



**ANNUAL SUMMARY REPORT
FOR THE
WEST ELGIN DISTRIBUTION SYSTEM
2012**

**Prepared for members of Municipality of West Elgin
Council
By: Mike Kalita, Water Superintendent
March 6, 2013**

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Section 1: Overview

This report is a summary of water quality information for the West Elgin Distribution System, published in accordance with Schedule 22 of Ontario's Drinking Water Regulation for the reporting period of January 1, 2012 to December 31, 2012. The West Elgin Distribution System is categorized as a Large Municipal Residential Water System.

Although we have the same waterworks number (260091117) as the West Elgin Water Treatment Plant, this is a separate report for the Distribution System.

The West Elgin Distribution System operates according to the Municipal Drinking Water Licence 043-101 (Issue 1: July 27, 2009; Issue 2: June 4, 2010) and Drinking Water Works Permit 043-201 (Issue 1: July 24, 2009; Issue 2: June 4, 2010).

Section 2: Compliance

The West Elgin Distribution System was maintained and operated in such that drinking water supplied to customers throughout the distribution System satisfied Ontario Drinking Water Quality Standards. However, some of the requirements of the Regulations were not met as identified in the MOE inspection report.

Our routine inspection was conducted on February 1st, 2012 and no Ministry of the Environment Provincial Officers Orders issued. Of the three non-compliances identified in this report, only the two pertaining to the Distribution System will be covered in this report. The two non-compliances with Regulatory Requirements and Actions Required for the Distribution System as appeared on the Inspection Report are listed on the following pages.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

1. The operations and maintenance manuals did not meet the requirements of the Permit and Licence or Approval issued under Part V of the SDWA.

During the review of the The Corporation of the Municipality of West Elgin Operations and Maintenance Manual, it was determined that the owner/operating authority for the distribution system did not comply with all conditions specified in Condition 16.0 of the Municipal Drinking Water Licence 043-101 Issue No. 2. They include:

- Procedures specified in the Drinking Water Works Permit 043-201 Issue No.2 Schedule B Condition 2.0, 3.0 and 4.0.
- Procedures for the Disinfection of Drinking Water in Ontario.
- Procedures for the maintenance and/or repair of the distribution system monitoring equipment (Condition 16.2.4), main break repair, water main flushing, valve and hydrant maintenance, system pressure maintenance, backflow prevention and cross-connection control measures.
- Procedures for reporting prescribed AWQIs and corrective actions.
- Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown. More specifically accurate contact information and an on-call procedure that utilizes OCWA personnel when municipal staff are not readily available.

Action(s) Required:

The owner/operating authority for the West Elgin Distribution System shall review, edit and update the Operations and Maintenance Manual to ensure that all components listed in the Municipal Drinking Water Licence (Licence Number 043-101 Issue No.2) Schedule B Condition 16.0 and pertinent to the system are met. The owner/operating authority shall provide a copy of the Operations and Maintenance Manual that meets the requirement under Condition 16.0 to the author of this report by July 31,2012.

2. The contingency/emergency plan was not available for reference by all staff as required by the Permit and Licence or Approval issued under Part V of the SDWA.

The ORO for the West Elgin distribution system was unable to provide evidence that meets Condition 16.2.5 prescribed in the Municipal Drinking Water Licence 043-101 Issue No.2. More specifically, an accurate emergency/contingency plan that includes an up-to-date contact list and procedures that coordinate on-call activities with the Ontario Clean Water Agency (OCWA) when municipal staff are not available to respond were not readily available for staff to reference.

Action(s) Required:

The owner shall review and update the emergency/contingency plan to include an accurate contact list and a procedure that coordinates on-call activities with the Ontario Clean Water Agency (OCWA) when municipal staff are not available to respond as prescribed in Condition 16.2.5 of the Municipal Drinking Water Licence 043-101 Issue No.2. This information shall be made available to operational and municipal staff. The Ministry of the Environment will verify that the above requirement is met during the 2013 municipal drinking water inspection.

3. The following instance(s) of non-compliance were also noted during the inspection:

During the 2011 inspection, it was identified that the emergency water intake off shore from the water treatment plant did not appear to be maintained or in a fit state of repair. An underwater intake pipe inspection was completed by Watech Services Inc. (London) on October 6 and 7, 2010.

The 2011 Ministry of the Environment required the owner/operating authority to develop a strategy and plan for the effective management of the emergency intake pipe. The strategy and plan shall include justification and timelines for its decommissioning or upgrade, renovation, etc. The owner/operating authority was required to submit a plan to the author of the report by October 31,2011.

A plan was authored by the Ontario Clean Water Agency and submitted to the Tri-County Management Committee in late August, 2011. The Tri-County Management Committee passed a resolution to implement an option to rehabilitate the exiting intake structure and for the Ontario Clean Water Agency to stop work and report to the committee if the rehabilitation cannot proceed. The Ministry received the documentation pertaining to this matter on September 13, 2011.

According to the owner/operating authority, the intake was located and marked in early February 2012. An engineering consulting firm has been retained to evaluate options to rectify the issue and report to the Tri-County Management Committee in April 2012.

Since the issue outstanding and unresolved, it remains as a non-compliance under the Safe Drinking Water Act (2002) section 11 (1)2.(ii).

Action(s) Required:

The owner/operating authority shall submit an updated strategy and plan that includes justification and timelines for the emergency intake pipe upgrade and renovation by June 30, 2012.

SECTION 3: CORRECTIVE ACTIONS

1. The non-compliance identified in the MOE Inspection Report as number one was addressed and corrected information was sent to Mr Barry Moncreiff. After his review of the Operations and Maintenance Manual he gave a recommendation to add in The Procedure for Disinfection of Drinking Water in Ontario. This was added in the following day, and no further action is required.
2. The non- compliance identified in the MOE Inspection Report as number two was addressed and during our 2013 Inspection was satisfactory. No further action is required.

SECTION 4: FLOW SUMMARY

There are no requirements listed in the permit or licence as to flow rates or capacities in our Distribution System. The West Elgin Distribution has adequate flows to meet current demands without any issue , and can still meet demands for future growth.