



ORDRE DU JOUR / AGENDA

Réunion ordinaire du Conseil / Regular Council meeting

Canton de Fauquier-Strickland / Township of Fauquier-Strickland

7:00 PM - Tuesday, August 5, 2025

Centre Communautaire / Community Centre

Zoom Link:

<https://us02web.zoom.us/j/89041011652?pwd=ZBv9tWQV4ANVgeVTCuiKFbxLiwRKnj.1>

Page

1. **APPEL À L'ORDRE / CALL TO ORDER**
2. **MOMENT DE RÉFLEXION / MOMENT OF REFLECTION**
3. **RECONSIDÉRATION / RECONSIDERATION**
4. **ADOPTION DE L'ORDRE DU JOUR / ADOPTION OF THE ORDER OF BUSINESS**
 - 4.1. **Motion...**
Adoption de l'ordre du jour / Adoption of the Order of Business 2025-204
QUE l'ordre du jour soit adopté tel que circulé.

THAT the Order of Business be adopted as circulated.
5. **DÉCLARATION D'INTÉRÊT PÉCUNIÈRES / DECLARATION OF PECUNIARY INTEREST**
6. **PRESENTATIONS**
 - 6.1. Pierre Lamontagne
- Suggestion for debt relief
 - 6.2. Peter Konopelky

-Suggestion for debt relief

7. ORDRE DU JOUR DE CONSENTEMENT / CONSENT AGENDA

11 - 41 7.1. **Motion...**

Adoption des procès-verbaux / Adoption of minutes

2025-205

IL EST RÉSOLU QUE les points de l'ordre du jour par consentement tels qu'énumérés à l'ordre du jour du Conseil du 5 août 2025 soient reçus et que les motions qui y sont contenues soient approuvées et consignées comme suit :

QUE le procès-verbal de la réunion ordinaire du Conseil du 8 juillet 2025 soit adopté tel que présenté.

QUE le procès-verbal de la réunion extraordinaire du Conseil du 31 juillet 2025 soit adopté tel que présenté.

BE IT RESOLVED THAT the Consent Agenda items as listed on the August 5, 2025 Council Agenda be received and the motions contained therein be approved and recorded as listed below:

THAT the minutes of the Regular Council meeting July 8, 2025 be adopted as presented.

THAT the minutes of the Special Council meeting July 31, 2025 be adopted as presented.

[DRAFT - Regular Council meeting Réunion ordinaire du Conseil - 08 Jul 2025 - Minutes](#)

[DRAFT-Réunion extraordinaire du Conseil Special Meeting of Council - 31 Jul 2025 - Minutes](#)

42 7.2. 7.2. **Motion...**
- **Correspondences**
57

2025-206

QUE la correspondance du maire Marc Dupuis, Municipalité de Mattice-Val Côté, datée du 22 juillet 2025, concernant la crise financière de Fauquier-Strickland soit reçue

QUE la correspondance du maire Roger Sigouin, Canton du Hearst, datée 30 juillet 2025, concernant la crise financière de Fauquier - Strickland soit reçue

QUE la correspondance du maire Don DeGenova, Municipalité de Tweed, datée du 21 juillet 2025, concernant les propositions de rapatriement des coûts de la PPO et de soutien aux promoteurs de logements des petites collectivités rurales et nordiques soit reçue.

QUE la correspondance de la greffière adjointe Amanda Banting, Ville de Goderich, datée du 1er août 2025, concernant l'opposition au projet de loi 17, Loi de 2025 pour protéger l'Ontario en accélérant la construction, soit reçue.

QUE l'avis de réservation de date du ministère des Affaires municipales et du Logement concernant l'atelier du conseil municipal du nord-est de 2025, les 21 et 22 octobre 2025, dans le Grand Sudbury soit reçu.

THAT correspondence from Mayor Marc Dupuis, Municipality of Mattice-Val Côté, dated July 22, 2025, regarding Fauquier-Strickland financial crisis be received.

THAT correspondence from Mayor Roger Sigouin, Town of Hearst, dated July 30, 2025, regarding Fauquier-Strickland financial crisis be received.

THAT correspondence from Mayor Don DeGenova, Municipality of Tweed, dated July 21, 2025, regarding proposals for repatriation of OPP costs and support for small rural and northern housing developers be received.

THAT correspondence from Deputy Clerk Amanda Banting, Town of Goderich, dated August 1, 2025, regarding opposition to Bill 17, Protect Ontario by Building Faster Act, 2025, be received.

THAT the Save the Date notice from the Ministry of Municipal Affairs and Housing regarding the 2025 Northeastern Municipal Council Workshop, October 21-22, 2025, in Greater Sudbury be received.

[Support for FS signed - Mattice-Val Cote](#)
[2025.07.21 Premier Ford Proposals Follow-up-Tweed](#)
[2025-08-01-Town of Goderich](#)
[Save The Date - 2025 Northeastern Municipal Workshop](#)
[Support to the Township of Fauquier-Strickland \(signed\)](#)

8. QUESTIONS EN SUSPENS DE LA RÉUNION PRÉCÉDENTE / UNFINISHED BUSINESS FROM PREVIOUS MEETING

9. AFFAIRES NOUVELLES / NEW BUSINESS

9.1. TRAVAUX PUBLICS / PUBLIC WORKS

58 - 59

9.1.1. Motion ...

RAPPORT - MISE À JOUR DES ACTIVITÉS D'EXPANSION ET DE CONFORMITÉ DU SITE D'ENFOUISSEMENT / REPORT UPDATE LANDFILL EXPANSION AND COMPLIANCE ACTIVITIES

2025-207

QUE le conseil reçoive le rapport administratif DMS-2025-043 du directeur des services municipaux concernant les mises à jour sur les travaux complétés par North Rock Engineering pour la conformité du site d'enfouissement et l'expansion proposée.

THAT Council receives Administrative Report DMS-2025-043 from the Director of Municipal Services regarding updates on work completed by North Rock Engineering for landfill compliance and proposed expansion.

[2025- Temp Expansion - Landfill](#)
[2025-043-DMS Staff Report-August 5 - Landfill Update](#)

60 - 62

9.1.2. Motion...

2025-208

**RAPPORT D'OPÉRATIONS DES TRAVAUX PUBLICS
PW-2025-010 - JUILLET 2025 / PUBLIC WORKS
OPERATIONS REPORT PW-2025-010 - JULY 2025**

QUE le conseil reçoive le rapport d'opérations des travaux publics PW-2025-010 pour le mois de juillet du chef d'équipe des travaux publics.

THAT Council receives Public Works Operations Report PW-2025-010 for the month of July from the Public Works Lead Hand.

[2025-010-PW Report- August 5, 2025](#)

**9.2. PROTECTION À LA PERSONNE ET PROPRIÉTÉ /
PROTECTION TO PERSONS AND PROPERTY**

9.3. ENVIRONNEMENT / ENVIRONMENT

**9.4. PARCS, RÉCRÉATION ET CULTURE / PARKS, RECREATION
AND CULTURE**

9.5. ADMINISTRATION

63

9.5.1. Motion...

2025-209

**RAPPORT ADMINISTRATIF DMS-2025-044 - ÉTATS
FINANCIERS DE JUILLET 2025 / ADMINISTRATIVE
REPORT DMS-2025-044 - JULY 2025 FINANCIALS**

QUE le conseil reçoive le rapport administratif DMS-2025-044 du directeur des services municipaux pour les états financiers de juillet.

THAT Council receives Administrative Report DMS-2025-044 from the Director of Municipal Services for July financials.

[2025-044-DMS Staff Report-July Financials](#)

64 - 65

9.5.2. **Motion...**

2025-210

RAPPORT ADMINISTRATIF / ADMINISTRATIVE REPORT

QUE le conseil reçoive le rapport administratif DMS-2025-041 du directeur des services municipaux.

THAT council receives Administrative Report DMS-2025-041 from the Director of Municipal Services.

[2025-041-DMS Staff Report-Administrative](#)

66 -
70

9.5.3. **Motion...**

2025-211

POLITIQUE DE GEL DES DÉPENSES DISCRÉTIONNAIRES - EXIGENCES DU MINISTÈRE DES AFFAIRES MUNICIPALES ET DU LOGEMENT / DISCRETIONARY SPENDING FREEZE POLICY - MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING REQUIREMENTS

QUE le conseil reçoive le projet de politique de gel des dépenses discrétionnaires tel qu'exigé par la correspondance du ministère des Affaires municipales et du Logement datée du 25 juillet 2025, aux fins de discussion avant la soumission au ministère pour révision et commentaires.

THAT Council receives the draft Discretionary Spending Freeze Policy as required by the Ministry of Municipal Affairs and Housing correspondence dated July 25, 2025, for discussion prior to submission to the Ministry for review and comment.

[DRAFT - Discretionary Spending Freeze Policy](#)

71 - 72

9.5.4. **Motion...**

2025-212

**RAPPORT ADMINISTRATIF DMS-2025-042 -
PROCESSUS LÉGAL POUR DE NOUVELLES
ÉLECTIONS / ADMINISTRATIVE REPORT DMS-2025-
042 - LEGAL PROCESS FOR NEW ELECTIONS**

QUE le conseil reçoive le rapport administratif DMS-2025-042 du directeur des services municipaux concernant le processus légal pour de nouvelles élections.

THAT Council receives Administrative Report DMS-2025-042 from the Director of Municipal Services regarding the legal process for new elections.

[2025-042-DMS Staff Report-August 5 - Council Elections](#)

9.5.5. **Motion....**

2025-213

**LETTRE REÇUE DE LA FAMILLE DE FEU BENOIT LEPAGE/
LETTER RECEIVED FROM THE FAMILY OF THE LATE BENOIT
LEPAGE**

QUE la lettre reçue d'Edith Lepage soit reçue aux fins de discussion,

ET QUE le conseil charge le directeur des services municipaux de
_____.

THAT the letter received from Edith Lepage be received for discussion,

AND THAT the council directs the Director of Municipal Services to
_____.

[2025-06-02-Demande-Lepage](#)

[2025-06-02-Request-Lepage-EngTranslation](#)

9.6. SANTÉ ET BIEN-ÊTRE SOCIAL / HEALTH AND SOCIAL WELFARE

9.7. PLANIFICATION ET DÉVELOPPEMENT ÉCONOMIQUE / PLANNING AND ECONOMIC DEVELOPMENT

9.8. EAU ET EAUX USÉES / WATER AND WASTE WATER

73 - 189

9.8.1. Motion...

2025-214

Rapports OCWA/OCWA Reporting

QUE le procès-verbal de la réunion du "OCWA - Fauquier Drinking Water System - Management Review Meeting"

ET QUE le Plan opérationnel mis à jour du Système d'eau potable de Fauquier soit reçu.

THAT the minutes of the meeting of "OCWA - Fauquier Drinking Water System - Management Review Meeting be received.

AND THAT the updated Fauquier Drinking Water System - Operational Plan be received.

[2025-02-12- Management Review Meeting Minutes Fauquier DWS - Operational Plan](#)

10. RÈGLEMENTS MUNICIPAUX / BY-LAWS

10.1. Motion...

Debenture Construction Loan - Medical/Municipal Office

-- CANCELLED BY INFRASTRUCTURE ONTARIO PENDING MMAH

- WILL BE RESCHEDULED AT A LATER DATE - -

11. AVIS DE MOTION / NOTICE OF MOTION

12. PÉRIODE DE QUESTIONS DU PUBLIC / PUBLIC QUESTION PERIOD

13. RÉUNION À HUIS CLOS / CLOSED SESSION (SI NÉCESSAIRE / IF NECESSARY)

13.1. Motion...

2025-215

MOTION POUR PASSER EN SÉANCE À HUIS CLOS / MOTION TO MOVE INTO CLOSED SESSION

IL EST RESOLU QUE le conseil passe maintenant à une séance à huis clos à _____ h., conformément à l'article 239(2)(a)(b)(c) de la Loi sur les municipalités de 2001, pour discuter le suivant:

- (a) la sécurité des biens de la municipalité ou de la commission locale;
- (b) les questions personnelles concernant un individu identifiable, y compris les employés de la municipalité ou de la commission locale;
- (c) l'acquisition ou la disposition projetée ou en cours d'un bien-fonds par la municipalité ou le conseil local

Contrats de services, Affaires du personnel, Vente de biens excédentaires

BE IT RESOLVED THAT council now move into a closed session at _____ p.m. in accordance with Section 239(2) (a)(b)(c) of the Municipal Act, 2001, to discuss the following;

- (a) the security of the property of the municipality or local board - cessation of municipal services;
- (b) personal matters about an identifiable individual, including municipal or local board employees - employee matters;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board - sale of surplus property

Service Contracts, Employee Matters, Sale of Surplus Property

14. POINTS ISSUS DE LA SÉANCE À HUIS CLOS / ITEMS COMING OUT OF CLOSED SESSION

15. LEVÉE DE LA SESSION / ADJOURNMENT

190

15.1. Motion...

2025-216

RÈGLEMENT CONFORATOIRE / CONFIRMATORY BY-LAW

QUE le règlement numéro 2025-34, étant un règlement pour confirmer les délibérations du conseil de la corporatio du canton de Fauquier-Strickland, soit lu une première, deuxième et troisième foid et finalement adopté ce 5 aout 2025.

THAT By-law No. 2025-34, being a by-law to confirm the proceedings of the council of the Corporation of the Township of Fauquier-Strickland be read a first, second, and third time and finally passed this 5th day of August, 2025.

[2025-07-31-Confirmatory By-Law 2025-33](#)

15.2. Motion...

2025-217

LEVÉE DE LA SESSION/ADJOURNMENT

QUE la réunion régulière du conseil municipal tenue le mardi _____, soit ajournée à _____.

THAT the Regular Meeting of Municipal Council held on Tuesday, _____, be adjourned at _____.



PROCÈS-VERBAL / MINUTES

Regular Council meeting / Réunion ordinaire du Conseil

7:00 PM – 10:25 PM Tuesday, July 8, 2025

Bureau municipal / Municipal Office

La réunion régulière du conseil municipal du canton de Fauquier-Strickland est appelée à l'ordre le mardi Tuesday, July 8, 2025, à 19h00, dans la salle du conseil, en présence des membres suivants:

The Regular Council meeting / Réunion ordinaire du Conseil of the Canton de Fauquier-Strickland Township was called to order on Tuesday, July 8, 2025, at 7:00 PM, in the Bureau municipal / Municipal Office, with the following members present:

PRESENT: Maire Madeleine Tremblay, Conseiller Claude Brunet, Conseiller Pierre Lamontagne, and Conseiller Priscilla Marcoux

ABSENT: Conseiller Jules Gendron

STAFF PRESENT: Directrice des services municipaux /Greffière – Shannon Pawlikowski

PUBLIC ASSISTANCE: In person: 19
Via Video Conference: 10

1. APPEL À L'ORDRE / CALL TO ORDER

1.1. La réunion est ouverte à 19h01.

The meeting is called to order at 7:01p.m.

2. MOMENT DE RÉFLEXION / MOMENT OF REFLECTION

3. RECONSIDÉRATION / RECONSIDERATION

4. ADOPTION DE L'ORDRE DU JOUR / ADOPTION OF THE ORDER OF BUSINESS

4.1. *Motion...Adoption de l'ordre du jour / Adoption of the Order of Business*

2025-176

Moved by Councillor Claude Brunet

Seconded by Councillor Priscilla Marcoux

QUE l'ordre du jour soit adopté tel que circulé.

THAT the Order of Business be adopted as circulated.

Carried

5. DÉCLARATION D'INTÉRÊT PÉCUNIÈRES / DECLARATION OF PECUNIARY INTEREST

- 5.1.
- Conseillère Priscilla Marcoux déclare un conflit d'intérêt à la section 9.1.1, 9.1.5, 9.4.6, 9.4.7, 10.2 de l'ordre du jour puisqu'un membre de sa famille immédiate est un employées travaux publics.
 - Councillor Priscilla Marcoux declares a conflict of interest at section 9.1.1, 9.1.5, 9.4.6, 9.4.7, 10.2 of the agenda as a member of her immediate family is a public works employee.

6. PRESENTATIONS

7. ORDRE DU JOUR DE CONSENTEMENT / CONSENT AGENDA

- 7.1. ***Motion...Adoption des procès-verbaux / Adoption of minutes***

2025-177

Moved by Councillor Pierre Lamontagne
Seconded by Councillor Priscilla Marcoux

QUE le procès-verbal de la réunion régulière du conseil tenue le 3 juin 2025 soit adopté tel que présenté.

QUE le procès-verbal de la réunion d'urgence du conseil tenue le 4 juin 2025 soit adopté tel que présenté.

QUE le procès-verbal de la réunion extraordinaire du conseil tenue le 30 juin 2025 soit adopté tel que présenté.

THAT the minutes of the regular council meeting held June 3, 2025 be adopted as presented.

THAT the minutes of the emergency council meeting held June 4, 2025 be adopted as

presented.

THAT the minutes of the special meeting of council held June 30, 2025 be adopted as presented.

Carried

7.2. **Motion...Autres procès-verbaux et rapports / Other minutes and reports**

2025-178

Moved by Councillor Claude Brunet

Seconded by Councillor Priscilla Marcoux

QUE le procès-verbal de conseil administratif de la bibliothèque tenue le 8 mai 2025 soit adopté.

QUE le resolution 25-68 du le conseil administratif del la bibliothèque tenue soit adopté.

QUE le rapport du le conseil administratif de la bibliothèque tenue le 3 juillet 2025 soit adopté.

THAT the minutes of the library administrative board held May 8, 2025 be adopted.

THAT resolution 25-68 of the library administrative board be adopted.

THAT the report from the library board meeting held July 3, 2025 be adopted.

Carried

7.3. **Motion...**

QU'IL SOIT RÉSOLU QUE les points de l'ordre du jour tels qu'énumérés dans l'ordre du jour du conseil du 8 juillet, 2025 soient acceptés et que les motions qui y sont contenues soient approuvées et enregistrées comme indiqué ci-dessous: / BE IT RESOLVED THAT the Consent Agenda items as listed on the July 8, 2025 Council Agenda be received as the motions contained therein be approved and recorded as listed below:

2025-179

Moved by Councillor Claude Brunet

Seconded by Councillor Priscilla Marcoux

QUE le rapport de Wildland Fire Briefing de la réunion du 12 juin 2025 reçu du ministère des Richesses naturelles soit reconnu.

QUE la lettre reçue du ministre des Affaires rurales concernant le Programme de développement de l'Ontario rural, datée du 24 juin 2025, soit reconnue.

QUE l'Avis d'inspection du projet d'herbicide pour la forêt Gordon Cosens reçu du ministère des Richesses naturelles soit reconnu.

QUE la lettre reçue du député Guy Bourgouin datée du 25 juin concernant la sécurité des autoroutes 11 et 17 et le projet de loi proposé qui l'accompagne "Projet de loi 49" soit reconnue.

QUE le procès-verbal de la réunion tenue le 8 mai 2025 par le Northeastern Health Unit Board of Health de santé publique du Nord-Est soit reconnu.

QUE la lettre reçue du ministre de l'Énergie et des Mines concernant "*Energy for Generations: Ontario's Integrated Plan to Build the Strongest Economy in the G7*" soit reconnue.

QUE la lettre reçue conjointement du ministère des Affaires municipales et du Logement, du ministère des Affaires autochtones et de la Réconciliation économique des Premières Nations, du ministère de l'Infrastructure et du ministère du Développement économique et de la Croissance du Nord datée du 19 juin 2025 concernant une "*Invitation to discuss opportunities for economic reconciliation and Indigenous prosperity*" soit reconnue.

THAT the Wildland Fire Briefing report of the meeting of June 12, 2025 received from the Ministry of Natural Resources be acknowledged.

THAT the letter received from the Minister of Rural Affairs regarding the Rural Ontario Development Program, dated 24 June, 2025 be acknowledged.

THAT the Inspection of Herbicide Project for Gordon Cosens Forest Notice received from the Ministry of Natural resources be acknowledged.

THAT the letter received from MPP Guy Bourgouin dated June 25 regarding highway 11 & 17 safety and the accompanying proposed legislation "Projet de loi 49" be acknowledged.

THAT the minutes of the meeting held May 8, 2025 by the Northeastern Health Unit Board of Health received from the Northeastern Public Health Unit be acknowledged.

THAT the letter received from the Minister of Energy and Mines regarding "*Energy for Generations: Ontario's Integrated Plan to Build the Strongest Economy in the G7*" be

acknowledged.

THAT the letter received jointly from the Ministry of Municipal Affairs and Housing, the Ministry of Indigenous Affairs and First Nations Economic Reconciliation, the Ministry of Infrastructure and the Ministry Northern Economic Development and Growth dated June 19, 2025 regarding an "*Invitation to discuss opportunities for economic reconciliation and Indigenous prosperity*" be acknowledged.

Carried

8. QUESTIONS EN SUSPENS DE LA RÉUNION PRÉCÉDENTE / UNFINISHED BUSINESS FROM PREVIOUS MEETING

9. AFFAIRES NOUVELLES / NEW BUSINESS

9.1. TRAVAUX PUBLICS / PUBLIC WORKS

9.1.1. Motion...

Ouverture d'appel d'offres - Vente de remorque fermée et remorque plate-forme / Tender Opening - Sale of Enclosed Trailer and Float Trailer

2025-180

Moved by Councillor Claude Brunet

Seconded by Councillor Pierre Lamontagne

QUE le conseil ouvre les soumissions reçues pour la vente d'une remorque fermée;

ET QUE le conseil accepte la soumission la plus élevée de Jacques Dionne au montant de 1555.00 \$.

QUE le conseil note qu'aucune soumission n'a été reçue pour la remorque plate-forme malgré l'affichage public.

That Council open the bids received for the sale of an enclosed trailer;

AND THAT Council accept the highest bid from Jacques Dionne in the amount of \$1555.00.

That Council noted that no bids were received for the float trailer despite public posting.

***Conseillère Marcoux quitte la salle à 19h08 et revient à 19h10. / councillor Marcoux leaves the room at 7:08pm and returns at 7:10pm.**

Carried

- 9.1.2. **Motion...**
Rapport d'opérations des travaux publics - juin / June Public Works Operation Report

2025-181

Moved by Councillor Claude Brunet
Seconded by Councillor Priscilla Marcoux

QUE le rapport PW-2025-009 Rapport d'opérations - juin soit reconnu.

THAT report PW-2025-009 Operations Report - June be acknowledged.

Carried

- 9.1.3. **Motion...**
Effondrement d'égout et réparation de valve de conduite d'eau principale Doyon et Habel - Rapport des travaux publics sur les réparations d'urgence / Sewer Collapse & Water Main Valve Repair Doyon & Habel - Emergency Repairs Public Works Report

2025-182

Moved by Councillor Claude Brunet
Seconded by Councillor Pierre Lamontagne

QUE le Conseil reçoive le rapport PW-2025-008 détaillant les réparations d'urgence causées par l'effondrement d'égout sur Doyon.

ET QUE le conseil approuve les travaux de réparation tels que présentées.

THAT Council receive report PW-2025-008 detailing the emergency repairs caused by the sewer collapse on Doyon.

AND THAT Council approve the repair work as presented.

Carried

- 9.1.4. **Motion...**
Incident de dégâts d'eau du 23 juin Édifice du bureau municipal -

**Centre médical - Examen des installations par AGI / Water Damage
Incident June 23 Municipal Office Building - Medical Centre -
Facility review by AGI**

2025-183

Moved by Councillor Pierre Lamontagne
Seconded by Councillor Priscilla Marcoux

QUE le conseil reçoive le Rapport d'inspection d'incident et l'Examen des installations pour l'incident de dégâts d'eau du 23 juin et autres problèmes concernant les installations médicales - Bureau municipal.

THAT council receive the Incident Inspection Report and Facility Review for the Water Damage incident June 23rd and other issues with Medical - Municipal Office Facilities.

Carried

9.1.5.

Motion...

**VENTE DE CHASSE-NEIGE - DISPOSITION À LA VALEUR DE
FERRAILLE / SALE OF SNOW PLOW - SCRAP VALUE DISPOSAL**

2025-184

Moved by Councillor Pierre Lamontagne
Seconded by Councillor Claude Brunet

ATTENDU QUE le Canton de Fauquier-Strickland possède un chasse-neige qui est tombé en état de délabrement important depuis la réunion du Conseil du 3 juin 2025;

ATTENDU QUE le chasse-neige n'est plus en état de circuler et nécessiterait des réparations très coûteuses pour retourner en condition opérationnelle;

ATTENDU QUE les affichages publics précédents pour la vente de véhicules municipaux ont donné très peu de réponse;

ATTENDU QUE en raison de la cessation des services municipaux à compter du 1er août 2025, le personnel ne sera pas disponible pour traiter les demandes de soumission ou faciliter les transactions de vente;

ATTENDU QUE le concessionnaire où le Canton a obtenu son équipement de remplacement a offert d'acheter le chasse-neige à la valeur de ferraille pour le montant de 7000 \$;

ATTENDU QUE disposer du véhicule à la valeur de ferraille est plus pratique que de continuer à entreposer un bien non fonctionnel;

IL EST PAR CONSÉQUENT RÉSOLU que le Conseil autorise la vente du chasse-neige à Central Garage à la valeur de ferraille pour le montant de 7000\$, en condition "tel quel";

ET DE PLUS que le directeur soient autorisés à signer toute la documentation nécessaire pour compléter la vente.

WHEREAS the Township of Fauquier-Strickland owns a snow plow that has fallen into significant disrepair since the Council meeting of June 3, 2025;

AND WHEREAS the snow plow is no longer road worthy and would require very expensive repairs to return to operational condition;

AND WHEREAS previous public postings for the sale of municipal vehicles have resulted in very little response;

AND WHEREAS due to the cessation of municipal services effective August 1, 2025, staff will not be available to process bid applications or facilitate sale transactions;

AND WHEREAS the dealership where the Township obtained its replacement equipment has offered to purchase the snow plow for scrap value in the amount of \$7000;

AND WHEREAS disposing of the vehicle for scrap value is more practical than continuing to store a non-functional asset;

NOW THEREFORE BE IT RESOLVED that Council authorize the sale of the snow plow to Central Garage for scrap value in the amount of \$7000, in "as is" condition;

AND FURTHER that the Mayor and Director of Municipal Services be authorized to execute all necessary documentation to complete the sale.

****Conseillère Marcoux quitte la salle à 19h21 et revient à 19h24. / councillor Marcoux leaves the room at 7:21pm and returns at 7:24pm.***

Carried

9.2. ENVIRONNEMENT / ENVIRONMENT

9.2.1. Motion...

RAPPORTS CLIENTS OCWA - AVRIL, MAI ET RAPPORT

D'INCIDENT ENVIRONNEMENTAL

2025-185

Moved by Councillor Priscilla Marcoux

Seconded by Councillor Pierre Lamontagne

QUE le conseil reçoive le rapport client d'avril d'OCWA;

ET QUE le conseil reçoive le rapport client de mai d'OCWA.

ET QUE le conseil reçoive le rapport d'incident environnemental de débordement du 23 juin d'OCWA.

THAT Council receive the April OCWA Client Report,

AND THAT Council receive the May OCWA Client Report,

AND THAT Council receive the OCWA Overflow Event June 23 Environmental Incident Report.

Carried

9.3. PARCS, RÉCRÉATION ET CULTURE / PARKS, RECREATION AND CULTURE

9.3.1. Motion...

DEMANDE DE RÉSIDENT - RELOCALISATION DE BANC DE PARC À LA BIBLIOTHÈQUE / RESIDENT REQUEST - PARK BENCH RELOCATION TO LIBRARY

2025-186

Moved by Councillor Claude Brunet

Seconded by Councillor Priscilla Marcoux

Que le conseil examine la demande reçue d'un résident local demandant qu'un banc de parc soit relocalisé devant la bibliothèque;

ET QUE le Conseil ordonne qu'une table et un banc en PVC soient relocalisés à la bibliothèque.

That Council review the request received from a local resident requesting that a park bench be relocated in front of the library;

AND THAT Council direct that a PVC table and bench be relocated to the library.

Carried

9.4. ADMINISTRATION

9.4.1. Motion...

**Réparations d'urgence d'effondrement d'égout - Rapport financier /
Sewer Collapse Emergency Repairs - Financial Report**

20025-187

Moved by Councillor Claude Brunet

Seconded by Councillor Priscilla Marcoux

QUE le Conseil reçoive le rapport financier DMS - 2025-036-Administrative Report - Sewer Collapse Financial Report concernant les coûts de réparations d'urgence pour l'effondrement d'égout sur Doyon.

THAT Council receive the financial report -DMS - 2025-036-Administrative Report - Sewer Collapse Financial Report, regarding emergency repair costs for the sewer collapse on Doyon.

Carried

9.4.2. Motion...

**Discussion de la lettre du député Guy Bourgouin concernant le
Projet de loi 49 (Point du consentement 7.3) / Discussion of Letter
from MPP Guy Bourgouin regarding Project de loi 49 (Consent
Agenda Item 7.3)**

2025-188

Moved by Councillor Priscilla Marcoux

Seconded by Councillor Claude Brunet

ATTENDU QUE le conseil a reçu de la correspondance du député Guy Bourgouin dans le

cadre du point de consentement 7.3;

ET ATTENDU QUE la correspondance inclut un document d'accompagnement intitulé «
Projet de loi 49 »;

ET ATTENDU QUE le maire a dirigé que ce point soit présenté pour discussion et
considération du conseil;

IL EST PAR CONSÉQUENT RÉSOLU QUE le conseil discute de la lettre du député Guy
Bourgouin et du document d'accompagnement «
Projet de loi 49 » tel que dirigé par le
maire;

ET EN OUTRE QUE le Conseil demande au personnel de préparer une lettre de soutien.

WHEREAS Council received correspondence from MPP Guy Bourgouin as part of Consent
Agenda Item 7.3;

AND WHEREAS the correspondence includes an accompanying document titled "Projet de
loi 49";

AND WHEREAS the Mayor has requested this item be brought forward for Council
discussion and consideration;

NOW THEREFORE BE IT RESOLVED THAT Council discusses the letter from MPP Guy
Bourgouin and the accompanying document "Projet de loi 49" as requested by the Mayor;

AND FURTHER THAT Council directs staff to prepare a letter of support.

