



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **- A G E N D A -**

**Monday March 23, 2026**

#### **REGULAR MEETING OF COUNCIL**

7:00 p.m., Council Chambers, Fingal/Via Video Link

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**1. CALL TO ORDER**

**2. ADDENDUM TO AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. ADOPTION AND REVIEW OF MINUTES**

- (a) Draft Minutes of the Regular Council Meeting of March 9, 2026

**5. DELEGATION**

- (a) **7:00 p.m. – Vitaliy Talashok and Matthew Belding – OCWA 4th Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant and the Southwold Water Distribution System Section 11 Annual Report and Schedule 22 Summary Report**

**6. DRAINAGE**

- (a) Notice of Request for Drain Major Improvement Section 78(1.1) – Horton Drain

**7. PLANNING**

**8. REPORTS**

- (a) FIR 2026-06 Elgin County Live Fire Training Structure Agreement  
(b) CBO 2026-08 Barrell Racing Show at Keystone Complex  
(c) CBO 2026-09 Building Department Truck Purchase  
(d) IDS 2026-11 Centreline Paving Award 2026

- (e) IDS 2026-12 Gravel Tender Award 2026
- (f) IDS 2026-13 Dust Control Award 2026
- (g) IDS 2026-14 Stormwater Rates Delegation Response
- (h) DPC 2026-01 Southwold Scholarship
- (i) Report from the Mayor, Elgin County Council Highlights March 10, 2026
- (j) Leaf Collection Program – Councillor Fellows

**9. CORRESPONDENCE**

- (a) Elgin Area Primary Water Supply System (EAPWSS) Annual Drinking Water Report
- (b) 2025 Summary Report for the Southwold Distribution System (Lynhurst Park Drive)
- (c) St Thomas Area Secondary Water Supply System 2025 Summary Report
- (d) 2025 Summary Report for the St Thomas Water Distribution System (STWDS)
- (e) Abi Drewitt Email – Transparency and Communication in Southwold

**10. BY-LAWS**

- (a) By-law No. 2026-25, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 23, 2026

**11. OTHER BUSINESS** *(For Information Only)*

- (a) Water Shutdown Notice
- (b) Thank you Southwold History Committee

**12. CLOSED SESSION**

- (a) 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board (Multiple properties)
- (b) 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees (Public Works & HR Matters)

**13. ADJOURNMENT: SPECIAL MEETING OF COUNCIL**  
**Monday March 30, 2026 @7:00 p.m.**  
**Southwold Keystone Complex, Shedden**

**NEXT REGULAR MEETING OF COUNCIL**  
**Monday April 13, 2026 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting

Monday March 9, 2026

7:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

COUNCIL PRESENT: Mayor Grant Jones  
Deputy Mayor Justin Pennings  
Councillor John Adzija  
Councillor Sarah Emons  
Councillor Scott Fellows

ALSO PRESENT: Jeff Carswell, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron Van Oorspronk, Director of Infrastructure and Development  
Services  
Jeff McArthur, Director of Emergency Services/Fire Chief  
Corey Pemberton, Director of Building and Community  
Services/Chief Building Official  
Evan McKinstry (Virtually) (7:40p.m.)  
June McLarty, Deputy Clerk

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Mayor Jones called the meeting to order at 7:00 p.m.

#### **ADDENDUM TO AGENDA:**

5. (b) H. Van Meppelen Scheppink RE: Vote by Mail Election Method

#### **DISCLOSURES:**

Councillor Fellows declared a conflict on item 7a PLA 2026-11, MV 2026-03, 10449 Talbotville Gore Road

## **ADOPTION OF MINUTES:**

### **Council Minutes – Adopt**

#### **2026-70 Deputy Mayor Pennings – Councillor Fellows**

**RESOLVED THAT** the Minutes of the Regular Council Meeting of February 23<sup>rd</sup>, 2026 are hereby adopted.

**CARRIED**

### **Committee Minutes – Review**

#### **2026-71 Councillor Adzija – Councillor Emons**

**RESOLVED THAT** Council had reviewed the Draft Minutes of the Young at Heart Committee Meeting of February 17, 2026, the Draft Minutes of the Communities in Bloom Meeting of February 18, 2026, the Draft Minutes of the Canada Day Committee Meeting of February 18, 2026 and the Draft Minutes of the Southwold Winterfest Committee Meeting of February 25, 2026.

**CARRIED**

## **PLANNING:**

**In attendance: A. Richards (virtual), S. Mitchell (virtual)**

### **Committee of Adjustment Public Hearing**

#### **2026-72 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** the regular Council meeting adjourn to sit as a Committee of Adjustment at **7:10 p.m.** to hear applications MV 2026-01, J. Cook, Scotch Line, MV 2026-02, K. Vanderveen, 35491 Stafford Line and S. Mitchell, 10449 Talbotville Gore Road.

**CARRIED**

#### **2026-73 Deputy Mayor Pennings – Councillor Adzija**

**RESOLVED THAT** the meeting of the Committee of Adjustment to hear applications MV 2026-01, J. Cook, Scotch Line, MV 2026-02, K. Vanderveen, 35491 Stafford Line and S. Mitchell, 10449 Talbotville Gore Road adjourns and the regular meeting of council reconvenes at **7:40 p.m.**

**CARRIED**

## **DELEGATION:**

**7:40 p.m. -8:23 p.m.**

### **P. Braam, RE: Stormwater Charges**

Mr. Braam has requested information on the cost of maintenance, billing procedures and the projected costs for drain maintenance. What is done with the revenue from this charge? Why are those who have a quarterly water bill not charged the stormwater fee? The number of houses effected by this charge. The drainage budget for maintenance. Council and staff explained the how the revenues from these charges will be used to replace and maintain the infrastructure. They also explained how a property is affected if maintenance on a drain through the Drainage Act. It is more beneficial for residents to pay a monthly fee than having to pay a large amount at one time.

Ms. H. Van Meppelen Scheppink questioned the move from quarterly water bills to monthly. Mayor Jones responded that with regulations under Asset Management, the municipality is preparing to pay for the replacement of infrastructure.

Ms. L. Addley- Darel questioned the Orchard – Carroll Drain on her property. Mr. Van Oorspronk responded that a further investigation on this drain on this property would need to be done to determine the next steps.

Councillor Emons commented that petitions can be submitted to improve drains.

Mayor Jones commented that residents won't receive a one-time charge for drain maintenance.

Deputy Mayor Pennings commented that municipalities plan to replace water systems and these costs have gone up more than anticipated. Rates were adjusted to replace these systems.

Mayor Jones reported that staff would provide additional responses to Mr. Braams questions.

**8:24 p.m. -9:03 p.m.**

### **H. Van Meppelen Scheppink RE: Vote by Mail Voting Method**

Ms. Van Meppelen Scheppink voiced her concerns on mail- in voting. She would like to see in-person voting due to fraudulent voting. Mayor Jones commented that the last 3 elections were done with mail-in voting, there has been an increase in voting, and it can be done in person. Mr. Carswell commented that any election has the potential for fraud.

Some municipalities have moved to on-line voting. There are procedures in place, so people aren't voting twice. This is an efficient way to conduct an election but none of them are perfect.

Ms. Van Meppelen Scheppink commented on the need to do in-person voting. There is no need for anymore corruption.

Deputy Mayor Pennings that no system is with out corruption. There have no complaints about using this method of voting. It gives the opportunity for those to don't drive to vote. There is the opportunity for residents of Elgin Manor and Royal Oak to vote.

Ms. Van Meppelen Scheppink commented on fraud with federation and provincial elections, the counting of votes. Mr. Carswell reported that the votes are counted by tabulators. The tabulators are more accurate as sometimes people can make mistakes, and it takes longer to count the votes. There was no issue with the last election. Mr. Carswell also commented that processes are in place to make sure everything is secure. Staff will be posting to the Township's website election information.

**Break 9:03 p.m. - 9:20 p.m.**

## **DRAINAGE**

### **2026-74 Councillor Emons - Adzija**

**RESOLVED THAT** Council proceeds with the Bowlby-Futcher Drain 2025 drainage works and it instructs the Clerk to send notice as required under Section 41(1) of the Drainage Act of its intention to proceed; and

**THAT** the Meeting to Consider the Report of Bowlby-Futcher Drain 2025 will be held at the regular Council meeting on April 13, 2026 at 7:00 p.m.; and,

**THAT** affected property owners will be able to attend this meeting either via a WebEx virtual meeting or telephone conference or in person.

**CARRIED**

## **REPORTS:**

### **FIR 2026-04 Activity Report - January and February 2026**

Jeff McArthur, Director of Emergency Services/Fire Chief presented this report to Council for information purposes.

**FIR 2026-05 2025 Incident Report**

Jeff McArthur, Director of Emergency Services/Fire Chief presented this report to Council for information purposes.

**CBO 2026-07 Activity Report – February 2026**

Corey Pemberton, Director of Building and Community Services/Chief Building Official presented this report to Council for information purposes..

**IDS 2026-06 Activity Report – February 2026**

Aaron Van Oorspronk, Director of Infrastructure and Development Services presented this report to Council for information purposes.

**IDS 2026-07 Recommended Planning Fees**

**2026-75 Deputy Mayor Pennings – Councillor Pennings**

**RESOLVED THAT** Council approve and adopt the recommended planning fees as outlined in Appendix "A"; and

**THAT** Council pass Bylaw No. 2026-19 being an amendment to By-Law No. 2025-30

**CARRIED**

**IDS 2026-08 Parks and Trails Master Plan**

**STAFF DIRECTION**

Staff was directed by Council to present the Parks and Trails Master Plan to the Township’s Parks and Keystone Complex Committees for their review.

**IDS 2026-09 Street Naming Registry**

**2026-76 Councillor Emons – Deputy Mayor Pennings**

**RESOLVED THAT** Council adopt Appendix "A" – Municipal Street Names Registry attached to this report and further the Municipal Street Names Registry be appended as amended to Policy GP-03-01 - Township Road Naming Policy contained within By-law 2024-40, The Civic Addressing and Highway Naming By-law.

**CARRIED**

## **IDS 2026-10 Bowlby-Futcher Drain 2025 CSX Agreement**

### **2026-77 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** Council directs the Mayor and Chief Administrative Officer/Clerk to execute the CSX Transportation Inc. Facilities Encroachment Agreement pertaining to the Main Drain Closed Portion of the Bowlby-Futcher Drain 2025 crossing on CSX property.

**CARRIED**

## **FIN 2026-08 Development Charges Summary Report**

### **2026-78 Councillor Emons – Deputy Mayor Pennings**

**RESOLVED THAT** Council receive Report No. FIN 2026-08 prepared in accordance with Section 12 of O.Reg.82/98 of the Development Charges Act, 1997; and,

**THAT** Council approve the balance of \$43,995.34 from the Former DC Charges By-Law be applied to outstanding DC Study Costs of \$65,179.56.

**CARRIED**

## **CAO 2026-05 Activity Report – February 2026**

Jeff Carswell, CAO Clerk presented this report to Council for information purposes.

## **CAO 2026-06 2026 Municipal Election**

### **2026-79 Councillor Adzija – Councillor Emons**

**RESOLVED THAT** Council pass draft By-law 2026-20 Alternative Voting Method (Vote By Mail), listed in the By-laws Section of the March 9, 2026 Council Agenda; and,

**THAT** Council pass draft By-law 2026-21 Recount Policy in the By-laws Section of the March 9, 2026 Council Agenda; and,

**THAT** Council pass draft By-law 2026-22 Delegation of Authority for Restricted Acts, listed in the By-laws Section of the March 9, 2026 Council Agenda.

**CARRIED**

## **Elgin County Council Highlights February 24, 2026**

Grant Jones, Mayor presented this report to Council for information purposes.

## **CORRESPONDENCE:**

- Ministry of Finance RE: ROMA Delegation, Property Tax Reassessments and Appeals
- Township of Papineau-Cameron RE: Ontario Veterinary College
- Township of Southgate RE: Support Bill 21, Protect Our Food Act, 2025
- Lake Erie North Shore Resilience Open Houses

Council reviewed the items under Correspondence.

## **BY-LAWS:**

- By-law No. 2026-19, being a by-law to amend User Fees – Planning Fees By-law No. 2025-30
- By-law No. 2026-20, being a by-law to authorize the “Vote by Mail” Method and authorize use of vote-counting equipment and repeal By-law 2021-40
- By-law No. 2026-21, being a by-law to adopt a Municipal Election Recount Policy and to repeal By-law 2022-16
- By-law No. 2026-22, being a by-law to delegate authority for restricted acts during a “Lame Duck” period and to repeal By-laws 2022-14 and 2022-73
- By-law No. 2026-23, being a by-law to enter into an agreement with CSX Transportation Inc.
- By-law No. 2026-24, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 9, 2026

## **By-laws**

### **2026-80 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** By-laws Nos. 2026-19, 2026-20, 2026-21, 2026-22, and 2026-23, be read a first and second time, considered read a third time and finally passed this 9<sup>th</sup> day of March, 2026.

**CARRIED**

**CLOSED SESSION:**

**2026-81 Councillor Emons – Councillor Adzija**

**RESOLVED THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **10:27 p.m.**

in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board (Multiple properties)
- 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees;

**CARRIED**

**Adjournment of Closed Session**

**2026-82 Councillor Emons – Deputy Mayor Pennings**

**RESOLVED THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:57 p.m.**

**CARRIED**

**STAFF DIRECTION**

Staff was directed by Council to the items that were discussed in the Closed Session.

**Confirmation By-law**

**2026-83 Councillor Emons – Councillor Adzija**

**RESOLVED THAT** By-law No. 2026-24 be read a first and second time, considered read a third time and finally passed this 9<sup>th</sup> day of March, 2026.

**CARRIED**

**ADJOURNMENT:**

**2026-84 Councillor Adzija – Deputy Mayor Pennings**

**RESOLVED THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **10:57 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Southwold Water Distribution System Operations Report Fourth Quarter 2025

Ontario Clean Water Agency, Southwest Region  
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster  
Date: Jan 15, 2026

### Facility Description

Facility Name:	Southwold Water Distribution System
Regional Manager:	Sam Sianas - (519) 319-2233
Senior Operations Manager:	Vitaliy Talashok - (226) 378-8986
Business Development Manager:	Robin Trepanier - (519) 791-2922
Facility Type:	Municipal
Classification:	Class 2
Drinking Water System Category:	Large Municipal Residential
Title Holder:	Municipality

### Service Information

The Southwold Distribution System services approximately 1310 service connections throughout the Township of Southwold in rural areas, Shedden and Fingal. The system supplies water to the Dutton Dunwich Distribution System, St. Thomas Distribution System and Middlesex Centre. At the Iona Interconnect, the Dutton-Dunwich Distribution System can also back feed into the Southwold system in case of emergency. The Lynhurst area (in Southwold) is supplied by the St. Thomas Area Secondary Water Supply System and the Central Elgin Distribution System, this area is operated by the City of St. Thomas.

### Operational Description

A re-chlorination facility is located on Talbot Line. The Shedden Re-Chlorination Facility boosts the free chlorine residual from the supply from the St. Thomas Area Secondary Water Supply System. Water quality is monitored at this location through online chlorine analyzers as well as sampling locations located throughout the distribution system. Auto flushers are installed in problem/low usage areas in the distribution system in order to maintain adequate residuals. There are three pressure reducing valves located in the distribution system to control high pressure areas. Chambers for draining, isolating and air relief are located throughout the distribution system as well.

## CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Southwold Distribution System  
ORG#: 5071

### SECTION 1: COMPLIANCE SUMMARY

#### FIRST QUARTER:

On February 19<sup>th</sup> a watermain break was reported as an AWQI to the MECP's Spills Action Centre and Southwestern Public Health. A Boil Water Advisory (BWA) was issued due to system wide pressure loss as a result of the watermain break. The BWA was rescinded after the watermain was repaired and satisfactory sample results were received.

#### SECOND QUARTER:

There were no compliance issues to report during the second quarter.

#### THIRD QUARTER:

There were no compliance issues to report during the third quarter.

#### FOURTH QUARTER:

There were no compliance issues to report during the fourth quarter.

### SECTION 2: INSPECTIONS

#### FIRST QUARTER:

There were no MECP or MOL inspections conducted during the first quarter.

#### SECOND QUARTER:

There were no MECP or MOL inspections conducted during the second quarter.

#### THIRD QUARTER:

On September 10<sup>th</sup> a scheduled inspection was conducted by the MECP of the Southwold DS. An inspection rating of 100% was received for the system.

#### FOURTH QUARTER:

There were no MECP or MOL inspections conducted during the fourth quarter.

### SECTION 3: QEMS UPDATE

#### FIRST QUARTER:

On February 11<sup>th</sup>, the Essential/Emergency Service and Supply Contact List was updated to include changes to OCWA staff contacts as well as client contacts. The contact list is currently in its 38<sup>th</sup> revision and is reviewed annually.

#### SECOND QUARTER:

On June 12<sup>th</sup>, an internal audit was completed. One OFI was found that will be considered at the management review in August.

### **THIRD QUARTER:**

On August 26<sup>th</sup>, the management review was conducted that included the annual risk assessment. The operational plan was updated and documents have been supplied for the external audit scheduled for October 17<sup>th</sup>. The Essential Emergency Service and Supplier Contact List updated on September 24<sup>th</sup> and is currently in it's 40<sup>th</sup> revision.

### **FOURTH QUARTER:**

On October 17<sup>th</sup>, An external audit was performed by Intertek. The reaccreditation audit was held December 16<sup>th</sup> and 3 OFI's were identified that will be considered at the next management review in 2026.

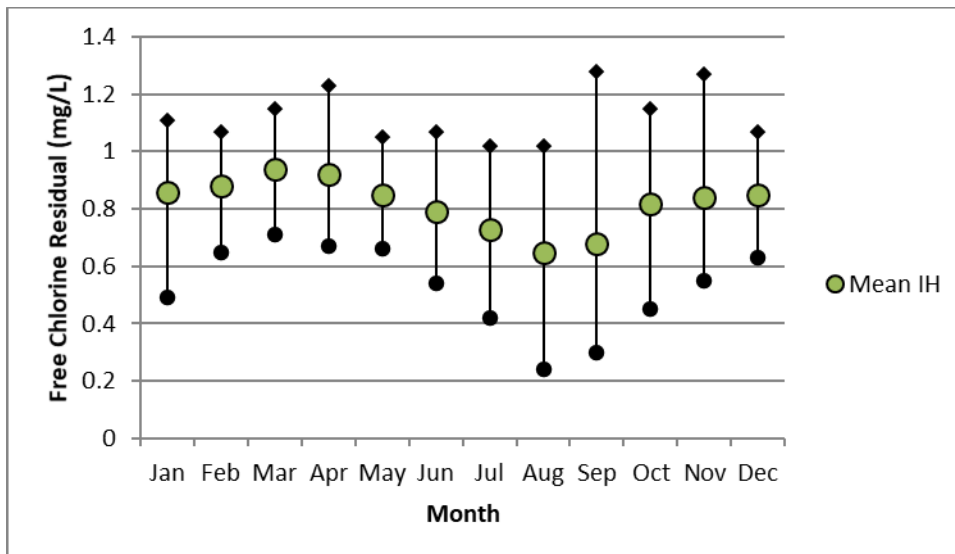
### **SECTION 4: PERFORMANCE ASSESSMENT REPORT**

Auto Flushers are tested twice per week; the current settings are:

#	Location	Frequency	Duration
1	Iona Road	7 days	15min
2	Lake Line	5 days	15min
3	Thomas Road	7 days	15min
4	Bush Road	7 days	7min

All residuals were adequate at the current flushing durations. Chlorine residuals are taken throughout the system to monitor the auto flusher effectiveness as well as to meet regulatory requirements. O. Reg. 170/03 requires that residuals are taken 2 times per week at least 48 hours apart with a minimum of 4 residuals on the first day and 3 residuals on the second. Chart 1 below shows the residuals for 2025 obtained throughout the distribution system.

Chart 1. Free chlorine residuals in the distribution system in 2025.



All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations during this quarter. Microbiological samples are taken at five locations throughout the distribution system each week (it is required to take 8 samples per month plus one sample for every 1000 people, therefore a minimum of 11 samples per month). E. coli and total coliform have a regulatory limit of 0 cfu/100mL and there is no regulatory limit for HPC. HPC

concentrations are used to indicate a potential problem area; if results from a particular sample location are consistently showing elevated levels then flushing or other action is required to reduce the value. Table 1 shows the distribution system sampling results for 2025.

Table 1: Distribution system sampling results for 2025.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	20	0 – 0	0 – 0	8	<10 - <10
February	36*	0 – 0	0 – 0	18	<10 - <10
March	25	0 – 0	0 – 0	10	<10 - 10
April	20	0 – 0	0 – 0	8	<10 - <10
May	21	0 – 0	0 – 0	9	<10 - <10
June	25	0 – 0	0 – 0	10	<10 - 10
July	23	0 – 0	0 – 0	11	<10 - <10
August	20	0 – 0	0 – 0	8	<10 - <10
September	25	0 – 0	0 – 0	10	<10 - 10
October	20	0 – 0	0 – 0	8	<10 - <10
November	20	0 – 0	0 – 0	8	<10 - <10
December	25	0 – 0	0 – 0	10	<10 - <10

\*additional samples collected as a result of the watermain break

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average of the 2025 results. The current running average is below the regulated limit of 100µg/L. When compared to the running average from Q4 of 2024 (40.25µg/L), this is an increase of 4.7%.

Table 2: Trihalomethane sample results.

	Limit (µg/L)	THM Result (µg/L)
January 2025		37
April 2025		29
July 2025		48
October 2025		55
Running Average	100	42.25

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average of the 2025 results. The current running average is below the regulated limit of 80µg/L. When compared to the running average from Q4 of 2024 (19.9µg/L), this is a decrease of 2.6%.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
January 2025		20.9
April 2025		24.5
July 2025		16.0

<b>October 2025</b>		<b>16.1</b>
<b>Running Average</b>	<b>80</b>	<b>19.38</b>

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 5 shows the results for 2025. Lead is required in 2026.

Table 4: Schedule 15.1 sampling results.

	<b># Samples</b>	<b>pH</b>	<b>Alkalinity (mg/L)</b>	<b>Lead (µg/L)</b>
<b>February 2025</b>	3	7.14 – 7.17	107 - 111	-
<b>July 2025</b>	3	7.52 - 7.58	120 - 123	-

## **SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST QUARTER:**

On March 11<sup>th</sup>, the annual Health & Safety Inspection was completed. No issues were identified. There were no additional Health & Safety issues identified in the first quarter.

### **SECOND QUARTER:**

There were no additional Health & Safety issues identified during the second quarter.

### **THIRD QUARTER:**

There were no additional Health & Safety issues identified during the third quarter.

### **FOURTH QUARTER:**

There were no additional Health & Safety issues identified during the fourth quarter.

## **SECTION 6: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

#### **JANUARY**

Completed all scheduled readings, checks, maintenance requirements, and work orders.

#### **FEBRUARY**

Completed all scheduled readings, checks, maintenance requirements, and work orders.

19: Farmington Mechanical onsite at John Wise and Fingal PRV with Kevin from Southwold, PRV was isolated and bypassed, work was performed and then PRV was put back into service

#### **MARCH**

Completed all scheduled readings, checks, maintenance requirements, and work orders.

12: SCG Flowmetrix on-site for annual flow meter calibrations

### **SECOND QUARTER:**

#### **APRIL:**

Completed all scheduled readings, checks, maintenance requirements and work orders.

Completed monthly chamber inspections

09: completed quarterly ph and cl probe inspection and calibration.

25: On-site with PVEX at laneway of Southwold public school to hydro vac down to main to investigate possible leak

30: Completed installation of I-hydrants with Southwold township and Clow Canada, at hydrants on Talbot/Mill and Lake/Grand canyon, refer to appurtenance repair forms

#### MAY:

Monthly chamber inspections were completed and all auto flusher rounds and samples were completed.

1: On-site on Union road at 9210 to witness live tap, refer to live tapping forum for details

3: Oversaw water main repair done by PV-X, valve at Fingal and Lyle was isolated, hydrants 134 and 135 were opened to relieve pressure. Sample was collected from 39757 Fingal line sample station and dropped at the lab.

6: On-site with Farmington Mechanical for new John Wise and Fingal PRV install. Existing 12" PRV has been removed, new 8" PRV is installed, flushed out repair area, refer to appurtenance repair form

27: Arrived onsite on Union between Coon and Boxal for water main work Started opening valve on union and boxall Valve at Union and Coon and Union and Boxall open and service returned to as normal.

#### JUNE:

Monthly chamber inspections were completed and all auto flusher rounds and samples were completed. Completed monthly work orders.

04: Inspected chlorine board with ORO, replaced very top black connection piece to fix leak. Monitored pressure

06: Water trailer was delivered to Rosey rhubarb in Shedden and maintained over the weekend.

10: Completed the install of three new I-hydrants with K Goodhue and Clow Canada, refer to appurtenance repair forms

23: Performed emergency water shut off at 35904 Talbot line as directed by OIC, turned water back on 2 hours later

25: On-site on Talbot line for todays watermain work, will begin shutting down valves to isolate area. Disabled Dialer at rechlore for planned water main shut down, station will be losing water supply. Valves are isolated, watermain is exposed with air gap, contractor to begin relief cuts to drain remaining water in main. Farmington mechanical removed and installed new drain valve in drain chamber on HWY 4 chamber, refer to appurtenance repair form. New section of main is installed with appurtenances, waiting for backfill and will re pressurize main, refer to appurtenance repair form. Isolated line now back to operating pressure, flushed hydrant for 40 mins residual 0.85.

#### THIRD QUARTER:

##### JULY:

Completed monthly and quarterly work orders and samples, completed chamber inspections.

2: On-site at Waugh and union with PV-EX for above ground commissioning of new watermain. First steps of commissioning completed, pressure test pass, super chlorination complete, beginning 24 hour sit.

3: Completed 24 hour super chlorination test, passed, took first sample will return after 16 hour wait period for second sample

4: Took second sample after 16 hour wait period for commissioning, taking to lab

11: Onsite at Lyle and fingal line in preparation for St.Thomas shut down. Sam Farmington completed inspection on back flow preventer. GFS hooked up to hydrant on fingal and Lyle and started pumping water. Received word that St.Thomas work was unsuccessful and everything will now return to normal. GFS stopped pumping and left site.

14: On-site at Union and Waugh to begin isolating valves for todays watermain work, Work has now been completed, beginning to open valves to drain through repair out of hydrant.

## AUGUST:

All monthly work orders were completed, monthly chamber inspections were completed, regular facility checks and rounds were completed along with weekly Bacti sampling.

1: in response to low chlorine dosage levels, pump stroke was increased from 64% - 85%

13: Koolen onsite at rechlor to fix outlet that the sump pump is plugged into in the chamber out front.

14: On-site at Optimist drive with JAAR and Golding to witness 6" live tap into 8" main, T and valve installed. Tap is complete, coupon in hand, refer to appurtenance form for details

25: On-site at Optimist drive for new watermain commissioning, backflow preventer has been certified, main is filled and flushed, will start pressure test soon. Main is now pressure tested, swabbed, and super chlorinated, return in 24 hours for second test

26: Noticed a leak on chlorine board. Replace fitting and O ring on the top side of the hand valve on the injection line with OIC Jesse. Leak has stopped.

Completed first sample set for commissioning will return after 16 hours for second set

27: Completed second set of samples for Optimist commissioning, taking to lab

28: Shut down valve at corner Iona and Lake for planned work on Iona, Second valve north of dig site is closed, section isolated, bled off of hydrant and sample station. New 6" valve is installed on main, will begin to refill main. Line is now re pressurized from 7066 Iona to new valve, section of main from Iona and Lake to be left isolated until further work is completed.

Onsite at Union and Waugh to close and throttle down valves for work in the area as a precaution, fully closed 4 valves in the intersection and throttled down a valve at Horton and Hall intersection. Back onsite to open the 4 intersection valves and open the valve on Horton and hall all the way. The valve on union and Horton is difficult to turn

## SEPTEMBER

All weekly rounds were performed. Autoflushers twice a week and samples once a week. Chambers were inspected, all monthly work orders were performed and fall hydrant flushing began.

5: Onsite on PV EX site at 9566 Union rd due to a service line being hit. Throttled valves down north and south of break. Found service shut off and shut it down. Waiting for repair to be made. Repair has been made and valves have been opened back up.

5:Completed swabbing and pressure test on new Iona watermain commissioning by culvert

8: On-site at Iona commissioning by culvert, started 24 hour super chlorination.

8:Found neither chlorine pumps actually moving chlorine. The one on the left is pulling chlorine and then discharging it back into the container. The pump on the right is not pulling chlorine up from the container. Removed, took apart, and cleaned foot valve on the right hand pump, checked fitting connections and looked for leaks.

9: Completed 24 hour super chlorination at Iona commissioning, collected first sample set.

9: Farmington onsite to verify portable fill station connected to hydrant 157 at the corner of second and Magdala.

9: With duty OIC Jesse, was able to get the right hand chlorine pump to hold pressure in the board and move chlorine

11: Onsite at 7138 Begg road for new meter install and main tap to upsize service. Shut down valve at John Wise and Begg rd. Shut down valve at middle river and Begg rd, opened hydrant until there was 0 psi in the main. Cut the 1" service line before the curb stop. Main exposed, took 1" saddle off and replaced with 2 ". Valve at John Wise and Begg opened to pressurize main for the tap to be done flushed out hydrant at middle river road and Begg road. Tested cl hand held read 0.87ppm. Goulding completed tap. 2 inch service connected to main flushed and tested cl with handheld unit 0.74ppm. 2" service connected to new meter that serge from penny plumbing connected.

12: Onsite in Shedden for new water main commissioning on union road. Completed water main swabbing.

12:Observed that the chlorine pump was over shooting and hitting high limits of 4.76ppm and 3.76ppm, lowered pump stroke length from 85 to 78

12: The face of the hydro meter has been replaced, hydro one offsite  
15: Onsite in Shedden for new water main commissioning on union road. Started pressure test for new water main on union road. Completed pressure test for new water main on union road. Completed super chlorination on new water main on union road.  
15: On-site at Iona road water commissioning, site isolated, will begin the tie in of watermain. Iona tie ins are completed, beginning to open isolated valves and flush new section of watermain through hydrant that is temporary dead end  
16: Collected first sample for new watermain on union road.  
17: Collected second sample for Union rd new watermain  
19: Onsite in Shedden on Union Road for new water main final connection. Completed union road water main commissioning in Sheddan  
23: Notified by D-crew of problem hydrant at 10145 sunset road, pulled apart and inspected hydrant, found bottom assembly needs replaced, will find parts and repair, hydrant still offline. Flushed hydrant 195 in response to a complaint, free chlorine is 0.82, no discoloration or bubbles noticed. Flushed hydrant 171 in response to complaint, free chlorine is 0.90, no discoloration or bubbles noticed  
24: While flushing hydrant 188 on Johnwise and Bush line, was unable to use the operating nut to stop the flow once it was on. Nut kept spinning. Shut hydrant off using secondary and will perform work. Pulled rod out of hydrant 188 and found a bolt on the spider of the shaft broken off holding the top rod causing it to just spin. Replaced bolt and tested hydrant, everything working normally  
25: Shut down and disconnected bulk water set up at hydrant 157, final meter reading taken  
26: Shut off curb stop to leaking sample station 100

#### **FOURTH QUARTER:**

##### **OCTOBER**

All weekly rounds were performed. Auto flushers twice a week and samples once a week. Chambers were inspected, all monthly work orders were performed and fall hydrant flushing continued and was finished. Including going back and checking every hydrant for water.

01: Shut off curb stop to 35822 Lamar street as per M Taylor's request, homeowner looking for leak on private side of water line

02: Onsite at 7836 Union Road with Atchison plumbing for back flow testing on hydrant for future temporary water.

03: Keith Douglas onsite to perform annual check of both back flow preventor, both units passed.

08: On-site at 5806 Boxall Road for live tap work, crew starting to dig. Closed valves at corner of Scotch and Boxall, Boxall and Lake, and south end of Lake at bend to isolate work area. All taping parts disinfected with 12% hypo, tap completed, will begin opening valves to re pressurize system. Completed connecting new service, flushed out for 15 mins, residual 1.16, beginning to backfill

Onsite at 7822 Union Road for water main commissioning. Completed swabbing of new 6" water main and 2" service. Residual after swab 1.08ppm. completed pressure test on new water main. started super chlor.

09: On-site at Fingal shop commissioning, took 24-hour super chlorine reading-116- from previous days 155, will begin to flush out main to take first bacti sample test. Took bacti test and brought it to the lab.

10: On-site at Fingal shop commissioning, took 24-hour super chlorine reading-116- from previous days 155, will begin to flush out main to take first bacti sample test

16: On-site for Fingal shop commissioning tie in, closed valves north and south of site to isolate main. Tie in is now completed, beginning to backfill hole, will than begin repressurizing system and flushing out of new main. Line is now fully back open, continuing to flush out of new main. Shut off isolation valve on new section of watermain to re install 2 inch service off of end of line, isolated, bled off pressure, removed couplings and installed new end cap with 2 inch service, flushed out line obtained residual.

22: Completed rechlor checks rounds and readings. Noticed pump 2 in duty pumping but not building pressure or dosing. Board pressure is at 55. Took apart foot valve in chlorine tub, inspected parts and reassembled unit, no issues found. Took apart top black fitting and inspected, no issues found, redid pipe thread tape. Removed bottom grey fitting that connected the tube to the pump. Found The fitting missing an O- ring. Installed O- ring and re- assembled fitting. Put pump into local and had it run on max pumping speed. Closed top hand valve most of the way to help board build pressure as it had dropped to 0. Pump is working and chlorine is moving through the board. Pressure back up to 90.

29: On-site with Aqua Fix at 34377 Second line to replace existing sample station, unit installed and flushed, refer to form

## NOVEMBER

6: Onsite at Union and MacDiarmid with Farmington mechanical for work on PRV.

7: Repaired W.M break on Glasgow with Bre Ex

21: On-site with Farmington Mechanical at Union/McDiarmid PRV, adjusted set screw to drop outlet pressure from 90-60 psi

## DECEMBER

11: On site at 36357 Talbot Line to witness watermain tap, tap completed, refer to form

11: Pumped out Chamber 16 in front of new sewage plant as per M.taylor's request

16: By passed Shedden Rechlor chamber, took apart and cleaned out chlorine injector, re installed and put chamber valves back to normal operation

19: Completed emergency water shut off at 38275 Fingal Line

## SECTION 7: ALARM SUMMARY

### FIRST QUARTER:

#### JANUARY

09: Completed emergency water shut off as requested by Mike Taylor at 37389 Southdel drive, confirmed with homeowner

#### FEBRUARY

16: Received a call from property owner on Mcdiarmid line saying they have no water, will go to site and investigate. spoke with property owner, property is just a barn with yard hydrant, inspected area found no signs of main break, spoke with neighbours and confirmed they still had water

19: low pressure complaint call which lead to the discovery of a main break.

20: Received emergency locate call, completed emergency locate at 37989 Longhurst line.

#### MARCH

16: Received call for an emergency locate 36752 fingal line for hydro pole replacement, completed locate.

21: Received call from spectrum for an emergency water shut off, arrived at 35847 Waugh street in Shedden, spoke with homeowners, found curb stop and shut water off, confirmed with homeowners.

### SECOND QUARTER:

#### APRIL:

- 12: received call from home owner at 6323 union that he had dug up his curb stop and turned the water off due to a break in his basement. Arrived onsite and found curb stop pulled out with the bottom housing part missing and just the stainless steel curb stop rod sticking out of the ground which the homeowner used to shut his water off. After attempting to get the bottom housing of the curb stop out of the ground and replace curb stop without success i discussed with ORO and it was decided to leave it for the weekend and we will continue work on it during the week.
- 20: Received call from Ontario One Call for an emergency locate request on Southdel drive, called and spoke with Hydro one who requested locate and confirmed location of work, outside of water boundary

#### MAY:

No alarm calls

#### JUNE:

- 01: Completed emergency locate, nearest address 8115 Burwell road.
- 27: Received call for air bubbles in homeowners' water, directed by ORO to go flush hydrant near address, headed out. Flushed hydrant 130 on the corner of Oneida and Fingal line, free residual is 1.08. Flushed hydrant 129 at 35895 Fingal line, free chlorine residual is 1.00.

### **THIRD QUARTER:**

#### JULY:

15: Received call from Southwold operator about broken service at park on McBain line, arrived on-site, work was being performed on house across the roads service line, 2" pvc. St Thomas operators on-site to isolate line as service is fed from their water main. Pipe was repaired successfully.

#### AUGUST:

No alarms calls.

