



**The Corporation of the Town of LaSalle**  
**Water and Wastewater Committee Meeting**  
**Agenda**

**Tuesday, March 23, 2021, 5:15 p.m.**

**Meeting Held Virtually**

Accessible formats or communication supports are available upon request. Contact the Clerk's Office, ljean@lasalle.ca, 519-969-7770 extension 1256.

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	<b>Pages</b>
<b>A. Call to Order</b>	
<b>B. Disclosures of Pecuniary Interest and the General Nature Thereof</b>	
<b>C. Adoption of Minutes</b>	<b>3</b>
<b>Recommendation</b> That the minutes of the meeting of the Water and Wastewater Committee dated September 22, 2020 be adopted as presented	
<b>D. Reports / Correspondence for Committee Action</b>	
1. DWQMS External Audit Report 2020	5
<b>Recommendation</b> That the report of the Manager of Water and Wastewater dated March 14, 2021 (PW-WWC-2021-02) regarding the DWQMS External Audit Report 2020 be received.	
2. DWQMS Internal Audit Report 2020	14
<b>Recommendation</b> That the report of the Manager of Water and Wastewater dated March 14, 2021 (PW-WWC-2020-03) regarding the DWQMS Internal Audit Report 2020 be received.	

3. Revised Water and Wastewater Construction Rates for Multi-level Condos 22

**Recommendation**

That the report of the Director of Finance dated March 16, 2021 (FIN-06-2021) regarding the revised water and wastewater construction rates be received and that a revised water and wastewater rate bylaw be brought before Council for approval and that the revised construction water rates for multi-level condos retroactively take affect July 1, 2020.

4. Summary Report for 2020 27

**Recommendation**

That the report of the Manager of Water and Wastewater dated March 10, 2021 (PW-WWC-2021-01) regarding Water Summary Report for 2020 be received.

**E. Next Meeting**

The next meeting of the Water and Wastewater Committee is scheduled for May 25, 2021 at 4:00 p.m.

**F. Adjournment**



**THE CORPORATION OF THE TOWN OF LASALLE**  
**Minutes of the Water and Wastewater Committee Meeting held on**

September 22, 2020  
4:00 p.m.  
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Committee Present: Councillor Jeff Renaud, Mayor Marc Bondy, Deputy Mayor Crystal Meloche, Councillor Mike Akpata, Councillor Mark Carrick, Councillor Sue Desjarlais, Councillor Anita Riccio-Spagnuolo

Administration Present: J. Milicia, Chief Administrative Officer, P. Marra, Director of Public Works, L. Petros, Manager of Water & Waste Water, R. Hyra, Human Resources Manager, L. Jean, Deputy Clerk, R. Mackie, Superintendent of Water and Wastewater

**Clerk's Note:** Mayor Bondy, Members of Council, and Administration participated in the Meeting electronically via video conference technology.

The Chief Administrative Officer, Deputy Clerk, and IT personnel were present in Council Chambers to participate electronically.

**A. CALL TO ORDER**

Councillor Renaud calls the meeting to order at 4:00 p.m.

**B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None disclosed.

**C. ADOPTION OF MINUTES**

Moved By: Mayor Bondy

Seconded By: Councillor Riccio-Spagnuolo

That the Minutes of the Meeting of the Water and Wastewater Committee dated January 28, 2020 BE ADOPTED as presented.

**Carried.**

**D. REPORTS/ CORRESPONDENCE FOR COMMITTEE ACTION**

1. DWQMS Management Review Summary

Moved By: Councillor Desjarlais

Seconded By: Councillor Riccio-Spagnuolo

That the report of the Manager of Water and Wastewater dated March 12, 2020 (PW-WWC-04-20) regarding DWQMS management Review Summary BE RECEIVED.

**Carried.**

2. MECP Inspection Report 2020

Moved By: Mayor Bondy

Seconded By: Councillor Carrick

That the committee receives the information on the enclosed MECP Inspection report dated September 2, 2020.

**Carried.**

3. Water Meter Reading System Upgrades

Moved By: Councillor Desjarlais

Seconded By: Councillor Riccio-Spagnuolo

That the report of the Manager of Water and Wastewater dated September 11, 2020 (PW-WWC-06-20) regarding water meter reading system upgrades BE RECEIVED for information.

**Carried.**

**E. NEXT MEETING**

The next scheduled Meeting will be held on November 24, 2020.

