



**MUNICIPALITÉ DE CASSELMAN
ORDRE DU JOUR
RÉUNION ORDINAIRE**

le mardi 27 août 2019, 19 h 00

Salle Communautaire du Complexe J.R. Brisson Complex Community Hall
758 Brebeuf, Casselman, ON, K0A 1M0

1. OUVERTURE DE L'ASSEMBLÉE

Une session à huis clos aura lieu suite à la réunion du comité de planification.

La réunion ouverte au public débute à 19 h 00.

2. MODIFICATIONS DE FORME À L'ORDRE DU JOUR

3. ADOPTION DE L'ORDRE DU JOUR

4. HUIS CLOS

4.1 Adoption du procès-verbal de la réunion du 9 juillet 2019

4.2 Ressources humaines - Art. 239 (2) b. Loi sur les municipalités

5. DÉCLARATION(S) D'INTÉRÊT

6. DÉLÉGATIONS

6.1 Martin Girard - Égoûts du Croissant Lévesque

6.2 Jimmy Sanche - Mise à jour sur les travaux au 64 Racine

7. MOT DU MAIRE ET DES CONSEILLERS

8. ADOPTION DES PROCÈS-VERBAUX

8.1 Réunion régulière du 9 juillet 2019

9. ADOPTION DES RECOMMANDATIONS DES COMITÉS DU CONSEIL

9.1 Bibliothèque publique de Casselman - Procès verbal du 3 juin 2019

10. RÉCEPTION DES RAPPORTS DES MEMBRES DE L'ADMINISTRATION

10.1 Direction générale / Trésorerie / Bureau de la Greffe

10.1.1 GR-032-2019 - Machineries Agricoles - Proposition d'amendement au règlement 2006-182 sur la circulation et le stationnement

- 10.1.2 GR-033-2019 - Appel d'offre pour Assurances Municipales
- 10.2 Services récréatifs et des loisirs
 - 10.2.1 RL-027-2019 - Demande de salle gratuite - Centre Novas-Calacs
 - 10.2.2 RL-028-2019 - Entente avec les Vikings de Casselman
- 10.3 Services physiques
 - 10.3.1 EN-018-2019 - Rapport OCWA juin 2019
 - 10.3.2 EN-019-2019 - Rapport OCWA juillet 2019
- 10.4 Services techniques
- 10.5 Département de construction
 - 10.5.1 BAT-006-2019 - Expertise structurale des bâtiments modulaires pré-fabriqués
 - 10.5.2 BAT-007-2019 - Modification proposée au règlement 2018-049 qui établit les taux pour les égouts sanitaires du Côté Nord-Ouest Rivière Nation
- 10.6 Services des travaux publics et aménagements
 - 10.6.1 TP-007-2019 - Demande monétaire de 6 000\$ pour une étude de risque de la traverse ferroviaire localisée Principale et St-Isidore
 - 10.6.2 TP-008-2019 - Demande monétaire de 25 000\$ pour une étude de trafic pour le rond point à l'intersection Racine/Principale/Boul.Laflèche
- 10.7 Sécurité communautaire et incendie

11. RÈGLEMENTS MUNICIPAUX

- 11.1 2019-XXX pour modifier le règlement 2018-049 qui établit les taux pour les égouts sanitaires du Côté Nord-Ouest Rivière Nation
- 11.2 2019-XXX pour modifier le règlement 2019-026 étant le règlement de procédure de la municipalité de Casselman
- 11.3 2019-XXX étant un règlement concernant le fumage et le vapotage sur les propriétés municipales et certaines zones publiques désignées
- 11.4 2019-XXX étant un règlement pour appointer des membres au comité du plan d'urgence

12. AFFAIRES DÉCOULANT DES RÉUNIONS PRÉCÉDENTES

- 12.1 Mise à jour - 64 rue Racine 1799715 Ontario Inc.

13. NOUVELLES AFFAIRES

14. CORRESPONDANCE

14.1 Vie Autonome Canada

15. PÉRIODE DE QUESTIONS DU CONSEIL AUX CHEFS DE L'ADMINISTRATION

Un représentant de l'Agence Ontarienne des Eaux (OCWA) sera présent.

16. PÉRIODE DE QUESTIONS RÉSERVÉE AU PUBLIC

17. AVIS DE MOTION

18. HORAIRE DES RENCONTRES

19. ÉVÉNEMENTS À VENIR

19.1 10 septembre 2019 - Consultation Publique du Budget 2020

20. RÈGLEMENT POUR CONFIRMER LES PROCÉDURES DU CONSEIL

21. AJOURNEMENT



**MUNICIPALITY OF CASSELMAN
AGENDA
ORDINARY MEETING**

Tuesday, August 27, 2019, 7:00 P.M.

Salle Communautaire du Complexe J.R. Brisson Complex Community Hall
758 Brebeuf, Casselman, ON, K0A 1M0

1. OPENING OF THE MEETING

A closed session meeting will occur after the planning committee meeting.

The open to public meeting begins at 7:00 pm.

2. TECHNICAL AMENDMENT TO THE AGENDA

3. ADOPTION OF AGENDA

4. CLOSED SESSION

4.1 Adoption of July 9th, 2019 closed session minutes

4.2 Human Ressources - Municipal Act Art. 239 (2) b.

5. DISCLOSURE OF INTEREST

6. DELEGATIONS

6.1 Martin Girard - Lévesque Crescent's Sewers

6.2 Jimmy Sanche - Update on works at 64 Racine

7. MAYOR'S & COUNCILLORS MESSAGE

8. ADOPTION OF MINUTES OF PREVIOUS MEETING

8.1 Regular meeting of July 9th 2019

9. MUNICIPAL ADOPTION OF THE RECOMMENDATIONS OF THE MUNICIPAL COUNCIL COMMITTEES

9.1 Casselman Public Library - Minutes of June 3rd 2019

10. RECEIVING OF REPORTS FROM THE APPOINTED MUNICIPAL OFFICIALS

10.1 Management / Finance / Clerk's Office

10.1.1 GR-032-2019 - Agricultural Machinery - Amendment proposition to bylaw 2006-182 on traffic & parking

- 10.1.2 GR-033-2019 - Municipal Insurance Tender
- 10.2 Recreation and Leisure Services
 - 10.2.1 RL-027-2019 - Free hall request - Centre Novas-Calacs
 - 10.2.2 RL-028-2019 - Casselman Vikings Agreement
- 10.3 Physical Services
 - 10.3.1 EN-018-2019 - OCWA June 2019 Report
 - 10.3.2 EN-019-2019 - OCWA Report July 2019
- 10.4 Technical Services
- 10.5 Construction Department
 - 10.5.1 BAT-006-2019 - Structural assessment of pre-fabricated modular buildings
 - 10.5.2 BAT-007-2019 - amendment to By-law 2018-049 establishing rates for sanitary sewers on Northwest Side Nation River
- 10.6 Public Works and Maintenance
 - 10.6.1 TP-007-2019 - \$ 6 000 Fund request for railway intersection risk assessment located at Principale & St-Isidore
 - 10.6.2 TP-008-2019 - \$ 25 000 fund request for the Racine/Principale/Boul.Laflèche intersection roundabout traffic study
- 10.7 Community Safety and Fire Department

11. MUNICIPAL BY-LAWS

- 11.1 2019-XXX to amend by-law 2018-049 establishing rates for sanitary sewers on Northwest Side Nation River
- 11.2 2019-XXX to amend bylaw 2019-026 being a bylaw to govern the proceedings of the Council of the Municipality of Casselman
- 11.3 2019-XXX being a bylaw with respect to smoking and vaping on municipal property and prescribed public areas
- 11.4 2019-XXX being a bylaw to appoint members to the emergency management program committee

12. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

- 12.1 Update - 64 Racine road 1799715 Ontario Inc.

12.2 2019 FCM Conference - Leadership féminin Prescott-Russell

13. OTHER BUSINESS

14. CORRESPONDENCE

14.1 Independent Living Canada

15. QUESTION PERIOD FROM THE MEMBERS OF COUNCIL TO DEPARTMENT HEADS

A representative to the Ontario Clean Water Agency (OCWA) will be present.

16. QUESTION PERIOD RESERVED TO THE PUBLIC

17. NOTICE OF MOTION

18. SCHEDULING OF MEETINGS

19. UPCOMING EVENTS

19.1 September 10th, 2019 - 2020 Budget Public Consultation

20. BY-LAW TO CONFIRM COUNCIL PROCEDURES

21. ADJOURNMENT



MUNICIPALITÉ DE CASSELMAN

ASSEMBLÉE ORDINAIRE

Le mardi 9 juillet 2019, 19 h 00

**Salle Communautaire du Complexe J.R. Brisson Complex Community Hall
758 Brebeuf, Casselman, ON, K0A 1M0**

Conseil

**Maire Daniel Lafleur
Conseiller Paul Groulx
Conseiller Francyn Leblanc
Conseiller Marcel Cleroux**

Personnes ressources

**Linda Desjardins-Bergeron, Administratrice en Chef et Trésorière
Sébastien Dion, Greffier
Marc-André Décoeur, Chef du service de bâtiment
Alain Castonguay, Directeur des services physiques
Pierre Thibault, Gestionnaire des services récréatifs et des loisirs
Sylvain Boudreault, Urbaniste
Alain Ménard, Chef Pompier**

1. OUVERTURE DE L'ASSEMBLÉE

2019-298

Proposé par: Paul Groulx

Appuyé par: Marcel Cleroux

Qu'il soit résolu que la présente assemblée soit ouverte à 18 h 00.

Adoptée

2. MODIFICATIONS DE FORME À L'ORDRE DU JOUR

2019-299

Proposé par: Francyn Leblanc

Appuyé par: Paul Groulx

Qu'il soit résolu que les procédures de Conseil soient suspendues temporairement pour ajouter 2 items à l'ordre du jour :

- Item 10.1.3 - GR-031-2019 - Demande de don - Demandeuse indépendante Bernadette Sirois

- Item 12.4 - Panneaux de ralentisseurs de vitesses dans la municipalité

Adoptée

3. ADOPTION DE L'ORDRE DU JOUR

2019-300

Proposé par: Paul Groulx

Appuyé par: Marcel Cleroux

Qu'il soit résolu que l'ordre du jour soit accepté, incluant les modifications apportées séance tenante, le cas échéant

Adoptée

4. HUIS CLOS

2019-301

Proposé par: Francyn Leblanc

Appuyé par: Paul Groulx

Qu'il soit résolu que la présente assemblée soit ajournée pour une session à huis clos afin de traiter des questions relatives aux articles 239 (2) (b) de la Loi sur les municipalités, 2001, L.O. 2001, chapitre 25 afin de discuter des questions concernant :

1. Adoption du procès-verbal du huis close du 11 juin 2019
2. Présentation du Commissaire à l'intégrité John Saywell au Conseil

Adoptée

2019-302

Proposé par: Marcel Cleroux

Appuyé par: Paul Groulx

Qu'il soit résolu que la réunion à huis clos soit ajournée à 18h55 afin de retourner en réunion régulière

Adoptée

5. DÉCLARATION(S) D'INTÉRÊT

6. DÉLÉGATIONS

1. John Saywell, Commissaire à l'intégrité - Présentation Publique

7. MOT DU MAIRE ET DES CONSEILLERS

8. ADOPTION DES PROCÈS-VERBAUX

2019-303

Proposé par: Marcel Cleroux

Appuyé par: Paul Groulx

Qu'il soit résolu que les procès-verbaux des assemblées suivantes soient adoptés tels que présenté :

1. Réunion ordinaire tenue le 25 juin 2019

Adoptée

9. ADOPTION DES RECOMMANDATIONS DES COMITÉS DU CONSEIL

10. RÉCEPTION DES RAPPORTS DES MEMBRES DE L'ADMINISTRATION

1. Direction générale / Trésorerie / Bureau de la Greffe

- 10.1.1 GR-029-2019 - Changements au niveau de la réglementation provinciale sur la loi favorisant un Ontario sans fumée

2019-304

Proposé par: Paul Groulx

Appuyé par: Francyn Leblanc

Qu'il soit résolue que le Conseil :

- 1) accuse réception du rapport administratif GR-029-2019 du service de la greffe concernant les changements au niveau de la réglementation provinciale sur la loi sur le tabac; ET

- 2) Dirige l'administration à amender le règlement 2016-030 dans le but d'être en règle avec la réglementation provinciale.

Adoptée

- 10.1.2 GR-030-2019 - Réunions du Conseil

2019-305

Proposé par: Francyn Leblanc

Appuyé par: Marcel Cleroux

Qu'il soit résolue que le Conseil :

- 1) accuse réception du rapport administratif GR-030-2019 du service de la greffe; ET

- 2) dirige l'administration à modifier le règlement de procédure 2019-026 pour refléter les changements proposés durant l'assemblée du 9 juillet 2019

Adoptée

10.1.3 GR-031-2019 - Demande de don - Demandeuse indépendante Bernadette Sirois

2019-306

Proposé par: Francyn Leblanc

Appuyé par: Paul Groulx

Qu'il soit résolue que le Conseil :

1) accuse réception du rapport administratif GR-031-2019 du service de la greffe; ET

2) accepte d'octroyer une donation monétaire de 200\$ pour défrayer certain coûts associés aux besoins du film.

Adoptée

2. Services récréatifs et des loisirs

10.2.1 RL-024-2019 - Cantine du Complexe J.R. Brisson

2019-307

Proposé par: Paul Groulx

Appuyé par: Marcel Cleroux

Qu'il soit résolu que le conseil :

1) accuse réception du rapport administratif RL-024-2019 du gestionnaire des services récréatifs et des loisirs ET;

2) accepte de ferme la cantine pour la saison 2019-2020 et dirige l'administration à renouveler les ententes reliées aux machines distributrices

Adoptée

10.2.2 RL-025-2019 - Demande de salle gratuite - Comptoir Populaire Deguire

2019-308

Proposé par: Francyn Leblanc

Appuyé par: Marcel Cleroux

Qu'il soit résolu que le conseil :

1) accuse réception du rapport administratif RL-025-2019 du gestionnaire des services récréatifs et des loisirs; ET

2) Accepte d'offrir gratuitement au comptoir populaire, la moitié de la salle communautaire du Complexe J.R. Brisson le 22 décembre 2019 de 10h30 à 14h spécifiquement pour l'événement en annexe

Adoptée

10.2.3 RL-026-2019 - Demande de salle gratuite - Levée de fond pour Marie-Paule Lefebvre et Bob Doré

2019-309

Proposé par: Paul Groulx

Appuyé par: Marcel Cleroux

Qu'il soit résolu que le conseil :

1) accuse réception du rapport administratif RL-026-2019 du gestionnaire des services récréatifs et des loisirs; ET

2) Accepte d'offrir gratuitement, la salle communautaire du complexe J.R. Brisson pour une levée de fond pour Marie-Paule Lefebvre et Bob Doré le 22 août 2019 de 16 h à 21 h.

Adoptée

3. Services physiques

4. Services techniques

10.4.1 TEC-016-2019 - Demande d'autorisation B-031-2019

2019-310

Proposé par: Francyn Leblanc

Appuyé par: Paul Groulx

Qu'il soit résolu que le conseil :

1) accuse réception du rapport administratif TEC-016-2019, plus spécifiquement les recommandations de l'urbaniste junior - consultant au sujet de la demande d'autorisation affectant le terrain portant la description légale : Plan H O Wood 1885 Lots 8 et 9, et arborant l'adresse 656 rue Dollard, Comté de Russell tel que soumis par l'agent des propriétaires, Me Mathieu Quesnel; ET

2) accepte la demande d'autorisation portant le numéro B-031-2019 tel que soumis et dirige le personnel de confirmer son approbation auprès des Comtés unis de Prescott et Russell.

Adoptée

10.4.2 TEC-017-2019 - Demande de retrait de l'application du contrôle des parties de lots

2019-311

Proposé par: Marcel Cleroux

Appuyé par: Paul Groulx

Qu'il soit résolu que le conseil :

1) accuse réception du rapport administratif TEC-017-2019 de l'urbaniste et accepte la demande tel que soumise et dirige le personnel de confirmer son approbation auprès des CUPR;

Adoptée

10.4.3 TEC-018-2019 - Plan de lotissement Cassel Homelands Development Inc.

2019-312

Proposé par: Marcel Cleroux

Appuyé par: Francyn Leblanc

Qu'il soit résolu que le conseil :

accuse réception du rapport administratif TEC-018-2019 de l'urbaniste et accepte que les CUPR procèdent à l'approbation préliminaire du projet affectant la demande de Plan de lotissement portant le numéro de dossier 030-S-19-003 soumise par Cassel Homelands Development Inc. sous réserve des conditions énumérées à l'annexe B de ce rapport

Adoptée

5. Département de construction

6. Services des travaux publics et aménagements

10.6.1 TP-006-2019 - Demande d'enveloppe budgétaire de 15 000\$ pour installation d'un égout pluvial entre la rue Principale et le chemin Boisé

2019-313

Proposé par: Paul Groulx

Appuyé par: Marcel Cleroux

Qu'il soit résolu que le conseil :

1) accuse réception du rapport administratif TP-006-2019 du directeur des services physiques;

ET

2) alloue une enveloppe budgétaire de 15 000\$ supplémentaire pour l'installation d'un égout pluvial entre la rue Principale et le chemin du Boisé

Rejetée

2019-314

Proposé par: Francyn Leblanc

Appuyé par: Paul Groulx

Qu'il soit résolu que le conseil :

dirige l'administration à rapporter l'enveloppe budgétaire de 15 000\$ au budget 2020.

Adoptée

7. Sécurité communautaire et incendie

11. RÈGLEMENTS MUNICIPAUX

1. 2019-056 - Pour exempter certains terrains du contrôle des parties de lot sur le plan enregistré 50M329, rue Argile, dans le Village de Casselman et dans le comté de Russell

2019-315

Proposé par: Paul Groulx

Appuyé par: Marcel Cleroux

Qu'il soit résolu que le règlement no

2019-056 pour Pour exempter certains terrains du contrôle des parties de lot sur le plan enregistré 50M329, rue Argile, dans le Village de Casselman soit lu et adopté en 1^{re}, 2^e et 3^e lecture

Adoptée

2. 2019-057- Pour changer le nom municipal de "Corporation du Village de Casselman" à "Municipalité de Casselman"

2019-316

Proposé par: Francyn Leblanc

Appuyé par: Marcel Cleroux

Qu'il soit résolu que le règlement no

2019-057 pour changer le nom municipal "Corporation du Village de Casselman" à "Municipalité de Casselman" soit lu et adopté en 1^{re}, 2^e et 3^e lecture

Adoptée

3. 2019-058 - Pour permettre un emprunt temporaire pour les opérations de 2019

2019-317

Proposé par: Francyn Leblanc

Appuyé par: Paul Groulx

Qu'il soit résolu que le règlement no

2019-058 pour permettre un emprunt temporaire pour les opérations de 2019 soit lu et adopté en 1^{re}, 2^e et 3^e lecture

Adoptée

4. 2019-059 - Protocole d'accord avec la Conservation Sud - Entretien du Parc High Falls et Doran

2019-318

Proposé par: Paul Groulx

Appuyé par: Francyn Leblanc

Qu'il soit résolu que le règlement no

2019-059 pour adopter un protocole d'accord avec la Conservation Sud pour l'entretien du Parc High Falls et Doran soit lu et adopté en 1^{re}, 2^e et 3^e lecture.

Adoptée

12. AFFAIRES DÉCOULANT DES RÉUNIONS PRÉCÉDENTES

1. Monument de la Francophonie - Francyn Leblanc

2019-319

Proposé par: Francyn Leblanc

Appuyé par: Paul Groulx

Qu'il soit résolu que le Conseil :

Dirige le personnel à s'occuper de la tonte de gazon et de l'entretien des arbustes au monument de la francophonie

Adoptée

2. Feux extérieurs - Marcel Cléroux

M. Cléroux demande au Conseil si les feux extérieurs de type feux de camp devraient être bannis au complet de la Municipalité. La demande n'a pas été supportée.

3. Projet d'ornithologie amateur sur le chemin Brisson

2019-320

Proposé par: Francyn Leblanc

Appuyé par: Marcel Cleroux

Qu'il soit résolu que cet item soit remis à une réunion future.

Adoptée

4. Panneaux de ralentisseurs de vitesses dans la municipalité

2019-321

Proposé par: Francyn Leblanc

Appuyé par: Paul Groulx

Qu'il soit résolu que le Conseil :

Rencontre certains membres du comité agriculteur des CUPR dans le but de discuter d'une solution possible concernant l'accès de la machinerie agricole à l'intérieur de la Municipalité de Casselman.

Adoptée

13. NOUVELLES AFFAIRES

14. CORRESPONDANCE

2019-322

Proposé par: Francyn Leblanc

Appuyé par: Marcel Cleroux

Qu'il soit résolu que les correspondances telle que décrite à l'ordre du jour soit reçue

1. Lettre de remerciement du gagnant d'une bourse - École des adultes J.R. Leger
2. Lettre de remerciement - École secondaire catholique de Casselman
3. Conservation de la Nation Sud - Camp de pêche
4. Lettre d'appuie - Maire d'Ottawa Jim Watson

Adoptée

15. PÉRIODE DE QUESTIONS DU CONSEIL AUX CHEFS DE L'ADMINISTRATION

16. PÉRIODE DE QUESTIONS RÉSERVÉE AU PUBLIC

17. AVIS DE MOTION

1. M. Daniel Lafleur - Aucune réunion du Conseil durant les vacances de la semaine de mars

2019-323

Proposé par: Marcel Cleroux

Appuyé par: Paul Groulx

Qu'il soit résolu que le Conseil approuve l'avis de motion du 9 avril 2019 de M. Daniel Lafleur en 2^e lecture proposant de ne plus avoir de réunion du Conseil durant la semaine de vacance de mars (March Break).

Adoptée

2. M. Marcel Cléroux - Proposition de modification au budget préautorisé concernant les portatives au CEFEQ (SEFA) localisé au 750 Principale

2019-324

Proposé par: Marcel Cleroux

Appuyé par: Paul Groulx

Qu'il soit résolu que le Conseil accuse réception de l'avis de motion du 9 juillet 2019 de M. Marcel Cléroux proposant de ne pas démolir les portatives localisé au Centre d'éducation et de formation de l'Est ontarien au 750 Principale (SEFA). Une partie du budget approuvé pour cet item (12 200\$) serait utilisé pour rénover les portatives, surtout l'extérieur.

L'avis de motion sera présenté en 2^e lecture lors d'une prochaine assemblée.

Adoptée

18. HORAIRE DES RENCONTRES

19. ÉVÉNEMENTS À VENIR

1. Samedi 27 juillet 2019 - Tournoi de golf des pompiers volontaires de Casselman
2. Jeudi 8 août 2019 - Tournoi de golf de la conservation de la Nation Sud

20. RÈGLEMENT POUR CONFIRMER LES PROCÉDURES DU CONSEIL

1. Bylaw 2019-060 pour confirmer les procédures du conseil pour la réunion du 9 juillet 2019

2019-325

Proposé par: Francyn Leblanc

Appuyé par: Marcel Cleroux

Qu'il soit résolu que le règlement no 2019-060 pour confirmer les procédures du conseil à sa réunion du 9 juillet 2019 soit lu et adopté en 1^{re}, 2^e et 3^e lecture.

Adoptée

21. AJOURNEMENT

2019-326

Proposé par: Francyn Leblanc

Appuyé par: Marcel Cleroux

Qu'il soit résolu que la présente assemblée soit ajournée à 20 h 35

Adoptée

Daniel Lafleur, Maire

Sébastien Dion, Greffier



MUNICIPALITY OF CASSELMAN
REGULAR MEETING

Tuesday, July 9, 2019, 7:00 P.M.
Salle Communautaire du Complexe J.R. Brisson Complex Community Hall
758 Brebeuf, Casselman, ON, K0A 1M0

Council	Mayor Daniel Lafleur Councillor Paul Groulx Councillor Francyn Leblanc Councillor Marcel Cleroux
Resource persons	Linda Desjardins-Bergeron, Chief Administrative Officer & Treasurer Sébastien Dion, Clerk Marc-André Décoeur, Chief Building Official Alain Castonguay, Director of Physical Services Pierre Thibault, Manager of Recreation and Leisure Service Sylvain Boudreault, Planner Alain Ménard, Fire Chief

1. OPENING OF THE MEETING

2019-298

Moved by: Paul Groulx

Seconded by: Marcel Cleroux

Be it resolved that the present meeting be opened at 6: 00 p.m

Carried

2. TECHNICAL AMENDEMENT TO THE AGENDA

2019-299

Moved by: Francyn Leblanc

Seconded by: Paul Groulx

Be it resolved that the Council procedures be temporarily suspended to add 2 items to the agenda :

- Item 10.1.3 - GR-031-2019 - Donation Request - Independent applicant Bernadette Sirois
- 12.4 - Speed signs in the Municipality

Carried

3. ADOPTION OF AGENDA

2019-300

Moved by: Paul Groulx

Seconded by: Marcel Cleroux

Be it resolved that the agenda be accepted, including the modifications made forthwith, as applicable

Carried

4. CLOSED SESSION

2019-301

Moved by: Francyn Leblanc

Seconded by: Paul Groulx

Be it resolved that the present meeting be adjourned for a closed session to address matters pertaining to Section 239 (2) (b) of the Municipal Act, 2001, S.O. 2001, chapter 25 to consider matters relating to:

1. Adoption of the minutes of the closed session of June 11th, 2019
2. Presentation of the Integrity Commissioner John Saywell to Council

Carried

2019-302

Moved by: Marcel Cleroux

Seconded by: Paul Groulx

Be it resolved that the closed session be ajourned at 6:55 to resume the regular meeting

Carried

5. DISCLOSURE OF INTEREST

6. DELEGATIONS

1. John Saywell, Integrity Commissioner - Public Presentation

7. MAYOR'S & COUNCILLORS MESSAGE

8. ADOPTION OF MINUTES OF PREVIOUS MEETING

2019-303

Moved by: Marcel Cleroux

Seconded by: Paul Groulx

Be it resolved that the minutes of the following meetings be adopted as presented:

1. Regular meeting of June 25th, 2019

Carried

9. MUNICIPAL ADOPTION OF THE RECOMMENDATIONS OF THE MUNICIPAL COUNCIL COMMITTEES

10. RECEIVING OF REPORTS FROM THE APPOINTED MUNICIPAL OFFICIALS

1. Management / Finance / Clerk's Office

- 10.1.1 GR-029-2019 - Changes related to the Smoke-free Ontario Act

2019-304

Moved by: Paul Groulx

Seconded by: Francyn Leblanc

Be it resolved that Council :

1) acknowledges receipt of the administrative report GR-029-2019 from the Clerk's office concerning changes in provincial tobacco regulations; AND

2) directs the administration to amend by-law 2016-030 in order to be in line with the provincial regulations.