#### SEPTEMBER:

- 10: Received Alarm call from spectrum for ID no.1 High CL alarm, now normal. Will inform daytime operator in the morning. Day time operator turned down pump stroke length to avoid over shooting spikes.
- 12: Arrived on in response to high chlorine alarm.  
Collected multiple grab samples from Inlet and outlet flow and checked free chlorine.  
Calibrated Inlet analyzer up from 0.87 to 1.22mg/L and Outlet analyzer down from 1.68 to 1.28mg/L.  
Checked Chlorine pumps and pump 2 is in duty and running. Checked inlet and outlet chlorine again, within range.
- 24: Received call for emergency locate, heading to site. Completed emergency locate at corner of HWY3 and Oneida road

### **FOURTH QUARTER:**

#### OCTOBER

No alarm calls

## NOVEMBER

24: Received call for an emergency locate on Third Line. Completed locate, discussed with Hydro one due to the old pole being so close to the water main a hydro vac will need to be used. left site

## DECEMBER

27: Completed emergency locate at 7263 Bells Rd

## **SECTION 8: COMMUNITY COMPLAINTS & CONCERNS**

### **FIRST QUARTER:**

#### FEBRUARY

19: Calls began coming in through multiple channels from multiple residents in the system that had no water. Watermain break discovered on the 14 inch main that supplies most of the system.

27: Received a call for cloudy water with an unusual taste at 8470 Lyle Road. Flushed the hydrant everything looks good, free chlorine residual of 1.33mg/L. Southwold confirmed with homeowner that it had cleared up on their end too.

#### MARCH

25: Received a call from the landowner at 37538 Lake Line complaining of lots of air coming into their internal plumbing. The hydrant on lake line and scotch was flushed and obtained a free chlorine residual of 1.12mg/L. The hydrant on union road and lake line was flushed and got a free chlorine residual of 0.83mg/L. Both hydrants operated normally with no air visible.

### **SECOND QUARTER:**

#### JUNE

27: Complaint of air bubbles in water at the corner of Oneida and Fingal line. The operator flushed the hydrant upstream and downstream and collected a residual. Air was suspected from a repair in the area recently.

### **THIRD QUARTER:**

#### SEPTEMBER

23: 34308 Lake Line Cloudy water complaint. Operator flushed upstream and downstream. No discoloration or bubbles present. Chlorine Residuals were good. Suspected from commissioning work in the area.

### **FOURTH QUARTER:**

#### November

03: Received a complaint, through the Township of Southwold, about taste/odor problem at 10613 Sunset Rd. Homeowner complaining of musty smelling water. Operator flushed upstream and downstream of residence. Hydrant #50 chlorine residual 1.24mg/L, no odour or taste found. Hydrant #43 chlorine residual 1.32mg/L, no odour or taste found.



February 20<sup>th</sup>, 2026

Jeff Carswell  
CAO  
Corporation of the Township of Southwold  
35663 Fingal Line  
Fingal, ON N0L 1K0

**Re: Safe Drinking Water Act, O. Reg. 170/03 Section 11 and Schedule 22 Summary Report**

Dear Mr. Carswell,

Attached is the 2025 Summary Report for the Southwold Distribution System for January 1st to December 31st, 2025. This report is completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of the Southwold Municipal Council. Please ensure this distribution by March 31, 2026.

Section 12 of O. Reg. 170/03, requires the Annual Report required under Section 11 of O. Reg. 170/03 and the Summary Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the township, or at a location that is reasonably convenient to the users of the water system.

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 519-870-7841.

Sincerely,

Matthew Belding  
Process and Compliance Technician

c.c. Sam Sianas, OCWA's Regional Hub Manager  
Vitaliy Talashok, OCWA's Senior Operations Manager  
Stephanie Simpson, OCWA's Safety, Process and Compliance Manager  
Aaron VanOorspronk, Director of Infrastructure & Development Service (Southwold)  
Mike Taylor, Director of Environmental Services (Southwold)  
Kevin Goodhue, Water/Wastewater & Compliance Superintendent (Southwold)

# Southwold Distribution System

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Waterworks # 210001362  
System Category – Large Municipal Residential

## Annual Water Report

Prepared For: The Corporation of the Township of Southwold

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup>, 2025

Issued: Feb 20<sup>th</sup>, 2026

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22.

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## Revision History

Date	Revision #	Revision Notes
02-20-2026	0	Report Issued

## Report Availability

This system does not serve more than 10,000 people and the annual reports will be available to residents at the Township of Southwold Municipal Office. Notification will be at the Municipal Office and copies provided free of charge, if requested. The Southwold Municipal Office is located at, 35663 Fingal Line in the Town of Fingal.

## Compliance Report Card

Compliance Event	Date	# of Events
Ministry of Environment Inspections	09-10-2025	1
Ministry of Labour Inspections	N/A	0
QEMS External Audit	10-17-2025 12-16-2025	2
AWQI's/BWA	02/19/2025	1
Non-Compliance	N/A	0
Community Complaints	Various	6
Spills	N/A	0
Watermain Breaks	02-19-2025	1

## System Process Description

### Distribution

The Southwold Distribution System receives water from the St. Thomas Area Secondary Water Supply System through interconnection points:

- Talbot Line and Ford Line
- Talbot Line and Ford Line feeding Talbotville

**-Wonderland Road and Clinton Line**

The St. Thomas Area Secondary Water Supply System receives water from the Elgin Area Primary Water Supply System, where the raw water from Lake Erie is treated to supply potable water to the systems it serves.

The Southwold Distribution System is monitored at the Shedden Re-Chlorination Facility on Talbot Line. At this facility the distribution system chlorine residuals are monitored (inlet and outlet) and increased if necessary. The facility has two chlorine pumps (duty/standby) to increase the chlorine residual based on set points and flow in the distribution system. This facility also provides a potable water fill station for consumers.

The distribution system contains pressure reducing valves, sample stations, hydrants and auto flushers throughout the system in order to monitor distribution pressures and water quality.

The Southwold Distribution System also provides water to:

- Dutton Dunwich Distribution System at Talbot Line and Iona Road interconnect
- St. Thomas Distribution System on Fingal Line at the St. Thomas/Southwold border
- Middlesex Centre Distribution System at Southdel Drive

**Treatment Chemicals**

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
Sodium Hypochlorite	Secondary Disinfection	Jutzi

**Summary of Non-Compliance****Adverse Water Quality Incidents**

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
2025-02-19	167407	39707 Talbot Line/HWY#3	Watermain Break	System wide pressure loss	Schedule 16-4	Back feed from Iona interconnect to repressurize system. BWA issued. Repair. System wide flushing. BWA rescinded after sample results received.

**Non-Compliance**

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues reported during the reporting period.				

**Non-Compliance Identified in a Ministry Inspection:**

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues noted during the inspection.				

The Southwold Distribution System was inspected on September 10<sup>th</sup>, 2025 by Provincial Officer, Meghan Morgan of the Ministry of Environment, Conservation and Parks (MECP).

The routine MECP inspections have an Inspection Rating Record, which evaluates the system to provide information for the owner/operator on areas that need to be improved. The particular areas that were evaluated for the Southwold Distribution System were: Treatment Processes, Operations Manuals, Logbooks, Certification and Training, Water Quality Monitoring, Distribution System, and Reporting and Corrective Actions. The 2025 inspection report identified no non-compliances and thus received an Inspection Rating Record of 100%.

**Flows**

In 2025, the total flow through the Southwold Distribution System was 673,868 m<sup>3</sup>. This is a decrease of 1.9% compared to 2025 (686,589 m<sup>3</sup>). The average daily flow to the Southwold Distribution System in 2025 was 1,811m<sup>3</sup>/d.

The following table provides an overview of the monthly flow totals for the Southwold Distribution System. Appendix A contains monthly flow readings from various meters throughout the distribution system.

**Table 1: Southwold Distribution Flows**

MONTH	TOTAL (m <sup>3</sup> )	Average Daily Flow (m <sup>3</sup> /d)
January	47,763	1,541
February	45,619	1,472
March	46,259	1,492
April	45,950	1,482
May	47,981	1,548
June	61,617	1,988
July	59,506	1,920
August	54,894	1,771
September	68,617	2,213
October	94,253	3,040
November	47,029	1,517
December	54,382	1,754
Average Daily	-	1,811
Annual Total	673,868	-

The flow is measured at the Shedden Re-Chlorination Facility. Below is a summary of flow through this

facility.

**Table 2: Shedden Re-chlorination Facility Flows**

Month	Total Monthly Flow (m <sup>3</sup> )	Average Daily Flow (m <sup>3</sup> /d)	Maximum Daily Flow (m <sup>3</sup> /d)
January	25,804.9	832.4	950.0
February	20,817.0	743.5	1,019.0
March	25,541.0	823.9	1,022.0
April	24,275.3	809.2	975.0
May	32,322.4	1,042.7	1,368.0
June	37,393.0	1,246.4	1,411.0
July	37,392.0	1,206.2	1,419.0
August	30,333.6	978.5	1,985.0
September	34,631.0	1,154.4	1,440.0
October	34,228.0	1,104.1	1,249.0
November	30,323.0	1,010.8	1,231.0
December	25,441.9	820.7	933.0
<b>Annual Total</b>	<b>358,503.1</b>	-	-
<b>Average Daily</b>	-	<b>982.2</b>	-
<b>Maximum Day Flow</b>	-	-	<b>1,985.0</b>

## Regulatory Sample Results Summary

### Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		Range of HPC Results	
		Min	Max	Min	Max	Min	Max
Distribution Water	279	0	0	0	0	<10	10

### Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, DW Field (mg/L)	416	0.24	1.28

### Summary of Lead Testing:

Schedule 15.1 sampling is required under O.Reg 170/03. This system is under reduced sampling. No plumbing samples were collected.

Distribution System	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Alkalinity (mg/L)	6	107	123	N/A	N/A
pH	6	7.14	7.58	N/A	N/A
Lead (ug/l)	N/A	N/A	N/A	10	0

### Organic Parameters

These parameters are tested quarterly as a requirement under O.Reg 170/03.

Distribution Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Trihalomethane: Total (ug/L) Annual Average-DW	2025	42.25	100	0	0
Haloacetic Acids: Total (ug/L) Annual Average-DW	2025	19.38	80	0	0

MAC = Maximum Allowable Concentration as per O.Reg 169/03

### Additional Legislated Samples

There is no additional sampling required in the Southwold Distribution System.

## Major Maintenance Summary

### Distribution Maintenance

Details
- PRV at John Wise and Fingal replaced
- Purchase and Installation of 5 I-Hydrants
- Chlorine panel - hose, o-rings, and fittings replaced
- Installed new drain valve in chamber on HWY#4
- St.Thomas Shut down – Hauling water, 24hr operations.
- Replaced electrical outlet in chamber at Shedden Rechlor
- Replaced SS at 34377 Second line
- Replaced chlorine injectors at Shedden Rechlor
- Watermain break repairs
- Hydrant repairs
- Watermain commissioning
- Hydrant flushing
- Valve turning
- Flow meter calibrations

# Appendix A

Summary of flow volumes in the Southwold Distribution System (values in m<sup>3</sup> unless indicated)

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Ontario Clean Water Agency – Southwold Distribution System – 2025 Annual Water Reports

Month	Talbot & Ford (Southwold Interconnect Chamber)	Talbot & Ford (Talbotville Chamber)	Wonderland & Clinton (Clinton Line Interconnect Chamber)	Other	Talbot & Iona	Fingal Line	TOTAL	Average Daily Flow
					(Iona Chamber)	(St. Thomas Chamber)		(m <sup>3</sup> /d)
January	49,315	5,820	8,119	3,206	-18,612	-85	47,763	1,541
February	42,868	5,055	9,617	2,581	-14,410	-92	45,619	1,472
March	47,452	5,590	10,076	2,812	-19,217	-454	46,259	1,492
April	45,950	5,360	9,926	2,804	-18,014	-76	45,950	1,482
May	47,470	5,570	10,910	2,778	-18,615	-132	47,981	1,548
June	56,875	6,655	11,063	4,011	-16,848	-139	61,617	1,988
July	54,107	3,250	11,130	7,604	-16,382	-203	59,506	1,920
August	46,188	0	12,891	6,069	-10,130	-124	54,894	1,771
September	60,025	600	14,920	8,879	-15,658	-149	68,617	2,213
October	55,443	540	12,881	6,955	18,613	-179	94,253	3,040
November	47,025	360	11,422	6,515	-18,213	-80	47,029	1,517
December	54,524	415	13,336	4,847	-18,643	-97	54,382	1,754
<b>Annual Total</b>	<b>607,242</b>	<b>39,215</b>	<b>136,291</b>	<b>59,061</b>	<b>-166,131</b>	<b>-1,810</b>	<b>673,868</b>	<b>1,811</b>



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

Talbotville Wastewater Treatment Plant  
Operations Report  
Fourth Quarter 2025

Ontario Clean Water Agency, Southwest Region  
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster  
Date: Jan 15, 2026

### Facility Description

Facility Name: Talbotville Wastewater Treatment Plant  
Regional Manager: Sam Sianas - (519) 319-2233  
Senior Operations Manager: Vitaliy Talashok - (226) 378-8986  
Business Development Manager: Robin Trepanier - (519) 791-2922  
Facility Type: Municipal  
Classification: Class 3

### Service Information

Population Served: **125**

### Capacity Information

Total Design Capacity: 500 m<sup>3</sup>/day

	Design Values	2021 Flow Data	2022 Flow Data	2023 Flow Data	2024 Flow Data	2025 Flow Data
<b>Average Daily Flow (m<sup>3</sup>/d)</b>	500	84.6	152.1	209.9	223.1	214.6
<b>% of Average Daily Design Flow</b>	-	16.9	30.4	42.0	44.6	42.9
<b>Peak Flow (m<sup>3</sup>/d)</b>	1000	319.0	432.4	360.0	441.0	370.4
<b>% of Peak Design Flow</b>	-	31.9	43.2	36.0	44.1	37.0

	Design Flow (m <sup>3</sup> /d)	2025 Average Daily Flow (m <sup>3</sup> /d)	2025 % Capacity	Design Peak Flow (m <sup>3</sup> /d)	2025 Maximum Daily Flow (m <sup>3</sup> /d)	2025 % Peak Flow
<b>January</b>	500	243.8	48.8	1000	370.4	37.0
<b>February</b>	500	199.3	39.9	1000	263.0	26.3
<b>March</b>	500	295.1	59.0	1000	347.0	34.7
<b>April</b>	500	282.4	56.5	1000	361.0	36.1
<b>May</b>	500	233.1	46.6	1000	283.0	28.3
<b>June</b>	500	201.8	40.4	1000	211.7	21.2
<b>July</b>	500	184.5	36.9	1000	213.4	21.3
<b>August</b>	500	186.9	37.4	1000	218.2	21.8
<b>September</b>	500	179.7	35.9	1000	211.3	21.1
<b>October</b>	500	170.6	34.1	1000	188.7	18.9
<b>November</b>	500	179.4	35.9	1000	216.3	21.6
<b>December</b>	500	218.8	43.8	1000	278.0	27.8
<b>Annual Average</b>	-	<b>214.6</b>	<b>42.9</b>	-	-	-

### Operational Description:

The wastewater is screened through a mechanically cleaned fine screen and discharged to the aeration tanks which operate in series. From the aeration tanks, the wastewater flows to the MBR tank(s) which operate in parallel. MBR Tank#2 has been upgraded to Zeeweed Membrane technology in 2023. Supplementary treatment is provided for phosphorus removal and pH adjustment. Alum is utilized for phosphorus removal and Sodium Hydroxide is used for pH adjustment. The final effluent from the MBR tanks is discharged to the ultraviolet (UV) disinfection system. The final effluent flows from the UV disinfection system

to Dodds Creek. Waste activate sludge is processed through the sludge press with excess water from the dewatering process being returned to the head of the plant. Dewatered sludge is transported offsite for disposal.

## **CLIENT CONNECTION MONTHLY CLIENT REPORT**

Facility Name: Talbotville Wastewater Treatment Plant  
ORG#: 1536

### **SECTION 1: COMPLIANCE SUMMARY**

#### **FIRST QUARTER:**

There were no compliance issues to report for the first quarter.

#### **SECOND QUARTER:**

The effluent limit for phosphorous was exceeded in the month of May. The effluent phosphorous in May was 0.45mg/L exceeding the limit of 0.30mg/L. This exceedance was reported to the MECP on June 3<sup>rd</sup>. It was found that the alum line had plugged up over the weekend before the final sample of the month. One high result caused this exceedance.

#### **THIRD QUARTER:**

There were no compliance issues to report for the third quarter.

#### **FOURTH QUARTER:**

There were no compliance issues to report for the fourth quarter.

### **SECTION 2: INSPECTIONS**

#### **FIRST QUARTER:**

There were no MECP or MOL inspections conducted during the first quarter.

#### **SECOND QUARTER:**

There were no MECP or MOL inspections conducted during the second quarter.

**THIRD QUARTER:**

There were no MECP or MOL inspections conducted during the third quarter.

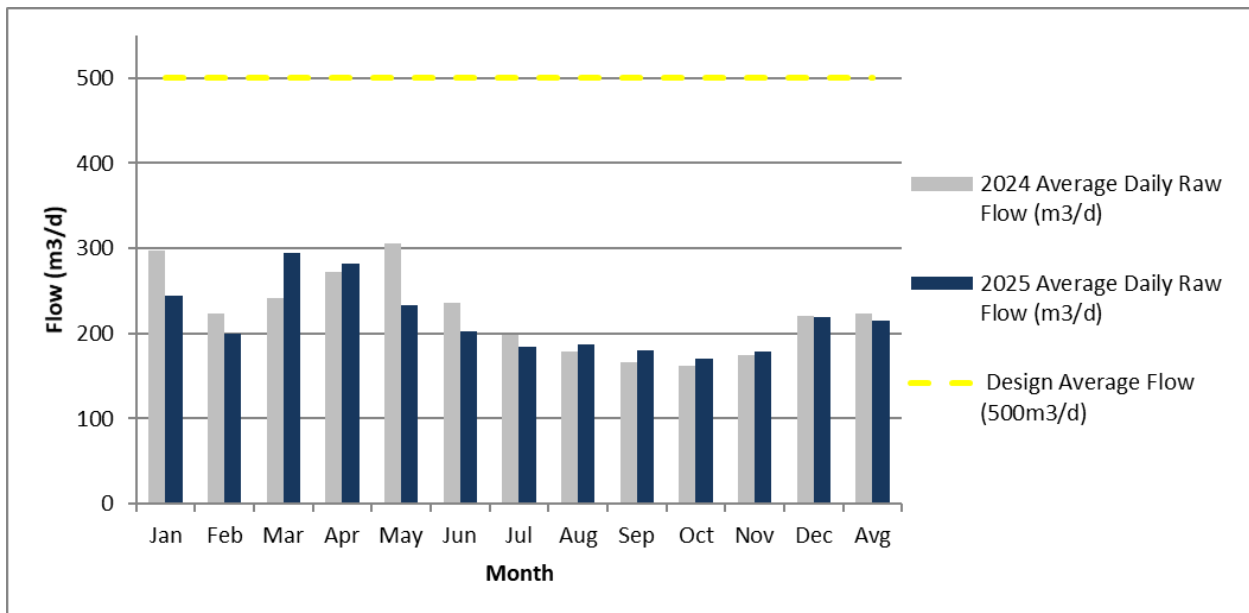
**FOURTH QUARTER:**

There were no MECP or MOL inspections conducted during the fourth quarter.

**SECTION 3: PERFORMANCE ASSESSMENT REPORT**

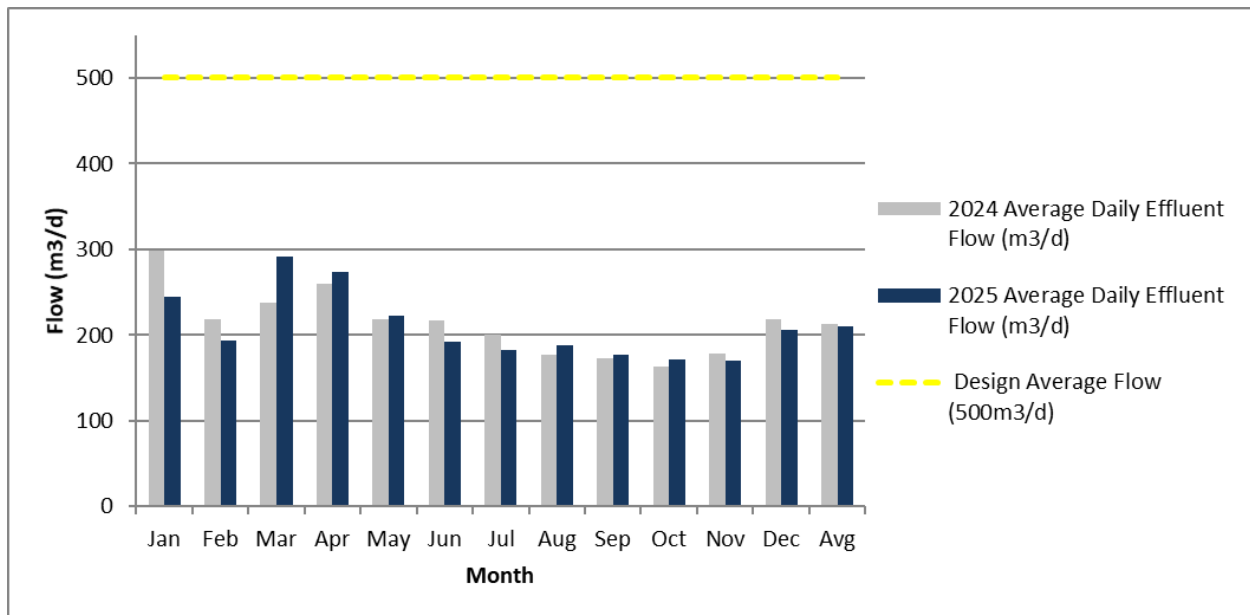
The average daily raw flow in 2025 was 214.6 m<sup>3</sup>/d. This is a 3.8% decrease when compared to the average daily flow in 2024. The chart below shows the average daily flows for 2025, compared to the 2024 average daily flows (Chart 1).

Chart 1. Raw flows for 2025 compared to 2024.



The average daily effluent flow in 2025 was 209.5m<sup>3</sup>/d. This is a 1.8% decrease when compared to the average daily flow in 2024. The chart below shows the average daily flows for 2025 compared to average daily flows in 2024 (Chart 2).

Chart 2. Effluent flows for 2025 compared to 2024.



Raw samples are taken on a monthly basis following the ECA requirements. The table (Table 1) below shows the raw sample results compared to the design objectives. Design objective exceedances are highlighted red in the table below (Table 1). Since August, 2024 there has been an increase in the strength of influent entering the plant. This has not had an impact on the effluent quality at this time.

Table 1. Raw water sample results for 2025.

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)
<b>January Results</b>	280	52.2	5.47	172
<b>February Results</b>	284	57.9	6.65	112
<b>March Results</b>	263	50.6	5.49	97
<b>April Results</b>	197	30.4	3.43	89
<b>May Results</b>	755	90	14	620
<b>June Results</b>	263	64.9	7.72	119
<b>July Results</b>	329	65.3	7.58	90
<b>August Results</b>	296	60.2	6.64	100
<b>September Results</b>	287	65.7	7.20	108
<b>October Results</b>	420	67.9	7.53	192
<b>November Results</b>	293	72.2	7.68	116
<b>December Results</b>	2100	192	41	3160

	BOD5	TKN	TP	TSS
	(mg/L)	(mg/L)	(mg/L)	(mg/L)
<b>Design Objective</b>	250	40	7	250
<b># Months Above Design</b>	<b>11/12</b>	<b>11/12</b>	<b>7/12</b>	<b>4/12</b>

The effluent is sampled on a weekly basis following the requirements of the ECA. The table (Table 2) below summarizes the monthly average results compared against the objectives and limits identified in the ECA.

Table 2. Effluent average sample results.

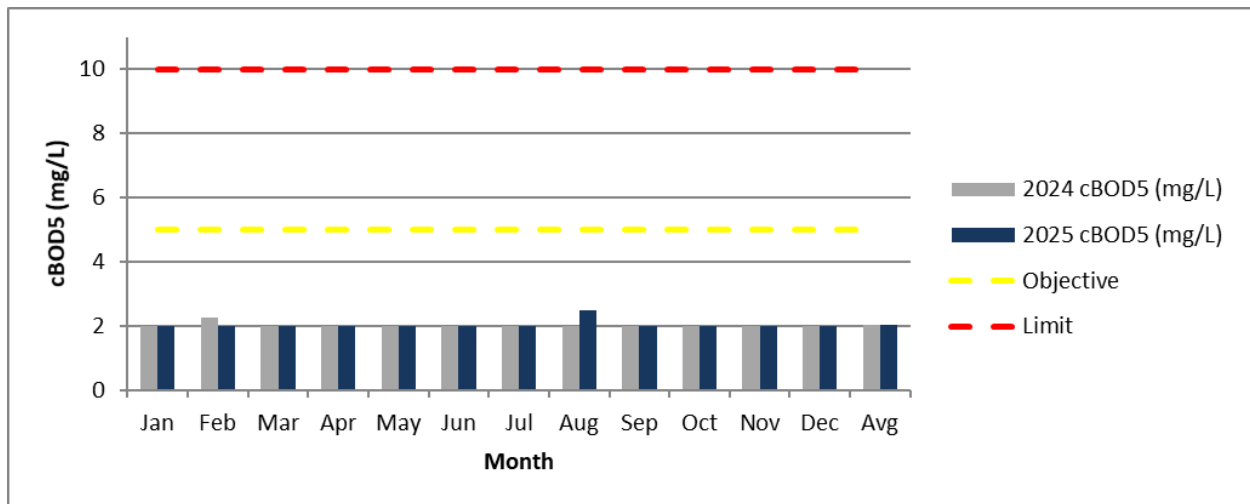
	cBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	E. coli (cfu/100mL)*	pH
<b>January</b>	2.00	2.00	0.16	0.13	1.00	7.20 - 7.78
<b>February</b>	2.00	2.00	0.15	0.10	1.00	7.36 - 7.92
<b>March</b>	2.00	4.40	0.23	0.10	2.00	7.53 - 8.33
<b>April</b>	2.00	2.00	0.25	0.13	2.95	7.04 - 8.40
<b>May</b>	2.00	4.50	0.45	0.10	3.44	7.17 - 8.07
<b>June</b>	2.00	2.75	0.16	0.10	1.00	6.58 - 8.07
<b>July</b>	2.00	2.80	0.21	0.10	1.41	6.40 - 7.94
<b>August</b>	2.50	2.00	0.13	0.10	1.00	6.59 - 7.60
<b>September</b>	2.00	4.20	0.13	0.10	1.00	6.39 - 7.42
<b>October</b>	2.00	2.50	0.13	0.15	1.90	6.70 - 8.81
<b>November</b>	2.00	4.25	0.14	0.13	1.32	7.02 - 7.60
<b>December</b>	2.00	2.40	0.10	0.10	1.00	6.98 - 8.04
<b>Annual Average</b>	<b>2.04</b>	<b>2.98</b>	<b>0.19</b>	<b>0.11</b>	<b>1.45</b>	<b>6.39 - 8.81</b>
<b>ECA Objective</b>	<b>5</b>	<b>5</b>	<b>0.2</b>	<b>1.0** 3.0</b>	<b>100</b>	<b>6.5-8.5</b>
<b>ECA Limit</b>	<b>10</b>	<b>10</b>	<b>0.3</b>	<b>1.5** 4.0</b>	<b>150</b>	<b>6.0-9.5</b>

\*expressed as geometric mean

\*\*based on May 1 to November 30 and December 1 to April 30

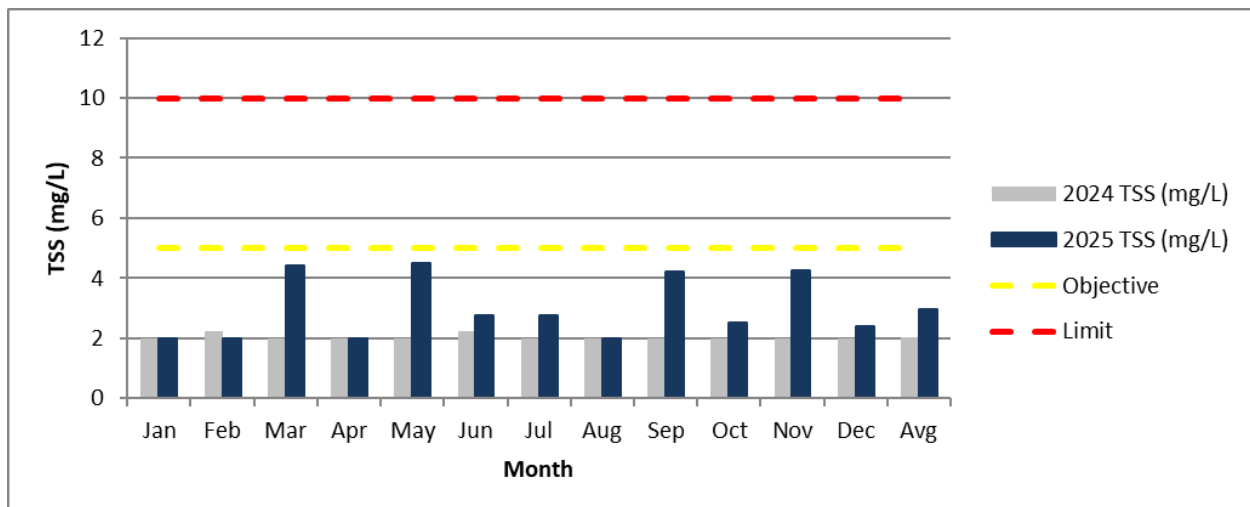
Effluent average cBOD5 in 2025 was 2.04mg/L. This is an increase of 1.0% when compared to the 2024 annual average. All results have met the effluent objectives and limits identified in the ECA. Refer to Chart 3 for the average monthly effluent cBOD5 results.

Chart 3. Average Monthly Effluent cBOD5 results for 2025 compared to 2024.



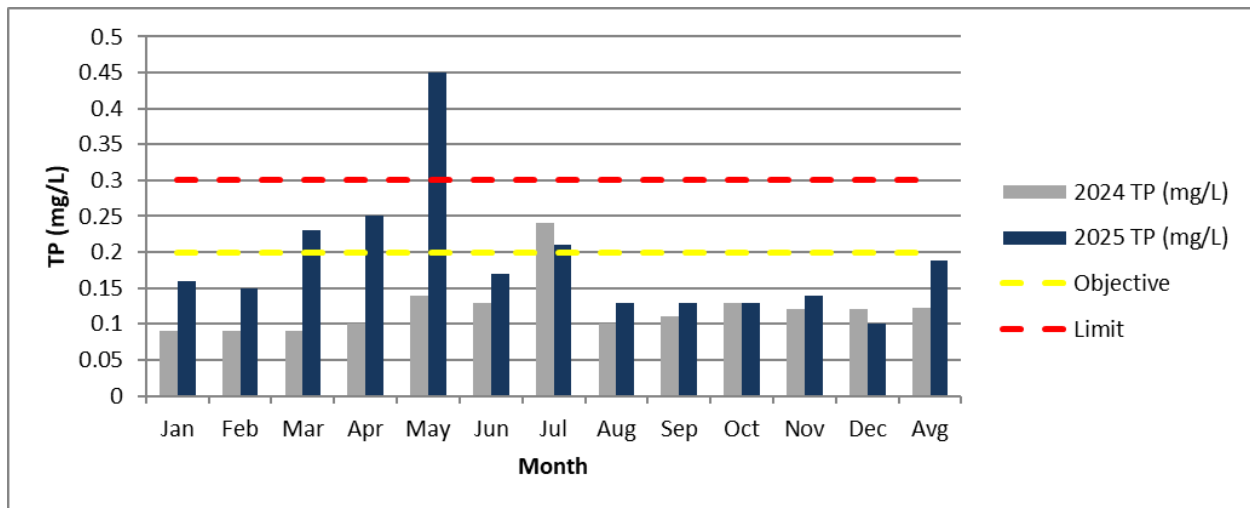
Effluent average TSS in 2025 was 2.98mg/L. This is an increase of 45.9% when compared to the 2024 annual average. All results have met the effluent objective and limit identified in the ECA. Refer to Chart 4 for the average monthly effluent TSS results.

Chart 4. Average monthly effluent total suspended solids for 2025 compared to 2024.



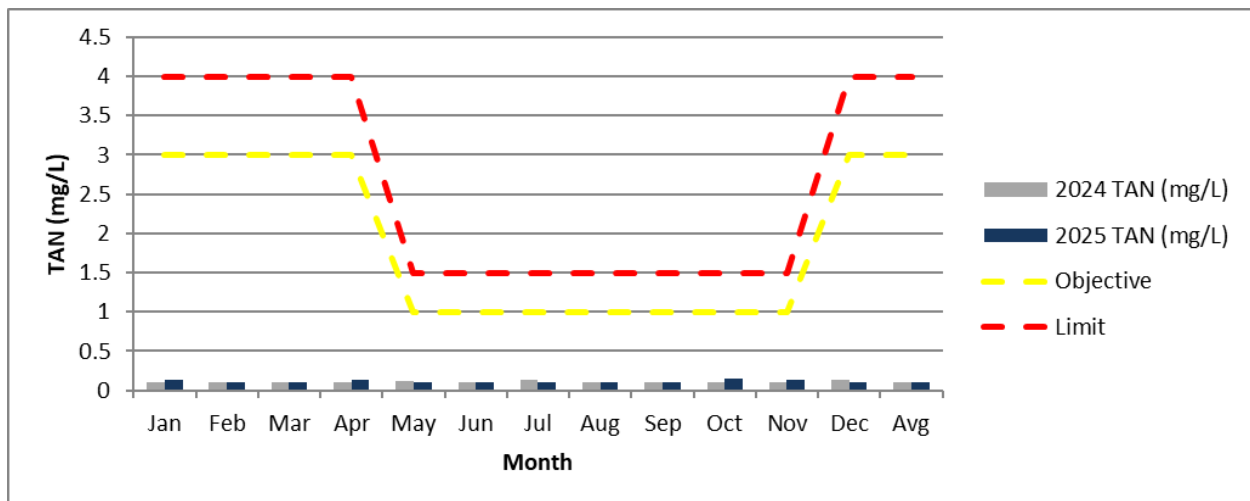
Effluent average TP in 2025 was 0.19mg/L. This is a 54.1% increase when compared to the 2024 annual average. The limit exceedance in May was due to the alum line plugging up. The objective exceedances in March and April which were caused by high flows due to rain and snow melt. Higher flows due to infiltration to the collection system have put pressure on the membranes and caused this increase. The objective exceedance in July was caused from one higher result. Refer to Chart 5 for the average monthly effluent total phosphorous results.

Chart 5. Average monthly effluent total phosphorus results for 2025 compared to 2024.



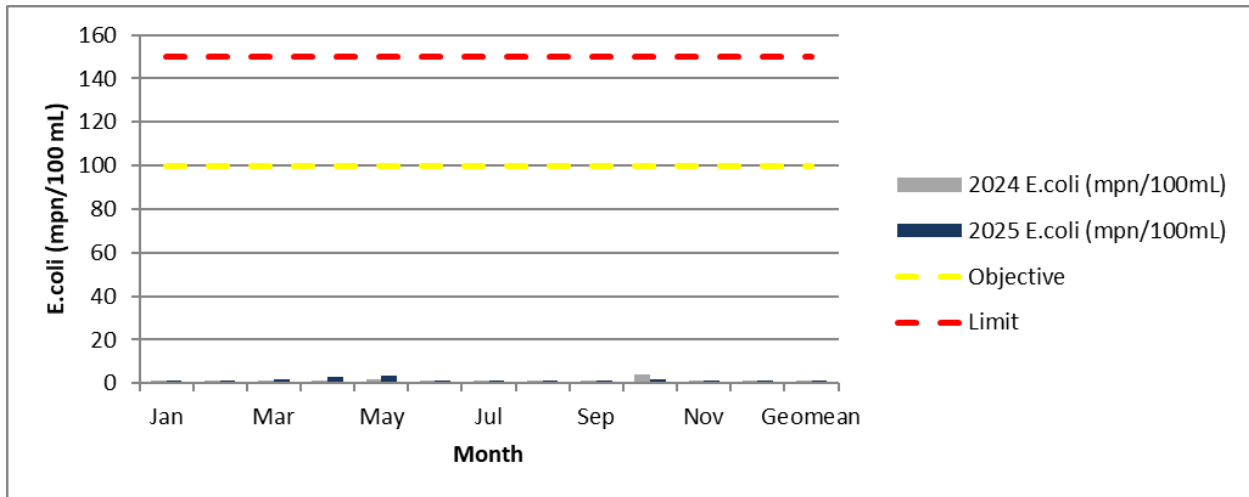
Effluent average TAN in 2025 was 0.11mg/L. This is a 3.1% increase when compared to the 2024 annual average. All results have met the effluent objective and limit identified in the ECA. Refer to Chart 6 for the average monthly TAN results.

Chart 6. Average monthly effluent total ammonia nitrogen results for 2025 compared to 2024.



