

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**  
**Regular Meeting of Council**  
**Agenda**

Monday, November 13, 2023, 6:00 p.m.

Council Chamber

3720 County Road 34

Alexandria, On. K0C 1A0

**THE MEETING WILL OPEN WITH THE CANADIAN NATIONAL ANTHEM**

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. ACCEPT THE AGENDA (Additions/Deletions)**
- 4. ADOPTION OF PREVIOUS MINUTES**
  - a. Regular Meeting of Council - October 23, 2023
- 5. DELEGATION(S)**
  - a. Maison Interlude House - Marie-Pierre D' Anjou, Communications and Community Development Manager
  - b. Glengarry Pipers- Ryan MacLeod, Organizer
- 6. STAFF REPORTS**
  - a. Administrative Department
    1. Community Emergency Preparedness Grant
    2. SNC Cost Apportioning Agreement Watershed Programs and Services
  - b. Public Works Department
    1. Water Quality Management System Internal Audit Results
- 7. UNFINISHED BUSINESS**
- 8. CONSENT AGENDA**
  - a. RRCA Board of Directors Meeting Highlights - October 19, 2023
  - b. Rural Affairs Committee Meeting - May 18, 2023
- 9. NEW BUSINESS**
  - a. Habitat for Humanity Cornwall & The Counties 25th Anniversary and National Housing Day Proclamation

**10. NOTICE OF MOTION**

Next Regular Public Meeting of Council

November 27 2023 at 6:00 p.m. in the Council Chambers, 3720 County Road 34, Alexandria, Ontario.

Note: Meetings are subject to change or cancellation.

**11. QUESTION PERIOD**

(limit of one question per person and subsequent question will be at the discretion of the Mayor/Chair).

**12. CLOSED SESSION BUSINESS**

As this matter deals with a proposed or pending acquisition or disposition of land by the municipality or local board they may be discussed in closed session under sections 239 (2)(c) of the *Ontario Municipal Act*;

And adopt the minutes of the Municipal Council Closed Session meeting of October 23,2023

**13. CONFIRMING BY-LAW**

- a. By-Law 32-2023

**14. ADJOURN**

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**Regular Meeting of Council**

**Monday, October 23, 2023, 6:00 p.m.**

**Council Chamber**

**3720 County Road 34**

**Alexandria, On. K0C 1A0**

**PRESENT:** Mayor: Jamie MacDonald  
Deputy Mayor: Carma Williams  
Councillor: Jacques Massie  
Councillor: Michael Madden  
Councillor: Brian Caddell  
Councillor: Gary Martin

**REGRETS:** Councillor: Jeff Manley

**ALSO PRESENT:** CAO/Clerk: Sarah Huskinson  
Deputy Clerk: Jena Doonan  
Director of Community Services: Anne Leduc  
Treasurer & Director of Finance: Kimberley Goyette  
Director of Public Works: Timothy Wright

**Others Present** Administrative Assistant - Planning: Chantal Lapierre

- 1. CALL TO ORDER**
- 2. DECLARATIONS OF PECUNIARY INTEREST**
- 3. ACCEPT THE AGENDA (Additions/Deletions)**

**Resolution No. 1**

**Moved by:** Carma Williams

**Seconded by:** Jacques Massie

**THAT** Council of the Township of North Glengarry accepts the agenda of the Regular Meeting of Council on Monday October 23<sup>rd</sup>, 2023.

**Carried**

- 4. ADOPTION OF PREVIOUS MINUTES**

**Resolution No. 2**

**Moved by:** Michael Madden

**Seconded by:** Brian Caddell

**THAT** the minutes of the following meeting be adopted as circulated Regular Meeting of Council - October 10th 2023

**Carried**

**5. DELEGATION(S)**

- a. South Nation Conservation - Carl Bickerdike, CAO/General Manager
- CAO/General Manager Carl Bickerdike and Secretary/Treasurer Ronda Boutz gave an update to Council regarding the South Nation Conservation Authority's Watershed Programs and services for 2024 and beyond.
- b. Cornwall Business Enterprise Centre - Shauna Baggs, Small Business Development Officer
- Small Business Development Officer Shauna Baggs gave a presentation and update on Cornwall Business Enterprises Centre's programs and services.

**6. STAFF REPORTS**

- a. Administrative Department
1. 2023 Municipal Emergency Control Group Update
- Resolution No. 3**
- Moved by:** Brian Caddell  
**Seconded by:** Gary Martin
- THAT** Council of the Township of North Glengarry accepts Staff report AD 2023-09, being a report on Municipal Emergency Control Group Meetings for 2023 for information purposes only.
- Carried**
2. 2024 Council Meetings
- Resolution No. 4**
- Moved by:** Jacques Massie  
**Seconded by:** Michael Madden
- THAT** Council of the Township of North Glengarry receives Staff Report AD-2023-07; and
- THAT** Council approves the 2024 Meetings of Council as per the attached schedule.
- Carried**
3. Request for Council support – North Glengarry BESS Project – Compass Renewable Energy Consulting Inc.
- Resolution No. 5**
- Moved by:** Carma Williams  
**Seconded by:** Jacques Massie
- WHEREAS:**
1. The Proponent is proposing to construct and operate a Long-Term Reliability Project, as defined and with the characteristics outlined in the table below, under the Long-Term Request for Proposals

("LTI RFP") issued by the Independent Electricity System Operator ("IESO").

2. Pursuant to the LTI RFP, Proposals that receive the formal support of the local jurisdiction authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution will be awarded Rated Criteria points for the purpose of ranking the Proposal in relation to other Proposals for a contract under the LTI RFP; and

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The council of the Township of North Glengarry supports the development, construction and operation of the Long-Term Reliability project on private lands.
2. This resolution's sole purpose is to enable the Proponent to receive Rated Criteria Points under LT1 RFP or to satisfy its obligations under any awarded LT1 Contract and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-term Reliability Project or any other purpose. Rated Criteria points will be used to rank the Proponent's Proposal in relation to other Proposals received by the IESO under the LT1 RFP.

**Carried**

**b. Community Services Department**

1. Tree Canada Grant

**Resolution No. 6**

**Moved by:** Gary Martin

**Seconded by:** Carma Williams

**THAT** Council of the Township of North Glengarry receives staff report CS-2023-20; and

**THAT** Council directs staff to apply for Tree Canada's Treemendous Communities Grant to a maximum amount of \$10,000.

**Carried**

c. Treasury Department

1. Request for Proposal (RFP) for the Supply of Banking Services

**Resolution No. 7**

**Moved by:** Jacques Massie

**Seconded by:** Carma Williams

**THAT** Council of the Township of North Glengarry awards the Request for Proposal for the supply of banking services to RBC Royal Bank for a term of five (5) years commencing January 1<sup>st</sup>, 2024.

**Carried**

d. Building, Planning & By-law Department

1. Road Widening By-law 30-2023 Hope Ouimet Road

**Resolution No. 8**

**Moved by:** Brian Caddell

**Seconded by:** Gary Martin

**THAT** Council of the Township of North Glengarry adopts By-law No. 30-2023 being a By-law to acquire and dedicate a portion of a property for road widening purposes; and

**THAT** By Law 30-2023 be read a first, second and third time and enacted this 23rd day of October 2023

**Carried**

e. Public Works Department

1. Maxville Lagoons Environmental Assessment

**Resolution No. 9**

**Moved by:** Michael Madden

**Seconded by:** Brian Caddell

**THAT** Council of the Township of North Glengarry receives report PW2023-35 Maxville Lagoons Environmental Assessment (EA); and

**THAT** Council authorizes the Mayor and CAO to enter into an agreement with EVB engineering to proceed with an Environmental Assessment for the Maxville Lagoons based on our current unit rates to be funded from 2023 unspent capital dollars.

**Carried**

**7. UNFINISHED BUSINESS**

**8. CONSENT AGENDA**

**9. NEW BUSINESS**

**10. NOTICE OF MOTION**

**11. QUESTION PERIOD**

**12. CLOSED SESSION BUSINESS**

**Resolution No. 10**

**Moved by:** Michael Madden

**Seconded by:** Carma Williams

**Proceed "In Closed Session",**

As this matter deals with litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board they may be discussed in closed session under sections 239 (2)(e) of the *Ontario Municipal Act*)

**Carried**

**Resolution No. 11**

**Moved by:** Jacques Massie

**Seconded by:** Gary Martin

**THAT** we return of the Regular Meeting of Council at 7:28 p.m.

**Carried**

**13. CONFIRMING BY-LAW**

**Resolution No. 12**

**Moved by:** Gary Martin

**Seconded by:** Brian Caddell

**THAT** Council of the Township of North Glengarry adopts by-law 31-2023 being a by-law to adopt, confirm and ratify matters dealt with by Resolution; and

**THAT** By-law 31-2023 be read a first, second, third time and enacted in Open Council this 23rd day of October 2023.

**Carried**

**14. ADJOURN**

**Resolution No. 13**

**Moved by:** Gary Martin

**Seconded by:** Jacques Massie

**THERE** being no further business to discuss, the meeting was adjourned at 7:29 pm

**Carried**

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CAO/Clerk/Deputy Clerk

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Mayor/Deputy Mayor

# Maison Interlude House

By Marie-Pierre D'Anjou

Communication and Community Development Agent



# Who are we?

Established in 1983, Maison Interlude House has always supported women victims of domestic violence and their children. As a result, nearly 30 years later, MIH has become a multi-services organization to better meet the various needs of women who use our services. Even though at the beginning, MIH provided services exclusively in Prescott and Russell, since 2003, our mandate has been extended to also provide services, through our Outreach Services, to the counties of Stormont, Dundas and Glengarry. Maison Interlude House is a Francophone organization offering a range of services in French and in English, its mandate is to help support women, their children and youth, in building a future without violence.

# More than a shelter...

## Shelter

- Offers a safe, welcoming and accessible shelter
- Safety plan
- Transition and intervention plans
- Individual counselling
- AMIMO
- Crisis Line
- Text and Chat platform
- Referrals to different appropriate services and programs

## Outreach Services

- 10 satellite offices, SDG & P-R
- Safety plan
- Needs assessment
- Transition and intervention plans
- Individual counselling
- Accompaniment
- Referrals to different appropriate services and programs
- Hand in Hand Network
- Boutique

## Awareness, prevention and education

- Presentations
- Workshops
- Groups
- Webinaires/Podcasts
- All available to schools, the community and community partners.



**BY CHAT**

**[unsafeathomepr.ca](https://unsafeathomepr.ca)**



**BY TEXT MESSAGE**

**613-801-8169**



**BY PHONE**

**1 800 461-1842**



# Our shelter

- Has welcoming common areas and a private courtyard.
- Presence of a residential counselor 24/7
- Safe and confidential location
- 24/7 crisis line, chat and text platform



Individual and family rooms are available to accommodate single women or women with children. Capacity: 12 beds



A photograph of a woman with long brown hair hugging a beagle dog. The woman is smiling and has her eyes closed, resting her head against the dog. The dog is also smiling and has its eyes closed. They are outdoors, with a body of water and a distant shoreline visible in the background. The image is partially obscured by a dark grey curved shape on the right side of the slide.

# Amimo Program

For many women, having to leave their pet behind can be another barrier to leaving an abusive relationship.

Although we cannot accommodate pets at our establishment, we have partnered with a local pet shelter to keep the animals safe too.

# Outreach Services

- Needs Assessments Évaluation des besoins
- Safety, Intervention and Transition Plans
- Individual counselling
- Accompagnement (to lawyers, police/OPP, legal aid, child protective services, court, food banks, thrift stores, legal clinic, Service Canada, Service Ontario)
- Housing (visits, applications, furniture and accessories)
- Budgeting (Ontario Workds, ODSP, Employment insurance, CPP, tips and tricks, how to prepare and maintain a budget)
- Employment and education
- Advocate for the clients rights and interests
- Post-Shelter visits
- Referrals
- Follow ups for CAS Joint Response/Valoris



# Presentations Available

- Our services
- Human Trafficking
- Consent
- Themes requested







# Groups

Our groups are free and confidential  
They are offered in both french and english throughout all five counties.