Carried

9.4.3. **Motion...**

**APPROBATION DES COMMUNICATIONS CONCERNANT LA CRISE
FINANCIÈRE MUNICIPALE ET LA CESSATION DES SERVICES /
APPROVAL OF COMMUNICATIONS REGARDING MUNICIPAL
FINANCIAL CRISIS AND SERVICE CESSATION**

2025-189

Moved by Councillor Claude Brunet

Seconded by Councillor Pierre Lamontagne

ATTENDU QUE le Conseil a pris la décision de cesser les opérations municipales à compter
du 1er août 2025, lors de la réunion spéciale du Conseil du 30 juin 2025, en raison de la

crise financière en cours;

ATTENDU QU'une lettre a été envoyée au ministre Flack le 2 juillet 2025, demandant une intervention ministérielle immédiate en vertu de la Loi sur les affaires municipales;

ATTENDU QU'en date du 8 juillet 2025, aucune réponse substantielle n'a été reçue du ministre ou du personnel du ministère malgré la nature urgente de la crise et la date imminente de cessation;

ATTENDU QUE une communication complète à toutes les parties prenantes est requise pour assurer une notification et une coordination appropriées;

ATTENDU QUE la sensibilisation du public et des médias à cette crise sans précédent pourrait faciliter l'intervention provinciale nécessaire;

IL EST PAR CONSÉQUENT RÉSOLU que le Conseil reçoive et approuve les communications suivantes pour distribution immédiate;

Annexe A : Lettre au ministre Flack, version révisée tel que dirigé par le Conseil lors de la réunion du 30 juin 2025 et envoyée au ministre le 2 juillet, demandant une intervention ministérielle immédiate en vertu de la Loi sur les affaires municipales;

Annexe B : Avis public - Bilingue

Annexe C : Lettre aux municipalités voisines demandant leur soutien

Annexe D : Communiqué de presse - Bilingue

WHEREAS Council made the decision to cease municipal operations effective August 1, 2025, at the Special Council Meeting of June 30, 2025, due to the ongoing financial crisis;

AND WHEREAS a letter was sent to Minister Flack on July 2, 2025, requesting immediate ministerial intervention under the Municipal Affairs Act;

AND WHEREAS as of July 8, 2025, no substantive response has been received from the Minister or Ministry staff despite the urgent nature of the crisis and the approaching cessation date;

AND WHEREAS comprehensive communication to all stakeholders is required to ensure proper notification and coordination;

AND WHEREAS public and media awareness of this unprecedented crisis may facilitate the necessary provincial intervention;

NOW THEREFORE BE IT RESOLVED that Council receive and approve the following communications for immediate distribution;

Attachment A: Letter to Minister Flack, revised version as directed by Council at the meeting of June 30, 2025 and sent to the Minister on July 2, requesting immediate ministerial intervention under the Municipal Affairs Act;

Attachment B: Public Notice - Bilingual

Attachment C: Letter to Neighbouring Municipalities Requesting Support

Attachment D: Press Release - Bilingual

Carried

9.4.4.

Discussion de la lettre du ministre Flack concernant l'invitation à discuter des opportunités de réconciliation économique et de prospérité autochtone, correspondance de suivi et rapport verbal du maire (Point du consentement - 2025-06-17-Letter From Minister Flack MMAH) / Discussion of Letter from Minister Flack regarding Invitation to Discuss Opportunities for Economic Reconciliation and Indigenous Prosperity, Follow-up Correspondence and Mayor's Verbal Report (Consent Agenda Item - 2025-06-17-Letter From Minister Flack MMAH)

2025-190

Moved by Councillor Pierre Lamontagne

Seconded by Councillor Priscilla Marcoux

ATTENDU QUE le conseil a reçu de la correspondance du ministère des Affaires municipales et du Logement, ministère des Affaires autochtones et de la Réconciliation économique des Premières Nations, ministère de l'Infrastructure et ministère du Développement économique du Nord et de la Croissance dans le cadre du consentement;

ET ATTENDU QUE la correspondance contient une « Invitation à discuter des opportunités de réconciliation économique et de prospérité autochtone »;

ET ATTENDU QUE le maire a reçu une lettre de suivi concernant cette invitation;

ET ATTENDU QUE le maire a assisté à une réception du conseil d'administration de la FONM et du ministre du Développement économique du Nord et de la Croissance, George Pirie, à Timmins le 17 juin;

ET ATTENDU QUE le maire a dirigé que ce point soit présenté pour discussion et considération du conseil;

IL EST PAR CONSÉQUENT RÉSOLU QUE le conseil discute de la lettre du ministre Flack, de la correspondance de suivi et reçoive le rapport verbal du maire concernant sa participation à la réunion de Timmins tel que dirigé par le maire;

WHEREAS Council received correspondence from the Ministry of Municipal Affairs and Housing, Ministry of Indigenous Affairs and First Nations Economic Reconciliation, Ministry of Infrastructure and Ministry of Northern Economic Development and Growth as part of the Consent Agenda;

AND WHEREAS the correspondence contains an "Invitation to discuss opportunities for economic reconciliation and Indigenous prosperity";

AND WHEREAS the Mayor received a follow-up letter regarding this invitation;

AND WHEREAS the Mayor attended a reception of the NOHFC Board of Directors and Minister of Northern Economic Development and Growth, George Pirie, in Timmins on June 17th;

AND WHEREAS the Mayor has directed that this item be brought forward for Council discussion and consideration;

NOW THEREFORE BE IT RESOLVED THAT Council discusses the letter from Minister Flack, the follow-up correspondence, and receives the Mayor's verbal report regarding her attendance at the Timmins meeting as directed by the Mayor;

Carried

9.4.5. **Motion...**
 Administrative Report - Water/Wastewater Budget 2025 DMS-2025-031

2025-191

Moved by Councillor Claude Brunet

Seconded by Councillor Pierre Lamontagne

QUE le conseil reçoive le rapport DMS-2025-031 du directeur des services municipaux;
ET QUE le conseil charge le directeur des services municipaux de préparer un règlement approprié pour établir les taux de prélèvement d'eau/eaux usées soutenant un prélèvement de 257,136.00 \$ pour 2025.

THAT Council receive report DMS-2025-031 from the Director of Municipal Services;

AND THAT council direct the Director of Municipal Services to prepare an appropriate By-law to establish Water/Wastewater Levy rates supporting a levy of \$ 257,136.00 for 2025.

Carried

9.4.6. **Motion...**
 Administrative Report-Capital Budget 2025- DMS-2025-032

2025-192

Moved by Councillor Pierre Lamontagne
Seconded by Councillor Claude Brunet

QUE le conseil reçoive le rapport DMS-2025-032 du directeur des services municipaux pour discussion.

THAT Council receive the report DMS-2025-032 from the Director of Municipal Services for discussion.

***Conseillère Marcoux quitte la salle à 20h09 / Councillor Marcoux leaves the room at 8:09pm.**

Carried

9.4.7. **Motion...**
 Administrative Report - Budget 2025 - Public Works and Fire Department -DMS-2025-034

2025-193

Moved by Councillor Pierre Lamontagne
Seconded by Councillor Claude Brunet

QUE le conseil reçoive le rapport DMS-2025-034 du directeur des services municipaux pour discussion.

THAT Council receive report DMS-2025-034 from the Director of Municipal Services for discussion.

****Conseillère Marcoux reste à l'extérieur de la salle pour cette motion. / Councillor Marcoux remains outside the room for this Motion.**

Carried

9.4.8. **Motion...**
 Administrative Report-Budget 2025-Operations excluding Public Works & Fire Department-DMS-2025-033

2025-194

Moved by Councillor Claude Brunet

Seconded by Councillor Pierre Lamontagne

QUE le conseil reçoive le rapport DMS-2025-033 du directeur des services municipaux pour discussion.

THAT Council receive report DMS-2025-033 from the Director of Municipal Services for discussion.

***Conseillère Marcoux revient la salle à 20h25. / Councillor Marcoux returns to the room at 8:25pm.**

Carried

9.4.9.

Motion...

Avis d'assemblée publique pour la présentation du budget 2025 et approbation des prélèvements pour l'eau/eaux usés et les taxes foncières / Notice of Public Meeting for presentation of 2025 Budget and Approval of Levies for water/wastewater and property taxes.

2025-195

Moved by Councillor Claude Brunet

Seconded by Councillor Priscilla Marcoux

La motion suivante a été reportée à une assemblée spéciale du conseil qui se tiendra le 22 juillet 2025, à moins que le ministre des Affaires municipales et du Logement ne réponde plus tôt :

QUE le conseil charge le directeur des services municipaux de préparer le règlement approprié pour établir les taux d'imposition soutenant un prélèvement de _____ \$ pour 2025.

ET DE PLUS QUE le conseil charge le directeur des services municipaux de préparer et de fournir un avis public d'une assemblée spéciale pour la présentation publique des budgets d'immobilisations, de l'eau/eaux usées et d'exploitation 2025.

The following motion has been deferred to a special Council meeting to be held July 22, 2025, unless the Minister of Municipal Affairs and Housing responds sooner:

THAT Council directs the Director of Municipal Services to prepare the appropriate By-law to

establish the tax rates supporting a levy of \$ _____ for 2025.

AND FURTHER THAT Council direct the Director of Municipal Services to prepare and provide public notice of a Special Meeting for the public presentation of the 2025 Capital, Water/Wastewater and Operating Budgets.

Deffered

9.4.10. **Motion... CHANGEMENT DE DATE DE LA RÉUNION ORDINAIRE DU CONSEIL D'AOÛT / CHANGE DATE OF AUGUST REGULAR COUNCIL MEETING**

2025-196

Moved by Councillor Priscilla Marcoux
Seconded by Councillor Claude Brunet

SOIT RÉSOLU QUE la réunion ordinaire du Conseil prévue pour le 12 août 2025 soit reportée au 5 août 2025 afin d'accommoder l'adoption d'un accord de débenture avant la date de clôture du 15 août 2025.

BE IT RESOLVED THAT the Regular Council Meeting scheduled for August 12, 2025 be rescheduled to August 5, 2025 to accommodate the adoption of a debenture agreement in advance of the closing date of August 15, 2025.

Carried

9.4.11. **Motion...**

RÉDUCTION DES HEURES D'OUVERTURE DU BUREAU MUNICIPAL EN RAISON DES CONTRAINTES DE PERSONNEL ET DE LA CESSATION IMMINENTE DES OPÉRATIONS / REDUCTION OF MUNICIPAL OFFICE HOURS DUE TO STAFFING CONSTRAINTS AND PENDING CESSATION OF OPERATIONS

2025-197

Moved by Councillor Pierre Lamontagne
Seconded by Councillor Claude Brunet

ATTENDU QUE le Canton de Fauquier-Strickland cessera temporairement ses opérations à compter du 1er août 2025;

ATTENDU QUE le personnel municipal a été réduit à un seul employé administratif salarié qui travaille déjà des heures supplémentaires considérables non rémunérées pour gérer la charge de travail qui nécessiterait normalement trois employés;

ATTENDU QUE ce membre du personnel restant doit accomplir des tâches préparatoires critiques incluant les dossiers financiers finaux, la coordination de la cessation des services,

le traitement des factures en souffrance, les procédures de mise à pied des employés, les notifications publiques et aux parties prenantes, et la préparation de la documentation de transition dans les trois prochaines semaines;

ATTENDU QUE les interruptions fréquentes nuisent considérablement à l'accomplissement de ces tâches essentielles et urgentes;

IL EST PAR CONSÉQUENT RÉSOLU que les heures d'ouverture du bureau municipal pour l'accès public sans rendez-vous soient réduites aux matins du lundi et aux matins du vendredi à compter du 14 juillet 2025;

ET DE PLUS qu'à tous les autres moments, le bureau fonctionnera sur rendez-vous seulement, les rendez-vous étant disponibles en appelant le (705) 339-2521 ou en envoyant un courriel à info@fauquierstrickland.com ou par courrier postal, une boîte de dépôt sera également mise à disposition au bureau municipal;

ET DE PLUS que les heures d'ouverture révisées et le système de rendez-vous soient affichés de manière proéminente au bureau municipal, sur le site web municipal, et communiqués aux résidents dans le cadre de l'avis public pour informer les résidents de la cessation temporairement imminente des services;

ET DE PLUS que les résidents soient avisés que seules les questions urgentes nécessitant une attention immédiate doivent être portées à l'attention du personnel administratif en ce moment;

ET DE PLUS que cet horaire demeure en vigueur jusqu'à la cessation des opérations le 1er août 2025;

WHEREAS the Township of Fauquier-Strickland will be temporarily ceasing operations effective August 1, 2025;

AND WHEREAS municipal staffing has been reduced to one remaining salaried administrative employee who is already working considerable unpaid overtime to manage the workload that would normally require three employees;

AND WHEREAS this remaining staff member must complete critical preparatory tasks including final financial records, coordination of service cessation, processing of outstanding invoices, employee layoff procedures, public and stakeholder notifications and preparation of transition documentation within the next three weeks;

AND WHEREAS frequent interruptions significantly impede the completion of these essential time-sensitive tasks;

NOW THEREFORE BE IT RESOLVED that the municipal office hours for walk-in public

access be reduced to Monday mornings and Friday mornings effective July 14, 2025 ;

AND FURTHER that at all other times the office will operate by appointment only, with appointments available by calling (705) 339-2521 or emailing info@fauquierstrickland.com or by lettermail, a drop box will also be made available at the municipal office;

AND FURTHER that the revised office hours and appointment system be posted prominently at the municipal office, on the municipal website, and communicated to residents as part of the public notice to advise residents of pending temporary service cessation;

AND FURTHER that residents be advised that only urgent matters requiring immediate attention be brought to administrative staff at this time;

AND FURTHER that this schedule will remain in effect until the cessation of operations on August 1, 2025.

Carried

10. RÉGLEMENTS MUNICIPAUX / BY-LAWS

10.1. Motion...

Arrêté No. 2025-29/By-law No. 2025-29 / First and Second Reading - Shore Road Allowance Sale and Closure

2025-198

Moved by Councillor Pierre Lamontagne
Seconded by Councillor Priscilla Marcoux

Étant un règlement visant à fermer, arrêter et vendre des terrains dans le canton de Fauquier-Strickland, dans le district de Cochrane et comprenant cette partie de l'allocation de chemin riverain original non ouvert, décrite comme partie du lot 21, concession 8, PIN 65168-0146, canton géographique de Shackleton soit lu une première et une deuxième fois.

Being a By-law to close and stop up and sell lands in the Township of Fauquier-Strickland, in the District of Cochrane and being composed of that part of the Unopened Original Shore Road Allowance, described as part of Lot 21, Concession 8, PIN 65168-0146, Geographic Township of Shackleton be read a first and second time.

Carried

10.2. Motion...

NOMINATION DE CHEF DES INCENDIES INTÉRIMAIRE - RÉGLEMENT 2025-30 / APPOINTMENT OF INTERIM FIRE CHIEF BY-LAW 2025-30

2025-199

Moved by Councillor Pierre Lamontagne

Seconded by Councillor Claude Brunet

ATTENDU QUE le chef des incendies et le chef des incendies adjoint actuels prennent leur retraite;

ET ATTENDU QUE la municipalité fait face à une crise financière nécessitant une intervention du ministère des Affaires municipales et du Logement ou l'établissement d'un accord d'aide automatique avec une municipalité voisine;

QUE le conseil adopte le règlement 2025-30 nommant Pascal Albert comme chef des incendies intérimaire pour le service des incendies de Fauquier-Strickland à compter du 8 juillet 2025;

ET QUE cette nomination soit temporaire en attendant l'intervention financière du ministère des Affaires municipales et du Logement ou l'établissement d'un accord d'aide automatique avec une municipalité voisine;

ET ATTENDU QUE les tentatives d'établissement d'un service combiné avec les municipalités voisines ont été infructueuses.

WHEREAS the current Fire Chief and Deputy Fire Chief are retiring;

AND WHEREAS the municipality is facing a financial crisis requiring intervention from the Ministry of Municipal Affairs and Housing or the establishment of an Automatic Aid agreement with a neighbouring municipality;

THAT Council adopt By-law 2025-30 appointing Pascal Albert as Interim Fire Chief for the Fauquier-Strickland Fire Department effective July 8, 2025;

AND THAT this appointment be temporary pending financial intervention from the Ministry of Municipal Affairs and Housing or the establishment of an Automatic Aid agreement with a neighbouring municipality;

AND WHEREAS attempts to establish combined service with neighbouring municipalities have been unsuccessful.

****Conseillère Marcoux quitte la salle à 21h30 et revient à 21h33. / councillor Marcoux leaves the room at 9:30pm and returns at 9:33pm.***

Carried

11. AVIS DE MOTION / NOTICE OF MOTION

12. PÉRIODE DE QUESTIONS DU PUBLIC / PUBLIC QUESTION PERIOD

13. RÉUNION À HUIS CLOS / CLOSED SESSION (SI NÉCESSAIRE / IF NECESSARY)

- 13.1. **IL EST RESOLU QUE** le conseil passe maintenant à une séance à huis clos à _____h., conformément à l'article 239 (2) (a)(b)(c) de la Loi sur les municipalités de 2001, pour discuter le suivant:

2025-200

Moved by Councillor Priscilla Marcoux

Seconded by Councillor Pierre Lamontagne

- (a) la sécurité des biens de la municipalité ou de la commission locale;
- (b) les questions personnelles concernant un individu identifiable, y compris les employés de la municipalité ou de la commission locale;
- (c) l'acquisition ou la disposition projetée ou en cours d'un bien-fonds par la municipalité ou le conseil local

Cessation temporaire des services municipaux, questions relatives aux employés, vente de biens excédentaires

BE IT RESOLVED THAT Council now move into a closed session at 9:50 p.m. in accordance with Section 239(2) (a)(b)(c) of the Municipal Act, 2001, to discuss the following:

- (a) the security of the property of the municipality or local board - cessation of municipal services;
- (b) personal matters about an identifiable individual, including municipal or local board employees - employee matters;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board - sale of surplus property

Temporary Cessation of Municipal Services, Employee Matters, Sale of Surplus Property

Carried

14. POINTS ISSUS DE LA SÉANCE À HUIS CLOS / ITEMS COMING OUT OF CLOSED SESSION

14.1. **Motion...**

MOTION POUR SORTIR DE LA SÉANCE À HUIS CLOS / MOTION TO MOVE OUT OF CLOSED SESSION

2025-201

Moved by Councillor Priscilla Marcoux

Seconded by Councillor Pierre Lamontagne

QUE le Conseil sorte maintenant de la séance à huis clos à 22h23., et fasse rapport des questions discutée.

La séance à huis clos s'est tenue conformément à l'article 239 (2) (a)(b)(c) de la Loi sur les municipalités de 2001, pour discuter le suivant:

- (a) la sécurité des biens de la municipalité ou de la commission locale;
- (b) les questions personnelles concernant un individu identifiable, y compris les employés de la municipalité ou de la commission locale;
- (c) l'acquisition ou la disposition projetée ou en cours d'un bien-fonds par la municipalité ou le conseil local

Cessation temporaire des services municipaux, questions relatives aux employés, vente de biens excédentaires

BE IT RESOLVED THAT Council now rise from the closed session at 10:23 p.m. and report on the matters discussed.

The closed session was held in accordance with Section 239(2) (a)(b)(c) of the Municipal Act, 2001, to discuss the following:

- (a) the security of the property of the municipality or local board - cessation of municipal services;
- (b) personal matters about an identifiable individual, including municipal or local board employees - employee matters;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board - sale of surplus property

Temporary Cessation of Municipal Services, Employee Matters, Sale of Surplus Property

Carried

15. LEVÉE DE LA SESSION / ADJOURNMENT

15.1. Motion...

Règlement Conformatoire/ Confirmatory By-Law

2025-202

Moved by Councillor Priscilla Marcoux
Seconded by Councillor Pierre Lamontagne

QUE le règlement numéro 2025 - 28, étant un règlement pour confirmer les délibérations du conseil de la Corporation du canton de Fauquier-Strickland, soit lu une première, deuxième et troisième fois et finalement adopté ce 8 juillet 2025.

THAT By-law NO. 2025-28, being a by-law to confirm the proceedings of the council of the Corporation of the Township of Fauquier-Strickland be read a first, second and third time and finally passed this 8th day of July, 2025.

Carried

15.2. **Motion...**

Levée de la session / Ajournement

2025-203

Moved by Councillor Pierre Lamontagne
Seconded by Councillor Priscilla Marcoux

QUE la réunion régulière du conseil municipal tenue le mardi, 8 juillet, soit ajournée à 22h25.

THAT the Regular Meeting of Municipal Council held on Tuesday, July 8, be adjourned at 10:25.

Carried

Mayor

Clerk



PROCÈS-VERBAL / MINUTES

Réunion extraordinaire du Conseil / Special Meeting of Council

19 h - 20h09 jeudi 31 juillet 2025 / 7:00 PM – 8:09p.m.
Thursday, July 31, 2025

Centre Communautaire/Community Centre

The Réunion extraordinaire du Conseil / Special Meeting of Council of the Canton de Fauquier-Strickland Township was called to order on Thursday, July 31, 2025, at 7:00 PM, in the Centre Communautaire/Community Centre, with the following members present:

PRESENT: Maire Madeleine Tremblay, Conseiller Claude Brunet, Conseiller Jules Gendron, Conseiller Pierre Lamontagne, and Conseiller Priscilla Marcoux

ABSENT:

STAFF PRESENT: Directrice des services municipaux / Greffière Shannon Pawlikowski

PUBLIC ATTENDANCE: In person: 68
Via Video Conference: 111

1. **APPEL À L'ORDRE / CALL TO ORDER**
2. **MOMENT DE RÉFLEXION / MOMENT OF REFLECTION**
3. **ADOPTION DE L'ORDRE DU JOUR / ADOPTION OF THE ORDER OF BUSINESS**
 - 3.1. **Motion...**

Adoption de l'ordre du jour / Adoption of the Order of Business

21-040

Moved by Councillor Claude Brunet
Seconded by Councillor Pierre Lamontagne

2025-133

QUE l'ordre du jour soit adopté tel que circulé.

THAT the Order of Business be adopted as circulated.

Carried

4. DÉCLARATION D'INTÉRÊT PÉCUNIÈRES / DECLARATION OF PECUNIARY INTEREST

- *La conseillère Priscilla Marcoux déclare un conflit d'intérêts aux sections 6.4 et 7.1 de l'ordre du jour parce qu'un membre de sa famille immédiate est employé des travaux publics. La motion 6.4 sera donc divisée en deux motions séparées, les éléments pour lesquels la conseillère Marcoux a déclaré un intérêt pécuniaire seront votés séparément avec l'ajout de la motion 6.5 à l'ordre du jour.*
- *Councillor Priscilla Marcoux declares a conflict of interest at section 6.4 and 7.1 of the order of business because an immediate family member is a public works employee. Motion 6.4 will therefore be split into two separate motions, the items for which Councillor Marcoux has declared a pecuniary interest will be separately voted with the addition of motion 6.5 to the agenda.*

5. PRESENTATIONS

6. AFFAIRES NOUVELLES / NEW BUSINESS

6.1. Motion...
2025-134

ADOPTION DES PROCÈS-VERBAUX / ADOPTION OF MINUTES

[DRAFT -Réunion extraordinaire du Conseil / Special Meeting of Council - 14 Jul 2025 - Minutes \(1\)](#)

21-041

Moved by Councillor Pierre Lamontagne
Seconded by Councillor Jules Gendron

2025-134

QUE les procès-verbaux de la réunion extraordinaire du conseil tenue le 14 juillet 2025 soient adoptés tels que présentés.

THAT the minutes of the Special Council Meeting held on July 14, 2025 be adopted as presented.

Carried

6.2. Motion...
2025-135

MOTION D'ACCEPTION DE LA LETTRE DU MINISTÈRE DES AFFAIRES MUNICIPALES ET DU LOGEMENT / MOTION TO ACCEPT LETTER FROM MINISTRY OF MUNICIPAL AFFAIRS

21-042

Moved by Councillor Priscilla Marcoux
Seconded by Councillor Claude Brunet

2025-135

ATTENDU QUE le conseil a reçu une correspondance du ministère des Affaires municipales et du Logement datée 25 juillet 2025;

ET ATTENDU QUE cette correspondance fournit des directives au conseil concernant les opérations municipales;

IL EST PAR CONSÉQUENT RÉSOLU QUE le conseil accepte par les présentes la lettre datée du 25 juillet 2025 du ministère des Affaires municipales et du Logement.

WHEREAS Council has received correspondence from the Ministry of Municipal Affairs and Housing dated July 25th, 2025;

AND WHEREAS this correspondence provides direction to council regarding municipal operations;

NOW THEREFORE BE IT RESOLVED THAT Council hereby accepts the letter dated July 25th, 2025 from the Ministry of Municipal Affairs and Housing.

Carried

6.3.

Motion...

RAPPORT ADMINISTRATIF / ADMINISTRATIVE REPORT

21-043

Moved by Councillor Priscilla Marcoux
Seconded by Councillor Pierre Lamontagne

2025-136

QUE le rapport administratif DMS-2025-040 reçu de la directrice des services municipaux soit reconnu.

THAT the administrative report DMS-2025-040 be received from the Director of Municipal Services be acknowledged.

Carried

6.4. **Motion...**
**RÉSOLUTION CONCERNANT LA CONTINUATION DES SERVICES
MUNICIPAUX ET LE MAINTIEN EN POSTE DES EMPLOYÉS /
RESOLUTION REGARDING CONTINUATION OF MUNICIPAL SERVICES
AND EMPLOYEE RETENTION**

21-044

Moved by Councillor Claude Brunet
Seconded by Councillor Jules Gendron

Motion...
**RÉSOLUTION CONCERNANT LA CONTINUATION DES SERVICES MUNICIPAUX ET LE
MAINTIEN EN POSTE DES EMPLOYÉS / RESOLUTION REGARDING CONTINUATION
OF MUNICIPAL SERVICES AND EMPLOYEE RETENTION**
2025-137

ATTENDU QUE la résolution 2025-124 a été adoptée lors de la réunion spéciale du conseil du 20 juin 2025;

ET ATTENDU QUE le conseil a reçu des directives du ministère des Affaires municipales et du Logement datées du 25 juillet 2025;

ET ATTENDU QUE le conseil souhaite répondre à cette directive ministérielle;

IL EST PAR CONSÉQUENT RÉSOLU QUE sur la base des directives reçues du ministère des Affaires municipales et du Logement, le conseil résout par les présentes que:

a) Les services Municipaux continueront au-delà du 1er août 2025; et

ET QUE la greffière transmette une copie de cette résolution au ministère des Affaires municipales et du Logement.

WHEREAS Resolution 2025-124 was passed during the June 30th, 2025 Special Council Meeting;

AND WHEREAS Council has received direction from the Ministry of Municipal Affairs and Housing dated July 25th, 2025;

AND WHEREAS Council wishes to respond to this ministerial direction;

NOW THEREFORE BE IT RESOLVED THAT based on direction received from the Ministry of Municipal Affairs and Housing, Council hereby resolves that:

a) Municipal services will continue beyond August 1st, 2025; and

AND THAT the Clerk forward a copy of this resolution to the Ministry of Municipal Affairs and Housing.

Carried

6.5.

Motion...

**RÉSOLUTION CONCERNANT LA CONTINUATION DES SERVICES
MUNICIPAUX ET LE MAINTIEN EN POSTE DES EMPLOYÉS /
RESOLUTION REGARDING CONTINUATION OF MUNICIPAL SERVICES
AND EMPLOYEE RETENTION**

21-045

Moved by Councillor Claude Brunet

Seconded by Councillor Pierre Lamontagne

Motion...

**RÉSOLUTION CONCERNANT LA CONTINUATION DES SERVICES MUNICIPAUX ET LE
MAINTIEN EN POSTE DES EMPLOYÉS / RESOLUTION REGARDING CONTINUATION
OF MUNICIPAL SERVICES AND EMPLOYEE RETENTION**

2025-138

ATTENDU QUE la résolution 2025-124 a été adoptée lors de la réunion spéciale du conseil du 20 juin 2025;

ET ATTENDU QUE le conseil a reçu des directives du ministère des Affaires municipales et du Logement datées du 25 juillet 2025;

ET ATTENDU QUE le conseil souhaite répondre à cette directive ministérielle;

IL EST PAR CONSÉQUENT RÉSOLU QUE sur la base des directives reçues du ministère des Affaires municipales et du Logement, le conseil résout par les présentes que:

b) Les mises à pied des employés municipaux restants prévues pour le 1er août n'auront pas lieu;

ET QUE la greffière transmette une copie de cette résolution au ministère des Affaires municipales et du Logement.

WHEREAS Resolution 2025-124 was passed during the June 30th, 2025 Special Council Meeting;

AND WHEREAS Council has received direction from the Ministry of Municipal Affairs and

Housing dated July 25th, 2025;

AND WHEREAS Council wishes to respond to this ministerial direction;

NOW THEREFORE BE IT RESOLVED THAT based on direction received from the Ministry of Municipal Affairs and Housing, Council hereby resolves that:

b) the layoffs of remaining employees scheduled for August 1st, 2025 will not proceed;

AND THAT the Clerk forward a copy of this resolution to the Ministry of Municipal Affairs and Housing.

****Councillor Priscilla Marcoux left the meeting at 7:17 p.m. / La conseillère Priscilla Marcoux a quitté la réunion à 19 h 17.***

Carried

7. ARRÊTÉS / BY-LAWS

7.1. Motion...

**ACCORD DE PAIEMENT DE TRANSFERT ET RÈGLEMENT MUNICIPAL /
TRANSFER PAYMENT AGREEMENT AND BY-LAW**

21-046

Moved by Councillor Claude Brunet

Seconded by Councillor Pierre Lamontagne

2025-139

QUE le conseil de la Corporation du Canton de Fauquier-Strickland approuve l'Accord de paiement de transfert de l'Ontario entre Sa Majesté le Roi du chef de l'Ontario, représenté par le ministre des Affaires municipales et du Logement, et la Corporation du Canton de Fauquier-Strickland, pour une assistance financière d'urgence d'un montant maximal de 300 000 \$ pour la période du 1er août 2025 au 31 octobre 2025;

ET QUE le règlement municipal no 2025-32, étant un règlement municipal autorisant l'exécution dudit Accord de paiement de transfert, soit lu une première, deuxième et troisième fois et adopté;

ET QUE le maire et le directeur des services municipaux/greffier soient autorisés à exécuter l'Accord au nom du Canton et que le sceau corporatif y soit apposé;

ET QUE le Canton s'engage à respecter tous les termes, conditions, exigences et obligations énoncés dans l'Accord, y compris tous les délais et exigences de rapport

spécifiés dans les annexes de l'Accord.