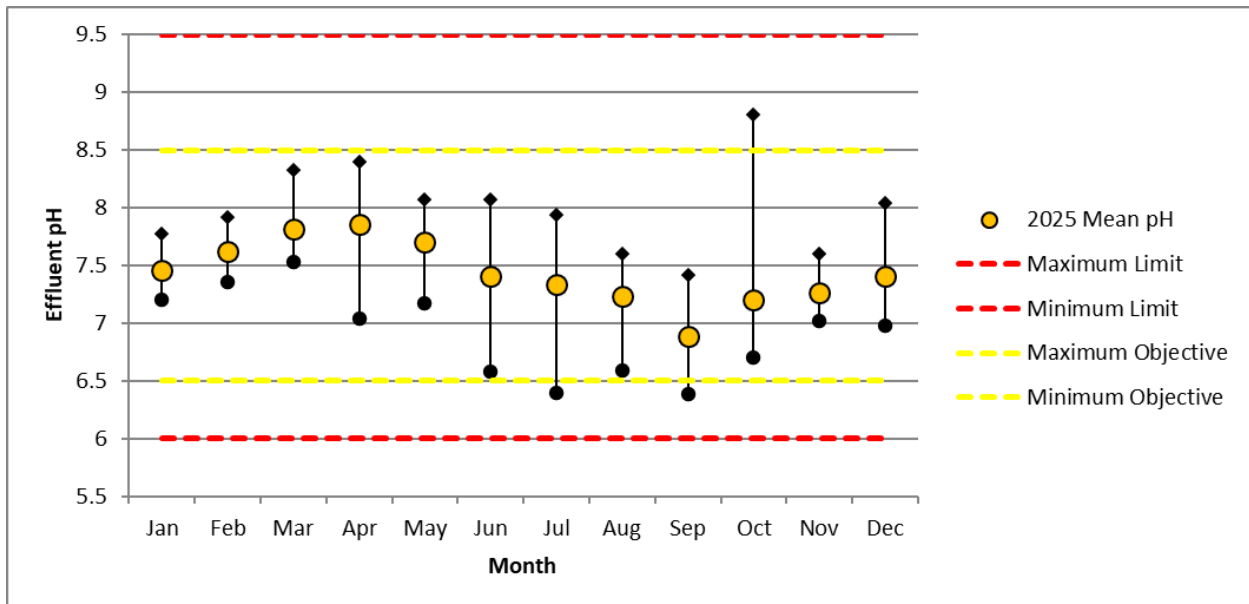
The average effluent geometric mean for E. coli in 2025 was 1.45mpn/100mL. This is a 34.1% increase when compared to the 2024 annual average. All results have met the effluent objective and limit identified in the ECA. Refer to Chart 7 for the monthly geometric mean results for E.coli.

Chart 7. Geometric mean effluent E. coli results for 2025 compared to 2024.



The effluent pH is monitored twice weekly, at a minimum, at the Talbotville WWTP in accordance with the ECA. The pH is required to be maintained between 6.0-9.5 at all times. Refer to Chart 8 for the monthly minimum, maximum, average pH readings in 2025.

Chart 8. Effluent pH readings for 2024.



## SECTION 4: OCCUPATIONAL HEALTH & SAFETY

### FIRST QUARTER:

On March 11<sup>th</sup>, the annual occupational health and safety inspection was completed. There were no issues identified. There were no additional Health & Safety issues identified during the first quarter.

### SECOND QUARTER:

There were no additional Health & Safety issues identified during the second quarter.

### THIRD QUARTER:

There were no additional Health & Safety issues identified during the third quarter.

### FOURTH QUARTER:

There were no additional Health & Safety issues identified during the fourth quarter.

## SECTION 5: GENERAL MAINTENANCE

### FIRST QUARTER:

Routine checks, readings and sampling were all conducted as required during the first quarter of 2025.

#### JANUARY

02: Received chemical delivery from Jutzi

09: Hawkins electric on-site to look at heater in screener room

23: Received chemical delivery from Jutzi

#### FEBRUARY

Monthly work orders were completed

12: ABC sanitation on-site for haul out of aeration tank

20: Received chemical order from Jutz

#### MARCH

12: SCG Flowmetrix on-site for annual flow meter calibrations

13: Accepted chemical delivery from Jutzi

18: ABC sanitation onsite to take multiple sludge hauls

19: ABC on-site for haul from EQ, Elvis from Hawkins electric on-site to install new actuator for AV 701

## **SECOND QUARTER:**

### **APRIL:**

02: Continued MBR1 cleaning, ABC onsite for two hauls from aeration and one from MBR2

03: Received chemical delivery from Jutzi, ABC onsite for more hauls due to EQ level being at 100%

04: ABC onsite for hauls from EQ due to level being at 100%

06: ABC onsite for more hauls due to EQ being at 100%

08: Completed MBR2 hypo backwashing

09: Completed MBR1 chemical soak

17: K & K locksmith onsite to look at middle door

23: Hetek on-site for semi annual H2S sensor inspection/ calibration, pulled apart and cleaned screener.

24: Pulled rack from MBR1, found split on green suction hose, cut out and replaced, placed back into service. Received chemical delivery from Jutzi

29: Completed carbon filter inspection, cleaned off suction filter.

### **MAY:**

All samples were completed as per schedule, chemical orders were received and lines were cleaned, screen in screening room was pressure washed.

7: WESSUC onsite for EQ clean out. Starting with tank 301, it was isolated and pumped down in preparation. WESSUC cleaned EQ tank 301. EQ tank 302 has not been cleaned, so it's been taken offline. Influent has been directed solely to EQ 301. The inlet screener was pressure washed.

26: cleaned alum line to ensure proper dosing after high phosphorus results.

### **JUNE:**

All weekly rounds and readings were performed, weekly samples were taken and chemical orders were received. Monthly work orders were completed

04: lower Alum uptake than normal was observed, alum line was cleaned and any blockages were flushed.

05: Cleaned and cycled warm water through alum pumps with OIC , trouble shoot why alum was not being dosed, switched to using the pump on the left-hand side, alum is now dosing again, a Chlorine maintenance clean was also performed on MBR2

10: Hawkins Electric Contractors arrived on site for electrical work in and behind the blower room for ongoing chemical storage upgrade. Contractors left site with intent of returning tomorrow morning to complete their pump and switch installations.

11: Hawkins Electric contractors arrived back on site to continue work, Hawkins Electric Contractors completed work: installed chemical pumps for chemical storage upgrade project and two switches for their operation in the blower room by the chemical totes.

12: Received chemical delivery from Jutzi

19: performed citric maintenance clean on MBR2

### **THIRD QUARTER:**

#### **JULY:**

All monthly work orders are completed; sludge press ran as much as possible.

3: Chemical delivery arrived at Talbotville. noticed alum rate into aeration was down. Ran hot water through the alum pump line and a leak became visible above the pump in a valve juncture; tightened until leak stopped and observed better flow through alum line

4: Increased alum as per ORO instruction

7: Noticed turbidity in post UV sampling point, contacted duty OIC and then closed problem valve (closest to door on MBR1) from MBR1 A, and reduced normal flow setpoint on MBR1 to 20 (from 30). Turbidity noticeably reduced at sampling point

10: performed citric maintenance clean on MBR2

17: performed hypo maintenance clean on MBR2

18: Hawkins Electric technician arrived on site to assess and /or repair blower 601 for faulting issues. They determined the issue to be mainly mechanical after providing a fix for the electric aspect

22: Ran hot water through alum pump and performed a drip test; same as yesterday (31ml/min) after water had washed through completely.

24: First bulk chemical delivery was received. Completed bulk transfer of alum. Work on NaOH tank deemed incorrect/improper (feeds from bottom instead of top), and after ensuring adequate supply in remaining jug stock, it was decided to leave that tank unfilled for now. Another delivery was scheduled next week for NaOH so Farmington has time to amend the issue without having to deal with caustic in the tank they're fixing.

31: performed citric maintenance clean on MBR2

## AUGUST:

All monthly work orders were completed. Weekly samples collected and dropped off at the lab, sludge press was run daily, and bin pick up was managed.

07: Received chemical delivery from Jutzi, 1 tote of aluminum 1 tote of sodium hydroxide.

21: Chemical delivery from JUTZI, 18 pails of Liquid Chlorine 12%.

27: Gencare on-site for annual generator maintenance inspection, found issue with transfer witch screen being unresponsive, company will send quote to replace.

## SEPTEMBER:

All monthly and non-monthly work orders were completed as well as weekly samples, membrane 2 maintenance cleans were performed. And semiannual Membrane 1 clean was performed.

02: started membrane 1 clean

03: continued membrane clean

04: continued cleaning and began chemical soaks on membrane 1.

05: completed cleaning and chemical soaks on membrane 1.

16: Responded to B-500 low pressure alarm, blower 502 in is duty and green on SCADA but the unit is not actually on, B502 VFD has a warning "current limit (W59)" cycled power to unit, cleared warning. Blower 501 ran when I put it in duty, put blower 502 back in duty and it's running properly again, checked oil levels, will monitor throughout the day

18: NEVTRO onsite to look at blower 601, NEVTRO suggested that bearings in the motor be replaced, and the whole blower be replaced.

22: NEVTRO onsite again to gather more information about the work being done to blower 601.

23: Hawkins electric on-site, wired in new aeration DO probe, screen now and readings, DO-4.2, Temp-21.9, VFD is slowing down will continue to monitor. DO probe is not holding a reading. Suspected that the probe is being blocked. HETEK onsite to inspect H2S sensor. Hetek suggests replacing sensor due to it not reading right.

## **FOURTH QUARTER:**

## OCTOBER

Completed all monthly work orders, kept up with sludge press and bin pick up. Cleaned membranes.

02: Jutzi onsite for chemical delivery

03: Keith douglas onsite for annual back flow preventer inspection, both units passed

08: completed maintenance cleans on both membranes.

15: ABC onsite for sludge haul from Aeration

17: completed maintenance cleaning on MBR2

21: Hetek onsite to replace H2S sensor. TNK - 601 LDS / LDA leak detection sensor alarm is active. Spoke with ORO about where sensor might be. Sensor is located immediately inside the door to the left.

Removed screw in bottom to drain tube. Asset number: 0000387219. Alarm is now cleared. Tube collected water probably due to temperature changes and condensation

22: completed MBR1 clean

23: Completed blower inspection. Changed oil, and greased blowers 501, 502, and 602. Not 601 because it is out of service. Slightly moved motor of 602 to tighten belts. Switched duty to 502 from 501. With OIT OS and Duty OIC

23: Completed MBR2 maintenance clean

28: Completed MBR1 maintenance clean

## NOVEMBER

Completed all monthly work orders, kept up with sludge press and bin pick up. Collected weekly samples and delivered them to the lab.

04: Completed MBR2 Hypo Maintenance clean

05: K and K locksmith onsite to look at main door because the latch is broken, they fixed the lock.

12: Cleaned screen and screen room

13: Completed citric maintenance clean on MBR2

25: Completed membrane 1 maintenance clean

26: Completed hypo maintenance clean on MBR2

28: Have not received a text message alarm since Tuesday, cycled power to the plant by flipping the black switch in the top left corner of the cabinet on Wednesday Thursday and again today. Removed USB from PLC, saved all data to computer and cleared data from USB, put USB back in PLC and cycled power to plant, PLC says its connected to the USB. Screen is lo longer lagging.

## DECEMBER

Completed all monthly work orders, kept up with sludge press and bin pick up. Collected weekly samples and delivered them to the lab.

2: Increased polymer to 284

3: Completed MBR2 Citric maintenance clean

4: Jutzi onsite for chemical delivery, received 2 totes of alum and 1 sodium hydroxide for the site, connected heater in screen room

5: Gencare onsite for generator maintenance, screen still needs to be replaced.

- 8: Nevro onsite to replace blower 601, lowered MBR blower shared 600 speed to 37% from 75%
- 9: Completed MBR1 Hypo maintenance clean
- 17: Completed MBR2 Hypo maintenance clean
- 19: Jutzi onsite to deliver chlorine jugs
- 22: Farmington onsite to fix sodium hypo line due to chemical freezing in the line, Line was cut out and replaced them heat traced and insulated.
- 26: Increased MBR2 flow from 175 to 200 due to increased inflow
- 27: Reset PLC to have alarms come out again
- 29: ABC onsite for sludge haul from MBR2
- 30: ABC onsite for sludge haul from aeration tank

## **SECTION 6: ALARMS**

### **FIRST QUARTER:**

#### **JANUARY**

- 06: Received alarm text for low flow 702, reset alarms, MBR2 now running again, EQ at 38%, increased MBR2 flow from 200-225LPS
- 12: Received alarm text for low flow 702, MBR is running and alarm is cleared, actuator valve doesn't appear to have faulted

#### **FEBRUARY**

No alarms

#### **MARCH**

- 09: Received alarm text for UV light 752 fault, found UV 752 faulted with multiple red lights, attempted to reset it and cycle power but was not successful. Replaced bulb

15: Arrived onsite for AV 701 fail to open or close, manually exercised AV 701, now its operating normally

23: Received alarm texts for 702 high vac, arrived on-site, EQ tank at 50% running MBR's in high flow mode, turned MBR2 high flow setpoint from 250-220

## **SECOND QUARTER:**

### **APRIL:**

06: Received alarm texts for 701 high vac headed to site, lowered high flow speeds by 5 LPM as previously instructed by OIC JC. EQ level up to 74%

08: Received alarm text for high level 302 and 702 high vac, heading to site. Arrived on-site, MBR2 has been going into high vac, turned flow down to 175, will monitor tank level to see if it starts to drop.

10: Received alarm text for high vac MBR 1 heading to site. Arrived onsite, reduced MBR 1 flow from 150 to 145 after discussing with ORO. Watched MBR run and appears to be running normally.

### **MAY:**

14: Received text alarm for high level tank 601, arrived onsite and found no issues but the float had slid down. Re adjusted float and left site.

### **JUNE:**

15: Saw alarm text for blower 601 fault, heading to site. Arrived on-site, saw alarm was still present for blower 601 alarm, duty had switched to blower 602, plant still operating fine, inspected belts and oil on blower 601 didn't see any issues, close to due date for oil change will change now. After changing oil brought plant and blower 601 back online, alarm is cleared, looks and sounds to be operating correctly will continue to monitor.

19: Received text alarm for P-903 fault, arrived onsite pump appeared normal and reset on HMI.

## **THIRD QUARTER:**

### **JULY:**

No alarm calls

AUGUST:

30: Received text for 903 faults. Arrived on site, reset sludge press and let it continue running.

SEPTMEBER:

No alarm calls

**FOURTH QUARTER:**

OCTOBER:

20: Arrived Onsite in response to alarm Leak detection T-601. Looked around but no leak found, will let day time operator know.

NOVEMBER:

No alarm calls

DECEMBER:

No alarm calls

**SECTION 7: COMMUNITY COMPLAINTS & CONCERNS**

**FIRST QUARTER:**

There were no complaints or concerns reported during the first quarter.

**SECOND QUARTER:**

There were no complaints or concerns reported during the second quarter.

**THIRD QUARTER:**

There were no complaints or concerns reported during the third quarter.

**FOURTH QUARTER:**

There were no complaints or concerns reported during the fourth quarter.

To: The Council of the Corporation of the Township of Southwold

Re: Horton Drain

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check **all** appropriate boxes):

- Changing the course of the drainage works;
- Making a new outlet for the whole or any part of the drainage works;
- Constructing a tile drain under the bed of the whole or any part of the drainage works;
- Constructing, reconstructing or extending bridges or culverts;
- Extending the drainage works to an outlet;
- Improving or altering the drainage works if the drainage works is located on more than one property;
- Covering all or part of the drainage works;
- Consolidating two or more drainage works; and/or
- Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

To facilitate development of the described property, the Horton Drain was improved with a new alignment and an in-line stormwater management pond within municipally owned lands with permission from the Municipality. This request is for the incorporation of said works to provide the development with a legal stormwater outlet.

### Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Part of Lot 15, Concession South East of the North branch of Talbot Road

Ward or Geographic Township

Township of Southwold

Parcel Roll Number

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

**Ownership**

**Corporation**

If you need to provide additional information, please attach along with this form.

**Corporation (The individual with authority to bind the corporation must sign the form)**

Name of Signing Officer (Last, First Name) (Type/Print)	Position Title
[REDACTED]	President

Name of Corporation
[REDACTED]

I have the authority to bind the Corporation.	
Signature	Date (yyyy/mm/dd)
[REDACTED]	2026/03/10

**Enter the mailing address and primary contact information of property owner below:**

Last Name	First Name	Middle Initial
[REDACTED]	[REDACTED]	

**Mailing Address**

Unit Number	Street/Road Number	Street/Road Name	PO Box
	[REDACTED]	[REDACTED]	
City/Town	Province	Postal Code	
St. Thomas	Ontario	N5P 3T2	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	
[REDACTED]	[REDACTED]	[REDACTED]	

To be completed by recipient municipality:

Notice filed this 12 day of March 2026

Name of Clerk (Last, First Name)	Signature of Clerk
Carswell, Jeff	[REDACTED]



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 23, 2026

**PREPARED BY:** Jeff McArthur, Director of Emergency Services/Fire Chief

**REPORT NO:** FIR 2026-06

**SUBJECT MATTER: Elgin County Live Fire Training Structure Agreement**

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#### **Recommendations:**

1. That Council receive this report as information.
2. That Council direct Staff to prepare the necessary by-law to authorize completion and signing of the attached draft agreement, once finalized.

#### **Purpose:**

The report is to seek Council approval to enter into an agreement with Elgin County, for installation of a Drager Live Fire Training Facility at the Talbotville Station.

#### **Background:**

Elgin County received grant funding, through a Legacy Oils and Gas Well grant application, for a Class A Live Fire Training Facility. A location with existing parking and washroom facilities with classroom space available, and adequate access to water and hydrants, along with sufficient distance from residential buildings is preferred. While many options were explored County-wide, the Talbotville location was identified as the preferred site by County staff.

The proposed plans for the training facility indicate a Spring/Summer 2026 installation, with offsite construction of the facility in its early stages. The County would be responsible for all administrative functions of the training facility, and all purchase, site preparation and installation costs of the proposed project would be funded by Elgin County.

The draft agreement, attached as Appendix A appears to address the requests from Southwold Council and Staff, including cost recovery for use of the station and grounds. Southwold Fire Department would benefit from the facility being in Talbotville,

with no need for our firefighters to travel to other municipalities or counties for live fire training.

Impact on the residential areas in Talbotville was considered during site discussions. While some smoke is produced from these facilities, it's typically for short durations, and the prevailing winds are towards the open areas around the station, with no residential development. Furthermore, operational considerations would be in place, to address a change in wind direction. Similar training facilities are operated in the Town of Ingersoll, and Cities of Toronto and Ottawa.

**Comments/Analysis:**

The Elgin County Live Fire Training Structure represents a forward-looking investment in public safety, supports our firefighters with training, and maintains the collaborative partnership with the Township of Southwold.

**Finance and Resource Implication:**

The Township of Southwold will receive funding for the use of the station and grounds.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully submitted by:**

Jeff McArthur  
Director of Emergency Services/Fire  
Chief

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

**THIS AGREEMENT**, made effective the \_\_\_\_ day of \_\_\_\_\_, 2026.

**LICENCE AGREEMENT**

**B E T W E E N:**

**The Corporation of the Township of Southwold**  
Hereinafter called the "Licensor"

of the FIRST PART;

**-and-**

**Corporation of the County of Elgin**  
Hereinafter called the "Licensee"

of the SECOND PART;

**WHEREAS:**

The Licensor and Licensee are municipal corporations incorporated pursuant to the Municipal Act, 2001 S.O. 2001 c. 25; and

The Licensor is the registered owner of lands in the Township of Southwold in the County of Elgin, legally described as [Enter Legal Description Here] and known municipally as [Address] (the "Lands"), and the Licensor wishes to grant this licence to permit the Licensee to use the Lands for the purposes of performing training activities, including live fire training, as more particularly described in this Agreement;

NOW THEREFORE, in consideration of the exchange of TWO DOLLARS (\$2.00) from one party to the other and for the promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the Parties agree as follows:

**Grant of Licence**

1. The Licensor grants to the Licensee the non-exclusive use of the Lands for the purposes hereinafter set forth for the Term of this Agreement. Such licence shall extend to the servants, agents, contractors, workers, and permitted assigns of the Licensee and to other persons duly authorized by the Licensee.

## Term

2. This Agreement shall take effect on the effective date noted at the commencement of this Agreement and shall continue thereafter for a Term of twenty (20) years, subject to the termination rights, below.

## Termination

3. The Licensee may terminate this Agreement for convenience upon one-hundred-and-eighty (180) days' notice to the Licensor.
  - 3.1. Should such right of termination be exercised by the Licensee, the Licensee shall ensure that the fire structure and all appurtenances thereto are removed and the Lands restored to their original condition at the expiry of the notice period.
  - 3.2. Notwithstanding section 3.2, the Licensor may direct the Licensee to not demolish the concrete pad.
4. The Licensor may terminate this Agreement for convenience on two-hundred-and-seventy (270) days' notice to the Licensee.
  - 4.1. If the Licensor exercises its right of termination for convenience then the Licensor shall be responsible for the reasonable costs of the Licensee to relocate the fire structure to an alternate location in the proportion set out below:  
  
First seven years of the Term of this Licence – 100%  
Years eight to twelve of the Term of this Licence – 50%  
Years thirteen to seventeen of the Term of this Licence – 25%  
Years eighteen to twenty of the Term of this Licence – 0%
5. Should either party breach any term or condition of this Agreement, the other party shall have the right to notify the party of such default and, if the party in default has not taken steps to remedy that default within fourteen (14) days, the other party may immediately terminate this Agreement for cause by delivering notice of the same in writing to the party in default.

## Notice

6. All notices required or desired to be given to either of the Parties in connection with this Agreement as arising therefrom shall be in writing and shall be given by hand delivery or email to an officer or director of the intended Party or Parties at the following addresses:

**To the Licensor at:**

Attention:

Email:

To the Licensee at:

Attention:

Email:

or to such other address, email address, or individual as may be designated by written notice by the other party from time to time.

## **General**

7. The Licensor owns and operates on the Lands a fire station, including washrooms and a classroom, as well as the permitted Licensee live fire training structure(s) (the "Facilities"). Schedule "A" hereto demonstrates the layout of the Lands and the Facilities thereupon. The broad purposes of this Agreement include:
  - 7.1. To permit the Licensee to pour a concrete pad and place a Class "A" live-fire training structure upon the Lands;
  - 7.2. To permit the Licensee to access and use the Facilities for the training of emergency responders;
  - 7.3. To permit the Licensee to authorize third parties to access and use the Facilities for the training of emergency responders;
  - 7.4. To permit the Licensee to place and maintain its own resources and appurtenances related to the live-fire structure, including a propane or natural gas tank, on the Lands;
  - 7.5. To ensure that all users of the Facilities will be scheduled and charged by the Licensee for and on behalf of the Licensor.

## **Insurance**

8. Each party shall maintain, at a minimum, the following insurance:
  - 8.1. Comprehensive general liability insurance, including bodily injury and property damage liability, personal injury liability, completed operations liability, blanket contractual liability with a severability of interest and cross liability clause to a limit of no less than five million (\$5,000,000.00) dollars in respect to any one occurrence. The above-mentioned policy shall be endorsed to include the other party as an Additional Insured.
  - 8.2. Non-owned Automobile liability policy to a limit of no less than two million (\$2,000,000.00) dollars per occurrence.
  - 8.3. Environmental Impairment liability insurance covering the work and services described in this Agreement including coverage for loss or claims arising from contamination to third party property or bodily injury during transit. Such policy shall provide coverage for an amount not less than one million (\$1,000,000.00)

dollars and shall remain in force for at least twelve (12) months following the termination of this Agreement.

The aforementioned policies of insurance shall contain or shall be subject to the following terms and conditions:

- 8.4. Be written with an insurer licensed to do business in Ontario;
  - 8.5. Be non-contributing with, and will apply only as primary and not excess to, any other insurance or self-insurance available to the party;
  - 8.6. Any deductible amounts shall be borne by the insured party; and
  - 8.7. The insured party shall provide proof of insurance to the other party upon request. Proof of insurance shall be in the form of Certificates of Insurance, in form and detail satisfactory to the requestor, signed by an authorized representative of the insurer.
9. Each party shall at all times ensure that it remains in good standing with the Workplace Safety and Insurance Board.

#### **Licensee Covenants**

10. The Licensee further covenants with the Licensor:
- 10.1. To schedule the use of the Facilities by the Licensor, Licensee, and Third Parties;
  - 10.2. To pay the Licensor an annual fee of \$3,000.00, inclusive of tax;
  - 10.3. To pay the Licensor \$300.00, inclusive of tax, for each day on which the Facilities are used by the Licensee or a Third Party;
  - 10.4. To require each Third Party to warrant that its use of the Facilities will be overseen by a qualified supervisor and will adhere to relevant best practices;
  - 10.5. To ensure that the Licensee's own uses of the Facilities are overseen by a qualified supervisor and adhere to relevant best practices;
  - 10.6. To ensure that the Licensee's own use of the Facilities and any authorized third-party use of the Facilities burns only those materials that are industry-standard materials, including propane, for training purposes;
  - 10.7. To obtain from each Third Party, prior to sub-licensing the use of the Facilities to that Third Party, Indemnities and Waivers in favour of the Licensor, which shall be at least as protective as the indemnity in favour of the Licensor herein;
  - 10.8. To ensure each Third Party is insured to the satisfaction of the Licensor, which requirement(s) must be delivered in writing by the Licensor to the Licensee;
  - 10.9. To be responsible to the Licensor for any damage or injury (including death) to a person or property that occurs during the Licensee's scheduled use of the Facilities, except and to the extent that such damage or injury is the result

- of a negligent action or omission of the Licensor or results from a failure of the Licensor to meet its obligations pursuant to this Agreement;
- 10.10. To inform the Licensor promptly of any damage, defect, or condition of the Facilities or on the Lands that renders use of the Facilities unsafe or which could otherwise affect users' use of the Facilities that occurred during the Licensee's use of the Facilities;
  - 10.11. To inform the Licensor promptly of any damage or injury to a person or property that occurred during the use of the Facilities, including use by the Licensee or a Third Party, of which the Licensee becomes aware;
  - 10.12. To maintain the appearance of the Facilities in a neat, clean and well-kept manner following any use by the Licensee or authorized by the Licensee;
  - 10.13. To ensure that no refuse, litter, garbage, combustibles, or loose or objectionable material accumulates in or about the Facilities or Lands arising out of Licensee use or use authorized by the Licensee;
  - 10.14. To inspect and maintain in good repair the live-fire structure and all equipment and appurtenances thereto at its own expense;
  - 10.15. To ensure that the Facility is not operated for the purpose of live-fire burns during wind conditions that negatively affect nearby residents;
  - 10.16. Should the Licensee elect to place a propane or natural gas tank upon the Lands, to ensure that said tank meets or exceeds the safety requirements of the Technical Standards and Safety Authority and is appropriately protected by safety barriers, should such barriers be required; and
  - 10.17. To indemnify and hold harmless the Licensor from and against any loss, damage or injury (including injury resulting in death) to any person or property (including, without restricting the generality of the foregoing, employees, contractors, agents and property of the Licensor, directly or indirectly arising out of, resulting from or sustained by reason of the Licensee's occupation or use of the Lands or any default of the Licensee under this Agreement to the extent that such loss, damage, or injury arises from the negligent action or omission of the Licensee.

### **Licensor Covenants**

11. The Licensor further covenants with the Licensee:
  - 11.1. To schedule all uses of the Facilities through the Licensee and to promptly inform the Licensee of any planned uses of or works upon the Land which could affect the use of the Facilities;
  - 11.2. To ensure that any use of the Facilities by the Licensor is overseen by a qualified supervisor;
  - 11.3. To permit the Licensee and any Third Party properly authorized by the Licensee to access the Lands and Facilities as scheduled by the Licensee, including by permitting adequate parking upon the Lands and by ensuring that the Licensee and/or the Third Party has all necessary keys, access codes, etc. to permit it to access and make full use of the Facilities;

- 11.4. To permit the Licensee to access and use the Land for any inspection, maintenance, and/or repair that the Licensee may wish to carry out;
- 11.5. Not to permit any unauthorized use of the Facilities, including any use whatsoever that is not appropriately overseen by a qualified supervisor;
- 11.6. To permit the Licensee to place and maintain a Class "A" live-fire structure, inclusive of concrete pad, and a propane or natural gas tank and accompanying safety barriers upon the Lands for use at the Facilities, provided that such tank meets or exceeds the safety requirements of the Technical Standards and Safety Authority;
- 11.7. To maintain the appearance of the Lands and its own structures and equipment thereon in a neat, clean and well-kept manner;
- 11.8. To inspect and maintain in repair all its structures and equipment, at its own expense;
- 11.9. To ensure that no refuse, litter, garbage, combustibles, or loose or objectionable material accumulates in or about the live-fire structure;
- 11.10. To pay taxes (including local improvements) and all rates, licence fees and other charges imposed on or with respect to the Lands as same become due;
- 11.11. To inspect routinely the Facilities to ensure that they remain in safe, working order;
- 11.12. To ensure that the Facility is not operated for the purpose of a live-fire burn by the Licensor during wind conditions that negatively affect nearby residents;
- 11.13. To inform the Licensee promptly of any damage, defect, or condition of the Facilities or on the Lands that renders use of the Facilities unsafe or which could otherwise affect users' use of the Facilities;
- 11.14. To inform the Licensee promptly of any damage or injury to a person or property that occurred during the use of the Facilities, including use by the Licensor or a Third Party, of which the Licensor becomes aware;
- 11.15. To be wholly responsible for any damage or injury to a person (including death) or property that occurs outside of the scheduled use(s) of the Facilities by the Licensee and/or Third Parties authorized and scheduled by the Licensee. For clarity, this means that the Licensor is wholly responsible for its own use of the Facilities scheduled through the Licensee and for any use of the Facilities not authorized by the Licensee;
- 11.16. In the event that the Facilities are rendered unsafe or otherwise not fit for use, to repair swiftly such defect at its own expense; and
- 11.17. To indemnify and hold harmless the Licensee from and against any loss, damage or injury (including injury resulting in death) to any person or property (including, without restricting the generality of the foregoing, employees, contractors, agents and property of the Licensor, directly or indirectly arising out of, resulting from or sustained by reason of the Licensor's occupation or use of the Lands or any default of the Licensor under this Agreement to the extent that

such loss, damage, or injury arises from the negligent action or omission of the Licensor.

12. The Licensor acknowledges and agrees that it has had the opportunity to review and make inquiries as to the nature and extent of the activities, installations and equipment authorized by this licence and that following its execution shall not allege or construe that any construction works, installations or equipment authorized herein was not contemplated at the time of the grant of licence. Notwithstanding the non-exclusive use of the Lands pursuant to the grant of licence, the Licensor specifically acknowledges that the activities authorized and contemplated pursuant to this licence will, at times, make portions of the property and the Lands inaccessible, or will require the Licensee to exercise exclusive control over the Facilities and/or Lands and lay down areas for the purpose of safety and as may be required by law, including but not limited to the *Occupational Health and Safety Act*.

### **Miscellaneous**

13. If any clause of this Agreement shall be determined by a court of competent jurisdiction as illegal or unenforceable, then such clause shall be considered separate and severable from the rest of this Agreement, and the remaining provisions shall remain in full force and effect and shall continue to be binding upon the parties as though the illegal or unenforceable clause had never been included.
14. Each party to this Agreement hereby acknowledges that it has been advised of its right to engage independent legal counsel of its own selection in connection with the review and execution of this Agreement. As such, no party hereto shall be considered to be the drafter of this Agreement or any section hereof, and no presumption shall apply to any party as the "drafter." Each party understands the advisability of seeking legal counsel and/or other professional advisors to review the Agreement and has exercised its own judgment in this regard.
15. No waiver of any part of this Agreement will be deemed to be a waiver of any other provision. No term of this Agreement will be deemed to be waived by reason of any previous failure to enforce it. No term of this Agreement may be waived except in a writing signed by the party waiving enforcement.
16. This Agreement, including any applicable Service Schedules, constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes any prior agreements, understandings, negotiations and discussions, whether oral or written, between the parties. Unless otherwise expressly indicated in the applicable Service Schedule, in the event of any inconsistency between the body of this Agreement and any Service Schedule, the body of this Agreement will govern. Unless otherwise expressly indicated, in the event of any inconsistency between two or more Service Schedules, the Service

Schedule with the most recent “effective date” will govern. No supplement, modification, amendment, waiver, or termination of this Agreement shall be binding unless executed in writing by the Parties.

17. Unless otherwise required under Applicable Law, neither party may assign this Agreement or any right or obligation under this Agreement without receiving the other party’s written consent in advance.
18. This Agreement may be signed by way of electronic signatures, provided that such electronic signatures comply with both parties’ policies regarding the same. This Agreement may be executed in one or more counterparts and thereafter exchanged by scanned, emailed or facsimile transmission methods, each of which document, once executed, shall constitute an original thereof and all of which together shall constitute one and the same Agreement.
19. The validity, construction, and performance of this Agreement shall be governed by the laws of the Province of Ontario and the Law of Canada applicable therein from time to time.

[Remainder of page intentionally blank; signatures to follow.]

**IN WITNESS WHEREOF** this Agreement has been executed by the parties as of the date first written above.

) **THE CORPORATION OF THE TOWNSHIP  
OF SOUTHWOLD**

)  
) per: \_\_\_\_\_

) Name: Grant Jones

) Position: Mayor

)

)

) per: \_\_\_\_\_

) Name: Jeff Carswell

) Position: Chief Administrative Officer)

)

) *I/We have authority to bind the Corporation.*

)

)

) **CORPORATION OF THE  
COUNTY OF ELGIN**

)

)

) per: \_\_\_\_\_

) Name: Dominique Giguere

) Position: Warden

)

)

) per: \_\_\_\_\_

) Name: Blaine Parkin

) Position: Chief Administrative Officer

)

) *I/We have authority to bind the Corporation.*



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 23, 2026

**PREPARED BY:** Corey Pemberton, Director of Building and Community Services

**REPORT NO:** CBO 2026-08

**SUBJECT MATTER: Barrel Riding Show at Keystone Complex**

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#### **Recommendation:**

1. That Council deny the rental request from Triple C Saddle Club for the Barrel Riding Show and Camping weekend at the Keystone Community Complex.

#### **Purpose:**

To seek councils' direction whether to approve or deny this event.

#### **Background:**

Staff were contacted by Triple C Saddle Club seeking approval to host a larger event, using the entire Complex grounds for horse trailers and weekend camping. The proposed agenda and parking plan are attached as Appendix "A" to this report.

#### **Comments/Analysis:**

Staff have identified several concerns regarding the proposed event. The gathering is expected to include approximately 80 riders, which may result in a significant number of larger trucks, trailers, and campers on site. This raises the potential for damage to the grounds.

Additional concerns include the possibility of conflicts with neighbouring properties due to overnight activity, including noise from generators and livestock. Liability and controls with camping are also concerns and considered higher risk by the Township's insurer. Additional insurance requirements may be required from the event organizer.

Staff discussed these concerns with the event organizer, who indicated that efforts would be made to minimize both potential damage and conflicts. The organizer has also arranged for manure bins to be provided during the event and has identified alternate dates should weather conditions, such as rain, make the grounds unsuitable for use.

**Financial and Resource Implications:**

If approval is granted, staff will suggest that the renter be charged for full access to the grounds—including the riding ring, grounds, and complex—to help prevent conflicts between renters. A suitable damage deposit and insurance coverage clearly including overnight camping, in addition to the barrel riding activity should also be obtained.

Total rental charges for this event are estimated at \$3,075 assuming all facilities must be rented. While this is reasonable revenue, there is significant liability and potential for damage to the grounds.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully submitted by:**

Corey Pemberton  
Director of Building and Community  
Services/Chief Building Official

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

Southwold  
Keystone Complex

ENTER

DAY  
PARKING

OVERNIGHT  
WEEKEND  
PARKING

Volunteered  
at GATE TO  
ENSURE PROPER  
PARKING



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 23, 2026

**PREPARED BY:** Corey Pemberton, Director of Building and Community Services

**REPORT NO:** CBO 2026-09

**SUBJECT MATTER: Building Department Truck Purchase**

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#### **Recommendation**

1. That Council receives report CBO 2026-09 Quote for (1) pickup truck.
2. That Council accepts the quote from Disbrowe Motors for a 2026 Silverado LT valued at \$58,720.00 plus HST

#### **Purpose:**

The purpose of this report is to seek Council's approval for the quote to purchase the pickup truck for the building department.

#### **Background:**

Through the budget process, it was approved for the building department to replace one of the current trucks and transfer the current truck to admin for general use when needed.

#### **Comments/Analysis Building:**

Staff requested quotes from four area dealerships. At the initial closing time, only one dealership had submitted a quote. Staff subsequently extended the deadline and notified the remaining dealerships of the extension. By the end of the extended submission period, one additional dealership had responded. Please see the quotes in the chart below.

