AGENDA
Regular Council Meeting
Tuesday, March 21, 2023
4:40 PM
Council Chambers/Zoom

Pease visit the TKL YouTube Channel for the live-stream of the meeting.

We acknowledge that the Town of Kirkland Lake is located on the traditional territory of Algonquin peoples including the Beaverhouse First Nation, and unceded territory of other indigenous peoples.

We recognize the presence of the Algonquin, Anishanabai, Ojibwe, Cree and Métis people in our community since time immemorial and honour their stewardship and care of these lands.

We hereby affirm our continued commitment and responsibility to reconciliation.

1. CALL TO ORDER AND MOMENT OF SILENCE

2. APPROVAL OF THE AGENDA

RECOMMENDATION:
THAT the Agenda for the Regular Meeting of Council held on Tuesday, March 21, 2023 be approved as circulated.

3. DECLARATION OF PECUNIARY INTEREST

4. PETITIONS AND DELEGATIONS

5. ACCEPTANCE OF MINUTES AND RECOMMENDATIONS

5.1. Council Minutes - March 7, 2023

RECOMMENDATION:
BE IT RESOLVED THAT Council approve the minutes of the following meetings:

- Minutes of the Regular Meeting of Council held Tuesday, March 7, 2023.

6. REPORTS OF MUNICIPAL OFFICERS AND COMMUNICATIONS

6.1. Request to Cancel Sales of 3 McKelvie Avenue and Lots 74& 75, M112 on Folger Street
Jenna McNaughton, Planning Administrator
2023-DEV-014

RECOMMENDATION:
BE IT RESOLVED THAT Report Number 2023-DEV-014 entitled "**Request to Cancel Sales of 3 McKelvie Avenue and Lots 74 & 75, M112 on Folger Street**" be received;
AND THAT Council cancel the land sale at 3 McKelvie Avenue to Mubashar Hussain;
AND THAT Council cancel the land sale of Lots 74 and 75, M112, Folger Street to Judy Crisante;
AND FINALLY THAT a by-law repealing By-Law No. 21-098 and By-Law No. 22-030 be brought forward for three (3) readings on March 21, 2023.

6.2. Early Access Agreements with Hydro One Networks Inc. – K4 Transmission Line
Jenna McNaughton, Planning Administrator

2023-DEV-015

RECOMMENDATION:
BE IT RESOLVED THAT Report Number 2023-DEV-015 entitled "**Early Access Agreements with Hydro One Networks Inc. – K4 Transmission Line**" be received;
AND THAT the Mayor and Municipal Clerk be authorized to execute four (4) Early Access Agreements and all appropriate easement documents as may be required with Hydro One Networks Inc.;
AND FINALLY THAT an Execution By-Law authorizing the execution of an Early Access Agreement and any related easement Agreements and subsequent amendments be brought forward for three (3) readings on March 21, 2023.

6.3. Town of Kirkland Lake 10-Year Road Reconstruction Plan
Stephane Fortin, Director of Public Works
2023-PW-002

RECOMMENDATION:
BE IT RESOLVED THAT Report Number 2023-PW-002 entitled "**Town of Kirkland Lake 10-Year Road Reconstruction Plan**" be received for information.

6.4. Kirkland Lake Drinking Water System Operational Plan Update
Stephane Fortin, Director of Public Works
2023-PW-004

RECOMMENDATION:
BE IT RESOLVED THAT Report Number 2023-PW-004 entitled "**Kirkland Lake Drinking Water System Operational Plan Update**" be received;

AND THAT Council approve the amendments thereto and endorse The Corporation of The Town of Kirkland Lake's Drinking Water System Operational Plan dated March 1, 2023 as updated;
AND THAT the Mayor and Municipal Clerk be authorized to execute the required documentation showing Council's endorsement of The Corporation of the Town of Kirkland Lake's Updated Drinking Water System Operational Plan;
AND FINALLY THAT an execution by-law be brought forward for three (3) readings on March 21, 2023.

6.5. Request for Parade Permit: Holy Name of Jesus Parish Way of The Cross Annual Parade
Jennifer Montreuil, Municipal Clerk
2023-CLK-010

RECOMMENDATION:
BE IT RESOLVED THAT Report Number 2023-CLK-010 entitled "**Request for Parade Permit – Holy Name of Jesus Parish Way of The Cross Annual Parade**" be received;
AND THAT Council direct that a Parade Permit be issued to the Holy Name of Jesus Parish for April 7, 2023;
AND FINALLY THAT Council hereby waive the $100.00 permit fee requirement as outlined in By-Law 86-65.

6.6. 2023 Operating and Capital Budget
Lloyd Crocker, Treasurer
2023-FIN-003

RECOMMENDATION:
BE IT RESOLVED THAT Report Number 2023-FIN-003 entitled "**2023 Operating and Capital Budget**" be received for information;
AND FINALLY THAT deliberations regarding the 2022 Operating and Capital Budget commence on Tuesday, April 11, 2023.

7. CONSIDERATIONS OF NOTICES OF MOTIONS

7.1. Councillor Shaba - Letter of Support for the Kenogami Watershed Ecological Alliance (KWEA)
Proposed Commendation Letter to KWEA

RECOMMENDATION:
Moved by: Councillor Lad Shaba
Seconded by: Councillor Patrick Kiely

WHEREAS the Kenogami Watershed Ecological Alliance (KWEA) made a presentation to Council at its Meeting of February 21, 2023 surrounding the detrimental effects of the Boreal Forest Medieval Villages (BFMV);

AND WHEREAS Council is aware that BFMV and other non-for-profit organizations have purchased large acreage in unorganized townships within the District of Timiskaming to build high volume "off-grid communities";
AND WHEREAS this Council shared similar and the following concerns with the Ministry of Municipal Affairs and Housing (MMAH) surrounding compliance with Section 1.1.6 of The Provincial Policy Statement, consultation with Indigenous groups, compliance with the Ontario Building Code and regulations, compliance with health and safety laws and regulations; compliance with environmental laws and regulations; reviewing land use compatibility; impacts to resources; pressures on local services such as social, medical and other community infrastructure; and financial burden or constraints;
THEREFORE BE IT RESOLVED that Council for The Corporation of The Town of Kirkland Lake commends the efforts of the KWEA in raising awareness of this matter;
AND FINALLY THAT the commendation letter attached to this Motion be forward to the KWEA.

7.2. Mayor Wight - ESCEN Bursary Request
ESCEN Bursary Request 2023

RECOMMENDATION:
Moved by: Mayor Stacy Wight
Seconded by: Councillor Rick Owen

WHEREAS the Town of Kirkland Lake received a request for donation from ESCEN (Ecole secondaire catholique l'Envolee du Nord) for graduation bursaries;
AND WHEREAS the Town of Kirkland Lake has begun budget planning and deliberations for 2023;
AND WHEREAS according to the Municipal Youth Engagement Handbook: "*the need for municipalities to encourage active citizenship among young residents is clear from the evolving state of the Canadian Workforce*";
AND WHEREAS according to the Canadian Association of Municipal Administrators (2019); "*Attracting and retaining qualified employees ranks only second to the economy as the most significant threat to municipal organizations today*";
THEREFORE BE IT RESOLVED THAT Council for The Corporation of The Town of Kirkland Lake hereby request an information report be presented investigating the viability of an annual Bursary Program to be distributed equally to both local secondary schools in an amount that would not be burdensome within budget parameters;
AND THAT that a policy be drafted and presented for implementation in the 2023 graduation year;
AND FINALLY THAT the sum of up to $1,000.00 be approved in principle from the portion of the Mayor and Council Operating Budget in 2023 and future years upon such policy approval.

8. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

8.1. **By-Law #23-017**

23-017 Appointment of Deputy CBO (C. Nylund)

RECOMMENDATION:

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto;

By-Law Number 23-017, being a by-law to appointing a Deputy Chief Building Official and Property Standards Officer for The Corporation of The Town of Kirkland Lake.

8.2. **By-Law #23-018**

23-018 Repealing Land Sales (3 McKelvie Ave. & Lots 74 & 75, M112, Folger St.)

RECOMMENDATION:

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

By-Law Number 23-018, being a by-law repealing By-Laws 21-098 and 22-030 which authorized the sale of lands located at 3 McKelvie Avenue and Lots 74 & 75; M112, on Folger Street, respectively.

8.3. **By-Law #23-019**

23-019 Execution By-Law Early Access Agreements (4) with HONI

RECOMMENDATION:

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto;

By-Law Number 23-019, being a by-law to authorize the Mayor and Municipal Clerk to execute four Early Access Agreements with Hydro One Networks Inc.

8.4. **By-Law 23-020**

23-020 Execution By-Law DWS Endorsement of Operational Plan as Amended

RECOMMENDATION:

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Municipal Clerk, and the Seal of the Corporation be affixed thereto;

By-Law Number 23-020, being a by-law authorizing the Mayor and Municipal Clerk to execute documents related ot Council's endorsement of The Corporation of The Town of Kirkland Lake's Drinking Water System Operational Plan, as amended.

9. QUESTIONS FROM COUNCIL TO STAFF

9.1. Councillor Shaba - Status Update: Proposed Chaput Hughes Playground Project

RECOMMENDATION:

THAT Council receive the Status Update on the Proposed Chaput Hughes Playground Project from the Chief Administrative Officer for information purposes.

9.2. Councillor Shaba - The Town and Kirkland Lake and the Multicultural Center's relationship (Assistance and Liaison)

RECOMMENDATION:
THAT Council receive information surrounding the Town of Kirkland Lake's relationship with the Multicultural Center (Assistance and Liaison) from the Chief Administrative Officer for information purposes.

10. NOTICE(S) OF MOTION

10.1. Councillor Kiely - Call to Action: Affordable Housing & Homelessness as supported by AMO

10.2. Mayor Wight - Ontario School Board Trustee Elections

11. COUNCILLOR'S REPORTS

11.1. Updates from Members of Council

RECOMMENDATION:
THAT the verbal updates from members of Council be received.

12. ADDITIONAL INFORMATION

None.

13. CLOSED SESSION

RECOMMENDATION:
THAT Council adjourn in-camera pursuant to Section 239 (2) of the *Municipal Act*, 2001, as amended, to discuss:

- personal matters about an identifiable individual, including municipal or local board employees;
- labour relations or employee negotiations;
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; and
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board,

at ____ PM for the following reason(s):

- Item 13.1 Community Complex Retrofit Project Federal Funding
- Item 13.2 Fire Services Update

THAT Council reconvene in open session at _____ PM.

14. MATTERS FROM CLOSED SESSION

15. CONFIRMATION BY-LAW

15.1. **By-Law #23-021**
23-021 Confirming Proceedings - March 21, 2023

RECOMMENDATION:
BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and Municipal Clerk, and the Seal of the Corporation be affixed thereto;
By-Law Number 23-021, being a by-law to confirm the proceedings of Council at its meeting held Tuesday, March 21, 2023.

16. ADJOURNMENT

RECOMMENDATION:
THAT this Regular Meeting of Council do now adjourn at _____ PM.

MINUTES
Regular Council Meeting
Tuesday, March 7, 2023
4:40 PM
Council Chambers/Zoom

The Regular Council of the Town of Kirkland Lake was called to order on Tuesday, March 7, 2023 at 4:40 PM, in the Council Chambers/Zoom, with the following members present:

Present: Mayor Stacy Wight, Councillor Janice Ranger, Councillor Lad Shaba, Councillor Casey Owens, Councillor Dolly Dikens, Councillor Rick Owen, and Councillor Patrick Kiely

Staff: Chief Administrative Officer Alan Smith, Director of Community Services Bonnie Sackrider, Director of Corporate Services Shawn LaCarte, Director of Public Works Stephane Fortin, Director of Long-Term Care and Senior Services Tanya Schumacher, Treasurer Lloyd Crocker, Municipal Clerk Jennifer Montreuil, Manager of Operations & Environmental Services Brian Springer, Manager of Human Resource Services Stephanie Dell, Executive Assistant to the Chief Administrative Officer/Deputy Clerk Amberly Spilman, and Planning Administrator Jenna McNaughton

1. CALL TO ORDER AND MOMENT OF SILENCE

Mayor Wight called the meeting to order and requested a moment of silence.

2. APPROVAL OF THE AGENDA

Moved by: Councillor Janice Ranger
Seconded by: Councillor Casey Owens

BE IT RESOLVED THAT the Agenda for the Regular Meeting of Council held on Tuesday, March 7, 2023 be approved as amended to remove Item No. 8.2 By-Law 23-013.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

Mayor Wight requested those present to declare any pecuniary interests with matters appearing on the open session agenda.

Mayor Wight declared a conflict with Item No. 6.3 Community Improvement Plan Funding Application - 50 Government Rd. W. as "*The company my husband works for owns this property and though his finances would not be impacted by this decision, I will step away from discussion*.".

4. PETITIONS AND DELEGATIONS

4.1. FoodCycle Science - Municipal Food Waste Diversion Program
Jacob Hanlon, Municipal Program Coordinator

Moved by: Councillor Lad Shaba
Seconded by: Councillor Patrick Kiely

BE IT RESOLVED THAT the delegation from the representative of FoodCycle Science entitled "**Municipal Food Waste Diversion Program**" be received for information;
AND FINALLY THAT Council direct Administration to prepare an Information Report surrounding the recommended Pilot Program.

CARRIED AS AMENDED

5. ACCEPTANCE OF MINUTES AND RECOMMENDATIONS

Moved by: Councillor Rick Owen
Seconded by: Councillor Casey Owens

BE IT RESOLVED THAT Council approve the minutes of the following meetings:

- Minutes of the Regular Meeting of Council held February 21, 2023.

CARRIED

Moved by: Councillor Patrick Kiely
Seconded by: Councillor Casey Owens

BE IT RESOLVED THAT Council receive the minutes of the following meetings:
Minutes of the District of Timiskaming Social Services Administration Board held January 19, 2023;
Minutes of the District of Timiskaming Social Services Administration Board held February 1, 2023;
Minutes of the Kirkland Lake Public Library Board held April 21, 2022;
Minutes of the Kirkland Lake Public Library Board held July 7, 2022;
Minutes of the Kirkland Lake Public Library Board held September 29, 2022;
Minutes of the Kirkland Lake Public Library Board held October 19, 2022;
Minutes of the Kirkland Lake Public Library Board held January 19, 2023;
Minutes of the Timiskaming Health Unit Board held November 16, 2022; and
Minutes of the Timiskaming Health Unit Board held January 25, 2023.

CARRIED

Due to technical difficulties, Council recessed at 5:01 PM and reconvened at 5:18 PM.

6. REPORTS OF MUNICIPAL OFFICERS AND COMMUNICATIONS

6.1. Request to Purchase Closed Road Allowances Adjacent to 1 Foss Road
Jenna McNaughton, Planning Administrator

Moved by: Councillor Lad Shaba
Seconded by: Councillor Rick Owen

BE IT RESOLVED THAT Report Number 2023-DEV-013 entitled "**Request to Purchase Closed Road Allowances Adjacent to 1 Foss Road**" be received for information.

CARRIED

6.2. Team Northern Throttle Drag Races Summer Airport Facility Use Request
Alan Smith, Chief Administrative Officer

Moved by: Councillor Dolly Dikens
Seconded by: Councillor Rick Owen

BE IT RESOLVED THAT Report Number 2023-DEV-009 entitled "**Team Northern Throttle Drag Races Summer Airport Facility Use Request**" be received;
AND THAT the Mayor and Municipal Clerk be authorized to execute a Facility Use Agreement with Team Northern Throttle For Family Events for the use of the Kirkland Lake Airport to host Drag Races from June 21st to June 26th, 2023 inclusive, and August 16th to August 21st, 2023 inclusive;
AND FINALLY THAT an execution by-law be brought forward for three readings on March 7, 2023.

CARRIED

Having declared a conflict, Mayor Wight vacated the Council Chambers at 5:21PM. Councillor Owens took the Chair at 5:21 PM.

6.3. Community Improvement Plan Funding Application - 50 Government Rd. W.
Alan Smith, Chief Administrative Officer

Moved by: Councillor Patrick Kiely
Seconded by: Councillor Janice Ranger

BE IT RESOLVED THAT Report Number 2023-DEV-011 entitled "**Community Improvement Plan Funding Application – 50 Government Road West**" be received;
AND THAT Council approve funding under the Community Improvement Program for 50% of eligible costs (not to exceed $5,000.00) for façade improvements at 50 Government Road West;
AND FINALLY THAT Council approve funding under the Community

Improvement Plan for 50% of eligible costs (not to exceed $5,000.00) for building renovations and improvements to 50 Government Road West.

CARRIED

Mayor Wight returned to the Council Chambers at 5:27 PM and resumed as Chair.

6.4. Community Grant Funding Application - Kirkland Lake Lions' Club
Alan Smith, Chief Administrative Officer

Moved by: Councillor Dolly Dikens
Seconded by: Councillor Rick Owen

BE IT RESOLVED THAT Report Number 2023-DEV-012 entitled "**Community Grant Funding Application – Kirkland Lake Lions' Club**" be received;
AND FINALLY THAT Council approve funding totalling $5,000.00 to be drawn from the Community Grant Program in support of the Lion's Club District A-5 Convention and Parade.

CARRIED

6.5. Waste Management Service Contract Extension
Alan Smith, Chief Administrative Officer

Moved by: Councillor Janice Ranger
Seconded by: Councillor Lad Shaba

BE IT RESOLVED THAT Report Number 2023-DEV-007 entitled "**Waste Management Service Contract Extension**" be received;
AND THAT the Mayor and Municipal Clerk be authorized to execute a two (2) year Extension Agreement with Green for Life Environmental Inc. (G.F.L.) for weekly curbside collection of residential, commercial and institutional waste, and bi-weekly curbside collection of residential recycling, and landfill operations as per the Terms set out in RFP-503 -18 for a total cost of $2,127,562.82 plus H.S.T.;
AND THAT Council approve the change management request to recital F. Compensation, subsection (b) of the original Agreement to provide for quarterly fuel cost adjustments for the term of the Extension Agreement;
AND FINALLY THAT an execution by-law be brought forward for three readings on March 7, 2023.

CARRIED

7. CONSIDERATIONS OF NOTICES OF MOTIONS

None.

8. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

8.1 Moved by: Councillor Patrick Kiely
Seconded by: Councillor Rick Owen

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;

By-Law Number 23-012, being a by-law to authorize the execution of a Memorandum of Agreement with the Timiskaming Health Unit for the Performance of Work described in Section 7.0 Statement of Work identified in the District-wide Community Safety and Well Being Plan.

CARRIED

Item 8.2 was removed.

8.3 Moved by: Councillor Dolly Dikens
Seconded by: Councillor Casey Owens

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;
By-Law Number 23-014, being a by-law to authorize the execution of an Agreement between Team Northern Throttle (TNT) and The Corporation of The Town of Kirkland Lake for the use of the Airport facility for an annual drag racing event.

CARRIED

8.4 Moved by: Councillor Patrick Kiely
Seconded by: Councillor Casey Owens

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and the Clerk, and the Seal of the Corporation be affixed thereto;
By-Law Number 23-015, being a by-law to authorize the Mayor an Clerk to execute documents related to the sale of Parts 1 & 2, 54R-6325 to Rene Emmell.

CARRIED

9. QUESTIONS FROM COUNCIL TO STAFF

None.

10. NOTICE(S) OF MOTION

10.1. Councillor Shaba - Letter of Support for the Kenogami Watershed Ecological Alliance (KWEA)

10.2. Mayor Wight – ESCEN 2023 Bursary Request

11. COUNCILLOR'S REPORTS

11.1. Updates from Members of Council

Moved by: Councillor Rick Owen
Seconded by: Councillor Janice Ranger

BE IT RESOLVED THAT the verbal updates from members of Council be received.

CARRIED

12. ADDITIONAL INFORMATION

None.

Council took recess at 5:48 PM and resumed the meeting at 6:00 PM

13. CLOSED SESSION

Moved by: Councillor Dolly Dikens
Seconded by: Councillor Lad Shaba

BE IT RESOLVED THAT Council adjourn in-camera pursuant to Section 239 (2) of the *Municipal Act*, 2001, as amended, to discuss personal matters about an identifiable individuals, including municipal or local board employees at 6:00 PM for the following reason(s):

- Item 13.1 Chief Administrative Officer Performance Evaluation
- Item 13.2 Verbal Report - Organizational Update on Development Services/Public Works Departments
- Item 13.3 Verbal Report - Supplemental Committee of Council Public Appointments

CARRIED

Moved by: Councillor Dolly Dikens
Seconded by: Councillor Patrick Kiely

BE IT RESOLVED THAT Council reconvene in open session at 6:29 PM.

CARRIED

14. MATTERS FROM CLOSED SESSION

14.1 Supplemental Committees of Council Public Appointments (Item 13.3)

Moved by: Councillor Janice Ranger
Seconded by: Councillor Lad Shaba

BE IT RESOLVED THAT the following individual be appointed to the Kirkland Lake Economic Development Committee for the year 2023 in this Term of Council:

- Brianna Julien

CARRIED

15. CONFIRMATION BY-LAW

15.1. By-Law 23-016

Moved by: Councillor Casey Owens
Seconded by: Councillor Rick Owen

BE IT RESOLVED THAT the following by-law be read a first, second, and third time, numbered, passed, signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto;
By-Law Number 23-016, being a by-law to confirm the proceedings of Council at its meeting held March 7, 2023.

CARRIED

16. ADJOURNMENT

Moved by: Councillor Patrick Kiely
Seconded by: Councillor Janice Ranger

BE IT RESOLVED THAT this Regular Meeting of Council do now adjourn at 6:30 PM.

CARRIED

Stacy Wight, Mayor

Jennifer Montreuil, Municipal Clerk

APPROVED BY COUNCIL ON MARCH 21, 2023

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Report to Council

Meeting Date: 21/03/2023	Report Number: 2023-DEV-014
Presented by: Jenna McNaughton	Department: Development Services

Report Title

Request to Cancel Sales of 3 McKelvie Avenue and Lots 74 & 75, M112 on Folger Street

Recommendation(s)

BE IT RESOLVED THAT Report Number 2023-DEV-014 entitled **"Request to Cancel Sales of 3 McKelvie Avenue and Lots 74 & 75, M112 on Folger Street"** be received;

AND THAT Council cancel the land sale at 3 McKelvie Avenue to Mubashar Hussain;

AND THAT Council cancel the land sale of Lots 74 and 75, M112, Folger Street to Judy Crisante;

AND FINALLY THAT a by-law repealing By-Law No. 21-098 and By-Law No. 22-030 be brought forward for three (3) readings on March 21, 2023.

Introduction

Administration has been unable to reach the applicant Mubashar Hussain and wish to close the file and cancel the land sale for 3 McKelvie Avenue. In addition, staff have received a request to cancel the land sale with Judy Crisante for lots 74&75 M112 on Folger Street.

Discussion

At the Council Meeting of November 16, 2021, Council passed By-Law 21-098 (Attachment 1) disposing of land known as 3 McKelvie Avenue for acquisition by Mr. Mubashar Hussain for $8,900.00. Administration together with the Town's legal representatives at Wishart Law have made multiple attempts to contact the applicant and their legal representative, however, no responses have been received since February 2022. Letters were sent to the applicant in June and August 2022 which were returned;

Wishart Law also forwarded the correspondence to the applicant's legal representation in October 2022 which also generated no response.

At the Council Meeting of April 5, 2022, Council passed By-Law 22-030 (Attachment 2) to dispose of Lots 74 and 75, M112 to be acquired by Judy Crisante for $3,720.80. Ms. Crisante has since requested to cancel the land sale.

Other Alternatives Considered

Not Applicable.

Financial Considerations

Legal costs born by the municipality associated with file closing of the transaction for 3 McKelvie Avenue are approximately $180.00.

There are no legal costs associated with file closing of the transaction for Lots 74 & 75, M112 on Folger Street.

Alignment to Strategic Priorities

Strategic Priorities: Efficiency

Goals: Achieve Sustainable Operational Excellence

Objectives: Better Management of Capital Assets

Accessibility Considerations

Not Applicable.

Conclusion

As the dispositions will no longer be moving forward, Administration request that both authorizing by-laws (21-098 and 22-030) be repealed.

Consultations

Town of Kirkland Lake Senior Management Team

Attachments

Attachment 1 – By-Law 21-098 (Authorizing sale of 3 McKelvie Avenue)

Attachment 2 – By-Law 22-030 (Authorizing sale of Lots 74 & 75, M112)

KIRKLAND LAKE

THE RIGHT ENVIRONMENT

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 21-098

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE DOCUMENTS RELATED TO THE SALE OF 3 MCKELVIE AVENUE TO MUBASHAR HUSSAIN

WHEREAS the Municipality passed By-law 09-064; being a procedure for the purposes of the sale or other disposition of real property, on August 10, 2009;

AND WHEREAS By-law 09-064 was in force on the date of the sale or disposition of the property described as Plan M105T N PT LOT 141 RP TER365 PART 1, PCL 9711CST;

AND WHEREAS the Municipality declared the property as surplus land on March 24, 2020;

AND WHEREAS the Municipality provided public notice of the Town's intent to sell of dispose of the property on November 9th, 2021;

AND WHEREAS the Municipality received an offer to purchase land described as Plan M105T N PT LOT 141 RP TER365 PART 1, PCL 9711CST;

AND WHEREAS the purchaser is not in arrears on property taxes or been in tax registration in the last 10 years, and has no outstanding accounts owed to the Town of Kirkland Lake;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

THAT the Mayor and Clerk are hereby authorized to execute all documents related to the sale of land described as Plan M105T N PT LOT 141 RP TER365 PART 1, PCL 9711CST, to Mubashar Hussain for $8,900, plus legal costs.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16th DAY OF NOVEMBER, 2021.

Pat Kiely, Mayor

Meagan Elliott, Clerk

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 22-030

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE DOCUMENTS RELATED TO THE SALE OF LOT 74 & 75, M112; FOLGER STREET TO JUDY CRISANTE

WHEREAS the Municipality passed By-Law 09-064, being a procedure for the purposes of the sale or other disposition of real property, on August 10, 2009;

AND WHEREAS By-Law 09-064 was in force on the date of the sale or disposition of the property described as Plan M112T LOTS 34 & 35; PCL 8397;

AND WHEREAS the Municipality declared the property as surplus land on March 24, 2020;

AND WHEREAS the Municipality provided public notice of the Town's intent to sell of dispose of the property on March 22, 2022;

AND WHEREAS the Municipality received an offer to purchase land described as Plan M112T LOTS 34 & 35; PCL 8397;

AND WHEREAS the purchaser is not in arrears on property taxes or been in tax registration in the last 10 years, and has no outstanding accounts owed to the Town of Kirkland Lake;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

1. **THAT** the Mayor and Clerk are hereby authorized to execute all documents related to the sale of land described as Plan M112T LOTS 34 & 35; PCL 8397, to Judy Crisante for $3,720.80, plus legal costs.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 5th DAY OF APRIL, 2022.

Pat Kiely, Mayor

Jennifer Montreuil, Clerk

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Report to Council

Meeting Date: 21/03/2023	Report Number: 2023-DEV-015
Presented by: Jenna McNaughton	Department: Development Services

Report Title

Early Access Agreements with Hydro One Networks Inc. – K4 Transmission Line

Recommendation(s)

BE IT RESOLVED THAT Report Number 2023-DEV-015 entitled **"Early Access Agreements with Hydro One Networks Inc. – K4 Transmission Line"** be received;

AND THAT the Mayor and Municipal Clerk be authorized to execute four (4) Early Access Agreements and all appropriate easement documents as may be required with Hydro One Networks Inc.;

AND FINALLY THAT an Execution By-Law authorizing the execution of an Early Access Agreement and any related easement Agreements and subsequent amendments be brought forward for three (3) readings on March 21, 2023.

Introduction

Hydro One Networks Inc. (hereafter called HONI) are currently in the process of upgrading the K4 Transmission Line and have identified four (4) areas adjacent to existing Easements where they require expansion over municipally owned lands. At this time, HONI has requested to enter into Early Access Agreements with the municipality in order to perform site exploration work (Attachment 2). Subsequent Easement Agreements will be drafted following the site work, as surveys will need to be conducted.

Discussion

HONI is in the process of expanding their existing Easement, however, have requested to enter onto municipally owned lands prior to the consideration of the Easement Agreement. HONI intends to conduct Environment and Engineering Studies on the said lands, including any brushing or cutting of trees necessary to conduct the early work. All

areas are North-West of Government Road/Highway 66, between 1150 and 1470 Government Road West (Attachment 1).

- Area one is within Mining Claim 16477; approximately 0.28 acres in size.
- Area two is within Part Mining Claim 16478; approximately 0.34 acres.
- Area three is within Mining Claim 16480; approximately 3.10 acres.
- Area four is within Part Mining Claim L5688; approximately 0.51 acres.

The associated Easement Agreements will be provided following the completion of the survey work.

Other Alternatives Considered

Council may choose to deny the request, however, this would not be favourable as Hydro One Networks Inc. requires expansion of their Easement area to accommodate the upgrade of the K4 Transmission Line.

Financial Considerations

There is a consideration of $2,500.00 associated with each Early Access Agreement, an additional $10,000.00 for the signing of the option Agreement, $10,000.00 for accepting the Appraisal Report, and 115% of Appraised Market Value of the said land. Each parcel equates to $22,500.00 plus 115% of Market Value for the Easement, totalling $90,000.00.

Alignment to Strategic Priorities

Strategic Priorities: Outstanding Service

Goals: Implement Sustainable Service Delivery

Objectives: Managing Expectations

Accessibility Considerations

Not Applicable.

Conclusion

It is recommended that Council authorize the execution of four Early Access Agreements and the related Easement Agreements with Hydro One Networks Inc. as presented.

Consultations

Town of Kirkland Lake Senior Management Team

ATTACHMENTS

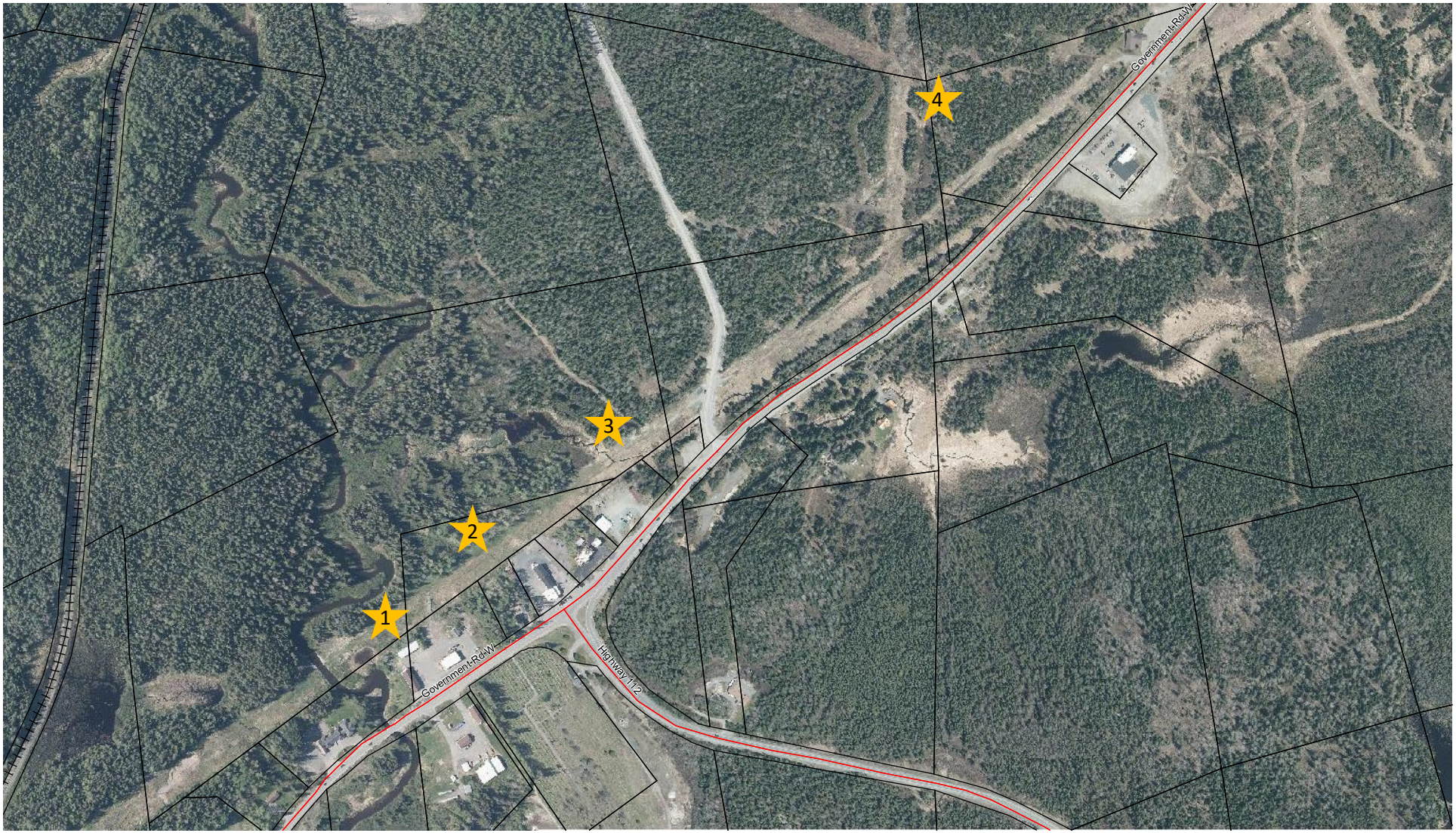
Attachment 1 – Location of Subject Lands

Attachment 2 – Early Access Agreements (4)

Attachment 1

Location of Requested Lands

Area One – within Mining Claim 16477
Area Two – within Part Mining Claim 16478
Area Three – within Mining Claim 16480
Area Four – within Part Mining Claim L5688



THIS AGREEMENT made in duplicate the _____day of _____2023

Between:

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

(hereinafter referred to as the "Grantor")
OF THE FIRST PART

--- and ---

HYDRO ONE NETWORKS INC.

(hereinafter referred to "HONI")
OF THE SECOND PART

WHEREAS the Grantor is the owner in fee simple and in possession of certain lands legally described as PCL 8265 SEC CST; MINING CLAIM 16477 TECK EXCEPT SRO AS IN LT73491, LT112346, LT119478, LT126255, MRO AS IN LT161738 W OF HWY 66; S/T LT47203 TRANSFERRED BY LT82309; S/T LT121476, LT271367; KIRKLAND LAKE ; DISTRICT OF TIMISKAMING, as in PIN 61228-1698 (LT), (the "Lands").

WHEREAS HONI in connection with the K4 Transmission Line Project (the "Project") desires the right to enter onto a portion of the Lands in order to carry out all necessary real estate, environmental and engineering studies and testing including but not limited to borehole testing, archaeological studies, soil assessments, property appraisals and surveys on, over and upon the Lands associated with the "Project".

WHEREAS the Grantor is agreeable in allowing HONI to enter onto a portion of the Lands for the purpose of all necessary studies and testing on, over and upon the Lands, subject to the terms and conditions contained herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of **TWO THOUSAND FIVE HUNDRED DOLLARS** ($2,500.00) to be paid by HONI to the Grantor, and the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Grantor hereby grants, conveys and transfers to HONI in, over, along and upon that part of the Lands highlighted in yellow as shown in Schedule "A" attached hereto (the "Route"), the rights and privileges as follows:

(a) for the servants, agents, contractors and workmen of HONI at all times with all necessary vehicles and equipment to pass and repass over the Route for the purpose of real estate, environment and engineering studies and testing associated with the Project, subject to payment of compensation for damages including payment for crop land out of production caused thereby;

(b) to cut and remove all trees, brush and other obstructions made necessary by the exercise of the rights granted hereunder with prior consent of the Grantor, subject to payment of compensation for damages.

2. The term of this Agreement and the permission granted herein shall be one (1) year from the date written above (the "Term"). HONI may, in its sole discretion, and upon 5 days notice to the Grantor, extend the Term for an additional length of one (1) year for an amount of $2,500 under the same provisions and conditions contained in this agreement.

3. Upon the expiry of the Term or any extension thereof, HONI shall repair any physical damage to the Route and/or Lands resulting from HONI's use of the Route and the permission granted herein; and, shall restore the Route to its original condition so far as possible and practicable.

4. All agents, representatives, officers, directors, employees and contractors and property of HONI located at any time on the Route shall be at the sole risk of HONI and the Grantor shall not be liable for any loss or damage or injury (including loss of life) to them or it however occurring except and to the extent to which such loss, damage or injury is caused by the negligence or willful misconduct of the Grantor.

5. HONI agrees that it shall indemnify and save harmless the Grantor from and against all claims, demands, costs, damages, expenses and liabilities (collectively the "Costs") whatsoever arising out of HONI's presence on the Route or of its activities on or in connection with the Route arising out of the permission granted herein except to the extent any of such Costs arise out of or are contributed to by the negligence or willful misconduct by the Grantor.

6. Notices to be given to either party shall be in writing, personally delivered or sent by registered mail (except during a postal disruption or threatened postal disruption), telegram, electronic facsimile to the applicable address set forth below (or to such other address as such party may from time to time designate in such manner):

TO HONI:

Hydro One Networks Inc.

Real Estate Services

1800 Main Street East

Milton, Ontario L9T 7S3

Attention: Real Estate Acquisitions

Tel: 905-875-2508

Fax: 905-878-8356

TO GRANTOR:

The Corporation of The Town of Kirkland Lake

Attention: Municipal Clerk

Email: clerk@tkl.ca

Tel: 705-567-9361

7. Notices personally delivered shall be deemed to have been validly and effectively given on the day of such delivery. Any notice sent by registered mail shall be deemed to have been validly and effectively given on the fifth (5^{th}) business day following the date on which it was sent. Any notice sent by telegram, electronic facsimile or shall be deemed to have been validly and effectively given on the Business Day next following the day on which it was sent. "Business Day" shall mean any day which is not a Saturday or Sunday or a statutory holiday in the Province of Ontario. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable herein. The parties hereto submit themselves to the exclusive jurisdiction of the Courts of the Province of Ontario.