**F. ADJOURNMENT**

The Meeting is adjourned at the call of the Chair at 4:18 p.m.

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Chair

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Deputy Clerk



## **The Corporation of the Town of LaSalle**

**To:** Members of the Water and Wastewater Committee

**Prepared by:** Lena Petros, Manager of Water and Wastewater

**Department:** Public Works

**Date of Report:** March 14, 2021

**Report Number:** PW-WWC-2021-02

**Subject:** DWQMS External Audit Report 2020

### **Recommendation**

That the report of the Manager of Water and Wastewater dated March 14, 2021 (PW-WWC-2021-02) regarding the DWQMS External Audit Report 2020 be received.

### **Report**

As required by the Safe Water Drinking Act, the Town of LaSalle hires NSF International to conduct an external audit of our Drinking Water Quality Management System (DWQMS). Enclosed is the findings of the NSF External DWQMS system Audit dated for November 23, 2020.

### **Consultations**

Not Applicable

### **Financial Implications**

Not Applicable

### **Prepared By:**

Manager of Water and Wastewater

Lena Petros, C.E.T.

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

## **Communications**

Not Applicable.

## **Notifications**

Not Applicable.

**Report Approval Details**

Document Title:	DWQMS Audit Report 2020.docx
Attachments:	- AuditReport.pdf
Final Approval Date:	Mar 16, 2021

This report and all of its attachments were approved and signed as outlined below:



Deputy Chief Administrative Officer

Peter Marra



Chief Administrative Officer

Joe Milicia



## NSF International Strategic Registrations Audit Report

### **The Corporation Of The Town Of LaSalle**

Public Works Department 2170 Judy Recker Cres.  
LaSalle, Ontario N9J 0C3 CAN

**C0122075**

#### **Audit Type**

Surveillance Audit

#### **Auditor**

Rose Johnson

#### **Standard**

Ontario's Drinking Water Quality Management Standard Version 2  
(Exp Date: 22-FEB-2023)

#### **Audit Date(s):**

11/20/2020 - 11/20/2020

#### **Recommendation**

Ontario's Drinking Water Quality Management Standard Version 2 : Continue Certification, NO  
CARs





Executive Summary	
Ontario's Drinking Water Quality Management Standard Version 2	<p>This was an annual off site system audit of the Town of LaSalle's Drinking Water Quality Management System (DWQMS).</p> <p>Overall commitment to the DWQMS continues to be a system strength.</p> <p>There were no major or minor nonconformities (NCs) identified during this audit. There were two opportunities for improvement (OFIs) identified which do not require a formal response, but are included in this report for consideration by the management team.</p> <p>The two minor NCs from the previous audit were evaluated for effective corrective action implementation, and are now considered closed.</p> <p>The support and cooperation of all involved in the audit is acknowledged and appreciated. Thank you for choosing NSF for your DWQMS accreditation.</p>

Top 10 Non Compliant Standard Clauses  
CAR Chart Displays Current and Previous Years Data



The Corporation Of The Town Of Lasalle

Standard Clause Description	
Management Review Continual Improvement	
Opportunities	
Ontario's Drinking Water Quality Management Standard Version 2	See below
Corrective Action Requests	
There is NO Corrective Action Request in this audit.	



### Site Information

The audit was based on a sampling of the company's management system.

### Industry Codes

NACE:E 41

### Scope of Registration

**Ontario's Drinking Water Quality Management Standard Version 2** : Town Of Lasalle Distribution System, 032-OA1,  
Entire Full Scope Accreditation



## Opportunities for Improvements

### Ontario's Drinking Water Quality Management Standard Version 2

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p><b>Location of OFI</b> Risk assessment process;</p> <p><b>Discussed With</b> Lena Petros / Rob Mackie;</p> <p><b>Description</b> Risk assessment processes were found to be generally effective. An opportunity exists to clearly document whether risk assessment activities address annual verification or 36-month assessment of risks (e.g. meeting minutes);</p>
Opportunities for Improvements (DWQMS)-02	<p><b>Location of OFI</b> Calibration / verification process;</p> <p><b>Discussed With</b> Lena Petros / Rob Mackie;</p> <p><b>Description</b> Processes to ensure accuracy of monitoring / measuring equipment were found to be generally effective. Consideration could be given to: 1. Clarifying required frequency and / or applicability of external calibrations of pocket colorimeters; 2. Recording expiration date of standards used when performing instrument verifications (in addition to lot # / tolerances);</p>

