

**TOWNSHIP OF WEST LINCOLN  
PUBLIC WORKS & RECREATION COMMITTEE  
AGENDA**

**MEETING NO. ONE**

**Tuesday, February 20, 2024, 6:30 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

**NOTE TO MEMBERS OF THE PUBLIC:** All Cell Phones, Pagers and/or PDAs to be turned off. Members of the public who are attending and participating virtually are reminded to keep their microphones muted until they are acknowledged to speak. Additionally, for your information, please be advised that this meeting will be livestreamed as well as recorded and will be available on the Township's website.

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**Pages**

**1. CHAIR - Councillor Mike Rehner**

Prior to commencing with the Public Works & Recreation Committee meeting agenda, Chair Rehner will note the following:

1. Comments from the public for a matter that is on the agenda may be provided in person by attending the meeting and advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. For those individuals that are unable to attend the meeting in person, you may submit comments for matters that are on the agenda by either (1) emailing [nfiorentino@westlincoln.ca](mailto:nfiorentino@westlincoln.ca) before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record OR (2) by contacting the Clerk's Department to request a Zoom Link to attend the meeting virtually.
3. This meeting will be livestreamed as well as recorded and available on the Township's Website.

**2. LAND ACKNOWLEDGEMENT STATEMENT**

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk (Hat-i-wen-DA-ronk), the Haudenosaunee (Hoe-den-no-SHOW-nee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the Mississaugas of the Credit First Nation. There are many First Nations, Métis,

and Inuit people from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

**3. CHANGE IN ORDER OF ITEMS ON AGENDA**

**4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

**5. APPOINTMENTS**

**5.1 ITEM PW01-24**

Ariel Bautista, Alectra Energy Solutions

Re: Verbal Presentation regarding EV Charging Stations

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**6. REQUEST TO ADDRESS ITEMS ON THE AGENDA**

**NOTE: Procedural By-law Section 10.13(5) – General Rules**

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

Chair to inquire if there are any members of the public present who wish to address any items on the Public Works/Recreation Committee agenda.

**7. CONSENT AGENDA ITEMS**

**NOTE:** All items listed below are considered to be routine and non-controversial and can be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

**7.1 ITEM PW02-24**

CONSENT AGENDA ITEMS

**RECOMMENDATION:**

That the Public Works/Recreation Committee hereby approves the following Consent Agenda Items:

1. Items 1, 2, and 3 be and are hereby received for information

with the exception of Items #(s)\_\_\_\_\_

1. Information Report PW-05-2024 - 2023 DWQMS Management Review Summary 10
2. Information Report PW-06-2024 - 2023 Water Distribution System Annual Report 18
3. West Lincoln Public Library Board - Minutes of December 19, 2023 30

**8. COMMUNICATIONS**

There are no communications.

**9. STAFF REPORTS**

**9.1 ITEM PW03-24**

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Director of Public Works and Recreation (Mike DiPaola)

Re: Recommendation Report PW-04-2024 - Electric Vehicle Charging Stations Implementation Plan

**RECOMMENDATION:**

1. That, Recommendation Report PW-04-2024 regarding "Electric Vehicle Charging Stations Implementation Plan" be received; and
2. That, Council delegate authority to the Township Clerk and the Mayor to enter into an agreement with Alectra Energy Services Inc. (Alectra), to supply, install, commission, operate and maintain the Electric Charging Stations, subject to Legal Counsel review and approval of the final agreement.

**9.2 ITEM PW04-24**

44

Manager of Operations (Tray Benish) & Director of Public Works and Recreation (Mike DiPaola)

Re: Information Report PW-07-2024 - 2023 Water Quality Annual Report

**RECOMMENDATION:**

That, Information Report PW-07-2024, re: "2023 Water Quality Annual Report", dated February 20, 2024, be received for information.

**10. OTHER BUSINESS**

**10.1 ITEM PW05-24**

Members of Committee

Re: Verbal Updates from Members of Boards and Committees - If required

**10.2 ITEM PW06-24**

Members of Council

Re: Other Business Items of an Informative Nature

**11. NEW BUSINESS**

**NOTE:** Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

**12. CONFIDENTIAL MATTERS**

There are no confidential matters.

**13. ADJOURNMENT**

# Request to Speak at a Meeting

If you are interested in appearing in person at a Council or Standing Committee meeting to present information or an opinion on a matter, please fill in the form below.