8. Any amendments, modifications or supplements to this Agreement or any part thereof shall not be valid or binding unless set out in writing and executed by the parties with the same degree of formality as the execution of this Agreement.

9. The burden and benefit of this Agreement shall run with the Lands and everything herein contained shall operate to the benefit of, and be binding upon, the respective heirs; successors, permitted assigns and other legal representatives, as the case may be, or each of the Parties hereto.

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

Per:

_____

Print Name: **Stacy Wight**

Print Title: **Mayor**

Per:

_____

Print Name: **Jennifer Montreuil**

Print Title: **Municipal Clerk**

We have authority to bind the Corporation

HYDRO ONE NETWORKS INC.

Per:

_____

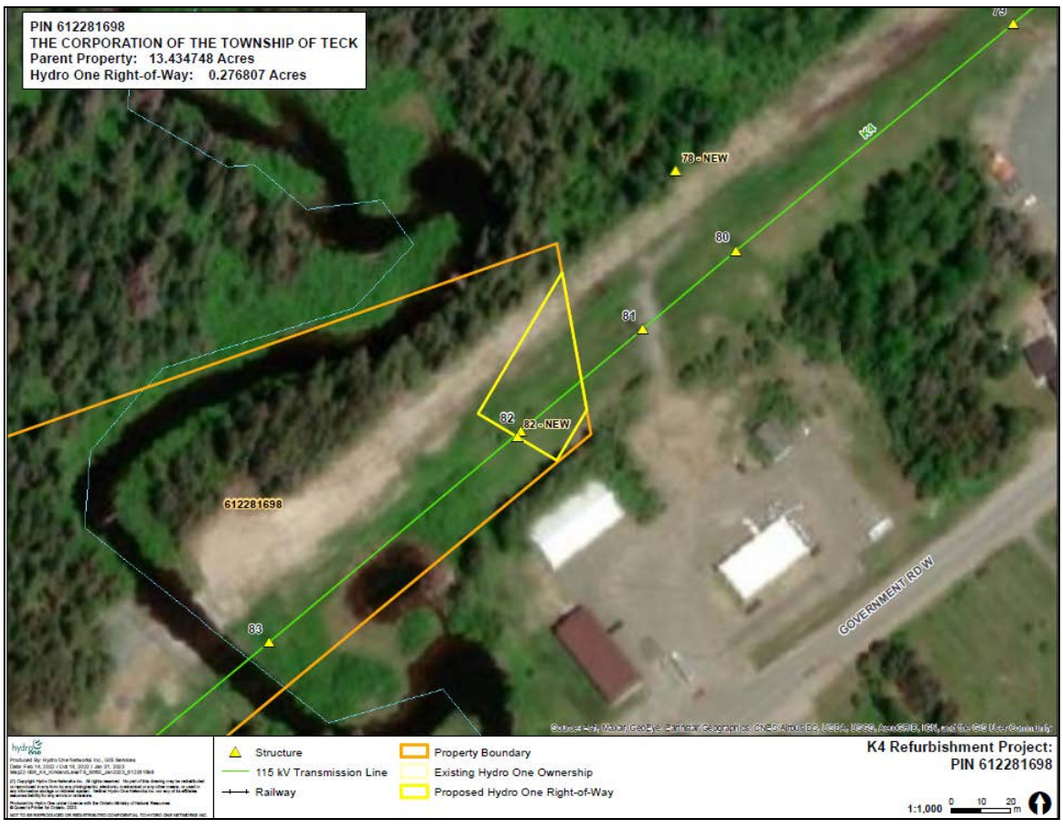
Name: **Aaron Fair**

Title: **Real Estate Services Supervisor**

I have authority to bind the Corporation

SCHEDULE "A"

PROPERTY SKETCH



Conceptual sketch subject to survey. Approximate area outlined above is 0.28 acres.

THIS AGREEMENT made in duplicate the _____day of _____2023

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(hereinafter referred to as the "Grantor")

OF THE FIRST PART

--- and ---

HYDRO ONE NETWORKS INC.

(hereinafter referred to "HONI")

OF THE SECOND PART

WHEREAS the Grantor is the owner in fee simple and in possession of certain lands legally described as PCL 8266 SEC CST; PT MINING CLAIM 16478 TECK N OF SLY LIMIT OF HWY 66 EXCEPT MRO AS IN LT282921; S/T LT47205 TRANSFERRED BY LT82309; S/T LT121477, LT271701; KIRKLAND LAKE; DISTRICT OF TIMISKAMING, as in PIN 61228-1875 (LT), (the "Lands").

WHEREAS HONI in connection with the K4 Transmission Line Project (the "Project") desires the right to enter onto a portion of the Lands in order to carry out all necessary real estate, environmental and engineering studies and testing including but not limited to borehole testing, archaeological studies, soil assessments, property appraisals and surveys on, over and upon the Lands associated with the "Project".

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TO HONI:
Hydro One Networks Inc.
Real Estate Services
1800 Main Street East
Milton, Ontario L9T 7S3
Attention: Real Estate Acquisitions
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Fax: 905-878-8356

TO GRANTOR:
The Corporation of the Town of Kirkland Lake
Attention: Municipal Clerk
Email: clerk@tkl.ca
Tel: 705-567-9361

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Per:

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Print Name: **Stacy Wight**

Print Title: **Mayor**

Per:

_____

Print Name: **Jennifer Montreuil**

Print Title: **Municipal Clerk**

We have authority to bind the Corporation

HYDRO ONE NETWORKS INC.

Per:

_____

Name: **Aaron Fair**

Title: **Real Estate Services Supervisor**

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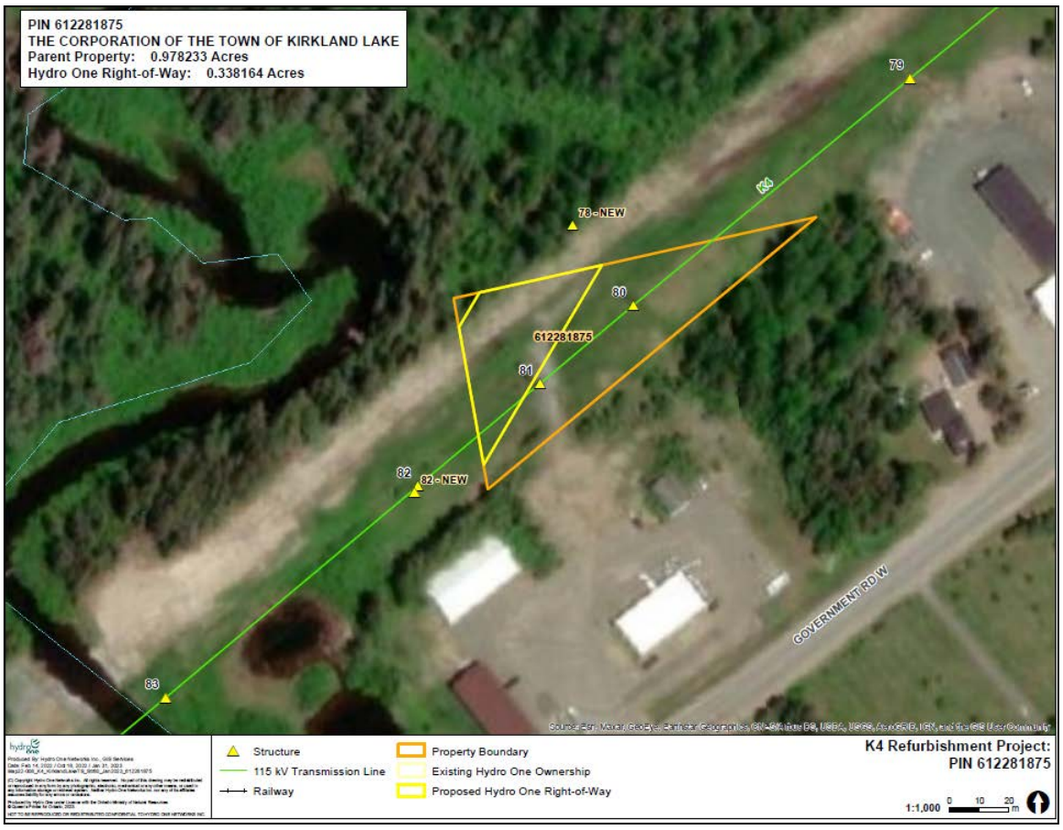
SCHEDULE "A"

PROPERTY SKETCH



Conceptual sketch subject to survey. Approximate area outlined above is 0.34 acres.

THIS AGREEMENT made in duplicate the _____day of _____2023

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(hereinafter referred to as the "Grantor")

OF THE FIRST PART

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(hereinafter referred to "HONI")

OF THE SECOND PART

WHEREAS the Grantor is the owner in fee simple and in possession of certain lands legally described as PCL 8416 SEC CST; MINING CLAIM 16480 TECK N OF S LIMIT HWY 66 EXCEPT LT72715, SRO LT112346; S/T LT47204 TRANSFERRED BY LT82309; S/T LT121478, LT127572, LT271363; KIRKLAND LAKE; DISTRICT OF TIMISKAMING SUBJECT TO AN EASEMENT IN GROSS OVER PT 1 54R5748 AS IN DT44956, as in PIN 61228-1707 (LT), (the "Lands").

WHEREAS HONI in connection with the K4 Transmission Line Project (the "Project") desires the right to enter onto a portion of the Lands in order to carry out all necessary real estate, environmental and engineering studies and testing including but not limited to borehole testing, archaeological studies, soil assessments, property appraisals and surveys on, over and upon the Lands associated with the "Project".

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Real Estate Services

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Milton, Ontario L9T 7S3

Attention: Real Estate Acquisitions

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Fax: 905-878-8356

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Attention: Municipal Clerk

Email: clerk@tkl.ca

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Print Title: **Mayor**

Per:

_____

Print Name: **Jennifer Montreuil**

Print Title: **Municipal Clerk**

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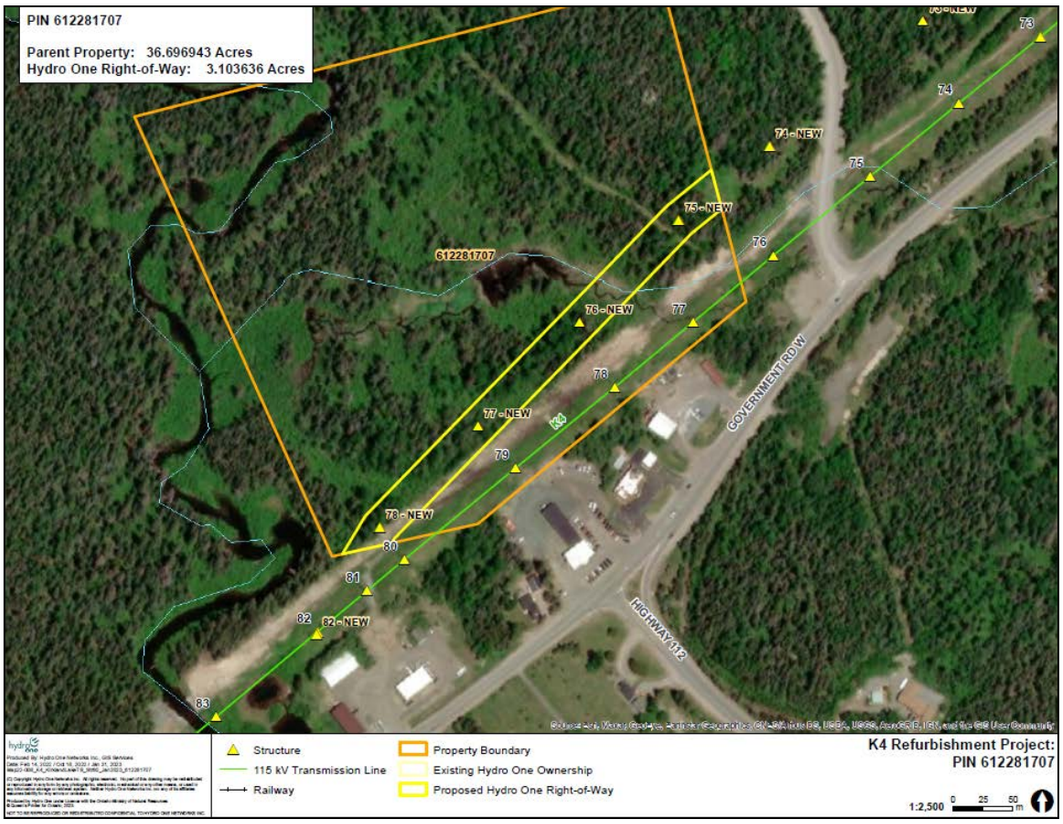

Conceptual sketch subject to survey. Approximate area outlined above is 3.10 acres.

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(hereinafter referred to as the "Grantor")

OF THE FIRST PART

--- and ---

HYDRO ONE NETWORKS INC.

(hereinafter referred to "HONI")

OF THE SECOND PART

WHEREAS the Grantor is the owner in fee simple and in possession of certain lands legally described as PCL 12974 SEC CST; PART MINING CLAIM L5688 TECK SRO PARTS 6 & 7 54R6077 SUBJECT TO AN EASEMENT OVER PART 7 54R6077 AS IN LT72926 TOWN OF KIRKLAND LAKE, as in PIN 61228-2213 (LT), (the "Lands").

WHEREAS HONI in connection with the K4 Transmission Line Project (the "Project") desires the right to enter onto a portion of the Lands in order to carry out all necessary real estate, environmental and engineering studies and testing including but not limited to borehole testing, archaeological studies, soil assessments, property appraisals and surveys on, over and upon the Lands associated with the "Project".

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Hydro One Networks Inc.
Real Estate Services
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TO GRANTOR:
The Corporation of the Town of Kirkland Lake
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Per:

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Print Name: **Stacy Wight**

Print Title: **Mayor**

Per:

_____

Print Name: **Jennifer Montreuil**

Print Title: **Municipal Clerk**

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HYDRO ONE NETWORKS INC.

Per:

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Name: **Aaron Fair**

Title: **Real Estate Services Supervisor**

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SCHEDULE "A"

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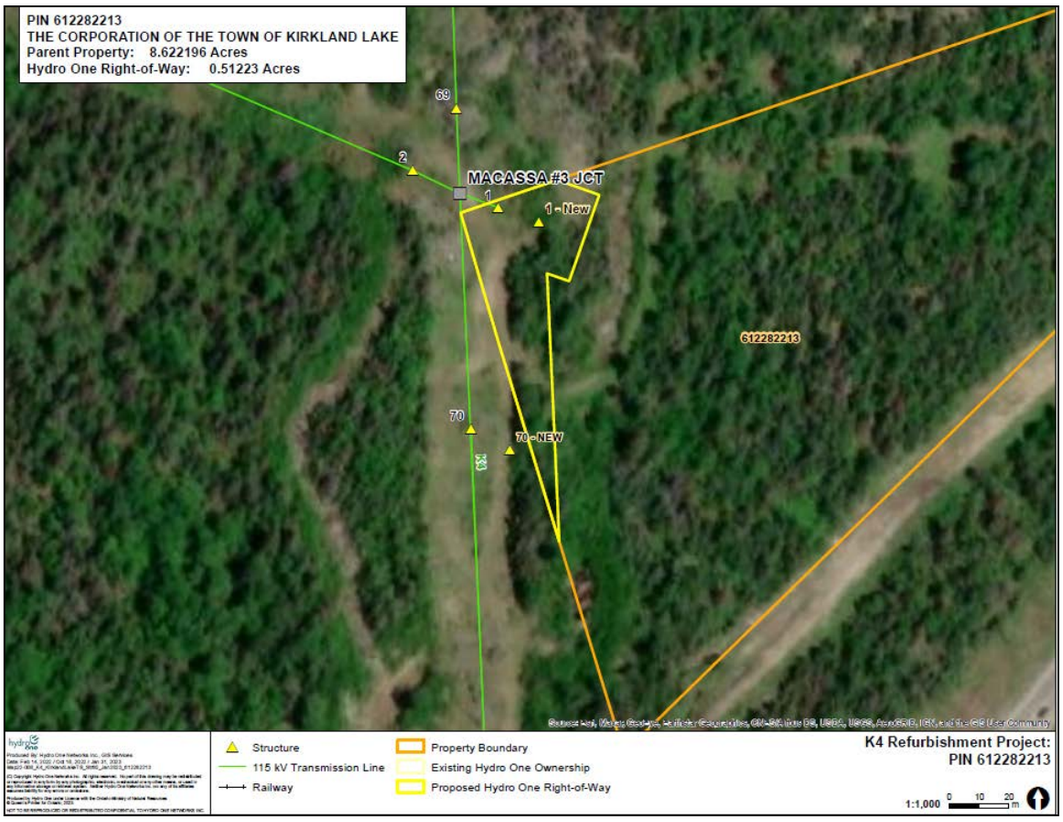

Conceptual sketch subject to survey. Approximate area outlined above is 0.51 acres.

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

REPORT TO COUNCIL

Meeting Date: 21/03/2023	Report Number: 2023-PW-002
Presented by: Stephane Fortin	Department: Public Works

REPORT TITLE

Town of Kirkland Lake 10-Year Road Reconstruction Plan

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-PW-002 entitled **"Town of Kirkland Lake 10-Year Road Reconstruction Plan"** be received for information.

INTRODUCTION

A 10-Year Road Plan (10-Year Road Reconstruction Plan), was created to be utilized as a guide for the Public Works Department to forecast capital expenditures over the next decade. This information is useful at every level and will bring transparency going forward with larger road capital projects.

DISCUSSION

The Public Works Department has been without an Engineering Division for several years which has hindered the ability to design new projects and have them ready for construction. A number of changes in administration and staff over the past several years have impacted the business continuity and knowledge of the Town's existing road network and its infrastructure.

The approach going forward includes the involvement of a Design Consultant to create the necessary documents (tender, specifications, drawings, etc.) for each project. The 10-Year Road Plan as presented (Attachment 1) involves a basic structure which includes one (1) project to be designed each year (RFP process) and one (1) project to be constructed each year (RFT process).

The selection of each project has been based on the age of infrastructure and the existing condition of the asphalt. Other factors such as safety, traffic density and road types

(Collectors vs Local Roads) contributed to the selection of roads in the 10-Year Road Plan.

Other Alternatives Considered

Most of the Town's existing road infrastructure dates from 1930-1935, therefore, several other roads could have been considered versus the ones identified in the 10-Year Road Plan as presented, barring consideration of additional factors.

Financial Considerations

The 10-Year Road Plan will directly impact financial considerations during budget analysis and will assist in the forecasting of future projects and expenses.

Alignment to Strategic Priorities

Strategic Priorities: Efficiency; Accountability; Transparency; Growth.

Goals: Achieve Sustainable Operational Excellence; Build the Team; Provide Outstanding Service; Promote Economic Growth.

Objectives: Better Management of Capital Assets; Improved Communication; Find and Implement Efficiencies; Improving Accountability to Council & Residents; Eliminate the Gaps; Develop Better Communications & Enhanced Openness and Transparency; Improving Health and Safety for Staff and the Public; Invest in Kirkland Lake.

Accessibility Considerations

Not Applicable.

Conclusion

Making decisions on how to move forward with the maintenance and sustainability of the Town's road network and infrastructure is a challenging undertaking. The 10-Year Road Plan as submitted will provide a measurable and plan in assisting the Public Works Department to remediate the Town's road network over the next decade.

Consultations

Town of Kirkland Lake Senior Management Team

Attachments

Attachment 1 – 10-Year Road Reconstruction Plan

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

10 Year Road Reconstruction Plan
(2023 to 2032)

Year 1 (2023) – Total estimate cost = $695,000.00

- In-Place Processing (pulverize) and new asphalt for the following areas:
    - Water Lane from Government Rd to Market St
      Approx 410m in length
    - Churchill Drive from Duncan Ave to 5th St
      Approx 270m in length
    - Duncan Ave North from Prospect Ave to Goodfish Rd
      Approx 350m in length
    - Tweedsmuir Rd from Hillcrest Dr to McPhee Ave
      Approx 350m in length

  Estimated Cost = $600.000.00

- Design and Prepare Tender Package for the total reconstruction of Taylor Ave starting at Main St and ending at 350m easterly.

  Estimated Cost = $95,000.00

Year 2 (2024) – Total estimate cost = $2,585,000.00

- Reconstruction of Taylor Ave as per the 2023 design package

  Estimated Cost = $2,500,000.00

- Design and Prepare Tender Package for the total reconstruction of Queen St from Lebel Ave to Rowan Ave. (approx. 300m)

  Estimated Cost = $85,000.00

PUBLIC WORKS DEPARTMENT
P.O. Box 1757, 1 Dunfield Road, Kirkland Lake, Ontario, Canada P2N 3P4
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www.kirklandlake.ca

Year 3 (2025) – Total estimate cost = $2,222,000.00

- Reconstruction of Queen St as per the 2024 design package

  Estimated Cost = $2,150,000.00

- Design and Prepare Tender Package for the total reconstruction of Wright Hargreaves Ave (approx. 250m)

  Estimated Cost = $72,000.00

Year 4 (2026) – Total estimate cost = $1,895.000.00

- Reconstruction of Wright Hargreaves Ave as per the 2025 design package

  Estimated Cost = $1,800.000.00

- Design and Prepare Tender Package for the total reconstruction of Tower St from Station Rd to Allen Ave (approx. 340m)

  Estimated Cost = $95,000.00

Year 5 (2027) – Total estimate cost = $ 2,410,000.00

- Reconstruction of Tower St as per the 2026 design package.

  Estimated Cost = $2,400,000.00

- Prepare a simple contract with simple drawings that will involve in-place processing and new asphalt only (refer to year 6 for details)

  Estimated Cost = $10,000.00

Year 6 (2028) – Total estimate cost = $1,050,000.00

- In-Place Processing (pulverize) and new asphalt for the following areas:

  - Athenia Blvd in Swastika
    Approx 500m in length

  - Harding Ave from Tweedsmuir Rd to Atkins Ave
    Approx 619m in length

- Kirkland St W from Government Rd to Prospect Ave
  Approx 300m in length

- Kirkland St W from Duncan Ave S to Station Rd
  Approx 251m in length

- Main St from Poplar Ave to Queen St
  Approx 320m in length

- Main St from Birch Ave to Archer Dr
  Approx 330m in length

Estimated Cost = $975,000.00

- Design and Prepare Tender Package for the total reconstruction of O'Meara Blvd from McCamus Ave to Hudson Bay Ave **and** Duncan Ave S from Churchill Dr. to Hudson Bay. (Approx 260m)

  Estimated Cost = $75,000.00

Year 7 (2029) – Total estimate cost = $1,925,000.00

- Reconstruction of O'Meara Blvd and Duncan Ave S as per the 2028 design package

  Estimated Cost = $1,860,000.00

- Design and Prepare Tender Package for the total reconstruction of Day Ave from Grierson Rd to north end. (Approx 223m)

  Estimated Cost = $65,000.00

Year 8 (2030) – Total estimate cost = $1,610,000.00

- Reconstruction of Day Ave as per the 2029 design package

  Estimated Cost = $1,600,000.00

- Prepare a simple contract with simple drawings that will involve in-place processing and new asphalt only (refer to year 9 for details)

  Estimated Cost = $10,000.00

Year 9 (2031) – Total estimate cost = $671,000.00

- In-Place Processing (pulverize) and new asphalt for the following areas:
    - Grierson Rd
      Approx 554m in length
    - McPhee Ave
      Approx 238m in length
    - MacPherson Ave
      Approx 283m in length
    - Summerset Dr.
      Approx 73m in length
    - Summit Ave
      Approx 170m
    - Foss Lane from Grierson Rd to Federal St
      Approx 74m

  Estimated Cost = $585,000.00

- Design and Prepare Tender Package for the total reconstruction of Hudson Bay Ave from Duncan Ave S to Level Ave. (Approx 300m)

  Estimated Cost = $86,000.00

Year 10 (2032) – Total estimate cost = $2,260,000.00

- Reconstruction of Hudson Bay Ave as per the 2031 Design Package

  Estimated Cost = $2,150,000.00

- Design and Prepare tender Package for the total reconstruction of McCamus Ave from Prospect Ave to Park St. (Approx 380m)

  Estimated Cost = $110,000.00

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 1 - Pulverize and Pave only

Duncan Ave N - Approx 350m

Legend

Feature 1

Goodfish Rd

Goodfish Rd

Tweedsmuir Rd

Tweedsmuir Rd

Tweedsmuir Rd

Duncan Ave N

Duncan Ave N

Wright Hargreaves Ave

Trans-Canada Hwy

Summerhayes Ave

Duncan Ave N

Prospect Ave

Prospect Ave

Duncan Ave S

66

N

100 m

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 1 - Pulverize and Pave only

Tweedsmuir - Approx 350m

Legend

Feature 1

Tweedsmuir Rd

Algonquin Ave

Alexander Ave

Macpherson Ave

McPhee Ave

Summerskill Dr

Harding Ave

Hillcrest Dr

Nipissing Ln

N

90 m

Google Earth

Image © 2023 CNES / Airbus

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 1 - Pulverize and Pave only

Water Lane - Approx 410m

Legend

Feature 1

Water St

Water St

Market St

Water St

Lebel Ave

Kirkland St W

Kirkland St W

Lebel Ave

Water Ln

Water St

Kirkpatrick St

Government Rd W

Woods St

Lebel Ave

Hudson Bay Ave

90 m

N

Google Earth

Image © 2023 CNES / Airbus

10 year Road Reconstruction Plan

Year 1 - Pulverize and Pave only

Churchill Dr. - Approx 270m

Legend

Feature

Churchill Dr

Churchill Dr

5th St

5th St

Churchill Dr

Churchill Dr

Duncan Ave S

Duncan Ave S

Duncan Ave S

O'Meara Blvd

O'Meara Blvd

Pollock St

Carter Ave

Carter Ave

Google Earth

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 1 - Taylor Ave (350m)

2023 - Design
2024 - Construction

Legend

- 30 Queen St
- Taylor Ave - Reconstruction

Main St
Woods St
Park St
Comfort St
McKelvie Ave
Taylor Ave
Poplar Ave
Lebel Ave
60 m
N

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 2 - Queen St (300m)

2024 - Design
2025 - Construction

Legend

- 30 Queen St
- Taylor Ave - Reconstruction

Rowan Ave
Rowan Ave
Rowan Ave
Rowan Ave
Lebel Ave
Lebel Ave
Prospect Ave
King St
Queen St
Queen St
Queen St
Queen St
Queen St
Queen St

N

40 m

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 3 - Wright Hargreaves Ave (250)

2025 - Design
2026 - Construction

Legend

- Wright Hargreaves - Reconstruction

Goodfish Rd
Tweedsmuir Rd
Duncan Ave N
Wright Hargreaves Ave
Summerhayes Ave
Prospect St

70 m

N

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 4 - Tower St (340m)

2026 - Design
2027 - Construction

Legend

Tower St - Reconstruction

Trans-Canada Hwy
Station Rd
1st St
Tower St
Allen Ave
2nd St E
3rd St
4th St
Young Ave
Kirkland St E

90 m

N

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 5 - Pulverize and Pave Only

2027 - Design
2028 - Construction

Kirkland St : 300m + 251m
Harding Ave : 619m
Athenia Ave in Swastika : 500m

Legend

Paving Only

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 5 - Pulverize and Pave Only

2027 - Design
2028 - Construction

Kirkland St : 300m + 251m
Harding Ave : 619m
Athenia Ave in Swastika : 500m

Legend

Paving Only

Federal St
Mason Ave
Day Ave
Criterson Rd
Criterson Rd
Criterson Rd
Tweedsmuir Rd
Algonquin Ave
Burnside Dr
Algonquin Ave
Alexander Ave
Tweedsmuir Rd
Summerset Dr
Atkins Ave
Burnside Ct
Macpherson Ave
Summit Ave
Harding Ave
Harding Ave
Burnside Dr
McPhee Ave
Harding Ave
Algonquin Ave
Tweedsmuir Rd
Hillcrest Dr
Hillcrest Dr
Tweedsmuir Rd
Station Rd N
Nipissing Ln
Nipissing Ln
Nipissing Ln
Station Rd N
Burnside Dr

Google Earth
Image © 2023 CNES / Airbus

N

100 m

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 5 - Pulverize and Pave Only

2027 - Design
2028 - Construction

Kirkland St : 300m + 251m
Harding Ave : 619m
Athenia Ave in Swastika : 500m

Legend

Paving Only

Summerhayes Ave
Duncan Ave N
Prospect Ave
Duncan Ave S
Station Rd
Tower St
Water St
Kirkland St E
Market St
Lebel Ave
Kirkland St W
Kirkpatrick St
Hospital Green
St Peters Ln
2nd St E
2nd St W
Churchill Dr
3rd St
Teak Ave

66

N

100 m

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 5 - Pulverize and Pave Only

2027 - Design
2028 - Construction

Main St : 320m + 330m

Legend
Feature 1

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 6 - O'Meara and Duncan Ave South (260m)

2028 - Design
2029 - Construction

Legend

- O'Meara & Duncan Ave South

2nd St W
Duncan Ave S
Prospect Ave
Hudson Bay Ave
O'Meara Blvd
McCamus Ave
Churchill Dr
Pollock St
Carter Ave
N
60 m

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 7 - Day Ave (223m)

2029 - Design
2030 - Construction

Legend

Day Ave

Hilton Ave
Boland St
Wilson Ave
Green Ave
Wishman St
Heath St
Day Ave
Federal St
Brown Ave
Irvin Ln
Grierson Rd
Tweedsmuir Rd

N

90 m

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 8 - Pulverize and Paving Only

2030 - Design
2031 - Construction

Grierson Rd: 554m
McPhee: 238m
MacPherson: 283m
Summerset: 73m
Summit Ave: 170m
Foss LN: 74m

Legend
Feature 1

Federal St
Wishman St
Wilson Ave
Dey Ave
Green Ave
Brown Ave
Foss Rd
Grierson Rd
Burnside Dr
Tweedsmuir Rd
Algonquin Ave
Summerset Dr
Macpherson Ave
Summit Ave
McPhee Ave
Harding Ave
Alexander Ave
Atkins Ave
Burnside Ct
Station Rd N

N

100 m

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 9 - Hudson Bay Ave (300m)

2031 - Design
2032 - Construction

Legend

Hudson Bay

Kirkpatrick St
Lebel Ave
Teck Ave
Prospect Ave
Duncan Ave S
2nd St W
2nd St E
Hudson Bay Ave
O'Meara Blvd
McCamus Ave

70 m

Town of Kirkland Lake

10 year Road Reconstruction Plan

Year 10 - Hudson Bay Ave (380m)

2032 - Design
2033 - Construction

Legend

- Hudson Bay

Kirkpatrick St
Lebel Ave
Hoek Ave
Prospect Ave
2nd St W
2nd St E
Woods St
Hudson Bay Ave
Duncan Ave S
McCamus Ave
O'Meara Blvd
Churchill Dr
Park St
McKelvie Ave
Taylor Ave
Brookbank Ave

N

100 m

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

REPORT TO COUNCIL

Meeting Date: 21/03/2023	Report Number: 2023-PW-004
Presented by: Stephane Fortin	Department: Public Works

REPORT TITLE

Kirkland Lake Drinking Water System Operational Plan Update

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-PW-004 entitled **"Kirkland Lake Drinking Water System Operational Plan Update"** be received;

AND THAT Council approve the amendments thereto and endorse The Corporation of The Town of Kirkland Lake's Drinking Water System Operational Plan dated March 1, 2023 as updated;

AND THAT the Mayor and Municipal Clerk be authorized to execute the required documentation showing Council's endorsement of The Corporation of the Town of Kirkland Lake's Updated Drinking Water System Operational Plan;

AND FINALLY THAT an execution by-law be brought forward for three (3) readings on March 21, 2023.

INTRODUCTION

The Town of Kirkland Lake's Operational Plan for the Drinking Water System was updated on March 1, 2023 by the Ontario Clean Water Agency and is being submitted to Council for their approval and re-endorsement.

DISCUSSION

The most recent Operational Plan (hereinafter referred to as 'the Plan') for The Corporation of The Town of Kirkland Lake's Drinking Water System (DWS) was approved on November 19, 2019. Ontario Clean Water Agency (OCWA), as the Operating Authority for the Town of Kirkland Lake Drinking Water Systems, is responsible for the implementation and ongoing maintenance of the Town's Quality Management System

(QMS) which meets the requirements of the Drinking Water Quality Management Standard (DWQMS).

OCWA has identified a few minor changes to the Plan such as:

1. OP-02 - QEMS Policy
2. OP-05 - Document and Records Control
3. OP-05A - Document and Records Control Locations
4. OP-06 - Drinking Water Description
5. OP-08A - Summary of Risk Assessment Outcomes
6. OP-11 - Personnel Coverage
7. OP-13 - Essential Supplies and Services
8. OP-16 - Sampling, Testing and Monitoring

One notable amendment to the Plan was the change to both Owner's representatives who execute the endorsement of the plan on behalf of Council. Both the head of Council (Mayor) and municipal signing authority (Municipal Clerk) have changed since the last revision to the Plan.

Other Alternatives Considered

Not Applicable.

Financial Considerations

Not Applicable.

Alignment to Strategic Priorities

Strategic Priority: Accountability & Transparency

Goals: Build the Team & Provide Outstanding Service

Objectives: Improving Staff Accountability to Council and Residents, Implement Sustainable Service Delivery

Accessibility Considerations

Not Applicable.

Conclusion

OCWA has provided amendments to the Town's Drinking Water System Operational Plan. The recommendation is that Council approve the amendments thereto and provide their re-endorsement of the updates to the Plan and authorize the Mayor and Municipal Clerk to execute the required documentation showing Council's endorsement of the Plan.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

Manager of Operations & Environmental Services

Ontario Clean Water Agency (OCWA)

ATTACHMENTS

Attachment 1 – Updated TKL DWS Operational Plan dated March 1, 2023

Attachment 2 – Endorsement Page

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

The Town of Kirkland Lake

OPERATIONAL PLAN

for the *Kirkland Lake Drinking Water System*
(Lionel Sherratt Water Filtration Plant and the Kirkland Lake Distribution System)

Updated: March 1, 2023

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.

QEMS

TABLE OF CONTENTS

Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager

1. Purpose

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

2. Definitions

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

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

Quality & Environmental Management System (QEMS) – a system to:
a) Establish policy and objectives, and to achieve those objectives; and
b) Direct and control an organization with regard to quality.

3. Procedure

3.1 The Kirkland Lake Drinking Water System is owned by the Town of Kirkland Lake. OCWA is the contracted Operating Authority for the Kirkland Lake Drinking Water System, which includes the Lionel Sherratt water filtration plant and the Kirkland Lake distribution system.

3.2 OCWA's Quality & Environmental Management System (QEMS) is structured and documented with the purpose of:

1. Establishing policy and objectives with respect to the effective management and operation of water/wastewater facilities;
2. Understanding and controlling the risks associated with the facility's activities and processes;
3. Achieving continual improvement of the QEMS and the facility's performance.

3.3 The Operational Plan for the facility listed above fulfils the requirements of the MECP's DWQMS. The 21 QEMS Procedures within this Operational Plan align with the 21 elements of the DWQMS.

4. Related Documents

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

5. Revision History

Date	Revision #	Reason for Revision
Jul. 06, 2018	0	Procedure issued – Information within OP-01 was originally set out in the main body of the Kirkland Lake Drinking Water System Operational Plan (revision 3, dated October 13, 2017). 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.
Oct. 06, 2019	1	Updated MOECC to MECP.

1. Purpose

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

2. Definitions

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

3. Procedure

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

OCWA's Policy is to:

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

Originally issued as Environmental Policy on June 8, 1995
Last revised by OCWA's Board of Directors on April 6, 2016
(This policy is annually reviewed)

3.2 Our Board of Directors, Officers and entire staff will act to ensure the implementation of this Policy and will monitor progress of the Quality & Environmental Management System (QEMS).

3.3 OCWA's QEMS Policy is readily communicated and available to all OCWA personnel, the Owner and the public through OCWA's intranet and public websites. A hardcopy of the QEMS Policy is posted as specified in the OP-05 Document and Records Control procedure.

3.4 Essential suppliers and service providers are advised of OCWA's QEMS Policy as per the OP-13 Essential Supplies and Services procedure.

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

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

4. Related Documents

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

5. Revision History

Date	Revision #	Reason for Revision
Jul. 06, 2018	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 Kirkland Lake Drinking Water System Operational Plan (revision 3, dated October 13, 2017). 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.
Mar. 1,2023	1	Revised Step 3.1 to remove the word "approved" from the statement "Last revised, approved by OCWA's Board of Directors on April 6, 2016". Reviews and approvals of the policy are conducted by the board every year.

COMMITMENT AND ENDORSEMENT

Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager

1. Purpose

To document the endorsement of the Operational Plan for the Kirkland Lake Drinking Water System by OCWA Top Management and the Town of Kirkland Lake (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 the Senior Operations Manager and the Regional Hub Manager.

Endorsement by the Owner is represented by the Mayor and the CAO or Clerk.

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

5. Revision History

Date	Revision #	Reason for Revision
Jul. 06, 2018	0	Procedure issued – Information within OP-03 was originally set out in the main body of the Kirkland Lake Drinking Water System Operational Plan (revision 3, dated October 13, 2017). 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.
Jan. 23, 2019	1	Updated step 3.1 to include representatives of the Owner who are responsible for re-endorsement of the Operational Plan and changed step 3.2.3 by adding "major" changes in the system description will require re-endorsement of the Plan.

