



**THE CORPORATION OF THE TOWN OF LASALLE
WATER AND WASTEWATER COMMITTEE MEETING
AGENDA**

Tuesday, September 24, 2019, 4:00 PM
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

	Pages
A. Call to Order	
B. Disclosures of Pecuniary Interest and the General Nature Thereof	
C. Adoption of Minutes from Previous Meeting	3
RECOMMENDATION That the minutes of the meeting of the Water and Wastewater Committee dated March 26, 2019 BE ADOPTED as presented.	
D. Business Arising from the Minutes	
E. New Business	
1. 2018 Bulk Water Rate	6
RECOMMENDATION That the report of the Director of Finance dated September 9, 2019 (FIN-25-2019) regarding the 2018 bulk water rate BE RECEIVED.	
2. 2019 MOE Inspection Report	11
RECOMMENDATION That the report of the Superintendent of Water and Wastewater dated May 21, 2019 (PW-WWC-06-19) regarding the August 12, 2019 Ministry of the Environment (MOE) inspection report BE RECEIVED.	
3. DWQMS – Operational Plan Endorsement	35
RECOMMENDATION That the report of the Manager of Water and Wastewater of LaSalle dated September 11, 2019 (PW-WWC-07-2019) regarding DWQMS Operational Plan BE RECEIVED and that the Operational Plan as outlined BE ENDORSED.	

F. Next Meeting

The next Water and Wastewater Committee Meeting will be held on November 26, 2019.

G. Adjournment



The Corporation of the Town of LaSalle
Minutes of a meeting of the Water and Wastewater Committee Meeting

March 26, 2019, 4:30 p.m.
Council Chambers, LaSalle Civic Centre, 5950 Malden Road

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

Also Present: P. Marra, Director of Public Works
L. Petros, Manager of Water and Wastewater
R. Mackie, Superintendent of Water and Wastewater
L. Jean, Deputy Clerk
D. Langlois, Director of Finance/Treasurer
D. Dadalt, Legal Counsel

1. Call to Order

Councillor Renaud calls the meeting to order at 4:30 p.m.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None Disclosed.

3. Adoption of Minutes from Previous Meeting

Moved By: Councillor Akpata

Seconded By: Councillor Desjarlais

That the minutes of the meeting of the Water and Wastewater Committee dated January 22, 2019 BE ADOPTED as presented.

Carried.

4. Business Arising from the Minutes

None.

5. Delegations

5.1 2626 Front Road Water Line Break

Paul Merrit, Tecumseh Ontario, appears before Council in opposition to the Administrative report and requests full recovery of costs for water service on 2626 Front Road.

Moved By: Mayor Bondy

Seconded By: Councillor Carrick

That the report of the Superintendent of Water and Wastewater dated March 13, 2019 (PW-WWC-04-19) regarding the water and wastewater invoice for 2626 Front Road BE RECEIVED and that the water and wastewater invoice BE ADJUSTED by reducing consumption in block 2 and 3 to a bulk rate as per policy F-GEN-006 and that a rebate of \$294.18 be BE GRANTED to the homeowners billing account.

Carried.

6. New Business

6.1 Summary Report for 2018

Moved By: Councillor Desjarlais

Seconded By: Councillor Carrick

That the report of the Manager of Water/Wastewater dated March 15, 2019 (PW-WWC-05-19) regarding the summary of report for 2018 as per Schedule 22 of the Ontario Regulation 170/03 requirement for the LaSalle Water Distribution System BE RECEIVED.

Carried.

8. Council Questions

Mayor Bondy requests an Administrative report on drainage of land west of Front Road.

9. Statements by Council Members

Councillor Akpata states he encountered Town of LaSalle crew members installing a water line on vacant land. He praises crew members for their professionalism and quality of work.

7. Next Meeting

The next Water and Wastewater Committee Meeting will be held on May 28, 2019.

10. Adjournment

The meeting is adjourned at the call of the Chair at 5:06 p.m.