## General Information

<b>Operating Authority: Legal Name &amp; Address</b>	<b>The Town of LaSalle Public Works, 2170 Judy Recker Cres., LaSalle, Ontario N9J 0C3</b>
<b>Language Preference: Correspondence</b>	<b>English</b>
<b>Language Preference: Audit</b>	<b>English</b>
<b>Owner: Legal Name and Address</b>	<b>The Corporation of the Town of LaSalle, 5950 Malden Rd., LaSalle, Ontario N9H 1S4</b>
<b>Owner Language Preference: Correspondence</b>	<b>English</b>
<b>Owner Language Preference: Audit</b>	<b>English</b>
<b>Applicant Representative Information; Include Name, Title, Phone, Fax, Email &amp; Website</b>	<b>Lena Petros, Manager of Water &amp; Wastewater : Tel: 519-969-7770, ext. 1432, lpetros@lasalle.ca, www.lasalle.ca</b>
<b>Accreditation Option</b>	<b>Full Scope - Entire DWQMS</b>
<b>Date of Previous Systems Audit:</b>	<b>October 16, 2018</b>
<b>Date of Previous On-Site Verification Audit:</b>	<b>November 7-8, 2019</b>

## Processes



## Summary of Findings

Requirement	Finding
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Record Control	C
6. Drinking-Water System	C
7. Risk Assessment	OFI
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	C
10. Competencies	C
11. Personnel Coverage	C
12. Communications	C
13. Essential Supplies and Services	C
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	C
16. Sampling, Testing & Monitoring	C
17. Measurement & Recording Equipment, Calibration & Maintenance	OFI
18. Emergency Management	C
19. Internal Audits	C
20. Management Review	C
21. Continual Improvement	C
<b>Mj</b>	Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
<b>Mn</b>	Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
<b>OFI</b>	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
<b>C</b>	Conforms to requirement.
	Not Applicable to this audit
<b>*</b>	Additional Comment added by auditor in the body of the report.



## Verification of CARs For Ontario's Drinking Water Quality Management Standard Version 2

**Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)**

Yes.

Reviewed corrective action implementation relating to the two minor NCs from the previous audit:

### **Discuss your evaluation in detail.**

J3806553-1 - Management Review

Confirmed that the most recent Management Review (November 13, 2020) addressed all required inputs, including follow up on previous meeting actions. No further issues.

J3806553-2 - Continual Improvement

Confirmed that the Action Plan spreadsheet is actively used, and has been updated to capture root cause and corrective action effectiveness. No further issues. .



## **The Corporation of the Town of LaSalle**

**To:** Members of the Water and Wastewater Committee

**Prepared by:** Lena Petros, Manager of Water and Wastewater

**Department:** Public Works

**Date of Report:** March 14, 2021

**Report Number:** PW-WWC-2021-03

**Subject:** DWQMS Internal Audit Report 2020

### **Recommendation**

That the report of the Manager of Water and Wastewater dated March 14, 2021 (PW-WWC-2020-03) regarding the DWQMS Internal Audit Report 2020 be received.

### **Report**

As required by the Safe Water Drinking Act, the Town of LaSalle conducts an annual internal audit of our Drinking Water Quality Management System (DWQMS). Enclosed is the findings of the internal audit report dated November 10, 2020.

### **Consultations**

Not Applicable

## **Financial Implications**

Not Applicable

## **Prepared By:**



Manager of Water and Wastewater

Lena Petros, C.E.T.

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

## **Communications**

Not Applicable.

## **Notifications**

Not Applicable.

**Report Approval Details**

Document Title:	DWQMS Internal Audit Report 2020.docx
Attachments:	- LaSalle Internal QEMS Audit Report (2020-11-10).pdf
Final Approval Date:	Mar 15, 2021

This report and all of its attachments were approved and signed as outlined below:



Deputy Chief Administrative Officer

Peter Marra



Chief Administrative Officer

Joe Milicia



# Internal QMS Audit Report

**LaSalle Water Distribution System**

**Owned & Operated by: The Town of LaSalle**

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**Report Prepared By:** Karen Burgess, Senior Operations Manager, OCWA  
Terry Korman, Safety Process & Compliance Manager, OCWA

**Report Issued:** November 10, 2020

## GENERAL INFORMATION

### Audit Objectives:

- To evaluate the conformance of the Quality Management System (QMS) as implemented at the Drinking Water System(s) listed below to the requirements of the Drinking Water Quality Management Standard (DWQMS) version 2.0 (v.2.0).
- To identify non-conformities with the documented QMS.
- To assess the effectiveness of the QMS and assist in its continual improvement.

