



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: September 10 2020, 9:00 a.m.  
Location: Recreation Centre  
135 Queen Street  
Rodney

Due to COVID-19 and physical distancing requirements this meeting is being held in an alternate location to allow the public to attend. Please contact the Clerk's Department if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at [clerk@westelgin.net](mailto:clerk@westelgin.net).

Pages

1. Call to Order
2. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at \_\_\_\_\_ a.m. under Section 239(2)(i) of the *Municipal Act*, consideration will be given to a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization.

3. Report from Closed Session
4. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

5. Disclosure of Pecuniary Interest

<b>6.</b>	<b>Delegations</b>	
6.1	S. Steckley - Animal Controls in West Elgin	7
6.2	M. McDonald, Independent Resolutions - Council/Staff Training Not Before 11 am	37
<b>7.</b>	<b>Adoption of Minutes</b>	87
	Recommendation:	
	That the Minutes of the Council meeting on August 27, 2020 be adopted as circulated and printed.	
<b>8.</b>	<b>Business Arising from Minutes</b>	
<b>9.</b>	<b>Staff Reports</b>	
9.1	Water - S. Smith OCWA	97
	Recommendation:	
	That West Elgin Council hereby approves the Mayor and CAO/Treasurer sign the Operational Plan for the West Elgin Distribution System as prepared by OCWA.	
9.2	Building	
9.2.1	J. Morgan-Beunen, CBO - Building Activity Report July - August 2020	183
	Recommendation:	
	That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for July and August 2020 for information purposes.	
9.3	Planning	

<b>9.3.1</b>	<b>H. James, Planner - 2020 West Elgin Zoning By-law Introduction to the Housekeeping Amendment</b>	<b>202</b>
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Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding the introduction to the 2020 West Elgin Zoning By-law Housekeeping Amendment; and,

That West Elgin Council provides preliminary approval on the proposed amendment and provides direction to staff to proceed with the public meeting for the housekeeping amendment.

#### **9.4 Fire**

<b>9.4.1</b>	<b>J. McArthur, Fire Chief - Monthly Report – August</b>	<b>205</b>
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Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: August Monthly Report for information purposes.

#### **9.5 Operations & Community Services**

<b>9.5.1</b>	<b>L. Gosnell, Manager of Operations &amp; Community Services - August 2020 – Monthly Report</b>	<b>208</b>
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Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes.

#### **9.6 Clerk's**

9.6.1	<b>J. Nethercott, Clerk - Appoint Court of Revision – Yauch Drain and Crabbe Drain</b>	211
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Appoint Court of Revision – Yauch Drain and Crabbe Drain; and</p> <p>Whereas Courts of Revision have been scheduled on September 24, 2020 at 9:30 a.m. for the Yauch Drain and Crabbe Drain;</p> <p>Be it resolved that West Elgin Council hereby appoints the following members to the Court of Revision for the Yauch Drain:</p> <ul style="list-style-type: none"> <li>• Be it resolved that West Elgin Council hereby appoints the following members to the Court of Revision for the Crabbe Drain:</li> </ul>	
9.6.2	<b>J. Nethercott, Clerk - Update on Call Manager Implementation</b>	213
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Update on Call Manager for information purposes.</p>	
9.6.3	<b>J. Nethercott, Clerk - Boards and Committees Review</b>	214
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Boards and Committees Review; and</p> <p>That West Elgin Council here by directs staff to bring forward a by-law adopting the Advisory Committee Policy at the next Council Meeting;</p>	



**9.6.4 J. Nethercott, Clerk - Appoint Engineer – Request for Drainage Works**

218

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer – Request for Drainage Works; and

That West Elgin Council hereby appoints GM BluePlan Engineering to prepare a report for the improvement of the Voros Municipal Drain; and

That West Elgin Council hereby appoints GM BluePlan Engineering to prepare a report for the improvements of the Thompson Municipal Drain

**9.7 Finance/Administration**

**9.7.1 M. Badura, CAO/Treasurer - Update on Utilities Receivable**

223

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Update on Utilities Receivable for information only.

**10. Committee and Board Report**

**10.1 Elgin County Council**

**10.2 West Elgin Community Centre Board of Management**

**10.3 Tri-County Water Board of Management**

**10.3.1 Minutes from June 30, 2020**

227

**10.4 Councillor Committee Reports**

**11. Accounts**

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #9 amounting to \$242,980.78 in settlement of General, Road, Water and Arena Accounts (including EFT#2985-3030 Cheque# 25391-25399, online Payments# 503-514 and Payroll PP18).

**12. Councillor Inquires/Announcements**

**12.1 Notice of Motion**

**12.2 Statements/Inquires by Councillors**

**12.3 Matters of Urgency**

**13. Correspondence**

**13.1 Ministry of Agriculture, Food and Rural Affairs -Security from Trespass and Protecting Food Safety Act 234**

**13.2 County of Elgin - Community Grant Program 236**

**14. Closed Session # 2**

Recommendation:

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at \_\_\_\_\_ a.m. under Section 239(2)(b) & (c) of the *Municipal Act*, consideration will be given to personal matters about identifiable individual(s) including a municipal or local board employee(s) and a proposed or pending acquisition or disposition of land by the municipality or local board.

**15. Report from Closed Session**

**16. Confirming By-Law 237**

Recommendation:

That By-law 2020-63, being a by-law to confirm the proceedings of the regular meeting of Council held on September 10, 2020, be read a first, second and third and final time.

**17. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 9:30 a.m. on September 24, 2020 or at the call of the Chair.

My name is Stephanie Steckley. I have lived in the town of Rodney since September of 1997. In my 23 years here, I have only ever encountered/heard of aggressive dogs being on the loose maybe 3-4 times.

Unfortunately, in the past 18 mths approximately, there have been 3 serious attacks. 2 attacks were reported to the public on local Facebook groups. 1 attack causing the death of a family's feline pet, by a pair of dogs in front of three 5yr old children who are now scared to go outside. Another attack by the same pair of dogs which killed my own family pet. I did not witness them actually killing the kitten. I just know the kitten was at the breakfast dish just a short period prior to the dogs being on my deck. These two attacks were less than 2 weeks apart. Then an earlier attack by another dog causing serious injury to another dog. Which I have provided a letter from the owner sharing her experience.

We have a pair of dogs repeatedly getting out of their kennel/yard and creating havoc, fear, and anger amongst our residents here in Rodney and neighboring communities. These dogs have shown violence against pets, residents, and aggression towards a few others. They have become a menace. You have people nervous to walk their pets, step outside of their homes, nervous to let their pets outside, you can see this just by reading the comments. I have provided you with several pages of community feedback calling for something to change. I would like you to focus on the highlighted comments, as they're more factual, resolution based, and gives you an idea of just how much of a concern this has become.

Going over our current by-laws, I've noticed that there is nothing enforcing the owners to accept accountability. These 2 dogs have been at large before, on 2 of those occasions causing death to two other family pets. Has anyone gone out to ensure their kennel is adequate? Do we have an Animal control officer or by-law officer that goes and enforces these by-laws we have in place? When dogs are reported as aggressive or violent, escape their own yards repeatedly, we need to ensure they're being adequately contained. Is it possible to consider in this situation, that the dogs be held at the owner's expense until an inspection of the kennel/yard is completed and deemed acceptable? Yes, it would cost the owner more money, and could also encourage the owner to move more quickly at resolving the escape issue.

Why is there no consequence for repeated behavior? The first time you get a warning, the second time we inspect their kennel, the third time it's a fine. Some form of gradual action to deter repeated offences and create a safer community for all that live in it. The animal shelters should be keeping records of all dogs apprehended, how many times they're apprehended, owner's info, and aggressive non aggressive. Reporting back to the official in charge, to keep on top of the rising "at large" issue.

Thank you,

Stephanie Steckley

## Letter for Council

1 message

Alexia Beauchamp

Mon, Sep 7, 2020 at 2:23 PM

Hi Stephanie. Here is a copy of the letter about my experience with a loose dog in Rodney. I hope this helps, as something absolutely needs to be done.

Hi! My name is Alexia Beauchamp and I have had a traumatizing experience with a loose dog in Rodney.

I have a small, innocent shitzu cross, named Tango. Tango is 3 years old. Within his first 2 years of life he was attacked by a loose German shepherd in Rodney. My mother was on a walk with Tango and this German shepherd came out of no where and grabbed tango with his mouth. The shepherd banged Tango against the ground and bit him over and over. This did not only happen once, nor twice, but THREE times. Every time this happened, they were in a different part of Rodney. After the first attack, my mother had made a phone call to the Glencoe animal shelter, but she wasn't sure who's dog this was so it seemed as though nothing was done. After the third time, Tango was very injured. The owners happened to be out looking for this loose dog and came across him as he was attacking Tango. It took my mom and 4 neighbours that were around her at the time to get this German shepherd off of Tango. My mother quickly rushed home after a neighbour offered to give her a ride and Tango laid on the floor with blood pouring from many spots of his body and he was so hurt and so petrified. We weren't sure if he was going to make it through the trip to the emergency vet clinic in London. We quickly brought him to the clinic, and spent a long 9 hours there on a Sunday. This bill ended up being approximately \$1200. Tango had many cuts and many bites through his body. One of the bites on his groin needed stitches. He was sedated through this process and put on many different medications afterwards in order to properly heal. He now has scars on his body.

Luckily, we were able to keep in contact with the owner of the dog and she paid for the vet bills, rightfully so. This dog did end up needing to be quarantined for the time being and then ended up being put down as this was not the first time this happened to Tango, or to other dogs peacefully walking the streets of Rodney with their owners.

This traumatizing experience wasn't just a temporary pain either, as Tango now suffers from severe anxiety every day of his life. He is not able to go around many other dogs as he is absolutely terrified of them. He stays very close to my fiancée and I at all times if we are anywhere in public. Tangos favourite thing to do is go for a walk, but if he is in an area that is not familiar or he does not feel safe then he quivers and wants to be picked up. His only safe place where he is completely relaxed and calm is at home. It is absolutely heart breaking to watch him go from an outgoing, happy, crazy dog to an anxious, fearful, constant state of worry dog.

Now I am seeing more posts on Facebook and hearing about more loose dogs that are killing and hurting other people's pets. I wouldn't wish this experience on anyone, and I believe that something needs to be done in order to prevent this from continuing to happen to other people. I believe that if a dog continues to get out of a yard on multiple different occasions, then the owner should need to either put up a large fence or something on their property to confine this dog, or find a new forever home for them. If you aren't able to control your dogs then you shouldn't have them. It is very sad not only for the dogs and cats being attacked, but for the dogs that are doing the attacking as well. It is all in the way that they are raised and it is so unfortunate to see such viscous behaviour.

9:40



3%



RODNEY ONTARIO BUY AND SE...



From Notifications



Amanda Johnston shared a post.



6h · 📷



Tiffany Else is in Rodney, Ontario.

7h · Rodney, Ontario · 🌐

BEWARE

there are 2 dogs that have been on the loose around Rodney on queens line they scared my mom and they were growling they also have been chasing small animals as well



2 Comments



Like



Comment

Top Listings

SORT



Lori Beckett



Very Responsive · 11h · 📷

All free out at the road. 21268 Queens line. Rodney. No holds no questions if you want it go get it. Otherwise going to the dump.





# Glencoe Animal Shelter

pet owner, in which case, I suggest you surrender those dogs before you get hit with a lawsuit 😞

1w Like Reply

3



**Shelby Bendall**

These dogs have been loose and causing havoc for over a week. They have killed cats and ran people in their homes..... Whoever owns them should be charged. But very happy you finally have them and people can stop worrying about them.

1w Like Reply

7



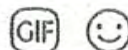
**Michelle Lemay**

Oh my goodness. They were in my yard today and Tuesday(?). They scared me when the one bared it's teeth at me. I had to back away slowly yelling go home in my deepest voice. I was shaking. My cat has been terrified of any dog since.

1w Like Reply

6

Write a comment...



**Jason Downie**

**Lisa Haskell** are these two friendly dogs? They were at my house this morning on Downie line and snuck up on my wife and daughter lol we've never seen them before so she didn't want to test out approaching them

1w Like Reply



**Shelby Bendall**

**Shelby Ann** dogs act differently when they are loose and running.

She may have 2 sweet dogs at home but when these 2 are free they are no longer sweet. A family watched their cat ripped apart by them. I hope that family knows

they have been found and that they can now press charges. It happened in their backyard. It's our responsibility as dog owners to not let this happen. According to the owners FB page this continues to happen over and over

.... That's irresponsible! Period 😞

Write a comment...





**Lisa Haskell** your dogs Infact killed at least 1 cat....they also chased a women and kids into a house growling.... Keep them under control. I'd hate to see 2 beautiful animals shot by a farmer. Because I know a few who vowed if they saw them again that's exactly what would happen.

1w Like Reply



11



**Lisa Haskell**  
**Michelle Slater** I am not lol about them getting out. just about how smart they are. This is a problem that we are dealing with.

1w Like Reply

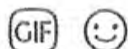


1



**Michelle Slater**  
**Lisa Haskell** .... I really don't find this to be a LOL moment!! TOO MANY times these dogs have been at large. We have had them in our yard and garage, we've seen them go after our neighbors

Write a comment...



**Lisa Haskell**  
**Michelle Slater** I am not lol about them getting out. just about how smart they are. This is a problem that we are dealing with.

1w Like Reply



1



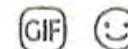
**Michelle Slater**  
**Lisa Haskell** .... I really don't find this to be a LOL moment!! TOO MANY times these dogs have been at large. We have had them in our yard and garage, we've seen them go after our neighbors dog (puppy) through the fence. We have many seniors and children on our street..... will you be LOLing when they harm a child? Or they scare a senior and they fall and break something? You live backing onto the park with families and children at the pool..... take animal ownership seriously PLEASE!!

1w Like Reply



14

Write a comment...







Lisa Haskell your dogs are out by my house.



**Lynnai Bruggeman**  
**Lisa Haskell**

1h Like Reply



**Stephanie Oakes Steckley**  
**They killed my kitten!!!!**

1h Like Reply 🙄😡😡 8



**Kaylee Nichol**  
**Stephanie Oakes Steckley** I'm so sorry for your loss 🙄

1h Like Reply



Jen Lyvang



Write a comment...



**Jen Lyvang**  
Oh no!

1h Like Reply



**Patti Jones Milliken**  
Oh no

25m Like Reply



**Christina Fleming**  
**Report this to the authorities. Something needs to be done about these dogs. And their shitty owners.**

21m Like Reply



Write a reply...



**Helen Doan**  
Omg no

1h Like Reply



**Christina Fleming**  
Clearly this lady shouldn't have these dogs. This is unreal. And now they are killing small animals while they are out.



Write a comment...







**Christina Fleming**

Clearly this lady shouldn't have these dogs. This is unreal. And now they are killing small animals while they are out.

1h Like Reply



3



**Bailee Howse**

**Christina Fleming** clearly you should watch your fucking mouth

😊 these are my dads dogs and they are being trained **dogs get out thats what they do especially cause they are 2 sisters they like to explore**

59m Like Reply



3



**Christina Fleming**

**Bailee Howse** look who needs to watch her mouth. I'm not swearing. And I've trained dogs ..and never had them flee the property. So clearly doing something wrong. Watch your mouth little girl. No need to be ignorant and start swearing just



Write a comment...



**Bailee Howse**

Ohhhh I said the word "fucking"

😂😂 You are the one that stated my family should not own these dogs so yes you should watch your mouth and cool nobody asked you if you train dogs nobody cares

55m Like Reply



**Christina Fleming**

**Bailee Howse** your family shouldn't own these dogs. I stand by my statement. And hopefully after the numerous reports to animal control and now that they have killed a kitten, these dogs will be taken from your parents.

Because clearly these dogs are



Write a comment...





Bailee Howse

**Christina Fleming** clearly you should watch your fucking mouth

😊 these are my dads dogs and they are being trained dogs get out thats what they do especially cause they are 2 sisters they like to explore

1h Like Reply



3



Christina Fleming

**Bailee Howse** look who needs to watch her mouth. I'm not swearing. And I've trained dogs ..and never had them flee the property. So clearly doing something wrong. Watch your mouth little girl. No need to be ignorant and start swearing just because your parents can't control their dogs and everyone else is annoyed by it. Have a great day

59m Like Reply



2



Write a comment...



Bailee Howse

Ohhhh I said the word "fucking"

🤔🤔 You are the one that stated my family should not own these dogs so yes you should watch your mouth and cool nobody asked you if you train dogs nobody cares

58m Like Reply



Christina Fleming

**Bailee Howse** your family shouldn't own these dogs. I stand by my statement. And hopefully after the numerous reports to animal control and now that they have killed a kitten, these dogs will be taken from your parents. Because clearly these dogs are not your parents priority. Or they wouldn't be out roaming free almost daily!

56m Like Reply



3



Christina Fleming

**Bailee Howse** look who needs to watch her mouth. I'm not swearing. And I've trained dogs ..and never had them flee the property. So clearly doing something wrong. Watch your mouth little girl. No need to be ignorant and start swearing just because your parents can't control their dogs and everyone else is annoyed by it. Have a great day



Write a comment...



because clearly these dogs are not your parents priority. Or they wouldn't be out roaming free almost daily!

53m Like Reply



**Christina Fleming**

**Bailee Howse** nah see I look after what's mine...my kids, my dog...none of them are ever out of my sight or somewhere where I don't know. So I don't have that worry. You can keep hoping though.

50m Like Reply

**Jesse Hawley**

Wow..... do you hear the stuff your saying??

49m Like Reply



**Bailee Howse**

Grow up people dogs get out and exp' yall woke up and in your God damn cheerios

1 New Comment



Write a comment...



**Bailee Howse**

Grow up people dogs get out and explore obviously yall woke up and someone pissed in your God damn cheerios

48m Like Reply



**Jesse Hawley**

I will just say the gun was exploring and it's the dogs fault. Should know better then to stop in front a built hahahaha

46m Like Reply



**Helen Doan**

omg calm down pm each other not a place to say these things no one wants to see this on here Just saying calm down

46m Like Reply



**Lisa Haskell**

**Christina Fleming** you have no idea the cost and energy put in to keeping my girls home. One is an



Write a comment...





keeping my girls home. One is an escape artist and where there is a will there is a way. I understand it is annoying to people think how we feel. **Almost 800.00 later and still having the same problem.**

44m Like Reply



**Rob Mote**

**Bailee Howse** if they are vicious and killing small animals , then what happens if they corner a child , once they kill for the sport they should be put down

43m Like Reply



**Bailee Howse**

**Rob Mote** they arent dangerous pups !!!!

42m Like Reply



**Lynnai Bruggeman**

**Bailee Howse** look we all get it dogs get loose. They like exploring. But multiple times every



Write a comment...



exploring. But multiple times every month. NO. If they keep getting out fix the problem, fix the fence , build a fence , put them on a Leash. Do something. They are starting to kill other animals. And that is NOT okay.

41m Like Reply



**Karen Littleton**

**Bailee Howse** they killed someone's kitten .. duh.... they need to be euthanized. Unstable animals like that. Hate to see them wonder into some farmers property. They would be shot!

25m Like Reply



**Owen Doub**

**Bailee Howse** youre fucked

10m Like Reply



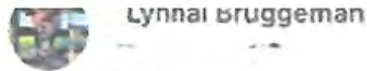
**Jesse Hawley**

**Karen Littleton** I hope they make it to a farmers live stock. The problem would be over then



Write a comment...





Lynnai Bruggeman



52m Like Reply



Christina Fleming

Lynnai Bruggeman someone send animal control to pick up these problematic animals.

50m Like Reply

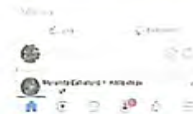


Lynnai Bruggeman

Christina Fleming yes I agree. We bought puppies from her a few years ago. We had to buy 2 just to help the poor puppies get out of that home. No animal should live in that kind of situation. It was so



Write a comment...



52m Like Reply



Christina Fleming

Lynnai Bruggeman someone send animal control to pick up these problematic animals.

50m Like Reply



Lynnai Bruggeman

Christina Fleming yes I agree. We bought puppies from her a few years ago. We had to buy 2 just to help the poor puppies get out of that home. No animal should live in that kind of situation. It was so sad. I understand way these dogs continue to ran away.

48m Like Reply



Write a comment...







**Mota Shelly**

They are dogs, dogs vs cats forever.  
This isn't new

45m Like Reply



**Mota Shelly**

Not referring to anyone's loss or how  
these dogs are raised with my  
statement.

43m Like Reply



**Ashley Drake**

My dog gets out quite often .. he's  
posted on here a bit , but he's  
absolutely harmless and isn't hurting  
or hunting anyone's animals when he's  
out. Mine is use to our old house he  
had free roam because of the land we  
had. We bought out here and he tries  
to just live how he was raised for 6  
years. It's a bad habit to break. But  
with that being said this situation  
seems completely different. They  
can't be hurting other people's  
animals regardless at the end of the



Write a comment...



**Jesse Hawley**

Some people should not have dogs

39m Like Reply



**Lynnai Bruggeman**

**Jesse Hawley** 🙄🙄

37m Like Reply



Write a reply...



**Jesse Hawley**

Sorry..... "the girls" hahaha ha.

38m Like Reply



**Erin Fleming**

Totally understand the logic of 'if  
you're worried about your cats keep  
them inside'. And as someone who  
has had outdoor barn cats my whole  
life, you get to understand there are



Write a comment...





Erin Fleming

Totally understand the logic of 'if you're worried about your cats keep them inside'. And as someone who has had outdoor barn cats my whole life, you get to understand there are risk associated with cars and coyotes etc. But if your dogs are getting out and roaming, aren't cars a threat to them too?

That being said - personally have had dogs and cats coexisting outside for years. Never had a dog just up and kill a kitten. And we've had our share of cats show up that didn't just grow up in the barns.

29m Like Reply



2



Sadie Stuckless

I've literally had to bring these dogs home 4 times just this month... and each time ive brought them home they never answer the door so I have to open their gate and let them back in... doesn't help All I can hear are these



Write a comment...



Bailee Howse

**Sadie Stuckless** maybe its cause they are out looking for the dogs? Ever think maybe thats why they aren't there to answer the door?? Just a thought

29m Like Reply



1



Jesse Hawley

**Sadie Stuckless** so not only are the dogs getting out all the time. But no one is even home??

28m Like Reply



Sadie Stuckless

I've had my neighbor having to call and contact the owners over Facebook every time ans we never get an answer

28m Like Reply



Write a comment...





View 11 previous replies...



Sadie Stuckless

**Bailee Howse** even if you were to just ask for help, like I've got wood in my yard, im sure the neighborhood or at least me ans my fiance would go fix it so that this would stop happening. They aren't my dogs I shouldn't have to be continuously watching them .

14m Like Reply



Bailee Howse

**Mota Shelly** the top is covered to keep the girls in and they still get out and **Sadie Stuckless** I live in london its my dads dogs

1m Like Reply



Bailee Howse

Well my dogs too but not my yard if that makes sense

Just now Like Reply



Write a comment...



Sadie Stuckless

**Bailee Howse** even if you were to just ask for help, like I've got wood in my yard, im sure the neighborhood or at least me ans my fiance would go fix it so that this would stop happening. They aren't my dogs I shouldn't have to be continuously watching them .

14m Like Reply



Bailee Howse

**Mota Shelly** the top is covered to keep the girls in and they still get out and **Sadie Stuckless** I live in london its my dads dogs

1m Like Reply



Bailee Howse

Well my dogs too but not my yard if that makes sense

Just now Like Reply



Write a comment...





out like every day and shitting on my yard and killing peoples cats.. Its an issue that needs to be dealt with.

20m Like Reply



**Mota Shelly**

**Sadie Stuckless** then I guess they need a taller dog run. Or tarp the top of it.

19m Like Reply



**Sadie Stuckless**

**Bailee Howse** even if you were to just ask for help, like I've got wood in my yard, im sure the neighborhood or at least me ans my fiance would go fix it so that this would stop happening. They aren't my dogs I shouldn't have to be continuously watching them .

16m Like Reply 🤔 1



**Bailee Howse**

**Mota Shelly** the top is covered to keep the girls in and they still get



Write a comment...



**Bailee Howse**

**Mota Shelly** the top is covered to keep the girls in and they still get out and **Sadie Stuckless** I live in london its my dads dogs

3m Like Reply



**Bailee Howse**

Well my dogs too but not my yard if that makes sense

3m Like Reply



Write a reply...



**Crissy Haskell Vanraes**

This situation has be incredibly frustrating for my mom and step dad as well.

Every time they get out they have made adjustments in the yard, around the kennel and to their routine to deter them from getting out.

I understand it may be annoying or frustrating to see them out several times over a short period of time, it is very frustrating for them as well. It is a



Write a comment...



times over a short period of time, it is very frustrating for them as well. It is a very hard habit to break. It is not economically possible for everyone to invest a large amount of money into a solution immediately.

Also, they have a cat so they didn't think it was likely, their dogs would attack another animal.

Thank you for your patience.

27m Like Reply



View 3 previous replies...



Karen Bowery

**Crissy Haskell Vanraes** well that's obvi not true.

9m Like Reply



Jen Lyvang

It's instinct. Sure the dogs won't hurt the cat that lives with them. But a strangers cat is free game to them. Especially if they're out wandering. You can't take that instinct away totally from them.

So sorry Crissy. Although the



Write a comment...



times over a short period of time, it is very frustrating for them as well. It is a very hard habit to break. It is not economically possible for everyone to invest a large amount of money into a solution immediately.

Also, they have a cat so they didn't think it was likely, their dogs would attack another animal.

Thank you for your patience.

28m Like Reply



Stephanie Oakes Steckley

**Crissy Haskell Vanraes** this is the second report of them killing a cat/kitten.

16m Like Reply



Karen Bowery

**Stephanie Oakes Steckley** bailee says so what. Keep the cat inside

🙄 ya know, like she does the dogs 🙄

12m Like Reply



Write a comment...







**Jess Osborne-Rudorfer**

Call animal control they'll take them

54m Like Reply



**Siobhan Flynn**

That's twice this week and the first time the poster said they almost attacked her elderly mother. They need to be taken into custody before they seriously attack a human.

53m Like Reply



1



**Stephanie Oakes Steckley**

If the dogs are seen...call 1-888-310-1122 and give the location. Police are in the area already this morning tracking them down.

50m Like Reply



3



**Amanda Thwaites**

I'd call the police and animal control.

49m Like Reply



1



**Stephanie Oakes Steckley**

Where's that out of?



Write a comment...



**Stephanie Oakes Steckley**

The animal control? Last time I called them they wanted me to catch the dog. Sorry not interested In That option this time.

48m Like Reply



1



**Sean Moody**

**Stephanie Oakes Steckley** shoot them there I caught them know what I mean

46m Like Reply



Write a reply...



**Haley Angell**

If these dogs are aggressive towards other animals who's to say they won't do it to a small child? Hopefully it's reported and resolved.

36m Like Reply



3




**Amanda Thwaites**

**Haley Angell** this is the second cat they've killed this week too. I




Write a comment...




 Karen Linseman Etherington  
Stephanie Oakes Steckley was this your dog. I am so sad to see this whoever's it is.

1w Like Reply

 Alex Steckley  
Karen Linseman Etherington this is our kitten

1w Like Reply

7


 Amanda Thwaites  
Stephanie Oakes Steckley was this just today or was this the incident earlier this week/last week??

1w Like Reply

 Alex Steckley  
Amanda Thwaites today

1w Like Reply


2

 Kellie Jakl  
Stephanie Oakes Steckley I'm so sorry about your kitten.



Write a comment...




 Amanda Thwaites  
Alex Steckley so that is the second cat those dogs have kills in the last week!!!

I am so sorry.


1w Like Reply

2

 Amanda Thwaites  
Lisa Haskell get your dogs under control before they kill a kid!!! They have killed 2 cats in the last week!!!


1w Like Reply

7

 Karen Littleton  
Stephanie Oakes Steckley you need to phone police. This is enough. I am furious

1w Like Reply

1

 Karen Weeks  
Please call Vicki at Glencoe Animal Shelter and let her know.




1w Like Reply


2




Write a comment...





 **Stephanie Oakes Steckley**  
**Karen Littleton** I've already seen an officer.  
 1w Like Reply   2

 **Jennifer Moore**  
**Karen Weeks** Vicki is no longer at the glencoe animals shelter I thought..  
 1w Like Reply

 **Karen Littleton**  
**Jennifer Moore** she is still there.  
 1w Like Reply

 **Jennifer Moore**  
**Karen Littleton** oh ok  
 1w Like Reply

 **Karen Weeks**  
 My condolences on the loss of your kitty!  
 1w Like Reply  1


 **Karen Weeks**





Write a comment...



 **Karen Weeks**  
**Jennifer Moore** I saw her not that long ago. The shelter is on her property.  
 1w Like Reply  1

 **Karen Weeks**  
**Jennifer Moore** I saw her not that long ago. The shelter is on her property.  
 1w Like Reply  1

 **Anne Marie Laughy-Oakes**  
 Oh wow these dogs need to be inside and under control.  
 1w Like Reply  1

 **Amanda Thwaites**  
**Anne Marie Laughy-Oakes** they get out more than any other dogs it seems.  
 1w Like Reply   2

 **Anne Marie Laughy-Oakes**  
**Amanda Thwaites** so sorry they got one of Alex's kitty they are her furbabies  
 1w Like Reply   3



Write a comment...







Shelly Porter

These dog's will end up being killed due to an irresponsible dog owner. I hate ppl like this. So sorry for your loss 😞

1w Like Reply



2



Amanda Thwaites

The dog owner is now saying her dogs haven't killed anything.

1w Like Reply



Shelly Porter

Amanda Thwaites wasn't one of the attack's witnessed? Find the post Amanda Thwaites

1w Like Reply



1



Amanda Thwaites

Shelly Porter yes one was that I know of for sure the one today I am not 100% on.

1w Like Reply



Write a comment...



Shelly Porter

Amanda Thwaites well maybe they would talk to the police n owner of the other attack. I would never want my dogs to kill a cat but denying the issue would never help my dog's. It would just show that I'm not taking the responsibility of protecting my dog's.

1w Like Reply



2



Write a reply...



Jakki Kalita

?

1w Like Reply



Alex Steckley

Jakki Kalita her dogs came into my yard and killed my kitten...

1w Like Reply



6



Write a reply...



Write a comment...





**Alexia Beauchamp**

Get your dogs under control....  
if you can't keep them in your own  
yard, maybe it's time to think of  
another plan for the rest of those dogs  
lives. Especially if they're aggressive.  
Not fair to the dogs being attacked or  
the dogs that gets punished for the  
way they were unfortunately raised.  
My dog was attacked 3 times by a  
loose dog in Rodney and the last time  
was a day spent at the vet getting  
stitches & sedation & lots of  
medication. My fur baby now suffers  
from severe anxiety. It's heart  
breaking.

1w Like Reply



**Maggie-Ellen Payne**

**Alexia Beauchamp** the person  
that owns the dogs lives here in  
Rodney

1w Like Reply



Write a reply...



Write a comment...



**Melissa Angell**

Where?

1w Like Reply



**Alex Steckley**

**Melissa Angell** just outside of  
Rodney, not sure where they are  
now

1w Like Reply



**Melissa Angell**

**Alex Steckley** thanks for the  
heads up

1w Like Reply



Write a reply...



**Sarah Uitvlugt**

If this is a continuous occurrence and  
a community safety concern, perhaps  
it should be reported to the local OPP?

1w Like Reply



**Lisa Mclean-welch**

Animal control??



Write a comment...





How about if your a farmer an the come onto your property shooting them is another option

1w Like Reply



9



Shelly Porter

**Sean Moody** if they threatened their live stock they have all the right to do so. I don't think ppl are aware of this.

1w Like Reply



4



Sean Moody

If they kill my cat I'd fucken shoot them anyway 1 for 1

1w Like Reply



5



Karen Weeks

You would have to make sure they die on your property or you will get charged with animal cruelty. I went through the same thing with 3 aggressive dogs that lived across the road from me and would come on my property and



Write a comment...



Tuesday Kreis

Thats frightening....

1w Like Reply



Newton David

**Sean Moody** agree 100%.

1w Like Reply



Write a reply...



Jess Osborne-Rudorfer

**Call animal control they'll take them**

1w Like Reply



Amanda Thwaites

**Jess Osborne-Rudorfer they did and gave them right back to owners**


1w Like Reply




Write a comment...









 write a reply...





**Siobhan Flynn**  
That's twice this week and the first time the poster said they almost attacked her elderly mother. They need to be taken into custody before they seriously attack a human.

1w Like Reply    5





**Stephanie Oakes Steckley**  
If the dogs are seen...call 1-888-310-1122 and give the location. Police are in the area already this morning tracking them down.

1w Like Reply  6






**Amanda Thwaites**  
I'd call the police and animal control.


1w Like Reply  1




**Stephanie Oakes Steckley**  
Where's that out of?


1w Like Reply

 Write a comment...  






**Stephanie Oakes Steckley**  
The animal control? Last time I called them they wanted me to catch the dog. Sorry not interested In That option this time.

1w Like Reply  1




**Sean Moody**  
**Stephanie Oakes Steckley** shoot them there I caught them know what I mean


1w Like Reply   2

 Write a reply...




**Haley Angell**  
If these dogs are aggressive towards other animals who's to say they won't do it to a small child? Hopefully it's reported and resolved.

1w Like Reply  5



**Amanda Thwaites**  
**Haley Angell** this is the second cat they've killed this week too. I

 Write a comment...  

cat they've killed this week too. I thought about kids right away! 😞

1w Like Reply



Write a reply...



**Anna Kolar Huver**  
**Cathrine Page Rosanne Dewulf**

1w Like Reply



**Brittney Smith-scott**  
**Amber Rooney** cant remember if this is ur area

1w Like Reply



**Michelle Gammon**  
I was told their heading towards south furnival rd

1w Like Reply



**Ashley Brooks**  
They weren't seen near the community centre were they? I have to take my dog out for a pee and we don't have a fence so I'm worried.



Write a comment...



**Maggie-Ellen Payne**  
**Ashley Brooks** they are a couple houses past the dentist on Rideout street

1w Like Reply



Write a reply...



**Stephanie Oakes Steckley**  
They live near the Rodney community Centre

1w Like Reply



**Ashley Brooks**  
**Stephanie Oakes Steckley** dam they live by me then 😞 my dogs a big boy so I'm sure we'd be fine but still don't like the risk of that! They need to do something. There is a lot of really young kids and toddlers including mine that live right there.

1w Like Reply



Write a comment...