Carried

- 10.1.2 GR-030-2019 - Council Meetings

2019-305

Moved by: Francyn Leblanc

Seconded by: Marcel Cleroux

Be it resolved that Council :

1) acknowledges receipt of the administrative report GR-030-2019 from the Clerk's office; ET

2) directs the administration to amend procedural by-law 2019-026 in order to reflect the proposed changes of July 9th, 2019 meeting

Carried

10.1.3 GR-031-2019 - Donation Request - Independant Applicant Bernadette Sirois

2019-306

Moved by: Francyn Leblanc

Seconded by: Paul Groulx

Be it resolved that Council :

1) acknowledges receipt of the administrative report GR-031-2019 from the Clerk's office; AND

2) accepts to donate 200\$ to defray certain costs associated with the needs of the film.

Carried

2. Recreation and Leisure Services

10.2.1 RL-024-2019 - J.R. Brisson Complex Cantine

2019-307

Moved by: Paul Groulx

Seconded by: Marcel Cleroux

Be it resolved that Council:

1) acknowledges receipt of the administrative report RL-024-2019 from the recreation and leisure manager; AND

2) agrees to close the canteen for the 2019-2020 season and directs the administration to renew agreements related to vending machines

Carried

10.2.2 RL-025-2019 - Free Hall Request - Comptoir Populaire Deguire

2019-308

Moved by: Francyn Leblanc

Seconded by: Marcel Cleroux

Be it resolved that Council:

1) acknowledges receipt of the administrative report RL-025-2019 from the recreation and leisure manager; AND

2) Accepts to offer, at no costs, half of the community hall of the Complex J.R. Brisson on December 22nd, 2019 from 10:30 am to 2 pm specifically for the event in appendix

Carried

10.2.3 RL-026-2019 - Free hall request - Fundraising for Marie-Paule Lefebvre et Bob Doré

2019-309

Moved by: Paul Groulx

Seconded by: Marcel Cleroux

Be it resolved that Council:

1) acknowledges receipt of the administrative report RL-026-2019 from the recreation and leisure manager; AND

2) Agrees to offer the community hall of the J.R. Brisson complex free of charge for a fundraiser for Marie-Paule Lefebvre and Bob Doré on August 22nd, 2019 from 4 to 9 pm.

Carried

3. Physical Services

4. Technical Services

10.4.1 TEC-016-2019 - B-031-2019 authorization request

2019-310

Moved by: Francyn Leblanc

Seconded by: Paul Groulx

Be it resolved that Council:

1) acknowledges receipt of the administrative report TEC-016-2019 from the planner, specifically the recommendations of the junior planner - consultant regarding the application for authorization affecting the land bearing the legal description : Plan HO Wood 1885 Lots 8 and 9, and with the address 656 Dollard Street, Russell County as submitted by the owner's agent, Mathieu Quesnel ; AND

2) accepts the application B-031-2019 as submitted and directs staff to confirm their approval with the UCPR

Carried

10.4.2 TEC-017-2019 - Part lot control removal application request

2019-311

Moved by: Marcel Cleroux

Seconded by: Paul Groulx

Be it resolved that Council:

1) acknowledges receipt of the administrative report TEC-017-2019 from the planner and accepts the request as submitted and directs staff to confirm approval with the UCPR;

Carried

10.4.3 TEC-018-2019 - Cassel Homelands Development Inc Plan of subdivision

2019-312

Moved by: Marcel Cleroux

Seconded by: Francyn Leblanc

Be it resolved that Council:

acknowledges receipt of the administrative report TEC-018-2019 from the planner and accepts that the UCPR will proceed with the preliminary approval of the project affecting Subdivision Plan application with file number 030-S-19-003 submitted by Cassel Homelands Development Inc. subject to the conditions set out in Appendix B of this report

Carried

5. Construction Department

6. Public Works and Maintenance

10.6.1 TP-006-2019 - Request for a 15 000\$ budget envelope for the installation of a storm sewer between Principale Street and Boisé road

2019-313

Moved by: Paul Groulx

Seconded by: Marcel Cleroux

Be it resolved that Council:

1) acknowledges receipt of the administrative report TP-006-2019 from the physical services manager;

AND

2) allocates an additional \$ 15 000 budget for the installation of a storm sewer between Principale street and Chemin du Boisé

Defeated

2019-314

Moved by: Francyn Leblanc

Seconded by: Paul Groulx

Be it resolved that Council :

directs the administration to report the \$ 15 000 budget envelope to the 2020 budget.

Carried

7. Community Safety and Fire Department

11. MUNICIPAL BY-LAWS

1. 2019-056 - To exempt certain lands from Part Lot Control, in Registered Plan 50M329, on Argile street, in the Village of Casselman and in the County of Russell

2019-315

Moved by: Paul Groulx

Seconded by: Marcel Cleroux

Be it resolved that By-Law no. 2019-056 to exempt certain lands from Part Lot Control, in Registered Plan 50M329, on Argile street, in the Village of Casselman be read and adopted in 1st, 2nd and 3rd reading.

Carried

2. 2019-057- To change the Municipal name from "Corporation of the Village of Casselman" to "Municipality of Casselman"

2019-316

Moved by: Francyn Leblanc

Seconded by: Marcel Cleroux

Be it resolved that By-Law no.

2019-057 to change the Municipal name from the "Corporation of the Village of Casselman" to "Municipality of Casselman" be read and adopted in 1st, 2nd and 3rd reading.

Carried

3. 2019-058 - To allow temporary borrowing for 2019 operations

2019-317

Moved by: Francyn Leblanc

Seconded by: Paul Groulx

Be it resolved that By-Law

no. 2019-058 to allow temporary borrowing for 2019 operations be read and adopted in 1st, 2nd and 3rd reading.

Carried

4. 2019-059 - Memorandum of Understanding with South Nation River Conservation - Maintenance of High Falls and Doran Park

2019-318

Moved by: Paul Groulx

Seconded by: Francyn Leblanc

Be it resolved that By-Law no. 2019-059 to adopt a memorandum of understanding with South Nation River Conservation for the maintenance of Doran and High Falls Park be read and adopted in 1st, 2nd and 3rd reading.

Carried

12. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

1. Francophonie Monument - Francyn Leblanc

2019-319

Moved by: Francyn Leblanc

Seconded by: Paul Groulx

Be it resolved that Council:

Directs the staff to take care of lawn mowing and maintenance of the trees at the monument of the Francophonie

Carried

2. Outdoor fire - Marcel Cl  roux

Mr. Cl  roux asked the Council about prohibiting campfire-type outdoor fires in the Municipality. The request was not supported.

3. Amateur Birding Project on Brisson Road

2019-320

Moved by: Francyn Leblanc

Seconded by: Marcel Cleroux

Be it resolve that this item be presented at a future meeting.

Carried

4. Speed signs in the Municipality

2019-321

Moved by: Francyn Leblanc

Seconded by: Paul Groulx

Be it resolved that Council :

Meets some members of the UCPR agricultural advisory committee in order to discuss a possible solution regarding access to agricultural machinery within the Municipality of Casselman.

Carried

13. OTHER BUSINESS

14. CORRESPONDENCE

2019-322

Moved by: Francyn Leblanc

Seconded by: Marcel Cleroux

Be it resolved that the correspondences listed on the agenda be received

1. Thank you Letter - J.R. Leger School of Adult Award Recipient
2. Thank you letter - École secondaire catholique de Casselman
3. South Nation Conservation - Fishing Camp
4. Support Letter - Mayor of Ottawa Jim Watson

Carried

15. QUESTION PERIOD FROM THE MEMBERS OF COUNCIL TO DEPARTMENT HEADS

16. QUESTION PERIOD RESERVED TO THE PUBLIC

17. NOTICE OF MOTION

1. Mr. Daniel Lafleur - No Council meeting during March break

2019-323

Moved by: Marcel Cleroux

Seconded by: Paul Groulx

Be it resolved that Council approves the notice of motion dated April 9th, 2019 in second reading from Mr. Daniel Lafleur proposing to not have Council meetings during the March Break.

Carried

2. Mr. Marcel Cl  roux -Modification to the pre-approved budget concerning the portables located at CEFEO (SEFA) on 750 Principale

2019-324

Moved by: Marcel Cleroux

Seconded by: Paul Groulx

Be it resolved that Council acknowledges reception of the notice of motion dated July 9th, 2019 from Mr. Marcel Cl  roux proposing not to demolish the portables located at the 750 Principale (SEFA). Part of the approved budget for this item (\$ 12 200) would be used to renovate the portable, especially outdoor.

The notice of motion will be presented has 2nd reading during a future Council meeting.

Carried

18. SCHEDULING OF MEETINGS

19. UPCOMING EVENTS

1. Saturday July 27th, 2019 - Casselman Volunteer Firefighter golf tournament
2. Thursday August 8th, 2019 - South Nation Conservation Golf Tournament

20. BY-LAW TO CONFIRM COUNCIL PROCEDURES

1. Bylaw 2019-060 to confirm council procedures of July 9th, 2019 meeting

2019-325

Moved by: Francyn Leblanc

Seconded by: Marcel Cleroux

Be it resolved that By-Law no. 2019-060 to confirm Council's proceedings at its meeting of July 9th, 2019 be read and adopted in 1st, 2nd and 3rd reading.

Carried

21. ADJOURNMENT

2019-326

Moved by: Francyn Leblanc

Seconded by: Marcel Cleroux

Be it resolved that the present meeting be adjourned at 8:35 p.m

Carried

Daniel Lafleur, Mayor

Sébastien Dion, Clerk

**Procès verbal
Assemblée mensuelle du lundi 3 juin 2019**

Présences	
Monique Castonguay	
Lynne Laflèche	
Guillaume Racine	
René Laflèche	
Francyn Leblanc	
Huguette Boulerice	
Josée Castonguay	
Jérémie Lavergne	
Daniel Lafleur	

Conseil d'administration de la bibliothèque publique de Casselman

	Ouverture de l'Assemblée publique et accueil des nouveaux membres	Numéro de la résolution 2019-066 Proposé par: René Laflèche Appuyé par: Guillaume Racine Qu'il soit résolu que la présente assemblée soit ouverte à 19 h.
2.	Déclaration de conflits d'intérêts s/o	Numéro de la résolution 2019-0 Proposé par:

Conseil d'administration de la bibliothèque publique de Casselman

		Appuyé par:
2.	Accueil des nouveaux membres Présentation de trois nouveaux membres Jérémie Lavergne, Huguette Boulgerice, Josée Castonguay et tour de table pour présentation.	Numéro de la résolution 2019-067 Proposé par : Guillaume Racine Appuyé par : René Laflèche Qu'il soit résolu d'accepter les 3 nouveaux membres Jérémie Lavergne, Huguette Boulgerice et Josée Castonguay au sein du conseil d'administration de la bibliothèque.
3.	Modification et adoption de l'ODJ 3.1 <u>Modifications à l'ordre du jour.</u>	Numéro de la résolution 2019-068 Proposé par: Francyn Leblanc Appuyé par: René Laflèche Qu'il soit résolu que l'ordre du jour soit accepté, incluant les modifications apportées séance tenante, le cas échéant Modification: • Accueil des nouveaux membres • Élire un ou une secrétaire d'assemblée.

Conseil d'administration de la bibliothèque publique de Casselman

	3.2 <u>Adoption des procès-verbaux des assemblées du 8 avril et du 13 mai 2019.</u>	Proposé par: Francyn Leblanc Appuyé par: René Laflèche Qu'il soit résolu que les procès-verbaux du 4 avril réunion mensuelle tenue le 8 avril 2019 et le 13 mai soient acceptés, incluant les modifications apportées séance tenante, le cas échéant.
4.	Élection d'un secrétaire d'assemblée au CA	Numéro de la résolution 2019-069 Proposé par: René Laflèche Appuyé par: Jérémie Lavergne Qu'il soit résolu que Josée Castonguay soit élue secrétaire du CA.
5.	Huis clos 5.1 <u>Évaluation de rendement pour la DG interimaire.</u> 5.2 <u>Objectifs pour l'année à venir de la DG.</u>	Numéro de la résolution 2019-065a Proposé par: René Laflèche Appuyé par: Francyn Leblanc Que la période de huis clos soit ouverte.

Conseil d'administration de la bibliothèque publique de Casselman

	5.3 <u>Fermeture du huis clos.</u>	Numéro de la résolution 2019-065b Proposé par: René Laflèche Appuyé par: Guillaume Racine Qu'il soit résolu que le huis clos soit ajourné à 19 h 26.
6.	Réception des rapports 6.1 <u>Présentation des rapports de la bibliothèque d'avril et mai 2019</u> • La bibliothèque sera fermée les 2, 3 et 4 juillet en raison du grand ménage des écoles. • Note : Francyn Leblanc a fait la visite de différentes bibliothèques. Elle fera un rapport avec des photos à la prochaine rencontre. 6.2 <u>Présentation du rapport financier d'avril</u>	Numéro de la résolution 2019-070a Proposé par: Huguette Boulgerice Appuyé par: Jérémie Lavergne Qu'il soit résolu que les rapports mensuels du 1er au 30 avril et du 1er au 31 mai 2019 de la bibliothèque soient adoptés incluant les modifications apportées séance tenante, le cas échéant.

Conseil d'administration de la bibliothèque publique de Casselman

2019 de la bibliothèque.

La question des redevances au CSDCEO pour le local de la bibliothèque a été soulevée.

- Les membres du CA ont demandé à Lynne d'envoyer une demande de quittance ou un rapport semblable à la bibliothèque au représentant Martin Lavigne surintendant des affaires au CSDCEO, étant donné que les factures annuelles ont cessé de nous parvenir.

6.3 Site Web et page Facebook

Lynne Lafèche DG a élaboré sur le nettoyage du site Web de la bibliothèque et sa mise à jour. Elle a aussi indiqué que les droits de gestion du compte Facebook de la bibliothèque ont été récupérés avec l'aide du trésorier René Lafèche.

- La demande de développer une politique de médias sociaux pour la bibliothèque a été faite.

Qu'il soit résolu que les rapports financiers du 1er au 30 avril 2019, soient acceptés incluant les modifications apportées séance tenante, le cas échéant.

6.4 Bibliothèques de rues

Monique Castonguay, présidente, a fait état de la responsabilité de la bibliothèque envers les bibliothèques de rues. Elle a fait part d'un cas de vandalisme où des usagers auraient pu se blesser sur du verre brisé. Il faudra penser à les repeindre et les réparer à l'occasion. Deux bénévoles seraient intéressées pour les fournir en livres; Lynne Lafèche fera le suivi. Une collaboration serait possible avec les élèves des différentes écoles pour recruter d'autres bénévoles et faire avancer ce dossier.

6.5 Politique de dons et Vente de livres

Une demande a été faite pour l'élaboration d'une politique de dons de livres. Deux bénévoles ont donné leur nom pour aider aux tâches pour la vente de livres 2019 au Complexe JR Brisson les 7, 8 et 9 juin. Monique Castonguay et Lynne

Conseil d'administration de la bibliothèque publique de Casselman

	Laflèche rencontreront des bénévoles au déjeuner le 4 juin pour recruter de la main d'oeuvre pour l'événement. Des membres du CA iront prêter main forte aussi. 6.6 Entretien et maintenance de la <u>bibliothèque</u> • La bibliothèque sera fermée les 2, 3, 4 juillet 2019 afin de faire le grand ménage et l'entretien de la bibliothèque (sofas, planchers et conduits d'air, etc.,...)	
7.	Affaires découlant des réunions précédentes 7.1 <u>Grille salariale</u>	Numéro de la résolution 2019-071 Proposé par: René Laflèche Appuyé par: Guillaume Racine Qu'il soit résolu que: le Conseil de bibliothèque adopte l'échelle salariale telle

Conseil d'administration de la bibliothèque publique de Casselman

7.2 <u>Élaboration du plan d'action</u> • Reporté à la prochaine réunion du 8 juillet prochain. 7.3 <u>Demande de financement supplémentaire à la Municipalité</u> Une demande de financement supplémentaire a été demandé à la municipalité afin d'équilibrer le budget 2019 de la bibliothèque en raison des dépenses occasionnées par le chevauchement de salaires durant la période du 1er avril au 10 mai 2019, et les frais imprévus de publicité dans le journal.	que proposée par le trésorier, incluant les modifications, le cas échéant. Numéro de la résolution 2019-072 Proposé par: Josée Castonguay Appuyé par: Guillaume Racine Qu'il soit résolu que: le Conseil de bibliothèque procède à une demande de révision de budget 2019 auprès du Conseil de la Municipalité du Village de Casselman afin de refléter une augmentation de ses dépenses occasionnées par l'embauche d'une employée intérimaire et les frais de publicité occasionnés par la dotation de
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Conseil d'administration de la bibliothèque publique de Casselman

		postes d'une employée au montant de 6 465\$
8.	Correspondance et nouvelles affaires 8.1 <u>Un don de 1 000\$ de l'école élémentaire catholique de Casselman a été reçu le soir de la réunion</u> • Pavillon St-Euphémie • Pavillon St-Paul 8.2 <u>Politique</u> Un rappel a été fait par la présidente sur les politiques à adopter afin de compléter un catalogue de base pour les opérations de la bibliothèque. La présidente a indiqué qu'elles seraient apportées quelques-unes à la fois pour adoption en trois lectures aux prochaines réunions mensuelles afin de progresser dans ce dossier.	

Conseil d'administration de la bibliothèque publique de Casselman

9.	Activités à venir 9.1 <u>Vente de livres usagés</u> • Vente aura lieu les vendredi 14 juin, samedi 15 juin dimanche 16 juin 2019 • La DG a souligné le grand besoin de bénévoles pour la tenue de cette activité à compter de jeudi pour placer les livres sur les tables. 9.2 <u>Fête des pères</u> • Activité le vendredi précédant la fête des pères (14 juin) entre 14 et 17 heures. 9.3 <u>Programme: On y va!</u> • La DG explique que l'équipe <i>On y va!</i> utilisera le local de la bibliothèque	

Conseil d'administration de la bibliothèque publique de Casselman

	pour promouvoir son programme. • Il y aura aussi une activité «Lis-moi une histoire» le mercredi matin.	
10.	Tour de table À la demande de la présidente, chaque membre s'est prononcé au sujet de la réunion du 3 juin.	
11.	Ajournement et prochaine assemblée le 8 juillet 2019 à 18 h 30.	Numéro de la résolution 2019-073 Proposé par: Francyn Leblanc Appuyé par: Huguette Boulgerice Qu'il soit résolu que la présente assemblée soit ajournée à 21 h 23.

Conseil d'administration de la bibliothèque publique de Casselman

Le 8 juillet 2019 Monsieur M. Pastor Jones, président

Le 8 juillet 2019 Lyne Laplante, D.G.

 Municipalité de Casselman		N° du rapport GR-032-2019
		N° du dossier
Sujet :	Amendement au règlement 2006-182 sur la circulation et le stationnement	
Date de l'ordre du jour:	Le 27 août 2019	
Annexes:	A- Route proposée pour les machineries agricoles B – Annexe AVII du règlement 2006-182 (Liste des rues permises présentement aux véhicules agricoles)	

RECOMMANDATION

- 1. Que le Conseil de la municipalité de Casselman accuse réception du rapport administratif GR-032-2019 concernant une proposition d'amendement au règlement 2006-182 sur la circulation et le stationnement dans la municipalité de Casselman; ET**
- 2. Dirige l'administration à amender le règlement 2006-182.**

CONTEXTE

En juin 2019, le Conseil de la municipalité de Casselman a refusé la demande du comité consultatif de l'agriculture de Prescott Russell de retirer les ralentisseurs de trafic sur la rue Principale à Casselman. Présentement, le règlement en vigueur sur la circulation et le stationnement dans la municipalité de Casselman permet aux machineries agricoles d'utiliser la rue Principale et autres rues.

ANALYSE

Une route alternative est proposée.

IMPLICATIONS FINANCIÈRES ET IMPACT SUR LES EFFECTIFS

Cet item est inclus dans le budget courant approuvé : S/O

Cet item est à l'intérieur du montant budgété:
Montant total budgété en 2019 S/O

Montant du budget disponible S/O

ALTERNATIVE

Le Conseil peut toujours refuser la proposition d'amendement, ajouter des restrictions et/ou proposer un chemin plus adéquat pour les machineries agricoles.

Préparé par :

**Révisé et approuvé
pour la considération
du Conseil par :**

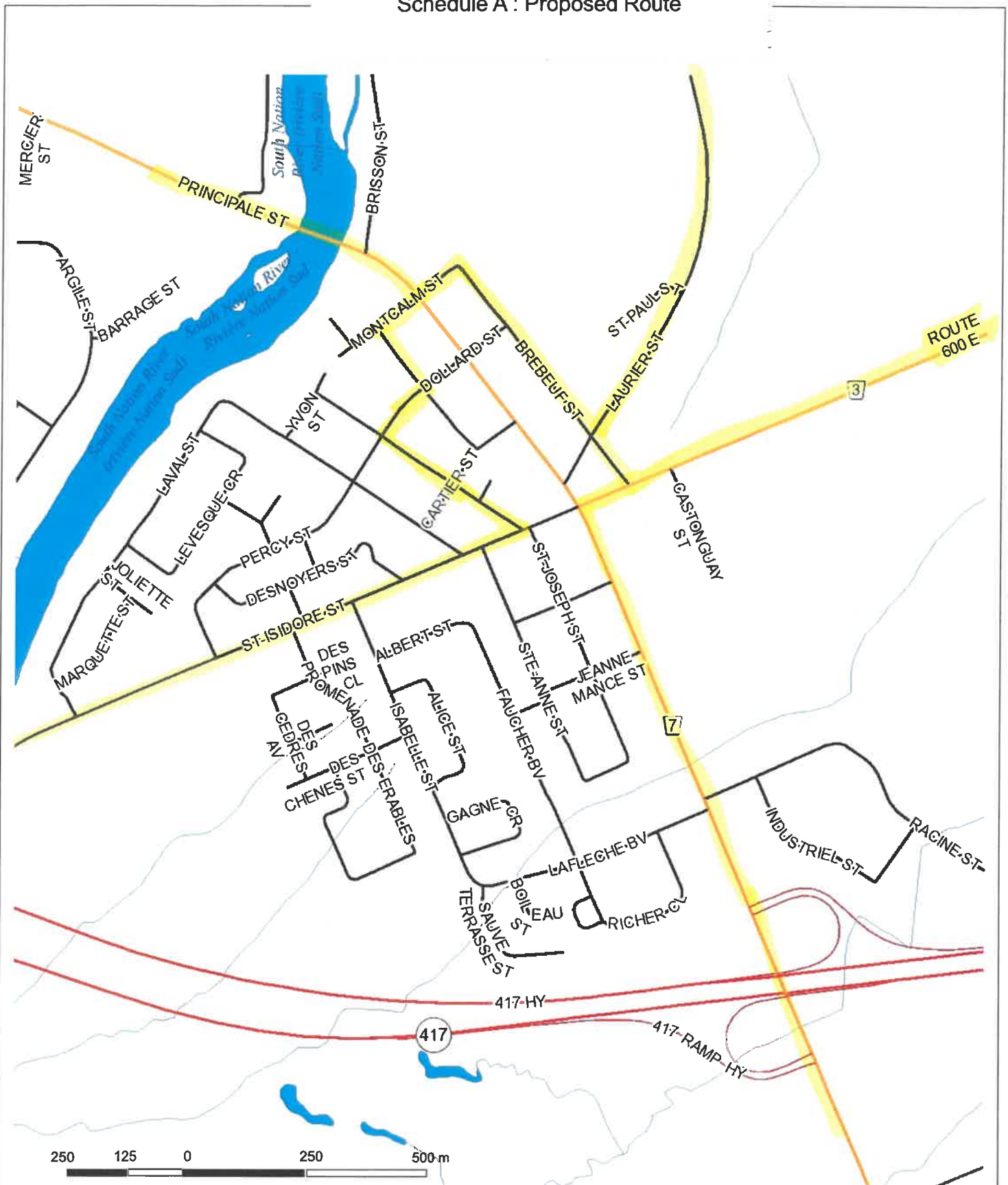


Sébastien Dion
Greffier



Linda Desjardins-Bergeron, CPA, CGA
Administratrice en Chef

Annexe A : Route Proposée Schedule A : Proposed Route



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August 2, 2019
10:28:17 AM

Prescott & Russell

BY-LAW NUMBER 2006-182, Entitled a by-law to regulate traffic and parking on the highways within the Village of Casselman.

THE CORPORATION OF THE VILLAGE OF CASSELMAN

BY-LAW NO. 2006 - 182

SCHEDULE AVIII@

FARM TRACTOR AND OVER DIMENSIONAL FARM VEHICLE

Section 36

Column 1 Highway	Column 2 Side	Column 3 Between	Column 4 Permitted Times or days
Principale Street	Both	All Street	all times
St-Isidore Road	Both	All Road	all times
St-Joseph Street	Both	St-Isidore Road and Dollard Street	all times
Cartier Street	Both	St-Joseph Street and St-Jean Street	all times
St-Jean Street	Both	Cartier Street and Dollard Street	all times
Dollard Street	Both	St-Joseph Street and	all times

BY-LAW NUMBER 2006-182, Entitled a by-law to regulate traffic and parking on the highways within the Village of Casselman.

		Principale Street	
Laurier Street	Both	All Street	all times
Brébeuf Street	Both	Montcalm Street and St-Isidore Road	all times

This is Schedule @VIII A to by-law 2006-182, dated March 27, 2007.

Conrad Lamadeleine, Mayor

Gilles Lortie, A.M.C.T., Clerk

 Municipalité de Casselman		N° du rapport GR-033-2019
		N° du dossier
Sujet :	Appel d'offre - Assurances municipales	
Date de l'ordre du jour:	Le 27 août 2019	
Annexes:	A- Appel d'offre 2019-003	

RECOMMANDATION

- 1. Que le Conseil de la Municipalité de Casselman accuse réception du rapport administratif GR-033-2019 concernant les critères de l'appel d'offre des assurances municipales ; ET**
- 2. Approuve les critères d'évaluation et de procédure de l'appel d'offre RFP-2019-003.**

CONTEXTE

L'évaluation des critères et la procédure à employer pour l'appel d'offre présent doit être approuvé par le Conseil municipal. La prime annuelle était 121 672\$ en 2018-19 et 111 827\$ en 2017-18 avec Frank Cowan Company par l'entremise de R. Paquette Assurance.