### Audit Criteria:

- DWQMS v.2.0
- Current Operational Plan for the LaSalle Water Distribution System, Revision 18 – June 22, 2020
- QMS-related documents and records

### Audit Scope:

Activities and processes related to QMS (as documented in the DWQMS Operational Plan) implemented at the following Drinking Water System(s) (DWS) owned by the Town of LaSalle:

1. LaSalle Water Distribution System

**Auditor(s):** Karen Burgess, Senior Operations Manager, OCWA  
Terry Korman, Safety Process & Compliance Manager, OCWA

**Participant(s):** Lena Petros, Manager of Water & Wastewater and QMS Representative

**Date(s):** November 10, 2020

**Audit Methods:** Interview and review of documentation and records

## 1. SUMMARY OF FINDINGS

The overall effectiveness of the QMS is considered: ☒ Effective ☐ Not effective

DWQMS Element	Finding
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Records Control	OFI
6. Drinking Water System	OFI
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities and Authorities	C
10. Competencies	C
11. Personnel Coverage	C
12. Communications	C
13. Essential Supplies and Services	C
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation and Renewal	C
16. Sampling, Testing and Monitoring	C
17. Measurement and Recording Equipment Calibration and Maintenance	C
18. Emergency Management	C
19. Internal Audits	C
20. Management Review	C
21. Continual Improvement	OFI
<b>N/C</b>	Non-Conformance – non-fulfillment of a requirement
<b>OFI</b>	Opportunity for Improvement – conforms to the requirement, but there is opportunity for improvement
<b>C</b>	Conforms to the requirement

## 2. DETAILS OF FINDINGS

<b>DWQMS Element/Reference</b> Element 5 – Document and Records Control
<b>Type</b> <input type="checkbox"/> N/C <input checked="" type="checkbox"/> OFI <input type="checkbox"/> Auditor Comment
<b>Description/Details</b>  <p>Table 1 identifies many of the QMS documents as being available as a hard copy (HC) or electronic copy (EC) however now that City Wide is being utilized some of the documents are only available as EC.</p> <p>OFI - The issued date on the header of CP-04 Loss of Service has two different dates (October 6, 2016 &amp; October 26, 2016). All documents need to be reviewed to ensure they are consistent. Also must ensure that the designated location for all documents is reviewed and updated when changes are made.</p>

<b>DWQMS Element/Reference</b> Element 6 – Drinking Water System
<b>Type</b> <input type="checkbox"/> N/C <input checked="" type="checkbox"/> OFI <input type="checkbox"/> Auditor Comment
<b>Description/Details</b>  <p>There were no major changes to the drinking water system this year.</p> <p>OFI - The operational plan indicates that the system consists of approximately 211 km of watermain, 10,300 service connections to serve a population of approximately 30,000 residents. These numbers were last updated in 2017 and should be updated if applicable.</p>

<b>DWQMS Element/Reference</b> Element 21 – Continual Improvement
<b>Type</b> <input type="checkbox"/> N/C <input checked="" type="checkbox"/> OFI <input type="checkbox"/> Auditor Comment
<b>Description/Details</b>  <p>No BMP's were implemented during this audit period.</p> <p>OFI – Currently the OFI's are not being tracked in the Action Plan. If they are not going to be tracked, the following statement must be removed from the procedure:</p> <p>The implementation of preventative actions are tracked by the QMS Representative using Action Plan.</p>

### 3. AUDIT CONCLUSIONS

The auditor conducted an internal audit of the Town of LaSalle's QMS focusing on key quality management processes necessary to consistently produce and distribute drinking water that meets applicable requirements.

Taking into consideration all the findings of this audit and the above noted three Opportunities for Improvement (OFI), the auditor has concluded that sufficient evidence has been provided to demonstrate that a QMS that meets the intent of the DWQMS v.2.0 has been established and actively implemented at this facility.