**Lori Beckett**

Stephanie Oakes Steckley you said on another post this morning it was too dark to see the dog that killed ur cat now your saying something different. I get Lisa's dogs get out all the time but there is another dog loose around the rec Center in Rodney that attacked a dog uptown and tried to attack my daughters dog while out for a walk. It looks just like Lisa's 2 except this one is definitely proven not to be friendly. Maybe it was that one that killed ur cat since again u said earlier it was too dark to tell 🙄.

1w Like Reply



**Stephanie Oakes Steckley**

**Lori Beckett** no the picture was dark. It was daylight when they were on my deck. That's what I said.

1w Like Reply



Write a comment...



**Ashley Brooks**

**Lori Beckett** so there is multiple dogs we need to be careful about near the Rec centre ?? 🙄

1w Like Reply



**Lori Beckett**

**Ashley Brooks** yes Lisa's are friendly I have ran into them several times. But this other one is not nice. I have no idea who the owner is so I just wanted people to be aware.

1w Like Reply



**Stephanie Oakes Steckley**

I'm only aware of the 2 that run together and live over there.

1w Like Reply



**Ashley Brooks**

**Lori Beckett** okay thanks for the update!


1w Like Reply




Write a comment...






 **Maggie-ellen Payne**  
**Stephanie Oakes Steckley**


1w Like Reply

 **Maggie-ellen Payne**  
**Stephanie Oakes Steckley** they  
live on Rideout just a couple  
houses past the dentist

1w Like Reply




 Write a reply...

 **Ashley Brooks**  
**Carrie Brooks** they are out again! Can  
you let your friend Michelle know!

1w Like Reply



 **Carrie Brooks**  
**Jeff Slater**

1w Like Reply

 **Meghan Elizabeth**

The Genservant Group  
It's not the dogs fault it's the owners! Stupid idiot For sure



Write a comment...



1w Like Reply



**Meghan Elizabeth**

The Genservant Group  
It's not the dogs fault it's the owners! Stupid idiot For sure



1w Like Reply



**Lindsay Brown**  
**Meghan Elizabeth** thank god! Do  
not give them back to that owner!!

1w Like Reply



**Clayton Varney**  
**Meghan Elizabeth** fucking right  
it's not the dogs fault it's the  
owners! Stupid idiot For sure

1w Like Reply



Write a comment...



1w Like Reply



Emily Carter

They're such beautiful dogs. So unfortunate 😞

1w Like Reply



Write a reply...



Shelly Porter

<https://www.facebook.com/630450150350727/posts/3444986175563763/>

They have been picked up but someone should be help accountable for what happened.

1w Like Reply



8



Melissa Angell

When you have 2 or more dog's on the loose. They go into pack mentality.if they are always getting out then you need to do something different.

1w Like Reply



3



Write a comment...



Aaron Robertson

Not all dogs are going to go out and kill whatever they come across, should they get loose.

1w Like Reply



4



Melissa Angell

Aaron Robertson didn't say all would kill. I said that they are pack animals. They are still wild animals and very unpredictable. I have a dog and I won't tell people he won't bite because there still is a chance he could

1w Like Reply



Aaron Robertson

Melissa Angell I didnt say you did. Just pointing out that this has shown to be a repeat concern with these particular dogs, according to eveeything I've seen, so if control can't be gained, maybe its time for another solution.

1w Like Reply



3





Write a comment...




 **Melissa Angell**  
**Aaron Robertson** yes I agree with you there. They need to take responsibility for their dogs  
 1w Like Reply

 **Haley Angell**  
 They've killed people's smaller animals so clearly it is a case with these dogs. Honestly if they can't properly contain or watch the dogs maybe the dogs should be removed from their care.  
 1w Like Reply 


 **Melissa Angell**  
**Haley Angell** agreed  
 1w Like Reply

 **Siobhan Flynn**  
 They need to be terminated. Now that they have killed, they have a taste for blood and they won't stop just because you ask them nicely. This is what would have

 Write a comment...  

freely. This is what would have happened in past generations and it wasn't discussed. They'll keep finding a way to get out and wind up clearing out a chicken coop. People are gonna do what they want anyway in this generation.....until a child has had their face torn. I'm glad I can at least go outside and get things done now that they're in custody.....for now. And no, I don't care if anyone thinks I'm mean. Both my grandfathers had livestock to raise and t... See More  
 1w Like Reply 

 **Melissa Angell**  
**Siobhan Flynn** totally agree  
 1w Like Reply 

 **Siobhan Flynn**  
 Sadly I would also expect charges to be laid on me for this being at least a second escape, by both police AND the lady who had her

 Write a comment...  





**Melissa Angell**

**Yes something needs to be done**

1w Like Reply



**Shaun Pratt**

Shes calling me an idiot and saying her dogs did no harm

1w Like Reply



**Melissa Angell**

**Shaun Pratt** report her

1w Like Reply



**Lindsay Brown**

**Shaun Pratt** agreed!

1w Like Reply



**Siobhan Flynn**

**Sabrina Oliveira** Yes, I'm fully aware and very much endorse at least a 25% raw food diet for dogs and cats, ergo why so many of our pets get cancer now.....from straight kibble diets. The fact that the dogs have been at large twice



Write a comment...



**Tammie Stemp**

Sabrina Oliveira I know what you are trying to say but...**not keeping control over your dog/s is not ok and living in the country does not make it ok.** I am sure certain folks on my street would be heartbroken and beyond furious if we were to let Miska off her tie out and she got ahold of one or more of the several cats that come onto our property, onto our deck and

known this week alone means the owner should be charged.....what if they actually HAD attacked the poster from earlier this week's elderly mother.....would THAT be sufficient for charges laid? I know people will excuse and protect the dogs.....that's the way of the world today. And eating a raw diet is not the same as the act of KILLING for food. I'm j... See More

1w Like Reply



Write a comment...



our property, onto our deck and porch and into our garage. Miska is "super friendly and only wants to play" but I don't think a cat would survive her "playing" with them and I know I sure would feel terrible if that were to happen. We had her trained with about 95% success with a wireles... See More

1w Like Reply



1



Write a reply...



Meagan Grant

Mariah Lena keep your babies inside!

1w Like Reply



1



Mariah Lena

Meagan Grant Wtf??? How do they keep getting away, okay thanks Meag's!

1w Like Reply



Write a reply...



Write a comment...



Meagan Grant

Mariah Lena keep your babies inside!

1w Like Reply



1



Mariah Lena

Meagan Grant Wtf??? How do they keep getting away, okay thanks Meag's!

1w Like Reply



Write a reply...



Michelle Mousseau

Im new to Rodney but why are these dogs getting out all the time

1w Like Reply



Clayton Varney

Michelle Mousseau cause the owner is a fucking dipshit killed multiple pets now

1w Like Reply



Write a reply...



Write a comment...





# WEST ELGIN COUNCIL

SEPTEMBER 10, 2020

## ADVICE ON CLOSED MEETINGS

### Acceptable Practices and Current Legislative Considerations

Mark G. McDonald

Integrity Commissioner, Closed Meeting Investigator & Municipal Ombudsman



# CLOSED MEETING INVESTIGATOR (CMI)

- Section 239.2(1) of Municipal Act authorizes a municipality to appoint a CMI who has the function of investigating in an independent manner upon a complaint made to him or her by any person, whether a municipality or local Board has complied with the Act, Notice by-law and procedural by-law in respect of a meeting or part of a meeting that was closed to the public and to report on such investigation.



# GENERAL OVERVIEW

- In short, did Council follow the rules and conduct a closed meeting in keeping with legislation and its own by-laws? Did Council conduct an illegal meeting?
- Designed to ensure transparency and openness in local government.



- Councils and Boards can hold in-camera meetings for very legitimate reasons such as to consider legal advice, to discuss human resource matters about identifiable individuals and to sell or acquire property among many other reasons (at least 13 exemptions).
- Education and training sessions can be closed to the public so long as no Member discusses or otherwise deals with any matter in a way that “materially advances the business or decision-making of the Council, local board or committee”.



- When in closed session, all votes are to be made public except for specific instances such as voting for the Head of Council (secret ballot) or a presiding officer (Section 238).
- In addition, you can vote (in-camera) on a procedural matter or for giving direction or instruction to officers, employees or agents of the municipality, local board or committee (Section 239(6)).



# DEFINITION OF A MEETING

- SECTION 238: “Meeting means any regular, special or other meeting of Council, of a local board or of a committee of either of them where:
  - a quorum is present,
- AND
- Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.”



# ILLEGAL MEETINGS

- An “illegal” meeting is one that occurs when a quorum is present and the business of Council is advanced in a material way.
- For example, email correspondence can be a violation of the Act if it satisfies the criteria.
- Meetings are supposed to be advertised in advance (Public Notice); resolutions to close a meeting must be made and minutes must be taken.



# ONTARIO OMBUDSMAN

- Councils cannot use emails to advance Council business or to lay groundwork to exercise the power or authority of Council.
- Emails violate the principle of “open local government” by not allowing the Public to watch the process in action.



- Likewise, serial phone calls can be considered as an illegal meeting.
- That is, a meeting of Council is “not limited to a physical gathering of its Members.” Instead a meeting may occur “whenever” Council exercises its authority, including by telephone or email.
- Serial telephone calls are, by their nature, closed to the Public.



# CAN COUNCIL TALK OUTSIDE OF A MEETING?

- YES!
- “The Municipal Act does not prevent Council Members from ever discussing business outside of a formal meeting...it is expected that some casual conversations about municipal business will take place amongst individual members.”



# SO WHAT'S THE TEST FOR LEGITIMATE “CASUAL” CONVERSATION?

- When assessing a complaint regarding an allegation of an illegal meeting, the Ontario Ombudsman uses “the balance of probability”:
  1. Did the discussion/email go beyond informing Councillors?
  2. Was the pulse of Council taken?
  3. Did it further the municipality's activity?
  4. Did it rise to the level of exercising Council's authority or laying the groundwork for it?



# THE ONTARIO OMBUDSMAN'S COMMENTS

- “It is healthy in a democracy for government officials to share information informally before making policy decisions.
- To expect Councillors never to talk to one another outside of a public meeting is unrealistic and would have the effect of unnecessarily curtailing speech.”



# CLOSED MEETING TEST - LEGAL / ILLEGAL?

## EXAMPLE #1:

- A Councillor sends an email to the majority of Council Members asking them if they are in favour of the proposed new Group Home.



## EXAMPLE #2:

- The Mayor calls individual Members to apprise them of a new commercial development and seeks their support for it.



### EXAMPLE #3:

- The Clerk issues an email to all Members of Council announcing important dates in the Municipal Election Calendar.



## EXAMPLE #4:

- The Treasurer develops an insert for the next tax instalment billing cycle that explains what went into the calculation of the levy and sends it to Council by email in advance of the billing.



## EXAMPLE #5:

- The Recreation Director issues an email to all of Council requesting permission to open the Community pool with proper COVID precautions.



# HELPFUL HINTS

- Follow the advice of your Clerk
  - he/she knows the exemptions.
- Develop a philosophy of openness and transparency
  - only go in-camera if and when you have to.
- Provide detail in your description of the in-camera agenda.
- Be careful not to assemble a quorum of Members while advancing the business or decision-making of Council unless advertised and held in a location permitted by law.



- Watch your emails - an email to a quorum of Members may be considered as a meeting if the content advances the business or decision-making of Council/Board.
- Standing in the parking lot after a meeting while discussing a municipal issue with a quorum of Councillors may be considered a meeting.
- **\*\*BE CAREFUL!\*\***



# QUESTIONS?

- Thank you!

- 519-670-4517

- [independentresolutions@gmail.com](mailto:independentresolutions@gmail.com)



# REFRESHER ON COUNCIL-STAFF RELATIONS

TO: WEST ELGIN COUNCIL

September 10, 2020

Mark G. McDonald  
IC, CMI, Municipal Ombudsman



# Council-Staff Relations

You're in this together!



# Image and Trust

- ◆ Brand may be defined as “what people say about you when you aren’t in the room.”
- ◆ What people think and say about your municipality is important.
- ◆ What is your brand?



- ◆ How you behave, how you interact and how you conduct Council business paints a picture of your community.
- ◆ Image is important.
- ◆ A positive brand instils confidence, makes citizens proud, engages the community and can stimulate investment and prosperity.



- ◆ You cannot build trust and confidence on your own.
- ◆ Use the expertise of the administrative staff and work cooperatively with them.
- ◆ Think of staff as an important resource to enable you to build the community that you envision.
- ◆ It is not “Us vs Them”!



# FOUNDATION OF GOOD GOVERNANCE



# Understand the Relationship

- ◆ Elected Members are not expected to be managers or technical experts in municipal administration.
- ◆ Likewise, staff do not play a political role.



- ◆ As a Councillor you are responsible for one staff employee - your C.A.O.
- ◆ The C.A.O. is responsible for all other staff.
- ◆ If you have an issue with the administration, then refer it to the C.A.O.



- ◆ Do not direct the staff - allow the C.A.O. to do that.
- ◆ There is an onus on staff to respect the democratic process and to implement Council's decisions, even if that policy is contrary to staffs' advice.



- ◆ You have the pulse of your community and staff know it.
- ◆ Recognize that staff advice may not always support your initiative - they are compelled as professionals to provide both the pros and the cons.
- ◆ This helps you to make informed decisions.



- ◆ Once you have been provided with this “informed knowledge” then you can determine how to proceed.
- ◆ A good example of this is the construction of the pier in Port Stanley.
- ◆ Staff outlined a number of risks to developing this asset (liability).



- ◆ The risks were/are real and Council was informed.
- ◆ However, options to mitigate the risks were also presented and Council decided that the benefit to the community outweighed the risks.
- ◆ It is a wonderful asset.



- ◆ This is an example of working together, using the expertise of staff and melding that with the political will to improve the community.
- ◆ When making decisions, Council owes itself and its citizens a duty to consider all sides of an issue - due diligence.
- ◆ It's staff's job to provide the research in an unfiltered manner.



- ◆ Lets be clear, as an elected representative you have the right to question staff reports, to ask for more information, to disagree with assumptions and to present a different point of view.
- ◆ Just do so in a professional manner without getting “personal.”



- ◆ You're the policy boss.....Staff know you're the boss.....

and

- ◆ You know that staff know that you're the boss (i.e. policy makers)



# Understanding Process

- ◆ Recognizing that working together produces the best results, here are some process suggestions:
- ◆ Run your idea by the C.A.O. first. Test it before you introduce it. Often the C.A.O. can help refine your idea and help you make it work.



- ◆ Get help when drafting resolutions or recommendations before you introduce them. There is a format and rhythm to them. This will avoid potential embarrassment at the Council table, avoid delays and make for a more fulsome proposition.
- ◆ Use your staff as a resource.



- There is a symbiotic relationship between staff and Council. You are in this together.
- Avoid last minute surprises at the Council table and resist the temptation to embarrass someone.
- Follow the chain of command.



- ◆ If you have issues with a staff person, then allow the C.A.O. to deal with the staff member in a professional and dignified manner.
- ◆ We are living in an age of heightened sensitivity (human rights guarantees, anti-bullying policies, workplace harassment laws, etc.).



# Your Role as a Councillor

- ◆ It is important to recognize that you were elected for the betterment of the entire community (even if you represent a Ward).
- ◆ You are a decision-maker in a democratic process. Majority rules.



- ◆ Staff must treat all Members of Council as equals. There is no favouritism.
- ◆ The “will” of Council supersedes what an individual may desire, no matter how well intentioned.
- ◆ It is alright to argue the position of your constituents but you must accept Council’s final decision.



- ◆ Give direction to staff only as a Council and through the CAO - do not become involved in the management of staff.
- ◆ Councillors must use staff time effectively - only refer essential matters to staff for reports.
- ◆ Understand that staff will undertake significant projects only if they have been directed to do so by Council and through the CAO.



- ◆ Members have no greater access to records or information held by the Municipality than any member of the public - records are often protected by privacy legislation.
- ◆ All Members must comply with established policies (Code of Conduct, Human Rights Legislation, Procedural By-law, etc.)



# Role of Staff

- ◆ To treat all Members of Council as equals.
- ◆ To recognize Council as a whole is the decision-making body, ultimately responsible to the electorate.
- ◆ To implement Council's decisions.



- ◆ To assist Council by providing professional advice, research and good judgement.
- ◆ To serve Council as a whole and not as individual Members.
- ◆ To be responsive and timely.



- ◆ To be diligent and impartial (do not take sides).
- ◆ To not publicly criticize decisions of Council.
- ◆ To follow and comply with all relevant policies.



# Key Messages

- ◆ Council and staff have the same goal(s): advancing the interests of the Municipality.
- ◆ Staff is a resource to be utilized. Take advantage of their expertise.
- ◆ Informed decisions are the best decisions.



- ◆ A solid Council-staff relationship is a reflection of your community. Reputation is important and people are watching.
- ◆ Understand your role and that of the administration.

YOURS IS POLITICAL - THEIRS IS NOT.



- ◆ You are but one vote in a Council of decision-makers. Majority rules.
- ◆ Conduct yourself with decorum, professionalism and civility.....

**\*\*Your community expects it.\*\***



# Questions?

- ◆ 519-670-4517
- ◆ [independentresolutions@gmail.com](mailto:independentresolutions@gmail.com)





# Municipality of West Elgin

## Minutes

### Council Meeting

August 27, 2020, 9:30 a.m.  
Recreation Centre  
135 Queen Street  
Rodney

**Present:** Mayor D. McPhail  
Deputy Mayor R. Leatham  
Councillor T. Tellier  
Councillor A. Cammaert  
Councillor B. Rowe

**Staff Present:** M. Badura, CAO/ Treasurer  
J. Nethercott, Clerk  
T. Mohan, Drainage Superintendent  
H. James, Planner

**Also Present:** J.M. Spriet, PEng. Spriet & Associates

**Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held in an alternate location.**

**1. Call to Order**

Mayor Duncan McPhail called the meeting to order at 9:30 a.m.

**2. Adoption of Agenda**

**Resolution No. 2020-263**

**Moved: Councillor Cammaert**

**Seconded: Councillor Tellier**

That West Elgin Council hereby adopts the Agenda as presented.

**Carried**



### **3. Disclosure of Pecuniary Interest**

No disclosures

### **4. Meeting to Consider Engineers Report Under Drainage Act**

#### **4.1 J.M Spriet, PEng - Crabbe Drain**

Mr. M. Vadenburg inquired about the changes to the maintenance assessment schedule. Mr. Spriet explained this is due to some severances that had taken place since the last Engineers Report.

Mr. L or F Connelly inquired if the portion on his property would be open ditch. Mr. Spriet confirmed.

#### **Resolution No. 2020-264**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That West Elgin Council receives the Engineers report on the Crabbe Drain as prepared and presented by Mr. J.M. Spriet, P. Eng.; and

That West Elgin Council authorizes staff to initiate the tender process, if required, for the reconstruction of the Municipal Drain known as Crabbe Drain, to be considered by Council following the Court of Revision; and

That West Elgin Council consider the provisional By-Law as presented in the By-Law portion of the agenda for a first and second reading.

**Carried**

#### **4.2 J.M Spriet, PEng. - Yauch Drain**

Engineer J. M Spriet explained that this engineers report improves the current drain and adds a branch A to it.

Mr. D. Ciparis stated he is concerned that the proposed replacement will flow at the same grade as the previous drain, which failed at a relatively early age. Mr. Spriet explained that with newer construction materials this should not happen.

Mr. R Jones stated they are in the process of listing their property for sale and are concerned that this new drain could affect their well water. Mr. Spriet stated that a Hydro geologist was involved in the design specifically to ensure there is no adverse impact on the well. Mayor McPhail inquired if there is an issue that impacts the well, who pays? Mr. Spriet stated that



the Hydro geologist will be monitoring the well throughout construction and after if there are any adverse effects on the existing well the Hydro geologist would investigate and if the drain is the cause the costs would be attributed to the drain under the maintenance schedule.

Ms. P. Turner inquired as to the location on their property that will be dug up? Mr. Spriet explained that this design only has construction to the back corner of the property in question. Ms. Turner expressed that they were under the understanding that during this construction the connections would be made to their tile. Mr. Spriet explained that under the Drainage Act all that is afforded is a legal right to connect to the municipal drain, but the costs to connect are to be born by the property owner.

Mr. Krumm inquired if the catch basin on his property would be replaced. Mr. Spriet stated it would be.

**Resolution No. 2020-265**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That West Elgin Council receives the Engineers report as prepared for the Yauch Drain and presented by Mr. J.M. Spriet, P. Eng.; and

That West Elgin Council authorizes staff to initiate the tender process, if required, for the reconstruction and extension to the Municipal Drain known as Yauch Drain, to be considered by Council following the Court of Revision; and

That West Elgin Council consider the provisional By-Law as presented in the By-Law portion of the agenda for a first and second reading.

**Carried**

**5. Meeting Under Drainage Act - Court of Revision**

**Resolution No. 2020-266**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That West Elgin Council hereby proceed into the Court of Revision for the McColl Drain West under the *Drainage Act* at 10:22 a.m.

**Carried**

Council reconvened out of Court of Revision at 10:28 a.m.



Mr. J.M Spriet and T. Mahon exited the meeting at 10:28 a.m.

## **6. Delegations**

### **6.1 T. Carroll, Elgin-St Thomas Community Foundation**

Mr. Terry Carroll and Ms. June Monteth presented the proposal for a Dutton Dunwich West Elgin Community Fund. This fund would be administered under the Elgin-St Thomas Community Foundation and would have a sub-fund named the Norma McMillan Trust Fund, which is being set up by the nieces and nephews of Norma McMillan. Mr. Carroll and Ms. Monteth explained that their current request of Council is support the idea of the fund and have a Councillor volunteer to sit on the committee and recruit other members. Councillor Rowe volunteered to sit on the committee.

#### **Resolution No. 2020-267**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby support the creation of the Dutton Dunwich West Elgin Community Fund; and

That West Elgin Council agree to act as a qualified donee, should the need arise, for the Dutton Dunwich West Elgin Community Fund.

**Carried**

Mr. Carroll and Ms. Monteth exited the meeting at 11:17 a.m.

Heather James, Planner entered the meeting at 11:17 a.m.

Council recessed at 11:17 a.m. and reconvened at 11:25 a.m.

### **6.2 S. Smith - Tiny Tots Request to use Recreation Centre**

Mayor McPhail welcomed Shelley Smith from Tiny Tots Co-operative Nursery School. Ms. Smith stated that they have just recently been informed that they will not be able to access their current location within Aldborough Public School due to the Thames Valley School Board COVID-19 Policies. Ms. Smith further stated that the West Elgin Recreation Centre meeting room had been previously been licensed for a day camp and believes this could help expedite the process to license it for use now. A survey has been done of parents and users and the vast



majority want to return to the programming. Ms. Smith is proposing issuing a charitable receipt for the use of the room or the \$50.00 per month that they paid in rent at the Old Town Hall previously. Council requested that Ms. Smith meet with staff to present a detailed plan for use of the building and all rules needed to be implemented and report back to Council for a final decision.

Mayor McPhail inquired about the removal of Tiny Tots possessions from the Old Town Hall, Ms. Smith stated that they would have it all cleaned up by Labour Day.

**7. Adoption of Minutes**

**Resolution No. 2020-268**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Rowe**

That the Minutes of the Council meeting on August 13, 2020 be adopted as circulated and printed.

**Carried**

**8. Business Arising from Minutes**

None.

**9. Staff Reports**

**9.1 Emergency Management**

West Elgin Council received the report from Jana Nethercott, Clerk re: Emergency Declaration – Information on termination of declared emergency for information purposes.

Mayor McPhail stated that the County will be discussing this at an upcoming meeting. Council agreed to follow the lead of the County.

**9.2 Water**

West Elgin Council received the report from OCWA re: Operational Plan for the West Elgin Distribution System and Council requested that Sam Smith from OCWA attend a future meeting regarding this plan.

**9.3 Clerk's**



**Resolution No. 2020-269**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Apportionment of Drainage Assessment for the Czajkowski Drain due to Severance of Land, Pursuant to Section 65 (2) of the *Drainage Act, R.S.O. 1990*; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Czajkowski Municipal Drain, as part of severance E4/20 as presented.

**Carried**

**10. Committee and Board Report**

**10.1 Elgin County Council**

**10.1.1 Elgin Council Highlights - August 11, 2020**

**10.1.2 Elgin County Planner - Report on Provincial Policy Statement**

**10.2 Lower Thames Conservation Authority**

**10.2.1 Board of Directors Minutes - August 20, 2020**

**10.3 Councillor Reports from Committees**

Councillor Rowe reported that erosion work is moving forward at Port Glasgow Trailer Park.

Councillor Tellier reported that members of the Youth Task Force have made face masks and are currently distributing them to the youth of the community. The task force is working with an association in Iceland on how to distribute information and how to use their grant money.

**11. Accounts**

**Resolution No. 2020-270**

**Moved: Councillor Rowe**

**Seconded: Councillor Cammaert**

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #8A amounting to \$403,200.95 in settlement of General, Road, Water and Arena Accounts (including EFT#2929-2984 Cheque# 25386-25390, online Payments# 495-502 and Payroll PP17).



**Carried**

**12. Other Business**

**12.1 Statements/Inquires by Councillors**

Councillor Rowe reported that she was contacted by the Tai Chai group and they wished to express how much they enjoyed the use of the pavilion at Miller Park and hope that an hourly rate can be worked out for next years use.

Councillor Rowe stated that she attended AMO Virtual Conference. There were a lot of good sessions and enjoyed the fact that she could attend all sessions and didn't have to pick and choose if they were running concurrent, but she missed the networking opportunities that the in person conference offers. A lot of good sessions about recovering from COVID-19 as well as information about possible funding announcements to come.

**12.2 Notice of Motion**

None.

**12.3 Matters of Urgency**

Councillor Cammaert stated that she has had a number of calls and emails from residents with regards to the rate increases and would like Council to consider an extension of the waiver of penalty and disconnections. She also requested an explanation on the way the billing was done this time.

CAO/Treasurer M. Badura reported that water consumption has significantly increased over the past two months.

Councillor Rowe inquired if there are payment options for those residents struggling with their bills. M. Badura reported that staff are able to make arrangements and there is always the Equal Billing Plan that a resident can sign up for.

Council directed staff to take out a full page ad in the local paper to give residents as much information on the water bills and payment options as possible.

**13. Correspondence**

**13.2 Seaside Waterfronts Inc. - Request for Public Meeting**



Council directed staff to proceed with a trial run of the equipment to ensure a meeting can happen with little issues prior to setting the date of a public meeting and to instruct the requester that all costs associated with this meeting shall be paid for prior to the meeting.

**13.3 A. Smith - Proposal for Mural in West Elgin Recreation Centre**

Council directs staff to contact Ms. Smith with questions related to the proposal and request she attend as a delegation at a future Council meeting.

**14. Closed Session**

Council recessed at 1:18 p.m. and reconvened at 1:31 p.m.

**Resolution No. 2020-271**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Rowe**

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 1:31 p.m. under Section 239(2)(b) & (d) of the Municipal Act, consideration will be given to personal matters pertaining to an identifiable individual and labour relations or employee negotiations.

**Carried**

**15. Report from Closed Session**

Mayor McPhail reported out at 2:16 p.m., that consideration was given and staff direction was provided for items regarding personal matters pertaining to an identifiable individual and labour relations or employee negotiations.

**16. By-Laws**

**16.1 By-Law 2020-59 - Provisionally Adopt Crabbe Drain Reconstruction**

**Resolution No. 2020-272**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Rowe**

That By-law 2020-59 being a by-law to provide for the Crabbe Drain Reconstruction, be read a first and second time and provisionally adopted.

**Carried**



**16.2 By-Law 2020-60 - Provisionally Adopt Yauch Drain Reconstruction and Extension**

**Resolution No. 2020-273**

**Moved: Councillor Tellier**

**Seconded: Councillor Cammaert**

That By-law 2020-60 being a by-law to provide for the Yauch Drain Reconstruction and Extension, be read a first and second time and provisionally adopted.

**Carried**

**16.3 By-Law 2020-61 - Adopt Flag Policy**

**Resolution No. 2020-274**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That By-law 2020-61 being a by-law to adopt and maintain a policy with respect to community flag raising and flag protocol, be read a first, second and third and final time.

**Carried**

**16.4 By-Law 2020-15 - McColl Drain West**

**Resolution No. 2020-275**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That By-law 2020-15, being a by-law to provide for the McColl Drain West, with the amended Schedule C, be read a third and final time.

**Carried**

**17. Confirming By-Law**

**Resolution No. 2020-276**

**Moved: Councillor Cammaert**

**Seconded: Councillor Tellier**



That By-law 2020-62, being a by-law to confirm the proceeding of the regular meeting of Council held on August 27, 2020, be read a first, second and third and final time.

**Carried**

**18. Adjournment**

**Resolution No. 2020-277**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That the Council of the Municipality of West Elgin hereby adjourn at 2:17 p.m. to meet again at 9:30 a.m. on September 10, 2020 or at the call of the Chair.

**Carried**

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Duncan McPhail, Mayor

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Jana Nethercott, Clerk



# OPERATIONAL PLAN

## For the West Elgin Distribution System



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This Operational Plan is designed for the exclusive use of the system(s) specified in this Operational Plan.

This Operational Plan has been developed with OCWA's operating practices in mind and utilizing OCWA personnel to implement it.

Any use which a third party makes of this Operational Plan, or any part thereof, or any reliance on or decisions made based on information within it, is the responsibility of such third parties. OCWA accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this Operational Plan or any part thereof.

Any documents developed and owned by OCWA which are referred to in this Operational Plan (including, but not limited to, OCWA's QEMS documents, Standard Operating Procedures, policies and Facility Emergency Plans) remain the property of OCWA. Accordingly, these documents shall not be considered to form part of the Operational Plan belonging to the owner of a drinking-water system under Section 17 of the *Safe Drinking Water Act, 2002*.




**TABLE OF CONTENTS**

Reviewed by: QEMS Representative

Approved by: Operations Management

<b>OP-01</b>	OCWA's Quality & Environmental Management System (QEMS)
<b>OP-02</b>	Quality & Environmental Management System Policy
<b>OP-03</b>	Commitment & Endorsement of OCWA's QEMS & Operational Plan
<b>OP-03A</b>	Signed Commitment and Endorsement
<b>OP-04</b>	Quality Management System Representative
<b>OP-05</b>	Document and Records Control
<b>OP-05A</b>	Document and Records Control Locations
<b>OP-06</b>	Drinking Water System
<b>OP-07</b>	Risk Assessment
<b>OP-08</b>	Risk Assessment Outcomes
<b>OP-08A</b>	Summary of Risk Assessment Outcomes
<b>OP-09</b>	Organizational Structure, Roles, Responsibilities & Authorities
<b>OP-09A</b>	Organizational Structure
<b>OP-10</b>	Competencies
<b>OP-11</b>	Personnel Coverage
<b>OP-12</b>	Communications
<b>OP-13</b>	Essential Supplies and Services
<b>OP-14</b>	Review and Provision of Infrastructure
<b>OP-15</b>	Infrastructure Maintenance, Rehabilitation and Renewal
<b>OP-16</b>	Sampling, Testing and Monitoring
<b>OP-17</b>	Measurement and Recording Equipment Calibration and Maintenance
<b>OP-18</b>	Emergency Management
<b>OP-19</b>	Internal QEMS Audits
<b>OP-20</b>	Management Review
<b>OP-21</b>	Continual Improvement
<b>Schedule "C"</b>	MOECC's Director's Directions <i>Minimum Requirements for Operational Plans</i>



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-01 Rev Date: 2018-08-07 Rev No: 1 Pages: 1 of 2
<b>QUALITY &amp; ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document OCWA's Quality & Environmental Management System (QEMS). This Operational Plan defines and documents the QEMS for the West Elgin Distribution System operated by the Ontario Clean Water Agency (OCWA). It sets out the OCWA's policies and procedures with respect to quality and environmental management in accordance with the requirements of the Province of Ontario's Drinking Water Quality Management Standard (DWQMS).

## 2. Definitions

*Drinking Water Quality Management Standard (DWQMS)* – means the quality management standard approved by the Minister in accordance with section 21 of the SDWA.

*Operational Plan* – means the operational plan required by the Director's Direction.

*Quality & Environmental Management System (QEMS)* – a system to:

- a) Establish policy and objectives, and to achieve those objectives; and
- b) Direct and control an organization with regard to quality.

## 3. Procedure

- 3.1 The West Elgin Distribution System is owned by the Corporation of the Municipality of West Elgin. OCWA is the contracted Operating Authority for the West Elgin Distribution System.
- 3.2 OCWA's Quality & Environmental Management System (QEMS) is structured and documented with the purpose of:
  1. Establishing policy and objectives with respect to the effective management and operation of water/wastewater facilities;
  2. Understanding and controlling the risks associated with the facility's activities and processes;
  3. Achieving continual improvement of the QEMS and the facility's performance.
- 3.3 The Operational Plan for the facility listed above fulfils the requirements of the MECP's DWQMS. The 21 QEMS Procedures within this Operational Plan align with the 21 elements of the DWQMS.


## 4. Related Documents

MECP's Drinking Water Quality Management Standard  
 All QEMS Procedures and Documents referenced in this Operational Plan

## 5. Revision History


Date	Revision #	Reason for Revision
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	<p align="center"><b>OPERATIONAL PLAN</b> West Elgin Distribution System</p>	<p>QEMS Proc.: OP-01 Rev Date: 2018-08-07 Rev No: 1 Pages: 2 of 2</p>
<b>QUALITY &amp; ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

2018-05-11	0	<p>Procedure issued – Information within OP-01 was originally set out in the Main body of OCWA's Operational Plan (last revision 4 dated 2017-06-20). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Addition of new wording (s. 3.3) to clarify that the OCWA's Operational Plan now aligns with the 21 elements of the DWQMS.</p>
2018-08-07	1	<p>Revised "Reviewed by" QMS Representative to QEMS Representative, changed MOECC to MECP as per IA July 20, 2018</p>



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-02 Rev Date: 2018-08-07 Rev No: 1 Pages: 1 of 2
<b>QUALITY &amp; ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document a QEMS Policy that provides the foundation for OCWA's Quality & Environmental Management System.

## 2. Definitions

*Quality Management System Policy* – means the policy described in Element 2 developed for the Subject System or Subject Systems

## 3. Procedure

- 3.1 The Ontario Clean Water Agency, its Board of Directors, Officers and entire staff are committed to the principles and objectives set out in our QEMS Policy.

OCWA's Policy is to:

- Deliver safe, reliable and cost-effective clean water services that protect public health and the environment.
- Comply with applicable legislation and regulations.
- Promote client, consumer and stakeholder confidence through service excellence, effective communications and reporting.
- Train staff on their QEMS responsibilities.
- Maintain and continually improve the QEMS.

