

AGENDA / ORDRE DU JOUR

- A) Declaration of Pecuniary Interest / Déclaration d'intérêts pécuniaires**
- B) Addendum (if applicable) and Agenda / Addenda (si nécessaire) et Ordre du jour**
- B-1 Resolution to approve the Addendum
B-2 Resolution to adopt the Agenda
- C) Delegations / Petitions / Délégations / Pétitions**
- C-1 WN Cycling for Charity (*Presenter: Dan Roveda*)
- D) Closed Meeting / Réunion à huis clos**
- D-1 Resolution to proceed into closed meeting as authorized in Section 239 (2) of the Municipal Act, to discuss the following:
- (A) the security of the property of the municipality or local board;
(i) OPP Update
- (C) a proposed or pending acquisition or disposition of land by the municipality or local board;
(ii) Proposed purchase of land
- D-2 Resolution to adjourn the closed session

COMMITTEE OF THE WHOLE MEETING / COMITÉ PLÉNIER

- E-1) Emergency Measures and Public Safety / Mesures d'urgence et sécurité publique NIL
- E-2) Economic Development / Développement économique NIL
- E-3) Social Services and Health / Services sociaux et santé NIL
- E-4) Public Works / Travaux publics NIL
- E-5) Community Services / Services communautaires
- E-5 (a) Update re: Canadian Legion request for tent (*verbal*)
E-5 (b) Review of List of Free Hall Recipients (*document to follow*)

E-6) Sewer and Water / Les égouts et l'eau

E-6 (a) Discussion re: Summary Management Review of the Drinking Water Quality Management System (DWQMS) Report. (*separate document*)

E-7) Environmental / L'environnement *NIL*

E-8) General Government / gouvernement général

E-8 (a) Update re: OPP Policing (*verbal*)

E-9) Planning / Planification *NIL*

**REGULAR COUNCIL MEETING /
RÉUNION RÉGULIÈRE**

F) Planning / Planification

G) Correspondence and Accounts / Comptes et courrier *NIL*

H) Unfinished Business / Affaires en marche *NIL*

I) Notice of Motion / Avis de motion

J) New Business / Affaires nouvelles *NIL*

K) Addendum / Addenda

L) Information & Questions / Information et questions

K-1 Mayor's Report

M) Closed Meeting / Réunion à huis clos *NIL*

N) Adjournment / Ajournement

M-1 Resolution to adopt By-law **2018/32** confirming proceedings of meeting

M-2 Resolution to adjourn the meeting

REQUEST FOR DELEGATION / WRITTEN SUBMISSIONS

A request for a delegation or presentation before Council must be in the form of a written submission to the Municipal Clerk. The following background information form must be duly completed and submitted by not later than 4:30 p.m. on the Wednesday prior to the requested meeting.

PLEASE PRINT CLEARLY:

Council Meeting Date:

APRIL 10, 2018

Subject:

WEST NIPISSING CYCLE FOR CHARITY

Name:

DAN ROVEDA

Address:

Phone:

Home:

705-753-2487

Business / Cell:

Fax:

E-Mail:

Dan.Roveda@gmail.com

Name of Group or Person(s) being represented *(if applicable)* :

Details of nature of the business/purpose *(additional information can be attached separately)* :

Presentation to Council to promote a fundraising event "WN CYCLE FOR CHARITY".

Presentation Requirements:

Easel

Projection Equipment

Other:

Please be advised that your delegation/presentation will be recorded in video and audio format as part of Council meetings and will be subject to media broadcast (Eastlink and internet). Personal information on this form will be used for the purpose of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended.

Submit your completed form to:

Municipal Clerk
Municipality of West Nipissing
101 – 225 Holditch Street
Sturgeon Falls, ON P2B 1T1
e-mail: mducharme@westnipissing.ca
Tel: 705-753-2250 • Fax: 705-753-3950

Visit ... www.westnipissingouest.ca

MEMORANDUM

TO: Mayor and Council
FROM: Melanie Ducharme, Clerk
DATE: April 6, 2018
RE: **REVIEW OF DRINKING WATER QUALITY MANAGEMENT SYSTEM REPORT**

The Drinking Water Quality Management System Report was distributed to Council on March 28th, 2018 for your review.

As required, the Manager of Water and Wastewater Operations will be in attendance to answer any questions you may have and to address the items listed on the attached '**Management Review Documentation (Element 20)**'.