ANALYSE

Voici quelques points importants au niveau de l'appel d'offre proposé :

- 1) La totalité de l'appel d'offre sera envoyé aux trois compagnies locales suivante : Co-operators, MLS et R. Paquette. Les autres compagnies intéressées devront obtenir les documents pertinents à l'appel d'offre en contactant le bureau de la greffe de la municipalité de Casselman.
- 2) Le contrat est d'une durée d'un an soit du 23 octobre 2019 au 23 octobre 2020. Ce contrat est renouvelable basé sur une performance et un service satisfaisant.
- 3) Voici le calendrier des événements proposés :
 - 29 août 2019 : affichage public de l'appel d'offre.
 - 26 septembre 2019 : dernière journée pour poser des questions à l'administration.
 - 30 septembre 2019 à 14 h 59 : date et heure limite pour déposer une soumission. Les documents doivent être reçu avant 15 h 00.
 - Le 22 octobre 2019 ou avant : sélection de la firme gagnante par le Conseil municipal.
- 4) Les candidats seront évalués d'après les différents critères. Le prix est le critère principal.

IMPLICATIONS FINANCIÈRES ET IMPACT SUR LES EFFECTIFS

Cet item est inclus dans le budget courant approuvé : S/O

Cet item est à l'intérieur du montant budgété:
Montant total budgété en 2019 S/O

Montant du budget disponible S/O

ALTERNATIVE

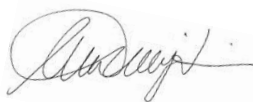
Le Conseil peut toujours refuser certains critères de l'appel pour en proposer d'autres. Le Conseil peut aussi refuser d'aller en appel d'offre et demander un renouvellement.

Préparé par :



**Sébastien Dion
Greffier**

**Révisé et approuvé
pour la considération
du Conseil par :**



**Linda Desjardins-Bergeron, CPA, CGA
Administratrice en Chef**



GENERAL INSURANCE AND RISK MANAGEMENT SERVICES PROGRAM 2019

Proposals will be received not later than:
2:59 P.M. LOCAL TIME
September 30th, 2019

Addressed to: 751 St.Jean Street
Casselman, K0A 2M0,
Ontario, Canada

For providing a General Insurance and Risk Management Program for the
Municipality of Casselman and Casselman Public Library Board

Term: October 23, 2019 to October 23, 2020

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1.0 GENERAL TERMS AND CONDITIONS

Part 1 of this proposal document sets out a Summary of Requirements and outlines the General Terms and Conditions.

The Municipality of Casselman and Casselman Public Library Board shall hereby be referred to as the "Municipality" throughout this document.

1.1 Purpose

The Municipality is in the process of selecting an Insurer to provide insurance and risk management services in the areas contained within this Request for Proposal.

Through this Request for Proposal, the Municipality seeks to:

- Specify the terms and conditions that would govern any resulting policy
- Select the successful proponent, if any

This Request for Proposal states the instructions for submitting proposals, and the procedures and criteria by which the successful proponent will be selected.

1.2 Proposal Submissions

Please contact the Clerk's office in order to receive the package which includes valuable documents such as the municipal property list, the automobile fleet schedule and other documents.

Any change notices, appendices and addenda issued for this Request for Proposal shall be considered part of this proposal document.

Proposal submissions are to be submitted using a two envelope method, in which bids are received in two separate envelopes. The first envelope consists of the price information and the second envelope consists of technical and qualitative information.

The first envelope is to consist of one (1) copy of the Cost Proposal (Appendix A). The second sealed envelope is to consist of one (1) original and two (2) copies of the Technical Proposal. Both the Cost Proposal envelope and Technical Proposal envelope should be submitted together in a sealed package. Fax proposals are not acceptable.

Proposals will not be accepted after the closing date and time. All proposals shall become the property of the Municipality. It is the responsibility of each proponent to submit all required documents as outlined in this Request for Proposal. Failure to quote on all options set out will disqualify your proposal.

1.3 Irrevocable Offer

The proponent hereby acknowledges that offers contained within your response to this Request for Proposal shall remain open for acceptance by the Municipality for a period of not less than thirty (30) days from the closing date of this Request for Proposal following the closing date and time specified in Section 1.6 and 1.7.

1.4 Proposal Costs

The Municipality is not liable for any costs incurred by Brokers or Insurers in preparing responses to this Request for Proposal or for any work performed prior to official appointment by the Municipality.

1.5 Municipal Contact for Request for Proposal

It shall be the proponent's responsibility to clarify any points in question with the Clerks Office of the Municipality of Casselman and Casselman Public Library Board prior to submitting the proposal. Responses to inquiries will be forwarded to all proponents. Inquiries should be directed to:

Name: Sébastien Dion

Title: Clerk

Address: 751 St.Jean

Telephone: 613-764-3139 ext. 515

Fax: 613-764-5709

Email address: sdion@casselman.ca

If a proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, it must notify the Municipality immediately in writing.

Any revision to this Request for Proposal will be issued as an addendum to all proponents.

1.6 Schedule of Events

The following schedule is provided for planning purposes only. The Municipality may alter this schedule at any time and accepts no responsibility for adherence to this schedule:

Issue of Request for Proposal – August 29th, 2019

Inquiries Up To – September 26th, 2019

Due Date for Submission of Proposal – September 30th, 2019

Proponent Selected – On or before October 22nd, 2019

1.7 Opening

Proposals will only be received by:

Name: Sébastien Dion

Title: Clerk

Address: 751 St. Jean, Casselman, K0A 2M0

Telephone: 613-764-3139 ext.515

Fax: 613-764-5709

Copies of your proposal must be received in the Clerk's Office no later than 2:59 P.M. local time, September 30th, 2019.

Proposals will be signed by an official authorized to bind the Brokers and Insurers and will provide the name(s), title(s), address and telephone number of the individual(s) to be contacted during the evaluation process.

Proposals received later than the specified closing date and time will be returned unopened to the proponent.

As this is a proposal document for which a number of criteria will be evaluated, only the price and the names of the proponents who have submitted a proposal will be identified at the opening. The administration will then validate and evaluate the proposals and submit a recommendation to Council.

1.8 Selection Process

The Municipality will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated.

Selection

The General Insurance and Risk Management Services Program will be selected based upon evaluation criteria developed by the Municipality which in its sole discretion will determine the manner in which each response to this Request for Proposal meets the evaluation criteria.

Evaluation Criteria

Each response to this Request for Proposal will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposal, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered will include, but not necessarily be limited to:

1. Coverage and Completeness of Submission 20%

- Responsiveness to the Request for Proposal requirements as demonstrated by the proponent's ability to provide all of the coverages specified, and other innovative coverage solutions as well as all other details requested in this proposal document. The proposal will be awarded to one firm only.

2. Experience, Financial Stability and References 10%

- Demonstrated participation in public sector issues, trends and legislation.
- The Proponent's experience in providing insurance to municipalities.
- References Submitted
- The Insurers' financial strength and long-term viability, including financial statements of Insurers, and duration of participation on Public Entity risks.

3. Services Offered 15%

a) Risk Management Services

- Property inspections, asset valuations
- Risk hazard assessments, including cyber assessments and road reviews
- Contract reviews and consultation
- Provision of ongoing training and seminars
- Policy and procedural audits
- Access to on-line reference library of Risk Management resources
- Ability to provide innovative programs for weather monitoring and other risk reducing techniques
- Dedicated team experienced in providing Risk Management and Inspection Services

For each service, indicate any additional costs required.

b) Claims Management Services

- Canadian in-house provision of claims services with authority to settle most municipal claims
- Use of local adjusters and legal resources with access to subject matter legal expertise
- On-line access to claim status and activity
- Provision of periodic claim summaries

Indicate any additional cost required for these services.

4. Price 55% (Appendix A)

5. Interview (optional – additional 10%)

- Depending on the initial evaluation, a short list may be selected to meet with the Municipality to discuss their proposal in detail. It is expected that no more than two (2) representatives would provide a presentation on behalf of their firm(s) including the account executive who will be assigned to the Municipality of Casselman and Casselman Public Library Board.

1.9 Rejection of Proposals

The Municipality reserves the right to reject any and/or all proposals received. The Municipality is not under any obligation to award a contract and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal do not constitute acceptance of any proposal.

1.10 Confidentiality

The Municipality and the proponent agree that the content of each response to this Request for Proposal will be held in the strictest confidence, and details of any response will not be discussed with any other party. By submitting a response to this Request for Proposal, each proponent, broker and insurer agrees not to disclose at any time. Only information subject to the Freedom of Information and Privacy Act may be disclosed. The Municipality agrees to notify the proponent should a request for information be received.

1.11 Term of Agreement

The successful proponent will provide services to and arrange insurance for the Municipality for the upcoming policy term, from October 23, 2019 to October 23, 2020. Based on satisfactory performance and service, subsequent renewals may be granted.

1.12 Claims Adjuster

The Municipality, together with the Insurer, may appoint an independent adjuster to handle all or any of the claims.

1.13 Coverage

Details of the Municipality's required coverage and deductibles are set out in the Coverage Specifications Section. The following highlights some of the key requirements:

Tax: All Premiums shown shall be actual premiums, exclusive of Harmonized Sales Tax (HST), which shall be additional to premiums shown.

Subscription Identification: If more than one Insurer is proposed for a selected coverage, each Insurer and percentage of subscription is to be identified for each class of insurance and the proponent must warrant that all subscriptions are firm authorizations. As well, all Liability insurance, including Municipal Liability, Errors and Omissions Liability, Non-Owned Automobile and Environmental Liability must be placed with the same General Insurance Company.

Wordings: Insurers may quote on their own wordings as long as all conditions are met by the wordings. The Municipality will require that original specimen wordings must accompany the proposal showing all Terms, Conditions and Exclusions. It is mandatory that deviations from the coverage requested be outlined in full in a separate section, marked "Deviations".

Claims Made: The Errors and Omissions Liability and the Environmental Liability policies are to be written on a claims made form.

Assignment/Transfer: The successful proponent will not assign or transfer any portion of the proposal submitted and subsequently accepted without receiving prior approval to do so by the Municipality.

Coverages: At any time of this Agreement the Municipality reserves the right to increase coverage for insurance purposes, or to add additional items to the respective policies or to increase or decrease deductibles, all of which would be subject to increases/decreases to premium costs. If coverages exceed those set out in the "Coverage Requirements", proponents must include a separate Program Options section to their submission outlining enhancements and costs associated.

1.14 Reservation of Right

Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Municipality. The proponent shall have the right to withdraw a proposal once it has been submitted if the request is done by writing to the Clerk's office. Once withdrawn, the proponent can't submit another proposal.

The lowest or any proposal will not necessarily be accepted.

1.15 Governing Law

Any contract resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province.

1.16 Cancellation

All insurance policies will include a ninety (90) day written notice of cancellation by the Insurer, unless otherwise noted and agreed to by the Insured.

2.0 SERVICE REQUIREMENTS

Please provide responses to the following in the order presented.

2.1 Proponent/Brokerage Responsibilities

Brokers and Insurers must provide evidence of long-term strength and viability, flexibility to react to the changing insurance needs of the Municipality, but have the ability to anticipate the Municipality's needs and respond with innovative solutions. Brokers must have access to appropriate insurance markets.

Each Insurer is asked to provide evidence of long-term financial strength and viability including:

1. Financial statements
2. AM Best rating

Please confirm your organization is licensed and in good standing to operate as an insurance broker in the Province of Ontario.

Brokers and insurers must provide evidence of municipal experience including your familiarity with operations and associated risks as well as demonstrated comprehensive knowledge of legislation governing municipal operations.

Outline the Account Management Team you propose to assemble to service the needs of the Municipality including the qualifications and functions of each team member. Include the locations of the proposed servicing office and methods by which the Municipality will be able to interact with the proposed servicing office.

Provide a list of current municipal clients of similar size, exposures and scope of operations to the Municipality of Casselman and Casselman Public Library Board in your proposal. Please include a list of three (3) references including contact names, addresses and phone numbers.

Members of the Account Management Team will attend such meetings as are called to discuss their work and shall provide such information as requested which will enhance the understanding of the Municipality concerning matters pertaining to insurance and Risk Management Services.

2.2 Risk Management Services

The Municipality is interested in receiving risk management services. Include in your response details regarding the following: (provide a response for each point, or indicate “not available”):

1. A profile for each member of your risk management team and their municipal expertise
2. Outline your experience providing their following to municipalities:
 - a. Seminars
 - b. Joint presentations to municipal association audiences
 - c. Risk inspection services including evaluations, your evaluation method should be included
 - d. Contract reviews
 - e. Describe any other risk management services you are currently providing to municipalities

Indicate any advisory services which are included in the premium, and those which are provided on a fee for service basis.

2.3 Claims Management Services

Include in your response details regarding the following:
(provide a response for each point, or indicate “not available”):

Describe in detail how claims for the Municipality will be handled.

Provide an overview of the Claims Management Plan that your organization would use.

Outline the claims handling procedure that would be implemented to standardize this process in a multi-site operation.

Discuss the use of adjusters, legal representatives, the handling of sensitive claims and education.

Advise if there is a dedicated claims management team and briefly describe their experience.

Is direct access to the claims team available?

Do you utilize a Third Party Claims Administrator? If yes, identify the firm used and if they have claims settling authority.

Indicate any advisory services which are included in the premium, and those which are provided on a fee for service basis.

3.0 COVERAGE SPECIFICATIONS

Coverage requirements for policies are outlined on the following pages:

- Municipal Liability Insurance
- Errors and Omissions Liability Insurance
- Non-Owned Automobile Insurance
- Environmental Liability Insurance
- Crime Insurance
- Volunteers Accident Insurance
- Conflict of Interest Insurance
- Legal Expense Insurance
- Property Insurance
- Equipment Breakdown Insurance
- Automobile Fleet Insurance
- Facility User Program

Limits may be a combination of Primary and Excess coverage

Please refer to insurance contract for all limits, terms, conditions and exclusions that apply.

3.1 Municipal Liability Insurance (OCCURRENCE FORM)

NAMED INSURED:

Municipality of Casselman and Casselman Public Library Board and Casselman Arena Board

DESCRIPTION:

Insures all operations of the Municipality against claims arising from bodily injury, property damage, personal injury.

LIMITS OF PROTECTION PER OCCURRENCE:

- \$ 20,000,000. any one liability claim with no annual aggregate.
- \$ 250,000. Wrongful Dismissal (legal expense – Claims Made) Limit per claim.
- \$ 250,000. Annual Aggregate Limit.
- \$ 50,000. Voluntary Medical Payments per Person and \$ 50,000 per Accident
- \$ 50,000. Voluntary Property Damage Per Occurrence and \$ 50,000 Annual Aggregate
- \$ 50,000. Voluntary Compensation – Employees per Person and \$ 250,000 Annual Aggregate
- \$ 1,000,000. Forest Fire Expense Limit and \$ 1,000,000 Annual Aggregate

DEDUCTIBLE:

- \$ 10,000. Third Party Claims Deductible (including expenses).
- \$ 10,000. Sewer Backup per Claimant Deductible (including expenses).
- \$ 5,000. Wrongful Dismissal Deductible.
- \$ Nil. Forest Fire Expense Deductible

Deductible may be a deductible and reimbursement clause (including expenses) refer to policy wordings.

POLICY COVERAGE AND CONDITIONS:

- Bodily injury including assault and battery coverage
- Property damage
- Personal injury
- No General Aggregate
- Broad definition of insured applies, including: Councillors, Employees, Statutory Officers, Firefighters, Volunteers, Boards, Commissions and Committees.
- Cross Liability included
- Employers' Liability
- Contractual Liability
- Liquor Liability
- No Products and Completed Operations Aggregate.
- Professional Liability (including Medical Malpractice) on an occurrence basis
- Blanket Tenants' Legal Liability
- No exclusion for sexual, physical or mental abuse applicable to the entity
- Coverage applies Worldwide
- Malpractice Liability
- Watercraft Liability
- Sewer Backup Liability

EXCLUSION ENDORSEMENT: All ownership, premises, maintenance, use or operation of: Casselman Dam

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.2 Errors and Omissions Liability Insurance (CLAIMS MADE POLICY)

NAMED INSURED:

Municipality of Casselman and Casselman Public Library Board and Casselman Arena Board

DESCRIPTION:

Protects the Municipality from liability imposed upon it by a court of civil law, for compensatory damages because of a wrongful act causing financial loss to a third party.

LIMITS OF PROTECTION PER CLAIM:

\$ 20,000,000. any one claim with no annual aggregate.

DEDUCTIBLE,

\$ 10,000

Deductible may be a deductible and reimbursement clause (including expenses) refer to policy wordings.

POLICY COVERAGE AND CONDITIONS:

- Broad form definition of Insured applies including: Councillors, Employees, Statutory Officers, Firefighters, Volunteers, Boards, Commissions and Committees.
- Administration of Employee Benefits Programs included to the full policy limit
- Defence costs over above Limit of Protection
- Coverage applies Worldwide.

EXCLUSION ENDORSEMENT: All ownership, premises, maintenance, use or operation of: Casselman Dam

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.3 Non-Owned Automobile Insurance

NAMED INSURED:

Municipality of Casselman and Casselman Public Library Board and Casselman Arena Board

DESCRIPTION:

Provides legal liability protection against claims arising out of accidents involving vehicles not owned by the Municipality, but being operated on their behalf. Coverage is provided as per the Statutory Non-Owned Automobile policy.

LIMITS OF PROTECTION PER OCCURRENCE:

\$ 20,000,000. any one liability claim, with no annual aggregate

\$ 250,000. SEF 94 Legal Liability (Physical Damage) to Hired/Rented Automobile – All Perils

DEDUCTIBLE:

\$ 500. SEF No. 94

POLICY COVERAGE AND CONDITIONS:

- Provides legal liability protection against claims arising out of accidents involving vehicles not owned by the Insured but being operated on their behalf. Coverage is provided as per the Statutory Non-Owned Automobile policy.
- Physical Damage insures the legal liability of the Insured for damage to vehicles not owned by them.
- This stand-alone policy includes the standard Non-Owned Automobile endorsements in the base wording:
S.E.F. 96 (Contractual Liability) and S.E.F. 99 (Long Term Lease Exclusion)
- Broad form definition of Insured applies including: Councillors, Employees, Statutory Officers, Firefighters, Volunteers, Boards, Commissions and Committees.

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.4 Environmental Liability Insurance (CLAIMS MADE POLICY)

NAMED INSURED:

Municipality of Casselman and Casselman Public Library Board and Casselman Arena Board

DESCRIPTION:

Protects the municipality from environmental liability for claims for Third Party bodily injury, and property damage resulting from pollution conditions on or migrating from premises owned or occupied by the Insured that are discovered and reported during the policy period.

LIMIT OF PROTECTION PER CLAIM:

\$ 3,000,000. any one liability claim
\$ 4,000,000. annual aggregate

SELF-INSURED RETENTION:

\$ 10,000.

POLICY COVERAGE AND CONDITIONS:

- Broad form definition of Insured applies, including: Councillors, Employees, Statutory Officers, Firefighters, Volunteers, Boards, Commissions and Committees.
- Broad definition of Environmental Impairment applies.
- Coverage is included for sudden and accidental events and for liability resulting from events that occur gradually and over a period of time.
- Separate limits of liability apply specifically to this coverage including a Limit per Occurrence and an Annual Aggregate Limit.
- Coverage is included for liability arising out of the escape of contaminants from properties previously owned, leased or operated by the municipality.
- Coverage is included for impairment caused by owned watercraft.
- Coverage applies worldwide.
- No exclusion for landfill sites, open or closed.
- No exclusion or limitation for fuel tanks, above or underground.

EXCLUSION ENDORSEMENT: All ownership, premises, maintenance, use or operation of:
Casselman Dam

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.5 Crime Insurance

NAMED INSURED:

Municipality of Casselman and Casselman Public Library Board and Casselman Arena Board

DESCRIPTION:

Provides protection to the municipality for the loss of money, securities and other property through the fraudulent or dishonest acts of employees and others.

LIMITS OF PROTECTION:

Employee Dishonesty-Form A (Commercial Blanket Bond)	\$ 1,000,000.
Loss Inside Premises (Broad Form Money and Securities)	\$ 300,000
Loss Outside Premises (Broad Form Money and Securities)	\$ 300,000
Money Orders & Counterfeit Paper Currency	\$ 200,000
Forgery & Alteration (Depositors Forgery)	\$ 1,000,000
Audit Expense	\$ 200,000.
Computer and Transfer Fraud	\$ 200,000.

DEDUCTIBLE:

No deductible applies.

POLICY COVERAGE AND CONDITIONS:

Comprehensive Dishonesty, Disappearance and Destruction policy includes:

- Definition of "messenger" is extended to include persons not compensated
- The definition of "employee" is extended to include all persons holding positions in the municipality's service who are not compensated, and includes members of Council, members of all Boards, Commissions and Committees appointed by and under Council's jurisdiction.
- Computer and Transfer Fraud includes voice computer toll fraud.

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.6 Volunteers' Accident Insurance

NAMED INSURED:
Municipality of Casselman and Casselman Public Library Board and Casselman Arena Board

DESCRIPTION:

This policy provides accident insurance coverage for the benefit of the Insured's volunteers.

LIMITS OF PROTECTION:

Schedule of Benefits (on Duty):

Accidental Injury, Death & Dismemberment	\$	50,000.
Paralysis	\$	100,000.
Weekly Income – Total Loss of Time	\$	500.
Weekly Income – Partial Loss of Time	\$	250.

DEDUCTIBLE: NIL.

POLICY COVERAGE AND CONDITIONS:

- Coverage applies while the individual is acting within the scope of their duties, including all travel required.
- An aggregate limit is only applicable if more than one volunteer is involved in the same accident.
- Coverage applies to Volunteers 80 years of age or under.
- Weekly indemnity for Total Loss of Time is payable for up to 52 weeks.
- Schedule of Dismemberment Benefits payable as set out in the policy.
- Dental Expenses are included up to \$5,000.
- Occupational Retraining Expenses are included up to \$15,000.
- Repatriation Expenses are included up to \$15,000.
- Dependent Children's Education is included up to \$10,000.
- Dependent Children's Day Care is included up to \$10,000.
- Spousal Occupational Training included up to \$15,000.
- Transportation/Accommodation expenses included up to \$1,500.
- Home Alteration and Vehicle Modification expenses up to \$15,000.
- Seat Belt Dividend up to \$5,000.
- Funeral expenses are included up to \$10,000.
- Identification Benefit up to \$5,000.
- Eyeglasses, Contact Lenses & Hearing Aids up to \$3,000.
- Convalescence Benefit
- Workplace Modification Benefit up to \$5,000.

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.7 Conflict of Interest Insurance

NAMED INSURED:

Municipality of Casselman and Casselman Public Library Board and Casselman Arena Board

DESCRIPTION:

This policy provides for the reimbursement of legal fees and expenses incurred by the elected or appointed members of Council who are charged under the Municipal Conflict of Interest Act, [or other applicable Statute title(s) in Provinces other than Ontario] provided that the court finds:

- that there has been no contravention, or
- contravention has occurred by reason of inadvertence, remoteness, or insignificance, or
- contravention has occurred by reason of a bona fide error in judgement.

LIMITS OF PROTECTION:

Coverage is provided for 100% of legal fees and disbursements up to a maximum limit of \$ 100,000. in respect of each individual Insured's claim.

POLICY COVERAGE AND CONDITIONS:

- Coverage is provided in respect of each individual Insured's claim up to the maximum limit.
- Separate limit of insurance applies.
- No annual aggregate limit applies.
- Coverage is extended to include any member of a Board, Commission or Committee of the Insured as defined by the Municipal Conflict of Interest Act.
- Coverage is also included for any subsequent proceedings under the Act.
- The Insured is able to select and instruct legal counsel with no intervention by the Insurer.

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.8 Legal Expense Insurance

NAMED INSURED:

Municipality of Casselman and Casselman Public Library Board

DESCRIPTION:

This policy provides for payments as costs are incurred (up to Limit of Insurance and Aggregate Limit) of legal defence costs incurred by the insured for:

- Provincial statute or regulation (including human rights tribunals) ;
- Criminal code coverage when being investigated or prosecuted. Coverage is applicable whether pleading guilty or a verdict of guilt is declared;
- Civil action for failure to comply under privacy legislation;
- Civil action when an Insured is a trustee of a pension fund for the Named Insured's employees

In addition to the Base Coverage, coverage is included for:

- Unlimited Telephone Legal Advice and access to Specialized Legal Representation in event of legal disputes.

LIMIT OF PROTECTION:

- Coverage is provided for 100% of legal fees and disbursements up to \$ 100,000 subject to an annual aggregate for all claims of \$ 500,000.

Optional Coverages may include the following (if specified in Limit of Protection):

- Contract Disputes and Debt Recovery;
- Statutory License Protection;
- Property Protection;
- Tax Protection.

Appeals

Legal costs for appeals are covered for Legal Defence Costs and any Optional Coverage purchased.

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.9 Property Insurance

NAMED INSURED:

Municipality of Casselman and Casselman Public Library Board and Casselman Arena Board

DESCRIPTION:

This policy provides "All Risk" coverage to protect the Municipality's assets from direct physical loss or damage. Coverage is provided on a blanket basis unless otherwise indicated.

LIMITS OF INSURANCE:

Total Sum Insured	\$ 39,568,900
Valuable Papers	\$ 500,000.
Accounts Receivable	\$ 500,000.
Extra Expense	\$ 500,000.
Rent or Rental Value Form	\$ 500,000.
Master Key	\$ 25,000
Personal Effects	\$ 5,000 per Person and \$ 25,000 per Occurrence

DEDUCTIBLE: \$ 10,000

POLICY COVERAGE AND CONDITIONS:

- Broad Definition of property insured
- No co-insurance or margins clause
- Insured is not required to provide a signed statement of values and policy does not contain a stated amount clause.
- Replacement cost coverage provided
- Worldwide coverage included
- Replacement on same site not required
- No restriction on property in transit and coverage is provided to policy limit
- Permission is granted: to make additions, alternations and repairs, to keep and use materials as usual and necessary to the Insured's business.
- Unlicensed Equipment (e.g. Contractors Equipment): Automatically includes Replacement Cost as the basis of settlement regardless of age. This can be amended to an Actual Cash Value (ACV) or Valued basis if required (applicable only if the Insured owns the unlicensed equipment).
- Two Deductible Clauses: A standard Deductible Clause and a Dual Policy Deductible Clause. The Dual Policy Deductible clause states how a deductible will be applied when there is both an automobile policy and a property policy involved in the same loss (when both policies are written with the same company).
- Flood and Earthquake coverage are available.
- Numerous Supplemental and Extensions included.

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.10 Equipment Breakdown Insurance (TechAdvantage)

NAMED INSURED:

Municipality of Casselman and Casselman Public Library Board and Casselman Arena Board

DESCRIPTION:

Coverage is extended to pay for:

Property Damage: The cost to repair or replace damaged equipment or other covered property, including computers, due to a covered accident.

Business Income The loss of business income due to an interruption caused by a covered accident from the date of loss until such equipment is repaired or replaced or could have been repaired or replaced plus additional time to allow your business to become fully operational.