Originally issued as Environmental Policy on June 8, 1995


**Last revised, approved by OCWA's Board of Directors on April 6, 2016**

(This policy is annually reviewed)

- 3.2 Our Board of Directors, Officers and entire staff will act to ensure the implementation of this Policy and will monitor progress of the Quality & Environmental Management System (QEMS).
- 3.3 OCWA's QEMS Policy is readily communicated and available to all OCWA personnel, the Owner and the public through OCWA's intranet and public websites. A hardcopy of the QEMS Policy is posted as specified in the OP-05 Document and Records Control procedure.
- 3.4 Essential suppliers and service providers are advised of OCWA's QEMS Policy as per the OP-13 Essential Supplies and Services procedure.

PRINTED COPIES OF THIS DOCUMENT ARE CONSIDERED TO BE UNCONTROLLED



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-02 Rev Date: 2018-08-07 Rev No: 1 Pages: 2 of 2
<b>QUALITY &amp; ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.5 Corporate Compliance coordinates the annual review and approval of the QEMS Policy by the Board of Directors and communicates the approval to all OCWA employees via an electronic communication.

3.6 The current version of the policy indicates the date of the last revision and that the policy is annually reviewed. Electronic and hard-copy documents that include the QEMS Policy will only be required to be updated in years when the Policy has been revised. A complete review/revision history of the QEMS Policy (documenting the annual policy review and/or revision approval date) is maintained on OCWA's intranet.


#### 4. Related Documents

Current QEMS Policy (Posted on OCWA's intranet and internet)  
 QEMS Policy Revision History (Posted on OCWA's intranet)  
 OP-05 Document and Records Control  
 OP-13 Essential Supplies and Services

#### 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-02 (s. 3) was originally set out in main body of OCWA's Operational Plan template (Revision 4 dated 2017-06-20). New sections: Purpose, Definitions, Procedure, Related Documents and a separate Revision History. Minor revisions to wording in s. 3.3 to reference location of posted copy of the policy. Added sections on how annual policy review is conducted (s. 3.5 and s. 3.6) and reference to OP-13 ESS (s. 3.4). The full revision history for the QEMS policy is available on OCWA's intranet..
2018-08-07	1	Revised "Reviewed by" QMS Representative to QEMS Representative as per IA July 20, 2018



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-03 Rev Date: 2019-08-06 Rev No: 2 Pages: 1 of 2
<b>COMMITMENT AND ENDORSEMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document the endorsement of the Operational Plan for the West Elgin Distribution System by OCWA Top Management and the Corporation of the Municipality of West Elgin (Owner) and to set out when re-endorsement would be required.

## 2. Definitions

*Top Management* – a person, persons or a group of people at the highest management level within an Operating Authority that makes decisions respecting the QMS and recommendations to the Owner respecting the Subject System or Subject Systems

## 3. Procedure

- 3.1 The Operational Plan is provided to OCWA Top Management and to the Owner for endorsement. The signed written endorsement is presented in Appendix OP-03A. At a minimum, two members of Top Management must endorse the Operational Plan; however, the Operational Plan is made available to all members of Top Management in the specified document control location (refer to OP-05 Document and Records Control). Endorsement by OCWA's Top Management is represented by Senior Operations Manager and Safety, Process and Compliance Manager.
- 3.2 Any major revision of the operational plan will be re-endorsed by OCWA Top Management and the Owner. Major revisions include:
  1. A revision to OCWA's QEMS Policy;
  2. A change to both representatives of the facility's Top Management and/or both of the Owner's representatives that endorsed the Operational Plan;
  3. A modification to the drinking water system processes/components that would require a significant change to the description in OP-06 Drinking Water System;
  4. The addition of a drinking water subsystem owned by the same Owner to this operational plan.


Any other changes would be considered a minor change and would not require the Operational Plan to be re-endorsed.

## 4. Related Documents

OP-03A Signed Commitment and Endorsement  
 OP-05 Document and Records Control  
 OP-06 Drinking Water System


## 5. Revision History



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-03 Rev Date: 2019-08-06 Rev No: 2 Pages: 2 of 2
<b>COMMITMENT AND ENDORSEMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-03 was originally set out in the main body of OCWA's Operational Plan (revision 4 dated 2017-06-20). Procedure provides information on who from Top Management endorses the Operational Plan (s. 3.1); when owner re-endorsement is sought and 'criteria' as to what is considered a major revision to the Plan (s. 3.2). Element 3 of main body of OCWA's Operational Plan (Revision 8 on 2016-11-13) was incorporated into Appendix OP-03A which also includes the Owner and Top Management sign-off section
2018-08-07	1	Revised "Reviewed by" QMS Representative to QEMS Representative, revised 3.1 from RHM to SPC manager as per IA July 20, 2018
2019-08-06	2	Revised wording in 3.2 (3)



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Doc: OP-03A Rev Date: 2020-07-10 Rev No: 1 Pages: 1 of 1
<b>SIGNED COMMITMENT AND ENDORSEMENT</b>		

This Operational Plan sets out the framework for OCWA' Quality & Environmental Management System (QEMS) that is specific and relevant to your drinking water system(s) and supports the overall goal of OCWA and the Corporation of the Municipality of West Elgin (Owner) to provide safe, cost-effective drinking water through sustained cooperation. OCWA will be responsible for developing, implementing, maintaining and continually improving its QEMS with respect to the operation and maintenance of the West Elgin Distribution System and will do so in a manner that ensures compliance with applicable legislative and regulatory requirements.

Through the endorsement of this Operational Plan, the Owner commits to work with OCWA to facilitate this goal.


### OCWA Top Management Endorsement

### Owner Endorsement

<hr/> <i>Sam Smith</i> Senior Operations Manager	<hr/> Date	<hr/> Duncan McPhail Mayor	<hr/> Date
<hr/> <i>Cindy Sigurdson</i> Safety, Process and Compliance Manager, Southwest Region	<hr/> Date	<hr/> <i>Magda Badura</i> CAO/Treasurer	<hr/> Date

The endorsement above is based on the Operational Plan that was current as of the revision date of this document (OP-03A).



 Ontario Clean Water Agency	<p align="center"><b>OPERATIONAL PLAN</b></p> <p align="center">West Elgin Distribution System</p>	QEMS Proc.: OP-04 Rev Date: 2018-05-11 Rev No: 0 Pages: 1 of 1
<p align="center"><b>QUALITY &amp; ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) REPRESENTATIVE</b></p>		
Reviewed by: QEMS Representative		Approved by: Operations Management

## 1. Purpose

To identify and describe the specific roles and responsibilities of the QEMS Representative(s) for the West Elgin Distribution System.

## 2. Definitions

None

## 3. Procedure

3.1 The role of QEMS Representative for the West Elgin Distribution System is the Process and Compliance Technician (PCT). The Safety, Process and Compliance Manager will act as an alternate QEMS Representative when required.

3.2 The QEMS Representative is responsible for:

- Administering the QEMS for the West Elgin Distribution System by ensuring that processes and procedures needed for the facility's QEMS are established and maintained;
- Reporting to Top Management on the facility's QEMS performance and identifying opportunities for improvement;
- Ensuring that current versions of documents related to the QEMS are in use;
- Promoting awareness of the QEMS to all operations personnel; and
- In conjunction with Top Management, ensuring that operations personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the system.


## 4. Related Documents

None

## 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-04 (s. 3) was originally set out in the main body of OCWA's Operational Plan (revision 4 dated 2017-06-20). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Change to responsibilities: Operations Manager no longer considered QEMS Representative and SPC Manager to act as alternate as required (s. 3.1); added wording to clarify shared responsibilities for Top Management and QEMS Representative to ensure operations personnel are aware of applicable legislative and regulatory requirements (s. 3.2).



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-05 Rev Date: 2019-08-06 Rev No: 7 Pages: 1 of 4
<b>DOCUMENT AND RECORDS CONTROL</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe how OCWA's QEMS documents are kept current and how QEMS documents and records are kept legible, readily identifiable, retrievable, stored, protected, retained and disposed of. Applies to QEMS Documents and QEMS records pertaining to the West Elgin Distribution System, as identified in this procedure.

## 2. Definitions

*Document* – includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device

*Record* – a document stating results achieved or providing proof of activities performed

*QEMS Document* – any document required by OCWA's QEMS as identified in this procedure

*QEMS Record* – any record required by OCWA's QEMS as identified in this procedure

*Controlled* – managed as per the conditions of this procedure

*Retention Period* – length of time that a document or record must be kept; starts from the date of issue for QEMS records or from the point of time when a QEMS document is replaced by a new or amended document

## 3. Procedure


- 3.1 Documents and records required by OCWA's QEMS and their locations are listed in Appendix OP-05A Document and Records Control Locations.
- 3.2 Internally developed QEMS documents and QEMS records (whenever possible) are generated electronically to ensure legibility and are identified through a header/title and issue date. Handwritten records must be legible and permanently rendered in ink or non-erasable marker.
- 3.3 Controls for the Operational Plan include the use of authorized approval, alpha-numeric procedure code, issue date, page numbers on every page, revision number and revision history.

Authorized personnel for review and approval of this Operational Plan are:

Review	QEMS Representative
Approval	Operations Management

- 3.4 The QEMS Representative is responsible for ensuring that current versions of QEMS documents are being used at all times. Current QEMS documents and records are



 Ontario Clean Water Agency	<p style="text-align: center;"><b>OPERATIONAL PLAN</b>          West Elgin Distribution System</p>	QEMS Proc.: OP-05 Rev Date: 2019-08-06 Rev No: 7 Pages: 2 of 4
<b>DOCUMENT AND RECORDS CONTROL</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

readily accessible to operations personnel and to internal and external auditors/inspectors at established document control locations. The currency of internal documents is ensured by comparing the date on the document to that of the master hardcopy and/or electronic copy residing in the designated document control location(s) specified in Appendix OP-05A.

Document control locations are established in areas that provide adequate protection to prevent unauthorized use/access, damage, deterioration or loss of QEMS documents and records. Copies of QEMS documents and records located outside of designated control locations are considered uncontrolled.

- 3.5 Access to OCWA's computer network infrastructure is restricted through use of individually-assigned usernames and passwords and local area servers. Network security is maintained by OCWA's Information Technology department through a number of established mechanisms and practices such as daily back-up of files stored on servers, password expiry, limitations on login attempts and policies outlining specific conditions of use.

Access to facility QEMS records contained within internal electronic databases and applications (e.g., OPEX, PDM, WMS) is administered by designated application managers/trustees, requires the permission of Operations Management and is restricted through use of usernames and passwords. Records are protected by means of regular network back-ups of electronic files stored on servers and/or within databases.

SCADA records are maintained as per Appendix OP-05A and are accessible to all staff when required.

- 3.6 Any employee of the drinking water system may request, (in writing) to the QEMS Representative, a revision be made to improve an existing internal QEMS document or the preparation of a new document. Written requests should indicate the reason for the requested change. The need for new or updated documents may also be identified through the Management Review or system audits.

The QEMS Representative communicates any changes made to QEMS documents to relevant operations personnel and coordinates related training (as required). Changes to corporately controlled QEMS documents are communicated and distributed to facility QEMS Representatives by OCWA's Corporate Compliance Group through e-mails, memos and/or provincial, regional hub/cluster or facility-level training sessions.

- 3.7 When a QEMS document is superseded, the hardcopy of the document is promptly removed from its location and forwarded to the QEMS Representative for disposal or retention (as appropriate).
- 3.8 The authorized method for disposal of hardcopy documents and records after the specified retention requirements have been met is shredding. Electronic copies may be deleted by the QEMS representative once the retention requirements are met.



**DOCUMENT AND RECORDS CONTROL**


Reviewed by: QEMS Representative

Approved by: Operations Management

- 3.9 QEMS documents and records are retained in accordance with applicable regulations and legal instruments. Relevant regulatory and corporate minimum retention periods are as follows:

Type of Document/Record	Minimum Retention Time	Requirement Reference
DWQMS Operational Plan	10 years	Director's Direction under SDWA
Internal QEMS Audit Results	10 years	OCWA Requirement
External QEMS Audit Results	10 years	OCWA Requirement
Management Review Documentation	10 years	OCWA Requirement
Documents/records required to demonstrate conformance with the DWQMS (specifically all the documents/records listed in Table 1)	3 years*if no specified legislative requirement below*	OCWA Requirement
Log Books or other record-keeping mechanisms	5 years	O. Reg. 128/04
Training Records for water operators and water quality analysts	5 years	O. Reg. 128/04
Operational checks, sampling and testing (e.g., chlorine residuals, turbidity, fluoride, sampling records), microbiological sampling and testing and chain of custodies	2 years	O. Reg. 170/03
Schedule 23 & 24 (LMR) and THM, HAA, nitrates, nitrites and lead program sampling and testing, Section 11 Annual Reports and Schedule 22 Summary Reports	6 years	O. Reg. 170/03
Sodium test results and related corrective action records/reports, 60 month fluoride test results (if the system doesn't fluoridate), Engineering Reports	15 years	O. Reg. 170/03
Lead samples, correction action records/reports for E. Coli, Total Coliforms and bacterial species	2 years	O. Reg. 170/03
Corrective action records/reports for chemical and radiological parameters under SDWA O. Reg. 169/03, pesticides not listed under O. Reg. 169/03 and health-related parameters in an order or approval	6 years (LMR)	O. Reg. 170/03
Flow Meter Calibration Records, Analyzer Calibration Reports Maintenance Records/Work Orders	2 years	O. Reg. 170/03



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-05 Rev Date: 2019-08-06 Rev No: 7 Pages: 4 of 4
<b>DOCUMENT AND RECORDS CONTROL</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.10 The Operational Plan is reviewed for currency by the QEMS Representative during internal/external audit and Management Review processes. Other QEMS-related documents are reviewed as per the frequencies set out in this Operational Plan or as significant changes (e.g., changes in regulatory requirements, corporate policy or operational processes and/or equipment, etc.) occur. QEMS documents and records are reviewed for evidence of control during each internal system audit as per OP-19 Internal QEMS Audits.

#### 4. Related Documents

OP-05A Document and Records Control Locations  
 OP-19 Internal QEMS Audits  
 OP-20 Management Review Minutes

#### 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Add Critical Control Point Limit Reached Tracking Form to Table 1 as per OFI IA 2014-04-01; Revise wording in Section 5.6 to identify who receives requests as per OFI IA 2014-04-01; Revised Section 5.9 to include electronic copies as per OFI IA 2014-04-01; Section 5.10 added to include documents with no legislated retention period as per OFI IA 2014-04-01, change name of the Water Treatment Plant to Tri-County
2015-07-28	2	Update Table 1 as per OFI IA 2015-04-01; revise table 2 retention times to include more detail as per OFI EA 2015-08-01
2016-07-18	3	Change Senior Ops Manager to RHM and PCT to OCTL where appropriate; add equipment O&M Manuals to External QEMS Documents in Table 1 as per OFI IA 2016-03-24
2017-06-20	4	Added SOM and PCT, Changed OCTL to SPC Manager. Added electronic copy of vacation/training calendar, fixed spelling, added ops manual to internal documents, add electronic copy of MERP, fix name of ORO schedule as per OFI's identified in the IA 2017-03-27.
2018-05-11	5	QP-01 procedure renamed OP-05. Removed Scope and Responsibilities sections. Moved the former Table 1 (Designated location for documents and records required by OCWA's QEMS) to its own appendix (OP-05A). Assigned responsibility for ensuring current versions of QEMS documents are being used to the QEMS Representative (s. 3.4). Clarified that requests for revisions/new QEMS documents are made to the QEMS Representative (s. 3.6). Moved the former Table 2 (Relevant regulatory and corporate minimum retention periods) to be part of s. 3.9 and expanded on the minimum retention times for documents and records required to demonstrate compliance with legislation
2018-08-07	6	Revised "Reviewed by" QMS Representative to QEMS Representative as per IA July 20, 2018
2019-08-06	7	Revised as per IA- July 22, 2019 – how electronic copies are disposed of.



## DOCUMENT AND RECORDS CONTROL LOCATIONS

Designated locations for documents and records required by OCWA's QEMS

DRCC = Document and Records Control Centre which is located at the Tri County Water Plant Office.

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
<b>Internal QEMS Documents</b>	
CCP Limit Reached Tracking Form	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Forms\Operations
Chain of Custody Forms	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Chain of Custody
Chamber Inspection Forms	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Forms\Operations
Community Complaint Form	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Forms\Operations
Summary of Action Items Spreadsheet	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Forms\Operations
Emergency/Essential Service and Supply Contact List	HC-FEP Binder E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Contact List
Emergency Response Plan (corporate)	E - OCWA's intranet
Facility Emergency Plans	HC-DRCC E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\9 FEP
Internal Audit Protocol and Report	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Forms\Operations
On-call Schedule	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Schedules--On call, rotations
Operational Plan	E – \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\7 Operational Plan
Operations Manual (OCWA)	HC- DRCC E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\8 Operations Manual
QEMS Policy	E - OCWA's intranet and public website; OP-02 HC - DRCC
Round Sheets	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Rounds Sheets
Sampling Schedule Calendar	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Sample Schedules
Standard Operating Procedures (referenced in Operational Plan and QEMS Procedures)	HC-DRCC E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\8 Operations Manual
Training Record	E- \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Forms\Operations



**DOCUMENT AND RECORDS CONTROL LOCATIONS**

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
Vacation Request Form	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Forms\Administrative
WMS Work Orders	E-WMS Database
<b>External QEMS Documents</b>	
ANSI/NSF product registration documentation for Chemicals/Materials Used	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Contractor Safety Program
Applicable federal and provincial legislation and municipal by-laws	Online at <a href="http://www.e-laws.gov.on.ca">www.e-laws.gov.on.ca</a>
AWWA Standards	E - \\Torwan\PCT\AWWA Standards
Drinking Water Works Permit	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\2 ECA-MDWL-DWWP-Classification
DWQMS	E - <a href="https://www.ontario.ca">https://www.ontario.ca</a>
Engineering schematics/plans/drawings	HC-DRCC E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\10 Watermain Drawings
Maintenance/equipment manuals	HC-DRCC E - \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\8 Operations Manual
Municipal Drinking Water Licence	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\2 ECA-MDWL-DWWP-Classification
Operator certificates	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Hub Files\Operator Certificates and Licences
<b>QEMS Records</b>	
Annual Reports	E -\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\3 (Tri-County Cluster)\1266\5 Report\Annual Reports
AWQI Reports	E -\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\AWQI-Non-Compliance
Call back Reports	E-WMS Database
CCP Limit Reached Tracking Form	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\6 Yellow Folder
Chain of Custodies	E - \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\6 Yellow Folder
Chamber Inspection Records	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\Infrastructure Review\Infrastructure Reports\Chambers
Community complaint records	E – OPEX database
Summary of Action Items Spreadsheet	E -\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\Management Review



**DOCUMENT AND RECORDS CONTROL LOCATIONS**

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
External audit reports	E –\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\DWQMS Audits
External Calibration records	E – \\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\Calibrations
Facility Operations Logbook(s)	HC – DRCC or facility
Health & Safety Inspections	E-TOWAN\SouthwestShared\Health and Safety Inspection Reports
Hydrant Inspection Records	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\Infrastructure Review \Infrastructure Reports\Hydrants
Infrastructure review (capital/maintenance works recommendations)	E –\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\Infrastructure Review \Infrastructure Reviews and Capital
Internal and External QEMS Communications	E –\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\4 Correspondence\DWQMS E- email
Internal Calibration records	E - maintained through WMS
Internal QEMS audit reports	E –\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\DWQMS Audits
Operator training records	E - maintained in OCWA's Training Summary dB
Maintenance records	E - maintained in WMS
Management Review documentation	E –\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\Management Review
MECP Inspection Reports	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports\MOE Inspections
Operations Reports	E –\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\4 Correspondence\Client
Rounds sheets, in house lab results	HC - DRCC E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\6 Yellow Folder Process data maintained electronically through PDM
Sampling and Testing Records; Certificate of Analysis (Lab)	E - maintained through PDM E-\\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\6 Yellow Folder
SCADA Records	E – SCADA System
Tower Inspection Records	E-\\TORWAN\Elgin Middlesex Shared\Southwest Region




**DOCUMENT AND RECORDS CONTROL LOCATIONS**

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
	Files\Area 3 (Tri-County Cluster)\1266\5 Reports \Infrastructure Review \Infrastructure Reports\Tower Inspections
Training Records	HC- Admin Office E-e-reports and OCWA's Training Summary dB
Vacation Requests	HC-Administrative Office
Vacation Schedule	HC- Administrative Office E-Outlook
Valve Inspection Records	E-\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports \Infrastructure Review \Infrastructure Reports\Valves
Watermain Repair Forms	E-\TORWAN\Elgin Middlesex Shared\Southwest Region Files\Area 3 (Tri-County Cluster)\1266\5 Reports \Infrastructure Review \Infrastructure Reports\Watermain Repair Forms

**Revision History**

Date	Revision #	Reason for Revision
2018-05-11	5	Appendix issued; Table was originally included within the Document and Records Control Procedure (QP-01) (last revision #4 dated 2017-06-20).
2018-08-07	6	Added Internal audit report documents, changed MOECC to MECP as per IA July 20, 2018
2019-08-06	7	Revised as per IA – July 22, 2019
2020-06-04	8	Added Health & Safety Inspection Reports Hydrant, Tower Inspection, Valve records and Watermain Repair forms as per IA



	<p style="text-align: center;"><b>OPERATIONAL PLAN</b> West Elgin Distribution System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2020-07-08 Rev No: 2 Pages: 1 of 5</p>
<b>DRINKING WATER SYSTEM</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

## 1. Purpose

To document the following for the West Elgin Distribution System:

- The name of the Owner and Operating Authority; and
- Provide a description of the system, including all applicable water sources, treatment system processes and distribution system components.

## 2. Definitions

*Distribution System* - means the part of a drinking water system that is used in the distribution, storage or supply of water and that is not part of a treatment system.

*Primary Disinfection* - means a process or series of processes intended to remove or inactivate human pathogens such as viruses, bacteria and protozoa in water.

*Secondary Disinfection* - means a process or series of processes intended to provide and maintain a disinfectant residual in a drinking water system's distribution system, and in plumbing connected to the distribution system, for the purposes of:

- (a) protecting water from microbiological re-contamination;
- (b) reducing bacterial regrowth;
- (c) controlling biofilm formation;
- (d) serving as an indicator of distribution system integrity; and

includes the use of disinfectant residuals from primary disinfection to provide and maintain a disinfectant residual in a drinking water system's distribution system for the purposes described in clauses (a) to (d).

*Treatment System* - means any part of a drinking water system that is used in relation to the treatment of water and includes,


- (a) anything that conveys or stores water and is part of a treatment process, including any treatment equipment installed in plumbing,
- (b) anything related to the management of residue from the treatment process or the management of the discharge of a substance into the natural environment from the system, and
- (c) a well or intake that serves as the source or entry point of raw water supply for the system;

## 3. Procedure

### 3.1 Drinking Water System Overview

The West Elgin Distribution System is owned by the Corporation of the Municipality of West Elgin and is operated by the Ontario Clean Water Agency—Southwest Region (Tri-County Cluster). The West Elgin Distribution System services West Lorne, Rodney and rural areas of West Elgin. The West Elgin Distribution System (DWS# 260094627) is connected to following systems:



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-06 Rev Date: 2020-07-08 Rev No: 2 Pages: 2 of 5
<b>DRINKING WATER SYSTEM</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

System Name	DWS #	Owner	Operating Authority
Tri-County Drinking Water System	260091117	Tri-County Water Board	OCWA—Southwest Region, Tri-County Cluster
Southwest Middlesex Distribution System	260005502	The Corporation of the Municipality of Southwest Middlesex	OCWA—Southwest Region, Alvinston/SWM Cluster
Dutton Dunwich Distribution System	220002967	The Corporation of the Municipality of Dutton Dunwich	Dutton Dunwich Water Department

The West Elgin Distribution System relies on the Tri-county Drinking Water System to supply the system with potable water that has met primary and secondary disinfection requirements. Previously, both systems were operated under the same drinking water system number. In 2014, the West Elgin Distribution System was separated from the Tri-County Drinking Water System.


A portion of the West Elgin Distribution System on Beattie Line is supplied by the Southwest Middlesex Distribution System through a connection on Beattie Line and Graham Road. This area relies on Southwest Middlesex Distribution System to supply water that has met primary and secondary disinfection requirements.

The West Elgin Distribution System contains 180 Kms, (50mm-400 mm) of watermains along with a water tower located in Rodney. The Rodney Tower contains re-chlorination facility using sodium hypochlorite in order to maintain secondary disinfection in the distribution system. There are sample stations, hydrants, blow offs and auto flushers located throughout the municipality for monitoring the system. The system serves 1760 active customers.

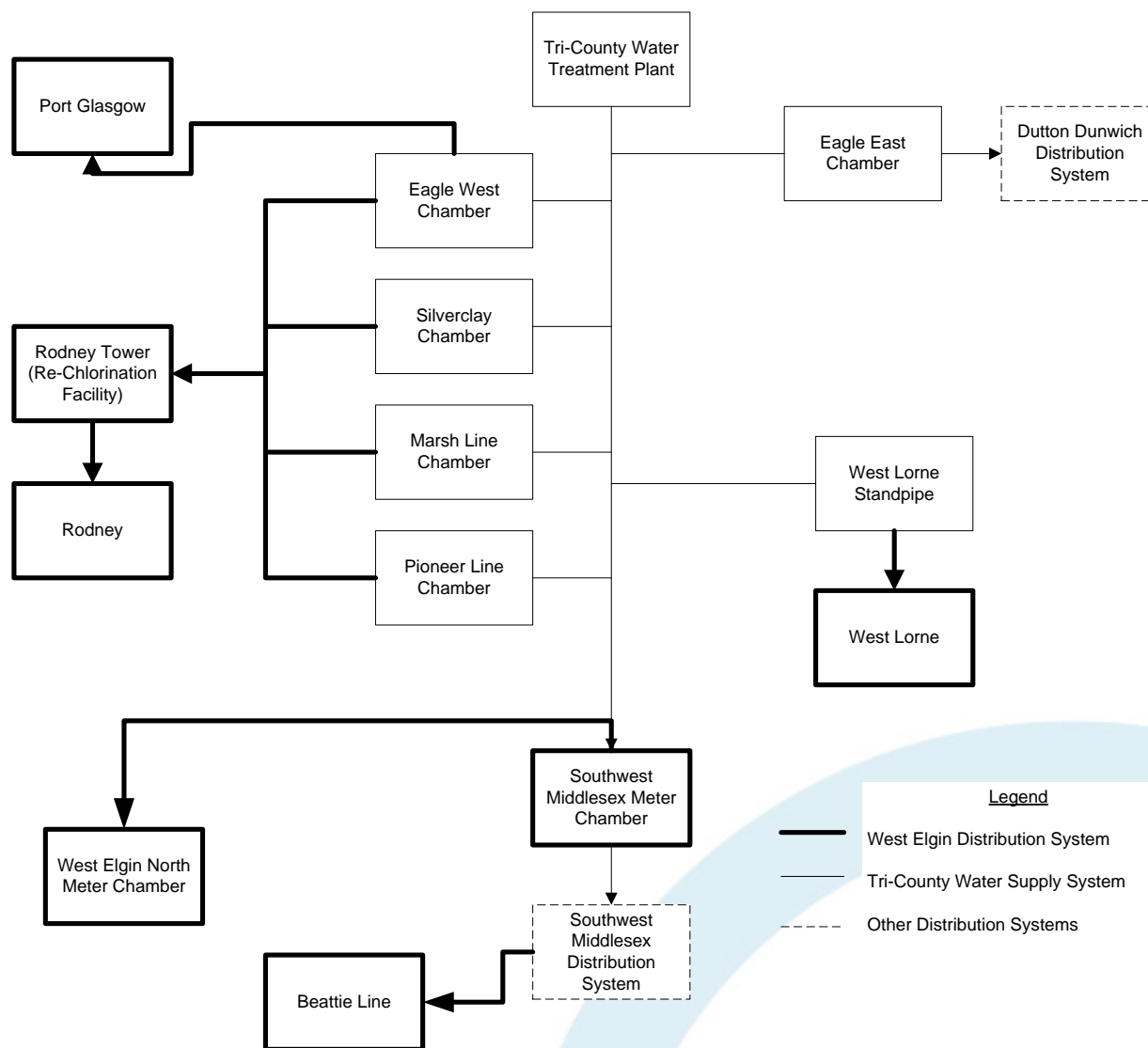
The West Elgin Distribution System is connected to the Southwest Middlesex Distribution System at the Southwest Middlesex Reservoir. There is also another connection to the Southwest Middlesex Distribution System through an interconnection located near the 401 on Graham Road in West Lorne. This was created when there was an emergency watermain break on the Southwest Middlesex Distribution System and is only used for maintenance and emergency situations.

The West Elgin Distribution System is connected to the Dutton-Dunwich Distribution System at Pioneer line near the 401 service centre.




 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-06 Rev Date: 2020-07-08 Rev No: 2 Pages: 3 of 5
<b>DRINKING WATER SYSTEM</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

### 3.2 Distribution System Flow Chart





	<p style="text-align: center;"><b>OPERATIONAL PLAN</b> West Elgin Distribution System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2020-07-08 Rev No: 2 Pages: 4 of 5</p>
<b>DRINKING WATER SYSTEM</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

### 3.3 Operational Challenges

The West Elgin Distribution System's main challenge is maintaining the free chlorine residual through the large network of water mains, especially during the summer months. Automatic flushers and ample sample points have been installed to monitor and maintain adequate disinfection residuals.

The Rodney Tower poses a challenge during the summer months in maintaining adequate free chlorine residuals beyond the normal range of the drawdown cycle in the tower. In Spring of 2018 a re-chlorination facility was installed at the Rodney Tower to help alleviate this issue.

Algae blooms can pose operational challenges at the Tri-County Drinking Water System which in turn pose a threat to the distribution systems it serves. If an algae bloom is suspected, sampling for microcystin is done on the raw and treated water during these possible contamination periods. Communication is provided to West Elgin Distribution System of any issues.

In 2012, manganese was identified in the raw water in the soluble form, therefore, able to pass through the membrane filtration system at the Tri-County Water Treatment Plant. The oxidation of manganese results in precipitation causing elevated turbidity levels and colour which can be observed by downstream users. The WTP has experienced short term episodes where the coloured water is released to the distribution system causing aesthetic issues.

### 3.4 Upstream and Downstream Critical Processes


Conditions upstream of the distribution system, at the Tri-county Drinking Water System and Southwest Middlesex Distribution System are monitored through SCADA, sampling, and operator observations. This information is relayed to the West Elgin Distribution System through the operating authority of the Tri-County Drinking Water System and Southwest Middlesex Distribution System in order to effectively operate the distribution system.

The West Elgin Distribution System relays information to the Municipality's it provides water to (downstream users) should there be any issues with the supply or quality of the drinking water. As well, these downstream users provide information to the West Elgin Distribution System in regards to the supply and quality of the water.

The West Elgin Distribution System relies on the proper installation and working order of backflow preventers on service connections in order to protect the quality of the water in the source water mains.

Autoflushers are routinely monitored to ensure proper working order and adequate flushing time in order to maintain free chlorine residuals in the distribution system.



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-06 Rev Date: 2020-07-08 Rev No: 2 Pages: 5 of 5
<b>DRINKING WATER SYSTEM</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management


#### 4. Related Documents

SOP WEDS-05 Low Chlorine  
 SOP WEDS-13 Provisions of an Alternate Water Source  
 SOP WEDS-07 Community Complaints  
 Operations Manual

#### 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-06 was originally set out in the Main body of OCWA's Operational Plan (last revision #4 dated 2017-06-20). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections; add Rodney Tower Re-chlorination; update distribution system flow chart
2019-08-06	1	Updated as per EA – August 16, 2018 and IA – July 22, 2019
2020-07-08	2	Updated as per IA



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-07 Rev Date: 2020-07-08 Rev No: 2 Pages: 1 of 4
<b>RISK ASSESSMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document the process for conducting a risk assessment to identify and assess potential hazardous events and associated hazards that could affect drinking water safety.

## 2. Definitions

*Consequence* – the potential impact to public health and/or operation of the drinking water system if a hazard/hazardous event is not controlled

*Control Measure* – includes any processes, physical steps or other practices that have been put in place at a drinking water system to prevent or reduce a hazard before it occurs

*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 reduce it to an acceptable level

*Drinking Water Health Hazard* – means, in respect of a drinking water system,

- a) a condition of the system or a condition associated with the system's waters, including any thing found in the waters,
  - i. that adversely affects, or is likely to adversely affect, the health of the users of the system,
  - ii. that deters or hinders, or is likely to deter or hinder, the prevention or suppression of disease, or
  - iii. that endangers or is likely to endanger public health,
- b) a prescribed condition of the drinking water system, or
- c) a prescribed condition associated with the system's waters or the presence of a prescribed thing in the waters

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


*Hazard* – a biological, chemical, physical or radiological agent that has the potential to cause harm

*Likelihood* – the probability of a hazard or hazardous event occurring

## 3. Procedure

- 3.1 Operations Management ensures that operations personnel are assigned to conduct a risk assessment at least once every thirty-six months. At a minimum, the Risk Assessment Team must include the QEMS Representative and at least one member of Top Management.
- 3.2 The QEMS Representative is responsible for coordinating the risk assessment and ensuring that documents and records related to the risk assessment activities are maintained.



	<p style="text-align: center;"><b>OPERATIONAL PLAN</b> West Elgin Distribution System</p>	<p>QEMS Proc.: OP-07 Rev Date: 2020-07-08 Rev No: 2 Pages: 2 of 4</p>
<b>RISK ASSESSMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.3 The Risk Assessment Team performs the risk assessment as follows:

- 3.3.1 OP-07 Risk Assessment and OP-08 Risk Assessment Outcomes are reviewed.
- 3.3.2 For each of the system's activities/process steps, potential hazardous events and associated hazards (possible outcomes) that could impact the system's ability to deliver safe drinking water are identified. At a minimum, potential hazardous events and associated hazard as identified in the most current version of the Ministry of the Environment, Conservation and Parks (MECP) document titled "Potential Hazardous Events for Municipal Residential Drinking Water Systems" (as applicable to the system type) must be considered.
- 3.3.3 For each of the hazardous events, control measures currently in place at the system to eliminate the hazard or prevent it from becoming a threat to public health are specified. Control measures may include alarms, monitoring procedures, SOPs/contingency plans, preventive maintenance activities, backup equipment, engineering controls, etc.
- 3.3.4 To ensure that potential drinking water health hazards are addressed and minimum treatment requirements as regulated by SDWA O. Reg. 170/03 and the MECP's "Procedure for Disinfection of Drinking Water in Ontario" are met, OCWA has established mandatory Critical Control Points (CCPs).