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 Town of Kirkland Lake (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 Kirkland Lake 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

Anthony Danis
Senior Operations Manager,
Kirkland Lake Cluster

Date

Eric Nielson
Regional Hub Manager,
Northeastern Ontario Regional Hub

Date

Owner Endorsement

Stacy Wight
Mayor

Date

Jennifer Montreuil
Municipal Clerk

Date

We have the authority to bind the Corporation.

QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) REPRESENTATIVE

Reviewed by: I. Bruneau, 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 Kirkland Lake Drinking Water System.

2. Definitions

None

3. Procedure

3.1 The role of QEMS Representative for the Kirkland Lake 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 Kirkland Lake 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
Jul. 06, 2018	0	Procedure issued – Information within OP-04 was originally set out in the main body of the Kirkland Lake Drinking Water System Operational Plan (revision 3, dated October 13, 2017). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Change to responsibilities: Operations Manager no longer considered QEMS Representative and SPC Manager to act as alternate as required (s. 3.1); added wording to clarify shared responsibilities for Top Management and QEMS Representative to ensure operations personnel are aware of applicable legislative and regulatory requirements (s. 3.2).

DOCUMENT AND RECORDS CONTROL

Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC 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. This procedure applies to QEMS Documents and QEMS records pertaining to the Kirkland Lake 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.

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

Review: QEMS Representative, Team Lead or Overall Responsible Operator (ORO)
Approval: Safety Process and Compliance (SPC) Manager or 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 during meetings or via emails.

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 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 when required. SCADA records are stored on the SCADA network which is a secure network not connected to the internet. The data is backed-up using a network attached storage (NAS) device. Operators can retrieve data from the SCADA computer which is password protected. The SCADA system is located in a in a secured, locked building with limited authorized access.

3.6 Any employee of the drinking water system may make a verbal or written request for a revision to improve an existing internal QEMS document or request 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 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/or electronic copy of the document is promptly removed from the applicable designated document control location specified in OP-5A for disposal or retention (as appropriate).

The authorized method for disposal of hardcopy documents and records after the specified retention requirements have been met is shredding. The QEMS Representative or delegate is authorized to shred the old version of the hardcopy document.

The authorized method for electronic documents and records are to re-locate them to an obsolete folder and mark them "superseded". They may be deleted after specified retention requirements have been met. The QEMS Representative is authorized to supersede the electronic document and locate it in the obsolete folder.

3.8 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) Facility Emergency Plan (FEP) Long term forecast of major infrastructure maintenance, rehabilitation and renewal activities Sampling schedule	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

Type of Document/Record	Minimum Retention Time	Requirement Reference
Log Books or other record-keeping mechanisms	5 years	O. Reg. 128/04
Training Records for water operators and water quality analysts	5 years	O. Reg. 128/04
Operational checks, sampling and testing (e.g., chlorine residuals, turbidity, fluoride, sampling records), microbiological sampling and testing and chain of custodies	2 years	O. Reg. 170/03
Schedule 23 & 24 (LMR) and THM, HAA, nitrates, nitrites and lead program sampling and testing, Section 11 Annual Reports and Schedule 22 Summary Reports	6 years	O. Reg. 170/03
Sodium test results and related corrective action records/reports, 60 month fluoride test results (if the system doesn't fluoridate), Engineering Reports	15 years	O. Reg. 170/03
Lead samples, correction action records/reports for E. Coli, Total Coliforms and bacterial species	2 years	O. Reg. 170/03
Corrective action records/reports for chemical and radiological parameters under SDWA O. Reg. 169/03, pesticides not listed under O. Reg. 169/03 and health-related parameters in an order or approval	6 years (LMR) 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 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

3.9 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.

4. Related Documents

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

5. Revision History

Date	Revision #	Reason for Revision
Apr. 10, 2015	0	Procedure issued.
Oct. 28, 2015	1	Revised Table 1 to include the Town's Consumer Complaint record
Jun. 29, 2016	2	Changed Team Lead to Senior Operator, added overall responsible operator (ORO) and Town of Kirkland Lake's Waterworks Foreman; Revised Table 1 to include the SCADA System Manual – Alarm Index and to update controlled locations for the Operational Plan, ORO letter, Sample schedule, Operations Manual, Incident Reports, Facility Sheets.
Oct. 17, 2016	3	Updated Table 1 to municipal operator certificates, and training records and the internet as a location for Equipment Operation Manual; added the distribution log book, changed the location for call-in reports, WMS summary reports, maintenance and calibration records; changed monthly reports to quarterly reports to the Owner.
Oct. 13, 2017	4	Removed position of Operations Manager and added the new position for Safety, Process and Compliance Manager, corrected system name in step 5.3, changed control location for Operational Plan, Tailgate records, Transportation and Dangerous Goods records and SCADA reports.
Jul. 06, 2018	5	QP-01 procedure renamed OP-05. Removed Scope and Responsibilities sections. Moved the former Table 1 (Designated location for documents and records required by OCWA's QEMS) to its own appendix (OP-05A). Assigned responsibility for ensuring current versions of QEMS documents are being used to the QEMS Representative (s. 3.4). Clarified that requests for revisions/new QEMS documents are made to the QEMS Representative (s. 3.6). Moved the former Table 2 (Relevant regulatory and corporate minimum retention periods) to be part of s. 3.9 and expanded on the minimum retention times for documents and records required to demonstrate compliance with legislation. Other minor wording changes.
Oct. 06, 2019	6	Changed Senior Operator to Team Lead in Step 3.3 and added Step 3.8 to describe how superseded electronic documents are managed.
Apr. 19, 2022	7	Procedure updated Added: clarity to version control requirements to align with the Director's Directions dated May 2021, detail to the

Date	Revision #	Reason for Revision
		approval process for Operational Plan. 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).
March 1, 2023	8	Updated step 3.7 to clarify who has the authority to supersede electronic copies of documents and who can shred hardcopies of documents.

DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. 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 – Kirkland Lake Wastewater Treatment Plant
Emergency Response Plan (corporate)	EC - OCWA's Sharepoint site https://ocwa365.sharepoint.com
Facility Emergency Plan (FEP) Binder (includes Emergency Contact List, Essential Supplies and Services List, OCWA's Emergency Communications Protocol, Contingency Plans, Site Specific Emergency Procedures and OCWA's Emergency Management Program)	HC - Kirkland Lake Water Treatment Plant (Lionel Sherratt Water Filtration Plant)
OCWA's Health & Safety Management System	EC - OCWA's Sharepoint Site https://ocwa365.sharepoint.com
On-call Schedule	EC - Microsoft Outlook Shared Calendar (Team Lead)
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System EC - Municipal website http://www.kirklandlake.ca HC - Kirkland Lake Wastewater Treatment Plant
ORO Letter	EC - \\ocwfilereg\NEO Collab\NEO DWQMS
QEMS Policy	EC – OCWA's public website www.ocwa.com & OCWA's Sharepoint Site (https://ocwa365.sharepoint.com) HC - Kirkland Lake Process & Compliance Office HC - Kirkland Lake Wastewater Treatment Plant
Sample Schedule	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System HC - Kirkland Lake Water Treatment Plant
Vacation Calendar	EC - Microsoft Outlook Shared Calendar (Team Lead)
Internal QEMS Forms (blank)	
Analysis and Action Plan (AAP) Form	EC - \\ocwfilereg\NEO Collab\NEO 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 Report Form	
Laboratory Chain of Custody Forms	
Loss of Pressure Incident Form	
QEMS – Summary of Findings Spreadsheet	

DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
Tailgate Meeting Form	
Transportation of Dangerous Goods Form	
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
ANSI/NSF product registration documentation for Chemicals/Materials Used	EC - https://info.nsf.org/Certified/PwsChemicals/
Applicable Federal and Provincial Legislation	Online at www.e-laws.gov.on.ca
DWQMS Standard	EC - https://www.ontario.ca
Engineering schematics/plans/drawings	HC – Kirkland Lake Water Treatment Plant
Equipment Operation /Maintenance Manuals	HC - Kirkland Lake Water Treatment Plant
MECP Inspection Reports	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Municipal By-laws	Municipal Office
Municipal Drinking Water Licence (MDWL) / Drinking Water Works Permit (DWWP) / Permit to Take Water (PTTW)	HC - Kirkland Lake Water Treatment Plant
Operations Manual (including standards operating procedures)	HC - Kirkland Lake Water Treatment Plant HC - Kirkland Lake Public Works Office (distribution)
Operator Certificates (OCWA)	HC - Kirkland Lake Wastewater Treatment Plant
Operator Certificates (Municipality)	HC – Town of Kirkland Lake Public Works Department
External QEMS Forms (blank)	
Adverse Water Quality Incident (AWQI) Form	EC - \\ocwfilereg\NEO Collab\NEO DWQMS
Ministry forms referenced in the Drinking Water Works Permit, including Form 1, Form 2, Form 3 and Director Notifications	EC - \\ocwfilereg\NEO Collab\NEO DWQMS
QEMS Records	
Adverse Water Quality Incident (AWQI) Reports	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Analysis and Action Plan (AAP) Report	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Annual Compliance / Summary Reports for Municipalities	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Audit Reports - External	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Audit Reports - Internal	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Calibration Records	EC - \\OCWFILEREG\Public\Northeastern\NEOShared

DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
	EC - Workplace Management System (WMS) – (completed WMS work orders)
Call-in Reports	EC - Workplace Management System (Maximo)
Confined Space Records (Entry Permits/Co-ordination Documents)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\NEO - Health and Safety
Community Complaint Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Contingency Plan Review/Test Results	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\KL Group - Common Facility Documents
Distribution Maintenance and Repair Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Distribution Maintenance Records (for regularly scheduled maintenance)	HC – Town of Kirkland Lake Public Works Department
Environmental Incident Reports	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Facility Logbooks (hard copies)	HC - Kirkland Lake Water Treatment Plant (old versions) HC - Kirkland Lake Public Works Department (distribution system)
Facility E-Logbooks	EC - https://ocwa.eriscloud.com/ EC – eRIS Application (mobile or tablet device)
Facility Generator Sheet	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Facility Rounds Sheets	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Incidents of Non-Compliance Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Infrastructure Review (Capital Letter & 5 Year Capital/Major Maintenance Recommendations)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Laboratory Analytical Reports and completed Chain of Custody Forms	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Loss of Pressure Incident Report	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Maintenance Records (completed WMS work orders)	EC - Workplace Management System (WMS)
Management Review Documentation	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Ministry Forms (Form 1, Form 2, Form 3 and Director Notifications)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Operator Training Records (OCWA)	EC - OCWA's Training Summary Database
Operator Training Records (Municipality)	HC - Public Works Department
QEMS Communications - External	EC - Microsoft Outlook E-mail

DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: I. Bruneau, PCT | Approved by: A. Danis, Sr. Operations Manager

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
QEMS Communications - Internal	EC - Microsoft Outlook E-mail
QEMS – Summary of Findings Record	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
Quarterly Operations Reports (to the Owner)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Kirkland Lake Drinking Water System
SCADA Records (Wonderware, OCWA)	EC - maintained through Wonderware
SCADA Records (Plant SCADA, Client Owned)	EC - maintained through SCADA network
Tailgate Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\NEO - Health and Safety
Transportation of Dangerous Goods Records	HC – Kirkland Lake Wastewater Treatment Plant
Visitor's Logbook	HC – Kirkland Lake Water Treatment Plant and Standpipe

Revision History

Date	Revision #	Reason for Revision
Jul. 06, 2018	5	Appendix issued; Table was originally included within the Document and Records Control Procedure (QP-01) (revision 3, dated October 13, 2017). 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.
Jan. 23, 2019	6	Updated table to include distribution maintenance records (for regularly schedule maintenance) to be kept at the Towns Public Works Office.
Oct. 06, 2019	7	Added OCWA's Emergency Communication Protocol to documents identified with the FEP binder, removed OCWA's Reference Manual, changed Senior Operator to Team Lead for the on-call and vacations schedules, added Loss of Pressure Incident Report under document/records and updated MOECC to MECP.
Sep. 25, 2020	8	Updated designated location for SCADA records and changed location of the Operational Plan to the Public Works Department rather than the Municipal Office.
Nov. 29, 2021	9	Updated designated location for the Tailgate Reports and Transportation of Dangerous Goods Records. Removed controlled location for the hardcopy of the Operational Plan at the municipal office. Added controlled locations for a Visitor's Logbook and OCWA's new e-logbook. Changed link to the NEO DWQMS public drive and OCWA's intranet. Also included the official name of the water plant as the Lionel Sherratt Water Filtration Plant.
Apr. 19, 2022	10	Clarified which documents are included under the Operational Plan, clarified locations for maintenance and calibration records, added locations for plant schematics/plans/drawings, ANSI/NSF chemical

DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager

Date	Revision #	Reason for Revision
		registration and plant SCADA records. Changed OCWA's intranet with OCWA's Sharepoint site. Added row to header to show who reviewed and approved the document.
March 1, 2023	11	Changed location of OCWA's Emergency Response Plan from OCWA's public website www.ocwa.com to 365 Sharepoint https://ocwa365.sharepoint.com. Clarified that the hard copies of the Logbooks are old versions and added location for generator sheets.

1. Purpose

To document the following for the Kirkland Lake 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 Kirkland Lake Drinking Water System is owned by the Corporation of the Town of Kirkland Lake and consists of a Class 3 conventional design water treatment plant (the Lionel Sherratt water treatment plant) and a Class 2 water distribution system. The Ontario Clean Water Agency (OCWA) is designated as the Overall Responsible

Operator for both the water treatment and water distribution facilities. Certified municipal operators assist OCWA by performing routine maintenance, check and repairs of the distribution system.

The Kirkland Lake Drinking Water System has an approved rated capacity of 22,500 m^3/day and provides a potable water supply to the Town of Kirkland Lake which includes the communities of Chaput Hughes and Swastika

3.2 Source Water

Raw Water Supply

The Lionel Sherratt water plant draws raw water from Gull Lake through a 146 m long, 710 mm diameter intake pipe. The pipe terminates in an intake chamber located approximately 10 m from the lake shoreline. A 750 mm diameter, 17 m long pipe connects the intake chamber and the water plant.

A traveling water screen is installed immediately inside the plant. The screen removes large floating debris from the water prior to treatment. The provision for a manual screen is immediately downstream from the traveling screen and offers back up screening in the event the traveling screen is out of service. The back-up screen consists of guide channels embedded in the walls of the wet well and several sections of screen frames. Following the screening, the raw water can be disinfected (pre-chlorination) prior to entering the wet well of the Low Lift Pumping Station. The raw water is also injected with soda ash, usually during the winter months to stabilize the water and aid in the coagulation and flocculation process which helps reduce the amount of iron and manganese passing through the process and into the distribution system. Soda ash is injected prior to the mechanical bar screen and operates pace-to-flow.

A chlorine dioxide pilot trial was implemented at the Lionel Sherratt water treatment plant in January 2018 to help reduce the amount of iron and manganese in the finished water leaving the plant. The process was permanently implemented in January 2019. Chlorine dioxide is injected into the bottom of the raw water wet well following the mechanical screens. It is flow paced to the raw water flow meter which is located on the common raw water header. Chlorine dioxide is generated and stored on site using a vendor supplied package generator system. The generator uses chlorine gas, which already exists on-site and 25% sodium chlorite solution which is stored in two (2) 1500 US gallon bulk tanks as feed chemicals which are drawn under partial vacuum into the generator. The generator is called to start on a low level signal in the day tank. The generator also uses a finished water supply line and a finished water booster pump to boost water pressure to a minimum of 60 psi. Upon fault condition, the generator will shut down.

General Characteristics

The raw water source for the treatment plant is Gull Lake. Gull Lake water is typically very low in turbidity (<2 NTU), hardness and alkalinity but moderate in colour, and slightly basic. Temperature fluctuates significantly throughout the seasons ranging from approximately 4 Celsius in the winter to as high as 23 Celsius during the summer. Chemical and bacteriological analysis of the raw water indicates a source of good quality. The local Board of Health, through a provincial Order-In-Council dated Feb. 6th 1934 and The Township of Teck Act 1938, is responsible for the administration of the sanitary control for the public water supply of the Town as sourced from: Gull Lake and the drainage area of Gull, McTavish and Victoria Lakes. The Township of Teck Act 2(1) provides the town with power to control sanitation of this watershed, "The corporation may, with the approval of the department of Health for Ontario, by by-law control and regulate the sanitation of that area…".

*Gull Lake: Raw Water Characteristics (*based on average data from 2017 to 2022)

Characteristic	**Average**					
	2017	2018	2019	2020	2021	2022
E. coli (CFU/100 mL)	< 2.4	< 2.4	< 2.5	< 9.26	< 3.78	< 4.16
Total Coliforms (CFU/100 mL)	< 14	< 34	< 53	55	< 122	< 23
Turbidity (NTU)	0.76	1.85	1.16	1.59	2.00	1.29
pH	6.74	7.10	7.05	6.87	7.39	7.40
Apparent Colour (ACU)	24	36	33	37	36	33
Temperature (°C)	11.3	12.9	11.0	10.3	10.8	13.4
Iron (mg/L)	< 0.033	0.160	0.160	< 0.135	< 0.092	0.108
Manganese (mg/L)	0.051	0.080	0.061	0.298	0.087	0.079
Sodium (mg/L)	-	-	13.0	14.0	19.1	50.7

Note: "<" denotes less than the laboratory detection limit (MDL)

Common Fluctuations

Seasonal changes in raw water temperatures cause vertical turnover of the lake water during spring and fall. Turnover typically takes place over a relatively short duration (~2 – 7 days). During this period, settled solids from the lakebed are re-suspended resulting in increased raw water turbidity. Operators make appropriate plant adjustments to treat the elevated levels of turbidity experienced during turnover events.

Changes in water temperature will also impact treatment process performance (settling, disinfection). Warmer temperatures can result in algae blooms and the presence of cyanobacteria. A sampling program for microcystins is initiated from June to October each year. Colder winter temperatures may result in an increase of colour complaints. Optimal treatment requires timely adjustments to treatment chemical

dosages (chlorine dioxide, disinfectants and coagulants) in response to temperature fluctuations.

High levels of iron and manganese occur in the raw water during the winter months when the lake is frozen over. The dissolved oxygen levels drop in the lake when ice cover forms over the surface, resulting in dissolution of iron and manganese into the source water. The iron and manganese then pass through the treatment processes and precipitates out in the distribution system causing a high number of discoloured water complaints. The addition of soda ash and the implementation of a chlorine dioxide system are methods being used to help resolve this issue and reduce complaints.

Threats

Potential sources of raw water contamination include potential spills from adjacent train tracks and highway. Biological contamination from wildlife (eg. beavers) and harmful algae blooms may also be a potential risk.

Human activity including recreational is limited to help ensure the safety of the water source.

Operational Challenges

Operational challenges include seasonal/weather lake fluctuations such as thermal turnover and ice cover. Proper operation of the treatment processes help to meet the challenges of natural lake fluctuations.

3.3 Treatment System Description

Water Treatment

1. Coagulation / Flocculation / Sedimentation

The Low Lift Pumping Station (LLPS), equipped with five pumps, transfers water from the wet well (where water level corresponds to the water level in the lake) to the treatment processes. The raw water is continuously monitored by a 12” magnetic flow meter and flows by gravity through the treatment processes.

The first step of water treatment is coagulation; a process of destabilization and initial aggregation of colloidal and finely divided suspended matter by the addition of a floc-forming chemical. Raw water enters the treatment stage through an inlet chamber. Just prior to entering the chamber, a chemical coagulant, aluminum sulfate (alum), is injected into raw water and is rapidly agitated with a flash mixer.

The mixture then overflows into three (3) contact compartments – one per pre-treatment unit. In the compartments, the mixing weirs gently turn the mixture in order

to promote coagulation. Just prior to leaving the mixing chambers, a flocculant aid, FloPam – an inorganic polymer, is added.

Flocculation in water treatment is agglomeration of colloidal and finely divided suspended matter after coagulation by gentle agitation by either mechanical or hydraulic means, sometimes with an aid of chemical flocculant.

The mixture enters the bottom distribution piping of each Degremont Ultra-Pulsator clarifier via vacuum chambers. The vacuum in the chambers is created by the vacuum pumps, one per chamber. The purpose of the vacuum chambers is to create gentle movement of the sludge blanket in the clarifier for both flocculation and sludge removal.

Sedimentation is the process of subsidence and deposition of suspended matter, carried by water or other liquids, by gravity. It is usually accomplished by reducing the velocity of the liquid to below the point at which it can transport the suspended material or floc.

The flow is distributed equally over the full area of the clarifiers through the distribution pipes in the bottom of the unit. The flow percolates through the sludge blanket. Upon exiting the sludge blanket, the water flows through a plate settler and then the tube settler. Clarified water is gathered by the collection pipes at the top of the units and transferred to channels that lead to the filters.

2. Filtration

Filtration is the process of passing a liquid through a filtering medium (consisting of granular material, sand and anthracite) for the removal of suspended or colloidal matter.

There are four (4) dual media filters at the plant. Each filter is approximately 6.4 m x 4.3 m x 3m deep and rated to operate at a maximum rise rate of 9.0 m/hr or a maximum flow rate of 65.0 L/sec. The filter media consists of 450 mm of anthracite underlain by a 300 mm layer of silica sand. A concrete underdrain slab outfitted with strainer nozzles supports the filter media. During normal operation, the water flows into the filter from the filter channel via an inlet sluice gate and travels through the media in a downward pattern. The filtered water is collected in the underdrain area and transported by pipes to the clearwell, located under the ground slab of the plant. The flow through each filter is measured by individual flow meters and is controlled by dedicated filter control valves. A headloss indicator monitors the filter media condition. The filtrate quality is continuously monitored by individual turbidimeters, and a particle analyzer.

3. Disinfection (Chlorination)

Filtered water is disinfected following filtration. Chlorine solution is diffused into the water stream in the clearwell of the treatment building. The diffuser and a series of baffles promote complete mixing of chlorine with water. The chlorine solution is prepared on-site by mixing chlorine gas with water. A chlorinator controls the chlorine gas feed rate. There are two (2) chlorinators installed at the plant; one serves as a duty

pre-chlorinator while the second is a duty post-chlorinator. Chlorine gas is mixed with water in the ejectors and is sent to diffusers as a chlorine solution. SCADA monitors the chlorinators which will generate alarms upon high and low vacuum levels or abnormal chlorine levels. Each chlorinator is rated to supply 67.0 kg per day of chlorine gas which, based on the plant rated capacity, equals to the maximum chlorine feed rate of up to 3.0 mg/L (3.0 ppm or parts per million) at each location. The gas is withdrawn at any given time from only one of the two one tonne cylinders that are located on the monitored weigh scale. The chlorine feed system will switch automatically to another cylinder when pressure in the duty cylinder drops below the pre-set value. If both cylinders approach low levels, SCADA will alarm the operator.

4. pH Adjustment

The pH adjustment process uses 40% sodium hydroxide (NaOH) to restore treated water to a neutral pH. Two metering pumps (1 duty and 1 standby) feed the NaOH to the clearwell of the treatment building at the point of exit to the pumping building. At this point, the treated water is continuously monitored for pH, free chlorine residual, flow and pressure before being pumped by four high lift pumps to the distribution system.

Process Waste Residuals Management

Filter backwash water and withdrawn sludge from the sedimentation tanks are directed to two wastewater tanks. The capacity of each tank is approximately 900 m^3. Wastewater is discharged to the sanitary sewer system.

Control System

Control System Supervisory Control and Data Acquisition (SCADA) is the method of control implemented for the Kirkland Lake Water Treatment System. All analyzing, monitoring and control module equipment information is routed through the SCADA system for operator monitoring and control. Control of equipment can be accomplished locally using the SCADA computer located at the Lionel Sherratt water treatment plant or remotely using operator computers and cell phones. Alarm capability and set point adjustment along with trend monitoring are also available through SCADA system controls.

Emergency Power

A 500 kW standby diesel generator equipped with an automatic transfer switch supplies power for essential plant operations during a power outage. Diesel fuel is stored in an underground fuel storage tank with an approximate volume of 4000 imperial gallons and in-plant fuel day tank with an approximate volume of 44.5 imperial gallons.

3.4 Treatment System Process Flow Diagram

Refer to Figure 1 on page 8.

3.5 Description of the Distribution System Components

The Kirkland Lake Drinking Water System is classified as a Large Municipal Residential Drinking Water System and provides water to approximately 9000 residents through 2740 residential service connections. Distribution piping typically ranges in size from 150 mm to 250 mm, and may consist of cast iron, ductile iron, or PVC, depending on the location and date of installation. Typical system pressure ranges from 55 P.S.I. to 70 P.S.I. The standpipe provides for storage for approximately 7,115 m^3 of water, helps stabilize water pressure in the distribution system and provides extra water in the case of an emergency. To ensure optimum chlorine residual in the distribution system there are two chlorine booster stations, one at the Chaput Hughes Water Control Building/Standpipe and the other at the Swastika Water Control Building.

Distribution System Components Map

Refer to Figure 2 on page 9.

4. Related Documents

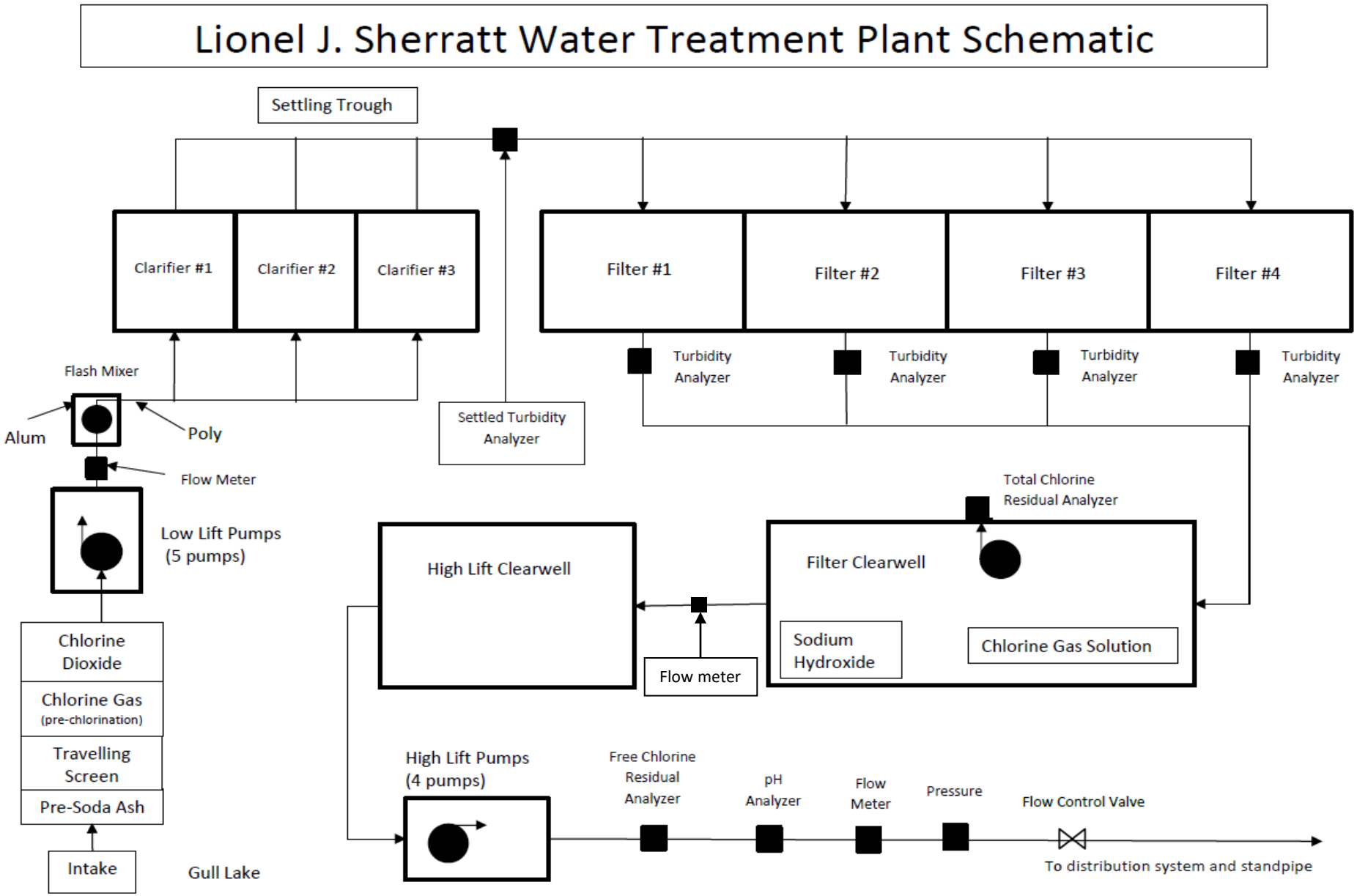
None

5. Revision History

Date	Revision #	Reason for Revision
Jul. 06, 2018	0	Procedure issued – Information within OP-06 (s. 3) was originally set out in main body of the Kirkland Lake Drinking Water System Operational Plan (revision 3, dated October 13, 2017). 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 description to include the implementation of a chlorine dioxide trial, added high iron and manganese issued added to “Common Fluctuations”, changed the concentration of sodium hydroxide from 50% to 40% and updated the Raw Water Characteristics table with more current data. Included an updated process flow diagram and a new distribution system map.

Jan. 23, 2019	1	Procedure was updated to include a statement under Section 3.2 - Raw Water Supply to indicate the permanent installation of the chlorine dioxide system and to add the bulk storage tanks for sodium chlorite. Under Section 3.3(3) – Disinfection; changed the number of chlorinators from 3 to 2 as one was removed from service.
Oct. 06, 2019	2	Included the actual implementation date of the chlorine dioxide process in Step 3.2 and other minor wording edits.
Mar. 20, 2020	3	Changed name of the water treatment plant; Kirkland Lake water treatment plant to Lionel J. Sherratt water treatment plant.
Sep. 25, 2020	4	Revised Step 3.2 to include the threat of harmful algae blooms and updated Step 3.3 to include the raw water flow meter and treated water monitoring equipment. Revised step 3.5 to include the number of residential service connections. Updated the raw water characteristics in table to include average data from 2014 to 2019. Updated the water plant process for diagram to include the raw water flow meter.
Apr. 9, 2021	5	Included more information about the emergency standby generator and added a new section under Step 3.3 for the Control System.
Nov. 29, 2021	6	Changed name of water treatment plant from L.J Sherratt to Lionel Sherratt and added a flow meter between the filter and high lift clearwells to the process flow diagram.
March 1, 2023	7	Removed the KL Gold Booster Station as it is a private station owned by Agnico Eagle Mine (KL Gold Mine). Updated Step 3.2 to better describe the back-up screen for the raw water. Updated the raw water characteristics in the Table found in Step 3.2 with more current data.

Figure 1: Kirkland Lake Water Treatment Plant (Lionel Sherratt Water Filtration Plant)- Process Flow & Instrumentation Diagram



SWASTIKA AREA

KIRKLAND LAKE AREA

N

DRAFT

Stantec

600-171 Queens Avenue
London, Ontario N6A 5J7
www.stantec.com

Consultants

Legend

- Watermain
- Land Parcels
- Water Tower
- Pump Stations

Figure 2 Distribution System Components Map

Operational Plan
Revision 7
March 1 , 2023

Notes

Revision	By	Appd.	YY.MM.DD.

Issued	By	Appd.	YY.MM.DD.

File Name:	Dwn.	Chkd.	Dsgn.	YY.MM.DD.

Permit-Seal

Client/Project
TOWN OF KIRKLAND LAKE

WATER DISTRIBUTION SYSTEM

Kirkland Lake, Ontario

Title
DRAFT - MODELED DISTRIBUTION SYSTEM

DRAFT

Project No.	Scale
165500693	1:5,000 (0 30 100 m)

Drawing No.	Sheet			Revision
1	1	of	1	1

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.

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's 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, standard operating procedures/emergency procedures/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).

<u>As a minimum, the following must be included as CCPs (as applicable):</u>

- 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 <u>not</u> 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:

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.

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

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)
OP-08 Risk Assessment Outcomes
OP-20 Management Review

5. Revision History

Date	Revision #	Reason for Revision
Jul. 06, 2018	0	Procedure issued – Information within OP-07 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (revision 2, dated October 13, 2017). 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 MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems". Removed requirements for documenting the outcomes of the risk assessment (now covered in OP-08). Changed annual review to at least once every calendar year and included potential considerations when performing the review.
Oct. 06, 2019	1	Updated MOECC to MECP.
May 2, 2022	2	Replaced MECP with Ministry (Ministry refers to the Ontario government ministry responsible for drinking water and environmental legislation); 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

Date	Revision #	Reason for Revision
		currency of the information in the risk assessment.

1. Purpose

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

2. Definitions

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

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

3. Procedure

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

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

- Identified potential hazardous events and associated hazards (possible outcomes) for each of the system's activities/process steps;
  Note: Hazards listed in the 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 4 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 <u>not</u> being identified as a CCP, provide rationale as to why it does not meet the criteria set out in section 3.3.7 of OP-07).

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

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

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

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

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

4. Related Documents

Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" (as amended)
OP-07 Risk Assessment
OP-08A Summary of Risk Assessment Outcomes
OP-14 Review and Provision of Infrastructure

5. Revision History

Date	Revision #	Reason for Revision
Jul. 06 2018	0	Procedure issued – Information within OP-08 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (revision 2, dated October 13, 2017). Clarified role of QEMS Representative in updating the information in OP-08A Summary of Risk Assessment Outcomes. Included requirements for how to document the risk assessment outcomes using the tables in OP-08A. Clarified responsibility of Operations Management to ensure Critical Control Limits are set and related procedures are developed. Included reference to OP-14 Review and Provision of Infrastructure to emphasize the need for Operations Management to review the risk assessment outcomes during the infrastructure review.
Oct. 06, 2019	1	Updated MOECC to MECP.
May 2, 2022	2	Replaced MECP with Ministry (Ministry refers to the Ontario government ministry responsible for drinking water and environmental legislation); 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.

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Table 1: Risk Assessment Outcome Table

Note: Processes referred to in section 5.5 of QP-02 Risk Assessment must be identified as mandatory Critical Control Points (CCPs) as applicable. Mandatory CCPs are not required to be ranked.

