  
• Investigate reports or poor water quality or potential backflow  
• Promote backflow prevention system monitoring and maintenance  
• Encourage Back Flow Prevention annual inspections by commercial/industrial consumers | 3           | 3       | 9          | ✗ No       |
**Table 2: Identified Critical Control Points (CCPs)**

<table>
<thead>
<tr>
<th>CCP</th>
<th>Critical Control Limits</th>
<th>Monitoring Procedures</th>
<th>Response, Reporting and Recording Procedures</th>
</tr>
</thead>
</table>

No Critical Control Points in Distribution System
Development & Works Committee
Minutes of Meeting 5-2017

Friday, May 5th, 2017 - 10:00 A.M.

ATTENDANCE
Present were:
Mayor Eady, Councillor Coulas, Reeve Emon, Director Asselin

DECLARATION OF PECUNIARY INTEREST
None

PETITIONS AND DEPUTATIONS
None

CONFIRMING OF MINUTES

The minutes of meeting 4-2017 held on Monday, April 24th, 2017 at 1:00 p.m. were received. The minutes were approved, noting that required action items will be carried forward as open items for discussion for the next meeting.

Motion to adopt: Reeve Emon    Seconded: Mayor Eady    CARRIED

OPEN ITEMS FOR DISCUSSION

1. Parking Study

Subsequent to discussion at the April 24th meeting regarding parking strategies, it was recommended that a meeting be scheduled to discuss options for parking, private and public, opportunities to use private parking lots to reduce the demand as this matter involves careful analysis to support coordinated decision-making for the planning of adequate parking for the 2018 reconstruction of main street.

The Director provided members with excerpts from the Community Improvement Plan and the Downtown Renfrew Streetscape Masterplan that have been received by the Town pertaining to a Downtown Parking Study and Strategy and Parking Needs Analysis. Both suggest the town may benefit from undertaking a study to analyze parking supply and demand and with completion of this initiative it would serve to inform future renewal efforts. To retain a consultant to complete the study may cost approximately $20,000 - $30,000, but costs could be reduced if Town staff is able to undertake or provide detailed parking data.

Director Asselin suggested, as the issue is time sensitive, one option would be to waive the RFP process and contact the MMM Group for a proposal, with the understanding, based on their current data collected for the Town of Renfrew...
through the CIP and the Streetscape Master Plan they have the background work available to begin immediately, and if the committee agrees to hire an additional summer student for inventory collection to work with the consultant it should reduce the cost.

Discussion ensued with committee members raising questions concerning:

- the necessity of a study;
- additional student wage budget;
- maintenance and enforcement;
- private and public lots inventory to include - churches, larger commercial lots i.e. Metroland Media;
- potential land purchases;
- formalized parking maps produced;
- designated merchant parking;
- time limits;
- study price quote – excessive;
- workload of department staff;
- brief timeframe;
- collaboration between businesses and Town;
- traffic counts;
- parking restrictions;
- signage;
- securing private parking lots for public purposes;
- Recreation Centre parking requirements;
- shared agreements;
- acceptable distance from downtown core.
- monthly/daily parking passes.

The committee questioned the Town’s account for cash in lieu of parking and its current value as an option for funding the study.

Recommendation:

That the Director be authorized and directed to contact MMM Group to develop a proposal for a parking study in coordination with Town staff for data collection; and bring back to Committee for review and same to Council for consideration.

Motion to adopt: Reeve Emon   Seconded: Mayor Eady    CARRIED

VI. ADJOURNMENT

There being no further business to come before the meeting, the meeting was adjourned at 11:15 a.m.
RENFREW POLICE SERVICES
OPEN MEETING
TUESDAY, APRIL 4TH 2017
MINUTES

1. CALL TO ORDER
The Chair called the meeting to order at 6:15 pm.

2. ATTENDANCE OF BOARD MEMBERS
Jeff Scott, Melanie McKibbon (secretary), Tom Anderson
Absent: Shirley Ann Holley and Tom Sidney, Don Eady
All votes will be recorded.

ATTENDANCE OF OPP ADVISOR
Inspector Colin Slight

3. DECLARATION OF CONFLICT OF INTEREST
None

4. MARCH MINUTES FOR DISCUSSION AND REVIEW
Tom Sidney passed along a book with lighted crosswalks – solar signs for downtown that are lighted up – costing about $5000.