As a minimum, the following must be included as CCPs (as applicable):

- Equipment or processes required to achieve primary disinfection (e.g., chemical and/or UV disinfection system, coagulant dosing system, filters, etc.)
  - Equipment or processes necessary for maintaining secondary disinfection in the distribution system
  - Fluoridation system
- 3.3.5 Additional CCPs for the system are determined by evaluating and ranking the hazardous events for the remaining activities/process steps (i.e., those not included as OCWA's minimum CCPs).
- 3.3.6 Taking into consideration existing control measures (including the reliability and redundancy of equipment), each hazardous event is assigned a value for the likelihood and a value for the consequence of that event occurring based on the following criteria:



**RISK ASSESSMENT**

Reviewed by: QEMS Representative

Approved by: Operations Management

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

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

The likelihood and consequence values are multiplied to determine the risk value (ranking) of each hazardous event. Hazardous events with a ranking of 12 or greater are considered high risk.


3.3.7 Hazardous events and rankings are reviewed and any activity/process step is identified as an additional CCP if all of the following criteria are met:

- 1) The associated hazardous event has a ranking of 12 or greater;
- 2) The associated hazardous event can be controlled through control measure(s);
- 3) Operation of the control measures can be monitored and corrective actions can be applied in a timely fashion;
- 4) Specific control limits can be established for the control measure(s); and
- 5) Failure of the control measures would lead to immediate notification of Medical Officer of Health (MOH) or MECP or both.

3.4 The outcomes of the risk assessment are documented as per OP-08 Risk Assessment Outcomes.

3.5 At least once every calendar year, the QEMS Representative facilitates the verification of the currency of the information and the validity of the assumptions used in the risk



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-07 Rev Date: 2020-07-08 Rev No: 2 Pages: 4 of 4
<b>RISK ASSESSMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

assessment in preparation for the Management Review (OP-20). When performing this review, the following may be considered:

- Process/equipment changes
- Reliability and redundancy of equipment
- Emergency situations/service interruptions
- CCP deviations
- Audit/inspection results

#### 4. Related Documents

OP-08 Risk Assessment Outcomes

OP-20 Management Review


MECP's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"

MECP's "Procedure for Disinfection of Drinking Water in Ontario"

#### 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-07 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (last revision #4 2017-06-20). Revised Purpose to reflect element 7 requirements only. Included minimum requirements for the Risk Assessment Team. Clarified role of QEMS Representative in coordinating the risk assessment and maintaining documents and records. Re-worded procedure for performing the risk assessment. Included reference to MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems". Removed requirements for documenting the outcomes of the risk assessment (now covered in OP-08). Changed annual review to at least once every calendar year and included potential considerations when performing the review.
2018-08-07	1	Removed operator from 3.1 and changed MOECC to MECP as per AI July 20, 2018
2020-07-08	2	Changed 3.1 to read one member of Top Management not Operations Management



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-08 Rev Date: 2018-08-07 Rev No: 1 Pages: 1 of 2
<b>RISK ASSESSMENT OUTCOMES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document the outcomes of the risk assessment conducted as per OP-07 Risk Assessment.

## 2. Definitions

*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 reduce it to an acceptable level

*Critical Control Limit (CCL)* – The point at which a Critical Control Point response procedure is initiated

## 3. Procedure

3.1 The QEMS Representative is responsible for updating the information in OP-08A Summary of Risk Assessment Outcomes as required.

3.2 The results of the risk assessment conducted as per OP-07 are documented in Table 1 of OP-08A. This includes:


- Identified potential hazardous events and associated hazards (possible outcomes) for each of the system's activities/process steps;  
Note: Hazards listed in the MECP's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" are indicated in the appropriate column using the reference numbers in Table 4 of OP-08A.
- Identified control measures to address the potential hazards and hazardous events; and
- Assigned rankings for the for the outcome of the hazardous events (likelihood x consequence = risk value) and whether the hazardous event is a Critical Control Point (CCP) (mandatory or additional).  
Note: If the hazardous event is ranked as 12 or higher and it is not being identified as a CCP, provide rationale as to why it does not meet the criteria set out in section 3.3.7 of OP-07).

3.3 Operations Management is responsible for ensuring that for each CCP:

- Critical Control Limits (CCLs) are set;
- Procedures and processes to monitor the CCLs are established; and
- Procedures to respond to, report and record deviations from the CCLs are implemented.

The identified CCPs, their respective CCLs and associated procedures are documented in Table 2 of OP-08A.



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-08 Rev Date: 2018-08-07 Rev No: 1 Pages: 2 of 2
<b>RISK ASSESSMENT OUTCOMES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.4 A summary of the results of the once every calendar review/36-month risk assessment is recorded in Table 3 of OP-08A.

3.5 Operations Management considers the risk assessment outcomes during the review of the adequacy of the infrastructure (Refer to OP-14 Review and Provision of Infrastructure).

#### 4. Related Documents

OP-07 Risk Assessment  
 OP-08A Summary of Risk Assessment Outcomes  
 OP-14 Review and Provision of Infrastructure  
 CCP Limit Reached Tracking Form  
 MECP's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"

#### 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-08 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (last revision #4 2017-06-20) Clarified role of QEMS Representative in updating the information in OP-08A Summary of Risk Assessment Outcomes. Included requirements for how to document the risk assessment outcomes using the tables in OP-08A. Clarified responsibility of Operations Management to ensure Critical Control Limits are set and related procedures are developed. Included reference to OP-14 Review and Provision of Infrastructure to emphasize the need for Operations Management to review the risk assessment outcomes during the infrastructure review.
2018-08-07	1	Revised 3.2 to state outcomes of the hazardous events, revised 3.4 to state once every calendar year, changed MOECC to MECP as per AI July 20, 2018



**SUMMARY OF RISK ASSESSMENT OUTCOMES**

Reviewed by: QEMS Representative

Approved by: Operations Management

**Table 1:** Risk Assessment Table

**Note:** Processes referred to in section 3.3.4 of OP-07 Risk Assessment must be identified as mandatory Critical Control Points (CCPs) as applicable. Mandatory CCPs are not required to be ranked.

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?
Water Supply	Water Quality Issue from Tri- County WTP	-Adverse Water Quality Incident (AWQI) -Boil Water Advisory -Aesthetic Issue	-Flushing -Community Complaints -SOP#: WEDS-01, WEDS-02, WEDS-07	1, 4, 7,8,11	3	3	9	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.1), 5)
				3, 5, 6, 8	2	3	6	
	Water Supply issue from Tri- County WTP	-Unable to supply water -Adverse Water Quality Incident (AWQI)	-Short term supply from the West Lorne Standpipe, Rodney Tower -Back up supply from Iona Interconnection -SOP#: WEDS-01, WEDS-06	1,2,4,6	1	3	3	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.1)
				3,5,8	2	3	6	
				7	3	3	9	
Dialer	Failure of Alarm Dialer	-no monitoring of system -AWQI	-Regular maintenance by Tri- County DWS operators -Visual monitoring, site checks -SOP #: WEDS-01	3,4	3	3	9	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No- doesn't meet 3.3.7.1),4), 5)
				6	1	3	3	



**SUMMARY OF RISK ASSESSMENT OUTCOMES**

Reviewed by: QEMS Representative

Approved by: Operations Management

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?
SCADA System	Failure of Historian	-Loss of continuous monitoring information	-Retrieval of data from Eramosa at Tri-County DWS -Back up of data -Visual monitoring, site checks -Process analyzers -SOP #: WTP-21, WTP-25, ALRM-01	3,4	3	2	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No- doesn't meet 5.7.1, 5.7.2, 5.7.3, 3.3.7.4),5)
				6	1	2	2	
	Loss of Communication	-Loss of continuous monitoring system	-Retrieval of data from Eramosa -Onsite PLC to store data temporarily -Visual monitoring, site checks -Process Analyzers -SOP #: WEDS-03, WTP-08, WTP-21, WTP-25, WTP-34, ALRM-64	,3,4	3	2	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No- doesn't meet 3.3.7.1), 2), 3), 4), 5)
				6	1	2	2	
Rodney Tower	Low Level	-Low pressure in system -Low chlorine	-Storage of treated water at WTP and West Lorne Standpipe -Distribution chamber bypasses to supply water quicker to Rodney -SOP #: WEDS-05, WEDS-06, ALRM-63, ALRM-65	2,6	1	3	3	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.1)
				3,7	3	3	9	
	Low Chlorine	-AWQI: <0.05ppm for 15min on analyzer	-Regular monitoring from analyzer and grab samples -Flushing -SOP #: WEDS-01, WEDS-02, WEDS-05, ALRM-65	3,6	1	4	4	<input checked="" type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input type="checkbox"/> No
				4,11	3	4	12	



## OPERATIONAL PLAN

West Elgin Distribution System

QEMS Doc.: OP-08A  
Rev Date: 2020-07-08  
Rev No: 9  
Pages: 3 of 8

### SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?
	Power Failure	-loss of level control and communications	-Operate high lift pumps based on pressure at the plant -Manual readings from pressure gauge -Grab samples for free chlorine -Portable generator on site -SOP #: ALRM-63	1,6	1	2	2	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.1), 5)
				3,4	4	2	8	
Distribution	Chamber Failure -Air Release	-AWQI	-Regular Maintenance and annual inspection -SOP #: WEDS-01, WEDS-02	,3,4,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	Chamber Failure -Flow Control	-Low pressure	-Manual controls -Bypass lines in chambers -SOP#: WEDS-06, ALRM-63	3,4,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	Watermain Break	-AWQI -Low pressure	-Isolation of section of main -Manual operation of valve to maintain pressure on part of system -West Lorne Standpipe, Rodney Tower and WTP supply water to maintain pressure -AWWA Standard C651; MECP Watermain Disinfection Procedure -SOP#: WEDS-01, WEDS-06, WEDS-07, WEDS-08	1,3,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7. 3), 4), 5)
				4	4	3	12	



**SUMMARY OF RISK ASSESSMENT OUTCOMES**

Reviewed by: QEMS Representative

Approved by: Operations Management

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?
	Adverse from Routine Sampling	-Boil Water Advisory -AWQI	-Flushing -SOP#: WEDS-01, WEDS-02, WEDS-09	1,6,7,8,11	2	4	8	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility
				4	3	4	12	<input checked="" type="checkbox"/> No – doesn't meet 3.3.7.3)
	Backflow Failure	-AWQI	-Inspections and maintenance on backflows -SOP#: WEDS-01	4,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility
								<input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	Low Chlorine	-AWQI (<0.5mg/L grab sample)	-Sampling and monitoring schedule -Flushing -SOP#: WEDS-01, WEDS-02, WEDS-05	1,6,8	2	4	8	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility
				4	3	4	12	<input checked="" type="checkbox"/> No – doesn't meet 3.3.7.3)
	Biofilms	-Taste and Odour complaints -AWQI	-Routine sampling of HPC and free chlorine residuals -Maintenance (flushing) -SOP#: WEDS-01, WEDS-02, WEDS-07	1,4,8,11	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility
				6	1	3	3	<input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 5)
	Aging Infrastructure failure	-AWQI -Reduced Flow -Biofilms -Main Breaks -Valve Failure	-Capital replacement projects, financial plans -Maintenance programs (flushing) -SOP#: WEDS-01, WEDS-02, WEDS-07, WEDS-08	1,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility
				3,4	3	3	9	<input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	New Watermain/Service Installations failure	-AWQI -Boil Water Advisory	-Training, qualified persons -AWWA Standards, MDWL/DWWP requirements,	7,8	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP



**SUMMARY OF RISK ASSESSMENT OUTCOMES**

Reviewed by: QEMS Representative


Approved by: Operations Management

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?
			MECP Watermain Disinfection Procedure -SOP#: WEDS-01					identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	Illegal Hydrant Use	-AWQI -Watermain Break -Low pressure	-SOP#: WEDS-01, WEDS-06, WEDS-08	6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	Illegal Connections	-AWQI	-SOP#: WEDS-01	6	3	3	9	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 2), 3), 4)
Operations	Staffing Issue	Is not able to meet regulatory requirements	CP-03	n/a	3	3	9	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 2), 4)

**Table 2:** Identified Critical Control Points (CCPs)

CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
Rodney Tower Low Chlorine	-0.40mg/L or less free chlorine for 600sec on AIT1 and 2 calls out alarm -0.30mg/L or less free chlorine for 600sec on AIT1 and 2 calls out alarm Ch 65	-Continuous Chlorine Analyzer -SCADA Monitoring -Alarms to Dialer and banner on SCADA -Grab samples using pocket	-Isolation of Tower -Draining of Tower -Overfilling of Tower -SOP #: WEDS-01, WEDS-10, WEDS-11, ALRM-65



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System		QEMS Doc.: OP-08A Rev Date: 2020-07-08 Rev No: 9 Pages: 6 of 8
	<b>SUMMARY OF RISK ASSESSMENT OUTCOMES</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management	
		colorimeter	-Facility Emergency Plan

Note: Standard Operating Procedures (SOPs) referenced in Tables 1 and 2 are controlled as per OP-05 Document and Records Control.

**Related Standard Operating Procedures (SOPs):**

SOP# WEDS-01: Reporting Adverse Drinking Water Quality  
 SOP# WEDS-02: Flushing  
 SOP# WEDS-03: 72hr Review of Continuous Monitoring Data  
 SOP# WEDS-04: Alarm Response  
 SOP# WEDS-05: Low Free Chlorine Residual in Distribution System  
 SOP# WEDS-06: Low Pressure in Distribution System  
 SOP# WEDS-07: Community Complaints  
 SOP# WEDS-08: Watermain Repair  
 SOP# WEDS-09: Collection and Handling of Drinking Water Samples  
 SOP# WEDS-10: Isolating, Draining, Filling of Rodney Tower  
 SOP# WEDS-11: Critical Control Point (CCP) Limit Reached

**Tri-County WTP Standard Operating Procedures (SOPs)**

SOP# WTP-08: 72hr Review of Continuous Monitoring Data  
 SOP# WTP-21: Historian Data in Excel  
 SOP# WTP-25: Historian Fault on SCADA Computer  
 SOP# WTP-34: Review of Trending Data

**Alarm Standard Operating Procedures**

SOP#ALRM-63: Rodney Elevated Tank Alarm  
 SOP#ALRM-64: Rodney Elevated Tank Communications Failure  
 SOP#ALRM-65: Rodney Elevated Tank Chlorine Alarms

**Table 3:** Record of Annual Review/36-Month Risk Assessment



## SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

The Drinking Water Quality Management Standard (DWQMS) requires that the currency of the information and the validity of the assumptions used in the risk assessment be verified at least once every calendar year. In addition, the risk assessment must be conducted at least once every thirty-six months.

Date of Activity	Type of Activity	Participants	Summary of Results
July 18, 2013	Conducted initial risk assessment	Dale LeBritton and Cindy Sigurdson	Risk Assessment completed
May 27, 2014	Risk Assessment Review	Cindy Sigurdson, Dale LeBritton	Reviewed Risk Assessment, made minor changes. The consequence for SCADA system historian faults reduced since it is a process analyzer and continuous monitoring is not required.
July 6, 2015	Annual Risk Assessment Review	Cindy Sigurdson, Dale LeBritton	Review of risk assessment; Added Low chlorine, vandalism and terrorism as an hazardous event in the distribution System; and low pressure as an outcome of illegal hydrant use; Revise name to Tri-County WTP from West Elgin; Revise name of SOP: AWQI to Reporting Adverse Drinking Water.
July 4, 2016	36 Month Risk Assessment	Cindy Sigurdson, Dale LeBritton	Revise/provide more information to the existing control measures; identify why the hazardous event isn't a CCP by referring to Step 5.7 criteria that is not met.
June 20, 2017	Annual Risk Assessment Review	Cindy Sigurdson	Add process analyzer under control measure for failure of historian and loss of communication, add portable generator under control measure for power failure.
May 11, 2018	Annual Risk Assessment Review	Terri-Lynn Thomson	Add in table 4 ad identify the reference numbers in Table 1
July 23, 2019	36-Month Risk Assessment redo. Once every calendar year review	Cindy Sigurdson, Terri-Lynn Thomson, Sam Smith	Separated risk value based on MECP Hazardous Events. Added second Rodney tower chlorine analyzer under CCPs
June 4, 2020	Annual Risk Assessment Review	Cindy Sigurdson, Terri-Lynn Thomson, Sam Smith	Added staffing issue due to current pandemic

**Table 4:** Potential Hazardous Event/Hazard Reference Numbers (based on MECP's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" dated February 2017)

If the hazardous event/hazard is not applicable to this drinking water system (DWS), it will be noted in the first column of this table.

System Type (indicate all that apply to this DWS)		Reference Number	Description of Hazardous Event/Hazard
X	All Systems	1	Long Term Impacts of Climate Change
X	All Systems	2	Water supply shortfall



**SUMMARY OF RISK ASSESSMENT OUTCOMES**

Reviewed by: QEMS Representative


Approved by: Operations Management

X	All Systems	3	Extreme weather events (e.g., tornado, ice storm)
X	All Systems	4	Sustained extreme temperatures (e.g., heat wave, deep freeze)
X	All Systems	5	Chemical spill impacting source water
X	All Systems	6	Terrorist and vandalism actions
X	Distribution Systems	7	Sustained pressure loss
X	Distribution Systems	8	Backflow
N/A	Treatment Systems	9	Sudden changes to raw water characteristics (e.g., turbidity, pH)
N/A	Treatment Systems	10	Failure of equipment or process associated with primary disinfection (e.g., coagulant dosing system, filters, UV system, chlorination system)
X	Treatment Systems and Distribution Systems providing secondary disinfection	11	Failure of equipment or process associated with secondary disinfection (e.g., chlorination equipment, chloramination equipment)
N/A	Treatment Systems using Surface Water	12	Algal blooms

**Revision History**

Date	Revision #	Reason for Revision
2013-07-19	0	Initial risk assessment conducted
2014-05-27	1	Risk Assessment Reviewed
2014-07-18	2	Revise Table 2 Critical Control Limit to clarify set points
2015-07-06	3	Revised Table 1 as per annual review
2016-07-18	4	Revised as per 36 Month Redo
2017-06-20	5	Revised as per annual review
2018-05-11	6	Revised as per annual review, added MOECC's hazardous events
2018-08-07	7	Changed MOECC to MECP
2019-08-06	8	Updated as per 36 month risk assessment redo
2020-07-08	9	Updated as per annual review



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-09 Rev Date: 2020-07-09 Rev No: 3 Pages: 1 of 6
<b>ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document the following for the West Elgin Distribution System:

- Owner;
- Organizational structure of the Operating Authority;
- QEMS roles, responsibilities and authorities of staff, Top Management and individuals/groups that provide corporate oversight; and
- Responsibilities for conducting the Management Review

## 2. Definitions

*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

*Senior Leadership Team (SLT)* – members include President and CEO, Executive Vice President and General Counsel, Vice Presidents of OCWA's business units and Regional Hub Managers

*Top Management* – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems

*Operations Personnel* – Employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

## 3. Procedure

### 3.1 Organizational Structure

The West Elgin Distribution System is owned by the Corporation of the Municipality of West Elgin and is represented by the Mayor and CAO/Clerk.

The organizational structure of OCWA, the Operating Authority, is outlined in appendix OP-09A: Organizational Structure.


### 3.2 Top Management

Top Management for the West Elgin Distribution System consists of:

- Operations Management – Tri-County Cluster
- Regional Hub Manager – Southwest Region
- Safety, Process & Compliance Manager – Southwest Region

Irrespective of other duties (see Table 9-2 below), Top Management's responsibilities and authorities include:



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-09 Rev Date: 2020-07-09 Rev No: 3 Pages: 2 of 6
<b>ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- Endorsing the Operational Plan as per the Commitment and Endorsement procedure (OP-03);
- Ensuring that the QEMS meets the requirements of the DWQMS;
- Ensuring staff are aware of the applicable legislative and regulatory requirements;
- Communicating the QEMS according to the Communications procedure (OP-12);
- Providing resources needed to maintain and continually improve the QEMS;
- Appointing and authorizing a QEMS Representative (OP-04); and
- Undertaking Management Reviews as per the Management Review procedure (OP-20).

Note: Specific responsibilities of the individual members of Top Management are identified in the referenced procedures.


### 3.3 Corporate Oversight

Roles, responsibilities and authorities for individuals/groups providing corporate oversight of OCWA's QEMS are summarized in Table 9-1 below.

**Table 9-1: Corporate QEMS Roles, Responsibilities and Authorities**

Role	Responsibilities and Authorities
Board of Directors	<ul style="list-style-type: none"> <li>• Set the Agency's strategic direction, monitor overall performance and ensure appropriate systems and controls are in place in accordance with the Agency's governing documents</li> <li>• Review and approve the QEMS Policy</li> </ul>
Senior Leadership Team (SLT)	<ul style="list-style-type: none"> <li>• Establish the Agency's organizational structure and governing documents and ensure resources are in place to support strategic initiatives</li> <li>• Monitor and report on OCWA's operational and business performance to the Board of Directors</li> <li>• Review the QEMS Policy and recommend its approval to the Board</li> <li>• Approve corporate QEMS programs and procedures</li> </ul>
Corporate Compliance	<ul style="list-style-type: none"> <li>• Manage the QEMS Policy and corporate QEMS programs and procedures</li> <li>• Provide support for the local implementation of the QEMS</li> <li>• Monitor and report on QEMS performance and any need for improvement to SLT</li> <li>• Consult with the MECP and other regulators and provide compliance support/guidance on applicable legislative, regulatory and policy requirements</li> <li>• Manage contract with OCWA's DWQMS accreditation body</li> </ul>

### 3.4 Regional Hub Roles, Responsibilities and Authorities

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-09 Rev Date: 2020-07-09 Rev No: 3 Pages: 3 of 6
<b>ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

QEMS roles, responsibilities and authorities of Regional Hub personnel are summarized in Table 9-2 below. This information is kept current as per the Document and Records Control procedure (OP-05) and is communicated to staff as per the Communications procedure (OP-12).

Additional duties of employees are detailed in their job specifications and in the various QEMS programs and procedures that form, or are referenced in, this Operational Plan.

**Table 9-2: QEMS Roles, Responsibilities and Authorities for the Tri-County Cluster.**

Role	Responsibilities and Authorities
All Operations Personnel	<ul style="list-style-type: none"> <li>• Perform duties in compliance with applicable legislative and regulatory requirements</li> <li>• Be familiar with the QEMS Policy and work in accordance with QEMS programs and procedures</li> <li>• Maintain operator certification (as required)</li> <li>• Attend/participate in training relevant to their duties under the QEMS</li> <li>• Document all operational activities</li> <li>• Identify potential hazards at their facility that could affect the environmental and/or public health and report to Operations Management</li> <li>• Report and act on all operational incidents</li> <li>• Recommend changes to improve the QEMS</li> </ul>
Regional Hub Manager (Top Management)	<ul style="list-style-type: none"> <li>• Oversee the administration and delivery of contractual water/wastewater services on a Regional Hub level</li> <li>• Fulfill role of Top Management</li> <li>• Ensure corporate QEMS programs and procedures are implemented consistently throughout the Regional Hub</li> <li>• Manages the planning of training programs for Regional Hub</li> <li>• Report to VP of Operations/SLT on the regional performance of the QEMS and any need for Agency-wide improvement</li> <li>• Act as Overall Responsible Operator (ORO) when required.</li> </ul>
Operations Management (Top Management)	<ul style="list-style-type: none"> <li>• Manage the day-to-day operations and maintenance of his/her assigned facilities and supervise facility operational staff</li> <li>• Fulfill role of Top Management</li> <li>• Ensure corporate and site-specific QEMS programs and procedures are implemented at his/her assigned facilities</li> <li>• Determine necessary action and assign resources in response to operational issues</li> <li>• Report to the Regional Hub Manager on facility operational performance</li> <li>• Ensure operational training is provided for the cluster (in</li> </ul>



## ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: QEMS Representative

Approved by: Operations Management

Role	Responsibilities and Authorities
	<ul style="list-style-type: none"> <li>consultation with the SPC Manager as required)</li> <li>Act as Overall Responsible Operator (ORO) when required.</li> </ul>
Safety, Process & Compliance (SPC) Manager (Top Management, Alternate QEMS Representative)	<ul style="list-style-type: none"> <li>Supervise facility compliance staff and provide technical and program support to the Regional Hub related to process control and compliant operations</li> <li>Fulfill role of Top Management</li> <li>Ensure corporate/regional QEMS programs and procedures are implemented consistently throughout the Regional Hub</li> <li>Assist in the development of site-specific operational procedures as required</li> <li>Ensure training on applicable legislative and regulatory requirements and the QEMS is provided for the Regional Hub (in consultation with Operations Management as required)</li> <li>Monitor and report to the Regional Hub Manager and Operations Management on the compliance status and QEMS performance within his/her Regional Hub and any need for improvement</li> <li>Act as alternate QEMS Representative (when required)</li> <li>Act as Overall Responsible Operator (ORO) when required.</li> </ul>
Process & Compliance Technician (PCT) (QEMS Representative)	<ul style="list-style-type: none"> <li>Implement, monitor and support corporate programs relating to environmental compliance and support management by evaluating and implementing process control systems at his/her assigned facilities</li> <li>Fulfill role of QEMS Representative (OP-04)</li> <li>Monitor, evaluate and report on compliance/quality status of his/her assigned facilities</li> <li>Implement facility-specific QEMS programs and procedures consistently at his/her assigned facilities</li> <li>Participate in audits and inspections and assist in developing, implementing and monitoring action items to respond to findings</li> <li>Report to the SPC Manager on QEMS implementation and identify the need for additional/improved processes and procedures at the regional/cluster/facility level (in consultation with the Operations Management as required)</li> <li>Communicates to Owners on facility compliance and DWQMS accreditation as directed</li> <li>Deliver/participate in/coordinate training including applicable legislative and regulatory requirements and the QEMS</li> <li>May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.</li> </ul>
Operator/Mechanic	<ul style="list-style-type: none"> <li>Perform duties as assigned by Operations Management or designate</li> <li>Monitor, maintain and operate facilities in accordance with applicable regulations, approvals and established operating</li> </ul>

**ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES**

Reviewed by: QEMS Representative


Approved by: Operations Management

Role	Responsibilities and Authorities
	<p>procedures</p> <ul style="list-style-type: none"> <li>Collect samples and perform laboratory tests and equipment calibrations as required</li> <li>Regularly inspect operating equipment, perform routine preventive maintenance and repairs and prepare and complete work orders as assigned</li> <li>Participate in facility inspections and audits</li> <li>May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.</li> </ul>
Operational and Maintenance (O&M) Team Lead	<ul style="list-style-type: none"> <li>Perform duties as assigned by Operations Management</li> <li>Oversee maintenance activities on equipment and process in order to maintain compliance with applicable legislation, regulations, approvals and established operating procedures</li> <li>Prepare and/or coordinate staff work assignments and follow up to ensure completion</li> <li>Act for management during vacations or periodic absences.</li> <li>Develop and provide O&amp;M reports to management and recommend changes in operating procedures/processes to improve facility operations</li> <li>Assist with facility operations including monitoring facility processes, reviewing process data and trouble-shooting</li> <li>Assist management in developing annual O&amp;M budgets and provide recommendations relating to potential O&amp;M expenditures</li> <li>May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required.</li> </ul>
Administrative Assistant	<ul style="list-style-type: none"> <li>Support the administrative functions of the regional hub/cluster/facility including coordinating delivery of training as directed</li> <li>Assist with entering operational data (including operational training records, process data and maintenance records ) into the appropriate database as directed</li> </ul>

#### 4. Related Documents

OP-03 Commitment and Endorsement  
OP-04 QEMS Representative  
OP-05 Document and Records Control  
OP-09A Organizational Structure  
OP-12 Communications  
OP-20 Management Review



	<p align="center"><b>OPERATIONAL PLAN</b> West Elgin Distribution System</p>	QEMS Proc.: OP-09 Rev Date: 2020-07-09 Rev No: 3 Pages: 6 of 6
<b>ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

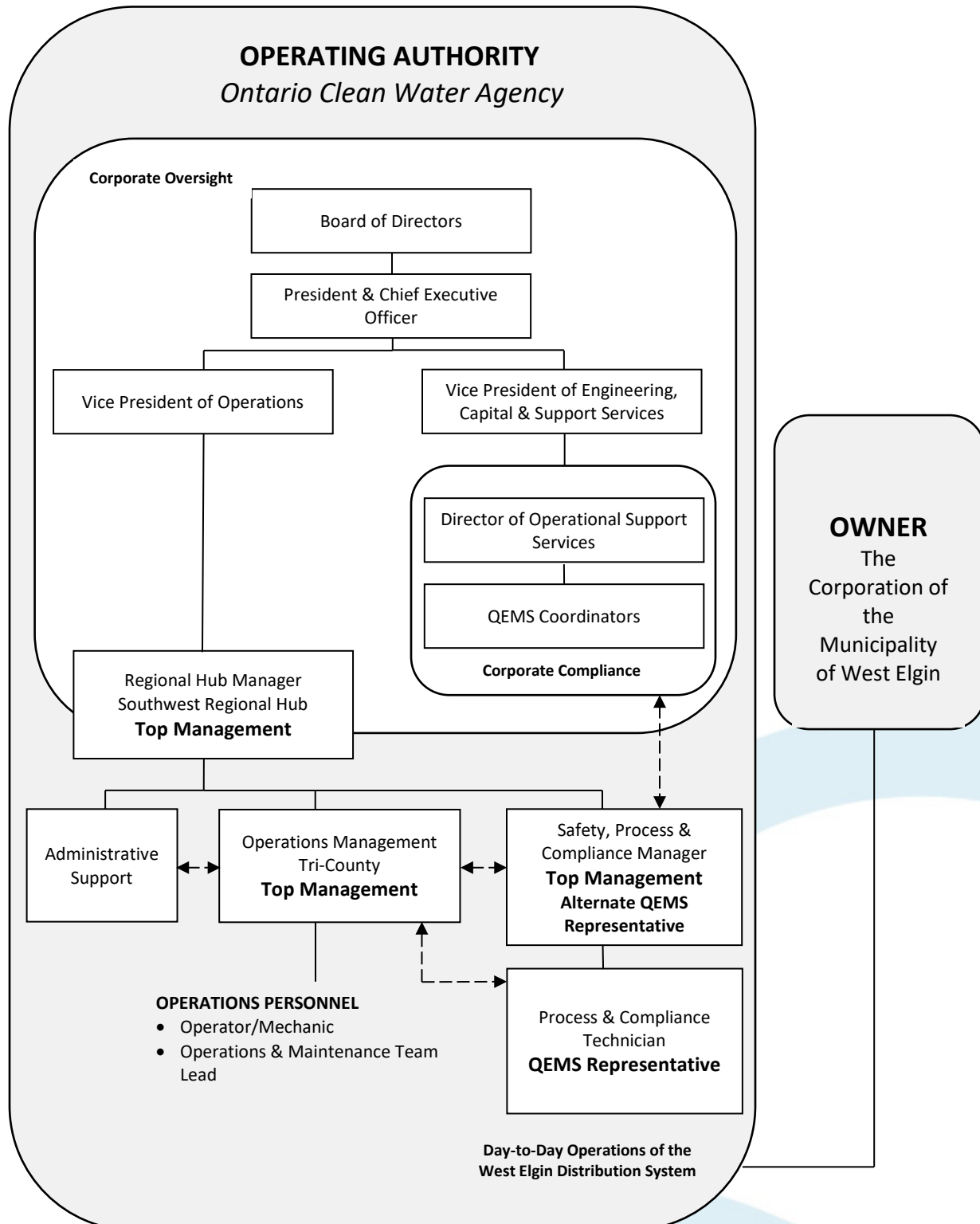
## 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-09 was originally set out in the main body of OCWA's Operational Plan New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Added definitions for Operations Management and Operations Personnel and throughout procedure replaced 'Senior Operations Manager' references with 'Operations Management'. (last revision # 4 dated 2017-06-20).
2018-08-07	1	Revised table 9.2 table to state Tri-County Cluster not Southwest Regional Hub. Changed MOECC to MECP as per IA July 20, 2018.
2019-08-06	2	Added Alt QEMS Rep to SPC manager position as per IA
2020-07-09	3	Added in System name in 1. As per IA

**ORGANIZATIONAL STRUCTURE**

Reviewed by: QEMS Representative

Approved by: Operations Management





 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Doc.: OP-09A Rev Date: 2018-05-11 Rev No: 5 Pages: 2 of 2
<b>ORGANIZATIONAL STRUCTURE</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

## Revision History

Date	Revision #	Reason for Revision
2018-05-11	5	Appendix issued - Organizational Chart previously contained as Appendix C of the Operational Plan. Moved to a new Appendix. Revision history previously maintained within the operations plan revision 4 dated 2017-06-23. Removed two levels of Top Management (e.g. Facility Level and Corporate level), instead Top Management is only at the facility level and corporate has been moved to Corporate oversight. Added Administrative Support.

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-10 Rev Date: 2020-07-09 Rev No: 3 Pages: 1 of 5
<b>COMPETENCIES</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

## 1. Purpose

To document a procedure that describes:

- the competencies required for personnel performing duties directly affecting drinking water quality;
- the activities to develop and/or maintain those competencies; and
- the activities to ensure personnel are aware of the relevance of their duties and how they affect safe drinking water.

