



**Date:** November 4, 2024

**To:** Mayor and Council

**Author:** Erica Allen, Manager of Public Works and Environmental Services

**RE:** Kingsville Operational Plan

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## **RECOMMENDED ACTION**

That Council **ENDORSE** the Kingsville Operational Plan, Revision 11, dated August 8, 2024.

## **BACKGROUND**

In accordance with the Safe Drinking Water Act, the Corporation of the Town of Kingsville and its Council are defined as the “Owners” of the Kingsville Water Distribution System (WDS). Kingsville Environmental Services Department is the “Operating Authority” and is tasked with maintaining the infrastructure to provide residents with potable water and fire suppression.

The Town's Operational Plan is a document that outlines preventative and operational maintenance activity, establishes policy and objectives, controls risks and outlines opportunities for continuous improvement related to the Kingsville Distribution System.

The Operational Plan fulfils the requirements of the Ministry of Environment Conservation and Parks Drinking Water Quality Management System version 2.0. The Kingsville Operational Plan is intended to be a living document, but when substantive changes occur, it requires endorsement by the Owner (Council).

The previous council last endorsed revision 9 in April 2022. Prompted by continuous improvement, internal/external audits, and the addition of the new Water Operations and Compliance Technician role in the Public Operations Department, significant changes have recently been made to the Elements of the Operational Plan. As such, Administration is recommending the endorsement of Revision 11.

## **DISCUSSION**

In 2024 the new role of Water Operations and Compliance Technician was created to assist with legislative and technical responsibilities in this area. Initial tasks for this role

were to update the Operational Plan, and Standard Operating Procedures.

Key changes were made to the Operational Plan in the following areas:

- Element 5 Documents and Record Control
  - All records are now being retained electronically. The Environmental Services Department is moving towards digital maintenance recordkeeping, inspection and emergency reporting.
- Element 6 Drinking Water System
  - The Water Operations and Compliance Technician updated population statistics and details concerning the Union Water organizational structuring.
- Element 9 Organizational Structure, Roles, Responsibilities, and Authorities
  - With the addition of the Water Operations and Compliance Technician roles and responsibilities related to the Towns Operational Plan needed to be updated and reorganized. Going forward, this position will be the primary person responsible for ensuring that processes and procedures within the Operational Plan meet current legislation. In consultation with the supervisor, this position will ensure that all aspects of the Operational Plan are implemented in the Environmental Services Department.
- Element 21 Continual Improvement
  - The corrective action procedure has been updated to follow a root cause analysis format to rectify issues identified through mandatory audits and inspections.

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations.

## **ENVIRONMENTAL CONSIDERATIONS**

There are no environmental considerations.

## **CONSULTATIONS**

Public Operations Department

PREPARED BY:

*Erica Allen*

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REVIEWED BY:

*Shaun Martinho*

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Shaun Martinho, H.B.Sc., C.E.T.  
Director of Public Operations

A handwritten signature in black ink, appearing to read 'John Norton', with a stylized flourish at the end.

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John Norton  
CAO