

**THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS**

**BY-LAW NO. 2021-112**

**A BY-LAW to authorize Policy No. 7-5 – Boil Water Advisory.**

**WHEREAS** the *Municipal Act, 2001*, as amended, provides that the powers of the municipality shall be exercised by by-law;

**AND WHEREAS** the *Municipal Act, 2001*, as amended, states that a municipality and a local board shall adopt policies with respect to certain matters;

**AND WHEREAS** the Council of the Municipality of South Dundas wish to amend Policy No. 7-5 – Boil Water Advisory.

**NOW THEREFORE** the Council of the Corporation of the Municipality of South Dundas hereby enacts as follows:

1. That Policy No. 7-5 – Boil Water Advisory be approved as per Schedule "A" attached to this By-law.
2. That this By-law shall come into full force and effect on the date of passing.

**READ** and passed in open Council, signed and sealed this 25<sup>th</sup> day of October 2021.

  
\_\_\_\_\_  
**MAYOR**

  
\_\_\_\_\_  
**CLERK**

<b>POLICY MANUAL</b>	<b>POLICY NO. 7-5</b>
<b>For Township of South Dundas</b>	<b>EFFECTIVE DATE: January 2012</b> <b>REVISED DATE: October 25, 2021</b>
<b>SUBJECT: Boil Water Advisories</b>	<b>DEPARTMENT: Environmental Services</b>

**Objective:**

The objective of this policy is to set in place a reporting line of responsibility in the event of a boil water advisory notification or a precautionary boil water advisory notification, and to promote an effective manner of notifying water utility customers.

**1. Boil Water Advisories**

A Boil Water Advisory Notification is a public notice, signed by the proper authority, and containing an order that water from the Municipality of South Dundas distribution system should be boiled prior to consumption or other personal use, due to a confirmed interruption to the safety of the water.

**2. Precautionary Boil Water Advisories**

A Precautionary Boil Water Advisory Notification is a public notice from the Municipality of South Dundas containing a recommendation that water from the Municipality of South Dundas distribution system should be boiled prior to consumption or other personal use, due to a possible interruption to the safety of the water.

**3. Authority**

Boil Water Advisories may be issued to the public by the following:

- Medical Officer of Health, Eastern Ontario Health Unit
- Mayor and CAO in consultation with System Operators

Boil Water Advisories issued by the Medical Officer of Health shall be in writing, signed by the appropriate authority, and specify the reason(s) for the boil water advisory. This notification is to be emailed or faxed to the Municipality of South Dundas with original correspondence to follow. The notification shall be directed to the Chief Administrative Officer of the Municipality.

#### 4. Notification of Boil Water Advisory

The following are to be notified immediately of a Boil Water Advisory

- Ministry of Environment
- Medical Officer of Health (if not the issuer)
- Treatment Plant Operators
- Mayor and Council
- Communications Staff/Public Information Officer
- Businesses
  - Appendix A
- Radio Stations and Press
  - Appendix B, Sections 1 & 2
- Residents
  - Appendix C: Posting Notification
  - Appendix D: Door-to-door canvassing procedure
  - Appendix E: Public Notice templates

A Boil Water Advisory notification initiated by the Municipality shall be documented in writing and specify the reason(s) for the boil water advisory. The CAO shall start the notification process.

#### 5. Notification of Precautionary Boil Water Advisory

The following are to be notified immediately of a Precautionary Boil Water Advisory

- Ministry of Environment
- Medical Officer of Health (if not the issuer)
- Treatment Plant Operators
- Mayor and Council
- Communication Staff/Public Information Officer
- Businesses
  - Appendix A
- Radio Stations and Press
  - Appendix B, Section 1
- Residents
  - Appendix E: Public Notice templates

*\* Other notification procedures to distribute to residents to be included at the direction of the Medical Officer of Health*

A Precautionary Boil Water Advisory notification initiated by the Municipality shall be documented in writing and specify the reason(s)

for the boil water advisory. The CAO shall start the notification process.

## 6. Online Public Communication Tools

The following are to be used to issue notifications to the public. Templates for public notice and graphics in Appendix 'E'.