5. APPROVAL OF MARCH MINUTES
Approved

6. DELEGATIONS/PUBLIC DISCUSSION
None

7. CORRESPONDENCE
Privacy Act Commissioner – Jeff spoke to them and completed the form.
8. FINANCIAL REPORT

The Chair presented the report. There is $1000 in reserve for the September Zone 2 meeting. The Chair will speak to the Mayor regarding extra money that should be in reserve – approximately $5000. **Approved**

9. DETACHMENT COMMANDER’S REPORT

The Inspector gave his report. He distributed the new Strategic Plan 2017-2019 and spoke briefly about it. Statistics are consistent. The situational table project is going well. There is a training day on April 6th. Proceeds of Crime application will be done.

Motion to extend the employment contract for the position of coordinator for situational table until the end of May 2017. Motion by Tom Anderson, 2nd by Jeff Scott. **CARRIED**

9A. APPROVAL OF THE DETACHMENT COMMANDER’S REPORT

Motion by Tom Anderson, 2nd by Jeff Scott to accept the report as presented. **CARRIED**

10.COMMITTEE REPORTS

None

11.OTHER BUSINESS/GENERAL DISCUSSION

Tom Sidney spoke to Jeff Scott regarding the issue of parking for Domino’s Pizza. This is a bylaw issue and Jim McBain should be contacted.

Tom Anderson started work on the web page.

There was discussion about the OAPSB Zone 2 meeting.

12.DATE OF NEXT MEETING

Wed May 10th, 2017 at 6:15pm at the OPP Board Room.

13.ADJOURNMENT

The meeting adjourned at 7:05 pm.
LIBRARY ACTIVITY REPORT

April/May 2017

Highlights from the Desk of the CEO:

- We have begun to purchase some well-reviewed LGBTQ books for the Young Adult collection. There will be both non-fiction and fiction titles. Books geared to these teens will be identified with a small rainbow sticker on the spine. We want to make it easier for these books to be located.

- The management of the Ottawa Public Library (OPL) has been in talks with the CEO to allow Renfrew Public Library staff to be included in training that the OPL staff participates in. The CEO approached them to discuss possibilities as most training that would be beneficial to RPL staff occurs nearer to Toronto, therefore making it impossible to attend. A proposal is being put together for RPL by OPL and more information will be shared once it is finalized.

- New computer tables have arrived and have been installed. We are still awaiting the new teen table and chairs.

- The May Cover to Cover newsletter is now available. People must sign up for the letter by either emailing the library, or coming in-person to sign up.

- Renfrew Public Library was successful in obtaining 2 student positions through Canada Summer Jobs. One student will be working full-time with the Summer Reading Program and the children’s department for a total of 12 weeks. The second student will be involved with tech and outreach, enabling the library to “pop-up” in various locations throughout the 10 weeks.

Highlights from the Adult Department:

Programs


RPL Film Group: We continued March’s film series of “Best Picture Nominees” throughout April, and they received great feedback from attendees, and great attendance.

Tech Tuesdays: Still getting more drop-ins throughout the week than specifically on Tuesdays (if staff is available for tech help, they will assist the patron, though we always recommend booking a session on a Tuesday). A lot of requests for printing help lately.
CLOSER / Extension services: Deliveries to Bonnechere Manor, Quail Creek, and shut-in patrons is going well. We have the usual attendees at the retirement residences, though we’ve had to re-schedule a few visits due to quarantine/outbreak.

Special Events

Adult Easter Egg Hunt (Teens/Adults/Seniors): We held an Easter Egg Hunt Thursday, April 13th and had 5 adults participate. The hunt forced participants to follow clues around the Library, showcasing our different collections and new layout. When complete, patrons received a tiny Easter treat.

Local Food Symposium: We hosted a food talk, about the importance of locally grown produce, Farmers' Markets, Community Supported Agriculture (CSAs), the Ottawa Valley Food Co-op and Community Gardens. It went well, there were 7 attendees, and we hope to host this talk annually.

We had the University Women’s Club visit the Library for a tour, and to check out the Art Tree Project. This art has been a major attraction, and we hope to have another exciting installation soon.

Highlights from the Children’s Department
(Submitted by S. Klinck)

Early Literacy Programming

The Early Literacy Area is a positive interactive area for children, parents and caregivers during their visits to the library. 96 patrons interacted within the area throughout March.