Chair: Councillor Jeff Renaud

Deputy Clerk: Linda Jean



The Corporation of the Town of LaSalle

To: Members of the Water & Wastewater Committee

Prepared by: Dale Langlois, CPA, CA, Director of Finance / Treasurer

Department: Finance

Date of Report: September 9, 2019

Report Number: FIN-25-2019

Subject: 2018 Bulk Water Rate

Recommendation

That the report of the Director of Finance dated September 9, 2019 (FIN-25-2019) regarding the 2018 bulk water rate BE RECEIVED.

Report

As the Water and Wastewater Committee members are aware, a new agreement for supply and use of water between the Windsor Utilities Commission (WUC) and the Town of LaSalle took effect January 1, 2018. Per Schedule A, section 1 c., the agreement states the following:

Each year of the Term of this Agreement, upon completion of the Commission's annual financial statement audit, the annual bulk rate (ABR) will be recalculated for the prior year. After recalculation of the ABR as completed by the WUC, a true up billing or billings, will be issued to LaSalle equal to:

- i. The difference between the ABR for the year just recalculated, and the previous ABR rate used for billing in the prior year, multiplied by the volume of supplied water billed in the prior year, plus
- ii. The difference between the new recalculated ABR and the previous ABR used in the current year, multiplied by the volume of supplied water billed in the current year to date.

On July 17, LaSalle's Director of Finance and Manager of Finance met with the WUC Director of Finance and members of his team to review the 2018 bulk water rate calculation. At the meeting, LaSalle requested a copy of the WUC audited financial

statements, water usage breakdown and details of how the figures used in the rate calculation tied into the audited financial statements.

After this information was obtained, it was reviewed and verified by LaSalle's Director of Finance. All figures used tied into the rate calculation and tied into the ledger balances that were used to create the audited financial statements. All cubic meter water usage information was also verified. The actual calculation methodology and relevance factors used in the calculation matched what is required in Schedule A of the usage agreement.

The current bulk rate, which is based on 2016 financial figures and usage data, is \$0.4452 per cubic meter. The new 2018 bulk rate, which is based on 2018 financial figures and usage data, is \$0.5024 per cubic meter, which represents a 12.85% increase over the past 2 years (average rate increase of 6.424% per year). This rate increase is due to several factors, which are broken down in the following chart:

	\$ Change	% Change
2016 Bulk Rate	\$0.4452	
Change from Cost Increase ¹	\$0.0018	0.41%
Change from Share Increase ²	\$0.0276	6.20%
Change from Usage Decrease ³	\$0.0262	5.88%
Other ⁴	\$0.0016	0.36%
2018 Bulk Rate	\$0.5024	12.85%

1 – Change related to cost increases to produce and distribute water as compared to 2016 costs

2 – Change related to LaSalle using a larger % of water produced by the WUC as compared to the % of water used in 2016

3 – Change related to overall decrease in water usage as compared to 2016, which results in less cubic meters to divide the cost by as compared to 2016

4- Change related to a combination of the above factor changes

Moving forward, if costs rise, if total water usage continues to decrease and if LaSalle's % share of total usage continues to rise, LaSalle's bulk rate will continue to rise at a rate greater than inflation.

Consultations

N/A

Financial Implications

The estimated total retroactive bill of \$305,002.53 is broken down in the chart below.

Year	Change in Annual Bulk Rate	Number of Cubic Meters	Total
2018	\$0.0572/m ³	3,401,072 m ³	\$194,541.32
January to July 2019	\$0.0572/m ³	1,931,140 m ³	\$110,461.21
Total	\$0.0572/m³	5,332,212 m³	\$305,002.53

*The retroactive bill may be slightly higher if August and September are billed at the 2016 bulk rate

It is important to note that this retroactive billing consists of two years of cost and usage changes. Moving forward, the calculation will be based on one year of change, which should result in a lower retroactive adjustment.*

Per discussion with the WUC Director of Finance, moving forward this retroactive calculation will occur earlier in the year (May / June) as the financial statement audit is complete.

If you have any questions, please do not hesitate to contact me.

