

**CORPORATION OF THE TOWN OF MARATHON  
GUIDELINE**

<b>SECTION: WORKS &amp; OPERATIONS DEPT.</b>	<b>PAGE 1 OF 2</b>
<b>GUIDELINE: CONTINGENCY PLAN TO ENSURE THAT THERE IS AN OPERATOR IN CHARGE FOR WATER DISTRIBUTION SYSTEM</b>	<b>POLICY NO. <u>WO 0012</u></b>

Contingency plan to ensure an Operator-In-Charge of the water distribution system is always in place

**PURPOSE:**

To establish a contingency plan which outlines the steps the town will take in the event that the Operator-In-Charge of the water distribution system is absent for an extended period of time. The town's water distribution system or facility is class 3 designation and section 13 & 14 of O. Reg. 435/93 are applicable.

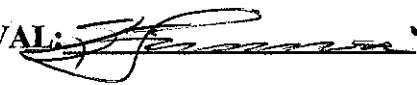
**SCOPE:**

The following town positions and companies are involved;

- The Works & Operations Manager
- The Operator-In-Charge (OIC) of the water distribution system – Class 3 status
- The Operator-In-Training (OIT) of the water distribution system – Class 2 status or higher
- OCWA, the operating authority for the water treatment facilities – Class 3 status

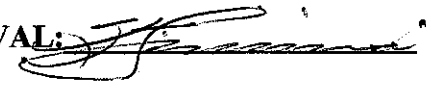
**GUIDELINE:**

1. The Town as the owner of the water distribution system or facility shall ensure that the responsibility for the overall operation of the facility is placed with an operator who holds a licence that is applicable to the type of facility and that licence is of the same class as or higher than the class of facility.
2. If the Operator-In-Charge is absent or unable to act, responsibility for the overall operation of the facility may be placed with an operator who holds a licence that is applicable to that type of facility and that is not more than one class lower than the class of the facility. This type of operating situation shall be allowed for 150 days in any twelve month period.

<b>NEW</b> <input checked="" type="checkbox"/> <b>REVISED</b> <input type="checkbox"/>	<b>APPROVAL:</b> 
<b>SUPERSEDES GUIDELINE DATED:</b>	<b>DATE:</b> <u>June 27, 2003</u>

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3. If the Town relies on subsection (2) for operating the water distribution system for more than sixty days in any twelve month period, the Works & Operations Manager will notify the Director of the Ministry of the Environment of the operating status.
4. In the event that the operating condition outlined in subsection (2) will continue over 150 days in any twelve month period, the Town will retain OCWA, the Water Treatment Plant Operating Authority to assume Operator-In-Charge status. This condition will be able to continue until the Town's operators are available to assume responsibility of the facility.
5. All information as outlined in section 20 of O. Reg. 435/93 will be recorded in the water distribution logbook by the Operator-In-Charge.

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