## **The Corporation of the Town of LaSalle**

**To:** Members of the Water and Wastewater Committee

**Prepared by:** Dale Langlois

**Department:** Finance

**Date of Report:** February 16, 2021

**Report Number:** FIN-06-2021

**Subject:** Revised Water and Wastewater Construction Rates for Multi-level Condos

### **Recommendation**

That the report of the Director of Finance dated March 16, 2021 (FIN-06-2021) regarding the revised water and wastewater construction rates be received and that a revised water and wastewater rate bylaw be brought before Council for approval and that the revised construction water rates for multi-level condos retroactively take affect July 1, 2020.

### **Report**

Currently, the Town starts issuing water and wastewater bills for all properties at the time of connection to the water system. Each single unit residential property, each commercial unit, and each unit of a multi-residential building (condo) is charged the following once connected to the water system:

- \$10.50 per month or \$31.50 quarterly for sanitary sewer capital charge
- \$14.00 monthly or \$42.00 quarterly for water capital charge
- \$40.00 monthly or \$120.00 quarterly construction charge for less than 1 inch pipe (\$60 monthly or \$180.00 quarterly for over 1 inch pipe)

Once the water meter is installed, the construction rate is deactivated and the following rate codes are added:

- \$5.00 per month or \$15.00 quarterly water meter replacement charge (fee is larger for meters greater than 1 inch)
- Water consumption fee of \$1.10 per cubic meter (0 to 81 cubic meters of usage), \$1.28 per cubic meter (81 to 135 cubic meters of usage), \$1.40 per cubic meter (over 135 cubic meters of usage)

Given that the majority of the newly constructed multi-level condos consist of 50+ units, this can be very costly for a developer/builder as large quantities of water are not being used and many of the units may not even exist at the point of the initial water billings (when the water line is connected).

For example, if a new 80 unit condo building property is connected to the water line, the builder will immediately be billed the following each month until a water meter is installed:

Sanitary sewer capital charge	\$10.50
Water capital charge	\$14.00
Construction rate	<u>\$40.00</u>
Total charges per unit	\$64.50
Number of units	<u>80</u>
Total monthly bill	\$5,160

As it will take multiple months and in many cases over a year to complete a condo building construction, these monthly bills will add up quickly.

The following solution is proposed for multi-level condo buildings (regardless of size):

- 1) Charging a monthly flat rate of \$200.00 for water usage and \$200.00 for a wastewater surcharge from the time of connection to the water system to the time the water meter is installed.
- 2) The water meter will be installed once the mechanical room is insulated (the building division will notify the manager of water and wastewater when this step in the construction process occurs). Once, the meter is installed, the manager of water and wastewater will notify the supervisor of revenue and from there on out, the regular monthly water and wastewater billings will start to occur as is currently performed.
- 3) As part of the site plan agreement process, the developer will be subject to a \$25,000 security deposit for water meter installation. Once the water meter is installed, the security deposit will be refunded to the developer.

This solution will lessen the burden on the developer/builder and ensure that regular billings start to occur once the units are constructed and the condo is near completion. It will also ensure that a water meter is installed on a timely basis.

## Consultations

None

## Financial Implications

Wastewater and water revenues will be slightly lower for new multilevel construction projects than has been in the past. This will occur up to the point that the water meter is installed.

See Attachment A for a draft schedule of public works rates. The new rates are highlighted in green. This will be brought forward at the next Council meeting for approval through bylaw.

**Prepared By:**

Director of Finance/Treasurer

Dale Langlois, CPA, CA

**Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Yes
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

**Communications**

Not Applicable

**Notifications**

No notifications.



