

Subject: 2019 Pelham Distribution System Summary Report

Recommendation:

THAT Committee receive Report #2020-0002 for information; and

THAT Committee recommend that Council approve the 2019 Pelham Distribution System Summary Report

Background:

Two annual water reports are required by the Ministry of the Environment, Conservation and Parks (MECP): (1) the 'MECP Annual Report' (O. Reg. 170/03 section 11), and (2) the municipal 'Summary Report' (O. Reg. 170/03 schedule 22).

Both reports have been added as attachments to this report. The MECP Annual report is due before February 28th of each year. The municipal summary report is due before March 31st of each year.

The MECP completes inspections of drinking water systems annually, usually unannounced, and are either 'focused' (where critical elements required to assess key compliance issues are covered), or 'detailed' (where a thorough, in-depth inspection of all relevant areas is conducted). Communication of all findings from the inspection report allows the Owner to remain informed on the status of the Drinking Water System. The timing of 2019 inspection allows it to be included in the 2019 Pelham Distribution System Summary Report.

The MECP Annual Report

The *Safe Drinking Water Act, 2002*, requires municipalities that maintain drinking water systems to prepare an 'Annual Report' on the operation of the water system and the quality of its water.

Reports are made available to the public online through the Town's website, and hardcopies of the reports are also available at Town Hall.

The purpose of this regulated report is to summarize key parameters of the system, using the prescribed MECP form, and make it available to the public.

The MECP Annual Report has been added as an attachment to the 2019 Pelham Distribution System Summary Report as Appendix A.

The Municipal Summary Report

The Town is required to prepare a Municipal Summary Report not later than March 31 for the preceding calendar year and the report is to be presented to the municipal council in accordance with Schedule 22 of the *Safe Drinking Water Act*.

The Municipal Summary Report is to list the requirements of the *Safe Drinking Water Act*. This report covers the period from January 1, 2018 to December 31, 2018.

The Municipal Summary Report has been added as an attachment to the 2019 Pelham Distribution System Summary Report as Appendix B.

The Pelham Distribution System Inspection Report

On December 17, 2019 a “focused” inspection of the Pelham Distribution System was undertaken by the MECP to confirm compliance with Drinking Water legislation. The Water Inspector performed interviews with key staff, as well as document reviews involving paper records, logbooks, electronic records, training documents, sample results, procedures, manuals and processes.

During the inspection no non-compliances to regulatory requirements were identified. Based on the findings, the Town of Pelham received a final inspection rating of 100%.

A number of recommendations and best practice issues were identified during the inspection related to: minor process improvements, implementation of a backflow prevention program, and discussions with the Niagara Region and neighboring municipalities regarding possible impacts of replacing the elevated water tank on the distribution system. At the time of this report, work has already begun to address all recommendations.

The MECP Pelham Distribution System Inspection Report has been added as an attachment to the 2019 Pelham Distribution System Summary Report as Appendix C.

Analysis:

The attached report(s) satisfy the legislated and license requirements for reporting of information to the Owner of the drinking water system.

Successful receipt of information by Committee and subsequently by Council satisfies the regulatory and license requirements for O.Reg. 170 section 11 reporting.

Financial Considerations:

There are no financial considerations in relation to this report.

Alternatives Reviewed:

There were no alternatives considered in preparation of this report.

Strategic Plan Relationship: Communication and Engagement

As legislated, Council is responsible as Owner of the water system for ensuring these reports are prepared and available to the public so that they may be made aware of the condition of the distribution system and the quality of the water delivered by Town of Pelham.

Consultation:

There was no consultation required in the preparation of this report.

Other Pertinent Reports/Attachments:

- 1) Appendix A – 2019 MECP Annual Report
- 2) Appendix B – 2019 Municipal Summary Report
- 3) Appendix C – 2019 MECP Pelham Distribution System Inspection Report

Prepared and Recommended by:

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