

DATE: June 21, 2021

REPORT NO: PW-17-2021

SUBJECT: **Municipal Drinking Water License Renewal**

CONTACT: Steve McGean CRSI, ORO, Manager of Operations

OVERVIEW:

- In order to operate a Water Distribution System, you must obtain a Municipal Drinking Water Licence (MDWL) from the Ministry of the Environment, Conservation and Parks
- In order to keep your MDWL, regulations and standards must be followed to ensure public safety
- Municipal Drinking Water Licences must be renewed every 5 years, in order to do that, the Licencee must prove that they have fulfilled all of the obligations set out by Regulations and Standards
- The Township of West Lincoln was successful in renewing our Water Licence for a period of 5 years, ending May 25, 2026

RECOMMENDATION:

1. That, Report PW-17-2021, re: Municipal Drinking Water Licence Renewal, dated June 21, 2021, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

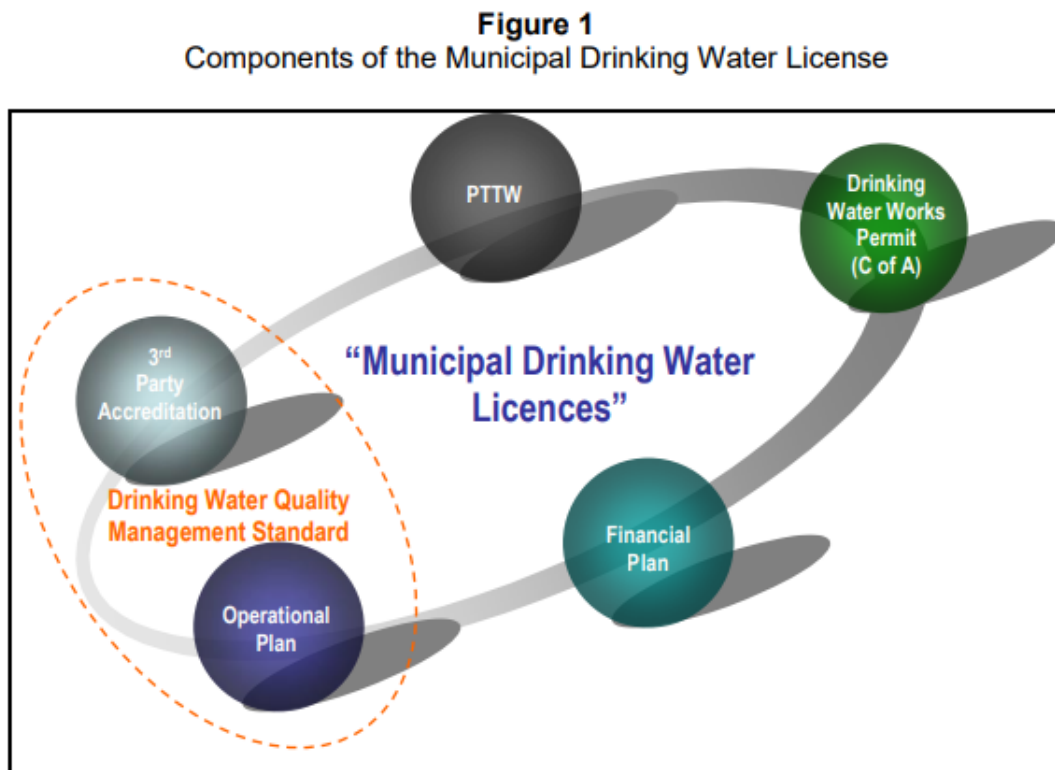
Theme # 5

- **Community Health and Safety** - West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.

BACKGROUND:

Municipalities own their Drinking Water Systems and the Provincial Government through the MECP regulates these systems to ensure water safety and quality. This includes, registering all municipal drinking water systems, licencing system owners/operators, authorizing operators to run and maintain drinking water systems, issuing drinking water works permits to modify, repair or extend drinking water systems.

Figure 1 shows the components of a MDWL



Every owner and operator of a drinking water system must ensure that:

- the system’s water meets Ontario’s Drinking Water Quality Standards
- anyone who operates or works on their system is properly trained and licensed
- drinking water tests are done by licensed, accredited laboratories
- adverse test results are reported to the Ministry of the Environment, Conservation and Parks and the local medical officer of health

An accredited operating authority must be in charge of a municipal residential drinking water system at all times. To be accredited, you must establish and maintain a quality management system that meets the requirements of Ontario’s Drinking Water Quality Management Standard (DWQMS). Accreditation is granted after a third party verifies that your quality management system meets the requirements of the DWQMS.

Municipal residential systems must be licensed under the Municipal Drinking Water Licensing Program.

Licences are valid for 5 years as long as you:

- maintain your status as (or employ) an accredited operating authority
- prepare a financial plan and have it approved by your municipal council

- have a valid permit to take water
- operate your drinking water system according to the conditions in your licence

A drinking water system is made up of all connected water works under common ownership. Under the licensing program, a single DWWP and a single licence will be issued for the entire drinking water system. The DWWP will provide a description of the overall system, including treatment, storage, pumping and distribution and will include, when applied for, an authority to alter the system in a specified way.

CURRENT SITUATION:

Township staff applied for the renewal of our Municipal Drinking Water Licence in December 2020 as you must apply 6 months in advance of your Licence expiry date. The renewal request included:

- Application form filled out
- Council endorsed Operational Plan
- Subject system description form
- 3rd party Accreditation certificate
- Council endorsed Financial Plan
- Distribution system map
- Information regarding Sampling
- Information regarding Fuel storage
- Licence renewal questionnaire

Preparing and applying for a MDWL renewal is a long process and requires extensive effort from all staff and Council. To be successful in renewing a MDWL, Council must first provide staff with the necessary resources in order for staff to be compliant with all Regulations and Standards involved with Drinking Water. With the proper resources provided, staff must then ensure all regulations and standards are met. To ensure staff are achieving these, we are subjected to three audits per year. We have our own internal audit done to address any policies and procedures that need to be updated and to ensure continual improvement. We have an external audit done by an accreditation auditor to ensure that we have proper documentation and implementation of all 21 elements of the DWQMS. We have an external audit done by the MECP to ensure we are following our Quality Management System and complying with all Regulations and Standards. All staff have done an excellent job as we continue to get a perfect score of 100% on our audits. As a Township, we are achieving and surpassing our Due Diligence set out by Government Regulations. This can only be done by all staff and Council working diligently together to ensure public Health and Safety in our Water Distribution System. As a result of the hard work performed by all, we have been successful in acquiring our Municipal Drinking Water Licence for another 5 years along with our Drinking Water Works Permit (DWWP).

FINANCIAL IMPLICATIONS:

There are no financial impacts from this report.

INTER-DEPARTMENTAL COMMENTS:

N/A

CONCLUSION:

In conclusion, staff have been successful in the renewal process of our MDWL and DWWP. The new Licence is valid until May 25, 2026 and the next renewal application with supporting documents is due by November 25, 2025.

Prepared by:



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