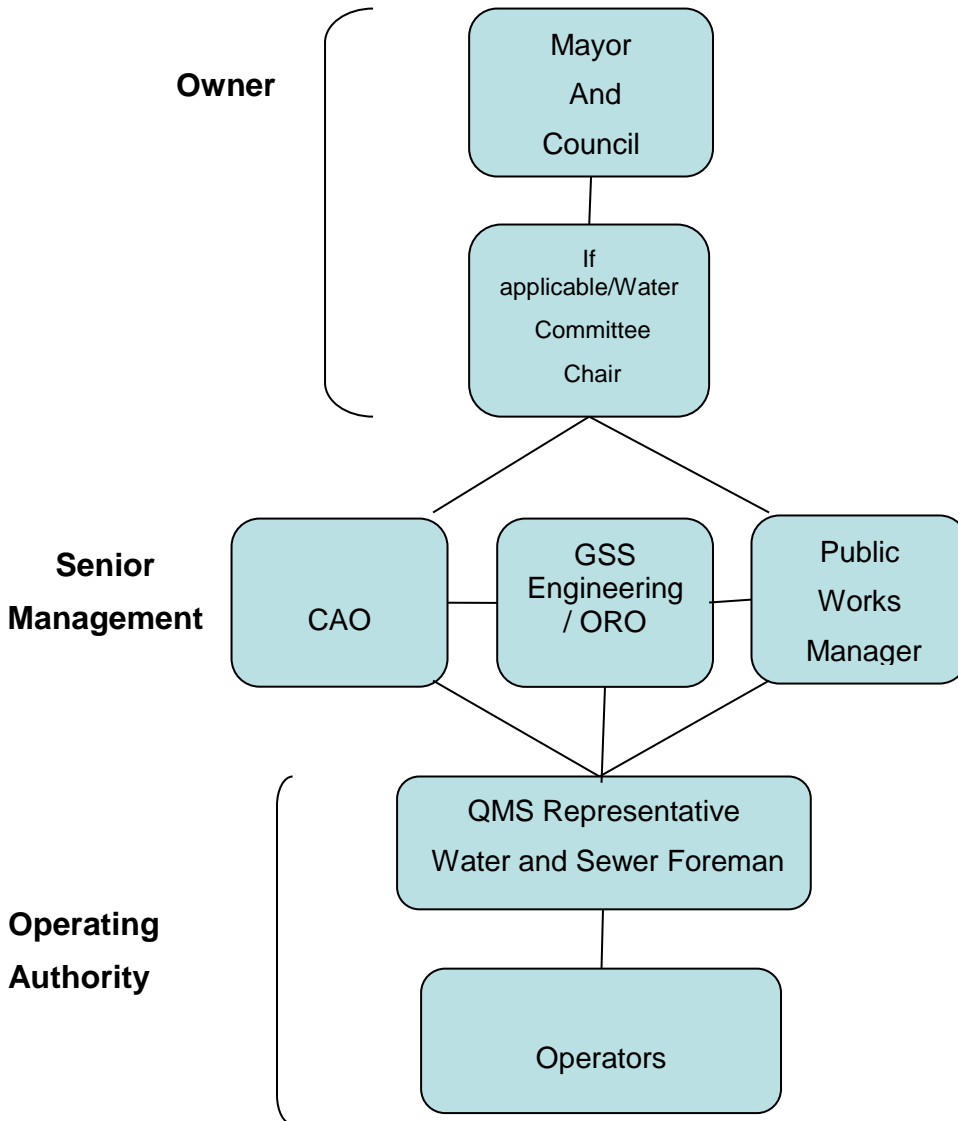


## **SLD9 – ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES REV: 2021-01**

The following diagram illustrates the organizational structure of the Owner, Senior Management and Operating Authority.



## ***SLD9 – ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES REV: 2021-01***

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Senior Management and Owner roles, responsibilities and authorities shall be communicated to Senior Management and the Owner during the annual management review process. Participants in Management Review are identified in Procedure SLD20.

In addition to the normal roles and responsibilities defined herein, these positions have additional responsibilities in an emergency as defined in Element 18 and the Emergency Response Plan.

### **Mayor and Council**

The Mayor and Council have the overall responsibility and authority to ensure that the Municipality of Arran-Elderslie water works meet all legislation and regulatory requirements. They further have the responsibility and authority to allocate the necessary resources for the safe operation of the works.

### **Water Committee Chair/if Applicable**

The Water Committee Chair is a member of Council and is responsible for the reporting of the performance of the water works to the Mayor and Council. The Water Committee Chair is authorized to make recommendations to the Council concerning the works based upon the input of the Public Works Manager and Water and Sewer Foreman.

### **CAO**

The CAO is responsible for arranging reports to the Mayor and Council on the oversight of the municipal water system. The CAO will receive reports from the Public Works Manager, GSS Engineering/ORO, and the Water and Sewer Foreman regarding issues that are relevant to the overall operation of the water system.

The CAO is authorized by Council to ensure that management staff is in place to ensure the municipal water system is supplying safe and reliable drinking water.

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## ***SLD9 – ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES REV: 2021-01***

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### **GSS Engineering/ORO**

GSS Engineering and in particular Rakesh Sharma provide ORO service to the Municipality. GSS would be able to provide expertise, advice, and recommendations to any of the groups associated within the framework. GSS may also be relied on to provide updates to regulatory compliance groups.

### **Public Works Manager**

The Public Works Manager is responsible for ensuring that operations within the municipal water supply system are being performed to ensure that municipal drinking water is safe. The Public Works Manager must provide long term planning and budgeting, inform the CAO and the Owner of deficiencies and required resources and provide the CAO and the Owner with current technical and administrative information and advice.

The Public Works Manager has the authority to ensure staff is in place to manage the water supply system, develop administrative and technical policy, evaluate and prioritize long term utility needs.

### **Water and Sewer Foreman**

The Water and Sewer Foreman has the responsibility and authority to:

- Direct the operations of the waterworks
- Establish policies relating to the operation of the works and its employees
- Provide input into the development of operating budgets
- Make recommendations to Top Management and the Owner regarding water department operations
- Communicate infrastructure and resource requirements to Top Management

The Water and Sewer Foreman is also the QMS Representative. The QMS Representative shall be responsible for:

- Ensuring that processes needed for the QMS are established, implemented and maintained
  - Reporting to Top Management on the performance of the QMS and any need for improvement
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## ***SLD9 – ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES REV: 2021-01***

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- Ensuring that the most current versions of documents required by the QMS are being used at all times
- Ensuring that personnel are aware of all current regulatory requirements that pertain to their duties within the operation of the drinking water system

### **Operator**

All operators are responsible for maintaining required Ministry of the Environment Certification for the Water Treatment and Water Distribution Systems. Operators are required to carry out the daily duties as spelled out in SLD 15, operation and maintenance scheduling for the treatment and distribution processes to ensure operations are completed and recorded in compliance with the Regulations. If non-compliant incidents occur, they must be acted upon, reported and recorded as required by Regulations.

Certified operators are authorized to collect samples, perform testing, adjust treatment processes (with direction from the Water and Sewer Foreman), and perform maintenance on the treatment and distribution systems, in accordance with Standard Operating Procedures, to ensure a safe and adequate water supply.

Date	Page	Revision #	Reason	Content
May 2021	All	2021-01	Internal Audit	Change title of CAO/Clerk to just CAO
Oct 2023	All	2023-01	Housekeeping	Housekeeping changes

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