## 2. Definitions

*Competence* – the combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities

*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

*Operations Personnel* – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

*Top Management* – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the Owner respecting the subject system or subject systems

## 3. Procedure

3.1 The following table presents the minimum competencies required by operations personnel.

Position	Required Minimum Competencies
Operations Management	<ul style="list-style-type: none"> <li>• Valid operator certification; minimum WD1 if required to act as ORO</li> <li>• Experience and/or training in managing/supervising drinking water system operations, maintenance, financial planning and administration</li> <li>• Training and/or experience related to drinking water system processes, principles and technologies</li> <li>• Training on OCWA's QEMS and the DWQMS</li> <li>• Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>• Experience using computers and operational computerized systems</li> <li>• WMS Primary</li> </ul>



**COMPETENCIES**

Reviewed by: QEMS Representative

Approved by: Operations Management

Position	Required Minimum Competencies
Safety, Process & Compliance (SPC) Manager	<ul style="list-style-type: none"> <li>Valid operator certification; minimum OIT or minimum WD1 if required to act as OIC and/or ORO</li> <li>Experience in providing technical support and leading/managing programs related to process control and compliant operations</li> <li>Experience and/or training in conducting compliance audits, and management system audits</li> <li>Experience and/or training in preparing and presenting informational and training material</li> <li>Training on OCWA's QEMS and the DWQMS</li> <li>Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>Experience using computers and operational computerized systems</li> <li>WMS Primary</li> </ul>
Operator/Mechanic	<ul style="list-style-type: none"> <li>Valid operator certification; minimum OIT or minimum WD1 if required to act as OIC minimum WD 1 to act as ORO</li> <li>Training and/or experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities</li> <li>Training on OCWA's QEMS and the DWQMS</li> <li>Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>Experience using computers and operational computerized systems</li> </ul>
Process & Compliance Technician	<ul style="list-style-type: none"> <li>Valid operator certification; minimum OIT or minimum WD 1 if required to act as OIC or ORO</li> <li>Experience and/or training in resolving/addressing compliance issues for drinking water systems</li> <li>Experience and/or training in monitoring, assessing and reporting on facility performance against legal requirements and corporate goals</li> <li>Experience and/or training in preparing and presenting informational and training material</li> <li>Experience in conducting management system audits or internal auditor education/training</li> <li>Training on OCWA's QEMS and the DWQMS</li> <li>Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>Experience using computers and operational computerized systems</li> <li>WMS Primary</li> </ul>
O&M Team Lead	<ul style="list-style-type: none"> <li>Valid operator certification; minimum OIT or minimum WD 1 if required to act as OIC or ORO</li> <li>Experience and/or training in managing and planning multiple projects, assessing priorities and effectively coordinating operation and maintenance programs</li> <li>Training and/or experience related to operations and maintenance of drinking water system processes, principles and technologies</li> <li>Training on OCWA's QEMS and the DWQMS</li> </ul>

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-10 Rev Date: 2020-07-09 Rev No: 3 Pages: 3 of 5
<b>COMPETENCIES</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

Position	Required Minimum Competencies
	<ul style="list-style-type: none"> <li>• Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>• Experience using computers and operational computerized systems WMS Primary</li> </ul>

- 3.2 The following table presents the minimum competencies required by staff that provide administrative support to operations personnel.

Position	Required Minimum Competencies
Administrative Assistant	<ul style="list-style-type: none"> <li>• Experience and/or training related to procurement and business administration practices</li> <li>• Training on OCWA's QEMS and the DWQMS</li> <li>• Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>• Experience using computers</li> </ul>

- 3.3 OCWA's recruiting and hiring practices follow those of the Ontario Public Service (OPS). As part of the OPS, minimum competencies, which include education, skills, knowledge and experience requirements, are established when designing the job description for a particular position. As part of the recruitment process, competencies are then evaluated against the job description. Based on this evaluation, the hiring manager selects and assigns personnel for specific duties.
- 3.4 OCWA's Operational Training Program aims to:
- Develop the skills and increase the knowledge of staff and management;
  - Provide staff with information and access to resources that can assist them in performing their duties; and
  - Assist OCWA certified operators in meeting the legislative and regulatory requirements with respect to training.
- 3.5 The Program consists of Director Approved, continuing education and on-the-job training and is delivered using a combination of methods (e.g., traditional classroom courses, e-learning/webinars and custom/program-based courses/sessions). A formal evaluation process is in place for all sessions under the Operational Training Program and is a critical part of the Program's continual improvement.
- 3.6 Awareness of OCWA's QEMS is promoted during the orientation of new staff, at facility/cluster/regional hub level training sessions and meetings and through OCWA's Environmental Compliance 101 (EC 101) course. All new staff are required to complete the EC 101 course within their first year of joining OCWA (depending on scheduling and availability). The EC 101 refresher course is required by all staff every 3 years. The purpose of the EC 101 course is to ensure staff are aware of applicable



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-10 Rev Date: 2020-07-09 Rev No: 3 Pages: 4 of 5
<b>COMPETENCIES</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

legislative and regulatory requirements, to promote awareness of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.

- 3.7 Staff are also required to complete the mandatory environmental and health and safety compliance training listed in OCWA's Mandatory Compliance Training Requirements document, based on their position and/or the duties they perform. This list is available on OCWA's intranet.
- 3.8 Operations personnel also receive site-specific training/instruction on relevant operational and emergency response procedures to ensure effective operational control of processes and equipment which may impact the safety and quality of drinking water.
- 3.9 As part of OCWA's annual Performance Planning and Review (PPR) process, employee performance is evaluated against their job expectations. Professional development opportunities and training needs (which could include formalized courses as well as site-specific on-the-job training or job shadowing/mentoring) are identified as part of this process (and on an ongoing basis). In addition to this process, OCWA employees may at any time request training from either internal or external providers by obtaining approval from their Manager.
- 3.10 Certified drinking water operators are responsible for completing the required number of training hours in order to renew their certificates based on the highest class of drinking water subsystem they operate. They are also responsible for completing mandatory courses required by *Safe Drinking Water Act* (SDWA) O. Reg. 128/04 Certification of Drinking Water System Operators and Water Quality Analysts. The Operations Management takes reasonable steps to ensure that every operator has the opportunity to attend training to meet the requirements.
- 3.11 It is the responsibility of operations personnel to ensure Operations Management are aware of any change to the status/classification of their drinking water operator certificate(s), the validity of their driver's licence (required to hold at a minimum a Class G license which is initially verified upon hire) and/or the validity of any other required certificates/qualifications.
- 3.12 Individual OCWA employee training records are maintained and tracked using a computerized system, the Training Summary database, which is administrated by OCWA's Training Department. Training records maintained at the facility are controlled as per OP-05 Document and Records Control.

#### 4. Related Documents

OCWA's Training Resources (OCWA Intranet)  
 OCWA's Mandatory Compliance Training list (OCWA intranet)  
 Performance Planning and Review Database  
 OP-5 Document and Records Control


 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-10 Rev Date: 2020-07-09 Rev No: 3 Pages: 5 of 5
<b>COMPETENCIES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## OCWA Training Summary Database

### 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-10 was originally set out in the main body of OCWA's Operational Plan (last revision 4 dated 2017-06-20) New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Added definitions for Operations Management and Operations Personnel and throughout procedure replaced 'Senior Operations Manager' references with 'Operations Management'. Modified table in procedure (s. 3.1 and s. 3.2): removed/revised non-measurable competencies, added the word 'minimum' to competencies; removed 'Valid Class G Driver's License' listed under individual positions and referenced in s. 3.11; added competencies for Admin Assistants and merged competencies for Senior Operations Manager and Operations Manager under Operations Management. Updated training sections (s. 3.4 to s. 3.7) to reference new Environmental 101 course, Mandatory Compliance Training list and removed specific references to Orientation Training Program. Added s. 3.11 related to ensuring operators make Operations Management aware of changes to operator certification and other certificates/licenses. Other minor changes to wording.
2018-08-07	1	Revised competencies for all positions to be WD1 for ORO/OIC, revised 3.6 to state upon scheduling and availability as per IA July 20, 2018
2019-08-06	2	Added WMS Primary to required positions as per IA
2020-07-09	3	Added in the EC 101 refresher course and ORO level as per IA



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-11 Rev Date: 2020-07-09 Rev No: 8 Pages: 1 of 3
<b>PERSONNEL COVERAGE</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

## 1. Purpose

To describe the procedure for ensuring that sufficient and competent personnel are available for duties that directly affect drinking water quality for the West Elgin Distribution System.

## 2. Definitions

*Competency* – an integrated set of requisite skills and knowledge that enables an individual to effectively perform the activities of a given occupation \*

*Essential Services* – services that are necessary to enable the employer to prevent,

- (a) danger to life, health or safety,
- (b) the destruction or serious deterioration of machinery, equipment or premises,
- (c) serious environmental damage, or
- (d) disruption of the administration of the courts or of legislative drafting.

(Crown Employees Collective Bargaining Act, 1993)

## 3. Procedure

3.1 Operations Management ensures that personnel meeting the competencies identified in OP-10 Competencies are available for duties that directly affect drinking water quality.

3.2 The West Elgin Distribution System is staffed by OCWA personnel as follows:

The regular hours are Monday to Friday 7:30 a.m. to 4:00 p.m, with a rotational on call schedule for 24/7 coverage


3.3 Operations personnel are assigned to act as and fulfill the duties of Overall Responsible Operator (ORO) and Operator-in-Charge (OIC) in accordance with SDWA O. Reg. 128/04.

An Overall Responsible Operator (ORO) is assigned with a minimum WD 1 to fulfill the duties. The ORO is communicated with all staff and designated in the facility logbook.

The designated OIC for each shift is recorded in the facility logbook.

3.4 Operations Management assigns an on-call operator for the time that the facility is not staffed (i.e., evenings, weekends and Statutory Holidays). The on-call shift change is the start of the business day on Monday and follows a weekly rotation of staff. A schedule of on call operators is prepared and is available as per OP-05.

\* Based on the 2005 National Occupational Guidelines for Canadian Water and Wastewater Operators and International Board of Standards for Training, Performance and Instruction

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-11 Rev Date: 2020-07-09 Rev No: 8 Pages: 2 of 3
<b>PERSONNEL COVERAGE</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- 3.5 Operators routinely complete inspections of the system and facilities, details are recorded in the facility logbook and daily round sheets.
- 3.6 The SCADA system auto dialer is programmed to contact a contracted call-centre operator whenever there is an alarm condition. The call-centre operator contacts the on-call operator through a designated on-call pager. The on-call operator contacts the call-centre to acknowledge receipt of the alarm. If the nature of the alarm requires additional staff, the on-call operator can request assistance from any of the other certified operators. The on-call operator records details of the call-in in the facility logbook and call back reports in WMS.
- 3.7 Each manager (e.g. Operations Management/SPC Manager) is responsible for approving vacation time for their staff in a manner which ensures sufficient personnel are available for the performance of normal operating duties.
- 3.8 OCWA's operations personnel are represented by the Ontario Public Service Employees Union (OPSEU). In the event of a labour disruption, Operations Management, together with the union, identifies operations personnel to provide "essential services" required to operate the facility so that the quality of drinking water is not compromised in any way.
- 3.9 A contingency plan for Critical Shortage of Staff is included in the Facility Emergency Plan. This plan provides direction in the event that there is a severe shortage of operations personnel due to sickness (e.g., pandemic flu) or other unusual situations.

#### 4. Related Documents

OP-10 Competencies  
 Facility Logbook  
 Daily Round Sheets  
 On-Call Schedule  
 Call-Back Reports  
 Shift/Vacation Schedule  
 Critical Shortage of Staff Contingency Plan (Facility Emergency Plan)

#### 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Revise 5.2-hours and weekend checks and 5.3 OIC info
2015-07-28	2	Remove redundant statement in 5.3 re: OIC; Add ORO Schedule
2016-07-18	3	Revise to update Senior Ops Manager to RHM and PCT to OCTL where
2017-06-23	4	Changed RHM to SOM where required





## OPERATIONAL PLAN

West Elgin Distribution System


QEMS Proc.: OP-11  
Rev Date: 2020-07-09  
Rev No: 8  
Pages: 3 of 3

### PERSONNEL COVERAGE

Reviewed by: QEMS Representative

Approved by: Operations Management

2018-05-11	5	QP-03 procedure renamed OP-11. Removed Scope and Responsibilities sections. Other minor edits in wording.
2018-08-07	6	Revised 3.3 to state WD1 as per AI July 20, 2018
2019-08-06	7	Added Call back reports as per the IA.
2020-07-09	8	Revised to remove ORO schedule as per IA

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-12 Rev Date: 2020-07-09 Rev No: 6 Pages: 1 of 4
<b>COMMUNICATIONS</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe the procedure for facility level internal and external QEMS-related communications between Top Management and:

- OCWA staff;
- the Owner;
- essential suppliers and service providers (as identified in OP-13); and
- the public.

## 2. Definitions


*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

*Operations Personnel* – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality.

## 3. Procedure

- 3.1 Operations Management and the QEMS Representative are responsible for identifying and coordinating any site-specific communications in relation to the status/development of the facility's QEMS.
- 3.2 Internal and external communication responsibilities and reporting requirements for emergency situations are set out under OCWA's Emergency Management Program (i.e., Facility Emergency Plan and OCWA's Emergency Response Plan). Refer to OP-18 Emergency Management for more information.
- 3.3 Communication with OCWA staff:
  - 3.3.1 Within the first year of hire (upon scheduling and availability), all staff are required to complete the Environmental Compliance 101 (EC101) course and refresher course. The objective of the EC 101 course is to ensure that staff are aware of applicable legislative and regulatory requirements and of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.
  - 3.3.2 Operations Management are responsible for ensuring operations personnel receive site-specific training on the Operational Plan, the organizational structure for the facility including the roles and responsibilities and authorities (outlined in OP-09 Organizational Structure, Roles, Responsibilities and Authorities), QEMS Procedures and other related operating instructions and procedures as part of the orientation process and on an on-going basis as required.



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-12 Rev Date: 2020-07-09 Rev No: 6 Pages: 2 of 4
<b>COMMUNICATIONS</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

3.3.3 The SPC Manager is responsible for ensuring training is provided for the Regional Hub (in consultation with Operations Management as required) on applicable legislative and regulatory requirements and the QEMS.

3.3.4 The QEMS Representative assists Operations Management and/or the SPC Manager in the coordination/delivery of training as required.

3.3.5 Revisions to the QEMS and associated documentation are communicated as per OP-05 Document and Records Control.

3.3.6 The QEMS Policy is available to all OCWA personnel through OCWA's intranet and as outlined in 3.6.2 of this procedure.

3.3.7 Operations personnel are responsible for identifying potential hazards at the facility that could affect the environmental and/or public health, and communicating these to Operations Management. They may also recommend changes be made to improve the facility's QEMS by making a request to the QEMS Representative (as per OP-05).

3.3.8 The QEMS Representative is responsible for ensuring that the Operations Management and the Safety, Process and Compliance Manager are informed regarding the compliance/quality status of the facility and QEMS implementation and any need for improved processes/procedures at the cluster/facility level.


3.3.9 The SPC Manager reports to the Regional Hub Manager on the compliance status, the QEMS performance and effectiveness, any need for improvement and on issues that may have Agency-wide significance. Operations Management reports to the Regional Hub Manager on facility operational performance.

#### 3.4 Communication with the Owner:

3.4.1 The Operations Management ensures that the Owner is provided with QEMS updates and that they are kept informed of the status of the facility's operational and compliance performance during regularly scheduled meetings and/or through electronic and/or verbal communications. The QEMS Representative assists in the coordination of these meetings and with communicating the updates as directed.

3.4.2 The continuing suitability, adequacy and effectiveness of OCWA's QEMS are communicated to the Owner as part of the Management Review process (refer to OP-20 Management Review).

#### 3.5 Communications with Essential Suppliers and Service Providers:

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-12 Rev Date: 2020-07-09 Rev No: 6 Pages: 3 of 4
<b>COMMUNICATIONS</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.5.1 Communication requirements to ensure essential suppliers and service providers understand the relevant OCWA QEMS policies, procedures and expectations are described in OP-13 Essential Supplies and Services.

### 3.6 Communication with the Public:

- 3.6.1 Media enquiries must be directed to the facility's designated media spokesperson as identified in the Facility Emergency Plan. The media spokesperson coordinates with local and corporate personnel (as appropriate) and the Owner in responding to media enquiries.
- 3.6.2 OCWA's QEMS and QEMS Policy are communicated to the public through OCWA's public website. The QEMS Policy is also posted at Tri County Water Treatment Plant.
- 3.6.3 Facility tours of interested parties must be approved in advance by the Operations Management.
- 3.6.4 All complaints, whether received from the consumer, the community or other interested parties, are documented in the OPEX database. As appropriate, the Operations Management ensures that the Owner is informed of the complaint and/or an action is developed to address the issue in a timely manner. The QEMS Representative ensures that consumer feedback is included for discussion at the Management Review.


## 4. Related Documents

Facility Logbook  
 OP-05 Document and Records Control  
 OP-09 Organizational Structure, Roles, Responsibilities and Authorities  
 OP-13 Essential Supplies and Services  
 OP-18 Emergency Management  
 OP-20 Management Review  
 Facility Emergency Plan  
 Emergency Response Plan  
 OPEX Incident Reports


## 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued



 Ontario Clean Water Agency	<p align="center"><b>OPERATIONAL PLAN</b></p> <p align="center">West Elgin Distribution System</p>	QEMS Proc.: OP-12 Rev Date: 2020-07-09 Rev No: 6 Pages: 4 of 4
<b>COMMUNICATIONS</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

2014-07-18	1	Revise 3.0 to include Operator/Mechanics as per OFI IA 2014-04-01; Revise 5.2 to specify when the Env. Compliance course is taken as per OFI EA 2013-08-16; revise wording in 5.3, revise wording in 5.5 as per OFI IA 2014-04-01; 5.6 change to Tri-County Water Treatment Plant from West Elgin; 6.0 change OPEX Incident Report to Community Complaint as per OFI IA 2014-04-01
2016-07-18	2	Revise to change Senior Ops Manager to RHM and PCT to OCTL as appropriate; remove s 5.2 requirement of Env. Compliance course taken every 5 years to upon hire.
2017-06-23	3	Changed OCTL to SPC Manager, Changed RHM to SOM and OCTL to PCT where required.
2018-05-11	4	QP-04 procedure renamed OP-12. Removed Scope and Responsibilities sections. Added definitions for Operations Management and Operations Personnel. Reordered and created separate sections to clarify communications to each of the 4 parties. Clarified suppliers were those listed as essential as per Element 13 (as per DWQMS v. 2.0) and replaced references to Senior Operations Manager with 'Operations Management'. Updated training sections for OCWA personnel (s. 3.3.1 to s. 3.3.4) to reference new Environmental Compliance 101 course completed within first year of hire and to outline how training is coordinated between SPC Manager/Operations Management, and QEMS Representative. Included sections on R&Rs for performance reporting within OCWA (s. 3.3.7 to s. 3.3.9) and to Client (3.4.1). Replaced identification of media spokesperson (s. 3.6.1) with 'as identified in Facility Emergency Plan'. Added reference to site-specific records/documents used for recording tours (s. 3.6.3). Other minor edits.
2019-08-06	5	Added upon scheduling and availability to 3.3.1
2020-07-09	6	Added the EC 101 refresher course as per IA

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-13 Rev Date: 2018-08-07 Rev No: 4 Pages: 1 of 3
<b>ESSENTIAL SUPPLIES AND SERVICES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe OCWA's procedures for procurement and for ensuring the quality of essential supplies and services.

## 2. Definitions

*Essential Supplies and Services* – supplies and services deemed to be critical to the delivery of safe drinking water

## 3. Procedure

3.1 Essential supplies and services for the West Elgin Distribution System are contained in the Facility Emergency Plan, Essential/Emergency Service and Supply Contact List. The list is reviewed and updated at least once every calendar year by the QEMS Representative.

3.2 Purchasing is conducted in accordance with OCWA's Corporate Procurement and Administration policies, procedures and guidelines, which are adopted from those of the Ontario Public Service.

Purchases of capital equipment are subject to formal approval by the facility's owner.

3.3 As part of the corporate procurement process, potential suppliers/service providers are informed of relevant aspects of OCWA's QEMS through the tendering process and through specific terms and conditions set out in our agreements and purchase orders. Essential suppliers and service providers (including those contracted locally) are sent a letter that provides an overview of the relevant aspects of the QEMS.


3.4 Contractors are selected based on their qualifications and ability to meet the facility's needs without compromising operational performance and compliance with applicable legislation and regulations.

Contracted personnel including suppliers may be requested or required to participate in additional relevant training/orientation activities to ensure conformance with facility procedures and to become familiar with OCWA workplaces.

If necessary, appropriate control measures are implemented while contracted work is being carried out and communicated to all relevant parties to minimize the risk to the integrity of the drinking water system and the environment.

3.5 All third-party drinking water testing services are provided by accredited and licensed laboratories. The Ministry of the Environment, Conservation and Parks (MECP) has agreement with The Canadian Association for Laboratory Accreditation (CALA) for accreditation of laboratories testing drinking water. The QEMS Representative is



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-13 Rev Date: 2018-08-07 Rev No: 4 Pages: 2 of 3
<b>ESSENTIAL SUPPLIES AND SERVICES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

responsible for notifying the MECP of any change to the drinking water testing services being utilized.

- 3.6 Internal verification and calibration activities (e.g. chlorine analyzer, turbidimeter, etc.) are conducted by operations personnel in accordance with equipment manuals and/or procedures (Refer to OP-17 Measurement Recording Equipment Calibration and Maintenance).
- 3.7 External calibration activities (e.g. flow meters) are conducted by qualified third-party providers. Qualifications of the service provider are verified during the procurement process. The service provider is responsible for providing a record/certificate of all calibrations conducted.
- 3.8 Chemicals purchased for use in the drinking water treatment process must meet AWWA Standards and be ANSI/NSF certified as per the Municipal Drinking Water Licence (MDWL).
- 3.9 The facility orders and receives ongoing deliveries of chemicals to satisfy current short-term needs based on processing volumes and storage capacities. Incoming chemical orders are verified by reviewing the manifest or invoice in order to confirm that the product received is the product ordered.
- 3.10 Process components/equipment provided by the supplier must meet applicable regulatory requirements and industry standards for use in drinking water systems prior to their installation.

#### 4. Related Documents

Essential/Emergency Service and Supply Contact List  
 OP-17 Measurement Recording Equipment Calibration and Maintenance  
 ANSI/NSF Documentation  
 AWWA Standards  
 MDWL  
 Calibration Certificates/Records

#### 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2016-07-18	1	Change Senior Ops Manager to RHM and PCT to OCTL; Remove "water" from s 5.1 name as per OFI EA 2015-08-11; add AWWA to s 6.0 as per OFI IA 216-03-24.
2017-06-23	2	Changed RHM to SOM and OCTL to PCT



## OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-13  
Rev Date: 2018-08-07  
Rev No: 4  
Pages: 3 of 3


### ESSENTIAL SUPPLIES AND SERVICES

Reviewed by: QEMS Representative

Approved by: Operations Management

2018-05-11	3	QP-05 procedure renamed OP-13. Removed Scope and Responsibilities sections. Changes to wording to provide clarification on ensuring quality of essential supplies and services (s. 3.5, 3.6, 3.7 and 3.9).
2018-08-07	4	Changed MOECC to MECP as per IA July 20, 2018



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-14 Rev Date: 2019-08-06 Rev No: 6 Pages: 1 of 2
<b>REVIEW AND PROVISION OF INFRASTRUCTURE</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe OCWA's procedure for reviewing the adequacy of infrastructure necessary to operate and maintain the West Elgin Distribution System.

## 2. Definitions

*Infrastructure* – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

## 3. Procedure

3.1 At least once every calendar year, Operations Management in conjunction with operations personnel conducts a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. Operations personnel assist with identifying the need for infrastructure repairs, replacements or alterations and with prioritizing each identified item. Documents and records that are reviewed may include:


- Maintenance records
- Call-back reports
- Adverse Water Quality Incidents (AWQIs) or other incidents
- Health & Safety Inspections
- MECP Inspection Reports
- Hydrant and Valve inspection records
- Tower Inspection Reports
- Distribution System Chamber Inspections Reports
- Watermain Repair Forms

3.2 The outcomes of the risk assessment documented as per OP-08 are considered as part of this review.

3.3 The output of the review is a 6 year rolling Recommended Capital / Major Maintenance Report to assist the Owner and OCWA with planning infrastructure needs for the short and long-term. This report is submitted, at least once every calendar year by Operations Management, to the Owner for review and approval. Together with the Owner, Operations Management determines and documents timelines and responsibilities for implementation of priority items.

3.4 The final approved Recommended Capital / Major Maintenance Report forms the long term forecast for any major infrastructure maintenance, rehabilitation and renewal activities as per OP-15.

3.5 Operations Management ensures that results of this review are considered during the Management Review process (OP-20).

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-14 Rev Date: 2019-08-06 Rev No: 6 Pages: 2 of 2
<b>REVIEW AND PROVISION OF INFRASTRUCTURE</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	


#### 4. Related Documents

Recommended Capital / Major Maintenance Report  
 OP-08 Risk Assessment Outcomes  
 OP-15 Infrastructure Maintenance, Rehabilitation and Renewal  
 OP-20 Management Review  
 Management Review Minutes

#### 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2015-07-28	1	Revise 5.1 to include list of areas reviewed as per OFI EA 2014-08-01
2016-07-18	2	Revise to change Senior Ops Manager to RHM and PCT to OCTL.
2017-06-23	3	Changed RHM to SOM and OCTL to PCT
2018-05-11	4	QP-06 procedure renamed OP-14. Removed Scope and Responsibilities sections. Replaced 'once every 12 months' with 'once every calendar year' (s. 3.1) to reflect wording in DWQMS v. 2.0. Added s. 3.2 to consider the outcomes of the risk assessment under Element 8 during the review to reflect wording in DWQMS v. 2.0. Changes to wording to provide clarification on who is required to attend the review and what documents and records may be considered during the review (s. 3.1). Linked the procedure with OP-15 in terms of documenting a long-term forecast (s. 3.3 and s. 3.4).
2018-08-07	5	Changed MOECC to MECP as per IA July 20, 2018
2019-08-06	6	Update as per IA



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-15 Rev Date: 2020-07-10 Rev No: 3 Pages: 1 of 3
<b>INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe OCWA's infrastructure maintenance, rehabilitation and renewal program for the West Elgin Distribution System.

## 2. Definitions

*Infrastructure* – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

*Rehabilitation* – the process of repairing or refurbishing an infrastructure element.

*Renewal* – the process of replacing the infrastructure elements with new elements.

## 3. Procedure

3.1 OCWA, under contract with the Owner, maintains a computerized Work Management System (WMS) to manage maintenance, rehabilitation and renewal of infrastructure for which it is operationally responsible. The major components of the WMS consist of planned maintenance, unplanned maintenance, rehabilitation, renewal and program monitoring and reporting.


### 3.1.1 Planned Maintenance

Routine planned maintenance activities include: pump inspection, analyzer calibrations, flow meter calibrations, valve inspection, hydrant flushing and inspections, tower inspections, weekly inspections of the facility, etc.

Planned maintenance activities are scheduled in the WMS that allows the user to:

- Enter detailed asset information;
- Generate and process work orders;
- Access maintenance and inspection procedures;
- Plan preventive maintenance and inspection work;
- Plan, schedule and document all asset related tasks and activities; and
- Access maintenance records and asset histories.

Planned maintenance activities are communicated to the person responsible for completing the task through the issuance of WMS work orders. Work orders are automatically generated on a daily, weekly, monthly, quarterly and annual schedule as determined based on manufacturer's recommendations and site specific operational and maintenance needs and are assigned directly to the appropriate operations personnel. This schedule is set up by the WMS Primary. Work orders are completed and electronically entered into WMS by the person

	<p style="text-align: center;"><b>OPERATIONAL PLAN</b> West Elgin Distribution System</p>	<p>QEMS Proc.: OP-15 Rev Date: 2020-07-10 Rev No: 3 Pages: 2 of 3</p>
<b>INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

responsible for completing the task. Records of these activities are maintained as per OP-05 Document and Records Control.

The Operations Management maintains the inventory of equipment in WMS and ensures that appropriate maintenance plans are in place. Maintenance plans are developed according to the manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements. Equipment Operation and Maintenance (O&M) manuals are accessible to operations personnel at the locations specified in OP-05 Document and Records Control.

### 3.1.2 Unplanned Maintenance

Unplanned maintenance is conducted as required. All unplanned maintenance activities are authorized by the Operations Management. Unplanned maintenance activities are recorded and entered into WMS by the person responsible for completing the unplanned maintenance activity.

### 3.1.3 Rehabilitation and Renewal

Rehabilitation and renewal activities including capital upgrades (major infrastructure maintenance) are determined at least once every calendar year in consultation with Operations Management and the Owner. A list of required replacement or desired new equipment is compiled and prioritized by Operations Management in conjunction with operations personnel and is presented to the Owner for review and comment. All major expenditures require the approval of the Owner. In addition to the short-term facility needs (i.e. current year), the Recommended Capital / Major Maintenance Report also provides a long-term (i.e. rolling 6-year) list of major maintenance recommendations. (Refer to OP-14 Review and Provision of Infrastructure).


### 3.1.4 Program Monitoring and Reporting

Maintenance needs for the facility are determined through review of manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements and are communicated by means of work orders. Additionally, Operations Management and operations personnel conduct a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. (Refer to OP-14 Review and Provision of Infrastructure).

To assist in monitoring the effectiveness of the program Operations Management reviews the work order backlogs.

On a quarterly basis, the owner is provided an operations and maintenance report through the Operations Report.



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-15 Rev Date: 2020-07-10 Rev No: 3 Pages: 3 of 3
<b>INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	


3.2 OCWA's infrastructure maintenance, rehabilitation and renewal program is initially communicated to the Owner through the operating agreement. OCWA's program is communicated to the Owner on a quarterly basis through the Operations Report and at a minimum of at least once every calendar year through submission of the Recommended Capital / Major Maintenance Report and through the results of the Management Review.

#### 4. Related Documents

Minutes of Management Review  
 Recommended Capital / Major Maintenance Report  
 OP-05 Document and Records Control  
 OP-14 Review and Provision of Infrastructure

#### 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-15 (s. 3) was originally set out in main body of OCWA's Operational Plan (last revised on Rev 4 2017-06-20). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Added the requirement to ensure the long term forecast is reviewed at once every calendar year and to document a long term forecast (s. 3.1.3) to reflect in DWQMS v. 2.0. Minor wording updates to reflect OCWA's current WMS.
2018-08-07	1	Remove EMT report under 3.1.4 as per IA July 20, 2018.
2019-08-06	2	Added work order backlogs to 3.1.4 as per the IA
2020-07-10	3	Updated 3.1.3 to read 6 year plan as per IA

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-16 Rev Date: 2020-07-13 Rev No: Pages: 1 of 3
<b>SAMPLING, TESTING AND MONITORING</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe the procedure for sampling, testing and monitoring for process control and finished drinking water quality.

## 2. Definitions

*Challenging Conditions* – any existing characteristic of the water source or event-driven fluctuations that impact the operational process as identified and listed under OP-06 Drinking Water System

## 3. Procedure

- 3.1 All sampling, monitoring and testing is conducted at a minimum in accordance with SDWA O. Reg. 170/03, the facility's Municipal Drinking Water License (MDWL) as well as sampling/testing and monitoring requirements listed within MECP orders/inspection reports, etc.
- 3.2 Sampling requirements for the facility are defined in the facility's sampling schedule which is available to operations personnel, at the location(s) noted in OP-05 Document and Records Control. The sampling schedule is maintained by the QEMS Rep and is updated as required.
- 3.3 Samples that are required to be tested by an accredited and licensed laboratory, are collected, handled and submitted according to the directions provided by the licensed laboratory(ies) that conducts the analysis. The laboratory(ies) used for this facility are listed in the Essential Supplies and Services List (within the Facility Emergency Plan (FEP)).


Electronic and/or hardcopy reports received from the laboratory are maintained as per OP-05 Document and Records Control. Analytical results from laboratory reports are uploaded into OCWA's Process Data Management system (PDM).

- 3.4 Continuous monitoring equipment is used to sample and test for free chlorine residual at the Rodney Tower. Test results from continuous monitoring equipment are captured by the SCADA system and are reviewed by a certified operator in accordance with the requirements of SDWA O. Reg. 170/03.

The SCADA system also collects and records information on the following parameters related to process control and drinking water quality:

- Rodney Tower level
- pH
- Distribution system chamber flow rates




 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-16 Rev Date: 2020-07-13 Rev No: Pages: 2 of 3
<b>SAMPLING, TESTING AND MONITORING</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- 3.5 Adverse water quality incidents are responded to and reported as per SOP# WED-01: Reporting Adverse Water Quality.
- 3.6 In-house process control activities are conducted on a regular basis by the certified operator(s) on duty. In-house free chlorine residual samples are analyzed following approved laboratory procedures. The results of these activities are recorded on the rounds sheet and are entered into the PDM system. Any adjustments made to process parameters are recorded in the facility logbook.
- 3.7 Additional sampling, testing and monitoring related to the facility's most challenging conditions (i.e. maintaining chlorine residuals and dead ends) are included in the in-house process control activities as described in 3.6.
- 3.8 Upstream sampling, testing and monitoring activities take place within the Tri-County Drinking Water System. Chemical and bacterial parameters are sampled/tested/monitored in the treated water as well as chlorine residuals as per O. Reg. 170/03. A communication protocol is in place to ensure that the operators of the distribution system are notified by the Tri-County Drinking Water System of any changes in the quality of water supplied to the distribution system which may require operational adjustments. The West Elgin Distribution System relies on the Tri-County Drinking Water System to supply the distribution with safe drinking water.
- 3.9 Sampling, testing and monitoring results are readily accessible to the Owner by a request to the PCT. During regular meetings the performance of the system is discussed and results from sampling, testing and monitoring are provided to the owner.

At a minimum, Owners are provided with an annual summary of sampling, testing and monitoring results through the SDWA O. Reg. 170/03 Section 11 Annual Report, the Schedule 22 Municipal Summary Report and through the Management Review process outlined in OP-20 Management Review.

#### 4. Related Documents

Facility Logbook  
 OP-05 Document and Records Control  
 OP-06 Drinking Water System  
 OP-20 Management Review  
 Laboratory Analysis Reports  
 Laboratory Chain of Custody Forms  
 Annual Report (O. Reg. 170 Section 11) and Municipal Summary Report (O. Reg. 170 Schedule 22)  
 Process Data Management System (PDM)  
 Emergency/Essential Service and Supply Contact List (Contacts section of FEP)  
 Facility Emergency Plan (FEP) Binder  
 SOP# WED-01: Reporting Adverse Water Quality  
 Rounds Sheets

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-16 Rev Date: 2020-07-13 Rev No: Pages: 3 of 3
<b>SAMPLING, TESTING AND MONITORING</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

Sampling Schedule  
SCADA Records

## 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Add mechanic to 3.0 as per OFI IA 2014-04-01; revise 5.6 to include sampling parameters; change West Elgin Water Treatment Plant to Tri-County
2015-07-28	2	Change PDC to PDM, change Tri-County WTP to Tri-County Drinking Water System
2016-07-18	3	Revise to change Senior Ops Manager to RHM and PCT to OCTL where appropriate; include WEDS-01 in s 6.0
2017-06-23	4	Revise to Change RHM to SOM and OCTL to PCT
2018-05-11	5	QP-07 procedure renamed OP-16. Removed Scope and Responsibilities sections. Expanded information related to accredited and licensed laboratories (s. 3.3). Reordered some sections and other minor edits.
2018-08-07	6	Changed MOECC to MECP as per IA July 20, 2018
2019-08-06	7	Changed PCT to QEMS Rep in 3.2
2020-07-13	8	Revised 3.8 to read West Elgin



**MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE**

Reviewed by: QEMS Representative

Approved by: Operations Management

## 1. Purpose

To describe the procedure for the calibration and/or verification and maintenance of measurement and recording equipment at the West Elgin Distribution System.