Extra Expense: Additional costs (e.g., equipment rental) you incur after a covered loss to maintain normal operations.

Expediting Expenses: The cost of temporary repairs or to expedite permanent repairs to restore business operations.

Service Interruption: Business income and extra expense resulting from a breakdown of equipment owned by a supplier with whom the Insured has a contract to supply a service. If there is no contract, the equipment must be within 1000 metres of the location.

Data Restoration: The restoration of data that is lost or damaged due to a covered loss.

Demolition: Building demolition and rebuilding required by building laws.

Ordinance or law: The additional costs (other than demolition) to comply with building laws or codes.

Other Coverage: Spoilage, Hazardous Substances, Ammonia, Water damage, Professional Fees, Errors and Omissions, Newly Acquired Locations, Civil Authority or Denial of Access

Coverage Description	(\$) Deductibles / Waiting Period	(\$) Limit of Insurance
Direct Damage	5,000	50,000,000
Loss of Arena Revenues	24 Hours	Per Accident 2,000 Daily Indemnity 150,000 Total limit of
Extra Expense		500,000
Spoilage		50,000
Expediting Expense		Included
Hazardous Substances		500,000
Ammonia Contamination		500,000
Water Damage		500,000
Professional Fees		500,000
Civil Authority or Denial of Access		30 days
Errors and Omissions		250,000
Data Restoration		50,000
By-Law Cover		Included
Off Premises Transportable Object		10,000
Brands and Labels		100,000
Green Coverage		50,000
Environmental Efficiency		Up to 150% of Loss
*Will not show on Declarations		
Anchor Locations		Included
Service Interruption		Included
*Will not show on Declarations		Within 1000 metres
Contingent Business Interruption		25,000
Public Relations Coverage		5,000

LOCATIONS: All locations excluding unlisted sub-stations.

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.11 Automobile Insurance

NAMED INSURED:

Municipality of Casselman

DESCRIPTION:

This policy provides protection for all claims arising out of the use or operation of licensed automobiles owned or leased by the municipality. Coverage is provided as per the Statutory Automobile Owner's Policy.

LIMITS OF PROTECTION:

Liability Limit \$ 20,000,000

DEDUCTIBLES:

All Perils \$ 10,000.

Note: Owned Vehicles (See list of vehicles in Exhibit "B" attached)

POLICY COVERAGE AND CONDITIONS:

- Coverage provided for Third Party Liability, Statutory Accident Benefits, Uninsured Automobile, Direct Compensation (property damage), and Physical Damage as shown.
- Coverage is extended to include:
 - Replacement Cost Endorsement
 - Fire Department Vehicles Endorsement
 - Equipment Endorsement
- Replacement cost with no deduction for depreciation up to 25 years of age.
- Valued coverage (#19A) can be provided on specified vehicles, usually those that are obsolete, would not be replaced, or would be replaced with a used vehicle.
- Actual Cash Value coverage can be provided on specified vehicles
- If a single loss involves both the Automobile and Property Insurance policies, the Property policy deductible is waived only on any insured property attached to the automobile.

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

3.12 Facility User Group Product

NAMED INSURED:

Municipality of Casselman Facility User Group

DESCRIPTION:

A Facility User Group Product provides the facility owner with the knowledge that the person(s) renting or leasing your facilities have insurance for events they are hosting.

The facility owner also has peace of mind knowing the user has added you (the facility owner) as an 'additional insured' to that insurance. As an 'additional insured' your interests are covered when a claim occurs as a result of negligence by someone renting or leasing the facilities.

LIMITS OF PROTECTION:

Commercial General Liability – Per Occurrence \$ 2,000,000

DEDUCTIBLE:

No deductible applies.

ATTACH SPECIMEN COPY OF PROPOSED POLICY.

APPENDIX A

GENERAL INSURANCE AND RISK MANAGEMENT SERVICES PROGRAM TENDER BID SUBMISSION FORM

Offer of \$ _____ for the total annual premium
for the October 23, 2019 to October 23, 2020 term.

**I have read and understood the tender package and have placed my bid
submission accordingly.**

The undersigned affirms that he/she is duly authorized to execute this Bid:

**Legal Business
Name:**

Contact person:

Business Address:

**Business
Telephone:**

**Business Cell
phone:**

Business Email:

Signed: _____ Date: _____

 Municipalité de Casselman		N° du rapport RL-027-2019
		N° du dossier
Sujet :	Demande salle gratuite – Centre Novas-Calacs	
Date de la réunion:	Mardi le 27 août, 2019	
Annexe(s):	A – Formulaire de demande de don et lettre B – Salles gratuites octroyés en 2019	

RECOMMANDATION

- 1. Que le Conseil du Village de Casselman accuse réception du rapport administratif RL-027-2019 et ;**
- 2. Accepte d'offrir gratuitement la salle au centre Novas-Calacs francophone de Prescott-Russell pour leur assemblée annuelle au centre CPEL le 11 septembre de 17h à 21h30**

CONTEXTE

Le Centre Novas est un organisme à but non lucratif de Prescott-Russell.

Mission : Actif dans l'éducation, la sensibilisation et la prévention auprès de la population aussi offre une gamme de services d'aide et de soutien aux femmes en matière d'agression à caractère sexuel dans le but d'éliminer la violence faite aux femmes.

ANALYSE

Je recommande d'approuver cette demande pour le groupe du Centre Novas-Calacs pour la date du 11 septembre, 2019

IMPLICATIONS FINANCIÈRES ET IMPACT SUR LES EFFECTIFS

Cet item est inclus dans le budget courant approuvé :	Oui	Non	X	S/O
Cet item est à l'intérieur du montant budgété:	Oui	Non		S/OX
Montant total budgété en 2019			\$	
Montant du budget disponible			\$	

ALTERNATIVE

Le Conseil peut refuser la recommandation du gestionnaire.

Préparé par :

**Révisée et approuvée pour la
considération du Conseil par :**




Pierre Thibault

Linda D- Bergeron, CPA, CGA

Administratrice en chef

Gestionnaire des services récréatifs & des loisirs



Village de Casselman Demande de don

Veuillez vous assurer de remplir la totalité du document de façon clair et précis. Le manque d'information peut causer un retard ou un rejet de l'application.

Partie A – Organisme / Charité

Nom de l'organisme ou de la charité :

Centre Novas-CALACS francophone de Prescott-Russell

Personne Contact: Anne Jutras

Numéro de Téléphone 613-764-5700

Adresse courrier: CP 410 Casselman, ON K0A 1M0

Courriel électronique annej@centrenovas.ca

Site Internet www.centrenovas.ca

Partie B – Information générale

Type d'organisation (ex: Œuvre de charité, Organisation à but non lucratif, etc.)

Organisme à but non lucratif

Numéro d'enregistrement : 860622794 RR0001

Incorporé en tant qu'organisme à but non lucratif ? ☒ Yes ☐ No

Citez la mission, le but et les objectifs de l'organisation :

Mission: Actif dans l'éducation, la sensibilisation et la prévention auprès de la population, le Centre Novas-CALACS francophone de Prescott-Russell offre une gamme de services d'aide et de soutien aux femmes en matière d'agression à caractère sexuel dans le but d'éliminer la violence faite aux femmes.

Objectifs: 1. offrir des services d'intervention pour soutenir les femmes de plus de 16 ans

2. Éduquer et sensibiliser le public ainsi que les organismes du milieu sur la prévention des agressions à caractère sexuel en organisant diverses activités et événements.

3. Défendre les droits à l'égalité des femmes pour une société non violente en organisant diverses actions en concertation avec les organismes du milieu.

Partie C – Demande de don

i) Demande pour l'obtention d'un don monétaire ☐

Montant demandé: _____ \$

ii) Demande de location de salle à rabais ou gratuite ☒
(Veuillez indiquer le nom de la salle, l'heure et la date de l'événement) :

Salle P-É Lévesque
le 11 septembre 2019 de 17 à 21 h 30 (incluant la préparation et ramassage)
pour max de 35 personnes

But du don

Pourquoi demandez-vous un don et comment serait utilisé ce montant ?

Le don est demandé afin de couvrir le coût de la location de salle. C'est une activité gratuite; notre AGA suivi d'un "Dans un village près de chez vous" destiné à la communauté francophone intéressée.

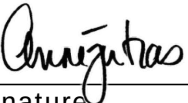
Financement du projet (Quel autre source de financement avez-vous reçue?)

- | | |
|---|--|
| ☐ Gouvernement provincial et fédéral | ☐ Comtés-Unis Prescott et Russell |
| ☐ Levée de fonds | ☐ Autres sources |
| ☐ Donations | |

Veuillez indiquer les détails du financement reçu :

Aucun autre financement n'est reçu pour cette activité ou pour le paiement de la location de la salle.
Le tout est offert gratuitement à la population ciblée.

Partie D – Signatures des officiers autorisés



Signature

Directrice générale

Position

8 juillet 2019

Date

Signature

Position

Date

NOTE: Si vous avez besoin de plus d'espace pour compléter la demande, veuillez terminer vos réponses sur une feuille séparée et la joindre à l'application. Toute demande de don est soumise à l'approbation du Conseil.

Vous pouvez soumettre vos demandes en personne, par courriel et par courrier à l'adresse suivante :

Village de Casselman – Département de la Greffe

751 St-Jean, P.O. Box 710

Casselman, ON K0A 1M0

Email: info@casselman.ca

Annexe B – Dons pour 2019

Individu / Organisme	Dons monétaires	Don de salle
Club Optimiste de Casselman	Montant : 750 \$ Activité : Fondue optimiste et activités jeunesse et communautaires Résolution 2019-081	Complexe J.R. Brisson Valeur de 525.45\$ Activité : 40 ^e anniversaire de fondation Résolution 2019-055
École secondaire catholique de Casselman	Montant : 250 \$ Activité : Remise des prix et diplômes Résolution 2019-083	
Fm 92.1 Est Ontarien	Montant : 250 \$ pendant les prochains 4 ans Activité : Projet d'augmentation de puissance et de modification technique Résolution 2019-082	
Chevaliers de Colomb de Casselman		Complexe J.R. Brisson Valeur de 525.45\$ Activité : Levée de fond pour la station de radio Fm 92.1 Résolution 2019-125
Club Richelieu de Casselman	Montant : 600\$ Activité : Souper annuel de homards Résolution 2019-158	
Comité de la guignolée de Casselman	Montant : 1000\$ Activité : Paniers de Noël Résolutions 2019-175	Salle Paul Émile Levesque Seulement s'il y a intempérie pour la distribution des paniers de Noël Résolution : 2019-175
Groupe Scout BaVerNaSu	Montant : 250\$ Activité : défrayer les coûts de transport, de réservation de camp et autres activités reliées Résolution : 2019-176	
École TR Leger	Montant : 100\$ Activité : Graduation Résolution : 2019-194	
École secondaire catholique de Casselman	Montant : 200\$ Activité : Relais pour la vie Résolution : 2019-195	
Banque Alimentaire C.C.S.	Montant : 1475 Activité : Frais d'hydro Résolution : 2019-196	
Corps de Cadets 2804	Montant : 1000\$ Activité : Dice Run Résolution : 2019-197	Centre P.E.L. Valeur à venir Activité : Dice Run Résolution : 2019-197
Centre d'éducation et de formation de l'Est Ontarien	Montant : 100\$ Activité : Graduation Résolution : 2019-224	
Groupe Alcooliques Anonymes		Centre d'éducation et de formation de l'Est ontarien (Sefa) Valeur à venir Activité : Rencontre hebdomadaire Résolution : 2019-274

Groupe Kawabunga		Centre P.E.L. et heures de glace Valeur de 437.88\$ Activité : "Sleepover" Résolution : 2019-287
Bernadette Sirois	Montant : 200\$ Activité : Film local Résolution : 2019-306	
Comptoir Populaire		Complexe J.R. Brisson Valeur de 237.30\$ Activité : Dîner de Noel pour personnes âgées Résolution : 2019-308
Julie Brisson		Complexe J.R. Brisson Activité : levée de fond Résolution : 2019-309 ANNULER

Dons monétaires seulement (ne comprend pas les dons de salle)

Total	6 175,00 \$
Montant au budget	10 000,00 \$
Solde	3 825.00 \$

 Municipalité de Casselman		N° du rapport RL-028-2019
		N° du dossier
Sujet :	Renouvellement et modifications proposées à l'entente de location au club de hockey Les Vikings de Casselman	
Date de l'ordre du jour:	Le 27 août 2019	
Annexes:	Annexe A - Règlement No. 2016-092 Annexe B - Changements apportés à la nouvelle entente.	

RECOMMANDATION

- 1. Que le Conseil de la Municipalité de Casselman accuse réception du rapport administratif RL-027-2019 et;**
- 2. Adopte les modalités proposées de l'entente pour la saison 2019-2020 et la saison suivante 2020 -2021.**

CONTEXTE

Le club de hockey Les Vikings de Casselman désire renouveler l'entente de location telle que décrite au Règlement No.2016-092. Cette entente est échue depuis le 1^{er} mai 2018. Le gestionnaire des services récréatifs et des loisirs désire suggérer au Conseil des changements pour la nouvelle entente.

IMPLICATIONS FINANCIÈRES ET IMPACT SUR LES EFFECTIFS

Cet item est inclus dans le budget courant : Oui Non S/O

Cet item est à l'intérieur du montant budgété: Oui Non S/O

ALTERNATIVES

Le conseil pourrait décider de ne pas accepter les changements suggérés et rencontrer le club de hockey Les Vikings afin de discuter des modalités de la nouvelle entente.

Préparé par :



Pierre Thibault
Gestionnaire des services
Récréatifs et des loisirs

Révisé et approuvé
pour la considération
du Conseil par :



Linda Desjardins-Bergeron C.P.A.CGA
Administratrice en chef

CORPORATION OF THE VILLAGE OF CASSELMAN

BY-LAW NO. 2016-092

BEING a by-law to authorize the Mayor and the Clerk to sign a Lease Agreement with *Le Club d'hockey Les Vikings de Casselman*

WHEREAS under Section 8 of the *Municipal Act, 2001, S.O. 2001, c. 25, as amended*, the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS under Section 9 of the *Municipal Act, 2001, S.O. 2001, c. 25, as amended*, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS under Section 11 (1) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended*, a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4);

WHEREAS the Corporation of the Village of Casselman wishes to enter into a Leasing Agreement with *Le Club d'hockey Les Vikings de Casselman* for the leasing of spaces at the J.R. Brisson Complex situated at 758 Brébeuf Street in Casselman on the terms and conditions defined in the said agreement;

THEREFORE, the Council of the Corporation of the Village of Casselman enacts as follows:

- 1) That the Mayor and Clerk are hereby authorized to execute the Leasing Agreement with *Le Club d'hockey Les Vikings de Casselman* hereto attached as Schedule "A" and forming part of this by-law.

READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 13TH DAY OF DECEMBER, 2016.



Conrad Lamadeleine, Mayor


Marielle Dupuis, Clerk



ANNEXE "A"
AU RÈGLEMENT NO. 2016-092

ENTENTE DE LOCATION

Entre

La Corporation du Village de Casselman
Ci-après désigné le propriétaire

Et

Le Club d'hockey Les Vikings de Casselman
Ci-après désigné le locataire

Les parties conviennent comme suit:

1. Espaces loués:

Le propriétaire loue au locataire les espaces suivants du Complexe J.R. Brisson situé au 758, rue Brébeuf de Casselman :

Le local à l'extrémité nord-ouest au dessus de la salle des employés (mezzanine pour musique);

Le bureau d'entraîneurs situé dans le corridor de la Chambre 4 (devant la Chambre des Vikings);

L'espace présentement utilisé pour l'affichage de la publicité sur le côté nord de l'édifice;

L'espace présentement utilisé pour l'affichage de la publicité sur le côté ouest de l'édifice (excluant la partie de l'affichage de J.R. Brisson Équipement Ltée);

La loge située à l'extrémité du Sports Bar pour les soirées des joutes seulement;

La location des espaces publicitaires sur la patinoire entre les 2 lignes bleues (frais d'installation exclus).

2. Durée de la location:

Du 1^{er} janvier 2017 au 1^{er} mai 2018.

3. Coût:

Gratuit pour l'utilisation.

4. Le locataire défrayera les coûts suivants:

- a. de la rénovation, aménagement et entretien des espaces;
- b. des réparations causées par négligence;
- c. d'une assurance responsabilité;
- d. des frais d'installation des logos sur la patinoire.

5. Le locataire s'engage à:

- a. utiliser le nom du Complexe J.R.Brisson en tout temps pour identifier les espaces;
- b. être responsable de la supervision des individus et des installations pour toutes activités qu'il organise;
- c. réparer les dommages causés par négligence lorsque le locataire est tenu responsable des dommages;
- d. de remettre au propriétaire une clé donnant accès aux locaux en tout temps;
- e. collaborer avec le propriétaire lors de demandes d'utilisation qui pourraient bénéficier à d'autres organismes ayant besoin de leur système de son sous leur supervision;
- f. n'effectuer aucun changement aux espaces sans l'approbation du propriétaire;
- g. ne pas sous-louer les espaces;
- h. respecter les directives de la politique R7 du village dans les endroits énumérés dans cette entente.

6. Le propriétaire s'engage à :

- a. voir à l'inspection intérieure et extérieure des espaces et ceci en tout temps;
- b. voir à l'éclairage et au chauffage des espaces;
- c. posséder une assurance couverture contre le feu et tout autre péril.

7. Dommages:

Le propriétaire ne sera pas tenu responsable des dommages causés aux biens du locataire pour bris d'eau ou dégâts naturels sur lesquels le propriétaire n'a pas de contrôle.

8. Durée de l'entente:

Cette entente a une durée de 16 mois.

9. Disposition du texte:

- a. Les titres et articles ci-haut ont été créés pour faciliter la lecture et organiser les idées au sujet de cette entente;
- b. Les articles ne limitent en aucun temps l'intention de l'entente de location.

10. Signature :

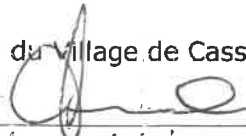
Les parties à la présente y ont apposé leur sceau et signature en ce 10 jour du mois janvier de l'année 2016.

SIGNÉE, SCELLÉE ET DÉLIVRÉE

En présence de :

La Corporation du village de Casselman

Témoign

Par :  Conrad Hamadein, maire

Témoign


Par : Marielle Dupuis, secrétaire

En présence de :

Le club d'hockey Les Vikings
de Casselman

Témoign

Par :

Témoign

Par :



ANNEXE "B**ENTENTE DE LOCATION****Entre**

La Municipalité de Casselman
Ci-après désigné le propriétaire

Et

Le Club de hockey Les Vikings de Casselman
Ci-après désigné le locataire

Les parties conviennent de ce qui suit:**1. Espaces loués :**

Le propriétaire loue au locataire les espaces suivants du Complexe J.R.Brisson situé au 758, rue Brébeuf de Casselman

Le local à l'extrémité nord-ouest delà salle des employés (mezzanine pour musique);

Le bureau des entraîneurs situé dans le corridor de la Chambre #4(Chambre des Vikings) ;

L'espace publicitaire au-dessus du banc local des joueurs (chandails suspendus)

L'espace présentement utilisé pour l'affichage de la publicité sur le côté ouest de l'édifice (excluant la partie de l'affichage de J.R. Brisson Équipement Limitée);

La loge située à l'extrémité du Sports Bar pour les soirées des joutes seulement;

La location des espaces publicitaires sur la patinoire entre les 2 lignes bleues (les frais d'installation de 450.00\$ seront appliqués au contrat de location)

2. Durée de la location:

Du 1^{er} septembre 2019 au 31 août 2021;

3. Coût:

Gratuit pour l'utilisation.

4. Le locataire défraiera les coûts suivants:

a. de la rénovation, aménagement et entretien des espaces;

- b. des réparations causées par négligence;
- c. d'une assurance responsabilité ;
- d. des frais d'installation des logos sur la patinoire
- e. les frais d'entretien de l'espace publicitaire au-dessus du banc local

5. Le locataire s'engage à:

- a. utiliser le nom du Complexe J.R.Brisson en tout temps pour identifier les espaces;
- b. être responsable de la supervision des individus et des installations pour toutes activités qu'il organise;
- c. réparer les dommages causés par négligence lorsque le locataire est tenu responsable des dommages;
- d. de remettre au propriétaire une clé donnant accès aux locaux en tout temps
- e. collaborer avec le propriétaire lors de demandes d'utilisation qui pourraient bénéficier à d'autres organismes ayant besoin de leur système de son sous leur supervision.
- f. n'effectuer aucun changement aux espaces sans l'approbation du propriétaire;
- g. ne pas sous-louer les espaces
- h. respecter les directives de la politique R7 de la Municipalité dans les endroits énumérés dans cette entente..

6. Le propriétaire s'engage à :

- a. voir à l'inspection intérieure et extérieure des espaces et ceci en tout temps;
- b. voir à l'éclairage et au chauffage des espaces
- c. posséder une assurance couverture contre le feu et tout autre péril.

7. Dommages:

Le propriétaire ne sera pas tenu responsable des dommages causés aux biens du locataire pour bris d'eau ou dégâts naturels sur lesquels le propriétaire n'a pas de

8. Durée de l'entente:

- a. Cette entente a une durée deux saisons (saison 2019-2020 et 2020-2021).

9. Disposition du texte:

- a. Les titres et articles ci-haut ont été créés pour faciliter la lecture et organiser les idées au sujet de cette entente;
- b. Les articles ne limitent en aucun temps l'intention de l'entente de location.

10. Signatures:

Les parties à la présente y ont apposé leur sceau et signature en ce _____ jour du mois _____ de l'année 2019.

SIGNÉE, SCELLÉE ET DÉLIVRÉE

En présence de : La Municipalité de Casselman

Témoïn

Par :

Témoïn

Par :

En présence de : Le club de hockey Les Vikings de Casselman

Témoïn

Par :

Témoïn

Par :

	Municipalité du Village de Casselman	N° du rapport EN-018-2019
		N° de dossier OCWA
Sujet :	Rapport mensuel pour le mois juin	
Date de la rencontre :	Le 27 août, 2019	
Annexes :	Monthly Operations Report Dashboard-Operational Report Monthly Work Order Summary	

RECOMMANDATION

- 1- Que la municipalité de Casselman accuse réception du rapport administratif du directeur des services physiques **EN-018-2019** et ;
- 1- Que la municipalité de Casselman accuse réception du rapport mensuel préparé par la firme OCWA en annexe.

CONTEXTE

La firme OCWA va nous faire parvenir sur une base mensuelle un rapport détaillé sur les opérations de notre usine de traitement des eaux tel que mentionné dans l'entente.

ANALYSE

Pour donner suite à la vérification du rapport, aucune action n'est requise de la part de la municipalité présentement.

IMPLICATIONS FINANCIÈRES ET IMPACT SUR LES EFFECTIFS

Cet item est inclus dans le budget courant approuvé :	Oui	X	Non	S/O
Cet item est à l'intérieur du montant budgété :	Oui	X	Non	S/O
Montant total budgété en 2019		\$		

Montant du budget disponible

\$

L'impact sur les effectifs reliés à cet effet est limité au personnel en place et à leurs Fonctions de travail tel que déterminé par le Conseil municipal.

ALTERNATIVE

Aucune alternative n'est proposée.

Préparée par :

**Révisée et approuvée pour la
considération du conseil par :**



Alain L. Castonguay

Directeur des services physiques



Linda D-Bergeron CPA, CGA

Administratrice en chef

OPERATIONS AND COMPLIANCE RELIABILITY INDICES

Legend					
✓	●	▲	✗	Y/N	N/A
Achieved	On Target	Caution	Not Achieved	Yes/No	Not Applicable

	Target	June 2019	
Health & Safety			
Number of Incidents	0	●	
<i>Actual Result</i>		0	
Drinking Water			
Inspections Ratings (YTD)	100	✓	
<i>Actual Result</i>		100 %	Done Feb.13 th , received report April 1 st
AWQI's	0	●	
<i>Actual Result</i>		0	
Number of Non-Compliances	0	●	
<i>Actual Result</i>		0	
Number of Water main Breaks	0	●	
<i>Actual Result</i>		0	
Number of complaints	0	●	
<i>Actual Result</i>			
Water Main Flushing	100%	●	
<i>Target Achieved</i>		N/A	
Wastewater			
Number of Non-Compliances	0	N/A	
<i>Actual Result</i>		0	
Number of Bypasses	0	N/A	
<i>Actual Result</i>		0	
Number of Sanitary Sewer Back-ups	0	N/A	
<i>Actual Result</i>		0	
Sanitary Collection System Flushing Completion as per PM Program	0	N/A	
Preventive Maintenance			
Work Orders Completed	>95%	●	All equipment tagged , entered in database and started to produce work orders
<i>Target Achieved</i>		Y	

OCWA Monthly Operations Report Card

For the Municipality of Casselman
Water Treatment and Distribution
Facilities

Prescott-Russell Cluster
Operations June 2019



Ontario Clean Water Agency
Agence Ontarienne Des Eaux



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1.0 FACILITY LISTINGS

1.1 Water Treatment & Distribution

Facility	Appurtenances
5971W Casselman Water Treatment Plant	1 WTP (Actiflo Process)
5971D Casselman Water Distribution System	1 Water Storage Tower Water Distribution System

2.0 COMPLIANCE

2.1 Water Treatment and Distribution

Most Recent MOE Compliance Inspection Report - Rating

ORG	Facility	Inspection Date	Report Period	Inspector Name	MOE CIR Rating	Inspection Report Received	Inspection Report Reply Submitted
5971	Casselman WTP and WD	11/12/2017	2017	Christina Des Rochers	90.65	31/01/18	13/02/18 Alain
5971	Casselman WTP and WD	13/02/2019	2018	James Peets	100	April 1 st	N/A

Annual Reports (Water)

All 2018 Annual Reports required under the Drinking Water Systems Regulation (O. Reg. 170/03) of the Safe Drinking Water Act: Water Taking, Section 10 and Schedule 22 Reports, were completed February 19th 2019..

Adverse Water Quality Incidents (AWQI's)

Date	Facility	AWQI#	ISSUE	Date Resolved
			None to report	

3.0 FACILITY PERFORMANCE

3.1 Water Treatment and Distribution System

Facility	Reporting Period	Attachments
Casselman WTP & Distribution	June 2019	Performance Assessment report attached Appendix I

4.0 DRINKING WATER QUALITY MANAGEMENT STANDARD (DWQMS)

- We're happy to say that OCWA has received their Certificate of Accreditation (Limited Scope-Transitional) for your water and distribution system on November 19th and we will be applying for full scope accreditation by the November 19th 2019 deadline.
- The off-site audit document review is scheduled for July 11, 2019 and on site initial accreditation audit is scheduled for July 24, 2019.