THAT the Council of the Corporation of the Township of Fauquier-Strickland approve the Ontario Transfer Payment Agreement between His Majesty the King in right of Ontario as represented by the Minister of Municipal Affairs and Housing and the Corporation of the Township of Fauquier-Strickland, for emergency financial assistance in the maximum amount of \$300,000 for the period from August 1, 2025 to October 31, 2025;

AND THAT By-law No. 2025-32, being a by-law to authorize the execution of the said Transfer Payment Agreement, be read a first, second and third time and passed;

AND THAT the Mayor and Director of Municipal Services/Clerk be authorized to execute the Agreement on behalf of the Township and that the corporate seal be affixed thereto;

AND THAT the Township commits to comply with all terms, conditions, requirements and obligations set out in the Agreement, including all deadlines and reporting requirements specified in the schedules to the Agreement.

Carried

8. **PÉRIODE DE QUESTIONS DU PUBLIC / PUBLIC QUESTION PERIOD**
**Councillor Priscilla Marcoux returned to the meeting at 7:23 p.m. / La conseillère Priscilla Marcoux est revenue à la réunion à 19 h 23.*
9. **RÉUNION À HUIS CLOS / CLOSED SESSION (SI NÉCESSAIRE / IF NECESSARY)**
10. **ARTICLES SORTANT DE LA SÉANCE À HUIS CLOS / ITEMS COMING OUT OF CLOSED SESSION**
11. **LEVÉE DE LA SESSION / ADJOURNMENT**
 - 11.1. **Motion...**
RÈGLEMENT CONFORMATOIRE / CONFIRMATORY BY-LAW

21-047

Moved by Councillor Priscilla Marcoux

Seconded by Councillor Pierre Lamontagne

2025-140

QUE le règlement numéro 2025-33, étant un règlement pour confirmer les délibérations du conseil de la Corporation du canton de Fauquier-Strickland, soit lu une première, deuxième et troisième fois et finalement adopté ce 31 jour de juillet 2025

THAT By-law No. 2025-33, being a by-law to confirm the proceedings of the council of the Corporation of the Township of Fauquier-Strickland be read a first, second, and third time and finally passed this 31 day of July, 2025.

Carried

11.2. **Motion...**
 Levée de la session / Adjournment

21-048

Mayor

Clerk



July 22nd, 2025

Ministry of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON
M7A 2J3

Attention: The Honourable Robert Flack, Minister

Dear Minister Flack,

Re: Fauquier – Strickland financial crisis and the realities we are all facing

In 2021, our municipality faced a 20% loss in taxation revenue when a pipeline compressor station was removed from our territory. We sought but did not receive any financial assistance to deal with that \$400,000 + deficit. We cut costs, reduced and eliminated many municipal services and significantly increased user fees and taxes. We managed our financial crisis but, to date, have been unable to return to our pre-2021 levels of service.

Like so many other small northern Ontario municipalities, we face financial pressures in all shapes and forms, including aging infrastructure, limited revenue options, increased provincially downloaded responsibilities and rising costs. These challenges are the reason we urge your Ministry to intervene in the affairs of the Township of Fauquier – Strickland. Theirs is not an isolated "story". Any significant project cost overrun, or any unexpected infrastructure failures, puts us all at risk of accumulating a deficit and/or of depleting our reserves.

The situation in Fauquier – Strickland is both sad and scary. It has the potential to have a long-lasting effect on surrounding communities, hindering our ability to attract new residents and to further economic development in our area.

I am convinced that both the Ontario government and your Ministry realize the need for immediate financial oversight in Fauquier – Strickland. By doing so, you will not only be helping their community but ours and many others as well.

Marc Dupuis
Mayor

July 21, 2025

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

It has now been four months since the Municipality of Tweed submitted two detailed proposals for your consideration, both aimed at addressing pressing challenges facing small rural and northern communities. Despite our sincere efforts and outreach, we have yet to receive an acknowledgment or response from your office, your ministers, our local MPP, or the leaders of the opposition parties. This silence is deeply disheartening.

Please know that the Municipality of Tweed is grateful for your commitment to investing billions to protect Ontarians as promised in this year's provincial election. We look forward to the opportunity to capitalize on those investments.

The first proposal, sent directly to your office on March 25, 2025, addressed the *Repatriation of OPP Costs for Small Rural and Northern Communities During this Period of Uncertainty*. Our proposal suggested a temporary repatriation of OPP policing costs as a meaningful way to demonstrate that this government understands and supports the needs of small municipalities.

The proposal included two important conditions: first, that OPP costs be repatriated to the province during this time of economic instability and global uncertainty triggered by U.S. policies; second, that the municipalities benefiting from this relief reinvest those savings directly into community infrastructure projects. In Tweed's case, the annual savings of \$1.2 million would allow us to undertake long-overdue infrastructure upgrades that we simply cannot afford under the current burden of provincial policing costs.

The second proposal, submitted March 27, 2025, focused on *Supporting Small Rural and Northern Ontario Housing Developers* and aligns with your government's own priority to reduce barriers to housing development. This proposal was presented to Minister Surma, AMO President Robin Jones, and MPP Ric Bresee at the 2025 ROMA Conference. During our January 19, 2025 ROMA delegation, Minister Surma expressed interest and committed to raising it with then-Minister of Municipal Affairs and Housing, Paul Calandra. We revisited the proposal with MPP Bresee during a March 13th meeting and have since

shared it with ROMA President Christa Lowry, Federal Minister of Housing and Infrastructure Minister Robertson, and Prime Minister Carney.

We have copied the leaders of Ontario's three main political parties on this letter, as we did when the proposals were originally submitted. We respectfully ask all parties—regardless of political affiliation to consider their merit and potential, and to speak to them in the Legislature. We are eager to work with any partner committed to helping rural and northern Ontario succeed.

Both proposals offered practical, shovel-ready ideas grounded in lived rural experience. And while we remain grateful for ongoing provincial support through the Ontario Municipal Partnership Fund (OMPF: \$2,058,700) and the Ontario Critical Infrastructure Fund (OCIF: \$340,000), it must be acknowledged that these funds are no longer sufficient to meet the growing financial and infrastructure burdens faced by communities like ours. To manage persistent shortfalls, Tweed Council has had to implement tax increases of 7.3% in 2023, 17.8% in 2024, and 15% in 2025. The burden this places on our residents is both significant and unsustainable.

Given that four months have passed without acknowledgment, I am resubmitting both proposals for renewed consideration. It is deeply concerning that when a small rural municipality—operating with limited resources and under significant financial strain—takes the initiative to present tangible and constructive solutions, those efforts are met with silence. We expect such outreach to be met with dialogue. The absence of even basic acknowledgment sends a troubling message: that rural and northern municipalities are to be seen but not heard. Furthermore, I have reached out to AMO and ROMA and unfortunately my faith in both organizations as effective advocates in this regard is waning.

As I have made clear to all parties, I remain more than willing to serve as an engaged and constructive member of any committee or working group convened to address the challenges before us. The situation is serious. Many of us are teetering on the brink. The time to act was yesterday.

I respectfully request your attention to this matter and look forward to your response.

Yours truly,

Don DeGenova
Mayor
Municipality of Tweed
255 Metcalf St.
Tweed ON K0K 3J0
mayor@tweed.ca
613-848-7113

cc. Minister Surma, Minister of Infrastructure

Minister Flack, Minister of Municipal Affairs and Housing
Minister Bethlenfalvy, Minister of Finance
Minister Thompson, Minister of Rural Affairs
MPP Ric Bresee

MPP M. Stiles, Leader of the NDP and Leader of the Opposition
Ms. B. Crombie, Leader of the Liberal Party
MPP M. Schreiner, Leader of the Green Party

Robin Jones, President, AMO
Christa Lowry, President, ROMA
Warden Bonnie Clark, Chair, Eastern Ontario Wardens Caucus
Bob Mullin, Warden Hastings County

A copy of this letter has also been sent to all rural and northern Ontario Mayors.

Proposal to Repatriate OPP Costs for Small Rural and Northern Communities During this Period of Uncertainty

July 21, 2025 (Originally submitted March 25, 2025)

As Mayor of the Municipality of Tweed, I am representative of many small rural and northern Ontario communities that face growing financial pressures. Even in the best of times, we operate with limited resources, and now, the threat of President Trump's tariffs only intensifies our financial stress. Municipalities with populations of 10,000 or less are particularly vulnerable. We grapple with the same issues as larger cities—housing shortages, food insecurity, homelessness, healthcare concerns, inflation, and an overwhelming infrastructure funding deficit—but with far fewer financial resources and staffing capabilities. Unlike urban centres, which have access to additional funding streams and economies of scale, small rural and northern communities struggle to provide essential services with minimal support. Moreover, we are disproportionately affected by extreme weather events, further straining our already fragile infrastructure and emergency response capabilities. Without immediate and targeted assistance, many of our communities risk falling into economic and social decline.

With that in mind, we propose a temporary solution that would demonstrate your government's support for small rural and northern Ontario. Premier Ford, has stated that securing a strong majority was essential to investing billions in response to the Trump tariffs. Repatriating OPP policing costs for small rural and northern communities during this period of economic uncertainty would be a swift and impactful show of support. This initiative would immediately benefit 330 municipalities at a cost of less than \$600 million. In the context of multi-billion-dollar expenditures, a \$600 million investment is a meaningful way to show small municipalities that they matter.

This initiative could be structured with two key conditions: it would remain in place while Ontario remains vulnerable to economic pressures, and the funds saved by municipalities would be reinvested into critical infrastructure projects. For example, such a measure for the Municipality of Tweed would free up approximately \$1.2 million, allowing us to address urgent infrastructure needs and support our local economy.

We need all levels of government to recognize that small rural and northern municipalities are extremely vulnerable and now more than ever we need governments so show that they stand with small municipalities. We look forward to discussing our proposal with you.

Don DeGenova
Mayor
Municipality of Tweed
255 Metcalf St.
Tweed ON K0K 3J0

mayor@tweed.ca
613-848-7113

Proposal to Support Small Rural and Northern Housing Developers

July 21, 2025 (Originally submitted March 27, 2025)

The Municipality of Tweed supports all efforts to remove barriers to housing development. To demonstrate our commitment, we have proactively revised our zoning bylaws to encourage housing densification and affordability. We now permit tiny homes (400–600 sq. ft.), smaller homes (900–1200 sq. ft.), mobile homes on rural lots, reduced lot sizes and setbacks, and fewer parking space requirements. Additionally, we do not impose development fees. These measures aim to diversify our housing stock, enhance affordability, and minimize environmental impact.

Our commitment to housing expansion is already delivering results. We are collaborating with builders to develop a 80-unit retirement community and a retirement home, complementing our existing 120-bed extended care facility. In 2024, the Municipality of Tweed led Hastings County in housing starts, issuing 122 building permits, including 38 new homes and a 25-unit geared-to-income apartment complex. Last year, we hosted a Developers Forum, where local developers presented subdivision plans that could bring over 600 new homes to our community within the next five years.

We made a \$4 million+ investment in our lagoon that will allow us to accommodate another 1500 homes. Our current well enhancements allow us to service an additional 750 homes. We are investigating future new water sources to allow us to reach our target of 1500 homes.

However, infrastructure costs for new subdivisions remain a significant barrier. Unlike large urban developers, small rural developers lack the financial backing of major investors and must independently finance subdivision infrastructure, making projects cost-prohibitive. There is a growing perception that federal and provincial housing investments are disproportionately focused on large urban centers, despite billions of dollars being allocated to housing initiatives.

Our proposal seeks financial assistance through interest-free loans for small rural and northern developers to cover infrastructure costs. These loans would be repaid as homes are sold, ensuring the government recoups its investment with the only cost being interest. Unlike current urban housing initiatives—where both principal and interest fall entirely on the province and federal government—this model ensures fiscal responsibility. Additionally, rather than the standard 25–30-year amortization period, our proposal anticipates repayment within five years, making it a practical and innovative solution to the housing crisis in small rural and northern communities.

The demand for housing in regions similar to ours remains strong. Seniors want to age in place, staying close to friends, family, and their established healthcare providers. When seniors relocate to urban centers, they leave behind a gap in healthcare continuity at a critical stage in their lives. Conversely, when seniors transition to retirement communities within rural areas, they free up existing housing stock for younger families. Additionally, the influx of urban retirees to rural communities has further driven demand which in turn increases the housing stock in those urban areas. Housing in small communities like Tweed can be built at a fraction of the cost compared to large urban centers, offering a cost-effective solution to Ontario's housing crisis. The Municipality of Tweed's absence of development fees provides yet another financial incentive for homebuyers and developers alike.

Premier Ford, we have answered your call for municipalities to facilitate housing growth. We urge you to give serious consideration to this proposal, recognizing Tweed as a model for how rural communities can be part of the solution to Ontario's housing crisis. We need all levels of government to recognize that small rural and northern municipalities are key to helping this country and province resolve our housing crisis. We look forward to discussing our proposal with you.

Don DeGenova
Mayor, Municipality of Tweed
255 Metcalf St.,
Tweed ON K0K 3J0

mayor@tweed.ca
613-848-7113

Friday, August 1, 2025

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5

The Honourable Rob Flack, Minister of Municipal Affairs and Housing
Ministry of Municipal Affairs and Housing
17th Floor
777 Bay St.
Toronto, ON M7A 2J3

SENT VIA EMAIL: premier@ontario.ca
rob.flack@ontario.ca

RE: Town of Goderich's Opposition to Bill 17, Protect Ontario by Building Faster Act, 2025

Dear Premier Ford and Minister Flack:

The Council of the Town of Goderich passed the following resolution at their July 28, 2025, Council meeting regarding the Opposition to Bill 17, Protect Ontario by Building Faster Act, 2025:

Moved By: Councilor Petrie

Seconded By: Councilor Thompson

Whereas on May 12, 2025, the Government of Ontario (hereafter, the "Province"), enacted Bill 17, also known as the Protect Ontario by Building Faster and Smarter Act, 2025 (hereafter, the "Act"), which will defer Development Charges (hereafter, "DCs") and their associated revenues, and increase collection efforts and costs;

And Whereas the DCs collected from developers are necessary to help municipalities fund the capital costs of infrastructure and services required to support new housing;

Now Therefore be it resolved that The Council of the Corporation of the Town of Goderich:

- Requests that the Province of Ontario provide municipalities with clarity on how they should fund the capital costs of infrastructure and services required to support new growth, given the impacts to overall DC revenue;
- Wishes it to be known that the constant change to the Province's planning and development framework is creating uncertainty and is ultimately reducing the construction of housing; and,

- Directs the Clerk to forward a copy of this resolution to the Honourable Doug Ford, Premier of Ontario, Honourable Rob Flack, Minister of Municipal Affairs and Housing, Huron-Bruce MPP, Huron-Bruce MP, AMCTO, AMO and all Ontario Municipalities.

CARRIED

Yours truly,



Amanda Banting
Deputy Clerk
/js

Cc: The Honourable Lisa Thompson, Minister of Rural Affairs, Member of Provincial Parliament – Huron-Bruce, lisa.thompson@pc.ola.org
Ben Lobb, Member of Parliament – Huron-Bruce, ben.lobb@parl.gc.ca
Angela Toole, Acting Manager of Municipal Governance/Clerk, Town of Kingsville, atoole@kingsville.ca
Association of Municipal Managers, Clerks, and Treasurers of Ontario, amcto@amcto.com
Association of Municipalities Ontario, resolutions@amo.on.ca
All Municipalities in Ontario



SAVE THE DATE

**MSO-North (Sudbury)
Ministry of Municipal Affairs and Housing**

2025 Northeastern Municipal Council Workshop

Date: October 21, 2025 (9:45 am to 4:15 pm) and October 22, 2025 (9:00 am to 4:00 pm)

Location: Lionel E. Lalonde Centre, Greater Sudbury (Azilda) – In Person Only

Agenda:

The Municipal Services Office-North in Sudbury is pleased to invite you to a two-day training workshop where members of council and staff from across northeastern Ontario will come together to hear from experts and each other on relevant and timely topics. Sessions will cover a range of essential learning on municipal governance, finance, land use planning and affordable housing issues. Please mark your calendars with the date of this event as you don't want to miss out.

Who Should Attend:

This two-day session will be of interest to both experienced municipal council and staff and those who are newer to municipal governance and operations.

Why attend:

We are arranging an impressive list of guest speakers with significant municipal knowledge and leading practices to share. Participants will engage with and hear about experiences and approaches to common challenges. Attendees will leave the workshop with a greater understanding of how to tackle current municipal issues and govern effectively and democratically.

Registration:

Registration form will be distributed in coming weeks that will include the registration fee for this event.

Inquiries:

Municipal Services Office – North (Sudbury)

Enrique Paraco, Municipal Advisor
Email: enrique.paraco@ontario.ca
Phone: 705-280-0641

Sarah Cormier, Senior Municipal Advisor
Email: sarah.cormier@ontario.ca
Phone: 249-885-2953



July 30, 2025

SENT BY EMAIL

Hon. Robert Flack
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay St.
Toronto, ON M7A 2J3
rob.flack@pc.ola.org

Re: Support to the Township of Fauquier-Strickland

Dear Honourable Flack,

I am writing on behalf of the Council of the Town of Hearst to express our support for the Township of Fauquier-Strickland and their urgent call for provincial intervention under the *Municipal Affairs Act*, as outlined in their attached correspondence.

The Township's decision to cease operations as of August 1, 2025, is deeply troubling and raises concerns for small northern Ontario municipalities. Communities like ours are all too familiar with the challenges of limited funding, rising costs, aging infrastructure, and increasing provincial responsibilities – factors that are placing considerable strain on many rural municipalities.

Allowing the Township of Fauquier-Strickland to collapse would have serious consequences, not only for its residents, but for the broader region. It threatens the narrative we have all worked so hard to build: that northern Ontario is a viable, attractive place for families, professionals, and investment.

We urge the Ministry to act without delay to the Township of Fauquier-Strickland's call for assistance. Immediate action and emergency financial support are necessary, not only to stabilize one community but to reaffirm the province's commitment to all municipalities in northern Ontario.

Proactive investment and collaborative solutions are needed now more than ever to prevent further instability and secure a resilient future for northern municipalities.

Sincerely,

Roger Sigouin
Mayor, Town of Hearst

Cc. Guy Bourgouin, MPP, Mushkegowuk-James Bay
Township of Fauquier-Strickland



Corporation of the Township of Fauquier-Strickland

20-A Doyon Street
P.O. Box 40
Fauquier, ON P0L 1G0
Telephone: (705) 339-2521

July 2nd, 2025

The Hon. Robert Flack, Minister of Municipal Affairs and Housing

Ministry of Municipal Affairs and Housing

17th Floor, 777 Bay Street

Toronto, ON

M7A 2J3

Subject: Urgent Request for Support and Meeting re: Financial Crisis in Fauquier-Strickland

Dear Hon. Robert Flack, Minister of Municipal Affairs and Housing,

I am writing to you as Mayor of the Township of Fauquier-Strickland to request immediate ministerial intervention and oversight under the Municipal Affairs Act. I fear we are approaching a point of no return as our community faces complete financial collapse within weeks, leaving our residents without essential services and creating an emergency that will inevitably require far more costly provincial intervention.

Over the past decade, our municipality has accumulated more than \$2.5 million in operating deficits, completely depleting every reserve fund and contingency we once maintained. In 2024, our required tax increase to address these accumulated deficits would have been 300 percent, an impossible burden for our residents to bear. Our interim CAO worked to secure a \$2 million bank loan to provide operating funds and offset this crushing tax burden. Council made additional budget cuts and eventually reduced the 2024 tax increase to 26 percent. Council passed the 2024 budget in October based on the firm expectation that these loan funds would be forthcoming as soon as our 2023 audited financial statements were adopted and submitted to the bank.

Our 2023 audit process was severely delayed due to staff departures, and these financial statements were not available until mid-December 2024, at which point they were immediately provided to the bank. In January 2025, our new CAO was advised that the bank would additionally require the MMAH official 2024 ARL calculations incorporating the 2024 tax increase to approve the loan. These are values which, under ideal circumstances, we would not expect MMAH to publish until 2026. Our 2024 audit began in April 2025, the earliest booking we could secure with our municipal auditor. We do not expect completion of our audited 2024 financial statements until midsummer, with the corresponding FIR to follow thereafter.

Email: mtremblay@fauquierstrickland.com

Website: <https://fauquier-strickland.com/>



Corporation of the Township of Fauquier-Strickland

20-A Doyon Street
P.O. Box 40
Fauquier, ON P0L 1G0
Telephone: (705) 339-2521

As I am sure you are aware, municipal audit firms, much like municipal governments in our region, are struggling with staffing shortages and retention, further exacerbating these delays.

This creates an impossible bureaucratic trap entirely beyond our control. We cannot access the financing we desperately need because we cannot provide documentation that will not exist for another year, yet we are expected to continue operating essential services without any means of funding them without the implementation of an exorbitant and unprecedented tax increase.

Our CAO and contracted Deputy Treasurer approached Infrastructure Ontario to determine if additional funds might be available, receiving no response. They have engaged with other financial institutions to gauge the possibility of obtaining financing from alternative sources, however, these institutions are requiring the same impossible documentation as our current lender.

Our CAO has been in regular communication with MMAH staff since January, even meeting with them and our municipal auditor to obtain guidance and support. However, this represents only the most recent chapter in a much longer story of seeking provincial intervention. Our community has been attempting to secure MMAH intervention since 2021, in the face of the growing severity of our financial crisis for over four years. Despite clearly articulating our community's deteriorating situation repeatedly over this extended period, no concrete assistance has been forthcoming beyond proposals to offer financial training to council. Our local MPP, Guy Bourgouin, provided you with a hand-delivered letter supporting our request for intervention and support. The only response received was that MMAH would not be able to provide assistance until our 2024 audited financial statements and FIR are submitted. This circular bureaucratic reasoning has left our council, administration, and community trapped in an impossible situation while time runs out.

Council has authorized every reasonable cost reduction measure available. We have eliminated nonessential services, reduced infrastructure maintenance to emergency-only responses, consolidated administrative functions, and initiated surplus asset disposal, though these efforts have yet to generate meaningful revenue. Additionally Council members have deferred their remaining Honorariums from May 2025 until the end of the year. Despite these continued efforts, our community is facing a nearly 200 percent tax increase for 2025. Even with such an unprecedented tax increase, I fear it will come too late, as we have been relying on our line of credit to continue operations for over two years, which has been reduced by nearly half by our bank as of June 30th. This has left us with no further room to maneuver.

The human cost of this crisis has already begun to devastate our community. Despite our small workforce of three part-time and five full-time employees, we are the largest local employer and one of the only options for summer student employment in our community. The lack of operating funds has forced us to decline federal and provincial grants for summer students as we are unable to meet our cost-share portion nor ensure adequate supervision over the summer due to inevitable employee layoffs. As of mid-June, we were forced to lay off all part-time employees and one of our two full-time administrative staff. The first layoff of our remaining 3 fulltime public works employees has begun this week and will continue one by

Email: mtremblay@fauquierstrickland.com

Website: <https://fauquier-strickland.com/>



Corporation of the Township of Fauquier-Strickland

20-A Doyon Street
P.O. Box 40
Fauquier, ON P0L 1G0
Telephone: (705) 339-2521

one over the coming months. Our lack of funds will also necessitate the cutting of our volunteer fire service imposing strain on neighbouring communities to provide mutual aid response. Our remaining staff face Health and Safety concerns having to work in isolation and cover the workload of multiple employees while carrying the burden of our current situation and the frustration of local residents all too often directed at them. Without immediate intervention, we will be forced to eliminate all remaining municipal positions by August, leaving us unable to collect property taxes, pay invoices, or provide basic services and infrastructure maintenance.

The impact on our community will be devastating. Our residents rely on road maintenance, snow plowing, water and wastewater systems, waste management, and fire protection services. The discontinuation of these services will create serious public health and safety risks that will result in expensive emergency provincial intervention, far exceeding the cost of supporting us through this crisis now.

The irony of our situation is not lost on us. We recently received correspondence from your office sent to municipalities across northern Ontario titled "Invitation to discuss opportunities for economic reconciliation and Indigenous prosperity." This letter highlights the provincial government's "ambitious plan to build an economy that is more competitive, resilient and self-reliant" and speaks of partnerships with municipalities to ensure "every corner of Ontario, including Northern Ontario, can capitalize on this once-in-a-generation opportunity," referencing work with partners like the Building Ontario Fund and NOHFC to ensure funding is available.

Yet here we stand, a northern Ontario municipality on the brink of collapse that has been sounding the alarm and seeking guidance and support from your ministry for over four years. We are unable to receive support to maintain our community's essential services while the provincial government speaks of grand economic development plans. How can our community participate in this once-in-a-generation opportunity to build Ontario's economic future when we are unable to maintain our roads or honor our most basic financial commitments? This disconnect between the vision articulated in your ministry's correspondence and the imminent reality our community faces are both heartbreaking and deeply frustrating.

What makes this crisis particularly devastating is the timing. Our community, like much of the Highway 11 corridor, has struggled for decades to retain and attract youth and young families. However, over the last five years, this longstanding trend has finally begun to reverse. We have started to see our community once again become a desirable location for families and professionals from southwestern Ontario and new Canadians seeking affordable housing and employment opportunities in our resource sector. This represents the first real population growth and potential to stimulate our stagnant and generally declining tax base and economy that our region has experienced in decades.

We believe our community represents the "canary in the coal mine," being the first of many small communities along the Highway 11 corridor with fewer than 1,000 residents that will increasingly face the threat of collapse in the immediate future. The collapse of our municipality would not only undermine the

Email: mtremblay@fauquierstrickland.com

Website: <https://fauquier-strickland.com/>



Corporation of the Township of Fauquier-Strickland

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Fauquier, ON P0L 1G0
Telephone: (705) 339-2521

fragile progress that has been achieved in our region but would also send a devastating message throughout our region and beyond regarding the viability of northern Ontario communities. If our community is allowed to collapse, it sets a precedent that could trigger a domino effect of municipal and industry collapse across northern Ontario, completely undermining the economic development goals you have shared in your correspondence.

Minister, our community is not asking for handouts. Our council is committed to working collaboratively with any provincial appointee to implement all reasonable cost-saving measures, maintain transparent communication with residents, and develop a realistic long-term financial sustainability plan. We recognize that past financial management has contributed to this crisis, and we are prepared to ensure accountability and take action to prevent future occurrences.

What we desperately need is your leadership to exercise your authority under the Municipal Affairs Act to provide immediate financial oversight through the appointment of a municipal advisor or supervisor, emergency financial assistance to prevent service collapse while long-term solutions are developed, and regulatory flexibility to address the unique circumstances our community currently faces.

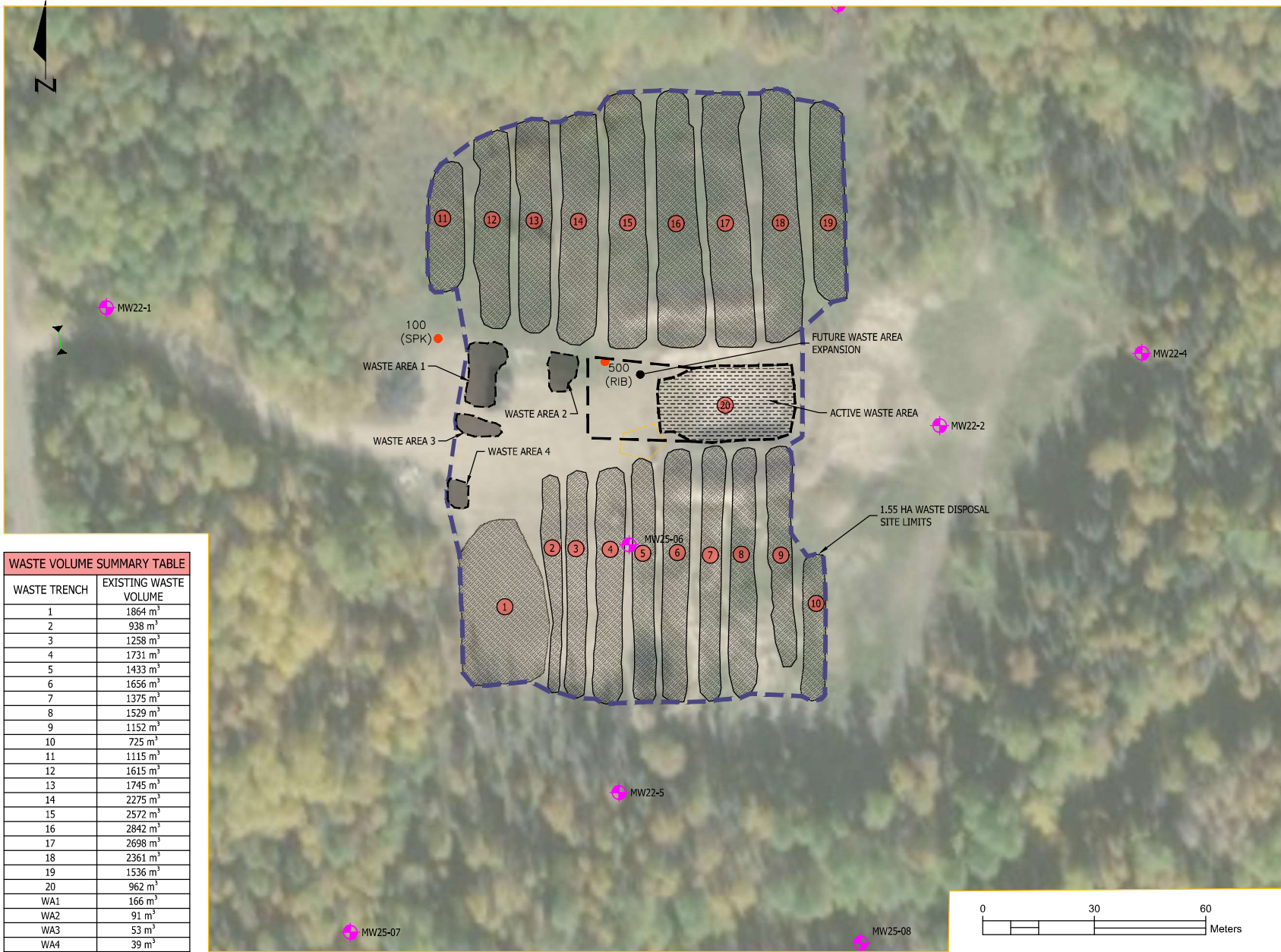
Council, at a Special Meeting held June 30th, 2025 **made the final decision to cease all municipal operations effective August 1, 2025**, rather than impose an impossible tax burden on our residents. I respectfully request an urgent meeting with you or your designate to discuss immediate next steps. Our CAO and I are ready to provide any additional clarification required.

