



2024 Summary Report

for the

Town of Minto

PALMERSTON DRINKING WATER SYSTEM

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for the
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1.0 INTRODUCTION

1.1 Background

In December 2002, the Safe Drinking Water Act (SDWA) was enacted. Subsequently, on June 1, 2003, under the SDWA, a new '*Drinking-Water Systems Regulation*', Ontario Regulation 170/03 (O. Reg. 170/03), was enacted. In addition, several supporting regulations and procedures were also enacted to assist with the administration of O. Reg. 170/03. The list of relevant drinking-water legislation is presented in Appendix A.

The SDWA identifies the responsibilities of owners and operating authorities of municipal drinking water systems (SDWA, Sections 11 and 19). Their duties include ensuring that:

- All water provided by the drinking-water system meets prescribed drinking-water quality standards;
- The drinking-water system is operated in accordance with the Act and regulations and is kept in a good state of repair;
- All facilities are appropriately staffed and supervised;
- All sampling, testing and monitoring requirements are complied with;
- All reporting requirements are complied with; and
- Only persons holding valid operator's certificates operate the drinking-water-system.

O. Reg. 170/03 establishes the standard for protection of drinking water. It includes sets of schedules, specific to municipal residential systems that define requirements for:

- Minimum treatment levels;
- Operational checks;
- Chemical and microbiological sampling and testing;
- Adverse results reporting;
- Corrective procedures; and
- Report documentation and retention.

The system's Municipal Drinking Water Licence (MDWL), Drinking Water Works Permit (DWWP) and Permit To Take Water (PTTW) imposes system specific rules and conditions applicable to the standards set out in O. Reg. 170/03.

1.2 Objective

This Summary Report for the Palmerston Drinking Water System is being prepared in fulfillment of Schedule 22 of O. Reg. 170/03 and will be given to members of the Municipal Council. This report covers the period from January 1, 2024 to December 31, 2024.

This Summary Report lists any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any order that the system failed to meet, during the period of this report. For any such failure, the measures that were taken to correct the failure are detailed. The report also includes relevant information that will assist the Town of Minto to assess the water work's capability to meet existing and future planned uses of the system.

1.3 Description of Drinking Water System

Palmerston is located in the Town of Minto within the northwest corner of Wellington County, along the route of Provincial Hwy. No. 23.

The Palmerston Drinking Water System services a permanent population of approximately 3,100, comprised of approximately 1,210 residential households, as well as Industrial, Commercial and Institutional sectors. The municipal water system is also used for fire protection.

Palmerston is currently serviced by a waterworks that consists of: four drilled bedrock wells, two wellhouses, an elevated 2500 m³ steel storage tank and a distribution network of watermains, ranging in diameter from 100 mm to 350 mm. There are approximately 119 fire hydrants in the Town of Palmerston. In the event of a prolonged power outage, two portable generators are available for either wellhouse to supply back-up power.

The bedrock wells are equipped with submersible pumps that discharge directly into the William Street Wellhouse (Wells #1 and #2) and the Whites Road Wellhouse (Well #3 and #4). In the wellhouse, the raw water supply is injected with 12% sodium hypochlorite for disinfection and the chemical PW1680 for iron sequestering. The treated water leaves the pumphouse and enters an underground contact pipe and is discharged into the distribution system after adequate contact time is achieved.

The wells are controlled (*start/stop*) automatically based on elevated storage tank liquid levels and pressures in the distribution system. Each wellhouse is equipped with alarms for high & low free chlorine residuals (*and corresponding lockout of well pumps*), low water level and intrusion. Each wellhouse has a continuous monitoring analyzer for chlorine.

SCADA provides continuous monitoring to the Palmerston Drinking Water System.

The Palmerston Drinking Water System operates under MDWL 106-103 Issue 4, DWWP 106-203 Issue 4 and PTTW #8341-BZLRR9.

2.0 SUMMARY OF UPGRADES

2.1 Upgrades Completed in 2024

The disinfection treatment system in the Palmerston Drinking Water System meets all of the standards imposed by O. Reg. 170/03 and the MECP's *"Procedures for Disinfection of Drinking Water in Ontario"*.

Typically, maintaining the system includes repairs and/or replacement of individual components as necessary. In 2024 \$61,805 on SCADA upgrades in Pumphouse # 3 & 4, \$13,245 replacing the Well Pump in Well #2, \$29,100 was spent on Well Exploration, \$6,960 on electrical upgrades to Pumphouse # 1 & 2 and \$742,915 replacing watermain on Derby Street.