5.0 MAINTENANCE / CAPITAL / VALUE ADDED

5.1 Water Treatment and Distribution

Facility	Date	Description
Casselman distribution	June	A total of 51 locates were done in June. Municipality will be charged for 31 locates at actual time spent as per agreement.
Casselman WTP	June 5 th	One VFD was installed on a transfer well pump, other 5 to follow
Casselman distribution	June 7 th	Replaced stand post at 721 St-Joseph with Gagné
Casselman distribution	June 11 th	Water tower inspection done by Landmark, report to follow
Casselman distribution	June 11 th	Opened water service at splash pad
Casselman WTP	June	One UV display not working will need to be replaced, waiting for quote
Casselman distribution	June 18 th	Replaced bolts on 4 valves on Duhamel street with Gagné
Casselman distribution	June 19 th	Replaced stand post at 831 Principal with Gagné
Casselman distribution	June 20 th	Replaced stand post at 754 Lévesque with Gagné
Casselman WTP	June 24 th	MECP and MOH reported a spill in the Castor river in Embrun, staff came in to monitor water quality at plant. Raw water sampled and no contaminants were found.
Casselman distribution	June 26 th	Replaced stand post at 669 St-Anne with LSC

5.3 Preventive Maintenance Plan (PMP) Work Order Summary

All equipment preventive work orders were completed and entered in database (see complete report attached)

6.0 COMMUNICATIONS

6.1 Water Treatment & Distribution

Facility	Date	Complaint/Incident	Actions Taken
		None to report	

7.0 RECOMMENDATIONS / GENERAL COMMENTS

7.1 Water Treatment and Distribution

- OCWA will be applying to modify the Drinking Water Works Permit in the next few months to allow us to use the Ammonium Sulfate addition system that was built a couple of years ago.
- OCWA is looking and trying different options to better deal with the manganese levels in the Nation River (Ozone, products to replace the potassium permanganate and any other new technologies). Starting May 1st OCWA received approval from the MECP to trial a new chemical to replace the potassium permanganate to control the manganese at the WTP and distribution. If trial shows good results we will be applying to modify the Drinking Water Permit to use permanently.

Appendix I

Ontario Clean Water Agency - Performance Assessment Report

From 01/01/2019 to 31/12/2019

Facility Org Number: 5971
Facility Name: Casselman Drinking Water System
Facility Owner: The Village of Casselman

	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	Total	Avg	Max	Min
Raw Flow - m³/d																
Maximum	1336	1399	1479	1577	1359	1616									1616	
Mean	1012.29	952.61	1028.42	1036.03	1040.71	1171.57								1040.272		
Minimum	347	663	594	449	642	651										347
Total	31381	26673	31881	31081	32262	35147							188425			
Treated Flow - m³/d																
Maximum	1127	1234	1149	1417	1199	1428									1428	
Mean	885.03	851.54	877.19	910.13	899.19	1028.57								908.6083		
Minimum	507	630	564	427	99	540										99
Total	27436	23843	27193	27304	27875	30857							164508			
Raw Water / E. Coli - cfu/100mL																
Count	5	5	4	5	4	4							27			
Maximum	52	53	27	52	77	66									77	
Mean	22	20.4	12	33.2	42	23.25								25.475		
Minimum	0	0	0	1	2	1										0
Raw Water / Total Coliform: TC - cfu/100mL																
Count	5	5	4	5	4	4							27			
Maximum	136	184	104	74	130	118									184	
Mean	69	< 98	53	51.2	64.5	42.5										
Minimum	< 2	< 2	22	2	12	4										2
Actiflo Filter #1 / Turbidity - NTU																
Maximum	0.38	0.48	0.61	0.91	0.29	0.45									0.91	
Mean	0.027	0.065	0.096	0.092	0.083	0.094								0.08		
Actiflo Filter #2 / Turbidity - NTU																
Maximum	0.47	0.5	0.4	0.37	0.41	0.47									0.50	
Mean	0.009	0.102	0.091	0.08	0.08	0.09								0.08		
Filter Efficiency / Turbidity - % < 0.3 NTU																
Mean	99.88	99.98	99.94	99.94	99.95	99.95								99.94		
Treated Water / Turbidity - NTU																
Maximum	2.83	3.83	3.1	3.42	1.888	0.81									3.83	
Mean	0.166	0.426	1.915	0.473	0.268	0.134								0.56		
Treated Water / UV Intensity - mW/cm²																
Minimum	58	71	57	75	65	52										52
Treated Water / Cl Residual: Free - mg/L (Online)																
Maximum	2.76	2.27	3.78	2.7	2.84	2.72									3.78	
Mean	1.943	1.771	6.605	2.099	2.00	1.94								2.73		
Minimum	0.56	0.95	0.21	1.29	0.127	0.63										0.127
Treated Water / E. Coli - cfu/100mL																
Count	5	5	4	5	4	4							27			
Maximum	0	0	0	0	0	0									0	
Mean	0	0	0	0	0	0										
Minimum	0	0	0	0	0	0										0
Treated Water / Total Coliform: TC - cfu/100mL																
Count	5	4	4	5	4	4							26			
Maximum	0	0	0	0	0	0									0	
Mean	0	0	0	0	0	0										
Minimum	0	0	0	0	0	0										0
Treated Water / HPC - cfu/mL																

Count		5		4		4		5		4		4							26				
Maximum	<	2	<	2	<	2	<	2	<	2	<	2									2		
Mean	<	2	<	2	<	2	<	2	<	2	<	2											
Minimum	<	2	<	2	<	2	<	2	<	2	<	2									<	2	
Treated Water / Cl Residual: Free - mg/L (Grab)																							
Count		5		4		4		5		4		4							26				
Maximum		2.32		1.92		2.70		2.39		2.23		2									2.7		
Mean		1.90		1.70		1.83		2.01		2.01		1.56								1.84			
Minimum		1.24		1.46		0.94		1.57		1.74		1.01										0.94	
Distribution Water / Cl Residual: Free - mg/L (Online)																							
Maximum		2.32		2.03		3.08		2.28		2.74		3.14										3.14	
Mean		1.66		1.38		1.42		1.66		1.53		1.45								1.52			
Minimum		1.03		0.91		0.06		1.24		0.79		0.59											0.06
Disitrubution Water / E. Coli - cfu/100mL																							
Count		15		12		12		15		12		12							78				
Maximum		0		0		0		0		0		0									0		
Mean		0		0		0		0		0		0											
Minimum		0		0		0		0		0		0											0
Disitrubution Water / Total Coliform: TC - cfu/100mL																							
Count		15		12		12		15		12		12							78				
Maximum		0		0		0		0		0		0									0		
Mean		0		0		0		0		0		0								0.00			
Minimum		0		0		0		0		0		0											0
Distribution Water / HPC - cfu/mL																							
Count		5		4		4		5		4		4							26				
Maximum	<	2	<	2	<	2	<	2	<	2	<	4										4	
Mean	<	2	<	2	<	2	<	2	<	2	<	3								2.17			
Minimum	<	2	<	2	<	2	<	2	<	2	<	2										<	2
Distribution Water / Cl Residual: Free - mg/L (Grab)																							
Count		15		12		12		15		12		12							78				
Maximum		2.13		1.67		2.90		2.16		1.64		2.15									2.9		
Mean		1.62		1.17		1.19		1.48		1.24		1.16								1.31			
Minimum		0.86		0.90		0.12		0.96		1.02		0.69											0.12
Distribution Water / Quarterlies																							
Trihalomethane: Total - µg/l		65.4						82												73.70			
Haloacetic Acids: Total - µg/l		32.7						37.3												35.00			

Appendix II

Monthly Work Order Summary - June 2019

Casselman Water Treatment Plant

Description	Status	Work Type
Analyzer Chlorine Inspection/Service (1m) 5971	COMP	PM
Analyzer Chlorine Free Insp/Service (1m) - 5971	COMP	PM
Analyzer pH Inspection/Service (1m) 5971	COMP	PM
Analyzer Turbidity Inspection/Service (1m) 5971	COMP	PM
Blower Centrifugal Inspection/Service (1m) 5971	COMP	PM
Air Compressor Inspection/Service (1m) 5971	COMP	PM
Dryer Air Service (1m) - 5971	COMP	PM
Generator Inspection (1m) 5971	COMP	PM
Mixer Chemical Inspection (3m) 5971	COMP	PM
PANEL ALARM/DIALER TEST (1m) - 5971	COMP	PM
Relief Valve UV Room Inspection (3m) 5971	COMP	OPER
Transmitter Flow (1y) Service 5971	APPR	PM
UV Light Bank Insp/Service (1m) - 5971	COMP	PM
Health And Safety Inspection (1m) 5971	COMP	PM
Annual Corporate H&S Checklist (1y) - 5971	APPR	PM
Locate Casselman WDS 5971 -Duhamel 20192223980	COMP	OPER
Locate Casselman WDS 5971 -236 Argile 20192228999	COMP	OPER
Locate Casselman WDS 5971 -742 Brebeuf 2019233811	COMP	OPER
Locate Casselman WDS 5971 -240 Nature 2019234314	COMP	OPER
Locate Casselman WDS 5971 -13 Alice 2019236631	COMP	OPER
Locate Casselman WDS 5971 -19 Alice 2019236803	COMP	OPER
Locate Casselman WDS 5971 -285 Nature 20192311469	COMP	OPER
Locate Casselman WDS 5971 -870 Principale 20192314099	COMP	OPER
Locate Casselman WDS 5971 -Laurier 20192315808	COMP	OPER
Locate Casselman WDS 5971 -12 Fillion 2019241932	COMP	OPER
Locate Casselman WDS 5971 -20 Mercier 2019241900	COMP	OPER
Locate Casselman WDS 5971 -4 Sarah 2019241711	COMP	OPER
Locate Casselman WDS 5971 -733 Rte 500 E 2019240207	COMP	OPER
Locate Casselman WDS 5971 -228 Laurier 20192328561	COMP	OPER

Locate Casselman WDS 5971 -786 Levesque 20192323069	COMP	OPER
Locate Casselman WDS 5971 -19 Sauve 20192315552	COMP	OPER
Water Tower inspection	APPR	PM
Locate Casselman WDS 5971 -700 St-Isidore 20192413532	COMP	OPER
Locate Casselman WDS 5971 -733 St-Isidore 20192414416	COMP	OPER
Locate Casselman WDS 5971 -215 Laurier 20192411085	COMP	OPER
Locate Casselman WDS 5971 -289 Nature 20192417223	COMP	OPER
Locate Casselman WDS 5971 -158 Argile 20192424397	COMP	OPER
Locate Casselman WDS 5971 -128 Argile 20192424583	COMP	OPER
Locate Casselman WDS 5971 -296 Nature 20192424516	COMP	OPER
Locate Casselman WDS 5971 -304 Nature 20192424507	COMP	OPER
C.I Disinfection alarm Cass 5971 at 7:44	COMP	CALL
C.I by Maurice Spill in River, Cass 5971 at 1:30 am	COMP	CALL
C.I.Unlatched Actiflo alarm at 10:00, Casselman 5971	COMP	CALL
UV fault	COMP	CALL
back wash valve will not open	COMP	EMER
Locate Casselman WDS 5971 -16 Industriel 20192512462	COMP	OPER
Locate Casselman WDS 5971 -698 Dollars 20192512814	COMP	OPER
Locate Casselman WDS 5971 -45 Industriel 20192513038	COMP	OPER
Locate Casselman WDS 5971 -809 Principale 20192514674	COMP	OPER
Locate Casselman WDS 5971 -805 Principale 20192515262	COMP	OPER
Locate Casselman WDS 5971 -807 Principale 20192515616	COMP	OPER
Locate Casselman WDS 5971 -St isidore crossing 2019247891	COMP	OPER
Locate Casselman WDS 5971 -698 Dollars 20192519281	COMP	OPER
Locate Casselman WDS 5971 -236 argile 20192527434	COMP	OPER
Spill in South Nation River	APPR	OPER
Locate Casselman WDS 5971- 288 Nature 2019269336	COMP	OPER
Locate Casselman WDS 5971- 276 Nature 2019269319	COMP	OPER
Locate Casselman WDS 5971- 228 Nature 2019269293	COMP	OPER
Locate Casselman WDS 5971- 240 Nature 2019269281	COMP	OPER
Locate Casselman WDS 5971- 296 Nature 2019269256	COMP	OPER
Locate Casselman WDS 5971- 62 Lafleche 20192529501	COMP	OPER
Locate Casselman WDS 5971- 304 Nature 20192527555	COMP	OPER

Locate Casselman WDS 5971- 148 Argile 20192527483	COMP	OPER
Locate Casselman WDS 5971- 231 Argile 20192527472	COMP	OPER
Locate Casselman WDS 5971- 108 Argile 20192527462	COMP	OPER
Locate Casselman WDS 5971- 104 Argile 20192527450	COMP	OPER
Locate Casselman WDS 5971- 843 Marquette 20192526381	COMP	OPER
Locate Casselman WDS 5971- 81 Lafleche20192524909	COMP	OPER
Locate Casselman WDS 5971- 726 Brebeuf 20192524858	COMP	OPER
Locate Casselman WDS 5971- 874 Princi 20192523026	COMP	OPER
Locate Casselman WDS 5971- 692 St-Isidore 20192522530	COMP	OPER
Locate Casselman WDS 5971- 773 Laval 20192522231	COMP	OPER
Locate Casselman WDS 5971- 754 St-Jean 20192522106	COMP	OPER
Change stand post 669 Ste Anne	APPR	EMER
Repair Air Compressor lectrical problem, Casselman 5971	COMP	CORR
High settled water turbidity, Actiflo #1 Casselman WTP 5971	COMP	CALL
Clear well high level	COMP	CALL
Transfer pump #3 fault	COMP	CALL

	Municipalité du Village de Casselman	N° du rapport EN-019-2019
		N° de dossier OCWA
Sujet :	Rapport mensuel pour le mois juillet	
Date de la rencontre :	Le 27 août, 2019	
Annexes :	Monthly Operations Report Dashboard-Operational Report Monthly Work Order Summary	

RECOMMANDATION

- 1- Que la municipalité de Casselman accuse réception du rapport administratif du directeur des services physiques **EN-019-2019** et ;
- 1- Que la municipalité de Casselman accuse réception du rapport mensuel préparé par la firme OCWA en annexe.

CONTEXTE

La firme OCWA va nous faire parvenir sur une base mensuelle un rapport détaillé sur les opérations de notre usine de traitement des eaux tel que mentionné dans l'entente.

ANALYSE

Pour donner suite à la vérification du rapport, aucune action n'est requise de la part de la municipalité présentement.

IMPLICATIONS FINANCIÈRES ET IMPACT SUR LES EFFECTIFS

Cet item est inclus dans le budget courant approuvé :	Oui	X	Non	S/O
Cet item est à l'intérieur du montant budgété :	Oui	X	Non	S/O
Montant total budgété en 2019		\$		

Montant du budget disponible

\$

L'impact sur les effectifs reliés à cet effet est limité au personnel en place et à leurs Fonctions de travail tel que déterminé par le Conseil municipal.

ALTERNATIVE

Aucune alternative n'est proposée.

Préparée par :

**Révisée et approuvée pour la
considération du conseil par :**



Alain L Castonguay
Directeur des services physiques

Linda D-Bergeron CPA, CGA
Administratrice en chef

OPERATIONS AND COMPLIANCE RELIABILITY INDICES

Legend					
✓	●	▲	✗	Y/N	N/A
Achieved	On Target	Caution	Not Achieved	Yes/No	Not Applicable

	Target	July 2019	
Health & Safety			
Number of Incidents	0	●	
<i>Actual Result</i>		0	
Drinking Water			
Inspections Ratings (YTD)	100	✓	
<i>Actual Result</i>		100 %	Done Feb.13 th , received report April 1 st
AWQI's	0	✗	Filter performance criteria exceeded
<i>Actual Result</i>		1	
Number of Non-Compliances	0	●	
<i>Actual Result</i>		0	
Number of Water main Breaks	0	●	
<i>Actual Result</i>		0	
Number of complaints	0	✗	Multiple complaints received for yellow/brown water. All responded to by OCWA.
<i>Actual Result</i>			
Water Main Flushing	100%	●	
<i>Target Achieved</i>		N/A	
Wastewater			
Number of Non-Compliances	0	N/A	
<i>Actual Result</i>		0	
Number of Bypasses	0	N/A	
<i>Actual Result</i>		0	
Number of Sanitary Sewer Back-ups	0	N/A	
<i>Actual Result</i>		0	
Sanitary Collection System Flushing Completion as per PM Program	0	N/A	
Preventive Maintenance			
Work Orders Completed	>95%	●	All equipment tagged , entered in database and started to produce work orders
<i>Target Achieved</i>		Y	

OCWA Monthly Operations Report Card

For the Municipality of Casselman
Water Treatment and Distribution
Facilities

Prescott-Russell Cluster
Operations July 2019



Ontario Clean Water Agency
Agence Ontarienne Des Eaux



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1.0 FACILITY LISTINGS

1.1 Water Treatment & Distribution

Facility	Appurtenances
5971W Casselman Water Treatment Plant	1 WTP (Actiflo Process)
5971D Casselman Water Distribution System	1 Water Storage Tower Water Distribution System

2.0 COMPLIANCE

2.1 Water Treatment and Distribution

Most Recent MOE Compliance Inspection Report - Rating

ORG	Facility	Inspection Date	Report Period	Inspector Name	MOE CIR Rating	Inspection Report Received	Inspection Report Reply Submitted
5971	Casselman WTP and WD	11/12/2017	2017	Christina Des Rochers	90.65	31/01/18	13/02/18 Alain
5971	Casselman WTP and WD	13/02/2019	2018	James Peets	100	April 1 st	N/A

Annual Reports (Water)

All 2018 Annual Reports required under the Drinking Water Systems Regulation (O. Reg. 170/03) of the Safe Drinking Water Act: Water Taking, Section 10 and Schedule 22 Reports, were completed February 19th 2019.

Adverse Water Quality Incidents (AWQI's)

Date	Facility	AWQI#	ISSUE	Date Resolved
July 2019	WTP	146998	Failure to meet filter performance criteria	In Progress

3.0 FACILITY PERFORMANCE

3.1 Water Treatment and Distribution System

Facility	Reporting Period	Attachments
Casselman WTP & Distribution	July 2019	Performance Assessment report attached Appendix I

4.0 DRINKING WATER QUALITY MANAGEMENT STANDARD (DWQMS)

- We're happy to say that OCWA has received their Certificate of Accreditation (Limited Scope-Transitional) for your water and distribution system on November 19th.
- Off site and on site accreditation audits for full scope accreditation were held July 11th and 24th respectively and only 2 OFIs (Opportunity for improvement) were noted. We expect to receive our new certificate in August. (See Audit Reports attached)

5.0 MAINTENANCE / CAPITAL / VALUE ADDED

5.1 Water Treatment and Distribution

Facility	Date	Description
Casselman distribution	July	A total of 61 locates were done in June. Municipality will be charged for 41 locates at actual time spent as per agreement.
Casselman distribution	July 4 th	Closed curb stop at 697 St-Joseph for Richer plumbing
Casselman WTP	July 7 th	Installed new check valve for high lift pump#2
Casselman distribution	July 16 th	Opened water at 304 Nature, 117 Argile and Argile/Maria
Casselman distribution	July 18 th	Opened water at 285 Nature
Casselman distribution	July 22 nd	Closed water at 38 Industriel
Casselman distribution	July 23 rd	Opened and closed curb stop at 776 Laval
Casselman WTP	July 11 th and 16 th	Representative from Proquest on site for new pilot for manganese control, samples of raw/treated water taken for analysis
Casselaman WTP	July 30 th	Work for new VFDs continuing
Casselman distribution	July 31 st	Gagné excavation replaced a curb stop corner St-Isidore/Laval

5.3 Preventive Maintenance Plan (PMP) Work Order Summary

All equipment preventive work orders were completed and entered in database (see complete report attached)

6.0 COMMUNICATIONS

6.1 Water Treatment & Distribution

Facility	Date	Complaint/Incident	Actions Taken
Casselman Distribution	July	Multiple complaints received via email and telephone regarding yellow/brown water.	Operators responded directly to residents explaining colour in the water was due to naturally occurring manganese found in the source water and that it is an aesthetic property only and in no way indicates water is unsafe to consume.

7.0 RECOMMENDATIONS / GENERAL COMMENTS

7.1 Water Treatment and Distribution

- OCWA applied to modify the Drinking Water Works Permit to allow us to use the Ammonium Sulfate addition system that was built a couple of years ago. Draft was reviewed by MECP and final approval should be received in August.
- OCWA is looking into and trying different options to better deal with the manganese levels in the Nation River (Ozone, products to replace the potassium permanganate and any other new technologies). Starting May 1st OCWA received approval from the MECP to trial a new chemical to replace the potassium permanganate to control the manganese at the WTP and within the distribution system. The MECP approved extending the trial by an additional three months to gather more data during the summer months when manganese levels are higher. If the trial shows good results, OCWA will apply to amend the Drinking Water Works Permit to use permanently. Some complaints were received during the reporting month and both OCWA and Proquest (chemical supplier) are working diligently to resolve the issues.

Appendix I

Ontario Clean Water Agency - Performance Assessment Report

From 01/01/2019 o 31/12/2019

Facility Org Number: 5971
Facility Name: Casselman Drinking Water System
Facility Owner: The Village of Casselman

	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	Total	Avg	Max	Min
Raw Flow - m³/d																
Maximum	1336	1399	1479	1577	1359	1616	1860								1860	
Mean	1012.29	952.61	1028.42	1036.03	1040.71	1171.57	1354.45							1085.154		
Minimum	347	663	594	449	642	651	799									347
Total	31381	26673	31881	31081	32262	35147	41988						230413			
Treated Flow - m³/d																
Maximum	1127	1234	1149	1417	1199	1428	1760								1760	
Mean	885.03	851.54	877.19	910.13	899.19	1028.57	1101.47							936.16		
Minimum	507	630	564	427	99	540	133									99
Total	27436	23843	27193	27304	27875	30857	33044						197552			
Raw Water / E. Coli - cfu/100mL																
Count	5	5	4	5	4	4	5						32			
Maximum	52	53	27	52	77	66	11								77	
Mean	22	20.4	12	33.2	42	23.25	5.4							22.60714		
Minimum	0	0	0	1	2	1	0									0
Raw Water / Total Coliform: TC - cfu/100mL																
Count	5	5	4	5	4	4	5						32			
Maximum	136	184	104	74	130	118	100								184	
Mean	69	< 98	53	51.2	64.5	42.5	33.6									
Minimum	< 2	< 2	22	2	12	4	14									2
Actiflo Filter #1 / Turbidity - NTU																
Maximum	0.38	0.48	0.61	0.91	0.29	0.45	0.82								0.91	
Mean	0.027	0.065	0.096	0.092	0.083	0.094	0.211							0.10		
Actiflo Filter #2 / Turbidity - NTU																
Maximum	0.47	0.5	0.4	0.37	0.41	0.47	0.74								0.74	
Mean	0.009	0.102	0.091	0.08	0.08	0.09	0.21							0.09		
Filter Efficiency / Turbidity - % < 0.3 NTU																
Mean	99.88	99.98	99.94	99.94	99.95	99.95	94.76							99.20		94.76
Treated Water / Turbidity - NTU																
Maximum	2.83	3.83	3.1	3.42	1.888	0.81	2.77								3.83	
Mean	0.166	0.426	1.915	0.473	0.268	0.134	2.01							0.77		
Treated Water / UV Intensity - mW/cm²																
Minimum	58	71	57	75	65	52	47									47
Treated Water / Cl Residual: Free - mg/L (Online)																
Maximum	2.76	2.27	3.78	2.7	2.84	2.72	3.25								3.78	
Mean	1.943	1.771	6.605	2.099	2.00	1.94	2.01							2.62		
Minimum	0.56	0.95	0.21	1.29	0.127	0.63	0.3									0.127
Treated Water / E. Coli - cfu/100mL																
Count	5	5	4	5	4	4	5						32			
Maximum	0	0	0	0	0	0	0								0	
Mean	0	0	0	0	0	0	0									
Minimum	0	0	0	0	0	0	0									0
Treated Water / Total Coliform: TC - cfu/100mL																
Count	5	4	4	5	4	4	5						31			
Maximum	0	0	0	0	0	0	0								0	
Mean	0	0	0	0	0	0	0									
Minimum	0	0	0	0	0	0	0									0
Treated Water / HPC - cfu/mL																

Count	5	4	4	5	4	4	5								31			
Maximum	< 2	< 2	< 2	< 2	< 2	< 2	< 2										2	
Mean	< 2	< 2	< 2	< 2	< 2	< 2	< 2											
Minimum	< 2	< 2	< 2	< 2	< 2	< 2	< 2										< 2	
Treated Water / Cl Residual: Free - mg/L (Grab)																		
Count	5	4	4	5	4	4	5								31			
Maximum	2.32	1.92	2.70	2.39	2.23	2	2.39										2.7	
Mean	1.90	1.70	1.83	2.01	2.01	1.56	2.06									1.87		
Minimum	1.24	1.46	0.94	1.57	1.74	1.01	1.67											0.94
Distribution Water / Cl Residual: Free - mg/L (Online)																		
Maximum	2.32	2.03	3.08	2.28	2.74	3.14	3.41										3.41	
Mean	1.66	1.38	1.42	1.66	1.53	1.45	1.19									1.47		
Minimum	1.03	0.91	0.06	1.24	0.79	0.59	0.23											0.06
Disitrubution Water / E. Coli - cfu/100mL																		
Count	15	12	12	15	12	12	13								91			
Maximum	0	0	0	0	0	0	0										0	
Mean	0	0	0	0	0	0	0											
Minimum	0	0	0	0	0	0	0											0
Disitrubution Water / Total Coliform: TC - cfu/100mL																		
Count	15	12	12	15	12	12	13								91			
Maximum	0	0	0	0	0	0	0										0	
Mean	0	0	0	0	0	0	0									0.00		
Minimum	0	0	0	0	0	0	0											0
Distribution Water / HPC - cfu/mL																		
Count	5	4	4	5	4	4	5								31			
Maximum	< 2	< 2	< 2	< 2	< 2	< 4	6										6	
Mean	< 2	< 2	< 2	< 2	< 2	< 3	< 2.8									2.26		
Minimum	< 2	< 2	< 2	< 2	< 2	< 2	< 2										< 2	
Distribution Water / Cl Residual: Free - mg/L (Grab)																		
Count	15	12	12	15	12	12	15								93			
Maximum	2.13	1.67	2.90	2.16	1.64	2.15	1.92										2.9	
Mean	1.62	1.17	1.19	1.48	1.24	1.16	1.15									1.29		
Minimum	0.86	0.90	0.12	0.96	1.02	0.69	0.63											0.12
Distribution Water / Quarterlies																		
Trihalomethane: Total - µg/l	65.4			82			112									86.47		
Haloacetic Acids: Total - µg/l	32.7			37.3			118									62.67		