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Source (Gull Lake)	*1, 2, 5, 6, 9, 12*	Spill of biological or chemical material into Gull Lake - accidentally or intentionally (eg. beaver activity, blue green algae bloom, snowmobiles or water crafts, ice fishing huts, rail car derailment or highway accident)	Contamination of source water	Shut down intake and plant - stop producing water, Approx. 1 day supply from reservoir & standpipe, Implement water restrictions and/or ban if necessary, Install temporary pipe to secondary water source (McTavish Lake), Town can provide an alternate source of water if required, The local board of Health, through a provincial Order-In-Council dated February 6th 1934 and the Township Teck Act 1938, are responsible for the administration of the sanitary control for the public water supply and the drainage area of Gull, McTavish and Victoria Lakes, SOP for Monitoring, Sampling and Reporting a Harmful Blue-Green Algae Bloom, EEP for Contaminated Raw Water, EEP for Fuel or Chemical Spill, EEP for Water Supply Shortage,	2	2	4	**NO**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				Contingency Plan (CP) for Spill Response, CP for Unsafe Water.				
Source (Gull Lake)	*9*	Spring/fall turnover of the lake	Public complaints, Increased demand on process operations such as chemical optimization for colour, odour, alkalinity, pH and turbidity	Appropriate process changes, Regular in-house colour, temperature, alkalinity, pH and turbidity, Treated water turbidity analyzer, Treated water turbidity alarms with automatic filter shutdown.	4	2	8	**NO**
Source (Gull Lake)	*4, 9*	Road salt in Gull Lake	High sodium in drinking water	Monthly sampling of raw water, Five year sampling of treated water and reporting as per regulation, EEP – Reporting and Responding to Adverse Nitrate/Nitrite/Sodium or Fluoride Results in large Municipal Systems	4	3	12	**NO** - does not meet all criteria in step 3.3.7 of OP-07. No control of the hazard
Intake	*1, 2, 3, 4, 6,*	Intake screen plugged or Intake Pipe breakage/ collapse due to natural disaster, freezing, accident or vandalism/terrorism	Loss of raw water supply	Low level alarm & pump shut down, Loss of raw water flow signal, Periodic inspection of intake screen & pipe, Install a temporary line to pump house, Implement water restrictions and/or ban if necessary, Town can provide an alternate source of water if required, EEP for Water Supply Shortage.	1	4	4	

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Intake	*9*	Traveling screen failure	Debris enters pre-treatment	SCADA alarm, Utilize bypass screen system.	2	2	4	**NO**
Intake	*2*	Low lift pump failure (mechanical or electrical)	Loss of raw water	Redundancy (system can operate using one of five pumps), Pump fail alarms, Preventative maintenance, Regular inspections, Install submersible pump, EEP for Low Lift Pump Failure.	1	2	2	**NO**
Intake	*2*	Flow Control Valve (FCV) failure	Loss of control of raw water	Preventative maintenance, Regular inspections, SCADA alarms, Immediate repair/replacement required.	1	2	2	**NO**
Alkalinity/pH Control (seasonally during winter months)	*10*	Sodium carbonate (soda ash) pump system failure	Loss of alkalinity, Loss of coagulation, Sludge carry over into filters, Raw water pH too low	Settled water turbidity monitoring, In-house alkalinity monitoring, Routine operator checks, Monthly consumption, EEP for Chemical Pump Failure.	3	2	6	**NO**
Chlorine Dioxide System (oxidation of iron and manganese)	*N/A*	System failure (generator failure)	High iron and manganese levels in winter months	Generator fail alarm, Routine operator checks,	5	1	5	**NO**
Filtration Process (includes flocculation, coagulation, and 4 dual media filters)	*10*	Aluminum Sulphate (alum) system pump failure	Ineffective filtration/removal of pathogens, (minimum treatment requirements not met),	Redundancy (back-up pump), Continuous online monitoring of turbidity with alarms and automatic filter shutdown at 0.80 NTU,				**YES – Mandatory CCP**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
			Increased turbidity, Potential for an AWQI	Regular operator checks (on-site and SCADA), Dosage calculations, More frequent backwashes, Scheduled maintenance activities, EEP for High Turbidity in Filtered Water, EEP for Chemical Pump Failure, EEP for Reporting and Responding to Adverse Turbidity in Large Municipal Systems, CP for Unsafe Water				
Filtration Process	*10*	Polymer pump system failure	Poor coagulation, Increased turbidity, Ineffective removal of pathogens, Potential for AWQI	Redundancy (back-up pump), Continuous online monitoring of turbidity with alarms and automatic filter shutdown at 0.80 NTU, Regular operator checks (on-site and SCADA), More frequent backwashes, Dosage calculations, EEP for High Turbidity in Filtered Water, EEP for Chemical Pump Failure, EEP for Reporting and Responding to Adverse Turbidity in Large Municipal Systems, CP for Unsafe Water.				**YES – Mandatory CCP**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Filtration Process	*10*	Chemical - low level (alum, polymer)	Increased turbidity, Ineffective removal of pathogens, Potential for AWQI	Regular operator checks, Continuous online monitoring of turbidity with alarms and automatic filter shutdown at 0.80 NTU, EEP for High Turbidity in Filtered Water, EEP for Reporting and Responding to Adverse Turbidity in Large Municipal Systems, CP for Unsafe Water.				**YES – Mandatory CCP**
Filtration Process	*10*	Clarifier failure – pulsation system failure (incl. vacuum pumps, release valves, air compressor) Sludge extraction failure (incl. valves)	Increased turbidity, Ineffective removal of pathogens, Potential for AWQI	Redundancy (3 units), Regular inspections, Continuous online monitoring of turbidity with alarms and automatic filter shutdown at 0.80 NTU, EEP for High Turbidity in Filtered Water, EEP for Reporting and Responding to Adverse Turbidity in Large Municipal Systems, CP for Unsafe Water.				**YES – Mandatory CCP**
Filtration Process	*10*	Filter breakthrough	Increased turbidity, Loss of media, Ineffective removal of pathogens, Potential for AWQI	Continuous online monitoring of turbidity with alarms and automatic filter shutdown at 0.80 NTU, Redundancy (4 filters), Regular automated backwash schedule, Regular operator checks (on-site and SCADA),				**YES – Mandatory CCP**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				EEP for High Turbidity in Filtered Water, EEP for Reporting and Responding to Adverse Turbidity in Large Municipal Systems, CP for Unsafe Water.				
Filtration Process	*10*	Backwash system failure	Increased turbidity, Ineffective removal of pathogens, Potential for AWQI, Potential for loss of treated water supply, Loss of filter	Redundancy (4 filters), Continuous online monitoring of filter effluent turbidity with alarm and automatic filter shutdown at 0.80 NTU, SCADA controlled backwash cycle will be aborted and sequence failure alarm will be initiated if backwash equipment fails, EEP for High Turbidity in Filtered Water, EEP for Reporting and Responding to Adverse Turbidity in Large Municipal Systems, CP for Unsafe Water.				**YES – Mandatory CCP**
Filtration Process	*10*	Turbidity analyzer failure	Unknown turbidity levels, Potential for AWQI	Redundancy (4 filter units and analyzers), Back-up analyzer available within hub, Scheduled maintenance activities, In-house turbidity readings every 15 minutes as per regulations, Regular operator checks,				**YES – Mandatory CCP**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				OCWA Instrumentation Technician available to repair analyzer in case of failure, EEP for Turbidity Analyzer Failure, EEP for Reporting and Responding to Adverse Turbidity in Large Municipal Systems, CP for Unsafe Water				
Filtration Process	*10*	Backwash return pump failure	Inability to backwash (resulting in loss of all filters), Potential spill	SCADA - sequence failure alarm, Backwash pump failure alarm, Tanks equipped with overflow weir and pipe to lake, EEP – Reporting Spills and Other Discharges, CP – Spill Response				**YES – Mandatory CCP**
Sewage Pump	*N/A*	Sewage pump failure	Flooding	Redundancy (2 pumps), High sewage wet-well alarm, Immediate repair.	1	2	2	**NO**
Post pH Adjustment	*N/A*	Sodium hydroxide (caustic soda) pump system failure	Treated water pH too low (corrosive water)	Redundancy (back-up pump), Continuous online monitoring of pH Regular operator checks, Regular cleaning of piping, SCADA, high finished water pH alarm, EEP for Chemical Pump Failure.	3	2	6	**NO**
Chlorination System (primary disinfection)	*10*	Chlorinator system failure, Cylinder failure	Loss of disinfection, Ineffective removal of pathogens (minimum	Redundancy - back-up chlorination system with automatic switchover, Chlorine Gas Vacuum alarm,				**YES – Mandatory CCP**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
			treatment requirements not met), Potential for AWQI	On-line chlorine residual monitoring with alarms, Daily CT monitoring on SCADA In-house residual testing, Remote and on-site operator checks, Scheduled maintenance activities, Weigh scale for chlorine cylinders, EEP for Chlorine Gas Leak, EEP for Low or High Chlorine Residual in Treated Water, EEP Primary Disinfection – CLR Instructions, EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems, Standard Operating Procedure (SOP) for CT (Chlorine Concentration x Time), Site specific spreadsheet to calculate CT. CP for Unsafe Water.				
Chlorination System (primary disinfection)	*10*	Total Chlorine analyzer failure	In accurate chlorine dosing, Potential AWQI	Continuous online monitoring with low chlorine residual alarms, Regular in-house residual testing and analyzer checks, Scheduled maintenance activities,				**YES – Mandatory CCP**

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				Spare analyzer available within the Region, EEP for Total Chlorine Analyzer Failure.				
Chlorination System (primary disinfection)	*10*	Free chlorine analyzer failure (at the discharge header)	Unknown chlorine residual levels, Potential for AWQI, Unknown pH levels (potential for dosing issues)	Continuous online monitoring with low chlorine residual alarms, High/low pH alarms SCADA – continuous CT monitoring, Regular in-house residual testing and analyzer checks, Scheduled maintenance activities, Spare analyzer available within the Region EEP for Free Chlorine Analyzer Failure, EEP for Low or High Chlorine Residual in Treated Water, EEP Primary Disinfection – CLR Instructions, EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems, SOP for CT, Site specific spreadsheet to calculate CT, CP for Unsafe Water.				**YES – Mandatory CCP**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Clearwells	*2, 7, 10*	Low level	Inadequate treated water supply, Inadequate CT for primary disinfection, Inadequate fire protection.	Continuous online monitoring with low level alarms, SCADA – continuous CT monitoring, Routine operator checks, Approx.1 day supply from standpipe Town ordered water conservation or ban, EEP for Water Supply Shortage, EEP for Clearwell - Low Level, EEP Primary Disinfection – CLR Instructions, EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems, SOP for CT, Site specific spreadsheet to calculate CT, CP for Unsafe Water.				**YES – Mandatory CCP**
Clearwells	*2, 10*	Clearwell out of service for repair, maintenance	Inadequate CT for primary disinfection	Three-cell reservoir at the high lift pumping station. One common cell that splits into two cells to allow for isolation, Increase chlorine dosage into reservoir, Scheduled controlled maintenance plan and monitoring, EEP Primary Disinfection – CLR Instructions,				**YES – Mandatory CCP**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				EEP for Reporting and Responding to Adverse Chlorine Residuals in Large Municipal Residential Systems, SOP for CT, Site specific spreadsheet to calculate CT, CP for Unsafe Water.				
Clearwells	*2, 7, 10*	Loss of structure integrity	Inadequate treated water supply Inadequate fire protection, Potential cross contamination between raw and treated wells	Duel-cell reservoir with valve for isolation, Limited supply from standpipe Maintenance and inspection activities, Emergency repair, Town ordered water conservation or ban (alternate source of water), EEP for Water Supply Shortage, CP Loss of Service				**YES – Mandatory CCP**
High Lift Pumps	*2, 7*	High lift pump failure	Low pressure in distribution system, Low supply of water,	Redundancy (4 high lift pumps) Standpipe to pressurize system Pump fail alarms, On-line monitoring of discharge pressure, with low pressure alarm, Preventative maintenance, Back-up generator for loss of power situations, EEP for High Lift Pump Failure,	3	1	3	**NO**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				EEP for Low or Loss Pressure in the Distribution System, EEP for Water Supply Shortage.				
Water Treatment System	*1, 2, 3, 4, 6, 7*	Power failure due to weather, or vandalism/terrorism	Loss of pressure/ supply, Potential loss of equipment, Power surges	Back-up diesel generator, Power fail alarms, Routine operator checks and scheduled maintenance activities for back-up generator, Standpipe to pressurize system, EEP for Hydro Interruption, Surge or Failure, EEP for Standby Power Failure, CP for Loss of Service.	3	2	6	**NO**
Water Treatment System	*2, 6, 7*	Generator Failure (accident or vandalism/terrorism)	Loss of pressure/supply, Potential loss of equipment	Generator failure alarm, Portable generator available within the Region, Routine operator checks and scheduled maintenance activities for back-up generator, EEP for Power Failure of Long Duration, EEP for Standby Power Failure, CP for Loss of Service.	2	4	8	**NO**
Water Treatment System	*2, 6, 13*	SCADA, CPU, RTU failure (accident or vandalism/terrorism)	Loss of automatic process control, Interruption or loss of data and trending ,	SCADA system password protected, Facility locked when no personnel on site, Critical data is backed-up on an external storage device,	3	3	9	**NO**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
			Loss of process visibility for operators,	Data also backed-up on Oupost5/Wonderware, Alarms, Manual monitoring of parameters, Manual operation of plant, EEP – Control System Failure, SOP - Operate plant in manual mode, EEPs for Manual Start of KL WTP, Manual Filter backwash, Manual Caustic Day Tank Batch, Manual Polymer Batch				
Water Treatment System	*2, 6, 7, 10, 11*	Fire in Plant, Tower or Stations (accidentally or intentionally)	Partial or full system shutdown, Potential loss of supply	Regular operator visits, System alarms, Fire suppression, EEP for Fire in Plant.	1	5	5	**NO**
Water Treatment System	*2, 5, 6*	Vandalism/terrorism	Contamination of the water supply, Damage to critical equipment, Computer hacking	Locked water plant, standpipe and booster stations, Lock protection plate on all doors and haspe on the front door, Intrusion alarms at plant and booster stations, Appropriate signage and lighting, Regular visits by operators, Regular sampling and monitoring, Police patrol,	2	5	10	**NO**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				Town ordered ban, Town to supply an alternate source of drinking water, EEP for Vandalism or Suspected Unauthorized Entry, EEP for Contamination of Treated Water, EEP for Water Supply Shortage, CP for Spill, Response, CP for Loss of Service, CP for Security Breach.				
Water Treatment System	*13*	Cybersecurity Threats (PDM, WMS, SCADA – Wonderware)	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 (eg. ransomware) which can disable business enterprise until money is paid,	Embedded system security include: 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, 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, Multiple layers of defense including: o Intrusion detection systems constantly monitoring traffic flow (borders),	2	4	8	**NO**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
			Loss of data (stolen or maliciously deleted)	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, Performance of routine vulnerability scans and threat assessments, Periodic cyber security audits and risk compliance checks Databases backed-up on a remote, secured network location, CP – Security Breach.				
Water Treatment System	*1*	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/Action Group (EOC), Staff isolation, staff rescheduling, modifications to work rounds, remote work done where possible, Alternate suppliers available, refer to Essential Services & Suppliers list	1	4	4	**NO**
Water Treatment System	*1, 2, 3, 4*	Natural Disasters (ice storm, wind storm, flooding, forest fire)	Loss of supply, Contamination	Contingency Plans, Emergency Procedures, OCWA's Emergency Response Plan,	2	4	8	**NO**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				Town's Emergency Response Plan, Staff training.				
Standpipe	*7, 8, 11*	Loss of structural Integrity, Tank Rupture	Flood, Loss of pressure	Alarmed (low level, fast change in level), Operator inspections, Operate Town on direct pressure; bypass standpipe to supply users	1	4	4	**NO**
Standpipe	*11*	Standpipe out of service for repair, maintenance	Minor modifications to operations	Scheduled controlled maintenance plan, Bypass standpipe to supply users,	3	1	3	**NO**
Distribution System (secondary disinfection)	*11*	Loss of chlorine residual in distribution	Failure to control biofilm and pathogens (long-term), Potential for AWQI	Two chlorine booster stations (Chaput Hughes and Swastika booster station), Continuous on-line monitoring of free chlorine residual into the distribution system, Alarms for low chlorine residuals in water entering distribution system, Distribution chlorine residual testing as per O. Reg. 170/03, Regularly scheduled checks and inspections, EEP Secondary Disinfection – CLR Instructions, EEP for Reporting and Responding to Adverse Chlorine or CT, CP for Unsafe Water.				**YES – Mandatory CCP**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Distribution System	*N/A*	Adverse water quality as described in O. Reg. 170/03 (eg. Bacteriological, THMs, HAAs)	Potential for unsafe drinking water	Site specific Sampling Schedule, EEP for Reporting and Responding to Adverse Results in Large Municipal Residential Systems (several EEPs), CP for Unsafe Water.	3	4	12	**NO** – does not meet all criteria in step 3.3.7 of OP-07. No control of the hazard
Distribution System	*6, 7*	Fire (accidentally or intentionally)	Low pressure,	Communication with fire department, Low pressure alarm, Monitoring of flows and pressure, EEP for Low or Loss of Pressure, EEP for Water Supply Shortage,	3	2	6	**NO**
Distribution System (watermains)	*1, 2, 3, 4, 7, 8*	Structural failure/ breaks due to weather or age	Contamination, Loss of pressure/supply	Notification/complaints from customers, Routine monitoring of flows and pressure, clearwell levels via SCADA , Alarms (high flows, low pressure, low clearwell) Maintenance program, regular inspections conducted by Town (sanitary, hydrants, valves & curb stops), Leak detection program, AWWA Standards and MECP's Watermain Disinfection Procedure, EEP for Distribution System – Watermain Breaks, EEP for Low or Loss of Pressure,	4	3	12	**NO** – does not meet all criteria in step 3.3.7 of OP-07. No control of the hazard

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				EEP for Water Supply Shortage, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.				
Distribution System (service connections)	*8*	Cross-connection, backflow, siphonage	Contamination	Back flow preventers (bi-annual inspections; units replaced as required) Leak detection program, Plumbing code, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.	2	4	8	**NO**
Distribution System (service connections)	*1, 2, 3, 4, 7, 8*	Structural failure/breaks due to accident, weather, age	Contamination, Loss of pressure/supply to affected users	Customer notification/complaints, Routine monitoring of flows and pressure via SCADA, Alarms (high flows, low pressure, low clearwell), Tie in to temporary service lines, EEP for Distribution System – Watermain Breaks, EEP for Low or Loss of Pressure, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.	3	3	9	**NO**
Distribution System (valves)	*1, 2, 3, 4, 7, 8*	Structural failure due to accident, weather, age	Loss of control, Contamination,	Routine monitoring of flows and pressure via SCADA,	3	1	3	**NO**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
			Loss of pressure, Line breaks	Alarms (high flows, low pressure), Maintenance program, Immediate repair of valve, AWWA Standards and MECP's Watermain Disinfection Procedure, EEP for Low or Loss of Pressure, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.				
Distribution System (hydrants)	*1, 2, 3, 4, 7, 8*	Structural failure/ component failure	Contamination, Loss of pressure, Loss of supply, Loss of fire control	Customer notification/complaints, Routine monitoring of flows, pressure and clearwell levels via SCADA, Alarms (high flows, low pressure, low clearwell), Regular inspections by certified Town staff, Maintenance program - regular flushing (2x per year) by Town AWWA Standards and MECP's Watermain Disinfection Procedure, EEP for Low or Loss of Pressure, EEP for Water Supply Shortage, EEP for Reporting and Responding to Adverse Bacteriological Results CP for Unsafe Water.	3	3	9	**NO**
Distribution System (Aqua flows)	*6*	Sabotage, misuse	Contamination	Maintenance by Town staff only, Disconnect Unit,	2	5	10	**NO**

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
				Plans in place to remove all units, CP for Unsafe Water				
Distribution System All - watermains, connections, valves, construction, etc.	*2, 6, 7, 8*	Accident, Vandalism/terrorism	Contamination, Loss of water supply, Loss of pressure	Notifications/complaints from customers, 24 hour on-call operator, Routine monitoring of flows, pressure and clearwell levels via SCADA, Alarms (high flows, low pressure, low clearwell), Routine monitoring of system by Town staff, EEP for Distribution System – Watermain Breaks, EEP for Low or Loss of Pressure, EEP for Water Supply Shortage, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.	1	4	4	**NO**
Distribution System (capital construction)	7, 8	Sub-standard construction and commissioning	Contamination, Loss of pressure	AWWA guidelines, Provincial standards, Staff training, Sampling and testing.	1	3	3	**NO**

Table 2: Identified Critical Control Points (CCPs)

CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
Filtration Process (for primary disinfection)	**Filter Effluent Turbidity Alarms (4 alarmed filter units)** High-high set point = 1.0 NTU (filter shut down)	SCADA (continuous online analyzers and chemical usage), Routine operator checks via SCADA (on-site and remotely), Data review and sign-off as per O. Reg. 170/03, Alarms, Sampling, Dosage calculations.	Refer to: • EEP for High Turbidity in Filtered Water • EEP for Turbidity Analyzer Failure • EEP for Chemical Pump Failure • EEP for Reporting and Responding to Adverse Turbidity in Large Municipal Systems • CP for Unsafe Water.
Chlorination System (for primary disinfection)	**Free Chlorine Residual Alarms – Treated Water (Plant)** Low-low set point = 1.20 mg/L High-high set point = 4.00 mg/L CT not achieved - alarmed at 54.54 mg/L.minute	SCADA (continuous online analyzer), Routine operator checks via SCADA (on-site and remotely), Trend review and sign-off as per O. Reg. 170/03, Alarms, Sampling, Chemical Usage	Refer to: • SOP for CT (Chlorine Concentration x Time), • Site specific spreadsheet to calculate CT, • SCADA – continuous CT monitoring, • EEP for Free Chlorine Analyzer Failure, • EEP for Low or High Chlorine Residual in Treated Water, • EEP Primary Disinfection – CLR Instructions, • EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems, • CP for Unsafe Water.
Chlorination System (for primary disinfection)	**Total Chlorine Residual Alarms – Treated Water (Plant)** Low set point = 1.20 mg/L	SCADA (continuous online analyzer), Routine operator checks via SCADA (on-site and remotely), Alarms, Sampling, Chemical Usage	Refer to: • EEP for Chemical Pump Failure, • EEP for Chlorine Analyzer Failure. • EEP for Low or High Chlorine Residual in Treated Water, • EEP Primary Disinfection – CLR Instructions,

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
			• EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems. • CP for Unsafe Water.
Clearwells (primary disinfection)	**Clearwell Low Level Alarm – High Lift Pump Station** Low-low set point = 2.0 meters (high lift shutdown)	SCADA (continuous online analyzers), Routine operator checks via SCADA (on-site and remotely), Data review and sign-off as per O. Reg. 170/03	Refer to: • SOP for CT (Chlorine Concentration x Time), • Site specific spreadsheet to calculate CT, • SCADA – continuous CT monitoring, • EEP for Water Supply Shortage. • EEP for Clearwell-Low Level. • EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems • CP for Unsafe Water.
Secondary Disinfection	**Free Chlorine Residual - Distribution System** Regulatory Low = 0.05 mg/L High = 4.0 mg/L	Distribution chlorine residuals monitored as per O. Reg. 170/03, Distribution chlorine residuals monitored at the Chaput Hughes and Swastika booster station	Refer to: • EEP Secondary Disinfection – CLR Instructions, • EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems, • CP for Unsafe Water.

Note: Standard Operating Procedures (SOPs) referenced in Tables 1 and 2 are controlled as per QP-01 Document and Records Control.

Table 3: 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
August 21, 2015	Initial Risk Assessment conducted	Anthony Danis (Team Lead), Ilona Bruneau (PCT), Don Parcher (Town of KL Waterworks Foreman), Mark Vermette (Town of KL Operator)	Results captured in Revision 0 of this Summary of Risk Assessment Outcomes
November 10, 2015	Reviewed during an internal audit	Ilona Bruneau (PCT), Josh Gravelle (Operator), Patrick Roy (Operator)	No revisions necessary
May 27, 2016	Reviewed	Ilona Bruneau (PCT), Patrick Roy (Senior Operator)	Revised to included recreational activities as a hazardous event; provided possible outcomes, control measures and ranking Updated critical control limits for primary free chlorine and secondary free chlorine residuals in Table 2 Updated assessment with MOECC's new Watemain Disinfection procedure and OCWA's new Watermain Break EEP
September 23, 2016	Annual Review (water treatment system)	Ilona Bruneau (PCT), Steven Gerl (Operator)	Revised to include a second sewage pump in case of failure, regular cleaning of sodium hydroxide piping as another control measure for pump failure, SCADA – CT monitoring for chlorination, Increased the risk rating for vandalism/terrorism.
September 27, 2016	Annual Review (distribution system)	Ilona Bruneau (PCT), Don Parcher (T of KL Waterworks Foreman), Dixit Patel (T of KL Design Engineer)	Revised to remove back flow preventer maintenance for service connections, Included operator inspections of standpipe and 24 hour on-call operator for accident/vandalism in the distribution system, Changed risk values for failure/break of service connections and hydrants, for maintenance and repair of the standpipe, and for new construction
September 8, 2017	Annual Review (water treatment system)	Ilona Bruneau (PCT), Pat Roy (Senior Operator)	Revised to change risk value for spring and fall turnover, added alkalinity control as a new process step, removed activated silica system and added polymer system, change daily CT monitoring to continuous under chlorination and clearwell, added standpipe as a control measure to high

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Date of Activity	Type of Activity	Participants	Summary of Results
			lift pump risks, updated terrorism and vandalism to include additional control measures and updated the risk value, updated critical control limits in Table 2.
September 20, 2017	Annual Review (distribution system)	Ilona Bruneau (PCT), Don Parcher (T of KL Waterworks Foreman), Dixit Patel (T of KL Design Engineer)	Changed risk value for AWQIs in distribution system, added inspection program for back flow preventers, updated risk value for service connection failure and hydrant failure,
July 12, 2018	36 month Risk Assessment	Pat Roy (Senior Operator), Ilona Bruneau (PCT), Anthony Danis (Sr. Operations Manager)	All Activities/Process Steps were re-assessed and new hazardous events and hazards identified (including those in the MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems") and ranked according to OP-07 (revision 0). Results captured in Revision 4 of this Summary of Risk Assessment Outcomes.
October 12, 2018	Reviewed during the annual internal audit	Pat Roy (Senior Operator), Ilona Bruneau (PCT)	Table – Updated critical control point for the filtration process.
January 23, 2019	Reviewed outcomes	Ilona Bruneau (PCT)	Table 1 - Updated or changed the MOECC Potential Hazardous Event/Hazard Reference numbers for source, clearwells, water treatment system and distribution system. Added new procedure "Primary Disinfection – CLR Instructions for the chlorination system and clearwells. Added new procedure "Secondary Disinfection – CLR Instructions for the Distribution System. Table 2 - Updated the critical control limits for the filtration process, chlorination system and clearwells.
October 3, 2019	Annual Review	Pat Roy (Team Lead), Ilona Bruneau (PCT)	Table 1 – Include monthly and quarterly sodium sampling of the raw water, added MECP's Potential Hazard No. 7 – sustained pressure loss to low clearwell level and loss of structural integrity of the clearwell, added No. 10 - failure of equipment or process associated with primary disinfection to clearwell out of service, added No. 2 - water supply shortfall to power failure at the water treatment plant and added No. 10 - failure of equipment or process associated with primary disinfection to vandalism/terrorism at the plant.
September 9, 2020	Annual Review	Steven Gerl (Operator)	Table 1 - Updated SCADA, CPU, RTU Failure to include terrorism and vandalism, added back-up for monitoring critical parameters and changed the risk value from 10 to 12 (not a CCP as it does not meet all the criteria listed in step 3.3.7 of OP-07).

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT | Approved by: Anthony Danis, Senior Operations Manager

Date of Activity	Type of Activity	Participants	Summary of Results
September 24, 2020	36 month Risk Assessment	Ilona Bruneau (PCT), Pat Roy (Team Lead), Anthony Danis (Senior Operations Manager)	Table 1 – For a potential blue green algae bloom in the source water; added SOP for Monitoring, Sampling and Reporting Harmful Blue-Green Algae. Changed quarterly sodium sampling of treated water to five year sampling. Added the procedure for Reporting Spills and Other Discharges for backwash return pump failure. Added Pandemic as risk to the water treatment systems in light of the COVID-19 Pandemic. Changed MOECC to MECP or Ministry.
September 23, 2021	Annual Review	Anthony Danis (Senior Operations Manager), Ilona Bruneau (PCT)	Table 1 – added lock protection plates all doors, haspe on front door and locked gate when no personnel on-site as existing security measures for the water treatment plant to reduce the risk of vandalism or terrorism. Added HAAs to the description for adverse water quality incidents in the distribution system. Table 2 – changed low critical control point (alarm) from 1.40 to 1.20 mg/L and removed high alarm for total chorine residual.
April 14, 2022	Annual Review	Ilona Bruneau (PCT)	Table 1 – Updated possible outcomes and existing control measures for SCADA/PLC failure. Updated to include MECP's new hazardous event, cybersecurity threats. Added possible outcomes and existing control measures. Table 4 – Updated to include MECP's new hazardous event, cybersecurity threats (Reference No. 13).
March 1, 2023	Review of Table 2 – Identified Critical Control Points	Ilona Bruneau (PCT)	Filtration Process – removed filter shutdown at 0.8 NTU. Shutdown at 1.0 NTU. Changed as a result of new SCADA programming. Chlorination System – changed low low set point from 0.70 to 1.20 mg/L Efforts being made to keep pH at a higher level to help prevent corrosion is the distribution system. Added CT alarm. New as a result of new SCADA programming. Clearwells – added low alarm set point at 5.0m.

Table 4: Potential Hazardous Event/Hazard Reference Numbers (based on MECP'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

SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: Ilona Bruneau, PCT	Approved by: Anthony Danis, Senior Operations Manager

Revision History

Date	Revision #	Reason for Revision
Oct. 28, 2015	0	Risk assessment finalized and issued.
Jun. 17, 2016	1	Revised summary based on results of May 27, 2016 review.
Oct. 17, 2016	2	Revised summary based on results of September 23 & 27, 2016 reviews.
Oct. 13, 2017	3	Revised summary based on September 8 & 20, 2017 reviews
July 13, 2018	4	Summary of Risk Assessment Outcomes assigned document number (OP-08A); added table 4 to reference MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"; Hazardous Events for Municipal Residential Drinking Water Systems"; Table 1 updated to include results of the 36-month risk assessment that took place on July 12, 2018.
Jan. 23, 2019	5	Revised summary based on results of October 12, 2018 and January 23, 2019 reviews.
Oct. 06, 2019	6	Revised summary based on results of October 3, 2019 review.
Sep. 25, 2020	7	Revised summary based on results of September 9, 2020 review and September 24, 2020 re-assessment.
Nov. 29, 2021	8	Revised summary based on results of September 23, 2021 review.
May 2, 2022	9	Revised summary based on results of April 14, 2022 review.
March 1, 2023	10	Revised Table 2 – Identified Critical Control Points as described in the March 1, 2023 review

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager

1. Purpose

To document the following for the Kirkland Lake 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 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 Kirkland Lake Drinking Water System is owned by the Corporation of the Town of Kirk Land Lake and is represented by the Mayor, Chief Administrative Officer 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 Kirkland Lake Drinking Water System consists of:

- Operations Management – Kirkland Lake 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:

- 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	• 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)	• 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	• 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 MOECC 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

QEMS roles, responsibilities and authorities of Northeastern Ontario 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	Responsibilities and Authorities
All Operations Personnel	• 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)	• 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 • Manages 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)	• Manage the day-to-day operations and maintenance of his/her assigned facilities and supervise facility operational staff • Fulfill role of Top Management • Ensure corporate and site-specific QEMS programs and procedures are implemented at his/her 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

Role	Responsibilities and Authorities
	consultation with the SPC Manager as required) • Act as Overall Responsible Operator (ORO) when required.
Safety, Process & Compliance (SPC) Manager (Top Management)	• 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 his/her Regional Hub and any need for improvement • Act as alternate QEMS Representative (when required)
Process & Compliance Technician – PCT (QEMS Representative)	• Implement, monitor and support corporate programs relating to environmental compliance and support management by evaluating and implementing process control systems at his/her assigned facilities • Fulfill role of QEMS Representative (OP-04) • Monitor, evaluate and report on compliance/quality status of his/her assigned facilities • Implement facility-specific QEMS programs and procedures consistently at his/her 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/cluster/facility level (in consultation with the Operations Management as required) • Communicates to Owners on facility compliance and DWQMS accreditation as directed • Deliver/participate in/coordinate training including applicable legislative and regulatory requirements and the QEMS
Team Lead	• Perform duties as assigned by Operations Management • Participate as a technical advisor to staff and management and provide specialized training on technical issues • Prepare and/or coordinate operational staff work assignments and follow up to ensure completion • Assist management in providing recommendations for annual capital forecasts and gathering information for operational reports

Role	Responsibilities and Authorities
	as required • Oversee maintenance activities on equipment and process in order to maintain compliance with applicable legislation, regulations, approvals, and established procedures • Assist in the preparation of facility manuals and documenting operating processes and procedures for staff • Act for management during vacations or periodic absences. • Perform duties of Operator/Mechanic as required • May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to ORO Letter.
Senior Operator/Mechanic	• Perform duties as assigned by Operations Management or designate • Provide training to newer staff • Assist management in providing recommendations for annual capital forecasts and gathering information for operational reports as required • Assist in the preparation of facility manuals and documenting operating processes and procedures for staff • 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 • Participate in facility inspections and audits • May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to ORO Letter.
Operator/Mechanic	• Perform duties as assigned by Operations Management or designate • 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 • Participate in facility inspections and audits • May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to ORO Letter.
Mechanic Lead	• Perform duties as assigned by Operations Management or

Role	Responsibilities and Authorities
	designate • Act as lead with other staff on extensive maintenance/repair projects • Schedule maintenance on equipment and processes in accordance with established procedures • Perform and oversee routine preventive maintenance and repairs on equipment and process in order to maintain compliance with applicable legislation, regulations, approvals, and established procedures.
Instrumentation Technician (UPIT)/SCADA Support/Operator	• 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 act as Operator-in-Charge (OIC)
Municipal Operators working in the Kirkland Lake Drinking Water System	• Fulfill duties assigned by their Supervisor • Regularly inspect the distribution system, perform routine maintenance and repairs and complete appropriate forms • Contact OCWA for all non-routine operational concerns or adjustments • Take control of emergency situations (eg. water main breaks) and complete repair according to applicable regulations, licences, permits and established operating procedures • Collect samples when required • Respond to water complaints and provide records to OCWA • Maintain the distribution log book according to regulatory requirements • Participate in facility inspections and audits • May act as Operator-in-Charge (OIC)

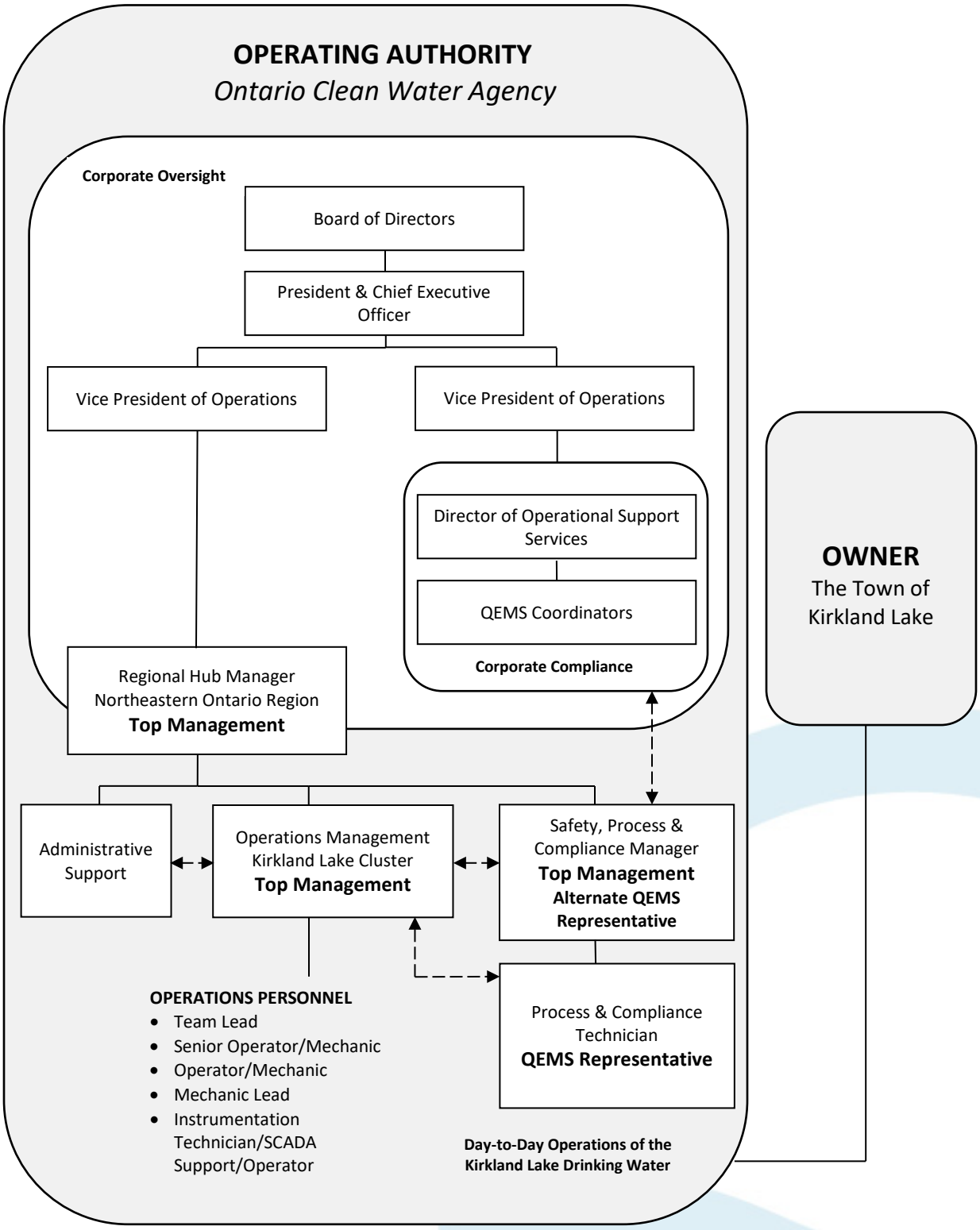
4. Related Documents

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

5. Revision History

Date	Revision #	Reason for Revision
Jul. 06, 2018	0	Procedure issued – Information within OP-09 (s. 3) was originally set out in main body of the Kirkland Lake Drinking Water System Operational Plan (revision 3, dated October 13, 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'. 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.
Jan. 23, 2018	1	Changed position of mechanic to mechanic/operator, added bullet that an instrumentation technician can act as OIC and removed the position of Data Clerk.
Oct. 06, 2019	2	Added responsibilities and authorities for a Team Lead and removed position of Senior Operator.
Nov. 29, 2021	3	Added roles, responsibilities and authorities for a Senior Operator/Mechanic (an operator becomes a Senior Operator if they achieve Class 3 certification), changed the position of Mechanic Operator to Mechanic Lead and updated the positions' roles and responsibilities. Updated title for Instrumentation Technician (UPIT) / SCADA Support / Operator.


OPERATING AUTHORITY
Ontario Clean Water Agency
Corporate Oversight
Board of Directors
President & Chief Executive Officer
Vice President of Operations
Vice President of Operations
Director of Operational Support Services
QEMS Coordinators
Corporate Compliance
Regional Hub Manager
Northeastern Ontario Region
Top Management
Administrative Support
Operations Management
Kirkland Lake Cluster
Top Management
Safety, Process & Compliance Manager
Top Management
Alternate QEMS Representative
Process & Compliance Technician
QEMS Representative
OPERATIONS PERSONNEL
Team Lead
Senior Operator/Mechanic
Operator/Mechanic
Mechanic Lead
Instrumentation Technician/SCADA Support/Operator
Day-to-Day Operations of the Kirkland Lake Drinking Water
OWNER
The Town of Kirkland Lake

Revision History

Date	Revision #	Reason for Revision
April 10, 2015	0	Organizational Chart issued.
Oct. 17, 2016	1	Removed Team Lead and added position of Senior Operator.
Oct. 13, 2017	2	Added Safety Process and Compliance Manager Position and changed media spokesperson from Senior Operations Manager to Regional Hub Manager.
Jul. 06, 2018	3	Appendix issued - Organizational Chart previously contained as Appendix C of the Operational Plan. Moved to a new Appendix.
Jan. 23, 2019	4	Updated position of mechanic to mechanic/operator.
Oct. 06, 2019	5	Changed Senior Operator to Team Lead.
Sep. 25, 2020	6	Revision to reflect change to reporting structure - Corporate Compliance now reports to VP of Operations.
Nov. 29, 2021	7	Added Senior Operator/Mechanic, changed Mechanic Operator to Mechanic Lead and updated title for Instrumentation Technician (UPIT) / SCADA Support / Operator

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 Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

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

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

3. Procedure

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

Position	Required Minimum Competencies
Operations Management	• Valid operator certification • 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

Position	Required Minimum Competencies
Safety, Process & Compliance (SPC) Manager	• Valid operator certification • 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
Team Lead	• Valid operator certification Experience and/or training in managing and planning multiple projects, assessing priorities and effectively coordinating operation and maintenance programs • Experience leading/directing operations personnel, and providing technical guidance to resolve operational issues • Performs and plans maintenance activities, including preventative, emergency and capital works • Training and/or experience related to operations and maintenance of 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
Senior Operator/Mechanic	• Valid operator certification (Class 3 or higher) • Training and/or experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities, • Performs and helps to plan maintenance activities, including preventative, emergency and capital works, • Assist in directing operations personnel, and providing technical guidance to resolve operational issues • Training and/or experience related to operations and maintenance of 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
Operator/Mechanic	• Valid operator certification • 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,

Position	Required Minimum Competencies
	guidelines and procedures • Experience using computers and operational computerized systems
Mechanic Lead	• Millwright and/or other trades certificates • Valid operator certification • Experience in maintaining and repairing equipment and structures and in planning and scheduling maintenance and repair tasks • Experience leading/directing operations personnel, and providing guidance to resolve mechanical and process issues • Training and/or experience related to drinking water system processes • 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 (PCT)	• Valid operator certification • 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
Instrumentation Technician (UPIT)/SCADA Support/Operator	• Valid operator certification • 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
Municipal Operators working in the Kirkland Lake Drinking Water System	• Valid operator certification; • Experience and/or training of the distribution system operations • Training in water treatment processes • Experience and training on the maintenance and repair of a variety of equipment and structures • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Training on OCWA's QEMS and the DWQMS

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.

3.6 Staff are also required to complete the mandatory environmental and health and safety compliance training listed in OCWA's Mandatory Compliance Training Requirements document, based on their position and/or the duties they perform. This list is available on OCWA's intranet.

3.7 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 Training Department.

3.12 Municipal Employees: The Town of Kirkland Lake hires employees according to their own hiring practices and these employees are the responsibility of the Town. Certified operators are responsible for completing the annual number of required training hours for the highest type and class of subsystem where the operator works and 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 Town of Kirkland Lake takes reasonable steps to ensure that every operator has the opportunity to attend training to meet the annual training hour requirements. The Town will notify OCWA if any municipal operator loses there certification.

Awareness of the system's QEMS is done through continuing education, on-the-job training sessions and internal audits.

Municipal employee training records are tracked and maintained by the Town. Training records are controlled as per QEMS Procedure QP-01 Document and Records Control.

4. Related Documents

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

5. Revision History

Date	Revision #	Reason for Revision
Jul. 06, 2018	0	Procedure issued – Information within OP-10 (s. 3) was originally set out in main body of the Kirkland Lake Drinking Water System Operational Plan (revision 3, dated October 13, 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.
Jan. 23, 2019	1	Updated the minimum competencies for Mechanic/Operator – added valid operator certification. Removed the minimum competencies required by a data clerk –position is eliminated.
Oct. 06, 2019	2	Added required minimum competencies for the Team Lead and removed position of Senior Operator.
Nov. 29, 2021	3	Added competencies for a Senior Operator/Mechanic (an operator becomes a Senior Operator if they achieve Class 3 certification), changed the position of Mechanic Operator to Mechanic Lead and updated title for Instrumentation Technician (UPIT) / SCADA Support / Operator.

PERSONNEL COVERAGE

Reviewed by: I. Bruneau, PCT | Approved by: A. Danis, Sr. Operations 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 Kirkland Lake 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 Kirkland Lake Drinking Water System is considered an un-manned facility. OCWA operations personnel routinely visit the plant daily Monday through Friday. Operators inspect the Chaput Hughes and Swastika booster stations at least once per week and the Kirkland Lake Gold booster station as required. The plant is also monitored daily using a remote monitoring SCADA system.

Certified municipal staff visit the distribution system every day during the work week and are responsible for the inspection, maintenance and repair of the system.

Both OCWA and municipal operators are available 24 hours a day, 7 days a week by cell phone. All water facilities (plant and booster stations) are monitored by the plant's SCADA system which sends out alarms when alarm conditions are encountered. The only exception is the Kirkland Lake Gold booster station which sends a signal to an alarm dialer when an alarm condition occurs. All plant and booster station alarms are responded to by OCWA operators.

Municipal operators respond to issues in the distribution system and provide reports to OCWA which detail actions taken to resolve the problem.

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

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.

The Senior Operations Manager is the designated ORO for the water treatment plant and distribution system which includes the Chaput Hughes standpipe and water control building, the Swastika water control building and the KL Gold booster station. When the ORO is unavailable, the Regional Manager 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 Team Lead 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 Thursday morning at 0730 hours. The on-call schedule is 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 ensures details of the call-in are included in the facility logbook. OCWA operators also record details in OCWA's Workplace Management System (WMS/Maximo).

3.7 The Team Lead 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
Apr. 10, 2015	0	Procedure issued.
Oct. 17, 2016	1	Changed Team Lead to Senior Operator and added overall responsible operator (ORO), updated location of call-in reports.
Oct. 13, 2017	2	Removed position of Operations Manager and added Regional Hub Manager.
Jul. 06, 2018	3	QP-03 procedure renamed OP-11. Removed Scope and Responsibilities sections. Other minor edits in wording.
Jan. 23, 2019	4	Clarified how the alarm system works in step 3.2. Removed the statement in step 3.4 that the on-call shift change is the end of the business day Friday.
Oct. 06, 2019	5	Changed frequency of visits to the booster stations to at least twice per week, changed Senior Operator to Team Lead, updated the on-call rotation in Step 3.4 and clarified how callouts are documented in Step 3.6.
Sep. 25, 2020	6	Updated ORO information
Apr. 9, 2021	7	Changed frequency of visits to the booster stations to at least once per week and updated Step 3.3 to indicate that the Senior Operations Manager is the ORO for the water and distribution systems and the Regional Manager is the back-up ORO. Team Lead is no longer ORO for the water plant.
Nov. 29, 2021	8	Changed the start of the on-call shift in Step 3.4
Mar. 1, 2023	9	Revised Step 3.4, to change the on-call shift day from Friday at 7:30 AM to Thursday at 7:30 AM.

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 Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

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

3. Procedure

3.1 Operations Management and the QEMS Representative are responsible for identifying and coordinating any site-specific communications in relation to the status/ development of the facility's QEMS.

3.2 Internal and external communication responsibilities and reporting requirements for emergency situations are set out under OCWA's Emergency Management Program (i.e., Facility Emergency Plan and OCWA's Emergency Response Plan). Refer to OP-18 Emergency Management for more information.

3.3 Communication with OCWA staff:

3.3.1 Within the first year of hire, all staff are required to complete the Environmental Compliance 101 (EC101) 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.

3.3.3 The Safety, Process and Compliance (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 SPC 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 and 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:

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

3.6 Communication with the Public:

3.6.1 Media enquiries must be directed to the facility's designated media spokesperson as identified in the Facility Emergency Plan. The media spokesperson coordinates with local and corporate personnel (as appropriate) and the Owner in responding to media enquiries.

3.6.2 OCWA's QEMS and QEMS Policy are communicated to the public through OCWA's public website. The QEMS Policy is also posted at the Kirkland Lake Wastewater Treatment Plant and the Kirkland Lake Process and Compliance Office.

3.6.3 Facility tours of interested parties must be approved in advance by the Owner. 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 or the Team Lead 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.

3.6.5 Any complaints received by the Town of Kirkland Lake are responded to by the Town's distribution staff. The complaint; along with any actions taken are recorded on the Town's computerized information tracking spreadsheet and a summary is provided to OCWA every month.

4. Related Documents

Community Complaint Form
Complaint Summary (Town)
Emergency Response Plan
Facility Emergency Plan
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

5. Revision History

Date	Revision #	Reason for Revision
Apr. 10, 2015	0	Procedure issued.
Oct. 28, 2015	1	Clarified the recording and filing of OCWA and Town complaints in step 5.6.
Oct. 17, 2016	2	Changed Team Lead to Senior Operator, Regional Manager to Regional Hub Manager, added overall responsible operator (ORO), changed monthly operations reports to quarterly and removed OPEX reporting from section 5.6.
Oct. 13, 2017	3	Changed how the Town documents complaints in step 5.6, removed position of Operations Manager and added the new position for Safety, Process and Compliance Manager.
Jul. 06, 2018	4	QP-04 procedure renamed OP-12. Removed Scope and Responsibilities sections. Added definitions for Operations Management and Operations Personnel. Reordered and created separate sections to clarify communications to each of the 4 parties. Clarified suppliers were those listed as essential as per Element 13 (as per DWQMS v. 2.0) and replaced references to Senior Operations Manager with 'Operations Management'. Updated training sections for OCWA personnel (s. 3.3.1 to s. 3.3.4) to reference new Environmental Compliance 101 course completed within first year of hire and to outline how training is coordinated between SPC Manager/Operations Management, and QEMS Representative. Included sections on R&Rs for performance reporting within OCWA (s. 3.3.7 to s. 3.3.9) and to Client (3.4.1). Replaced identification of media spokesperson (s. 3.6.1) with 'as identified in Facility Emergency Plan'. Added reference to site-specific records/documents used for recording tours (s. 3.6.3). Other minor edits.
Oct. 06, 2019	5	Changed Senior Operator to Team Lead in Step 3.6.4.

ESSENTIAL SUPPLIES AND SERVICES

Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations 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 Kirkland Lake 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.

Sole sourced purchases are made through vendors that have been researched by OCWA's procurement department and are capable of delivering the required product or service when needed.

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, Conservations and Parks (MECP) has agreement with The Canadian Association for Laboratory Accreditation (CALA) for accreditation of laboratories testing drinking water. The QEMS Representative is responsible for notifying the MECP of any change to the drinking water testing services being utilized.

3.6 Internal verification and calibration activities (e.g. chlorine analyzer, turbidimeter, 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.

3.11 To ensure the safe delivery of drinking water, the Town maintains an inventory of critical repair components. The Procurement and Risk Management Coordinator places orders based on lists received by the Waterworks Foreman. The parts are ordered from reliable companies (Corix and Wamco) that supply parts with applicable certification and standards. Components are verified by the Waterworks Foreman and Procurement and Risk Management Coordinator to ensure the correct product was received.

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
Apr. 10, 2015	0	Procedure issued.
Oct. 17, 2016	1	Changed Team Lead to Senior Operator and added overall responsible operator (ORO) and updated step 5.7 to better clarify the requirements for chemicals and materials used in the drinking water system.
Oct. 13, 2017	2	Added positions for Regional Hub Manager and Safety, Process and Compliance Manager.
Jul. 06, 2018	3	QP-05 procedure renamed OP-13. Removed Scope and Responsibilities sections. Changes to wording to provide clarification on ensuring quality of essential supplies and services (s. 3.5, 3.6, 3.7 and 3.9).
Oct. 06, 2019	4	Added step 3.11 to describe the Town's purchasing and receiving process for distribution components. Updated MOECC to MECP.
March 1, 2023	5	Step 3.2 was revised to include a statement regarding sole sourced purchases.

REVIEW AND PROVISION OF INFRASTRUCTURE

Reviewed by: I. Bruneau, 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 Kirkland Lake 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 (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
- MECP 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).

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
Apr. 10, 2015	0	Procedure issued.
Oct. 17, 2016	1	Changed Team Lead to Senior Operator and added overall responsible operator (ORO).
Oct. 13, 2017	2	Removed position of Operations Manager.
Jul. 06, 2018	3	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).
Oct. 06, 2019	4	Changed Senior Operator to Team Lead and MOECC to MECP.

1. Purpose

To describe OCWA's infrastructure maintenance, rehabilitation and renewal program for the Kirkland Lake 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.
- Monitor and inspect reservoir and standpipe condition and levels
- 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.

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

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) can review the WMS dashboard for a quick visualization of work order status and they generate summary reports as needed.

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 quarterly 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
Jul. 06, 2018	0	Procedure issued – Information within OP-15 (s. 3) was originally set out in main body of the Kirkland Lake Drinking Water System Operational Plan (last revision 3, dated October 13, 2017). 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.
Oct. 06, 2019	1	Changed Senior Operator to Team Lead.
Sep. 25, 2020	2	Updated step 3.1.4 to include the WMS dashboard as a means of monitoring the effectiveness of the program.

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 and the facility's Municipal Drinking Water License (MDWL).

3.2 Sampling requirements for the facility are defined in the facility's sampling schedule which is available to operations personnel, at the location(s) noted in OP-05 Document and Records Control. The sampling schedule is maintained by the 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:

<u>L.J. Sherratt Water Filtration Plant</u>

- *Free chlorine residual* – treated water to distribution system
- *Total chlorine residual – filtered* water to clearwell
- *Turbidity* – clarifier effluent and filter effluent
- *Flow r*ates *(including totalized flows)* – raw water, treated water, filtered water, water between the filter clearwell and the highlift clearwell
- *Totalized Flows* – wastewater and backwash water
- *Water Levels* – plant intake, inlet channel, filter building clearwell and highlift clearwell

- *Pressure* – lowlift discharge, highlift head and treated water into the distribution system
- *pH* – finished water
- *Temperature* – raw water
- *Particle Index*
- *CT (to ensure primary disinfection)*
- *Chemical consumption levels*

Chaput Hughes Standpipe / Booster Station

- *Free chlorine residuals*
- *Water Level*

Swastika Booster Station

- *Free chlorine residuals*
- *Flow r*ates *(including totalized flows)*

Test results from continuous monitoring equipment are captured by OCWA's SCADA and the plant's SCADA systems and are reviewed by a certified operator in accordance with the requirements of SDWA 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 Operations Manual.

3.5 Adverse water quality incidents are responded to and reported as per Environmental Emergency Procedures (EEPs) found in the Facility Emergency Plan Binder.

3.6 In-house process control activities are conducted on a regular basis by the certified operator(s) on duty and are as follows:

Raw Water*	**Process Water***	**Treated Water***	**Distribution Water**
Total Chlorine Residual (when pre-chlorinating)	Turbidity (clarifier/filter)	Free Chlorine Residual (clearwell/HLP discharge)	Free Chlorine Residual (weekly 4/3)
Turbidity	pH (clarifier/flash mix)	Total Chlorine Residual (clearwell/HLP discharge)	Turbidity
Temperature	Free Chlorine (clearwell)	Turbidity	pH
pH	Total Chlorine (clearwell)	Temperature	Colour
Colour		pH	
Alkalinity		Colour	

Raw Water*	Process Water*	Treated Water*	Distribution Water
Iron & Manganese		Aluminum Chlorine Dioxide Residual Alkalinity Iron & Manganese	

* Refer to the system's sampling schedule for frequency of testing.

In-house samples are analyzed following approved laboratory procedures. The sampling results are recorded on a facility round sheet and selected values are 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 captured in the existing in-house program as described above.

3.8 There are no relevant upstream sampling, testing and monitoring activities that take place for the Kirkland Lake Drinking Water System.

3.9 Sampling, testing and monitoring results are readily accessible to the Owner at the Kirkland Lake Process and Compliance office and/or the Kirkland Lake Public Works Department.

Owners are provided Quarterly Operations Reports which discusses regulatory results and operational issues. Owners are also provided with an annual summary of sampling, testing and monitoring results through the SDWA O. Reg. 170/03 Section 11 - Annual Report, 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

Annual Report (O. Reg. 170 Section 11)
Continuous Monitoring of Operational Parameters for Drinking Water Systems SOP
Data Review Protocol
Facility Emergency Plan (FEP) Binder
Facility Logbook
Facility Round Sheets
Laboratory Analysis Reports
Laboratory Chain of Custody Forms
Municipal Summary Report (O. Reg. 170 Schedule 22)
Process Data Management System (PDM)
Quarterly Operations Reports

Reporting and Responding to Adverse Results (EEPs)
Sampling Schedule
OP-05 Document and Records Control
OP-06 Drinking Water System
OP-20 Management Review

5. Revision History

Date	Revision #	Reason for Revision
Apr. 10, 2015	0	Procedure issued.
Oct. 28, 2015	1	Removed fluoride and clarified sample locations of selected parameters in table 1.
Oct. 27, 2016	2	Changed Team Lead to Senior Operator and added overall responsible operator (ORO), removed annual sampling for Victoria Lake, Victoria Creek, and Mud Lake.
Oct. 13, 2017	3	Revised step 5.3 to include continuous monitoring for CT and consumption level, updated Table 1 to clarify frequency of testing and removed position of Operations Manager.
Jul. 06, 2018	4	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.
Mar. 20, 2020	5	Removed sample requirements for the Chlorine Dioxide Trial and updated the sampling table in step 3.6 with current parameters for the chlorine dioxide process. Referred to the sampling schedule for frequency of sampling. Changed the location of sampling, testing and monitoring results from the Municipal Office to the Kirkland Lake Public Works Department.
Sep. 25, 2020	6	In Step 3.6 removed distribution sampling for iron and manganese, alkalinity and temperature
Nov. 29, 2021	7	Added continuous flow monitoring between the filter clearwell and high lift clearwell via new flow meter in Step 3.4. Removed McTavish Lake sampling no safe access.
March 1, 2023	8	Revised Step 3.4 to indicate that results from continuous monitoring equipment is captured by OCWA's SCADA system as wells as the plant SCADA. Removed pre-clarifier chlorine dioxide, iron and manganese testing from Table in Step 3.6.

MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE

Reviewed by: I. Bruneau, 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 Kirkland Lake 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 SuperUser. 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.

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
Apr. 10, 2015	0	Procedure issued.
Oct. 17, 2016	1	Changed Team Lead to Senior Operator and added overall responsible operator (ORO).
Oct. 13, 2017	2	Removed position of Operations Manager.
Jul. 06, 2018	3	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.

1. Purpose

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

2. Definitions

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

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

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

3. Procedure

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

3.2 OCWA recognizes three levels of events:

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

Level 2 is an event that is more serious and requires immediate notification of others (regulator, owner). Examples may include minor basement flooding, injury to staff that requires medical attention, or a spill that causes or is likely to cause localized, off-site adverse effects. If the event reaches this level, the instructions indicate the need to contact the Safety, Process and Compliance Manager and/or 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 corporate ERP. Level 3 events usually

involve intervention from outside organizations (client, emergency responders, Ministry of the Environment, Conservation and Parks, 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 Kirkland Lake 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 situation/service disruption are documented within a site-specific contingency plan (CP). The CPs and related site specific environmental emergency procedures (EEPs) 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. This record includes the outcomes of the review/test, and identifies any opportunities for improvement and actions taken. A scheduled test of a CP may be regarded as a review of that particular

CP as long as the outcomes are evaluated using the FEP-01 form. A CP-related response to an actual event may also be considered a review or a 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, EEPs and other FEP documents are made (as necessary) following a review, test, actual event or other significant change (e.g., changes in regulatory requirements, corporate policy or operational processes and/or equipment, etc.). Results of the emergency response testing and any opportunities for improvement/actions identified are considered during the Management Review (OP-20).

3.8 Roles and responsibilities for emergency management at OCWA-operated facilities are set out in the FEP. Specific roles and responsibilities related to a particular emergency situation or service interruption (including those of the Owner where applicable) are set out in the relevant site-specific CP. A general description of the respective responsibilities of the Owner and the operating authority in the event an emergency occurs is included in the service agreement with the Owner (as required by the *Safe Drinking Water Act*).

3.9 Where they exist, any relevant sections of the Municipal Emergency Response Plan (MERP) are included or referenced in the appendices section of the FEP. Measures specified in the MERP are incorporated into CPs where appropriate.

3.10 An emergency contact list in conjunction with the essential supplies and services list is contained within the FEP and is reviewed/updated at least once per calendar year. An emergency communications protocol is contained within the FEP. Specific notification requirements during emergency situations or service interruptions are set out in the individual CPs and in the ERP.

4. Related Documents

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

5. Revision History

Date	Revision #	Reason for Revision
Apr. 10, 2015	0	Procedure issued.
Jul. 06, 2018	1	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.
Oct. 06, 2019	2	Updated Ministry of the Environment and Climate Change to Ministry of the Environment, Conservation and Parks in step 3.2.

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 Kirkland Lake 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.

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

3.1.3 The criteria covered by an internal QEMS audit include:
- Drinking Water Quality Management Standard (DWQMS)
- Current Operational Plan
- QEMS-related documents and records

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

3.2 Audit Frequency

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

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

3.3 Internal Auditor Qualifications

3.3.1 Internal QEMS audits shall only be conducted by persons approved by the QEMS Representative and having the following minimum qualifications:
- Internal auditor training or experience in conducting management system audits; and
- Familiarity with the DWQMS requirements.

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

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

3.4 Audit Preparation

3.4.1 Together, the QEMS Representative and the Lead Auditor:
- Establish the audit objectives, scope and criteria;
- Confirm the audit logistics (locations, dates, expected time and duration of audit activities, any health and safety considerations, availability of key

personnel, audit team assignments, etc.).

3.4.2 Each Internal Auditor is responsible for:

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

3.5 Conducting the Audit

3.5.1 Opening and closing meetings are not required, but may be conducted at the discretion of the QEMS Representative and the Lead Auditor taking into account expectations of Top Management.

3.5.2 The Audit Team gathers and records objective evidence by engaging in activities that may include conducting interviews with Operations Management and staff (in person, over the phone and/or through e-mail), observing operational activities and reviewing documents and records.

3.5.3 The Audit Team generates the audit findings by evaluating the objective evidence against the audit criteria (s. 3.1.3). In addition to indicating conformance or non-conformance, the audit findings may also lead to the identification of opportunities for improvement (OFIs). The Lead Auditor is responsible for resolving any differences of opinion among Audit Team members with respect to the audit findings and conclusions.

3.6 Reporting the Results

3.6.1 The Lead Auditor reviews the audit findings and conclusions with the QEMS Representative and Top Management. Other audit participants may also take part in this review as appropriate. This review may take place in person (e.g., during a closing meeting) or through other means (phone call, email, etc.). Any diverging opinions regarding the audit findings and conclusions should be discussed and, if possible, resolved. If not resolved, this should be noted by the Lead Auditor.

3.6.2 The Lead Auditor submits a written report and/or completed work documents to the QEMS Representative. The submitted documentation must identify (at a minimum):

- Audit objectives, scope and criteria;
- Audit Team member(s) and audit participants;
- Date(s) and location(s) where audit activities where 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.)
QEMS – Summary of Findings spreadsheet
OP-05 Document and Records Control
OP-20 Management Review
OP-21 Continual Improvement

5. Revision History

Date	Revision #	Reason for Revision
Apr. 10, 2015	0	Procedure issued.
Oct. 28, 2015	1	Major revisions throughout procedure to clarify requirements for

		conducting internal QEMS audits, reporting results and dealing with corrective actions.
Oct.17, 2016	2	Changed Team Lead to Senior Operator and added overall responsible operator (ORO).
Oct. 13, 2017	3	Added new position for Safety, Process and Compliance Manager.
Jul. 06, 2018	4	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.

MANAGEMENT REVIEW

Reviewed by: I. Bruneau, 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 Kirkland Lake Drinking Water System as:

- Operations Management – Kirkland Lake 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;
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

5. Revision History

Date	Revision #	Reason for Revision
Apr. 10, 2015	0	Procedure issued.
Oct. 17, 2016	1	Changed Team Lead to Senior Operator, Regional Manager to Regional Hub Manager and added overall responsible operator (ORO).
Oct. 13, 2017	2	Added new position for Safety, Process and Compliance Manager, removed Regional Compliance Advisor and Corporate Compliance Advisor from *Responsibilities.*
Jul. 06, 2018	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.

1. Purpose

To describe the procedure for tracking and measuring continual improvement of the Quality & Environmental Management System (QEMS) for the Kirkland Lake 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.

3.2.4 The QEMS Representative ensures corrective actions are documented using the QEMS - Summary of Findings spreadsheet. A root cause analysis is performed on any major or minor non-conformance identified during the audit. 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 QEMS - Summary of Findings spreadsheet.

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

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

3.5 Best Management Practices (BMPs)

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

3.5.2 BMPs may include, but are not limited to:

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

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

4. Related Documents

Internal Audit Records
QEMS - Summary of Findings spreadsheet
OP-05 Document and Records Control
OP-20 Management Review

5. Revision History

Date	Revision #	Reason for Revision
Jul. 06, 2018	0	Procedure issued – The original information within the main body of the Kirkland Lake Drinking Water System Operational Plan (revision 3, dated October 13, 2017) was not used in OP-21 as it did 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.
Oct.06, 2019	1	Updated Ministry of the Environment and Climate Change to Ministry of the Environment, Conservation and Parks in step 3.5.2.

Ontario

Ministry of the Environment, Conservation and Parks

Print Form

Schedule C – Director's Directions for Operational Plans (Subject System Description Form)

Municipal Residential Drinking Water System

Fields marked with an asterisk (*) are mandatory.

Owner of Municipal Residential Drinking Water System *

The Corporation of the Town of Kirkland Lake

Subject Systems

Name of Drinking Water System (DWS) *	Licence Number *	Name of Operating Subsystems (if applicable)	Name of Operating Authority *	DWS Number(s) *	
1. Kirkland Lake Drinking Water System	214-101		Ontario Clean Water Agency	220000308	-

Add item (+)

Contact Information for Questions Regarding the Operational Plan

i

Primary Contact

Last Name *	First Name *	Middle Initial
Danis	Anthony	

Title *	Telephone Number *	Email Address *
Senior Operations Manager	705-568-7392 ext.	ADanis@ocwa.com

Secondary Contact

Last Name	First Name	Middle Initial
Bruneau	Ilona	

Title	Telephone Number	Email Address
Process & Compliance Technician	705-648-4314 ext.	IBruneau@ocwa.com

Save Form | Print Completed Form | Clear Form

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 Town of Kirkland Lake (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 Kirkland Lake 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

Anthony Danis
Senior Operations Manager,
Kirkland Lake Cluster

Date

Eric Nielson
Regional Hub Manager,
Northeastern Ontario Regional Hub

Date

Owner Endorsement

Stacy Wight
Mayor

Date

Jennifer Montreuil
Municipal Clerk

Date

We have the authority to bind the Corporation.

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

REPORT TO COUNCIL

Meeting Date: 21/03/2023	Report Number: 2023-CLK-010
Presented by: Jennifer Montreuil	Department: Corporate Services

REPORT TITLE

Request for Parade Permit – Holy Name of Jesus Parish Way of The Cross Annual Parade

RECOMMENDATION(S)

BE IT RESOLVED THAT Report Number 2023-CLK-010 entitled "**Request for Parade Permit – Holy Name of Jesus Parish Way of the Cross Annual Parade**" be received;

AND THAT Council direct that a Parade Permit be issued to the Holy Name of Jesus Parish for April 7, 2023;

AND FINALLY THAT Council hereby waive the $100.00 permit fee requirement as outlined in By-Law 86-65.

INTRODUCTION

The Holy Name Parish is requesting permission to host their annual Way of the Cross Celebration Parade on Friday, April 7, 2023.

DISCUSSION

The parade would be leaving Holy Name Parish and end at Assomption Church. The following is the intended course of the parade:

Leaving Holy Name Parish – Town Hall – Family Health Centre – Northern News – Cenotaph - OPP Station – 25 Tweedsmuir – Civic Service Stadium – Developmental Centre – Human Resources Development Canada – St. Peter's Anglican Church – Trinity United Church – ECJV – Ending at Assomption Church.

The parade is planned to commence at 11:00 AM and end at approximately 1:00 PM.

Agency Comments/Concerns

The Public Works Department, Fire & Emergency Services Department and the Ontario Provincial Police Kirkland Lake Detachment all cited no concerns over the parade.

The Acting Detachment Commander has suggested that the requesting organization contact the OPP Directly to coordinate a police escort for the event, subject to availability.

Fee and Indemnification Waiver

Historically, no fee or certificate of insurance has been collected from the requesting organization. The Town's current Fees and Charges By-Law does not identify a fee for such a request. However, administration identifies that should Council wish to continue in this manner, it must formally waive the requirements as outlined in By-Law 86-65 (Attachment 1).

Road Closure Requirements/ Statutory Public Notice

Historically, given that the requesting organization have predominately used municipal sidewalks for this parade, and obtained a police escort for the duration of the celebration, administration identified that no formal road closure requirements have been deemed necessary. As such, no statutory notices are required to be posted by the municipality.

Other Alternatives Considered

Council may choose to deny the Holy Name of Jesus Parish request for a Parade Permit. This is not the recommended option and not in line with building positive community partnerships as identified in Council's various strategic objectives.

Financial Considerations

The waiver of the $100.00 parade fee is an insignificant financial consideration as this fee has been historically waived for other requesting organizations. Costs associated with the road closure for the parade will be absorbed within the Public Works' Operating Budget.

Alignment to Strategic Priorities

Strategic Priorities: Transparency; Growth

Goals: Provide Outstanding Service; Promote Economic Growth

Objectives: Implement Sustainable Service Delivery, Develop Better Communications & Enhanced Openness and Transparency; Invest in Kirkland Lake.

Accessibility Considerations

Not Applicable.

Conclusion

Administration foresee no issue with Council approving a parade permit for this type of historical community event.

Consultations

Kirkland Lake Senior Management Team

Ontario Provincial Police Kirkland Lake Acting Detachment Commander

Holy Name of Jesus Parish

Attachments

Attachment 1 - Regulator Public Entertainment, Festivals and Parade By-Law (86-65)

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW N0. 86-65

Being a By-Law to regulate the holding of public entertainment, festivals and parades within the Town of Kirkland Lake.

WHEREAS by Section 235 (1) of the Municipal Act, R.S.O., 1980, Chapter 302 a Council may pass By-Laws and make such regulations for the health, safety, morality and welfare of the inhabitants of the Municipality.

AND WHEREAS the Council deems it expedient to license and regulate the holding of public entertainments, parades and festivals within the Town of Kirkland Lake.

NOW THEREFORE BE IT ENACTED:

1. Before any person, persons, corporations, organizations or associations may hold or conduct a public entertainment, festival or parade within the limits of the said Corporation of The Town of Kirkland Lake, they shall obtain a license therefore and comply with the provisions of this By-Law.

2. The fee for such license shall be one hundred ($100.00) dollars which shall be paid to the Municipal Treasurer.

3. No person, persons, corporations, organizations or associations shall be granted a license under this By-Law until he or it has deposited with the Municipal Treasurer in the amount estimated by the incumbent head of the Town of Kirkland Lake Police Force as sufficient to provide for the cost of adequate additional police protection during the period of the entertainment or festival or parade, or any or all of them, during which such police protection shall in their opinion be necessary.

4. No license shall be granted under this by-law unless and until such person, persons, corporations, organizations or associations shall have deposited with the Treasurer of the Town of Kirkland Lake evidence of Liability Insurance in an amount to be fixed by the Council of the Corporation or until the Council of the Corporation has dispensed with the necessity of such insurance being required. In any event, such insurance shall not exceed the amount of public liability and property damage carried by the Town of Kirkland Lake namely $15,000,000.00. It shall contain a clause indemnifying the Corporation against damage to public property as well as indemnification for property damage and public liability.

5. No license shall be granted under this By-Law until and unless such person, persons, corporations, organizations or associations shall deposit with the relevant authority and amount to be fixed by the party sufficient to repair anticipated minor damage and cleaning up buildings or grounds after public entertainment or said festival has terminated so that grounds may be restored to their previous state without cost to the Corporation or Board or body responsible for the administration of such public buildings or grounds.

6. Every person, association or corporation who infringes any provision of this By-Law shall incur a penalty of not more than $300.00 excluding costs recoverable under the Summary Convictions Act, all the provisions of which apply.

7. In the case of any entertainment, festival or parade which would last for a lesser period than twenty-four hours the council may, in its discretion, dispense with any or all of the requirements of this By-Law.

READ a first time this 22nd day of July 1986.


MAYOR


CLERK

READ a second and third time, enacted and passed in Open Council this 5th day of August 1986.


MAYOR


CLERK

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

Report to Council

Meeting Date: 21/03/2023	Report Number: 2023-FIN-003
Presented by: Lloyd Crocker	Department: Corporate Services

Report Title

2023 Operating and Capital Budget

Recommendation(s)

BE IT RESOLVED THAT Report Number 2023-FIN-003 entitled **"2023 Operating and Capital Budget"** be received for information;

AND FINALLY THAT deliberations regarding the 2022 Operating and Capital Budget commence on Tuesday, April 11, 2023.

Introduction

The 2023 Budget preparation followed a process whereby Department Directors and certain Managers were asked to provide both operating and capital budget details for their respective departments/divisions. After examination by Treasury, each portion of the budget was returned to those departments/divisions for revisions and reductions. Lastly, all departmental budget details were combined to form the overall proposed 2023 Operating and Capital Budget for The Corporation of The Town of Kirkland Lake.

Discussion

Once the overall operating and capital budget details are compiled and completed, the Treasurer can then determine the amount of the municipal tax levy required to cover all capital and operating expenditures. The 2023 proposed Operating Budget and Water and Wastewater Budget portions can be found in Attachments 1 & 2. This year, funds from both Reserve and Reserve Funds are being taken into account to keep the anticipated municipal tax levy increase to approximately 4.35% (which includes all capital and operating activities). The 2022 Reserves, Reserve Funds, and Obligatory Reserves are identified in Attachment 5. The 2023 Budget as presented assumes the use of certain

funds that were transferred to Reserves in prior years to decrease the Municipal Tax Levy to 4.35% for 2023.

Public Meeting for Public Comments on Tabled Budget

Mayor and Council directed that a Public Meeting be scheduled on March 29, 2023, commencing at 4:40 PM to allow individuals to address them with questions and/or comments with respect to the tabled budget.

In order to reserve a priority time at the meeting, members of the public are encouraged to register with the Clerk's Office (clerk@tkl.ca or telephone/in person during regular business hours) by Tuesday, March 28, 2023. However, anyone wishing to speak at the Public Meeting can attend without registering. Everyone will have 3 minutes to make comments. Non-registered participants will be accommodated once registered participants have been heard.

Departmental Presentations on Operating Budget & Council Deliberations

Once the Public Meeting of Council is adjourned, each Department will provide a brief description of their portions of the tabled Operating Budget. Council will then undertake a question period with administration after each Department/Division's presentation. From there, Council will commence their deliberations of the 2023 Budget.

Budget Survey Results

As so directed by Council, a Budget Survey was administered and published on the Town's website and social mediums in order to obtain feedback from the community for budget purposes. The survey was first published on February 13, 2023 and closed on March 3, 2023. The results are provided in Attachment 6. Ninety-nine people participated in the survey with the largest demographic being a homeowner between 31 and 50 years of age.

The top three service priority areas were:

1. Road Maintenance;
2. Snow Removal; and
3. Economic Development & Tourism.

The three least priority areas were identified as:

4. Arts and Culture;
5. Recreation Facilities and Programming; and
6. Park Maintenance and Development.

2022 Not Actual – No Audit

As one of the goals of the Town is to present a budget earlier in the year, it should be noted that this limits the municipality in being able to present 2022 actuals due to the audit not being complete. Without the completeness of the Audit, the 2022 actuals showing in the proposed budget are not accurate as there remains several revenue and expenditure journal entries to complete.

Capital Budget

The proposed 2023 Capital Budget for all departments/divisions is located in Attachment 3. Treasury has met with all Town Departments/Divisions and made several reductions to the Capital Budget List in order to limit the Municipal Tax Levy increase to 4.35%. Attachment 3 also lists certain projects under the heading “Removed - for future consideration”; Administration included same for Council’s information as it may wish to move forward with any of those projects in 2023. Attachment 4 provides for a brief description of the proposed 2023 Capital Projects.

The municipality was not able to obtain any funding for Water and Wastewater Infrastructure projects in 2023 resulting in no new major infrastructure projects in the Capital portion of the Budget. However, Administration has included $95,000.00 in the Public Works portion of the Operating Budget for the engineering of a road, water and wastewater project in order to have funds available in 2024. Public Works is bringing forward a 10-Year Road Reconstruction Plan which also includes some Water and Wastewater infrastructure upgrades. There will also be a presentation on the 10-Year Capital Plan at a future meeting in 2023 from the Public Works Department. There is $695,000.00 identified in the portion of the 2023 Capital Budget for asphalt upgrades.

Operating Budgets

Development Services encompasses Planning, Building, Economic Development, By-Law Enforcement and Animal Control (contracted service). Development Services is proposing a .2% increase in their portion of the 2023 Operating Budget. Their portion of the proposed budget includes an increase in contracted building and planning services given the recent vacancy of the position of Chief Building Official, as well as, there being no Planner on staff. Also included is $60,000.00 that will be used to conduct an Economic Development and Tourism Strategy for the Town. At the recommendation of Treasury, transfers from the Working Capital Reserve have been made to fund these items which limited the increase to .2%.

Corporate Services includes the governing body of the Town (Mayor and Council), as well as the Administration (CAO and Clerk’s Office) and resources required to ensure Council meets their priorities, goals, and objectives. It also includes Treasury, Human Resources, Information Technology Systems, Health and Safety, Police Services, and Procurement. Corporate Services has a proposed 9% increase in their portion of the 2023 Operating Budget. Corporate Services has also experienced increases in labour costs due to the

Pay Equity and Compensation review, the annual COLA (2%) wage increase, and the proposed temporary reinstatement of an administrative position in the Office of the CAO. This contract position will focus on workplace improvement and performance, and corporate strategic initiatives. Wages increased in 2023 compared to 2022 because several positions remained vacant in early 2022 but are now filled and show a full year salary for 2023.

Policing Services includes the Ontario Provincial Police annual budget and annual expenditures associated with the Kirkland Lake Police Services Board. This portion of the 2023 Operating Budget is identifying an increase of over $90,000.00 mostly due to OPP contract cost increases.

Fire Services includes both full-time and volunteer Firefighters that are responsible for all aspects of Fire Safety including Education, Fire Prevention, Fire Suppression and Response and Emergency Preparedness. There are no proposed increases in their portion of the 2023 Operating Budget. The 0% increase is primarily driven by an over-estimation of salaries in 2022 which has been corrected for 2023.

Public Works (PW) is responsible for the maintenance of roads, sidewalks, traffic lights, streetlights, signage; as well as maintenance and repairs to the Town's equipment. Public Works will has assumed the operations of the Airport & Waste Management, and the Water and Wastewater Divisions. The transition from Development Services to Public Works for both Airport and Waste Management is in its initial phase; resulting in both divisions remaining in the Development Services portion of the 2023 Budget. Public Works is forecasting a 1% decrease in their portion of the 2023 Operating Budget. Water and Wastewater is expecting no increase during the budget process, however, an increase was previously approved on February 7, 2023. The increase was implemented to follow the recommendation from the Town's updated Asset Management Plan. It is expected that 2023 surpluses of approximately $272,346.00 for Wastewater and $471,042.00 for Water will be materialized, which will be redirected into reserves. The Water and Wastewater Reserves will be used for future Water and Wastewater equipment upgrades and Infrastructure projects. Many of the required repairs and upgrades for 2020-2022 were delayed due to supply chain issues resulting in the Town having to catch-up and complete some necessary projects and maintenance. Many of the projects, repairs, and maintenance were recommended by the Ontario Clean Water Agency for the Town's Drinking Water System.

The decrease in PW's budget is primarily due to a continued close examination of PW accounts and their required use over the past several years. Proposed in PW's portion of the 2023 Operating Budget is an administrative position to assist in alleviate the increased workload in the Department.

Community Services offers numerous community amenities and is responsible for Recreation, Cultural Facilities, Parks, Recreation, and Cemetery Services. Community

Services is proposing a 3.5% increase to their portion of the 2023 Operating Budget. The inclusion of the Community Safety and Well-Being Plan makes up 20% of this increase. The balance of the increase is primarily related to a substantial rise in the supply costs of chemicals, grass seed, fertilizer, aggregate, fuel and labour costs due to the Pay Equity and Compensation review and the annual COLA (2%) wage increase.

Teck Pioneer Residence (TPR) is the municipally owned and operated Long-Term Care Home, which has operated since 1965. Presently, the proposed increase to their portion of the 2023 Operating Budget is 13.5%.The funding they receive through grants are conditional on funds being used fully in the operations of the home. Any funds unspent in the current year are returned to those funding agencies. As a result, in most years, there is an expected deficit equal in size to the loan payments related to the construction of the facility. Staffing issues have plagued the health industry, including TPR. Increased wages have resulted due to significant staff shortage and an increase in overtime wages for existing staff. Proposed in TPR's portion of the 2023 Operating Budget is an administrative/financial position to alleviate the amount of workload; the position will hopefully assist with some of the mandatory reporting that is currently being undertaken by the Treasury Division. At the recommendation of Treasurer, transfers from the Working Capital Reserves have been applied in the amount of $100,000.00 to ease some of the overtime pressures. Treasury took the time to review the last 3-4 years in an attempt to understand the funding formula of TPR's portion of the 2023 Budget. It was identified that the TPR's portion of the annual Budget is displaying less of a loss than actually occurred in years' past. Although the increase appears significant for 2023, in comparison to past years, those resulted in a larger deficit compared to the actual budgets indicators.

Other Charges include Ontario Works, the Timiskaming Health Unit, Ambulance, Social Housing, Child Care and MPAC expenditures. These costs are charged to the Town based on a population size allocation. Costs have increased by 2.2% in 2023 compared to 2% in 2022.

More in-depth information will be shared during the departmental/divisional presentations of their respective portions of the 2023 Operating and Capital Budget. At this point in the year it is clear that COVID is still impacting the economy, as there continues to be supply chain issues. As noted above, the Pay Equity and Compensation Review has also contributed to salary increase adjustments. According to the consultant, the Pay Equity and Compensation review increased costs by approximately 3% which was covered by reserves in 2022. This increase together with the annual COLA increase (2%), and performance step increases, contributed to the overall budget increase across the Corporation.

In summary, Treasury is recommending a 4.35% Municipal Tax Levy increase. The Town accumulated large transfers to the Reserve and Reserve Funds in 2020-2022 due to supply chain issues during COVID that still exist, together with some large tax

supplements in 2022. Treasury has recommended using approximately $2.5 million from the Working Capital Reserve and other Infrastructure Reserves and Reserve Funds to support the 2023 Operating and Capital Budget.

Other Alternatives Considered

Council may decide to have the Treasurer reduce the Municipal Tax Levy by either reducing costs and/or services, or, increasing the amount of Reserves and/or Reserve Funds used to support the 2023 Operating and Capital Budget.

Financial Considerations

Treasury is recommending a 4.35% Tax Levy increase with the use of approximately $2.5 million dollars of Reserves and Reserve Funds to help fund some of the operating pressures and capital projects. The $2.5 million dollars in reserves used in 2023 will be partially replaced by the Water and Wastewater Surplus Reserves of $471,042.00 and $272,346.00 respectively for 2023. It should be noted that most of the annual Ontario Community Infrastructure Fund (OCIF) allocation of $1.2 million dollars will move to Reserves for 2023. The Northern Ontario Resource Development Support Fund (NORDS) for 2022 and 2023 will be available for future projects totalling approximately $440,000.00. Treasury expects an allocation to reserves and reserve funds in 2023 from certain large Tax Supplementals (new assessment) received in 2022. An updated Reserves and Reserve Funds Report will be brought forward in 2023 once the 2022 year-end and municipal audit are completed.

Alignment to Strategic Priorities

Strategic Priorities: Efficiency, Transparency

Goals: Achieve Sustainable Operational Excellence, Provide Outstanding Service

Objectives: Aim for Financial Sustainability, Better Management of Capital Assets, Implement Sustainable Service Delivery

Accessibility Considerations

Not Appliable.

Conclusion

Treasury recommends a 4.35% increase to the Municipal Tax Levy for 2023; this will include the use of Reserves and Reserve Funds.

CONSULTATIONS

Town of Kirkland Lake Senior Management Team

ATTACHMENTS

Attachment 1 – 2023 Operating Budget

Attachment 2 – 2023 Waste and Wastewater Budget

Attachment 3 – 2023 Capital Budget

Attachment 4 – 2023 Brief Capital Item Descriptions

Attachment 5 – 2022 Reserves and Reserve Funds

Attachment 6 – 2023 Budget Survey Results

2023 Operating Budget

	2023 Budget	2022 Budget	2022 Actuals
Community Services			
Cemetery			
Revenues			
User Fees	165,931	137,831	47,881
Grants	4,200	5,988	4,200
Recoveries	10,000		3,285
Other Revenue	600	440	602
Total Revenues	180,731	144,259	55,968
Expenditures			
Labour & Related	128,819	116,212	112,673
Materials & Supplies	22,190	17,460	15,830
Utilities	3,650	3,650	3,794
Admin & Other	10,178	10,635	7,579
Contracted Services	7,500	4,300	9,706
Interest & LTD Payments	3,000	3,400	1,168
Rents & Finance	3,400		
Total Expenditures	178,737	155,657	150,750
Surplus (Deficit)	**1,994**	(11,398)	(94,782)
Child Care			
Revenues			
Other Revenue	20,703	20,100	20,100
Total Revenues	20,703	20,100	20,100
Expenditures			
Labour & Related	3,724	3,353	2,983
Materials & Supplies	550	550	
Admin & Other	3,283	3,283	3,281
Total Expenditures	7,557	7,186	6,264
Surplus (Deficit)	**13,146**	12,914	13,836

	2023 Budget	2022 Budget	2022 Actuals
Community Services (cont'd)			
Library			
Revenues			
User Fees	5,450	3,350	6,093
Grants	34,422	34,422	27,922
Donations	9,370	8,870	72,506
Recoveries	106	106	122
Other Revenue	11,954	11,304	10,409
Transfers			10,097
Total Revenues	61,302	58,052	127,149
Expenditures			
Labour & Related	311,771	292,202	294,162
Materials & Supplies	43,954	40,024	60,828
Utilities	14,453	12,633	14,343
Admin & Other	11,197	15,297	9,828
Contracted Services	19,800	19,800	19,666
Interest & LTD Payments	90	90	63
Transfers			
Total Expenditures	401,265	380,046	398,890
Surplus (Deficit)	**(339,963)**	(321,994)	(271,741)
Museum			
Revenues			
User Fees	39,385	22,350	37,571
Grants	40,817	84,482	78,820
Donations	5,709	6,400	8,692
Recoveries	250	350	514
Other Revenue	850	400	876
Total Revenues	87,011	113,982	126,473
Expenditures			
Labour & Related	241,157	211,253	221,153
Materials & Supplies	32,470	56,580	43,598
Utilities	13,850	14,800	13,685
Admin & Other	32,791	38,459	37,022
Contracted Services	15,780	24,940	17,972
Interest & LTD Payments	2,000	1,300	2,486
Total Expenditures	338,048	347,332	335,916
Surplus (Deficit)	**(251,037)**	(233,350)	(209,443)

	2023 Budget	2022 Budget	2022 Actuals
Community Services (cont'd)			
Parks & Recreation			
Revenues			
User Fees	542,836	493,450	506,629
Grants	49,678	6,787	7,889
Donations		4,000	59,373
Recoveries	4,000	3,550	5,104
Other Revenue	8,667	8,742	9,866
Transfers			1,176
Total Revenues	605,181	516,529	590,037
Expenditures			
Labour & Related	1,449,261	1,262,819	1,318,460
Materials & Supplies	217,686	195,147	210,198
Utilities	420,353	493,637	417,223
Admin & Other	199,924	198,174	198,314
Contracted Services	82,049	44,554	35,699
Interest & LTD Payments	916,856	916,356	917,618
Transfers			
Total Expenditures	3,286,129	3,110,687	3,097,512
Surplus (Deficit)	**(2,680,948)**	(2,594,158)	(2,507,475)
Total Community Services	**3,256,808**	3,147,986	3,069,605

	2023 Budget	2022 Budget	2022 Actuals
Corporate Services			
Administration/CAO/Clerk's Office			
Revenues			
User Fees	34,250	25,500	42,262
Grants			
Recoveries			930
Other Revenue	1,000	1,000	900
Transfers	15,000	70,912	
Total Revenues	50,250	97,412	44,092
Expenditures			
Labour & Related	635,132	501,813	704,908
Materials & Supplies	91,475	123,662	55,360
Utilities	23,271	25,500	24,129
Admin & Other	146,562	114,407	108,262
Contracted Services	83,000	72,436	96,241
Transfers			
Total Expenditures	979,440	837,818	988,900
Surplus (Deficit)	**(929,190)**	(740,406)	(944,808)
Human Resources			
Revenues			
Recoveries			2,903
Total Revenues			2,903
Expenditures			
Labour & Related	191,221	168,695	84,574
Materials & Supplies	30,505	20,000	21,743
Admin & Other	7,600	11,050	11,372
Contracted Services	1,500	65,000	29,907
Total Expenditures	230,826	264,745	147,596
Surplus (Deficit)	**(230,826)**	(264,745)	(144,693)

	2023 Budget	2022 Budget	2022 Actuals
Corporate Services (cont'd)			
Information Technology Systems			
Revenues			
Grants		61,750	95,825
Total Revenues		61,750	95,825
Expenditures			
Labour & Related	169,229	152,363	156,415
Materials & Supplies	18,500	8,000	20,370
Admin & Other	38,394	33,425	25,007
Contracted Services	163,200	132,950	172,562
Transfers			
Total Expenditures	389,323	326,738	374,354
Surplus (Deficit)	**(389,323)**	(264,988)	(278,529)
Procurement			
Expenditures			
Labour & Related	97,917	97,917	112,972
Materials & Supplies	1,200	1,170	933
Admin & Other	2,650	2,000	613
Total Expenditures	101,767	101,087	114,518
Surplus (Deficit)	**(101,767)**	(101,087)	(114,518)
Treasury			
Revenues			
User Fees	20,000	20,000	29,570
Recoveries			105,941
Other Revenue	430,000	410,000	535,098
Total Revenues	450,000	430,000	670,609
Expenditures			
Labour & Related	823,064	788,521	837,754
Materials & Supplies	21,000	14,500	21,109
Admin & Other	126,210	145,210	253,686
Contracted Services	59,400	35,000	33,596
Interest & LTD Payments	3,000	4,000	3,558
Transfers	-155,000	-149,000	1,867
Total Expenditures	877,674	838,231	1,151,570
Surplus (Deficit)	**(427,674)**	(408,231)	(480,961)

	2023 Budget	2022 Budget	2022 Actuals
Corporate Services (cont'd)			
Mayor & Council			
Expenditures			
Labour & Related	157,909	158,767	156,263
Materials & Supplies	21,600	11,100	2,690
Admin & Other	19,651	9,885	8,401
Contracted Services			
Total Expenditures	199,160	179,752	167,354
Surplus (Deficit)	**(199,160)**	(179,752)	(167,354)
Health & Safety			
Expenditures			
Labour & Related	88,782	84,571	87,279
Materials & Supplies	6,100	4,800	5,982
Admin & Other	11,500	1,800	691
Total Expenditures	106,382	91,171	93,952
Surplus (Deficit)	**(106,382)**	(91,171)	(93,952)
Policing			
Revenues			
Grants	61,000	81,000	65,108
Recoveries	12,000	8,698	16,259
Other Revenue	76,750	79,250	76,750
Total Revenues	149,750	168,948	158,117
Expenditures			
Labour & Related	18,677	19,050	16,717
Materials & Supplies	5,850	1,650	2,030
Utilities	19,050	22,220	24,080
Admin & Other	15,500	8,750	8,478
Contracted Services	2,790,877	2,726,325	2,720,852
Total Expenditures	2,849,954	2,777,995	2,772,157
Surplus (Deficit)	**(2,700,204)**	(2,609,047)	(2,614,040)
Total Corporate Services	**5,084,526**	4,659,427	4,838,855

	2023 Budget	2022 Budget	2022 Actuals
Development Services			
Airport			
Revenues			
User Fees	120,000	80,000	168,723
Recoveries	6,500	6,500	5,861
Other Revenue	8,100	7,500	6,983
Total Revenues	134,600	94,000	181,567
Expenditures			
Labour & Related	111,733	98,438	122,768
Materials & Supplies	101,470	62,170	163,650
Utilities	7,000	8,300	7,568
Admin & Other	34,234	28,564	31,141
Contracted Services	9,000	7,043	12,585
Interest & LTD Payments	500	1,000	661
Total Expenditures	263,937	205,515	338,373
Surplus (Deficit)	**(129,337)**	(111,515)	(156,806)
Animal Control			
Revenues			
User Fees	6,500	9,600	4,180
Total Revenues	6,500	9,600	4,180
Expenditures			
Materials & Supplies	1,700	1,500	695
Utilities	2,850	2,850	2,824
Admin & Other	755	750	808
Contracted Services	72,085	72,085	72,086
Total Expenditures	77,390	77,185	76,413
Surplus (Deficit)	**(70,890)**	(67,585)	(72,233)

	2023 Budget	2022 Budget	2022 Actuals
Development Services (cont'd)			
Building			
Revenues			
User Fees	107,100	155,000	94,195
Grants			2,100
Recoveries	12,000		34,278
Other Revenue	8,500	7,000	8,074
Transfers	65,000		
Total Revenues	192,600	162,000	138,647
Expenditures			
Labour & Related	134,343	189,516	186,182
Materials & Supplies	23,920	30,430	17,113
Admin & Other	36,970	26,408	21,582
Contracted Services	137,500	57,943	37,017
Transfers			
Total Expenditures	332,733	304,297	261,894
Surplus (Deficit)	**(140,133)**	(142,297)	(123,247)
Economic Development			
Revenues			
Grants	60,000	74,267	895
Recoveries	2,135	4,075	2,135
Other Revenue	73,202	137,222	86,913
Transfers	119,750	59,750	5,000
Total Revenues	255,087	275,314	94,943
Expenditures			
Labour & Related	126,112	173,159	155,280
Materials & Supplies	44,050	84,410	44,675
Admin & Other	22,885	19,780	10,447
Contracted Services	191,250	116,250	27,258
Interest & LTD Payments	73,202	137,222	137,222
Outside Charges			7,000
Total Expenditures	457,499	530,821	381,882
Surplus (Deficit)	**(202,412)**	(255,507)	(286,939)

	2023 Budget	2022 Budget	2022 Actuals
Development Services (cont'd)			
Planning			
Revenues			
User Fees	39,000	39,000	103,880
Transfers	161,500		
Total Revenues	200,500	39,000	103,880
Expenditures			
Labour & Related	294,777	280,702	233,762
Materials & Supplies	10,625	11,455	10,408
Admin & Other	13,350	11,290	8,008
Contracted Services	196,500	48,000	32,371
Total Expenditures	515,252	351,447	284,549
Surplus (Deficit)	**(314,752)**	(312,447)	(180,669)
Residential Development			
Revenues			
Other Revenue	200,000	200,000	976,674
Total Revenues	200,000	200,000	976,674
Expenditures			
Admin & Other	4,800	1,650	177
Total Expenditures	4,800	1,650	177
Surplus (Deficit)	**195,200**	198,350	976,497

	2023 Budget	2022 Budget	2022 Actuals
Development Services (cont'd)			
Waste			
Revenues			
User Fees	12,000	12,000	8,708
Recoveries	500,340	479,764	570,103
Total Revenues	512,340	491,764	578,811
Expenditures			
Labour & Related	165,752	152,487	172,298
Materials & Supplies	33,375	15,725	32,895
Admin & Other	8,337	7,937	4,825
Contracted Services	1,056,831	1,036,255	1,044,854
Interest & LTD Payments			
Transfers			
Total Expenditures	1,264,295	1,212,404	1,254,872
Surplus (Deficit)	**(751,955)**	(720,640)	(676,061)
Total Development Services	**1,414,279**	1,411,641	519,458

	2023 Budget	2022 Budget	2022 Actuals
Fire Services			
Fire Department			
Revenues			
Grants	3,000		
Recoveries	2,500	3,000	2,646
Other Revenue	500	500	33,511
Transfers	338,434		
Total Revenues	344,434	3,500	36,157
Expenditures			
Labour & Related	2,131,966	1,828,831	1,869,643
Materials & Supplies	93,050	89,750	49,162
Utilities	11,050	12,432	14,048
Admin & Other	89,417	92,661	86,285
Contracted Services	60,900	44,347	47,506
Transfers			
Total Expenditures	2,386,383	2,068,021	2,066,644
Surplus (Deficit)	**(2,041,949)**	(2,064,521)	(2,030,487)
Total Fire Services	**2,041,949**	2,064,521	2,030,487

	2023 Budget	2022 Budget	2022 Actuals
Teck Pioneer Residence			
Teck Pioneer Residence			
Revenues			
Grants	4,542,250	4,542,250	3,582,663
Donations	30,000	30,000	23,371
Recoveries	63,535	63,535	26,106
Other Revenue	3,507,136	3,507,136	3,313,042
Transfers	100,000		1,163
Total Revenues	8,242,921	8,142,921	6,946,345
Expenditures			
Labour & Related	6,909,585	6,750,448	6,636,197
Materials & Supplies	862,318	857,318	998,035
Utilities	210,000	210,000	168,620
Admin & Other	66,134	66,134	56,114
Contracted Services	253,768	253,768	228,738
Interest & LTD Payments	554,160	554,260	554,100
Transfers	10,000		
Amortization			
Total Expenditures	8,865,965	8,691,928	8,641,804
Surplus (Deficit)	**(623,044)**	(549,007)	(1,695,459)
Total Teck Pioneer Residence	**623,044**	549,007	1,695,459

	2023 Budget	2022 Budget	2022 Actuals
Public Works			
Public Works			
Revenues			
Grants	4,200	9,000	8,055
Recoveries	20,758	20,758	88,605
Other Revenue			25
Transfers	100,000	100,000	
Total Revenues	124,958	129,758	96,685
Expenditures			
Labour & Related	1,788,644	1,830,322	1,919,409
Materials & Supplies	914,310	949,410	713,800
Utilities	68,500	72,500	75,825
Admin & Other	304,002	288,335	276,592
Contracted Services	468,000	448,200	356,138
Interest & LTD Payments	59,984	59,984	60,336
Rents & Finance	10,000		
Transfers			
Total Expenditures	3,613,440	3,648,751	3,402,100
Surplus (Deficit)	**(3,488,482)**	(3,518,993)	(3,305,415)
Street Lights			
Expenditures			
Labour & Related	1,250	1,250	1,030
Materials & Supplies	10,000	10,000	10,767
Utilities	52,000	52,000	54,890
Contracted Services	15,000	15,000	13,667
Interest & LTD Payments	59,860	59,860	59,858
Total Expenditures	138,110	138,110	140,212
Surplus (Deficit)	**(138,110)**	(138,110)	(140,212)
Total Public Works	**3,626,592**	3,657,103	3,445,627

	2023 Budget	2022 Budget	2022 Actuals
Outside Charges			
Temiskaming Health Unit			
Expenditures			
Outside Charges	386,304	375,052	375,052
Total Expenditures	386,304	375,052	375,052
Surplus (Deficit)	**(386,304)**	(375,052)	(375,052)
Ambulance			
Expenditures			
Outside Charges	861,153	844,268	855,210
Total Expenditures	861,153	844,268	855,210
Surplus (Deficit)	**(861,153)**	(844,268)	(855,210)
Social Housing			
Expenditures			
Outside Charges	506,394	496,465	508,840
Total Expenditures	506,394	496,465	508,840
Surplus (Deficit)	**(506,394)**	(496,465)	(508,840)
Ontario Works			
Expenditures			
Outside Charges	241,449	236,715	352,175
Total Expenditures	241,449	236,715	352,175
Surplus (Deficit)	**(241,449)**	(236,715)	(352,175)
Child Care			
Expenditures			
Outside Charges	57,321	56,197	57,559
Total Expenditures	57,321	56,197	57,559
Surplus (Deficit)	**(57,321)**	(56,197)	(57,559)
MPAC			
Expenditures			
Outside Charges	113,329	111,107	109,834
Total Expenditures	113,329	111,107	109,834
Surplus (Deficit)	**(113,329)**	(111,107)	(109,834)
Total Outside Charges	**2,165,950**	2,119,804	2,258,670

	2023 Budget	2022 Budget	2022 Actuals
Total Town Operating (Deficit)	**(18,213,148)**	(17,609,489)	(17,858,161)
Other Taxation	(203,525)	253,525	
Ontario Municipal Partnership Fund	(6,226,600)	6,226,600	
Other	(50,000)	50,000	
(Deficit)	**(11,733,023)**	(11,079,364)	(17,858,161)
Unfunded Capital	(1,967,990)	(935,926)	
(Deficit)	**(13,701,013)**	(12,015,290)	(17,858,161)
Transfers from Reserves	1,720,817	975,489	
Tax Levy	**(11,980,196)**	(11,039,801)	(17,858,161)

2023 Water and Wasterwater Budget

	2023 Budget	2022 Budget	2022 Actuals
Water and Wastewater			
Water			
Revenues			
User Fees	2,586,623	2,544,067	2,513,805
Recoveries	57,678	57,678	74,476
Other Revenue	23,489	23,489	18,602
Transfers			27,769
Total Revenues	2,667,790	2,625,234	2,634,652
Expenditures			
Labour & Related	558,260	521,378	616,011
Materials & Supplies	260,444	219,259	487,582
Utilities	384,697	390,605	358,240
Admin & Other	164,324	339,038	115,035
Contracted Services	715,161	581,164	395,718
Interest & LTD Payments	29,442	28,820	28,802
Rents & Finance		500	
Transfers	84,420	84,420	
Total Expenditures	2,196,748	2,165,184	2,001,388
Surplus (Deficit)	**471,042**	460,050	633,264

	2023 Budget	2022 Budget	2022 Actuals
Wastewater			
Revenues			
User Fees	1,881,317	1,817,697	1,775,232
Recoveries	4,841	4,841	681
Other Revenue	19,367	19,367	15,707
Total Revenues	1,905,525	1,841,905	1,791,620
Expenditures			
Labour & Related	228,560	324,015	229,037
Materials & Supplies	69,400	73,900	82,069
Utilities	427,500	412,428	416,684
Admin & Other	134,555	131,555	114,503
Contracted Services	636,953	498,009	500,889
Interest & LTD Payments	71,631	71,631	
Transfers	64,580	64,580	
Total Expenditures	1,633,179	1,576,118	1,343,182
Surplus (Deficit)	**272,346**	265,787	448,438
Total Water and Wastewater	**743,388**	725,837	1,081,702

2023 Capital Budget

PROJECT NAME	SERVICE AREA	2023 EXPENDITURE	GOV'T FUNDING	GAS TAX	OCIF	TAX LEVY	RESERVE FUNDS	OTHER	LEVEL	NOTES
Requested										
Front End Wheel Loader	Public Works	$ 350,000						$ 350,000	3	(6)
Compactors - Gravel	Public Works	45,792				45,792			3	
AODA Audible Systems - Station/ Tweedsmuir	Public Works	19,843				19,843			4	
Traffic Controller & Cabinet - Duncan	Public Works	24,422				24,422			3	
Culver Cleaning Tool	Public Works	8,141				8,141			1	
Asphalt Trailer & Roller Compactor	Public Works	99,725					99,725		3	(7)
Automated Pedestrian Crosswalk - Fed Public School	Public Works	23,914				23,914			3	
2 Pickup Trucks	Public Works	122,112					122,112		4	(1)
Drainage Issue - Balsam Avenue	Public Works	30,000					30,000		3	(7)
Concrete Mixer	Public Works	9,158					9,158		3	(1)
2yd Sander/Spreader (for pickup truck)	Public Works	11,194				11,194			3	
Design - Full Reconstruction - Taylor Avenue	Public Works	96,584			96,584				3	
Asphalt Replacement Contract	Public Works	676,704		676,704					3	
Pelican Sweeper	Public Works	40,704					40,704		3	(1)
CHAR Infrastructure/Development	Development Services	1,034,201	914,682				119,519		3	(4)
Airport Cardlock System	Airport	66,144					66,144		3	(7)
Arena Sound System	Complex	28,472				28,472			3	
Baird #1 Ball Field Lighting	Community Services	21,165					21,165		3	(7)
Boiler #2 Repair	Community Services	55,968					55,968		3	(1)
Floor Scrubber (Complex)	Complex	10,942				10,942			3	
Infrastructure Upgrades	Complex	748,248	598,598				149,650		3	(7)
Ice Resurfacer (Olympia)	Complex	155,700					155,700		3	(1)
Animal Control Facilities	Development Services	13,588				13,588			3	
OCWA - Filter 2 & 3 Rebuild Undrain System	Water	300,000		300,000					4	
OCWA - Intake Inspections	Water	15,000					15,000		4	(2)
OCWA - Vacuum Pump for Pulse Chamber	Water	5,000					5,000		3	(2)
OCWA - Supports for Backwash Return Piping	Water	9,000					9,000		3	(2)
OCWA - Chemical Pump and Parts	Water	21,000					21,000		3	(2)
OCWA - Replace Rotork Actuators in Plant	Water	25,000					25,000		4	(2)
OCWA - New Regulators for the Chlorine Gas System	Water	15,000					15,000		4	(2)
OCWA - Variable Freq Drive for Pump, New Regulators	Water	30,000					30,000		3	(2)
OCWA - Comfort Station Enhanced Bar Screen(2022)	Waste Water	162,000					162,000		4	(5) 2022
OCWA - Bowl Assembly for Centrifuge/Sludge	Waste Water	60,000					60,000		4	(5)
OCWA - Comfort Street Pump Maintenance, Impellor	Waste Water	35,000					35,000		3	(5)
OCWA - Tieriary Filter Motor & Cloth Replacement	Waste Water	16,000					16,000		4	(5)

PROJECT NAME	SERVICE AREA	2023 EXPENDITURE	GOV'T FUNDING	GAS TAX	OCIF	TAX LEVY	RESERVE FUNDS	OTHER	LEVEL	NOTES
OCWA - Drain and Inpect Direstors, Repairs to Tank	Waste Water	10,000					10,000		3	(5)
OCWA - Haul Sludge from Swastika Plant	Waste Water	42,000					42,000		4	(5)
OCWA - Rebuild Influent Trough at Swastika Plant	Waste Water	12,000					12,000		4	(5)
Fencing - Water Treatment Plant	Water	130,013					130,013		4	(2)
Valmatic Air Release Valves	Water	8,383					8,383		4	(2)
HACH DR300 Colorimeter & 2100Q Turbidity Meter	Water	5,432					5,432		4	(2)
Belypak Transm for Vac Truck (lost)	Water	5,811					5,811		4	(2)
Elevator Modernization - Town Hall	Corporate Services	135,000					135,000		3	(3) 2022
Fire Alarm Upgrade - Police Station	Corporate Services	22,185				22,185			3	
Backup Generator - Fire Hall	Fire	38,101					38,101		4	(3)
Self Contained Breathing Apparatus (5)	Fire	71,232					71,232		3	(1)
Aerial Firetruck	Fire	500,000						500,000	4	(6)
6 Radio/10 Pagers	Fire	13,738				13,738			3	
Bunker Gear	Fire	10,500				10,500			3	
Fire Hose	Fire	15,000				15,000			4	
TOTAL RECOMMENDED		$ 5,405,116	$ 1,513,280	$ 976,704	$ 96,584	$ 247,731	$ 1,720,817	$ 850,000		
Removed - For Future Consideration										
Plow Truck - Replace T228	Public Works	356,160				356,160			3	
OCWA - Water	Water	738,000				738,000			2	
OCWA - Wastewater	Waste Water	275,000				275,000			2	
WACHS - Single Turner Valve Maintenance Trailer	Water	169,696				169,696			3	
By-Law Vehicle	Corporate Services	37,651				37,651			2	
H & S Vehicle (new)	Development Services	37,651				37,651			2	
Development Services Vehicle	Development Services	37,651				37,651			1	
Tilt Rotator for Backhoe	Public Works	68,179				68,179			1	
Storage/Filing Container	Public Works	10,380				10,380			1	
Trailer Hauler	Public Works	16,790				16,790			2	
Twin Culvert Replacement - Goodfish	Public Works	122,112				122,112			3	
Total Removed for Future Consideration		$ 1,869,270	$ -	$ -	$ -	$ 1,869,270	$ -	$ -		

Notes:

(1) Lifecycle Replacement Reserve Fund
(2) Water Capital Projects Reserve Fund
(3) $59,000 Approved in 2022 Elevator
(4) Archer Drive Reserve
(5) Waste Water Capital Projects Reserve Fund
(6) Debt of Lease financing
(7) Infrastructure Capital Reserve

Levels:

1	**Low Priority**
2	**Medium Priority**
3	**High Priority**
4	**Urgent Requirement or Replacement**

2023 Capital Budget - Item Descriptions

PROJECT NAME	SERVICE AREA	BRIEF DESCRIPTION
Requested		
Front End Wheel Loader	Public Works	Over 15,000 hours / Engine leaking oil / Major component failures iminant .
Compactors - Gravel	Public Works	We are in dire need of a jumping jack + a diesel plate packer.
AODA Audible Systems - Station/ Tweedsmuir	Public Works	Legislated requirement - These are the last two intersections to be done.
Traffic Controller & Cabinet - Duncan	Public Works	There was a failure on Duncan/Government. We want to replace 1 per year.
Culver Cleaning Tool	Public Works	Drainage is key/road safety - increase productivity and safer alternative to manual cleaning.
Asphalt Trailer & Roller Compactor	Public Works	Cold mix is non-efficient for the rough patches. Hot mix asphalt will help with small patches/pot holes.
Automated Pedestrian Crosswalk - Fed Public School	Public Works	Goal is to install 1 per year at all school crossings.
2 Pickup Trucks	Public Works	Two pickups that need to be replaced for safety reasons, will not pass inspection.
Drainage Issue - Balsam Avenue	Public Works	Funds to modify the drainage path on Crown Land.
Concrete Mixer	Public Works	The old mixer is now past its useful life, a new one is needed. Lots of concrete work to done.
2yd Sander/Spreader (for pickup truck)	Public Works	This sander will increase efficiency and safety as the sanding will be more consistant, smaller unit.
Design - Full Reconstruction - Taylor Avenue	Public Works	This is step 1 in year 1 of our new 10 year Road Plan.
Asphalt Replacement Contract	Public Works	Asphalt contract for year 1 of our new 10 year Road Plan, overall condition is poor.
Pelican Sweeper	Public Works	Sweeper sustained damage. If not repaired it will continue to deteriorate quickly. Repairs extend its life.
CHAR Infrastructure/Development	Dev. Services	New business in KL, Archer Drive Reserve.
Airport Cardlock System	Airport	Cardlock system, no longer need to go out and fuel the airplanes, reduce 'call outs', better service.
Arena Sound System	Complex	Obsolete sound system, speakers are not working properly causing system to overheat/kick off breakers.
Baird #1 Ball Field Lighting	Com. Services	30 years old, obsolete, new LED will be energy efficient, maintenance free.
Boiler #2 Repair	Com. Services	Sections of boiler 2 have cracked and are not in operation, new heat exchanger required. No back up.
Floor Scrubber (Complex)	Complex	14 years old, control board failure, will not operate and no parts. Emergency purchased already (CAO).
Infrastructure Upgrades	Complex	80% Federal Funding.
Ice Resurfacer (Olympia)	Complex	Max life 8 years, currently over 10 years old. New electric powered engine. Tenth of the cost to run.
Animal Control Facilities	Dev. Services	Surveillance system, new door. Health and Safety requirement due to attemped break ins/threats.
OCWA - Filter 2 & 3 Rebuild Undrain System	Water	Major repairs with major implications if not repaired now. Need to fix both these filters ASAP.
OCWA - Intake Inspections	Water	This was approved in the 2022 budget. This is a necessary inspection.
OCWA - Vacuum Pump for Pulse Chamber	Water	Spare pump. It is critical to have one on hand if another fails. Critical to the on-going operation.
OCWA - Supports for Backwash Return Piping	Water	Extra supports are required to prevent a major break in the piping. Preventative modification.
OCWA - Chemical Pump and Parts	Water	Spare pump and spare parts. Required on hand if another fails. Critical to the on-going operation.
OCWA - Replace Rotork Actuators in Plant	Water	Replacement due to age. Rotork actuators are the industries norm.
OCWA - New Regulators for the Chlorine Gas System	Water	This was identified as required during an MECP inspection.

2023 Capital Budget - Item Descriptions

PROJECT NAME	SERVICE AREA	BRIEF DESCRIPTION
OCWA - Variable Freq Drive for Pump, New Regulators	Water	All pumps need variable frequency drive. Only pump with no drive. Consitant pressure required.
OCWA - Comfort Station Enhanced Bar Screen(2022)	Waste Water	This was approved in the 2022 budget. This is a necessary upgrade to deal with rags buildups.
OCWA - Bowl Assembly for Centrifuge/Sludge	Waste Water	Failure in 2022, major expenses, need spare parts on hand. Help avoid major repair/downtime.
OCWA - Comfort Street Pump Maintenance, Impellor	Waste Water	These new impellors are significantly better and very much recommended.
OCWA - Tieriary Filter Motor & Cloth Replacement	Waste Water	Absolutely necessary to keep the plant operating properly and effeciently.
OCWA - Drain and Inpect Direstors, Repairs to Tank	Waste Water	Repairs are needed to the glass infused panels on the tank.
OCWA - Haul Sludge from Swastika Plant	Waste Water	Imperative to remove the sludge - facility converted to a pumping station. This must get done.
OCWA - Rebuild Influent Trough at Swastika Plant	Waste Water	This is a necessary rebuild to keep this location operational as a pumping station.
Fencing - Water Treatment Plant	Water	Major safety & liability risks to the Town without fencing. Class 3 plant requires fencing/ access control.
Valmatic Air Release Valves	Water	Age and condition are the reason for replacement. Risk of water contamination and collapse of pipes.
HACH DR300 Colorimeter & 2100Q Turbidity Meter	Water	Need to replace obsolete equipment - Critical to our operation and the safety of our town.
Belypak Transm for Vac Truck (lost)	Water	Replacement is necessary for reasons of production, logic, safety and efficiency.
Elevator Modernization - Town Hall	Corp. Services	Requires full overall and modernizaiton, regular outages.
Fire Alarm Upgrade - Police Station	Corp. Services	System/parts now obselete, recommended since 2015, Troy Life & Fire indicate required 2023.
Backup Generator - Fire Hall	Fire	Replacement overdue, generator required to power Fire Station.
SBCA's (5)	Fire	Required 5 more replacements - expired packs.
Aerial Firetruck	Fire	Used Aerial, new Aerial worth over $2 million, 2-3 year delivery.
6 Radio/10 Pagers	Fire	Replace radios and pagers - having issues with both.
Bunker Gear	Fire	Replace 3 expired sets.
Fire Hose	Fire	Replace old fire hose.

2023 Capital Budget - Item Descriptions

PROJECT NAME	SERVICE AREA	BRIEF DESCRIPTION
Removed - For Future Consideration		
Plow Truck - Replace T228	Public Works	Priority was given to a new loader for 2023, T228 needs replacing in 2024.
OCWA - Water	Water	Multiple items of lower priority have been removed and needs reconsideration next year.
OCWA - Wastewater	Waste Water	Multiple items of lower priority have been removed and needs reconsideration next year.
WACHS - Single Turner Valve Maintenance Trailer	Water	For the maintenance of water valves / reduces H&S risks to employees.
By-Law Vehicle	Dev. Services	A 4x4 vehicle would be prefered / existing condition of vehicle is 5/10.
H & S Vehicle (new)	Corp. Services	For future consideration, daily commute for inspections.
Development Services Vehicle	Dev. Services	Future replacement is required.
Tilt Rotator for Backhoe	Public Works	To increase efficiency, maneuverability and production of a backhoe.
Storage/Filing Container	Public Works	Filing needs to be looked at on a larger scope.
Trailer Hauler	Public Works	A trailer to haul our Genie Manlift would reduce wear and tear on the machine.
Twin Culvert Replacement - Goodfish	Public Works	Due for replacement, but no sign of "distortion" at this time. Can wait another year.

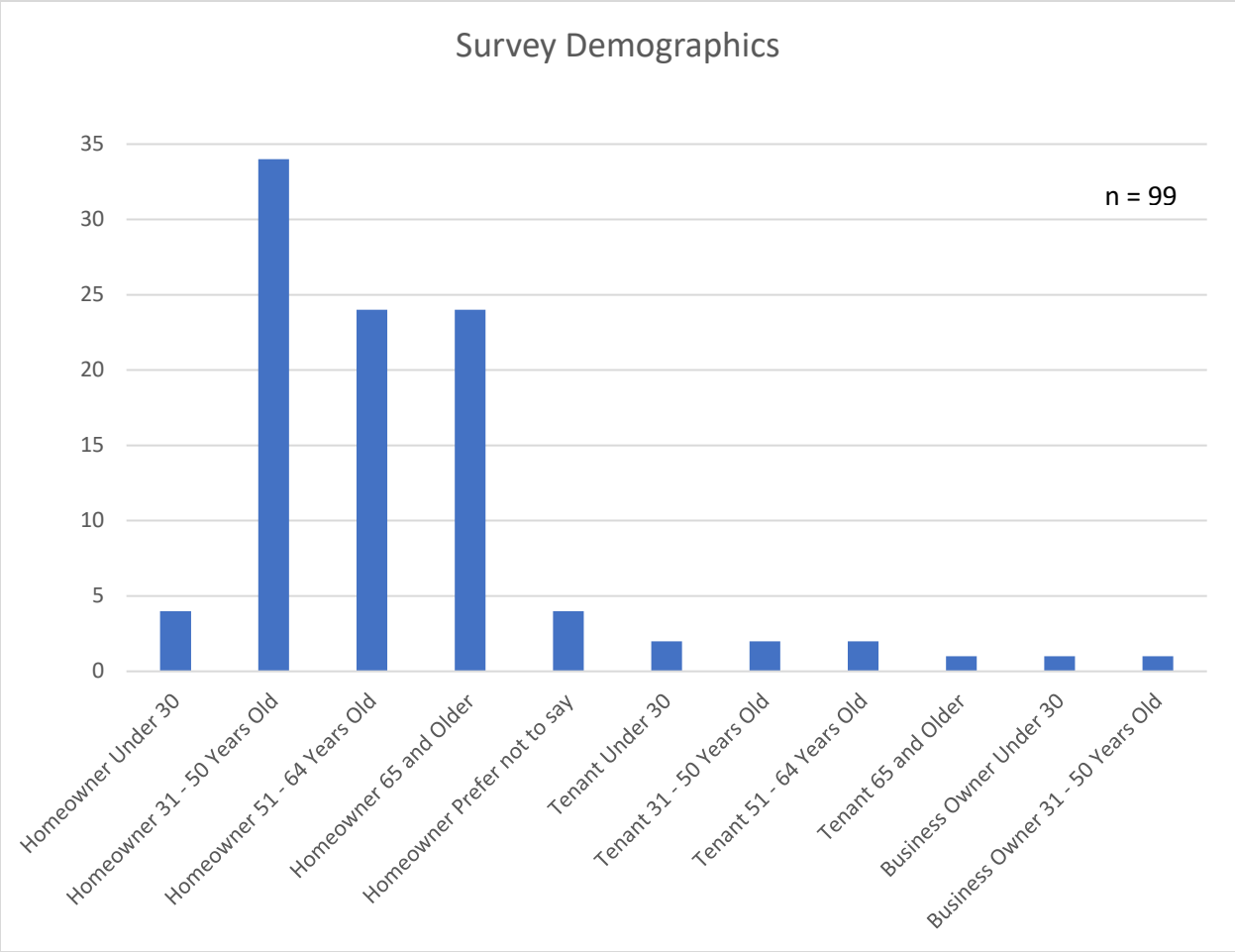
2022 Reserve Fund Projections

Reserves	Opening	Transfers TO	Transfers FROM	Projected Balance
Capital Contingency	10,820		(10,820)	-
Centennial Committee	64,923	170	(65,093)	-
Community Improvement Program	105,687	128,645	(10,139)	224,193
Infrastructure Capital	476,792	321,011	(28,397)	769,406
Kirkland District Health Centre	56,691		(11,250)	45,441
Org. Restructure and Efficiency	284,541		(54,823)	229,718
Other	96,475	94,673	(45,425)	145,723
Tax Stabilization		1,161,000		1,161,000
Winter Control Stabilization	12,680	441,061		453,741
Working Capital	2,179,324	3,457,979	(726,355)	4,910,948
Total	**3,287,933**	**5,604,539**	**(952,302)**	**7,940,170**

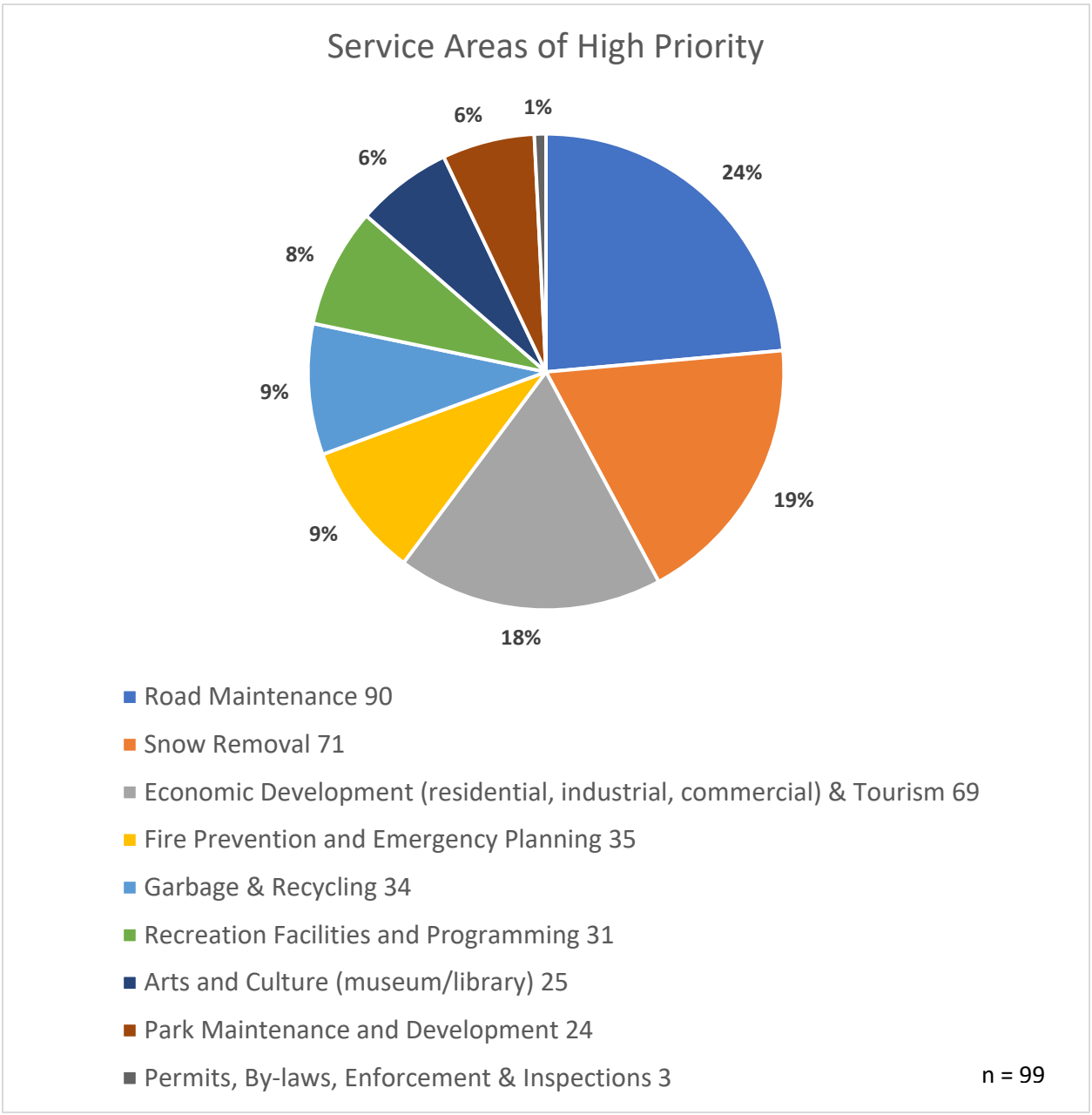
Reserve Funds	Opening	Transfers TO	Transfers FROM	Projected Balance
Archer Drive	203,256	46,656		249,912
Employees' Acc. Sick Leave	69,731	417	(1,670)	68,478
Health Unit	231,724	1,393		233,117
Kinross Park Maintenance	7,745	47		7,792
Library		8,721		8,721
Life Cycle Replacement	153,093	800,807		953,900
Parkland	99,392	597		99,989
Residential Development	20,325	122		20,447
Wastewater Capital Projects	1,135,910	586,392	(251,840)	1,470,462
Waterworks Capital Projects	1,216,675	979,577	(104,498)	2,091,754
Total	**3,137,851**	**2,424,729**	**(358,008)**	**5,204,572**

Obligatory Reserve Funds	Opening	Transfers TO	Transfers FROM	Projected Balance
Gas Tax	1,426,964	1,004,320	(164,712)	2,263,572
OCIF	1,530,974	619,172	(933,031)	1,217,115
Total	**2,957,938**	**1,623,492**	**(1,097,743)**	**3,480,687**

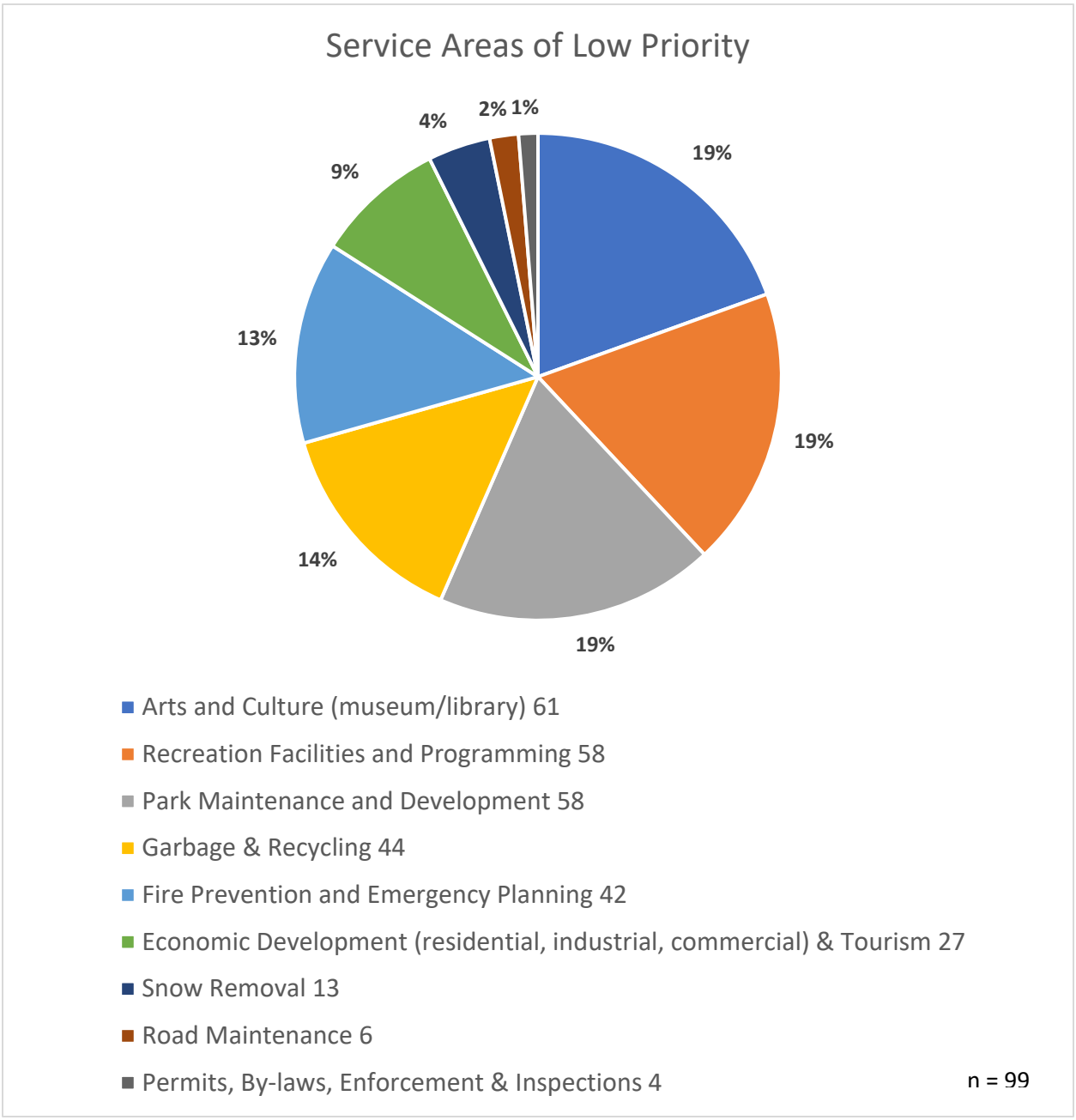
2023 Budget Survey Results



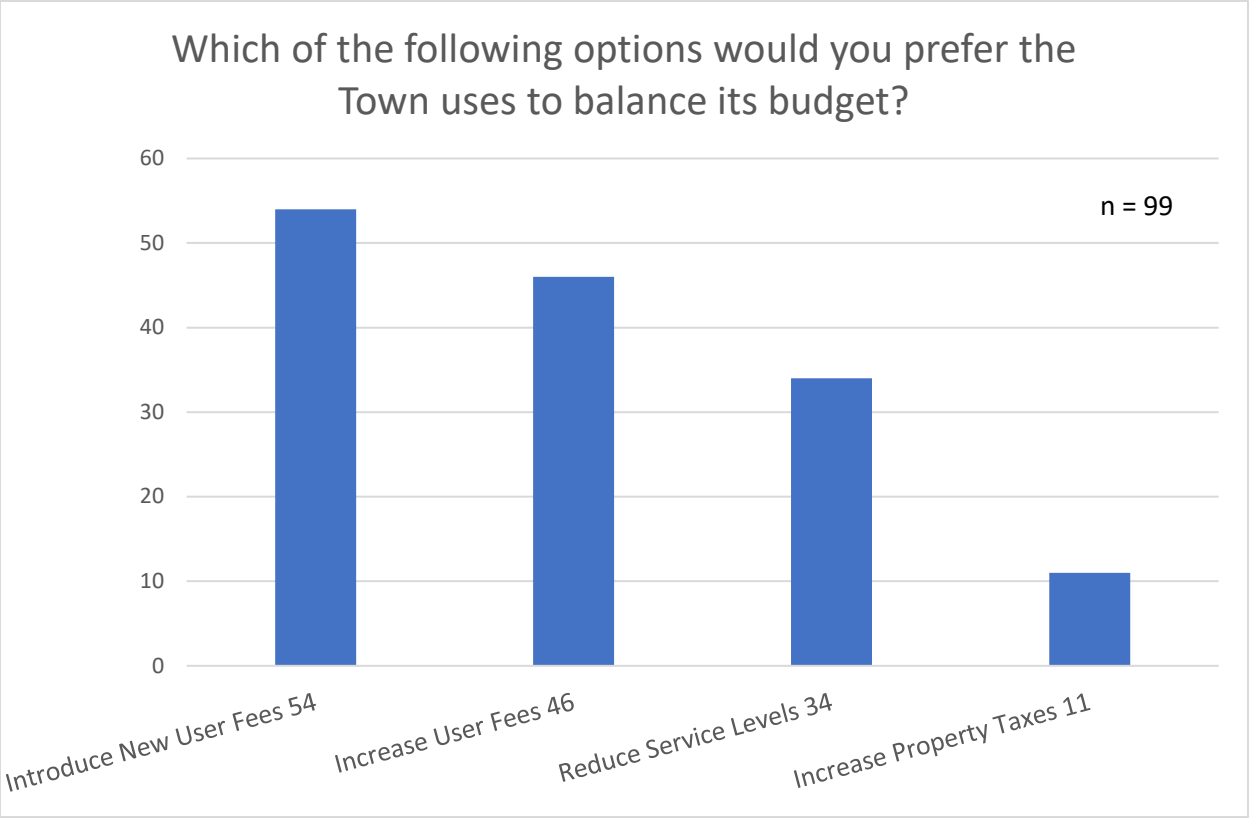
2023 Budget Survey Results



2023 Budget Survey Results



2023 Budget Survey Results



2023 Budget Survey Results

Tenant	31 - 50 Years Old	Better planning for equipment failures and breakdowns. Better education around waste reduction, expanded recycling services (more collection of waste electronics and household hazardous waste) and compost collection (landfill diversion).
Homeowner	31 - 50 Years Old	Winter road maintenance has been phenomenal this year. Would love to see it continue. The spring clean-up needs to come back, but if it really can't, then please make the free tipping easier to access. Getting to the department during business hours is impossible for many. You manage to mail me water and tax bills, you could include free tipping vouchers in them.
Homeowner	31 - 50 Years Old	Please install white noise alarms on the heavy equipment operated by TKL. The white noise alarms will warn personnel within the immediate vicinity of the equipment that it's about to reverse. If there is a reason why somebody inside their house 3 blocks away must know that the equipment is backing, then stay the course. If there is no reason, please install the white noise alarms on equipment.
Homeowner	51 - 64 Years Old	I would like to see noney used for better & newer anow removal equipment.
Tenant	31 - 50 Years Old	Snow removal in the winter.
Homeowner	31 - 50 Years Old	Tear down run-down, and abandoned buildings/houses, sooo many have not been taken down, looks shabby, and they house unwanted pigeons, vermin, etc. Looks disgusting. Enforce taxes on those property owners! More snow removal on residential side streets. Every week recycling would be nice. Yard waste pick up is essential - I do not own a truck to dispose large leaf bags at the dump.
Homeowner	65 and Older	Lower water/sewer rates. Seniors can t affort to eat anymore or heat their house
Homeowner	51 - 64 Years Old	Removal of all snow in downtown core each time it snows, no matter what! Better upkeep with the perennials that are placed amongst Kirkland Lake, whether in parks (Kinross) or bordering(Civic is a mess) the parks. Presentation is so important with the little we are able to afford, and more importantly maintain; and having staff take this seriously would be beneficial. No sence putting/planting) if no maintenance is happening.
Homeowner	65 and Older	Upgrading of infrastructure
Homeowner	31 - 50 Years Old	Fix roads, remove pavement from the bad roads at least Fix the bridge on Baron Ave- it’s about to collapse into the creek- put in a culvert perhaps Build a roller-skating rink where the old pool is at the complex Develop more walking trails, maybe KL to King Kirkland along the highway- make it nicer Need a recycle drop off spot, recycling for businesses

		Full-day crafting events for adults, bring your own stuff and craft all day at the museum with snacks Young-entrepreneur workshop for teens/tweens Message board of some sort for places looking for volunteers, or donations of specific items Electronic drop-off place in town Household Haz Waste drop-off Promote recycling The next and previous questions are difficult to answer as there are nine options and you want me to pick five for each. Each item is important to me but I'm required to pick 5 things to send in the survey
Tenant	51 - 64 Years Old	I think town council and mayor office should be voluntary to save money
Tenant	65 and Older	Would like to see snow removed from driveway when put there by the plow . Would like sidewalks to be plowed after snowfall so I don't need to walk on the road . Would like to see snowbanks cut down at intersections .
Homeowner	51 - 64 Years Old	the roads need some love for sure— there are many streets where i've hit the undercarriage approaching a stop sign
Homeowner	65 and Older	Snow Banks removed at inter sections of streets, so as to pull out with out moving half way into the intersection because of tall snow banks at each corner, when they also when they are shaving banks would it be appreciative if they do all, I have lived on Durrell avenue for approximately 25 years and I can count 1 time that they shaved the snow banks, at the corner of Durell and Taylor banks again are so high a car has to move ahead very carefully as to see oncoming traffic
Homeowner	Under 30	I would like to see more kid-friendly/ family activities within the community. Some community engagement with local businesses.
Homeowner	65 and Older	Fix up unsightly buildings
Homeowner	31 - 50 Years Old	Illegal garbage disposal at town boundaries Increase efficiency of town administration and use of tax dollars
Tenant	Under 30	Hire a by-law officer so they can enforce the by-laws and in turn make some extra revenue for the town.
Homeowner	31 - 50 Years Old	I do t think the town has the time, money and especially the staff to focus on 5 thing at once. But Road have be neglected for far too long. Also I feel it's time for this council to put up some money to host a community event at civic to bring back the pride and joy this town once had
Homeowner	51 - 64 Years Old	What I would like to see is the town to relook at raising the water taxes .At a time when most people are having a hard time and you all realise how much things have gone up You expect people on fixed income or min wage earners to pay more This could have been put off for another year or even to go up less.You all found the money to give yourself a raise this year while most did not. so rethink this for the people who will have a hard time It may seem like a small amount to you all but that few dollars might be the bread and butter on someones table this year.
Homeowner	31 - 50 Years Old	Can we get an rv waste dump station. Or update what is at Culver park. Not even sure if it is for public use. Many towns have this to help tourism
Homeowner	51 - 64 Years Old	#1 - Bring back the spring clean-up. Every 2 years would be sufficient. It helps keep stuff out of the landfill (environmentally friendly) as people do picking and reuse other peoples disposed items. Gives a chance for people to do clean-up if they don't have a truck to bring stuff to the dump. #2 - Bring back the loader to pick up the end of driveway grader chunks. My sister is 76 years old and had a 3' mountain of chunks left in her driveway. Shame on you

		town of Kirkland Lake for removing such a needed service. Your town is made up of seniors who have lived here all their lives and pay taxes.
Homeowner	51 - 64 Years Old	we pay enough taxes in this town as it is think someone should start looking around other towns to see how they do thing ex: snow removal is a joke in our area look how new liskeard, cobalt tri town in general streets are clear someone should be looking into these areas there is no 5 service to prioritize maybe 4 and that pushing it
Homeowner	65 and Older	Clean up week should return Pick up at curb side Lots of people cannot make it to the land fill Water bill is getting ridiculous
Homeowner	31 - 50 Years Old	Road Maintenance and snow plowing (the removal is fine) are the two that I see that need the most priority. I would like to understand better why the town streets are not plowed more and why it is okay to leave a huge slush mound in the center of government road from Chaput Hughes all the way through town. It is not safe! The slush and soft snow that builds up in the center and the shoulders need to be cleaned, even when it isn't actively snowing. Plows should be able to go out during business hours in the downtown core. If people get snowed in because they parked there, that is on them. This practice of waiting to plow until 2am is ridiculous.
Homeowner	31 - 50 Years Old	Grabage service has gone down hill. Gfl doesn't have an office in town. We don't have any where to drop off recycling like we used to.
Business Owner	Under 30	Litter cleanup/town beautification snow gate for grader or removal of windrows
Tenant	51 - 64 Years Old	The town mayor and council should be voluntary
Business Owner	31 - 50 Years Old	I would like to see our tax dollars at work and not just tucked away for a rainy day. It bin raining for 5 years start fixing things.
Homeowner	31 - 50 Years Old	Reduce taxes. Spend more wisely! KL is near the highest in the province! Not acceptable! The questions themselves are concerning! This survey only asks questions to use later to explain poor spending. Try again!
Homeowner	31 - 50 Years Old	Proper plowing west of mainstreet. In every other town their primary road is down to ashphault in the winter. Kls govt road is never down to ashphault. Lane Signs need to be put up at intersections as well
Homeowner	31 - 50 Years Old	Snow removal on Park Street (between King and Queen) done earlier than middle of March each year. Road gets very narrow.
Homeowner	31 - 50 Years Old	-Cleaning the large deposits of ice left in residential driveways as a result of grading and scarifying the roadways. - would like to see more public swims throughout the week as well as public skates through the week that are not at 1pm... this is not feasible for familys with school age children.same as the family sticks and pucks...children are just getting out of school at 3pm.
Homeowner	Under 30	Quicker follow ups and consequences on bylaw issues! Residents shouldn't have to call more than once to see neighbours yards get cleaned or derelict vehicles get towed! Although I agree that lots of yards need work around town, starting with the complaints is a good step. The more you let things slide, the more likely others will follow.
Homeowner	Under 30	When calling bylaw in regards to issues, the enforcement officer should be there in a reasonable time and not after multiples calls. Bylaw should be improved. Also, when

		the town is scarifying the roads in the winter, there should be someone behind clearing the driveway edges. Residents shouldn't be expected to clear 2 foot tall ice/slush banks on their driveway in order to leave their driveway.
Homeowner	31 - 50 Years Old	1. More in KL overall! We just need more for our residents. Be it stores, restaurants, different attractions. 2/3. Roads and snow are self explanatory. We need more staff and guidance. 4.we would benefit from a recycling depot like we previously had with tnr. We also need a hazardous waste disposal, it's ending up in our landfill. 5.nothing is enforced. Property standard aren't adhered to and are not enforced, properties are let go and there are no repercussions. Staff turnover or lack of care is an issue. Building inspectors and bylaw are not being proactive in their areas and we are not benefiting.
Homeowner	51 - 64 Years Old	Snow removal. Whether the material has been graded down or scarified, the results are the same. If a snow,scoop or shovel cant move it and/or a snowblower be able to break it down, the town should follow the grader with a backhoe to clear driveways. I will he emailing my concerns, as well as completing this survey
Homeowner	31 - 50 Years Old	Proper snow removal. Bylaw states that we aren't to park on the roads over night to allow for plowing/removal, and yet it is done during the day and poorly at best. Tower street between Allen and station ends up becoming a one-way in the winter due to terrible snow removal, chancing a head on collision from either side as it's a hill. A bylaw (If not already one) and better enforcement of not plowing your snow onto a corner. Station and tower is an incredibly dangerous corner in the winter due to a bank on the corner and the garage right across. And in a school zone nonetheless
Homeowner	31 - 50 Years Old	It would be nice to re-instate the loader following the grader to open up residential driveways after they scrape the roads down. This has been done every year up until last year. This would help many senior home owner because of the weight and size of the ice chunks can't be moved by even a snowblower. They have to call a private plow company to clear the end of the driveway or do it by hand and risk injury
Homeowner	51 - 64 Years Old	When roads are plowed it's so discouraging to see those who don't have access to finances to pay someone to clean the ends of driveways or watch seniors struggle
Homeowner	65 and Older	Removal of derelict buildings
Homeowner	31 - 50 Years Old	Spring clean up. It was great. People took what they wanted from roadside piles reducing landfill, and everything was just more tidy. I recently saw a washing machine outside near a sidewalk for 9 months before it was removed. I'd like recycling to include glass, and return of a depot where large loads could be dropped off, such as moving boxes.
Homeowner	65 and Older	bring back curb side spring clean-up . (for those that can't drive to the dump)
Homeowner	51 - 64 Years Old	road repairs and infrastructure under roads - water issues
Homeowner	Prefer not to say	Property Standards, demolition of vacant buildings, enhanced by-law enforcement, clean up of town owned property i.e. old tennis courts.

Homeowner	51 - 64 Years Old	Snow removal. Its better this year but the priorities seem screwy. Federal street is dangerous with the Fed patrons reducing it to one lane yet low on he list to remove banks
Homeowner	Under 30	Stop driving around with the sand truck when there is 6inches of snow then come back an hour later to plow the snow and put that sand into are yards then come by again with the sander. Updates to the Fire Hall so it can hold the equipment needed in one place. Or start setting money aside into reserve for the fire department training.
Homeowner	31 - 50 Years Old	Public transit. There are a lot of vulnerable residents who need safe and affordable transportation (especially in winter) in and around KL.
Homeowner	Prefer not to say	At the top of my list would be "Tend to water & sewer infrastructure" A thought: Having bylaws is pointless without enforcement.
Homeowner	51 - 64 Years Old	Fix roads. Set clear goals and objectives for ED and ensure they are met. Property standards by law enforcement is perceived as non-existent.
Homeowner	31 - 50 Years Old	Policies that will attract people to KL, so our population increases. Especially specialists like doctors.
Homeowner	51 - 64 Years Old	Continue focus on infrastructure upgrades. Continue bylaw enforcement
Homeowner	51 - 64 Years Old	Snow Removal, after ever time the road department plow the downtown core the windrow should be removed immediately of the four corners at the intersection of Government Road & Prospect Avenue.
Homeowner	51 - 64 Years Old	Fire hall should be rebuilt to serve our needs
Homeowner	51 - 64 Years Old	By law enforcement Economic development
Homeowner	65 and Older	Fire prevention is their job, but they need new equipment and trucks to help. Start a reserve for the needed trucks.
Homeowner	65 and Older	Maintenance of roads and sidewalks all year and especially in winter - surfaces should be level(smooth)and safe for walking Upgrading of museum and adult library Fire crew should be professional, full-time, well-trained
Homeowner	31 - 50 Years Old	I think money and time could be better used when it comes to snow removal i think it is absolutely ridiculous that when you plow the roads you do them twice or more on one snowfall you waste money by plowing it once when thats good enough and we showvel then an hour or so later you come again and push it back more crating

		more work when the first time was fine what a waste of our tax dollars. put that towards when you scarify the roads to have aloader come clear the driveways i dont get it you used too?? my tazes have only gone up yet you take that away? how can you expect people to move that stuff? especally the elderly on fixed incomes? no one sould have too thats your shit you are pushing in our driveways whats worse is the time you do it so we cant get to work on time.. we pay huge taxes in a small town all because you made stupid choices the least you could do is help us out when you scarify like you used too.
Homeowner	51 - 64 Years Old	this town use to have a front end loaded open peoples drive ways after the grader went by . which was the best. We need to have retail businesses to keep people shopping local we also need a theater that shows movies. cause right now people have to go out of town for just about everything. It would be nice to have a depot to bring the recycling to like we use to. Kirkland Lake everything when I was growing up now it has hardly anything for teenager to do.
Tenant	Under 30	I believe arts and culture need to expand beyond museums/libraries the recreation facility can offer some arts and culture programming. Partnering more with local organizations such as the multicultural society can help bring more opportunities to residents and build our community culture.
Homeowner	65 and Older	one week garbage pick up, next week recycle pick up. only one pick up per week down town. move mondays pick up to another day. garbage cans will not be out all weekend.
Homeowner	51 - 64 Years Old	I believe we need to attract/create new business for the downtown core. We need senior housing for those who are able to live on their own and are ready to sell their larger homes. Along with this, these seniors still like to be active, there are currently close to 30 seniors that participate in a fitness class at the complex. We should be catering to them and their golden years. We have many new Canadians in our community , other than the multicultural group, who else is encouraging this group of new comers to participate in recreational programs? Do they know the history of Kirkland Lake? Promote our already existing tourist attractions. Snowmobile trails, ski/walking trails, Toburn, museum, and ensure the proper originations who spear head these organizations are promoting our local establishments and business'
Homeowner	51 - 64 Years Old	To have an accessible town the town must get control over snow removal and open up sidewalks. Schools promoting kids walk to schools and yet they need to be walking on roads and not sidewalks Access to business on government road just look at the post office area. Have an accessible parking spot but can't access the post office from in front of it.
Homeowner	65 and Older	Permits and bylaws
Homeowner	31 - 50 Years Old	Roads and downsize town buildings lots of empty space at works department and building is out lived it's life.
Homeowner	31 - 50 Years Old	Settlement services for newcomers Children's indoor play areas are needed Social interaction spaces to share cultural diversity

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE
PO Box 1757, 3 Kirkland Street W.
Kirkland Lake, Ontario, Canada P2N 3P4
www.kirklandlake.ca

OFFICE OF THE MAYOR

SENT VIA EMAIL to: Media Chair - KWEA

TO: Kenogami Watershed Ecological Alliance (KWEA)

Dear KWEA Members:

Re: Follow-up from February 21, 2023 Delegation to Council

Council wishes to express their appreciation for the Kenogami Watershed Ecological Alliance (KWEA)'s presentation at our Regular Meeting held on February 21, 2023.

Council is aware that Boreal Forest Medieval Villages ("BFMV") and other 'non-for-profit' organizations have purchased large acreage in unorganized townships within the District of Timiskaming.

Council understands KWEA's concerns surrounding local or provincial interests for which we have lobbied the Provincial Government in order to mitigate, these include but are not limited to:

- compliance with Section 1.1.6 of The Provincial Policy Statement;
- continue consultation with Indigenous groups;
- compliance with the Ontario Building Code and regulations;
- compliance with health and safety laws and regulations;
- compliance with environmental laws and regulations;
- reviewing land use compatibility;
- impacts to resources;
- pressures on local services such as social, medical and other community infrastructure; and
- financial burden or constraints.

Council understands that with larger tracts of land rich in resources, the north offers much acreage accessible to these types of settlements which require intervention by the jurisdictional entities to mitigate significant issues such as those noted above.

Therefore, Council commends the efforts of KWEA towards raising awareness and striving for short term protection in co-operation with the Ministry of Municipal Affairs and Housing.

Sincerely,

Mayor Stacy Wight,

On behalf of Council for The Corporation of The Town of Kirkland Lake

T 705-567-9361 x. 262 C 705-570-1330 E Stacy.Wight@tkl.ca

CONSEIL SCOLAIRE CATHOLIQUE DE DISTRICT DES GRANDES RIVIÈRES

École secondaire catholique
l'Envolée du Nord
Julie Guertin, directrice
julie.guertin@cscdgr.education

S'éduquer et fraterniser

Corporation of the Town of Kirkland Lake
1 Dunfield Road
Kirkland Lake, ON
P2N 3P4

March 1, 2023

Dear community partner,

The end of June is an important milestone for graduating high school students. This symbolic day, with the handing out of their diplomas, marks the end of many years of hard work.

Most graduates pursue post-secondary education because they believe this is their best opportunity to face the great challenges of today`s society. Your financial support to a deserving student would be an excellent display of your confidence in our graduates' ability to face this future.

Once again, we ask for your support. We hope to receive your donation for the ceremony which will be held in the school cafetorium on June 21, 2023. Could you also please identify the representative that will be making the presentation on behalf of yourself or your company.

We thank you greatly for your generosity and hope to continue receiving your precious support. The committee extends their best wishes to you.

Sincerely,

Casey Owens Francine Plante

Casey Owens/Francine Plante
Graduation Committee Bursary

Corporation of the Town of Kirkland Lake
1 Dunfield Road

54, avenue Duncan Sud, Kirkland Lake, Ontario P2N 1Y1 *téléphone :* (705) 567-9266 *télécopieur :* (705) 567-9733

Kirkland Lake, ON
P2N 3P4

Bursary – June 2023

Bursaries/Prizes: $ _____

Number of bursaries: _____

Criteria:

_____
_____
_____
_____
_____
_____

Name of person who will present the bursary: _____

Commencement exercises will take place at the school on June 21, 2023 at 6:30pm.

Please forward your reply by May 1st, 2023, to the Graduation Committee at Ecole secondaire catholique l'Envolée du Nord, 54 Duncan avenue, Kirkland Lake, ON P2N 1Y1 or by email at francine.plante1@cscdgr.education.

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-017

APPOINTMENT OF A DEPUTY CHIEF BUILDING OFFICIAL AND PROPERTY STANDARDS OFFICER

WHEREAS authority is granted to appoint a Chief Building Official and Inspectors pursuant to subsection 2 of Section 3 of the *Ontario Building Code Act*, R.S.O. 1992 Chapter 23, s.3(2) as amended;

AND WHEREAS Section 8(1) of the *Municipal Act*, 2001, ("hereinafter referred to as "the *Municipal Act*") provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable municipalities to govern their affairs as they consider appropriate and enhance their ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 77 of the *Legislation Act*, 2006, 5.0. 2006, c. 21 , Schedule F, provides for the appointment of a deputy with the same powers as the holder of the office;

AND WHEREAS Section 77 of the *Legislation Act*, 2006, 5.0. 2006, c. 21 , Schedule F, provides for the temporary appointment to an office if it is vacant or if the holder of the office is absent or unable to act;

AND WHEREAS the Council of The Corporation of The Town of Kirkland Lake deems it necessary and expedient to appoint a Deputy Chief Building Official for the purpose of enforcement of the *Ontario Building Code Act* and regulations thereunder, in the areas in which the Corporation has jurisdiction;

NOW THEREFORE Council of The Corporation of The Town of Kirkland Lake enacts as follows:

1 **THAT** Courtney Nylund be and is hereby appointed as Deputy Chief Building Official and Property Standards Officer for the Corporation of The Town of Kirkland Lake.

2 **THAT** the Deputy Chief Building Official shall have the same powers and authority for enforcement of the *Ontario Building Code Act*, the Regulations and by-laws thereunder as the Chief Building Official.

3 **THAT** the Deputy Chief Building Official shall be responsible for the following duties;

a) Assumes the duties of the Chief Building Official in their absence or in absentia of an appointed Chief Building Official;
b) Reviewing plans and pertinent specifications for applications for building permits and issuing the appropriate permits;
c) Effecting appropriate field inspections to ensure compliance with building permits issued;
d) Administering and enforcing the applicable provision of the *Ontario Building Code Act* and the municipal building by-laws;

e) Maintaining adequate and appropriate records as required;

f) Replying to requests for information relative to compliance with various municipal by-law or zoning by-laws, as relating to building permits;

g) Reporting to and attending Council and Committee meetings as required;

h) Liaising with other Departments/Divisions as required to ensure effective management of policies for the Corporation;

i) Demonstrating a professional and positive attitude when communication to the public;

j) Performing other relating duties as may be assigned by the Chief Building Official, or designate;

4 THAT By-Law 22-020 is hereby repealed.

5 THAT this By-Law shall come into force and take effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21ST DAY OF MARCH, 2023.

_____

Stacy Wight, Mayor

_____

Jennifer Montreuil, Municipal Clerk

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-018

A BY-LAW REPEALING BY-LAWS AUTHORIZING THE SALE OF LANDS LOCATED AT 3 MCKELVIE AVENUE AND LOTS 74 & 75, M112, ON FOLGER STREET

WHEREAS Council passed By-Law 09-064 being a policy governing the disposition and sale of municipally-owned real property on August 10, 2009;

AND WHEREAS Council passed By-Law 21-098 on November 16, 2021, authorizing the execution of all documents related to the sale of 3 McKelvie Avenue;

AND WHEREBY upon Administration exhausting all methods of contact available to the Municipality, it has been deemed that the purchaser has failed to complete the transaction;

AND WHEREAS Council passed By-Law 22-030 on April 5, 2022, authorizing the execution of all documents related to the sale of Lots 74 and 75, M112 on Folger Street;

AND WHEREBY the said purchase has provided formal notice requesting the cancellation of their Offer to Purchase;

AND WHEREAS at its meeting held on March 21, 2023, Council approved the cancellation of the above-noted sale transactions with respect to those noted subject lands;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

THAT the following By-Laws pertaining to land sales are hereby repealed:

1 By-Law 21-098, Mubashar Hussain (3 McKelvie Avenue)

2 By-Law 22-030, Judy Crisante (Lots 74 & 75, M112 on Folger Street)

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21ST DAY OF MARCH, 2023.

_____
Stacy Wight, Mayor

_____
Jennifer Montreuil, Municipal Clerk

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-019

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND MUNICIPAL CLERK TO EXECUTE FOUR EARLY ACCESS AGREEMENTS WITH HYDRO ONE NETWORKS INC.

WHEREAS The Corporation of the Town of Kirkland Lake is the owner of the lands legally described as Mining Claims 16477, 16480 Parcels 8265, 8416CST, and Part Mining Claim 16478 Parcel 12133CST, and Part Mining Claim L5688 RP 54R6077 Parts 6 and 7, Parcel 12974CST;

AND WHEREAS Hydro One Networks Inc. has requested access to the said municipally-owned lands in order to carry out work related to the K4 Transmission Line Project;

AND WHEREAS Hydro One Networks Inc. has requested Early Access Agreements with the Town of Kirkland Lake to enter onto a portion of the lands;

AND WHEREAS Hydro One Networks Inc. intends to enter into Easement Agreements with the Town of Kirkland Lake for the utilization of a portion of the said lands;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

1 **THAT** the Mayor and Municipal Clerk be and they are hereby authorized to execute four (4) Early Access Agreements with Hydro One Networks Inc. over municipally-owned property as outlined in the said Agreements, a copy of which are attached as Schedule “A”.

2 **THAT** the Mayor and Municipal Clerk are hereby authorized to execute on behalf of The Corporation of The Town of Kirkland Lake any further amending agreements in relation to the Early Access Agreements or ancillary document necessary in a form satisfactory to the Chief Administrative Officer of The Corporation of The Town of Kirkland Lake, which will be attached and referred to as Schedule “B” to this By-Law.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21st DAY OF MARCH, 2023.

_____

Stacy Wight, Mayor

_____

Jennifer Montreuil, Municipal Clerk

SCHEDULE "A" TO BY-LAW 23-019

THIS AGREEMENT made in duplicate the _____day of _____ ___2023

Between:

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

(hereinafter referred to as the "Grantor")

OF THE FIRST PART

--- and ---

HYDRO ONE NETWORKS INC.

(hereinafter referred to "HONI")

OF THE SECOND PART

WHEREAS the Grantor is the owner in fee simple and in possession of certain lands legally described as PCL 8265 SEC CST; MINING CLAIM 16477 TECK EXCEPT SRO AS IN LT73491, LT112346, LT119478, LT126255, MRO AS IN LT161738 W OF HWY 66; S/T LT47203 TRANSFERRED BY LT82309; S/T LT121476, LT271367; KIRKLAND LAKE ; DISTRICT OF TIMISKAMING, as in PIN 61228-1698 (LT), (the "Lands").

WHEREAS HONI in connection with the K4 Transmission Line Project (the "Project") desires the right to enter onto a portion of the Lands in order to carry out all necessary real estate, environmental and engineering studies and testing including but not limited to borehole testing, archaeological studies, soil assessments, property appraisals and surveys on, over and upon the Lands associated with the "Project".

WHEREAS the Grantor is agreeable in allowing HONI to enter onto a portion of the Lands for the purpose of all necessary studies and testing on, over and upon the Lands, subject to the terms and conditions contained herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of **TWO THOUSAND FIVE HUNDRED DOLLARS** ($2,500.00) to be paid by HONI to the Grantor, and the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Grantor hereby grants, conveys and transfers to HONI in, over, along and upon that part of the Lands highlighted in yellow as shown in Schedule "A" attached hereto (the "Route"), the rights and privileges as follows:

(a) for the servants, agents, contractors and workmen of HONI at all times with all necessary vehicles and equipment to pass and repass over the Route for the purpose of real estate, environment and engineering studies and testing associated with the Project, subject to payment of compensation for damages including payment for crop land out of production caused thereby;

(b) to cut and remove all trees, brush and other obstructions made necessary by the exercise of the rights granted hereunder with prior consent of the Grantor, subject to payment of compensation for damages.

2. The term of this Agreement and the permission granted herein shall be one (1) year from the date written above (the "Term"). HONI may, in its sole discretion, and upon 5 days notice to the Grantor, extend the Term for an additional length of one (1) year for an amount of $2,500 under the same provisions and conditions contained in this agreement.

3. Upon the expiry of the Term or any extension thereof, HONI shall repair any physical damage to the Route and/or Lands resulting from HONI's use of the Route and the permission granted herein; and, shall restore the Route to its original condition so far as possible and practicable.

4. All agents, representatives, officers, directors, employees and contractors and property of HONI located at any time on the Route shall be at the sole risk of HONI and the Grantor shall not be liable for any loss or damage or injury (including loss of life) to them or it however occurring except and to the extent to which such loss, damage or injury is caused by the negligence or willful misconduct of the Grantor.

5. HONI agrees that it shall indemnify and save harmless the Grantor from and against all claims, demands, costs, damages, expenses and liabilities (collectively the "Costs") whatsoever arising out of HONI's presence on the Route or of its activities on or in connection with the Route arising out of the permission granted herein except to the extent any of such Costs arise out of or are contributed to by the negligence or willful misconduct by the Grantor.

6. Notices to be given to either party shall be in writing, personally delivered or sent by registered mail (except during a postal disruption or threatened postal disruption), telegram, electronic facsimile to the applicable address set forth below (or to such other address as such party may from time to time designate in such manner):

TO HONI:

Hydro One Networks Inc.

Real Estate Services

1800 Main Street East

Milton, Ontario L9T 7S3

Attention: Real Estate Acquisitions

Tel: 905-875-2508

Fax: 905-878-8356

TO GRANTOR:

The Corporation of The Town of Kirkland Lake

Attention: Municipal Clerk

Email: clerk@tkl.ca

Tel: 705-567-9361

7. Notices personally delivered shall be deemed to have been validly and effectively given on the day of such delivery. Any notice sent by registered mail shall be deemed to have been validly and effectively given on the fifth (5^{th}) business day following the date on which it was sent. Any notice sent by telegram, electronic facsimile or shall be deemed to have been validly and effectively given on the Business Day next following the day on which it was sent. "Business Day" shall mean any day which is not a Saturday or Sunday or a statutory holiday in the Province of Ontario. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable herein. The parties hereto submit themselves to the exclusive jurisdiction of the Courts of the Province of Ontario.

8. Any amendments, modifications or supplements to this Agreement or any part thereof shall not be valid or binding unless set out in writing and executed by the parties with the same degree of formality as the execution of this Agreement.

9. The burden and benefit of this Agreement shall run with the Lands and everything herein contained shall operate to the benefit of, and be binding upon, the respective heirs; successors, permitted assigns and other legal representatives, as the case may be, or each of the Parties hereto.

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

Per:

_____

Print Name: **Stacy Wight**

Print Title: **Mayor**

Per:

_____

Print Name: **Jennifer Montreuil**

Print Title: **Municipal Clerk**

We have authority to bind the Corporation

HYDRO ONE NETWORKS INC.

Per:

_____

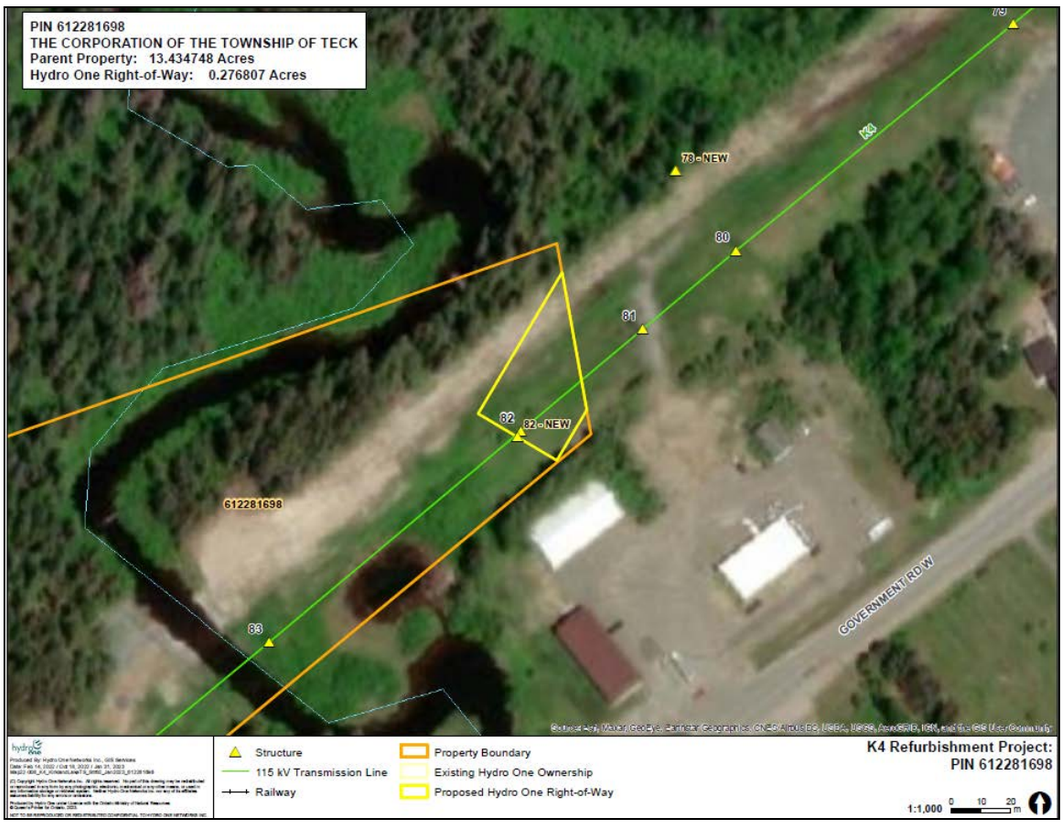
Name: **Aaron Fair**

Title: **Real Estate Services Supervisor**

I have authority to bind the Corporation

SCHEDULE "A"

PROPERTY SKETCH



Conceptual sketch subject to survey. Approximate area outlined above is 0.28 acres.

THIS AGREEMENT made in duplicate the _____day of _____2023

Between:

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

(hereinafter referred to as the "Grantor")
OF THE FIRST PART

--- and ---

HYDRO ONE NETWORKS INC.

(hereinafter referred to "HONI")
OF THE SECOND PART

WHEREAS the Grantor is the owner in fee simple and in possession of certain lands legally described as PCL 8266 SEC CST; PT MINING CLAIM 16478 TECK N OF SLY LIMIT OF HWY 66 EXCEPT MRO AS IN LT282921; S/T LT47205 TRANSFERRED BY LT82309; S/T LT121477, LT271701; KIRKLAND LAKE; DISTRICT OF TIMISKAMING, as in PIN 61228-1875 (LT), (the "Lands").

WHEREAS HONI in connection with the K4 Transmission Line Project (the "Project") desires the right to enter onto a portion of the Lands in order to carry out all necessary real estate, environmental and engineering studies and testing including but not limited to borehole testing, archaeological studies, soil assessments, property appraisals and surveys on, over and upon the Lands associated with the "Project".

WHEREAS the Grantor is agreeable in allowing HONI to enter onto a portion of the Lands for the purpose of all necessary studies and testing on, over and upon the Lands, subject to the terms and conditions contained herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of **TWO THOUSAND FIVE HUNDRED DOLLARS** ($2,500.00) to be paid by HONI to the Grantor, and the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

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(a) for the servants, agents, contractors and workmen of HONI at all times with all necessary vehicles and equipment to pass and repass over the Route for the purpose of real estate, environment and engineering studies and testing associated with the Project, subject to payment of compensation for damages including payment for crop land out of production caused thereby;

(b) to cut and remove all trees, brush and other obstructions made necessary by the exercise of the rights granted hereunder with prior consent of the Grantor, subject to payment of compensation for damages.

2. The term of this Agreement and the permission granted herein shall be one (1) year from the date written above (the "Term"). HONI may, in its sole discretion, and upon 5 days notice to the Grantor, extend the Term for an additional length of one (1) year for an amount of $2,500 under the same provisions and conditions contained in this agreement.

3. Upon the expiry of the Term or any extension thereof, HONI shall repair any physical damage to the Route and/or Lands resulting from HONI's use of the Route and the permission granted herein; and, shall restore the Route to its original condition so far as possible and practicable.

4. All agents, representatives, officers, directors, employees and contractors and property of HONI located at any time on the Route shall be at the sole risk of HONI and the Grantor shall not be liable for any loss or damage or injury (including loss of life) to them or it however occurring except and to the extent to which such loss, damage or injury is caused by the negligence or willful misconduct of the Grantor.

5. HONI agrees that it shall indemnify and save harmless the Grantor from and against all claims, demands, costs, damages, expenses and liabilities (collectively the "Costs") whatsoever arising out of HONI's presence on the Route or of its activities on or in connection with the Route arising out of the permission granted herein except to the extent any of such Costs arise out of or are contributed to by the negligence or willful misconduct by the Grantor.

6. Notices to be given to either party shall be in writing, personally delivered or sent by registered mail (except during a postal disruption or threatened postal disruption), telegram, electronic facsimile to the applicable address set forth below (or to such other address as such party may from time to time designate in such manner):

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1800 Main Street East

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TO GRANTOR:

The Corporation of the Town of Kirkland Lake

Attention: Municipal Clerk

Email: clerk@tkl.ca

Tel: 705-567-9361

7. Notices personally delivered shall be deemed to have been validly and effectively given on the day of such delivery. Any notice sent by registered mail shall be deemed to have been validly and effectively given on the fifth (5^{th}) business day following the date on which it was sent. Any notice sent by telegram, electronic facsimile or shall be deemed to have been validly and effectively given on the Business Day next following the day on which it was sent. "Business Day" shall mean any day which is not a Saturday or Sunday or a statutory holiday in the Province of Ontario. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable herein. The parties hereto submit themselves to the exclusive jurisdiction of the Courts of the Province of Ontario.

8. Any amendments, modifications or supplements to this Agreement or any part thereof shall not be valid or binding unless set out in writing and executed by the parties with the same degree of formality as the execution of this Agreement.

9. The burden and benefit of this Agreement shall run with the Lands and everything herein contained shall operate to the benefit of, and be binding upon, the respective heirs; successors, permitted assigns and other legal representatives, as the case may be, or each of the Parties hereto.

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

Per:

_____

Print Name: **Stacy Wight**

Print Title: **Mayor**

Per:

_____

Print Name: **Jennifer Montreuil**

Print Title: **Municipal Clerk**

We have authority to bind the Corporation

HYDRO ONE NETWORKS INC.

Per:

_____

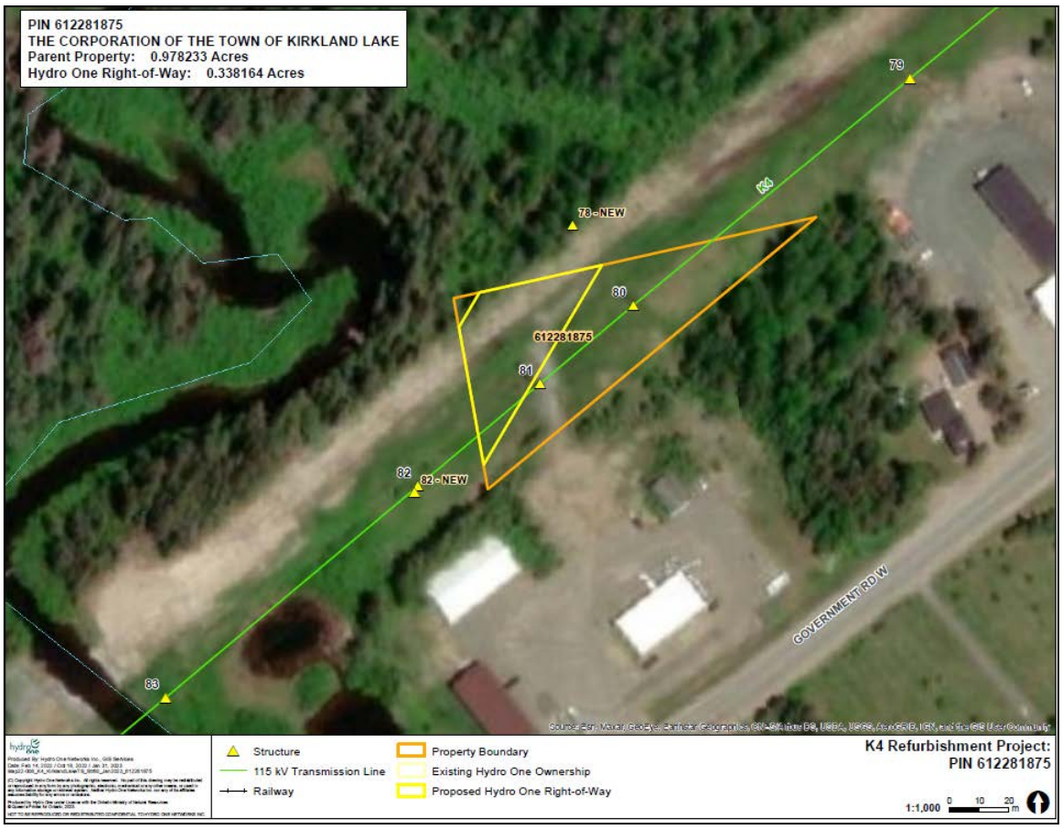
Name: **Aaron Fair**

Title: **Real Estate Services Supervisor**

I have authority to bind the Corporation

SCHEDULE "A"

PROPERTY SKETCH



Conceptual sketch subject to survey. Approximate area outlined above is 0.34 acres.

THIS AGREEMENT made in duplicate the _____day of _____ ___2023

Between:

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

(hereinafter referred to as the "Grantor")

OF THE FIRST PART

--- and ---

HYDRO ONE NETWORKS INC.

(hereinafter referred to "HONI")

OF THE SECOND PART

WHEREAS the Grantor is the owner in fee simple and in possession of certain lands legally described as PCL 8416 SEC CST; MINING CLAIM 16480 TECK N OF S LIMIT HWY 66 EXCEPT LT72715, SRO LT112346; S/T LT47204 TRANSFERRED BY LT82309; S/T LT121478, LT127572, LT271363; KIRKLAND LAKE; DISTRICT OF TIMISKAMING SUBJECT TO AN EASEMENT IN GROSS OVER PT 1 54R5748 AS IN DT44956, as in PIN 61228-1707 (LT), (the "Lands").

WHEREAS HONI in connection with the K4 Transmission Line Project (the "Project") desires the right to enter onto a portion of the Lands in order to carry out all necessary real estate, environmental and engineering studies and testing including but not limited to borehole testing, archaeological studies, soil assessments, property appraisals and surveys on, over and upon the Lands associated with the "Project".

WHEREAS the Grantor is agreeable in allowing HONI to enter onto a portion of the Lands for the purpose of all necessary studies and testing on, over and upon the Lands, subject to the terms and conditions contained herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of **TWO THOUSAND FIVE HUNDRED DOLLARS** ($2,500.00) to be paid by HONI to the Grantor, and the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Grantor hereby grants, conveys and transfers to HONI in, over, along and upon that part of the Lands highlighted in yellow as shown in Schedule "A" attached hereto (the "Route"), the rights and privileges as follows:

(a) for the servants, agents, contractors and workmen of HONI at all times with all necessary vehicles and equipment to pass and repass over the Route for the purpose of real estate, environment and engineering studies and testing associated with the Project, subject to payment of compensation for damages including payment for crop land out of production caused thereby;

(b) to cut and remove all trees, brush and other obstructions made necessary by the exercise of the rights granted hereunder with prior consent of the Grantor, subject to payment of compensation for damages.

2. The term of this Agreement and the permission granted herein shall be one (1) year from the date written above (the "Term"). HONI may, in its sole discretion, and upon 5 days notice to the Grantor, extend the Term for an additional length of one (1) year for an amount of $2,500 under the same provisions and conditions contained in this agreement.

3. Upon the expiry of the Term or any extension thereof, HONI shall repair any physical damage to the Route and/or Lands resulting from HONI's use of the Route and the permission granted herein; and, shall restore the Route to its original condition so far as possible and practicable.

4. All agents, representatives, officers, directors, employees and contractors and property of HONI located at any time on the Route shall be at the sole risk of HONI and the Grantor shall not be liable for any loss or damage or injury (including loss of life) to them or it however occurring except and to the extent to which such loss, damage or injury is caused by the negligence or willful misconduct of the Grantor.

5. HONI agrees that it shall indemnify and save harmless the Grantor from and against all claims, demands, costs, damages, expenses and liabilities (collectively the "Costs") whatsoever arising out of HONI's presence on the Route or of its activities on or in connection with the Route arising out of the permission granted herein except to the extent any of such Costs arise out of or are contributed to by the negligence or willful misconduct by the Grantor.

6. Notices to be given to either party shall be in writing, personally delivered or sent by registered mail (except during a postal disruption or threatened postal disruption), telegram, electronic facsimile to the applicable address set forth below (or to such other address as such party may from time to time designate in such manner):

TO HONI:

Hydro One Networks Inc.

Real Estate Services

1800 Main Street East

Milton, Ontario L9T 7S3

Attention: Real Estate Acquisitions

Tel: 905-875-2508

Fax: 905-878-8356

TO GRANTOR:

The Corporation of the Town of Kirkland Lake

Attention: Municipal Clerk

Email: clerk@tkl.ca

Tel: 705-567-9361

7. Notices personally delivered shall be deemed to have been validly and effectively given on the day of such delivery. Any notice sent by registered mail shall be deemed to have been validly and effectively given on the fifth (5^{th}) business day following the date on which it was sent. Any notice sent by telegram, electronic facsimile or shall be deemed to have been validly and effectively given on the Business Day next following the day on which it was sent. "Business Day" shall mean any day which is not a Saturday or Sunday or a statutory holiday in the Province of Ontario. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable herein. The parties hereto submit themselves to the exclusive jurisdiction of the Courts of the Province of Ontario.

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9. The burden and benefit of this Agreement shall run with the Lands and everything herein contained shall operate to the benefit of, and be binding upon, the respective heirs; successors, permitted assigns and other legal representatives, as the case may be, or each of the Parties hereto.

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

Per:

_____

Print Name: **Stacy Wight**

Print Title: **Mayor**

Per:

_____

Print Name: **Jennifer Montreuil**

Print Title: **Municipal Clerk**

We have authority to bind the Corporation

HYDRO ONE NETWORKS INC.

Per:

_____

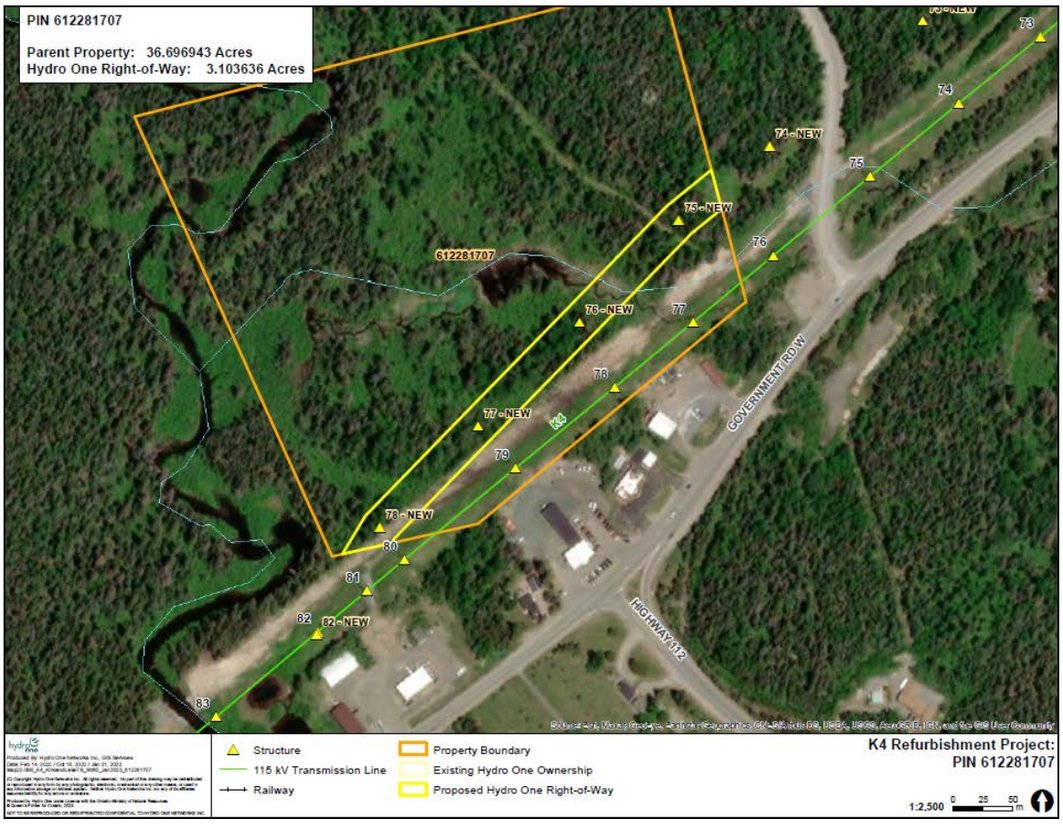
Name: **Aaron Fair**

Title: **Real Estate Services Supervisor**

I have authority to bind the Corporation

SCHEDULE "A"

PROPERTY SKETCH



Conceptual sketch subject to survey. Approximate area outlined above is 3.10 acres.

THIS AGREEMENT made in duplicate the _____day of _____ ___2023

Between:

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

(hereinafter referred to as the "Grantor")

OF THE FIRST PART

--- and ---

HYDRO ONE NETWORKS INC.

(hereinafter referred to "HONI")

OF THE SECOND PART

WHEREAS the Grantor is the owner in fee simple and in possession of certain lands legally described as PCL 12974 SEC CST; PART MINING CLAIM L5688 TECK SRO PARTS 6 & 7 54R6077 SUBJECT TO AN EASEMENT OVER PART 7 54R6077 AS IN LT72926 TOWN OF KIRKLAND LAKE, as in PIN 61228-2213 (LT), (the "Lands").

WHEREAS HONI in connection with the K4 Transmission Line Project (the "Project") desires the right to enter onto a portion of the Lands in order to carry out all necessary real estate, environmental and engineering studies and testing including but not limited to borehole testing, archaeological studies, soil assessments, property appraisals and surveys on, over and upon the Lands associated with the "Project".

WHEREAS the Grantor is agreeable in allowing HONI to enter onto a portion of the Lands for the purpose of all necessary studies and testing on, over and upon the Lands, subject to the terms and conditions contained herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of **TWO THOUSAND FIVE HUNDRED DOLLARS** ($2,500.00) to be paid by HONI to the Grantor, and the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Grantor hereby grants, conveys and transfers to HONI in, over, along and upon that part of the Lands highlighted in yellow as shown in Schedule "A" attached hereto (the "Route"), the rights and privileges as follows:

(a) for the servants, agents, contractors and workmen of HONI at all times with all necessary vehicles and equipment to pass and repass over the Route for the purpose of real estate, environment and engineering studies and testing associated with the Project, subject to payment of compensation for damages including payment for crop land out of production caused thereby;

(b) to cut and remove all trees, brush and other obstructions made necessary by the exercise of the rights granted hereunder with prior consent of the Grantor, subject to payment of compensation for damages.

2. The term of this Agreement and the permission granted herein shall be one (1) year from the date written above (the "Term"). HONI may, in its sole discretion, and upon 5 days notice to the Grantor, extend the Term for an additional length of one (1) year for an amount of $2,500 under the same provisions and conditions contained in this agreement.

3. Upon the expiry of the Term or any extension thereof, HONI shall repair any physical damage to the Route and/or Lands resulting from HONI's use of the Route and the permission granted herein; and, shall restore the Route to its original condition so far as possible and practicable.

4. All agents, representatives, officers, directors, employees and contractors and property of HONI located at any time on the Route shall be at the sole risk of

HONI and the Grantor shall not be liable for any loss or damage or injury (including loss of life) to them or it however occurring except and to the extent to which such loss, damage or injury is caused by the negligence or willful misconduct of the Grantor.

5. HONI agrees that it shall indemnify and save harmless the Grantor from and against all claims, demands, costs, damages, expenses and liabilities (collectively the "Costs") whatsoever arising out of HONI's presence on the Route or of its activities on or in connection with the Route arising out of the permission granted herein except to the extent any of such Costs arise out of or are contributed to by the negligence or willful misconduct by the Grantor.

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TO HONI:
Hydro One Networks Inc.
Real Estate Services
1800 Main Street East
Milton, Ontario L9T 7S3
Attention: Real Estate Acquisitions
Tel: 905-875-2508
Fax: 905-878-8356

TO GRANTOR:
The Corporation of the Town of Kirkland Lake
Attention: Municipal Clerk
Email: clerk@tkl.ca
Tel: 705-567-9361

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9. The burden and benefit of this Agreement shall run with the Lands and everything herein contained shall operate to the benefit of, and be binding upon, the respective heirs; successors, permitted assigns and other legal representatives, as the case may be, or each of the Parties hereto.

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

Per:

_____

Print Name: **Stacy Wight**

Print Title: **Mayor**

Per:

_____

Print Name: **Jennifer Montreuil**

Print Title: **Municipal Clerk**

We have authority to bind the Corporation

HYDRO ONE NETWORKS INC.

Per:

_____

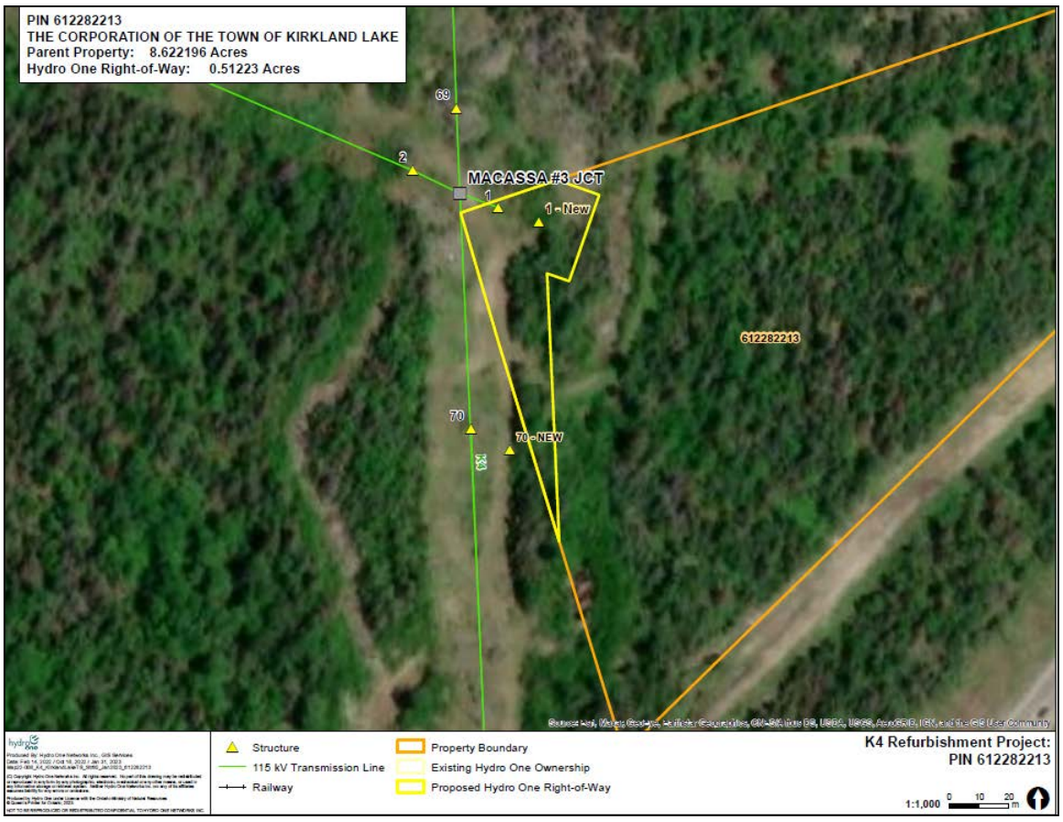
Name: **Aaron Fair**

Title: **Real Estate Services Supervisor**

I have authority to bind the Corporation

SCHEDULE "A"

PROPERTY SKETCH



Conceptual sketch subject to survey. Approximate area outlined above is 0.51 acres.

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-020

BEING A BY-LAW AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO EXECUTE DOCUMENTS RELATED TO COUNCIL'S ENDORSEMENT OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE'S DRINKING WATER SYSTEM OPERATIONAL PLAN, AS AMENDED

WHEREAS Section 11 of the *Municipal Act*, 2001, as amended, identifies that a municipality may pass by-laws respecting matters within the sphere of jurisdiction of Public Utilities, and Public Utilities includes a system that is used to provide water services for the public;

AND WHEREAS the Ontario Clean Water Agency (OCWA) is the contracted and accredited operating authority for The Corporation of The Town of Kirkland Lake's Drinking Water System, which includes the Lionel Sherratt Water Filtration Plant and the Kirkland Lake Distribution System;

AND WHEREAS Section 14(1) of the *Safe Drinking Water Act* identifies that it is the responsibility of the Town of Kirkland Lake (the owner) and the Ontario Clean Water Agency (accredited operating authority) to ensure that the Operational Plan for the Town's Drinking Water System is reviewed and revised appropriately;

AND WHEREAS Council for the Town of Kirkland Lake has endorsed an Operational Plan for its Drinking Water System by the Ontario Clean Water Agency on November 19, 2019;

AND WHEREAS Section 16 (3) of the *Safe Drinking Water Act* identifies that every owner and accredited operational authority shall, by formal notice, ensure the review of the Operational Plan;

AND WHEREAS OCWA has provided notice of amendments to the Operational Plan for The Corporation of The Town of Kirkland Lake's Drinking Water System;

AND WHEREAS on March 21, 2023, Council for The Corporation of The Town of Kirkland Lake provided approval of the updated Operation Plan dated March 1, 2023 for the Town of Kirkland Lake's Drinking Water System;

AND WHEREAS the amendments to the Operational Plan for the Town of Kirkland Lake's Drinking Water Systems noted above fulfils the requirements of the Ministry of the Environment, Conservation and Park's Drinking Water Quality Management Standard (DWQMS);

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

1 **THAT** the Mayor and Municipal Clerk be authorized to execute the Endorsement of the Operational Plan for the Town of Kirkland Lake's Drinking Water System dated March 1, 2023 attached to this by-law as Schedule "A".

THAT READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21ST DAY OF MARCH, 2023.

_____

Stacy Wight, Mayor

_____

Jennifer Montreuil, Municipal Clerk

Ontario Clean Water Agency	**OPERATIONAL PLAN** Kirkland Lake Drinking Water System	QEMS Doc: OP-03A Rev Date: 2023-03-01 Rev No: 2 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 Town of Kirkland Lake (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 Kirkland Lake 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

Anthony Danis
Senior Operations Manager,
Kirkland Lake Cluster

Date

Eric Nielson
Regional Hub Manager,
Northeastern Ontario Regional Hub

Date

Owner Endorsement

Stacy Wight
Mayor

Date

Jennifer Montreuil
Municipal Clerk

We have the authority to bind the Corporation.

Date

KIRKLAND LAKE
THE RIGHT ENVIRONMENT

THE CORPORATION OF THE TOWN OF KIRKLAND LAKE

BY-LAW NUMBER 23-021

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD MARCH 21, 2023

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25 (hereinafter referred to "Municipal Act") provides that the powers of a municipal corporation are to be exercised by its Council;

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

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Town of Kirkland Lake at this meeting be confirmed and adopted by by-law;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KIRKLAND LAKE ENACTS AS FOLLOWS:

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

2 **THAT** the Mayor and Officers of the Town of Kirkland Lake are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Town of Kirkland Lake or to obtain approvals where required as referred to in the preceding section.

3 **THAT** the Mayor and the Municipal Clerk are hereby authorized to execute all documents necessary on behalf of the Council and to affix thereto the Corporate Seal of The Corporation of The Town of Kirkland Lake.

4 **THAT** this by-law comes into force upon adoption by Council of the Town of Kirkland Lake.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21ST DAY OF MARCH, 2023.

_____

Stacy Wight, Mayor

_____

Jennifer Montreuil, Municipal Clerk