The following purchases were made to be shared between all of Minto's water systems. \$12,735 on water meters, \$1,050 on shared equipment and \$3,005 on computer replacements.

Preventative maintenance measures are being followed to ensure proper operation of the Drinking Water System.

All routine maintenance throughout the year and planned maintenance during the monthly scheduled maintenance programs was completed by Minto Operations Staff.

2.2 Upgrades Scheduled to be Completed in 2025

In 2025, the Town of Minto is planning to spend \$207,500.00 on well exploration and \$100,000 on engineering for the Main St. Watermain replacement.

The following will also be purchased to be shared within the water department. \$20,000 for the Water Rate Study and Financial Plan. \$10,000 on the SCADA monitoring system, \$20,000 for water meters and \$15,000 on pumps and or valves.

3.0 OPERATION OF THE DRINKING WATER SYSTEM

3.1 Summary of the Quantities and Flow Rates of Water Supplied

O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from each of Palmerston's wells be included in the Summary Report. Tables 3.1, 3.2, 3.3 and 3.4 provide a summary of quantities and flow rates supplied during 2024 for Wells #1, #2, #3 and #4 respectively, on a monthly basis. Wells #1 and #2 supply the William Street Wellhouse and wells #3 and #4 supply the White's Road Wellhouse.

Table 3.1
Palmerston Drinking Water System – Well #1
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2024 – December 31, 2024

	Raw Water Flow (Max Flow Rate = 22.8 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m³/day)	Monthly Total (m³)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity (NTU)	No. of Treated Samples Collected	Monthly Average Residual (mg/L)	No. of Samples Collected
January	14.6	147	2,744	67	5	0.52	31	1.38	See Palmerston Well #2 Data
February	14.8	138	2,393	44	4	0.66	29	1.37	
March	14.8	266	2,514	67	4	0.67	31	1.35	
April	14.8	472	5,511	114	5	0.52	30	1.32	
May	14.9	135	2,422	67	5	0.54	31	1.33	
June	14.9	131	2,243	44	4	0.48	30	1.32	
July	14.9	143	2,483	66	7	0.52	31	1.29	
August	14.9	150	2,687	66	4	0.52	31	1.37	
September	15.0	141	2,579	64	4	0.54	30	1.43	
October	15.0	138	2,323	34	6	0.60	31	1.36	
November	15.0	136	2,631	82	5	0.63	30	1.30	
December	14.9	136	2,265	53	5	0.66	31	1.32	
Total			32,795	768	58		366		
Average			2,733			0.57		1.34	
Maximum	15.0	472							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2024: **768 L**
Distribution System Minimum Target Residual: **0.2 mg/L**

Table 3.2
Palmerston Drinking Water System – Well #2
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2024 – December 31, 2024

	Raw Water Flow (Max Flow Rate = 22.8 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m³/day)	Monthly Total (m³)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity (NTU)	No. of Treated Samples Collected	Monthly Average Residual (mg/L)	No. of Samples Collected
January	17.7	323	7,324	153	5	0.49	31	1.33	49
February	17.7	370	7,206	134	4	0.59	29	1.32	44
March	17.8	374	7,560	153	4	0.63	31	1.22	47
April	18.0	381	3,303	65	3	0.66	15	1.40	48
May	17.8	502	9,208	219	5	0.42	31	1.33	49
June	17.7	470	8,847	172	4	0.52	30	1.31	44
July	17.8	852	11,447	264	7	0.50	31	1.32	52
August	17.8	949	9,115	197	4	0.59	31	1.33	48
September	17.5	603	10,374	217	4	0.38	30	1.24	44
October	17.3	450	8,892	182	6	0.40	31	1.26	49
November	17.4	424	7,946	172	5	0.59	30	1.27	48
December	17.5	353	8,437	188	5	0.53	31	1.31	47
Total			99,657	2,116	56		351		569
Average	17.7		8,305			0.52		1.30	
Maximum		949							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2024: **2,116 L**
Distribution System Minimum Target Residual: **0.2 mg/L**

Table 3.3
Palmerston Drinking Water System – Well #3
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2024 – December 31, 2024