Some of the groups we offer are:

- Qui suis-je?
- It's not right!
- Filles Fantastiques
- Jeunes femmes en action
- Café causerie
- Allons de l'avant
- Sessions Inform'elles





# Hand in Hand Network

This is a network of volunteers involved with Maison Interlude House throughout the Prescott, Russell, Stormont, Dundas and Glengarry counties.

They are involved in the following activities:

- Transportation
- Child care
- PastElle Boutique
- Bingo
- Community Development
- Christmas Treasures

# Our boutique

For women, leaving an abusive situation often means starting over.

To support them in their new beginnings, Maison Interlude House and its network of volunteers, have set up a place where women can find everything they need: Boutique PastELLE.

Here they can find clothing and household needs for themselves and their children, free of charge. It is also a Boutique where the public can buy second-hand items at low prices.

## Hours of Operation:

Tuesdays from 10 am to 5 pm

Thursdays from 10 am to 5pm

2 Saturdays per month, please see our facebook page for exact dates.







AGA 2022-2023

www.minterludeh.ca

info@minterludeh.ca



1 800 461-1842



## RAPPORT COMMUNAUTAIRE

### MAISON INTERLUDE HOUSE C'EST :

**23**  
employé.es



bénévoles  
au Conseil  
d'Administration

**BÉNÉVOLAT**



bénévoles  
pour le Réseau  
Main dans la Main

HEURES DE BÉNÉVOLAT : 4449 hrs

### PROGRAMMES ET SERVICES



LIGNE DE CRISE



HÉBERGEMENT

### SERVICES D'APPROCHE

- ✓ PROGRAMME D'APPUI TRANSITOIRE ET SOUTIEN AU LOGEMENT
- ✓ PRÉVENTION, ÉDUCATION ET SENSIBILISATION SCOLAIRES ET COMMUNAUTAIRES
- ✓ WEBINAIRES, CONFÉRENCES, PRÉSENTATIONS VIRTUELLES
- ✓ RÉSEAUX DE BÉNÉVOLES MAIN DANS LA MAIN
- ✓ LES TRÉSORS DU PÈRE NOËL

### MISSION, VISION, VALEURS

#### MISSION

La Maison Interlude House est un organisme francophone sans but lucratif qui offre une multitude de services en français et en anglais. Sa raison d'être est de sensibiliser la communauté aux enjeux de la violence faite aux femmes et de soutenir et outiller les femmes et leurs personnes à charge victimes de violence, dans toute leur diversité.

#### VISION

La Maison Interlude House vise à être un modèle de référence reconnu en matière de violence faite aux femmes; elle œuvre activement à l'expansion de sa gamme de services afin de répondre aux besoins diversifiés de sa clientèle.

#### PLAN STRATÉGIQUE 2019 - 2024

- Gestion interne
- Prestation de services
- Promotion et visibilité



BIENVEILLANCE



COLLABORATION



SOLIDARITÉ

## 2022-2023 EN CHIFFRES



**1 098**  
APPELS À LA  
LIGNE DE CRISE



**4 271**  
APPELS D'INFO  
ET DE SOUTIEN



**2 469**  
HEURES DE  
COUNSELING



**40**  
femmes

**18**  
personnes  
à charge

**ONT SÉJOURNÉ  
À L'HÉBERGEMENT**

**630**  
femmes

**Services d'approche FEMMES**



**98** femmes  
**209** enfants

ONT EU ACCÈS AU  
TRÉSORS  
DU PÈRE-NOËL



**172**  
DEMANDES  
DE TRANSPORT

**103**  
femmes

**ONT EU ACCÈS AU MIH TRÉSOR  
AFIN DE SE PROCURER  
DES ARTICLES ESSENTIELS.**

MERCI AUX COMMUNAUTÉS  
POUR CES NOMBREUX DONS!



Prenons soin les  
uns des autres

TEXTEZ

613-801-8169

CLAVARDEZ EN LIGNE

pasbienPR.ca

**Pas bien chez moi à  
PRESCOTT-RUSSELL**

texto+clavardage

POUR femmes VICTIMES DE  
violence et d'abus

*Nous avons  
répondu à  
**2820**  
messages cette  
année!*

*Merci à...*

NOS EMPLOYÉES POUR LEUR ENGAGEMENT, LEUR DÉVOUEMENT ET LEUR TRAVAIL AU QUOTIDIEN À DÉFENDRE LES DROITS ET LES INTÉRÊTS DES FEMMES, DES ENFANTS ET DES ADOS VICTIMES DE VIOLENCE.

NOS PRÉCIEUX BÉNÉVOLES DE NOUS CONSACRER AINSI LEURS TEMPS LIBRE.

NOS PARTENAIRES COMMUNAUTAIRES POUR VOTRE AIDE, VOTRE SOUTIEN ET VOTRE ENGAGEMENT ENVERS LA CAUSE!

ACTION ONTARIENNE CONTRE LA VIOLENCE FAITE AUX FEMMES POUR TOUTES LES FORMATIONS, LES OUTILS, LES RESSOURCES, LES RENCONTRES ET L'INSTITUT DE FORMATION QUI NOUS PERMETTENT D'OFFRIR UN SERVICE DE QUALITÉ EN FRANÇAIS.

MINISTÈRE DES SERVICES À L'ENFANCE ET DES SERVICES SOCIAUX ET COMMUNAUTAIRES SPÉCIALEMENT À LA SUPERVISEURE DE PROGRAMMES RÉGION DE L'EST POUR SON SOUTIEN.

## MEMBRIÉTÉ

### PROVINCIALE

ACTION ONTARIENNE CONTRE  
LA VIOLENCE FAITE AUX FEMMES

### RÉGIONALE

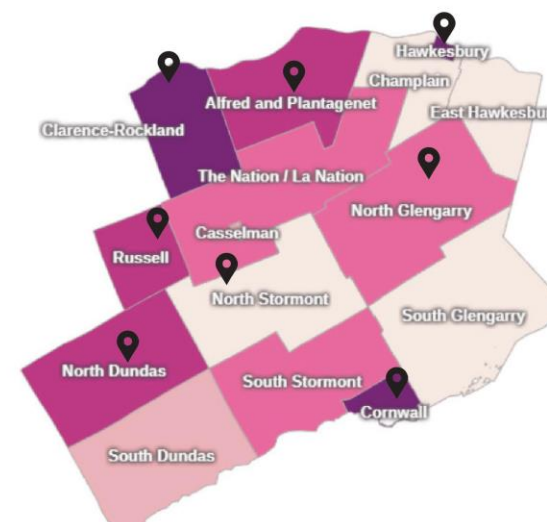
COALITION DE PRESCOTT-RUSSELL POUR ÉLIMINER  
LA VIOLENCE FAITE AUX FEMMES

RÉSEAU D'ACTION COMMUNAUTAIRE  
CONTRE L'ABUS DE SDG

### DONS COMMUNAUTAIRES

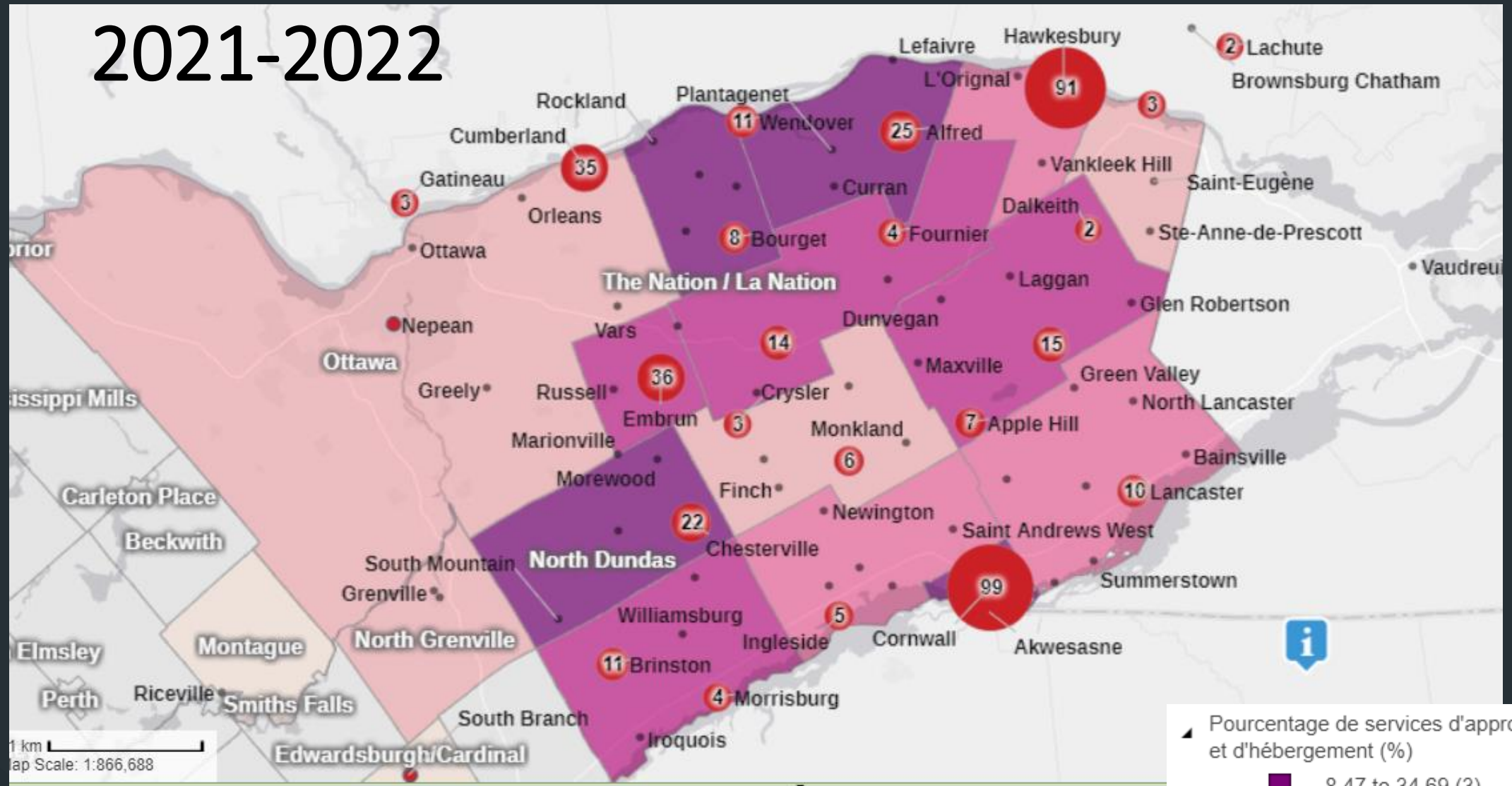
MERCI À TOUS NOS DONATEURS, DONATRICES POUR LEUR GÉNÉROSITÉ! GRÂCE À VOS DONS, NOUS AVONS AIDÉ UN GRAND NOMBRE DE FEMMES ET ENFANTS - EN NOURRITURE, ARTICLES POUR LA MAISON, L'ÉCOLE, MARCHÉ DE NOËL, VÊTEMENTS, ETC.

