

**JULY 4, 2018**

**JOINT SERVICES COMMITTEE REPORT**

**REPORT NO. JSC-022-2018**

**MUNICIPAL DRINKING WATER UPDATE**

**CHRIS MORRISON  
MANAGER, HOUSING DEPARTMENT**

**ALISON TUTAK  
DIRECTOR, COMMUNITY AND  
SOCIAL SERVICES**

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**RECOMMENDATIONS**

**THAT** the Joint Services Committee of Leeds and Grenville recommends that Counties Council receive and accept the 2017 Ministry of the Environment Drinking Water System Inspections, External Accreditation Audit, 2017 Annual Report, and the 10-Year Financial Plans for Miller Manor, 3 Miller Drive, Mallorytown, and The Maples, 33 Bennett Street, Spencerville, as attached, and made accessible to the public.

**BACKGROUND**

The United Counties of Leeds and Grenville (the Counties) is the owner of two small municipal residential drinking water systems. The Housing Department is the designated operating authority them, located at:

- Miller Manor, 3 Miller Drive, Mallorytown, Ontario (Number 260006959) - a 17 unit housing complex constructed in 1978. The building draws raw water from a single drilled production well, and uses a point-of-entry-treatment unit for drinking water.
- The Maples, 33 Bennett Street, Spencerville, Ontario (Number 260006971) – a 15 unit housing complex constructed in 1975. The building draws raw water from a single drilled production well, and uses a point-of-entry-treatment unit for drinking water.

As the Operating Authority, the Housing Department has the legislative responsibility under the *Safe Drinking Water Act, 2002* to maintain all requirements relating to the systems, as well as insure the quality of the drinking water.

## **DISCUSSION/ALTERNATIVES**

Under a service agreement, an Overall Responsible Operator (ORO) is contracted to ensure constant compliance with all Ministry regulations, which includes regularly scheduled water tests which are reported to Council.

Monthly testing for e-coli, total coliforms, and heterotrophic plate count, indicated no adverse water quality results for the period of October 2016 to December 2017 for either property.

Copies of test results are maintained on site at each building, and in the Housing Department at the Central Avenue, Brockville location.

The reports will be made public by posting on the Leeds Grenville website.

### **External Accreditation Audit**

In November 2017 an onsite audit was conducted by Sai Global to determine if the Quality Management System (QMS) conforms to the requirements of the Ministry of Environment's Drinking Water Quality Management System standard. The audit was an onsite review of documents. The audit determined the QMS is overall effective and there were no non-conformities identified.

### **Ministry of the Environment Drinking Water System Inspection**

In October 2017 the Ministry of the Environment performed an on-site inspection of 33 Bennett Street, Spencerville, and 3 Miller Drive, Mallorytown, and issued reports on November 8, 2017 for both buildings. There were two issues of non-compliance at 33 Bennett Street in Spencerville, both stemming from the same situation. There were no issues of non-compliance at 3 Miller Drive in Mallorytown.

The issue at 33 Bennett Street occurred in August 2017. The Operator had performed routine maintenance on the water softener, which resulted in the automatic shut-off engaging. When the issue was discovered the housing custodian was instructed over the phone to bypass the solenoid valve, which would correct the issue. The Operator followed up the next day and indicated this occurrence in the log book. The non-compliance issue was that only the certified operator can perform adjustments, in this case turning a valve off and on. This would also include if a plumber was performing work on the system, the Operator would need to be on site to shut off valves.

To address this issue the Housing Department and Operator provided a written statement to the Ministry that we confirm our commitment to not use uncertified persons. In addition, our Emergency Procedures were updated to indicate no uncertified persons may perform adjustments to the system.

Although this situation did not result in an adverse water situation, the regulation requires any other observations other than samples or tests to be reported. To address this issue the Operator confirmed awareness that in the future this type of situation would require reporting.

The Ministry was satisfied that we had corrected these two non-compliance issues.

### **Annual Report/Summary Report by Operating Authority**

Under Schedule 22 of Ontario Regulation 170/03, an annual report is required from the ORO with information relating to meeting the regulations pertaining to the drinking water system in addition to the capacity of the system, to meet the planned use. In February 2018 the Annual Reports/Summary Reports were submitted by the ORO. The reports did not indicate any issues with meeting the regulations, or meeting the required capacity.

### **FINANCIAL IMPLICATIONS**

The Operating Authority is responsible to develop a 10-Year Financial Plan for water systems to demonstrate the continued viability and ability to maintain capacity of the system. The maintenance of the systems is included in the operational budget of the Housing Department budget.

For interest purposes only, the annual operating costs of the two water systems, not including amortization, is budgeted at \$21,096.00 per site.

The annual operating costs are not inclusive of the Counties staff time.

**ATTACHMENTS**

- Attachment 1: Systems Audit by SAI Global, November 6, 2017
- Attachment 2: Ministry of the Environment Drinking Water System Inspection Report – 33 Bennett Street, Spencerville
- Attachment 3: Ministry of the Environment Drinking Water System Inspection Report – 3 Miller Drive, Mallorytown
- Attachment 4: Annual Report by Operating Authority for 2017 – 33 Bennett Street, Spencerville
- Attachment 5: Annual Report by Operating Authority for 2017 – 3 Miller Drive, Mallorytown
- Attachment 6: 10-Year Financial Plan – 33 Bennett Street, Spencerville
- Attachment 7: 10-Year Financial Plan – 3 Miller Drive, Mallorytown



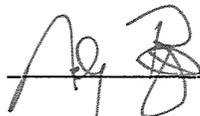
**CHRIS MORRISON, MANAGER  
HOUSING DEPARTMENT**

June 26/18  
**DATE**



**ALISON TUTAK  
DIRECTOR**

June 26, 2018  
**DATE**



**ANDY BROWN  
CHIEF ADMINISTRATIVE OFFICER**

June 18, 2018  
**DATE**