Appendix II

Monthly Work Order Summary - July 2019

Casselman Water Treatment Plant

Description	Status	Work Type
Analyzer Chlorine Inspection/Service (1m) 5971	COMP	PM
Analyzer Chlorine Free Insp/Service (1m) - 5971	COMP	PM
Analyzer pH Inspection/Service (1m) 5971	COMP	PM
Analyzer Turbidity Inspection/Service (1m) 5971	COMP	PM
Blower Centrifugal Inspection/Service (1m) 5971	COMP	PM
Air Compressor Inspection/Service (1m) 5971	COMP	PM
Dryer Air Service (1m) - 5971	COMP	PM
Generator Inspection (1m) 5971	COMP	PM
Meter Level Inspection/Service (3m) 5971	COMP	PM
Pump Submersible ACTIFLO Inspection (3m) 5971	COMP	PM
PANEL ALARM/DIALER TEST (1m) - 5971	COMP	PM
Pump Diaphragm Inspection/Service (3m) 5971	COMP	PM
UV Light Bank Insp/Service (1m) - 5971	COMP	PM
Health And Safety Inspection (1m) 5971	COMP	PM
Locate Casselman WDS 5971 -239 Argile 20192520163	COMP	OPER
Locate Casselman WDS 5971 -300 Nature 20192610520	COMP	OPER
Locate Casselman WDS 5971 -231 Argile 20192625517	COMP	OPER
Locate Casselman WDS 5971 -674 Duhamel 2019272433	COMP	OPER
Locate Casselman WDS 5971 -285 Nature 2019274411	COMP	OPER
Locate Casselman WDS 5971 -29 Fillion 20192710325	COMP	OPER
1324217 Change Batteries on Generator at WTP	COMP	PM
Actiflo # 1 backwash valve adjustment, Casselman 5971	APPR	CORR
Locate Casselman WDS 5971 -856 Francess 2019281103	COMP	OPER
Locate Casselman WDS 5971 -19 Gagne 2019280559	COMP	OPER
Locate Casselman WDS 5971 -62 Racine 20192723479	COMP	OPER
Locate Casselman WDS 5971 -809 Principale 20192721163	COMP	OPER
Locate Casselman WDS 5971 -16 Maria 20192718667	COMP	OPER
Locate Casselman WDS 5971 -116 Argile 2019275374	COMP	OPER
Locate Casselman WDS 5971 -104 Argile 2019275429	COMP	OPER

Locate Casselman WDS 5971 -289 Nature 20192810961	COMP	OPER
Locate Casselman WDS 5971 -240 Nature 20192814359	COMP	OPER
Locate Casselman WDS 5971 -224 Laurier 20192818595	COMP	OPER
Locate Casselman WDS 5971 -805 Principale 20192816577	COMP	OPER
Locate Casselman WDS 5971 -803 Principale 20192816495	COMP	OPER
Locate Casselman WDS 5971 -727 Principale 2019286211	COMP	OPER
Locate Casselman WDS 5971 -Principale east 20192826490	COMP	OPER
Locate Casselman WDS 5971 - Duhamel st 20192822297	COMP	OPER
Open/Close 304 Nature Rd and 2 duplex Argile, Casselman, 5971	COMP	CORR
Open/Close water at 285 Nature st.	COMP	OPER
Open/Close 776 Laval St. 5971 Casselman	COMP	CORR
CI Actiflo #1 alarm 19:50-21:30 5971	COMP	CALL
Close water at 38 Industrial 5971	COMP	OPER
Locate Casselman WDS 5971 -700 St-Isidore #20193013758	COMP	OPER
Locate Casselman WDS 5971 -228 Nature 2019301397	COMP	OPER
Locate Casselman WDS 5971 -288 Nature 2019301372	COMP	OPER
Locate Casselman WDS 5971 -296 Nature 2019301354	COMP	OPER
Locate Casselman WDS 5971 -1 Martin 2019301196	COMP	OPER
Locate Casselman WDS 5971 -744 St-jean 20192916547	COMP	OPER
Locate Casselman WDS 5971 -12 desnoyers 2019304800	COMP	OPER
Locate Casselman WDS 5971 -794 Aurele 2019301218	COMP	OPER
Locate Casselman WDS 5971 -200 Argile 20192927109	COMP	OPER
Locate Casselman WDS 5971 -117 Argile 20192927108	COMP	OPER
Locate Casselman WDS 5971 -863 Principale 20192920617	COMP	OPER
Locate Casselman WDS 5971 -697 Cartier 20192915879	COMP	OPER
Locate Casselman WDS 5971 -28 Faucher 20192915424	COMP	OPER
Locate Casselman WDS 5971 -728 St-joseph 20192912472	COMP	OPER
Locate Casselman WDS 5971 -154 Laurier 2019299758	COMP	OPER
Locate Casselman WDS 5971 -54 faucher 2019299833	COMP	OPER
Locate Casselman WDS 5971 -124 Laurier 2019299806	COMP	OPER
Locate Casselman WDS 5971 -16 River rd 2019299736	COMP	OPER
Locate Casselman WDS 5971 -108 Argile 2019298467	COMP	OPER
Locate Casselman WDS 5971 -148 Argile 2019298456	COMP	OPER

Locate Casselman WDS 5971 -236 Argile 2019298414	COMP	OPER
Locate Casselman WDS 5971 -2 Gagne 2019293488	COMP	OPER
Locate Casselman WDS 5971 -Duhamel st 20192822297	COMP	OPER
Locate Casselman WDS 5971 -264 Nature 20193013972	COMP	OPER
Locate Casselman WDS 5971 -304 Nature 20193015291	COMP	OPER
Locate Casselman WDS 5971 -4 Fillion 20193017654	COMP	OPER
Locate Casselman WDS 5971 -663 Montcalm 20193017008	COMP	OPER
Locate Casselman WDS 5971 -45 Isabelle 20193112614	COMP	OPER
Locate Casselman WDS 5971 -34 faucher 20193112468	COMP	OPER
Locate Casselman WDS 5971 -Laurier st 2019318349	COMP	OPER
Locate Casselman WDS 5971 -870 Principale 2019316621	COMP	OPER
Locate Casselman WDS 5971 -678 St-Joseph 2019316009	COMP	OPER
Locate Casselman WDS 5971 -688 Principale 2019315347	COMP	OPER
Locate Casselman WDS 5971 -758 Brebeuf 20193026920	COMP	OPER
Locate Casselman WDS 5971 -13 Mercier 20193021834	COMP	OPER
Locate Casselman WDS 5971 -16 Mercier 20193021674	COMP	OPER
Locate Casselman WDS 5971 -65 faucher 20193020671	COMP	OPER
Locate Casselman WDS 5971 -731 St-Isidore 20193020094	COMP	OPER
Locate Casselman WDS 5971 -64 Racine 20193019540	COMP	OPER
Locate Casselman WDS 5971 -500 Barrage 20193018186	COMP	OPER
Locate Casselman WDS 5971 -740 St-isidore 20193019202	COMP	OPER

Appendix III

Audit Report

Upgrade Audit for:

The Village of Casselman
1702443-02

Audited Address: 832 Laval Street, Casselman, Ontario
CAN K0A 1M0

Audit Date: Jul 11, 2019

Type of audit: Systems (Stage 1)

Issue Date: Jul 11, 2019

Revision Level: Final

BACKGROUND INFORMATION

SAI Global conducted an upgrade systems audit (Stage 1) of The Village of Casselman on July 11, 2019 to the DRINKING WATER QUALITY MANAGEMENT STSNDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of conformance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

SAI Global audits are carried out within the requirements of SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing accreditation of your organization.

Please take care to advise us of any change that may affect the application/accreditation or may assist us to keep your contact information up to date, as required by SAI Global Terms and Conditions.

This report has been prepared by SAI Global Limited (SAI Global) in respect of a Client's application for assessment by SAI Global. The purpose of the report is to comment upon evidence of the Client's conformance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017
Scope of Accreditation:	Drinking Water
Drinking Water System Owner:	The Village of Casselman
Operating Authority:	OCWA (Ontario Clean Water Agency)
Population Served:	3300
Activities:	Treatment and Distribution
Drinking Water System:	Casselman Drinking Water System Municipal Drinking Water Licence #173-101, issue #3
Total Audit Duration:	Days: 0.50 audit days
Audit Team Member:	Team Leader Patrick Moore
Other Participants:	None

Definitions and action required with respect to audit findings

Major Non-conformance

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would, on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The “applicable Standard” is the Standard which SAI Global is issuing accreditation against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plans should be submitted to SAI Global prior to commencement of follow-up activities as required. Follow-up action by SAI Global must ‘close out’ the NCR or reduce it to a lesser category within 90 days for initial accreditation and within 60 days for surveillance or re-accreditation audits, from the last day of the audit.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit, these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of initial accreditation, failure to close out NCR within the time limits means that the Accreditation Audit may be repeated.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance

This represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement

A documented statement which may identify areas for improvement, however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

Systems Audit

A desktop audit of the Operational Plan for the subject system to assess whether the documented QEMS meets the PLAN requirements of the DWQMS V2.

Audit Objectives

The objective of the audit was to determine whether the Operational Plan and associated documents of the drinking water Quality and Environmental Management System (QEMS) of the subject system conform to the requirements of the Ontario Ministry of the Environment, Conservation and Parks' (MECP) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for SAI Global to assess whether accreditation can continue to be offered to the Operating Authority.

Audit Scope

The Operational Plan and associated documents of the Drinking Water Quality and Environmental Management System of the subject system were reviewed.

Audit Criteria

- The Drinking Water Quality Management Standard Version 2
- Current QEMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment, Conservation and Parks (MECP). For more information, please refer to the SAI Global Accreditation Program Handbook.

As part of the SAI Global Terms, it is necessary for you to notify SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the SAI Global Accreditation Program Handbook.

Review of any changes to the Operating Authority

Changes to the Operating Authority since the last audit: no changes were identified.

EXECUTIVE OVERVIEW

The objective of this Systems (Stage 1) audit was to review the management system and processes, confirm the scope for accreditation, and determine the organization's preparedness for the on-site verification (Stage 2) audit. In addition, it allowed for the review of the adequacy of the SAI Global audit program and resources for the audit including confirming and preparing the draft audit plan.

The results of this Systems (Stage 1) audit indicate that the organization is now ready for an on-site accreditation (Stage 2) audit.

Recommendation

Based on the results of this audit, it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of accreditation identified in this report; therefore, a recommendation for continued accreditation will be submitted to SAI Global review team.

Opportunities for Improvement

No opportunities for improvement were identified.

It is suggested that any opportunities for improvement be considered by management to further enhance the Operating Authority's Quality Management System and performance.

Management System Documentation

The management system's Operational Plan was reviewed and found to be in conformance with the requirements of the standard.

Management Review

The procedure for management review meets the requirements of DWQMS V2.

Internal Audits

The procedure for internal audits meets the requirements of DWQMS V2.

Corrective, Preventive Action & Continual Improvement Processes

The procedure for corrective action, preventive action and continual improvement meets the requirements of DWQMS V2.

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	Conforms
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified with a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NA/NC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-01, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The Operational Plan and associated documentation meet the requirements of the DWQMS Version 2 - 2017.	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-02, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The QEMS Policy, last revised and approved on Apr 6, 2016, meets the requirements of the standard. The policy is reviewed annually. The policy is downloadable from the ocwa.com website.	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-03, Rev 0, 2018-06-15 OP-03A Signed Commitment and Endorsement, Rev. 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Commitment and endorsement of the Operational Plan by OCWA Top Management, represented by the Senior Operations Manager (Prescott Russell Cluster) and the Regional Hub Manager (Eastern Regional Hub), was signed in Jan 2019. Commitment and endorsement by the Owner, represented by the Mayor and by the Directeur des Services Physiques for the Village of Casselman, was signed on Jan 9, 2019. Any major revision of the operational plan such as a change in the QEMS policy or a change to the drinking water system would require re-endorsement of the Operational Plan by OCWA Top Management and the Owner. Minor changes do not require re-endorsement.	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-04, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The role of QEMS Representative for the Casselman Drinking Water System has been assigned to the Process and Compliance Technician (PCT). The Safety, Process and Compliance Manager (or alternate PCT) acts as an alternate QEMS Representative when required. Responsibilities of the QEMS Representative have been identified in the procedure.	

DWQMS Reference:	5 Document and Record Control
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-05, Rev 0, 2018-08-28 OP-05A Document and Record Control Locations, Rev. 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The procedure includes a table indicating the minimum retention times and relevant controlling requirements (OCWA or regulatory) for the various types of documents and records, and a table (OP-05A) indicating the locations for the internal and external documents and records required by OCWA's QEMS in both electronic and hardcopy format.	

DWQMS Reference:	6 Drinking Water System
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-06, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The Casselman drinking water system is classified as a Large Municipal Residential System. The water treatment plant is classified as a Class 2 facility while the water distribution system is categorized as a Class 1 system. The DWS comprises one drinking water treatment plant, one elevated steel storage tank (1575 m3 capacity) and approximately 20 km of PVC watermain, ranging in size from 150 mm to 250 mm diameter pipe. The source of raw water is the South Nation River. The Rated Maximum Daily Flow of the system is 3182 m3 per day. Currently, the DWS services a population of about 3300 individuals. The treatment plant has the capacity to serve up to 4,500 people and meet the needs of projected growth until 2021. For event-driven fluctuations, spring and fall variations in the flow of the South Nation River have a significant effect on the raw water quality at the plant (colour, turbidity, alkalinity, manganese content and zebra mussels). The Casselman DWS has historically experienced operational difficulties and taste and odour problems during the spring and fall when the quality of the South Nation River deteriorates. During warmer months, elevated levels of dissolved organic carbon can lead to higher levels of trihalomethanes. These seasonal fluctuations in raw water quality have made it difficult to treat the raw water during these periods. To address the operational challenges posed by these fluctuations, Operators monitor and adjust the operational parameters of the WTP to ensure the process is adjusted to provide high quality treated water, e.g. coagulant feed system dosage to control turbidity, potassium permanganate levels to control manganese concentrations, pH levels to control alkalinity and chlorine or potassium permanganate levels to control zebra mussels.	

DWQMS Reference	7 Risk Assessment
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-07, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The procedure includes a provision to ensure that the risk assessment information and assumptions are verified at least once every calendar year and includes in the risk assessment process the applicable hazardous events identified in the MECP document Potential Hazardous Events for Municipal Residential Drinking Water Systems. A full risk assessment of the drinking water systems is required at least once every 36 months.	

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DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-08, Rev 0, 2018-05-14 OP-8A Summary of Risk Assessment Outcomes, Rev 0, issue date 2018-05-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Results of the risk assessment are well documented in the OP-08A Summary of Risk Assessment Outcomes. Table 1 in OP-08A is the Risk Assessment Table which identifies the potential hazardous events and associated hazards, control measures, risk values and CCPs. This table also provides a good cross reference to the applicable potential hazardous events identified in the MECP document and which are included in Table 4. Table 2 identifies the CCPs and monitoring and control procedures while Table 3 gives a summary of the results of the annual review/36-month risk assessment.	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-09, Rev 0, 2018-06-15 OP-09A Organizational Structure, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The information in the Organizational Structure, Roles, Responsibilities and Authorities procedure meets the requirements of DWQMS V2. QEMS Roles, responsibilities and authorities are well defined in Table 9-1 at the Corporate level (corporate oversight provided by the Board, the Senior Leadership Team and Corporate Compliance) and in Table 2 for the Eastern Region. Members of Top Management and the Owner have been identified in the organizational chart. The procedure specifies that responsibilities of Top Management include undertaking the annual management review of the QEMS.	

DWQMS Reference:	10 Competencies
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-10, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Competency requirements of operations personnel performing duties directly affecting drinking water quality have been detailed in the Required Minimum Competencies table. Activities carried out to ensure maintenance of competencies of operations personnel and to ensure that they are aware of the relevance of their duties and how they affect safe drinking water have been developed.	

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DWQMS Reference:	11 Personnel Coverage
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-11, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The personnel coverage procedure ensures that operations personnel meeting the competencies requirements identified in the OP-10 Competencies procedure are available for duties that directly affect drinking water quality. The procedure addresses regular hours of operation, after-hours, weekends and holiday coverage as well as labour disruptions. Use of tools such as the on-call schedule, and reaction plans such as the Critical Shortage of Staff Contingency Plan and Overall Responsible Operator (ORO) SOP help to ensure that coverage is maintained.	

DWQMS Reference:	12 Communications
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-12, Rev 0, 2018-11-01
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The procedure for communications covers how relevant aspects of the QEMS are communicated between Top Management and the Owner, Operating Authority (OCWA) personnel, essential suppliers and service providers (as identified under Plan (a) of Element 13) and the public (including any complaints from other interested parties).	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-13, Rev 0, 2018-06-15 Essential Supplies and Services Contact Information-contained in Casselman WTF Emergency Contact List, Rev 9, issue date 01-Apr-2019
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The procedure indicates that purchasing is carried out following OCWA's Corporate Procurement and Administration policies, procedures and guidelines. Contractors are selected based on their qualifications and ability to meet the facility's needs without compromising operational performance and compliance with applicable legislation and regulations. Chemicals purchased for use in the drinking water treatment process must meet AWWA Standards and be ANSI/NSF certified as per the Municipal Drinking Water Licence (MDWL).	

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-14, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The procedure calls for a review of the drinking water system's infrastructure to be held at least once every calendar year to assess the adequacy of the infrastructure required to operate and maintain the system. Operations Management in conjunction with operations conducts the review. The procedure includes a requirement to review the outcomes of the risk assessment process documented in OP-08. The output of the review is the Capital and Major Maintenance Recommendations Report to assist the Owner and OCWA with planning infrastructure needs for the short- and long-term.	

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DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-15, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The drinking water system maintenance program includes planned and unplanned maintenance, renewal and rehabilitation of infrastructure, and program monitoring and reporting. The procedure includes the need to ensure that the long-term forecast of major infrastructure maintenance, rehabilitation and renewal activities is reviewed at least once per calendar year. The approved Capital and Major Maintenance Recommendations Report generated during the annual infrastructure review provides the basis for long-term forecasts for major infrastructure maintenance, rehabilitation and renewal activities.	

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-16, Rev 0, 2018-06-15 SOP #4 Reporting Adverse Results, Rev 2, issue date 29-May-2019
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Operators follow the Casselman DWS Sample Schedule 2019 to ensure that samples are taken and analyzed as required by the municipal drinking water licence. Sampling regimens for daily, monthly, quarterly, annual and 5-year sampling have been developed. There are no relevant upstream sampling, testing and monitoring activities that take place for this system. Sampling, testing and monitoring activities related to the WTP's most challenging conditions are referenced. The procedure describes how sampling, testing and monitoring results are communicated to the owner.	

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-17, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> All measurement and recording devices and associated calibration and/or verification schedules are entered into the automated Work Management System (WMS). Work orders are then automatically generated according to the schedule to ensure that calibration/verification activities are carried out as planned. The procedure includes what actions are to be taken to ensure that water quality has not been compromised in the event that a measurement or recording device does not meet its specified performance requirements, including the timely completion of any notifications required by applicable legislation.	

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DWQMS Reference:	18 Emergency Management
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-18, Rev 0, 2018-06-15 Casselman WTF Emergency Contact List, Rev 17, issue date 2018-12-13
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Six potential emergency situations or service interruptions and processes for responding to and recovering from each potential situation have been identified for the Casselman drinking water system, including loss of service (ERCP-04), unsafe water (ERCP-05) and security breach (ERCP-06). Three levels of emergency response have been identified, depending on the resources required to handle the situation. OCWA's training requirements related to the Facility Emergency Plan (FEP) have been identified in the procedure. The procedure requires that at least one contingency plan (CP) be tested each calendar year and each CP must be reviewed at least once in a five-calendar year period. The Emergency Contact List for the drinking water system is reviewed once per calendar year and includes contact information for OCWA personnel, regulatory bodies and emergency services.	

DWQMS Reference:	19 Internal Audits
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-19, Rev 0, 2018-11-01
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The procedure meets the requirements of the DWQMS V2 and includes the commitment to conduct internal audits of all elements of the DWQMS at least once every calendar year and describes how corrective actions are identified and initiated.	

DWQMS Reference:	20 Management Review
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-20, Rev 0, 2018-11-01
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The information in the Management Review procedure meets the requirements of DWQMS V2 and includes the need to hold a management review of the continuing suitability, adequacy and effectiveness of the QEMS at least once every calendar year. Consideration of applicable Best Management Practices (BMPs) has been added to the management review agenda. Review and possible adoption of applicable BMPs are revisited during subsequent management reviews and are incorporated into preventive and/or corrective actions as per OP-21 Continual Improvement as appropriate.	

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DWQMS Reference:	21 Continual Improvement
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-21, Rev 0, 2018-11-01
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The procedure indicates that continual improvement of the QEMS is driven through implementing corrective actions and preventive actions and consideration of best management practices, including any published by the MECP. Prime sources for identification of actual and potential nonconformances are internal and external audits of the QEMS. Opportunities for improvement identified during internal audits are another source of continual improvement.	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at SAI Global.

This report was prepared by:

Patrick Moore

SAI Global Management Systems Auditor

The audit report is distributed as follows:

- SAI Global
- Operating Authority
- Owner
- MECP

Notes

Copies of this report distributed outside the organization must include all pages.

Audit Report

Initial Verification Audit for:

The Village of Casselman
1702443-02

Audited Address: 832 Laval Street, Casselman, Ontario
CAN K0A 1M0

Audit Date: Jul 24, 2019

Type of audit: Initial Verification Audit

Issue Date: Jul 25, 2019

Revision Level: Final

BACKGROUND INFORMATION

SAI Global conducted an initial verification audit of The Village of Casselman on July 24, 2019 to the DRINKING WATER QUALITY MANAGEMENT STSNDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of conformance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

SAI Global audits are carried out within the requirements of SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing accreditation of your organization.

Please take care to advise us of any change that may affect the application/accreditation or may assist us to keep your contact information up to date, as required by SAI Global Terms and Conditions.

This report has been prepared by SAI Global Limited (SAI Global) in respect of a Client's application for assessment by SAI Global. The purpose of the report is to comment upon evidence of the Client's conformance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017
Scope of Accreditation:	Drinking Water
Drinking Water System Owner:	The Village of Casselman
Operating Authority:	OCWA (Ontario Clean Water Agency)
Population Served:	3300
Activities:	Treatment and Distribution
Drinking Water System:	Casselman Drinking Water System Municipal Drinking Water Licence #173-101, issue #3
Total Audit Duration:	Days: 0.75 audit days
Audit Team Member:	Team Leader Patrick Moore
Other Participants:	None

Definitions and action required with respect to audit findings

Major Non-conformance

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would, on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The “applicable Standard” is the Standard which SAI Global is issuing accreditation against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plans should be submitted to SAI Global prior to commencement of follow-up activities as required. Follow-up action by SAI Global must ‘close out’ the NCR or reduce it to a lesser category within 90 days for initial accreditation and within 60 days for surveillance or re-accreditation audits, from the last day of the audit.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit, these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of initial accreditation, failure to close out NCR within the time limits means that the Accreditation Audit may be repeated.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance

This represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement

A documented statement which may identify areas for improvement, however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

On-site Verification Audit

An on-site audit to assess whether a QMS has been implemented for the subject system that meets the “DO” requirements of the DWQMS V2.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality and Environmental Management System (QEMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment, Conservation and Parks’ (MECP) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the Operating Authority.

Audit Scope

The facilities and processes associated with the Operating Authority’s QEMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria

- The Drinking Water Quality Management Standard Version 2
- Current QEMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment, Conservation and Parks (MECP). For more information, please refer to the SAI Global Accreditation Program Handbook.

As part of the SAI Global Terms, it is necessary for you to notify SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the SAI Global Accreditation Program Handbook.

Review of any changes to the Operating Authority

Changes to the Operating Authority since the last audit: no changes were identified.

EXECUTIVE OVERVIEW

Based on the results of this on-site verification (Stage 2) audit and the results of the System (Stage 1) audit, it has been determined that the management system is effectively implemented and meets the requirements of the standard relative to the scope of accreditation identified in this report; therefore, a recommendation for accreditation will be submitted to SAI Global review team.

Recommendation

Based on the results of this audit, it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of accreditation identified in this report; therefore, a recommendation for accreditation will be submitted to SAI Global review team.

Opportunities for Improvement

The following opportunities for improvement have been identified:

- **Element 14 Review and Provision of Infrastructure**
The procedure for Review and Provision of Infrastructure calls for a review of the drinking water system's infrastructure to be held at least once a year. In practice, the review is an on-going process.
- **Element 17 Measurement & Recording Equipment Calibration and Maintenance**
Only one of the calibration companies provides calibration certificates which confirm that measuring equipment used in the WTP has been calibrated against measurement standards traceable to international or national measurement standards.

It is suggested that any opportunities for improvement be considered by management to further enhance the Operating Authority's Quality Management System and performance.

Management System Documentation

The management system's Operational Plan was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The Operating Authority is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	OFI
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	OFI
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified with a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NA/NC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-01, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The Operational Plan and associated documentation meet the requirements of the DWQMS Version 2 - 2017.	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-02, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The QEMS Policy, last revised and approved on Apr 6, 2016, meets the requirements of the standard. The policy is reviewed annually. The policy is downloadable from the ocwa.com website.	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-03, Rev 0, 2018-06-15 OP-03A Signed Commitment and Endorsement, Rev. 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Commitment and endorsement of the Operational Plan by OCWA Top Management, represented by the Senior Operations Manager (Prescott Russell Cluster) and the Regional Hub Manager (Eastern Regional Hub), was signed in Jan 2019. Commitment and endorsement by the Owner, represented by the Mayor and by the Directeur des Services Physiques for the Village of Casselman, was signed on Jan 9, 2019. Any major revision of the operational plan such as a change in the QEMS policy or a change to the drinking water system would require re-endorsement of the Operational Plan by OCWA Top Management and the Owner. Minor changes do not require re-endorsement.	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-04, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The role of QEMS Representative for the Casselman Drinking Water System has been assigned to the Process and Compliance Technician (PCT). The Safety, Process and Compliance Manager (or alternate PCT) acts as an alternate QEMS Representative when required. Responsibilities of the QEMS Representative have been identified in the procedure.	

DWQMS Reference:	5 Document and Record Control
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-05, Rev 0, 2018-08-28 OP-05A Document and Record Control Locations, Rev. 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> All documents requested - system procedures, forms, tables, lists and records - were readily available on the Eastern Region (Prescott Russell Cluster) shared drive in electronic format or at the water treatment plant for hardcopy versions of documents and records. The table in the procedure indicates the minimum retention times and relevant controlling regulations for the various types of documents and records, while the table in OP-05A indicates the locations for the different types of documents and records required by the QEMS in both electronic and hardcopy format. The protocol for making revisions to documents is being followed, including handling of superseded documents.	