Thank you for your consideration of this matter. We await your response with determination and optimism that we can find a solution to continue serving our community through these challenging times.

Respectfully yours,

Madeleine Tremblay Mayor Township of Fauquier-Strickland

Email: mtremblay@fauquierstrickland.com
Website: <https://fauquier-strickland.com/>



WASTE VOLUME SUMMARY TABLE

WASTE TRENCH	EXISTING WASTE VOLUME
1	1864 m ³
2	938 m ³
3	1258 m ³
4	1731 m ³
5	1433 m ³
6	1656 m ³
7	1375 m ³
8	1529 m ³
9	1152 m ³
10	725 m ³
11	1115 m ³
12	1615 m ³
13	1745 m ³
14	2275 m ³
15	2572 m ³
16	2842 m ³
17	2698 m ³
18	2361 m ³
19	1536 m ³
20	962 m ³
WA1	166 m ³
WA2	91 m ³
WA3	53 m ³
WA4	39 m ³
TOTAL	33733 m ³

- LEGEND**
- EXISTING TREELINE
 - BM # BENCHMARK LOCATION
 - WASTE TRENCH LOCATION ID
 - EXISTING ACCESS GATE
 - MW-#-# MONITORING WELL LOCATION
 - EXISTING TRENCH LOCATIONS
 - ACTIVE WASTE LOCATION

SUBMISSION FOR REVIEW	DRN. ED.	CHK. CL.	DES. RES.	DATE



NORTH ROCK ENGINEERING
 75 Second Street
 Thunder Bay, ON, P7B 3C9
 Tel: 807-430-8431
 www.nrock.ca

CLIENT
TOWNSHIP OF FAUQUIER-STRICKLAND

PROJECT
2025 ANNUAL WATER QUALITY ASSESSMENT

TITLE
WASTE AREAS AND TRENCH LOCATIONS

PROJECT NO. E25-016-04	DATE 03.07.2025
REV. NO. 01	DRAWING NO. 02



Agenda Item Report DMS-2025-043

Meeting Type:	Regular Council Meeting
Meeting Date:	AUGUST 5, 2025
Prepared by:	Shannon Pawlikowski, Director of Municipal Services
Subject:	LANDFILL COMPLIANCE AND EXPANSION UPDATE

UPDATES RECEIVED FROM NORTH ROCK ENGINEERING

Summary of Work Completed

- Installation of three new monitoring wells (one source & 2 downgradient)
- Survey of new & old wells and updated topography at the site to update waste volume calculations
- Completed hydraulic conductivity tests on all wells
- Spring groundwater & surface water sampling completed
- Township actively dumping into waste trench No. 20 and will be opening new trench to the west in summer of 2025.

Preliminary Results

- Updated waste volume at the site is presently 33,733 m³ (only 17 m³ from the total waste approved waste capacity).
- GW flow direction from the spring event supports past monitoring and is towards the south.
- Hydraulic gradient at the site remains quite flat at only 0.0003m/m

Plan moving forward

- Active waste trench has approximately 1,100 m³ of waste capacity before it is full.
- Township will open future waste trench approximately 3m deep to provide approximately 1,250 m³ of additional waste volume at the site after the active waste trench is full.
- Fall monitoring and sampling event will be completed in September/October 2025.
- North Rock will be working on the annual groundwater report to be submitted to MECP for annual compliance and ongoing review of proposed site expansion.



Agenda Item Report PW-2025-010

Meeting Type:	Regular Council Meeting
Meeting Date:	August 5, 2025
Prepared by:	Matthew Ratte, Public Works Lead Hand
Subject:	Public Works Operation Report

** Only two public works employees during this period, items in **RED** indicate days where only one public works employee working.

Cemetery

Week of July 7

- Grass cutting Fauquier cemetery

Week of July 15

- Grass cutting Fauquier cemetery

Week of July 21

- Grass cutting Fauquier cemetery
- Collected Columbarium door from Strickland for engraving
- Urn burial
- Columbarium opening

Facilities

Week of July 7

- Repairs to front door lock at municipal office
- Site inspection of water damage to entrance area of municipal office, accompanied AGI to inspect.
- Door repair at townhall
- Facilities setup for funeral with director.

Week of July 21

- Dismantled tents at Sportsplex/Library
- Grass cutting at playground

Week of July 28

- Grass cut at municipal offices.

Garages/Equipment

Week of July 7

- Cleaning of vehicles
- Cleaning of municipal garage
- Regular vehicle maintenance – greasing & fluid top up

Week of July 15

- Grader maintenance, service lawn tractor, cleaning of washroom and office (no janitor)



Agenda Item Report PW-2025-010

- Inspection and maintenance on float trailer prior to travel.
- Old plow taken to Hearst and dropped off with dealer for inspection for trade in for new plow.

Week of July 21

- Changed grader blades
- Cleaning of garage

Week of July 28

- Garage maintenance

Grading

Week of July 7

- Thomas, Felix, Blais, Ti-Homme

Week of July 21

- Grezla

Week of July 28

- Etienne, Watersnake Rd

Patching/Potholes

Week of July 7

- Hard top patching on backroads

Week of July 21

- Repaired ditch and exposed culvert on Habel ST with backhoe.

Patrolling

Week of July 7

- Checked back roads

Week of July 15

- Checked back roads

Week of July 21

- Checked back roads

Week of July 28

- Checked back roads

Signs

Week of July 21

- Collected emergency number sign for installation

Training/Administration

Week of July 21



Agenda Item Report PW-2025-010

- E360 to review available large waste bins with director to meet MECP requirements during layoff for waste collection

Waste/Landfill

Week of July 7

- Landfill open Wednesday & **Thursday**

Week of July 15

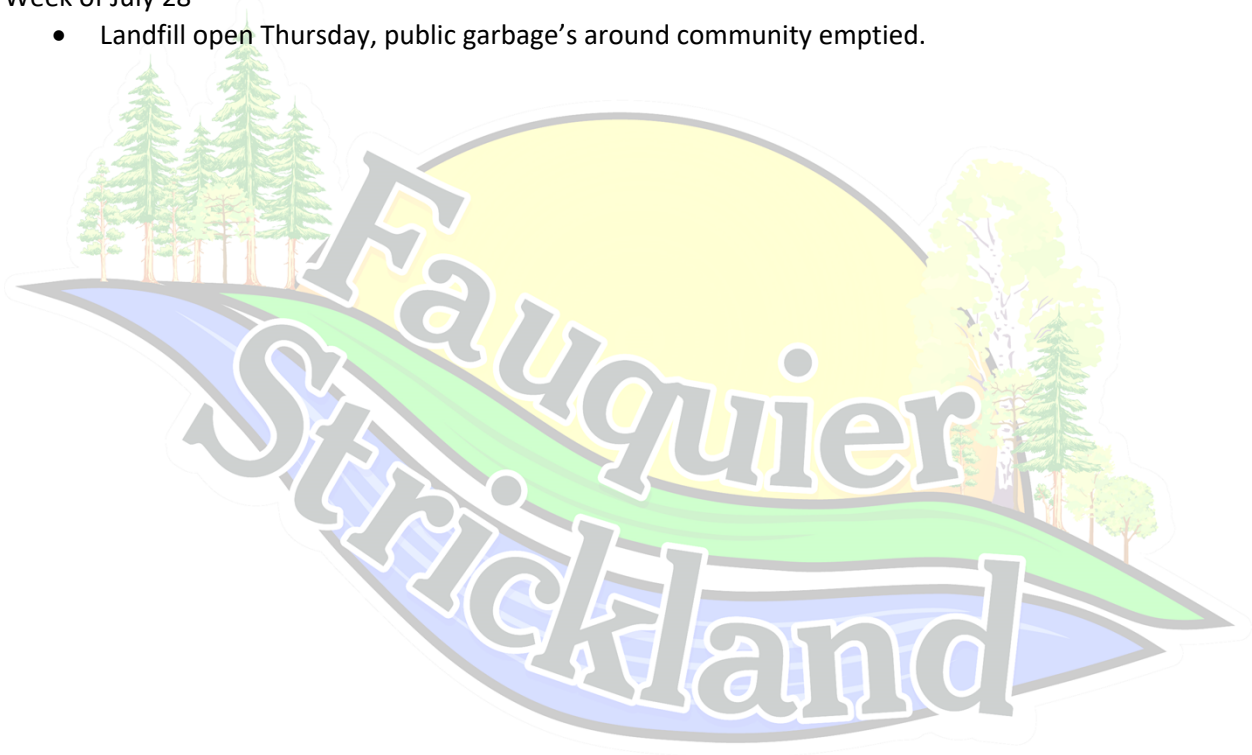
- Landfill open Wednesday & Thursday, public garbage's around community emptied.
 - Attended landfill.

Week of July 21

- **Landfill open Wednesday & Thursday, public garbage's around community emptied.**

Week of July 28

- Landfill open Thursday, public garbage's around community emptied.





Agenda Item Report DMS-2025-044

Meeting Type: Regular Council Meeting
Meeting Date: AUGUST 5, 2025
Prepared by: Shannon Pawlikowski, Director of Municipal Services

Subject: July Financials

INCOME

- Total income received for July \$259,616.47
 - Includes \$122,175 OMPF Q3
 - CCBF \$15,293

OUTGOING – EXPENSES & LIABILITIES PAID JULY

- - \$116,768.04 composed of;
 - \$17,789.03 payroll & benefits * no honorariums to council members paid since May \$3445 monthly, benefits for fulltime employees continue due to CBA and contract stipulations*
 - \$17,313.62 loan payments – FIXED MONTHLY principal and interest for 3 infrastructure Ontario loans * Med/Municipal Offices interest (varies based on current prime) only at present
 - \$10,981.00 Municipal Liability – FIXED MONTHLY Facilities and Equipment Insurance renewal in September, rate will change.
 - \$70,058.28 bill payments
 - Remainder overdraft fees

BANK

Opening balance beginning of July ~~-\$136,763.47~~

Closing balance end of July \$8,368.98

ACCOUNTS PAYABLE

Approximately \$840,918 at July 31, 2025, reconciliation not yet completed.

PENDING RECEIVABLES

\$345,845 Powerdam payment expected week of August 4, 2025

\$122, 175 OMPF October payment

No other receivables under property taxes set for final property tax billing for 2025

* Average monthly expenditures for basic operating EXCLUDING quarterly, annual, repairs, maintenance, capital, contracts averages \$126,000.



Agenda Item Report DMS-2025-041

Meeting Type:	Regular Council Meeting
Meeting Date:	August 5, 2025
Prepared by:	Shannon Pawlikowski, Director of Municipal Services
Subject:	ADMINISTRATIVE REPORT JULY

MEETINGS

- Forza Engineering – July 4th & 28th Tremblay bridge tender package progress, traffic studies completed, engineering planning and traffic plans under preparation, will require permits with MTO & ONR for the work.
- KPMG – July 14th Auditor meeting regarding financial situation and MMAH requirements
- MMAH – July 16th met with representatives to provide requested documentation and further background information to previous documentation and communications provided since January 2025 regarding financial situation
 - July 28th met with representatives to discuss Ministers letter dated July 25th to discuss presented terms and requirements
 - July 29th met with representatives to review and discuss the Transfer Payment agreement provided July 29th and ministry expectations.
- Meeting with MECP to review solutions and approval requirements for waste services pending municipal service shutdown
- Meeting with contractors to review available options for waste collection during municipal service shutdown.
- Meeting with municipal lawyer to discuss ESA requirements regarding layoffs
- Meeting with municipal lawyer to close sale of Felix Road
- Meeting with Ontario Fire Marshals office regarding volunteer service, OFM officials will be attending the municipality in coming weeks to perform an audit of our service to determine needs.
- PSD Citywide – To discuss Asset Management compliance requirements due July 1 2025, they will be submitting a request for compliance extension on our behalf.
- Bereavement Authority of Ontario – will be sending and inspector to the municipality to provide review and support in coming weeks.
- Meeting with insurers to provide regarding insurance renewal.
- Ministry of Northern Development to review annual financial reporting requirements.
- Bank – meeting to discuss unexpected reduction in line of credit and to determine continuation of remaining \$250,000 line of credit
- JL Richards – meetings (x2) to discuss various opening zoning applications

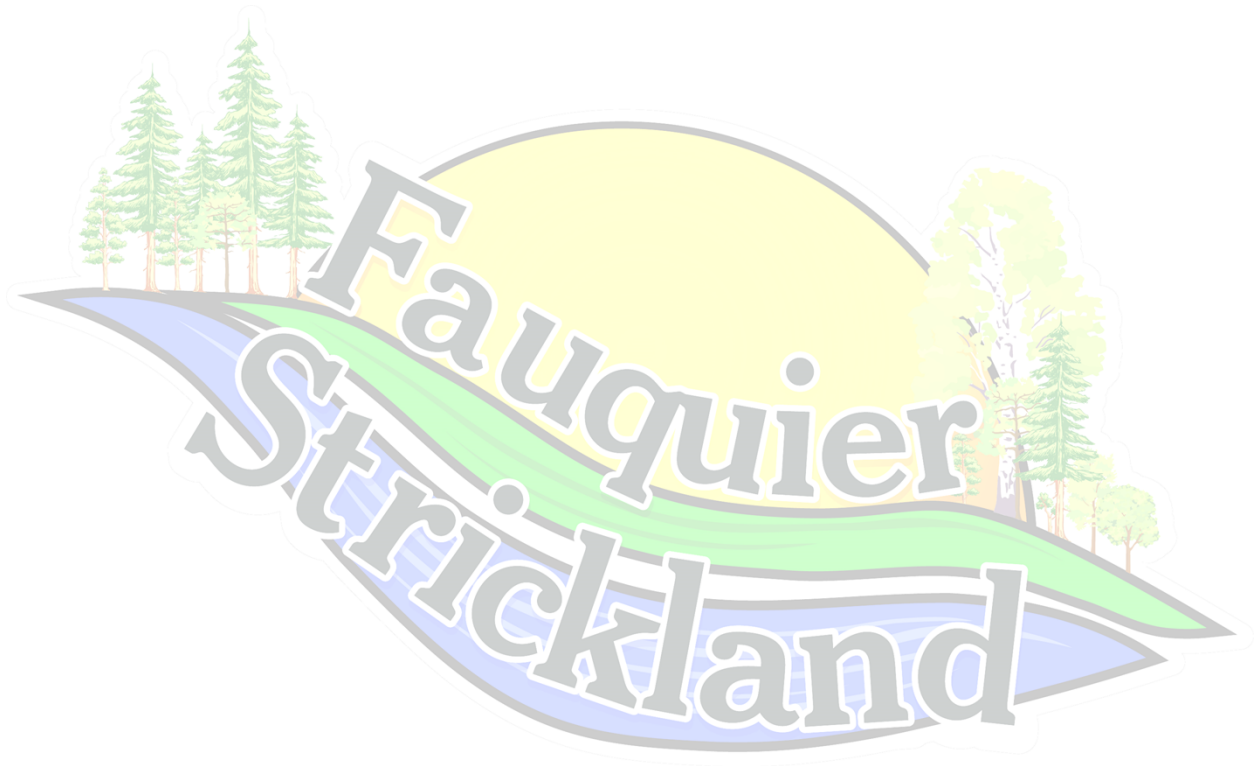
REPORTING

- Cash flow budget for August – September provided to Bank and MMAH per request
- Preauthorized debits set up for fixed amounts biweekly/monthly for all utility accounts to ensure continued service.



Agenda Item Report DMS-2025-041

- Collection/preparation of all documentation requested by MMAH





CORPORATION OF THE TOWNSHIP OF FAUQUIER-STRICKLAND

SUBJECT:	Discretionary Spending Freeze Policy
POLICY TYPE:	Financial
POLICY NUMBER:	FR-PENDING
DATE ADOPTED:	2025-PENDING
REVIEW DATE:	_____

PREAMBLE

The purpose of this Discretionary Spending Freeze Policy is to ensure the Township of Fauquier-Strickland prioritizes essential expenditures necessary to maintain the delivery of core municipal services, stabilize its financial position, and comply with the conditions set forth by the Ministry of Municipal Affairs and Housing in the letter dated July 25, 2025, from the Honourable Robert J. Flack, Minister of Municipal Affairs and Housing.

SCOPE

This policy applies to all departments, employees, and elected officials of the Township of Fauquier-Strickland, including all financial decisions related to operating and capital expenditures from August 31, 2025, until such time as the policy is rescinded or amended by resolution of the Township Council.

DEFINITIONS

Core Municipal Services: Services deemed essential to the health, safety, and well-being of residents, including but not limited to water and wastewater services, waste management, road maintenance, emergency services, and administrative functions required to meet statutory obligations under the *Municipal Act, 2001*.

Discretionary Expenditures: Expenditures that are not critical to the delivery of core municipal services or required to meet legal, contractual, or statutory obligations. Examples include non-essential travel, promotional activities, non-urgent equipment purchases, and discretionary staff training or events.

Essential Expenditures: Expenditures necessary to maintain core municipal services, meet contractual obligations, comply with statutory requirements, or address emergencies that impact public health, safety, or infrastructure integrity. This includes routine and preventive maintenance, repairs, and replacement of critical equipment and infrastructure necessary for the continued operation of core municipal services.

Emergency Expenditures: Expenditures necessary to address immediate threats to public health, safety, or infrastructure integrity as defined in the Township's Procurement Policy (By-law 2023-40).

POLICY STATEMENT

The Township of Fauquier-Strickland shall implement a discretionary spending freeze effective August 31, 2025, to ensure financial resources are allocated solely to essential expenditures required for the continued delivery of core municipal services. This policy is enacted to support the township's efforts to restore financial stability and comply with the conditions of the one-time interim assistance funding of up to \$300,000 provided by the Ministry of Municipal Affairs and Housing.

POLICY REQUIREMENTS

Spending Freeze on Discretionary Expenditures

All discretionary expenditures are prohibited unless explicitly authorized by a resolution of the Township Council. Examples of prohibited discretionary expenditures include, but are not limited to:

- ❖ Non-essential travel, conferences, or professional development not required for core service delivery
- ❖ Promotional or marketing activities not mandated by law
- ❖ Non-essential equipment, furniture, or technology purchases
- ❖ Community events, sponsorships, or discretionary grants
- ❖ Non-critical consulting services or studies
- ❖ Non-essential training and education activities beyond those required for statutory compliance

1. Approval Process for Essential Expenditures

1.1 CAO Review and Authorization

All proposed expenditures must be reviewed by the Township's Director of Municipal Services to confirm they are essential for core municipal services or required to meet legal, contractual, or statutory obligations. The Director of Municipal Services shall apply the procurement thresholds and procedures established in By-law 2023-40.

1.2 Council Limitations During Spending Freeze

1.2.1 Council shall not authorize contracts, motions, or resolutions that would result in discretionary expenditures unless specifically exempted under this policy.

1.2.2 Council shall not direct staff to undertake non-essential tasks, projects, or studies that could result in overtime costs or create undue burden on remaining staff capacity.

1.2.3 Any Council motion or resolution requiring staff time or resources must first be assessed to determine if it supports core municipal services or could be considered a discretionary expenditure or use of employee time.

1.2.4 Council acknowledges that staff resources are limited during this period and shall prioritize staff time toward essential municipal services only.

1.2.5 Council may only authorize exceptions to this spending freeze through specific resolution that explicitly identifies the expenditure as essential and provides justification for the exception.

1.3 Emergency Expenditures

1.3.1 Emergency expenditures necessary to address immediate threats to public health, safety, or infrastructure may be authorized by the CAO up to \$49,999, with a report to Council at the next meeting.

1.3.2 Emergency expenditures exceeding \$50,000 require Council approval as per By-law 2023-40.

1.3.3 All emergency expenditures must be reported to the Ministry of Municipal Affairs and Housing in the monthly statements in accordance with the Transfer Payment Agreement requirements.

1.4 Procurement Compliance

All expenditures under this policy must additionally comply with the Township's Procurement Policy (By-law 2023-40).

2. Reporting and Accountability

2.1 Ministry Reporting

2.1.1 Monthly statements detailing expenses paid by the township shall be submitted to the Ministry of Municipal Affairs and Housing from August to October 2025, as required by the transfer payment agreement.

2.1.2 Reports shall clearly identify expenditures funded through the interim assistance and their compliance with approved purposes.

2.2 Council Reporting

The CAO shall provide monthly reports to Council summarizing all expenditures approved under this policy.

3. Payment Priority Hierarchy

Given the Township's financial constraints and the Ministry's interim assistance, payments shall be prioritized in the following order:

3.1 Priority 1 - Critical Service Continuation: Expenditures required to meet the transfer payment agreement conditions.

- ❖ Payroll and employee benefits essential for core municipal services.
- ❖ Utilities and essential services required for municipal operations.
- ❖ Debt service payments and statutory obligations.

3.2 Priority 2 - Essential Operations: Maintenance and repair of critical equipment and infrastructure

- ❖ Health and safety requirements
- ❖ Emergency expenditures authorized under this policy
- ❖ Contractual obligations for core municipal services

3.3 Priority 3 - Other Approved Expenditures: Other expenditures approved by Council as essential under this policy

- ❖ Routine operational expenses that support but are not critical to core services

3.4 Priority 4 - Third-Party Payments and Other Council Authorized Items:

3.4.1

- ❖ Northeastern Public Health Unit payments
- ❖ North Centennial Manor payments
- ❖ Cochrane District Services Board payments
- ❖ Ministry of the Solicitor General for policing payments
- ❖ Municipal Property Assessment Corporation payments
- ❖ Other third-party payments to provincial entities as determined by the Province

- ❖ Tax relief to ratepayers (if authorized by Council resolution)
- ❖ Other expenditures specifically authorized by Council resolution as exceptions to the spending freeze

3.4.2 These Priority 4 payments shall only be made:

- ❖ Using Township revenue sources other than the Ministry's interim assistance transfer payment funds.
- ❖ After ensuring sufficient funds exist to meet Priority 1, 2, and 3 obligations.

4. IMPLEMENTATION

This policy shall be adopted by resolution of the Township Council no later than August 31, 2025. A copy of this policy shall be submitted to the Ministry of Municipal Affairs and Housing for review and comment prior to adoption, as required by the Minister's letter. All township staff and Council members shall be informed of this policy. This policy shall be integrated with existing procurement procedures under By-law 2023-40.

5. REVIEW

The policy shall remain in effect until the Township Council, in consultation with the Ministry of Municipal Affairs and Housing, determines that the township's financial position has stabilized sufficiently to warrant its amendment or rescission. Any amendments to this policy require Council resolution and Ministry notification.

6. INTEGRATION WITH EXISTING POLICIES

This policy shall operate in conjunction with and supplement the Township's existing Procurement Policy (By-law 2023-40). In cases of conflict between this policy and the Procurement Policy, the more restrictive provision shall apply during the period of financial oversight by the Ministry of Municipal Affairs and Housing.



Agenda Item Report DMS-2025-042

Meeting Type:	Regular Council Meeting
Meeting Date:	AUGUST 5, 2025
Prepared by:	Shannon Pawlikowski, Director of Municipal Services
Subject:	Legal Process for New Elections

BACKGROUND

Recent council meetings and a written request for an agenda item addition from a member of the public requesting a new election of council member(s). This report provides information regarding these comments and requests to provide clarification;

Legal and Procedural Framework

The *Municipal Act 2001*, governs the removal of council members and municipal elections in Ontario. Key provisions include:

1. *Removal of Council Members:*
 - *No Direct Removal Authority:* The *Municipal Act, 2001*, does not grant councils or residents the power to remove elected council members through a vote, except in specific circumstances (*Municipal Act*, Sections 258–259). These include:
 - *Disqualification:* A council member may be disqualified for convictions of corrupt practices, offenses under the *Municipal Elections Act, 1996*, or violations of the *Municipal Conflict of Interest Act* (e.g., undeclared financial conflicts), typically requiring a judicial ruling.
 - *Absence:* A council member's seat may be declared vacant if they miss three consecutive months of meetings without council authorization (*Municipal Act*, Section 259).
2. New Election:

Municipal elections in Ontario occur every four years, with the next scheduled for October 26, 2026 (*Municipal Elections Act, 1996*). A new election for council members can only be held if a seat becomes vacant (e.g., through resignation, disqualification, or death), triggering a by-election within 60 days (*Municipal Act*, Section 262; *Municipal Elections Act*, Section 65).

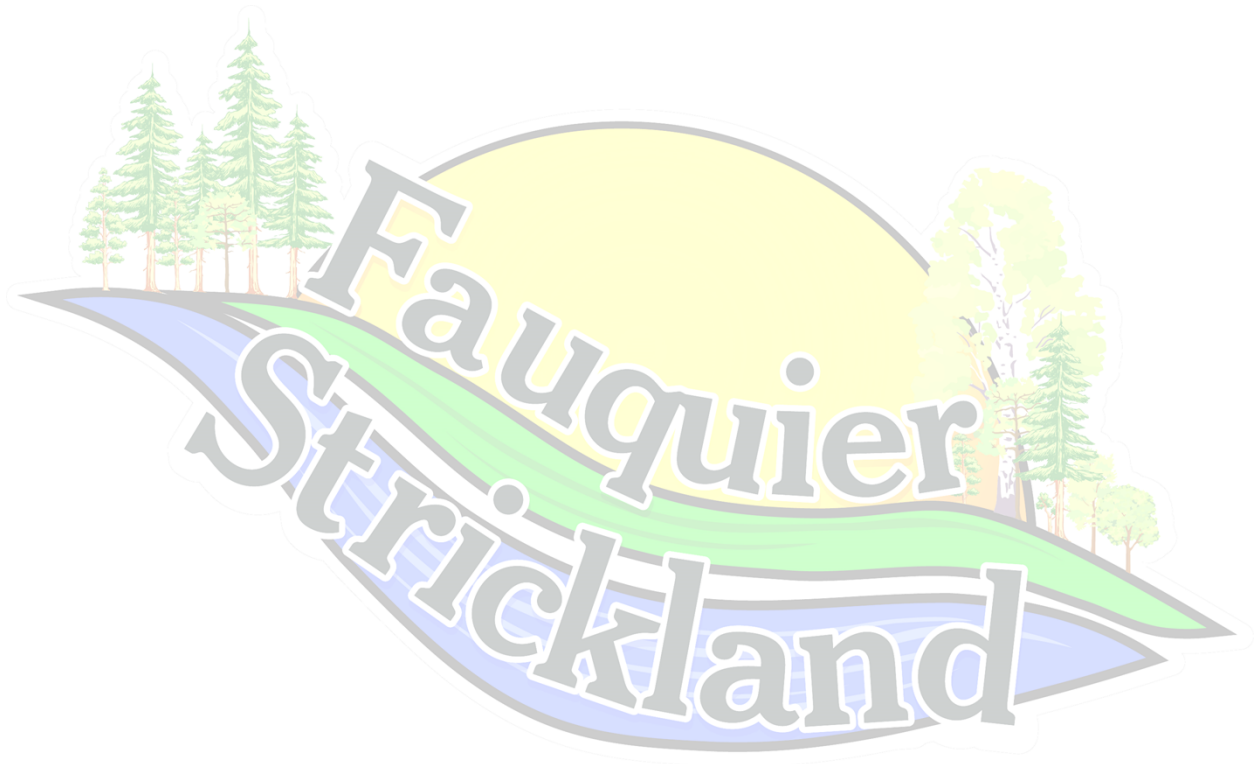
SUMMARY

- *Vote to Remove Council Members:* The public request for a council vote to remove individual members lacks legal grounding unless specific evidence of disqualification (e.g., conflict of interest or criminal conviction) is provided. No such evidence has been cited in the formal request or public comments.



Agenda Item Report DMS-2025-042

- *Call for a New Election:* Without vacancies in council seats, a new election is not feasible under current law. The regular election cycle (next in 2026) governs council terms, which run from November 2022 to November 2026.





MANAGEMENT REVIEW MEETING INTRODUCTION

The requirement to conduct a management review is dictated by Element #20 'Management Review' of the Ministry of the Environment's Drinking Water Quality Management Standard (DWQMS). This element requires that a management review be conducted at least once every 12 months to evaluate the effectiveness and adequacy of the Quality and Environmental Management System (QEMS).

Through this management review process, any deficiencies identified shall be detailed in action plans, which include the personnel responsible and proposed timelines for implementation.

The management review process looks at certain indicators that show how well QEMS has been implemented, and how effectively it is operating.

The review must consider the following items:

1. Changes that could affect the QMS,
2. The resources needed to maintain the QMS,
3. Results of emergency response testing,
4. The efficacy of the risk assessment process,
5. Internal and third-party audit results,
6. Operational plan currency, content and updates,
7. Incidents of regulatory non-compliance,
8. Incidents of adverse drinking-water tests,
9. Consumer feedback,
10. Raw water supply and drinking water quality trends,
11. Deviations from critical control point limits and response actions,
12. Operational performance,
13. The results of the infrastructure review,
14. The status of management action items identified between reviews
15. Follow-up on action items from previous management reviews,
16. Staff suggestions, and
17. Consideration of applicable Best Management Practices (BMPs).