Prepared By:



Director of Finance/Treasurer

Dale Langlois, CPA, CA
Director of Finance / Treasurer

Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
YES	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

Communications

YES	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	FIN-25-2019 Bulk Water rate for 2018.docx
Attachments:	
Final Approval Date:	Sep 10, 2019

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



Chief Administrative Officer

Joe Milicia



The Corporation of the Town of LaSalle

To: Members of the Water & Wastewater Committee

Prepared by: Robert Mackie, C. Tech, Superintendent of Water and Wastewater

Department: Public Works

Date of Report: May 21, 2019

Report Number: PW-WWC-06-19

Subject: 2019 MOE Inspection Report

Recommendation

That the committee receives the information on the enclosed MOE inspection report dated August 12, 2019.

Report

The Ministry of the Environment (MOE) periodically conducts inspections on licensed drinking water systems. The MOE conducted an inspection of LaSalle's system on July 19, 2019 and the attached provides a summary of their findings, recommendations and our rating.

These findings and recommendations have been implemented.

Consultations

None.

Financial Implications

None.

Prepared By:

A handwritten signature in dark ink, consisting of a stylized 'R' followed by a series of loops and a horizontal stroke.

Superintendent, Water and Wastewater

Robert Mackie, C. Tech,

Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
Yes	Promote a healthy and environmentally conscious community

Communications

Yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	PW-WWC-06-19 MOE Inspection Report 2019.docx
Attachments:	- LaSalle DS 2019-2020 Inspection Report - NG.pdf
Final Approval Date:	Sep 3, 2019

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



Director, Public Works

Peter Marra



Chief Administrative Officer

Joe Milicia

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de la
Protection de la nature et des Parks

Southwestern Region

Direction régionale du Sud-Ouest

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File# SI-ES-LS-540

August 12, 2019

Town of LaSalle
5950 Malden Road
LaSalle, ON
N9H 1S4

Attention: Mr. Joe Milicia, CAO
jmilicia@lasalle.ca

Dear Mr. Milicia;

Re: Town of LaSalle Distribution System
Inspection Report

Please find enclosed the Drinking Water System Inspection Report for the unannounced inspection that was conducted at the LaSalle Distribution System (DWS#220004402) on July 10, 2019.

A summary of **Non-Compliance with Regulatory Requirements and Actions Required** may be found on pages 8-9 in the attached report.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement

(II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix B of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance.

IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report. If you have any questions or concerns regarding the rating, please contact Marc Bechard, Water Compliance Supervisor, at (519) 490-0761.

Likewise, if you have any questions or concerns regarding this report, please call me at (226) 280-1556.

Yours truly,



Neil Gilbert, P.Eng.
Provincial Officer – Water Inspector
Southwestern Region
Ministry of the Environment, Conservation and Parks
Sarnia District – Windsor Area Office

Encl.

cc: Dr. Wajid Ahmed, Acting Medical Officer of Health, Windsor-Essex County HU, wahmed@wechu.org
Theresa Marentette, CEO and Chief Nursing Officer, Windsor-Essex County HU, tmarentette@wechu.org
Phil Wong, Manager, Health Inspection, Windsor-Essex County HU, pwong@wechu.org
Peter Marra, Director of Public Works, Town of LaSalle, pmarra@lasalle.ca
Lena Petros, Manager of Water and Wastewater, Town of LaSalle, lpetros@lasalle.ca
Robert Mackie, Superintendent of Water and Wastewater, Town of LaSalle, rmackie@lasalle.ca
Marc Bechard, Water Compliance Supervisor, MECP Sarnia District, marc.bechard@ontario.ca



Ministry of the Environment, Conservation and Parks

**TOWN OF LASALLE DISTRIBUTION SYSTEM
Inspection Report**

Site Number:	220004402
Inspection Number:	1-L5FFY
Date of Inspection:	Jul 10, 2019
Inspected By:	Neil Gilbert

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Appendix A: Stakeholder Appendix

Appendix B: Inspection Rating Record

OWNER INFORMATION:

Company Name:	LASALLE, THE CORPORATION OF THE TOWN OF		
Street Number:	5950	Unit Identifier:	
Street Name:	MALDEN Rd		
City:	LASALLE		
Province:	ON	Postal Code:	N9H 1S4

CONTACT INFORMATION

Type:	Main Contact	Name:	Rob Mackie
Phone:	(519) 969-4143 x5015	Fax:	(519) 969-0070
Email:	rmackie@lasalle.ca		
Title:	Superintendent of Water & Wastewater		