## TERRITOIRE DESSERVI ET POINTS DE SERVICE

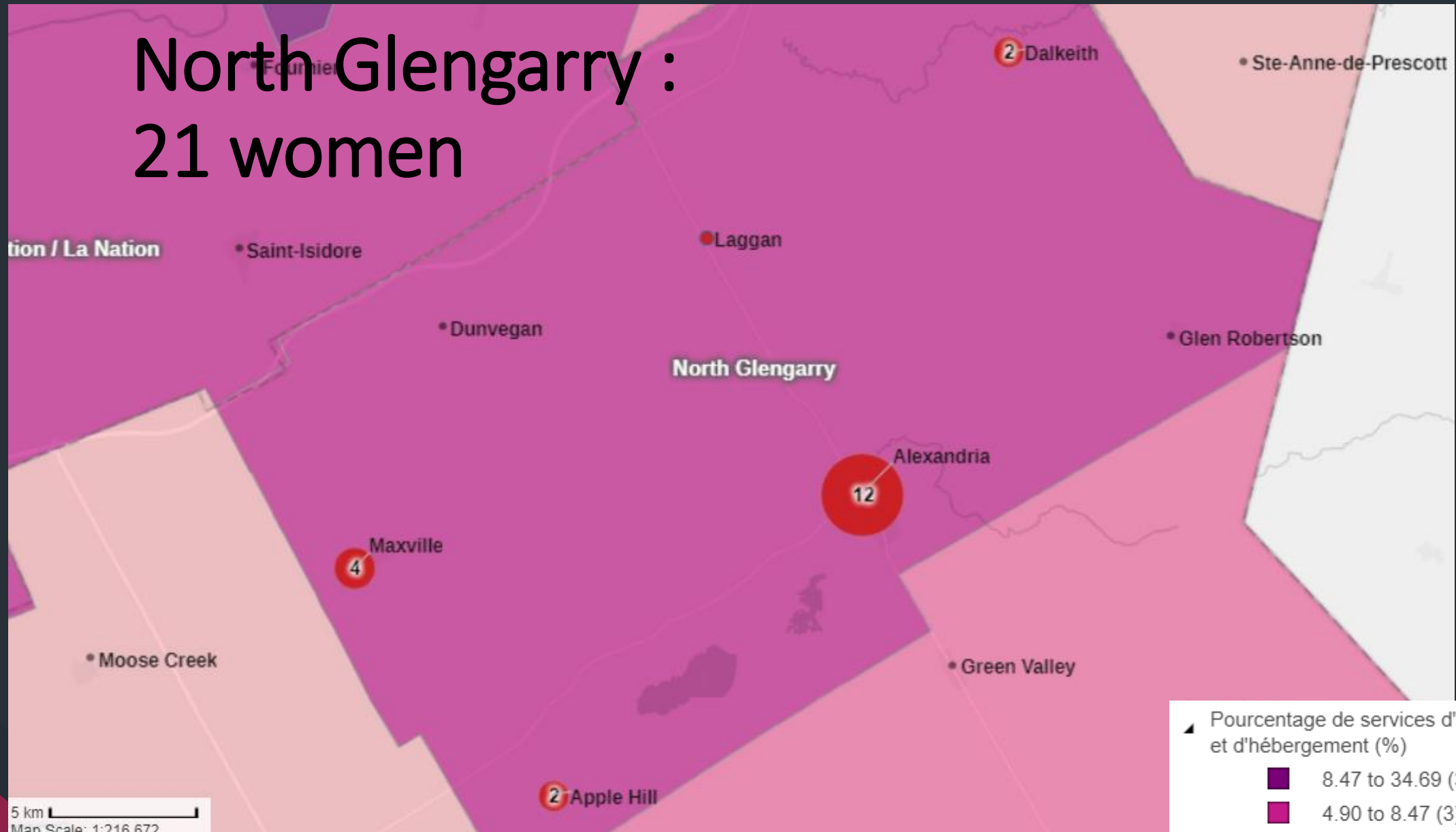




# 2021-2022



# North Glengarry : 21 women



▲ Pourcentage de services d'approche  
et d'hébergement (%)

- 8.47 to 34.69 (3)
- 4.90 to 8.47 (3)
- 3.37 to 4.90 (3)
- 2.76 to 3.37 (2)
- 1.22 to 2.76 (4)

# Disturbing facts

One in three women over 16 say they have been a victim of violence, whether physical or sexual in Canada

Every week, a woman is killed by her spouse or ex-spouse in Ontario.

Last year, Maison Interlude House had 40 women in its shelter, but was forced to refuse 86 women because the shelter was full.

A woman's stay in our shelter used to be around 3 months. Now, they stay between 6-9 months because there are no housing available.



# Local Shelter Resources

**Maison Interlude House**

**Located in Hawkesbury**

**1-800-461-1842**

**Maison Baldwin House**

**Located in Cornwall**

**1-613-938-2958**

**Naomi's Family Resource Centre**

**Located in Winchester**

**1-800-267-0395**

## Other:

[sheltersafe.ca](http://sheltersafe.ca) : is an online resource designed to help women quickly contact the nearest shelter.

For all the resources available, visit our website:

[www.minterludeh.ca](http://www.minterludeh.ca)



Thank you!  
Questions?



## **STAFF REPORT TO COUNCIL**

**Report No: AD2023-11**

**November 13, 2023**

From: Sarah Huskinson, Chief Administrative Officer

RE: Community Emergency Preparedness Grant

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### **Recommended Motion:**

THAT the Council of the Township of North Glengarry directs staff to apply to the Community Emergency Preparedness Grant (CEPG) for the installation of a generator at the Glengarry Sports Palace (GSP) as part of the Emergency Response Plan.

### **Background / Analysis:**

The Province recently announced \$5 million grant funding to ensure communities across the province have the resources and equipment they need to prepare for natural disasters and emergencies. The Community Emergency Preparedness Grant (CEPG) is to be used to purchase critical supplies, equipment and deliver training and services to improve local emergency preparation and response.

As Council is aware, the Emergency Management Program Committee meets regularly to review the Emergency Response Plan. As part of the ERP and during smaller emergency events, such as the ice storm earlier this year, the Glengarry Sports Palace has been identified as a key location to have residents go in the event of an emergency. The issue which regularly presents itself is the lack of generator at the facility, in the event of hydro being lost at the site. In the past, a grant was received for the installation of a generator at Island Park, the current location of the Emergency Operation Centre (EOC). Since then, the next priority for a generator has been the GSP, pending another grant.

The grant amount is between \$5,000 and \$50,000 and is targeted at small and medium communities, under \$100,000. It is an application-based program with successful applicants demonstrating need (emergency and occurrence), capacity (ability to fulfill and manage resources gained through grant funding) and alignment with program objectives. Applications close November 30<sup>th</sup> and the project must be completed by July 31, 2024.

**Alternatives:**

Option 1: That Council approves the application to the CEPG for a generator at the Glengarry Sports Palace as part of the Emergency Response Plan.

Option 2 (not recommended): That Council does not approve the application to the CEPG for a generator at the GSP as part of the Emergency Response Plan.

**Financial Implications:**

The total cost of the project is \$75,000. The application for the grant will be for the maximum amount of \$50,000 with the remainder to be funded through the CEMC Continency fund, which currently has a balance of \$43,500.

**Attachments & Relevant Legislation:**

None.

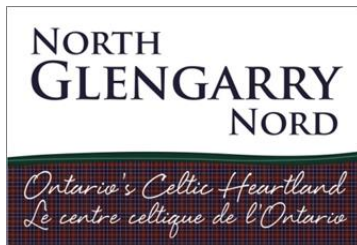
**Others Consulted:**

Jena Doonan, Deputy Clerk, CEMC

Anne Leduc, Director of Community Services

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



## STAFF REPORT TO COUNCIL

Report No: AD2023-12

November 13, 2023

From: Sarah Huskinson, Chief Administrative Officer

RE: SNC Cost Apportioning Agreement Watershed Programs and Services

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### Recommended Motion:

THAT the Council of the Township of North Glengarry authorizes the Mayor and CAO to enter into a Cost Apportioning Agreement for Watershed Programs and Services with the South Nation Conservation Authority.

### Background / Analysis:

Changes to the Conservation Authorities Act, section 21.1.2, now require municipalities to sign agreements with conservation authorities to continue delivering programs which are now categorized as “non-mandatory” (Category 3) by the province. Within Category 3 are non-mandator programs and services with SNC which include:

- Private Land Stewardship and Outreach (e.g., tree planting, clean water program, habitat restoration, community environmental grants, and youth education)
- Conservation Land Securement

At the October 23<sup>rd</sup> Council meeting, Carl Bickerdike, CAO of SNC, and Ronda Boutz, Secretary-Treasurer of SNC, attended Council to present the draft agreement and explain the services within it. Of the \$16,952 of the estimated 2024 levy to South Nation, the cost for Category 3 services is \$2,034.

Staff are recommending that Council authorizes the Mayor and CAO to sign the contract with SNC, which is a joint agreement with all other municipalities within the SNC jurisdiction.

### Alternatives:

Option 1: That Council authorizes the Mayor and CAO to enter into a Cost Apportioning Agreement for Watershed Programs and Services with the South Nation Conservation Authority.

Option 2 (not recommended): That Council does not authorize the Mayor and CAO to enter into a Cost Apportioning Agreement.

**Financial Implications:**

The cost for the services in the agreement are already included in the budget for SNC and the amount paid by North Glengarry.

**Attachments & Relevant Legislation:**

Cost Apportioning Agreement Watershed Programs and Services

**Others Consulted:**

Carl Bickerdike, Chief Administrative Officer, South Nation Conservation Authority

Ronda Boutz, Secretary-Treasurer, South Nation Conservation Authority

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Reviewed and Approved by:  
Sarah Huskinson, CAO/Clerk



## COST APPORTIONING AGREEMENT WATERSHED PROGRAMS AND SERVICES

THIS AGREEMENT dated the 1<sup>st</sup> day of **January 2024**.

BETWEEN

### SOUTH NATION RIVER CONSERVATION AUTHORITY

a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27  
(hereinafter "SNRCA")

- and -

**THE CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET,  
THE CORPORATION OF AUGUSTA TOWNSHIP,  
THE CORPORATION OF THE MUNICIPALITY OF CASSELMAN,  
THE CORPORATION OF THE TOWNSHIP OF CHAMPLAIN,  
THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND,  
THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL,  
THE CORPORATION OF THE TOWNSHIP OF ELIZABETHTOWN-KITLEY,  
THE CORPORATION OF THE NATION MUNICIPALITY,  
THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS,  
THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY,  
THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE,  
THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT,  
THE CORPORATION OF THE CITY OF OTTAWA,  
THE CORPORATION OF THE TOWNSHIP OF RUSSELL,  
THE CORPORATION OF THE TOWNSHIP OF SOUTH DUNDAS,  
THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT**  
municipal corporations under the *Municipal Act, 2001*, S.O. 2001 c. 25  
(hereinafter the "Participating Municipalities")

**WHEREAS** SNRCA has delivered Watershed Programs and Services that further the conservation, restoration, development, and management of natural resources within its jurisdiction in consultation with the Participating Municipalities since 1947;

**AND WHEREAS** section 21.1.2 of the *Conservation Authorities Act* requires SNRCA enter into agreement with the Participating Municipalities to apportion municipal levy for the continued delivery of Watershed Programs and Services;

**AND WHEREAS** the Participating Municipalities wish that SNRCA continue to deliver Watershed Programs and Services and agree to apportion a percentage of their municipal levy for said programs and services;

**AND WHEREAS** the *Conservation Authorities Act* and Ontario Regulation 687/21 permits SNRCA to establish and charge user fees for Watershed Programs and Services;

**NOW THEREFORE**, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

## **1. Definitions**

### **1.1. In this Agreement:**

- 1.1.1. "Act" means the *Conservation Authorities Act*, R.S.O. 1990, c. C.27
- 1.1.2. "Agreement" means this agreement entered into between the Participating Municipalities and SNRCA and has the same meaning as "cost apportioning agreement" in Ontario Regulation 687/21.
- 1.1.3. "business day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; and any other day on which SNRCA has elected to be closed for business.
- 1.1.4. "municipal levy" has the same meaning as "apportionment" in sections 25 and 27 of the *Conservation Authorities Act* and Ontario Regulation 402/22.
- 1.1.5. "notice" means any communication given or required to be given pursuant to the Agreement.
- 1.1.6. "parties" means the Participating Municipalities and SNRCA.
- 1.1.7. "party" means either SNRCA or one of the Participating Municipalities.
- 1.1.8. "Watershed Programs and Services" are the programs and services identified in Schedule A that SNRCA determines are advisable to further the purposes of the *Conservation Authorities Act* and has the same meaning as "Category 3 programs and services" and "other programs and services" in the Act and Ontario Regulation 687/21.
- 1.1.9. "watershed-based resource management strategy" has the same meaning as in Ontario Regulation 686/21.

## **2. Apportionment**

- 2.1. The Participating Municipalities agree to apportion a maximum of twelve (12) percent of their annual municipal levy for the delivery of Watershed Programs and Services in accordance with sections 25 and 27 of the Act.
- 2.2. Municipal levy apportionment is determined annually from assessment data provided by the province. Schedule B references 2023 municipal levy apportionment.