<b>Company and Type of Trucks (2)</b>	<b>Sub Total</b>	<b>All items met</b>
Disbrowe- 2026 Silverado LT	\$58,720.00	Yes
Disbrowe- 2026 Sliverado RST	\$59,996.00	Yes
Disbrowe-2026 Silverado RST	\$64,020.00	Yes
Cotrac Ford- 2026 F150	\$62,175.00	Yes

**Financial and Resource Implications:**

The 2026 budget allocated \$70,000.00 for a pickup truck. Disbrowe's quote is about \$11,280.00 under budget. The purchase will be funded by building department reserves.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully submitted by:**

Corey Pemberton,  
 Director of Building and Community  
 Services/Chief Building Official

**Approved for submission by:**

Jeff Carswell  
 CAO/Clerk



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 23, 2026

**PREPARED BY:** Cassandra Loewen, Public Works Superintendent

**REPORT NO:** IDS 2026-11

**SUBJECT MATTER: Centreline Painting Award 2026**

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#### **Recommendation:**

1. That the Centerline Painting contract be awarded to RanN Maintenance (2228977 Ontario Ltd.) of Guelph, Ontario in the amount of \$7.04 per litre.

#### **Purpose:**

This report seeks approval for the award of contracting services to RanN Maintenance for the purpose of centreline painting throughout the Township on County and Township roadways.

#### **Background:**

The Municipality of Central Elgin issued a tender in the spring of 2022, on behalf of the Township of Malahide, the City of St. Thomas, and the Municipality of Central Elgin, to procure a centreline painting contractor. Participation in the tender was open to all municipalities in Elgin County.

The terms of the current multi-year contract are for a two (2) year period commencing April 1, 2022 and ending March 31, 2024, with an option to renew for three (3) additional one (1) year periods, ending March 31, 2027. Pricing was to remain firm for the first year of the contract. The successful contractor, upon request was granted a rate increase in the subsequent year(s), based on the Consumer Price Index (CPI) – Ontario All Goods Index for the proceeding twelve (12) month period, to the nearest \$0.05. Price increases must be submitted to the Township three (3) months before the anniversary date for each year.

The Contractor shall provide the Township a minimum 90 days' notice in advance of the start of any term if they do not wish to renew for the next additional one (1) year term.

The Township shall provide a minimum 60 days' notice to the bidder if they choose not to exercise the option to renew for the next additional (1) year term.

**Comment/Analysis:**

In previous years, the Township completed centreline painting in-house, which was identified as a cost-saving measure. For the 2026 season, it is proposed to a trial contract for this work to an external third-party contractor as part of the final year of the joint tender available to participating municipalities. Last year, in-house line painting costs totaled \$105,705.59, while the estimated cost for the 2026 contracted service is \$107,245.05, reflecting a 2% increase consistent with the Consumer Price Index (CPI) applied to participating municipalities. This trial provides an opportunity to evaluate potential efficiencies, resource allocation, and overall cost-effectiveness in comparison to in-house operations. Options will then be re-evaluated in early 2027, prior to the next joint tender being issued.

Contracting the work offers several potential advantages, including reduced staff workload, access to specialized equipment and expertise without additional capital investment, and the ability to benchmark cost-effectiveness against in-house operations. Conversely, outsourcing may limit direct control over scheduling and quality, create some dependency on contractor availability, and potentially incur slightly higher costs than previous in-house work. This evaluation will help determine whether contracting provides operational and financial benefits while maintaining service standards for the Township.

Staff are in the process of reallocating personnel to areas requiring immediate attention, particularly ditching and structural road repairs. In 2026, a new initiative will be piloted to conduct more targeted repairs on surface treated roads, aiming to achieve cost savings through reduced material and surface treatment usage; this will necessitate additional staff allocation. Outsourcing line painting, which is standard practice across all municipalities in Elgin County, represents an efficient means to free up three staff members for deployment to other high-priority activities.

**Financial and Resource Implications:**

The summary table below presents a comparison between the 2025 line painting costs and the projected expenditures for 2026. It should be noted that additional in-house line painting expenses may not be fully reflected in the work order software; each year, several days of staff time are dedicated to cleaning, preparing, repairing, and calibrating the truck, activities previously recorded as "shop time," which can be challenging to extract from available data. As a result, it is probable that the actual cost of in-house painting is somewhat higher than indicated in this analysis.

	<b>Township Line Painting</b>		<b>County Line Painting</b>	
Wages	\$	2,958.94	\$	14,297.00
Benefits	\$	739.74	\$	3,574.25
Material & Supplies	\$	9,171.77	\$	6,340.84
Internal Equipment Time	\$	1,359.80	\$	3,550.80
<b>Total</b>	<b>\$</b>	<b>14,230.25</b>	<b>\$</b>	<b>77,762.89</b>

**1989 Mack Line Painter**

Insurance	\$	2,104.00
Maintenance	\$	3,514.80
Fuel	\$	8,093.65
<b>Total</b>	<b>\$</b>	<b>13,712.45</b>

**Total Line Painting Costs 2025:** \$ 105,705.59

	<b>Township Line Painting</b>		<b>County Line Painting</b>	
Contractor Costs	\$	15,173.93	\$	92,071.12
<b>Estimated Line Painting Costs 2026:</b>	<b>\$</b>		<b>\$</b>	<b>107,245.05</b>

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully Submitted by:**

Cassandra Loewen  
Public Works Superintendent

**Reviewed by:**

Aaron VanOorspronk, LET.  
Director of Infrastructure and  
Development Services

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 23, 2026

**PREPARED BY:** Cassandra Loewen, Public Works Superintendent

**REPORT NO:** IDS 2026-12

**SUBJECT MATTER: Supply and Delivery of Granular Materials Tender Award  
2026**

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#### **Recommendation:**

1. That Council award the contract for supply and delivery of granular materials to Jeff Campbell Trucking in the amount of \$988,653.00, excluding HST.

#### **Purpose:**

The purpose of this report is to seek Council authorization to accept the tender results for the supply and delivery of granular materials for Township roadways.

#### **Background:**

As part of the Township's gravel resurfacing program, supply of winter sand and the surface treatment and repairs of numerous roads, the Township has requested tenders for the works associated with the supply and delivery of requested granular materials. The tenders were advertised on the Township's bids and tenders on February 27, 2026 and closed on March 13, 2026 at 2:00pm.

#### **Comment/Analysis:**

One supplier closed the tender (RFT PW 26-001) for the supply and delivery of the following:

- 39,400 tonne supply & place Granular "A"
- 1,360 tonne stockpile Granular "A"
- 2,400 tonne stockpile Granular "B"
- 700 tonne stockpile winter sand

	<b>Bidder</b>	<b>Total Contract Price (excluding HST)</b>
1	Jeff Campbell Trucking	\$988,653.00

**Financial and Resource Implication**

The submitted price for gravel resurfacing exceeds the approved budget of \$700,000 by approximately \$1,197. This variance represents a reduction of only approximately 53 tonnes of material to remain within the approved budget. Given the varying conditions of several roads scheduled for resurfacing in 2026, the final cost may be reduced if the full estimated thickness or volume of material is not required. The lowest bidder has acknowledged that the quantities identified in the tender documents were approximate and has agreed that adjustments may be made based on actual quantities required during resurfacing.

The remaining supply and placement of Granular "A" will be used in preparation for the double surface treatment of Parson Road and Paynes Mills Road, with these quantities incorporated within the respective project budgets. Additionally, 2,400 tonnes of Granular "B" and 860 tonnes of Granular "A", originally allocated for use in the municipal yard, will be directed toward localized repairs on Second Line and Scotch Line in advance of the planned single surface treatment, with funding for these works also accounted for within the applicable road project budgets.

**Budget Breakdown and Comparison**

<b>Project</b>	<b>Budget</b>	<b>Tender Value</b>
Annual Gravel Road Resurfacing	\$700,000	\$701,197
Paynes Mills Rehabilitation	\$62,920	\$64,493
Parsons Road Rehabilitation	\$119,790	\$122,780
Structural Repairs (Second Line and Scotch Line)	\$68,420	\$77,113
Granular "A" - Shoulder Repairs/Gravel Patching	\$35,700	\$11,275
Sand	\$112,200 (includes salt)	\$11,795
<b>TOTAL</b>	<b>\$1,099,030</b>	<b>\$988,653</b>

Overall, the tendered amounts align closely with the approved budgets, and any minor adjustments to quantities during construction are expected to allow the work to proceed within the available funding allocations.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully submitted by:**

Cassandra Loewen  
Public Works Superintendent

**Reviewed by:**

Aaron VanOorspronk, LET.  
Director of Infrastructure and  
Development Services

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 23, 2026

**PREPARED BY:** Cassandra Loewen, Public Works Superintendent

**REPORT NO:** IDS 2026-13

**SUBJECT MATTER: Dust Application Award 2026**

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#### **Recommendation:**

1. That Council award the supply and application of dust control to Da-Lee Dust Control Ltd. in the amount of \$0.345/litre for 35% liquid calcium chloride (excluding HST).

#### **Purpose:**

This report seeks approval for the award of contracting services to Da-Lee Dust Control Ltd. for the purpose of dust suppression on the Township's gravel roads for 2026.

#### **Background:**

The Municipality of Central Elgin issued a tender, on behalf of the Township of Malahide and the Municipality of Central Elgin, to procure a dust suppressant contractor. Participation in the tender was open to all municipalities in Elgin County.

The suppliers are required to supply and apply a product which meets the Provincial specification (material specification MUN OPSS 2503) for dust suppressant which calls for a minimum of 35% Calcium Chloride, 30% magnesium solution, or 35% calcium chloride equivalent. Dust suppressant is critical to maintaining the gravel structure of the roads. Dust suppressants help reduce the migration of fines. When the fines disappear out of the gravel, the road is more susceptible to becoming potholed and marbled.

The tender closed on March 24, 2022. Two contractors submitted bids. The low bid was for a 35% calcium chloride in the amount of \$465.12 per flake tonne from Da-Lee Dust Control Ltd., of Stony Creek, Ontario. The other lone bid was from Pollard

Distribution Ltd, of Harrow, Ontario to supply a 35% calcium chloride for a price of \$498.00 per flake tonne (excluding HST).

The terms of the current multi-year contract are for a one (1) year period commencing April 1, 2022, and ending March 31, 2023, with an option to renew for four (4) additional one (1) year periods, ending March 31, 2027. Pricing was to remain firm for the first year of the contract. The successful contractor, was granted a rate increase in the subsequent year(s), based on the Consumer Price Index (CPI) – Ontario All Goods Index for the proceeding twelve (12) month period, to the nearest \$0.05.

The Contractor shall provide the Township a minimum 90 days' notice in advance of the start of any term if they do not wish to renew for the next additional one (1) year term. The Township shall provide a minimum of 60 days' notice to the bidder if they choose not to exercise the option to renew for the next additional (1) year term.

### **Comment/Analysis:**

In previous years, the Township has participated in a joint tender made available to municipalities across the County. The Township of Southwold is proposing to continue participating in this joint tender arrangement for one additional year. Following this term, it is anticipated that a similar joint tender will be brought forward on a coordinated basis among participating municipalities across the County.

Participating in a joint tender provides several advantages, including the ability to leverage collective purchasing power to achieve more competitive pricing. This collaborative approach can result in cost savings through economies of scale, reduced administrative effort, and improved consistency in specifications, service levels, and contract management across municipalities.

### **Financial and Resource Implications:**

The summary table below presents a comparison of the 2025 dust suppressant costs, litres of liquid calcium chloride purchased, and the approved budget. The financial requirements for the 2026 application have been included in the approved 2026 operating budget. If application quantities remain similar to 2025, the estimated 2026 cost is expected to come in \$7,361.14 under budget, which would allow for an additional application in higher-traffic areas, should the season be drier than usual.

	<b>Quantity</b>	<b>Cost</b>	<b>Budget</b>
<b>2025</b>	471,417L	\$156,978.99 (Actual)	\$145,000
<b>2026</b>	471,471L	\$162,638.90 (Estimated)	\$170,000

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully submitted by:**

Cassandra Loewen  
Public Works Superintendent

**Reviewed by:**

Aaron VanOorspronk, LET.  
Director of Infrastructure and  
Development Services

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 23, 2026

**PREPARED BY:** Aaron VanOorspronk, Director of Infrastructure and Development Services

**REPORT NO:** IDS 2026-14

**SUBJECT MATTER: Stormwater Rates Delegation Response**

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#### **Recommendation:**

1. That Council direct staff to provide the response to the Peter Braam's delegation on Stormwater Rates, as outlined in Appendix "A".

#### **Purpose:**

The purpose of this report is to seek Council's direction on formally responding to the delegation to Council from Peter Braam regarding Stormwater Rates. By outlining a proposed response, as detailed in Appendix "A", this report aims to ensure that Council addresses the concerns raised in a thorough and transparent manner, supporting informed decision-making on critical infrastructure.

#### **Background:**

At Council's meeting held on March 9th, Peter Braam presented his concerns and questions regarding the new stormwater rates for Urban Areas. Mr. Braam inquired about the intended use of the stormwater fee and the resulting reserve, referencing self-collected data to support his assumptions about reserve revenues and highlighting possible discrepancies. Council received Mr. Braam's concerns and questions and offered to provide follow-up responses accordingly.

#### **Comment/Analysis:**

Staff received Mr. Braams' concerns from Council and have worked collaboratively across the Drainage, Infrastructure, Building, and Treasury departments to prepare formal responses addressing the issues raised in the delegation. In addition, staff have clarified several incorrect assumptions made during the delegation to ensure responses are clear, concise, and well-reasoned. Publicly available documents, such as the [County Growth Study](#) and the Township's [One Water Rate Study](#), were also referenced to support these responses; links to these resources are included in the report and are accessible via the Township and County websites.

**Financial and Resource Implications:**

None.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully submitted by:**

Aaron VanOorspronk, LET.  
Director of Infrastructure and  
Development Services

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

## Peter Braam – 2026-03-09 Delegation to Council

March 9<sup>th</sup> 2026

Draft Responses from staff in **green, bold**.

Township of Southwold meeting Thank you for meeting with me tonight"

I am looking to discuss the Storm Water billing by the township of Southwold so that we can be informed on the cost of maintenance and billing procedures, and projected costs of Drain maintenance.

The Canada census report shows the number of residences in this township to be a total of 1713 homes in the year 2021

The number of residential building permit issued in this township from 2021 to date is 1035 homes built to date.

This would lead me to believe that the total number of residences in Southwold would be 2,748 homes currently. Since only the residences of Ferndale, Fingal, Lynhurst, Shedden, North Port Stanley and Talbotville currently have to pay the Storm Water tax I am going to assume that 80% of the residences of Southwold reside within these villages.

The Stormwater Shedden invoice that I pay every month is \$16.08 this is \$192.96 yearly multiplied by 80% of the total homes in Southwold (2,290 homes) it would mean the township is in receipt of \$455,618.40 annually to maintain the drains in our community.

**Currently, monthly stormwater rate bills are issued to 1,138 residents, with a total monthly billing of \$18,299. This results in an annual projected collection of \$219,588. These funds are allocated to support both the maintenance and future capital replacement costs associated with public drainage infrastructure within Urban Areas, as defined by the Integrated Water Systems Management By-Law. Based on a 75-year lifecycle analysis, the recommended annual contribution to the stormwater reserve is \$150,000. However, due to accumulated infrastructure debt from not previously utilizing a stormwater reserve, the actual expenditure required to address renewal or improvement of identified assets over the next decade is estimated at \$500,000 per year. Continued development will introduce additional assets and users, with the expectation that the growth in user base and revenue will meet both annual and long-term capital requirements. The primary objective of the stormwater reserve and fee structure is to initiate fee collection from the outset, thereby ensuring that future asset replacement is not dependent on debt financing and one-time fees invoiced to the owner of the day.**

The Drainage Superintendent has reported that the drainage maintenance for the years

2022 was \$128,052.74

2023 was\$ 88,989.32

2024 was\$ 166,665.55

An annual average budget for drain maintenance would be less than \$130 thousand/ year

The figures presented reflect expenditures dedicated to Municipal Drain maintenance over the specified three-year period and do not account for costs associated with new drain construction or storm drainage projects. Historically, urban maintenance has been limited because such expenses are billed directly to affected landowners. This often leads to unforeseen charges, creating frustration among individuals unfamiliar with the Drainage Act and its procedures. The establishment of a stormwater reserve enables necessary maintenance to be conducted without imposing unexpected financial burdens on residents or causing potential disputes among neighbors.

Why do you need to collect \$455,618.40 to maintain an averaged \$130,000 budget spend

As noted above, the averaged \$130,000 is for Municipal Drainage work, not Storm Drains. We collect approximately \$219,000 annually. Of this amount, \$150,000 is allocated each year to long-term capital replacement and improvement costs. An additional \$69,000 per year is designated for the maintenance of stormwater collection, conveyance, and treatment systems in Shedden, Fingal, Talbotville, Ferndale, Lynhurst, and North Port Stanley. Maintenance activities include catch basin cleaning, CCTV inspections, targeted cleaning or routing based on inspection results indicating blockages, stormwater pond maintenance (the Ferndale pond is scheduled for an upcoming cleanout, which occurs every 10–20 years and can be costly), spot repairs, ditch cleanouts, and related tasks.

**NOW,**

There is multiple sub divisions in progress within our township

Major line ,Dalewood, Talbotville and the proposed 1700 new residences slated for the Shedden and Fingal area and there may be others that I am unaware of.

This will more than double the revenue to a million dollars per year taken in by the township with this new Storm water charge in the next five to ten years.

**\*\*Pursuant to recent changes in the Provincial Policy Statement (2024), growth areas identified in the Official Plan by regulation are now required to consider a minimum 25-year growth horizon, as opposed to the previous maximum of 20 years. The settlement boundaries for Shedden, Fingal, and Talbotville have remained largely unchanged since 1985. Both the Township and County incorporate growth analysis into land use planning, infrastructure planning, rate studies, master plans, and related initiatives.**

**According to Ministry of Finance projections and analyses conducted by a professional consultant on behalf of the County of Elgin, Southwold Township is anticipated to add 810 housing units by 2051, equating to approximately 32 units annually distributed across all designated growth areas. Within the Shedden Community specifically, this translates to an estimated 10 new units per year, based on existing developments and proposed layouts, thereby supporting sustained growth over multiple decades.**

**It is important to distinguish these growth forecasts from infrastructure studies, which adopt a broader lifecycle perspective spanning 50 to 100 years and assess potential development based on permitted unit densities throughout the entire growth area. Such studies inform long-term infrastructure needs and rate adjustments.**

**Based on current projections, within five years the Township anticipates invoicing**

approximately 1,298 homes, generating an estimated annual revenue of \$250,462. This projected increase will facilitate the alignment of infrastructure investments and associated costs with the pace of residential growth.

Will this storm water charge be reduced as the number of residences increase???

User fees such as water rates, sanitary rates, and storm water rates are reviewed every 5 years (or sooner if required) to ensure they continue to reflect the fees required for the service and future capital. Future rates could be increased or decreased based on the review.

What will happens to all the extra revenue? (general revenue)

We do not anticipate "extra revenue" based on the amount of work and expenses to incurred for known projects. The Township tracks each user pay service and tax funded services separately. User pay revenues are not applied to taxes and taxes are not applied to user pay systems.

My water bill was changed from a quarterly billing last October 2025 to a monthly bill, the new charge of\$ 16.08 labelled "Stormwater Shedden" was put into affect at that time. Do other villages have different Storm water rates?

The storm water rate is the same for all urban areas.

Why are some residences that remain on the quarterly billing rate not subjected to a stormwater charge at all, do they not require maintenance on storm water drains Why are all Southwolds residences are treated equally?

Only properties in urban areas are subject to the storm water fee. Rural areas remain under the Municipal Drainage Act. Rural areas remained on a quarterly billing cycle since there is just the water charge. Urban areas have water, sanitary (either have now as in Talbotville or will have in Shedden/Fingal shortly) and stormwater charge on the utility bill.

It would appear to me that the smallest property owners within the villages of Southwold are being made to pay for the maintenance of all the storm water drains in Southwold and the residences outside the villages pay nothing at all at this time.

This is not correct. With a storm water charge for urban areas and rural areas subject to the Municipal Drainage Act, all properties are subject to charges for storm water collection, treatment and disposal. A storm water user fee makes the most sense for urban areas and the Municipal Drainage Act makes the most sense for farms and rural areas.

This extra charge in my opinion is just one more tax grab and unjustifiable expense

Thank you

Peter Braam

[REDACTED]

A tax paying property owner and resident of Shedden since 1984



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** March 23, 2026

**PREPARED BY:** June McLarty, Deputy Clerk

**REPORT NO:** DPC 2026-01

**SUBJECT MATTER: Southwold Scholarship**

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#### **Recommendations:**

1. That Council amend the Southwold Student Scholarship program to increase emphasis on the applicant connecting their program and future aspirations to current and future vitality and viability of rural communities through inclusion of additional essay responses in the application.
2. And, that where school programs include a work or co-op term in the 2<sup>nd</sup> semester, that the 2<sup>nd</sup> installment can be applied to the next school semester fees, subject to the program remaining the same.

#### **Purpose:**

To seek direction from Council on changes to the Southwold Scholarship.

#### **Background:**

The Southwold Scholarship is awarded annually to two graduating residents from local secondary schools.

The recipient must meet the following criteria:

1. They must have graduated from Grade 12 and must provide proof of registration to a Canadian designated educational institution <https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>. Minimum 2-year full-time studies program or equivalent.
2. They must be pursuing full-time studies in a field will contribute to the future vitality and viability of rural communities. Fields of study may include, but are not limited to: business administration; finance; environmental; recreation leadership; agriculture, firefighting technology; government services; health care; trades or engineering.
3. They must be able to demonstrate a history of community involvement.

4. Applications and accompanying documentation must be submitted via email, no later than July 31<sup>st</sup> of the current year.
5. The successful graduates must be a current resident of Southwold with residency of no less than six (6) months duration and be pursuing full-time post-secondary studies at a Canadian designated educational institution in the fall of the current year.

**Comments/Analysis:**

During consideration of the scholarships for 2025, Council expressed interest in reviewing the criteria and parameters for the scholarships. While most of the criteria is standard for a scholarship application, the fields of studies that are prioritized and program duration were areas identified for review.

Prior discussion centred around being more targeted for programs that may lead to individuals pursuing jobs that will more directly benefit the rural community and programs where financial assistance is not required to the same extent. I.e. one year programs, programs that while municipally related lead to positions in larger centres i.e. Full-time Firefighter.

There are a couple of options to narrow the focus for scholarships. One would be to be much more specific about eligible programs. This would require listing specific programs or program categories. As there are many programs available, with new offerings being added, there is a risk of excluding good candidates due to our program list not being up to date.

The other option is to be less specific about specific programs but put more emphasis on the applicants connecting their program with the vitality and viability of rural communities. This is currently included in the essay section but combined with why they are applying for the scholarship. As this is one of the main criteria for the scholarship, this could be separated out as an independent essay with the expectation that candidates research what is needed in rural communities and make a clear connection to their program and future aspirations.

Some fields of study are offered as a two-year or more co-op program. Students are in class for one or more years and then they must complete a required number of hours of training before they can graduate. It is recommended the minimum 2 year program be maintained, with the understanding that in-class component can be variable.

Recipients must provide proof of enrollment for both September and January. If the 2<sup>nd</sup> term is a work placement, it is recommended the program be revised so that the 2<sup>nd</sup> installment can be deferred until their next in-class semester.

The local schools would need to be notified of the changes to scholarship so they can advise potential applicants.

**Financial and Resource Implications:**

The scholarship is \$1,000.00 per recipient. The money is sent directly to the educational institution in two (2) installments of \$500.00 each and gets applied to the student's account. The first installment is sent in September, and the second installment is sent in January.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth.
- Welcoming and Supportive Neighbourhoods
- Economic Development
- Fiscal Responsibility and Accountability.

**Respectfully submitted by:**

June McLarty  
Deputy Clerk

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

## Council Meeting

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### Council Receives Final Transportation Master Plan

Elgin County Council received the final report for the County's first comprehensive Transportation Master Plan (TMP), marking the completion of a multi-year planning process that will guide future transportation decisions across the County.

The plan establishes 31 initiatives focused on key priorities such as improving road safety, responding to future traffic demands, supporting agricultural and freight movement, and exploring options for passenger transit services. It also considers emerging transportation trends, including cycling infrastructure, pedestrian crossings, and micromobility vehicles such as e-bikes.

Several near-term initiatives are already underway, including planning for safety improvements at intersections and policy development related to transit services. The Transportation Master Plan will serve as a reference for future policy and capital investment decisions and will be revisited in 2030 to reflect updated growth projections and Council priorities.

The Transportation Master Plan be viewed [here](#).

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### Council Awards 2026 Road Rehabilitation Contracts

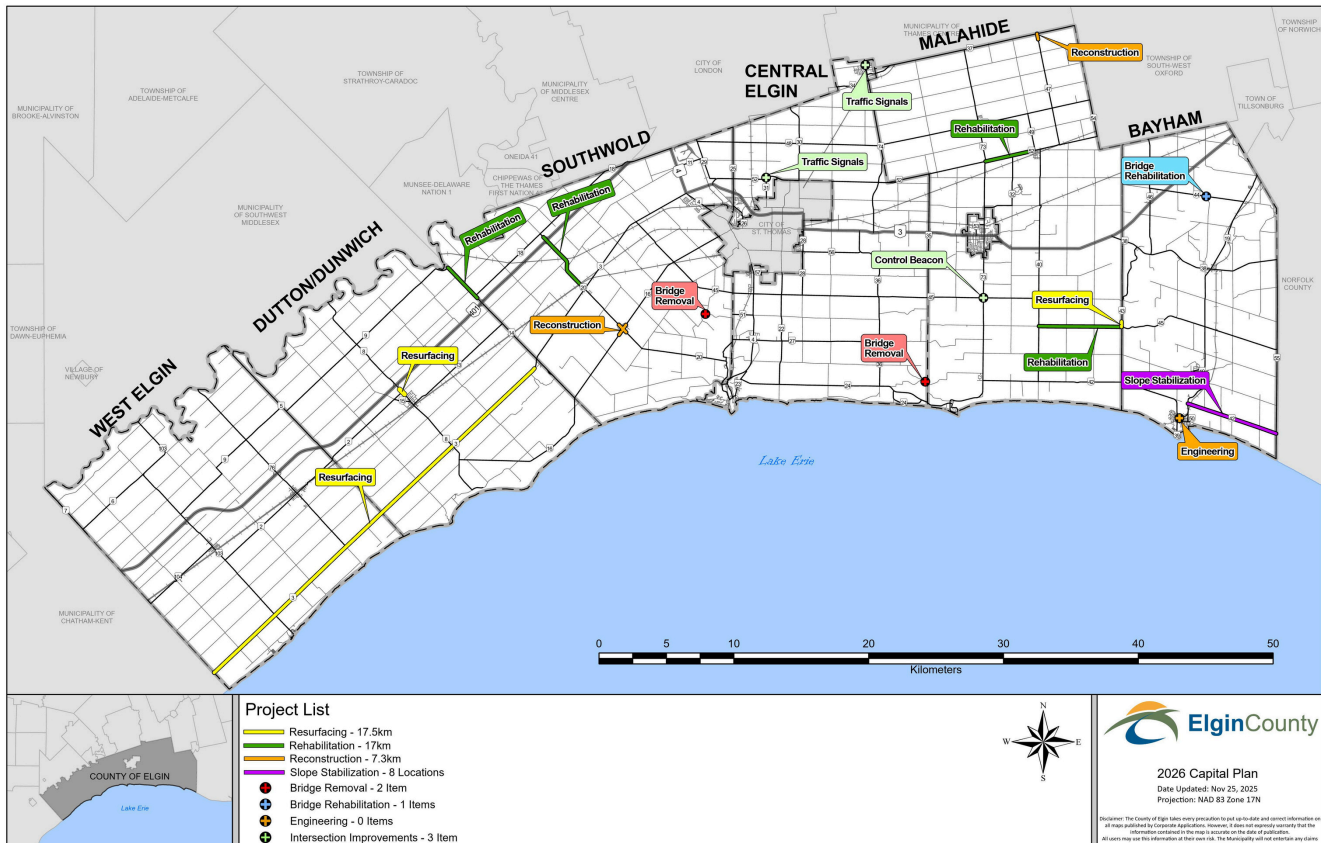
Council approved the award of three tenders supporting road rehabilitation and infrastructure improvements scheduled for the 2026 construction season.

Contracts were awarded to complete Cold In-Place Asphalt Recycling, Hot Mix Asphalt Paving, and Culvert Rehabilitations on several County roads. Roto-Mill Inc. was selected to complete the asphalt recycling work for \$1,978,191.24, while Brantco Construction will carry out the hot mix asphalt paving program for \$5,415,177.50, and Laemers Excavating will complete culvert rehabilitation projects for \$380,382.66.

# Council Meeting

## Council Awards 2026 Road Rehabilitation Contracts (continued)

These projects are part of the County's approved 2026 Capital Budget and support ongoing maintenance and improvement of Elgin County's transportation network. Work will take place on several County roads throughout the upcoming construction season to help maintain safe and reliable infrastructure for residents, businesses, and agricultural traffic.



## Contract Approved for Incontinence Products at County Homes

Council approved the award of a contract for the supply of incontinence products for Elgin County's long-term care homes following a Request for Proposals (RFP) process.

The contract will ensure residents at Terrace Lodge, Elgin Manor, and Bobier Villa continue to receive essential personal care products that support comfort, dignity, and quality of life.

The agreement will provide a consistent supply of products across all three Homes while supporting the ongoing delivery of high-quality resident care.

For the full Council Agenda, [click here](#).

# Committee of the Whole

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## Committee Selects Pro-Rated Distribution for 2026 Sponsorship Funding

Elgin County's Committee of the Whole reviewed the 2026 Sponsorship Application Submissions and selected a pro-rated distribution of available funding among all eligible applicants. Each year, the County reviews applications from organizations requesting sponsorship support for events and initiatives that align with the County's strategic priorities and provide benefit to residents and communities across Elgin.

The County received 50 sponsorship applications requesting a combined total of \$110,025. After two applications were deemed ineligible, 48 eligible applications remained requesting \$99,625, exceeding the \$78,184 budgeted for the program.

Under the selected approach, four applicants requesting less than the maximum amount will receive their full requested funding. The remaining applicants, each of whom requested the maximum \$2,000, would receive \$1,683.16 through a proportional distribution of the available funds.

This option allows all eligible applicants to receive support while ensuring the total allocations remain within the approved 2026 sponsorship budget.

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## Committee Reviews Updates to County Road and Reduced Load By-Laws

The Committee reviewed proposed updates to the County Road By-Law and the Reduced Load By-Law and recommended approval to Council.

The updates to the County Road By-Law provide an updated summary of the legal property plans and documents that outline the County Road network, ensuring the by-law accurately reflects the County's road system.

The Committee also reviewed updates to the County's Reduced Load By-Law, which regulates seasonal weight restrictions on certain County roads to protect infrastructure during the spring thaw when road conditions are more vulnerable to damage.

Maintaining up-to-date by-laws helps ensure clear guidance for road users, supports effective transportation planning, and protects County infrastructure.

For the full Committee of the Whole Agenda, [click here](#).



**Annual Drinking Water Report**  
Drinking-Water Systems Regulation O. Reg. 170/03

<b>Drinking-Water System Number:</b>	210000871
<b>Drinking-Water System Name:</b>	<b>Elgin Area Primary Water Supply System (EAPWSS)</b>
<b>Drinking-Water System Owner:</b>	Elgin Area Primary Water Supply System Joint Board of Management
<b>Drinking-Water System Operating Authority:</b>	Ontario Clean Water Agency (OCWA)
<b>Drinking-Water System Category:</b>	Large Municipal Residential
<b>Period being reported:</b>	January 1, 2025 through December 31, 2025

<p><b>Complete if your Category is Large Municipal Residential or Small Municipal Residential</b></p> <p><b>Does your Drinking-Water System serve more than 10,000 people?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><b>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</b></p> <p>Lake Huron and Elgin Area Water Supply Systems c/o Regional Water Supply Division 235 North Centre Road, Suite 200 London, ON N5X 4E7 <a href="https://huronelginwater.ca/">https://huronelginwater.ca/</a></p> <p>Elgin Area Primary Water Supply System 43665 Dexter Line, Union, ON N0L 2L0</p>	<p><b>Complete for all other Categories.</b></p> <p><b>Number of Designated Facilities served:</b> N/A</p> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Number of Interested Authorities you report to:</b> N/A</p> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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**Annual Drinking Water Report**  
Drinking-Water Systems Regulation O. Reg. 170/03

**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

**Systems that receive their drinking water directly from the EAPWSS:**

<b>Drinking Water System Name</b>	<b>Drinking Water System Number</b>
City of London Distribution System	260004917
St. Thomas Area Secondary Water Supply System	260078897
Aylmer Area Secondary Water Supply System	260004722
Port Burwell Area Secondary Water Supply System	260004735
Central Elgin Distribution System	260004761
St. Thomas Distribution System	260002187

**Systems that receive their drinking water indirectly from the EAPWSS:**

<b>Drinking Water System Name</b>	<b>Drinking Water System Number</b>
Aylmer Distribution System	260002136
Malahide Distribution System	260004774
Dutton Dunwich Distribution System	220002967
Bayham Distribution System	260004748
Southwold Distribution System	210001362

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**

Yes  No

**Indicate how you notified system users that your annual report is available, and is free of charge.**

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method \_\_\_\_\_



**Annual Drinking Water Report**  
Drinking-Water Systems Regulation O. Reg. 170/03

**Describe your Drinking-Water System**

The Elgin Area Primary Water Supply System employs pre-chlorination, screening, process pH adjustment (utilizing carbon dioxide), powder activated carbon addition (seasonally on an as-required basis), coagulation, flocculation, sedimentation, dual-media filtration, UV disinfection, post-chlorination, final pH adjustment (utilizing sodium hydroxide) and fluoridation to treat raw water obtained from Lake Erie. The Water Treatment Plant (WTP) has a rated capacity of 91 ML/day (MLD). Water is pumped from the plant through the primary transmission main (900mm diameter) to various communities enroute to the Elgin Terminal Reservoir located in northeast St. Thomas. The drinking water system is monitored at various locations throughout the system via a Supervisory Control and Data Acquisition (SCADA) system.

A Residuals Management Facility (RMF) provides equalization, clarification, sediment thickening and dechlorination. Thickened sediment is dewatered by centrifuges and the thickened sediment is sent to the landfill for final disposal. Clarified and dechlorinated liquid streams are discharged back to Lake Erie through the plant drain.

**List all water treatment chemicals used over this reporting period**

- Carbon Dioxide
- Aluminum Sulphate
- Cationic Polymer
- Powder Activated Carbon (PAC)
- Chlorine Gas
- Hydrofluorosilicic Acid
- Sodium Hydroxide
- Dewatering Polymer (Residuals Management Facility)
- Thickening Polymer (Residuals Management Facility)
- Sodium Bisulphite (Residuals Management Facility)
- Calcium Thiosulfate (Residuals Management Facility)

**Were any significant expenses incurred to?**

- Install required equipment
- Repair required equipment
- Replace required equipment



## Annual Drinking Water Report

Drinking-Water Systems Regulation O. Reg. 170/03

**Please provide a brief description and a breakdown of monetary expenses incurred:**

### **Capital and Maintenance Projects:**

- Overhead Door replacement (High Lift Garage)
- Low Lift Instrumentation Panel replacement
- Roof drain replacements (Chlorine and Flocculation Buildings)
- Treated Water sample line replacement
- Low Lift Pump Discharge Valve replacements
- Low Lift Distribution Well chlorine injection upgrades
- Fruitridge Surge Facility safety upgrades (ladder, roof vent, fall arrest system)
- Technical Standards & Safety Authority (TSSA) generator fuel system upgrades
- Backwash Pump #1 and #2 Discharge Valve Body replacements
- Elgin Terminal Reservoir Cell #1 Access Ladder replacement
- Lab Equipment installation (Benchtop Zeta Potential analyzer)
- Forklift Load Scale installation
- Programmable Logic Controller (PLC) replacements project – including SCADA Control Panel upgrade (High Lift SCP09)
- Particle Counter replacements (Treated and Filtered water)
- RMF Total Chlorine analyzer installation
- Ultraviolet (UV) Disinfection System & Backwash Pump replacement project
- Server room fire suppression system installation
- Security upgrades (WTP fencing, remote station gate automation, intercom, card access and cameras)
- Sodium hydroxide system upgrades (new injection quills)
- IT Asset Replacement Program
- Low Lift Sluice Gate #1 upgrades

### **Studies and Design:**

- Biofilter Research Project electrical upgrades
- Elgin Terminal Reservoir Expansion – Preliminary engineering
- Elgin Terminal Reservoir Cell #1 & #2 Condition Assessment
- Elgin-Middlesex Pump Station (EMPS) Asset Management Plan Update
- Master Water Plan Update
- PAC Dosing Strategy Optimization
- RMF Tank Mixing Study



**Annual Drinking Water Report**  
Drinking-Water Systems Regulation O. Reg. 170/03

**Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

<b>Incident Report Date</b>	<b>Parameter</b>	<b>Corrective Action</b>	<b>Corrective Action Date</b>
October 27, 2025	Chemical - Fluoride	Adverse Water Quality Incident (AWQI) reported (ref# 170559) for a treated water fluoride grab sample result over 1.50 mg/L on October 27, 2025. During a routine high lift pump change, there was an initial fluoride spike over 1.50 mg/L interlocking the high lift pumps. When the high lift pumps were restarted, a second fluoride spike occurred. The EAPWSS has regulatory relief under the Municipal Drinking Water Licence 048-101 for continuous monitoring of fluoride and reporting adverse condition in which, the continuous monitoring met compliance. However, in response to the spike the operator obtained a grab sample result of 1.88 mg/L fluoride residual. This was reported as the AWQI. The system was flushed, preventing the elevated residual from entering the distribution system and the water treatment plant was returned to normal service.	November 4, 2025



## Annual Drinking Water Report

Drinking-Water Systems Regulation O. Reg. 170/03

### Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

Location	Number of Samples	Range of E. coli Results (CFU/100 mL) (min #)-(max #)	Range of Total Coliform Results (CFU/100 mL) (min #)-(max #)	Range of HPC Results (CFU/100 mL) (min #)-(max #)
Raw Water	104	(0)-(300)	(0)-(12,900)	(<10)-(>2,000)
Treated Water (WTP)	216	(0)-(0)	(0)-(0)	(0)-(1,810)
Distribution (Elgin Terminal Reservoir Valve House)	104	(0)-(0)	(0)-(0)	(<10)-(350)
Distribution (Fruitridge Surge Facility)	53	(0)-(0)	(0)-(0)	(<10)-(550)

### Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

Parameter	Number of Samples	Range of Results (min #)-(max #)
Treated Water Free Chlorine (mg/L)	Continuous Monitoring	(0.09)-(2.23)*
Treated Water Fluoride (mg/L)	Continuous Monitoring	(0.08)-(1.95)**
Filter #1 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.022)-(0.418)
Filter #2 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.024)-(0.422)
Filter #3 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.016)-(0.396)
Filter #4 - Filtered Water Turbidity (NTU)	Continuous Monitoring	(0.012)-(0.357)
Raw Water Turbidity (NTU)	Continuous Monitoring	(0)-(1,000)
Elgin Terminal Reservoir Inlet Free Chlorine (mg/L)	Continuous Monitoring	(0.60)-(1.48)

Monthly filter performance met for all four filters (<0.3NTU 95% of the readings).