MANAGEMENT REVIEW MEETING MINUTES

Date of Meeting: February 12, 2025

Participants:	Claude Rancourt	Senior Operations Manager Hearst
	Michael Case	Process and Compliance Technician
	Jeremy Galda	Safety, Process and Compliance Manager
	Dylan Gagnon	Water & Wastewater Operator
	Chad Petit	Water & Wastewater Operator

Regrets: None

REPORTING PERIOD

January 1, 202 to December 31, 2024

STANDING AGENDA ITEMS

1. CHANGES THAT COULD AFFECT QEMS DISCUSSION LEAD – ALL

There are no local instrumentation technicians to complete electric work or calibrations. There have been numerous attempts to rehire and train new employees, however, there is one operator on a leave, and only two dedicated operators remain.

2. RESOURCES NEEDED TO MAINTAIN QMS DISCUSSION LEAD – CLAUDE RANCOURT

Instrumentation support will be required for instrumentation, electrical work, and calibrations. Additional staff for the Smooth Rock Cluster will be required.

3. RESULTS OF EMERGENCY RESPONSE TESTING DISCUSSION LEAD – MICHAEL CASE

On May 8, the ‘Loss of Service’ contingency plan was tested by first reviewing the associated SOP’s and with a presentation about low pressure events, which is related to our most common loss of service. This was followed by analyzing two actual events that resulted in a loss of service in Mattice and Val Rita, and one event in Fauquier where the loss of service was circumvented. The procedure was deemed adequate; however, there was an opportunity to improve the SOPs for low distribution pressure events.

On December 18, the ‘Critical Shortage of Staff’ contingency plan was tested by first reviewing the plan and then with a slideshow that helped present the process for implementing the plan. Following the slideshow, staff participating in a tabletop exercise where we developed a reference for the workload that they manage in their cluster. The results of the exercise helped visualize the total working hours required every week, and we were able to determine when CP-03 would likely be required. The procedure was deemed adequate.

4. EFFECTIVENESS OF THE RISK ASSESSMENT PROCESS DISCUSSION LEAD – MICHAEL CASE

The risk assessment involves personnel assigned by the Senior Operations Manager, which included the QEMS representative and an Operator. The Risk Assessment Procedure and Outcomes were reviewed. A full risk assessment is complete once every 36-months.

Risk Assessment Procedure – was last reviewed on December 19 in preparation for the risk assessment review and the information remains valid.

Risk Assessment Outcomes – the risk assessment was conducted on December 20. The document was updated to the corporate template. Harmful algal blooms, cyber security, and low river elevation/drought were added to Table 2. Updated Table 3, and added an operation value to the critical control points for distribution residuals. Minor edits to some existing control measures and risk values.

5A. INTERNAL AUDIT RESULTS

DISCUSSION LEAD – MICHAEL CASE

The most recent internal QEMS audit was conducted on November 22. There were no non-conformances identified. The following opportunities for improvement were raised:

E7 – Risk Assessments	Document should be updated to Corporate template. 2024 risk assessment was scheduled; however, consideration should be given to perform the reviews/redo earlier in the year.
E8 - Risk Assessments Outcomes	Redesign tables in OP-8A and OP-8B to reduce revision requirements. Harmful algal blooms should be added as a potential hazardous event.
E9 – QEMS Organization Structure	Operations personnel listed in OP-9A should be updated to reflect day to day personnel
E21 – Continual Improvement	Action items summary should include documentation from staff suggestions and BMPs from the Management Reviews. Updating to the corporate template could help with documentation.

5B. THIRD PARTY (EXTERNAL) AUDIT RESULTS

DISCUSSION LEAD – MICHAEL CASE

A system surveillance (desktop) audit was conducted by SAI Global on September 18. There were no non-conformances identified. There was one opportunity for improvement:

External Audit (S2): E7	Consider assessing the risk associated with drought/loss of supply and cyber security in the risk assessment.
-------------------------	---

SAI Global conducted the re-accreditation audit on June 22, 2022. There are opportunities for improvement as discussed in the previous management review that still need to be considered.

6. OPERATIONAL PLAN CURRENCY

DISCUSSION LEAD – MICHAEL CASE

The plan was updated to DWQMS 2.0 and remains current. There are some updates required due to the new plant.



7. INCIDENTS OF REGULATORY NON-COMPLIANCE

DISCUSSION LEAD – MICHAEL CASE

The following incidents of non-compliances occurred during the reporting period:

Ongoing Issue – Noted during the MECP inspection on January 17 – The primary disinfection equipment was not equipped with alarms or shut-off mechanisms that satisfied the standards described in Section 1-6 (1) of Schedule 1 of O. Reg. 170/03. The UV alarm issue is ongoing. The issue has existed since the start of the new plant and is due to a programming issue where the UV alarm will create an alarm when the UVs goes into a shutdown mode (i.e. following a standby mode upon the filling of the clearwell). This causes the UV to alarm, which prevents the plants automatic start up, resulting in low clearwell alarms and preventing the resumption of normal production.

8. INCIDENTS OF ADVERSE DRINKING WATER TESTS

DISCUSSION LEAD – MICHAEL CASE

Incidents of adverse drinking water during the reporting period include:

OCTOBER 2: AWQI 166527 – CATEGORY 2 WM REPAIR / BWA / LOP - October 2, at approximately 08:30 there were 18 residences isolated for the replacement of a hydrant valve, resulting in a loss of pressure. The repair site was not fully excavated prior to the loss of pressure, which resulted in a Category 2 Repair. A boil water advisory was issued for the affected area. Repairs were completed successfully and the area was flushed. This was followed with two sets of samples collected 24-48 hours apart. The results came back clean and the BWA was lifted on October 5, 2024.

Please refer to the original Ministry notifications for full details

9. CONSUMER FEEDBACK

DISCUSSION LEAD – MICHAEL CASE

There were no community complaints during the reporting period.

10. RAW WATER SUPPLY AND DRINKING WATER QUALITY TRENDS

DISCUSSION LEAD – MICHAEL CASE

- The raw water source for the Fauquier water treatment plant is the Groundhog River. The quality of the water fluctuates seasonally, which is typical of surface water.
- The annual average values for operational tests (pH, alkalinity, colour, turbidity, temperature, etc.) have not changed significantly over the past 5 years.
- Chemical dosages are adjusted to improve the treatment process and ensure good quality drinking water is provided to the community.
- The trends of drinking water testing required by O. Reg. 170/03 indicate that the water quality is good. Because of seasonal fluctuations of organic matter in the river, typically there is an associated increase in THM and HAA concentrations during the warmer months. There have not been any THM or HAA AWQIs during the reporting period.
- The results for THM and HAAs have continued to rise over 2024. Process optimization has been ongoing and the operators have gained considerable experience during this year.



11. DEVIATIONS FROM CRITICAL CONTROL LIMITS AND RESPONSE ACTIONS

DISCUSSION LEAD – MICHAEL CASE

Critical Control Limits (CCLs) for the Fauquier Drinking Water System include:

1. Filtration Process: Turbidity off the filters – 1.0 NTU (high)
2. Primary Disinfection: Treated free chlorine residual - 0.6 mg/L (low alarm) and 4.0 mg/L (high alarm)
3. Secondary Disinfection: Distribution combined chlorine residual – 0.25 mg/L (low) and 3.0 mg/L (high)

CCL Deviations:

Filtration Process: There were no true deviations. The plant’s rinse to waste mode mitigates any issues by immediately stopping flow to the clearwell at 0.3 NTU.

Primary Disinfection: Ten alarms occurred, with four true deviations. Three alarms occurred when the operators corrected process or dosing issues, and the residual rose above the alarm setpoint (not true deviations). Three alarms occurred when the free analyzer lost power during a power failure and generator transfer. Four true deviations occurred during the weekly highlift switch in the summer, causing a momentary dip in the residuals. CT was calculated and met during each occurrence.

Secondary Disinfection: There were no deviations.

12. OPERATIONAL PERFORMANCE

DISCUSSION LEAD – CLAUDE RANCOURT

- The plant is running well
- Optimization of the new plant has significantly improved over the year
- Filter effluent valve issues with actuators have been identified and repaired
- UV system is being used as a process indicator, however, it is considered primary disinfection and we will need to implement the alarm depending on our relief application
- Backwash issue has been temporarily resolved with lowering the operating level of the filters and increasing the drain percentage setpoint to be nearly identical
- New Outpost panel was installed to amalgamate the two older ones. After a couple months of troubleshooting some of the digital inputs, the panel seems to be working good
- Highway 11 corridor requires weekly flushing to maintain a good residual

13. RESULTS OF INFRASTRUCTURE REVIEW

DISCUSSION LEAD – CLAUDE RANCOURT

The following items were completed in 2024:

- | | |
|-------------------------------------|--|
| ○ UV Parts and Maintenance | ○ Confined Space Equipment Certification |
| ○ Chemical Pumps and Analyzer Parts | ○ Generator Air Emission Study |
| ○ Generator Maintenance | ○ Pre-Clearwell Sample Pump |
| ○ DWQMS Third Party Audit | ○ Pressure Gauges |
| ○ Distribution repairs | ○ Hydrant Winterizing Antifreeze |

- Exhaust Fan Replacement
- Valve Turning Trailer
- A01 Upset Limit
- Fire Extinguishers Inspections
- MOL Remedial Actions
- Watson Marlow Coagulant Pump Install

14. STATUS OF MANAGEMENT ACTION ITEMS IDENTIFIED BETWEEN REVIEWS

DISCUSSION LEAD – ALL

- See attached 'Summary of Action Items' for 2024

15. FOLLOW UP ON ACTION ITEMS FROM PREVIOUS MANAGEMENT REVIEWS

DISCUSSION LEAD – ALL

- See attached 'Summary of Action Items' for 2024

16. STAFF SUGGESTIONS

DISCUSSION LEAD – ALL

Staff suggestions have been incorporated into the capital expenditures list where applicable.

- Process pH probe installed into HMI and alarm system
- Highway 11 Bleeder upgrade or replacement
- UPS for free chlorine and the Outpost panel
- Office heater repair
- Laboratory area, including sink, counter, filing system needs to be refurbished/replaced
- Chart recorders reconnected to compliance trends
- Highlift control and setpoints added to HMI
- Remote access for the plants HMI system
- New office chairs

17. BEST MANAGEMENT PRACTICES

DISCUSSION LEAD – ALL

- QEEMS representatives will attempt to audit a different area than their associated clusters
- Community complaints should be addressed without entering the residence for liability reasons and safety, or two operators will be required if entering is necessary

SUMMARY OF RESULTING ACTION ITEMS

None at this time

ADJOURNMENT - NEXT MANAGEMENT REVIEW MEETING PLANNED FOR JANUARY 2026

Corrective Action

Mj - Major Non-conformance

Mn - Minor Non-conformance

Preventative Action

OFI - Opportunity for Improvement

AI - Action Item

C/Obs - Comments or Observations

BMP - Best Management Practices

Resolution Target Date	Resolution Date	Type	Description	Description of Findings	Action	Responsibility/ Assignee	Verification/ Effectiveness of Action (include date and details)
31-Jan-21	1-Aug-22	AI	Staff Suggestion	Remote access to new plant	Request when plant is in the process of being built Connection is available, staff to be trained on software requirement - The new plant was being brought online in the summer of 2022 . There are remote capabilities available with the new plant. Operators currently do not have access to remote modifications, however, they do have access to remote monitoring. Most operators are currently OITs and are not allowed to make changes without supervision. Due to the operators being new, remote access is currently not required. This suggestion was originally made by operators who are no longer present. Remote access will be reconsidered in the future if it is requested.	Michael/Claude	1-Aug-24
30-Jun-24	10-Sep-24	OFI	External Audit: E21 Continual Improvement	Consider whether the form used to summarize the status of action items is consistent with the direction provided in OP-21 (i.e. Summary of Findings spreadsheet)	Updated the reference to the correct name of the continual improvement document. Reviewed and implemented.	Michael	10-Sep-24
1-Jun-24	27-Aug-24	AI	Director's Direction: Minimum Requirements for Operational Plans (May 2021)	Updates required to: - OP-5 and/or OP-5A - Schedule C	Schedule C updated on December 29, 2023. Updates to OP-5 and 5A completed on August 27, 2024	Michael	27-Aug-24

Resolution Target Date	Resolution Date	Type	Description	Description of Findings	Action	Responsibility/ Assignee	Verification/ Effectiveness of Action (include date and details)
1-Aug-23	29-Dec-23	AI	Director's Direction: Minimum Requirements for Operational Plans (May 2021)	Updates required to Schedule C with PCT change	Updated on 12/29/23	Michael	29-Dec-23
1-Jun-24	27-Aug-24	OFI	Internal Audit: E5 Document and Records Control	References to public drive should be updated to new drive path	Updated OP-5A to the new corporate standard and updated all links to the NEO DWQMS.	Michael	27-Aug-24
1-Jun-24	5-Sep-24	OFI	Internal Audit: E6 System Description	Ensure description is current after new plant is commissioned	Updated OP-6 to the new corporate standard, also updated the system description and process flow diagram to accommodate the new plant.	Michael	5-Sep-24
1-Jun-24	24-May-24	OFI	Internal Audit: E13 Essential Supplies and Services	add water hauler to ESS list	Updated ESS on 05/24/24 to include a water hauler.	Michael	24-May-24
1-Jan-25	3-Jan-24	OFI	Internal Audit: E21 Continual Improvement	Action items summary is not always updated in a timely manner and should be addressed going forward	<p>Wednesdays are marked on the calendar to dedicate time for QEMS document updates and action items. Unfortunately, other priorities often interrupt the scheduled time. More effort is being made into addressing the action items, however, as a new QEMS representative, there is room for improvement.</p> <p>--</p> <p>Numerous action items have been addressed, and the list has been reduced. There is still room for improvement, however, due to the work load the amount of progress has been appropriate.</p>	Michael	9-Jan-25

Resolution Target Date	Resolution Date	Type	Description	Description of Findings	Action	Responsibility/ Assignee	Verification/ Effectiveness of Action (include date and details)
1-Dec-24	4-Nov-24	OFI	External Audit: E3	Consider re-endorsement on an annual basis especially if there is a change in ownership	The QEMS policy has been recently updated. The endorsement document is being prepared, however, there has been issues in the municipality and they just recently obtained an acting CAO. Communications have been sent out in order to get the contact information for the owner representatives. -- Endorsements were sent out on September 16, however, due to further changes on the owner side, new endorsements were sent out on November 4. Signatures were collected and the document was uploaded on January 8, 2025	Michael	9-Jan-25
31-Oct-24	22-Nov-24	OFI	External Audit: E5	The Valve Turning and Hydrant Flushing record are presently at the Smooth Rock Falls Site	Records are now being uploaded to the share drive location. Will verify where the hard copies are stored during the next internal audit in October. -- All available records have been brought on-site to Fauquier.	Michael	22-Nov-24
30-Jun-24	15-Aug-24	OFI	External Audit: E9	The org chart (09A) needs updating. The Senior Operator/Mechanic and the Mechanic positions are not filled as per the chart	Updated OP-9A to reflect the current operational staff titles	Michael	15-Aug-24
1-Jun-24	16-Aug-24	OFI	External Audit: E16	The statement for frequency in 3.6 of OP-16 could be re-worded	Updated section 3.6 to reflect the actual work and accommodate for short weeks.	Michael	16-Aug-24

Resolution Target Date	Resolution Date	Type	Description	Description of Findings	Action	Responsibility/ Assignee	Verification/ Effectiveness of Action (include date and details)
1-Jan-25	3-Jan-24	OFI	External Audit (S1): E21	Several resolved action items note "will review as time permits" in the "action" field of the Summary of Action Items Table. Consider noting the corrective or preventive action taken in this field.	Wednesdays are marked on the calendar to dedicate time for QEMS document updates and action items. Unfortunately, other priorities often interrupt the scheduled time. More effort is being made into addressing the action items, however, as a new QEMS representative, there is room for improvement. -- Numerous action items have been addressed, and the list has been reduced. There is still room for improvement, however, due to the work load the amount of progress has been appropriate.	Michael	9-Jan-25
1-Jul-24	27-Aug-24	OFI	Internal Audit E5 Document and Records Control	References to public share drive locations, logbooks, and roundsheets require and update	Updated OP-5A to the new corporate standard and updated all links to the NEO DWQMS.	Michael	27-Aug-24
1-Jul-24	5-Sep-24	OFI	Internal Audit E6 Drinking Water System	New plant has been commissioned, process remains almost identical to previous plant, however, updates are required.	Updated OP-6 to the new corporate standard, also updated the system description and process flow diagram to accommodate the new plant.	Michael	5-Sep-24
1-Oct-24	31-Dec-24	OFI	Internal Audit E7 Risk Assessments	Section 3.5 update from Master template, 2023 review to be scheduled	Will be updated prior to the next Risk Assessment Redo's. They are scheduled for October. -- Risk assessments were completed in December 2024. The document was updated to the master template.	Michael	9-Jan-25

Resolution Target Date	Resolution Date	Type	Description	Description of Findings	Action	Responsibility/ Assignee	Verification/ Effectiveness of Action (include date and details)
1-Nov-24	31-Dec-24	OFI	Internal Audit E8 Risk Assessment Outcomes	Redesign tables in OP-8A and OP-8B to reduce revision requirements. Create Table 4 in OP-8A to track previous 5 years, and move complete history to OP-8B.	After review of the corporate template, there should be a way to incorporate all the required data into OP-8A. Will be looking into updating the tables and documents following the next Risk Assessment Redo's. They are scheduled for October. -- Risk assessments were completed in December. OP-8B was removed and Table 4 was put back into OP-8A. Having two documents was doubling the document revisions and updates.	Michael	9-Jan-25
1-Jul-24	21-Mar-24	OFI	Internal Audit E12 Communications	Facility tours should be documented in the facility logbook and visitor logbook.	Logbook training updated and provided March 2024 to include these requirements. This will be verified during the next internal audit, scheduled for October. -- The visitor logbook is mostly unused, however, the annual logbook training will remind operators of the requirement to properly document visitors, such as tours or contractors properly in the facility logbook.	Michael	9-Jan-25
1-Jul-24	24-May-24	OFI	Internal Audit E13 Essential Supplies and Services	ESS list has been updated into a draft and needs to be finalized.	Revised ESS list to a Group list. Completely redone and updated list with new services and verified/updated the contact information.	Michael	24-May-24

Resolution Target Date	Resolution Date	Type	Description	Description of Findings	Action	Responsibility/ Assignee	Verification/ Effectiveness of Action (include date and details)
1-Jul-24	3-Jan-24	OFI	Internal Audit E15 Infrastructure Maintenance, Rehabilitation and Renewal	The work order management system (Maximo) maintenance is ongoing. A new Maximo champion was selected for the maintenance and is currently learning the role. Additional training for staff may be required to help ensure it remains current.	A checklist roundsheet was created to assist operators with completing the work orders. Operations has been using this sheet for 6 months and there has been a significant improvement in the work order closure rate. The SOM also reviewed most PMs to ensure that responsibility was assigned properly to a crew, lead, and supervisor.	Michael	4-Jun-24
1-Jul-24	16-Aug-24	OFI	Internal Audit E16 Sampling, Testing and Monitoring	Section 3.6 and the list of continuous monitoring equipment requires updates.	Updated section 3.4 to reflect the complete list of continuous monitoring equipment. Updated section 3.6 to reflect the actual work and accommodate for short weeks.	Michael	16-Aug-24
1-Jan-25	3-Jan-24	OFI	Internal Audit E21 Continual Improvement	Action items summary is not always updated in a timely manner and should be addressed going forward. Action items are currently being addressed.	Wednesdays are marked on the calendar to dedicate time for QEMS document updates and action items. Unfortunately, other priorities often interrupt the scheduled time. More effort is being made into addressing the action items, however, as a new QEMS representative, there is room for improvement. -- Numerous action items have been addressed, and the list has been reduced. There is still room for improvement, however, due to the work load the amount of progress has been appropriate.	Michael	9-Jan-25
31-Jul-24	14-Aug-24	AI	E1 - QEMS	Corporate template updated.	DWQMS definition revised to align with the standard. Added a definition for Ministry to alleviate the need for future revisions if/when the Ministry experiences name changes. Reviewed and implemented.	Michael	14-Aug-24

Resolution Target Date	Resolution Date	Type	Description	Description of Findings	Action	Responsibility/ Assignee	Verification/ Effectiveness of Action (include date and details)
31-Jul-24	14-Aug-24	AI	E2 - QEMS Policy	Corporate template updated. QEMS Policy Updated.	1st bullet of QEMS Policy (2016 version) was revised to align with OCWA's updated Mission statement. Added information to clarify how to access the QEMS Policy and the Policy revision history document. Reviewed and implemented.	Michael	14-Aug-24
1-Nov-24	4-Nov-24	AI	E3 - Endorsement	QEMS policy needs to be re-endorsed.	3A Signed endorsement document and the operation plan is being prepared for re-endorsement from the owner. -- Endorsements were sent out on September 16, however, due to further changes on the owner side, new endorsements were sent out on November 4. Signatures were collected and the document was uploaded on January 8, 2025	Michael	9-Jan-25
31-Jul-24	15-Aug-24	AI	E9 - Organizational Structures, Roles, Responsibilities and Authorities	Corporate template updated.	Many revisions to reflect the changes resulting from the Enhanced Operator Career Path. Roles/Positions updated to clarify roles that are performed by multiple positions. Note added that OITs cannot act as OIC and/or ORO and perform duties under the direction of OIC/ORO. Simplified wording for OIC and ORO for each role as applicable. Reviewed and implemented.	Michael	15-Aug-24

Resolution Target Date	Resolution Date	Type	Description	Description of Findings	Action	Responsibility/ Assignee	Verification/ Effectiveness of Action (include date and details)
31-Jul-24	15-Aug-24	AI	E10 - Competencies	Corporate template updated.	Similar to OP-09 with revisions to reflect the changes resulting from the Enhanced Operator Career Path and Roles/Positions updated to clarify roles that are performed by multiple positions. Wording simplified for certification competencies when various roles/positions are required to fulfil certified operator duties. Updated title and content of Mandatory Training Requirements and reference to find on SharePoint. Reviewed and implemented.	Michael	15-Aug-24
31-Jul-24	15-Aug-24	AI	E12 - Communications	Corporate template updated.	Updated title of Corporate Emergency Response plan, added guidance regarding complaints as related documents. Reviewed and implemented.	Michael	15-Aug-24
31-Jul-24	15-Aug-24	AI	E18 - Emergency Management	Corporate template updated.	Updated title of Corporate Emergency Response Plan (CERP). Reviewed and implemented.	Michael	15-Aug-24
31-Jul-24	15-Aug-24	AI	E19 - Internal Audits	Corporate template updated.	Updated to describe and document how objectivity is maintained when an internal auditor is not fully independent of the activity being audited. Reviewed and implemented.	Michael	15-Aug-24
1-Dec-24	19-Dec-24	OFI	External Audit (S2): E7	Consider assessing the risk associated with drought/loss of supply and cyber security in the risk assessment.	Risk assessments were completed in December. Drought/loss of supply and cyber security were assessed as a potential hazardous event.	Michael	9-Jan-25
1-Jun-24	31-Dec-24	OFI	E7 - Internal Audits	Document should be updated to Corporate template. 2024 risk assessment is scheduled, however, consideration should be given to perform the reviews/redo's earlier in the year.	The document was updated to the corporate template. The risk assessment review will be scheduled for May 2025.	Michael	31-Dec-24
31-Dec-24	31-Dec-24	OFI	E8 - Internal Audits	Redesign tables in OP-8A and OP-8B to reduce revision requirements. Harmful algal blooms should be added as a potential hazardous event.	Harmful algal blooms was added to the list of hazardous events. OP-8B was removed and Table 4 was put back into OP-8A. Having two documents was doubling the document revisions and updates.	Michael	31-Dec-24

Resolution Target Date	Resolution Date	Type	Description	Description of Findings	Action	Responsibility/ Assignee	Verification/ Effectiveness of Action (include date and details)
1-May-25		OFI	E9 - Internal Audits	Operations personnel listed in OP-9A should be updated to reflect day to day personnel	Internal Audits will be scheduled for April 2025, the document should be updated prior to the audit.	Michael	
1-Mar-25		OFI	E21 - Internal Audits	Action items summary should include documentation from staff suggestions and BMPs from the Management Reviews. Updating to the corporate template could help with documentation.	Management Reviews are scheduled for February 2025. Following this years MR, the action item list will be updated to include staff suggestions and BMPs. At this time the corporate template will be reviewed to see if implementation will be helpful.	Michael	

The Fauquier-Strickland

OPERATIONAL PLAN

for the *Fauquier Drinking Water System*



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.



OPERATIONAL PLAN
Fauquier Drinking Water System


QEMS Doc: OP-ToC
Issue Date: 2025-07-31
Pages: 1 of 1

TABLE OF CONTENTS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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

Schedule "C" Ministry's Director's Directions *Minimum Requirements for Operational Plans*

 <p>Ontario Clean Water Agency</p>	<p>OPERATIONAL PLAN Fauquier Drinking Water System</p>	<p>QEMS Proc.: OP-01 Rev Date: 2024-08-14 Rev No: 1 Pages: 1 of 2</p>
<p>QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)</p>		
Reviewed by: Process and Compliance Technician	Approved by: Senior Operations Manager	

1. Purpose

To document OCWA's Quality & Environmental Management System (QEMS). This Operational Plan defines and documents the QEMS for the Fauquier Drinking Water 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 Ontario's Drinking Water Quality Management Standard (DWQMS).

2. Definitions

Drinking Water Quality Management Standard (DWQMS) – has the same meaning as Quality Management Standard for Drinking Water Systems approved under section 21 of the Safe Drinking Water Act (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.

Ministry - means the Ontario government ministry responsible for the administration of the SDWA.

3. Procedure

3.1 The Fauquier Drinking Water System is owned by the Township of Fauquier-Strickland. OCWA is the contracted Operating Authority for the Fauquier Drinking Water System, which includes the Fauquier water treatment plant and the Fauquier 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 Ontario's DWQMS. The 21 QEMS Procedures within this Operational Plan align with the 21 elements of the DWQMS.

4. Related Documents

Ontario's Drinking Water Quality Management Standard, as amended from time to time
All QEMS Procedures and Documents referenced in this Operational Plan



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-01
Rev Date: 2024-08-14
Rev No: 1
Pages: 2 of 2

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

5. Revision History

Date	Revision #	Reason for Revision
2018-12-18	0	Procedure issued – Information within OP-01 was originally set out in the main body of the Fauquier Drinking Water System Operational Plan (revision 5, dated June 30, 2016). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Addition of new wording (s. 3.3) to clarify that the Operational Plan now aligns with the 21 elements of the DWQMS.
2024-08-14	1	Procedure updated definition of DWQMS, added definition of Ministry as the Ontario government ministry responsible for drinking water and environmental legislation to alleviate need for future revisions if/when the Ministry experiences name changes, added “as amended from time to time directly following reference to Ontario’s DWQMS to point to the most current version of the document, removed watermark.



Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-02
Rev Date: 2024-08-14
Rev No: 1
Pages: 1 of 2

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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 water and wastewater services that protect public health, the environment, and the sustainability of communities.
- 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 4, 2024

(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, through OCWA's intranet. The Owner and members of the public can access the policy through OCWA's public website (www.ocwa.com). 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.



Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-02
Rev Date: 2024-08-14
Rev No: 1
Pages: 2 of 2

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

- 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 accessible to all staff on OCWA's intranet and is available upon request for external stakeholders.

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
2018-12-18	0	Procedure issued – Section 3.4, 3.5 and 3.6 were added to the information originally set out in the main body of the Fauquier Drinking Water System Operational Plan (revision 5, dated June 30, 2016). 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.
2024-08-14	1	The first bullet of the QEMS Policy (approved in 2016) was revised to align with OCWA's updated Mission statement. s. 3.3 and 3.6 were modified to add information/clarify how to access the QEMS Policy and the Policy revision history document.



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-03
Rev Date: 2018 12 18
Rev No: 0
Pages: 1 of 2

COMMITMENT AND ENDORSEMENT

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

1. Purpose

To document the endorsement of the Operational Plan for the Fauquier Drinking Water System by OCWA Top Management and the Township of Fauquier-Strickland (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 the Regional Hub 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 major 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



Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-03
Rev Date: 2018 12 18
Rev No: 0
Pages: 2 of 2

COMMITMENT AND ENDORSEMENT

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

5. Revision History

Date	Revision #	Reason for Revision
2018 12 18	0	Procedure issued – Information within OP-03 was originally set out in Appendix A of the Fauquier Drinking Water System Operational Plan (revision 5, dated June 30, 2016). 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). Appendix OP-03A includes the Owner and Top Management sign-off section.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc: OP-03A
Rev Date: 2024-11-04
Rev No: 1
Pages: 1 of 1

SIGNED COMMITMENT AND ENDORSEMENT

This Operational Plan sets out the framework for OCWA's 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 Township of Fauquier-Strickland (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 Fauquier Drinking Water 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



Claude Rancourt
Senior Operations Manager,
Hearst Cluster

Dec 13/24

Date



Shannon Pawlikowski
Director of Municipal Services / Clerk

04/11/2024

Date



Eric Nielson
Regional Hub Manager,
Northeastern Ontario Regional Hub

Dec 12/24

Date



Madeline Tremblay
Mayor

Nov. 5, 2024

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

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-04
Rev Date: 2018 12 18
Rev No: 0
Pages: 1 of 2

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) REPRESENTATIVE

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

1. Purpose

To identify and describe the specific roles and responsibilities of the QEMS Representative(s) for the Fauquier Drinking Water System

2. Definitions

None

3. Procedure

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

3.2 The QEMS Representative is responsible for:

- Administering the QEMS for the Fauquier Drinking Water 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 12 18	0	Procedure issued – Information within OP-04 was originally set out in Appendix B of the Fauquier Drinking Water System Operational Plan (revision 5, dated June 30, 2016). 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



Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-04
Rev Date: 2018 12 18
Rev No: 0
Pages: 2 of 2

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) REPRESENTATIVE

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

Date	Revision #	Reason for Revision
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are aware of applicable legislative and regulatory requirements (s. 3.2).