### **3. Watershed Programs and Services**

- 3.1. SNRCA shall deliver the Watershed Programs and Services described in Schedule A.
- 3.2. The Parties agree the Watershed Programs and Services may be included in the watershed-based resource management strategy.

### **4. Fees**

- 4.1. The Participating Municipalities permit SNRCA to establish and charge user fees for the Watershed Programs and Services.
- 4.2. SNRCA shall set user fees on an annual basis.
- 4.3. SNRCA shall provide a minimum thirty (30) days' notice to Participating Municipalities of changes to Watershed Programs and Services user fees.

### **5. Term of Agreement**

- 5.1. The term of the Agreement is five (5) years commencing on the date of the date set out above and end on December 31, 2028, subject to the renewal provisions of this Agreement.
- 5.2. The Agreement shall be automatically renewed for a five (5) year term from January 1, 2029, on the same terms and conditions contained herein, unless the Agreement has been terminated early in accordance with the terms or conditions of this Agreement.

### **6. Review**

- 6.1. The Parties shall review the Agreement every five (5) years.
- 6.2. The Agreement shall be reviewed a minimum of six (6) months prior to the termination date for the purposes of determining whether the Agreement is to be renewed by the Parties.

### **7. Amendment**

- 7.1. This Agreement shall not be amended except by instrument in writing signed by the Parties preceded by six (6) months written notice to all Parties.

### **8. Termination**

- 8.1. A party may terminate their participation in this Agreement upon delivering a minimum six (6) months written notice to all parties prior to July 31 in a calendar year of the Agreement.
- 8.2. The municipal levy commitment of a Participating Municipality that terminates their participation in this Agreement shall remain in effect until December 31 of the year in which the termination takes effect.



## **9. Notice**

9.1. Notice must be in writing and shall be delivered by email, postage-prepaid mail, personal delivery, or fax and shall be addressed to each Party listed in Schedule C.

9.2. Notice shall be deemed to have been given:

9.2.1. in the case of postage-prepaid mail, five (5) business days after the notice is mailed; or

9.2.2. in the case of email, personal delivery, or fax, one (1) business day after the notice is delivered.

## **10. Arbitration**

10.1. If a dispute arises between the parties relating to any matter in this Agreement, the parties agree to resolve the dispute in strict compliance with the following procedures:

10.1.1. To meet – with each party in attendance represented by legal counsel – within a period of fifteen (15) days from the date a notice of dispute is filed by a party to participate in good faith in negotiating a resolution of the dispute.

10.1.2. To negotiate in good faith, personally and through counsel, for a period of thirty (30) days after the meeting.

10.1.3. If, within the thirty (30) day period after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, to submit the dispute to arbitration.

10.1.4. The parties shall meet and appoint a single arbitrator. If they are unable to agree on a single arbitrator within fifteen (15) days, then upon written notice by any party to the other the matter shall be settled by arbitration in accordance with the *Arbitrations Act, 1991*, by delivery of a notice of arbitration to the other party.

10.1.5. The costs of the arbitrator shall be split equally between the Parties.

## **11. Force majeure**

11.1. The Parties shall not be considered in default in performance of their obligations under the Agreement to the extent that the performance of such obligations is delayed, hindered, or prevented by force majeure. Force majeure shall be cause beyond the control of the Parties which they could not reasonably have foreseen and guarded against. Force majeure includes, but is not limited to, acts of God, strikes, lockouts, pandemics, fires, riots, incendiarism, interference by civil or military authorities, compliance with regulations or orders of any government, and acts of war (declared or undeclared) provided such cause could not have been reasonably foreseen and guarded against.

## **12. Severability**

- 12.1. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision shall be deemed to be severed.

## **13. Counter Parts**

- 13.1. The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

## **14. Assignment**

- 14.1. This Agreement shall not be assignable by the parties hereto without the written consent of the other parties being first obtained.

## **15. Relationship of the Parties**

- 15.1. It is expressly agreed that this Agreement shall not be construed as a partnership or joint venture between SNRCA and the Participating Municipalities. SNRCA shall have no authority to bind the Participating Municipalities for the performance of any contract or otherwise obligate the Participating Municipalities.

## **16. Governing Law**

- 16.1. This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 16.2. The Participating Municipalities and SNRCA agree the venue for any litigation shall be Ottawa, Ontario.

– signature pages follow –

**IN WITNESS WHEREOF** the parties hereto have executed the Agreement.

SOUTH NATION RIVER CONSERVATION AUTHORITY

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

*We have authority to bind the South Nation River Conservation Authority.*

THE CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of Alfred and Plantagenet.*

THE CORPORATION OF AUGUSTA TOWNSHIP

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of Augusta Township.*

THE CORPORATION OF THE MUNICIPALITY OF CASSELMAN

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Municipality of Casselman.*

THE CORPORATION OF THE TOWNSHIP OF CHAMPLAIN

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of Champlain.*

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the City of Clarence-Rockland.*

THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH CARDINAL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of Edwardsburgh Cardinal.*

THE CORPORATION OF THE TOWNSHIP OF ELIZABETHTOWN-KITLEY

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of Elizabethtown-Kitley.*

THE CORPORATION OF THE NATION MUNICIPALITY

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of The Nation Municipality.*

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of North Dundas.*

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of North Glengarry.*

THE CORPORATION OF THE TOWNSHIP OF NORTH GRENVILLE

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of North Grenville.*

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of North Stormont.*

THE CORPORATION OF THE CITY OF OTTAWA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the City of Ottawa.*

THE CORPORATION OF THE TOWNSHIP OF RUSSELL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of Russell.*

THE CORPORATION OF THE TOWNSHIP OF SOUTH DUNDAS

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of South Dundas.*

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

*We are authorized by bylaw to bind the Corporation of the Township of South Stormont.*



## **SCHEDULE A**

### **South Nation River Conservation Authority Watershed Programs and Services**

#### **1.0 Private Land Stewardship and Outreach**

Private land stewardship and outreach includes:

- i. tree planting;
- ii. clean water programs;
- iii. habitat restoration; and
- iv. education and outreach initiatives.

Municipal levy supports:

- i. staffing resources for program coordination, external funding applications, and reporting for the tree planting, clean water, habitat restoration, and outreach programs; and
- ii. cost-share grants to groups hosting water-related recreational events and supporting community environment projects, and to private landowners for water quality improvement projects.

Private Land Stewardship and Outreach represents 3.88% of the municipal levy and is financed under section 27 of the Act.

#### **2.0 Conservation Land Securement**

Municipal levy supports the acquisition of conservation lands and the securement of external funding sources (e.g., federal, provincial, and private). Conservation land acquisitions are subject to Board of Directors approval and South Nation Conservation's Land Securement Strategy.

Conservation Land Securement represents 8.12% of the municipal levy and is financed under section 25 of the Act.

## SCHEDULE B

### South Nation River Conservation Authority Municipal Levy Apportionment

Apportionment follows the modified current value assessment method levy apportionment calculation set by provincial regulation. Table 1 includes a reference summary of the 2023 municipal levy percentage breakdown by municipality.

**Table 1:** South Nation Conservation's 2023 municipal levy breakdown.

Participating Municipality	Municipal levy breakdown by percentage <sup>1</sup>
Ottawa	76.81%
Clarence-Rockland	4.50%
Russell	3.98%
The Nation	2.47%
North Dundas	2.40%
South Dundas	2.10%
Alfred and Plantagenet	1.58%
Edwardsburgh/Cardinal	1.39%
North Grenville	1.30%
North Stormont	1.11%
Augusta	0.95%
Casselman	0.80%
North Glengarry	0.38%
South Stormont	0.20%
Elizabethtown - Kitley	0.02%
Champlain	0.02%
<b>Total</b>	<b>100%</b>

<sup>1</sup> Municipal levy apportionment is set on an annual basis as per assessment information provided by the Ministry of Natural Resources and Forestry.

## SCHEDULE C

### Notice Contact Information

<b>South Nation River Conservation Authority</b> 38 Victoria Street. P.O. Box 29 Finch, ON K0C 1K0 Email: <a href="mailto:info@nation.on.ca">info@nation.on.ca</a>  Attention: Secretary-Treasurer	<b>Township of Edwardsburgh Cardinal</b> 18 Centre St. P.O. Box 129 Spencerville, ON K0E 1X0 Email: <a href="mailto:mail@twpec.ca">mail@twpec.ca</a>  Attention: Clerk	<b>Township of North Stormont</b> 15 Rue Union St. P .O. Box 99 Berwick, ON K0C 1G0 Email: <a href="mailto:ccalder@northstormont.ca">ccalder@northstormont.ca</a>  Attention: Clerk
<b>Township of Alfred and Plantagenet</b> 205 Old Highway 17 Plantagenet, ON K0B 1L0 Email: <a href="mailto:info@alfred-plantagenet.com">info@alfred-plantagenet.com</a>  Attention: Clerk	<b>Township of Elizabethtown-Kitley</b> 6544 New Dublin Rd Addison ON K0E 1A0 Email: <a href="mailto:mail@ektwp.ca">mail@ektwp.ca</a>  Attention: Clerk	<b>City of Ottawa</b> 110 Laurier Avenue West Ottawa, ON K1P 1J1 Email: <a href="mailto:caitlin.salter-macdonald@ottawa.ca">caitlin.salter-macdonald@ottawa.ca</a>  Attention: Clerk
<b>Township of Augusta</b> 3560 County Road 26 Prescott, ON K0E 1T0 Email: <a href="mailto:officeclerk@augusta.ca">officeclerk@augusta.ca</a>  Attention: Clerk	<b>Nation Municipality</b> 958 route 500 West Casselman ON K0A 1M0 Email: <a href="mailto:admin@nationmun.ca">admin@nationmun.ca</a> Attention: Clerk	<b>Township Russell</b> 717 Notre-Dame St Embrun ON K0A 1W1 Email: <a href="mailto:info@russell.ca">info@russell.ca</a>  Attention: Clerk
<b>Village of Casselman</b> 751 St-Jean Street P.O. Box 710 Casselman, ON K0A 1M0 Email: <a href="mailto:info@casselman.ca">info@casselman.ca</a>  Attention: Clerk	<b>Township of North Dundas</b> 636 St. Lawrence Street P.O. Box 489 Winchester, ON K0C 2K0 Email: <a href="mailto:info@northdundas.com">info@northdundas.com</a>  Attention: Clerk	<b>Municipality of South Dundas</b> 34 Ottawa Street P.O. Box 740 Morrisburg, ON K0C 1X0 Email: <a href="mailto:mail@southdundas.com">mail@southdundas.com</a>  Attention: Clerk
<b>City of Clarence-Rockland</b> 1560 Laurier Street Rockland, ON K4K 1P7 Email: <a href="mailto:info@clarence-rockland.com">info@clarence-rockland.com</a>  Attention: Clerk	<b>Township of North Glengarry</b> 3720 County Road 34 R.R. 2 Alexandria, ON K0C 1A0 Email: <a href="mailto:info@northglengarry.ca">info@northglengarry.ca</a> .  Attention: Clerk	<b>Township of South Stormont</b> 2 Mille Roches Road P.O. Box 84 Long Sault, ON K0C 1P0 Email: <a href="mailto:info@southstormont.ca">info@southstormont.ca</a>  Attention: Clerk
<b>Township of Champlain</b> 948 Pleasant Corner Road East Vankleek Hill, ON K0B 1R0 Email: <a href="mailto:info@champlain.ca">info@champlain.ca</a>  Attention: Clerk	<b>Municipality of North Grenville</b> 285 County Road #44 P.O. Box 130 Kemptville, ON K0G 1J0 Email: <a href="mailto:clerk@northgrenville.on.ca">clerk@northgrenville.on.ca</a>  Attention: Clerk	



## **STAFF REPORT TO THE COMMITTEE OF THE WHOLE      Report No: PW2023-36**

**November 13, 2023**

From: Timothy Wright – Director of Public Works

RE:      Water Quality Management System Internal Audit Results

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### **Recommended Motion:**

THAT the Council of the Township of North Glengarry receives report PW2023-36 Water Quality Management System Internal Audit Results for information purposes only.