## 2. Definitions


None

## 3. Procedure

- 3.1 All measurement and recording equipment calibration and maintenance activities must be performed by appropriately trained and qualified personnel or by a qualified third-party calibration service provider (refer to OP-13 Essential Supplies and Services).
- 3.2 Operations Management establishes and maintains a list of measurement and recording devices and associated calibration and/or verification schedules using the automated Work Management System (WMS). When a new device is installed, it is added to the WMS system by the WMS Primary. The new device is tagged with a unique identification number and the maintenance schedule is set up. Work orders are then automatically generated as per the schedule (refer to OP-15 Infrastructure Maintenance, Rehabilitation and Renewal).
- 3.3 Details regarding the results of the calibration and/or verification are recorded within each individual work order generated by the WMS and retained as per OP-05 Document and Records Control.
- 3.4 Calibration and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual, instructions specified in WMS.

Type of Instrumentation	Instrument ID	WMS ID	Frequency
Flow Meter	Beattie Line Meter	0000164779	Annually
Flow Meter	Rodney Tower	0000313786	Annually
Chlorine Analyzer	AIT 1	0000313788	Quarterly
Chlorine Analyzer	AIT 2	0000164766	Quarterly
Portable Chlorine Kit	Pocket Colorimeter	0000164741	Monthly
Portable Chlorine Kit	Pocket Colorimeter	0000164669	Monthly
Portable Chlorine Kit	Pocket Colorimeter	0000315294	Monthly

- 3.5 Standards, reagents and/or chemicals that may be utilized during calibration and/or verification and/or maintenance activities are verified before use to ensure they are not

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-17 Rev Date: 2020-07-13 Rev No: 8 Pages: 2 of 2
<b>MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

expired. Any expired standards, reagents and/or chemicals are appropriately disposed of and are replaced with new standards, reagents and/or chemicals as applicable.

3.6 Any measurement device which does not meet its specified performance requirements during calibration and/or verification must be removed from service (if practical) until repaired, replaced or successfully calibrated. The failure must be reported to the Operations Management/ORO as soon as possible so that immediate measures can be taken to ensure that drinking water quality has not been compromised by the malfunctioning device. Any actions taken as a result of the failure are recorded in the facility logbook. The Process and Compliance Technician ensures that any notifications required by applicable legislation are completed and documented within the specified time period.

3.7 Calibration and maintenance records and maintenance/equipment manuals are maintained as per OP-05 Document and Records Control.


#### 4. Related Documents

Facility Logbook  
 WMS Records  
 Calibration/Maintenance Records  
 Maintenance/Equipment Manuals  
 OP-05 Document and Records Control  
 OP-13 Essential Supplies and Services  
 OP-15 Infrastructure Maintenance, Rehabilitation and Renewal

#### 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Add mechanic to 3.0 as per OFI IA 2014-04-01
2015-07-28	2	Add Table to 5.3 as per OFI IA 2015-04-01
2016-07-18	3	Revise to change from Senior Ops Manager to RHM and PCT to OCTL where appropriate.
2017-06-26	4	Added Chlorine kit -#0000164669, Changed RHM to SOM and OCTL to PCT where required as per IA 2017-03-27.
2018-05-11	5	QP-08 procedure renamed OP-17. Removed Scope and Responsibilities sections. Added s. 3.3 to clarify how calibration and/or verification activities are documented. Other minor edits.
2018-08-07	6	Added list of assets in 3.5 as per IA July 20, 2018
2019-08-06	7	Revised who is to be notified
2020-07-13	8	Revised analyzers as per IA



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-18 Rev Date: 2018-05-11 Rev No: 5 Pages: 1 of 4
<b>EMERGENCY MANAGEMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe the procedure for maintaining a state of emergency preparedness at the facility level under OCWA's Emergency Management Program.

## 2. Definitions

*Emergency Response Plan (ERP)* – a corporate-level emergency preparedness plan for responding to and supporting serious (Level 3) operations emergencies

*Facility Emergency Plan (FEP)* – a facility-level emergency preparedness plan for responding to and recovering from operations emergencies

*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

## 3. Procedure


3.1 The Facility Emergency Plan (FEP) is the corporate standard for emergency management at OCWA-operated facilities. The FEP supports the facility-level response to and recovery from Level 1, 2 and 3 events related to water and wastewater operations and directly links to the corporate-level Emergency Response Plan (ERP) for management of Level 3 events that require corporate support. Operations Management is responsible for establishing a site-specific FEP that meets the corporate standard for this drinking water system.

3.2 OCWA recognizes three levels of events:

**Level 1** is an event that can be handled entirely by plant staff and regular contractors. The event and the actions taken to resolve it (and to prevent a reoccurrence, if possible) are then included in regular reporting (both internally and externally). Examples may include response to an operational alarm, first aid incident, small on-site spill, or a process upset that can be easily brought under control.

**Level 2** is an event that is more serious and requires immediate notification of others (regulator, owner). Examples may include minor basement flooding, injury to staff that requires medical attention, or a spill that causes or is likely to cause localized, off-site adverse effects.

**Level 3** is an actual or potential situation that will likely require significant additional resources and/or threatens continued operations. It may require corporate-level support including activation of the OCWA Action Group and opening of an Emergency Operations Centre (EOC) as described in the corporate ERP. Level 3 events usually involve intervention from outside organizations (client, emergency responders, Ministry of the Environment and Climate Change, media, etc.). Examples may include:

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-18 Rev Date: 2018-05-11 Rev No: 5 Pages: 2 of 4
<b>EMERGENCY MANAGEMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- Disruption of service/inability to meet demand;
- Critical injury including loss of life;
- Breach of security that is a threat to public health;
- Intense media attention;
- Community emergency affecting water supply/treatment;
- Declared pandemic; or
- Catastrophic failure that could impact public health or the environment or cause significant property damage.

3.3 Potential emergency situations or service interruptions identified for the West Elgin Distribution System include:

- Unsafe Water
- Spill Response
- Critical Injury
- Critical Shortage of Staff
- Loss of Service
- Security Breach

3.4 The processes for responding to and recovering from each potential emergency situation/service disruption are documented within a site-specific contingency plan (CP). The CPs and related standard operating procedures (SOPs) are contained within the FEP.


3.5 OCWA's training requirements related to the FEP are as follows:

Training Topic	Training Provider	Type of Training	Frequency	Required For
Establishing and maintaining a FEP that meets the corporate standard	Safety, Process and Compliance Manager and/or Corporate Compliance (as required)	On-the-Job Practical	Upon hire and when changes are made to the corporate standard*	PCTs (or others identified by the Operations Management)
Contents of the site-specific FEP	Facility Level (coordinated by QEMS Representative)	On-the-Job Practical	Upon hire and when changes to the FEP are made*	All operations personnel with responsibilities for responding to an emergency

\*Note: Changes to the corporate standard or site-specific FEP may only require the change to be communicated to Operations for implementation. Therefore, not all changes will require training.

3.6 At least one CP must be tested each calendar year and each CP must be reviewed at least once in a five-calendar year period. The reviews and tests are recorded on the FEP-01 Contingency Plan Review/Test Summary Form and in WMS as appropriate. This record includes the outcomes of the review/test, and identifies any opportunities for improvement and actions taken. A scheduled test of a CP may be regarded as a review of that particular CP as long as the outcomes are evaluated using the FEP-01 form. A CP-related response to an actual event may also be considered a review or a



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-18 Rev Date: 2018-05-11 Rev No: 5 Pages: 3 of 4
<b>EMERGENCY MANAGEMENT</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

test. A review of the incident including lessons learned should be recorded on FEP-01 following the resolution of the actual event, along with any opportunities for improvement/actions identified.


- 3.7 Revisions to the CPs, SOPs and other FEP documents are made (as necessary) following a review, test, actual event or other significant change (e.g., changes in regulatory requirements, corporate policy or operational processes and/or equipment, etc.). Results of the emergency response testing and any opportunities for improvement/actions identified are considered during the Management Review (OP-20).
- 3.8 Roles and responsibilities for emergency management at OCWA-operated facilities are set out in the FEP. Specific roles and responsibilities related to a particular emergency situation or service interruption (including those of the Owner where applicable) are set out in the relevant site-specific CP. A general description of the respective responsibilities of the Owner and the operating authority in the event an emergency occurs is included in the service agreement with the Owner (as required by the *Safe Drinking Water Act*).
- 3.9 Where they exist, any relevant sections of the Municipal Emergency Response Plan (MERP) are included or referenced in the appendices section of the FEP. Measures specified in the MERP are incorporated into CPs where appropriate.
- 3.10 An emergency contact list in conjunction with the essential supplies and services list is contained within the FEP and is reviewed/updated at least once per calendar year. An emergency communications protocol is contained within the FEP. Specific notification requirements during emergency situations or service interruptions are set out in the individual CPs and in the ERP.

#### 4. Related Documents

Facility Emergency Plan  
 Corporate Emergency Response Plan  
 FEP-01 Contingency Plan Review/Test Summary Form  
 WMS  
 Municipal Emergency Response Plan (as applicable)  
 Essential/Emergency Service and Supply Contact List (Contacts section of FEP)  
 OP-20 Management Review


#### 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-18 Rev Date: 2018-05-11 Rev No: 5 Pages: 4 of 4
<b>EMERGENCY MANAGEMENT</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

2014-07-18	1	revise wording in 5.2 to specify site specific contingencies as per OFI IA 2014-04-01; add mechanic to 3.0 as per OFI IA 2014-04-01; revised wording in 5.3 as per OFI EA 2013-08-16
2015-07-28	2	Revise 5.3 frequency of review of contingency plans as per corporate
2016-07-18	3	Revise to change from Senior Ops Manager to RHM and PCT to OCTL where appropriate.
2017-06-26	4	Revise to Change RHM to SOM. Added PCT and changed OCTL to SPC Manager.
2018-05-11	5	QP-09 procedure renamed OP-18. Removed Scope and Responsibilities sections and reordered some sections. Added definition 'Operations Management'. Throughout procedure replaced 'Senior Operations Manager' references with 'Operations Management'. Removed references to 'OCWA's Approach to Facility Emergency Planning' document throughout procedure and referenced FEP instead. Aligned wording for level 1, 2 & 3 events (s. 3.2) with wording in 'OCWA's Emergency Response Plan'. Updated training section to include role of SPC Manager (s. 3.5) and expanded testing/review section specifically to clarify how an actual test is documented (s. 3.6). Other minor edits



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-19 Rev Date: 2019-08-06 Rev No: 6 Pages: 1 of 5
<b>INTERNAL QEMS AUDITS</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe the procedure for conducting internal audits at the facility level that evaluate the conformance of OCWA's Quality & Environmental Management System (QEMS) to the requirements of the Drinking Water Quality Management Standard (DWQMS).

This procedure applies to Internal QEMS Audits conducted at the West Elgin Distribution System for the purpose of meeting the DWQMS requirements for internal audits.

Note: This procedure does not apply to internal compliance audits conducted in accordance with OCWA's Internal Audit Program.

## 2. Definitions

*Audit Team* – one or more Internal Auditors conducting an audit

*Internal Auditor* – an individual selected to conduct an Internal QEMS Audit

*Internal QEMS Audit* – a systematic and documented internal verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of the DWQMS

*Lead Auditor* – Internal Auditor responsible for leading an Audit Team

*Non-conformance* – non-fulfillment of a DWQMS requirement

*Objective Evidence* – verifiable information, records or statements of facts. Audit evidence is typically based on interviews, examination of documents, observations of activities and conditions, reviewing results of measurements and tests or other means. Information gathered through interviews should be verified by acquiring supporting information from independent sources


*Opportunity for Improvement (OFI)* – an observation about the QEMS that may, in the opinion of the Internal Auditor, offer an opportunity to improve the effectiveness of the system or prevent future problems; implementation of an OFI is optional

## 3. Procedure

### 3.1 Audit Objectives, Scope and Criteria

3.1.1 In general, the objectives of an internal QEMS audit are:

- To evaluate conformance of the implemented QEMS to the requirements of the DWQMS;
- To identify non-conformances with the documented QEMS; and
- To assess the effectiveness of the QEMS and assist in its continual improvement.

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-19 Rev Date: 2019-08-06 Rev No: 6 Pages: 2 of 5
<b>INTERNAL QEMS AUDITS</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.1.2 The scope of an internal QEMS audit includes activities and processes related to the QEMS as documented in the Operational Plan.

3.1.3 The criteria covered by an internal QEMS audit include:

- Drinking Water Quality Management Standard (DWQMS)
- Current Operational Plan
- QEMS-related documents and records

3.1.4 The audit scope and criteria may be customized as necessary to focus on a particular process/critical control point and/or any elements of the DWQMS which may warrant specific attention. The results of previous internal and external audits should also be considered.

## 3.2 Audit Frequency

3.2.1 Internal QEMS audits may be scheduled and conducted once every calendar year or may be separated into smaller audit sessions scheduled at various intervals throughout the calendar year. However, all elements of the DWQMS must be audited at least once every calendar year.

3.2.2 The QEMS Representative is responsible for maintaining the internal QEMS audit schedule. The audit schedule may be modified based on previous audit results.

## 3.3 Internal Auditor Qualifications

3.3.1 Internal QEMS audits shall only be conducted by persons approved by the QEMS Representative and having the following minimum qualifications:

- Internal auditor training or experience in conducting management system audits; and
- Familiarity with the DWQMS requirements.

3.3.2 Internal Auditors that do not meet the qualifications in s.3.3.1 may form part of the Audit Team for training purposes, but cannot act as Lead Auditor.


3.3.3 Internal Auditors must remain objective and, where practical, be independent of the areas/activities being audited.

## 3.4 Audit Preparation

3.4.1 Together, the QEMS Representative and the Lead Auditor:

- Establish the audit objectives, scope and criteria;
- Confirm the audit logistics (locations, dates, expected time and duration of audit activities, any health and safety considerations, availability of key



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-19 Rev Date: 2019-08-06 Rev No: 6 Pages: 3 of 5
<b>INTERNAL QEMS AUDITS</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

personnel, audit team assignments, etc.).

#### 3.4.2 Each Internal Auditor is responsible for:


- Reviewing documentation to prepare for their audit assignments including:
  - the Operational Plan and related procedures;
  - results of previous internal and external QEMS audits;
  - the status and effectiveness of corrective and preventive actions implemented;
  - the results of the management review;
  - the status/consideration of OFIs identified in previous audits; and
  - other relevant documentation.
- Preparing work documents (e.g., checklists, forms, etc.) for reference purposes and for recording objective evidence collected during the audit

### 3.5 Conducting the Audit

- 3.5.1 Opening and closing meetings are not required, but may be conducted at the discretion of the QEMS Representative and the Lead Auditor taking into account expectations of Top Management.
- 3.5.2 The Audit Team gathers and records objective evidence by engaging in activities that may include conducting interviews with Operations Management and staff (in person, over the phone and/or through e-mail), observing operational activities and reviewing documents and records.
- 3.5.3 The Audit Team generates the audit findings by evaluating the objective evidence against the audit criteria (s. 3.1.3). In addition to indicating conformance or non-conformance, the audit findings may also lead to the identification of opportunities for improvement (OFIs). The Lead Auditor is responsible for resolving any differences of opinion among Audit Team members with respect to the audit findings and conclusions.

### 3.6 Reporting the Results

- 3.6.1 The Lead Auditor reviews the audit findings and conclusions with the QEMS Representative and Top Management. Other audit participants may also take part in this review as appropriate. This review may take place in person (e.g., during a closing meeting) or through other means (phone call, email, etc.). Any diverging opinions regarding the audit findings and conclusions should be discussed and, if possible, resolved. If not resolved, this should be noted by the Lead Auditor.
- 3.6.2 The Lead Auditor submits a written report and/or completed work documents to the QEMS Representative. The submitted documentation must identify (at a minimum):

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-19 Rev Date: 2019-08-06 Rev No: 6 Pages: 4 of 5
<b>INTERNAL QEMS AUDITS</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

- Audit objectives, scope and criteria;
- Audit Team member(s) and audit participants;
- Date(s) and location(s) where audit activities were conducted;
- Audit findings including:
  - Related objective evidence for each element;
  - Any non-conformance identified referencing the requirement that was not met; and
  - OFIs or other observations.
- Audit conclusions.

3.6.3 The QEMS Representative distributes the audit results to Top Management and others as appropriate.

3.6.4 The QEMS Representative ensures that results of internal QEMS audits are included as inputs to the Management Review as per OP-20 Management Review.

### 3.7 Corrective Actions and Opportunities for Improvement (OFIs)

3.7.1 Corrective actions are initiated when non-conformances are identified through internal QEMS audits and are documented and monitored as per OP-21 Continual Improvement.

3.7.2 OFIs are considered, and preventive actions initiated, documented and monitored as per OP-21 Continual Improvement.

### 3.8 Record-Keeping

3.8.1 Internal QEMS audit records are filed by the QEMS Representative and retained as per OP-05 Document and Records Control.


## 4. Related Documents

Internal Audit Records (checklists, forms, reports, etc.)  
 OP-05 Document and Records Control  
 OP-20 Management Review  
 OP-21 Continual Improvement  
 Summary Table of Action Items Spreadsheet


## 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Revise 5.7 to identify how OFIs are addressed as per OFI EA 2013-08-16



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-19 Rev Date: 2019-08-06 Rev No: 6 Pages: 5 of 5
<b>INTERNAL QEMS AUDITS</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

2015-07-28	2	Revise to new corporate template as per OFI IA 2015-04-01
2016-07-18	3	Revise to change from Senior Ops Manager to RHM and PCT to OCTL where appropriate
2017-06-26	4	Revise to Change RHM to SOM where appropriate. Changed OCTL to. SPC Manager. Added PCT
2018-05-11	5	QP-10 procedure renamed OP-19. Removed Scope and Responsibilities sections and moved scope wording to purpose section. Added definition 'Objective Evidence' and modified 'non-conformance' definition. Replaced 'audit evidence' with 'objective evidence', and 'conformity' with 'conformance' throughout procedure. Replaced 'once every 12 months' with 'once every calendar year' (s. 3.2.1, s. 3.2.3 and s. 3.4.1) to reflect wording in DWQMS v. 2.0. Added s. 3.2.3 (and modified s. 3.4.1) to describe the frequency for auditing all DWSs covered in multi-facility Operational Plans. Changed s. 3.4.2 to include preventive actions, the results of the management review and the status/consideration of OFIs. Included wording 'for each element', and 'identified referencing the requirement that was not met' to s. 3.6.2. Moved description of process for corrective actions from QP-10 s. 5.7 and OFIs from QP-10 s. 5.8 to OP-21. Added s. 3.7 to refer to OP-21.
2019-08-06	6	Changed DWQMS Corrective Action Report to Summary Table of Action Items Spreadsheet

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-20 Rev Date: 2020-07-14 Rev No: 6 Pages: 1 of 3
<b>MANAGEMENT REVIEW</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe the procedure for conducting a Management Review of the Quality & Environmental Management System (QEMS) at the facility level.

## 2. Definitions

*Management Review* – a formal (documented) meeting conducted at least once every calendar year by Top Management to evaluate the continuing suitability, adequacy and effectiveness of OCWA's Quality & Environmental Management System (QEMS)

*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

*Top Management* – a person, persons or group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems. OCWA has defined Top Management for the [Drinking Water System] as:

- Operations Management – Tri-County Cluster
- Regional Hub Manager – Southwest Regional Hub
- Safety, Process & Compliance (SPC) Manager – Southwest Regional Hub


## 3. Procedure

- 3.1 Top Management ensures that a Management Review is conducted at least once every calendar year.

Management Reviews for more than one drinking water system may be conducted at the same meeting provided the systems belong to the same owner and the considerations listed in section 3.4 below are taken into account for each individual system and documented in the Management Review meeting minutes.

- 3.2 At a minimum, the QEMS Representative, and at least one member of Top Management must attend the Management Review meeting. Other members of Top Management may participate though their attendance is optional.
- 3.3 Other staff may be invited to attend the Management Review meeting or to assist with presenting information or in reviewing the information presented, where they offer additional expertise regarding the subject matter.
- 3.4 The standing agenda for Management Review meetings is as follows:
- a) Incidents of regulatory non-compliance;
  - b) Incidents of adverse drinking water tests;
  - c) Deviations from critical control limits and response actions;
  - d) The effectiveness of the risk assessment process;



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-20 Rev Date: 2020-07-14 Rev No: 6 Pages: 2 of 3
<b>MANAGEMENT REVIEW</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

- e) Internal and third-party audit results (including any preventive actions implemented to address Opportunities for Improvement (OFI) or rationale as to why OFIs were not implemented);
- f) Results of emergency response testing (including any OFIs identified);
- g) Operational performance;
- h) Raw water supply and drinking water quality trends;
- i) Follow-up on action items from previous Management Reviews;
- j) The status of management action items identified between reviews;
- k) Changes that could affect the QEMS;
- l) Consumer feedback;
- m) The resources needed to maintain the QEMS;
- n) The results of the infrastructure review;
- o) Operational Plan currency, content and updates;
- p) Staff suggestions; and
- q) Consideration of applicable Best Management Practices (BMPs).

3.5 In relation to standing agenda item q), applicable BMPs, if any, to address drinking water system risks discussed during other agenda items, are identified and documented in the Management Review minutes. Review and possible adoption of applicable BMPs are revisited during subsequent Management Reviews and are incorporated into preventive and/or corrective actions as per OP-21 as appropriate.

3.6 The QEMS Representative coordinates the Management Review and distributes the agenda with identified responsibilities to participants in advance of the Management Review meeting along with any related reference materials.


3.7 The Management Review participants review the data presented and make recommendations and/or initiate action to address identified deficiencies as appropriate as per OP-21.

3.8 The QEMS Representative ensures that minutes of and actions resulting from the Management Review meeting are prepared and distributed to the appropriate OCWA Top Management, personnel and owner/CAO.

3.9 The QEMS Representative monitors the progress and documents the completion of actions resulting from the Management Review using the Summary Table of Action Items Spreadsheet.

#### 4. Related Documents


Management Review Reference Materials  
 Minutes and actions resulting from the Management Review  
 OP-21 Continual Improvement

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-20 Rev Date: 2020-07-14 Rev No: 6 Pages: 3 of 3
<b>MANAGEMENT REVIEW</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Revise to include MOE comments on the QEMS (Inspections, MDWL, DWWP) and re-endorsement discussion as per OFI EA 2013-08-16; change 5.4 to read PCT instead of QEMS Representative
2015-07-28	2	Add note to 5.2 for when re-endorsement is considered as per OFI EA 2014-08-01
2016-07-18	3	Revise to change from Senior Ops Manager to RHM and PCT to OCTL where appropriate; change s 5.4 from municipal representative to CAO as per OFI EA 2015-08-11.
2017-06-26	4	Changed RHM to SOM and added PCT and changed OCTL to SPC Manager.
2018-05-11	5	Removed Scope and Responsibilities sections. Added definitions for Top Management and Operations Management. Revisions based on new requirements of the Standard; at least once every 12 months changed to once every calendar year (s. 3.1) and efficacy changed to effectiveness (s. 3.4). Added s. 3.2 and s. 3.3 to describe who is participating in the Management Review process. Added clarification on including any preventive actions implemented to address Opportunities for Improvement (OFI) or rationale as to why OFIs were not implemented when reviewing audit results (s. 3.4.e). Added Best Management Practices (BMPs) as a standing agenda item (s. 3.4.q). Added s. 3.5 to include consideration of BMPs and link OP-20 to OP-21 Continual Improvement.
2020-07-14	6	Added the summary table in 3.9.



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-21 Rev Date: 2019-08-06 Rev No: 2 Pages: 1 of 4
<b>CONTINUAL IMPROVEMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe the procedure for tracking and measuring continual improvement of the Quality & Environmental Management System (QEMS) for the *West Elgin Distribution System*

## 2. Definitions

*Continual Improvement* - recurring activity to enhance performance (ISO 14001:2014)

*Corrective Action* – action to eliminate the cause of detected nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation

*Non-conformance* – the non-fulfilment of a DWQMS requirement

*Preventive Action* – action to prevent the occurrence of nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation

## 3. Procedure

3.1 OCWA strives to continually improve the effectiveness of its QEMS for this drinking water system(s) through the identification and implementation of corrective/preventive actions and, as appropriate, through review and consideration of applicable Best Management Practices (BMPs).


### 3.2 Corrective Actions

3.2.1 Non-conformances may be identified through an internal or external QEMS audit(s) conducted for this drinking water system. They may also be identified as a result of other events such as:

- an incident/emergency;
- community/Owner complaint;
- other reviews; and
- operational checks, inspections or audits.

3.2.2 The QEMS Representative (in consultation with Operations Management and/or the SPC Manager) investigates the need for a corrective action to eliminate the root cause(s) so as to prevent the non-conformance from recurring. The investigation may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.

3.2.3 The QEMS Representative determines the corrective action needed based on this consultation. The Operations Management (or designate) assigns responsibility and a target date for resolution.

 Ontario Clean Water Agency	<p style="text-align: center;"><b>OPERATIONAL PLAN</b>          West Elgin Distribution System</p>	QEMS Proc.: OP-21 Rev Date: 2019-08-06 Rev No: 2 Pages: 2 of 4
<b>CONTINUAL IMPROVEMENT</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

3.2.4 The QEMS Representative ensures corrective actions are documented using the Summary Table of Action Items Spreadsheet. The QEMS Representative monitors the progress of corrective action(s) and provides status updates to Top Management.

3.2.5 The implementation and effectiveness of corrective actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management (or designate) initiates further corrective action and assigns resources as appropriate until the non-conformance is fully resolved.

### 3.3 Preventive Actions

3.3.1 Potential preventive actions may be identified through an internal or external QEMS audit as Opportunities For Improvement (OFIs), during the Management Review or through other means such as:

- staff/Owner suggestions;
- regulator observations;
- evaluation of incidents/emergency response/tests;
- the analysis of facility/Regional Hub or OCWA-wide data/trends;
- non-conformances identified at other drinking water systems; or
- a result of considering a BMP.

3.3.2 The QEMS Representative (in consultation with Operations Management and/or the SPC Manager) considers whether a preventive action is necessary. The review may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.


3.3.3 If it is decided that a preventive action is necessary, the QEMS Representative determines the action to be taken based on this consultation and the Operations Management (or designate) assigns responsibility and a target date for implementation.

3.3.4 The implementation of preventive actions are tracked by the QEMS Representative using the Summary Table of Action Items Spreadsheet.

3.3.5 The implementation and effectiveness of preventive actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management (or designate) may consider further preventive actions and assigns resources as appropriate.

3.4 The QEMS Rep. and Operations Management monitor corrective/preventive actions on an ongoing basis and review the status and effectiveness of the actions during



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-21 Rev Date: 2019-08-06 Rev No: 2 Pages: 3 of 4
<b>CONTINUAL IMPROVEMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

subsequent Management Review meetings.

### 3.5 Best Management Practices (BMPs)

3.5.1 The QEMS Representative and/or Operations Management in consultation with the SPC Manager will review and consider applicable internal and/or external BMPs identified by internal and/or external sources as part of the Management Review (OP-20) and in the corrective and preventive action processes described above.

3.5.2 BMPs may include, but are not limited to:

- Facility/Regional Hub practices developed and adopted as a result of changes to legislative or regulatory requirements, trends from audit findings or drinking water system performance trends;
- OCWA-wide BMPs/guidance or recommended actions;
- Drinking water industry based standards/BMPs or recommendations; or
- Those published by the Ministry of the Environment, Conservation and Parks.


3.5.3 At a minimum, applicable BMPs must be reviewed and considered once every 36 months.

## 4. Related Documents

OP-05 Document and Records Control  
 OP-20 Management Review  
 Internal Audit Records  
 Summary Table of Action Items Spreadsheet.

## 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – The original information within the main body of OCWA's Operational Plan (Revision 4 dated 2017-06-20) was not used in OP-21 as it did not meet the requirements of the new DWQMS v. 2.0. Information from QP-10 Internal Audit (s. 5.7 and s. 5.8) was incorporated into s. 3.2 and s. 3.3 of OP-21 but was modified to address non-conformances identified from additional inputs other than internal audits and preventive actions resulting from means other than OFIs from internal audits. In addition R&Rs were revised to include the SPC Manager, and to clarify the role of the QEMS Representative in investigating and determining corrective and preventive actions needed. A section on Best Management Practices (s. 3.5) was added to meet the new requirements of DWQMS v. 2.0.

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-21 Rev Date: 2019-08-06 Rev No: 2 Pages: 4 of 4
<b>CONTINUAL IMPROVEMENT</b>		
Reviewed by: QEMS Representative		Approved by: Operations Management

2018-08-07	1	Changed Ministry of the Environment and Climate Change to Ministry of the Environment. Conservation and Parks as per IA July 201, 2018
2019-08-06	2	Changed DWQMS Corrective Action Report to Summary Table of Action Items Spreadsheet as per the IA





## Staff Report

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**Report To:** Council Meeting  
**From:** Jackie Morgan-Beunen, CBO  
**Date:** 2020-09-10  
**Report:** September 2020  
**Subject:** Building Activity Report July - August 2020

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### **Recommendation:**

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for July and August 2020 for information purposes.

### **Purpose:**

The purpose of this report is to provide Council with information regarding the type of permits issued between July 1<sup>st</sup> to August 31<sup>st</sup>, 2020 in West Elgin, as well as the permit value and permit fees collected.

### **Background:**

Time allocation was spent on new applications, plans examinations, correspondence and inspections,

- Total Number of Building Permits Issued in the months of July - August: **26**
- Total Number of those being Demolition Permits issued: **1**
- Number of New Residence Building Permits within: **2**

### **Summary of Permits issued Year-To-Date:**

- 2020: Number of Permits Issued to end of August: **72**
- 2019: Number of Permits Issued to end of August: **52**
- 2020: Total Construction Value to end of August: **\$5,734,206.45**
- 2019: Total Construction Value to end of August: **\$4,848,880.00**
- 2020: Total Permit Fees to end of August: **\$51,566.07**
- 2019: Total Permit Fees to end of August: **\$34,189.76**

### **Financial Implications:**

There are no financial implications associated with this report.

