

| County of Brant Water Division | | |
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| Title: County of Brant Operational Plan | | |
| QMS Reference: D-02-10 | | |
| Dated Created: April 16, 2009 | Current Revision Date: September 22, 2022 | Version Number: 13 |

14. Review and Provision of Infrastructure

14.1. Overview

14.1.1. An infrastructure review ensures the periodic evaluation of the condition and capacity of the County's drinking water system's infrastructure components.

14.1.2. The results of the evaluation are to be used to prioritize future resource allocation.

14.2. Meetings and Meeting Records

14.2.1. At least once per year, the Director of Environmental Services, Environmental Services Manager and Environmental Services Superintendent will meet to conduct an infrastructure review.

14.2.2. The General Manager of Operations, Director of Infrastructure Services, Water Lead Hand and Water Operators, at a minimum, will be asked for input prior to the meeting.

14.2.3. An additional meeting may be arranged with the General Manager of Operations, Director of Infrastructure Services, Director of Roads, and other County of Brant staff to collect additional infrastructure information.

14.2.4. Minutes or a summary of the meeting(s) and records of attendance will be documented and will be filed in Environmental Services Records within 30 days of the conclusion of the meeting(s).

14.3. Infrastructure Review Items

14.3.1. The Director of Environmental Services, Environmental Services Manager and Environmental Services Superintendent will consider:

a) The outcomes of the risk assessment documented under Element 8 and ensure that the adequacy of the infrastructure necessary to operate and maintain the County's municipal residential drinking water and distribution systems is reviewed.

b) Buildings, storage, and distribution:

- New infrastructure required in the upcoming year (due to regulations, growth, or unforeseen circumstances).
- Recommended infrastructure maintenance for the upcoming fiscal year and looking forward five years.
- Recommended infrastructure rehabilitation or renewal for the upcoming year and looking forward ten years.
- Recommended infrastructure upgrading or replacement for the upcoming year and looking forward beyond ten years.

c) Machinery, equipment, software:

- New machinery, equipment (includes tools and vehicles), computers and software required in the upcoming year and looking forward three years.

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- Planned and unplanned machinery and equipment maintenance and replacement parts for the upcoming fiscal year.
 - Machinery and equipment maintenance costs (based upon the original manufacturer's recommended maintenance frequency).
 - Machinery and equipment planned maintenance costs (based upon normal operating life and past planned and unplanned maintenance history).
- d) Drinking water related projects identified by the General Manager of Operations, Director of Infrastructure, Director of Roads, and other County of Brant staff.
- e) Other items that are to be reviewed to determine priority needs:
- Previous year's Review and Provision Infrastructure Report.
 - Input from Operating Authority staff.
 - Future Infrastructure Division projects.
 - MECP Compliance Inspection Reports.
 - Water production and consumption trends.
 - Flow data trends.
 - Watermain break records.
 - Water quality reports.
 - Operations maintenance records.

14.4. Notification to Owners

- 14.4.1.** At the conclusion of the review, an Infrastructure Review Report must be presented to the Owners prior to budget deliberations.
- 14.4.2.** The report must include a summary of the finding from section 14.3.
- 14.4.3.** The report will be provided to the Administration and Operations Committee and then forwarded to Council (Owners).

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| REVISION NUMBER | REVISION | DATE OF REVISION (MM/DD/YYYY) | REVISION COMPLETED BY: | CURRENT VERSION NUMBER |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------|-------------------------------|
| 1 | Added the Director of Roads to paragraph 3. | October 7, 2013 | D. Stevenson | 7 |
| 2 | Updated the title of Director of Engineering to the Director of Infrastructure Services. | November 15, 2017 | D. Stevenson | 8 |
| 3 | Entire procedure reformatted for DWQMS 2.0 | 04/18/2019 | D. Stevenson | 9 |
| 4 | Section 2 – Updated to note that the General Manager of Operations, Director of Infrastructure Services, Director of Roads, Water Lead Hand and Water Operators should be considered or asked to provide input. | 04/18/2019 | D. Stevenson | 9 |
| 5 | Section 3 – Added the requirement to consider the outcomes from Element 8. | 04/18/2019 | D. Stevenson | 9 |
| 6 | Section 3 – Added or updated items that should be considered as part of the review. | 04/18/2019 | D. Stevenson | 9 |
| 7 | Added Section 6 – The requirement to keep and file minutes and record of attendance. | 04/18/2019 | D. Stevenson | 9 |
| 8 | The Director of Water was revised to Director of Environmental Services. | 03/17/2020 | D. Stevenson | 10 |
| 9 | Section 5 – Public Works Committee updated to Administration and Operations Committee. | 03/17/2020 | D. Stevenson | 10 |
| 10 | Section 6 Revised Water Division to Environmental Services. | 06/17/2020 | D. Stevenson | 11 |
| 11 | Entire element revised. 14.2.4 – Added requirement to file meeting minutes within 30 days of the meeting. | 01/31/2022 | D. Stevenson | 12 |
| 12 | Sections 14.2.1 and 14.3.1 – Updated Environmental Services Manager title and added Environmental Services Superintendent. | 09/22/2022 | D. Stevenson | 13 |