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-05
Rev Date: 2024-08-27
Rev No: 7
Pages: 1 of 6

DOCUMENT AND RECORDS CONTROL

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

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 Fauquier Drinking Water 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 revision 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 an authorized approval and a header on every page that includes a title, alpha-numeric procedure code, revision date, revision number and page numbers. A revision history is also included at the end of each procedure.

The authorized personnel responsible for the review and approval of this Operational Plan are:

Review QEMS Representative, Operations Supervisor or ORO
Approval SPC Manager or Operations Management



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-05
Rev Date: 2024-08-27
Rev No: 7
Pages: 2 of 6

DOCUMENT AND RECORDS CONTROL

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

The QEMS Representative ensures that updated documents are provided to the above authorized personnel for review or approval prior to issuance.

Authorized personnel authenticate their review/approval of this Operational Plan via email.

- 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 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, multi-factor authentication and policies outlining specific conditions of use.

Access to facility QEMS records contained within internal electronic databases and applications (e.g., Wonderware, 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.

Plant SCADA records are maintained as per Appendix OP-05A and are accessible to all staff when required. SCADA records are stored on a backed-up hard drive. Operators can retrieve data from the SCADA computer which is password protected. Data can also be retrieved from Wonderware. The SCADA system is located in secured, locked buildings with limited authorized access. The building is equipped with alarm system.

- 3.6 Any employee of the drinking water system may make a verbal or written request for a revision be made to improve an existing internal QEMS document or the preparation of a new document. These requests are to be made to the QEMS Representative and should indicate the reason for the 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



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-05
Rev Date: 2024-08-27
Rev No: 7
Pages: 3 of 6

DOCUMENT AND RECORDS CONTROL

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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 and the electronic copy of the document (as applicable) are promptly removed from the applicable designated document control locations specified in OP-05A. The QEMS Representative ensures that the hardcopy and electronic copy are disposed of or retained (as appropriate).

3.8 The authorized method for disposal of hardcopy documents and records after the specified retention requirements have been met is shredding.

The authorized method for disposal of electronic documents and records after the specified retention requirements have been met is deleting.

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
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form) FEP Long term forecast of major infrastructure maintenance, rehabilitation and renewal activities Sampling plan/schedule/ calendar	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 documents/records listed in OP-05A)	3 years*if no specified legislative requirement identified in this table or in the facility's legal instruments *	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



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-05
Rev Date: 2024-08-27
Rev No: 7
Pages: 4 of 6

DOCUMENT AND RECORDS CONTROL

Reviewed by: Process and Compliance Technician Approved by: Senior Operations Manager

Type of Document/Record	Minimum Retention Time	Requirement Reference
Schedule 23 & 24 sampling, chain of custodies and test results	6 years LMR 15 years SMR	O. Reg. 170.03
THM, HAA, nitrates, nitrites and lead program (including pH and alkalinity) sampling, chain of custodies, and test results, Section 11 Annual Reports and Schedule 22 Summary Reports	6 years	O. Reg. 170/03
Sodium sampling, chain of custody and test results and related corrective action records/reports, 60 month fluoride sampling, chain of custody and test results (if the system doesn't fluoridate), Engineering Reports, GUDI/Non-GUDI Reports	15 years	O. Reg. 170/03
Corrective 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 15 years SMR	O. Reg. 170/03
Flow Meter Calibration Records, Analyzer Calibration Reports Maintenance Records/Work Orders	2 years	O. Reg. 170/03
Records required by or created in accordance with the Municipal Drinking Water Licence (MDWL) or Drinking Water Works Permit (DWWP). Except records specifically referenced in O. Reg. 170/03 or otherwise specified in the MDWL or DWWP.	5 years	MDWL
Ministry forms referenced in the DWWP, including Form 1, Form 2, Form 3 and Director Notifications (applies to forms that have been completed by OCWA as the authorized by the owner)	10 years	DWWP

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 policies 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.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-05
Rev Date: 2024-08-27
Rev No: 7
Pages: 5 of 6

DOCUMENT AND RECORDS CONTROL

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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
2010-06-10	0	Procedure issued
2012-03-05	1	Correction of Process Compliance Manager's title; clarification of responsibility and method of maintaining currency of documents (5.4); description of how network security is maintained (5.5); clarification of retention times (5.9); inclusion of the operation plan review (5.10)
2013-03-14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2013-05-24	3	Updated location of internal documents, added a second location where the operational plan can be accessed by the public
2016-06-30	4	Included Regional Manager; updated Table 1 to include client reports and capital expenditures list
2018-12-18	5	Appendix C, 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. Other minor wording changes.
2022-09-16	6	Procedure updated. Added: clarity to version control requirements to align with the Director's Directions dated May 2021, detail to the approval process for Operational Plan, clarity on how electronic documents are handled. Updated: the table in section 3.9 (clarified minimum retention time requirements for documents/records required to demonstrate conformance with the DWQMS, added forms required by the MDWL and DWWP, including their minimum retention times and requirement reference).



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-05
Rev Date: 2024-08-27
Rev No: 7
Pages: 6 of 6

DOCUMENT AND RECORDS CONTROL

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Date	Revision #	Reason for Revision
2024-08-27	7	Procedure updated as follows: added multi factor authentication to 3.5, section 3.9 table revised to include Schedule 23 & 24 records retention times for Large Municipal Residential (LMR) and Small Municipal Resident (SMR) systems, added chain of custody as record for retention for various sampling requirements, lead program clarified to include pH and alkalinity; added GUDI/Non-GUDI Reports, minor wording and type-o's, removed watermark. Replaced Senior Operator with Operations Supervisor.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc: OP-05A
Rev Date: 2024-08-27
Rev No: 6
Pages: 1 of 4

DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
Internal QEMS Documents	
Confined Space Program	HC - Fauquier Water Treatment Plant
Corporate Emergency Response Plan (CERP)	EC - OCWA's SharePoint site (ocwanet.ocwa.com)
Facility Emergency Plan (FEP) Binder (includes Emergency Contact List, Essential Supplies and Services List, Contingency Plans, Site Specific Emergency Procedures and OCWA's Emergency Management Program)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
OCWA's Health & Safety Management System	EC - OCWA's SharePoint site (ocwanet.ocwa.com)
On-call Schedule	EC - Microsoft Outlook Shared Calendar
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System HC - Fauquier Water Treatment Plant HC - Township of Fauquier - Strickland Municipal Office
ORO Letter	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
QEMS Policy	EC - OCWA's SharePoint site (ocwanet.ocwa.com) EC - OCWA's public website (www.ocwa.com) HC - Fauquier Water Treatment Plant
Sampling Schedule/Plan/Calendar	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System HC - Fauquier Water Treatment Plant
Vacation Calendar	EC - Microsoft Outlook Shared Calendar
Internal QEMS Forms (blank)	
Analysis and Action Plan (AAP) Form	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS
Community Complaint Form	
Contingency Plan Review/Test Summary Form	
Distribution Maintenance and Repair Form	
Environmental Incident Report Form	
Facility Rounds Sheets	
Incidents of Non-Compliance Form	
Instrumentation Calibration/Maintenance Form	
Laboratory Chain of Custody Forms	
Loss of Pressure Incident Form	
Summary of Action Items	
Tailgate Meeting Form	
Watermain Commissioning Form	



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc: OP-05A
 Rev Date: 2024-08-27
 Rev No: 6
 Pages: 2 of 4

DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
External QEMS Documents	
American Water Works Association (AWWA) Standards (as referenced in the DWWP) & Ontario's Watermain Disinfection Procedure	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\NEO - AWWA Standards & WM Disinfection Procedure
Applicable Federal and Provincial Legislation	Provincial online at www.e-laws.gov.on.ca Federal online at www.laws.justice.gc.ca
DWQMS Standard	EC - https://www.ontario.ca
Equipment Operation / Maintenance Manuals	HC - Fauquier Water Treatment Plant EC - Internet
Ministry Inspection Reports	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Municipal By-laws	Municipal Office
Municipal Drinking Water Licence (MDWL) / Drinking Water Works Permit (DWWP) / Permit to Take Water (PTTW)	HC - Fauquier Water Treatment Plant EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Operations Manual (including standards operating procedures)	HC - Fauquier Water Treatment Plant
Operator Certificates (OCWA)	HC - Fauquier Water Treatment Plant
External QEMS Forms (blank)	
Adverse Water Quality Incident (AWQI) Form	EC - \\ocwfilereg\NEO Collab\NEO DWQMS EC - https://forms.mgcs.gov.on.ca
Ministry Forms (Form 1,2,3 and Director Notification)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS EC - https://forms.mgcs.gov.on.ca
QEMS Records	
Adverse Water Quality Incident (AWQI) Reports	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Analysis and Action Plan (AAP) Report	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Annual Compliance / Summary Reports for Municipalities	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Audit Reports - External	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Audit Reports - Internal	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Call In/Call Back/Call Out Reports	EC - Workplace Management System (Maximo)
Community Complaint Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Contingency Plan Review/Test Summary	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc: OP-05A
 Rev Date: 2024-08-27
 Rev No: 6
 Pages: 3 of 4

DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
Distribution Maintenance and Repair Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Environmental Incident Reports	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Facility Operations Logbook	HC - Fauquier Water Treatment Plant (Prior to 2021-05-17) EC - https://ocwa.eriscloud.com/
Facility Rounds Sheets	HC - Fauquier Water Treatment Plant
Hydrant Flushing and Valve Exercising Records	HC - Fauquier Water Treatment Plant
Incidents of Non-Compliance Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Infrastructure Review (Capital Letter & 5 Year Capital/Major Maintenance Recommendations)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Laboratory Analytical Reports and completed Chain of Custody Forms	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Loss of Pressure Incident Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Maintenance & Calibration Records (completed WMS work orders)	EC - Workplace Management System (Maximo) EC - \\ocwfilereg\Public\Northeastern\NEOShared\Hearst Cluster\Calibrations
Management Review Documentation	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Ministry Records (Form 1,2,3 & Director Notification)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Operational Reports (to the Owner)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Operator Training Records (OCWA)	EC - OCWA's Training Summary Database
QEMS Communications - External	EC - Microsoft Outlook E-mail and/or \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
QEMS Communications - Internal	EC - Microsoft Outlook E-mail and/or \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
SCADA Records	EC - Outpost5/Wonderware
Summary of Action Items	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System
Tailgate Records	HC - Fauquier Water Treatment Plant
Transportation of Dangerous Goods Record	HC - Fauquier Water Treatment Plant
Visitor's Logbook	HC - Fauquier Water Treatment Plant
Watermain Commissioning Record	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Fauquier Drinking Water System



Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc: OP-05A
Rev Date: 2024-08-27
Rev No: 6
Pages: 4 of 4

DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Revision History

Date	Revision #	Reason for Revision
2018-12-18	5	Appendix issued; Table was originally included within the Document and Records Control Procedure (QP-01) (revision 4, dated June 30, 2016). Added section for blank external QEMS forms, changed location for Confined Space Program and Operational Plan and changed name of OCWA's Safety Manual to OCWA's Health and Safety Management System and its location.
2024-08-27	6	Appendix updated with MECP revised to Ministry, updated Corporate Emergency Plan (CERP) name, minor wording, removed watermark, reference to QEMS Reference Manual and OCWA's intranet (replaced with OCWA's SharePoint site). The address to the NEO DWQMS has been updated with the server change, added reference to Hydrant Flushing and Valve Exercising Records, Loss of Pressure Incidents, Visitor Logbook, Watermain Commissioning Form, and added row to header to show who reviewed and approved the document.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-06
Rev Date: 2024-09-05
Rev No: 6
Pages: 1 of 7

DRINKING WATER SYSTEM

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

1. Purpose

To document the following for the Fauquier Drinking Water 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) any thing that conveys or stores water and is part of a treatment process, including any treatment equipment installed in plumbing,
- (b) any thing 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

Owner / Operating Authority

The Fauquier Drinking Water System is owned by the Corporation of the Township of Fauquier-Strickland. The Water Treatment Plant is a Class 2 and the Water Distribution System is a Class 1. The Ontario Clean Water Agency (OCWA) is the accredited operating authority and is designated as the Overall Responsible Operator for both the

DRINKING WATER SYSTEM

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

water treatment and water distribution facilities. The water treatment plant is located in the village of Fauquier on 12 Gravel Avenue and serves the residents of Fauquier. The subject system is not interconnected to any other drinking-water systems owned by different owners.

3.2 Source Water

Raw Water Supply

The water treatment plant is located in the village of Fauquier on 12 Gravel Avenue and serves the residents of Fauquier. The system is equipped with two 100 mm intake pipes, which draw raw water from the Groundhog River at a maximum capacity of 545 m³/day. The intakes are located at different elevations in the river and are equipped with 12-gauge aluminum raw water screens with a 3/16" clear opening. The raw water is gravity fed from the intake structures into a wet well housed in the low lift pumping station. Each intake structure has isolation gates, which permit one or both intakes to draw water, depending on water quality. The water from the wet well is pumped to a common raw water header by two submersible low lift pumps each rated at 6.3 L/s. Water levels in the wet well automatically control the low lift pump activity.


Soda ash is injected prior to the static mixer using two metering pumps (one duty and one standby). Polyaluminum chloride is also injected prior to the static mixer using one duty pump (a standby pump is available). Soda ash is used for alkalinity adjustment and PAC is used in the coagulation process. A magnetic flow meter is installed on each treatment unit and measures the raw water as it flows into the system.

General Characteristics

The raw water source for the treatment plant is Groundhog River. The water from Groundhog River is typically low in turbidity and alkalinity. Temperature fluctuates significantly through the seasons ranging from approximately 1.6 °C in the winter to as high as 24.7 °C during the summer. Bacteriological analysis of the raw water indicates a source of relatively good quality. The results of chemical analyses are consistently below the Ontario Drinking Water Quality Standards.

Groundhog River: Raw Water Characteristics (based on 2022 & 2023 data)

Characteristic	2022			2023		
	Minimum	Maximum	Average	Minimum	Maximum	Average
Alkalinity (mg/L)	15	102	58	37	87	62
Colour (TCU)	49	319	121	32	136	79
<i>E. coli</i> (CFU/100 mL)	< 2	170	16	0	70	14
Total Coliforms (CFU/100 mL)	11	> 1630	159	0	> 1000	156
Temperature (°C)	2	24.1	11.9	2.3	22.5	11.9
Turbidity (NTU)	1.71	30.0	5.82	1.12	38.9	5.45
pH (units)	6.50	7.95	7.24	6.10	8.61	7.14

	<p align="center">OPERATIONAL PLAN Fauquier Drinking Water System</p>	<p>QEMS Proc.: OP-06 Rev Date: 2024-09-05 Rev No: 6 Pages: 3 of 7</p>
<p>DRINKING WATER SYSTEM</p>		
<p>Reviewed by: Process and Compliance Technician</p>	<p>Approved by: Senior Operations Manager</p>	

Common Fluctuations

Raw water turbidity increases during spring runoff and significant rainfall events. Jar tests are performed when necessary.

Water temperature changes significantly from winter to summer. Warm summer temperatures may result in an increase of taste and odor concerns. No new chemical treatment is added in response to taste and odor or temperature changes, rather the chemical dosage is optimized.

Threats

Potential sources of raw water contamination include spills from boats and snow mobiles. The hydro dam upstream could also cause an increase in bacteria and potentially chemicals if it was greatly damaged or let go entirely.

Upstream and downstream sampling is not deemed necessary at this time.

Operational Challenges

Spring and fall temperature changes in the river are the greatest operational challenges for the Fauquier WTP. The turnover creates higher demands on process operations. It can affect the source waters alkalinity, pH, temperature and turbidity. These changes can occur quickly and require adjustments to chemical dosages.

3.3 Treatment System Description

Water Treatment

The raw water enters two AWC treatment package plants consisting of a flocculation tank with dual mixers, clarifier, and multimedia gravity filter. The water is mechanically mixed in the flocculation tank and at this point polymer is added as a flocculant aid. The water is gravity fed to the clarifier equipped with tube settlers, a motorized valve with a timer to allow for the systematic removal of sludge, and filter overflow troughs to evacuate wash water generated during a filter backwash operation. The clarified water then passes through a filter composed of anthracite, sand and garnet.

Backwashes are done as required either manually or automatically. The backwash water enters a surge tank, which is connected to the sewage system for final disposal. The filtered water from both package plants are pumped using two small variable frequency drive controlled pumps that advance the water into a dual bank Trojan Swift UV system for initial primary disinfection. Afterwards, the piping merges into a common discharge pipe where the effluent flow is measured with an additional magnetic flow meter and then sodium hypochlorite is added, before entering two interconnected baffled clearwells. Sodium hypochlorite is injected prior to the clearwell, using one duty pump and a standby pump. Each clearwell cell has a volume of 341 m³ which are connected by an 8" valve. The valve remains open except when the



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-06
Rev Date: 2024-09-05
Rev No: 6
Pages: 4 of 7

DRINKING WATER SYSTEM

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

clearwells are undergoing maintenance. Soda ash is injected at the end of the clearwell, in the highlift well. Two high lift pumps, each rated at 8.7 L/s are used to pump the treated water to a common header where pH adjustment and post chlorination may occur before entering the distribution system. Ammonium sulphate is injected into the treated water for secondary disinfection before entering the distribution system. A fire pump, rated at 31.8 L is available for emergencies.

Water Storage and Pumping Capabilities

The system is equipped with two 100 mm intake pipes, which draw raw water from the Groundhog River at a maximum capacity of 545 m³/day. The intakes are located at different elevations in the river and are equipped with 12-gauge aluminum raw water screens with a 3/16" clear opening. The raw water is gravity fed from the intake structures into a wet well housed in the low lift pumping station. Each intake structure has isolation gates, which permit one or both intakes to draw water, depending on water quality. The water from the wet well is pumped to a common raw water header by two submersible low lift pumps each rated at 6.3 L/s. Water levels in the wet well automatically control the low lift pump activity. Two high lift pumps, each rated at 8.7 L/s are used to pump the treated water to a common header where pH adjustment and post chlorination may occur before entering the distribution system.

There are no off-site water storage facilities in the distribution system, as storage is incorporated within the treatment plant.

Emergency Power

The plant is equipped with a 100 kW diesel-fueled standby generator that is available to provide emergency power during a power failure.

3.4 Treatment System Process Flow Chart

Refer to Figure 1 (following Section 5).

3.5 Description of the Distribution System Components

The Fauquier Water Treatment System is classified as a Large Municipal Residential Drinking Water System which has approximately 153 service connections that serves an estimated population of 325 residents. This system supplies residential and commercial users but no industrial facilities. The owner is not aware of any low pressure zones; however, there are approximately eight dead end locations. These dead ends are managed by one bleeder located at Highway 11 east.

3.6 Distribution System Components Flow Chart

Refer to Figure 2 (following Section 5)



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-06
Rev Date: 2024-09-05
Rev No: 6
Pages: 5 of 7

DRINKING WATER SYSTEM

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

4. Related Documents

None

5. Revision History

Date	Revision #	Reason for Revision
2010-06-01	0	Operational Plan issued
2013-03-14	1	Updated raw water quality results to 2010 to 2012 data.
2013-05-24	2	Updated the process flow diagram
2014-06-24	3	Updated the system description to include chloramination
2016-06-30	4	Updated raw water quality results to 2012 to 2014 data and updated the process flow diagram
2019-01-28	5	Procedure issued – Information within OP-06 (s. 3) was originally set out in Appendix D (revision 4, dated June 30, 2016) of the Fauquier Drinking Water System Operational Plan. New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Updates based on revisions to DWQMS (e.g. removal of critical upstream or downstream processes, separation of systems that provide primary and/or secondary disinfection and systems that do not, for systems that are connected to another system with different owners, must now include which system is relied upon to ensure the provision of safe drinking water). Moved order of system description to follow the process (e.g., source water first, then treatment, then distribution). Updated the Raw Water Characteristics table with more current data.
2024-09-05	6	Updated the Raw Water Characteristics table with more current data, minor wording changes to indicate OCWA as the Operating Authority better, updates to the emergency power, process flow diagram, and treatment system description due to upgrades. Updated template to the new corporate standard, which removed the watermark and included the uncontrolled printed document disclaimer in the footer.

DRINKING WATER SYSTEM

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

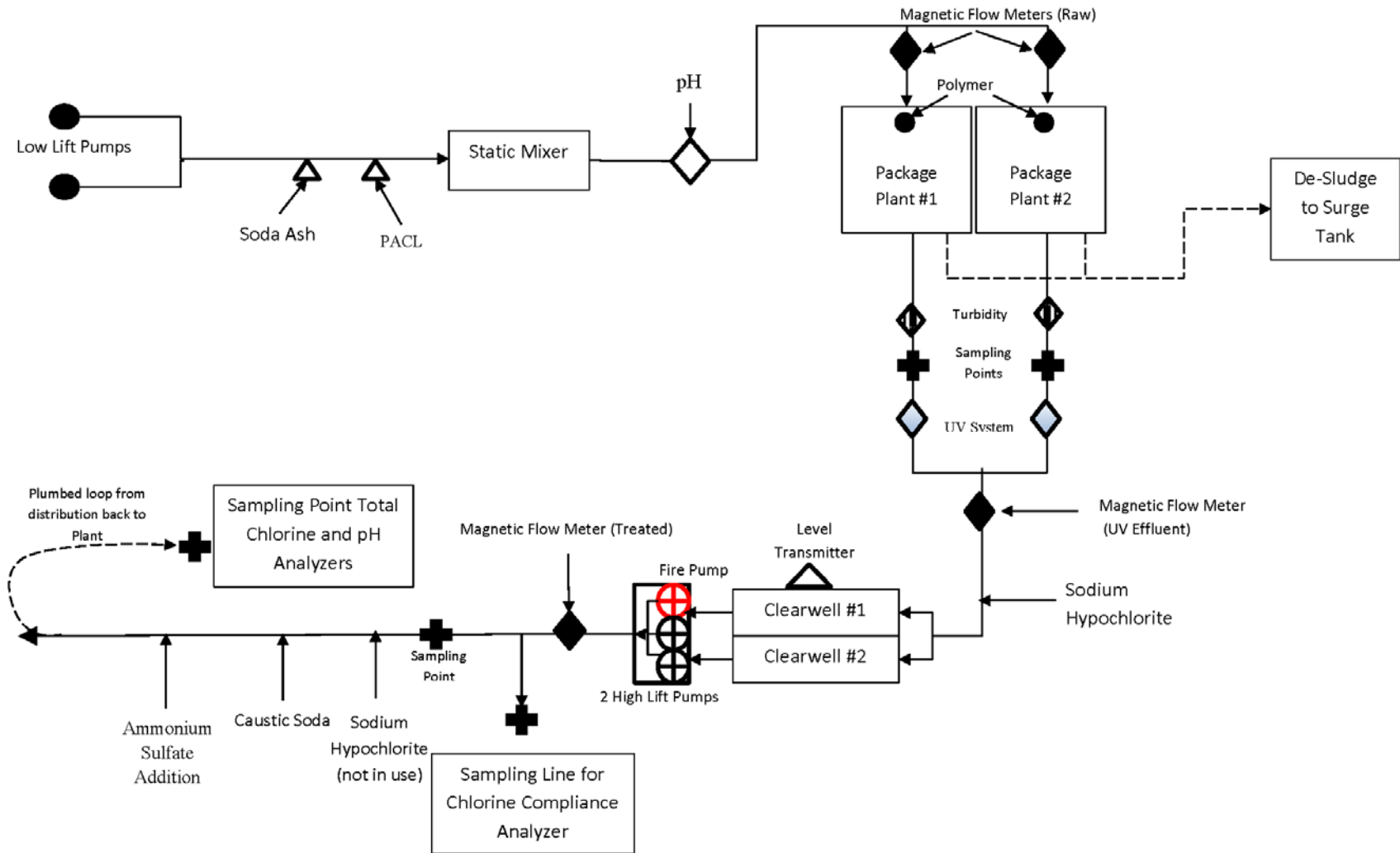


Figure 1 – Fauquier Water Treatment Plant Process Flow Diagram (PFD)

DRINKING WATER SYSTEM

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

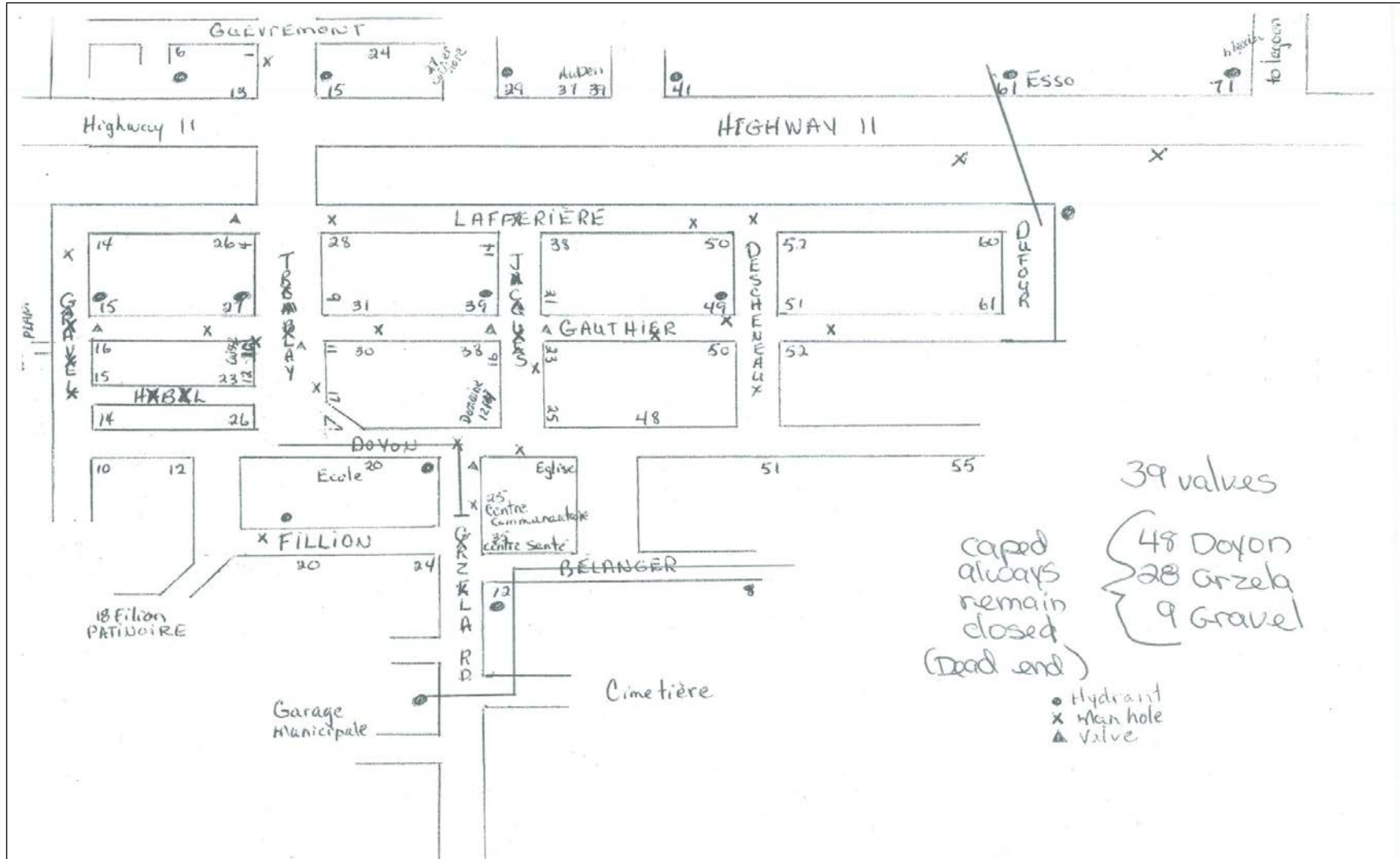


Figure 2 – Fauquier Distribution Map



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-07
Rev Date: 2024-12-31
Rev No: 1
Pages: 1 of 4

RISK ASSESSMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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, at least one Operator for the system and at least one member of Operations 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.

	OPERATIONAL PLAN Fauquier Drinking Water System	QEMS Proc.: OP-07 Rev Date: 2024-12-31 Rev No: 1 Pages: 2 of 4
RISK ASSESSMENT		
Reviewed by: Process and Compliance Technician	Approved by: Senior Operations Manager	

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 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 Ministry’s “Procedure for Disinfection of Drinking Water in Ontario” (as amended) 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: Process and Compliance Technician | Approved by: Senior Operations Manager

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

Value	Consequence of Hazardous Event Occurring
1	Insignificant – Little or no disruption to normal operations, no impact on public health
2	Minor – Significant modification to normal operations but manageable, no impact on public health
3	Moderate – Potentially reportable, corrective action required, potential public health impact, disruption to operations is manageable
4	Major – Reportable, system significantly compromised and abnormal operations if at all, high level of monitoring and corrective action required, threat to public health
5	Catastrophic – 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:
- ✓ The associated hazardous event has a ranking of 12 or greater;
 - ✓ The associated hazardous event can be controlled through control measure(s);
 - ✓ Operation of the control measures can be monitored and corrective actions can be applied in a timely fashion;
 - ✓ Specific control limits can be established for the control measure(s); and
 - ✓ Failure of the control measures would lead to immediate notification of Medical Officer of Health (MOH) or Ministry or both.

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



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-07
Rev Date: 2024-12-31
Rev No: 1
Pages: 4 of 4

RISK ASSESSMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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 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
- Changes to the Ministry document “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended)

4. Related Documents

OP-08 Risk Assessment Outcomes
 OP-20 Management Review
 Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended)
 Ministry’s “Procedure for Disinfection of Drinking Water in Ontario” (as amended)

5. Revision History

Date	Revision #	Reason for Revision
2018-06-15	0	Procedure issued – Information within OP-07 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (revision 3, dated June 30, 2016). Revised Purpose to reflect element 7 requirements only. Included minimum requirements for the Risk Assessment Team (QEMS Representative, at least one operator for the system and at least one member of Operation Management. Clarified role of QEMS Representative in coordinating the risk assessment and maintaining documents and records. Re-worded procedure for performing the risk assessment (process itself remains essentially unchanged). Included reference to Ministry’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.
2024-12-31	1	Procedure updated - Added “(as amended)” directly following any references to Ministry documents to point to the most current version of the document and added the Ministry document “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended) to the list of items that may be considered when performing the annual verification of the currency of the information in the risk assessment.