Type:		Name:	Lena Petros
Phone:	(519) 969-7770 x1432	Fax:	(519) 969-5852
Email:	lpetros@lasalle.ca		
Title:	Manager of Water and Wastewater		

INSPECTION DETAILS:

Site Name:	TOWN OF LASALLE DISTRIBUTION SYSTEM
Site Address:	2170 JUDY RECKER Court LASALLE ON N9J 0C3
County/District:	LASALLE
MECP District/Area Office:	Windsor Area Office
Health Unit:	WINDSOR-ESSEX COUNTY HEALTH UNIT
Conservation Authority:	
MNR Office:	
Category:	Large Municipal Residential
Site Number:	220004402
Inspection Type:	Unannounced
Inspection Number:	1-L5FFY
Date of Inspection:	Jul 10, 2019
Date of Previous Inspection:	Jul 18, 2018

COMPONENTS DESCRIPTION

Site (Name):	MOE DWS Mapping	Sub Type:	
Type:	DWS Mapping Point		

Site (Name):	DISTRIBUTION (WATER INSPECTION)		
Type:	Other	Sub Type:	Other

Comments:

The Town is the owner and operating authority of a Class 1 water distribution system serving approximately 30,200 residents. The system, which consists of over 200 km of watermains, operates as a single pressure zone.

The Town's system is supplied by the City of Windsor Drinking Water System (DWS#220003421) via seven metered and valved interconnections along their northern boundary. Windsor's water treatment plant, which draws its water from the Detroit River, provides primary disinfection using conventional filtration and ozonation. Windsor also uses chlorination to provide secondary disinfection at both their plant and at their J.F. Cook Reservoir and Booster Station. The Town's system does not include any chlorination facilities. Rather, the Town uses a combination of manual and automated flushing to ensure adequate secondary disinfection is maintained within their distribution system.

There are three valved interconnections along their southern boundary with the Town of Amherstburg Distribution System (DWS#210000149). These connections are normally closed.

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on an inspection of a "stand alone connected distribution system". This type of system receives treated water from a separately owned "donor" system. This report contains the elements required to assess key compliance and conformance issues associated with a "receiver" system. This report does not contain items associated with the inspection of the donor system, such as source waters, intakes/wells and treatment facilities.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O. Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

The Town of LaSalle Distribution System (DWS#220004402) is a standalone connected distribution system owned by the Corporation of the Town of LaSalle. It receives treated water from the City of Windsor's Drinking Water System (DWS#220003421).

This inspection was conducted on an unannounced basis and the inspection covers the period from July 1, 2018 to June 30, 2019.

Treatment Processes

- The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.

During the inspection review period (July 1, 2018 to June 30, 2019), "Form 1 - Record of Watermains Authorized as a Future Alteration" forms were prepared for the following three projects:

- 1) Leptis School Site Development (Sept. 11, 2018),
- 2) Kenwood Residential Subdivision (Nov. 9, 2018), and
- 3) 6235 to 6355 Disputed Road (March 26, 2019).

- Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.

Treatment Process Monitoring

- The secondary disinfectant residual was measured as required for the distribution system.

Treatment Process Monitoring

As per O.Reg. 170/03 s 7-2(3), the owner/operating authority of a system that provides secondary disinfection shall ensure that at least seven distribution samples are taken each week and are tested immediately for, (a) free chlorine residual, if the system provides chlorination and does not provide chloramination; or (b) combined chlorine residual, if the system provides chloramination.

During the inspection review period (July 1, 2018 to June 30, 2019), at least one free chlorine residual was taken on each day of the week in the distribution system.

Operations Manuals

- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

Logbooks

- Logbooks were properly maintained and contained the required information.
- Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.

Security

- The owner had provided security measures to protect components of the drinking water system.
- All sampling stations and autoflushers are locked.

Certification and Training

- The overall responsible operator had been designated for each subsystem.
- Operators-in-charge had been designated for all subsystems which comprised the drinking water system.
- All operators possessed the required certification.

Water Quality Monitoring

- All microbiological water quality monitoring requirements for distribution samples were being met.

As per O.Reg. 170/03 s10-2, the owner/operating authority for the system shall ensure that if a system serves 100,000 people or less, at least eight distribution samples, plus one additional sample for every 1,000 people served, are taken every month, with at least one sample being taken each week. Each of the distribution samples collected must be tested for E. coli and total coliforms and at least 25 percent of these samples must be tested for general bacteria population expressed as colony counts on a heterotrophic plate count (HPC).

During the inspection review period (July 1, 2018 to June 30, 2019) all microbiological water monitoring requirements for distribution water samples were performed.

- All haloacetic acid water quality monitoring requirements prescribed by legislation are not being conducted within the required frequency and/or at the required location.

Water Quality Monitoring

As per O.Reg. 170/03 s13-6.1, the owner/operating authority of a system that provides chlorination or chloramination shall ensure that at least one distribution sample is taken in each calendar quarter and have the sample tested for haloacetic acid (HAA).

In addition, as per O.Reg. 170/03 s 6-1.1(4), if a sample is required to be collected in each calendar quarter and tested for a parameter, the owner/operating authority for the system shall ensure that at least one sample that is taken during a calendar quarter for the purpose of being tested for that parameter is taken at least 60 days, and not more than 120 days, after a sample was taken for that purpose in the previous calendar quarter.

During the inspection review period (July 1, 2018 to June 30, 2019), an HAA sample was collected in each calendar quarter, however, the frequency between samples did not adhere to the O.Reg. 170/03 s 6-1.1(4) requirements. The HAA sample collected in the third quarter of 2018 was collected on July 17, 2018 and the next sample collected in the fourth quarter of 2018 was collected on December 3, 2018. This was 139 days after the previous sample and this exceeds the 120 maximum requirement. Then the HAA sample collected in the first quarter of 2019 was collected on January 28, 2019 which was 56 days after the previous HAA sample and this does not meet the minimum 60 day frequency.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were not conducted within the required frequency and/or at the required location.**

As per O.Reg. 170/03 s13-6, the owner/operating authority of a system that provides chlorination or chloramination shall ensure that at least one distribution sample is taken in each calendar quarter and have the sample tested for trihalomethanes.

In addition, as per O.Reg. 170/03 s 6-1.1(4), if a sample is required to be collected in each calendar quarter and tested for a parameter, the owner/operating authority for the system shall ensure that at least one sample that is taken during a calendar quarter for the purpose of being tested for that parameter is taken at least 60 days, and not more than 120 days, after a sample was taken for that purpose in the previous calendar quarter.

During the inspection review period (July 1, 2018 to June 30, 2019), a THM sample was collected in each calendar quarter, however, the frequency between samples did not adhere to the O.Reg. 170/03 s 6-1.1(4) requirements. The THM sample collected in the third quarter of 2018 was collected on July 17, 2018 and the next sample collected in the fourth quarter of 2018 was collected on December 3, 2018. This was 139 days after the previous sample and this exceeds the 120 maximum requirement. Then the THM sample collected in the first quarter of 2019 was collected on January 28, 2019 which was 56 days after the previous THM sample and this does not meet the minimum 60 day frequency.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

Reporting & Corrective Actions

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**

During the inspection review period (July 1, 2018 to June 30, 2019) there was one incident that occurred during the replacement of a hydrant/valve on a fireline which serves Prince Andrew Public School (1905 Kelly Road). During this work there became a potential for groundwater to enter the fireline and this incident was reported to the Ministry (Incident Report#1-LDJWV, dated May 13, 2019).

Originally it was thought that this fireline only serviced the fire hydrant at the school but after further investigation it was determined that this fireline was also providing potable water to the school's portables.

A Boil Water Advisory (BWA) was issued to the school's portables. Corrective actions were followed throughout this

Reporting & Corrective Actions

incident and after receiving clear bacte sample results the BWA was rescinded.

- All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.
- All changes to the system registration information were provided within ten (10) days of the change.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. All haloacetic acid water quality monitoring requirements prescribed by legislation are not being conducted within the required frequency and/or at the required location.

As per O.Reg. 170/03 s13-6.1, the owner/operating authority of a system that provides chlorination or chloramination shall ensure that at least one distribution sample is taken in each calendar quarter and have the sample tested for haloacetic acid (HAA).

In addition, as per O.Reg. 170/03 s 6-1.1(4), if a sample is required to be collected in each calendar quarter and tested for a parameter, the owner/operating authority for the system shall ensure that at least one sample that is taken during a calendar quarter for the purpose of being tested for that parameter is taken at least 60 days, and not more than 120 days, after a sample was taken for that purpose in the previous calendar quarter.

During the inspection review period (July 1, 2018 to June 30, 2019), an HAA sample was collected in each calendar quarter, however, the frequency between samples did not adhere to the O.Reg. 170/03 s 6-1.1(4) requirements. The HAA sample collected in the third quarter of 2018 was collected on July 17, 2018 and the next sample collected in the fourth quarter of 2018 was collected on December 3, 2018. This was 139 days after the previous sample and this exceeds the 120 maximum requirement. Then the HAA sample collected in the first quarter of 2019 was collected on January 28, 2019 which was 56 days after the previous HAA sample and this does not meet the minimum 60 day frequency.

Action(s) Required:

As per O.Reg. 170/03 s13-6.1, the owner/operating authority for the system shall collect at least one distribution sample in each calendar quarter and have the sample tested for haloacetic acid (HAA). Also, as per O.Reg. 170/03 s 6-1.1(4), the owner/operating authority for the system shall ensure that the HAA sample taken during a calendar quarter is taken at least 60 days, and not more than 120 days, after a sample was taken for HAA in the previous calendar quarter.

2. All trihalomethane water quality monitoring requirements prescribed by legislation were not conducted within the required frequency and/or at the required location.

As per O.Reg. 170/03 s13-6, the owner/operating authority of a system that provides chlorination or chloramination shall ensure that at least one distribution sample is taken in each calendar quarter and have the sample tested for trihalomethanes.

In addition, as per O.Reg. 170/03 s 6-1.1(4), if a sample is required to be collected in each calendar quarter and tested for a parameter, the owner/operating authority for the system shall ensure that at least one sample that is taken during a calendar quarter for the purpose of being tested for that parameter is taken at least 60 days, and not more than 120 days, after a sample was taken for that purpose in the previous calendar quarter.

During the inspection review period (July 1, 2018 to June 30, 2019), a THM sample was collected in each calendar quarter, however, the frequency between samples did not adhere to the O.Reg. 170/03 s 6-1.1(4) requirements. The THM sample collected in the third quarter of 2018 was collected on July 17, 2018 and the next sample collected in the fourth quarter of 2018 was collected on December 3, 2018. This was 139 days after the previous sample and this exceeds the 120 maximum requirement. Then the THM sample collected in the first quarter of 2019 was collected on January 28, 2019 which was 56 days after the previous THM sample and this does not meet the minimum 60 day frequency.

Action(s) Required:

As per O.Reg. 170/03 s13-6, the owner/operating authority for the system shall collect at least one distribution sample in each calendar quarter and have the sample tested for trihalomethanes (THMs). Also, as per O.Reg.

170/03 s 6-1.1(4), the owner/operating authority for the system shall ensure that the THM sample taken during a calendar quarter is taken at least 60 days, and not more than 120 days, after a sample was taken for THM in the previous calendar quarter.

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

SIGNATURES

Inspected By:

Neil Gilbert

Signature: (Provincial Officer)



Reviewed & Approved By:

Marc Bechard

Signature: (Supervisor)



2019.08.12 12:06:01 -04'00'

Review & Approval Date:

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

Stakeholder Appendix

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web

Inspection Rating Record

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2019-2020)

DWS Name: TOWN OF LASALLE DISTRIBUTION SYSTEM
DWS Number: 220004402
DWS Owner: Lasalle, The Corporation Of The Town Of
Municipal Location: Lasalle

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Adhoc
Inspection Date: July 10, 2019
Ministry Office: Windsor Area Office

Maximum Question Rating: 220

Inspection Module	Non-Compliance Rating
Treatment Processes	0 / 25
Operations Manuals	0 / 28
Logbooks	0 / 18
Certification and Training	0 / 28
Water Quality Monitoring	16 / 51
Reporting & Corrective Actions	0 / 49
Treatment Process Monitoring	0 / 21
TOTAL	16 / 220