### **Background / Analysis:**

Through the *Safe Drinking Water Act 2002*, North Glengarry provides safe, clean treated drinking water to residents of Maxville, Alexandria and Glen Robertson utilizing a quality management system as part of the multi-barrier approach. The quality management system is required by all municipalities by the *Safe Water Drinking Act, 2002* As a result of the Walkerton Tragedy.

On October 10, 2023, an internal evaluation of the Township of North Glengarry's quality management system (QMS) took place to assess its compliance with the standard and version requirements and its overall effectiveness. Auditor Ewen MacDonald was responsible for conducting this internal audit and concluded that:

*“The results of the internal audit performed at the Township of North Glengarry for the drinking water system confirm that the quality management system was implemented and maintained over the past year. While non-conformities and/or opportunities for improvement are cited in this audit report, they do not undermine the positive programs and attitudes already in place among the North Glengarry staff.”*

The review encompassed a thorough examination of operational plans, records, and documents pertaining to the Township of North Glengarry to ensure conformity with the standard and version. Additionally, this audit assessed how well the QMS requirements were integrated into the Township's planned processes and programs.

In-depth process audits were conducted to evaluate the resources employed (including equipment, materials, and personnel) for converting inputs into outputs. The audit also scrutinized the methods followed, which encompassed procedures and instructions, as well as the measures collected to gauge process performance. Moreover, the audit assessed the adequacy and effectiveness of the process controls established through procedures, work instructions, training, and process specifications.

It is worth noting that the previous internal audit took place on October 19, 2022. The scope of the current audit focused on the period spanning from October 28, 2022, to October 10, 2023.

#### **Non-Conformities**

1. The QMS-SYS-T1 Master Documents list does not have the current version of the standard identified. - corrected
2. Master electronic copies of documents are not all password protected as per QMS-SYS-P1, 4.5.1. – corrected

The full internal audit report is attached with some recommended opportunities for improvement including some suggested formatting changes, suggested further training and power point presentations for council and management staff, the integration of the upcoming consultants reports and plans and some naming changes for consistency. All of these will be considered and implemented as appropriate.

#### **Financial Implications:**

N/A. This is covered through the waterworks operational budget.

#### **Attachments & Relevant Legislation:**

Drinking Water Quality Management Standard, Internal Audit Report, For the period of: October 28, 2023 to October 10, 2023

*Safe Water Drinking Act, 2002*

#### **Others Consulted:**

Angela Cullen – Waterworks Compliance Coordinator  
Dean McDonald – Environmental Manager  
Roch Seguin – Waterworks Foreperson

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk

Drinking Water Quality Management Standard

# **Internal Audit Report**

For the period of:

October 28, 2023 to October 10, 2023

For:

The Township of North Glengarry

Alexandria/Maxville Water System

(System #220001030)

Glen Robertson Drinking Water System

(System #220008408)

Conducted by: Ewen MacDonald

Audit dates: September 21 – October 17, 2023

## 1.0 Overview & Objectives

An internal audit of the Township of North Glengarry quality management system (QMS) was conducted on October 10, 2023 to determine whether it conforms to the requirements of the Standard and version; and to assess whether the QMS is effectively implemented.

The internal audit was conducted by Auditor Ewen MacDonald

This report summarizes the audit results in section 2.0 Audit Findings, categorizing positive findings, non-conformities and opportunities for improvement.

### 1.1 Scope

The internal audit was performed at the Township of North Glengarry Alexandria/Maxville Water Treatment Plant located at 90 Main Street, Alexandria, Ontario

Operational Plans, Records, and Documents for the Township of North Glengarry were reviewed entirely for conformity to the Standard and version. This audit also reviewed the Township of North Glengarry's planned processes and programs to evaluate how well QMS requirements are integrated into them.

Process audits examine the resources (equipment, materials and people) used to transform the inputs into outputs, the methods (procedures and instructions) followed and the measures collected to determine process performance. Process audits check the adequacy and effectiveness of the process controls established by procedures, work instructions, training and process specifications.

The last Internal Audit was conducted on Oct 19, 2022. This audit focused on the period between October 28, 2022 and October 10, 2023.

#### Methodology

The audit was conducted in accordance with CAN/CSA-ISO 19011:03, Guidelines for Quality and /or Environmental Management Systems Auditing, and the Walkerton Clean Water Centre Course "Internal Auditing for the DWQMS".

The list of all auditing criteria is included in Appendix "A" – Audit Plan. Appendix "B" – Documents and Records reviewed. Appendix "C" – Document Review Checklist and Auditors Comments

In order to conduct audits within scope, time and budgetary constraints, they are based upon a sampling of processes, systems, operations and documents. Not every single document, operation, system, process, or piece of information relating to management system performance is reviewed. The size of the sample selected by the auditors is appropriate to the size and scale of the operation and information available. Objective evidence collected by the auditors is based upon the sampling.

The conclusions presented in this report are based on information presented during the internal audit.

## 1.2 Audit Program Monitoring and Reviewing

The implementation of the audit program was monitored and, at appropriate intervals, reviewed to assess whether the objectives have been met and to identify opportunities for improvement. The results of this review will be included in this report, if applicable.

Performance indicators were used to monitor characteristics such as:

- the ability to implement the audit plan,
- conformity with the audit program, schedules and audit objectives, and
- feedback from top management, auditees, auditors and other interested parties.

The audit program review considered:

- a) results and trends from monitoring,
- b) conformity with procedures,
- c) evolving needs and expectations of staff involved,
- d) audit program records,
- e) alternative or new auditing practices,
- f) effectiveness of the measures to address the risks associated with the audit program, and
- g) confidentiality and information security issues relating to the audit program.

Corrective actions and opportunities for improvement from the results of audit program reviews, if any, are included in the internal audit report's section 2.0 Audit Findings.

## 1.3 Auditors

The Auditor was Ewen MacDonald, who has received Internal Auditing for the DWQMS training through the Walkerton Clean Water Centre. Auditor qualifications are included in Appendix "D" – Auditor Training Certificates.

## 1.4 Confidentiality

The information gathered by the Auditor is the property of the Township of North Glengarry only and will not be transmitted to any third party without the prior written consent of an authorized representative.

All documents provided by the organization prior to and during the assessment are kept only for the purpose of audit review and audit report



## 2.0 Audit Findings

### 2.1 Positive Findings

The following positive audit findings were noted during the audit:

#### **Competency**

- The QMS Representative Angela Cullen was very well organized and prepared for the Internal Audit and responded to all questions with informed answers that were backed up with supporting documentation.
- The QMS Representative Angela Cullen has created 2 documents to supplement the Essential Suppliers and Services list with minimum inventory amounts to assist staff with determining when to reorder stock; and for the integration of the procurement process and emergency contacts for the Essential Services list.

#### **Commitment**

- The Township has a new hire checklist for training and orientation that includes training on the DWQMS. This is a very comprehensive document that clearly outlines the specific training and resources that need to be provided for new employees.

#### **Communications**

- A Comprehensive Staff Report was provided to Council that included Power Point Presentations for the Infrastructure Review and the Management Review and it is clear that Top Management understands their responsibilities for communications with the owner as well as providing the support to the QMS Representative who has done an excellent job to address the compliance issues noted in 2022 and has also improved the QMS with a number of enhancements that will provide efficiencies in the operation.

### 2.2 Non-Conformities

The following non-conformities were noted during the audit:

**The QMS-SYS-T1 Master Documents list does not have the current version of the standard identified.**

**Master electronic copies of documents are not all password protected as per QMS-SYS-P1, 4.5.1.**

### 2.3 Opportunities for Improvement

The following is a list of opportunities for improvement noted in conducting this audit:

Reference	Opportunity for Improvement – Description
Element 2 QMS System Policy	The DWQMS could be posted at the top of the Water & Sewage Tab to provide a higher level of importance to the Standard.
Element 3 Commitment and Endorsement	It is recommended that all Council Members and Top Management take the Responsibilities Under the Standard of Care Course from the Walkerton Clean Water Agency

Element 6 Drinking Water System	Revise the title for Contingency Plan CAP019 for the Supply and Distribution of Water for Glen Robertson to be consistent with the working from Element 6, section 6.2.5.
Element 12 Communications	The QMS Representative has prepared Power Point Presentations for the Annual Management Review as per OP s 4.1.3 QMS SYS-P12; and for the Review and Provision of Infrastructure that were attached to Staff Report PW 2022-27. This would be an opportunity for staff to present the Power Point at either a regular Council Meeting or at a special meeting dedicated to the DWQMS
Element 14 Review and Provision of Infrastructure	Ensure that the Consultants update currently being worked on for the Township Asset Management Plan references Element 14 and incorporates the Asset Management Plan as a link to QMS SYS-P3 Review and Provision of Infrastructure Procedure.
Element 21 Continuous Improvement	Update the reference to the Action Item Review form in QMS-SYS-P14 to replace QMS-SYS-F8 with QMS-SYS-T3.

### 3.0 Conclusions

The results of the internal audit performed at the Township of North Glengarry for the drinking water system confirm that the quality management system was Implemented and Maintained over the past year.

While non-conformities and/or opportunities for improvement are cited in this audit report, they do not undermine the positive programs and attitudes already in place among the North Glengarry staff.

*Ewen MacDonald*

Ewen MacDonald

## Appendix "A" – Audit Plan

Internal Audit Start Date:			September 21, 2023							Internal Audit End Date:				October 17, 2023										
Date	Time	Participants	Process / Program	DWQMS Element																				
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Sept 21 October 13		EM	Desk Top Review	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Sept 21	10:00-11:00	EM/AC/DM/TW	Kick off Meeting	x																	x			
Oct 10	9:00-9:15	EM/AC/DM	Previous Audit Management Review	x																	x	x		
Oct 10	9:15 – 9:30	EM/AC/DM	Top Management Responsibilities	x	x	x									x		x	x			x		x	
Oct 10	9:30 – 10:00	EM/AC/CB/BM/AL	Staff Interview	x	x			x		x	x								x		x		x	
Oct 10	10:00-12:00	EM/AC/EM	QMS Representative Responsibilities		x		x	x	x	x	x	x	X	x	x	x	x	x	x	x	x	x	x	
Oct 10	12:30 – 1:30	EM/AC/CB/BM	Site Tour Maxville		x			x	x															
Oct 16	11:30 -12:00	EM/AC/DM/TW	Closing Meeting	x	x	x															x	x	x	

Initials EM-Ewen MacDonald Auditor, AC-Angela Cullen QMS Rep, DM-Dean McDonald Top Management, TW-Tim Wright Top Management, CB-Cameron Besner, BM-Brendan MacMaster, EM-Eric Massia, AL – Aaron Lalonde

## Appendix “B” – Documents and Records

The list of documents and records were reviewed and observations made during the audit include:

- 2022 Internal Audit Report
- 2022 Internal Audit Non-Conformities Actions
- 2022 Internal Audit OFI Review
- SAI Audit Report October 6, 2022
- SAI External Audit Report December 2022
- Certificate of Accreditation June 2023
- DWQMS Operation Plan Manual V8, November 24, 2022
- DWQMS Policy posted at the Maxville Water Treatment Booster Station
- QMS-SYS-P9 Communications Procedure
- QMS-SYS-E1 Commitment and Endorsement Sign Off
- QMS-SYS-P1 Document Control Procedure
- QMS-SYS-T1 Master Document List
- QMS-SYS-M45 Glen Robertson Generator Maintenance Schedule
- Contingency Plan CAP019 Supply & Distribution for Glen Robertson
- QMS-SYS-P8 Risk Assessment Procedure
- Ministry of the Environment, Conservation & Parks Potential Hazardous Events for Municipal Residential Drinking Water Systems to Consider in the DWQMS Risk Assessment from April 2022
- QMS-SYS-F4A Hazard Identification and Risk Assessment Form Alexandria Drinking Water System
- QMS-SYS-F4G Hazard Identification and Risk Assessment Form Glen Robertson Drinking Water System
- QMS-SYS-F5 Risk Assessment Annual Review
- Access E11 App Log for response to calls
- QMS-SYS-F2 Weekly Meeting Form
- Staff Report PW 2022-27 QMS Summary
- QMS-SYS-T12 Essential Suppliers List
- QMS-SYS-T14 Minimum Inventory Listing
- QMS-SYS-P3 Review and Provision of Infrastructure
- QMS-SYS-F11 Infrastructure Maintenance, Rehabilitation & Renewal Form
- QMS-SYS-P5 Sampling Testing & Monitoring Procedure
- QMS Sampling Testing & Monitoring Table – Glen Robertson DWS (T11G)