**Town of LaSalle**  
User Fee Schedule

Department	Division	Fee Description	Tax Rate	2020 Fee	2021 Fee	Unit of Measurement	Comments
<b>Schedule "C" - Public Works</b>							
Public Works		<b>Connection to Existing Service</b>					
Public Works	Water	3/4" - water meter, transmitter	1	\$ 400.00	\$ 500.00		Increased to \$500
Public Works	Water	Over 1" water service: *					
Public Works		Labour, Equipment and Material	1	*T & M plus	*T & M plus		
Public Works		Includes meter cost, sleeve at main, etc.	1	*\$ 1,000.00	*\$ 1,000.00		Deposit
Public Works	All	<b>Labour and Equipment</b>					
Public Works	All	1st hour inspection	1	\$ 300.00	\$ 300.00		
Public Works	All	Operator	1	\$ 60.00	\$ 60.00		
Public Works	All	Superintendent	1	\$ 80.00	\$ 80.00		
Public Works	All	Service Vehicle	1	\$ 30.00	\$ 30.00		
Public Works	All	Loader	1	\$ 110.00	\$ 110.00		
Public Works	All	20 Ton Excavator		\$ 100.00	\$ 100.00		
Public Works	All	8 Ton Excavator		\$ 75.00	\$ 75.00		
Public Works	All	Bulldozer		\$ 95.00	\$ 95.00		
Public Works	All	Backhoe		\$ 80.00	\$ 80.00		
Public Works	All	Dump Truck		\$ 75.00	\$ 75.00		
Public Works	All	Tractor and Float/Tandem Trailer		\$ 120.00	\$ 120.00		
Public Works	All	Bucket Truck		\$ 100.00	\$ 100.00		
Public Works	All	<b>Overtime</b>					
Public Works	All	Minimum 3 hours charge at 1.5 regular rate					
Public Works	All	<b>Material</b>					
Public Works	All	Cost plus 60% handling					
Public Works	Water	<b>Water and wastewater fees</b>					
Public Works	Water	Capital Charges - watermain replacement		\$ 12.50	\$ 14.00	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Water	Water meter replacement charge - 5/8-3/4" meter		\$ 15.00	\$ 15.00	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Water	Water meter replacement charge - 1" meter		\$ 48.00	\$ 48.00	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Water	Water meter replacement charge - 1 1/4-1 1/2" meter		\$ 60.00	\$ 60.00	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Water	Water meter replacement charge - 2" meter		\$ 90.00	\$ 90.00	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Water	Water meter replacement charge - 3" meter		\$ 120.00	\$ 120.00	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Water	Water meter replacement charge - 4" meter		\$ 225.00	\$ 225.00	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Water	Water meter replacement charge - 6" meter		\$ 600.00	\$ 600.00	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Water	Water meter replacement charge - 8-10" meter		\$ 900.00	\$ 900.00	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Wastewater	Capital charges - wastewater		\$ 9.00	\$ 10.50	Per month	residential billed quarterly (multiply rate by 3)
Public Works	Water	Water consumption charge (0 - 27 cubic meters per month)		\$ 1.10	\$ 1.12	Per cubic meter	0-81 Cubic meters for quarterly bill
Public Works	Water	Water consumption charge (28 - 45 cubic meters per month)		\$ 1.28	\$ 1.31	Per cubic meter	0-135 cubic meters for quarterly bill
Public Works	Water	Water consumption charge (46 + cubic meters per month)		\$ 1.40	\$ 1.43	Per cubic meter	136+ cubic meters for quarterly bill
Public Works	Wastewater	Wastewater surcharge					100% of water consumption charge capped at 27 cubic meters (81 cubic meters for quarterly bills)
Public Works	Water	<b>Hydrant Connection Charge</b>					
Public Works	Water	Flat rate	1	\$ 120.00	\$ 120.00	Per day	7:30a.m. - 3:00p.m.
Public Works	Water	<b>Water Construction Fee</b>					
Public Works	Water	Water used during construction where no meter is installed					
Public Works	Water	3/4" to 1" water service (residential and single level multi-residential)	1	\$ 40.00	\$ 40.00	Per unit/month	revised description
Public Works	Water	Over 1" water service (residential, commercial, industrial, institutional)	1	\$ 60.00	\$ 60.00	Per unit/ month	revised description
Public Works	Water	Multiple level condo fixed water charge		\$ -	\$ 200.00	Per month for entire building	
Public Works	Water	Multiple level condo fixed wastewater charge		\$ -	\$ 200.00	Per month for entire building	
Public Works	Water	<b>Miscellaneous Water Charges</b>					
Public Works	Water	Water Meter Security Deposit (for Multilevel Condo New Builds)		\$ -	\$ 25,000.00	security deposit for water meter	once meter is installed, the deposit is returned
Public Works	Water	No meter charge	1	\$ 200.00	\$ 200.00	Per month	
Public Works	Water	No meter access surcharge	1	\$ 400.00	\$ 400.00	Per quarter	
Public Works	Water	Meter Out	1	\$ 80.00	\$ 80.00	Flat fee	
Public Works	Water	<b>Hydrant Maintenance</b>					
Public Works	Water	Private Property	1	\$ 100.00	\$ 100.00	Per hydrant	
Public Works		<b>Miscellaneous Charges</b>					
Public Works	Water	Watermain Alteration (Form 1)		\$ 1,200.00	\$ 1,200.00		
Public Works	All	Legal Letters	2	\$ 40.00	\$ 40.00		
Public Works	Drainage	Drain Enclosure Permits	2	\$ 50.00	\$ 50.00		
Public Works	All	Fill Permit	2	\$ 50.00	\$ 50.00		