DWQMS Reference:	6 Drinking Water System
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-06, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The Casselman drinking water system is classified as a Large Municipal Residential System. The water treatment plant is classified as a Class 2 facility while the water distribution system is categorized as a Class 1 system. The DWS comprises one drinking water treatment plant, one elevated steel storage tank (1575 m3 capacity) and approximately 20 km of PVC watermain, ranging in size from 150 mm to 250 mm diameter pipe. The source of raw water is the South Nation River. The Rated Maximum Daily Flow of the system is 3182 m3 per day. Currently, the DWS services a population of about 3300 individuals. The treatment plant has the capacity to serve up to 4,500 people and meet the needs of projected growth until 2021. For event-driven fluctuations, spring and fall variations in the flow of the South Nation River have a significant effect on the raw water quality at the plant (colour, turbidity, alkalinity, manganese content and zebra mussels). The Casselman DWS has historically experienced operational difficulties and taste and odour problems during the spring and fall when the quality of the South Nation River deteriorates. During warmer months, elevated levels of dissolved organic carbon can lead to higher levels of trihalomethanes. These seasonal fluctuations in raw water quality have made it difficult to treat the raw water during these periods. To address the operational challenges posed by these fluctuations, Operators monitor and adjust the operational parameters of the WTP to ensure the process is adjusted to provide high quality treated water, e.g. coagulant feed system dosage to control turbidity, potassium permanganate levels to control manganese concentrations, pH levels to control alkalinity and chlorine or potassium permanganate levels to control zebra mussels. The treatment system process flow chart accurately represents the drinking water system.	

DWQMS Reference:	7 Risk Assessment
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-07, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The initial full risk assessment review was carried out on May 15, 2018 by the Operations Manager, QEMS Rep/PCT/Operator and another PCT/Operator. The annual review of the currency of the information and the validity of the assumptions used in the risk assessment for 2019 was carried out on May 30 by the QEMS Rep/PCT/Operator. No changes to the risk assessment tables were required.	

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-08, Rev 0, 2018-05-14 OP-8A Summary of Risk Assessment Outcomes, Rev 0, issue date 2018-05-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Results of the risk assessment are well documented in the Summary of Risk Assessment Outcomes found in OP-08A. Table 1 is the Risk Assessment Table which identifies the potential hazardous events and associated hazards, control measures, risk value and CCPs. This table also provides a good cross reference to the potential hazardous events identified in the MECF document and which are included in Table 4. Table 2 identifies the CCPs and monitoring and control procedures while Table 3 gives a summary of the results of the 2018 initial full risk assessment and the 2019 annual review.	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-09, Rev 0, 2018-06-15 OP-09A Organizational Structure, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> QEMS roles, responsibilities and authorities are well defined in the procedure. Members of Top Management (including those responsible for undertaking the annual management review of the QEMS) and the Owner have been identified in the organizational chart. The procedure includes QEMS roles, responsibilities and authorities of persons providing corporate oversight, e.g. members of the Board, the Senior Leadership Team and Corporate Compliance.	

DWQMS Reference:	10 Competencies
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-10, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Competency requirements of operations personnel performing duties directly affecting drinking water quality have been detailed in the Required Minimum Competencies table. Training programs are available to ensure development and maintenance of competencies of operations personnel and to ensure that they are aware of the relevance of their duties and how they affect safe drinking water. Drinking Water Operator licenses viewed for Operators who maintain the water treatment system were all current.	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-11, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The personnel coverage procedure ensures that operations personnel meeting the competencies requirements identified in the OP-10 Competencies procedure are available for duties that directly affect drinking water quality. The procedure addresses regular hours of operation, after-hours, weekends and holiday coverage as well as labour disruptions. Use of tools such as the on-call schedule and vacation schedule, and reaction plans such as the Critical Shortage of Staff Contingency Plan and SOP #4 When the ORO is Absent or Unable to Act help to ensure that coverage is maintained.	

DWQMS Reference:	12 Communications
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-12, Rev 0, 2018-11-01
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Processes for communicating relevant aspects of the QEMS between Top Management and Operating Authority personnel (e.g. quarterly Operational Staff meetings), the Owner (e.g. Monthly Operations Reports and management review meeting minutes), suppliers (e.g. communications to suppliers regarding the QEMS) and the public (e.g. service issues and complaints) are in place.	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-13, Rev 0, 2018-06-15 Essential Supplies and Services Contact Information-contained in Casselman WTF Emergency Contact List, Rev 9, issue date 01-Apr-2019
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Primary suppliers of essential supplies and services have been identified in the detailed Essential Supplies and Services List. Chemicals used at the WTP meet ANSI/NSF standards (e.g. sodium hypochlorite). The main laboratory used for testing samples (Caduceon Environmental Laboratories) is CALA (Canadian Association for Laboratory Accreditation) certified. A few suppliers on the list are sole suppliers. An OFI identified during the internal audit is to identify additional suppliers for sole suppliers.	

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DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-14, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Review of the adequacy of the infrastructure required to operate and maintain the system is an on-going process carried out by the Senior Operations Manager, the QEMS Rep/PCT/Operator and other PCT/Operators. Updates are made to the 5-Year Capital and Major Maintenance Recommendations Report for 2019 to 2023 as appropriate. The latest update is dated July 25, 2019. Opportunity for Improvement: the procedure for Review and Provision of Infrastructure calls for a review of the drinking water system's infrastructure to be held at least once a year. In practice, the review is an on-going process.	

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-15, Rev 0, 2018-08-28
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The drinking water system maintenance program includes planned and unplanned maintenance, renewal and rehabilitation of infrastructure and program monitoring and reporting. The 5-Year Capital and Major Maintenance Recommendations Report for 2019 to 2023 generated during the infrastructure review process provides the basis for long-term forecasts for major infrastructure maintenance, rehabilitation and renewal activities for the drinking water system. For the water treatment plant, capital expenditures include \$10K for UV system repairs and parts in 2020, \$30K for new drives for transfer and low lift pumps in 2019 and \$30K for replacement of GAC filters in 2023. For distribution operations, annual maintenance expenditures include \$5K for hydrant repairs, \$30K for valve repairs and \$5K for distribution spare parts.	

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-16, Rev 0, 2018-06-15 SOP #4 Reporting Adverse Results, Rev 2, issue date 29-May-2019
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Operators follow the Casselman DWS Sampling Calendar to ensure that samples are taken and analyzed as required by the municipal drinking water licence. Sampling regimens for daily, weekly, monthly, quarterly, bi-annual and annual sampling have been developed. There are no relevant upstream sampling, testing and monitoring activities that take place for this system. A challenging condition has been identified as possible failure of the Rollins Street raw water pump. Seasonal fluctuations which affect manganese content, colour and alkalinity present challenges to operating the plant. In 2018, there were only two incidents of adverse drinking water tests for the system (AWQI # 138549 and # 140121). For 2019 to-date, there have been no incidents of adverse drinking water tests.	

Audit Report

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-17, Rev 0, 2018-06-15
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> Calibration certificates were available for all equipment calibrated by the two external calibration companies. The calibration status of all measurement and recording equipment seen at the Casselman WTP was current. Work orders for calibration/verification and maintenance of measurement and recording equipment are generated by the automated Work Management System (WMS). Opportunity for Improvement: only one of the calibration companies provides calibration certificates which confirm that measuring equipment used in the WTP has been calibrated against measurement standards traceable to international or national measurement standards.	

DWQMS Reference:	18 Emergency Management
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-18, Rev 0, 2018-06-15 Casselman WTF Emergency Contact List, Rev 17, issue date 2018-12-13
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The annual testing of contingency plans was a desk-top exercise carried out on Dec 20, 2018 to review the spill response procedure (ERCP-01). The exercise was led by the QEMS Rep and attended by five Operators. The outcome of the exercise was that Operators gained greater familiarity with the procedure and would be more confident as the on-call person who has to deal with a spill and communicate with other individuals (e.g. Owner, Regional Hub Manager, VP Operations, media).	

DWQMS Reference:	19 Internal Audits
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-19, Rev 0, 2018-11-01
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> An internal audit of the complete drinking water system for 2019 was carried out on Jun 26, 2019 by a qualified auditor using a checklist which reflected the requirements of the new standard (DWQMS Version 2 - 2017). The internal audit identified one non-conformance for not reviewing the BMPs published on the MECP website (Element 21) and five opportunities for improvement.	

DWQMS Reference:	20 Management Review
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-20, Rev 0, 2018-11-01
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The management review for the 2019 calendar year was conducted on Jul 11, 2019, attended by the Owner (Director of Physical Services), Top Management (Senior Operations Manager), the QEMS Rep. and one Operator. All required agenda items were covered and minutes of the meeting were prepared. A review of best management practices was included as part of the agenda. Action items identified during the meeting were recorded in the minutes.	

Audit Report

DWQMS Reference:	21 Continual Improvement
Client Reference:	Operational Plan for the Casselman Drinking Water System QEMS Proc. OP-21, Rev 0, 2018-11-01
Details: <i>(personnel interviewed, procedures, activities and records observed)</i> The procedure indicates that continual improvement of the QEMS is driven through implementing corrective actions and preventive actions and consideration of best management practices, including any published by the MECP. At this stage of development of the QEMS, no preventive actions or best management practices have been identified. A non-conformance was raised during the internal audit for not reviewing the BMPs published on the MECP website. Corrective action for this non-conformity is an opportunity to improve the QEMS. Opportunities for improvement identified during the internal audit provide additional opportunities to improve the QEMS.	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at SAI Global.

This report was prepared by:

Patrick Moore
SAI Global Management Systems Auditor

The audit report is distributed as follows:

- SAI Global
- Operating Authority
- Owner
- MECP

Notes

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**Municipalité de
Casselman
Municipality**

BAT-006-2019

Sujet :	Expertise structurale des bâtiments modulaires préfabriqués
Date de la rencontre :	Le 27 août, 2019
Annexe :	Rapport – 750 Principale - SEFA

RECOMMANDATION

1) Que le Conseil de la Municipalité de Casselman accuse réception du rapport administratif du directeur du service du bâtiment **BAT-006-2019** concernant la démolition de (4) quatre bâtiments modulaires préfabriqués localisés sur la propriété du 750 rue Principale, Casselman suivant les recommandations de l'ingénieur structurale, M. Francis Landry dû à la santé et sécurité des occupants et de l'état des bâtiments.

CONTEXTE

Une visite des lieux en date du 16 juillet 2019 a été effectuée avec M. Francis Landry, P.Eng. afin de constater l'état de la structure de (4) quatre bâtiments modulaires préfabriqués, et afin de savoir si ceux-ci peuvent être rénovés ou doivent être démolis.

ANALYSE

Suivant le rapport en annexe fourni par M. Landry, la structure des modules n'est pas en bon état, même que plusieurs dommages structuraux sont visibles tant de l'extérieur que de l'intérieur. Le rapport de M. Landry mentionne bien qu'il y a une possibilité de rénovation mais que ceci représenterait plusieurs milliers de dollars, au-delà de \$50,000.00 et que ceci n'est pas favorable, sans oublier la présence de moisissures, d'humidité et possiblement la présence d'amiante dans les matériaux existants qui augmenteraient les coûts de manière astronomique.

RECOMMANDATION

Il est recommandé d'accepter la recommandation du directeur du service du bâtiment et de l'ingénieur structurale, soit la démolition de (4) quatre bâtiments modulaires préfabriqués basé sur le rapport de l'ingénieur et le BCA s.15.9(2) – Unsafe Buildings.

Préparé par:

Marc-André Décoeur, CBO
Directeur – Service du bâtiment

**Révisé et approuvé pour la
considération du Conseil par :**

Linda D. Bergeron, CPA, CGA
Administratrice en Chef

Le 19 juillet 2019

Monsieur Marc-André Décoeur, CBO + T.P.
Chef du service du bâtiment (BCIN #44555)
Municipalité de Casselman
751 rue St. Jean
Casselman, ON
K0A 1M0
Courriel: madecoeur@casselman.ca

Objet : Inspection des classes modulaires préfabriquées au 750, rue Principale à Casselman

Monsieur,

Le présent rapport fait suite à la visite sur place effectuée en votre présence le mardi 16 juillet vers 13h00. Le but de la visite était de constater l'état de la structure des modules préfabriqués existants au 750 rue Principale à Casselman.

Les modules préfabriqués inspectés sont ceux qui sont installés en un ensemble de quatre (4) et collés directement sur le bâtiment existant. Ces modules donnent sur la cour arrière du bâtiment tout près de la rue Brébeuf. Les autres modules préfabriqués du site n'ont pas été inspectés.

L'installation comprend 4 modules qui ont été installés ensembles et reliés par un corridor commun. Le corridor commun possède sa propre structure de plancher et de toiture. C'est donc dire que les murs du corridor sont porteurs. De plus, une toiture commune a été construite et recouvre l'ensemble des 4 unités.

Les unités possèdent une structure de bois (toiture, murs extérieurs, poutres, colonnes, linteaux, solives de plancher et reposent sur des pilastres de béton coulé ou en blocs de maçonnerie).

L'inspection a débutée à l'extérieur. L'ensemble a été visualisé. L'inspection démontre à plusieurs endroits que la structure des modules n'est pas en bon état. Sans avoir pu voir la charpente dans son ensemble à cause du revêtement extérieur de tôle encore en place, on remarque clairement à un endroit où il celle-ci a été retirée que les dommages structuraux sont majeurs. En effet, sur la façade donnant sur les cours arrière des résidences de la rue

Dollard, tout près de la porte, on note des dommages majeurs à la solive de rive, la lisse basse, les montants du mur, les panneaux de copeaux et l'extrémité des solives de plancher. On voit des dommages par l'eau. Les pièces de bois énumérées ci-haut sont toutes dans un état de dégradation majeure. Les photos 4831, 4828 et 4829 montrent ces dommages.



Photo 4831 – Dommages structuraux mur arrière



Photo 4828 – Dommages structuraux mur arrière



Photo 4829 – Dommages structuraux mur arrière

Par l'extérieur, on peut avoir accès sous les unités préfabriquées puisque la jupe au périmètre des unités est souvent inexistante puisque décrochée de la structure. À des endroits, la structure de plancher est exposée. On peut voir que le plancher est composé de solives de bois à intervalle régulier. Les solives reposent sur des poutres en bois qui sont appuyées sur des pilastres de béton ou de blocs de maçonnerie. Visuellement on note une importante déflexion dans les solives et dans les poutres. Les solives ont une trop grande portée pour leur dimension ou espacement en plus d'être affectées par l'humidité.

Les poutres sont déformées probablement à cause des charges qui leur sont imposées qui sont trop importantes et à cause des conditions d'humidité. Les poutres et les colonnes sont sous dimensionnées et l'inspection a démontrée que plusieurs de ces éléments présentent des dommages par l'humidité.

L'inspection s'est par la suite poursuivie à l'intérieur des modules. Sans avoir l'âge des modules, on constate rapidement à l'intérieur que les planchers sont complètement hors niveau par endroits, que les déflexions constatées par l'extérieur sont bien visibles au plancher qui pour sa part est troué par endroits et est recouvert de tuiles pouvant contenir de l'amiante. Le plancher présente des bosses et des encavures importantes démontrant

la faiblesse de la structure de plancher. À l'endroit du trou, on peut apercevoir que le platelage est complètement pourri. De plus, en marchant sur le plancher on perçoit que la structure se déplace sous notre poids ce qui indique qu'elle est très endommagée et potentiellement dangereuse pour l'occupation.

Il a été noté lors de l'inspection que les autorités responsables de l'endroit souhaitent démolir les deux locaux arrière et conserver les deux locaux avant pour entreposer du matériel. Au Code de Construction de l'Ontario (Ontario Building Code 2012, latest revision), au minimum pour une aire d'entreposage on demande une charge d'utilisation de 4.8kPa. Cette charge peut même être considérée à 7.2 kPa si on y fait de l'archivage ou si on entrepose des livres par exemple. Il est certain que la structure existante ne pourrait résister à de telles charges. De plus, la manière dont les modules sont reliés à un corridor commun avec une toiture qui recouvre l'ensemble des 4 modules et le corridor rend la démolition de deux modules sur quatre très complexe et coûteuse. On devrait modifier la toiture qui semble être composée de fermes préfabriquées. Les photos 4837, 4839 et 4840 démontrent les défauts dans les planchers.



Photo 4837 – Dommages au plancher – trou et pourriture du platelage



Photo 4839 – Dommages au plancher – dépression dans les solives et bosse à la poutre



Photo 4840 – Dommages au plancher – dépression dans les solives et bosse à la poutre

La structure semble s'être déplacée à cause de l'état des matériaux la composant, mais peut être également parce que les pilastres sur lesquels elle repose ont été affectés par les effets du gel et dégel. En effet, si les pilastres ne reposent pas sur des empattements enfouis sous la profondeur de pénétration du gel, ceux-ci peuvent fort probablement avoir subi des mouvements ou encore des tassements. Il est évident que la structure a subi des mouvements. Cette évidence a été constatée en tentant d'ouvrir les portes et fenêtres dont certaines restaient coincées.

Un autre indice de mouvement ou de tassements différentiels de la fondation est la présence des fissures obliques. En effet, on note aux murs des fissures obliques dans le revêtement mural de gypse. Par endroits on note également de la dégradation au revêtement de mur probablement causé par la présence d'eau dans les murs.

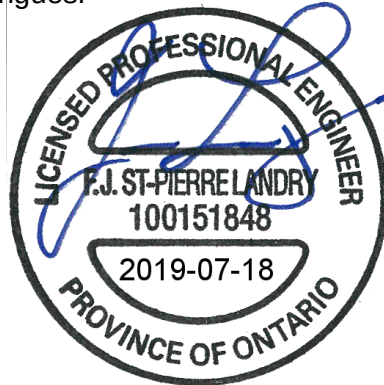
En conclusion, après avoir inspecté les 4 modules, je suis d'avis que la structure des modules est dans un très mauvais état. Des réparations majeures seraient requises pour utiliser ces locaux pour de l'entreposage. Des renforcements aux planchers et aux murs en plus des toutes les pièces endommagées qui seraient à changer coûteraient environ 50 000 dollars. Il ne faut pas oublier qu'il y a probablement présence de moisissures et d'amiante ce qui fait augmenter les coûts de manière astronomique.

Aussi, conserver seulement les 2 locaux avant implique la démolition des locaux arrière et cette tâche demanderait des interventions majeures à la structure du corridor et aux fermes de toiture.

La démolition des 4 locaux inspectés est recommandée pour la santé et la sécurité des occupants.

En espérant le tout à votre satisfaction, veuillez agréer, Monsieur, l'expression de mes sentiments les plus distingués.

Francis Landry, P. Eng.
819-360-3619
FL/fl



LIMITES ET CONTRAINTES DE L'ÉTUDE

L'ingénieur a mené une recherche diligente et raisonnable pour assurer la réalisation de la présente évaluation, selon les règles de l'art applicables.

Les constatations présentées dans ce rapport sont strictement limitées à l'époque de l'évaluation. Les conclusions présentées dans ce rapport sont basées sur les informations et documents disponibles, les observations lors de la visite de la propriété, de même que sur les renseignements fournis par les intervenants rencontrés. L'interprétation fournie dans ce rapport se limite à ces données.

L'ingénieur ne se tient pas responsable des conclusions erronées dues à la dissimulation volontaire ou à la non-disponibilité d'une information pertinente. Toute opinion concernant la conformité aux lois et règlements qui serait exprimée dans le texte est technique; elle n'est pas et ne doit pas, en aucun temps, être considérée comme un avis juridique.

L'ingénieur a préparé ce rapport uniquement pour l'utilisation par le client. Toute utilisation de ce rapport par un tiers, de même que toute décision basée sur ce rapport, est l'unique responsabilité de celui-ci.

L'ingénieur ne saurait être tenu responsable pour d'éventuels dommages subis par un tiers résultant d'une décision prise ou basée sur ce rapport.

LIMITATIONS DU RELEVÉ

Étant donné la nature complexe de la construction d'un bâtiment, l'accès à certains éléments est souvent difficile et présente, par conséquent, des limites au présent relevé. Certaines conditions existantes pourraient ne pas avoir été identifiées, n'étant pas apparentes lors de l'intervention.

Par Conséquent, l'ingénieur ne peut garantir que l'information recueillie au cours du relevé est complète et précise. Le relevé n'inclut pas les éléments et matériaux inaccessibles présents dans les murs et plafonds et se limite aux éléments qui ont été identifiés dans le présent mandat. Si plusieurs éléments similaires ont été identifiés et que le relevé a été effectué à partir d'un échantillonnage, les caractéristiques et dimensions des éléments inspectés peuvent ne pas refléter correctement l'ensemble des éléments.

LIMITATIONS DE L'ÉVALUATION

Pour réaliser les analyses structurales, les éléments qui n'ont pas été relevés ont été considérés tels que figurant aux plans de référence disponibles. L'interprétation fournie dans ce rapport se limite à ces données. Veuillez prendre note que les plans de référence ne reflètent pas toujours les modifications survenues en chantier et/ou modifications qui ont eu lieu après la construction. Ceux-ci ne peuvent donc être considérés comme des plans tels que construits et l'information qu'ils recèlent peut-être inexacte.



Municipalité de Casselman Municipality

BAT-007-2019

Sujet :	Modification du Règlement Municipal #2018-049
Date de la rencontre :	Le 27 août, 2019
Annexes :	Item 11.1 pour modifier le règlement 2018-049 qui établit les taux pour les égouts sanitaires du Côté Nord-Ouest Rivière Nation

RECOMMANDATION

Que le Conseil du Village de Casselman accuse réception du rapport administratif du Directeur du Service du bâtiment **BAT-007-2019** concernant la modification d'un règlement municipal pour l'ajout d'un « Set Fine » a la section 8.4(a) et;

Que le Conseil opte avec l'option #2, soit un « Set Fine – Part I » et dirige l'administration à amender le règlement municipal tel que prescrit dans la modification du règlement municipal en annexe.

CONTEXTE

À la suite de l'approbation du règlement municipal No.2018-049, aucune demande auprès du juge régional sénior « Regional Senior Judge » a été faite pour conclure un montant par infraction au niveau de la loi sur les infractions provinciales.

ANALYSE

Selon la directive reçue des membres du conseil, vous m'aviez dirigé à entreprendre les démarches nécessaires afin de faire une demande pour un montant de plus de 1000\$/année. Selon le « Set Fine Application » approuvé par le « Ministry of the Attorney General », un « Set Fine – Part I » peut seulement avoir une valeur maximale de \$1,000.00. Ce montant est difficile à obtenir selon eux et tout montant au-delà de \$500.00 doit être revu et accompagné d'une lettre motivant la ou les raisons du montant proposé.

Suivant les recommandations du ministère, deux (2) options nous sont possible, soit :

- 1- « Part III » : Infraction qui mène directement devant le juge, et celui-ci décide du montant, renouvellement, etc. Ce processus peut prendre +/- 6 mois, est très coûteux, et peut mener à aucun recourt pour la Municipalité de Casselman obligeant les gens à ce branché au système d'égouts; ou
- 2- « Part I » : Suivant cette démarche, un « Set Fine – Part I » peut être administré comme une infraction continue « Continuing Offence » pour une période indéterminée. Ce processus peut prendre +/- 6 semaines pour obtenir l'approbation du ministère, et à un coût minimal pour la Municipalité de Casselman.

RECOMMANDATION

Il est recommandé d'opter avec l'option #2, soit un « Set Fine – Part I » et d'amender le règlement municipal tel que prescrit dans la modification du règlement municipal en annexes.

De plus, nous devons soumettre la demande au ministère du procureur général afin d'obtenir l'approbation du montant du « Set Fine ». Je suggère un montant de \$450.00, renouvelable à chaque 6 mois avec une période de temps maximale indéterminé, et ceci à partir du 1 novembre 2019, date à laquelle le règlement municipal demande que les gens soient complètement branchés au système d'égouts de la Municipalité de Casselman.

ALTERNATIVES

Le conseil peut toujours refuser l'amendement au règlement municipal, et qu'aucun billet de contravention soit émis selon la loi sur les infractions provinciales. Prendre note que cette alternative ne permet en aucun cas, à la Municipalité de Casselman, d'exiger les gens de ce branché au système d'égouts municipaux.

Préparé par:



Marc-André Décoeur, CBO
Directeur – Service du bâtiment

**Révisé et approuvé pour la
considération du Conseil par :**



Linda D. Bergeron, CPA, CGA
Administratrice en Chef

	Municipalité du Village de Casselman	N° du rapport TP-007-2019
		N° de dossier Voirie
Sujet :	Demande monétaire pour traverse ferroviaire	
Date de la rencontre :	Le 27 août 2019	
Annexes :		

RECOMMANDATION

- 1- Que le conseil de la municipalité de Casselman accuse réception du rapport administratif **TP-007-2019** du directeur des services physiques; et
- 2- Que le conseil de la municipalité de Casselman accorde une enveloppe budgétaire de \$ 6,000 pour couvrir le coût de l'étude de risque des traverses ferroviaire de la rue Principale et St-Isidore.

CONTEXTE

Le 22 juillet dernier, une inspection aux traverses ferroviaires de la rue Principal et St-Isidore a eu lieu en présence de Transport Canada, VIA Rail, les comtés unis de Prescott-Russell ainsi que la municipalité de Casselman.

ANALYSE

Pour donner suite à l'appel-conférence du 24 juillet avec tout les parties impliqués, un plan d'action pour les correctifs a été élaboré. Le 25 juillet la municipalité reçoit la correspondance de Transport Canada énumérant les problématiques. Un des correctifs énumérer est de produire une évaluation des risques associer à ces deux traverses par une firme spécialiser dans ce domaine. La municipalité de Casselman ainsi que les Comtés Unis de Prescott-Russell vont se partager le coût de cette étude. Le coût de l'étude est d'environ \$ 12,000.

IMPLICATIONS FINANCIÈRES ET IMPACT SUR LES EFFECTIFS

Cet item est inclus dans le budget courant approuvé :	Oui	Non-X	S/O
Cet item est à l'intérieur du montant budgété :	Oui	Non-X	S/O
Montant total budgété en 2019	\$		

Montant du budget disponible

\$

L'impact sur les effectifs reliés à cet effet est limité au personnel en place et à leurs Fonctions de travail tel que déterminé par le Conseil municipal.

ALTERNATIVE

Malheureusement aucune alternative n'est proposée.

