

Town of Pelham Council Report

Wednesday, February 19, 2025

Subject: 2024 Pelham Water Distribution System Summary Report

Prepared By: Ryan Cook, Manager of Public Works

Department: Public Works

Recommendation:

BE IT RESOLVED THAT Council receive report 2025-0033 “2024 Pelham Water Distribution System Summary Report,” for information.

Background:

Two annual water reports are required by the Ministry of the Environment Conservation and Parks (MECP):

(1) the ‘ANNUAL REPORT’ (O.Reg. 170/03 section 11), and

(2) the ‘SUMMARY REPORTS FOR MUNICIPALITIES’ (O.Reg. 170/03 schedule 22).

(1) ‘2024 Annual Water Quality Report’, and (2) ‘2024 Municipal Summary Report’ have been added as attachments to this report to satisfy the legislated and licensing requirements for reporting information to the Owner of the drinking water system.

The MECP completes unannounced inspections of drinking water systems annually in Ontario. In 2024, the Town of Pelham’s Water Distribution System was awarded a 100% inspection rating, completed under the Ministry’s focused inspection protocol. Communication of all findings from the inspection report allows the Owner to remain informed of the status of the Drinking Water Distribution System. The ‘2024 MECP Inspection Report’ has been added as an attachment to this report.

In accordance with the Town of Pelham Drinking Water Quality Management System (QMS), the QMS is reviewed once each calendar year by Top Management. The results of the Management Review shall identify any action items, responsibilities, and proposed implementation timelines. The results of the Management Review must be communicated to the Owner on an annual basis. The ‘2024 Management Review’ has been added as an attachment to this report.

Top Management and Water Operations staff conduct an annual review of water distribution infrastructure. The purpose of this review is to ensure key staff are assessing infrastructure needs and planning for future requirements. Results of the review are used in the development of capital and operating budgets. The '2024 Infrastructure Review' has been added as an attachment to this report.

The Town of Pelham's QMS undergoes an extensive auditing regime. An internal and external audit is performed annually to ensure compliance with Ontario's Drinking Water Quality Management Standard Version 2. For objectivity, the internal audit is conducted by a consultant on behalf of the Town. An MECP-approved accreditation body conducts the external audit. Findings from both audits, including opportunities for improvement are integrated into the system. Both the '2024 Internal Audit Report' and '2024 External Audit Report' have been added as an attachment to this report.

Analysis:

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

Successful receipt of information by Council satisfies the regulatory and license requirements under O.Reg. 170 of the *Safe Drinking Water Act, 2002*.

Financial Considerations:

There are no financial considerations attributed to this report.

Alternatives Reviewed:

This report serves to communicate the operation of the Town's Drinking Water Distribution System and QMS in accordance with all applicable legislation. As such, there were no alternatives reviewed in the preparation of this report.

Strategic Plan Relationship: Infrastructure Investment and Renewal

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 the Town of Pelham.

Consultation:

The Supervisor of Water/Wastewater was consulted in the preparation of this report.

Other Pertinent Reports/Attachments:

2024 Annual Water Quality Report

2024 Municipal Summary Report
2024 MECP Inspection Report
2024 Management Review
2024 Infrastructure Review
2024 Internal Audit Report
2024 External Audit Report

Approved and Submitted by:

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Chief Administrative Officer