Thank you

Joie de vivre



West Nipissing Ovest

Joie de vivre

www.westnipissingouest.ca



**Sturgeon Falls Drinking Water System and
Verner Distribution System
Management Review Documentation (Element 20)**

Prepared By: P. Ming
Date: November 28, 2017

Management Review for 2017

Date:

Attendance:			

Item	Councillors' Comments/Questions	Management Response/Follow -up
a) incidents of regulatory non-compliance,		
b) incidents of adverse drinking-water tests,		
c) deviations from critical control point limits and response actions,		
d) the efficacy of the risk assessment process,		
e) internal and third-party audit results,		
f) results of emergency response testing,		
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 Quality Management System,		
l) consumer feedback,		
m) the resources needed to maintain the Quality Management System,		
n) the results of the infrastructure review,		
o) Operational Plan currency, content and updates, and		
p) staff suggestions.		



a) Incidents of Regulatory Non-Compliance

- There were no incidents of regulatory non-compliance for 2017
- The Water Plant Operators, Distribution Operators, and Manager of Water and Wastewater Operations (Manager of Operations) are responsible for regulatory compliance.

b) Incidents of Adverse Drinking Water tests

- There were no incidents of adverse water tests for 2017.
- The Water Plant Operators, Distribution Operators, and Manager of Operations are responsible for monitoring water quality, and will continue operations status quo.

c) Deviations from Critical Control Point Limits (CCL) and Response Actions

- Critical Control Point (CCP) is a point, step or procedure at which controls can be applied and a drinking water health hazard can be prevented, eliminated or reduced to acceptable (critical) levels. CCLs are limits that when reached, would require a response or corrective action.
- Detailed descriptions of CCLs are in the Risk Assessment and Outcomes Table (Element 8). CCLs include:
 1. monitoring the feed rates set on chemical feed for raw water treatment,
 2. monitoring the chlorine feed system for primary disinfection of treated water, and
 3. manually measuring free chlorine levels for secondary disinfection in the distribution system.
- The most recent risk assessment for this reporting period was conducted on March 8, 2018, by the plant operators, Chief Operator, and the Manager of Operations. Results of the assessment are tabulated in the Risk Assessment and Outcomes Table. An assessment must be conducted every 3 years.
- For 2017, there were no deviations from identified critical control point limits. Control measures for the critical control points appear to be adequate.
- Plant operations are responsible for setting and monitoring CCL, and will continue status quo.



d) Efficacy of the Risk Assessment Process

- Risk assessments will continue every three years by operating staff, and reviewed annually by the Manager of Operations. The Water Treatment Department conducted an assessment on March 8, 2018.
- The efficacy of the risk assessment process appears to be adequate as there were no adverse water quality incidents in 2017.
- The Manager of Operations and the Water Plant Chief Operator are responsible for assessing the effectiveness of the Risk Assessment Process.

e) Internal and Third Party Audit Results

- An internal audit was conducted September 27 to October 26, 2017 by Municipal staff.
- Nine non-conformities were cited:
 1. Element 5, not all current forms and SOPs were in the shared drive as described in the program. The program description was edited to reflect current process.
 2. Element 9, Organizational structure, roles and responsibilities have been updated.
 3. Element 10, changes to titles and roles need to be updated. The position, Director of Operations is vacant and the roles and responsibilities are covered by the CAO.
 4. Element 12, the annual report was added to the municipal website as described in supporting documentation for communication to the public.
 5. Element 14 – review and provision of infrastructure. Supporting documentation will be updated to include the method of communication between the Manager of Operations and the Plant Operators.
 6. Element 15, documentation at the management level exists between the CAO, Treasurer and Manager. Documentation for plant preventive maintenance program will be created.
 7. Element 18, an annual emergency plan test was conducted, simulating power failure at the water tower. The test confirmed all safeguards for this type of emergency were adequate.
 8. Element 19, all internal audit findings for 2016 were addressed and a new supporting document outlining deadlines will be created.
 9. Element 21, all past non-conformances were addressed, and a new document will be created describing the corrective action process.



