

**THE CORPORATION OF THE TOWNSHIP OF SOUTH DUNDAS**

**BY-LAW NO. 2012-04**

**A BY-LAW of the Corporation of the Township of South Dundas to adopt a Policy as per the provisions of the Municipal Act, 2001, as amended.**

**WHEREAS** *the Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, states that a municipality and a local board shall adopt policies with respect to certain matters;

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

1. THAT Policy No. 7-5 attached as Schedule "A" to this by-law is hereby approved.
2. THAT the Policy in Schedule "A" shall be effective on the date of passing.

**READ** and passed in open Council, signed and sealed this 17<sup>th</sup> day of January, 2012.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**Schedule “A” to By-Law No. 2012-04**

<b>POLICY MANUAL</b>	<b><u>POLICY NO. 7-5</u></b>
<b>For Township of South Dundas</b>	<b>EFFECTIVE DATE: January 2012</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, and to promote an effective manner of notifying water utility customers.

**1. Boil Water Advisories**

A Boil Water Advisory Notification is a written notice, signed by the proper authority, and containing a recommendation that water from the Township of South Dundas distribution system should be boiled prior to consumption or other personal use.

**2. Authority**

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

- Medical Officer of Health
- South Dundas Council 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 Township with original correspondence to follow. The notification shall be directed to the Chief Administrative Officer of the Township.

**3. Notification – Boil Water Advisory**

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

- Treatment Plant Operators
- Mayor and Council
- Ministry of Environment
- Medical Officer of Health, if not the issuer
- Businesses (Appendix A)
- Radio Stations and Press (Appendix B)
- Residents (See Appendix C for posting of Notification)  
(See Appendix D for Door-to-Door Canvass Procedure)  
(See Appendix E “EOHU” Information to be posted/placed  
on Township Web Site)

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

4. Continuation – Boil Water Advisory

As long as the 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 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, response to inquiries, etc.

5. Cessation of Boil Water Advisory

Cessation or “lifting” of a 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.

6. 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 him, and to the Mayor and Council.

## Appendix A

Establishments to be notified in the event of a boil water advisory.

Dentists	Altima, 127 Main St., Morrisburg 613-543-3802 Dr. K.Y. Diu, Iroquois Medical Building 613-652-2289 Stevens Dentistry, 41 Fifth St., Morrisburg 613-543-2041
Doctors	St Lawrence Medical Clinic, Morrisburg 613-543-2963 Iroquois 613-652-4884
Drugstores	Gilmer Pharmacy, Iroquois 613-652-4379 Seaway Valley Pharmacy, Morrisburg 613-543-2823 Upper Canada Drugstore, Morrisburg 613-543-3535
Schools	Iroquois Public School 613-652-4580 Morrisburg Public School 613-543-3166 Seaway District High School 613-652-4878 St Mary – St Cecilia Catholic School 613-543-2907

### Food Preparation Facilities

Chico Fast Food Take Out, Morrisburg 613-543-0846  
Golden City, Morrisburg 613-543-3145  
Manor Bistro, Morrisburg 613-543-3871  
McDonalds Restaurant, Morrisburg 613-543-0885  
Mother Cluckers, Iroquois 613-652-1978  
New Centennial, Morrisburg 613-543-3722  
Nick's Family Restaurant, Morrisburg 613-543-1012  
Pizza Castle, Morrisburg 613-543-0025  
Subway, Morrisburg 613-543-2299  
Tim Hortons, Morrisburg 613-543-0717  
Iroquois Pizza 613-652-1000  
McIntosh Country Inn, Morrisburg 613-543-3788  
Basket Case, Morrisburg 613-543-0002  
Gregor's Place, Morrisburg 613-543-2286  
Valu Mart, Morrisburg 613-543-2802  
Foodland, Iroquois 613-652-4814  
Morrisburg Golf Club 613-543-3282  
Morrisburg Curling Club 613-543-2931  
Iroquois Golf Club 613-652-4367  
Mr Mozzarella, Iroquois 613-652-2828  
Macs, Iroquois 613-652-2377  
Blues Bakery, Morrisburg 613-543-2159  
Morrisburg Meeting Centre 613-543-2911  
The Cook's Corner, Morrisburg 613-543-3857  
Royal Canadian Legion, Morrisburg 613-543-3091  
Royal Canadian Legion, Iroquois 613-652-4516

Hartford Retirement Centre, Morrisburg 613-543-3984  
Meals on Wheels, Morrisburg 613-543-4568  
Morrisburg Anglican Church 613-543-3904  
St John the Baptist Anglican Church, Iroquois 613-652-4249  
Lakeshore Drive United Church, Morrisburg 613-543-3079  
St Paul's Lutheran Church, Morrisburg 613-543-3154  
Knox Presbyterian Church, Morrisburg 613-543-2005  
Iroquois United Church 613-652-2056

Barber Shops / Hair Salons

Bo's Barber Shop, Morrisburg 613-543-3627  
Aura Beauty and Wellness, Morrisburg 613-543-4444  
Classic Cuts, Morrisburg 613-543-2330  
Dutch Touch Hairstyling, Morrisburg 613-543-3111  
Krista's Hair Salon, Morrisburg 613-543-4082  
Sidestreet Hair Studio, Morrisburg 613-543-3169  
Candy's Hair Salon, Iroquois 613-652-4230  
Village Stylists, Morrisburg 613-543-3472

## Appendix B

### Public Announcements and Press – Boil Water Advisory

#### Chesterville Record

Ph# 613-448-2321

Fax# 613-448-3260

[news@chestervillerecord.com](mailto:news@chestervillerecord.com)

could be used for after hours [nelson.zandbergen@gmail.com](mailto:nelson.zandbergen@gmail.com)

#### Winchester Press

Ph# 613-774-2524

Fax# 613-774-3967

[news@winchesterpress.on.ca](mailto:news@winchesterpress.on.ca)

[reporter@winchesterpress.on.ca](mailto:reporter@winchesterpress.on.ca)

#### Morrisburg Leader

Ph# 613-543-2987

Fax# 613-543-3643

[bonleader@vianet.ca](mailto:bonleader@vianet.ca)

[rebleader@vianet.ca](mailto:rebleader@vianet.ca)

#### Cornwall Standard Freeholder

Ph# 613-933-3160 ext 225

Fax# 613-933-7521

[maned@standard-freeholder.com](mailto:maned@standard-freeholder.com)

News Room/Editor – Andrew Carroll

#### Brockville Recorder & Times

Ph# 613-342-4441 ext 107

Fax# 613-342-4456

[editor@recorder.ca](mailto:editor@recorder.ca)

Editor – Christine Endicott

#### Ottawa Sun

Ph# 613-739-5112 or 613-739-5113

Fax # 613-739-8041

[ottsun.city@sunmedia.ca](mailto:ottsun.city@sunmedia.ca)

Various Editors in News Room

#### Ottawa Citizen

Ph# 613-596-3664 (6am-12mid)

Fax# 613-726-1198

[city@ottawacitizen.com](mailto:city@ottawacitizen.com) (daily and routine press releases)

[online@ottawacitizen.com](mailto:online@ottawacitizen.com) (urgent press releases – life or death – only police have this)

News Room

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

Ph# 613-736-2020

[ottawanewsroom@ottawaradio.rogers.com](mailto:ottawanewsroom@ottawaradio.rogers.com)

News Room

Corus Entertainment (CJSS 101.9/Variety 104.5/CornwallDaily.com) News Room

Ph# 613-932-5180 ext 230

Newsline# 613-932-5309

[billkingston@thecornwalldaily.com](mailto:billkingston@thecornwalldaily.com)

CBC Ottawa

Ph# 613-288-6000 / 613-288-6485

Fax# 613-288-6490

[cbcnewsottawa@cbc.ca](mailto:cbcnewsottawa@cbc.ca)

CTV Ottawa

Ph# 613-224-1313

Fax# 1-888-770-2192

[ottawanews@ctv.ca](mailto:ottawanews@ctv.ca)

## **Appendix C**

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

#### Posting Locations:

1. Iroquois Civic Centre
2. Iroquois Post Office
3. Gilmer Pharmacy
4. Foodland Store
5. Morrisburg Arena
6. Morrisburg Library
7. Morrisburg Post Office
8. Seaway Valley Pharmacy
9. Upper Canada Pharmacy
10. Valu-Mart
11. Township Web-site
12. Macs Convenience Store, Iroquois
13. Macs Convenience Store, Morrisburg
14. Iroquois Campsite (seasonal)
15. Iroquois Beach (seasonal)
16. Morrisburg Beach (seasonal)
17. 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 Township employees and Volunteer 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

### Eastern Ontario Health Unit Fact Sheets



Eastern Ontario  
Health Unit  
Bureau de santé  
de l'est de l'Ontario

# HEALTH•FULL

November 2005

## WHAT TO DO IN THE CASE OF A BOIL WATER ADVISORY

### Guidelines for the General Public

Tests on your water show it is contaminated with harmful micro-organisms. This water can make you sick if you use it directly from the tap. The elderly, the very young and people with weakened immune systems are most at risk for waterborne illnesses.

The Medical Officer of Health or Public Health Inspectors are the only people authorized to lift the Boil Water Advisory. You will be advised when the problem has been solved.

*Until then you are urged to bring the water to a rolling boil and boil for at least one minute (or use bottled water) for:*

- Drinking
- Making baby food or baby formula
- Washing fruits and vegetables
- Making ice cubes, juices or other mixes
- Gargling, brushing teeth or dentures

### Bathing, Washing and Cleaning

- Younger children should not take baths or showers because they are likely to swallow water. Give sponge baths instead. Adults, teens and older children can safely take showers.
- Normal hand washing applies and hands can also be disinfected with an alcohol-based hand sanitizer (containing at least 60% alcohol).
- Dishes, cutting boards and countertops can be washed with soap and water and then disinfected with a bleach solution (5 ml/1 tsp. bleach per 750 ml / 3 cups of water)
- Laundry can be done in the usual method.

### If you are sick:

- Seek medical attention immediately for those at higher risk of illness.
- Others should seek medical attention if diarrhea lasts more than 48 hours.



For more information, please contact the Eastern Ontario Health Unit at 933-1375 or at 1 800 267-7120, and ask for Health Line.

Visit our Web site at [www.eohu-bseo.on.ca](http://www.eohu-bseo.on.ca).

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□ Head Office/Office social  
1000, rue Pitt Street  
CORNWALL, ON K6J 5T1  
Tel./Tel.: (613) 933-1375  
ortho 1 800 267-7120  
Fax/Micropieur: (613) 933-7900

□ 60, rue Avik Street, Unit/Unité #2  
ALEXANDRIA, ON K3C 1A0  
Tel./Tel.: (613) 525-1112  
Fax/Micropieur: (613) 525-2683

□ 757, rue Principale Street  
P.O. Box/C.P. 338  
CASSELMARK, ON K3A 1M0  
Tel./Tel.: (613) 794-2841  
ortho 1 800 267-8280  
Fax/Micropieur: (613) 764-0264

□ 134, Main St. East/In Main Est  
Suite/Suite: 301  
HARRISSBURRY, ON K3A 1A3  
Tel./Tel.: (613) 625-4355  
ortho 1 800 595-2314  
Fax/Micropieur: (613) 622-4171

□ 2684, rue Chamberland Street  
Unit 2, 2<sup>e</sup> Floor/Unité 2, 2<sup>e</sup> étage  
ROCKLAND, ON K4K 1M6  
Tel./Tel.: (613) 446-1400  
Fax/Micropieur: (613) 446-1454

□ 457, Main St. East/In Main Est  
P.O. Box/C.P. 616  
WINCHESTER, ON K2C 2H0  
Tel./Tel.: (613) 774-3739  
Fax/Micropieur: (613) 774-4879



## WHAT TO DO IN THE CASE OF A BOIL WATER ADVISORY

### Guidelines for Food Premises

Tests on your local water supply show it is contaminated with harmful micro-organisms. This water can make you and your customers sick if you use it directly from the tap. The elderly, the very young and people with weakened immune systems are most at risk for waterborne illnesses.

*The Medical Officer of Health or Public Health Inspectors are the only people authorized to lift the Boil Water Advisory. You will be advised when it is lifted.*

1. Until then you are urged to bring the water to a rolling boil and boil for at least one minute. Store the boiled water in clean and disinfected covered containers until used. Alternatively, a supply of commercially bottled water could be used.

2. Use boiled water or bottled water for:

- drinking;
- cooking;
- rinsing or washing fruits and vegetables;
- in any food preparation, such as in juices, jellos, etc.
- preparing ice or ice cubes - do not use ice machines and disinfect the lines to the ice machine before re-using after the boil water advisory has been lifted.

3. Do not use soft drink beverage lines connected to tap water. Use bottled or canned beverages and soft drinks instead. Disinfect the lines to the soft drink machines before re-using after the boil water advisory has been lifted.

4. Commercial dishwashers that disinfect with a hot water rinse, at 82°C (180°F), or a commercial dishwasher that uses a chemical sanitizer are considered satisfactory. Ensure that the rinse temperature or the chemical sanitizers are functioning adequately.

5. Any food handlers that are suffering from vomiting, cramps, nausea or diarrhea must be excluded from work and not return to work until symptoms have completely cleared.

6. Ensure that all food handlers wash hands thoroughly with water that has been treated with chlorine bleach. (Please see bottom of this fact sheet for directions on making this solution) OR thoroughly dry the hands and apply an acceptable alcohol-based hand disinfectant as per the manufacturer's instructions.

### Directions for Making a Chlorine Bleach Hand Washing Solution

To prepare a chlorine bleach hand washing solution, use 1 part of chlorine bleach to 100 parts of water. Mix and let stand for at least 10 minutes before using. After washing hands with liquid soap, use a clean scoop of treated water and rinse hands. Do not rinse hands directly in the container of water to avoid contamination of water.

For more information, please contact the Eastern Ontario Health Unit at 933-1375 or at 1 800 267-7120, and ask for Health Line.

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HARRISBURG, ON K3A 1A3  
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