	Raw Water Flow (Max Flow Rate = 26.7 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m ³ /day)	Monthly Total (m ³)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity (NTU)	No. of Treated Samples Collected	Monthly Average Residual (mg/L)	No. of Samples Collected
January	19.1	375	9,009	223	5	0.53	31	1.29	See Palmerston Well #2 Data
February	18.4	458	8,597	221	4	0.49	29	1.36	
March	18.3	519	9,509	225	4	0.64	31	1.34	
April	18.3	634	10,610	268	5	0.44	30	1.29	
May	18.4	473	9,911	288	5	0.53	31	1.41	
June	17.5	644	10,671	276	4	0.44	30	1.40	
July	17.3	543	10,735	293	6	0.56	28	1.38	
August	17.8	1032	11,196	326	4	0.52	31	1.36	
September	17.7	676	10,842	302	4	0.43	29	1.26	
October	17.6	695	10,211	248	6	0.60	31	1.28	
November	17.8	352	7,822	242	5	0.52	30	1.30	
December	17.7	379	8,323	254	5	0.68	31	1.28	
Total			117,435	3,166	57		363		
Average	18.0		9,786			0.53		1.33	
Maximum		1,032							

Disinfectant Compound Used: **12% Sodium Hypochlorite**
Form of Residual Displayed: **Free**
Quantity of Disinfectant Used During 2024: **3,116 L**
Distribution System Minimum Target Residual: **0.2 mg/L**

Table 3.4
Palmerston Drinking Water System – Well #4
Treated Water Flow, Turbidity, and Disinfectant Residual
January 1, 2024 – December 31, 2024

	Raw Water Flow (Max Flow Rate = 26.7 L/s)			Chlorine	Monthly Averages				Distribution System Disinfectant
					Treated Water Turbidity		Treated Water Disinfectant Point of Entry		
Month	Operator Observed Peak Flow (L/s)	Maximum Day Flow (m³/day)	Monthly Total (m³)	Monthly Total (L)	No. of Samples Collected	Monthly Average Turbidity (NTU)	No. of Treated Samples Collected	Monthly Average Residual (mg/L)	No. of Samples Collected
January	17.9	137	2,975	See Palmerston Well #3 Data	5	0.57	31	1.28	Palmerston Well #2 Data
February	17.3	158	2,370		4	0.46	29	1.37	
March	19.0	138	2,578		4	0.58	31	1.34	
April	20.3	369	3,173		5	0.48	30	1.37	
May	20.4	159	2,935		5	0.36	31	1.36	
June	20.4	169	2,692		4	0.36	30	1.36	
July	20.3	252	3,120		5	0.62	30	1.37	
August	20.4	166	3,068		4	0.48	31	1.37	
September	20.5	200	3,167		4	0.52	27	1.40	
October	19.5	199	3,160		6	0.63	31	1.33	
November	19.9	316	3,333		5	0.54	30	1.31	
December	19.6	265	3,007		5	0.69	31	1.47	
Total			35,576	3,116	56		362		
Average			2,965			0.52		1.36	
Maximum	20.5	369							

Disinfectant Compound Used: **12% Sodium Hypochlorite**

Form of Residual Displayed: **Free**

Quantity of Disinfectant Used During 2024 for Wells #3 and #4 combined: **3,116 L** *(Wells #3 and #4 share the same NaOCl storage container)

Distribution System Minimum Target Residual: **0.2 mg/L**

3.2 Comparison of Actual Flow and Maximum Allowable Rates

O. Reg. 170/03 stipulates that a summary of the quantities and flow rates of the water supplied from each of Palmerston's wells be included in the Summary Report and compared against the rated capacity and flow rate for the system. As such, a comparison of the instantaneous peak flow to the PTTW's rated capacity is included and a comparison of the maximum daily flow to the MDWL's rated capacity is included in Table 3.5 & Table 3.6. Table 3.5 and Table 3.6 reflect the comparisons between the PTTW and MDWL.