- Website Frontpage
- Facebook
- Twitter
- Instagram
- MailChimp
- Constant Contact

## 7. Continuation of Boil Water Advisories

As long as the Boil Water Advisory or Precautionary Boil Water Advisory remains in effect, the Chief Administrative Officer shall provide regular updates to the sources as noted in the notification procedure. Any public requests arising from the continuation of the advisory shall be brought to the attention of the CAO, and the Mayor and Council. As long as the Boil Water Advisory or Precautionary Boil Water Advisory remains in effect, Staff will record and document any information relating to the Boil Water Advisory, such as telephone callers, dates and times of calls, responses to inquiries and all public interaction concerning the advisory.

## 8. Cessation of Boil Water Advisory

Cessation or 'lifting' of a Boil Water Advisory or Precautionary Boil Water Advisory shall be issued by the same authority, and in the same manner, as contained in the Notification of Boil Water Advisories. Once received, the CAO shall notify sources, as listed in the notification procedure, regarding cessation of the boil water advisory.

## 9. Report

Following Cessation of the Boil Water Advisory the Operator shall provide to the CAO, within three days, a detailed report on the cause of the advisory, and steps which have been taken to prevent a further occurrence. Copies of this report are to be provided to the Medical Officer of Health if the order was originated by them, and to the Mayor and Council.

## Appendix 'A'

### Dentists

Altima, 127 Main St., Morrisburg  
Dr. K.Y. Diu, Iroquois  
Morrisburg Dentistry, 41 Fifth St., Morrisburg

### Doctors

St Lawrence Medical Clinic, Morrisburg

### Drugstores

Gilmer Pharmacy, Iroquois  
Seaway Valley Pharmacy, Morrisburg  
Upper Canada Drugstore Remedy's RX, Morrisburg

### Schools

Iroquois Public School  
Morrisburg Public School  
Seaway District High School  
St Mary – St Cecilia Catholic School

### Food Preparation Facilities

The Snack Shack, Morrisburg  
Golden City, Morrisburg  
McDonalds Restaurant, Morrisburg  
**Pinata's Restaurant (to come) formerly Mother Cluckers, Iroquois**  
New Centennial, Morrisburg  
Pizza Castle, Morrisburg  
Subway, Morrisburg  
Tim Hortons, Morrisburg  
Tim Hortons, Iroquois  
Iroquois Pizza and BBQ  
Milano's Pizza, Morrisburg  
Pizza Hut, Morrisburg  
Quesada, Morrisburg  
The Alibi, Iroquois  
Russell Manor, Morrisburg  
McIntosh Country Inn, Morrisburg  
**Shawarma Depot (to come) formerly Gregor's Place, Morrisburg**

**Billy K's, Morrisburg (to come)**

Valu Mart, Morrisburg

Foodland, Iroquois

Morrisburg Golf Club

Morrisburg Curling Club

Iroquois Golf Club

Mr Mozzarella, Iroquois

Hucklehounds, Morrisburg

Two Sister's Treat Co, Morrisburg

Circle K, Iroquois

The Cook's Corner, Morrisburg

Royal Canadian Legion, Morrisburg

Royal Canadian Legion, Iroquois

Hartford Chartwell Retirement Centre, Morrisburg

Meals on Wheels, Morrisburg

Lakeshore Drive United Church, Morrisburg

St. James Anglican Church, Morrisburg

Motion Church, Morrisburg

St. Mary's Catholic Church, Morrisburg

**Barber Shops / Hair Salons**

Bo's Barber Shop, Morrisburg

Aura Beauty and Wellness, Morrisburg

Krista's Hair Salon, Morrisburg

Candy's Hair Salon, Iroquois

Kelly's Cut & Style, Morrisburg

Village Stylists, Morrisburg

**Retirement Residences & Long-Term Care Homes**

Chartwell Hartford Retirement Residence, Morrisburg

## **Appendix 'B'**

*\* Use discretion to determine based on location of advisory (i.e. Morrisburg or Iroquois)*

### **Section 1:**

#### Newspapers/Online News Media

Morrisburg Leader

Chesterville Record

Cornwall Standard Freeholder

Brockville Recorder and Times

Brockville/Cornwall Newswatch

Seaway News

Nation Valley News

Fresh Radio & Boom (104.5 & 101.9) Corus Entertainment

Move & Bounce (104.9 & 103.7) iheartradio

Moose FM (107.9)