- QMS-SYS-P10 Emergency Management Procedure
- QMS-SYS-P14 Preventative and Corrective Actions Procedure
- QMS-SYS-F8 Action Item Review Form

## – Appendix “C”

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p><b>1. Quality Management System (QMS)</b>  <b>PLAN</b> – The OP shall <i>document a QMS</i> that <i>meets the requirements</i> of this Standard.  <b>DO</b> – The OA shall <i>establish and maintain the QMS</i> in accordance with the requirements of this Standard and the <i>policies and procedures</i> documented in the OP.</p>	<p>The DWQMS Operations Plan with the revisions developed for V8, Conforms with the requirements of the Standard.</p> <p>An Action Plan to respond to the Non Compliance Report dated October 6, 2022 was submitted by November 29, 2022. The Action Plan identified Corrective Actions and considered Analysis of the Root Causes for the Non Conformities and that the Corrective Actions are based on long term Systematic Actions to ensure that the Non Conformities are not repeated.</p> <p>The Township received a Certificate of Reaccreditation from SAI Global in June 2023</p> <p>The Operations Plan covers the two drinking water systems as subsystems with the Township as the Owner with common Top Management, QMS Representative, and Operations Staff. The Maxville System is an extension of the Alexandria System and fall under the same Licence number</p>
<p><b>2. QMS Policy</b>  <b>PLAN</b> – The OP shall <i>document a QMS Policy</i> that provides the foundation for the QMS, and:  a) includes a <i>commitment</i> to the <i>maintenance and continual improvement of the QMS</i>,  b) includes a commitment to the <i>Consumer to provide safe drinking water</i>,  c) includes a commitment to <i>comply with applicable legislation and regulations</i>, and  d) is in a form that <i>can be communicated</i> to all OA <i>personnel</i>, the <i>Owner</i> and the <i>Public</i>.  <b>DO</b> – The OA shall <i>establish and maintain a QMS</i> that is consistent with the QMS Policy.</p>	<p>The DWQMS Operations Plan Conforms with the requirements of the Standard</p> <p>The Policy is posted in the office at the Maxville Walter Treatment Booster Station as per 4.4.2 of QMS SYS-P9 Communications Procedure?</p> <p>The DWQMS is posted on the Township Website as per QMS-SYS-</p>

	<p>P9, 4.5.2</p> <p><b>OFI – The DWQMS could be posted at the top of the Water &amp; Sewage Tab to provide a higher level of importance to the Standard.</b></p>
<p><b>3. Commitment and Endorsement</b>  <b>PLAN</b> – The OP shall contain a <i>written endorsement</i> of its contents by <i>Top Management</i> and the <i>Owner</i>.  <b>DO</b> – Top Management shall provide <i>evidence</i> of its <i>commitment</i> to an effective QMS by:  a) ensuring that a <i>QMS is in place that meets</i> the requirements of this Standard,  b) <i>ensuring</i> that the OA is aware of all applicable <i>legislative and regulatory requirements</i>,  c) <i>communicating</i> the <i>QMS</i> according to the procedure for communications,  d) <i>determining, obtaining or providing</i> the <i>resources needed</i> to maintain and continually improve the QMS.</p>	<p>Viewed QMS SYS E1 (Appendix G) Sign Off</p> <p><b>OFI - It is recommended that all Council Members take the Responsibilities Under the Standard of Care Course from the Walkerton Clean Water Agency</b></p>
<p><b>4. QMS Representative</b>  <b>PLAN</b> – The OP shall <i>identify</i> a <i>QMS representative</i>.  <b>DO</b> – Top Management shall <i>appoint and authorize</i> a QMS representative who, irrespective of other responsibilities, shall:  a) <i>administer</i> the QMS by <i>ensuring that processes and procedures needed</i> for the QMS are <i>established and maintained</i>,  b) <i>report to Top Management</i> on the <i>performance</i> of the QMS and any need for <i>improvement</i>,  c) ensure that <i>current versions of documents</i> required by the QMS are being <i>used at all times</i>,  d) ensure that <i>personnel</i> are <i>aware</i> of all applicable <i>legislative and regulatory requirements</i> that pertain to their duties for the operation of the Subject System, and  e) promote <i>awareness of the QMS</i> throughout the OA.</p>	<p>Top Management has appointed Water Works Compliance Coordinator Angela Cullen as the QMS Representative</p> <p>The QMS Representative has demonstrated a high level of commitment and has put a great deal of effort in the past year to address the shortfalls and not conformances of the QMS and successfully achieve the reaccreditation of the DWQMS.</p>
<p><b>5. Document and Records Control</b>  <b>PLAN</b> – The OP shall document a procedure for Document and Records control that describes how:  a) <i>Documents required</i> by QMS are:  i. kept <i>current, legible</i> and readily <i>identifiable</i>  ii. <i>retrievable</i>  iii. <i>stored, protected, retained and disposed of</i>, and  b) <i>Records required</i> by the QMS are:  i. kept <i>legible</i>, and readily <i>identifiable</i>  ii. <i>retrievable</i>  iii. <i>stored, protected, retained and disposed of</i>.  <b>DO</b> – The OA shall implement and conform to the procedure for Document and Records control and shall ensure that QMS documentation for the Subject System includes:  a) the <i>OP</i> and its associated <i>policies and procedures</i>,  b) Documents and Records determined by the OA as <i>being needed</i> to ensure the effective <i>planning, operation and control</i> of its operations, and  c) the results of <i>internal and external Audits</i> and <i>management reviews</i>.</p>	<p>Viewed QMS-SYS-P1 Document Control Procedure  Viewed QMS SYS T1 Master Documents List.</p> <p>Staff will be received training in the near future on the QMS Operational Plan with respect to document control.</p> <p><b>Non-Conformance – QMS-SYS-T1 Master Document list does not have the current version of the standard identified.</b></p> <p><b>Non-Conformance - Master electronic copies of documents are not all password protected as per QMS-SYS-P1, 4.5.1.</b></p>

<p><b>6. Drinking Water System (DWS)</b>  <b>PLAN</b> – The OP shall <i>document</i>, as applicable:  a) for the Subject System:  i. the name of the <i>Owner</i> and <i>OA</i>,  ii. if the system includes equipment that provides <i>Primary Disinfection</i> and/or <i>Secondary Disinfection</i>:  A. a <i>description of the system</i> including all applicable <i>Treatment System processes</i> and <i>Distribution System components</i>,  B. a Treatment System <i>process flow chart</i>,  C. a description of the <i>water source</i>, including:  I. general <i>characteristics of the raw water</i> supply,  II. <i>common event-driven fluctuations</i>, and</p>	<p>There have been no changes to the Drinking Water Systems</p> <p>Viewed Document QMS-SYS-M45 for the Glen Robertson Generator Maintenance Schedule. A contractor performs the annual maintenance and staff perform the monthly maintenance</p> <p>Viewed the Glen Robertson SCADA System with Operator Eric Massia</p> <p>Toured the Maxville Booster Station and Operator Cameron Besner provided an overview of the Process Flow Chart and the SCADA System.</p>
DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p>III. any resulting <i>operational challenges and threats</i>.  iii. if the system does not include equipment that provides Primary Disinfection or Secondary Disinfection:  A. a description of the system including all Distribution System components, and  B. a description of any <i>procedures</i> that are in place to <i>maintain disinfection residuals</i>.  b) if the Subject System is an Operational Subsystem, a summary <i>description</i> of the <i>Municipal Residential Drinking Water System it is a part of</i> including the name of the <i>OA(OA's)</i> for the other Operational Subsystems.  c) if the Subject System is <i>connected to one or more</i> other Drinking Water Systems owned by different <i>Owners</i>, a summary description of those systems which:  i. indicates whether the Subject System <i>obtains water from or supplies water to</i> those systems,  ii. names the <i>Owner</i> and <i>OA(OA's)</i> of those systems, and  iii. identifies which, if any, of those systems that the Subject System <i>obtains</i> water from are relied upon to <i>ensure the provision of safe drinking water</i>.</p> <p><b>DO</b> – The OA shall ensure that the <i>description</i> of the Drinking Water System is <i>kept current</i>.</p>	<p>Viewed Contingency Plan CAP019 for the Supply and Distribution of Water for the Glen Robertson Water System</p> <p><b>OFI – Revise the title for Contingency Plan CAP019 to be consistent with the working from Element 6, section 6.2.5.</b></p>
<p><b>7. Risk Assessment</b>  <b>PLAN</b> – The OP shall document a risk assessment process that:  a) Considers potential hazardous events and associated hazards, as identified in MOECC document titled <i>Potential Hazardous Events for Municipal Residential Drinking Water Systems</i>, dated February 2017 as it may be amended. A copy of this document is available at <a href="http://www.ontario.ca/drinkingwater">www.ontario.ca/drinkingwater</a>.  b) ID's <i>additional potential</i> hazardous events &amp; associated hazards,  c) <i>assesses</i> the <i>risks</i> assoc. w/ the <i>occurrence</i> of hazardous events,  d) <i>ranks</i> the hazardous events according to the <i>associated risk</i>,  e) <i>identifies control measures</i> to address the potential hazards and hazardous events,  f) identifies <i>Critical Control Points</i>,  g) identifies a method to <i>verify, at least once every calendar year</i>, the <i>currency</i> of the information and the <i>validity of the assumptions</i> used in the risk assessment,  h) ensures that the risks are <i>assessed at least once every thirty-six months</i>, and  i) considers the <i>reliability and redundancy of equipment</i>.</p> <p><b>DO</b> – The OA shall <i>perform</i> a risk assessment <i>consistent with the documented</i> process.</p>	<p>Reviewed QMS SYS-P8</p> <p>A 36 Month Comprehensive Risk Assessment as per 4.2.1 of QMS SYS-P8 was completed for the Glen Robertson DWS in March 2022.</p> <p>A 36 Month Comprehensive Risk Assessment as per 4.2.1 of QMS SYS-P8 was completed for the Alexandria DWS on November 16-17 2022</p> <p>Annual Risk Assessments were completed by the QMS Representative in July 2023</p>