**Town of LaSalle**  
User Fee Schedule

Department	Division	Fee Description	Tax Rate	2020 Fee	2021 Fee	Unit of Measurement	Comments
Public Works	Parks	<b>Memorial Program</b>					
Public Works	Parks	<b>Memorial Program</b>					
Public Works	Parks	Memorial Tree with Plaque	1	\$ 600.00	\$ 600.00	Each	Includes one tree and one plaque installation as per Memorial Policy
Public Works	Parks	Memorial Plaque on an Existing Tree	1	\$ 200.00	\$ 200.00	Each	Includes one plaque installation for an existing tree as per Memorial Policy
Public Works	Parks	Memorial Park Bench with Plaque	1	\$ 1,800.00	\$ 1,800.00	Each	Includes one bench installation, plaque and concrete pad as per Memorial Policy.
		Memorial Plaque for Existing Bench	1	\$ 1,000.00	\$ 1,000.00	Each	Includes one plaque installation for an existing bench as per Memorial Policy.
Public Works	Parks	Memorial Brick	1	\$ 100.00	\$ 100.00	Each	Includes one brick engraving and installation as per Memorial Policy.
Public Works		<b>LaSalle Boat Ramp</b>					
Public Works		Daily Pass	1	\$ 13.00	\$ 13.00	Per day	No discounts.
Public Works		Seasonal Pass	1	\$ 150.00	\$ 150.00		No discounts. One pass per watercraft.
Public Works		Senior Seasonal Pass	1	\$ 110.00	\$ 110.00		No discounts. Age 55 or older. One pass per watercraft.
Public Works		Early Bird Seasonal Pass	1	\$ 130.00	\$ 130.00		Available to LaSalle residents who purchase a seasonal pass by March 31. Regular rates apply as of April 1 for all. One pass per watercraft.
Public Works		Early Bird Senior Seasonal Pass	1	\$ 90.00	\$ 90.00		Available to LaSalle residents aged 55+ who purchase a seasonal pass by March 31. Regular rates apply as of April 1 for all. One pass per watercraft.



## **The Corporation of the Town of LaSalle**

**To:** Members of the Water and Wastewater Committee

**Prepared by:** Lena Petros, Manager of Water and Wastewater

**Department:** Public Works

**Date of Report:** March 10, 2021

**Report Number:** PW-WWC-2021-01

**Subject:** Summary Report for 2020

### **Recommendation**

That the report of the Manager of Water and Wastewater dated March 10, 2021 (PW-WWC-2021-01) regarding Water Summary Report for 2020 be received.

### **Report**

#### **Schedule 1 – Treatment Equipment**

The Town of LaSalle Water Distribution System receives its treated water from Enwin Utilities. It has a schedule in which to flush water mains in areas of concern to maintain secondary disinfection. Flushing is done by water staff and automatic water flushers installed in various locations of concern. Areas are flushed until we have measured over 0.20 milligrams per liter chlorine residual and not less than 0.05 milligrams per liter.

#### **Schedule 6 – Operational Checks, Sampling & Testing – General.**

This schedule outlines the frequency of sampling, the requirements for chlorine residuals, testing to be carried out at the time the microbiological samples are collected, and the location at which samples are collected and form of sampling to be undertaken.

Also, this schedule outlines how samples are handled, recorded, stipulates the proper containers which are to be provided by the accredited laboratory, labeling of containers, and the time period needed for delivery of samples.

This section of the regulation was successfully complied with for the year 2020.

**Schedule 7 – Operational Checks**

7.3 - Seven (7) samples of free chlorine residuals are to be taken each week at different locations.

7.5 (1) - This schedule requires the owner of a drinking water system and the operating authority for the system shall ensure that every test required by this schedule is conducted by a certified operator or a water quality analyst.

Total of 1436 Chlorine Residual samples were collected in 2020 by our certified operators.