\*Treated water free chlorine residual met requirements for primary disinfection.

\*\*There was no Adverse Water Quality Incident (AWQI) reported for continuous monitoring due to regulatory relief in the Municipal Drinking Water Licence 048-101. However, AWQI #170559 was reported on October 27, 2025 for a fluoride grab sample over 1.50 mg/L. Details provided above.



## Annual Drinking Water Report

Drinking-Water Systems Regulation O. Reg. 170/03

### Summary of Inorganic parameters tested during this reporting period

(\*All tests were conducted on treated water leaving the WTP unless otherwise noted)

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Arsenic	January 7, 2025 August 5, 2025	0.0003 0.0004	mg/L	NO
Barium	January 7, 2025 August 5, 2025	0.0216 0.0193	mg/L	NO
Boron	January 7, 2025 August 5, 2025	0.017 0.020	mg/L	NO
Cadmium	January 7, 2025 August 5, 2025	0.000006 0.000003	mg/L	NO
Chromium	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Lead (Elgin Terminal Reservoir Valve House)	January 7, 2025 July 2, 2025 October 7, 2025	0.00002 Not Detected Not Detected	mg/L	NO
Mercury	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Selenium	January 7, 2025 August 5, 2025	0.00015 0.00020	mg/L	NO
Uranium	January 7, 2025 August 5, 2025	0.000074 0.000056	mg/L	NO
Sodium	January 7, 2025	8.53	mg/L	NO
Nitrite	January 7, 2025 April 1, 2025 July 2, 2025 October 7, 2025	Not Detected Not Detected Not Detected Not Detected	mg/L	NO
Nitrate	January 7, 2025 April 1, 2025 July 2, 2025 October 7, 2025	0.180 0.162 0.029 0.031	mg/L	NO



## Annual Drinking Water Report

Drinking-Water Systems Regulation O. Reg. 170/03

### Summary of Organic parameters sampled during this reporting period

*(\*All tests were conducted on treated water leaving the WTP unless otherwise noted)*

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Atrazine + N-dealkylated metabolites	January 7, 2025 August 5, 2025	0.00005 0.00002	mg/L	NO
Azinphos-methyl	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Benzene	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Benzo(a)pyrene	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Bromoxynil	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Carbaryl	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Carbofuran	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Carbon Tetrachloride	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Chlorpyrifos	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Diazinon	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Dicamba	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
1,2-Dichlorobenzene	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
1,4-Dichlorobenzene	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
1,2-Dichloroethane	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
1,1-Dichloroethylene (vinylidene chloride)	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO



## Annual Drinking Water Report

Drinking-Water Systems Regulation O. Reg. 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Dichloromethane	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
2,4-Dichlorophenol	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
2,4-Dichlorophenoxy acetic acid (2,4-D)	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Diclofop-methyl	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Dimethoate	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Diquat	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Diuron	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Glyphosate	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Haloacetic Acids (HAA's) Elgin Terminal Reservoir Valve House	January 7, 2025 April 1, 2025 July 2, 2025 October 7, 2025	Not Detected Not Detected Not Detected 0.0059	mg/L	NO
Haloacetic Acids (HAA's) Elgin Terminal Reservoir Valve House = Running Annual Average	2025	<0.0053	mg/L	NO
Malathion	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
2-Methyl-4-chlorophenoxyacetic acid	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Metolachlor	January 7, 2025 August 5, 2025	0.00001 Not Detected	mg/L	NO
Metribuzin	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Monochlorobenzene	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Paraquat	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO



## Annual Drinking Water Report

Drinking-Water Systems Regulation O. Reg. 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Pentachlorophenol	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Phorate	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Picloram	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Polychlorinated Biphenyls (PCB)	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Prometryne	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Simazine	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Total Trihalomethanes (THMs) Elgin Terminal Reservoir Valve House	January 7, 2025 April 1, 2025 July 2, 2025 October 7, 2025	0.012 0.010 0.016 0.020	mg/L	NO
(THMs) Elgin Terminal Reservoir = Running Annual Average	2025	0.015	mg/L	NO
Terbufos	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Tetrachloroethylene	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
2,3,4,6-Tetrachlorophenol	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Triallate	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Trichloroethylene	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
2,4,6-Trichlorophenol	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Trifluralin	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO
Vinyl Chloride	January 7, 2025 August 5, 2025	Not Detected Not Detected	mg/L	NO

**NOTE:** During 2025, no Inorganic or Organic parameter(s) exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.



**Ontario**  
**Annual Drinking Water Report**  
 Drinking-Water Systems Regulation O. Reg. 170/03

**Summary of Additional Legislative Sampling during this reporting period**

<b>Parameter</b>	<b>Sample Date</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Exceedance</b>
Microcystin (Raw Water)	May 27, 2025 to December 3, 2025	<0.1 to 0.1*	ug/L	No
Microcystin (Treated Water)	May 27, 2025 to December 3, 2025	All results <0.1	ug/L	No
RMF Total Suspended Solids (Effluent Discharge)	January 1, 2025 to December 31, 2025 (Monthly Average)	4.00 to 7.23	mg/L	No
RMF Total Chlorine Residual (Effluent Discharge)	January 1, 2025 to December 31, 2025 (Monthly Average)	0.00	mg/L	No
UV #1 Dose	January 1, 2025 to December 31, 2025	0.0** to 653.7	mJ/cm <sup>2</sup>	No
UV #2 Dose	January 1, 2025 to December 31, 2025	0.0** to 654.3	mJ/cm <sup>2</sup>	No
UV #3 Dose	January 1, 2025 to December 31, 2025	0.0** to 654.0	mJ/cm <sup>2</sup>	No
UV #4 Dose	January 1, 2025 to December 31, 2025	0.0** to 653.4	mJ/cm <sup>2</sup>	No

\*Detectable result of microcystin in raw water reported to Ministry of the Environment, Conservation and Parks (MECP) in accordance with Harmful Algal Bloom Plan. Microcystin was non-detectable in the treated water.

\*\* Primary disinfection was achieved for all instances where UV dose dropped below 40 mJ/cm<sup>2</sup>. Refer to 2025 Annual Compliance Report (Schedule 22).

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# TOWNSHIP OF SOUTHWOLD

Lynhurst Park Drive

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Ontario Regulation 170/03

## Summary Report

For the Period  
*January 1, 2025 – December 31, 2025*

License Number: 055-101  
Permit Number: 055-201



TOWNSHIP OF  
**Southwold**



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# 1 Summary Report Requirements

## 1.1 Introduction

The 2025 Summary Report for the Southwold Distribution System (Lynhurst Park Drive) has been prepared to satisfy the requirements of Schedule 22 of Ontario Regulation 170/03, to prepare and distribute a summary report of water system operations. The report is to outline any regulatory non-compliance with respect to water quality and water system management and administration and evaluate the water system infrastructures adequacy, with respect to its ability to continue to meet the water demands of the serviced community.

Specifically, Regulation 170/03, states that the summary report must:

- a. List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- b. For each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

- 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.
- A comparison of the summary to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all its water from another system under an agreement, to the flow rates specified in the written agreement.

This Summary Report covers the reporting period from January 1, 2025 to December 31, 2025.

## 1.2 System Description

The Township of Southwold (Lynhurst Park Drive) drinking water subsystem receives its water indirectly from the St. Thomas Water Distribution System, through a connection to the Central Elgin (St. Thomas Suburban Areas) Water System.

The Township of Southwold (Lynhurst Park Drive) drinking water subsystem is considered a distribution-only system, providing water directly to Southwold residents.

## 1.3 System Approvals and Regulatory Requirements

Operation and Maintenance of the Township of Southwold (Lynhurst Park Drive) drinking water system is governed by the *Safe Drinking Water Act, 2002*, and the regulations established under this Act. In accordance with the *Safe Drinking Water Act*, The Corporation of the Township of Southwold, as owner of the system, holds a Municipal Drinking Water Licence and Drinking Water Works Permit, which provide approval for the establishment of the systems drinking water infrastructure and provides the Municipality, as owner of the system, the authority to operate and maintain said water system.

During the reporting period, The Township of Southwold (Lynhurst Park Drive) drinking water system was operated pursuant to the approvals, licences and permits listed below:

- MDWL No. 055-101, issue 3
- DWWP No. 055-201, issue 4

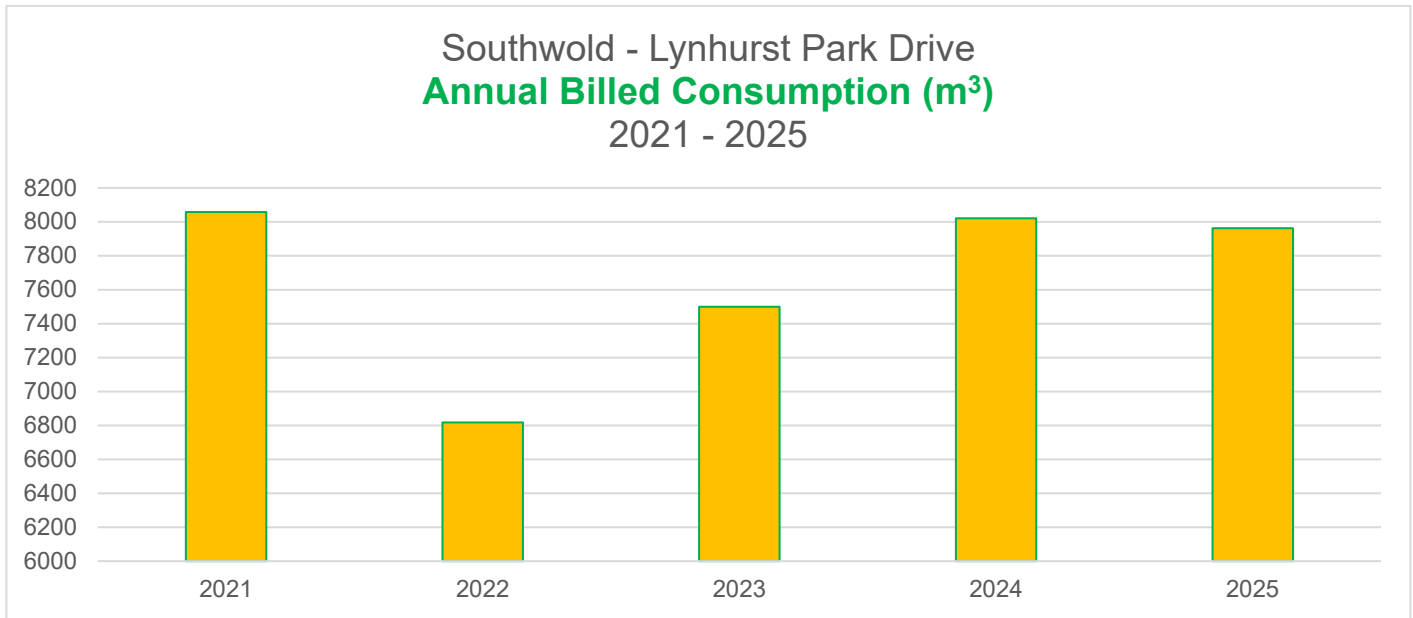
*Ontario Regulation 170/03 – Drinking Water Systems*, governs the operation, maintenance and water quality monitoring requirements for municipal drinking water systems in Ontario. *Ontario Regulation 128/04 – Certification of Drinking Water System Operators and Water Quality Analysts* sets out the requirements for persons performing operational or maintenance activities on the system. The *Safe Drinking Water Act, 2002* and the associated regulations are enforced by the Ministry of Environment, Conservation and Parks (MECP) and monitored through annual inspections by Ministry personnel.

The Township of Southwold (Lynhurst Park Drive) drinking water infrastructure is a subsystem of the Southwold Distribution System and undergoes Ministry Inspection at the same time as the remainder of the Southwold Distribution System. The City of St. Thomas, as Operating Authority for the subsystem has had no contact with the Ministry of Environment, Conservation and Parks (MECP) relating to the operation of the Lynhurst Park Drive Area over the 2025 year. Any non-compliant conditions identified over the course of the annual inspection related to St. Thomas operations are listed in an Inspection Report issued at the conclusion of the inspection period and are summarized in Section 4.1 of this Report, if applicable.

*Ontario Regulation 169/03 – Ontario Drinking Water Quality Standards* sets the limits for parameters of concern in drinking water. Drinking water quality is monitored by the City of St. Thomas, and any exceedance of the Drinking Water Quality Standards must be reported to the MECP and Public Health Unit, verbally and in written form using a Notice of Adverse Test Results and Issue Resolution Form. Any non-compliant conditions identified through water quality monitoring exercises over the reporting period have been documented on a Notice of Adverse Test Results and Issue Resolution Form and are summarized in section 4.2 of this report.

## 2 Evaluation of Water Quantities and Flow Rates

Due to the nature of the connection point to the St. Thomas Drinking Water System, there is currently no capability to monitor the bulk quantities and flow rates supplied to the Lynhurst Park Drive area. The table below demonstrates the Annual Billed Consumption for the Lynhurst Park Drive area from 2021- 2025. Over the 2025 year, 7,963 m<sup>3</sup> of water was billed to users in the Lynhurst Park Drive area. This represents a decrease of 58 m<sup>3</sup> or 0.7% from 2024.



### 3 Water Quality Summary

#### 3.1 St. Thomas Environmental Services Operations - Water Quality Testing Summary

A summary of water quality testing completed by the City of St. Thomas – Environmental Services Dept. over the course of the reporting period is available in the Annual Report, attached as Appendix A.

### 4 Summary of Non-Compliant Conditions

#### 4.1 Ministry of the Environment, Conservation and Parks Inspection

The City of St. Thomas, as Operating Authority for the system, has had no contact with the Ministry of Environment, Conservation and Parks (MECP) relating to the operation of the Township of Southwold (Lynhurst Park Drive) drinking water system over the 2025 year.

MECP Inspection Finding	O.A.	Action Taken
N/A	N/A	N/A

#### 4.2 Adverse Test Results and Issue Resolution

Any non-compliant conditions identified through water quality monitoring exercises undertaken by St. Thomas Environmental Services over the reporting period, and actions taken are summarized in the table below.

Adverse Test Result (Date / Location)	O.A. Responsible	Action Taken
N/A	N/A	N/A

### 5 List of Appendices

Appendix A – Township of Southwold (Lynhurst Park Drive) - 2025 Annual Report

# APPENDIX A

**Township of Southwold (Lynhurst Park Drive) - 2025 Annual Report**

<b>Drinking-Water System Number:</b>	210001362
<b>Drinking-Water System Name:</b>	Southwold Drinking Water System (Lynhurst Park Subdivision)
<b>Drinking-Water System Owner:</b>	Corporation of the Township of Southwold
<b>Drinking-Water System Category:</b>	Large Municipal Residential
<b>Period being reported:</b>	January 1, 2025 through December 31, 2025

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p><b>Does your Drinking-Water System serve more than 10,000 people?</b> Yes [ ] No [X]</p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet?</b> Yes [X] No [ ]</p> <p><b>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content;">             Township of Southwold Office              35663 Fingal Line              Fingal, ON N0L 1K0         </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p><b>Number of Designated Facilities served:</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 100px;">NA</div> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve?</b> Yes [ ] No [ ]</p> <p><b>Number of Interested Authorities you report to:</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 100px;">NA</div> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?</b> Yes [ ] No [ ]</p>
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**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**  
Yes [ ] No [ ]

**Indicate how you notified system users that your annual report is available and is free of charge.**

- [x] Public access/notice via the web
- [x] Public access/notice via Government Office
- [ ] Public access/notice via a newspaper
- [x] Public access/notice via Public Request
- [ ] Public access/notice via a Public Library
- [ ] Public access/notice via other method \_\_\_\_\_



**Describe your Drinking-Water System**

The Southwold Drinking Water System (Lynhurst Park Subdivision) consists of a looped watermain, hydrants, and valves within the Lynhurst Park Drive Subdivision, providing water service to approximately 50 residential properties. The system is suburban to the City of St. Thomas and receives all drinking water from the City of St. Thomas Water Distribution System.

**List all water treatment chemicals used over this reporting period**

N/A

**Were any significant expenses incurred to?**

- Install required equipment
- Repair required equipment
- Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

No significant expenses were incurred in this area in 2025.

**Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
NA	NA	NA	NA	NA	NA

**Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.**

	Number of Samples	Range of E.Coli Or Fecal Results (min)-(max)	Range of Total Coliform Results (min) - (max)	# of HPC Samples	Range of HPC Results (min) - (max)
<b>Raw</b>	NA	NA	NA	NA	NA
<b>Treated</b>	NA	NA	NA	NA	NA
<b>Distribution</b>	13	(0)-(0)	(0)-(0)	13	(<10)-(10)

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results (min #)-(max #)
<b>Chlorine (Grab Samples)</b>	13	(0.20) - (0.87)

*NOTE: For continuous monitors use 8760 as the number of samples.*

**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
NA	NA	NA	NA	NA

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
NA	NA	NA	NA	NA

**Summary of lead testing under Schedule 15.1 during this reporting period**

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	NA	NA	NA
Distribution	NA	NA	NA

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
HAA5 (NOTE: show latest annual average)	Refer to St. Thomas Drinking Water System Annual Report			
THM (NOTE: show latest annual average)	Refer to St. Thomas Drinking Water System Annual Report			

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
NA	NA	NA	NA
NA	NA	NA	NA

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# STASWSS

## St. Thomas Area Secondary Water Supply System

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Ontario Regulation 170/03

# Summary Report

For the Period  
*January 1, 2025 – December 31, 2025*

License Number: 190-101  
Permit Number: 190-201



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# 1 Summary Report Requirements

## 1.1 Introduction

The 2025 Summary Report for the St. Thomas Area Secondary Water Supply System (STASWSS) has been prepared to satisfy the requirements of Schedule 22 of Ontario Regulation 170/03, to prepare and distribute a summary report of water system operations. The report is to outline any regulatory non-compliance with respect to water quality and water system management and administration and evaluate the water system infrastructures adequacy, with respect to its ability to continue to meet the water demands of the serviced community.

Specifically, Regulation 170/03, states that the summary report must:

- a. List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- b. For each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

- 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.
- A comparison of the summary to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement, to the flow rates specified in the written agreement.

The information provided within this report is for the purpose of providing the STASWSS Board of Management, as the owner of the system, the information to assess the capacity of the system and its on-going suitability. This Summary Report covers the reporting period from January 1, 2025 to December 31, 2025.

## 1.2 System Description

The STASWSS is supplied water from the Elgin Middlesex Pumping Station (EMPS) and Reservoir. The EMPS reservoir is filled by the Elgin Area Primary Water Supply System (EAPWSS) which obtains its water from Lake Erie and provides water treatment at the Elgin Area Primary Water Treatment Plant, located on Dexter Line, East of Port Stanley Ontario.

Operation and Maintenance of the STASWSS section of the EMPS is under contract with the Ontario Clean Water Agency (OCWA). The operation and maintenance of the associated transmission main and distribution system of the STASWSS is conducted by the City of St. Thomas – Environmental Services Department.

The STASWSS is considered a distribution-only system, providing water directly to the City of St. Thomas and sections of the Southwold and Central Elgin Water Distribution Systems.

### 1.3 System Approvals and Regulatory Requirements

Operation and Maintenance of the STASWSS is governed by the *Safe Drinking Water Act, 2002*, and the regulations established under this Act. In accordance with the *Safe Drinking Water Act*, The Joint Board of Management of the St. Thomas Area Secondary Water Supply System, as owner of the system, holds a Municipal Drinking Water Licence and Drinking Water Works Permit, which provide approval for the establishment of the systems drinking water infrastructure and provides the Board of Management, as owner of the system, the authority to operate and maintain said water system.

During the reporting period, The St. Thomas Area Secondary Water Supply System was operated pursuant to the approvals, licences and permits listed below:

- MDWL No. 190-101, issue 5
- DWWP No. 190-201, issue 3

*Ontario Regulation 170/03 – Drinking Water Systems*, governs the operation, maintenance and water quality monitoring requirements for municipal drinking water systems in Ontario. *Ontario Regulation 128/04 – Certification of Drinking Water System Operators and Water Quality Analysts* sets out the requirements for persons performing operational or maintenance activities on the STASWSS system. The *Safe Drinking Water Act, 2002* and the associated regulations are enforced by the Ministry of Environment, Conservation and Parks (MECP) and monitored through annual inspections by Ministry personnel. Any non-compliant conditions identified over the course of the annual inspection are listed in the Inspection Report issued at the conclusion of the inspection period. Any inspection reports received within the reporting period are summarized in Section 4.1 of this report.

*Ontario Regulation 169/03 – Ontario Drinking Water Quality Standards* sets the limits for parameters of concern in drinking water. Drinking water quality is monitored by the systems two Operating Authorities, and any exceedance of the Drinking Water Quality Standards must be reported to the MECP and Public Health Unit, verbally and in written form using a Notice of Adverse Test Results and Issue Resolution Form. Any non-compliant conditions identified through water quality monitoring exercises over the reporting period have been documented on a Notice of Adverse Test Results and Issue Resolution Form and are summarized in section 4.2 of this report.

## 2 Evaluation of Water Quantities and Flow Rates

The EMPS is situated on a site owned by the Elgin Area Primary Water Supply System and includes the original St. Thomas pump station, constructed in 1966 that services St. Thomas, and sections of the Municipality of Central Elgin and Township of Southwold. Two additional pump stations were completed in 1994 and service the City of London, as well as the Municipality of Malahide, Town of Aylmer, and areas of the Municipality of Central Elgin.

The St. Thomas pump station is comprised of three high-lift pumps that deliver water through a transmission main that services the St. Thomas Area Secondary Water Supply System. A gas re-chlorination system provides re-chlorination for water being directed to the St. Thomas Area Secondary Water Supply System.

The Ontario Clean Water Agency (OCWA) is currently the Operating Authority for all 3 pump stations located within the EMPS and ultimately control the pumps directing water into the STASWSS. OCWA has prepared a Summary Report for their operations at the EMPS for the reporting period,

which evaluates the volumes of water delivered to the STASWSS. The OCWA Report is attached as Appendix A.

### 3 Water Quality Summary

#### 3.1 OCWA Operations - Water Quality Testing Summary

A summary of water quality testing completed by OCWA over the course of the reporting period is available in the Annual Report included as an appendix to the Summary Report (Appendix A to this report).

#### 3.2 St. Thomas Environmental Services Operations - Water Quality Testing Summary

A summary of water quality testing completed by the City of St. Thomas – Environmental Services Dept. over the course of the reporting period is available in the Annual Report, attached as Appendix B.

### 4 Summary of Non-Compliant Conditions

#### 4.1 Ministry of the Environment, Conservation and Parks Inspection

The Ontario Ministry of the Environment, Conservation and Parks (MECP) conducts an inspection of the St. Thomas portion of the Elgin-Middlesex Pumping Station, operated by OCWA, annually along with the St Thomas Area Secondary Water System, operated by the City of St Thomas.

An MECP inspection was completed in November 2025. There were three (3) non-compliances identified in the report. The resulting system inspection risk rating was identified as 15.03% and an overall final inspection rating of 84.97%.

MECP Inspection Finding	O.A.	Action Taken
<p><b>Changes to the system registration information were not provided within ten (10) days of the change.</b></p> <p>Changes to contact information for the drinking water system were not provided to the ministry within ten days of the change. The 'Operating Authority Alternate Contact' information was incorrect and out-of-date at the time of the inspection.</p> <p>It should be noted that prior to the issuance of this report the owner/operating authority submitted a DWIS profile update form to update the 'Operating Authority Alternate Contact' information. No further actions are required at this time.</p>	STT	As noted in the inspection finding itself, an updated DWIS form was submitted to the Ministry before the inspection period was completed.
<p><b>All parts of the drinking water system were not disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.</b></p> <p>The ministry's Watermain Disinfection Procedure details disinfection procedures for planned and emergency work on watermains and specifies the operating authority shall maintain records of the information listed as a minimum. As part of this inspection the owner/operating authority provided disinfection documents associated with new watermain installation work and watermain repair records.</p> <p>Upon review it was found that one of these documents contained incorrect information that is required to be documented in accordance with the</p>	STT	As noted in the inspection finding itself, a third-party training provider was brought in to provide a session on Water System Record-Keeping, to help reiterate the importance of accurate record-keeping. <p>Additionally, a review of the document used to collect the information was undertaken</p>

<p>ministry's Watermain Disinfection Procedure and Ontario Regulation 128/04, Section 27 regarding record keeping requirements. From herein the owner/operating authority shall ensure that the required information as a minimum will be documented in accordance with the ministry's Watermain Disinfection Procedure and O. Reg 128/04 Section 27. Compliance shall be assessed during next the inspection period. It should be noted that prior to the issuance of this report the owner/operating authority obtained a third-party trainer to deliver a record keeping course to the operators.</p>		<p>and revisions were made to help reduce common record-keeping errors that were identified.</p>
<p><b>Secondary disinfectant residual was not tested as required for the large municipal residential distribution system.</b>                  Ontario Regulation 170/03, Schedule 7-2 requires the owner/operating authority of a large municipal residential system that provides secondary disinfection to ensure that at least seven distribution samples are taken each week and tested immediately for free chlorine residual. At least four of the samples must be taken on one day of the week, and at least three samples must be taken on a second day of the week, at least 48 hours after the samples taken on the first day.                  Secondary disinfection is measured in the distribution system by operators who collect manual samples in accordance with the regulated schedule above. Grab samples are collected during different days of the week and tested for free chlorine from different locations within the distribution system with measured results being over 0.05mg/L for free chlorine residual for this inspection period. The system also uses process chlorine analyzers located at the East Chamber, West Chamber, Southwold Meter Chamber and the Ford Meter Chamber to continuously monitor the free chlorine residual within the distribution system. These continuous chlorine analyzers have alarm set points to ensure the free chlorine residual is maintained above 0.05mg/L.                  Upon review of the chlorine residual sample summary documents provided by the operating authority it was determined that a total of one (1) chlorine residual sample was missed during this inspection period. This sample was missed the week of December 30, 2025. From herein, the owner/operating authority shall ensure the secondary disinfection residual is measured as required by O.Reg.170/03, 7-2(3).</p>	<p><b>STT</b></p>	<p>The Residual check schedule was adjusted to collect 4 samples per day of the week, such that any recording errors made can be adequately covered by the extra checks.</p> <p>In addition, a Work Order has been created for the ORO to review each years Christmas Break schedule and ensure that the sampling plan will adequately cover the water systems check and sampling requirements.</p>

**4.2 Adverse Test Results and Issue Resolution**

Any non-compliant conditions identified through water quality monitoring exercises undertaken by St. Thomas Environmental Services over the reporting period, and actions taken are summarized in the table below.

Adverse Test Result (Date / Location)	O.A. Responsible	Action Taken
N/A	N/A	N/A

**5 List of Appendices**

**Appendix A** – OCWA EMPS – St. Thomas Secondary Water Supply System – 2025 Summary and Annual Report

**Appendix B** - St. Thomas Secondary Water Supply System – 2025 Annual Report

**Appendix C** – 2025 MECP Inspection Report

# APPENDIX A

**STAWSS – OCWA - EMPS Operations - 2025 Summary and Annual Report**

**ELGIN-MIDDLESEX PUMPING STATION**  
**ST. THOMAS AREA SECONDARY WATER SUPPLY SYSTEM**  
**2025 COMPLIANCE REPORT**  
**(Schedule 22 Summary Report)**

*Facility Name:* Elgin-Middlesex Pumping Station -  
St. Thomas Area Secondary Water Supply System

*Mailing Address:* Elgin Area Primary Water Supply System  
P.O. Box 220  
Port Stanley, ON N5L 1J4



Max. Daily Flow	13,331 m <sup>3</sup> /day
Daily Flow	7,708 m <sup>3</sup> /day
Source Water	Elgin Area Primary Water Supply System

**CONTACT INFO:**

Contract Administration: City of St. Thomas,  
City Hall Environmental Services  
545 Talbot Street, St. Thomas, ON N5P3V7  
Contact: Mr. Kevin De LeeBeeck  
Director of Environmental Services  
and City Engineer

Operating Authority:  
Ontario Clean Water Agency.  
P.O. Box 220, Port Stanley, Ontario N5L 1J4  
Contact: Nick Wilson - Senior Operations Manager  
(226) 545-0849

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### ***System Approvals:***

The St. Thomas Area Secondary Water Supply System (STASWSS) is supplied water through the Elgin-Middlesex Pump Station (EMPS), which receives water from the Elgin Area Primary Water Supply System (EAPWSS) on Dexter Line, east of Port Stanley, Ontario. During the reporting period, the St. Thomas Area Secondary Water Supply System EMPS portion was operated in accordance with the approvals, licences and permits listed below.

The supply and distribution of water to the system is governed by the following Municipal Drinking Water Licenses (MDWL) and Drinking Water Works Permits (DWWP):

- MDWL No. 190-101, issue 5, on September 30, 2021
- DWWP No. 190-201, issue 3, on September 30, 2021

The DWWP and MDWL are issued under the Safe Drinking Water Act (SDWA), 2002.

### ***Regulatory Requirements:***

The drinking water system was operated in accordance with the Drinking Water Systems Regulation (O. Reg.170/03), Certification of Drinking Water System Operators and Water Quality Analysts (O. Reg. 128/04) and the Ontario Drinking Water Quality Standards (O. Reg.169/03) under the Safe Drinking Water Act, 2002.

### ***Staff Complement and Training:***

In 2025, the St. Thomas facility at the EMPS was operated and maintained under the operating authority, Ontario Clean Water Agency. The operational and maintenance staff responsible for the system are managed from the EAPWSS.

In 2025, all certified operators received Director Approved and practical on-the-job training to meet the Ministry of the Environment, Conservation and Parks (MECP) training requirements.

### ***History of Facility:***

The EMPS is an integrated booster station occupied by three systems, which are fed from two in-ground storage reservoirs, each having a capacity of 27.3 million liters. The two storage reservoirs and the site upon which the three booster stations are situated are owned by the EAPWSS. The original station was constructed in 1966 and serviced the areas of St. Thomas, sections of the Municipalities of Central Elgin and Southwold. In 1994 upgrades occurred to service the Town of Aylmer, Township of Malahide, and the City of London.

Today, the STASWSS portion of the EMPS is comprised of three high-lift pumps that deliver water through a transmission main that services the STASWSS. A gas chlorination system maintains secondary disinfection for water being directed to the STASWSS. This gas chlorination system is a shared resource with the Aylmer Area

## Secondary Water Supply System (AASWSS).

In the event of a power failure, an on-site generator provides sufficient standby power to provide uninterrupted service to the STASWSS.

Remote monitoring and control of the EMPS is performed by the onsite SCADA system. Certified Operators at the EAPWSS monitor the SCADA and deploy the appropriate response should alarm conditions exist.

### **Process Description:**



The EMPS receives treated water from the EAPWSS, which treats water at the water treatment plant located on the shores of Lake Erie to the east of Port Stanley. Water from the plant is pumped into the Elgin terminal reservoir located at the EMPS where it is subsequently fed via a series of headers to each of the pumping stations serving the AASWSS, the City of London Distribution System, and the STASWSS.

### **Post-Treatment:**

The AASWSS and STASWSS utilize a shared gas chlorination system for secondary disinfection. The system consists of two scaled 68 kg gas chlorine cylinders and three chlorinators equipped with booster pumps and a dosing capacity of 1-60kg/h.

### **High Lift Pump Station:**

The three high lift pumps provide redundant pumping capacity into the STASWSS. The St. Thomas pumps are equipped with variable frequency drives (VFD) with each pump having a rated capacity of 263 L/s.



### ***Maintenance:***

Site maintenance was carried out by Ontario Clean Water Agency (OCWA) maintenance operators based at the EAPWSS. Specialty maintenance services are provided on an as needed basis by external service providers.

All maintenance scheduling is monitored through a computerized maintenance management system (Maximo).

In addition to the routine preventative maintenance program, several maintenance projects were completed at the EMPS in 2025. A summary of non-routine maintenance is available in Appendix D, the 2025 Annual Report.

### ***Sampling Procedures:***

All samples collected by certified operators are submitted to Canadian Association for Laboratory Accreditation (CALA) accredited laboratories for bacteriological and chemical analysis.

The distribution water entering the STASWSS is sampled weekly and submitted to an external laboratory for bacteriological analysis. Free chlorine residuals for the water entering the STASWSS are monitored continuously by onsite analyzers and the SCADA system.

On a quarterly basis, the water entering the STASWSS is sampled and submitted to an accredited laboratory for testing of disinfection by-products - total trihalomethanes (THM) and haloacetic acids (HAA).

All water quality sampling at the EMPS was performed in accordance with Ontario Regulation 170/03.

### ***Water Quality Monitoring and Flow Measurement:***

Water quality is monitored remotely by means of a free chlorine analyzer that is verified by certified operators. See Appendix A for a summary of 2025 water quality data. Flow leaving the EMPS directed to the STASWSS is measured utilizing a magnetic flow measuring device. See Appendix B for 2025 total daily flow values and Appendix C for 2025 daily instantaneous peak flow rates.

### ***Statement of Comparison:***

The Municipal Drinking Water License for the STASWSS does not identify a rated capacity for the system. Each of the three pumps have a rated capacity of 263L/s.

The maximum total daily flow in 2025 was 13,331 m<sup>3</sup>/day. The maximum instantaneous peak flow in 2025 was 350 L/s. The average total daily flow in 2025 was 7,708 m<sup>3</sup>/day, an increase of 21.8% from the previous year.

### ***Ministry of the Environment Conservation and Parks Inspections:***

The MECP conducts an inspection of the St. Thomas portion of the EMPS annually along with the STASWSS operated by the City of St Thomas. A MECP inspection took place October 20, 2025 and the final inspection report was issued on December 18, 2025. There were no non-compliances identified in the inspection report for the EMPS St. Thomas portion.

### ***Benefiting Municipalities:***

Following the adoption of the Municipal Water and Sewer Transfer Act in 1997, the Ontario Ministry of the Environment Conservation and Parks transferred the ownership of the three booster stations from the Province of Ontario to the water systems' benefiting municipalities. As a result, the AASWSS portion of the EMPS and associated equipment is owned by the Aylmer Area Secondary Water Supply System Joint Board of Management, the London portion of the EMPS is owned by the Corporation of the City of London, and the STASWSS portion of the EMPS and associated appurtenances are owned by the St. Thomas Area Secondary Water System Joint Board of Management. Jointly these water systems benefit, and are managed on behalf of, the communities of Aylmer, Central Elgin, London, Malahide, Southwold and St. Thomas. A list of municipalities that receive water directly and indirectly from the STASWSS at the EMPS is provided in Appendix D.

The Ontario Clean Water Agency operates and maintains the EMPS, under contracts with the AASWSS Joint Board of Management, The Corporation of the City of London and the STASWSS Joint Board of Management.

This report was prepared by Ontario Clean Water Agency, the Operating Authority for the St. Thomas portion of the EMPS, on behalf of the St. Thomas Area Secondary Water Supply System Joint Board of Management.