<p><b>8. Risk Assessment Outcomes</b>  <b>PLAN</b> – The OP shall document:</p> <ul style="list-style-type: none"> <li>a) the <b>identified potential hazardous events and associated hazards</b>,</li> <li>b) the <b>assessed risks associated with the occurrence</b> of hazardous events,</li> <li>c) the <b>ranked</b> hazardous events,</li> <li>d) the <b>identified control measures</b> to address the potential hazards and hazardous events,</li> <li>e) the identified <b>Critical Control Points</b> and their respective <b>Critical Control Limits</b>,</li> <li>f) procedures and/or processes to <b>monitor the Critical Control Limits</b>,</li> <li>g) procedures to <b>respond to deviations from the Critical Control Limits</b>, and</li> <li>h) procedures for <b>reporting and recording deviations</b> from the Critical Control Limits.</li> </ul> <p><b>DO</b> – The OA shall <b>implement and conform</b> to the procedures.</p>	<p>Reviewed QMS SYS-F4A</p> <p>CCP's have been identified and highlighted, using the ranking on Risk Assessment Factors Tables from QMS SYS-P8</p> <p>Discussed Control Measures to address Cyber Security. The Water Department uses a stand-alone server that is managed by an IT Technician in house.</p> <p>The Township is a member of the OnWarn System for industry updates and requests.</p>
<p><b>9. Org. Structure, Roles, Responsibilities and Authorities</b>  <b>PLAN</b> – The OP shall:</p> <ul style="list-style-type: none"> <li>a) describe the <b>organizational the structure</b> of the OA including <b>respective roles, responsibilities and authorities</b>,</li> <li>b) delineate <b>corporate oversight</b> roles, responsibilities, authorities in the case where the OA operates multiple Subject Systems,</li> <li>c) identify the <b>person, persons or group of people</b> within the management structure of the org. responsible for undertaking the <b>Management Review</b> described in Element 20,</li> <li>d) identify the person, persons or group of people, having <b>Top Management responsibilities</b> required by this Standard, along with their responsibilities, &amp;</li> <li>e) identify the <b>Owner</b> of the Subject System.</li> </ul> <p><b>DO</b> – The OA shall <b>keep current</b> the description of the organizational structure including respective roles, responsibilities and authorities, and shall <b>communicate</b> this information to OA <b>personnel</b> and the <b>Owner</b>.</p>	<p>It is clear that Top Management understands their roles and responsibility to the QMS and that Top Management is fully supportive of the QMS Representative.</p> <p>With the revised Operations Plan it would be timely to provide and prioritize training for the operators so that they are aware of how the Standard works and how it will assist them as they carry out their day to day work.</p>
DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p><b>10. Competencies</b>  <b>PLAN</b> – The OP shall <b>document</b>:</p> <ul style="list-style-type: none"> <li>a) <b>competencies</b> required for personnel performing duties directly <b>affecting drinking water quality</b>,</li> <li>b) activities to <b>develop and/or maintain competencies</b> for personnel performing duties directly affecting drinking water quality, and</li> <li>c) activities to ensure that personnel are <b>aware of the relevance of their duties</b> and <b>how they affect</b> safe drinking water.</li> </ul> <p><b>DO</b> – The OA shall undertake <b>activities</b> to:</p> <ul style="list-style-type: none"> <li>a) <b>meet and maintain competencies</b> for personnel directly affecting drinking water quality and shall <b>maintain records</b> of these activities, and</li> <li>b) <b>ensure that personnel are aware</b> of the relevance of their duties and how they affect safe drinking water and shall <b>maintain records</b> of these activities.</li> </ul>	<p>The Township has implemented “Compliance 365” to electronically track Operator Training.</p> <p>Viewed Training Log for Cameron Besner</p> <p>The Township has a new hire checklist for training and orientation that includes training on the DWQMS</p> <p>.</p>
<p><b>11. Personnel Coverage</b>  <b>PLAN</b> – The OP shall document a procedure to ensure that <b>sufficient personnel meeting identified competencies</b> are available for duties that <b>directly affect</b> drinking water quality.  <b>DO</b> – The OA shall <b>implement and conform</b> to the procedure.</p>	<p>Viewed the Access E11 App Log for actions taken in response to calls and complaint tracking.</p>



<p><b>12. Communications</b>  <b>PLAN</b> – The OP shall document a <i>procedure</i> for communications that describes <i>how</i> the <i>relevant aspects of the QMS</i> are <i>communicated</i> between Top Management and:  a) the <i>Owner</i>,  b) OA <i>personnel</i>,  c) <i>Suppliers</i> that have been identified as essential under Plan (a) of Element 13 of this Standard, and  d) the <i>Public</i>.</p> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure.</p>	<p>Top Management and the QMS Representative provided Version 8 of the Operations Plan to Council in November 2022.</p> <p>Viewed QMS-SYS-F2 Weekly Staff Meeting Form</p> <p>Viewed Staff Report PW 2022-27 QMS Update dated December 12-2022. The Staff Report is very detailed and provides Council with all of the required reports to satisfy the Communications with the Owner as per QMS-SYS-P9 4.1.1</p> <p><b>OFI - The QMS Representative has prepared Power Point Presentations for the Annual Management Review as per OP s 4.1.3 QMS SYS-P12; and for the Review and Provision of Infrastructure that were attached to Staff Report PW 2022-27. This would be an opportunity for staff to present the Power Point at either a regular Council Meeting or at a special meeting dedicated to the DWQMS</b></p>
<p><b>13. Essential Supplies and Services</b>  <b>PLAN</b> – The OP shall:  a) identify all <i>supplies and services essential</i> for the delivery of <i>safe drinking water</i> and shall state, for each supply or service, the <i>means to ensure its procurement</i>, and  b) include a procedure by which the OA <i>ensures the quality</i> of essential supplies and services, in as much as they may affect drinking water quality.  <b>DO</b> – The OA shall implement and conform to the procedure.</p>	<p>There are no changes to the Essential Suppliers and Service Providers.</p> <p>Viewed QMS-SYS-T12 Essential Supplier List  Viewed QMS-SYS-T14 Minimum Inventory List</p> <p>The lists are very comprehensive and well organized!</p>
<p><b>14. Review and Provision of Infrastructure</b>  <b>PLAN</b> – The OP shall document a procedure for <i>reviewing the adequacy of the infrastructure necessary</i> to operate and maintain the Subject System that:  a) <i>Considers the outcomes of the risk assessment</i> documented under Element 8, and  b) <i>Ensures that the adequacy of the infrastructure necessary</i> to operate and maintain the Subject System is reviewed <i>at least once every Calendar Year</i>.</p> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure and <i>communicate the findings</i> of the review to the <i>Owner</i>.</p>	<p><b>OFI-Ensure that the Consultants update currently being worked on for the Township Asset Management Plan references Element 14 and incorporates the Asset Management Plan as a link to QMS SYS-P3 Review and Provision of Infrastructure Procedure.</b></p>

<p><b>15. Infrastructure Maintenance, Rehabilitation and Renewal</b>  <b>PLAN</b> – The OP shall document:</p> <ul style="list-style-type: none"> <li>a) a <i>summary</i> of the OA's <i>infrastructure maintenance, rehabilitation and renewal programs</i> for the Subject System, and</li> <li>b) a <i>long term forecast of major infrastructure maintenance, rehabilitation and renewal activities</i>.</li> </ul> <p><b>DO</b> – The OA shall:</p> <ul style="list-style-type: none"> <li>a) <i>keep the summary</i> of the infrastructure maintenance, rehabilitation and renewal programs <i>current</i>,</li> <li>b) ensure that the <i>long term forecast</i> is <i>reviewed at least once every Calendar Year</i>,</li> <li>c) <i>communicate</i> the programs <i>to the Owner</i>, and</li> <li>d) <i>monitor the effectiveness</i> of the maintenance program.</li> </ul>	<p>Viewed QMS SYS-F11 Maintenance, Rehabilitation &amp; Renewal Form</p> <p>The Operations Plan V8 includes long term planning and forecasting?</p>
<p><b>DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)</b></p>	<p><b>DOCUMENT REVIEW – Auditor Comments (Condition Found)</b></p>
<p><b>16. Sampling, Testing and Monitoring</b>  <b>PLAN</b> – The OP shall document:</p> <ul style="list-style-type: none"> <li>a) a <i>sampling, testing and monitoring procedure</i> for <i>process control and finished drinking water quality</i> including requirements for sampling, testing and monitoring at the <i>conditions most challenging</i> to the Subject System,</li> <li>b) a description of <i>relevant sampling, testing or monitoring</i> activities, if <i>any</i>, that take place <i>upstream</i> of the Subject System, and</li> <li>c) a procedure that describes how sampling, testing and monitoring results are <i>recorded and shared</i> between the <i>OA</i> and the <i>Owner</i>, where applicable.</li> </ul> <p><b>DO</b> – The OA shall implement and conform to the procedures.</p>	<p>Viewed QMS-SYS-P5 Sampling Testing and Monitoring Procedure</p> <p>Viewed Sampling Testing and Monitoring Table – Glen Robertson DWS (T-11G)</p>
<p><b>17. Measurement and Recording Equipment Calibration and Maintenance</b>  <b>PLAN</b> – The OP shall document a <i>procedure</i> for the <i>calibration and maintenance</i> of <i>measurement and recording</i> equipment.</p> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure.</p>	<p>There are no issues with the scheduled calibration and maintenance of measurement and recording equipment.</p> <p>The calibration and maintenance procedure meet and conform to Operation Plan</p>
<p><b>18. Emergency Management</b>  <b>PLAN</b> – The OP shall document a <i>procedure</i> to <i>maintain a state of emergency preparedness</i> that includes:</p> <ul style="list-style-type: none"> <li>a) a <i>list of potential emergency situations</i> or service interruptions,</li> <li>b) <i>processes</i> for emergency <i>response and recovery</i>,</li> <li>c) emergency response <i>training and testing</i> requirements,</li> <li>d) <i>Owner and OA responsibilities</i> during emergency situations,</li> <li>e) <i>references to municipal</i> emergency planning measures as appropriate, and</li> <li>f) an <i>emergency communication protocol</i> and an <i>up-to-date list</i> of emergency <i>contacts</i>.</li> </ul> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure.</p>	<p>Viewed QMS SYS-P10 Emergency Management Procedure</p> <p>An Electronic copy of the Township's Emergency Management Plan is available to the QMS Representative.</p>
<p><b>19. Internal Audits</b>  <b>PLAN</b> – The OP shall document a <i>procedure for internal Audits</i> that:</p> <ul style="list-style-type: none"> <li>a) <i>evaluates conformity of the QMS</i> with the requirements of this Standard,</li> <li>b) identifies internal Audit <i>criteria, frequency, scope, methodology and record-keeping</i> requirements,</li> <li>c) considers <i>previous internal and external Audit results</i>, and</li> <li>d) describes <i>how QMS Corrective Actions are identified and initiated</i>.</li> </ul> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure and shall ensure that internal Audits are conducted at <i>least once every Calendar Year</i>.</p>	<p>Viewed the Reaccreditation Report</p>

<p><b>20. Management Review</b>  <b>PLAN</b> – The OP shall document a <i>procedure for management review</i> that <i>evaluates</i> the continuing <i>suitability, adequacy and effectiveness</i> of the QMS and that includes consideration of:</p> <ul style="list-style-type: none"> <li>a) incidents of <i>regulatory non-compliance</i>,</li> <li>b) incidents of <i>adverse drinking water tests</i>,</li> <li>c) <i>deviations from Critical Control Point limits</i> and <i>response actions</i>,</li> <li>d) the <i>effectiveness of the risk assessment</i> process,</li> <li>e) <i>internal and third-party Audit</i> results,</li> <li>f) <i>results of emergency response testing</i>,</li> <li>g) <i>operational performance</i>,</li> <li>h) <i>raw water supply and drinking water quality trends</i>,</li> <li>i) follow-up on <i>action items</i> from <i>previous management reviews</i>,</li> <li>j) the <i>status</i> of management <i>action items</i> identified between reviews,</li> <li>k) <i>changes that could affect</i> the QMS,</li> <li>l) <i>Consumer feedback</i>,</li> <li>m) the <i>resources needed</i> to maintain the QMS,</li> <li>n) the <i>results of the infrastructure review</i>,</li> <li>o) <i>OP currency, content and updates</i>, and</li> <li>p) <i>staff suggestions</i>.</li> </ul>	<p>Viewed the Management Review QMS SYS-F12 Checklist completed by Top Management and the QMS Representative December 16, 2022</p> <p>The next Management Review is scheduled for November 2023</p>
<p><b>DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)</b>  <b>DO</b> – Top Management shall <i>implement and conform</i> to the procedure and shall:</p> <ul style="list-style-type: none"> <li>a) ensure that a management review is conducted <i>at least once every Calendar Year</i>,</li> <li>b) consider the <i>results of the management review</i> and identify <i>deficiencies and actions</i> items to address the <i>deficiencies</i>,</li> <li>c) provide a <i>record of any decisions and action items</i> related to the management review including the <i>personnel responsible</i> for delivering the action items and the <i>proposed timelines</i> for their implementation, and</li> <li>d) <i>report</i> the <i>results of the management review, the identified deficiencies, decisions and action items to the Owner</i>.</li> </ul>	<p><b>DOCUMENT REVIEW – Auditor Comments (Condition Found)</b>  <b>OFI - The Management Review and appended Power Point Presentation should be presented to Council as is required for Communications with the owner</b></p>
<p><b>21. Continual Improvement</b>  <b>PLAN</b> – The OA shall develop a <i>procedure</i> for <i>tracking and measuring continual improvement</i> of its QMS by:</p> <ul style="list-style-type: none"> <li>a) <i>reviewing and considering</i> applicable <i>best management practices</i>, including any published by the Ministry of the Environment and Climate Change and available on <a href="http://www.ontario.ca/drinkingwater">www.ontario.ca/drinkingwater</a>, at least once every thirty-six months;</li> <li>b) documenting a process for <i>identification and management</i> of QMS <i>Corrective Actions</i> that includes: <ul style="list-style-type: none"> <li>i. <i>investigating the cause(s)</i> of an identified non-conformity,</li> <li>ii. <i>documenting the action(s) that will be taken</i> to correct the non-conformity and prevent the non-conformity from re-occurring, and</li> <li>iii. <i>reviewing the action(s) taken</i> to correct the non-conformity, <i>verifying that they are implemented</i> and <i>are effective in correcting and preventing</i> the re-occurrence of the non-conformity.</li> </ul> </li> <li>c) documenting a process for identifying and implementing <i>Preventive Actions</i> to eliminate the occurrence of potential non-conformities in the QMS that includes: <ul style="list-style-type: none"> <li>i. <i>reviewing potential non-conformities</i> that are identified to determine if preventive actions may be necessary,</li> <li>ii. <i>documenting the outcome of the review</i>, including the action(s), if any, that will be taken to prevent a non-conformity from occurring, and</li> <li>iii. <i>reviewing the action(s) taken to prevent</i> a non-conformity, <i>verifying that they are implemented and are effective</i> in preventing the occurrence of the non-conformity.</li> </ul> </li> </ul> <p><b>DO</b> – The OA shall <i>strive to continually improve the effectiveness of its QMS</i> by implementing and conforming to the procedure.</p>	<p>Viewed QMS-SYS-P14 Preventative and Corrective Actions Procedure</p> <p>Viewed QMS-SYS-T3 Action Item Tracking that includes Internal and External Audit Corrective Actions.</p> <p><b>OFI – Update the reference to the Action Item Review form in QMS-SYS-P14 to replace QMS-SYS-F8 with QMS-SYS-T3.</b></p>