- A third party DWQMS system audit was conducted on November 28, 2017, by SAI Global. There were no non-conformities identified in the assessment. There were three areas for improvement
 1. Reference the Risk Assessment Outcome.
 2. Escalate nonconformities not addressed, and
 3. Document the management review of the 16 agenda items in Element 20.
- All three recommendations will be incorporated in the program. The Manager of Operations is responsible to address all non-conformances and recommendations cited in all audits.

f) Results of Emergency Response Testing

- Element 18 – Emergency Management – an emergency simulation was conducted on October 24, 2017, simulating a power failure at the water tower. The operators were able to set up the portable generator on site needed to restore power for level readings. Analog pressure gauges are installed and could be read to manually maintain water tower level, until temporary or permanent power is restored.
- The Water Plant Chief Operator is responsible to conduct an annual emergency response test. Both the Chief Operator and Manager of Operations are responsible to review the outcome and make appropriate improvements if necessary.

g) Operational performance

- Details of operational performance are in the 2017 Summary report.
- There were no deviations from plant operating parameters. Water Plant Operators are responsible to maintain the integrity of the plant; operations remain status quo.

h) Raw water supply and drinking water quality trends

- Details of water quality trends are in the 2017 Summary report.
- There were no deviations with the raw water quality. Water Plant Operators are responsible to monitor the raw water quality and to report the Manager of Operations if there are any deviations.

i) Follow-up on action items from previous management reviews

- No action items from the previous management review

j) The status of management action items identified between reviews

- No action items



k) Changes that could affect the QMS

- Requirements for DWQMS Element 21 were added. The DWQMS program will be modified to comply with the changes. Specifically, document a process to investigate the causes of non-conformity, actions to correct and prevent, and to review the actions. Further, document a process that identifies and implements preventive measures to eliminate potential non-conformities.

l) Consumer feedback

- There were no major issues or complaints made by consumers.

m) The resources needed to maintain the QMS

- Currently, no additional resources are required.

n) The results of the infrastructure review

- Meetings were held with the Manager of Water and Wastewater Operations and the Water Plant Chief Operator to recommend capital projects and purchases for the Water Treatment Plant in 2018. The 2018 capital plan includes:
 1. Rebuild one high lift and one low lift pump. A low lift pump, pumps water from the river to the plant, and a high lift pump, pumps drinking water to the town. These pumps were installed in 1991.
 2. Install a sand trap (manhole) to reduce sand that was removed in the treatment process, from flowing to the sewage treatment plant.
 3. Building roof repair.
 4. Plant floor repair.
- The Municipality received Ontario Water Wastewater Fund to continue its water and sewer main rehabilitation program. Distribution projects carried over from 2017 include:
 1. Installing a new watermain on Railway Street between Nipissing Street and Levesque Street.
 2. Installing a watermain to loop the distribution at Sandhill Road with Drive-Inn Road.
 3. Upgrade the watermain on Main Street between Railway and Salter (provisional)
 4. Upgrade the watermain on Ramsay Street (provisional).
- The Municipality is also focused on debt recovery, \$2.15 million debt due to money borrowed for Municipal contributions for the COMRIF storm/sewer/watermain replacement project from 2005 to 2009, and capital work in 2013.



o) Operational Plan currency, content and updates

- The emergency response plan was tested on November 3, 2016 by simulating a chemical feed system failure. All contingencies for plant shut down and alarms worked as requires and no changes to the contingency plan was required.
- Updates were made to Elements 5, 9, 10, 12, 14, 15, 18, 19 and 21 to address non-conformities made in the internal audit. A supporting document was also made for Element 20 based on an opportunity for improvement from the external audit.

p) Staff suggestions

- Staff suggestions are an ongoing process. Formal suggestions are made in the risk assessment process, internal DWQMS audits, safety inspections, and management reviews with the Chief operators. Operators are also able to contact the Manager of Operations at any time for making suggestions.
- The Manager of Operations is responsible to ensure all operators are comfortable to communicate their ideas for improvement.



THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
LA CORPORATION DE LA MUNICIPALITÉ DE NIPISSING OUEST

BY-LAW 2018/32

**BEING A BY-LAW OF THE MUNICIPALITY OF WEST NIPISSING
TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS MEETING
HELD ON THE 10th DAY OF APRIL, 2018**

WHEREAS the Municipality of West Nipissing deems it desirable to confirm the proceedings of Council at its meeting held on the 10th day of April, 2018, and each motion, resolution and other action passed and taken by the Council at its said meeting, is except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

The Mayor of the Municipality and the proper officer of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk or Deputy Clerk is hereby authorized and directed to affix the Corporation Seal of the Municipality to all such documents.

ENACTED AND PASSED THIS 10th DAY OF APRIL, 2018 AS WITNESSED BY THE SEAL OF THE CORPORATION AND THE HANDS OF ITS PROPER OFFICERS.

JOANNE SAVAGE
MAYOR

MELANIE DUCHARME
CLERK