**APPENDIX A – EMPS ST. THOMAS  
WATER QUALITY SUMMARY 2025**

MONTH	POST TREATMENT
	Free Cl <sub>2</sub> mg/L
<b>January</b>	
Minimum	0.90
Maximum	1.71
Average	1.44
<b>February</b>	
Minimum	0.91
Maximum	1.94
Average	1.48
<b>March</b>	
Minimum	0.85
Maximum	1.78
Average	1.51
<b>April</b>	
Minimum	0.85
Maximum	1.82
Average	1.60
<b>May</b>	
Minimum	0.95
Maximum	1.98
Average	1.69
<b>June</b>	
Minimum	0.79
Maximum	1.93
Average	1.51
<b>July</b>	
Minimum	0.76
Maximum	1.72
Average	1.46
<b>August</b>	
Minimum	0.72
Maximum	1.81
Average	1.53
<b>September</b>	
Minimum	0.85
Maximum	2.46
Average	1.49
<b>October</b>	
Minimum	0.77
Maximum	1.79
Average	1.61
<b>November</b>	
Minimum	0.85
Maximum	1.79
Average	1.64
<b>December</b>	
Minimum	0.94
Maximum	1.79
Average	1.59
<b>Yearly Minimum</b>	0.72
<b>Yearly Maximum</b>	2.46
<b>Yearly Average</b>	1.55

Note: Chlorine residuals obtained from  
SCADA.

**APPENDIX B  
ST. THOMAS TOTAL DAILY FLOW - 2025**

<b>Date</b>	<b>January m<sup>3</sup></b>	<b>February m<sup>3</sup></b>	<b>March m<sup>3</sup></b>	<b>April m<sup>3</sup></b>	<b>May m<sup>3</sup></b>	<b>June m<sup>3</sup></b>	<b>July m<sup>3</sup></b>	<b>August m<sup>3</sup></b>	<b>September m<sup>3</sup></b>	<b>October m<sup>3</sup></b>	<b>November m<sup>3</sup></b>	<b>December m<sup>3</sup></b>	
1	7,228	7,047	6,827	7,097	6,133	7,863	7,344	6,519	7,960	12,083	10,664	3,695	
2	7,386	7,204	7,705	6,653	6,152	7,926	7,701	6,389	9,293	12,264	11,142	3,208	
3	7,002	6,727	6,531	6,907	6,489	8,011	7,217	6,124	7,182	11,587	10,895	3,712	
4	8,265	5,985	7,676	5,768	6,243	9,504	7,864	7,404	6,744	11,998	10,430	4,280	
5	8,285	6,683	6,785	6,765	6,312	7,117	8,451	7,825	5,623	11,578	9,821	3,627	
6	7,515	6,032	7,166	6,444	5,671	6,718	11,505	7,376	8,781	12,676	9,621	4,101	
7	7,516	6,083	6,951	5,491	6,658	8,198	7,732	8,214	7,914	11,495	9,038	4,119	
8	7,376	6,533	8,205	5,530	6,487	7,951	7,450	8,359	7,914	11,377	9,536	3,987	
9	7,501	6,979	7,247	7,738	6,159	7,065	6,461	8,181	6,764	10,820	9,824	4,299	
10	7,508	6,685	8,107	7,595	7,165	7,499	7,261	8,015	8,312	10,680	9,483	4,343	
11	8,052	6,986	7,746	6,206	7,115	8,263	7,690	7,765	8,773	10,622	9,143	7,063	
12	8,085	7,248	7,850	6,596	8,877	8,161	7,156	9,047	9,047	10,066	8,826	8,158	
13	7,512	7,277	6,970	6,769	6,775	7,166	7,274	6,748	6,748	11,591	10,041	7,781	
14	6,481	7,670	6,532	7,727	6,468	8,240	7,796	7,306	7,306	11,769	8,521	8,561	
15	6,428	7,292	7,182	8,348	7,384	8,468	7,903	9,166	10,006	10,962	9,884	8,981	
16	7,499	6,930	6,895	6,183	7,905	8,963	7,456	7,651	8,179	10,034	9,393	7,932	
17	6,365	8,021	6,306	5,708	6,325	11,694	7,077	6,264	9,160	10,026	9,678	8,368	
18	7,028	6,999	6,254	6,347	5,844	8,757	6,820	7,155	9,706	10,585	7,032	8,793	
19	7,265	10,589	7,868	5,793	7,064	7,861	6,744	6,430	8,909	11,953	4,536	7,584	
20	5,240	7,314	6,195	8,325	8,288	6,553	7,096	6,561	7,530	10,680	4,302	7,577	
21	6,188	7,535	6,729	6,463	5,414	6,118	7,823	6,277	7,529	10,009	13,331	7,387	
22	6,788	7,375	7,795	6,402	6,220	8,542	7,832	7,903	7,077	10,407	13,075	7,048	
23	6,787	7,400	7,322	6,409	5,621	9,393	8,469	6,254	7,128	10,548	9,449	7,087	
24	6,845	8,180	7,467	6,594	5,954	10,308	8,123	6,666	7,666	10,579	7,996	7,283	
25	7,034	8,027	6,978	8,282	7,023	8,971	6,481	7,152	9,627	10,662	4,609	6,476	
26	7,777	6,906	6,165	6,404	6,841	9,031	5,737	8,151	12,602	11,373	3,710	7,301	
27	6,056	7,938	6,242	7,543	7,466	9,535	7,827	8,491	12,470	10,659	3,696	7,287	
28	6,669	6,708	5,690	7,135	6,067	9,339	7,330	8,457	12,808	10,478	4,096	7,214	
29	7,798		6,132	6,535	6,736	8,225	8,089	7,474	12,990	10,160	3,653	7,007	
30	6,863		7,465	5,855	6,451	7,002	7,582	7,028	12,572	10,405	3,632	6,912	
31	6,161		8,079		6,497		7,558	6,861		10,152		6,938	
<b>Total</b>	220,501	202,353	219,061	201,613	205,804	248,442	234,850	229,213	264,321	340,276	249,057	198,112	2,813,603
<b>Minimum</b>	5,240	5,985	5,690	5,491	5,414	6,118	5,737	6,124	5,623	10,009	3,632	3,208	3,208
<b>Maximum</b>	8,285	10,589	8,205	8,348	8,877	11,694	11,505	9,166	12,990	12,676	13,331	8,981	13,331
<b>Average</b>	7,113	7,227	7,066	6,720	6,639	8,281	7,576	7,394	8,811	10,977	8,302	6,391	7,708

**APPENDIX C**  
**ST. THOMAS DAILY INSTANTANEOUS PEAK FLOW - 2025**

Date	January L/s	February L/s	March L/s	April L/s	May L/s	June L/s	July L/s	August L/s	September L/s	October L/s	November L/s	December L/s	
1	277	285	282	280	283	290	285	281	285	289	290	286	
2	282	285	283	288	282	296	283	281	280	288	290	286	
3	277	289	282	285	281	288	285	283	282	286	286	282	
4	279	290	281	287	281	282	280	282	286	285	291	288	
5	283	286	292	286	282	289	287	281	285	285	286	293	
6	285	284	287	289	284	279	283	281	282	289	284	283	
7	276	283	286	286	284	283	279	283	284	286	286	284	
8	277	280	287	287	283	285	283	285	284	285	284	283	
9	283	282	289	289	286	288	285	286	284	288	286	283	
10	282	290	288	289	283	287	284	284	284	289	284	285	
11	282	299	287	290	290	288	285	283	284	289	285	290	
12	282	291	286	286	290	289	283	281	280	290	291	289	
13	282	287	282	288	284	290	282	278	288	289	295	288	
14	282	286	277	290	286	283	287	277	283	287	298	289	
15	279	288	284	290	282	293	285	277	288	290	291	287	
16	278	289	279	287	288	292	284	278	286	285	295	289	
17	278	288	282	285	291	291	280	280	284	285	298	282	
18	276	287	281	292	283	294	281	282	284	282	290	280	
19	278	315	292	290	294	290	281	280	285	286	286	280	
20	291	289	287	290	291	287	281	280	284	284	291	282	
21	282	286	289	288	279	282	283	280	286	282	293	280	
22	284	290	290	291	278	291	283	279	296	284	289	283	
23	289	288	288	286	285	282	286	276	350	284	291	282	
24	286	288	289	286	281	286	283	277	276	287	286	286	
25	290	291	290	289	281	288	281	284	282	284	284	285	
26	289	280	285	291	285	290	279	283	282	285	291	289	
27	289	280	286	289	290	289	279	282	278	282	291	287	
28	287	282	280	287	288	292	280	281	280	285	289	285	
29	288		284	293	290	288	284	281	282	338	287	284	
30	291		282	290	287	292	282	285	282	287	285	287	
31	288		286		291		282	287		290		282	
<b>Minimum</b>	276	280	277	280	278	279	279	276	276	282	284	280	276
<b>Maximum</b>	291	315	292	293	294	296	287	287	350	338	298	293	350
<b>Average</b>	283	288	285	288	285	288	283	281	286	288	289	285	286

## Appendix D: 2025 Annual Report

<b>Drinking-Water System Number:</b>	260078897
<b>Drinking-Water System Name:</b>	<b>Elgin Middlesex Pumping Station - St. Thomas Area Secondary Water Supply System</b>
<b>Drinking-Water System Owner:</b>	St. Thomas Area Secondary Water Supply System Joint Board of Management
<b>Drinking-Water System Category:</b>	Large Municipal Residential
<b>Period being reported:</b>	January 1, 2025 through December 31, 2025

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p><b>Does your Drinking-Water System serve more than 10,000 people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b></p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b></p> <p><b>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>City of St. Thomas, City Hall Environmental Services 545 Talbot Street St Thomas, ON. N5P 3V7 <a href="http://www.city.st-thomas.on.ca">www.city.st-thomas.on.ca</a></p> <p>Elgin Area Primary Water Supply System Treatment Plant 43665 Dexter Line, Union, ON N0L 2L0</p> </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p><b>Number of Designated Facilities served:</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">N/A</div> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><b>Number of Interested Authorities you report to:</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;">N/A</div> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>
--	---

**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

**Systems that receive their drinking water directly from the St. Thomas EMPS:**

Drinking Water System Name	Drinking Water System Number
St. Thomas Area Secondary Water Supply System	260078897
St. Thomas Distribution System	260002187



**Systems that receive their drinking water indirectly from the St. Thomas EMPS:**

<b>Drinking Water System Name</b>	<b>Drinking Water System Number</b>
Dutton/Dunwich Distribution System	220002967
Municipality of Central Elgin	260004761
Southwold Distribution Supply	210001362

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**

Yes  No

**Indicate how you notified system users that your annual report is available, and is free of charge.**

- Public access/notice via the web**
- Public access/notice via Government Office**
- Public access/notice via a newspaper**
- Public access/notice via Public Request**
- Public access/notice via a Public Library**
- Public access/notice via other method**

**Describe your Drinking-Water System**

The Elgin Middlesex Pumping Station (EMPS) receives water from the Elgin Area Primary Water Supply System (EAPWSS), which is located to the east of Port Stanley. Water from the EAPWSS is pumped into the EAPWSS site reservoirs located at the EMPS. The total capacity of the two reservoirs is 54,600m<sup>3</sup>. Through various secondary water supply systems, the EMPS serves London, St. Thomas, Town of Aylmer, Central Elgin, Malahide, Dutton-Dunwich and Southwold.

The EMPS is a shared facility. Booster pumps are dedicated to directing water to the City of London, St. Thomas Secondary and/or Aylmer Area Secondary Water Supply Systems. A gas chlorine system is utilized to provide re-chlorination for water being directed to the St. Thomas and Aylmer Area Secondary Water Supply Systems. The facility also houses a 600kW standby diesel generator that provides emergency power to ensure uninterrupted service to St. Thomas and Aylmer systems during a power interruption.

Three pipelines exit the EMPS: one exits to the south of the EMPS property and extends west to service the St. Thomas Secondary Water Supply System; the second services the City of London distribution system; the third services the municipalities on the Aylmer Area Secondary Water Supply System.



List all water treatment chemicals used over this reporting period

Chlorine Gas at EMPS
----------------------

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Diesel fuel and fuel polishing</li> <li>• Chlorine cylinders</li> <li>• Chlorination system maintenance</li> <li>• DWQMS Reaccreditation Audit</li> </ul> |
|--|

Notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A	N/A	N/A	N/A	N/A	N/A

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.coli Results (CFU/100 mL) (min #)-(max #)	Range of Total Coliform Results (CFU/100 mL) (min #)-(max #)	Number of Heterotrophic Plate Count (HPC) Samples	Range of HPC Results (CFU/1 mL) (min #)-(max #)
Distribution	52	(0)-(0)	(0)-(0)	52	(<10)-(380)

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

Parameter	Number of Grab Samples (Continuous Monitoring)	Min	Max	Avg
Free Chlorine Residual (mg/L)	8760	0.72	2.46	1.49

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	MAC	Exceedances	
					MAC	½ MAC
<b>THM</b>	January 7, 2025	14	µg/L	-	-	-
	April 1, 2025	12				
	July 2, 2025	21				
	October 7, 2025	24				
<b>THM Running Annual Average (RAA)</b>	2025	18	µg/L	100	No	No
<b>HAA</b>	January 7, 2025	ND	µg/L	-	-	-
	April 1, 2025	ND				
	July 2, 2025	6.3				
	October 7, 2025	8.0				
<b>HAA Running Annual Average (RAA)</b>	2025	<6.2	µg/L	80	No	No

ND= Non-detect

<b>APPENDIX E</b>	
<b>EMPS Chemical Consumption - 2025</b>	
<b>Month</b>	<b>Total Chlorine Gas Usage - Kg</b>
January	224
February	185
March	227
April	174
May	186
June	231
July	237
August	246
September	279
October	347
November	265
December	194
<b>Annual Total</b>	<b>2795</b>

Please note: Aylmer and St.Thomas combined cl2 usage

# APPENDIX B

**STASWSS - St. Thomas – 2025 Annual Report**



# Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Drinking-Water System Number:	260078897
Drinking-Water System Name:	St. Thomas Area Secondary Water Supply System (Transmission Main)
Drinking-Water System Owner:	Joint Board of Management of the St. Thomas Area Secondary Water Supply System
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2025 through December 31, 2025

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No [ ]</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             City of St. Thomas, City Hall              Environmental Services              545 Talbot Street              St Thomas, Ontario N5P 3V7         </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p>Number of Designated Facilities served:  <div style="border: 1px solid black; padding: 5px; width: 100px; margin: 5px auto;">NA</div> </p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve?              Yes [ ] No [ ]</p> <p>Number of Interested Authorities you report to:  <div style="border: 1px solid black; padding: 5px; width: 100px; margin: 5px auto;">NA</div> </p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?              Yes [ ] No [ ]</p>
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List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
City of St. Thomas Water Distribution System	260002187
Municipality of Central Elgin	260004761
Township of Southwold	210001362

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [X] No [ ]

Indicate how you notified system users that your annual report is available, and is free of charge.

- [x] Public access/notice via the web  
 City of St. Thomas Website – [www.st.thomas.ca](http://www.st.thomas.ca)
- [x] Public access/notice via Government Office
- [ ] Public access/notice via a newspaper
- [x] Public access/notice via Public Request
- [ ] Public access/notice via a Public Library
- [ ] Public access/notice via other method \_\_\_\_\_



**Describe your Drinking-Water System**

The St. Thomas Area Secondary Water Supply System (STASWSS) consists of a Pumping Station within the Elgin Middlesex Pumping Station (EMPS), a 0.76 ML elevated water tower, several meter chambers, and transmission watermain of 500 mm and 750 mm diameter.

The STASWSS receives water from the Elgin Middlesex Pumping Station (EMPS) and Reservoir. The EMPS reservoir is filled by the Elgin Area Primary Water Supply System (EAPWSS) which obtains its water from Lake Erie and provides water treatment at the Elgin Area Primary Water Treatment Plant, located on Dexter Line, East of Port Stanley, Ontario.

Operation and Maintenance of the EMPS- St. Thomas section is currently under contract with the Ontario Clean Water Agency (OCWA). The operation and maintenance of the associated transmission main of the STASWSS is currently conducted by the City of St. Thomas – Environmental Services Department.

**List all water treatment chemicals used over this reporting period**

12% Sodium Hypochlorite

**Were any significant expenses incurred to?**

- Install required equipment
- Repair required equipment
- Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

Clinton Line Chamber - meter replacement	\$ 14,582.23
--	--------------

**Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
NA	NA	NA	NA	NA	NA

**Microbiological testing done under Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.**

	Number of Samples	Range of E.Coli Or Fecal Results (min)-(max)	Range of Total Coliform Results (min)-(max)	Number of HPC Samples	Range of HPC Results (min)-(max)
<b>Raw</b>	NA	NA	NA	NA	NA
<b>Treated</b>	NA	NA	NA	NA	NA
<b>Distribution</b>	106	(0)-(0)	(0)-(0)	106	(<10) - (1790)

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	<b>Number of Grab Samples</b>	<b>Range of Results (min)-(max)</b>	<i><b>NOTE:</b> For continuous monitors use 8760 as the number of samples.</i>
<b>Chlorine (Grab Samples)</b>	411	(0.79) - (1.91)	



**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
NA	NA	NA	NA	NA

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
NA	NA	NA	NA	NA

**Summary of lead testing under Schedule 15.1 during this reporting period**

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	NA	NA	NA
Distribution	NA	NA	NA

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
<b>HAA5</b> (NOTE: show latest annual average)	Jan 14, 2025 Apr 15, 2025 July 15, 2025 Oct 16, 2025	6.2	ug/L	NO
<b>THM</b> (NOTE: show latest annual average)	Jan 14, 2025 Apr 15, 2025 July 15, 2025 Oct 16, 2025	28.3	ug/L	NO

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
NA	NA	NA	NA
NA	NA	NA	NA

# APPENDIX C

**STASWSS - 2025 MECP Inspection Report**

**Ministry of the Environment,  
Conservation and Parks**

Drinking Water and Environmental  
Compliance Division

Southwest Region  
733 Exeter Road  
London, ON N6E 1L3  
Phone: 519-873-5000

**Ministère de l'Environnement, de la  
Protection de la nature et des Parcs**

Division de la conformité en matière d'eau  
potable et d'environnement

*Région Sud-Ouest*  
*733 rue Exeter*  
*London, ON N6E 1L3*  
Tél: 519-873-5000

January 6, 2026

The Corporation of the City of St Thomas  
545 Talbot Street  
St Thomas, ON N5P 3V7

Attention: Kevin De Leebeeck, Director of Environmental Services/City Engineer  
Re: St. Thomas Area Secondary Water Supply System Final Inspection Report (#260078897)

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Enclosed is the report on the 2025-26 inspection of the St. Thomas Area Secondary Water Supply System and the corresponding Inspection Rating Report (IRR) and Risk Methodology document.

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 Councils" on the Drinking Water Ontario website at <https://www.ontario.ca/environment-and-energy/taking-care-your-drinking-water-guide-members-municipal-councils>.

The IRR is a summarized quantitative measure of the drinking water system's annual inspection and is published in the Ministry's Chief Drinking Water Inspector's Annual Report. The Risk Methodology document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system inspection results.

If you have any questions or concerns regarding the rating, please contact Mark Smith, Water Compliance Supervisor, at 519-317-8116.

Sincerely,

*M. Morgan*

Meghan Morgan  
Provincial Officer, Water Inspector  
London District Office  
[Meghan.Morgan@ontario.ca](mailto:Meghan.Morgan@ontario.ca)

cc. Southwestern Public Health Unit  
Kettle Creek Conservation Authority



ST. THOMAS AREA SECONDARY WATER SUPPLY SYSTEM

Physical Address: 490 SOUTH EDGEWARE, ST.  
THOMAS, ON

## INSPECTION REPORT

System Number: 260078897  
Entity: CORPORATION OF THE CITY  
OF ST THOMAS  
ST. THOMAS AREA  
SECONDARY WATER SUPPLY  
SYSTEM JOINT BOARD OF  
MANAGEMENT

Inspection Start Date: October 20, 2025  
Inspection End Date: December 18, 2025  
Inspected By: Meghan Morgan  
Badge #: 1315



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(signature)

## INTRODUCTION

### **Purpose**

This announced, detailed inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

### **Scope**

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review 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 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.

### **Facility Contacts and Dates**

The drinking water system is owned by The Joint Board of Management of the St Thomas Area Secondary Water Supply System and operated by the City of St. Thomas - Environmental Services Operations Division and the Ontario Clean Water Agency.

The system conveys water to three large municipal residential systems continuously and one large municipal residential system intermittently and is categorized as a Large Municipal Residential System. Information reviewed for this inspection covered the time period of September 1, 2024 to September 30, 2025.

### **Systems/Components**

The St. Thomas Area Secondary Water Supply System only maintains/provides secondary disinfection and distribution of water. Primary disinfection is undertaken by another regulated

drinking water system which provides treated water to this drinking water system.

Treated water is received from the Elgin Area Primary Water Supply System and the St. Thomas Area Secondary Water Supply System provides secondary disinfection boosting, water storage and pressure boosting for the drinking water system.

The Elgin Area Primary Water Supply System is inspected separately from this drinking water system.

### **Permissions/Approvals**

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the inspection in addition to the requirements of the SDWA and its regulations:

Municipal Drinking Water Licence Number: 190-101, Issue 5, dated Sept 30, 2021

Drinking Water Works Permit Number: 190-201, Issue 3, dated Sept 30, 2021

### NON-COMPLIANCE

The following item(s) have been identified as non-compliance, based on a "No" response captured for a legislative question(s).

For additional information on each question see the Inspection Details section of the report.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Item	Question	Compliance Response/Corrective Action(s)
NC-1	<p><b>Question ID:</b> DWMR1113001</p> <p>Were changes to the system registration information provided to the ministry within ten (10) days of the change?</p>	<p>Changes to the system registration information were not provided within ten (10) days of the change.</p> <p>Changes to contact information for the drinking water system were not provided to the ministry within ten days of the change. The 'Operating Authority Alternate Contact' information was incorrect and out-of-date at the time of the inspection.</p> <p>It should be noted that prior to the issuance of this report the owner/operating authority submitted a DWIS profile update form to update the 'Operating Authority Alternate Contact' information. No further actions are required at this time.</p>
NC-2	<p><b>Question ID:</b> DWMR1025001</p> <p>Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?</p>	<p>All parts of the drinking water system were not disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.</p> <p>The ministry's Watermain Disinfection Procedure details disinfection procedures for planned and emergency work on watermains and specifies the operating authority shall maintain records of the information listed as a minimum. As part of this inspection the owner/operating authority provided disinfection documents associated with new watermain installation work and watermain repair records. Upon review it was found that one of these documents contained incorrect information that is required to be documented in accordance</p>

with the ministry's Watermain Disinfection Procedure and Ontario Regulation 128/04, Section 27 regarding record keeping requirements.

From herein the owner/operating authority shall ensure that the required information as a minimum will be documented in accordance with the ministry's Watermain Disinfection Procedure and O. Reg 128/04 Section 27. Compliance shall be assessed during next the inspection period. It should be noted that prior to the issuance of this report the owner/operating authority obtained a third party trainer to deliver a record keeping course to the operators.

NC-3 **Question ID:**  
DWMR1033001

Was secondary disinfectant residual tested as required for the large municipal residential distribution system?

Secondary disinfectant residual was not tested as required for the large municipal residential distribution system.

Ontario Regulation 170/03, Schedule 7-2 requires the owner/operating authority of a large municipal residential system that provides secondary disinfection to ensure that at least seven distribution samples are taken each week and tested immediately for free chlorine residual. At least four of the samples must be taken on one day of the week, and at least three samples must be taken on a second day of the week, at least 48 hours after the samples taken on the first day.

Secondary disinfection is measured in the distribution system by operators who collect manual samples in accordance with the regulated schedule above. Grab samples are collected during different days of the week and tested for free chlorine from different locations within the distribution system with measured results being over 0.05mg/L for free chlorine residual for this inspection period. The system also uses process chlorine analyzers located at the East Chamber, West Chamber, Southwold Meter Chamber and the Ford Meter Chamber to

continuously monitor the free chlorine residual within the distribution system. These continuous chlorine analyzers have alarm set points to ensure the free chlorine residual is maintained above 0.05mg/L.

Upon review of the chlorine residual sample summary documents provided by the operating authority it was determined that a total of one (1) chlorine residual sample was missed during this inspection period. This sample was missed the week of December 30, 2024. From herein, the owner/operating authority shall ensure the secondary disinfection residual is measured as required by O.Reg.170/03, 7-2(3).

## RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

## INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1018001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner ensured that equipment was installed as required.			

Question ID	DWMR1020001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were Form 1 documents prepared as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Form 1 documents were prepared as required.  The owner/operating authority completed one (1) "Form 1 – Record of Watermains Authorized as a Future Alteration" document for the replacement of existing 750mm watermain on South Edgeware.			

Question ID	DWMR1021001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were Form 2 documents prepared as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Form 2 documents were prepared as required.  The owner/operating authority completed four (4) "Form 2 - Record of Minor Modifications or Replacements to the Drinking Water System" documents during this inspection period. The minor modifications included two watermain connections installed on existing watermain,			

replacement of two chlorine gas regulators at the EMPS and replacement of one high lift pump flow control valve.

<b>Question ID</b>	DWMR1028001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were up-to-date plans for the drinking water system made available in such a manner that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system, in accordance with the Drinking Water Works Permit and Municipal Drinking Water Licence?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Plans for the drinking water system were kept up-to-date and made available as required.			

<b>Question ID</b>	DWMR1025001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All parts of the drinking water system were not disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.  The ministry's Watermain Disinfection Procedure details disinfection procedures for planned and emergency work on watermains and specifies the operating authority shall maintain records of the information listed as a minimum. As part of this inspection the owner/operating authority provided disinfection documents associated with new watermain installation work and watermain repair records. Upon review it was found that one of these documents contained incorrect information that is required to be documented in accordance with the ministry's Watermain Disinfection Procedure and Ontario Regulation 128/04, Section 27 regarding record keeping requirements.  From herein the owner/operating authority shall ensure that the required information as a minimum will be documented in accordance with the ministry's Watermain Disinfection Procedure and O. Reg 128/04 Section 27. Compliance shall be assessed during next the inspection period. It should be noted that prior to the issuance of this report the owner/operating authority obtained a third party trainer to deliver a record keeping course to the operators.			

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Question ID	DWMR1027001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner have evidence indicating that chemicals and materials that came in contact with water within the drinking water system met all applicable AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had evidence indicating that chemicals and materials that came in contact with water within the drinking water system met the applicable standards.			

Question ID	DWMR1024001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Did records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection was operated as required.  Re-chlorination occurs at the St. Thomas Booster Station in the Elgin-Middlesex Pumping Station (EMPS) Building to ensure acceptable residuals throughout the distribution system. The re-chlorination system is a gas chlorination disinfection system with facilities shared between the Aylmer Secondary Water Supply System (ASWSS) and St. Thomas Area Secondary Water Supply System (STASWSS). The system consists of one dual weigh scale with space for two cylinders (one duty and one stand-by) with automatic switchover, two chlorinators and associated equipment (one dedicated to ASWSS and one dedicated to STASWSS) and one free chlorine residual analyzer. A review of the free chlorine residual logs that were submitted for the inspection review period indicated that free available chlorine was maintained at an acceptable level throughout the distribution system.			

Question ID	DWMR1033001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-2   (3); SDWA   O. Reg. 170/03   7-2   (4);			
<b>Question:</b> Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

Secondary disinfectant residual was not tested as required for the large municipal residential distribution system.

Ontario Regulation 170/03, Schedule 7-2 requires the owner/operating authority of a large municipal residential system that provides secondary disinfection to ensure that at least seven distribution samples are taken each week and tested immediately for free chlorine residual. At least four of the samples must be taken on one day of the week, and at least three samples must be taken on a second day of the week, at least 48 hours after the samples taken on the first day.

Secondary disinfection is measured in the distribution system by operators who collect manual samples in accordance with the regulated schedule above. Grab samples are collected during different days of the week and tested for free chlorine from different locations within the distribution system with measured results being over 0.05mg/L for free chlorine residual for this inspection period. The system also uses process chlorine analyzers located at the East Chamber, West Chamber, Southwold Meter Chamber and the Ford Meter Chamber to continuously monitor the free chlorine residual within the distribution system. These continuous chlorine analyzers have alarm set points to ensure the free chlorine residual is maintained above 0.05mg/L.

Upon review of the chlorine residual sample summary documents provided by the operating authority it was determined that a total of one (1) chlorine residual sample was missed during this inspection period. This sample was missed the week of December 30, 2024. From herein, the owner/operating authority shall ensure the secondary disinfection residual is measured as required by O.Reg.170/03, 7-2(3).

<b>Question ID</b>	DWMR1049001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Did records confirm that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system.			

<b>Question ID</b>	DWMR1036001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-7   (1);			

<p><b>Question:</b> Where continuous monitoring equipment was not used for chlorine residual analysis, were samples tested using an acceptable portable device?</p>
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Samples for chlorine residual analysis were tested using an acceptable portable device.</p>

<b>Question ID</b>	DWMR1099001	<b>Question Type</b>	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

<b>Question ID</b>	DWMR1081001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10-2   (1); SDWA   O. Reg. 170/03   10-2   (2); SDWA   O. Reg. 170/03   10-2   (3);			
<b>Question:</b> Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Distribution microbiological sampling requirements were met.			
<p>Ontario Regulation 170/03 – Schedule 10-2 stipulates that distribution water samples are required to be collected for testing every week within the frequency prescribed by the Regulation. Based on a service population of zero as no users draw water directly from this system the owner/operating authority is required to take a minimum of 8 distribution samples every month. Every distribution system sample must be analyzed for: E.coli; total coliforms; and 25% of the required samples must be tested for general bacteria population expressed as colony counts on a heterotrophic plate count with the prescribed frequency stipulated in Schedule 6-1.1(1) of O.Reg 170/03.</p> <p>A review of the records for the inspection period indicate the number of microbiological samples collected ranged from 12-15.</p>			

<b>Question ID</b>	DWMR1096001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-3   (1);			
<b>Question:</b> Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that chlorine residual tests were conducted as required.			

<b>Question ID</b>	DWMR1086001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6.1   (1); SDWA   O. Reg. 170/03   13-6.1   (2); SDWA   O. Reg. 170/03   13-6.1   (3); SDWA   O. Reg. 170/03   13-6.1   (4); SDWA   O. Reg. 170/03   13-6.1   (5); SDWA   O. Reg. 170/03   13-6.1   (6);			
<b>Question:</b> Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Haloacetic acid sampling requirements were met.  Haloacetic Acid samples are required to be collected and tested each calendar quarter from the distribution system in accordance with Schedule 13-6.1 of O.Reg. 170/03 with the frequency stipulated in Schedule 6-1.1(4), and shall be taken from a point in the drinking water system's distribution system that is likely to have an elevated potential for the formation of haloacetic acids. A review of the records provided for the inspection review period indicate that this requirement has been met, and all sample results were below the standard.			

<b>Question ID</b>	DWMR1087001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6   (1); SDWA   O. Reg. 170/03   13-6   (2); SDWA   O. Reg. 170/03   13-6   (3); SDWA   O. Reg. 170/03   13-6   (4); SDWA   O. Reg. 170/03   13-6   (5); SDWA   O. Reg. 170/03   13-6   (6);			
<b>Question:</b> Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Trihalomethane sampling requirements were met.  Trihalomethane samples are required to be collected and tested each calendar quarter from the distribution system in accordance with Schedule 13-6 of O.Reg. 170/03 with the			

frequency stipulated in Schedule 6-1.1(4), and shall be taken from a point in the drinking water system's distribution system that is likely to have an elevated potential for the formation of trihalomethanes. A review of the records provided for the inspection review period indicate that this requirement has been met, and all sample results were below the standard.

<b>Question ID</b>	DWMR1092001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-2;			
<b>Question:</b> Were water samples taken at the prescribed location?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Water samples were taken at the prescribed location.			

<b>Question ID</b>	DWMR1110001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   11   (6);			
<b>Question:</b> Was the annual report prepared by February 28th of the following year and did it contain the required information?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The annual report requirements were met.			

<b>Question ID</b>	DWMR1057001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   11   (2.1);			
<b>Question:</b> Did the owner of this system provide an annual report to the owner(s) of all standalone distribution systems connected to this system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner provided an annual report to the standalone distribution system(s) connected to this system.			

<b>Question ID</b>	DWMR1056001	<b>Question Type</b>	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Did the donor provide an annual report to the owner of this receiver drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The donor provided an annual report to the owner of the receiver drinking water system.			

<b>Question ID</b>	DWMR1111001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   22-2   (1); SDWA   O. Reg. 170/03   22-2   (2); SDWA   O. Reg. 170/03   22-2   (3); SDWA   O. Reg. 170/03   22-2   (4);			
<b>Question:</b> Did the summary report contain the required information and was it completed and distributed as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The summary report requirements were met.			

<b>Question ID</b>	DWMR1113001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10.1   (3);			
<b>Question:</b> Were changes to the system registration information provided to the ministry within ten (10) days of the change?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Changes to the system registration information were not provided within ten (10) days of the change.  Changes to contact information for the drinking water system were not provided to the ministry within ten days of the change. The 'Operating Authority Alternate Contact' information was incorrect and out-of-date at the time of the inspection.  It should be noted that prior to the issuance of this report the owner/operating authority submitted a DWIS profile update form to update the 'Operating Authority Alternate Contact' information. No further actions are required at this time.			

<b>Question ID</b>	DWMR1114001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner have evidence that, when required, all legal owners associated with the drinking water system were notified of the requirements of the Municipal Drinking Water Licence and Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had evidence that the required notifications were made.  Requirements of the MDWL and the DWWP are provided to legal owners within the municipal office. The owner is reminded that these requirements also need to be shared with developers that own subdivisions that have not yet been transferred to the municipality.			

<b>Question ID</b>	DWMR1098001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13   (1); SDWA   O. Reg. 170/03   13   (2); SDWA   O. Reg. 170/03   13   (3);			
<b>Question:</b> Were the required records kept for the periods prescribed by section 13 of O. Reg. 170/03?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The required records were kept for the prescribed periods.			

<b>Question ID</b>	DWMR1045001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner update the document describing the distribution components within 12 months of completion of alterations to the system in accordance with the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had up-to-date documents describing the distribution components.			

<b>Question ID</b>	DWMR1046001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			

<p><b>Question:</b> Was there a backflow prevention program, policy and/or bylaw in place that addressed cross connections and connections to high hazard facilities?</p>
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> There was a backflow prevention program, policy and/or bylaw in place.</p> <p>Backflow prevention program is enforced through the City of St. Thomas "ByLaw 44-2000 Regulation of Water Supply". This bylaw states no person shall connect, cause to be connected or allow to remain connected to the waterworks distribution system any piping, fixture, fitting, container or appliance, in a manner which under any circumstances, may allow water, waste water, non-potable water, or any other liquid, chemical or substance to enter the water works distribution system.</p>

<b>Question ID</b>	DWMR1053001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Was the owner able to maintain proper pressures in the distribution system and was pressure monitored to alert the operator of conditions of loss of pressure below the value under which the system was designed to operate?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.			

<b>Question ID</b>	DWMR1047001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Did the owner have a program or maintain a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had a program or maintained a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system. <p>The owner maintains a 5 year inspection cycle for the elevated storage tank. The inspection is performed by a third party contractor. The most recent inspection occurred June 30, 2023. The resulting report was provided to the undersigned officer for review.</p>			

<b>Question ID</b>	DWMR1048001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Had the owner implemented a program for the flushing of watermains as per industry standards?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had implemented a program for the flushing of watermains.  According to documentation submitted and discussions with the owner/operating authority flushing typically occurs annually in the fall during the overnight hours. The standard operating procedures are outlined in a document entitled "MUN-DW-SOP-410 Preventative Maintenance – Watermain Flushing".			

<b>Question ID</b>	DWMR1050001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Was there a program in place for inspecting and exercising valves?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> There was a program in place for inspecting and exercising valves.  The standard operating procedures are outlined in a document entitled "MUN-DW-SOP-420 Preventative Maintenance – Valve Exercising Program".			

<b>Question ID</b>	DWMR1051001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Was there a program in place for inspecting and operating hydrants?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> There was a program in place for inspecting and operating hydrants.  The standard operating procedures are outlined in a document entitled "MUN-DW-SOP-210 Inspections - Hydrants". The hydrants are inspected annually in warm weather typically in conjunction with the watermain flushing program.			

<b>Question ID</b>	DWMR1052001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			

<p><b>Question:</b> Was there a bylaw or policy in place limiting access to hydrants?</p>
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> There was a bylaw or policy in place limiting access to hydrants.</p> <p>The City of St. Thomas "ByLaw 44-2000 Regulation of Water Supply" states no person other than a person authorized by the Engineer for that purpose shall be permitted to open or otherwise interfere or take water from any fire hydrant.</p>

<b>Question ID</b>	DWMR1058001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   28;			
<b>Question:</b> Did operators and maintenance personnel have ready access to operations and maintenance manuals?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators and maintenance personnel had ready access to operations and maintenance manuals.			