### **Section 2:**

CBC Ottawa

CTV Ottawa

Ottawa Citizen

Ottawa Sun

Ottawa Radio (Y101/1310 News/Chez 106/Kiss Fm/Jack Radio)

## **Appendix 'C'**

### Posting of Notification to Residents – Boil Water Advisory

The following location will receive paper copies of the advisory to be posted in view of the general public

*\* Use discretion to determine based on location of advisory (i.e. Morrisburg or Iroquois)*

- Iroquois Civic Centre/ Library
- Iroquois Post Office
- Gilmer Pharmacy
- Foodland Store
- Morrisburg Arena
- Morrisburg Library
- Morrisburg Post Office
- Seaway Valley Pharmacy
- Upper Canada Pharmacy
- Valu-Mart
- Macs Convenience Store, Iroquois
- MacEwen, Morrisburg
- Esso, Iroquois
- Ultramar, Morrisburg
- Iroquois Campsite (seasonal)
- Iroquois Beach (seasonal)
- Morrisburg Beach (seasonal)
- Docksyde (seasonal)



## **Appendix 'D'**

### **Door-to-Door Canvass Procedures**

Where deemed necessary, a Door-to-Door Canvass of affected properties will be undertaken as soon as practicable.

The canvass will be undertaken by Municipal employees and On-call Firefighters. The area(s) will be divided into sections and resources will be deployed into each section.

An information sheet will be given to or left at each property advising occupants of the Boil Water Advisory and where to find further information and updates.

## Appendix 'E'

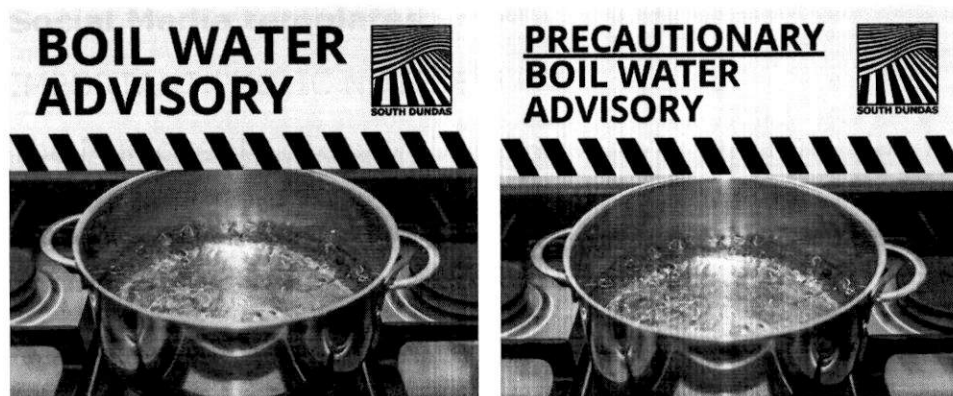
**Templates: Fill in or choose one for highlighted areas.**

### **Social Media templates:**

#### IMPORTANT PUBLIC NOTICE

The Municipality of South Dundas is advising all people in (Iroquois/Morrisburg) to boil their tap water before drinking it, after recent test results detected (fecal coliform / E. coli bacteria / harmful microorganisms / bacterial overgrowth / low chlorine / high turbidity / low water pressure) in the drinking water system serving the area. The **BOIL WATER ADVISORY** is in effect until further notice.

Read more on the website.



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A Precautionary Boil Water Advisory is different from a Boil Water Advisory in that there is no confirmed reason to boil water. However, due to the (fecal coliform / E. coli bacteria / harmful microorganisms / bacterial overgrowth / low chlorine / high turbidity / low water pressure) at the (Iroquois/Morrisburg) distribution system, the Municipality recommends boiling water as a cautionary measure.

Read more on the website.

## Boil Water Advisory Notice Template:



### MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740  
Morrisburg ON K0C 1X0  
613.543.2673 | southdundas.com

**For Immediate Release**

## IMPORTANT PUBLIC NOTICE

Day Month, Year

### **The Municipality of South Dundas Issues a BOIL WATER ADVISORY for (Iroquois/Morrisburg)**

The Municipality of South Dundas is advising all people in (Iroquois/Morrisburg) to boil their tap water before drinking it, after recent test results detected (fecal coliform / E. coli bacteria / harmful microorganisms / bacterial overgrowth / low chlorine / high turbidity / low water pressure) in the drinking water system serving the area. The **BOIL WATER ADVISORY** is in effect until further notice.

**To avoid possible illness, you must bring the water to a rolling boil for at least one minute before drinking it.** Let the water cool down before using or drinking. Boiling the water will kill the harmful microorganisms in the water.

Until further notice, use boiled water or an alternate source of safe drinking water (such as bottled water) for:

- drinking
- making ice cubes, juices or other mixes
- preparing baby food or infant formula
- preparing food, including washing fruits and vegetables
- gargling or brushing teeth or dentures

### **Hand Washing**

Wash hands with bottled water, or boiled then cooled water.

If using non-boiled tap water, wash hands with liquid soap and dry thoroughly. Then rinse/sanitize using one of two solutions:

Alcohol-based hand disinfectant containing more than 70% alcohol, or  
Mild bleach solution (see below for instructions).

## **Bathing**

Toddlers and young children should not take baths or showers as they are likely to ingest water. Give sponge baths instead.

Adults, teens and older children can safely take showers.

## **Washing and Cleaning**

Dishes, cutting boards and countertops can be washed with soap and water and then disinfected with a strong bleach solution (see below for instructions).

Laundry can be done as usual.

Contact your doctor if you experience ongoing symptoms of nausea, cramps, diarrhea, jaundice, headache or severe fatigue. To date, (HOW MANY/NUMBER or NO) cases of illnesses are being investigated to determine if they are linked to the community's drinking water.

The Municipality of South Dundas continues to work closely with the Eastern Ontario Health Unit to determine the source of the problem and to fix it.

## **Instructions To Make Bleach Solution**

- Mild Bleach Solution (use after washing hands with non-boiled tap water)
- Place 1 tsp of liquid household bleach in 4.5 L of water.
- Mix and let stand for at least 15 minutes before using.
- The mixture can be transferred to smaller clean containers for use.
- Label the containers as follows: "MILD BLEACH SOLUTION – DO NOT DRINK."

## **Strong Bleach Solution (use to disinfect dishes, cutting boards and countertops)**

- Place 1 tsp of liquid household bleach in 3 cups of water.
- Mix and let stand for at least 15 minutes before using.
- The mixture can be transferred to smaller clean containers for use.

- Label the containers as follows: "STRONG BLEACH SOLUTION – DO NOT DRINK."

**Do not drink bleach solution.**

**Do not store bleach solution in empty water bottles.**

**Keep out of reach of children.**

For more information, please contact the Municipality of South Dundas at 613-543-2673.

*Please share this information with residents of the affected sector.*

## Precautionary Boil Water Advisory Notice Template:



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*Please share this information with residents of the affected sector.*



**Advisory Lifted Template:**



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34 Ottawa Street, P.O. Box 740  
Morrisburg ON K0C 1X0  
613.543.2673 | southdundas.com

**For Immediate Release**

**IMPORTANT PUBLIC NOTICE**

Day Month, Year

***SOUTH DUNDAS (PRECAUTIONARY) BOIL  
WATER ADVISORY LIFTED***

The ***(PRECAUTIONARY) BOIL WATER ADVISORY*** issued to residents in the Municipality of South Dundas on Day Month, Year has been **LIFTED** by the Eastern Ontario Health Unit (EOHU) after recent water samples confirmed that water from the (Iroquois/Morrisburg) drinking water system is safe for use and consumption.

"All residents of the Municipality of South Dundas who are on municipal water can be confident that their water is safe for drinking and for use," states Dr. Paul Roumeliotis, Medical Officer of Health.

The EOHU continues to work with the Ministry of the Environment and Climate Change, and the Municipality of South Dundas to monitor the situation.

For more information, please contact the Municipality at 613-543-2673.

*Please share this information with residents of the affected sector.*