Tickles & Giggles (0-12 months)

Tickles & Giggles is a fun drop-in program of tickling rhymes, songs, and stories. Three sessions were offered with 9 babies and 10 adults in attendance.

Drop-In Storytime (2-3 year olds)
Drop-in Storytime continues with the theme “Colours with Wiggly the Bookworm”. Each week children will discover and explore a different colour with Wiggly the Bookworm. We have had fun with “Black and White make Gray”, “Florescent Easter Eggs Colours!”, “Black as Night”, and “Scooby-doo is Brown!” Four sessions were offered with 45 children and 23 adults in attendance.

**Puzzlemania (1-3 year olds)**

Puzzlemania focuses on fine motor skills, shape recognition, and problem solving, as well as meeting other puzzle makers and just having fun with puzzles. Four sessions were offered with 5 attendances.

**The Caregiver’s Corner**

The Caregiver’s Corner is an opportunity for caregivers operating in home daycares to get together once a week with fellow caregivers. Four Caregiver’s Corners were offered with 2 caregivers, 2 moms, 1 grandmother and 31 children in attendance.

**Come & Play**

Come & Play is designed for families out and about to stop by for some family fun with the bookmobiles and see what is in the trunk to discover at the library. Three sessions were offered with 0 attendances.

**Blue Spruce Award (Ages 4-7)**

In April four visits was presented by “Forest Ranger Susan” to Queen Elizabeth Public School SK/Grade One classroom. Voting day took place on Wednesday April 26th with a lot of excitement, as 20 children discovered the voting process and experienced a polling station. Queen Elizabeth Public School, Shelley Graham’s Grade 1 classroom and Amanda Gibbons Grade 2 classroom made three weekly class visits to the library in April to continue their Blue Spruce Award program. Their voting day took place on Thursday April 27th with a lot of excitement, as 37 children discovered the voting process and experienced a polling station. On April 10th Central Public School, Mme. Hunter’s French Immersion JK/SK classroom of 22 children entered the polling station to cast their votes.

**Well-Baby Drop-In**

In partnership with the Renfrew County & District Health Unit’s Well-Baby Drop-in program continues within the programme room on Tuesday afternoons from 1:30pm-4:00pm. Library volunteer Sue Newberry has shared songs, stories and Early Literacy activities each week with ages 0-6. Library displays and Early Literacy information are also highlighted each week. Total engagement: 42.

**Special Programs**

**OLA Forest of Reading**

2017 OLA Forest of Reading Official Voting Day was April 21st and all results sent to Toronto on April 28th! The Official Province Wide Results will be released on May 16th & 17th. Our Forest of Reading had a total of 104 participants with 86 participants eligible to vote! Blue Spruce for JK-Grade 2 had 88
participants and 78 voters; Silver Birch for Grades 3-6 had 15 participants with 7 voters; Red Maple for Grades 7-8 had 1 participant and 1 voter.

After School Gathering Place

Our After School Gathering Place has come to a conclusion, as we have seen fewer children in April due to the onset of nicer weather and children are outside versus inside! We will continue to promote “The Library is a great Gathering Place! Gather at the library with your friends!” The After School Gathering Place had 8 children (ages 8 & up) and 1 family throughout April enjoying social time and internet use. Total attendance: 11.

Class Visits


Special note: All classes who visited the library for the Blue Spruce Awards are going to continue their weekly visits until the end of the school year to enjoy book talks, learn about the catalogue and the offerings on our website and do book exchanges!!

Lego Club

33 children and adults dropped in during April to create the Lego Club Weekly Challenge and explore the Little Bits Gizmos & Gadgets kit.

Highlight of the Month – On April 15th an Easter Egg Lego Hunt Challenge took place where children searched throughout the library for Lego pieces hidden within plastic eggs to create three different Lego projects.

Community Outreach

Head, Children’s Dept. attended the Central Public School Fun Fair Planning meeting on April 18th.

Promotion of Spring Early Literacy and Children and Families Programs within library and community groups.

"I always felt, if I can get to a library, I'll be OK."

— Maya Angelou
MEETING OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: April 18th, 2017 at 5pm
Location: Renfrew Public Library Program Room

MINUTES

1. Welcome and Roll Call
   Members Present: Lynda Janney – Chair, Donna Clark, Kate Windle – Councillor, Bill Mooney, Jane Donnelly and Kelly Thompson – CEO

   Regrets: Andrew Evans, Margaret Maloney

2. Consensus Agenda
   – The Agenda
   – Minutes of the Renfrew Public Library Board Meeting of March 21st, 2017
   – CEO/Library Activity Report of March/April 2017
   – Monthly statistics * Please note that the library was closed for 4 days which affected monthly statistics

   MOTION: Moved Bill and seconded by Donna that the Consensus Agenda be accepted. Carried.