<b>Question ID</b>	DWMR1059001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   28;			
<b>Question:</b> Did the operations and maintenance manuals contain plans, drawings, and process descriptions sufficient for the safe and efficient operation of the system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operations and maintenance manuals contained plans, drawings, and process descriptions sufficient for the safe and efficient operation of the system.			
Two Operations and Maintenance Manuals were provided for the inspection period. One manual was provided by the City of St. Thomas for the portion of the Secondary system to which they are the Operating Authority and the Ontario Clean Water agency provided one manual for the Elgin Middlesex Reservoir and Pumping Station which houses the St. Thomas Booster Station. A review of both manuals indicated that they contain the required information in accordance with Ontario Regulation 128/04, Section 28.			

<b>Question ID</b>	DWMR1060001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			

<p><b>Question:</b> Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?</p>
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.</p> <p>Municipal Drinking Water Licence #190-101, Issue #5, Section 16 of Schedule B outline the minimum requirements for the Operation and Maintenance Manuals. A review of each of the manuals that were submitted by both operating authorities indicate they contain the requirements as stated in the MDWL including but not limited to; contingency plans, procedures to deal with emergencies and procedures for dealing with complaints associated with the drinking water system.</p>

<b>Question ID</b>	DWMR1064001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   26   (2);			
<b>Question:</b> Did an operator-in-charge ensure that records were maintained of all adjustments to the processes within their responsibility?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operator-in-charge ensured that records were maintained of all adjustments to the processes within their responsibility.			

<b>Question ID</b>	DWMR1062001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-5;			
<b>Question:</b> Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.			
Documentation submitted for review indicated that only certified operators performed the operational testing.			

<b>Question ID</b>	DWMR1063001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-10   (1);			
<b>Question:</b> For every required operational test and sample, was a record made of the date, time, location, results, and name of the person conducting the test?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> For every required operational test and sample, a record was made as required.			

<b>Question ID</b>	DWMR1061001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   27   (1); SDWA   O. Reg. 128/04   27   (2); SDWA   O. Reg. 128/04   27   (3); SDWA   O. Reg. 128/04   27   (4); SDWA   O. Reg. 128/04   27   (5); SDWA   O. Reg. 128/04   27   (6); SDWA   O. Reg. 128/04   27   (7);			
<b>Question:</b> Were logbooks properly maintained and did they contain the required information?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Logbooks were properly maintained and contained the required information.			

<b>Question ID</b>	DWMR1065001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   27   (6);			
<b>Question:</b> Were logs and other record keeping mechanisms available for at least five (5) years?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Logs or other record keeping mechanisms were available for at least five (5) years.			

<b>Question ID</b>	DWMR1066001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Was spill containment provided for process chemicals and standby power generator fuel?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

Spill containment was provided for process chemicals and/or standby power generator fuel.

At the time of the inspection one standby diesel generator was observed for this system. One 600 kW standby diesel generator was observed within the EMPS. The room also houses two fuel transfer pumps and an auxiliary tank which are located within a containment unit. A double walled diesel storage tank is located outside the building and is equipped with a vacuum monitoring alarm in the event of a rupture.

<b>Question ID</b>	DWMR1067001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Were equipment and materials in place for the clean up of spills?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Equipment and materials were in place for the clean up of spills.			

<b>Question ID</b>	DWMR1068001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> If available, were standby power generators tested under normal load conditions?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Standby power generators were tested under normal load conditions.			

<b>Question ID</b>	DWMR1069001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Were all storage facilities completely covered and secure?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Storage facilities were completely covered and secure.			
At the time of the site inspection the Ford Water Tower was leaking potable water from the storage facility into the natural environment. The leak is allowing chlorinated water to constantly flow out of the overflow pipe and into a watercourse. This has been an ongoing issue documented in previous inspection reports. The owner/operating authority is currently			

dechlorinating the discharge of potable water and should continue to do so until the issue has been corrected. The owner/operating authority advised that the board has approved a new water tower to be built.

<b>Question ID</b>	DWMR1070001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Were air vents and overflows associated with reservoirs and elevated storage structures equipped with screens?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Air vents and overflows associated with reservoirs and elevated storage structures were equipped with screens.			

<b>Question ID</b>	DWMR1071001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Did the owner provide security measures to protect components of the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner provided security measures to protect components of the drinking water system.  The Elgin Middlesex Pumping Station is equipped with door alarms and motion detectors which are transmitted through SCADA to the Elgin Area Primary Water Supply which is monitored 24 hours a day by the Ontario Clean Water Agency (OCWA). The Elgin Middlesex Pumping Station is also enclosed with security fencing and visited regularly by operators from OCWA. The East Chamber is located on the property of the Elgin Middlesex Pumping Station and therefore also enclosed by security fencing. The West Chamber, Southwold Meter Chamber and the Ford Meter Chamber are all kept locked and are equipped with intrusion alarms.			

<b>Question ID</b>	DWMR1072001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Had the owner and/or operating authority undertaken efforts to promote water conservation and reduce water losses in the drinking water system?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.

The City of St. Thomas website contains a page of information promoting water conservation and includes tips for residents to prevent water loss.

<b>Question ID</b>	DWMR1073001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   23   (1);			
<b>Question:</b> Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> An overall responsible operator was designated for all subsystem.			

<b>Question ID</b>	DWMR1074001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   25   (1);			
<b>Question:</b> Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators-in-charge were designated for all subsystems.			

<b>Question ID</b>	DWMR1075001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   22;			
<b>Question:</b> Were all operators certified as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All operators were certified as required.			

Question ID	DWMR1076001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   1-2   (2);			
<b>Question:</b> Were adjustments to the treatment equipment only made by certified operators?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Adjustments to the treatment equipment were only made by certified operators.			

**Ontario**



**Ministry of the Environment, Conservation and Parks  
Drinking Water System Inspection Report Appendix A**

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**Stakeholder References**

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# 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](mailto:waterforms@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



PUBLICATION TITLE	PUBLICATION NUMBER
<b>FORMS:</b> 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](mailto: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](http://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

**Ontario**



**Ministry of the Environment, Conservation and Parks  
Drinking Water System Inspection Report Appendix B**

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**Inspection Rating Record and Inspection Risk Methodology**

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# APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal

year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

## Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

**Table 3** presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
<b>Medium</b> Administrative Consequence	<b>Major</b> Administrative Consequence	<b>Minor</b> Environmental Consequence	<b>Minor</b> Health Consequence	<b>Medium</b> Environmental Consequence	<b>Major</b> Environmental Consequence	<b>Medium</b> Health Consequence	<b>Major</b> Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
<b>R=4</b>	<b>R=2</b>	<b>R=6</b>	<b>R=12</b>	<b>R=15</b>	<b>R=6</b>	<b>R=21</b>	<b>R=16</b>

## Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

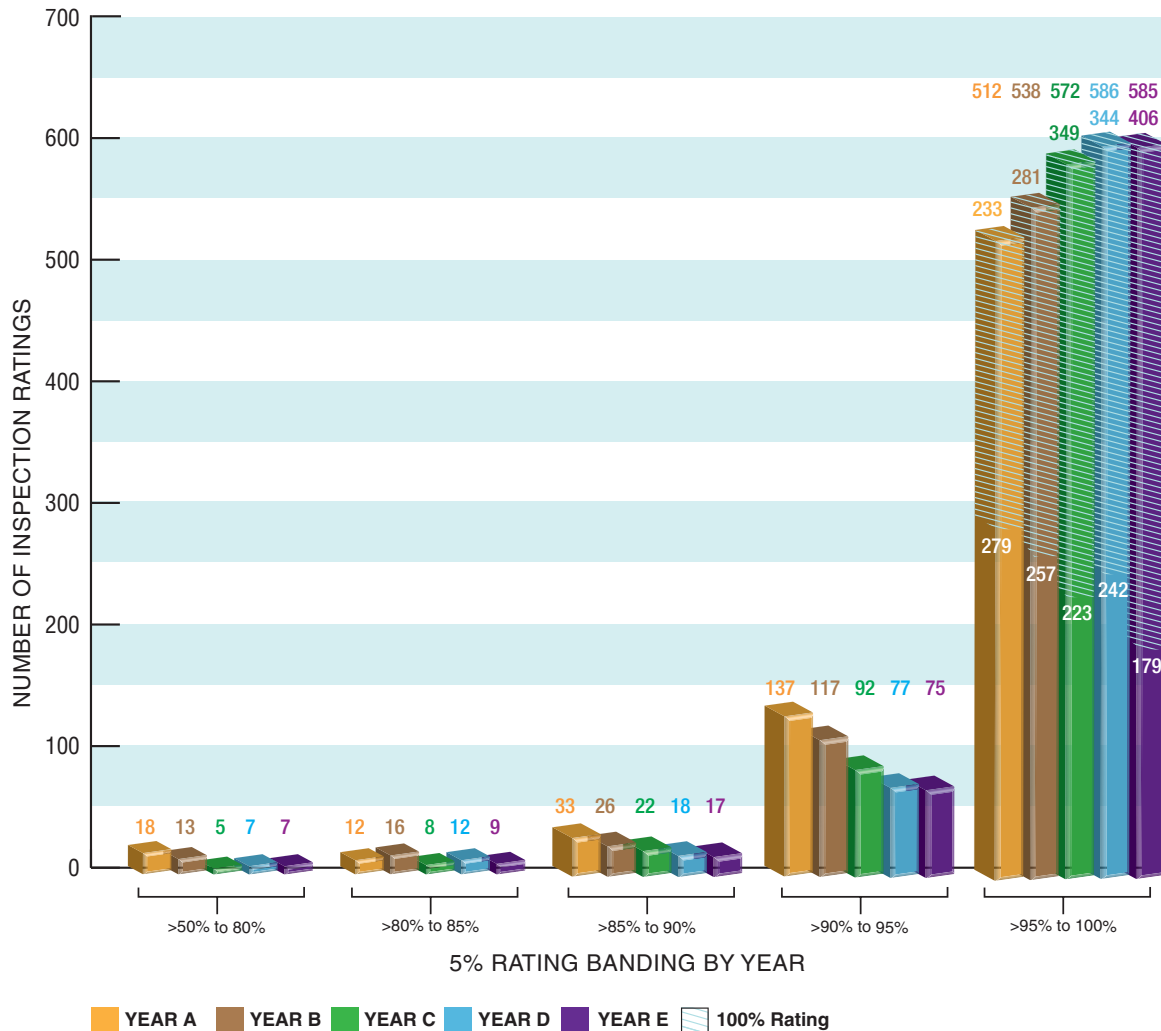
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

## Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

**Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

**Figure 1: Year Over Year Distribution of MRDWS Ratings**



## Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

- |                         |                        |                                       |  |
|-------------------------|------------------------|---------------------------------------|--|
| 1. Source               | 5. Process Wastewater  | 9. Contingency and Emergency Planning | 12. Water Quality Monitoring                       |
| 2. Permit to Take Water | 6. Distribution System | 10. Consumer Relations                | 13. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment  | 7. Operations Manuals  | 11. Certification and Training        | 14. Other Inspection Findings                      |
| 4. Treatment Processes  | 8. Logbooks            |                                       |  |

For further information, please visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2025-26)

**DWS Name:** ST. THOMAS AREA SECONDARY WATER SUPPLY SYSTEM  
**DWS Number:** 260078897  
**DWS Owner:** CORPORATION OF THE CITY OF ST THOMAS  
**Municipal Location:** ST. THOMAS

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**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Detailed  
**Compliance Assessment Start Date:** Oct-20-2025  
**Ministry Office:** London District Office

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**Maximum Risk Rating:** 306

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/42
Distribution System	0/8
Logbooks	0/30
Operations Manuals	0/42
Reporting & Corrective Actions	4/16
Treatment Processes	42/105
Water Quality Monitoring	0/63
<b>Overall - Calculated</b>	<b>46/306</b>

**Inspection Risk Rating:** 15.03%

**Final Inspection Rating:** 84.97%

Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2025-26)

<b>DWS Name:</b> ST. THOMAS AREA SECONDARY WATER SUPPLY SYSTEM
<b>DWS Number:</b> 260078897
<b>DWS Owner Name:</b> CORPORATION OF THE CITY OF ST THOMAS
<b>Municipal Location:</b> ST. THOMAS
<b>Regulation:</b> O.REG. 170/03
<b>DWS Category:</b> DW Municipal Residential
<b>Type of Inspection:</b> Detailed
<b>Compliance Assessment Start Date:</b> Oct-20-2025
<b>Ministry Office:</b> London District Office

Non-Compliance Question(s)	Non Compliance Risk
<b>Reporting &amp; Corrective Actions</b>	
Were changes to the system registration information provided to the ministry within ten (10) days of the change?	4
<b>Treatment Processes</b>	
Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?	21
Was secondary disinfectant residual tested as required for the large municipal residential distribution system?	21
<b>Overall - Total</b>	<b>46</b>

Maximum Question Rating: 306

<b>Inspection Risk Rating:</b>	<b>15.03%</b>
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<b>FINAL INSPECTION RATING:</b>	<b>84.97%</b>
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2

0

2

5

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# ST. THOMAS

## WATER DISTRIBUTION SYSTEM

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Ontario Regulation 170/03

# Summary Report

For the Period:

*January 1, 2025 – December 31, 2025*

License Number: 057-101

Permit Number: 057-201



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# 1 Summary Report Requirements

## 1.1 Introduction

The 2025 Summary Report for the St. Thomas Water Distribution System (STWDS) has been prepared to satisfy the requirements of Schedule 22 of Ontario Regulation 170/03, to prepare and distribute a summary report of water system operations. The report is to outline any regulatory non-compliance with respect to water quality and water system management and administration and evaluate the water system infrastructures adequacy, with respect to its ability to continue to meet the communities water demands.

Specifically, Ontario Regulation 170/03, states that the summary report must:

- a. List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- b. For each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

- 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.
- A comparison of the summary to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement, to the flow rates specified in the written agreement.

The information provided within this report is for the purpose of providing the City of St. Thomas, as owner of the system, with the information to assess the capacity of the system. This report covers the reporting period from January 1, 2025, to December 31, 2025.

## 1.2 System Description

The St. Thomas Water Distribution System has three entry points into the network from the St. Thomas Area Secondary Water Supply System; the East Chamber located at the Elgin Middlesex Booster Station (490 South Edgeware Road); the West Chamber located in Water Works Park (2 South Edgeware); and the Wellington Road Chamber (Ford Line and Wellington Road). The system also receives water from one entry point into the network from the Elgin Area Primary Water Supply System at the Albert Robert Booster Station (8754 Tyke Road) in the Municipality of Central Elgin and one entry point into the network from the Southwold Water Distribution System on Fingal Line at the municipal boundary.

At the time of publication of this report, a Booster Station is currently undergoing site acceptance testing and will be placed into service during the 2026 calendar year. The Booster Station will be known as the South Edgeware Booster Station (SEBS). SEBS will obtain water from the Elgin Middlesex Pumping Station Reservoir as its source and provides pumping capacity to a newly constructed Pressure Zone 3, can provide redundant pumping capacity for the STASWSS

Transmission Main, and has a connection that allows for pumping directly into City of St. Thomas Water Distribution System - Pressure Zone 2.

### 1.3 System Approvals and Regulatory Requirements

Operation and Maintenance of the STDWS is governed by the *Safe Drinking Water Act, 2002*, and the regulations established under this Act. In accordance with the *Safe Drinking Water Act, 2002*, The City of St. Thomas holds a Municipal Drinking Water Licence and Drinking Water Works Permit, which provide approval for the establishment of drinking water infrastructure and provide the authority to operate and maintain said water system.

During the reporting period, The St. Thomas Drinking Water System was operated pursuant to the approvals, licences and permits listed below:

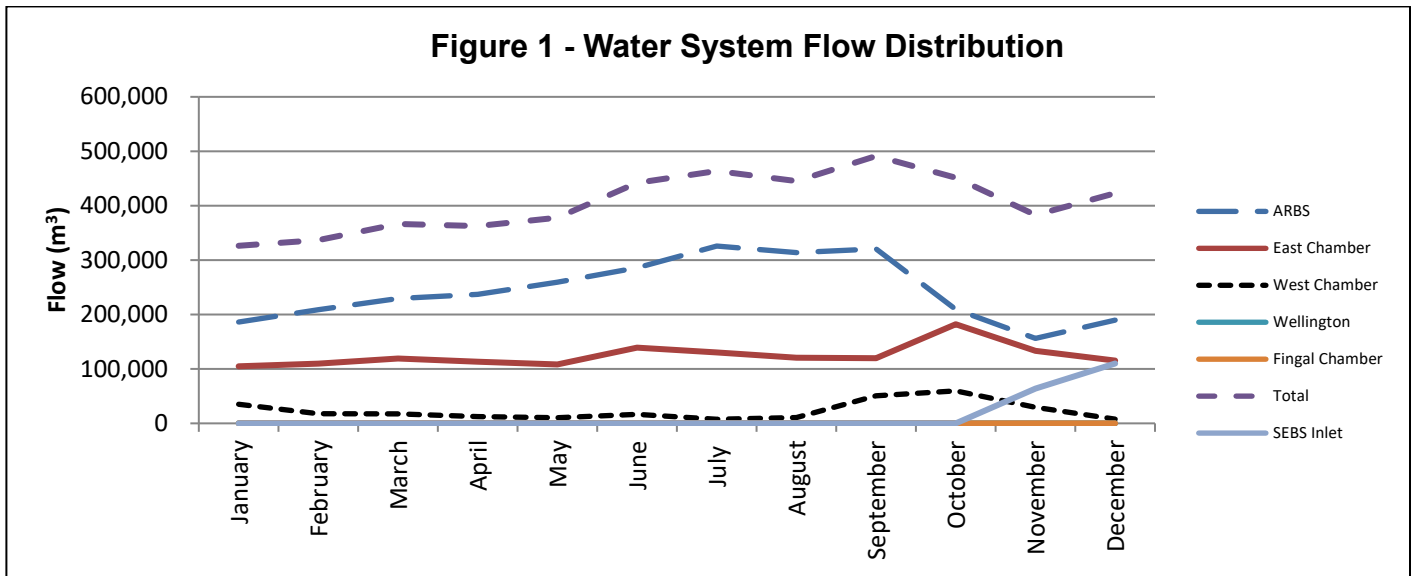
- City of St. Thomas Water Distribution System
  - MDWL No. 057-101, Issue Number 3, issued on June 30, 2021
  - DWWP No. 057-201, Issue Number 4, issued on April 30, 2024.

*Ontario Regulation 170/03 – Drinking Water Systems*, governs the operation, maintenance and water quality monitoring requirements for municipal drinking water systems in Ontario. *Ontario Regulation 128/04 – Certification of Drinking Water System Operations and Water Quality Analysts* sets out the requirements for persons performing operational or maintenance activities on the water system. The *Safe Drinking Water Act, 2002* and the associated regulations are enforced by the Ministry of Environment, Conservation and Parks (MECP) and monitored through annual inspections by Ministry personnel. Any non-compliant conditions identified during the course of the annual inspection are listed in the Inspection Report issued at the conclusion of the inspection period and are summarized in Section 4.1 of this Report.

*Ontario Regulation 169/03 – Ontario Drinking Water Quality Standards* sets the limits for parameters of concern in drinking water. Drinking water quality is monitored by the Operating Authority and any exceedance of the Drinking Water Quality Standards must be reported to the MECP and Public Health Unit, verbally and in written form through the use of a Notice of Adverse Test Results and Issue Resolution Form. Any non-compliant conditions identified through water quality monitoring exercises over the reporting period have been documented on a Notice of Adverse Test Results and Issue Resolution Form and are summarized in Section 4.2 of this Report.

## 2 Evaluation of Water Quantities and Flow Rates

**Figure 1** provides a graphical overview of the flows entering the St. Thomas Water Distribution System. Based on the 2025 flow data, the distribution of flows into the distribution system between the water supplied from the Albert Roberts Booster Station and South Edgeware Booster Station versus the St. Thomas Area Secondary Water Supply System (through the East, West, Wellington, and Fingal Chambers).



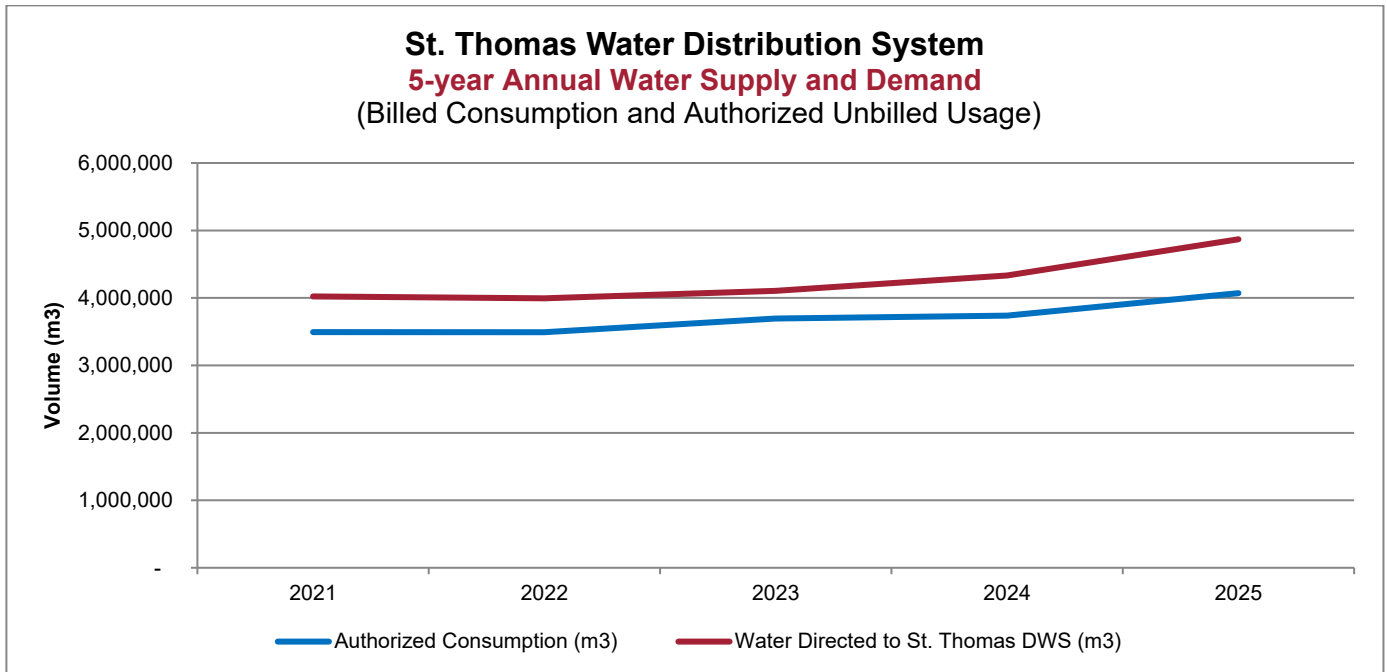
The total flow into the St. Thomas Water Distribution System increased by 12% from 4,332,233 m<sup>3</sup> in 2024 to 4,869,366 m<sup>3</sup> over the 2025 year.

The total billed consumption to customers of the St. Thomas Water Distribution System increased by 2.8% from 3,547,121 m<sup>3</sup> in 2024 to 3,645,648 m<sup>3</sup> in 2025.

Authorized unbilled usage (fire fighting and training exercises, maintenance programs and capital projects) was estimated at 424,750 m<sup>3</sup>. This is a 78% increase from 2024 and can be attributed to significant watermain commissioning activities over the 2025 calendar year (i.e. Yarmouth Yards Servicing).

As a result of the above, the real and apparent water loss in the St. Thomas Water Distribution System was 16.4%. A leak detection study was completed on all watermains greater than 250 mm in late December 2025. The study found no leaks within the system. A significant contributor to the increase in apparent water loss is the requirement to maintain adequate chlorine residuals in Pressure Zone 3, which currently has no users.

**Figure 2** provides an overview of the water supply and billed consumption flows in the St. Thomas Water Distribution System over the last five (5) years.



### 2.1 Albert Roberts Booster Station – Elgin Area Primary Water Supply System

The Albert Roberts Booster Station (ARBS) receives treated water from the Elgin Area Primary Water Supply System, which pumps water from the water treatment plant located on the shores of Lake Erie to the east of the Town of Port Stanley. Water is pumped from a connection point on the transmission main that connects the water treatment plant to the Elgin Middlesex Pump Station and reservoir.

The ARBS is comprised of four high lift pumps that deliver water through a transmission main that services the St. Thomas Water Distribution System. The station maintains the operating pressure and includes a flow meter, chlorine analyzer, monitoring control, alarm system and instrumentation. Remote monitoring and control of the pumps are possible through the St. Thomas water SCADA system.

All pumps use a common header and the firm rated pumping capacity (2 pumps operating) of the ARBS is 170.3 l/s or a total of 14,714 m<sup>3</sup>/d.

The Table below compares the flows experienced in 2025 to the capacity of the Albert Roberts Booster Station’s entry point into the St. Thomas Water Distribution System.

Entry Point	Flow Capacity (m <sup>3</sup> /day)	2025 Avg. Day Flow (m <sup>3</sup> /day)	Avg. Day % of Entry Point Capacity	2025 Max Day Flow (m <sup>3</sup> /day)	Max Day % of Entry Point Capacity
Albert Roberts BS	14,714	8006	54.4%	9794	67%

## 2.2 South Edgeware Booster Station – Elgin Area Primary Water Supply System

The South Edgeware Booster Station (SEBS) receives treated water from Elgin Middlesex Reservoir, which is filled by the Elgin Area Primary Water Supply System, which pumps water from the water treatment plant located on the shores of Lake Erie. SEBS takes its water from a connection point to the EMPS header main, on the South side of the EMPS building.

The SEBS is comprised of four high lift pumps (with room for a future fifth pump) that provide pumping capacity through 3 discharge lines. A 900 mm watermain provides water directly to the St. Thomas Water Distribution System Pressure Zone 3, which services the Yarmouth Yards Industrial Area. A 600 mm watermain connects into Pressure Zone 2 of the St. Thomas Water Distribution System just south of the East Chamber. A 750 mm watermain connects to the STASWSS watermain and can provide water pumping capacity to the STASWSS, in the case that the EMPS St. Thomas pumps are not able to run. The station maintains the operating pressure and includes an inlet and 3 discharge flow meters, an inlet and outlet chlorine analyzer, monitoring control, alarm system and instrumentation. Remote monitoring and control of the pumps are possible through the St. Thomas water SCADA system.

All pumps use a common header and the firm rated pumping capacity (2 pumps operating) of the SEBS is 660 l/s or a total of 57,024 m<sup>3</sup>/d.

The Table below compares the flows experienced in 2025 to the capacity of the South Edgeware Booster Station.

Entry Point	Flow Capacity (m <sup>3</sup> /day)	2025 Avg. Day Flow (m <sup>3</sup> /day)	Avg. Day % of Entry Point Capacity	2025 Max Day Flow (m <sup>3</sup> /day)	Max Day % of Entry Point Capacity
South Edgeware BS	57,024	477	0.8%	9504	17%

## 2.3 East Chamber – St. Thomas Area Secondary Water Supply System

The East Chamber is the first of three entry points into the St. Thomas Water Distribution System from the St. Thomas Area Secondary Water Supply System. The East Chamber is located on the grounds of the Elgin Middlesex Pumping Station. Flow through the East Chamber is restricted to 25,920 m<sup>3</sup>/day, based on the maximum instantaneous flow rate being 300 L/s.

Monthly flows experienced through the East Chamber for the 2025 calendar year are provided in Appendix B to this report.

The Table below compares the flows experienced in 2025 to the capacity of the East Chamber's entry point into the St. Thomas Water Distribution System.

Entry Point	Flow Capacity (m <sup>3</sup> /day)	2025 Avg. Day Flow (m <sup>3</sup> /day)	Avg. Day % of Entry Point Capacity	2025 Max Day Flow (m <sup>3</sup> /day)	Max Day % of Entry Point Capacity
East Chamber	25,920	4098	15.8%	7981	31%

## 2.4 West Chamber – St. Thomas Area Secondary Water Supply System

The West Chamber is the second of three entry points into the St. Thomas Water Distribution System from the St. Thomas Area Secondary Water Supply System. The West Chamber is located at 2 South Edgeware Road, within Waterworks Park. Flow through the West Chamber is restricted to 25,920 m<sup>3</sup>/day, based on the maximum instantaneous flow rate being 300 L/s.

Monthly flows experienced through the West Chamber for the 2025 calendar year are provided in Appendix B to this report.

The Table below compares the flows experienced in 2025 to the capacity of the West Chamber's entry point into the St. Thomas Water Distribution System.

Entry Point	Flow Capacity (m <sup>3</sup> /day)	2025 Avg. Day Flow (m <sup>3</sup> /day)	Avg. Day % of Entry Point Capacity	2025 Max Day Flow (m <sup>3</sup> /day)	Max Day % of Entry Point Capacity
West Chamber	25,920	754	2.9%	1857	7%

## 2.5 Wellington Road Chamber – St. Thomas Area Secondary Water Supply System

The Wellington Road Chamber is the third entry point into the St. Thomas Water Distribution System from the St. Thomas Area Secondary Water Supply System. The Chamber is located at the intersection of Wellington Road and Ford Line. Flow will typically only enter the St. Thomas Water Distribution System through the Wellington Road Chamber during periods of very high demand in the St. Thomas Water Distribution System. When flow enters the St. Thomas Water Distribution System from this location it is record by the meter reading as a negative value, as summarized in Appendix B.

## 2.6 Fingal Line Chamber – Southwold Water Distribution System

The Fingal Line Chamber supplies water from the Southwold Water Distribution System to a section of the St. Thomas Water Distribution System along Fingal Line. The water in the Southwold Water Distribution System originates from the St. Thomas Area Secondary Water Supply System. The water is re-chlorinated within the Southwold Water Distribution System. Flow through the Fingal Line Chamber is restricted to 13,824 m<sup>3</sup>/day, based on the maximum instantaneous flow rate being 160 L/s.

The Table below compares the flows experienced in 2025 to the capacity of the Fingal Line Chamber's entry point into the St. Thomas Water Distribution Water System.

Entry Point	Flow Capacity (m <sup>3</sup> /day)	2025 Avg. Day Flow (m <sup>3</sup> /day)	Avg. Day % of Entry Point Capacity
Fingal Line	13,824	4.9	<1%

### 3 Water Quality Summary

A summary of water quality testing completed by the City of St. Thomas – Environmental Services Dept. over the course of the reporting period is available in the Annual Report, attached as Appendix A.

### 4 Summary of Non-Compliant Conditions

#### 4.1 Ministry of the Environment, Conservation and Parks Inspection

The Ontario Ministry of the Environment, Conservation and Parks (MECP) conducts an inspection of the St. Thomas Drinking Water System annually. An MECP inspection was completed on October 22, 2025. There were two (2) non-compliances identified within the annual inspection report. The resulting system inspection risk rating was identified as 10.33% and an overall final inspection rating of 89.67%. The inspection report is attached as Appendix C.

MECP Inspection Finding	Action Taken
<p><b>Changes to the system registration information were not provided within ten (10) days of the change.</b>                      Changes to contact information for the drinking water system were not provided to the ministry within ten days of the change. The 'Operating Authority Alternate Contact' information was incorrect and out-of-date at the time of the inspection.                      It should be noted that prior to the issuance of this report the owner/operating authority submitted a DWIS profile update form to update the 'Operating Authority Alternate Contact' information. No further actions are required at this time.</p>	<p>As noted in the inspection finding itself, an updated DWIS form was submitted to the Ministry before the inspection period was completed.</p>
<p><b>All parts of the drinking water system were not disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.</b>                      The ministry's Watermain Disinfection Procedure details disinfection procedures for planned and emergency work on watermains and specifies the operating authority shall maintain records of the information listed as a minimum. As part of this inspection the owner/operating authority provided disinfection documents associated with new watermain installation work and watermain repair records.                      Upon review it was found that one of these documents contained incorrect information that is required to be documented in accordance with the ministry's Watermain Disinfection Procedure and Ontario Regulation 128/04, Section 27 regarding record keeping requirements.                      From herein the owner/operating authority shall ensure that the required information as a minimum will be documented in accordance with the ministry's Watermain Disinfection Procedure and O. Reg 128/04 Section 27. Compliance shall be assessed during next the inspection period. It should be noted that prior to the issuance of this report the owner/operating authority obtained a third-party trainer to deliver a record keeping course to the operators.</p>	<p>As noted in the inspection finding itself, a third-party training provider was brought in to provide a session on Water System Record-Keeping, to help reiterate the importance of accurate record-keeping to staff.</p> <p>Reviewed common record-keeping errors with staff.</p> <p>Additionally, a review of the document used to collect watermain disinfection information was undertaken. Revisions were made to help reduce common record-keeping errors that were identified.</p>

**4.2 Adverse Test Results and Issue Resolution**

Any non-compliant conditions identified through water quality monitoring exercises over the reporting period, and actions taken are summarized in the table below.

Adverse Test Result (Date / Location)	Action Taken
On July 11, 2025, the lab reported a result of 1 cfu/100mL of E.coli and 1 cfu/100 mL of Total coliform, on a routine sample taken from Sample Station 39.	The incident was reported to the MECP and assigned AWQI# 168947. A Boil Water Advisory was issued for an area determined in consultation with Southwest Public Health Unit (Approx. 450 homes). Flushing and resampling were completed in accordance with O. Reg. 170/03. Both sets of resamples returned with results of 0 cfu/100 mL. The Boil Water Advisory was lifted on July 13, 2025.

**5 List of Appendices**

**Appendix A** – St. Thomas Water Distribution System – 2025 Annual Report

**Appendix B** – Chamber and Station Flows – 2025

**Appendix C** – 2025 MECP Inspection Report

# **APPENDIX A**

**– St. Thomas WDS – 2025 Annual Report**



# Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Drinking-Water System Number:	260002187
Drinking-Water System Name:	St. Thomas Water Distribution System
Drinking-Water System Owner:	Corporation of the City of St. Thomas
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2025, through December 31, 2025

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>City of St. Thomas, City Hall Environmental Services 545 Talbot Street St Thomas, Ontario N5P 3V7</p> </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p>Number of Designated Facilities served: <div style="border: 1px solid black; padding: 2px; width: 100px; text-align: center;">NA</div></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; padding: 2px; width: 100px; text-align: center;">NA</div></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	---

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Municipality of Central Elgin	260004761
Township of Southwold	210001362

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?  
Yes  No

Indicate how you notified system users that your annual report is available and is free of charge.

- Public access/notice via the web  
City of St. Thomas Website – [www.city.st-thomas.on.ca](http://www.city.st-thomas.on.ca)
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method \_\_\_\_\_



**Describe your Drinking-Water System**

Water in the St. Thomas WDS is ultimately supplied from the Elgin Area Primary Water Supply System (EAPWSS). Amongst going off in other directions, in context to the St. Thomas WDS, the EAPWSS extends from the Water Treatment Plant intake in Lake Erie to the Elgin Middlesex Pumping Station (EMPS) and Terminal Reservoir located in the Northeast of St. Thomas. The St. Thomas WDS connects to the EAPWSS transmission main as it passes along the East side of St. Thomas at the Albert Roberts Booster Station. At the site of the Elgin Middlesex Pumping Station and Terminal Reservoir, the City has recently constructed another connection to the EAPWSS at the South Edgeware Booster Station (SEBS), which obtains water from the EMPS Terminal Reservoir. The St. Thomas WDS system also obtains water from the St. Thomas Area Secondary Water Supply System (STASWSS). This system provides top-up chlorination and pressurization through various connections to its member municipalities (Southwold, Central Elgin and St. Thomas) before terminating at the Clinton Line Meter Chamber on Wonderland Road in Southwold. The St. Thomas Distribution System consists of approximately 230,000 metres of water main ranging in size from 50 mm to 900 mm in diameter. Material types include Cast Iron, Concrete, Ductile Iron, Polyethylene, and PVC. The St. Thomas Water Distribution System provides water to over 17,100 service connections including approximately 1000 services within the Municipality of Central Elgin and 47 services within the Township of Southwold (Lynhurst Subdivision).