This section of the regulation was successfully complied with for the year 2020.

**Schedule 10. - Microbiological Sampling and Testing**

This schedule provides the requirements for sampling & testing of microbiological parameters the number of samples to be taken each month. In this schedule it states if the system serves 100,000 people or less, at least eight distribution samples plus one additional sample for every 1,000 people served by the system, are taken every month with at least one of the samples being taken in each week. Each of these samples are to be tested for Escherichia Coli and Total Coliform and at least 25% of the samples required to be taken under subsection one (1) are tested for general bacteria population expressed as colony counts on a heterotrophic plate count. LaSalle water operators collected at least 41 samples per month, with at least one of the samples taken weekly and tested for Escherichia Coli, Total Coliform, & H.P.C. samples are taken to Caduceon Laboratories which is an accredited lab within the required timeframe.

Total of 541 Escherichia Coli, total Coliform and 156 H.P.C. samples were collected in 2020.

**Schedule 13. - Chemical Sampling & Testing****Trihalomethane**

13-6 The owner of a drinking water system that provides chlorination shall ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system that is likely to have an elevated potential for the formation of trihalomethanes. Consecutive THM samples were collected on Jan 7 2020, Apr 6 2020, Jul 6 2020 and Oct 5 2020 with an average value of 17 µg/L.

**Haloactic acids**

13-6.1 The owner of a drinking water system that provides chlorination or chloramination and the operating authority for the system shall ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids.

Consecutive Haloactic acid samples were collected on Jan 7 2020, Apr 6 2020, Jul 6 2020 and Oct 5 2020 with an average value of 5.73 µg/L.

**Schedule 15.1 – Lead**

The system is exempt from plumbing and distribution lead sampling. However, 8 distribution samples were collected and tested for Alkalinity (69-86 mg/L as CaCO<sub>3</sub>) and pH (6.69-7.07).

**Schedule 16. Reporting Adverse Test Results and Other Problems**

If a sample collected and tested indicates an adverse result as outlined in the regulations, the owner of a drinking water system must report the result to the Medical Officer of Health and the Spills Action Center. If an observation, other than an adverse test results indicates that a drinking water system is directing water that may not be adequately disinfected to users of the water system, the observation must be reported to the Medical Officer of Health and the Spills Action Center.

If a report is required under this section, an immediate report must be provided to a medical officer of health by speaking directly to a person at the Medical Officer of Health office or a person designated to be on call. In addition, an immediate report must be provided to the Ministry of the Environment, Conservation and Parks by contacting the Ministry's Spills Action Center.

These verbal reports of adverse water conditions must be verified by written notice within 24 hours to the Medical Officer of Health and the Ministry of the Environment, Conservation and Parks specifying the nature of the adverse results, actions being taken or observation and what corrective action is being taken.

Within seven days of resolution of a problem, a follow up written notice is to be provided outlining the resolution that gave rise to the adverse result report.

No adverse samples were reported 2020.

**Schedule 17. Corrective Action**

This schedule outlines required corrective action to be followed with the determination of an adverse water result requiring notification.

**Schedule 22. Summary Reports for Municipalities**

The owner of a drinking water system shall ensure that, not later than March 31<sup>st</sup> of each year a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to the Municipal Council. The report to include a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.

- 1) Total Town Consumption for the year based on Enwin Utilities Sales 3,502,690 m<sup>3</sup>
  - January 246,079
  - February 181,605
  - March 224,781
  - April 217,782
  - May 267,763
  - June 485,377
  - July 459,058
  - August 393,096
  - September 362,809
  - October 242,489
  - November 226,488
  - December 195,363
- 2) Monthly Average = 291,890 m<sup>3</sup>
- 3) Maximum Daily Flow = unavailable

**Consultations**

Not Applicable.

**Financial Implications**

Not Applicable.

**Prepared By:**

A handwritten signature in black ink, appearing to read 'Lena Petros', with a stylized, cursive script.

Manager, Water and Wastewater

Lena Petros, C.E.T.

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

## **Communications**

Not Applicable.

## **Notifications**

Not Applicable.



**Report Approval Details**

Document Title:	Summary Report for 2020.docx
Attachments:	
Final Approval Date:	Mar 11, 2021

This report and all of its attachments were approved and signed as outlined below:



Deputy Chief Administrative Officer

Peter Marra



Chief Administrative Officer

Joe Milicia