Table 3.5
Palmerston Drinking Water System
Well #1 & 2 Combined
Treated Water Flow
January 1, 2024 – December 31, 2024

Month	Treated Water Flow Max Daily Volume – 1,964 m ³ /day Max Flow Rate = 22.83 L/s Well # 1 22.83 L/s Well # 2				Chlorine
	Operator Observed Peak Flow Well #1 (L/s)	Operator Observed Peak Flow Well #2 (L/s)	Maximum Day Flow (m ³ /day)	Monthly Total (m ³)	Monthly Total (L)
January	14.6	17.7	323	10,068	220
February	14.8	17.7	370	9,599	178
March	14.8	17.8	374	10,074	220
April	14.8	18.0	472	8,813	179
May	14.9	17.8	502	11,630	286
June	14.9	17.7	470	11,090	216
July	14.9	17.8	852	13,930	330
August	14.9	17.8	949	11,801	263
September	15.0	17.5	603	12,953	281
October	15.0	17.3	450	11,215	216
November	15.0	17.4	424	10,577	254
December	14.9	17.5	353	10,702	241
Total				132,452	2,884
Average				11,038	
Maximum	15.0	18.0	949		

Table 3.6
Palmerston Drinking Water System
Well #3 & 4 Combined
Treated Water Flow
January 1, 2024 – December 31, 2024

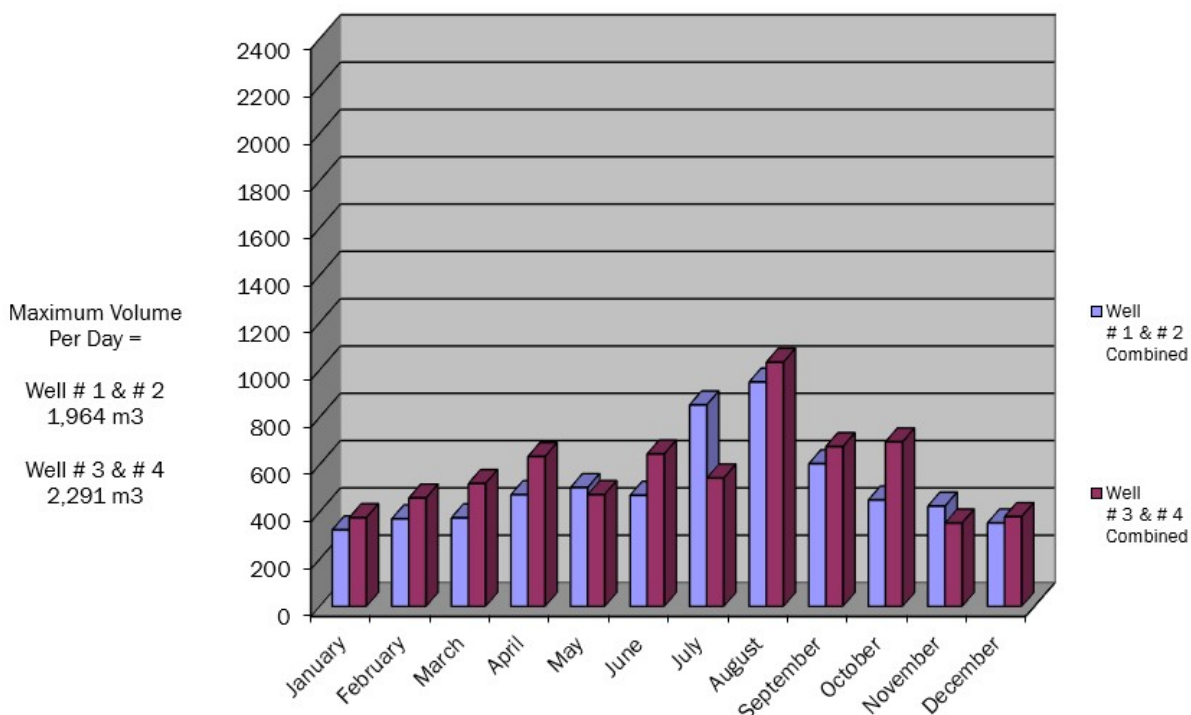
Month	Treated Water Flow Max Daily Volume – 2,291 m ³ /day Max Flow Rate = 26.7 L/s Well # 3 26.7 L/s Well # 4				Chlorine
	Operator Observed Peak Flow Well #3 (L/s)	Operator Observed Peak Flow Well #4 (L/s)	Maximum Day Flow (m ³ /day)	Monthly Total (m ³)	Monthly Total (L)
January	19.1	17.9	375	11,983	223
February	18.4	17.3	458	10,967	221
March	18.3	19.0	519	12,087	225
April	18.3	20.3	634	13,783	268
May	18.4	20.4	473	12,846	288
June	17.5	20.4	644	13,363	276
July	17.3	20.3	543	13,855	293
August	17.8	20.4	1,032	14,263	326
September	17.7	20.5	676	14,009	302
October	17.6	19.5	695	13,371	248
November	17.8	19.9	352	11,155	242
December	17.7	19.6	379	11,330	254
Total				153,011	3,166
Average				12,751	
Maximum	19.1	20.5	1,032		

Table 3.7
Comparison of Flow Rates and Flow Capacities
To
Rated Flow Rate (PTTW) and Rated Capacity (MDWL)

Well Supply	PTTW Max. Flow Rate	Operator Observed Peak Flow	Percent of Maximum Allowable	MDWL Schedule C Maximum Daily Quantity	Maximum Daily Flow	Percent of Maximum Allowable
	L/s	L/s	%	m ³ /day	m ³ /day	%
Well #1	22.8	15.0	66	1,964	472	24
Well #2	22.8	18.0	67	1,964	949	48
Well #3	26.7	19.1	71.6	2,291	1,032	45
Well #4	26.7	20.5	77	2,291	369	16

The MDWL stipulates, “The maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in Schedule C Table 1.”

Table 3.8
Maximum Water Usage Per Day by Month



Short-term peaks, in excess of permitted values, may occur at pump start up, while doing specific maintenance procedures or during emergency demand situations.

The time and duration of any flow exceedance is recorded for each event along with the reason for the occurrence. There were no extended exceedances or exceedances over the daily permitted rate in the Palmerston Drinking Water System.

3.3 Raw Water Quality and Required Treatment

The Palmerston Drinking Water System has no naturally occurring chemical parameters that exceed MAC (maximum acceptable concentration) or IMAC (interim maximum acceptable concentration). The Palmerston Drinking Water System uses PW1680 to improve water quality.

The William Street Wellhouse (*Well #1 and #2*) and the Whites Road Wellhouse (*Well #3 and #4*) are equipped with continuous monitoring analyzers for measuring free chlorine residual. The chlorine analyzers are equipped with alarms. In the event of an adverse chlorine residual reading, a signal is sent to the SCADA system, which in turn, shuts down the respective well pump. The average monthly turbidity and free chlorine residual measurements for treated water are presented in Tables 3.1, 3.2, 3.3 and 3.4 for Well #1, Well #2, Well # 3 and Well # 4, respectively.

There were no turbidity readings exceeding 1.0 NTU in 2024. The minimum, maximum and average turbidity readings for raw water from each well are presented in Table 3.9.

12% Sodium Hypochlorite is the disinfectant used. Free chlorine residual is monitored continuously at the “*Point of Entry*” (POE) into the distribution system. Additional “*grab samples*” are taken daily (*excluding weekends and holidays*) within the distribution system and tested for the free chlorine residual. The minimum, maximum and average values of free chlorine residual at the POE are presented Table 3.9.

The free chlorine residual in the distribution system ranged between 0.55 mg/L and 1.60 mg/L. O. Reg. 170/03, Schedule 1-2 stipulates that the free chlorine residual can never be less than 0.05 mg/L. In addition, O. Reg. 170/03, Schedule 1-4 stipulates that the water treatment equipment must be “*...capable of achieving, at all locations with the distribution system, a free chlorine residual of 0.2 mg/L ...*”. The Palmerston Drinking Water System meets both of these requirements.

Table 3.9
Palmerston Drinking Water System
2024 Annual Summary of
Raw Water Turbidity and Free Chlorine Residual

Location	Range	Raw Water Turbidity	Free Chlorine Residual at POE
		NTU	mg/L
Well #1	Minimum	0.25	1.01
	Maximum	0.88	1.63
	Average	0.50	1.34
Well #2	Minimum	0.22	0.87
	Maximum	0.98	1.70
	Average	0.45	1.30
Well #3	Minimum	0.19	1.01
	Maximum	0.90	1.68
	Average	0.43	1.33
Well #4	Minimum	0.17	1.01
	Maximum	0.71	1.74
	Average	0.45	1.36

3.4 Summary of Treatment Chemicals Used

The disinfectant chemical used in the Palmerston Drinking Water System is 12% Sodium Hypochlorite. Measurements of free chlorine residual are recorded on a continuous basis. In 2024, 6,050 L of 12% Sodium Hypochlorite was used. The average dosage rates are presented in Table 3.10.