**List all water treatment chemicals used over this reporting period**

12% Sodium Hypochlorite (Disinfection/Repairs)

**Were any significant expenses incurred to?**

- Install required equipment
- Repair required equipment
- Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

Albert Roberts Permanent Generator Installation	\$115,000
Centre Street Watermain Replacement and Upsizing	\$701,000
Chestnut Street Watermain Replacement and Upsizing	\$254,000
Fairview Avenue Watermain Replacement and Upsizing	\$480,000
First Avenue Watermain Replacement and Upsizing	\$276,000
Forest and Smith Area Watermain Replacement	\$490,000
South Edgeware Booster Station	\$14,820,000
Yarmouth Yards Water Servicing	\$10,220,000

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
July 11, 2025	E. Coli	1	Colony forming unit(s) (cfu)/100 mL	Boil Water Advisory issued for area determined in consultation with Southwest Public Health Unit. Flushing and resampling in accordance with O. Reg. 170/03 completed. Both sets of resamples returned results of 0 cfu/100 mL.	Initial Response: July 11, 2025  Boil Water Advisory Rescinded: July 13, 2025.
	Total Coliform	1			

Microbiological testing done under Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min )-(max )	Range of Total Coliform Results (min )-(max )	Number of HPC Samples	Range of HPC Results (min )-(max )
<b>Raw</b>	NA	NA	NA	NA	NA
<b>Treated</b>	NA	NA	NA	NA	NA
<b>St. Thomas</b>	779	(0)-(1)	(0)-(1)	779	(<10) - (NDOG*)
<b>Central Elgin</b>	52	(0)-(0)	(0)-(0)	52	(<10)-(70)
<b>Southwold</b>	13	(0)-(0)	(0)-(0)	13	(<10)-(10)
<b>Distribution Total</b>	<b>844</b>	<b>(0)-(0)</b>	<b>(0)-(0)</b>	<b>844</b>	<b>(&lt;10) - (NDOG*)</b>

\* - NDOG is a lab code that means there was no data reportable on the sample due to overgrowth that may or may not be representative of water quality. The NDOG results were from samples taken on July 9 and September 24, 2025. Resamples were taken on July 12 and September 29 respectively, each returning with a result of <10 CFU/mL. Omitting the NDOG results, the next highest HPC result in 2025 was 1370 CFU/mL

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min )-(max )
<b>Chlorine (Grab Samples)</b>	635	(0.17) - (1.58)

**NOTE:** For continuous monitors use 8760 as the number of samples.



**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
NA	NA	NA	NA	NA

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
NA	NA	NA	NA	NA

**Summary of lead testing under Schedule 15.1 during this reporting period**

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min) – (max )	Number of Exceedances
Plumbing	NA	NA	NA
Distribution	NA	NA	NA

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
<b>HAA5</b> (NOTE: show latest annual average)	Jan 14, 2025 Apr 15, 2025 July 15, 2025 Oct 16, 2025	5.6	ug/L	no
<b>THM</b> (NOTE: show latest annual average)	Jan 14, 2025 Apr 15, 2025 July 15, 2025 Oct 16, 2025	19.0	ug/L	no

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
NA	NA	NA	NA

# APPENDIX B

– St. Thomas WDS – 2025 Flows

## **Albert Roberts Booster Station**

### **~ 2025 Water Supply Data ~**

Month	Average Daily Flow Rate	Maximum Daily Flow Rate	Total Volume
	l/s	l/s	m <sup>3</sup>
January	75.29	179.12	186,313
February	85.94	192.90	208,956
March	84.07	151.91	229,379
April	90.50	299.51	236,939
May	98.51	170.23	259,326
June	105.18	192.71	286,000
July	119.39	182.38	325,822
August	122.57	194.70	313,742
September	113.39	202.33	320,699
October	76.56	163.73	209,326
November	60.57	150.94	156,138
December	63.11	174.79	189,641
<b>Average</b>	<b>91.26</b>	<b>187.94</b>	<b>243,523</b>
<b>Yearly Total</b>			<b>2,922,281</b>

## STASWSS - East Chamber

### ~ 2025 Water Supply Data ~

Month	Average Daily Flow Rate	Maximum Daily Flow Rate	Total Volume
	<i>l/s</i>	<i>l/s</i>	<i>m<sup>3</sup></i>
January	42.60	133.17	104,855
February	49.11	149.63	109,885
March	48.34	158.41	119,051
April	46.00	128.05	113,238
May	43.72	151.83	108,261
June	48.29	161.34	139,153
July	67.21	94.39	130,206
August	46.05	110.85	120,747
September	46.84	175.61	119,634
October	68.43	164.63	182,142
November	46.71	139.02	133,210
December	43.33	136.46	115,479
<b>Average</b>	<b>49.72</b>	<b>141.95</b>	<b>124,655</b>
<b>Total</b>			<b>1,495,861</b>

## STASWSS - West Chamber

### ~ 2025 Water Supply Data ~

Month	Average Daily Flow Rate	Maximum Daily Flow Rate	Total Volume
	<i>l/s</i>	<i>l/s</i>	<i>m<sup>3</sup></i>
January	12.45	87.80	35,071
February	7.38	73.90	17,793
March	6.53	76.83	17,514
April	4.66	92.93	12,370
May	3.93	73.17	10,258
June	6.18	72.80	16,611
July	2.78	84.51	7,526
August	4.75	76.83	10,721
September	19.56	111.95	50,531
October	21.40	133.17	59,686
November	11.05	187.68	29,386
December	2.80	124.02	7,712
<b>Average</b>	<b>8.62</b>	<b>99.63</b>	<b>22,932</b>
<b>Total</b>			<b>275,179</b>

## STASWSS - Wellington Chamber

### ~ 2025 Water Supply Data ~

Month	Total Volume
	<i>m<sup>3</sup></i>
January	0
February	0
March	0
April	0
May	0
June	5
July	0
August	10
September	220
October	8
November	0
December	-8
<b>Average</b>	<b>20</b>
<b>Yearly Total</b>	<b>235</b>

## **STASWSS - Fingal Chamber**

### **~ 2025 Water Supply Data ~**

<b>Month</b>	<b>Total Volume</b>
	<b><i>m</i><sup>3</sup></b>
January	85
February	92
March	454
April	76
May	132
June	139
July	203
August	124
September	149
October	179
November	80
December	97
<b>Average</b>	<b>151</b>
<b>Yearly Total</b>	<b>1,810</b>

## South Edgeware Booster Station

### ~ 2025 Water Supply Data ~

Month	Volume
	<i>m</i> <sup>3</sup>
January	0
February	0
March	0
April	0
May	0
June	0
July	0
August	0
September	0
October	0
November	64,000
December	110,000
<b>Average</b>	<b>14,500</b>
<b>Yearly Total</b>	<b>174,000</b>

# **APPENDIX C**

**– St. Thomas WDS – 2025 MECP Inspection Report**

**Ministry of the Environment,  
Conservation and Parks**

Drinking Water and Environmental  
Compliance Division

Southwest Region  
733 Exeter Road  
London, ON N6E 1L3  
Phone: 519-873-5000

**Ministère de l'Environnement, de la  
Protection de la nature et des Parcs**

Division de la conformité en matière d'eau  
potable et d'environnement

*Région Sud-Ouest*  
*733 rue Exeter*  
*London, ON N6E 1L3*  
Tél: 519-873-5000

November 17, 2025

The Corporation of the City of St Thomas  
545 Talbot Street  
St Thomas, ON N5P 3V7

Attention: Kevin De Leebeeck, Director of Environmental Services/City Engineer  
Re: City of St. Thomas Distribution System Final Inspection Report (#260002187)

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Enclosed is the report on the 2025-26 inspection of the City of St. Thomas Distribution System and the corresponding Inspection Rating Report (IRR) and Risk Methodology document.

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 Councils" on the Drinking Water Ontario website at <https://www.ontario.ca/environment-and-energy/taking-care-your-drinking-water-guide-members-municipal-councils>.

The IRR is a summarized quantitative measure of the drinking water system's annual inspection and is published in the Ministry's Chief Drinking Water Inspector's Annual Report. The Risk Methodology document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system inspection results.

If you have any questions or concerns regarding the rating, please contact Mark Smith, Water Compliance Supervisor, at 519-317-8116.

Sincerely,

*M. Morgan*

Meghan Morgan  
Provincial Officer, Water Inspector  
London District Office  
[Meghan.Morgan@ontario.ca](mailto:Meghan.Morgan@ontario.ca)

cc. Southwestern Public Health Unit  
Kettle Creek Conservation Authority



CITY OF ST. THOMAS DISTRIBUTION SYSTEM  
Physical Address: 490 SOUTH EDGEWARE RD,  
ST. THOMAS, ON

## INSPECTION REPORT

System Number: 260002187  
Entity: CORPORATION OF THE CITY  
OF ST THOMAS  
Inspection Start Date: October 17, 2025  
Site Inspection Date: October 22, 2025  
Inspection End Date: November 17, 2025  
Inspected By: Meghan Morgan  
Badge #: 1315

*M. Morgan*

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(signature)

## INTRODUCTION

### **Purpose**

This announced, focused inspection was conducted to confirm compliance with Ministry of the Environment, Conservation and Parks' (MECP) legislation and conformance with ministry drinking water policies and guidelines.

### **Scope**

The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management and the operation of the system.

The inspection of the drinking water system included both the physical inspection of the component parts of the system listed in section 4 "Systems Components" of the report and the review of data and documents associated with the operation of the drinking water system during the review 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 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.

### **Facility Contacts and Dates**

The drinking water system is owned and operated by The Corporation of the City of St. Thomas.

The system serves an estimated population of 43,000 and is categorized as a Large Municipal Residential System. Information reviewed for this inspection covered the time period of September 1, 2024 to September 30, 2025.

### **Systems/Components**

The City of St Thomas Distribution System only provides distribution of water. Primary disinfection is undertaken by another regulated drinking water system which provides treated water to this drinking water system.

Treated water is received from the Elgin Area Primary Water Supply System and The City of St

Thomas Distribution System provides pressure boosting for the drinking water system.

The Elgin Area Primary Water Supply System is inspected separately from this drinking water system.

### **Permissions/Approvals**

This drinking water system was subject to specific conditions contained within the following permissions and/or approvals (please note this list is not exhaustive) at the time of the inspection in addition to the requirements of the SDWA and its regulations:

Municipal Drinking Water Licence Number: 057-101, Issue 3, dated June 30, 2021

Drinking Water Works Permit Number: 057-201, Issue 4, dated Apr 30, 2024

### NON-COMPLIANCE

The following item(s) have been identified as non-compliance, based on a "No" response captured for a legislative question(s).

For additional information on each question see the Inspection Details section of the report.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Item	Question	Compliance Response/Corrective Action(s)
NC-1	<p><b>Question ID:</b> DWMR1113001</p> <p>Were changes to the system registration information provided to the ministry within ten (10) days of the change?</p>	<p>Changes to the system registration information were not provided within ten (10) days of the change.</p> <p>Changes to contact information for the drinking water system were not provided to the ministry within ten days of the change. The 'Operating Authority Alternate Contact' information was incorrect and out-of-date at the time of the inspection.</p> <p>It should be noted that prior to the issuance of this report the owner/operating authority submitted a DWIS profile update form to update the 'Operating Authority Alternate Contact' information. No further actions are required at this time.</p>
NC-2	<p><b>Question ID:</b> DWMR1025001</p> <p>Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?</p>	<p>All parts of the drinking water system were not disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.</p> <p>The ministry's Watermain Disinfection Procedure details disinfection procedures for planned and emergency work on watermains and specifies the operating authority shall maintain records of the information listed as a minimum. As part of this inspection the owner/operating authority provided disinfection documents associated with new watermain installation work and watermain repair records. Upon review it was found that a number of these documents were missing information that is required to be documented in accordance</p>

with the ministry's Watermain Disinfection Procedure and Ontario Regulation 128/04, Section 27 regarding record keeping requirements.

From herein the owner/operating authority shall ensure that the required information as a minimum will be documented in accordance with the ministry's Watermain Disinfection Procedure and O. Reg 128/04 Section 27. Compliance shall be assessed during next the inspection period.

## **RECOMMENDATIONS**

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

### INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1018001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner ensured that equipment was installed as required.  At the time of the site visit construction of the new South Edgeware Booster Pumping Station (SEBS), as authorized by the "Schedule C: Authorization to Alter the Drinking Water System", issued by the Ministry on May 23, 2024, had been completed and equipment was installed in accordance with the Permit. At the time of the site inspection this new booster pumping station was not yet distributing water to users.			

Question ID	DWMR1020001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were Form 1 documents prepared as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Form 1 documents were prepared as required.  The owner completed ten (10) "Form 1 – Record of Watermains Authorized as a Future Alteration" documents for proposed new watermains or replacement of existing watermains.			

Question ID	DWMR1022001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were Form 3 and associated documents prepared as required?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Form 3 and associated documents were prepared as required.			

The owner completed one (1) "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere" document for the installation of a new permanent back-up generator at the Albert Roberts booster station.

<b>Question ID</b>	DWMR1025001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All parts of the drinking water system were not disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.  The ministry's Watermain Disinfection Procedure details disinfection procedures for planned and emergency work on watermains and specifies the operating authority shall maintain records of the information listed as a minimum. As part of this inspection the owner/operating authority provided disinfection documents associated with new watermain installation work and watermain repair records. Upon review it was found that a number of these documents were missing information that is required to be documented in accordance with the ministry's Watermain Disinfection Procedure and Ontario Regulation 128/04, Section 27 regarding record keeping requirements.  From herein the owner/operating authority shall ensure that the required information as a minimum will be documented in accordance with the ministry's Watermain Disinfection Procedure and O. Reg 128/04 Section 27. Compliance shall be assessed during next the inspection period.			

<b>Question ID</b>	DWMR1033001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-2   (3); SDWA   O. Reg. 170/03   7-2   (4);			
<b>Question:</b> Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Secondary disinfectant residual was tested as required.  Ontario Regulation 170/03, Schedule 7-2 (3) requires the owner/operating authority of a large municipal residential system that provides secondary disinfection to ensure that at least seven distribution samples are taken each week and tested immediately for free chlorine			

residual. At least four of the samples must be taken on one day of the week, and at least three samples must be taken on a second day of the week, at least 48 hours after the samples taken on the first day.

Grab samples are collected during different days on the week and tested for free chlorine from different locations within the distribution system. The system also uses process chlorine analyzers located at the Albert Roberts Booster Station, the Southdale meter chamber panel and the Wellington Rd PRV panel to continuously monitor the free chlorine residual within the distribution system. These continuous chlorine analyzers have alarm set points to ensure the free chlorine residual is maintained above 0.05mg/L.

Records were reviewed of the grab samples taken in the distribution system by operators who collect manual samples to verify the secondary disinfectant residual was tested as required.

Question ID	DWMR1099001	Question Type	Information
<p><b>Legislative Requirement(s):</b> Not Applicable</p>			
<p><b>Question:</b> Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?</p>			
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records showed that not all water sample results met the Ontario Drinking Water Quality Standards.</p> <p>Two adverse water quality incidents (AWQI) occurred during this inspection period:</p> <ul style="list-style-type: none"> <li>- AWQI #166193 -- In September 2024 one test result of 87cfu/100ml total coliforms and 87cfu/100ml E.Coli was reported when taking routine bacteriological samples in the distribution system. All other samples taken the same day had a test result of zero total coliforms and E.Coli. The free chlorine residual at the time of sampling was satisfactory. Corrective actions were taken in accordance with Ontario Regulation 170/03. The Southwestern Public Health Unit issued a Boil Water Advisory (BWA) and advised to flush and take two sets of resamples 24hrs apart. Resample results came back with test results of zero total coliforms and E.Coli. After all corrective actions were completed the BWA Rescind Notice was provided to users.</li> <li>- AWQI #168947 -- In July 2025 one test result of 1cfu/100ml total coliforms and 1cfu/100ml E.Coli reported when taking routine bacteriological samples in the distribution system. All other samples taken the same day had a test result of zero total coliforms and zero E.Coli. The free chlorine residual at the time of sampling was satisfactory. Corrective actions were taken in accordance with Ontario Regulation 170/03. The Southwestern Public Health Unit issued a Boil Water Advisory (BWA) for a restricted area in St. Thomas and advised to flush and take two sets of resamples 24hrs apart. Resample results came back with test results of zero total coliforms and E.Coli. After all corrective actions were completed the BWA Rescind</li> </ul>			

Notice was provided to users.

Question ID	DWMR1081001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10-2   (1); SDWA   O. Reg. 170/03   10-2   (2); SDWA   O. Reg. 170/03   10-2   (3);</p>			
<p><b>Question:</b> Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?</p>			
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Distribution microbiological sampling requirements were met.</p> <p>Ontario Regulation 170/03 – Schedule 10-2 stipulates that distribution water samples are required to be collected for testing every week within the frequency prescribed by the Regulation. Based on a service population of approximately 43,000 the owner/operating authority is required to take a minimum of 51 distribution samples every month. Every distribution system sample must be analyzed for: E.coli; total coliforms; and 25% of the required samples must be tested for general bacteria population expressed as colony counts on a heterotrophic plate count with the prescribed frequency stipulated in Schedule 6-1.1(1) of O.Reg 170/03.</p> <p>A review of the records for the inspection period indicate the number of microbiological samples collected ranged from 52-73.</p> <p>It is recommended that the municipality have a written policy describing how they determine the population served, how often and at what triggers they would reassess the current population in order to stay current with their Schedule 10-2 sampling requirements and then update the DWIS profile accordingly.</p>			

Question ID	DWMR1096001	Question Type	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-3   (1);</p>			
<p><b>Question:</b> Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?</p>			
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that chlorine residual tests were conducted as required.</p>			

Question ID	DWMR1086001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6.1   (1); SDWA   O. Reg. 170/03   13-6.1   (2); SDWA   O. Reg. 170/03   13-6.1   (3); SDWA   O. Reg. 170/03   13-6.1   (4); SDWA   O. Reg. 170/03   13-6.1   (5); SDWA   O. Reg. 170/03   13-6.1   (6);			
<b>Question:</b> Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Haloacetic acid sampling requirements were met.  Haloacetic Acid samples are required to be collected and tested each calendar quarter from the distribution system in accordance with Schedule 13-6.1 of O.Reg. 170/03 with the frequency stipulated in Schedule 6-1.1(4), and shall be taken from a point in the drinking water system's distribution system that is likely to have an elevated potential for the formation of haloacetic acids. A review of the records provided for the inspection review period indicate that this requirement has been met, and all sample results were below the standard.			

Question ID	DWMR1087001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-6   (1); SDWA   O. Reg. 170/03   13-6   (2); SDWA   O. Reg. 170/03   13-6   (3); SDWA   O. Reg. 170/03   13-6   (4); SDWA   O. Reg. 170/03   13-6   (5); SDWA   O. Reg. 170/03   13-6   (6);			
<b>Question:</b> Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Trihalomethane sampling requirements were met.  Trihalomethane samples are required to be collected and tested each calendar quarter from the distribution system in accordance with Schedule 13-6 of O.Reg. 170/03 with the frequency stipulated in Schedule 6-1.1(4), and shall be taken from a point in the drinking water system's distribution system that is likely to have an elevated potential for the formation of trihalomethanes. A review of the records provided for the inspection review period indicate that this requirement has been met, and all sample results were below the standard.			

Question ID	DWMR1104001	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   16-6   (1); SDWA   O. Reg. 170/03   16-6   (2); SDWA   O. Reg. 170/03   16-6   (3); SDWA   O. Reg. 170/03   16-6   (3.1); SDWA   O. Reg. 170/03   16-6   (3.2); SDWA   O. Reg. 170/03   16-6   (4); SDWA   O. Reg. 170/03   16-6   (5); SDWA   O. Reg. 170/03   16-6   (6);			

<p><b>Question:</b> Were immediate verbal notification requirements for adverse water quality incidents met?</p>
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Immediate verbal notification requirements for adverse water quality incidents were met.</p>

<b>Question ID</b>	DWMR1101001	<b>Question Type</b>	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   17-1; SDWA   O. Reg. 170/03   17-10   (1); SDWA   O. Reg. 170/03   17-11; SDWA   O. Reg. 170/03   17-12; SDWA   O. Reg. 170/03   17-13; SDWA   O. Reg. 170/03   17-14; SDWA   O. Reg. 170/03   17-2; SDWA   O. Reg. 170/03   17-3; SDWA   O. Reg. 170/03   17-4; SDWA   O. Reg. 170/03   17-5; SDWA   O. Reg. 170/03   17-6; SDWA   O. Reg. 170/03   17-9;</p>			
<p><b>Question:</b> For large municipal residential systems, were corrective actions, including any steps directed by the Medical Officer of Health, taken to address adverse conditions?</p>			
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Corrective actions were taken to address adverse conditions.</p>			

<b>Question ID</b>	DWMR1113001	<b>Question Type</b>	Legislative
<p><b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10.1   (3);</p>			
<p><b>Question:</b> Were changes to the system registration information provided to the ministry within ten (10) days of the change?</p>			
<p><b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Changes to the system registration information were not provided within ten (10) days of the change.</p> <p>Changes to contact information for the drinking water system were not provided to the ministry within ten days of the change. The 'Operating Authority Alternate Contact' information was incorrect and out-of-date at the time of the inspection.</p> <p>It should be noted that prior to the issuance of this report the owner/operating authority submitted a DWIS profile update form to update the 'Operating Authority Alternate Contact' information. No further actions are required at this time.</p>			

<b>Question ID</b>	DWMR1114001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner have evidence that, when required, all legal owners associated with the drinking water system were notified of the requirements of the Municipal Drinking Water Licence and Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had evidence that the required notifications were made.  Requirements of the MDWL and the DWWP are provided to legal owners within the municipal office. The owner is reminded that these requirements also need to be shared with developers that own subdivisions that have not yet been transferred to the municipality.			

<b>Question ID</b>	DWMR1045001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the owner update the document describing the distribution components within 12 months of completion of alterations to the system in accordance with the Drinking Water Works Permit?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had up-to-date documents describing the distribution components.			

<b>Question ID</b>	DWMR1054001	<b>Question Type</b>	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Was an agreement in place that satisfied the requirements prescribed by subsection 5(4) of O. Reg. 170/03?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The agreement in place satisfied the requirements.  A copy of the document was provided to the Inspector. A review of the document confirmed the donor has agreed in writing.			

<b>Question ID</b>	DWMR1055001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   5   (5);			

**Question:**

If there were standalone distribution systems connected to this donor system, was the owner of the donor system in compliance with all agreements made under subsection 5(4) of O. Reg. 170/03?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

The owner of the donor system was in compliance with all agreements.

<b>Question ID</b>	DWMR1060001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<b>Question:</b> Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.  Municipal Drinking Water Licence Number: 057-101, Issue 3, Section 16 of Schedule B specifies the requirements for the Operations and Maintenance Manual. The manual for the City of St. Thomas Distribution System contained the required information. A review of the Operation and Maintenance Manual submitted by the operating authority indicate that the manual contains the required information including but not limited to; contingency plans, procedures to deal with emergencies and procedures for dealing with complaints associated with the drinking water system.			

<b>Question ID</b>	DWMR1062001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-5;			
<b>Question:</b> Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03.			

<b>Question ID</b>	DWMR1071001	<b>Question Type</b>	BMP
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Did the owner provide security measures to protect components of the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner provided security measures to protect components of the drinking water system.  The Albert Roberts Booster Pumping Station remains locked at all times and is equipped with a security alarm which is connected to the SCADA system to alert the operating authority of unauthorized entry. The new SEBS remains locked at all times and will be equipped with a security alarm. Each chamber panel is kept locked with entry alarms. All stations are visited regularly by operators.			

<b>Question ID</b>	DWMR1073001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   23   (1);			
<b>Question:</b> Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> An overall responsible operator was designated for all subsystem.			

<b>Question ID</b>	DWMR1074001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   25   (1);			
<b>Question:</b> Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators-in-charge were designated for all subsystems.			

<b>Question ID</b>	DWMR1075001	<b>Question Type</b>	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   22;			

**Question:**

Were all operators certified as required?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

All operators were certified as required.

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**Ministry of the Environment, Conservation and Parks  
Drinking Water System Inspection Report Appendix A**

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**Stakeholder References**

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# 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](mailto:waterforms@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



PUBLICATION TITLE	PUBLICATION NUMBER
<b>FORMS:</b> 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](mailto: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](http://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

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**Ministry of the Environment, Conservation and Parks  
Drinking Water System Inspection Report Appendix B**

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**Inspection Rating Record and Inspection Risk Methodology**

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# APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal

year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

[ontario.ca/drinkingwater](http://ontario.ca/drinkingwater)

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

## Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:	
Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:	
Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

**Table 3** presents a sample question showing the risk rating determination process.

TABLE 3:							
Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?							
Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
<b>Medium</b> Administrative Consequence	<b>Major</b> Administrative Consequence	<b>Minor</b> Environmental Consequence	<b>Minor</b> Health Consequence	<b>Medium</b> Environmental Consequence	<b>Major</b> Environmental Consequence	<b>Medium</b> Health Consequence	<b>Major</b> Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
<b>R=4</b>	<b>R=2</b>	<b>R=6</b>	<b>R=12</b>	<b>R=15</b>	<b>R=6</b>	<b>R=21</b>	<b>R=16</b>

## Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

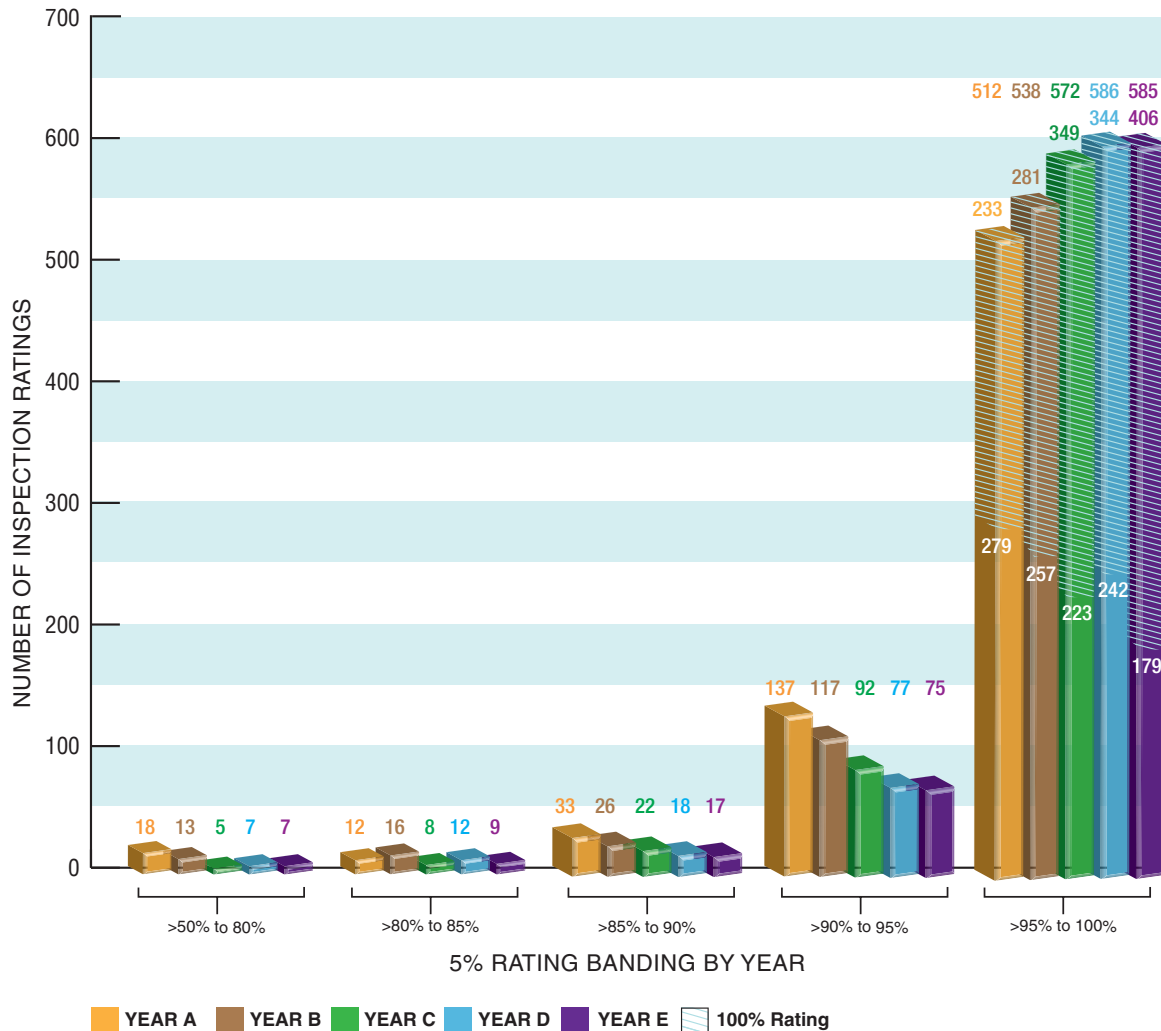
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

## Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

**Figure 1** presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

**Figure 1: Year Over Year Distribution of MRDWS Ratings**



## Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

- |                         |                        |                                       |  |
|-------------------------|------------------------|---------------------------------------|--|
| 1. Source               | 5. Process Wastewater  | 9. Contingency and Emergency Planning | 12. Water Quality Monitoring                       |
| 2. Permit to Take Water | 6. Distribution System | 10. Consumer Relations                | 13. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment  | 7. Operations Manuals  | 11. Certification and Training        | 14. Other Inspection Findings                      |
| 4. Treatment Processes  | 8. Logbooks            |                                       |  |

For further information, please visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2025-26)

**DWS Name:** CITY OF ST. THOMAS DISTRIBUTION SYSTEM  
**DWS Number:** 260002187  
**DWS Owner:** CORPORATION OF THE CITY OF ST THOMAS  
**Municipal Location:** ST. THOMAS

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**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Focused  
**Compliance Assessment Start Date:** Oct-17-2025  
**Ministry Office:** London District Office

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**Maximum Risk Rating:** 242

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/28
Distribution System	0/18
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	4/53
Treatment Processes	21/64
Water Quality Monitoring	0/51
<b>Overall - Calculated</b>	<b>25/242</b>

**Inspection Risk Rating:** 10.33%

**Final Inspection Rating:** 89.67%

Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2025-26)

**DWS Name:** CITY OF ST. THOMAS DISTRIBUTION SYSTEM  
**DWS Number:** 260002187  
**DWS Owner Name:** CORPORATION OF THE CITY OF ST THOMAS  
**Municipal Location:** ST. THOMAS

**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Focused  
**Compliance Assessment Start Date:** Oct-17-2025  
**Ministry Office:** London District Office

Non-Compliance Question(s)	Non Compliance Risk
<b>Reporting &amp; Corrective Actions</b>	
Were changes to the system registration information provided to the ministry within ten (10) days of the change?	4
<b>Treatment Processes</b>	
Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?	21
<b>Overall - Total</b>	<b>25</b>

**Maximum Question Rating:** 242

<b>Inspection Risk Rating:</b>	<b>10.33%</b>
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<b>FINAL INSPECTION RATING:</b>	<b>89.67%</b>
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## Jeff Carswell

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**From:** abi north [REDACTED]  
**Sent:** Tuesday, March 10, 2026 10:55 AM  
**To:** Mayor G. Jones; Deputy Mayor Pennings; Councillor Adzija; SCOTT FELLOWS; Councillor Emons  
**Cc:** Jeff Carswell  
**Subject:** A Letter to Southwold Council: Transparency and Communication in Southwold

To Mayor Grant Jones, Deputy Mayor Justin Pennings, and Councillors John Adzija, Sarah Emons, and Scott Fellows,

Over the past week, many residents across Southwold have been discussing maps, reports, and development plans circulating online. Questions have been raised about potential growth in our community, and many residents have been trying to understand what these plans mean for the future of the township, our events, our infrastructure, and our sense of community.

In response, the Township recently issued a statement cautioning residents about the spread of misinformation online. However, the confusion in this instance stemmed from an incorrect version of documentation distributed by council and the township. When residents trust that accurate documents would be distributed by the Township itself, it is understandable that questions and concerns would follow.

Equally important is the tone in which these conversations occur. Residents asking questions about their community should never feel as though they are being scolded for wanting to understand decisions that may shape where they live, work, and raise their families. Our council is elected to represent the people of this community and their voices expect to be heard and answered.

Like many residents of Southwold, I care deeply about the future of our township. What has become increasingly clear through these recent discussions is not simply concern about growth, but concern about how information is being communicated to the community.

Across conversations throughout Southwold, a common theme has emerged: people often feel they are hearing about significant decisions only after they are already underway, when the opportunity for meaningful input has largely passed. This pattern has contributed to a growing sense of mistrust between residents and those elected to represent them.

While council agendas, reports, and minutes are technically public, they are often difficult for residents to locate, interpret, or follow. People with busy work and family lives should not be expected to spend hours piecing together lengthy documents to understand decisions that affect their community. If significant discussions about growth have appeared in agendas or meeting minutes for years without broader awareness, it suggests the system itself deserves another look.

Upon closer look, I discovered noticeable changes in how council decisions are being documented. Meeting minutes from previous years often recorded how individual members of council voted on specific matters. More recent minutes do not consistently include this information. Yet knowing how elected officials vote is one of the most basic forms of democratic accountability.

All of this leads to a broader question many residents are asking: **what is preventing council from engaging more openly with the public?**

Many residents seek information through local community pages and discussions online. Yet it is rare to see members of council participate in these conversations, clarify information, or answer questions directly. As one of the residents most impacted by the current construction in Fingal, I was surprised to learn of an update about the project through a LinkedIn post from Mayor Jones rather than through channels commonly used by Southwold residents. Platforms like LinkedIn are valuable for professional networks, but they are not where most local residents look for updates about projects that directly affect their daily lives. Why was this information comfortable to share with professional colleagues online, but not communicated as visibly within the community experiencing the disruption? If council wishes to build trust and keep the community informed, communication needs to happen where residents actually are and when questions are actively being asked.

With a municipal election approaching this October, residents deserve clarity. They deserve to know how decisions are being made, how information is shared, and how their representatives are voting on issues that shape the future of our community.

**In the interest of rebuilding trust, I ask council to address several important questions:**

- Where is the best and most reliable place for residents to easily find timely digestible information about major planning decisions and developments?
- What steps is council taking to ensure transparency before key decisions are finalized, not after?
- Will council commit to more detailed meeting minutes, including recorded votes for councillors on major items?
- How will council ensure residents have meaningful opportunities to understand and comment on significant growth proposals?
- Would council consider engaging ward or hamlet representatives who could help share information locally and bring community concerns back to council in a more organized way?
- What strategies have other municipalities used to proactively inform and engage residents before decisions reach a point of public frustration, and has Southwold considered adopting similar approaches?
- Will council consider engaging more actively with residents online, as many other elected officials and municipalities now do?
- As our population grows and elections approach, has council considered whether the current number of councillors remains appropriate for the community we are becoming?

Trust in local government is built through transparency—ensuring residents understand what decisions are being made, when, why, and how their elected officials vote. I ask these questions as a resident who cares about Southwold, and I hope council views the growing community engagement as an opportunity to listen, engage, and strengthen its relationship with the community.

Sincerely,  
Abi Drewitt

# Southwold Water Customers

## WATER SHUTDOWN NOTICE

As a result of watermain construction activities on the St. Thomas Area Secondary Water Supply System, commencing on **Thursday night March 26<sup>th</sup> at 11:30 PM through to Friday night March 27 at 11:45 PM**, Southwold's Drinking Water System will be isolated from its source supply.

During this time, the Township of Southwold will be providing municipal water from tanker trucks along with the water interconnect from the Municipality of Dutton Dunwich, which will be connected to our water system.

As a result of this shutdown, the Southwold distribution system will experience lower than normal water system pressures. Additionally, the water system will experience intermittent pressure fluctuations, which may be observed by customers connected to the water system.

Although a water restriction is not being issued, if possible, the Township is asking customers to minimize their water use for this period.

For updates during the shutdown, please visit [www.southwold.ca](http://www.southwold.ca).

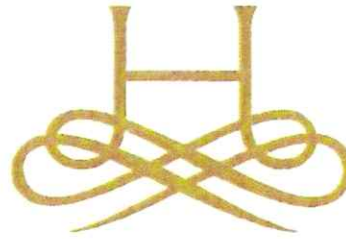
The Township of Southwold apologizes for any inconvenience that this may cause. Your cooperation in this matter is greatly appreciated.

Thank You

Township of Southwold

RECEIVED

MAR 13 2026



SOUTHWOLD TOWNSHIP  
HISTORY  
COMMITTEE

March 11, 2026

Thank You Southwold Township Council and Staff

Dear Mayor Jones, Members of Council, and Township Staff,

On behalf of the Southwold Township History Committee, please accept our sincere thanks for your recent approval of our Keystone Complex Fee Waiver Request. Your support is a vital contribution that allows us, in partnership with Fridge Door Live Theatre Company, to bring back the popular stage play, "Lawrence Station: The Flagship Erie's Final Flight."

This production is far more than a performance; it is a solemn act of remembrance. To be staged in Shedden on October 29-30, 2026, this 85th-anniversary production honours the 20 lives lost on October 30, 1941. It recalls a defining moment in Southwold's 175-year history - one that was once Canada's worst aviation disaster - and pays tribute to the many families whose lives were forever altered.

By waiving these fees, Council is directly investing in the preservation of our heritage. You are helping us showcase the enduring spirit of our community: the "grace and grit" shown by the local residents and first responders who provided comfort in a time of crisis. This "Come From Away" moment remains a powerful testament to our township's resilience.

We are deeply grateful for your partnership in ensuring these local stories continue to inspire future generations. We look forward to seeing you at the Keystone Complex this October.

With sincere appreciation,

Ross Burgar and Len Lynch  
Southwold Township History Committee





## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY- LAW NO.2026-25**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 23, 2026.**

**WHEREAS** Section 5(3) of the Municipal Act, 2001, Chapter 25, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it has been expedient that from time to time, the Council of the Corporation of the Township of Southwold should enact by resolution or motion of Council;

**AND WHEREAS** it is deemed advisable that all such actions that have been adopted by a resolution or motion of Council only should be authorized by By-law;

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD ENACTS AS FOLLOWS:**

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on March 23, 2026; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 23<sup>rd</sup> DAY OF MARCH, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell