



## Infrastructure Services Staff Report

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Report Number: IS02-2025  
Report Title: 2025 Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03) and Management Review  
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Reviewed By: Jared Puppe, Director of Infrastructure Services  
Final Review: Senior Management Team

### **Recommendation:**

That the Council of the Township of Woolwich, considering Report IS02-2025 respecting 2025 Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03) and Management Review:

1. receives the report and appendices for information; and
2. directs staff to provide a copy of the Report to the Region of Waterloo, City of Kitchener, the City of Waterloo, and designate facilities.

### **Background:**

The Ontario government enacted a new set of drinking water regulations under the Safe Drinking Water Act, 2002. In accordance with these regulations, each Municipality must prepare an Annual Summary Report regarding its drinking water systems and provide a copy to members of Council (the Owner). The following information is required to be included in this report and is included as part of the 2025 Drinking Water Quality Standard (DWQMS) Management Review "Appendix A":

- a) List the requirements of the Act, the regulations, the system's approvals, and any order that the system failed to meet at any time during the period covered by the report and specify the duration of the failure: and
- b) For each failure referred to in clause (a), describe the measures that were taken to correct the failure.

The report must also include a summary of the quantities of water distributed during the period covered by the report. This is included as “Appendix C” Operational Non-revenue Water.

The Drinking Water Quality Management Standard v2 (DWQMS) mandates that the Top Management of the Operating Authority for a drinking water system report the results of the Management Review and Operational Plan updates to the Owner on an annual basis. Top Management in the Township includes the Director of Infrastructure Services and the Manager of Operations; the Owner is Township of Woolwich Council.

### **Comments:**

There are four separate water distribution systems in the Township of Woolwich and these systems are categorized as large, based on population, they include:

- 1) Woolwich North Distribution
- 2) Maryhill Distribution
- 3) Breslau Distribution
- 4) Heidelberg Distribution

The following matters are reported to the Council in accordance with the requirements of the Safe Drinking Water Act, for the period from January 1 to December 31, 2024.

### **Adverse Water Quality Incidents (AWQI)**

There were 16 Adverse Water Quality Incidents (AWQIs) reported during the period that this report covers. Six of the adverse samples were taken on temporary mains in active construction sites. These sites are inherently dusty and can cause contamination during sampling for bacteriological parameters.

A list of these is included in the Management review, see attached “Appendix B.”

AWQI should not be construed as an indicator that the water is unsafe to drink. An AWQI means that specific water samples are not within the prescribed drinking water quality standards. The Township is required to take immediate action to resolve an AWQI which includes flushing of the system and resampling. These actions taken to resolve an AWQI, under the Safe Drinking Water Act, are noted in the Annual Report and all AWQIs were resolved to the satisfaction of the Regional Health Unit and the Ministry of Environment, Conservation and Parks (MECP). In addition, the number of AWQI is exceedingly small when compared to the 3,288 regulatory chlorine and bacteriological samples taken in 2024.

The AWQI results for the past three years are:

- 2023 – 17 Incidents

- 2022 – 21 Incidents
- 2021 - 11 Incidents

### **Lead Sampling Program**

Under MECP guidelines Breslau, Maryhill, and Heidelberg have been granted exemptions from plumbing (residential and non-residential) lead sampling based on infrastructure. However, the Township of Woolwich is still required to sample for lead within the distribution systems.

Woolwich North has been granted reduced residential/non-residential lead sampling and is required to take a minimum number of samples during two rounds annually. These rounds of testing/sampling are completed twice annually, once between June and October and once between December and April. There were no exceedances of the allowable level of lead within the distribution system.

### **NUMBER OF LEAD SAMPLES REQUIRED**

<u>Water System</u>	<u>Residential Plumbing</u>	<u>Plumbing</u>	<u>Distribution Only</u>
Breslau			3
Heidelberg			2
Maryhill			2
Woolwich North	6	2	10

### **Sampling**

The Township of Woolwich currently contracts the Region of Waterloo to collect and analyze bacteriological samples, as required by regulations, throughout all the Township of Woolwich owned and operated water distribution systems. Bacteriological testing and analysis are performed by the Region of Waterloo Environmental Enforcement and Laboratory Services (EELS).

All routine sampling (chlorine, bacteriological, chemical, and lead) is done at designated locations throughout each of the distribution systems to ensure that staff are sampling in locations that are considered representative of the system and suitable for the parameter being analyzed.

### **The Management Review, The Audits and MECP Inspections**

The 2025 DWQMS Management Review of 2024 occurred on January 17, 2025, and is attached as “Appendix B”. The DWQMS provides a set of specific components of the drinking water system to review and to provide an opportunity to identify areas of improvement, which will ensure the Township continues to provide safe drinking water to

consumers. Early awareness of risks will allow for the evaluation and consideration when preparing the following year's budget and work plans.

An external audit was conducted on April 27-28, 2024, by Rose Johnson of National Sanitation Foundation (NSF). This audit is conducted to determine the Township's DWQMS conformance to the Standards and assess whether accreditation will continue to be recognized. There were no non-conformities. There were five suggested "Opportunity For Improvements," which were implemented.

Between the dates of June to September 2024, the MECP completed four annual inspections, one for each of the Township's water distribution systems. There was one incident of Regulatory Non-compliance in the 2024-2025 MECP Reporting Year inspections for the four distribution systems. This incident was found in the Breslau Distribution System.

That incident reported that the Township did not increase the number of lead samples tested in the system as the population increased. There are three samples required to be tested every three years. The Township, in an effort to do more than the prescribed amount, has been doing two samples twice a year, but has not done three in one season.

The procedures were updated, and the Fall lead program included three samples taken at the Breslau Distribution system.

There were two minor recommendations from the MECP inspector that were incorporated. One was to train the operators in record keeping protocols and the second was to include the wording. "Schedule 22 of O. Reg 170/03" in the annual report to council.

On December 5 - 6, 2024, an Internal Audit was conducted in partnership with Brigitte Roth of Acclaims Environmental. There were no non-conformities found in the audit. There was one Opportunity For Improvement.

As a requirement under element 18 of the DWQMS, an annual Emergency Response Test is required. This was conducted and led by Brigitte Roth, December 6, 2024, and was focused a catastrophic broken main during a time of low water in the nearby storage tower.

## **Notice Provisions**

The 2024 Drinking Water Summary Reports for each distribution system have been prepared in accordance with MECP Drinking Water regulations. Copies of the reports have been provided to each designated facility and those interested authorities served by the individual system. A copy of each report is also available at the Township office and webpage.

## **Interdepartmental Impacts:**

None

## **Financial Impacts:**

None

## **Strategic Plan Impacts:**

The reporting, regarding drinking water, contributes to the Township of Woolwich Strategic Plan, to the Strategic Direction which says: *“Maintain quality water supply systems, sewage collection systems, roads, bridges and sidewalks so as to provide for community safety.”*

## **Conclusion:**

Staff recommend that Council receive the 2025 Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03) and Management Review and appendices for the drinking water systems owned by the Township of Woolwich.

## **Attachments:**

1. Appendix A- Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03)
2. Appendix B- 2025 DWQMS Management Review
3. Appendix C- Operational Non-Revenue Water