In 2024, 2,524 L of PW1680 was used for the sequestering of iron. Wells #1 and #2 share a common tank of PW1680. The average dosage rates are presented in Table 3.10.

Table 3.10
Palmerston Drinking Water System
2024 Annual Summary of
Treatment Chemicals Used

Treatment Chemical	Well	Volume Used	Mass Used	Annual Flow	Dosage Rate
		L	kg	m ³	mg/L
12 % Sodium Hypochlorite (NaClO)	Well #1	768	92.2	32,795	2.81
	Well #2	2,116	253.9	99,657	2.55
	Well #3 & 4	3,166	379.9	153,011	2.48
	Total	6,050	726.0	285,463	2.54
PW1680	Well #1 & Well #2	960	1,344.0	132,452	10.15
	Well #3 & Well #4	1,564	2,189.6	153,011	14.31
	Total	2,524	3,533.6	285,463	12.38

- Note:**
- Wells #1 and #2 share the same PW1680 storage container; 960 L is the combined PW1680 usage for both wells
 - Wells #3 and #4 share the same PW1680 storage container; 1,564 L is the combined PW1680 usage for both wells
 - 12% Sodium Hypochlorite = 120,000 mg/L = 120 kg/m³
 - PW1680 has a specific gravity = 1.4

4.0 COMPLIANCE

4.1 Assessment of Compliance

The objective of the Summary Report is to list any requirements of the Act, the regulations, the PTTW, the MDWL, the DWWP and any MECP Order that the system failed to meet from January 1, 2024 to December 31, 2024, and the corresponding corrective measure(s) taken. Compliance was assessed as follows:

- MECP Completed Inspection of the Palmerston drinking water system was completed August 7, 2024, Final inspection rating score 100%
- There were **no MECP Orders** issued to the Palmerston Drinking Water System in 2024.
- The MDWL imposes the specific rules and conditions governing the standards set out in O. Reg. 170/03. It is an important instrument in defining the requirements of compliance of a Drinking Water System.

- O. Reg. 170/03 establishes the standard for protection of drinking water; specifically, through 12 schedules that municipal residential drinking systems must follow to meet the requirements of the regulation.
- The SDWA identifies the responsibilities of owners and operating authorities of municipal drinking water systems. It places a recommended statutory standard of care on those who have oversight of municipal drinking-water systems. In essence, the standard of care has two themes: be informed and exercise diligent oversight.
- Adverse Test Results reported under the Safe Drinking Water Act, 18(1) or O Reg.170/03, Schedule 16-4
 - a) Adverse Water Quality Incidents (AWQI) refer to any unusual test results that do not meet provincial water quality standard or situation where the disinfection of the drinking water may be compromised.

Table 4.1
Adverse Water Quality Incidents

AWQI #	Date	Parameter	Result	Corrective Action
165516	July 10, 2024	Total Coliform	1	Re-sample & Flush

4.2 Summary of Compliance

The Town of Minto works diligently to maintain compliance, with all of the requirements of the SDWA, O. Reg. 170/03, as well as the Palmerston Water Work's MDWL 106-103 Issue 4, DWWP 106-203 Issue 4, and PTTW #8341-BZLRR9.

Table 4.2 identifies any non-compliance related to the following: SDWA, O. Reg. 170/03, the MDWL, the DWWP and the PTTW.

Table 4.2
Palmerston Drinking Water System
Requirements the System Failed to Meet

Compliance With	Description of Item the System Failed to Meet	Correction of This Situation How/When
MDWL # 106-103 Issue 4	<i>Palmerston Drinking Water System is in compliance with all of the requirements of the MDWL</i>	
DWWP # 106-203 Issue 4	<i>Palmerston Drinking Water System is in compliance with all of the requirements of the DWWP.</i>	

Compliance With	Description of Item the System Failed to Meet	Correction of This Situation How/When
O. Reg. 170/03	<i>Palmerston Drinking Water System is in compliance with all of the requirements of O. Reg. 170/03.</i>	
SDWA	<i>Palmerston Drinking Water System is in compliance with all of the requirements of the SDWA.</i>	
PTTW #8341-BZLRR9	<i>Palmerston Drinking Water System is in compliance with all of the requirements of the PTTW</i>	

Dated this 5th day of March 2025



Todd Rogers
Water Services Manager