	OPERATIONAL PLAN Fauquier Drinking Water System	QEMS Proc.: OP-08 Rev Date: 2024-12-31 Rev No: 1 Pages: 1 of 2
RISK ASSESSMENT OUTCOMES		
Reviewed by: Process and Compliance Technician	Approved by: Senior Operations Manager	

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 2 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 Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended) are indicated in the appropriate column using the reference numbers in Table 1 of OP-08A.
- Identified control measures to address the potential hazards and hazardous events; and
- Assigned rankings for 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 3 of OP-08A.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-08
Rev Date: 2024-12-31
Rev No: 1
Pages: 2 of 2

RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

- 3.4 A summary of the results of the annual review/36-month risk assessment is recorded in Table 4 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
- Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended)

5. Revision History

Date	Revision #	Reason for Revision
2018-06-15	0	Procedure issued – Information within OP-08 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (revision 3, dated June 30, 2016). 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 and OP-08B. 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.
2024-12-31	1	Procedure updated - Added “(as amended)” directly following references to the Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” to point to the most current version of the document. Removed reference to OP-8B.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc.: OP-08A
Rev Date: 2024-12-31
Rev No: 14
Pages: 1 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Table 1: Potential Hazardous Event/Hazard Reference Numbers (based on the Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” dated April 2022)

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
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
X	Treatment Systems	9	Sudden changes to raw water characteristics (e.g., turbidity, pH)
X	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)
X	Treatment Systems using Surface Water	12	Algal blooms
X	All Systems	13	Cybersecurity threats



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc.: OP-08A
Rev Date: 2024-12-31
Rev No: 14
Pages: 2 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Table 2: Risk Assessment Table

Note: Processes referred to in 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)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Source/Intake	Spill of biological or chemical material into Groundhog River (snowmobiles or water crafts and hydro dam)	Contamination of source water	Intake is up stream of bridges Monitor and sample Approximately 2 to 3 days' supply from clearwells Procedures for off-site Chemical/Fuel Spill, Water Supply Shortage Hauled water	5, 9, 12	2	3	6	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Source/Intake	Breakage/blockage of intake pipe	Loss of water supply	Redundancy (2 intake pipes) Approximately 2 to 3 day supply from clearwells Scheduled maintenance activities Procedures for: Raw Intake Line Blocked, Water Supply Shortage, Water conservation and delivery	2	2	2	4	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Source/Intake	Spring/fall turnover	Increased demand on process operations such as chemical optimization for changes in colour, odour, pH, alkalinity, temperature and turbidity	Operational adjustments In-house testing (pH, alkalinity, colour, and temperature) Turbidity off the filters analyzer Filter turbidity alarms with automatic plant shut down	1, 2, 3, 4, 9	4	2	8	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Source/Intake	Harmful Algal Bloom (Blue-green algae)	Contamination of source water	Visual inspections water near intake Monitor and sample Site specific procedure for Algal Bloom Monitoring	1, 9, 12	1	4	4	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc.: OP-08A
 Rev Date: 2024-12-31
 Rev No: 14
 Pages: 3 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Source/Intake	Low river levels / drought	Loss of water supply	There is a hydro generating station upstream of the intake that helps ensure a consistent flow of water	1, 2, 3, 4, 9	1	3	3	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Low Lift Pumps	Low lift pump failures	Loss of water supply	Redundancy (1 duty pump, 1 standby pump – manual switchover) Scheduled maintenance activities Alarms for low clearwell level and low lift pump failure Procedure for Low Lift Pump Failure	2	2	3	6	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Filtration Process Includes: flocculation, coagulation, dual media gravity filters	Poly Aluminum Chloride (PAC) feed pump failure	Ineffective removal of pathogens (minimum treatment requirements not met)	Redundancy (back-up pump available – manual switchover) Operator inspections (tank levels, calculate dosage) Scheduled maintenance activities Alarms: chemical pump failure, turbidity Filter to waste above 0.3 NTU enabled	10				<input checked="" type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input type="checkbox"/> No



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc.: OP-08A
 Rev Date: 2024-12-31
 Rev No: 14
 Pages: 4 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Filtration Process Includes: flocculation, coagulation, dual media gravity filters	Caustic soda feed pump failure (pre-treatment)	Lowered pH Ineffective coagulation process Potential for increased turbidity and/or potential Adverse Water Quality Incident (AWQI)	Redundancy (1 in use and 1 in stand-by for with pre or post; manual switchover) Operator inspections (tank levels, calculate dosage) Scheduled maintenance activities High turbidity alarm with filter to waste Procedures for High Turbidity, Reporting an Adverse Water Quality	10	3	2	6	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Filtration Process Includes: flocculation, coagulation, dual media gravity filters	Polymer feed pump failure	Increased turbidity Ineffective removal of pathogens Potential for AWQI	On-line monitoring of filter effluent turbidity High turbidity alarm with filter to waste Operator inspections (tank levels, calculate dosage) Scheduled maintenance activities Increase backwash schedule Procedures for High Turbidity, Reporting an Adverse Water Quality	10	3	1	3	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Filtration Process Includes: flocculation, coagulation, dual media gravity filters	Filter breakthrough	Increased turbidity Ineffective removal of pathogens Potential for AWQI	On-line monitoring of filter effluent turbidity Redundancy (2 filters) Regular backwash schedule Scheduled maintenance activities High turbidity alarm with filter to waste Procedures for High Turbidity, Reporting an Adverse Water Quality	10				<input checked="" type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input type="checkbox"/> No



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc.: OP-08A
 Rev Date: 2024-12-31
 Rev No: 14
 Pages: 5 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Filtration Process Includes: flocculation, coagulation, dual media gravity filters	Backwash system failure	Increased turbidity Ineffective removal of pathogens Potential for AWQI Potential for loss of treated water supply	Redundancy (2 filters, 2 backwash pumps) On-line monitoring of filter effluent turbidity High turbidity alarm with automatic plant shutdown Scheduled maintenance activities Manual or automatic backwash Procedures for High Turbidity, Reporting an Adverse Water Quality, Backwash Failure (Filters), Water Supply Shortage	10	5	2	10	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Filtration Process Includes: flocculation, coagulation, dual media gravity filters	Turbidity analyzer failure	Unknown turbidity levels Potential for AWQI	Filter redundancy (take filter out of service until analyzer replaced/repared) System has approximately 2 to 3 day supply from clearwells to allow for repairs, Spare analyzer available within hub Scheduled maintenance activities In-house turbidity readings every 15 min Operator inspections OCWA Instrumentation Technician available to repair analyzer Procedure for Reporting an Adverse Water Quality; reporting non-Compliance	10				<input checked="" type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input type="checkbox"/> No



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc.: OP-08A
 Rev Date: 2024-12-31
 Rev No: 14
 Pages: 6 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Sodium Hypochlorite System (primary disinfection)	Hypochlorite pump failure	Loss of disinfection Low chlorine residual Inadequate inactivation of pathogens Potential for AWQI	Redundancy (1 back-up pump – manual switchover) On-line monitoring with alarms In-house residual testing and dosage calculations Scheduled maintenance activities Procedures for Sodium Hypochlorite Pump Failure, Low or High Chlorine Residual in Treated Water; CT, Reporting an Adverse Water Quality	10, 11				<input checked="" type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input type="checkbox"/> No
Sodium Hypochlorite System (primary disinfection)	Free chlorine analyzer failure	Unknown chlorine residual levels Potential for AWQI	Failure alarm Spare analyzer available within hub In-house residual testing every 5 min OCWA Instrumentation Technician available to repair analyzer Scheduled maintenance activities Procedures for Reporting an Adverse Water Quality, Calculating CT	10				<input checked="" type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input type="checkbox"/> No
Sodium Hypochlorite System (primary disinfection)	Low supply of sodium hypochlorite and/or low supply of analyzer reagents	Inadequate disinfection Potential for AWQI	Operator checks Chemical available within hub Procedures for Reporting an Adverse Water Quality	10,11				<input checked="" type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input type="checkbox"/> No



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc.: OP-08A
Rev Date: 2024-12-31
Rev No: 14
Pages: 7 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Clearwells	Low level	Inadequate contact time for primary disinfection Inadequate treated water supply Potential AWQI	Redundancy (dual celled clearwells –isolate one cell) Low level clearwell alarm Schedule maintenance and inspection activities Water hauling service available Township ordered water conservation or ban Procedures for: Clearwell-Low Level, Water Supply Shortage, CT	7, 10	3	3	9	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Clearwells	Cell out of service for repair or maintenance	Inadequate contact time for primary disinfection	Dual-celled clearwell with isolation valves Increase chlorine dosage into clearwell Schedule controlled maintenance plan Procedure for CT	7, 10	3	3	9	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Post pH Adjustment	Caustic soda pump failure	Lowered pH	Redundancy (1in use and 1 back-up for pre or post pump – manual switchover) Operator inspections (tank levels, calculate dosage) Scheduled maintenance activities Chemical pump failure alarm	11	3	1	3	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Secondary Disinfection	Vandalism/terrorism	Contamination of the water supply Damage to critical equipment	Water plant kept locked Appropriate signage Visited regularly by operational staff Highly visible in a residential area Procedures for Vandalism or Suspected Unauthorized Entry	6, 7, 11	2	3	6	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc.: OP-08A
 Rev Date: 2024-12-31
 Rev No: 14
 Pages: 8 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Secondary Disinfection	Loss of residual in distribution	Failure to control biofilm and pathogens (long term) Potential for AWQI	Continuous on-line monitoring of chlorine residual into the distribution system System-wide residual testing Scheduled maintenance Low alarms for chlorine residual in water entering distribution system Procedures for Reporting Adverse Water Quality	11				<input checked="" type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input type="checkbox"/> No
High Lift Pumps	Failure of one pump	Low supply of water Lower pressure	Redundancy (2 pumps, 1 fire pump) Small HL pump on-site but not installed No flow alarm – low pressure assist mode on PLC Scheduled maintenance activities Procedures for High Lift Pump Failure; Loss of Pressure; Water Supply Shortage, Calculating CT	6	3	2	6	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
High Lift Pumps	Failure of two pumps	Low supply of water Loss of pressure	Redundancy (2 pumps, 1 fire pump) Small HL pump on-site but not installed No flow alarm, low free chlorine alarm (no flow to analyzer), Scheduled maintenance activities Procedures for High Lift Pump Failure; Loss of Pressure; Water Supply Shortage, Calculating CT	6, 7, 8	2	4	8	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc.: OP-08A
Rev Date: 2024-12-31
Rev No: 14
Pages: 9 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Water Treatment System	Power failure	Loss of treated water supply	Back-up diesel generator Scheduled maintenance activities for back-up generator Operator checks Procedures for Power Failure of Long Duration, Standby Power Failure	3, 4, 6	4	2	8	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Water Treatment System	Back-up power failure	Loss of treated water supply, loss of pressure, loss of fire protection	Scheduled maintenance activities for back-up generator Annual test by certified contractor Portable generator available within 1-2 hours Procedure for Standby Power Failure	2, 7, 8, 10, 11	2	4	8	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc.: OP-08A
 Rev Date: 2024-12-31
 Rev No: 14
 Pages: 10 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

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Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Water Treatment System	Cybersecurity threats (Wonderware and SCADA)	Loss of system process visibility for operators (e.g., unable to monitor treatment processes) Interruption of data recording leading to a loss of critical/compliance data inability to remotely control processes and/or loss of automatic control installation of malicious programs like ransomware, which can disable business enterprise until money is paid Loss of data (stolen or maliciously deleted)	Implementing Identity and Access Management throughout the account management lifecycle. Privileges are granted to users with two principles – need to know and least privileges. Users are assigned only the privileges they need to perform their job. Employing default to fail secure. The application or system failure will cause little or no harm to other systems. Data will not fall into the wrong hands. Applying multiple layers of defense including: o Intrusion detection systems constantly monitoring traffic flow (borders) o Firewalls that provide real-time filtering and blocking (walls) o Cryptography and layered authentication (zones) o Certified professionals ensuring system integrity (gatekeepers) Constant monitoring and tracking for quick and effective response to attacks Perform routine vulnerability scans and threat assessments Carry out periodic cyber security audits and risk compliance checks	13	2	4	8	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc.: OP-08A
 Rev Date: 2024-12-31
 Rev No: 14
 Pages: 11 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Watermains	Watermain structural failure/breaks	Contamination Loss of pressure Loss of supply Potential for AWQI	Notification/complaints from customers Operator checks Low clearwell level alarm High flow into lagoons Ontario's Watermain Disinfection Procedure and AWWA Standards Procedures for Water Line Breaks, Water Supply Shortage	6, 7, 8	3	3	9	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
All (watermains, connections, valves, construction, etc.)	Accidental damage Vandalism	Contamination Loss of water supply Loss of pressure Potential for AWQI	Notification/complaints from customers Operator checks Low clearwell level alarm Procedure for Water Supply Shortage Ontario's Watermain Disinfection Procedure and AWWA Standards	6, 7, 8	3	3	9	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Service connections	Cross Connection	Contamination	Procedure for Reporting an Adverse Water Quality	6, 7, 8	2	4	8	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Service connections	Structural failure/breaks	Contamination Loss of pressure	Customer notification/complaints Low clear well High flow levels Procedure for Reporting an Adverse Water Quality	6, 7, 8	3	2	6	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc.: OP-08A
Rev Date: 2024-12-31
Rev No: 14
Pages: 12 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Valves	Failure	Loss of control (unable to isolate some areas) Line breaks and/or contamination Loss of pressure Loss of water supply	Maintenance program (Township) Alarms: low clearwell and high flow Procedures for Reporting an Adverse Water Quality, Water Supply Shortage	6, 7, 8	3	3	9	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Flushing	Accumulation of biofilm and tuberculation Not following proper procedure	Loss of chlorine residual Potential AWQI Contamination Lower pressure	Maintenance program Monitoring for HPC Customer complaints/notifications Procedures for Reporting an Adverse Water Quality	7, 8	2	2	4	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
New construction	Sub-standard construction and /or commissioning	Contamination Loss of pressure	Ontario Watermain Disinfection Procedure and AWWA Standards OCWA oversees repairs Testing Training of staff Provincial building codes (curbstops)	7, 8	2	3	6	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No
Sampling (watermain breaks)	Failure to sample (equipment/human error)	Contamination Potential AWQI	Ontario Watermain Disinfection Procedure and AWWA Standards OCWA oversees repairs Training of staff Operator Certification	7, 8	2	3	6	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc.: OP-08A
Rev Date: 2024-12-31
Rev No: 14
Pages: 13 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 1)	Likelihood	Consequence	Risk Value	CCP?
Distribution System	Adverse Water Quality Result as described in O. Reg. 170/03	Potential for unsafe drinking water	Procedures for sampling, sampling schedule, Reporting an Adverse Water Quality	11	3	4	12	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No – does not meet all criteria outlined in section 3.37 of OP-07 Risk Assessment
Entire System	Pandemic	Shortage of staff Supply shortages Loss of sample locations	CP for Critical Shortage of Staff Staff training and PPE OCWA's Emergency Operations Center (EOC) Staff isolation / remote work done where possible Alternate suppliers available, refer to ESS list		2	3	6	<input type="checkbox"/> Yes – Mandatory <input type="checkbox"/> Yes – Additional <input checked="" type="checkbox"/> No

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Table 3: Identified Critical Control Points (CCPs)

CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
Filtration Process	<p>Filter Effluent Turbidity Alarm</p> <p>High set point = 1.0 NTU (Automatic plant shutdown at 1.0 NTU)</p> <p>>0.3 NTU Plant will automatically switch to rinse to waste mode until turbidity improves</p>	<ul style="list-style-type: none"> • Continuous online analyzers • Daily operator checks including dosage calculations • Redundancy (2 filters) • Review trends (charts) and sign-off as per O. Reg. 170/03 	<p>Refer to site specific procedures for:</p> <ul style="list-style-type: none"> • Reporting an Adverse Water Quality
Sodium Hypochlorite System (Chemical Feed)	<p>Free Chlorine Residual - Treated Alarms</p> <p>Low set point = no lower than 0.6 mg/L High set point = no higher 4.0 mg/L</p>	<ul style="list-style-type: none"> • Continuous online analyzers • Daily operator checks including dosage calculations • Review trends (charts) and sign-off as per O. Reg. 170/03 	<p>Refer to site specific procedures for:</p> <ul style="list-style-type: none"> • Reporting an Adverse Water Quality • CT • Sodium Hypochlorite Pump Failure • Low or High Chlorine Residual in Treated Water
Loss of Distribution Residual	<p>Combined Chlorine Residual - Distribution</p> <p>Operational Low = 1.0 mg/L Regulatory Low = 0.25 mg/L (and free residual <0.05 mg/L)</p>	<ul style="list-style-type: none"> • Distribution chlorine residuals monitored as per O. Reg. 170/03 • Monitor total chlorine residual leaving the plant 	<p>Refer to site specific procedures for:</p> <ul style="list-style-type: none"> • Reporting an Adverse Water Quality
High Distribution Residual	<p>Combined Chlorine Residual - Distribution</p> <p>Operational High = 2.5 mg/L Regulatory High = 3.0 mg/L</p>	<ul style="list-style-type: none"> • Distribution chlorine residuals monitored as per O. Reg. 170/03 • Monitor total chlorine residual leaving the plant 	<p>Refer to site specific procedures for:</p> <ul style="list-style-type: none"> • Reporting an Adverse Water Quality

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



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc.: OP-08A
Rev Date: 2024-12-31
Rev No: 14
Pages: 15 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Table 4: Record of Annual Review/36-Month Risk Assessment

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
2010-05-20	Initial Risk Assessment	Amanda Dubuc (PCT), André Doucet (Operations Manager), Marc Desbiens (ORO)	Conducted initial risk assessment.
2010-06-01	Review	Amanda Dubuc (PCT)	Desktop review prior to submission of Partial Accreditation application. No changes.
2011-04-26	Review	Amanda Dubuc (PCT), Eric Nielson (Senior Operations Manager), André Doucet (Operations Manager), Marc Desbiens (ORO)	Review during Internal Audit. No changes.
2011-06-21	Review	Amanda Dubuc (PCT), Tony Janssen (Senior Operations Manager), Eric Nielson (Senior Operations Manager), André Doucet (Operations Manager)	Review during management review meeting. No changes.
2012-05-24	Review	Amanda Dubuc (PCT), Marc Desbiens (ORO)	Review during Internal Audit. No changes.
2013-05-16	Risk Assessment	Amanda Dubuc (PCT), Marc Desbiens (ORO)	Conducted 36 month risk assessment. All changes are listed in the revision history.
2014-04-02	Risk Assessment	April Swanson (PCT), Bruce Larstone (Senior Operator)	Conducted a risk assessment to include the chloramination system
2015-04-14	Review	April Swanson (PCT) Ben Parent (Operator)	Reviewed during internal audit
2016-04-05	Risk Assessment	April Swanson (PCT) Marc Desbiens (ORO)	No significant changes
2017-04-05	Review	April Swanson (PCT) Marc Desbiens (ORO)	Clarified the high lift failure and outcomes based on the number of pump failures



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc.: OP-08A
Rev Date: 2024-12-31
Rev No: 14
Pages: 16 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Date of Activity	Type of Activity	Participants	Summary of Results
2018-06-18	Risk Assessment	April Swanson (PCT) Braden Atkinson (PCT COOP) Benoit Parent (Operator) René Miville (Operator)	Conducted risk assessment to include Ministry's potential hazardous events. No significant changes.
2019-04-11	Risk Assessment	April Swanson (PCT) Bruce Larstone (Team Lead) René Miville (Operator)	No significant changes
2020-07-21	Risk Assessment	April Swanson (PCT) Bruce Larstone (Team Lead) Rod Blake (Operator)	No significant changes
2021-10-21	Review	April Swanson (PCT) Bruce Larstone (Team Lead) Jacob Boisvert (Operator)	No significant changes
2022-11-02	Risk Assessment	April Swanson, PCT Michel Plourde, Team Lead Claude Rancourt, Senior Operations Manager	Added cyber security threat to the Ministry's list of potential threats and a description of a hazardous event. Also added pandemic as a description of a hazardous event
2023-10-19	Review	Michael Case (PCT) Claude Rancourt (Senior Operations Manager) Trevor Legault (Operator) Dylan Gagnon (Operator) Chad Petit (Operator)	Review with new operational staff. Minor edits to some existing control measures and updated turbidity critical control limit to the regulatory requirement
2024-12-19	Risk Assessment	Michael Case (PCT) Claude Rancourt (Senior Operations Manager) Dylan Gagnon (Operator)	Updated to the corporate template. Added harmful algal blooms, cyber security, and low river elevation/drought to Table 2. Updated Table 3, and added an operation value to the critical control points for distribution residuals. Minor edits to some existing control measures and risk values.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Doc.: OP-08A
Rev Date: 2024-12-31
Rev No: 14
Pages: 17 of 17

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Process and Compliance Technician

Approved by: Senior Operations Manager

Revision History

Date	Revision #	Reason for Revision
2010 05 20	0	Initial risk assessment conducted
2012 03 05	1	Template revised to include a table to 'Record of Annual Review/36-Month Risk Assessment' and updated Critical Control Limit set points. Changed coagulant from Alum to Poly Aluminum Chloride.
2013 03 14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2013 05 23	3	Removed set points for the filtration process in Table 1, removed reference to EEP for adverse chlorine for the clearwell process, added post pH adjustment (soda ash), clarified that the plants are visited regularly and not daily, ranked vandalism of the water treatment plant and removed it from a mandatory CCP, added back-up power failure process step, removed reference to SCADA as it is not in place and changed high chlorine set point in CCP Table
2014 06 24	4	Revised Risk Assessment to include the chloramination system
2015 04 14	5	Updated Table 3 Record of Annual Review/36-Month Risk Assessment to include the review on April 14, 2015
2016 04 05	6	Updated Table 3 Record of Annual Review/36-Month Risk Assessment
2017 04 05	7	Updated Table 3 Record of Annual Review/36-Month Risk Assessment
2018 06 18	8	Summary of Risk Assessment Outcomes assigned document number (OP-08A); added table to reference Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"; and added Hazardous Events for Municipal Residential Drinking Water Systems to Risk Assessment Outcome Table; Previous Table 3 (Record of Annual Review/36-Month Risk Assessment) was removed and assigned a document number (OP-08B)
2019 04 11	9	Minor edits
2020 07 21	10	Minor edits
2021 10 21	11	Minor edits
2022 11 02	12	Added cyber security threat to the Ministry's list of potential threats and a description of a hazardous event. Also added pandemic as a description of a hazardous event
2023 10 19	13	Minor edits to Table 2 and update Table 3
2024-12-31	14	Removed the document OP-8B and brought table 4 back into this document. Updated Record of Annual Review/36-Month Risk Assessment table and minor edits as summarized in Table 4



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-09
Rev Date: 2024-08-15
Rev No: 1
Pages: 1 of 6

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

1. Purpose

To document the following for the Fauquier Drinking Water 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 Fauquier Drinking Water System is owned by the Corporation of the Township of Fauquier-Strickland and is represented by the Mayor, Clerk-Treasurer and Council.

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

3.2 Top Management

Top Management for the Fauquier Drinking Water System consists of:

- Operations Management – Hearst Cluster
- Regional Hub Manager – Northeastern Ontario Regional Hub
- Safety, Process & Compliance Manager – Northeastern Ontario Regional Hub

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



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-09
Rev Date: 2024-08-15
Rev No: 1
Pages: 2 of 6

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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

3.4 Regional Hub Roles, Responsibilities and Authorities



Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-09

Rev Date: 2024-08-15

Rev No: 1

Pages: 3 of 6

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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 Regional Hub

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



Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-09
 Rev Date: 2024-08-15
 Rev No: 1
 Pages: 4 of 6

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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



Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-09

Rev Date: 2024-08-15

Rev No: 1

Pages: 5 of 6

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Role/Position	Responsibilities and Authorities
<p>Certified Operator</p> <p>May include the following positions:</p> <ul style="list-style-type: none"> • Operations Supervisor Water & Wastewater • Water & Wastewater Lead • Senior Water & Wastewater Operator • Water & Wastewater Operator • Water & Wastewater Operator-In-Training (OIT)] 	<ul style="list-style-type: none"> • Perform duties outlined under Operations Personnel • Monitor, maintain and operate facilities in accordance with applicable regulations, approvals and established operating procedures • Collect samples and perform laboratory tests and equipment calibrations as required • Regularly inspect operating equipment, perform routine preventive maintenance and repairs and prepare and complete work orders as assigned • Ensure records of adjustments made to the process under their responsibility, equipment operating status during their shifts and any departures from normal operations observed and actions taken are maintained within facility logs/record keeping mechanisms (as per O. Reg. 128) • Participate in facility inspections and audits • May act as OIC and/or ORO when required (based on certification). Refer to the ORO Letter. <p>NOTE: OITs cannot act as OIC and/or ORO. OITs perform the above duties under the direction of the OIC/ORO and as assigned by Operations Management or designate.</p>
<p>Instrumentation Technician</p> <p>May include the following positions:</p> <ul style="list-style-type: none"> • Utility Plant Instrument Technician (UPIT) • Instrumentation Technician 	<ul style="list-style-type: none"> • Provide advice and technical expertise on the services required for process control and automation systems • Discuss and advise on detailed system and programming requirements, modify existing and new software in response to plant requests, analyze and resolve problems/error conditions, document changes/modifications and configure, install and support related software, hardware and network for such systems • Conduct inspections of the process control and automation systems to validate that all is operating within established parameters as requested • Install and commission new electrical/electronic equipment and automation systems • May fulfill role of Certified Operator as required (based on certification).

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

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Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-09
Rev Date: 2024-08-15
Rev No: 1
Pages: 6 of 6

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

OCWA Position Descriptions/Job Specifications

5. Revision History

Date	Revision #	Reason for Revision
2018-12-18	0	Procedure issued – Information within OP-09 (s. 3) was originally set out in Appendix D of the Fauquier Drinking Water System Operational Plan (revision 3, dated May 24, 2013). 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’. Incorporated OCWA’s new org structure, including SPC Manager. 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. Re-worded QEMS Roles, Responsibilities and Authorities for each position. Added QEMS Roles, Responsibilities and Authorities for Mechanic and Data Clerk.
2024-08-15	1	Procedure updated with revisions to Table 9-2 as follows: Role/Position updated to clarify roles are performed by multiple positions, position titles updated, note added regarding OITs operating limitations. Removed position/roles no longer applicable. Additional revisions include replaced MOECC with Ministry, minor rewording and type-o’s, removed watermark.



Ontario Clean Water Agency

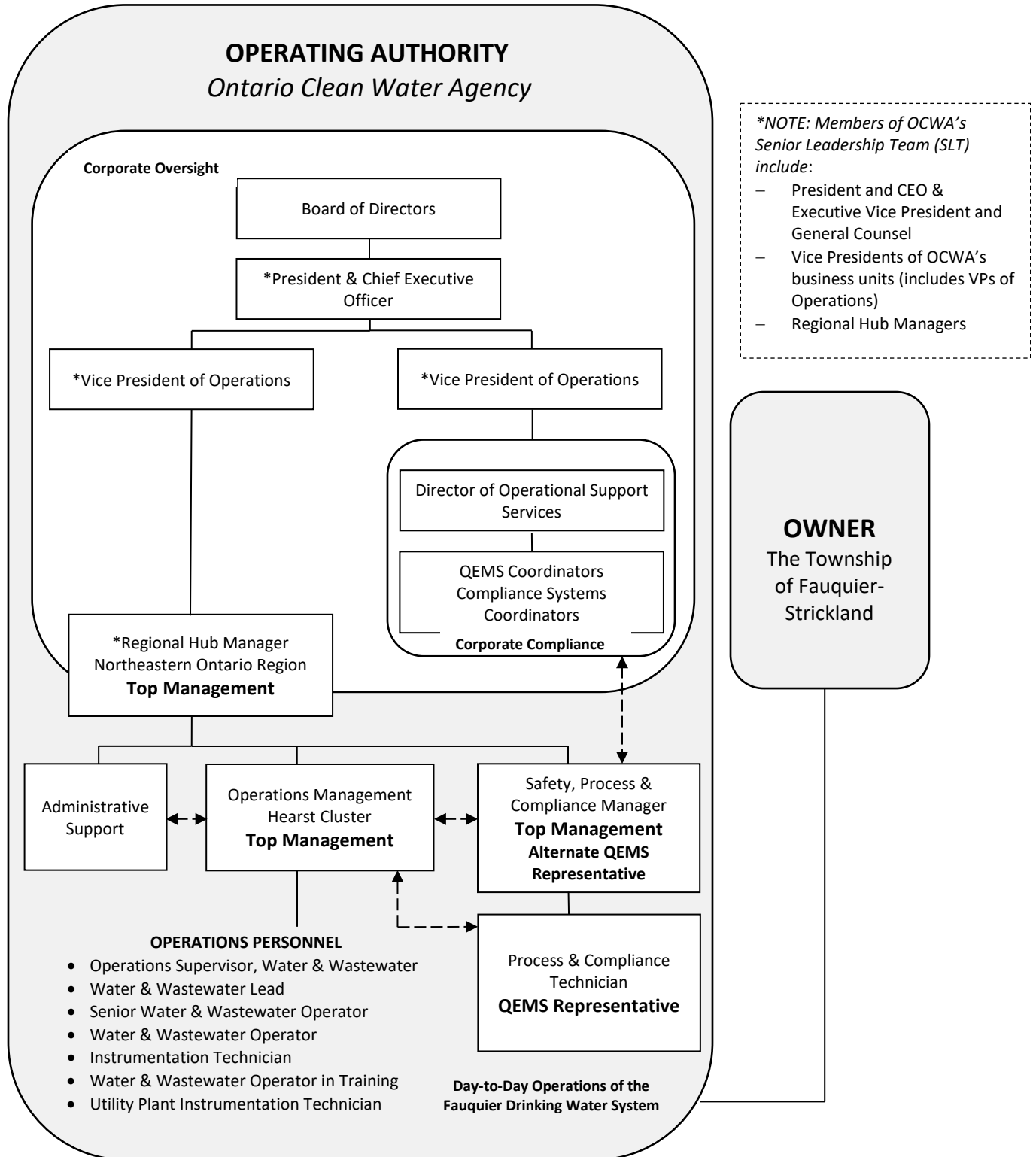
OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc.: OP-09A
Rev Date: 2024-08-15
Rev No: 5
Pages: 1 of 2

ORGANIZATIONAL STRUCTURE

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager





Ontario Clean Water Agency

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Doc.: OP-09A

Rev Date: 2024-08-15

Rev No: 5

Pages: 2 of 2

ORGANIZATIONAL STRUCTURE

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Revision History

Date	Revision #	Reason for Revision
2010-06-01	0	Organizational Chart issued.
2012-03-05	1	Updated 'Cluster Manager' title
2013-03-14	2	Corporate Level Top Management tittle changes
2014-06-14	3	Corrected management tittles
2018-12-18	4	Appendix issued - Organizational Chart previously contained as Appendix I of the Operational Plan. Moved to a new Appendix.
2024-08-15	5	Revision to reflect change to reporting structure - Corporate Compliance now reports to VP of Operations. Revised to include Senior Leadership Team (SLT) in reporting structure and identify members, added Compliance System Coordinators, updated Operations Personnel position titles, removed watermark.

COMPETENCIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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.

Role/Position	Required Minimum Competencies
Operations Management (Top Management)	<ul style="list-style-type: none"> • Valid operator certification; if required to act as Overall Responsible Operator (ORO), certification must be at the level of the facility or higher • Experience and/or training in managing/supervising drinking water system operations, maintenance, financial planning and administration • Training and/or experience related to drinking water system processes, principles and technologies • Training on OCWA’s QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-10
 Rev Date: 2024-08-15
 Rev No: 1
 Pages: 2 of 5

COMPETENCIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Role/Position	Required Minimum Competencies
Safety, Process & Compliance (SPC) Manager (Top Management) (May also fulfill the role of Alternate QEMS Representative)	<ul style="list-style-type: none"> • Valid operator certification required to fulfil certified operator duties (if assigned). • Experience in providing technical support and leading/managing programs related to process control and compliant operations • Experience and/or training in conducting compliance audits, and management system audits • Experience and/or training in preparing and presenting informational and training material • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems
Process & Compliance Technician (QEMS Representative)	<ul style="list-style-type: none"> • Valid operator certification required to fulfil certified operator duties (if assigned) • Experience and/or training in resolving/addressing compliance issues for drinking water systems • Experience and/or training in monitoring, assessing and reporting on facility performance against legal requirements and corporate goals • Experience and/or training in preparing and presenting informational and training material • Experience in conducting management system audits or internal auditor education/training • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems
Certified Operator May include the following: <ul style="list-style-type: none"> • Operations Supervisor Water & Wastewater • Water & Wastewater Lead • Senior Water & Wastewater Operator • Water & Wastewater Operator 	<ul style="list-style-type: none"> • Valid operator certification • If required to act as ORO, certification must be at the level of the facility or higher • If required to act as Operator-in-Charge (OIC), certification must be level 1 or higher • Training and/or experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems

COMPETENCIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Role/Position	Required Minimum Competencies
<ul style="list-style-type: none"> Water & Wastewater Operator-in-Training 	
Instrumentation Technician May include the following: <ul style="list-style-type: none"> Utility Plant Instrument Technician Instrumentation Technician 	<ul style="list-style-type: none"> Valid operator certification required to fulfil certified operator duties (if assigned) Experience and/or training in monitoring, programming, installing and troubleshooting network, hardware, software and instrumentation Experience and/or training in drinking water system processes, design, instrumentation, process control and automation systems Training on OCWA's QEMS and the DWQMS Training on relevant legislation, regulations, codes, policies, guidelines and procedures Experience using computers and operational computerized systems

3.2 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.

3.3 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.

3.4 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.

3.5 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. The purpose of the EC 101 course is to ensure staff are aware of applicable legislative and regulatory requirements, to promote awareness of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-10
Rev Date: 2024-08-15
Rev No: 1
Pages: 4 of 5

COMPETENCIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

- 3.6 Staff are also required to complete the training listed in OCWA's Mandatory Training Requirements procedure, based on their position and/or the duties they perform. This list includes mandatory environmental and health and safety compliance training, as well as the training deemed mandatory by OCWA corporate and Ontario Public Service (OPS) policies and is available on OCWA's intranet (sharepoint site).
- 3.7 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.
- 3.8 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.
- 3.9 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.
- 3.10 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.
- 3.11 Individual OCWA employee training records are maintained and tracked using a computerized system, the Training Summary database, which is administrated by OCWA's Learning and Development Department. Training records maintained at the facility are controlled as per OP-05 Document and Records Control.

4. Related Documents

OCWA's Learning and Development Resources (OCWA Intranet/sharepoint)
OCWA's Mandatory Training Requirements (OCWA intranet/sharepoint)
Performance Planning and Review Database
OP-5 Document and Records Control
OCWA Training Summary Database



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-10
Rev Date: 2024-08-15
Rev No: 1
Pages: 5 of 5

COMPETENCIES

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

5. Revision History

Date	Revision #	Reason for Revision
2018-12-18	0	<p>Procedure issued – Information within OP-10 (s. 3) was originally set out in Appendix J of the Fauquier Drinking Water System Operational Plan (revision 4, dated May 31, 2017). 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 SPC Manager and Data Clerk 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.</p>
2024-08-15	1	<p>Procedure updated with revisions to table in 3.1 Role/Position updated to clarify roles are performed by multiple positions, position titles updated, removed watermark, updated Procedure to reflect changes to title and content of OCWA’s Mandatory Training Requirements Document, added sharepoint. Removed position/roles no longer applicable.</p>



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-11
Rev Date: 2018 12 18
Rev No: 5
Pages: 1 of 3

PERSONNEL COVERAGE

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

1. Purpose

To describe the procedure for ensuring that sufficient and competent personnel are available for duties that directly affect drinking water quality at the Fauquier Drinking Water 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 Fauquier Drinking Water System is considered an un-manned facility. OCWA operations personnel routinely visit the system twice per week and monitor the facility daily using OCWA's remote monitoring SCADA system.

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.

A properly certified operator is designated as ORO. When the ORO is unavailable, the alternate is designated as the ORO and is recorded as such in the facility logbook (refer to the ORO Letter).

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

3.4 The Senior Operations Manager (or designate) assigns an on-call operator for the time that the facility is un-staffed (i.e., evenings, weekends and Statutory Holidays). The on-call shift rotates every Tuesday morning at 07:30. The on-call schedule is

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



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-11
Rev Date: 2018 12 18
Rev No: 5
Pages: 2 of 3

PERSONNEL COVERAGE

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

maintained by the Team Lead and is available to on-call operators in the Microsoft Outlook shared calendar.

- 3.5 The on-call operator conducts an inspection of the facility process at least once per day during the weekends and Statutory Holidays either on-site or via OCWA’s remote monitoring system. Details of the inspection are recorded in the facility logbook and/or round sheets.
- 3.6 The alarm system auto dialer is programmed to contact the operator on-call. The operator on-call is responsible for responding to the alarm within a reasonable timeframe. 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 OCWA operators also record details in OCWA’s Workplace Management System (WMS/Maximo).
- 3.7 The Senior Operator or Operations Management 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

- Call-In Reports (WMS)
- Critical Shortage of Staff Contingency Plan (Facility Emergency Plan)
- Facility Logbook
- Facility Round Sheets
- On-Call Schedule
- ORO Letter
- Vacation Schedule
- OP-10 Competencies

5. Revision History

Date	Revision	Reason for Revision
2010 06 01	0	Procedure issued



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-11
Rev Date: 2018 12 18
Rev No: 5
Pages: 3 of 3

PERSONNEL COVERAGE

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

Date	Revision	Reason for Revision
2012 03 05	1	Procedure 5.9 was added to reference contingency planning for Critical Shortage of Staff
2013 03 14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2013 05 24	3	Changed frequency of facility visits and on-call schedule rotation changed from Monday to Tuesday
2016 06 30	4	Changed frequency of facility visits
2018 12 18	5	Appendix K, QP-03 procedure renamed OP-11. Removed Scope and Responsibilities sections. Other minor edits in wording.



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-12
Rev Date: 2024-08-15
Rev No: 7
Pages: 1 of 4

COMMUNICATIONS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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 Corporate 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, all staff are required to complete the Environmental Compliance 101 (EC 101) 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

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-12
Rev Date: 2024-08-15
Rev No: 7
Pages: 2 of 4

COMMUNICATIONS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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 Regional Hub Manager, Operations Management, SPC Manager 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/PCT 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:



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-12
Rev Date: 2024-08-15
Rev No: 7
Pages: 3 of 4

COMMUNICATIONS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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 inquiries.

3.6.2 OCWA's QEMS and QEMS Policy are communicated to the public through OCWA's public website (www.ocwa.com). The QEMS Policy is also posted at the Fauquier Water Treatment Plant.

3.6.3 Facility tours for interested parties must be approved in advance by the Owner or Operations Management. A record of any tour is made in the facility logbook.

3.6.4 All complaints, whether received from the consumer, the community or other interested parties, are documented on a Community Complaint form. 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

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
Corporate Emergency Response Plan
Community Complaint Form

5. Revision History



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-12
Rev Date: 2024-08-15
Rev No: 7
Pages: 4 of 4

COMMUNICATIONS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Date	Revision #	Reason for Revision
2010-06-01	0	Procedure issued
2012-03-05	1	Correction of some employee titles and update to Procedure 5.2 to include information how revisions are communicated
2013-03-14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2013-05-24	3	Changed location of OCWA's QEMS Policy to the Fauquier WTP
2014-06-25	4	Updated wording of 5.2 to more accurately describe this part of the hiring process
2016-06-30	5	Added the client reports to section 6.0 Related Documents
2018-12-18	6	Appendix L, 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.
2024-08-15	7	Procedure revised to reference updated title of Corporate Emergency Response Plan, removed watermark.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-13
Rev Date: 2018 12 18
Rev No: 3
Pages: 1 of 3

ESSENTIAL SUPPLIES AND SERVICES

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

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 Fauquier Drinking Water System are contained in the Facility Emergency Plan on the Essential Supplies and Services List. The list is reviewed at least once every calendar year by the QEMS Representative and updated as required.

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



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-13
Rev Date: 2018 12 18
Rev No: 3
Pages: 2 of 3

ESSENTIAL SUPPLIES AND SERVICES

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

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

- 3.6 Internal verification and calibration activities (e.g. chlorine analyzer, turbidimeter, flowmeters, 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, if required 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

- ANSI/NSF Documentation
- AWWA Standards
- Calibration Certificates/Records
- Essential Supplies and Services List
- Municipal Drinking Water Licence (MDWL)
- OP-17 Measurement Recording Equipment Calibration and Maintenance

5. Revision History

Date	Revision	Reason for Revision
2010 06 01	0	Procedure issued
2012 03 05	1	Addition of Procedure 5.3 clarifying how suppliers are informed of relevant aspects of OCWA's QEMS
2013 03 14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-13
Rev Date: 2018 12 18
Rev No: 3
Pages: 3 of 3

ESSENTIAL SUPPLIES AND SERVICES

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

Date	Revision	Reason for Revision
2018 12 18	3	position was discontinued. Appendix M, 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).



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-14
Rev Date: 2018 10 19
Rev No: 3
Pages: 1 of 2

REVIEW AND PROVISION OF INFRASTRUCTURE

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

1. Purpose

To describe OCWA’s procedure for reviewing the adequacy of infrastructure necessary to operate and maintain the Fauquier Drinking Water 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 (Senior Operator, Team Lead, PCT, operators, mechanics and instrumentation technicians) 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-in reports
- Adverse Water Quality Incidents (AWQIs) or other incidents
- Health & Safety Inspections
- Ministry Inspection Reports
- QEMS Audit Reports

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 5 year rolling Recommended Capital and Major Maintenance Report to assist the Owner and OCWA with planning infrastructure needs for the short and long-term. A letter, summarizing capital works recommendations and estimated expenditures for the upcoming year, is submitted to the Owner for review and approval. A capital letter is submitted, at least once every calendar year by Operations Management.

3.4 The final approved capital items form 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).



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-14
Rev Date: 2018 10 19
Rev No: 3
Pages: 2 of 2

REVIEW AND PROVISION OF INFRASTRUCTURE

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

4. Related Documents

Capital and Major Maintenance Recommendations Report
Capital Letter & Acknowledgement/Approval from the Owner
Management Review Minutes
OP-08 Risk Assessment Outcomes
OP-15 Infrastructure Maintenance, Rehabilitation and Renewal
OP-20 Management Review

5. Revision History

Date	Revision	Reason for Revision
2010 06 01	0	Procedure issued
2012 03 05	1	Revised to include the position of Process Compliance Manager
2013 03 14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2018 10 19	3	Appendix N, 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).



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-15
Rev Date: 2018 11 01
Rev No: 0
Pages: 1 of 3

INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

1. Purpose

To describe OCWA's infrastructure maintenance, rehabilitation and renewal program for the Fauquier Drinking Water 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:

- Inspect, adjust and calibrate process control equipment to ensure proper operation of water systems, pumps, chemical feeders, and all other equipment installed at the facilities.
- Inspect reservoir
- Perform routine maintenance duties to equipment including checking machinery and electrical equipment when required.
- Maintain an inventory of all equipment
- Maintain accurate records of work conducted, activities, and achievements.

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.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-15
Rev Date: 2018 11 01
Rev No: 0
Pages: 2 of 3

INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

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 Team Lead. Work orders are completed and electronically entered into WMS by the person responsible for completing the task. Records of these activities are maintained as per OP-05 Document and Records Control.

The Team Lead 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 in the facility's logbook and as corrective/emergency work order and are 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 Capital and Major Maintenance Recommendations Report also provides a long-term (i.e. rolling 5-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 (Team Lead, PCT, operators, mechanics and instrumentation technicians) conduct a review of



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-15
Rev Date: 2018 11 01
Rev No: 0
Pages: 3 of 3

INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

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 (or designate) are provided monthly summary reports which are automatically generated and emailed from WMS.

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 an on-going basis through client reports and at a minimum once every calendar year through submission of the capital letter and the results of the Management Review.

4. Related Documents

- Capital and Major Maintenance Recommendations Report
- Capital Letter & Acknowledgement/Approval from the Owner
- Minutes of Management Review
- OP-05 Document and Records Control
- OP-14 Review and Provision of Infrastructure

5. Revision History

Date	Revision #	Reason for Revision
2018 11 01	0	Procedure issued – Information within OP-15 (s. 3) was originally set out in Appendix O of the Fauquier Drinking Water System Operational Plan (last revision 1, dated March 05, 2012). 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.



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-16
Rev Date: 2024-08-16
Rev No: 5
Pages: 1 of 4

SAMPLING, TESTING AND MONITORING

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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).
- 3.2 Sampling requirements for the facility are defined in the facility's sampling schedule/plan/calendar 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 PCT 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 the following parameters related to process control and finished drinking water quality:

- pH – process water and treated water into distribution system
- Discharge pressure
- Flow rates for raw water, UV effluent, and treated water
- Filter turbidity
- Level for the Clearwell depth
- UV intensity for each bank
- Free chlorine at the reservoir
- Total chlorine at the clearwell and point of entry into distribution system

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



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-16
Rev Date: 2024-08-16
Rev No: 5
Pages: 2 of 4

SAMPLING, TESTING AND MONITORING

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

O. Reg. 170/03. A Data Review Protocol and a Standard Operating Procedure for the Continuous Monitoring of Operational Parameters for Drinking Water Systems are available in the systems Facility Emergency Plan (FEP) Binder.

- 3.5 Adverse water quality incidents are responded to and reported as per the procedures found in the Facility Emergency Plan (FEP) Binder.
- 3.6 In-house process control activities are conducted on a regular basis by the certified operator(s) on duty and at a minimum are conducted as follows:

Operational Parameter	Location	Minimum Frequency
Alkalinity	Raw Water	1x per week (normally 2x)
Turbidity	Raw Water	1x per week (normally 2x)
Colour	Raw Water	1x per week (normally 2x)
pH	Raw Water	1x per week (normally 2x)
Temperature	Raw Water	1x per week (normally 2x)
Process pH	Floc Tank	1x per week (normally 2x)
Process Alkalinity	Floc Tank	1x per week (normally 2x)
Process Temperature	Floc Tank	1x per week (normally 2x)
Turbidity	Filter Influent	1x per week (normally 2x)
Aluminum Residual	Filter Effluent	1x per week (normally 2x)
Colour	Filter Effluent	1x per week (normally 2x)
Turbidity	Filter Effluent	1x per week (normally 2x)
Colour	Treated Water	1x per week (normally 2x)
Alkalinity	Treated Water	1x per week (normally 2x)
Turbidity	Treated Water	1x per week (normally 2x)
pH	Treated Water	1x per week (normally 2x)
Temperature	Treated Water	1x per week (normally 2x)
Free Chlorine	Treated Water	1x per week (normally 2x)
Total Chlorine	Treated Water	1x per week (normally 2x)
Free Chlorine	Reservoir	1x per week (normally 2x)
Total Chlorine	Clearwell	1x per week (normally 2x)
Ammonium Sulfate Dosage	Chemical Room	1x per week (normally 2x)
Polyaluminum Chloride Dosage	Chemical Room	1x per week (normally 2x)
Chlorine Dosage	Chemical Room	1x per week (normally 2x)
Caustic Dosage	Chemical Room	1x per week (normally 2x)
Polymer Dosage	Chemical Room	1x per week (normally 2x)
Free Chlorine	Distribution Water	2x per week
Total Chlorine	Distribution Water	2x per week



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-16
Rev Date: 2024-08-16
Rev No: 5
Pages: 3 of 4

SAMPLING, TESTING AND MONITORING

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

In-house samples are analyzed following approved laboratory procedures. The sampling results are recorded on a facility round sheet and entered into the PDM system. Any required operational process adjustments are recorded in the facility log book.

- 3.7 Additional sampling, testing and monitoring activities related to the facility's most challenging conditions are summarized as follows;
- Monitoring/sampling for harmful algal blooms (HABs) is conducted during the HAB season (the warm seasonal period at a minimum starting on June 1st and continuing until October 31st each year) based on the drinking water systems HAB Monitoring, Reporting and Sampling Plan.

3.8 There are no relevant upstream sampling, testing and monitoring activities that take place for this facility/system.

3.9 Sampling, testing and monitoring results are readily accessible to the Owner at the Fauquier Water Treatment Plant and/or the Municipal Office.

At a minimum, Owners are provided Operations Reports, which include regulatory results and operational issues, 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.

In addition, updates regarding sampling, testing and monitoring activities are provided as per the operating agreement and during regular client meetings.

4. Related Documents

Facility Logbook
Facility Roundsheets
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)
Municipal Summary Report (O. Reg. 170 Schedule 22)
Operations Reports
Process Data Management System (PDM) records
Emergency Contact List and Essential Supplies & Services List (Contacts section of FEP)
Facility Emergency Plan (FEP) Binder
SOP - Reporting and Responding to Adverse Results (FEP Binder)
SOP - Online Check - Water and Wastewater Facilities (FEP Binder)
Sampling Plan/Calendar/Schedule
SCADA Records



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-16
Rev Date: 2024-08-16
Rev No: 5
Pages: 4 of 4

SAMPLING, TESTING AND MONITORING

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

HAB Monitoring, Reporting and Sampling Plan

5. Revision History

Date	Revision #	Reason for Revision
2010-06-01	0	Procedure issued
2012-03-05	1	Addition of Process Compliance Manager (3.0 Responsibility) and clarification of sampling under 5.0 Procedure
2013-03-14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2016-06-30	3	Updated 5.2 to include WISKI, corrected typo in 5.7, added the Client Report to section 6.0
2018-12-18	4	Appendix P, QP-07 procedure renamed OP-16. Removed Scope and Responsibilities sections. Updated s. 3.1 to reference Municipal Drinking Water License and s. 3.2 to reference sampling calendar/plan and removed sampling table. Expanded information related to accredited and licensed laboratories (s. 3.3). Removed pumping and static levels. Reordered some sections and other minor edits.
2024-08-16	5	Updated section 3.4 to reflect the complete list of continuous monitoring equipment and updated the table in Section 3.6 to reflect the current sampling parameters and frequency. Removed OCWA watermark from document. Modified section 3.6 to clarify that the frequency of in-house process control activities is at a 'minimum' frequency which will allow for flexibility if additional sampling conducted beyond that referenced in table/sampling schedule. Added reference to HAB Plan under s. 3.7 and s. 4.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-17
Rev Date: 2018 12 18
Rev No: 3
Pages: 1 of 2

MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

1. Purpose

To describe the procedure for the calibration and/or verification and maintenance of measurement and recording equipment at the Fauquier Drinking Water 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 The Instrumentation Technician 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 a primary user. 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 in the facility logbook.
- 3.4 Calibration and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual, instructions specified in WMS or OCWA's calibration procedures.
- 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 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 Operations Management and 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 and Instrumentation Calibration/Maintenance form. Operations Management or the PCT ensures that any notifications required by applicable legislation are completed and documented within the specified time period.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-17
Rev Date: 2018 12 18
Rev No: 3
Pages: 2 of 2

MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

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

4. Related Documents

- Calibration/Maintenance Records
- Facility Logbook
- Maintenance/Equipment Manuals
- WMS Records
- 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
2010 06 01	0	Procedure issued
2012 03 05	1	Revised to include proper title for Process Compliance Manager
2013 03 14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2018 12 18	3	Appendix Q, 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. Added s. 3.5 to include how standards, reagents and/or chemicals are verified before use to ensure they are not expired. Other minor edits.



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-18
Rev Date: 2024-08-15
Rev No: 5
Pages: 1 of 4

EMERGENCY MANAGEMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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

Corporate Emergency Response Plan (CERP) – 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 Emergency Response Plan (CERP) 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. If the event reaches this level, the instructions indicate the need to contact the Safety, Process and Compliance Manager/Regional Hub Manager.

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 CERP. Level 3 events usually involve



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-18
Rev Date: 2024-08-15
Rev No: 5
Pages: 2 of 4

EMERGENCY MANAGEMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

intervention from outside organizations (client, emergency responders, Ministry, media, etc.). Examples may include:

- 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 Fauquier Drinking Water 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 /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



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-18
Rev Date: 2024-08-15
Rev No: 5
Pages: 3 of 4

EMERGENCY MANAGEMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

form. A CP-related response to an actual event may also be considered a review or a 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 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 CERP.

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)
- Emergency Contact List/Essential Supplies & Services List (Contacts section of FEP)
- OP-20 Management Review

5. Revision History




OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-18
Rev Date: 2024-08-15
Rev No: 5
Pages: 4 of 4

EMERGENCY MANAGEMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Date	Revision #	Reason for Revision
2010-06-01	0	Procedure issued
2012-03-05	1	Corrected Process Compliance Manager's title
2013-03-14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2016-06-30	3	Updated contingency
2018-12-18	4	Appendix R, 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.
2024-08-15	5	Procedure updated as follows: Ministry of Environment and Climate Change revised to Ministry, removed watermark. Modified references to Emergency Response Plan to indicate it is now referred to as Corporate Emergency Response Plan (CERP). Corrected the list in 3.3 to reflect the actual potential emergencies.

 Ontario Clean Water Agency	OPERATIONAL PLAN Fauquier Drinking Water System	QEMS Proc.: OP-19 Rev Date: 2024-08-15 Rev No: 4 Pages: 1 of 5
INTERNAL QEMS AUDITS		
Reviewed by: Process and Compliance Technician		Approved by: Senior Operations Manager

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 Fauquier Drinking Water 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.



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-19
Rev Date: 2024-08-15
Rev No: 4
Pages: 2 of 5

INTERNAL QEMS AUDITS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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. It may not be possible for internal auditors to be fully independent of the activity being audited, but every effort should be made to remove bias and encourage objectivity. Auditors should maintain objectivity throughout the audit process to ensure that the audit findings and conclusions are based only on the audit evidence. Objectivity can be demonstrated by obtaining sufficient appropriate evidence to provide a reasonable basis for the audit findings.



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-19
Rev Date: 2024-08-15
Rev No: 4
Pages: 3 of 5

INTERNAL QEMS AUDITS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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 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



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-19
Rev Date: 2024-08-15
Rev No: 4
Pages: 4 of 5

INTERNAL QEMS AUDITS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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):

- 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
Fauquier DWS - Summary of Action Items



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-19
Rev Date: 2024-08-15
Rev No: 4
Pages: 5 of 5

INTERNAL QEMS AUDITS

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

5. Revision History

Date	Revision #	Reason for Revision
2010-06-01	0	Procedure issued
2012-03-05	1	Clarification of time frames in Procedure 5.1; corrected Process Compliance Manager's title; updated the development of audit protocol in Procedure 5.2
2013-03-14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2018-06-05	3	Appendix S, 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.
2024-08-15	4	Procedure updated to describe and document how objectivity is maintained when an internal auditor is not fully independent of the activity being audited with additions to 3.3.3, removed watermark.



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-20
Rev Date: 2018 11 01
Rev No: 3
Pages: 1 of 3

MANAGEMENT REVIEW

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

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 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 Fauquier Drinking Water System as:

- Operations Management – Hearst Cluster
- Regional Hub Manager – Northeastern Ontario Regional Hub
- Safety, Process & Compliance (SPC) Manager – Northeastern Ontario 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, at least one member of Top Management and at least one facility operator 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;



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-20
Rev Date: 2018 11 01
Rev No: 3
Pages: 2 of 3

MANAGEMENT REVIEW

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

- c) Deviations from critical control limits and response actions;
- d) The effectiveness of the risk assessment process;
- 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 SPC Manager 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 the Owner.

3.9 The QEMS Representative monitors the progress and documents the completion of actions resulting from the Management Review.

4. Related Documents

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



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-20
Rev Date: 2018 11 01
Rev No: 3
Pages: 3 of 3

MANAGEMENT REVIEW

Reviewed by: A. Swanson, PCT

Approved by: Y. Rondeau, SPC Manager

5. Revision History

Date	Revision	Reason for Revision
2010 06 01	0	Procedure issued
2012 03 05	1	Corrected Process Compliance Manager's title
2013 03 14	2	Revised position titles; Operations Manager has been changed to Senior Operations Manager, Cluster Manager has been changed to Operations Manager, and Process Compliance Manager has been removed as the position was discontinued.
2018 11 01	3	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.



OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-21
Rev Date: 2024-09-10
Rev No: 1
Pages: 1 of 4

CONTINUAL IMPROVEMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

1. Purpose

To describe the procedure for tracking and measuring continual improvement of the Quality & Environmental Management System (QEMS) for the Fauquier Drinking Water 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.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-21
Rev Date: 2024-09-10
Rev No: 1
Pages: 2 of 4

CONTINUAL IMPROVEMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

3.2.4 The QEMS Representative ensures corrective actions are documented using the Summary 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 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.



OPERATIONAL PLAN
Fauquier Drinking Water System

QEMS Proc.: OP-21
Rev Date: 2024-09-10
Rev No: 1
Pages: 3 of 4

CONTINUAL IMPROVEMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

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 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 and Climate Change.

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 of Action Items spreadsheet

5. Revision History

Date	Revision #	Reason for Revision
2018-12-18	0	Procedure issued – The original information within the main body of the Fauquier Drinking Water System Operational Plan (revision 5, dated June 30, 2016) 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

OPERATIONAL PLAN

Fauquier Drinking Water System

QEMS Proc.: OP-21
Rev Date: 2024-09-10
Rev No: 1
Pages: 4 of 4

CONTINUAL IMPROVEMENT

Reviewed by: Process and Compliance Technician | Approved by: Senior Operations Manager

Date	Revision #	Reason for Revision
2024-09-10	1	Updated template to the new corporate standard, which removed the watermark and included the uncontrolled printed document disclaimer in the footer. Updated the document reference from "QEMS – Summary of Findings" to the correct document name "Summary of Action Items"

Fields marked with an asterisk (*) are mandatory.

Owner of Municipal Residential Drinking Water System *

The Corporation of the Township of Fauquier - Strickland

Subject Systems

Name of Drinking Water System (DWS) *	Licence Number *	Name of Operating Subsystems (if applicable)	Name of Operating Authority *	DWS Number(s) *
1. Fauquier Drinking Water System	289-101		Ontario Clean Water Agency	210000979

Contact Information for Questions Regarding the Operational Plan

Primary Contact

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Case

First Name *

Michael

Middle Initial

Title *

Process and Compliance Technician (OCWA)

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Galda

First Name

Jeremy

Middle Initial

C

Title

SPC Manager

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ext.

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THE CORPORATION OF THE TOWNSHIP OF FAUQUIER-STRICKLAND

BY-LAW 2025-34

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE SPECIAL MEETING OF
COUNCIL ON August 5, 2025**

WHEREAS Section 5 (3) of the Municipal act, 2001, S.O. 2001, Chapter 25 as amended, requires a municipal Council to exercise its powers by By-Law, except where otherwise required;

AND WHEREAS Section 10 (2) of the Municipal Act, 2001, S.O. 2001, Chapter 25 authorizes single-tier municipalities to pass by-laws respecting: 2. Accountability and transparency of the municipality and its operations.

AND WHEREAS Council or a Committee of Council often authorizes action to be taken which does not lend itself to an individual By-law;

AND WHEREAS the Council of the Township of Fauquier-Strickland deems it desirable to confirm the proceedings of Council at its meeting hereinafter set out;

THEREFORE, BE IT RESOLVED that the Corporation of the Township of Fauquier-Strickland enacts as follows:

1. Ratification and Confirmation

THAT the action of this Council at its meetings set out below with respect to each motion, resolution and other action passed and taken by this Council at its meetings (except where the Township is specifically authorized to do otherwise), is hereby adopted, ratified, and confirmed as if such proceedings and actions were expressly adopted and confirmed by By-law: Meeting held: Tuesday , August 5, 2025

2. Execution of all documents

THAT the Mayor of the Council and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor and Deputy Clerks are hereby authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Township to such documents.

Read a first, second and third time, and finally passed this 5th day of August 2025.

MAYOR
Madeleine Tremblay

CLERK
Shannon Pawlikowski