3. Conflict of Interest

4. Financial Statement

   – Monthly financial statement –
     o The CEO neglected to send the March financial statement in the Board package, so a copy was passed out and reviewed at the meeting. A digital copy was also sent to all members.

   MOTION: Moved Jane and seconded by Kate that the Financial Statement for March 2017 be accepted as presented. Carried.
2017 Budget Figures – There was discussion about discrepancy between some of the budget figures presented in the Budget synopsis, versus those in the financial statement. **Action item:** Kelly will look into this and report back.

- 2016 Final Figures were reviewed.

**6. Business Arising from the Minutes**

- Board’s 2016 Annual Report for review and approval
  - The 2016 Annual Report was reviewed and discussed.

**MOTION:** Moved Donna and seconded by Jane that the Renfrew Public Library’s 2016 Annual Report to the Community be accepted as presented. Carried.

- Presentation to Council May 9th
  - Lynda and Kelly will present a synopsis of the Library during 2016
- Update on production
  - Due to several issues such as time required and a medical issue, the production has been pushed off for several months. Kate will continue to update the Board.
- Update on trustee council meeting
  - Reminder that the Trustee Council meeting will be happening this Saturday, April 22nd in the Library’s program room. The agenda is available online through the SOLS website

*Due to time restraints and another meeting being held at the Town Hall the following items were put off until the May 16th meeting:*

- **Board evaluation**
- **CEO evaluation** — **CLOSED SESSION** — This portion of the meeting will be closed pursuant to the Public Libraries Act, 16.1 (4)(b), personal matters about an identifiable individual
7. New Business

- UPDATE – Newsletter
  - The Library’s newsletter Cover to Cover is now available via the library’s website, or by providing your email and indicating your wish to subscribe. This will be a monthly undertaking.

- Library Windows
  - Unfortunately, the frames on the outside of our new basement windows have been somewhat vandalized. There are marks and dents where they have been kicked. The contractors who put in the windows have repaired the damage. The Board has asked the CEO to look into placing cameras outside the building. **Action item:** Kelly will get an estimate and report back.

- Possible Municipal partnership
  - It was brought to the Board’s attention that a local municipality may be interested in entering into a service agreement with the Library to provide library service to their constituents. The Board discussed it at length, and decided that at this time, the Library’s main responsibility is to the residents of Renfrew. Non-resident memberships are available to anyone living outside of the Town for $45/year. Student and children cards remain free. Anyone is welcome to attend programs and use services in-library without a card. **Action item:** Kelly will draft a letter for the requesting municipality.

8. Next Meeting – May 16th, 2017 at 5pm

9. Adjournment at 6:16pm
CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 35-2017

Being a By-law to confirm the proceedings of the
Council of the Corporation of the Town of Renfrew at
the meeting held on May 23, 2017.

WHEREAS Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides
that the powers of a municipal corporation shall be exercised by its Council; and

WHEREAS Section 5(3) of the said Municipal Act provides that the powers of every Council
are to be exercised by by-law; and

WHEREAS in many cases action which is taken or authorized to be taken by Council does
not lend itself to the passage of an individual By-Law; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of
the Town of Renfrew at this meeting be confirmed and adopted by by-law.

NOW THEREFORE the Council of the Corporation of the Town of Renfrew enacts as
follows:

1. THAT the actions of Council in respect of each motion and resolution passed and other
action taken by the Council at this meeting is hereby adopted and confirmed as if all
such proceedings were expressly embodied in this by-law.

2. THAT the Mayor and appropriate officials of the Town of Renfrew are hereby
authorized and directed to do all things necessary to give effect to the action of the
Council of the Town of Renfrew referred to in the preceding section.

3. THAT unless otherwise provided, the Mayor and Clerk are hereby authorized and
directed to execute all documents necessary and the Clerk to affix the corporate seal
of the Town of Renfrew.

4. THAT this By-law is hereby deemed to take effect on the day of its passing.

Read a first and second time this 23rd day of May, 2017.

Read a third and final time this 23rd day of May, 2017.

Don Eady, Mayor

Kim R. Buimer, Clerk