



**TOWN OF MINTO**

**DATE:** February 16, 2017  
**REPORT TO:** Mayor and Council  
**FROM:** Brian Hansen, Public Works Director  
Todd Rogers, Compliance Coordinator  
**SUBJECT:** 2016 Drinking Water System  
Annual & Summary Reports

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**STRATEGIC PLAN:**

11.2 Continue to operate water treatment and distribution with the highest standards of public safety in mind and according to Provincial requirements using highly trained Town staff, and maintain cross training and enhanced duties to assume responsibility for sewage collection and treatment facilities. Maintain both water and sewer facilities using qualified Town staff so long as it is cost effective and efficient to do so.

**BACKGROUND:**

The Town of Minto continues to be committed to a consistent and safe drinking water supply which meets or exceeds all regulatory standards. The 2016 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 on February 28th of each year and the Summary Reports are to be completed by March 31st of each year.

There is a Summary Report and an Annual Report for each 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 2016; planned upgrades for 2017
- 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 Report 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 Lead Testing Results

- h) Summary of Organic Testing by well
- i) List of any exceedances for any testing completed

#### Source Water Municipal Annual Reporting

- a) Town of Minto 2016 Risk Management Official and Municipal Annual Reports

#### **COMMENTS:**

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

Councillors 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 on March 21, 2017 you are exercising due diligence as a steward of the system. Council also has opportunities to discuss overall care and control when the QMS Coordinator and Public Works Director present the Management Reports and Financial Reports. At the meeting each Councillor and the C.A.O. 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. There was no organic, inorganic, lead or any other chemical exceedances in the Clifford, Harriston, Palmerston or Minto Pines Water Systems.
2. At no period did the monthly flow in any of the four systems exceed the rated capacity of the plant.
3. There was no Ministry of Environment Order issued for any of the actions taken by the Town or its staff respecting any of the four water systems.
4. All four systems were in compliance with the applicable drinking water license, drinking water works permit, Ontario regulation 170 respecting water system operations and the Safe Drinking Water Act.

#### **FINANCIAL CONSIDERATIONS:**

There are no financial considerations for this report. Water systems cost about \$1.775 million annually to operate in 2016.

**RECOMMENDATION:**

THAT Council of the Town of Minto approve the 2016 Annual & Summary Reports for the Town of Minto Drinking Water Systems, including Clifford Drinking Water System, Harriston Drinking Water System, Palmerston Drinking Water System and Minto Pines Subdivision Drinking Water System, and that individual members of Council and the C.A.O. Clerk sign the respective reports as stewards of the water infrastructure.

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Brian Hansen  
Public Works Director

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Todd Rogers  
Compliance Coordinator