## Appendix "D" – Auditor Training Certificate



### CERTIFICATE OF ACHIEVEMENT

**EWEN MACDONALD**

*has successfully completed the*

**INTERNAL AUDITING FOR THE DRINKING WATER QUALITY MANAGEMENT STANDARD  
- October 20 & 21, 2010 course**

WWOCS Course ID # 2682

October 20, 2010 to October 21, 2010

Director Approved Continuing Education Units: 1.4

A handwritten signature in blue ink, appearing to read "Brian Bates".

\_\_\_\_\_  
Brian Bates  
CEO

October 21, 2010

\_\_\_\_\_  
Date

[www.wcwc.ca](http://www.wcwc.ca)



## **MEMORANDUM**

**To:** Township of North Glengarry Council, CAO, and Clerk  
**From:** Lisa Van De Ligt, Team Lead, Communications and Stewardship  
**Date:** October 23, 2023  
**Subject:** RRCA Board of Directors meeting highlights (October 19, 2023)

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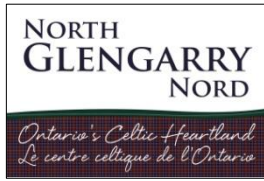
The Raisin Region Conservation Authority (RRCA) Board of Directors consists of 8 representatives from the RRCA's 5 member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont and North Stormont.

Following every Board meeting, councils, CAOs and clerks of the RRCA's 5 member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (except for July, August, and December, unless a special meeting is called).

### **October 19, 2023 RRCA Board of Directors Meeting Highlights:**

- Approved minutes from the September 21, 2023 meeting can be found at <http://www.rrca.on.ca/page.php?id=15>
- Board approved the 2024 RRCA Fee Schedules for planning advisory services, *Conservation Authority Act* permits, technical and environmental reviews, mapping and data services, conservation lands, Gray's Creek Marina, Charlottenburgh Park, and Stewardship Services.
- Board approved awarding the contract for the Gray's Creek Hazard Tree Abatement (Phase 2).
- Board approved the submission of a funding request to support RRCA community events.

**Next RRCA Board meeting date: November 16, 2023**



## Rural Committee

### Minutes

**Thursday, May 18, 2023 at 6:30 pm**

In-Person in the Council Chambers at the Township Main Office  
3720 County Road 34 R.R.2, Alexandria ON K0C 1A0

Present : Jacques Massie, Chair  
Sarah Huskinson, CAO/Clerk  
Brian Caddell, Councillor  
Jeff Manley, Councillor  
Pete Bock, Community representative  
Duncan Ferguson, Community representative  
Jack Fraser, Community representative  
Andrew MacMillan, Community representative  
Craig MacMillan, Community representative  
Ken Turnbull, Community representative  
Jena Doonan, Deputy Clerk/Recording Secretary  
Matt Roy, fire Chief

#### 1) CALL TO ORDER

- Meeting was called to order at 6:30pm

#### 2) DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

#### 3) ADDITIONS, DELETIONS OR AMENDMENTS

None

#### 4) ADOPTION OF THE AGENDA

**Moved by:** Jeff Manley

**Seconded by:** Duncan Ferguson

That the agenda for the Rural Affairs Committee Meeting of Thursday May 18<sup>th</sup>, 2023 be adopted as presented.

**Carried**

## 5) ADOPTION OF PREVIOUS MINUTES

**Moved by:** Jack Fraser

**Seconded by:** Andrew MacMillan

That the minutes for the Rural Affairs Committee Meeting of Thursday April 20th 2023 be adopted as presented.

**Carried**

## 6) BUSINESS ARISING FROM THE MINUTES

None

## 7) DELEGATIONS

None

## 8) AGENDA ITEMS

*a) Burn By-law revisions.*

Fire Chief Matthew Roy reiterated the adjustments requested at the previous meeting. Chief Roy then informed, explained, and clarified the by-law revisions that would be presented to Council at their next meeting.

*-Amendments to be approved by Council are as follows:*

### Definitions

- Addition to the definition of "dry period" to state that the Fire Chief has the authority to declare a total ban or restrict bans on specific types of open-air burning.

### General requirements for open air Burning Permits

- Section 2.2 -addition of type permits list
  - a. Recreational Fire Permit
  - b. Brush Fire Permit
  - c. farm or Agricultural Operation Fire Permit
- Section 2.7 – declaration of dry period on Specific types
  - a. Recreational Fire Permit
  - b. Brush Fire Permit
  - c. farm or Agricultural Operation Fire Permit
- Section 2.17 – additional wording, stating application permits shall be completed on provided forms OR through the North Glengarry Burn Permit System



### Farm and Agriculture Fires

- Section 5.3 – Supervisor in charge SHALL call the number on the permit to initiate the burn period.
- Section 5.4 – Burning SHALL NOT be permitted between July 1<sup>st</sup> and August 31<sup>st</sup>.
  - o Removing the months of June and September from the by-law

Fire Chief Roy further elaborated on the ability review complaints and active permits for agricultural burns via maps and spoke about the Fines for burning without a permit.

Discussion around revisions:

Committee Member Pete Bock had the following Issues and suggestions regarding the above-mentioned changes to the by-law:

Although most farmers will welcome the addition of June and September since it offers them more time to burn. Some concerns were raised regarding the planting season, as well as how the longer days allow for extended periods of burning, which may be a worry for non-farmers. He suggested just removing the month of September from Section 5.4 as this would allow 13 weeks of no burning, leaving 75% of the year for farmers to burn. Instead of the recommended months of June and September which leaves 8.75 weeks of no burning and 83% of the year to for farmers to burn.

He raised the matter of habitual "troublemakers" and expressed despite breaking the regulations, these individuals are still granted licenses. He proposed that a strike system be developed, beginning with a warning, and advancing to a 5-year ban on obtaining a permit. Fire Chief Roy explained that such systems and actions are already in the bylaw.

Pete mentioned possible tension between the farming and non-farming communities. He suggested that instead of relying on a compliant system, house visits could be made to repeat offenders, and other residents with permits. And to entertain the possibility of developing and implementing North Glengarry Agricultural Burn permission signage that may be numbered and recognizable to let community people know their fire is permitted. The CAO raised the point that home visits would increase the cost as the fire department would have to pay an additional staff member to patrol, and asked the Fire Chief if the public has access to see if a resident has a permit or not as an alternative.

Lastly Pete commented on allowing breathing room to allow public to process and talk to council. The CAO stated that this is the way rescinding a by-law is typically carried out, and that council packages are posted the Friday prior to meeting to allow time for Council and public to review. Further adding that Council has the ability to defer a to allow for more time to review.

A question was raised about who responsible if when burning the fire generates its own wind causing it to spread. Fire Chief Roy stated that whoever starts the fire is responsible, same with all the fire permits.

Overall, most committee members where happy to see some progress as they feel North Glengarry is more restrictive than other municipalities.

*The chair put a motion on the floor to bring the draft by-law revisions to Council for review and to be voted on.*

**Moved by:** Duncan Ferguson

**Seconded by:** Jack Fraser

*a) Natural Water Courses, Drainage, Beavers – Next step*

The CAO started by stating RRCA (Raisin River Conservation Authority) came in and met with North Glengarry staff and council, discussing Mill Pond, dam upkeep, floods, beaver control, and public concern about the aforementioned challenges.

A conversation followed discussing jurisdictions and the authority that North Glengarry holds.

All members agreed that having RRCA and South Nation Conservation Authority present to explain and educate on the following issues would be beneficial: Jurisdictions, what recourse landowners have, trapping and damming, who to call and how to deal with these difficulties, how other municipalities deal with these problems, and how to better educate the public.

The CAO also suggested having the Drainage Superintendent and Public works Specialist in to attend the meeting with RRCA and South Nation Conservation as well.

**b) PENDING BUSINESS**

None

**c) CORRESPONDENCE/INFORMATION ITEMS**

None

**d) NEXT MEETING**

TBA

-Depending on RRCA and South Nations Presentation.

**e) ADJOURNMENT**

**Moved by:** Jeff Manley

**Seconded By:** Duncan Ferguson

With no further business to discuss, the meeting was adjourned at 7:44 p.m.

**Future Meeting Topics**

Tree canopy/clear cutting, planting programs

Areas where are not trees and planting there and have discussion with Ag community- later in the Summer.

## **Habitat for Humanity Cornwall & The Counties**

### **25<sup>th</sup> Anniversary & National Housing Day Proclamation**

In recognition of National Housing Day and the celebration of Habitat for Humanity Cornwall & The Counties 25<sup>th</sup> anniversary.

**Whereas** the need for affordable housing is at a crisis level.

**Whereas** Habitat for Humanity Cornwall & The Counties has built 18 homes over the last 25 years and continues to build safe, affordable homes for local, low-income families which are sold at fair market value.

**AND** in recognition of Habitat for Humanity Cornwall & The Counties continued efforts throughout Stormont, Dundas, Glengarry and Cornwall working with the community to help families build strength, stability and self-reliance through affordable homeownership.

**THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**BY-LAW 32-2023  
FOR THE YEAR 2023**

**BEING A BY-LAW TO ADOPT, CONFIRM AND RATIFY MATTERS DEALT WITH BY RESOLUTION.**

**WHEREAS** s. 5(3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

**WHEREAS** it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of North Glengarry at this meeting be confirmed and adopted by by-law;

**THEREFORE**, the Council of the Corporation of the Township of North Glengarry enacts as follows:

1. **THAT** the action of the Council at its regular meeting of November 13th, 2023, in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law and;
2. **THAT** the Mayor and the proper officers of the Township of North Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-Law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

**READ** a first, second and third time, passed, signed and sealed in Open Council this 13th day of November 2023.

\_\_\_\_\_  
**CAO/Clerk / Deputy Clerk**

\_\_\_\_\_  
**Mayor / Deputy Mayor**

I, hereby certify that the forgoing is a true copy of By-Law No. 32-2023, duly adopted by the Council of the Township of North Glengarry on the 13<sup>th</sup> day of November 2023.

\_\_\_\_\_  
**Date Certified**

\_\_\_\_\_  
**CAO/Clerk / Deputy Clerk**