Inspection Risk Rating	7.27%
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FINAL INSPECTION RATING:	92.73%
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Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2019-2020)

DWS Name:	TOWN OF LASALLE DISTRIBUTION SYSTEM
DWS Number:	220004402
DWS Owner:	Lasalle, The Corporation Of The Town Of
Municipal Location:	Lasalle

Regulation: O.REG 170/03

Category: Large Municipal Residential System

Type Of Inspection: Adhoc

Inspection Date: July 10, 2019

Ministry Office: Windsor Area Office

Non-compliant Question(s)	Question Rating
Water Quality Monitoring	
Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location?	8
Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?	8
TOTAL QUESTION RATING	16

Maximum Question Rating: 220

Inspection Risk Rating	7.27%
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FINAL INSPECTION RATING:	92.73%
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The Corporation of the Town of LaSalle

To: Members of the Water & Wastewater Committee

Prepared by: Lena Petros, Manager of Water & Wastewater

Department: Public Works

Date of Report: September 11, 2019

Report Number: PW-WWC-07-19

Subject: DWQMS – Operational Plan Endorsement

Recommendation

That the report of the Manager of Water and Wastewater of LaSalle dated September 11, 2019 (PW-WWC-07-2019) regarding DWQMS Operational Plan BE RECEIVED and that the Operational Plan as outlined BE ENDORSED

Report

The DWQMS sets out a framework for the operating authority and the owner of a drinking water system to develop a QMS that is relevant and appropriate for the system.

The DWQMS contains elements of both the ISO 9001 standard with respect to management systems and the hazard analysis and critical control points (HACCP) standard with respect to product safety. The DWQMS also incorporates the HACCP approach to risk assessment and reflects the multi-barrier approach for drinking water safety.

The DWQMS approach emphasizes the importance of:

- a proactive and preventative approach to management strategies that identify and manage risks to public health
- establishing and documenting management procedures
- clearly identifying roles and responsibilities
- continual improvement of your management system

The attached Operational Plan is the written documentation of the operating authority's QMS developed for a Town of LaSalle Distribution System to meet the requirements of the DWQMS.

Consultations

N/A

Financial Implications

N/A

Prepared By:

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

Manager, Water and Wastewater

Lena Petros

Link to Strategic Priorities

	Expanding and diversifying our assessment base
	Effectively communicating the activities and interests of the Town
	Managing our human and financial resources in a responsible manner
	Promoting and marketing LaSalle
	Promote a healthy and environmentally conscious community

Communications

	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

Notifications

Name	Address	Email

Report Approval Details

Document Title:	DWQMS - Operational Plan Endorsement .docx
Attachments:	- OP Sep 11, 2019 Ver 2.0.pdf
Final Approval Date:	Sep 12, 2019

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



Director, Public Works

Peter Marra



Chief Administrative Officer

Joe Milicia

LaSalle Contacts		
Position	Name	Contact Number
Mayor	Marc Bondy	Office: 519-969-7770 Ext 1391 [REDACTED]
Deputy Mayor	Crystal Meloche	Office: 519-969-7770 Ext 1395 [REDACTED]
CAO	Joe Milicia	[REDACTED]
Town Council	Anita Riccio-Spagnuolo	Office: 519-969-7770 Ext 1399 [REDACTED]
	Sue Desjarlais	Office: 519-969-7770 Ext 1394 [REDACTED]
	Jeff Renaud	Office: 519-969-7770 Ext 1397 [REDACTED]
	Mike Akpata	Office: 519-969-7770 Ext 1393 [REDACTED]
	Mark Carrick	[REDACTED]
Director of Public Works	Peter Marra	[REDACTED]
Manager of Water/Wastewater	Lena Petros	[REDACTED]
Superintendent of Water/Wastewater	Rob Mackie	[REDACTED]

Laboratory Services		
Service	Primary Contact	Secondary Contact
Caduceon Environmental Laboratories – Lorina Merko	Tel: 519-966-9541 [REDACTED]	
SGS Lakefield Research - Carrie	Tel: 705-652-2038	