### **Policies/Legislation:**

N/A

**Report Approval Details**

Document Title:	Building Activity Report September 2020 - 2020-07-Building.docx
Attachments:	<ul style="list-style-type: none"><li>- Jul - Aug 2020 Permit Summary.pdf</li><li>- Jul - Aug 2020 Permit list.PDF</li><li>- Jan - Aug 2020 Permit Summary.PDF</li><li>- Jan - Aug 2019 Permit Summary.PDF</li><li>- Jul - Aug 2019 Permit Summary.PDF</li></ul>
Final Approval Date:	Sep 1, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



Municipality The Corporation Of The Municipality Of West Elgin  
 Phone (519) 785-0560  
 Bldg. Dept. Phone (519) 857-9605  
 Bldg. Dept. Fax (519) 785-0644

## Permit Summary Report

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

Grouped by Structure Type

Structure Type:	Carport	Value	\$6,000.00	
Code:	117	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	432.00	Sq. Feet
Structure Type:	Detached Garage Types 1-5	Value	\$55,000.00	
Code:	101	Fees	\$395.60	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	1,376.00	Sq. Feet
Structure Type:	Office Walk-up	Value	\$55,000.00	
Code:	472	Fees	\$850.00	
		Septic Fees	\$500.00	
		Number	2	
		Gross Area:	700.00	Sq. Feet
Structure Type:	Other Secondary Structure	Value	\$9,100.00	
Code:	199	Fees	\$305.00	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	772.00	Sq. Feet
Structure Type:	Retail Store	Value	\$100,000.00	
Code:	433	Fees	\$2,000.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	6,346.00	Sq. Feet
Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$20,000.00	
Code:	102	Fees	\$100.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	192.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$1,048,000.00	
Code:	301	Fees	\$9,809.59	
		Septic Fees	\$6,500.00	
		Number	10	
		Gross Area:	8,896.00	Sq. Feet
Structure Type:	Steel Grain Bin	Value	\$192,900.00	
Code:	230	Fees	\$615.97	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	5,689.00	Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$40,000.00	
Code:	399	Fees	\$402.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	836.00	Sq. Feet

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## Permit Summary Report

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

Grouped by Structure Type

Structure Type:	Unspecified Special Purpose Structure	Value	\$350.00	
Code:	799	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	800.00	Sq. Feet
		Total Value	\$1,526,350.00	
		Total Fees	\$14,753.16	
		Total Number	26	
		Total Area:	26,039.00	Sq. Fee



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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and AUG 31,2020

Grouped by Structure Type

Structure Type:	Campground Ancillary Building	Value	\$616,200.00	
Code:	461	Fees	\$6,162.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Carport	Value	\$12,500.00	
Code:	117	Fees	\$616.00	
		Septic Fees	\$200.00	
		Number	3	
		Gross Area:	1,422.00	Sq. Feet
Structure Type:	Detached Garage Types 1-5	Value	\$69,950.00	
Code:	101	Fees	\$745.60	
		Septic Fees	\$0.00	
		Number	5	
		Gross Area:	2,420.00	Sq. Feet
Structure Type:	General Purpose Industrial (GT 5,000 sq ft)	Value	\$975,000.00	
Code:	522	Fees	\$9,750.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	22,400.00	Sq. Feet
Structure Type:	Manufactured Homes (includes Modular)	Value	\$7,000.00	
Code:	311	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	480.00	Sq. Feet
Structure Type:	Office Walk-up	Value	\$55,000.00	
Code:	472	Fees	\$850.00	
		Septic Fees	\$500.00	
		Number	2	
		Gross Area:	700.00	Sq. Feet
Structure Type:	Other Secondary Structure	Value	\$9,100.00	
Code:	199	Fees	\$305.00	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	772.00	Sq. Feet
Structure Type:	Retail Store	Value	\$170,000.00	
Code:	433	Fees	\$2,100.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	9,034.00	Sq. Feet
Structure Type:	Service Garage	Value	\$3,000.00	
Code:	423	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	185.00	Sq. Feet

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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and AUG 31,2020

Grouped by Structure Type

Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$225,706.45	
Code:	102	Fees	\$902.80	
		Septic Fees	\$0.00	
		Number	5	
		Gross Area:	4,428.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$2,401,000.00	
Code:	301	Fees	\$20,873.04	
		Septic Fees	\$11,327.00	
		Number	29	
		Gross Area:	21,860.00	Sq. Feet
Structure Type:	Standard Industry	Value	\$30,000.00	
Code:	597	Fees	\$300.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2,250.00	Sq. Feet
Structure Type:	Steel Grain Bin	Value	\$192,900.00	
Code:	230	Fees	\$615.97	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	5,689.00	Sq. Feet
Structure Type:	Swimming Pool Enclosure	Value	\$57,500.00	
Code:	107	Fees	\$698.60	
		Septic Fees	\$0.00	
		Number	4	
		Gross Area:	780.00	Sq. Feet
Structure Type:	Type III Uninsulated Barn	Value	\$119,000.00	
Code:	203	Fees	\$931.36	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	5,504.00	Sq. Feet
Structure Type:	Type IV Insulated Barn	Value	\$726,000.00	
Code:	204	Fees	\$4,737.50	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	16,179.00	Sq. Feet
Structure Type:	Unspecified Farm Structure	Value	\$7,000.00	
Code:	299	Fees	\$500.00	
		Septic Fees	\$500.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$57,000.00	
Code:	399	Fees	\$1,003.20	
		Septic Fees	\$500.00	
		Number	4	
		Gross Area:	1,092.00	Sq. Feet



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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and AUG 31,2020

Grouped by Structure Type

Structure Type:	Unspecified Special Purpose Structure	Value	\$350.00	
Code:	799	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	800.00	Sq. Feet
		Total Value	\$5,734,206.45	
		Total Fees	\$51,566.07	
		Total Number	72	
		Total Area:	95,995.00	Sq. Fee

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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and AUG 31,2019

Grouped by Structure Type

Structure Type:	1, 2 and 3 Storey Broiler Barn	Value	\$892,180.00	
Code:	216	Fees	\$6,085.50	
		Septic Fees	\$500.00	
		Number	4	
		Gross Area:	47.260.00	Sq. Feet
Structure Type:	Detached Garage Types 1-5	Value	\$135,000.00	
Code:	101	Fees	\$775.20	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	3.224.00	Sq. Feet
Structure Type:	General Purpose Industrial (GT 5,000 sq ft)	Value	\$450,000.00	
Code:	522	Fees	\$4,500.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	11.101.00	Sq. Feet
Structure Type:	High-rise Caged Layers	Value	\$1,256,000.00	
Code:	217	Fees	\$8,412.50	
		Septic Fees	\$500.00	
		Number	2	
		Gross Area:	16.036.00	Sq. Feet
Structure Type:	N/A	Value	\$20,000.00	
Code:		Fees	\$575.00	
		Septic Fees	\$500.00	
		Number	2	
		Gross Area:		Sq. Feet
Structure Type:	Other Secondary Structure	Value	\$27,500.00	
Code:	199	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	664.00	Sq. Feet
Structure Type:	Retail Store	Value	\$10,000.00	
Code:	433	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2.000.00	Sq. Feet
Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$60,700.00	
Code:	102	Fees	\$506.40	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	4.740.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$1,626,800.00	
Code:	301	Fees	\$10,374.92	
		Septic Fees	\$4,666.02	
		Number	23	
		Gross Area:	21.133.00	Sq. Feet



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## Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and AUG 31,2019

Grouped by Structure Type

Structure Type:	Steel Grain Bin	Value	\$243,400.00	
Code:	230	Fees	\$1,021.32	
		Septic Fees	\$0.00	
		Number	4	
		Gross Area:	4,677.00	Sq. Feet
Structure Type:	Traditional Church	Value	\$85,000.00	
Code:	730	Fees	\$850.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	110.00	Sq. Feet
Structure Type:	Type III Uninsulated Barn	Value	\$9,000.00	
Code:	203	Fees	\$150.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	5,759.00	Sq. Feet
Structure Type:	Unspecified Farm Structure	Value	\$4,000.00	
Code:	299	Fees	\$100.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	3,520.00	Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$29,300.00	
Code:	399	Fees	\$563.92	
		Septic Fees	\$0.00	
		Number	4	
		Gross Area:	1,292.00	Sq. Feet
		Total Value	\$4,848,880.00	
		Total Fees	\$34,189.76	
		Total Number	52	
		Total Area:	121,516.00	Sq. Fee

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## Permit Summary Report

Permits By Issued Date - Between: JUL 1,2019 and AUG 31,2019

Grouped by Structure Type

Structure Type:	1, 2 and 3 Storey Broiler Barn	Value	\$356,500.00	
Code:	216	Fees	\$2,787.50	
		Septic Fees	\$500.00	
		Number	2	
		Gross Area:	18,500.00	Sq. Feet
Structure Type:	Detached Garage Types 1-5	Value	\$135,000.00	
Code:	101	Fees	\$775.20	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	3,224.00	Sq. Feet
Structure Type:	General Purpose Industrial (GT 5,000 sq ft)	Value	\$450,000.00	
Code:	522	Fees	\$4,500.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	11,101.00	Sq. Feet
Structure Type:	High-rise Caged Layers	Value	\$1,256,000.00	
Code:	217	Fees	\$8,412.50	
		Septic Fees	\$500.00	
		Number	2	
		Gross Area:	16,036.00	Sq. Feet
Structure Type:	N/A	Value	\$10,000.00	
Code:		Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Other Secondary Structure	Value	\$7,500.00	
Code:	199	Fees	\$100.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	436.00	Sq. Feet
Structure Type:	Shed Type 1 Wood Type 2 Metal	Value	\$60,000.00	
Code:	102	Fees	\$404.40	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	4,480.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$446,300.00	
Code:	301	Fees	\$3,095.85	
		Septic Fees	\$1,100.00	
		Number	9	
		Gross Area:	8,489.00	Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$4,800.00	
Code:	399	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	228.00	Sq. Feet



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## Permit Summary Report

Permits By Issued Date - Between: JUL 1,2019 and AUG 31,2019

Grouped by Structure Type

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Total Value	\$2,726,100.00
Total Fees	\$20,350.45
Total Number	22
Total Area:	62,494.00 Sq. Fee

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## Permit List

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

<b>Permit Number</b>	<b>2020-0046</b>	<b>Date Applied</b>	03/07/2020	<b>Date Issued</b>	03/07/2020	<b>Date Completed</b>	
				<b>Date Expires</b>	/ /		
<b>Type</b>	FARM BUILDING NON LIVE STOCK			<b>Location</b>	23454 FOREST LINE		
<b>Action</b>	Erect			<b>Legal Description</b>	CON 6 WD S PT LOTS 13,14 S		
<b>Status</b>	ISSUED			<b>Roll Number</b>	34-34-000-020-08300-0000		
<b>MPAC Structure Code</b>	230 Steel Grain Bin			<b>Value</b>	\$155,000.00	<b>Fee</b>	\$323.71
<b>Stats Can Struct Code</b>	410 Primary Industry Bldg - Farm,H			<b>Gross Area</b>	2,290		
<b>Stats Can Work Code</b>	01 New Construction			<b>Permit Area</b>	2,290	<b>Sq. Feet</b>	/
				<b>Dwelling Units Created/Lost:</b>	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
<b>Address</b>							
<b>Project Desc</b>	ERECT NEW 54' GRAIN BIN						
<b>Permit Number</b>	<b>2020-0047</b>	<b>Date Applied</b>	03/07/2020	<b>Date Issued</b>	03/07/2020	<b>Date Completed</b>	
				<b>Date Expires</b>	/ /		
<b>Type</b>	RESIDENTIAL ADDITION			<b>Location</b>	21527 GRAY LINE		
<b>Action</b>	Install			<b>Legal Description</b>	CON 14 LOT 3		
<b>Status</b>	ISSUED			<b>Roll Number</b>	34-34-000-040-15600-0000		
<b>MPAC Structure Code</b>	199 Other Secondary Structure			<b>Value</b>	\$1,100.00	<b>Fee</b>	\$75.00
<b>Stats Can Struct Code</b>	150 Seasonal Dwelling - cottage,su			<b>Gross Area</b>	180		
<b>Stats Can Work Code</b>	03 Alteration and Improvements			<b>Permit Area</b>	180	<b>Sq. Feet</b>	/
				<b>Dwelling Units Created/Lost:</b>	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
<b>Address</b>							
<b>Project Desc</b>	MOVE EXISTING 10'X18' LIVING ROOM CONSTRUCTED ON DECK AND POSTS TO LOT 192						
<b>Permit Number</b>	<b>2020-0048</b>	<b>Date Applied</b>	03/07/2020	<b>Date Issued</b>	03/07/2020	<b>Date Completed</b>	
				<b>Date Expires</b>	/ /		
<b>Type</b>	SEWAGE CLASS 4 & 5 CONST. PERMIT			<b>Location</b>	22413 HOSKINS LINE		
<b>Action</b>	Install			<b>Legal Description</b>	CON GORE WD N PT LOT 6 RP		
<b>Status</b>	ISSUED			<b>Roll Number</b>	34-34-000-020-09600-0000		
<b>MPAC Structure Code</b>	472 Office Walk-up			<b>Value</b>	\$20,000.00	<b>Fee</b>	\$500.00
<b>Stats Can Struct Code</b>	610 Govt Bldg-Legislative,Admin,Co			<b>Gross Area</b>	0		
<b>Stats Can Work Code</b>	16 Sewage System			<b>Permit Area</b>	0	<b>Sq. Feet</b>	/
				<b>Dwelling Units Created/Lost:</b>	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
<b>Address</b>							
<b>Project Desc</b>	INSTALL NEW CLASS 4 SEWAGE SYSTEM AND DECOMMISSION THE EXISTING						
<b>Permit Number</b>	<b>2020-0051</b>	<b>Date Applied</b>	17/07/2020	<b>Date Issued</b>	17/07/2020	<b>Date Completed</b>	
				<b>Date Expires</b>	/ /		
<b>Type</b>	RESIDENTIAL ACCESSORY BUILDING			<b>Location</b>	179 ELM ST		
<b>Action</b>	Erect			<b>Legal Description</b>	PLAN 72 PT LOT 51 PT LOT 52		
<b>Status</b>	ISSUED			<b>Roll Number</b>	34-34-036-001-10001-0000		
<b>MPAC Structure Code</b>	102 Shed Type 1 Wood Type 2 Metal			<b>Value</b>	\$20,000.00	<b>Fee</b>	\$100.00
<b>Stats Can Struct Code</b>	450 Maint Bldg - Hangar, Repair Sh			<b>Gross Area</b>	192		
<b>Stats Can Work Code</b>	01 New Construction			<b>Permit Area</b>	192	<b>Sq. Feet</b>	/
				<b>Dwelling Units Created/Lost:</b>	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
<b>Address</b>	179 ELM STWEST LORNE, ON N0L 2P0						
<b>Project Desc</b>	CONSTRUCT 12'X 12' SHED WITH 4' COVERED DECK						



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## Permit List

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

Permit Number	2020-0052	Date Applied	20/07/2020	Date Issued	20/07/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL ACCESSORY BUILDING			Location	21066 DOWNIE LINE		
Action	Erect			Legal Description	CON GORE WD N PT LOTS 1 &		
Status	ISSUED			Roll Number	34-34-000-020-09000-0000		
MPAC Structure Code	101	Detached Garage Types 1-5		Value	\$20,000.00	Fee	\$249.60
Stats Can Struct Code	450	Maint Bldg - Hangar, Repair Sh		Gross Area	896		
Stats Can Work Code	01	New Construction		Permit Area	896	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	CONSTRUCTION OF 2 CAR GARAGE.						

Permit Number	2020-0053	Date Applied	22/07/2020	Date Issued	22/07/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL NEW CONSTRUCTION			Location	25328 TALBOT LINE		
Action	Erect			Legal Description	ALDBOROUGH CON 12 PT LOT		
Status	ISSUED			Roll Number	34-34-000-050-10900-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$220,000.00	Fee	\$1,116.57
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	2,226		
Stats Can Work Code	01	New Construction		Permit Area	2,226	Sq. Feet	/
				Dwelling Units Created/Lost:	1	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	CONSTRUCT NEW 3 BED, 2 BATH SINGLE UNIT DWELLING WITH						

Permit Number	2020-0054	Date Applied	22/07/2020	Date Issued	22/07/2020	Date Completed	
				Date Expires	/ /		
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT			Location	25328 TALBOT LINE		
Action	Install			Legal Description	ALDBOROUGH CON 12 PT LOT		
Status	ISSUED			Roll Number	34-34-000-050-10900-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$20,000.00	Fee	\$500.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	0		
Stats Can Work Code	16	Sewage System		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	INSTALL NEW CLASS 4 SEWAGE SYSTEM USING ARC 24 CHAMBERS						

Permit Number	2020-0055	Date Applied	27/07/2020	Date Issued	27/07/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL NEW CONSTRUCTION			Location	20220 MC MILLAN LINE		
Action	Erect			Legal Description	CON 7 S PT LOT B		
Status	ISSUED			Roll Number	34-34-000-020-12200-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$300,000.00	Fee	\$2,093.02
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	4,122		
Stats Can Work Code	01	New Construction		Permit Area	4,122	Sq. Feet	/
				Dwelling Units Created/Lost:	1	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	CONSTRUCTION OF 2 BEDROOM, 2 1/2 BATH DWELLING WITH ATTACHED						

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## Permit List

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

<b>Permit Number</b>	<b>2020-0058</b>	<b>Date Applied</b>	28/07/2020	<b>Date Issued</b>	28/07/2020	<b>Date Completed</b>	
				<b>Date Expires</b>	/ /		
<b>Type</b>	DEMOLITION PERMIT			<b>Location</b>	12098 BLACKS		
<b>Action</b>	Remove			<b>Legal Description</b>	CON 8 NW PT LOT 1 AND RP		
<b>Status</b>	ISSUED			<b>Roll Number</b>	34-34-000-030-01001-0000		
<b>MPAC Structure Code</b>	230 Steel Grain Bin			<b>Value</b>	\$31,500.00	<b>Fee</b>	\$75.00
<b>Stats Can Struct Code</b>	410 Primary Industry Bldg - Farm,H			<b>Gross Area</b>	2,827		
<b>Stats Can Work Code</b>	00 Demolition			<b>Permit Area</b>	2,827	<b>Sq. Feet</b>	/
				<b>Dwelling Units Created/Lost:</b>	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
<b>Address</b>							
<b>Project Desc</b>	REMOVE OLD GRAIN BIN FROM EXISTING CONCRETE PAD						
<b>Permit Number</b>	<b>2020-0057</b>	<b>Date Applied</b>	31/07/2020	<b>Date Issued</b>	31/07/2020	<b>Date Completed</b>	
				<b>Date Expires</b>	/ /		
<b>Type</b>	FARM BUILDING NON LIVE STOCK			<b>Location</b>	22016 PIONEER LINE		
<b>Action</b>	Erect			<b>Legal Description</b>	CON 8 S PT LOT 5 S PT LOT 6		
<b>Status</b>	ISSUED			<b>Roll Number</b>	34-34-000-030-02900-0000		
<b>MPAC Structure Code</b>	230 Steel Grain Bin			<b>Value</b>	\$6,400.00	<b>Fee</b>	\$217.26
<b>Stats Can Struct Code</b>	410 Primary Industry Bldg - Farm,H			<b>Gross Area</b>	572		
<b>Stats Can Work Code</b>	04 Foundation			<b>Permit Area</b>	572	<b>Sq. Feet</b>	/
				<b>Dwelling Units Created/Lost:</b>	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
<b>Address</b>	22016 PIONEER LINE RR 2 RODNEY, ON N0L 2C0						
<b>Project Desc</b>	CONSTRUCTION OF 27' GRAIN BIN FOUNDATION						
<b>Permit Number</b>	<b>2020-0059</b>	<b>Date Applied</b>	05/08/2020	<b>Date Issued</b>	05/08/2020	<b>Date Completed</b>	
				<b>Date Expires</b>	/ /		
<b>Type</b>	SEWAGE CLASS 4 & 5 CONST. PERMIT			<b>Location</b>	9916 GRAHAM RD		
<b>Action</b>	Install			<b>Legal Description</b>	CON 12 N PT LOT 19		
<b>Status</b>	ISSUED			<b>Roll Number</b>	34-34-000-050-09100-0000		
<b>MPAC Structure Code</b>	301 Single Family Detached			<b>Value</b>	\$8,500.00	<b>Fee</b>	\$500.00
<b>Stats Can Struct Code</b>	110 Single House,sgl det home,bung			<b>Gross Area</b>	0		
<b>Stats Can Work Code</b>	16 Sewage System			<b>Permit Area</b>	0	<b>Sq. Feet</b>	/
				<b>Dwelling Units Created/Lost:</b>	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
<b>Address</b>							
<b>Project Desc</b>	INSTALL NEW CLASS 4 SEWAGE SYSTEM - INFILTRATOR 36 CHAMBERS						
<b>Permit Number</b>	<b>2020-0060</b>	<b>Date Applied</b>	05/08/2020	<b>Date Issued</b>	05/08/2020	<b>Date Completed</b>	
				<b>Date Expires</b>	/ /		
<b>Type</b>	RESIDENTIAL PORCHES, DECKS			<b>Location</b>	21527 GRAY LINE		
<b>Action</b>	Erect			<b>Legal Description</b>	CON 14 LOT 3		
<b>Status</b>	ISSUED			<b>Roll Number</b>	34-34-000-040-15600-0000		
<b>MPAC Structure Code</b>	199 Other Secondary Structure			<b>Value</b>	\$4,000.00	<b>Fee</b>	\$130.00
<b>Stats Can Struct Code</b>	150 Seasonal Dwelling - cottage,su			<b>Gross Area</b>	400		
<b>Stats Can Work Code</b>	01 New Construction			<b>Permit Area</b>	400	<b>Sq. Feet</b>	/
				<b>Dwelling Units Created/Lost:</b>	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
<b>Address</b>							
<b>Project Desc</b>	CONSTRUCTION OF 2 10'x20' WOOD DECKS BESIDE EXISTING TRAILER						



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## Permit List

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

Permit Number	2020-0061	Date Applied	05/08/2020	Date Issued	05/08/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL PORCHES, DECKS			Location	21527 GRAY LINE		
Action	Erect			Legal Description	CON 14 LOT 3		
Status	ISSUED			Roll Number	34-34-000-040-15600-0000		
MPAC Structure Code	199	Other Secondary Structure		Value	\$4,000.00	Fee	\$100.00
Stats Can Struct Code	150	Seasonal Dwelling - cottage,su		Gross Area	192		
Stats Can Work Code	01	New Construction		Permit Area	192	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	CONSTRUCT 8'X 24' DETACHED COVERED PORCH						
Permit Number	2020-0062	Date Applied	10/08/2020	Date Issued	10/08/2020	Date Completed	
				Date Expires	/ /		
Type	TEMPORARY TENT			Location	23301 QUEENS LINE		
Action	Erect			Legal Description	CON 8 N PT LOT 11		
Status	ISSUED			Roll Number	34-34-000-030-06100-0000		
MPAC Structure Code	799	Unspecified Special Purpose Structure		Value	\$350.00	Fee	\$75.00
Stats Can Struct Code	562	Outdoor Recreational Bldg - Go		Gross Area	800		
Stats Can Work Code	12	Installation of a pre-fabricated building		Permit Area	800	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	ERECT 20'X 40' TENT FROM SEPT 4TH TO SEPT 5TH 2020						
Permit Number	2020-0063	Date Applied	13/08/2020	Date Issued	13/08/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL RENOVATIONS			Location	190 GRAHAM		
Action	Alter			Legal Description	PLAN 199 PT LOT 68		
Status	ISSUED			Roll Number	34-34-036-001-03400-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$20,000.00	Fee	\$200.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	237		
Stats Can Work Code	03	Alteration and Improvements		Permit Area	237	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	RENOVATE EXISTING KITCHEN W/ NEW CABINETRY & FLOORING. REMOVE						
Permit Number	2020-0064	Date Applied	18/08/2020	Date Issued	18/08/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL ADDITION			Location	21661 TALBOT LINE		
Action	Extend			Legal Description	CON 13 NW 1/4 LOT 4		
Status	INCOMPLETE			Roll Number	34-34-000-040-10800-0000		
MPAC Structure Code	399	Unspecified Residential Structure		Value	\$30,000.00	Fee	\$300.00
Stats Can Struct Code	150	Seasonal Dwelling - cottage,su		Gross Area	576		
Stats Can Work Code	02	Addition to Existing Bldg - Non Residential		Permit Area	576	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	ADDITION TO SEASONAL CABIN AT UNIT 3 EBENEZERST.						

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## Permit List

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

Permit Number	2020-0065	Date Applied	18/08/2020	Date Issued	18/08/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL RENOVATIONS			Location	151 MORIAH		
Action	Alter			Legal Description	PLAN 105 BLK A LOT 3 LOT 4		
Status	ISSUED			Roll Number	34-34-000-092-08400-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$100,000.00	Fee	\$1,000.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	1,182		
Stats Can Work Code	03	Alteration and Improvements		Permit Area	1,182	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/>	Applicant Is Owner Occupancy Date		
Address							
Project Desc	RENOVATE EXISTING DWELLING. REMOVE A BEARING WALL AND INSTALL NEW BEAM						
Permit Number	2020-0066	Date Applied	18/08/2020	Date Issued	18/08/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL ACCESSORY BUILDING			Location	21527 GRAY LINE		
Action	Extend			Legal Description	CON 14 LOT 3		
Status	ISSUED			Roll Number	34-34-000-040-15600-0000		
MPAC Structure Code	117	Carport		Value	\$6,000.00	Fee	\$200.00
Stats Can Struct Code	150	Seasonal Dwelling - cottage,su		Gross Area	432		
Stats Can Work Code	02	Addition to Existing Bldg - Non Residential		Permit Area	432	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/>	Applicant Is Owner Occupancy Date		
Address	10- 21357 Gray LineRodney, ON N0L 2C0						
Project Desc	ROOF OVER STRUCTURE ADDED ONTO EXISTING ADD-A-ROOM BUT DETACHED						
Permit Number	2020-0067	Date Applied	18/08/2020	Date Issued	18/08/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL RENOVATIONS			Location	22167 DOUGLAS LINE		
Action	Extend			Legal Description	CON 14 E PT LOT 6		
Status	ISSUED			Roll Number	34-34-000-040-17400-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$350,000.00	Fee	\$3,500.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	1,129		
Stats Can Work Code	02	Addition to Existing Bldg - Non Residential		Permit Area	1,129	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/>	Applicant Is Owner Occupancy Date		
Address							
Project Desc	ADDITION AND RENOVATION OF EXISTING COTTAGE INTO SINGLE						
Permit Number	2020-0068	Date Applied	18/08/2020	Date Issued	18/08/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL ACCESSORY BUILDING			Location	153 FREDERIC ST		
Action	Erect			Legal Description	PLAN 68 BLK O LOT 8		
Status	ISSUED			Roll Number	34-34-036-002-49200-0000		
MPAC Structure Code	101	Detached Garage Types 1-5		Value	\$35,000.00	Fee	\$146.00
Stats Can Struct Code	450	Maint Bldg - Hangar, Repair Sh		Gross Area	480		
Stats Can Work Code	01	New Construction		Permit Area	480	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/>	Applicant Is Owner Occupancy Date		
Address	153 FREDERIC STWEST LORNE, ON N0L 2P0						
Project Desc	CONSTRUCT 20'X 24' DETACHED GARAGE ON SLAB FOUNDATION						



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## Permit List

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

Permit Number	2020-0069	Date Applied	18/08/2020	Date Issued	18/08/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL PORCHES, DECKS			Location	21527 GRAY LINE		
Action	Erect			Legal Description	CON 14 LOT 3		
Status	ISSUED			Roll Number	34-34-000-040-15600-0000		
MPAC Structure Code	399	Unspecified Residential Structure		Value	\$10,000.00	Fee	\$102.00
Stats Can Struct Code	150	Seasonal Dwelling - cottage,su		Gross Area	260		
Stats Can Work Code	01	New Construction		Permit Area	260	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	CONSTRUCT 10'X 26' DETACHED COVERED DECK						

Permit Number	2020-0056	Date Applied	20/08/2020	Date Issued	20/08/2020	Date Completed	
				Date Expires	/ /		
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT			Location	20220 MC MILLAN LINE		
Action	Install			Legal Description	CON 7 S PT LOT B		
Status	ISSUED			Roll Number	34-34-000-020-12200-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$20,000.00	Fee	\$500.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	0		
Stats Can Work Code	16	Sewage System		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	INSTALL NEW CLASS 4 SEWAGE SYSTEM. ARC 24 CHAMBERS at 8' O.C.						

Permit Number	2020-0070	Date Applied	20/08/2020	Date Issued	20/08/2020	Date Completed	
				Date Expires	/ /		
Type	COMERCIAL CONSTRUCTION PERMITS			Location	231 GRAHAM ST		
Action	Extend			Legal Description	PLAN 100 BLK C PT LOTS 2 ANI		
Status	ISSUED			Roll Number	34-34-036-002-33400-0000		
MPAC Structure Code	433	Retail Store		Value	\$100,000.00	Fee	\$2,000.00
Stats Can Struct Code	512	Retail Complex/Plaza, Mall, Sh		Gross Area	6,346		
Stats Can Work Code	02	Addition to Existing Bldg - Non Residential		Permit Area	6,346	Sq. Feet	/
				Dwelling Units Created/Lost:	4	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	ADDITION AND REPAIR OF STRUCTURAL COMPONENTS OF MIXED USE						

Permit Number	2020-0071	Date Applied	20/08/2020	Date Issued	20/08/2020	Date Completed	
				Date Expires	/ /		
Type	COMERCIAL CONSTRUCTION PERMITS			Location	239 GRAHAM RD		
Action	Alter			Legal Description	PLAN 100 PT BLK C PT LOT 4		
Status	ISSUED			Roll Number	34-34-036-002-33700-0000		
MPAC Structure Code	472	Office Walk-up		Value	\$35,000.00	Fee	\$350.00
Stats Can Struct Code	520	Office Bldg, Consultant,Doctor		Gross Area	700		
Stats Can Work Code	03	Alteration and Improvements		Permit Area	700	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	INTERIOR RENOVATION FOR NEW HAIR SALON, INCLUDES NEW WASHROOM						

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## Permit List

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

Permit Number	2020-0072	Date Applied	20/08/2020	Date Issued	20/08/2020	Date Completed	
				Date Expires	/ /		
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT			Location	21210 MC LEAN LINE		
Action	Replace			Legal Description	CON 3 WD PT SW1/4 LOT 4 RP		
Status	ISSUED			Roll Number	34-34-000-010-08402-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$8,500.00	Fee	\$300.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	0		
Stats Can Work Code	16	Sewage System		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	REPLACE SEPTIC BED WITH RAISED FILTER BED						

Permit Number	2020-0073	Date Applied	21/08/2020	Date Issued	21/08/2020	Date Completed	
				Date Expires	/ /		
Type	RENEWAL CONSTRUCTION PERMIT			Location	22759 QUEENS LINE		
Action	Alter			Legal Description	ALDBOROUGH CON 8 PT LOT 9		
Status	ISSUED			Roll Number	34-34-000-030-05200-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$1,000.00	Fee	\$100.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	0		
Stats Can Work Code	03	Alteration and Improvements		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	Renewal of existing permit including revision to add 2 concrete footing						



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## Permit List

Permits By Issued Date - Between: JUL 1,2020 and AUG 31,2020

### Report Summary

Permit Type	Permit Value	Permit Fee	Permit Count
COMERCIAL CONSTRUCTION PERMITS	135,000.00	2,350.00	2
DEMOLITION PERMIT	31,500.00	75.00	1
FARM BUILDING NON LIVE STOCK	161,400.00	540.97	2
RENEWAL CONSTRUCTION PERMIT	1,000.00	100.00	1
RESIDENTIAL ACCESSORY BUILDING	81,000.00	695.60	4
RESIDENTIAL ADDITION	31,100.00	375.00	2
RESIDENTIAL NEW CONSTRUCTION	520,000.00	3,209.59	2
RESIDENTIAL PORCHES, DECKS	18,000.00	332.00	3
RESIDENTIAL RENOVATIONS	470,000.00	4,700.00	3
SEWAGE CLASS 4 & 5 CONST. PERMIT	77,000.00	2,300.00	5
TEMPORARY TENT	350.00	75.00	1
<hr/>			
	Total Value	\$1,526,350.00	
	Total Fees	\$14,753.16	
	Total Permits	26	
	Total Area	26,039 Sq. Ft.	
		0 Sq. Meters	



## Staff Report

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**Report To:** Council Meeting  
**From:** Heather James, Planner  
**Date:** 2020-09-10  
**Subject:** 2020 West Elgin Zoning By-law Introduction to the Housekeeping Amendment

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### **Recommendation:**

That West Elgin Council hereby receives the report from Heather James regarding the introduction to the 2020 West Elgin Zoning By-law Housekeeping Amendment; and,

That West Elgin Council provides preliminary approval on the proposed amendment and provides direction to staff to proceed with the public meeting for the housekeeping amendment.

### **Purpose:**

The purpose of this report is to provide Council with an introductory report on the housekeeping amendment to the Municipality of West Elgin Comprehensive Zoning By-law 2015-36.

### **Background:**

A municipality is required to review its zoning by-law no less than every three years after an official plan has been updated or new plan has been approved to determine if an update is required. The West Elgin Comprehensive Zoning came into effect in 2015, four years after the West Elgin Official Plan was approved with modifications from the Ministry of Municipal Affairs and Housing. In 2019, West Elgin Council updated the zoning by-law to provide definitions and regulations for cannabis; added regulations for shipping containers and storage units; added regulations for lighting facilities; and, removed minimum ground floor area for a dwelling unit where permitted.

In the spring of 2020, it was identified by staff, Council and the public that the zoning by-law requires a further update. The proposed amendment to the zoning by-law would include the following:

- Deleting the line in the preamble for the Future Residential (FR) Zone - *'In the interim, to prevent premature development, no buildings or structures are permitted.'* to provide clarity;
- Adding a table with FR Zone Standards that match the General Agricultural (A1) Zone Standards table as there are no zone standards in the FR zone;
- Adding a table with Future Development (FD) Zone Standards that match the A1 Zone Standards table as there are no zone standards in the FD zone;
- Adding a new subsection to Section 4.2 Construction Uses called Temporary Buildings which would permit the use of an existing dwelling, mobile home, park model home or travel trailer as a construction or temporary building during the construction of the principle or main building on a property for a period of no greater than twelve months and provided a building permit has been issued for the construction of the principle or main building, and, lastly would require a building permit to include the requirement to remove and/or demolish



such temporary buildings, mobile home, park model home and travel trailer within a specified time period;

- Adding a subsection to Section 4.4 Established Building Lines to require the use of established building lines to only be applied where there are at least 50% of the lots developed and that this subsection only apply to Residential First Density (R1), Residential Second Density (R2) and Hamlet Residential (HR) Zones;
- Delete Schedule “H” – Minimum Distance Separation (MDS) Formulae and update all sections that reference MDS Formulae to apply the Provincially approved MDS Document, as amended from time to time;
- Adding a subsection to Section 1.4 Interpretation to permit changes to typographical or section references without an amendment to the Zoning By-law, where such corrections do not affect the intent of the Zoning By-law; and,
- Fix mapping errors on maps where either the zoned area is in the wrong location on the map or a zone is missing.

### **Next Steps:**

Should Council wish to proceed with the proposed housekeeping amendment, a notice of public meeting would be published in the West Elgin Chronicle on September 17, 2020 and a notice of public meeting as well as the draft zoning by-law amendment would also be posted on the municipality’s website on September 17, 2020. The public meeting would be held on October 8, 2020 and would be an in-person meeting with the opportunity for the public to make verbal representation as well as submit comments either in writing or by email prior to the public meeting. Lastly, even though we are limited on the number of people who can gather at the public meeting, based on a prior public meeting to update the zoning by-law, it is anticipated we will not exceed this number.

### **Financial Implications:**

Costs for a newspaper notice, which will be \$300 to \$400 to publish in the West Elgin Chronicle.

### **Policies/Legislation:**

A comprehensive review of applicable policies and legislation relating to the housekeeping amendment will be addressed in a subsequent report.

### **Related Documents:**

None currently.

**Report Approval Details**

Document Title:	2020 West Elgin Zoning By-law Housekeeping Amendment Introduction - 2020-21-Planning.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott





## Staff Report

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**Report To:** Council Meeting  
**From:** Jeff McArthur, Fire Chief  
**Date:** 2020-09-10  
**Report:** 2020-02  
**Subject:** Monthly Report – August

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### **Recommendation:**

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: August Monthly Report for information purposes.

### **Purpose:**

To provide Council with an update of fire department activities in the month of August 2020.

### **Background:**

#### ***Emergency Responses***

Motor Vehicle Collision (MVCs)	1	
Fire	1	Vehicle
Alarms Sounding	2	CO, general fire alarm
Other	1	Possible explosion
TOTAL	5	

#### ***Training & Meetings***

Both stations trained together on a Water Supply exercise. Relay pumping, accountability, radio communication and a grain storage handling system overview were also included in this training session.

Over the next couple months, firefighters are enrolled in online courses through the Ontario Fire College and weekend courses through Rural Fire Services of Oxford County.

An officers meeting is scheduled for early September.

#### ***Other Activities/Information***

The Fire Chief continues to work with Fire Comm dispatch and FirePro to have all emergency incident reports sent automatically into FirePro, our records management software. This will save staff countless hours of data entry.

### **Financial Implications:**

There are no financial implications associated with this report.

**Policies/Legislation:**

N/A



**Report Approval Details**

Document Title:	Monthly Activity Report - August - 2020-03-Fire.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



## Staff Report

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**Report To:** Council Meeting

**From:** Lee Gosnell, Manager of Operations & Community Services

**Date:** 2020-09-10

**Subject:** August 2020 – Monthly Report

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### **Recommendation:**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes.

### **Purpose:**

To provide Council with an update on operations carried out during the month of August.

### **Background:**

Parks and Recreation – Moisture and warm weather brought the grass back to life in August and kept staff busy mowing and trimming whenever conditions allowed. Work continued on the new playground equipment at Miller Park and landscaping could be completed once the majority of installation had taken place. Installers are waiting for a couple remaining pieces and the structure should be ready in early September. HD Painting of St Thomas completed the ceiling/wall painting at the arena and staff are putting a fresh coat of paint on doors, trim and bleachers. The netting has been re-installed and the facility should be ready for ice beginning in September. London Paving completed crack sealing and surface treatment at the tennis courts in West Lorne and staff added new line markings. This temporary repair should extend the life of the playing surface until money can be budgeted for a full replacement. The West Elgin pool continued to be well attended during August, with only a couple of days missed due to unsettled weather. Auquafit classes remained very popular and the water has stayed crystal clear thanks to the new vacuum and filtration system, along with excellent staff oversight. The pool will be closing on Saturday September 5 and a report is being prepared for Council on the summers swimming statistics and highlights. Staff have been working diligently on re-opening guidelines for municipal facilities including the Arena, West Lorne Complex and Rodney Recreation Center. These will be the foundation for a safe return to use of all municipal buildings and should be ready for use in early September.