Préparée par :

**Révisée et approuvée pour la
considération du conseil par :**



Alain L Castonguay

Directeur des services physiques

Linda D-Bergeron CPA, CGA

Administratrice en chef

	Municipalité de Casselman	N° du rapport TP-008-2019
		N° de dossier Voirie
Sujet :	Demande monétaire pour carrefour giratoire	
Date de la rencontre :	Le 27 aout 2019	
Annexes :		

RECOMMANDATION

- 1- Que le conseil de la municipalité de Casselman accuse réception du rapport administratif **TP-008-2019** du directeur des services physiques; et
- 2- Que le conseil de la municipalité de Casselman accorde une enveloppe budgétaire de 25,000\$ pour couvrir le cout de l'étude de trafic aux intersections Racine, Principale et Boul. Lafleche.

CONTEXTE

La municipalité de Casselman envisage la construction d'un carrefour giratoire à l'intersection des rues Racine, Principale et Boul. Lafleche.

ANALYSE

Suite a une discussion avec les Comtes Unis de Prescott-Russell concernant les enjeux de l'intersection Racine, Principale et Boul. Lafleche une proposition fut apporter concernant l'installation d'un carrefour giratoire afin de remédier aux problématiques de c'elle-ci. Les CUPR aimeraient faire une étude de trafic afin de recueillir des données envers ce projet. Le cout de l'étude selon M. Marc Clermont des CUPR s'élève aux environs de 50,000\$ donc le cout serait partagé à parts égales entre les deux entités.

IMPLICATIONS FINANCIÈRES ET IMPACT SUR LES EFFECTIFS

Cet item est inclus dans le budget courant approuvé :	Oui	Non-X	S/O
Cet item est à l'intérieur du montant budgété :	Oui	Non-X	S/O
Montant total budgété en 2019	\$		

Montant du budget disponible

\$

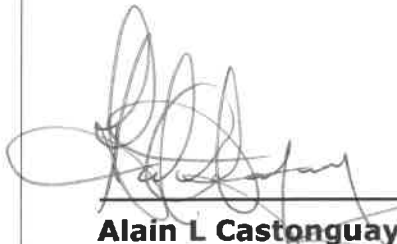
L'impact sur les effectifs reliés à cet effet est limité au personnel en place et à leurs Fonctions de travail tel que déterminé par le Conseil municipal.

ALTERNATIVE

Aucune alternative n'est proposée.

Préparée par :

**Révisée et approuvée pour la
considération du conseil par :**



Alain L. Castonguay
Directeur des services physiques



Linda D-Bergeron CPA, CGA
Administratrice en chef

THE MUNICIPALITY OF CASSELMAN

BY-LAW No. 2019-XXX

A By-Law to amend By-law No. 2018-049 an area specific by-law regarding connections to municipal wastewater services and wastewater service connection charges in the area northwest of the nation river

WHEREAS the failure of a number of private sewage treatment systems in the existing area of the Village northwest of the Nation River (referred to herein as the “**Benefitting Area**” and defined below) gave rise to environmental concerns that could be mitigated by the removal of private sewage treatment systems and the extension of municipal wastewater services;

WHEREAS Sections 9, 11 and Part XII, including Section 391, of the *Municipal Act, 2001*, as amended, authorize a municipality to impose by by-law fees or charges in respect of services provided by a municipality including charges for capital costs of such services;

AND WHEREAS Council of the Municipality deems it advisable to amend By-Law No. 2018-049 as hereinafter set forth;

NOW THEREFORE the Council of the Municipality of Casselman enacts as follows:

- 1. That** the following provision of section 8.4 of By-law No. 2018-049 is hereby amended in order to correct a spelling mistake and shall now read as follows:

“any person who contravenes any provisions of the By-law is guilty of an offence under the Provincial Offences Act., R.S.O” 1990, and c. 33 as amended.”

- 2. That** the following paragraph be added to the Bylaw No.2018-049 as article 8.4.(a):

“Each period of six (6) months, starting November 1st, 2019, on which a person contravenes any provision of this bylaw, shall be deemed to constitute a separate offence under this bylaw as provided for in section 429(2) of the Municipal Act, S.O. 2001, c. 25.”

- 3. That** the following paragraph be added to the Bylaw No.2018-049 as article 8.4.(b):

“Every person shall comply with any Order or Notice issued to them under the authority of this bylaw.”

- 4. That** all other provisions of By-law No. 2018-049 will continue to be in force.

- 5. That** this by-law shall come into effect on the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ADOPTED IN OPEN COUNCIL THIS 27th DAY OF AUGUST 2019.

Daniel Lafleur, Mayor

Sébastien Dion, Clerk

THE MUNICIPALITY OF CASSELMAN

BY-LAW No. 2019-XXX

To amend By-law No. 2019-026 being a by-law to Govern the Proceedings of the Council of the Municipality of Casselman

WHEREAS The Ontario Municipal Act, 2001, authorizes the Council of every municipality to pass by-laws for governing the proceedings of its Council, the conduct of its members and the calling of meetings; and

WHEREAS Section 238 (2) further indicates that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

WHEREAS The Council shall also follow the regulations as set out within the *Municipal Conflict of Interest Act*; and the parliamentary authority of Roberts Rules of Order;

AND WHEREAS following report GR-030-2019, the Council of the Municipality of Casselman deems it advisable to amend By-Law No. 2019-026 as hereinafter set forth;

NOW THEREFORE the Council of the Municipality of Casselman enacts as follows:

- 1. That** the following provision of sections of By-law No. 2019-026 are hereby amended and reads as follows:

Section 4.1 Inaugural – time – place - held:

“The Inaugural Meeting of the Council, following a regular election, shall be considered the Councils First meeting and shall be held on the First Tuesday in December, of an election year, beginning at **6:00** p.m. ~~in accordance to the **Municipal Elections Act Sec.16.**~~”

Section 4.2 Regular – Schedule – designated - time:

“The next and each succeeding regular meeting shall be held on the second and fourth Tuesdays of each month, commencing at **6:00** p.m. At such place within the **Municipality** of Casselman designated for such purpose by the Council and shall be held in accordance with the schedule of meetings of Council and the Committees of Council prepared by the Clerk.”

Section 4.2.1 Alteration of the date of a Council meeting:

“Council may alter the date and/or time of a Council meeting provided that a notice of 48 hours (calculated on open days) is posted on the municipal Web site. **A Council meeting may also be canceled within 24 hours in case of an emergency.**”

Section 4.4 Exception to meetings:

“Notwithstanding the provisions of Section 4.2 and 4.3 of this By-law, there shall be: one meeting of Council in the month of February, which shall be held on the second Tuesday of the month; **no meetings during the March break**, one meeting of Council in the month of July, which shall be held on the second Tuesday of the month; one meeting of Council in the month of August, which shall be held on the fourth Tuesday of the month and one meeting of Council in the month of December, which shall be held on the second Tuesday of the month. Should the meeting fall on a public or civic holiday, the Council shall meet at the same hour on the next following day, which is not a public or civic holiday.”

Section 4.11 In Camera Meeting – closed to public - Time:

“In Camera meetings, shall commence at a time prescribed by the City Clerk and/or Chief Administrative Officer upon consultation with the Mayor and the meetings shall be adjourned no later than **5:55 p.m. if occurring before the public meeting**”. **An in camera meeting can also occur after the public meeting**”.

Section 33.6 Meeting – continuation – **9:00** p.m.:

“No item of business other than the Confirmatory By-law shall be considered at a meeting of the Council after the hour of **9:00** p.m. local time, unless otherwise decided by a two-thirds (2/3) vote of the Members present. **The duration of a Council meeting shall not exceed a total of 3 hours (including in camera meeting), unless otherwise decided by a two-thirds (2/3) vote a of the Members present.**”

Section 21.13 Committee meetings:

“No meeting shall be scheduled between the second Tuesday of the month of July and the 4th Tuesday of August.”

2. **That** all other provisions of By-law No. 2019-026 will continue to be in force.
3. **That** this by-law shall come into effect on the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY ADOPTED IN OPEN COUNCIL THIS 27th DAY OF AUGUST 2019.

Daniel Lafleur, Mayor

Sébastien Dion, Clerk

THE MUNICIPALITY OF CASSELMAN

By-law 2019-XXX

Being a by-law of the Municipality of Casselman with respect to smoking and vaping on municipal property and prescribed public areas

WHEREAS Section 115 (1) of the *Municipal Act, 2001* authorizes Council to pass by-laws regulating or prohibiting smoking or vaping on municipal property and prescribed public areas;

AND WHEREAS it is desirable for the purpose of promoting and protecting the health, safety and welfare of inhabitants and workers of the Municipality of Casselman to ensure that municipal properties and prescribed public areas will be free from smoking or vaping;

NOW THEREFORE be it resolved that the Council of the Municipality of Casselman enacts as follows:

This by-law may be cited as "Smoking or vaping By-law"

DEFINITIONS AND INTERPRETATIONS

1. For the purpose of this by-law:
 - (a) "Cannabis" has the same meaning as in subsection 2 (1) of the Cannabis Act (Canada)
 - (b) "City Clerk" means the City Clerk of the Municipality of Casselman
 - (c) "Council" means the Council of the Municipality of Casselman
 - (d) "Disturbance" means yelling, shouting, hooting, or whistling
 - (e) "Entrance" means a main entry or entry to any building as well as an entry being used as an exit
 - (f) "Employee" means employee of the Municipality of Casselman
 - (g) "Exit" means that part of a means of access including doorways that lead from the floor area serves to a separate building, an open public thoroughfare or an exterior open space

By-law 2019-XXX

- (h) "Inspector" means a person appointed by Council as a Municipal By-law Enforcement Officer to enforce this by-law, or a tobacco enforcement officer from the Eastern Ontario Health Unit that has been appointed by Council to enforce this by-law
- (i) "Municipal property" means the Municipality of
.....Casselman
- (j) "Municipal property" means land or any indoor or outdoor facility or installation located on land which is owned, leased or operated by the Municipality of Casselman or by South Nation River Conservation Authority, including parks and trails, but does not include a street, road or highway.
- (k) "Person" includes a corporation
- (l) "Public nuisance" means any activity, undertaking or conduct, which annoys or disturbs or may annoy disturb persons in a public place or highway
- (m) "Smoking or vaping" means inhaling from, exhaling from, or holding
.....lighted tobacco, lighted cannabis, lighted herbal products or activated vapour products, including water pipe
- (n) "Tobacco" has the same meaning as tobacco product in subsection 1(1)
.....of the Smoke Free Ontario Act, 2017
- (o) "Vapour products" has the same meaning as in subsection 1(1) of the
.....Smoke Free Ontario Act, 2017
- (p) "Water Pipe" means an instrument used for burning tobacco, cannabis,
.....herbal products, called shisha, etc., in which the smoke passes through
.....water before it is inhaled with or without long flexible tubing. Also
.....referred to as hookah, narghile or bong

GENERAL PROHIBITIONS

- 2. (1) No person shall engage in smoking or vaping on **municipal property** as defined by this by-law.
- (2) No person shall engage in smoking or vaping in public areas **within 20 meters** of any:
 - 2.1 **Schools** within the meaning of the Education Act;
 - 2.2 **Childcare centers** within the meaning of the Child Care and Early Years Act, 2014;

2.3 **Children's playgrounds** within the meaning of subsection 8 (2) of the Smoke-Free Ontario Act, 2017, Ontario regulation 268/18;

2.4 **Sporting areas** within the meaning of subsection 9 (2) of the Smoke-Free Ontario Act, 2017, Ontario regulation 268/18; or

2.5 **Community recreational facilities** within the meaning of subsection 11 (2) of the Smoke-Free Ontario Act, 2017, Ontario regulation 268/18

(3) No person shall engage in smoking or vaping in public areas **within 9 meters** of any **restaurant or bar patio** within the meaning of subsection 7 (2) of the Smoke-Free Ontario Act, 2017, Ontario regulation 268/18.

(4) Any person shall be deemed a public nuisance while causing a disturbance during the enforcement of this by-law.

(5) Despite section 2, a designated smoking area shall be provided as per schedule "C".

SIGNS

3. (1) Signs referred to subsection 3(1) shall be as per schedule "A" of this by-law.
- (2) The signs referred to in this by-law shall consist of graphic symbols that comply with the provisions of this section.
- (3) The following graphic symbol shall be used to indicate the areas where smoking is prohibited pursuant to this by-law.



- (4) On a white background with the circle and the interdictory stroke in red.
- (5) Despite the fact that the symbol referred to, in subsection (3), are a cigarette and electronic cigarette, they are representative of all smoking ...or vaping as defined by this by-law.

- (6) With respect to size of the graphic symbol, the diameter of the circle in the symbol referred to in subsection (3) shall be no less than the number of centimetres prescribed below, based upon the maximum viewing distance in direct line of sight, as follows:
 - (a) three meters (3 m) or less - ten centimeters (10 cm)
 - (b) six meters (6 m) or less - fifteen centimeters (15 cm)
 - (c) twelve meters (12 m) or less - twenty centimeters (20 cm)
 - (d) twenty-four meters (24 m) or less - thirty centimeters (30 cm)
 - (e) forty-eight meters (48 m) or less - forty centimeters (40 cm)
 - (f) seventy-two meters (72 m) or less - sixty centimeters (60 cm)
 - (g) Despite subsection (8), the diameter of the circle in the symbol referred to in subsection (3) used pursuant to section (3) to be erected at the entrance or exits of every municipal property shall be a minimum of ten centimeters (10 cm).
- (7) Wording on the sign shall be as per the diagram on Schedule "A".
- (8) No person shall remove, cover up, mutilate, deface or alter sign required to be posted pursuant to section 4.

DUTIES

4.
 - (1) No manager or supervisor or person in charge of municipal property shall permit any person to engage in smoking or vaping where prohibited under this by-law
 - (2) Managers, supervisors or persons in charge of the arena shall post signs in accordance to this by-law at entrances/exits designated by the provisions of Section (3) of this by-law.

RIGHT OF ENTRY

5. An inspector may at any reasonable time enter any municipal property.

OFFENCES

6.
 - (1) Any person who contravenes any of the provisions of this by-law is guilty of an offence recoverable under the Provincial Offences Act. , R.S.O. 199, and Chap. 33 as amended.
 - (2) Any person who hinders or obstructs a person lawfully carrying out the enforcement of this by-law is guilty of an offense

FINES

7. Every person who is convicted of an offence is liable to a fine of not more than five thousand dollars (\$ 5,000) as provided for in the Provincial Offences Act, R.S.O. 1990, and Chap. P.33 as amended.

ENFORCEMENT

8. The provisions of this by-law shall be enforced by Inspectors.

CONFLICTS

9. If a provision of this by-law conflicts with an Act or a Regulation or another by-law, the provision that is the most restrictive of smoking shall prevail.

SEVERABILITY

10. If any section or sections of this by-law or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this by-law shall be deemed to be separate and independent therefrom and to be enacted as such.

SCHEDULES TO BY-LAW

11. Schedules "A", "B" and "C" to this By-law are deemed to form part of this By-law.

EFFECTIVE DATE

12. This By-law shall come into force and effect on August 27th, 2019.

READ A FIRST, SECOND AND THIRD TIME THIS 27th DAY OF August, 2019.

Daniel Lafleur
Mayor

Sébastien Dion
Clerk

SCHEDULE "A"

Village de/of Casselman



**INTERDIT DE FUMER INCLUANT LES CIGARETTES ÉLECTRONIQUES
SUR LA PROPRIÉTÉ DE LA MUNICIPALITÉ**

NO SMOKING INCLUDING E-CIGARETTES ON MUNICIPAL PROPERTY

By-law 2019-XXX

SCHEDULE “B”

Municipal recreation facilities consist of the following:

- a. J.R. Brisson Complex
- b. Paul-Émile Lévesque Centre
- c. School of Adult (SEFA)
- d. Richelieu Park
- e. Optimist Park
- f. Ottawa Hydro Park
- g. Park for the Elderly
- h. High falls and Doran Park

SCHEDULE "C"



Designated Smoking Area at J.R. Brisson Complex ●

THE MUNICIPALITY OF CASSELMAN

BY-LAW NUMBER 2019-XXX

A BY-LAW TO APPOINT AN EMERGENCY MANAGEMENT PROGRAM COMMITTEE FOR THE MUNICIPALITY OF CASSELMAN.

WHEREAS the Council of the Municipality of Casselman adopted a By-law to establish an emergency management program for the protection of public safety, health, environment, the critical infrastructure and property and to promote economic stability and a disaster-resilient community in 2009;

AND WHEREAS Section 11 of the Ontario Regulation 380/04 of the Emergency Management and Civil Protection Act states "every municipality shall have an emergency management program committee";

AND WHEREAS the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval;

AND WHEREAS the Council of the Municipality of Casselman deems it advisable and expedient to establish an Emergency Management Program Committee.

NOW THEREFORE BE IT ENACTED by Council of the Municipality of Casselman that:

1. The Emergency Management Program Committee for the Municipality of Casselman consists of the following members:
 - a) Mayor;
 - b) One Councillor;
 - c) Community Emergency Management Coordinator;
 - d) Chief Administrative Officer;
 - e) Clerk;
 - f) A representative from the Physical Services department;
 - g) A representative from the Recreation and Leisure Services;
 - h) Fire Chief;
2. The Community Emergency Management Coordinator be appointed as Chair of the Municipality of Casselman Emergency Management Committee.
3. The Emergency Management Program Committee be an official committee of Council.
4. The mandate of the Emergency Management Program Committee be adopted by Council as per the attached Appendix A and forming part of this By-law.
5. This By-law shall come into force and take upon the final passing thereof.

DONE AND PASSED in open Council this 27th day of August 2019.

Daniel Lafleur, Mayor

Sébastien Dion, Clerk

TERMS OF REFERENCE
Emergency Management Program Committee

Name of Committee

Emergency Management Program Committee (EMPC).

Mission

The Municipality of Casselman Emergency Management Program Committee mission is to guide the development, implementation and maintenance of the Emergency Management Program as defined by the Emergency Management and Civil Protection Act and its Regulation.

The Committee is also accountable for the annual review of the Municipality Emergency Management Program.

Objectives

To create and maintain an emergency management program which conforms to the Emergency Management and Civil Protection Act (EMCPA). The program includes five core components: prevention, mitigation, preparedness, response and recovery.

To open appropriate lines of communications between the Municipal Emergency Control Group (MECG) and all support agencies.

The Committee shall advise Council on the development and implementation of the municipality's emergency management program.

The Committee serves as an advocate for the larger population and provides awareness and public education based on hazards identified and risks assessed under the Hazard Identification and Risk Assessment (HIRA).

Chair

The Community Emergency Management Coordinator (CEMC) shall be appointed by Council as the chairperson of the Emergency Management Program Committee.

Composition

The Emergency Management Program Committee (core/voting membership) shall have adequate representation from the following:

- a) Mayor;
- b) One Councillor;
- c) Community Emergency Management Coordinator;
- d) Chief Administrative Officer;
- e) Clerk;
- f) A representative from the Physical Services department;
- g) A representative from the Recreation and Leisure Services;
- h) Fire Chief;

Other Municipality or upper tier staff may be invited to participate as determined by the membership. External emergency management representatives (OPP, Paramedic Service, Health Unit, etc) may be invited by the Committee Chair as deemed appropriate.

Quorum

A quorum shall consist of 51 percent of the voting members or alternate members.

Motions

Decisions made during EMPC meetings are by making a motion, having it seconded and having it voted on and passed by the committee. Meetings of the Committee shall be governed by the Municipality of Casselman Procedural By-law, and relevant legislation.

Sub-Committee

The Emergency Management Program Committee (EMPC) may from time to time appoint a sub-committee from within the EMPC membership for specific purposes. The sub-committee will report back to the EMPC via a spokesperson or written summary.

Report to the Municipality of Casselman Council

The Emergency Management Program Committee shall report to Council through the Committee minutes or as deemed necessary by the Committee for submission.

Frequency of Meetings

The meetings of the Committee shall consist of two (2) per year or at the call of the Chairperson.

Conflicts of Interest

Members shall abide by the rules outlined in the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Chair and leave the meeting for the duration of the discussion and voting (if any) with respect to that matter.

Location of Meetings

The location of the meetings will be set by the Committee.

Budget

Funds for the Emergency Management Program Committee, including training, are included in the budget for Emergency Planning.

Purchasing Policy

All Committees have purchasing responsibilities and shall follow the Municipality Procurement Policy.

Activities and Responsibilities

- 1) Develop, implement and maintain an emergency response plan as required by the *Emergency Management and Civil Protection Act*, 2002.
- 2) Identify and assess the various hazards and risks to public safety that could give rise to emergencies.
- 3) Ensure the development and coordination of emergency supplementary plans and emergency response plans based on the Municipality hazard and risk analysis.
- 4) Identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies, assist in the development and the review of a list of identified critical infrastructure.
- 5) Assist in training programs and exercises for the Municipal Emergency Control Group (MECG), employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities.
- 6) Support awareness and public education programs on hazards and risks to public safety.
- 7) Address any other element required by the standards for emergency management programs as set under Section 14, *Emergency Management and Civil Protection Act*, 2002, c.14 s. 14. And Ont. Regulation 380/04
- 8) Conduct an annual review of the emergency management program and make recommendations for corrective actions and improvements as necessary.

English to follow . . .

Madame Simard (Amanda):

Je vous écris en tant que résident de Casselman et à ma retraite, en tant que directeur exécutif national de Vie autonome Canada.

Je vous écris parce que Va Canada compte 25 centres dans l'ensemble du Canada qui offrent des programmes aux personnes handicapées. Nous sommes financés par le gouvernement depuis plus de 30 ans. Nous venons d'apprendre que notre centre d'Alfred Ontario contrôlé par l'organisation Le Phenix a cessé ses activités. Ce centre a été administré pendant de nombreuses années par Judith Parisien, qui était une défenseuse des droits des femmes et une éducatrice de premier plan dans la communauté franco-ontarienne.

Parce que je sais en tant que résident de Casselman qui vit dans une communauté francophone, que le gouvernement provincial n'a pas appuyé le programme social et que le gouvernement provincial actuel n'a pas particulièrement soutenu les organisations francophones, je tiens à vous donner l'occasion de: démarrer un autre centre social qui remplacera celui qui vient de fermer à Alfred.

IL Canada est prêt à travailler avec une start-up qui embrasserait la mission, la vision et les valeurs de la vie autonome pour les personnes souffrant de nombreux handicaps ou profils démographiques. Nous fournissons actuellement un financement mensuel de 3 040 \$ ou 36 480 \$ par an à chaque centre de VA avec lequel nous travaillons en partenariat.

Bien que j'ai toujours eu du mal à communiquer en français, je suis très favorable à la langue française et au besoin continu de programmation en langue française dans l'est de l'Ontario. Par conséquent, veuillez considérer l'opportunité que je vous présente si vous connaissez une organisation située à Casselman ou dans les environs qui pourrait en bénéficier. Mais rappelez-vous, nous voulons que les services en français soient la norme dans toute programmation, et la programmation devrait adhérer au Mouvement pour la vie autonome. Pour plus de détails, visitez www.vacanada.ca. Si vous souhaitez en discuter davantage, appelez-moi au 613-402-9101. Merci pour votre considération.

Patrick K. Curran B.Comm., M.B.A.
Directeur exécutif national, Vie autonome Canada

Madame Simard (Amanda):

I am writing you as a resident of Casselman and in my retirement, as the National Executive Director of Independent Living Canada.

I am writing because VA Canada has 25 centres throughout Canada that make programming available to persons with disabilities. We have been federal government funded for over 30 years. We just recently learned that our Centre in Alfred Ontario controlled by le Phenix organization has terminated its operation. This Centre was administered for many years by Judith Parisien who was a prominent women rights advocate and educator in the Franco-Ontario community.

Because I know as a resident of Casselman who lives in a Francophone Community, that the current provincial government has not been intensively supportive of social programs, and that this current provincial government has not been particularly supportive of Francophone organizations, I want to give you the opportunity of starting another social centre that will replace the one that recently closed in Alfred.

IL Canada is willing to work with a start up that would embrace the mission, vision and values of Independent Living for persons having any number of disabilities or demographic profiles. We currently provide monthly funding of \$3,040 or \$36,480 a year to each IL Centre we partner with.

While I have always had difficulty communicating in French, I am very supportive of the French language and the continued need for French language programming in Eastern Ontario. Consequently, please consider the opportunity I am presenting to you if you are knowledgeable of an organization in Casselman or surrounding area that would benefit from this opportunity. But remember, we want French language services as the mainstream in any programming, and the programming would have to adhere to the Independent Living Movement. For more details go to www.ILCanada.ca. If you want to discuss this further, please call me at 613-402-9101. Thank you for your consideration.

Patrick K. Curran B.Comm., M.B.A.,
National Executive Director - Directeur exécutif national
Independent Living Canada - Vie autonome Canada
Promoting a New Perspective on Disability ~ Voir au-delà du handicap
Cellular line: 613-402-9101 Email: patrickcurran@ilc-vac.ca
General Info: 613-563-2581 General Email: info@ilc-vac.ca
www.ilcanada.ca www.vacanada.ca



VILLAGE de/ of CASSELMAN

CP / Box 710, 751 rue St-Jean St
Casselton ON KOA 1 MO
TEL: (613) 764-3139 FAX: (613) 764-5709
www.casselton.ca

RÉUNIONS DU CONSEIL POUR 2019 COUNCIL MEETINGS

Date	Reunions / Meetings
Le 10 septembre 2019	Ordinaire Complexe J.R. Brisson
Le 24 septembre 2019	Ordinaire Complexe J.R. Brisson
Le 8 octobre 2019	Ordinaire Complexe J.R. Brisson
Le 22 octobre 2019	Ordinaire Complexe J.R. Brisson
Le 12 novembre 2019	Ordinaire Complexe J.R. Brisson
Le 26 novembre 2019	Ordinaire Complexe J.R. Brisson
Le 10 décembre 2019	Ordinaire Complexe J.R. Brisson

THE MUNICIPALITY OF CASSELMAN

BY-LAW NO. 2019-XXX

BEING A BY-LAW TO CONFIRM CERTAIN PROCEEDINGS OF COUNCIL OF THE MUNICIPALITY OF CASSELMAN FOR ITS REGULAR MEETING HELD August 27th, 2019.

WHEREAS under *Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended*, the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And WHEREAS under *Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended*, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And WHEREAS under *Section 11 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended*, a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in *subsection (4)*;

And WHEREAS it is the desire of the Council of The Municipality of Casselman to confirm proceedings and By-laws.

NOW THEREFORE the Council of The Municipality of Casselman hereby enacts the following as a by-law:

1. That the action of the Council at its meetings held on August 27th, 2019 with respect to each recommendation, by-law and resolution and other action passed and taken or direction given by Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. That the Mayor, or in his absence the presiding officer of Council, and the proper officials of the municipality 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, or in his absence the presiding officer, and the Clerk and Deputy Clerk are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this 27th day of August 2019.

Daniel Lafleur, Mayor

Sébastien Dion, Clerk