



**TOWN OF MINTO**

**MEETING DATE:** March 18, 2025  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Public Works  
**SUBJECT:** PW 2025-007 - 2024 Drinking Water System Annual & Summary Reports

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**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives Report PW 2025-007 2024 Drinking Water System Annual and Summary Reports, prepared by the QMS Representative, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves the 2024 Drinking Water System Annual and Summary Reports including, Clifford Drinking Water System, Harriston Drinking Water System, Palmerston Drinking Water System, and Minto Pines Subdivision Drinking Water System;

AND FURTHER THAT the individual members of Council, the Chief Administrative Officer, and the Director of Legislative Services/ Clerk sign the respective reports as stewards of the water infrastructure.

**BACKGROUND:**

The Town of Minto is committed to a consistent and safe drinking water supply which meets or exceeds all regulatory standards. The 2024 Annual & Summary Drinking Water System Reports are to be reviewed and understood by Council as the Systems Owner. The Annual Reports are made available to the public by February 28<sup>th</sup> of each year and the Summary Reports are to be completed and approved by Council prior to March 31<sup>st</sup> of each year.

There is a Summary Report and an Annual Report for each drinking water system attached.

The Summary Reports contain the following information for all four systems:

- a) Summary of legislation and regulations
- b) Report objective and description of each system
- c) Upgrades completed in 2024; planned upgrades for 2025
- d) Various tables summarizing flow rates by month for each well, and comparison with rated flow capacity
- e) Report of any exceedances of flow capacity
- f) Raw Water treatment requirements each system; summary of chemicals used
- g) Assessment of Compliance identifying any system failures and corrective action

The Annual Reports contains the following information using the Provincial template form:

- a) System size and location
- b) Public notification methods and system description
- c) Chemicals used in treatment
- d) Expenses to install, improve and replace equipment
- e) Reported spills and microbiological testing
- f) Summary of Inorganic testing (chemical) by well
- g) Summary of Organic testing by well
- h) Summary of Lead testing results
- i) List of any exceedances for any testing completed

### **COMMENTS:**

Under Section 19 of the Safe Drinking Water Act passed in 2002 Councilors have a responsibility in providing clean water as officers of the municipality that “own” the system.

Councilors are “stewards” of the public infrastructure and therefore “shall exercise the level of care, diligence and skill in respect of a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation.” To be effective in this stewardship role, Council should be satisfied:

- Policies adopted by Council are being implemented.
- Staff administers services and programs as Council intended.
- Rules and regulations are being applied correctly and consistently, and everyone is being treated equally.
- Funds are being spent only as authorized, and the municipality’s resources (financial and otherwise) are being used as efficiently as possible.

By each member reviewing these reports prior to signing off by March 31, 2025 you are exercising due diligence as a steward of the system. Council also has opportunities to discuss overall care and control when the QMS Representative and Water Services Manager present the Management Reports and Financial Reports. At the meeting each Councilor, the Chief Administrative Officer and Clerk will sign the reports acknowledging that each has read and approved the Annual & Summary Reports for each Drinking Water System.

While it is required you review the Annual and Summary Report the following are some key considerations from each:

1. Minto operations staff collected additional Sodium samples from each DWS (Clifford, Harriston, Palmerston & Minto Pines) with sample results ranging from 5.66 mg/L to 22.7 mg/L, with < 20 mg/L being the MAC. There were no other organic, inorganic, lead or any other chemical exceedances in the Clifford, Harriston, Palmerston or Minto Pines Drinking Water Systems. Clifford wells continue to be sampled for Arsenic quarterly

because levels at wells 1 & 4 exceed half the maximum acceptable concentration of 10 ug/L.

2. At no period did the monthly flow in any of the four systems exceed the rated capacity of the plant.
3. The Town of Minto scored 100% for the Clifford, Harriston & Palmerston Drinking Water System's and 96.57% for Minto Pines Drinking Water System during the 2024 MECP Drinking Water Inspections, therefore no Ministry of Environment Orders were issued as the result of the MECP Inspections completed in 2024.

#### **FINANCIAL CONSIDERATION:**

The continued cost to operate and manage the Drinking Water Systems is captured in the 2025 operating and capital budget requests.

#### **STRATEGIC PLAN:**

Goal 1 – Manage Our Infrastructure

Maintain, renew and expand our municipally owned infrastructure to enhance healthy growth and our environment.

**PREPARED BY:** Mike Doucette, QMS Representative

**RECOMMENDED BY:** Gregg Furtney, Chief Administrative Officer (CAO)