Public Works – Maintenance gravel operations continued throughout August and was 95 percent complete by months end. Huron Construction of Chatham completed milling and paving on Munroe Street in West Lorne and Ridout Street in Rodney. Asphalt millings were stockpiled locally for use on future projects and the utilities department took the opportunity to repair/replace a few water valves before the new asphalt was laid. Municipal wide curbside collection started on Monday August 3 and the first few weeks have gone well. The contractor has been very attentive to concerns brought forward and the few small issues that have arisen were dealt with promptly. Staff will now begin analyzing data for tonnage and landfill use. This information will help shape future waste reduction strategies, which can lower operating costs and further extend landfill life. Elgin



County completed single surface treatment to a portion of Dunborough Road (Crinan to Carroll) as well as McDougall/Stalker Line (Furnival to Graham). Municipal crews repaired wheel rutting and edge line failure using hot mix asphalt in advance of the County's capital work. This will produce a better-finished product and be easier to maintain in the future. Staff were able to secure an updated permit from LTVCA for erosion control work to the far east pier below the PGTP. Spence Construction completed the placement of concrete for this purpose in late August. Additional work included tree removal, patching, mowing, drain replacement and sign repair.

Utilities – Cope Construction finished the water main installation in Rodney (behind Library) and A-Xcavating has completed the majority of remedial work on the Chestnut Street water main project. The only remaining item is grass seeding along Wood Street and in Miller Park, which will be completed in September due to lower temperatures. Sanitary sewers were flushed in Todd Place during August in advance of the capital contract for water main replacement. Residents have been provided notice the contractor will be starting in early September. Utilities staff installed the necessary equipment to provide municipal internet services to the West Lorne Complex. This feature will support the new keyless access program which is being installed at the Complex and Rodney Recreation Center in early September. Operators pre-marked all utilities ahead of milling operations on Munroe/Ridout Streets and repaired/replaced/adjusted all water valves ahead of paving operations. Additional duties carried out include locates, water service installation and numerous customer requests.

**Report Approval Details**

Document Title:	August 2020 - Monthly Report - 2020-11-Operations Community Services.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott





## Staff Report

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**Report To: Council Meeting**

**From: Jana Nethercott, Clerk**

**Date: 2020-09-10**

**Subject: Appoint Court of Revision – Yauch Drain and Crabbe Drain**

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### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Appoint Court of Revision – Yauch Drain and Crabbe Drain; and

Whereas Courts of Revision have been scheduled on September 24, 2020 at 9:30 a.m. for the Yauch Drain and Crabbe Drain;

Be it resolved that West Elgin Council hereby appoints the following members to the Court of Revision for the Yauch Drain:

- 
- 
- 
- 
- 

Be it resolved that West Elgin Council hereby appoints the following members to the Court of Revision for the Crabbe Drain:

- 
- 
- 
- 
- 

### **Purpose:**

The purpose of this report is to appoint members to the Courts of Revision for the above noted Municipal Drains.

### **Background:**

The *Drainage Act, R.S.O. 1990*, required a Court of Revision be held for the purpose of receiving appeals to the assessments for drainage work, as set out in the engineers report. The Court may have three (3) or five (5) members and if two municipalities are involved one (1) member must be from the affected municipality. The Court must be held at least twenty (20) days after but not more than thirty (30) days after mailing the notice.

**Financial Implications:**

There are no financial implications associated with this report.

**Policies/Legislation:**

Drainage Act, R.S.O. 1990

**Consultation:**

Spriet Associates, Engineers and Architects.





## Staff Report

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**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2020-09-10  
**Subject:** Update on Call Manager Implementation

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### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Update on Call Manager for information purposes.

### **Purpose:**

This report is to update Council on the implementation of Call Manager for requests of Municipal Staff.

### **Background:**

The Clerk reported to Council on June 11, 2020 with regards to submitted complaints and their resolutions to date and at this time it was stated that staff were working on implementing the Call Manager module in Keystone to track all requests of staff (by-law complaints, requests for service and general complaints). Staff have fully implemented Call Manager for all requests of staff including By-law Enforcement, Drainage, Public Works and Recreation as of September 8, 2020.

### **Financial Implications:**

None

### **Policies/Legislation:**

Complaint & Public Feedback Policy



## Staff Report

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**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2020-09-10  
**Subject:** Boards and Committees Review

---

### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Boards and Committees Review; and

That West Elgin Council here by directs staff to bring forward a by-law adopting the Advisory Committee Policy at the next Council Meeting;

### **Purpose:**

The purpose of this report is to provide Council with information on the current Board and Committee Structure and to provide information that Council can use to determine the appropriate structure moving forward. This report will also provide information and a draft general policy for Committees of Council.

### **Background:**

West Elgin Council passed By-law 2019-08, the Appointment by-law on January 24, 2019, which appointed members to various committees and boards. As there have been organizational and committee changes since then, Council has requested a review of the Committees.

In reviewing committees, it is always best to start with the types of committees. Currently West Elgin has four types of committees Statutory/Standing, Advisory, Shared Services Boards and appointments to outside boards and committees.

1. Statutory and or Standing committees are ones that are required by provincial acts or municipal by-laws and function according to legal requirements. West Elgin has the Committee of the Whole, Committee of Adjustment and Property Standards Committee. All three of these committees comprise the entire Council.
2. Advisory Committees are generally convened to provide recommendations, advice and information to Council and staff on specialized matters which relate to the purpose of the committee. These committees facilitate public input into programs and ideas to enhance quality of life, based on the mandate outlined in their terms of reference. These committees are generally supported by municipal staff including the agenda preparation and minute taking. Currently West Elgin has 3 committees that fall under this: Economic Development, Port Glasgow Trailer Park, and



Recreation. These are a mix of citizen and council appointments. These committees are required to follow West Elgin Procedural by-law and rules and regulations as set out in the Municipal Act.

3. Shared Services Boards or Committees are generally convened by an agreement between municipal partners to operate a shared service or facility, with one municipality being the administering municipality and all others contributing to the costs and general operation of that entity. We currently have three such boards: West Elgin Community Centre Board of Management, Four Counties Transit Committee and Tri-County Water Board.

4. Appointments to Outside Board/Committees, these committees and boards are facilitated by other groups that write to Council and request a representative of Council be a member to facilitate a relationship with municipal council and the member will share information between Council and the outside board/committee. These appointments are approved by Council in the appointment by-law or by resolution of Council. Currently West Elgin has appointed Council members to:

- Community Policing Committee
- Healthy Community Partnership Committee
- Lower Thames Conservation Authority
- West Elgin Community Health Centre Support Planning Committee
- West Lorne Heritage Homes Board of Directors
- Rodney Aldborough Agricultural Society
- Port Glasgow Yacht Club
- West Elgin Youth Task Force

The Appointment By-law 2019-08 also lists Council Liaison appointments to each fire station as fire fighters are only part time employees, Council wished to ensure that their issues were being addressed. West Elgin now has a permanent full time Fire Chief that is shared with another municipality, it is up to Council to determine if these liaison positions are still required.

The Appointment By-law 2019-08 also lists two ad-hoc committees that deal with specific projects: Haven's Lake Road and Port Glasgow Shore Erosion. At this time, neither project is completed and ad-hoc committees are less formal and can be disbanded once the project is completed.

In researching committees within other Municipalities, it is common practice to have policy dealing with Advisory Committees, which layout the appointment procedures, terms of appointments and attendance, among other items. Such a policy has been drafted for your review and is attached to the report for consideration.

It is also common practice to have a Terms of Reference for each Advisory committee which lays out their mandate and scope of work. This terms of reference should be reviewed by each Council at the start of their term to ensure that they wish to continue with this mandate or expand or tweak it. All terms of reference will be approved by West Elgin Council. Currently all have terms of reference except the Recreation Committee, which was formed by by-law 2007-115 and this lays out the structure of the committee as well as its mandate. Currently, staff are reviewing area Recreation Committee Terms of Reference and will be bringing forward a draft at a future meeting.

## **Municipality of West Elgin**

### **Schedule "A" to By-Law #2020-XX**

#### **Policy #2020-YY Advisory Committee Policy**

**Effective Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

### **Policy Statement**

This policy establishes the various expectations and protocols for the Advisory Committees of the Municipality of West Elgin.

### **Policy**

#### Role of an Advisory Committee

The role of an Advisory Committee is to provide recommendations, advise and information to Municipal Council on specialized matters which relate to the purpose of the Advisory Committee, to facilitate public input into Municipal Council on programs, provide ideas and to assist in enhancing the quality of life for the community of West Elgin.

#### Appointments to Advisory Committees

Appointments to Advisory Committees shall be at the pleasure of Municipal Council. All appointees must be a resident of West Elgin.

#### Process:

At the start of each Council term, the Clerk shall contact all members of Advisory Committees, who are eligible to continue to serve, in writing to gauge their interest in continuing on the Advisory Committee, these expressions of interest shall be presented to Council during the Committee Appointments meeting.

Any vacancies shall be advertised for two (2) consecutive weeks in the local newspaper, website and social media, prior to the Committee Appointments meeting. All interested residents shall fill out the application form (attached to this policy, by the established deadline. Council shall review all applications in camera and make appointments by By-law. Mid-term vacancies appointments shall follow the same process, with appointment by resolution of Council.

Any member of an Advisory Committee who wishes to resign their appointment may do so by submitting notice in writing to the Clerk. Resignation shall be effective upon receipt of the letter by the Clerk.



### Term of Appointment

Appointments to Advisory Committees shall be for the term of Council – four (4) years. Each member may be appointed for a maximum of two (2) consecutive terms. A member may be appointed after not serving for one (1) term.

No resident shall sit on more than one (1) Advisory Committee at one time.

### Remuneration

Advisory Committee members shall serve without remuneration.

### Attendance

Advisory Committee members are expected to attend all meetings. Members shall be deemed to have resigned their appointment if they miss three (3) consecutive meetings or 25% of the meetings in one calendar year.

The Clerk shall send written notice to any member who has reached the absence threshold and invite the member to provide written explanation, with the understanding that this will be reviewed by the Chair and Clerk. The Chair and Clerk shall make a recommendation to Council with regards to the members appointment. Council shall make the final decision on absence issues.

### Agendas & Minutes

The Clerk or designate shall, in consultation with the Chair notify all members of upcoming meetings as per The Municipality of West Elgin Council Procedure By-law.

The Clerk or designate shall, in consultation with the Chair prepare all Agendas and distribute according to The Municipality of West Elgin Council Procedure By-law.

The Clerk or designate shall record the minutes of all Advisory Committee Meetings.

### Code of Conduct

Advisory Committee Members shall adhere to the West Elgin Committee and Council Code of Conduct, and in accordance with the provisions of other applicable Acts and Regulations.



## Staff Report

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**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2020-09-10  
**Subject:** Appoint Engineer – Request for Drainage Works

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### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer – Request for Drainage Works; and

That West Elgin Council hereby appoints GM BluePlan Engineering to prepare a report for the improvement of the Voros Municipal Drain; and

That West Elgin Council hereby appoints GM BluePlan Engineering to prepare a report for the improvements of the Thompson Municipal Drain

### **Purpose:**

To provide Council with the request for drainage works filed by Brian Lima, Elgin County Engineer as part of the Rodney Reconstruction that is set to take place in 2021.

### **Background:**

As part of the planning of the Rodney Reconstruction being undertaken in conjunction with the County of Elgin, it was discovered that an upgrade to the Voros and Thompson Municipal Drains was required to handle the water flow. The County requested that the Engineering firm working on project to handle the engineering for the improvement to the drains.

A Notice of Request for Drainage Improvement under Section 78 of the *Drainage Act* was filed with the Municipality of West Elgin on September 8, 2020.

### **Policies/Legislation:**

*Drainage Act*

### **Related Documents:**

Notice of Request for Drainage Improvement - Voros  
Notice of Request for Drainage Improvement - Thompson



## Notice of Request for Drain Improvement

*Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)*

To: The Council of the Corporation of the Municipality of West Elgin

Re: Voros Drain  
(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☒ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- ☒ Otherwise improving, extending to an outlet or altering the drainage works;
- ☐ Covering all or part of the drainage works; and/or
- ☐ Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

To increase outlet capacity to allow for the reconstruction of storm sewers on Queens Line at the west end of the village of Rodney , County of Elgin .

### Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

### Property Description

Queens Line road allowance ,Elgin County

Ward or Geographic Township

Aldborough

Parcel Roll Number

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.

## Corporation

### Corporate Ownership

Name of Signing Officer (Last Name, First Name ) (Type/Print)

Name of Corporation	Position Title
Signature	Date (yyyy/mm/dd)
I have the authority to bind the Corporation.	

Enter the mailing address and primary contact information of property owner below:

Last Name	First Name	Middle Initial
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### Mailing Address

Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town		Province	Postal Code
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Name of Clerk (Last Name, First Name)	Signature of Clerk
---------------------------------------	--------------------





## Notice of Request for Drain Improvement

*Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)*

To: The Council of the Corporation of the Municipality of West Elgin

Re: Thompson Drain  
(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☒ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- ☒ Otherwise improving, extending to an outlet or altering the drainage works;
- ☐ Covering all or part of the drainage works; and/or
- ☐ Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

To increase outlet capacity to allow for the reconstruction of storm sewers on Queens Line at the west end of the village of Rodney , County of Elgin , from the point where the Voros Drain is tributary to the Thompson Drain

### Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

### Property Description

Queens Line road allowance ,Elgin County

Ward or Geographic Township  
Aldborough

Parcel Roll Number

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.

**Corporation****Corporate Ownership**

Name of Signing Officer (Last Name, First Name ) (Type/Print)

Name of Corporation

Position Title

Signature

Date (yyyy/mm/dd)

I have the authority to bind the Corporation.

Enter the mailing address and primary contact information of property owner below:

Last Name

First Name

Middle Initial

**Mailing Address**

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Province

Postal Code

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Name of Clerk (Last Name, First Name)

Signature of Clerk







## Staff Report

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2020-09-10  
**Subject:** Update on Utilities Receivable

### Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Update on Utilities Receivable for information only.

### Purpose:

The purpose of this report is to provide Council with an update on how the pandemic is impacting water/sewage receivables.

### Background:

At the Emergency Council's special meeting on March 20, 2020, Council approved waiving all penalties and interest on any overdue balance through to and including April 30, 2020. On June 26, 2020 West Elgin Council approved additional relief by waiving interest and/or penalty on water/sewage outstanding account balances with the due date of June 26<sup>th</sup> and authorized no water service disconnection happen until August 1, 2020. The decision was consistent among the local Municipalities and provided some temporary relief to residents and business owners within the community.

Figure 1 – Utilities Receivable

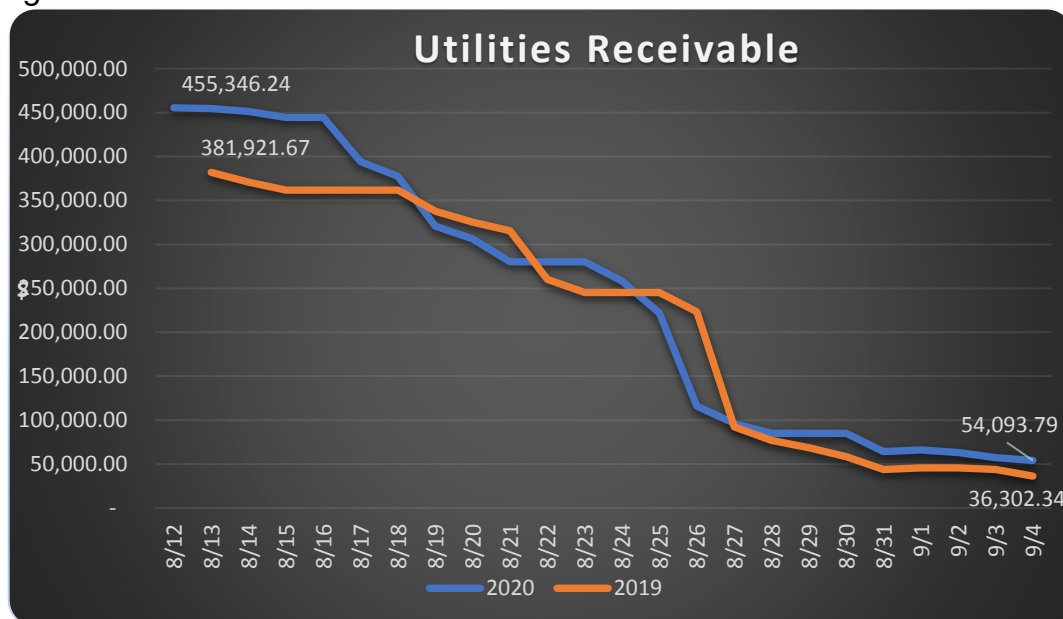


Figure 1-3 shows how receivables are collected from the initial billing date (August 12) until September 4<sup>th</sup>. Based on the information below there is no unusual spikes within the 23 days of data collection in both years.

Figure 2 – Utilities Receivable Balance

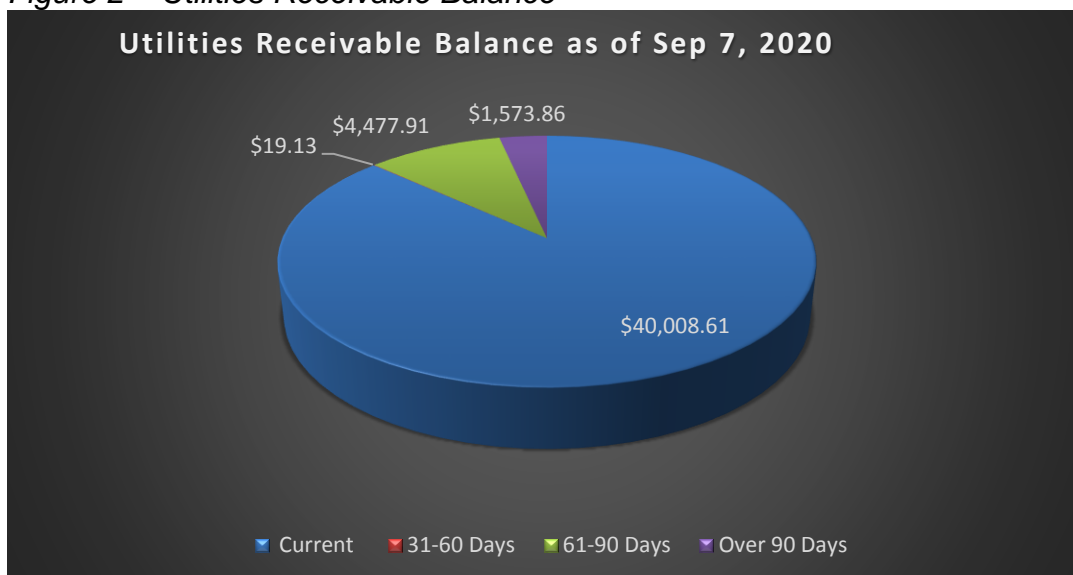
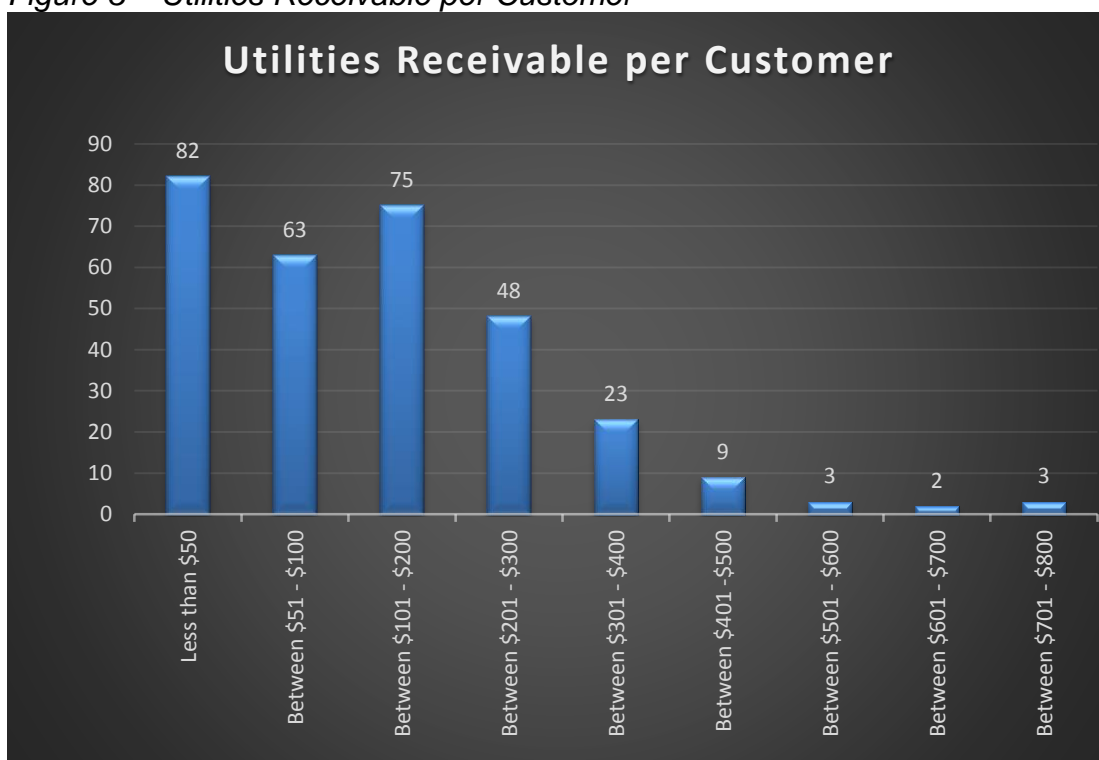


Figure 3 – Utilities Receivable per Customer



While financial relief may be necessary for some of residents, property owners are encouraged to maintain their regular, water and wastewater payments to support West Elgin's ability to continue to provide essential services. It is critical that the Municipality maintain positive cash flows in order to pay for ongoing operational and capital costs.

#### **Financial Implications:**

Deferring the interest and penalties through to and including August 1, 2020 assisted the financial burden that West Elgin property owners were facing. This deferral did come at a cost to the



Municipality in the amount of approximately \$4,000 and is based on the amount included in the 2020 budget for interest/penalty and disconnect fees revenue.

The Municipality continues to have a strong cash position.

**Report Approval Details**

Document Title:	Update on Utilities Receivable - 2020-11-Administration Finance.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott



# Tri-County Water Board of Management

## Minutes

June 30, 2020, 7:00 p.m.

Electronic Participation Meeting via Zoom

**Present:** Bob Purcell, Chair  
Allan Mayhew  
Angela Cammaert  
Bonnie Rowe  
Doug Bartlett  
Duncan McPhail  
Ken Loveland  
Marigay Wilkins  
Taraesa Tellier  
Tim Sunderland

**Regrets:** Patricia Ann Corneil

**Staff Present:** Jana Nethercott  
Cindy Sigurdson  
Dale Le Britton  
Magda Badura  
Mike Taylor  
Jill Bellchamber-Glazier

**Due to the COVID-19 Pandemic and Emergency Orders Issued by the Province of Ontario under the *Emergency Management & Civil Protection Act*, prohibiting gathering of more than 10 people, this meeting was held electronically.**

**1. Call to Order**

Chair B. Purcell called the meeting to order at 7:00 p.m.

**2. Adoption of Agenda**

**Resolution No. TCW 2020-06**

**Moved: Duncan McPhail**

**Seconded: Allan Mayhew**

That Tri-County Water Board hereby adopts the Agenda for June 30, 2020 as presented.

For (9): Allan Mayhew, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell  
Absent (2): Angela Cammaert, and Patricia Ann Corneil

**Disposition: Carried (9 to 0)**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Minutes**

**Resolution No. TCW 2020-07**

**Moved: Ken Loveland**

**Seconded: Bonnie Rowe**

That minutes of the Tri-County Water Board meeting on January 28, 2020 be adopted as circulated and printed.

For (9): Allan Mayhew, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell  
Absent (2): Angela Cammaert, and Patricia Ann Corneil

**Disposition: Carried (9 to 0)**

**5. Business Arising from Minutes**

None

Angela Cammaert joined the meeting at 7:10 p.m.

**6. Reports**

**6.1 Christine Scrimgeour, Scrimgeour & Company - Audited Financial Statements for the Year Ended December 31, 2019**

Christine Scrimgeour of Scrimgeour & Company reported on the Audited Financial Statements for 2019. She read the Letter of Independence.

Would like an updated note on the statement regarding the amended agreement as the agreement is not signed.

**Resolution No. TCW 2020-08**

**Moved: Tim Sunderland**

**Seconded: Duncan McPhail**



That Tri- County Water Board hereby receives and approves the 2019 Audited Financial Statements with any changes to the preliminary description of the agreement and the Independence Letter as presented.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

## **6.2 Financial Statements As of May 31, 2020**

Magda Badura reported on the financial statements. West Elgin had to do estimated billing in March due to COVID-19 and therefore the revenue will be adjusted now that the reads have been completed and will appear in the next financial report.

Mike Taylor reported on the capital projects update. Mike stated that due to COVID-19 there were some delays on getting contractors to the plant.

**Resolution No. TCW 2020-09**

**Moved: Taraesa Tellier**

**Seconded: Marigay Wilkins**

That Tri-County Water Board receive the financial statements as of May 31, 2020 as presented.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

## **6.3 OCWA Annual Summary Report for Tri-County Drinking Water System - Schedule 22 of O. Reg 170/03**

Cindy Sigurdson from OCWA presented the Annual Summary Report.

**Resolution No. TCW 2020-10**

**Moved: Doug Bartlett**

**Seconded: Bonnie Rowe**

That the Tri-County Water Board hereby receives the 2019 Annual Summary Report for Tri-County Drinking Water System - Schedule 22 of O.Reg 170/03.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

#### **6.4 OCWA Annual Report for Tri-County Drinking Water System - Section 11 2019 Report**

Cindy Sigurdson of OCWA presented the report.

**Resolution No. TCW 2020-11**

**Moved:** Duncan McPhail

**Seconded:** Allan Mayhew

That Tri-County Water Board hereby by receives the 2019 Annual Summary Report for Tri-County Drinking Water System - Section 11 of O.Reg 170/03.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

#### **6.5 OCWA - Tri- County Water Treatment Plant First Quarter Operations Report**

Mike Taylor from OCWA presented the First Quarter Operations Report. Mr. Taylor noted a significant increase in flow for the past few months. This may be related to COVID-19 and people being home and this will be reflected in the second quarter report.

**Resolution No. TCW 2020-12**

**Moved:** Ken Loveland

**Seconded:** Tim Sunderland



That Tri-County Water Board hereby receives the First Quarter Operations Report for the Tri-County Drinking Water System from OCWA.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

## **7. New Business**

### **7.1 Verbal Discussion on Water Treatment Plant Lighting**

Mike Taylor from OCWA reported that a rebate program that could be ending this year and Mike has obtained three quotes which include the rebate program applications. These quotes would replace the lights with LED and these lights would last approximately 20 years. This purchase was not in the budget, however if this rebate program is cancelled we could lose out. Lowest bid is at \$14,300 which does not include the paperwork for the rebate, and the higher quotes does include the paperwork.

**Resolution No. TCW 2020-13**

**Moved: Tim Sunderland**

**Seconded: Allan Mayhew**

That the Tri-County Water Board agree to have OCWA move forward with the replacement of the lighting in the Water Treatment Plant at a cost of \$14,900 excluding HST.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

### **7.2 Revised Agreement**

Chair Purcell provided a brief timeline and overview of the history of the agreement and request Mayor Allan Mayhew of Southwest Middlesex provide and update on the negotiations with Newbury. Mr. Mayhew of Southwest Middlesex reported that currently there is still no agreement with Newbury and there are two outstanding issues one being a request

for increase capacity by Newbury and cost issues. Southwest Middlesex believes that they do not have the ability to assign capacity and that rests with the Tri-County Water Board. Mr. Mayhew reported that notice has been served to Newbury that if an agreement is not reached by August the agreement will be terminated.

Mr. Mayhew stated that Southwest Middlesex discovered in early 2020 a non compliance issue in Newbury was discovered by accident that was not corrected in a timely manner and Southwest Middlesex is very concerned that a member municipality did not notify the board or Southwest Middlesex as, they had customers that were affected by this non compliance. Chair Purcell stated that the noncompliance is a separate issue from the Agreement and the Tri-County Water Board directed staff to investigate this incident and report back to the Tri-County Water Board at a future meeting.

**Resolution No. TCW 2020-14**

**Moved:** Duncan McPhail

**Seconded:** Marigay Wilkins

That the Tri-County Water Board instruct the Chair and Staff to seek Legal advice on the validity of 2014 agreement and that a report back to the board as soon as possible with this legal advice.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

**7.3 Chair Position**

Chair Purcell reported to the Board that at the first meeting in 2021 elections will be held for Chair and Vice Chair.

**8. Adjournment**

**Resolution No. TCW 2020-15**

**Moved:** Allan Mayhew

**Seconded:** Tim Sunderland

That the Tri-County Water Board hereby adjour at 9:16 pm to reconvene on July 28 at 7:00 p.m. or at the Call of the Chair.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

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Bob Purcell, Chair

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Jana Nethercott, Recording Secretary



**Ministry of Agriculture,  
Food and Rural Affairs**

Office of the Minister

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August 31, 2020

Ms. Magda Badura  
Acting CAO/Clerk  
Municipality of West Elgin  
treasurer@westelgin.net

Dear Ms. Badura:

Over the past 2 years, our government has heard from farmers, municipalities and the broader agriculture community about the threat of on-farm trespass activities. We have heard that farmers are worried for their own safety, the safety of their families, their employees as well as the safety of their animals.

We listened to your concerns, and back in December 2019, I was honoured to introduce the [Security from Trespass and Protecting Food Safety Act, 2020](#) and to act on our government's commitment to protect farmers, agri-food businesses, farm animals and our food supply from the risks of trespass activities. The Act received Royal Assent on June 18, 2020.

I appreciate the strong support that I have received from our stakeholder partners, like you, on such an important piece of legislation. The COVID-19 outbreak has shown us now more than ever, how important it is to have a steady, reliable food supply and to protect the health and safety of the agri-food workers who help feed us.

As you may be aware, we have recently seen a public safety situation grow more urgent. Earlier this summer a demonstrator tragically died outside a meat processing plant. Since then, we have seen heightened tensions leading to greater risks for everyone involved. This has created a significant public safety concern that must be addressed to ensure everyone's safety.

As a result, I am announcing today a partial proclamation of the [Security from Trespass and Protecting Food Safety Act, 2020](#) that will come into effect on Wednesday September 2, 2020 at 12:01AM to address these immediate public safety concerns.

.../2

We are proclaiming sections 6(1), 7, 14(1)[3] and 15(1) of the Act, making it an offence to stop, hinder, obstruct or otherwise interfere with a motor vehicle transporting farm animals.

Regulation 950 under the [Provincial Offences Act \(POA\)](#) is also being amended so that tickets can be issued under Part I of the POA for a contravention of section 6(1) of the Act. This approach will allow for more immediate use of the relevant provisions to address the obstruction of motor vehicles transporting farm animals.

I am also pleased to inform you that a [Discussion Paper](#) has been posted on the regulatory registry, outlining the ministry's proposed approach for the regulatory items that are needed to make the rest of the Act come into force. It will be posted for public comment for 45 days, closing on October 15, 2020. Comments can also be sent directly by email to [SecurityFromTrespass.OMAFRA@ontario.ca](mailto:SecurityFromTrespass.OMAFRA@ontario.ca).

I understand the importance and urgency of this Act to many across the sector. However, before the remaining sections can be proclaimed into force, a number of items must be prescribed via a regulation to operationalize the Act. These regulations are needed to ensure the act is clear, easily interpreted and fulfils its intended purposes. It is important that we take the time to hear from those impacted so we can take those comments into consideration in finalizing the regulation.

The remaining sections of the Act come into force upon proclamation by the Lieutenant Governor in Council. Once fully proclaimed into force, the Act will recognize the unique risks associated with trespassing on farms and at processing facilities.

I strongly encourage you to provide feedback and comments on this discussion paper. Your insights are valuable as we work to ensure the Minister's Regulation and the Act are fair and reasonable while also meeting the needs of industry. Your input is an important contribution to help shape the content and design of the Minister's Regulation.

Again, thank you for your support. I look forward to working with you to create a safe and healthy Ontario for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', with a stylized flourish at the end.

Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs

September 1, 2020

**Re: Elgin County Community Grant Program Now Accepting Applications**

Dear Tourism Member,

The County of Elgin is pleased to announce that the Elgin County Community Grant Program (CGP) is now open and accepting applications for 2021. The deadline to submit for funding will be November 10<sup>th</sup>, 2020.

The County understands that 2020 has been a difficult year for Community Services and Festival and Event Organizers as a result of the COVID-19 pandemic. Through this program, organizations and services can apply for supplementary funds to strengthen their responsiveness, effectiveness and resilience.

The County is reaching out to previous grant applicants to let them know that the grant process for 2021 has changed and to provide organizations with ample time to plan for next year.

The Rural Initiatives and Planning Advisory Committee completed a comprehensive review of the CGP to ensure its alignment with Elgin County's Strategic Plan 2020-2022, to encourage innovative programming and events, and to streamline the application process.

The CGP is now broken into two streams: Community Services and Festivals and Events. Organizations may apply to one of these streams per year. These streams are further broken down into "Seed" and "Cultivate" grants. Seed Grants are open to new community organizations or festivals and events wishing to research the feasibility of a new service, program or event, or wishing to launch something new. Cultivate Grants are available to existing community organizations or events that wish to build on their successes, grow their reach, enhance the quality of their offerings, or improve their sustainability with new features, programs, services and outreach methods.

Detailed program information and application packages can be accessed on our website [www.elgincounty.ca/communitygrantprogram](http://www.elgincounty.ca/communitygrantprogram). Physical copies of the packages are available upon request. Please contact [communitygrants@elgin.ca](mailto:communitygrants@elgin.ca) if you have any questions.

Thank you and we look forward to receiving your 2021 application,

Sincerely,



Alan Smith, General Manager of Economic Development





# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2020-63**

**Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on September 10, 2020.**

**Whereas** Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

**Whereas** Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

**Whereas** it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law;

**Now therefore** the Council of the Municipality of West Elgin enacts as follows:

1. That the actions of the meeting of Council held on September 10, 2020, in respect of each recommendation, motion and resolution 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. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 10<sup>th</sup> day of September, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk