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Date: November 19, 2018

To: Mayor and Council

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RE: Update to the Environmental Services Operational Plan

Report No.: MS 2018 - 50

AIM

To obtain councils endorsement for the amended Kingsville Environmental Services Operational Plan and Standard Operating Procedures.

BACKGROUND

On July 14, 2014 at Regular Meeting of Council, Revision 6 of Kingsville's Environmental Services Operational Plan was endorsed as Council Resolution Number 472-2014.

DISCUSSION

Over the course of the last five years Administration has proceeded through legislated requirements by participating in several audits, both internal and external, of the Kingsville Environmental Services Operational Plan (The Operational Plan). As part of an internal audit completed by SAI Global Assurance Services on May 16th, 2018 several opportunities for improvement were identified within The Operational Plan. These items include:

- Ensuring the signing parties in Element 3 are updated/current.
- Updating the personnel identified within the Subject System Description Form to incorporate staffing changes.
- Revisions to clarify content, eliminate typographic errors, and improve inconsistencies in wording.

As part of the Towns annual audit completed by the Ministry of Environment, Conservation, and Parks (MOECP), it was noted that several of Kingsville's Standard Operating Procedures (SOP's) did not conform to the newly revised Watermain

Disinfection Procedures. Specifically, it was recommended that we update several procedures to include the following:

- How new watermain lines are disinfected and placed into service. Modifications include revised minimum contact times, initial chlorine concentrations, and maximum allowable decreases in chlorine concentration during commissioning. (SOP #7).
- Adopting a risk management approach to categorizing watermain breaks based on the potential for contamination (SOP #'s 10, 11, 12).

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

Updates to the Kingsville Environmental Services Operational Plan are completed internally and any costs in completing the review are absorbed in the approved Water Operations Budget.

CONSULTATIONS

Municipal Services: DWQMS representatives and outside staff.

RECOMMENDATION

That Council endorses the Kingsville Environmental Services Operational Plan, Revision 7, dated April 23, 2019.

Respectfully submitted,

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