**Full Name \***

Ariel Bautista

**Phonetic Pronunciation of Name**

**Pronouns**

**Mailing Address \***

**Email Address \***

**Phone Number \***

**Contact Preference \***

- Email
- Telephone

**Who are you representing? \***

- Myself
- Group or Organization
- Another Individual

**Group or Organization Name (If Applicable)**

Alectra Energy Solutions

**Job or Position Title (If Applicable)**

Director, eMobility

**Township/Town/City \***

Vaughan

**Postal Code \***

L4h 0a9

**Will you require an accessibility accommodation? \***

Yes

No

## Presentation Details

**Requested Meeting Type \***

Public Works/Recreation/Area Committee

**Requested Meeting Date \***

2/20/2024 

**Is this delegation request in relation to an agenda item? \***

Yes

No

**How would you prefer to attend this meeting? \***

In-Person

Online

**Subject of Delegation \***

EV Charging Stations

**Have you presented on this topic before? \***

Yes

No

**What is your position on this issue/agenda item? \***

In Favour

Opposed

Other

**Please provide the key points of your presentation. \***

Quick overview of Alectra Energy Solutions, EV experience and to be available for questions.

**Are you expecting an action and/or recommendation from Council in response to your presentation? \***



Yes

No

**Please explain what response you would like to see from Council. ?**

Support staff report on installing EV chargers at community centre.

**Do you have an electronic presentation? \***

Yes


No

**Please provide any additional comments you may have in regards to your delegation request.**

**Acknowledgements and Consent \***

- I understand that I only have ten (10) minutes to present.
- I understand that I can only address Council on the same issue once.
- I understand that inappropriate behaviour, action and/or treatment of Council and/or staff will not be permitted before, during or after my presentation.
- I understand that delegations are approved on a first come first serve basis, with a maximum of four being allowed per meeting, and that submission of a delegation request does not guarantee a spot at my preferred meeting.
- I understand that I must present concisely and remain on topic throughout the entire presentation.
- I understand that the Township of West Lincoln Council and Committee meetings are publically broadcast on the internet and that my information will become part of the Township's public record.
- I understand that personal information on this form is collected under the authority of Section 6 of the Township of West Lincoln's Procedural By-Law for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before a Committee or Council.

**Signature \***

A rectangular box containing a handwritten signature in black ink. The signature is stylized, starting with a horizontal line that curves upwards and then downwards, ending with a small horizontal stroke.

**Date \***

2/13/2024





# Thank You

Thank you for your submission. Please be advised that you will be contacted by email or by phone by a member of the Clerk's Department to confirm your appointment, provide further details and/or clarify any issues.

**DATE:** February 20, 2024

**REPORT NO:** PW-05-2024

**SUBJECT:** **2023 DWQMS Management Review Summary**

**CONTACT:** Tray Benish, ORO, Manager of Operations  
Mike DiPaola, P. Eng., Director, Public Works and Recreation

**OVERVIEW:**

**DWQMS Element 20 Management Review**

- Management Reviews shall be conducted on an annual basis prior to completion of the annual budget process wherever possible.
- Top Management, as defined in the Operational Plan, shall perform the Management Review.
- The DWQMS Representative shall schedule the Management Review meeting, and arrange for attendees. A minimum of two hours shall be set aside by the participants to ensure a thorough review of the DWQMS is conducted.
- The DWQMS Representative shall prepare an agenda for the meeting.
- The DWQMS Representative shall prepare summaries of the following information, as it pertains to the waterworks, prior to the meeting:
  - incidents of regulatory non-compliance
  - incidents of adverse drinking water tests
  - deviations from critical control point limits and response actions
  - the effectiveness of the risk assessment process
  - results of internal and 3rd party audits
  - results of relevant emergency response testing operational performance and water quality trends
  - follow-up on actions items from previous management reviews
  - status of management action items (if any) identified between reviews
  - changes in resource requirements, infrastructure, process, personnel, the Drinking Water Quality Management Standard or regulations that could affect the DWQMS
  - consumer feedback
  - the resources needed to maintain the DWQMS
  - the results of the infrastructure review
  - Operational Plan currency, content and updates, and staff suggestions

**RECOMMENDATION:**

That, Information Report PW-05-2024, re: “2023 DWQMS Management Review Summary”, dated February 20, 2024, be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

- **Build** – A safe and connected, caring, and active community

**BACKGROUND:**

Subsequent to the results of the Walkerton Inquiry in 2002, the Province of Ontario made sweeping changes to the legislation governing water systems in Ontario. As part of this change, the Province developed a Drinking Water Quality Management Standard (DWQMS). The DWQMS has been developed to integrate quality management into the operation of all municipal drinking water systems in Ontario, and is mandated through the Safe Drinking Water Act, 2002.

The DWQMS has 21 elements which relate to quality management and risk assessment. The Operating Authority, in consultation with the Owner (Council), must comply with the Operational Plan, which will outline how we are meeting the requirements of the Standard. The Operational Plan establishes that the management review must be communicated to the Owner.

**CURRENT SITUATION:**

Under the requirements of the Township of West Lincoln’s Quality Management System, the Owner of the drinking water system shall be updated as required through the Operational Plan. The management review was conducted on December 21, 2023.

Highlights of the review findings are:

- All water quality testing programs meet regulation
- Staff are following procedures and showing a commitment to continual improvement
- We had one minor non-conformance in our QMS from 2023
- We had no adverse water quality issues
- We have a 10-year financial plan in place that was endorsed by council in 2020 and is a requirement of our Drinking Water License
- Our license was renewed in 2021 and expires in 2026

**FINANCIAL IMPLICATIONS:**

There are no financial implications as a result of this report.

**INTER-DEPARTMENTAL COMMENTS:**

Not applicable.

**CONCLUSION:**

In conclusion, The Township of West Lincoln 2023 DWQMS Management Review Summary is being provided to Council for information and to advise them that the Township of West Lincoln is meeting its obligation under the DWQMS by way of the QMS Operational Plan. The Management Review meeting minutes are attached.

**ATTACHMENTS:**

Schedule A – 2023 DWQMS Management Review Summary

**Prepared & Submitted by:**



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**Tray Benish, ORO**  
Manager of Operations

**Approved by:**



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**Donna DeFilippis**  
Interim CAO and Treasurer



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**Mike DiPaola, P.Eng.**  
Director, Public Works and Recreation

## Township of West Lincoln – Drinking Water Distribution System

### DWQMS 2023 Management Review: Meeting Minutes

**Meeting Date: Thursday December 21, 2023**

**Time: 1:00 pm – 3:00 pm**

**Invitees:** Mike DiPaola (MD) (Top Management)

**Chair:** Tray Benish (TB) (QMS Rep)

#### **Abbreviations:**

- CAR – Corrective Action Report
- CMMS - Computerized Maintenance Management System
- DWQMS - Drinking Water Quality Management System
- OFI – Opportunity for Improvement
- PRV – Pressure Relief Valve
- QMS – Quality Management System
- RA – Risk Assessment
- Region – Region of Niagara
- SOP – Standard Operating Procedure

#### **Agenda**

1. incidents of regulatory non-compliance
  - We had four audits completed in 2023.
  - One issue of Non-Compliance found
  - We had an external audit done by MECP on January 25, 2023 with one Non-Conformance. Not updating system profile within 10 days of a permanent ORO change.
  - We had an external audit by SAI Global on July 13, 2023. No Non-Conformances
  - We had an external water inspection completed by MECP on October 25, 2023. We received 100%
  - We had an internal audit done by BluMetric Environmental on November 8, 2023. Have not received final report yet.
2. incidents of adverse drinking water tests

- in 2023 there was 0 adverse water quality incidents in the distribution system
3. deviations from critical control point limits and response actions
    - none
  4. the effectiveness of the risk assessment process
    - risk assessment was reviewed with all operators in January 2023
    - Next full review will take place in December 2025
    - current process is valid and up to date
  5. results of internal and 3rd party audits
    - January 25, 2023. MECP Audit completed. One Non-Conformance found. Not updating system profile within ten days of a permanent change to ORO. This was corrected upon receiving the MECP report.
    - July 13, 2023. SAI Global Audit completed. No Non-Conformances found. 2 OFI's were noted. Discussing staff suggestions, raw water supply and drinking water trends in Management Review. Ensure WW-TAB-05 is filled completely. Both OFI's implemented.
    - October 25, 2023. MECP Inspection completed. No Non-Conformances found. 2 OFI's were noted. Including a legend on all Operator log sheets with Operator names and corresponding initials for verification. Updates to Watermain Break Report Form.
    - November 8, 2023. BluMetric Environmental internal audit completed. Have not received final report yet.
  6. results of relevant emergency response testing
    - Mock emergency response training was completed with Staff January 20<sup>th</sup>, 2023.
    - Emergency training confirms the need for on-going relations with area municipalities
    - The DWQMS working group which includes all of the municipalities has regular meetings with Public Health to go over responsibilities and expectations
    - On-going talks will continue with the MOH
  7. Operational Performance and water quality trends
    - The DWS is producing high quality water exceeding all standards, we receive a consistent supply of high quality water from the Region
    - The Annual Summary Report provides data on drinking water trends within the Township's drinking water. The 2022 Annual Report was posted on the Township's website in January 2023.
    - The Township has an exemption under the Municipal Drinking Water License for lead sampling from plumbing systems.

- Maintenance activities for hydrants and valves is on-going. Staff completed hydrant flushing in the fall of 2023.
  - Our operators have been subjected to an increase in hands on and theory training, which has proved to be very beneficial for the Township
  - We had 1 water main break in 2023
  - We had 2 hydrant repairs
  - we had 2 water service repairs due to leaks
  - we had 10 curb box repairs
  - we had 0 valve box repairs
  - we had 0 valve replacement
  - we had 0 sample station repair
8. follow-up on action items from previous management reviews
- There were 7 new CAR's reviewed and completed from the non-conformances and OFI's that came from the four water audits. All previous CAR's have been addressed
  - New regulations require all OFI's to be documented as CAR's and a documented decision made with them, this was done for all previous OFI's
  - DWQMS has been updated
  - Check Operational Plan at Town Hall lobby. TB Confirmed.
  - Compare binders at Town Hall and Public Works. TB Confirmed.
  - MD suggested an annual water meeting with staff. TB implemented annual review meeting for December.
9. status of management action items (if any) identified between reviews
- Operators are now getting more training than in the past to ensure continual improvement, which is being addressed through the training budget
  - No previous issues to address currently
  - Using water contract money in the budget to assist with the QMS
10. changes in resource requirements, infrastructure, process, personnel, the Drinking Water Quality Management Standard or regulations that could affect the QMS
- Resource changes
    - Lino Solomita and Zach Lane are our two water operators. One vacancy to fill.
    - Dave Lane holds an OIT in Water Distribution/Wastewater Collection
    - Bob Denison (Level 2 Water) is a backup ORO
    - Tray Benish (Level 2 Water/Wastewater) is current ORO and Manager of Operations
  - Process
    - Hydrant flushing is complete for 2023

- all up to date forms are being used
- all maintenance programs are on-going
- Infrastructure changes
  - Water main lengths
    - 149m of 250mm watermain were commissioned on 2941 Industrial Park Road
  - Meters
    - 59 new meters installed by Township staff in 2023
  - Hydrants
    - 2 new hydrants from 2941 Industrial Park Road commissioning
  - Valves
    - 1 new property line valve for 100mm service at 2941 Industrial Park Road
- Changes in DWQMS
  - Updated DWQMS to reflect the non-conformances and OFIs

#### Changes in Regulations

- No new regulations to report at this time

#### 11. consumer feedback

- We had two water quality complaints throughout the year
- Both complaints were investigated and found nothing wrong with the water quality
- One complaint was for smelly water. The other complaint was for air in the water lines. Chlorine residuals were taken at both homes.
- All complaints are tracked on watertrax

#### 12. the resources needed to maintain the QMS

- Outside sources are needed to help maintain the DWQMS because the DWQMS is maintained by the Operations Manager. This position carries many duties outside of the DWQMS. Internal Audits are scheduled to help maintain the DWQMS. There is sufficient money budgeted for this help from outside sources.

#### 13. the results of the infrastructure review

- The infrastructure for the distribution system is in good shape overall. Having no metal water mains in the system helps to eliminate problems. Capital budget will continue to be used to update the system as needed. Staff met in 2023 to put together a 10 year Capital Plan for replacing the remaining AC watermains in the DWS.

#### 14. Operational Plan currency, content and updates, and staff suggestions

- Operational plan is up to date and with the help of BluMetric Environmental, we are working on the plan for continual improvement.



All policies and procedures relating to DWQMS will be reviewed and updated as necessary

15. Complete Summary of Action Items Identified:

Action Item Identified	Who is Responsible	Due Date	WW-TAB-05 Updated?

**Next Meeting:**      **Scheduled for** December 2024

**Not Discussed:**    **None**

**DATE:** February 20, 2024  
**REPORT NO:** PW-06-2024  
**SUBJECT:** **2023 Water Distribution System Annual Report**  
**CONTACT:** Tray Benish, ORO, Manager of Operations  
Mike DiPaola, P. Eng. – Director, Public Works and Recreation

**OVERVIEW:**

- The delivery of potable water in Ontario is regulated by the Ministry of Environment, Conservation and Parks (MECP) under the Safe Drinking Water Act, 2002. On June 1, 2003, O. Reg. 170/03, Drinking Water Systems, came into effect. This regulation prescribes requirements for owners and operators of municipal drinking water systems.
- The Annual Summary Report is prepared in accordance with the regulations for the preceding calendar year. A copy of the report must be given to members of the Municipal Council, which can be found as attachment A to this report.

**RECOMMENDATION:**

1. That, Information Report PW-06-2024, re: “2023 Water Distribution System Annual Report”, dated February 20, 2024 be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

- **Build** – A safe and connected, caring, and active community

**BACKGROUND:**

Under the requirements of O. Reg. 170/03 made under the Safe Drinking Water Act, the owner of a drinking water system shall ensure that no later than February 28<sup>th</sup> of each year, an Annual Summary Report is prepared in accordance with the regulations for the preceding calendar year. A copy of the report must be given to Municipal Council.

The report must include:

- Total number of samples taken
- The range of parameters
- Total number of adverse situations
- Any work done to repair the system

**CURRENT SITUATION:**

In 2023, the water operators took 655 distribution system water samples.

Of the 655 samples taken, the ranges of the parameters are as follows:

**Microbiological Analysis**

- Escherichia Coliform ( E. Coli)	0
- Total Coliforms	0
- Fecal Coliforms	0
- Heterotrophic Plate Count (HPC)	0 - 90

**Chemical Analysis**

- Trihalomethanes	29.26 ug/L running annual average
- Haloacetic Acids	22.75 ug/L running annual average
- Lead	N/A

**Disinfection**

- Free Chlorine Residuals taken	411
- Range	0.35 – 1.24

In 2023 there were zero water main repairs, four water service repairs, two hydrant repairs and 59 new water meters installed. The Quality Management System (QMS) has been continually updated to address outdated procedures, SOP’s, tables and forms. The QMS was also updated to reflect new regulations. The Director of Public Works will continually be informed by the Overall Responsible Operator to understand all the necessary changes that are made. If significant changes are made, a report will be provided to Council.

The Township of West Lincoln 2023 Water Quality Annual Summary Report is being provided to Council for information purposes.

**FINANCIAL IMPLICATIONS:**

There are no financial implications as a result of this report.

**INTER-DEPARTMENTAL COMMENTS:**

Not applicable.

**CONCLUSION:**

In conclusion, by providing Council the 2023 Water Distribution System Annual Summary Report (Schedule A), West Lincoln is meeting its compliance obligations

under the Safe Drinking Water Act for this item.

**ATTACHMENTS:**

Schedule A - 2023 Water Distribution System Annual Summary Report

**Prepared & Submitted by:**

**Approved by:**



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**Tray Benish, ORO**  
Manager of Operations

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**Donna DeFilippis**  
Interim CAO/Treasurer



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**Mike DiPaola, P.Eng.**  
Director, Public Works and Recreation

# Township of West Lincoln Water Distribution System Annual Summary Report

Period: January 1, 2023 to December 31, 2023

Drinking Water Works Permit Number: 077-201

Municipal Drinking Water License Number: 077-101

Prepared By: Tray Benish

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## **Introduction**

In accordance with the *Safe Drinking Water Act* this report provides members of council of West Lincoln, the legal Owners of the water distribution system with an annual summary report of actions that took place from January 1, 2023 to December 31, 2023. In accordance with the *Act*, this report must list any time the Township failed to meet the conditions and requirements of the Acts, Regulations, Approvals, Drinking Water Works Permits, Municipal Drinking Water Licenses and Orders issued by the Ministry of the Environment. For each requirement not met, the report must specify the duration of the failure and the measures taken to correct the failure. Additionally, the report must list the summary of the quantities and flows of the water supplied.

## **Waterworks Description**

The Township of West Lincoln is a class 1 water distribution system, which receives all treated water from the Regional Municipality of Niagara via the Grimsby Water Treatment Plant. The raw water source is surface water supplied from Lake Ontario. The distribution system consists of approximately 35 km of water main servicing approximately 6150 residents of Smithville in the Township of West Lincoln, 264 fire hydrants and 341 valves. There are approximately 2625 service connections. The size of water mains owned by the Township of West Lincoln range from 150 mm to 300 mm in size.

## **Compliance**

### ***Municipal Drinking Water Licensing Program***

As part of a recommendation made by Justice O' Connor during the Walkerton Inquiry, the Ministry of the Environment has introduced a new program, the Municipal Drinking Water Licensing Program. This program requires the Drinking Water System Owner (Township of West Lincoln) to obtain a license to operate their drinking water system.

There are four components to each license;

- Drinking Water Works Permit,
  - Drinking Water Quality Management System (DWQMS)
  - Accreditation of the Quality Management System
  - Financial Plan.
- 
- Drinking Water Work Permit allows the Municipality to alter, add, replace, modify and extend the drinking water based on a series of predefined conditions.
  
  - Drinking Water Quality Management System (DWQMS) is a series of 21 elements that address all aspects of a water system. The overall goal of the DWQMS is continuous

improvement with respect to planning, operating and reviewing the drinking water system. Through the creation of an operational plan the drinking water system Owner demonstrates the ability to operate a safe and effective drinking water system, while continuously monitoring performance and compliance via internal and external audits.

- Accreditation of the Quality Management System is achieved through internal and external audits. The goal of these audits are to ensure that the Owner is following the processes and procedures laid out in the operational plan. The Ministry of the Environment has engaged in an agreement with NSF International Strategic Registrations and QMI-SAI Global to act as the Quality Management System accreditation body. The Township of West Lincoln has registered with QMI-SAI Global as the Quality Management System accreditation body.
- *Ontario Regulation 453/07, Safe Drinking Water Act* requires that each Owner prepare a Financial Plan for the drinking water system. The Township has prepared a Financial Plan and it was submitted to the Ministry of Environment, Conservation and Parks in December 2020.

The Township received its Municipal Drinking Water License and Drinking Water Works Permit on May 26, 2021. This License expires May 25, 2026 and the application for our new License has to be submitted before November 25, 2025. An accreditation Audit was done by SAI global to ensure that the Township is on compliance with all regulations, in order to renew our License. This audit reviewed the Township's Operational Plan and associated documentation to ensure all requirements of the DWQMS were met.

### ***Safe Drinking Water Act***

To remain compliant with the *Safe Drinking Water Act*, the Township performs a minimum of 16 microbiological samples a month. Each of these samples is taken from a variety of locations, providing a diverse profile of the water distribution system. Disinfection levels showing free chlorine residual are also taken at the time of each sample; ensuring proper disinfection levels are maintained. The Township takes additional free chlorine residuals throughout the week, again to ensure proper disinfection levels are maintained.

The Township also takes water samples for testing elevated levels of Trihalomethanes (THM) and Haloacetic Acids (HAA's), both are chlorine disinfection by-products. The Township takes these water samples for both parameters from areas where the formation of THM and HAA's would most likely occur.

The Ministry of the Environment has also provincially mandated a Community Lead Testing Program. This program involves taking 3 samples directly from the distribution system, twice a year. This testing is done every three years as the Township is exempt from annual lead plumbing samples. The next time lead sampling is happening is 2024. This must be done once between December 15 and April 15 and again June 15 to October 15<sup>th</sup>.



All of the aforementioned samples, in accordance with the *Act* must be taken by an individual with a Water Operators license, Operator in Training license or a Water Quality Analyst license. These licenses are distributed by the Ontario Water Wastewater Certification Office, in accordance with *Ontario Regulation 128/04, Safe Drinking Water Act*.

Samples are then taken to a Ministry of the Environment approved laboratory. Laboratories must meet quality standards determined by the Ministry of the Environment and are audited by the Canadian Association for Laboratories Accreditation. In the event an incident occurs where water samples do not meet Provincial water quality standards, this is deemed an Adverse Water Quality Incident (AWQI). This is detailed further in the chart following entitled *Adverse Water Quality Incidents and Actions*

An Annual Drinking Water Report has been completed and is available free of charge to the public through the Township’s website and at the West Lincoln Town Hall located at 318 Canborough St., Smithville as well as Public Works Yard at 6218 London Rd., Smithville.

**Township of West Lincoln Water Quality Test Results**

Parameter	MAC	Number of Samples	Range	Comments
<b>Microbiological Analysis</b>				
Escherichia Coli (E. Coli) CFU/ 100mL	0	244	0	Indicates presence of fecal matter
Total Coliforms CFU/ 100 mL	0	244	0	Indicates the possible presence of fecal contamination
Fecal Coliforms CFU/ 100 mL	0	244	0	Indicates the possible presence of fecal contamination
Heterotrophic Plate Count (HPC) CFU/mL	N/A	244	0 - 90	Indication of overall water quality
<b>Chemical Analysis</b>				
Haloacetic Acids	0.08 mg/L	4	0.01175	Average of Samples taken quarterly
Trihalomethanes mg/L	0.10 mg/L	12	0.02916	Average of Samples taken quarterly
Lead mg/L	Residential	0.010 mg/L	N/A	Township is exempt for residential sampling
	Non-Residential	0.010 mg/L	N/A	
	Distribution	0.010 mg/L	N/A	<1 ug/L
<b>Disinfection</b>				

Free Chlorine Residual mg/L	0.05 to 4.0 mg/L	411	0.35-1.24	Level of disinfectant
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***Adverse Water Quality Incidents and Actions***

Date	Location	Parameter	Result	Actions	Date of Resolution
NONE					

\* Denotes distribution system only

In the event of an adverse water quality incident (AWQI), the Township of West Lincoln receives immediate notification from the laboratory. The Township is then required as per Ontario regulations to verbally notify the Regional Public Health Unit and the Ministry of Environment Spills Action Centre.

These individuals are then faxed the same information that was shared verbally.

To ensure water safety, the Township of West Lincoln immediately sends a member of staff to flush the upstream and downstream fire hydrants closest to the adverse location as possible, and resample at the source of the AWQI, as well as upstream and downstream of the AWQI. 24 – 48 hrs after the first resample, a second set of resamples must be taken. If both sets of resamples come back clear from the laboratory, than the issue is considered resolved and the AWQI number is closed.

In the above table, the column “Date of Resolution” indicates the date in which the Township of West Lincoln has received copies of the laboratory results and submits the “Notice of Resolution” to the Ministry of Environment and Public Health Unit.

It should be noted that an Adverse Water Quality Incident does not indicate that the drinking water is unsafe; rather it indicates that with respect to that specific sample, the Provincial water quality objective was exceeded.

**Operational Activities**

In 2023, the Township of West Lincoln experienced zero water main repairs. The Township of West Lincoln follows a standard operating procedure, detailing the steps taken to repair a water main, while ensuring water quality. Following a water main break, microbiological samples are taken upstream and downstream of the break when necessary as per Regulations; ensuring the break was repaired in such a way that water quality levels were not affected.

**Water Main Repairs**

Date	Location	Cause

In 2023, the Township of West Lincoln performed 4 water service repairs. The Township of West Lincoln follows a standard operating procedure, detailing the steps taken to repair the services, while ensuring water quality.

**Water Service Repairs**

Date	Location	Repair Type
Feb 8, 2023	183 St Catharines Street	Service repair
Feb 13, 2023	138 Anastasia Blvd	Hold in copper near curb box
March 8, 2023	6375 Spring Creek Road	2" Abandoned Service Leaking
Nov 10, 2023	116 West Street (Fort)	Service repair

**Water Meters Installed**

59 water meter installations were carried out in 2023. This was a combination of new housing water meters and replacement water meters.

**Backflow Devices**

All known backflow devices were inspected and documented for 2023 as per the Township By-Law.

**DWQMS Updates**

As a requirement of DWQMS (Drinking Water Quality Management System) the DWQMS representative is to update members of council and senior management of any major changes to the Operational Plan as well as any activities that relate to the DWQMS. No major changes since the previous update.

**Flow Rates**

**2023 Monthly Water Flow Rates (m<sup>3</sup>)**

<b>Month</b>	<b>Quantity (m<sup>3</sup>)</b>
January	61 480.00
February	65 450.00
March	86 200.00
April	55 470.00
May	93 310.00
June	92 570.00
July	85 400.00
August	78 090.00
September	81 470.00
October	76 410.00
November	85 370.00
December	58 990.00
<b>Total</b>	<b>920 210.00</b>
Monthly Average	76 684.17
Daily Average	2 521.12

**Definitions**

**MAC** - Maximum Acceptable Concentration

This is a health-related standard established for parameters which when present above a certain concentration, have known or suspected adverse health effects. The length of time the MAC can be exceeded without injury to health will depend on the nature and concentration of the parameter. (Ontario Drinking Water Standards - Ministry of Environment, Conservation and Parks)

**Mg/L** - milligrams per litre (parts per million)

**cfu/100 mL** - Colony Forming Units per 100 millilitres of sample

**ug/l** - micrograms per litre

< - Less than

> - Greater than

**Microbiological parameters (i.e. bacteria)** - the source of bacteria may come from wastewater treatment plants, livestock operations, septic systems and wildlife. Microbiological analysis is the most important aspect of drinking water quality due to its association with dangerous waterborne diseases. (Ontario Drinking Water Standards- Ministry of Environment, Conservation and Parks)

**Total Coliform** - the group of bacteria most commonly used as an indicator of water quality. The presence of these bacteria in a water sample indicates inadequate filtration and / or disinfection. (Ontario Drinking Water Standards - Ministry of the Environment)

**Escherichia coli (E. coli)** - a sub-group of coliform bacteria. It is most frequently associated with recent fecal pollution. The presence of E. coli or fecal coliforms in drinking water is an indication of sewage contamination. (Ontario Drinking Water Standards- Ministry of the Environment)

**Heterotrophic Plate Count (HPC)** - an estimate of the number of background bacteria present in the distribution system. It is not an indicator of fecal contamination, but more a general indicator of disinfection effectiveness and distribution system status with respect to biofilm presence and the influence of bacterial re-growth in the distribution system.

**Haloacetic Acids (HAA'S)** – The maximum acceptable concentration (MAC) for HAA's in drinking water is 0.080 mg/L based on a four quarter running annual average of test results. The most commonly detected HAA's in drinking water are Dibromoacetic Acid, Dichloroacetic Acid, Bromoacetic Acid, Chloroacetic Acid and Trichloroacetic Acid. HAA's in drinking water is the action of chlorine with naturally occurring organics (precursors) left in the water after filtration.

**Trihalomethanes (THM's)** - The maximum acceptable concentration (MAC) for Trihalomethanes (THMs) in drinking water is 0.10 mg/L based on a four quarter moving annual average of test results. Trihalomethanes are the most widely occurring synthetic organics found in chlorinated drinking water.

The four most commonly detected Trihalomethanes in drinking water are chloroform, bromodichloromethane, dibromochloromethane and bromoform. The principal source of Trihalomethanes in drinking water is the action of chlorine with naturally occurring organics (precursors) left in the water after filtration.

**Lead** - Metals, for the most part, are naturally present in source water, or are the result of industrial activity. Some, such as Lead, may enter the drinking water from plumbing in the distribution system.

Lead can occur in the source water as a result of erosion of natural deposits. The most common source of lead is corrosion of the household plumbing. The MAC for lead levels is 0.010 mg/L.



exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.  
Carried.

**4. Correspondence**

- a) Sent - None
- b) Received - None

**5. Financial Matters**

**a) Actual vs Budget Year to Date Report**

**Moved by: David Kurth                      Seconded by: Puneet Bajaj**

THAT the Actual vs Budget Year to Date report be accepted for information.  
Carried.

**6. Report**

- a) **Library CEO presented the November 2023 CEO's Report**

**7. Library Business**

**a) Regional Governance Review**

The Library CEO and Board discussed the regional governance review, which included, but was not limited to:

- The eleven Niagara Region public library systems have applied as one delegation to speak at the January 10th, 2024 public meeting on regional governance conducted by the Province of Ontario. The libraries are also working on a written submission.
- The purpose of the delegation and the paper is not to take a position on a preferred governance structure for Niagara but instead to focus on what public libraries in the region have already been doing to co-operate and share services.
- A copy of the written submission will be sent to the Mayor and CAO for information.

**b) Ontario Library Association Super Conference**

- Two Board members will be attending the Trustee Boot Camp on January 27, 2024; Library staff will be attending the conference as well.

**c) Staff Vacation Carry-over**

**Moved by: Wendy Wilson**

**Seconded by: David Kurth**

THAT any vacation hours remaining for the Library CEO, Manager of Library Services, Supervisor of Library Technical Services and Supervisor of Library Programs are carried over from 2023 to 2024.

Carried.

**8. Next Meeting Date: January 16, 2023**

**9. Closed Session**

**a) Personnel Matter - Library Staffing Update**

**Moved by: Puneet Bajaj**

**Seconded by: Tina Jol**

THAT the next portion of this meeting be closed to the public, at the time of 6:43pm to consider the following pursuant to Section 239 (2) of the Municipal Act 2001 or Section 16.1 (4) Public Libraries Act:

Applicable closed session exemptions(s): Personal matters about an identifiable individual(s) including municipal or local board employees.  
Carried.

**Moved by: Puneet Bajaj**

**Seconded by: Tina Jol**

THAT this West Lincoln Public Library Board meeting does now resume in open session at the time of 7:07pm.

Carried.

**Re: Personnel Matter - Library Staffing Update**

**Moved: Puneet Bajaj**

**Seconded by: Shelley Bradaric**

THAT the CEO be and is hereby authorized to proceed as directed in closed session with respect to personnel issues.

Carried.

**10. Announcements**

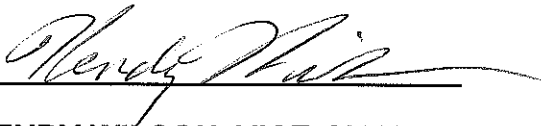
a) **Board Roundtable of Announcements**

**11. Adjournment**

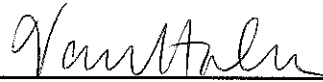
**Moved by: Tina Jol**

THAT the December 19, 2023 West Lincoln Public Library Board Meeting adjourns at 7:08pm.

Carried.



**WENDY WILSON, VICE-CHAIR**



**VANESSA HOLM, CEO**



**DATE:** February 20, 2024

**REPORT NO:** PW-04-2024

**SUBJECT:** **Electric Vehicle Charging Stations Implementation Plan**

**CONTACT:** Mike DiPaola, P.Eng  
**Director of Public Works & Recreation**

**OVERVIEW:**

- Alectra Energy Service Inc. (Alectra) was successful in accessing the NRCAN grants for the ZEVIP program. They also have local implementation plan experience with St. Catharines and Niagara Falls.
- Township staff began discussions with Alectra (throughout 2023) regarding an implementation plan for our Township.
- Alectra completed a feasibility review of various locations across the Township with their electrical contractors and have agreed to install two (2) Level 2 chargers/connectors at the West Lincoln Community Centre located at 177 West Street in Smithville.
- A Memorandum of Understanding has been executed between Alectra and the Township, and both parties will negotiate in good faith for the purpose of entering into a legally binding agreement to which Alectra will install, commission, operate and maintain the EV charging stations.
- It is anticipated that the EV charging stations will be installed in Q3 of 2024.

**RECOMMENDATION:**

1. That, Recommendation Report PW-04-2024 regarding “Electric Vehicle Charging Stations Implementation Plan” be received; and
2. That, Council delegate authority to the Township Clerk and the Mayor to enter into an agreement with Alectra Energy Services Inc. (Alectra), to supply, install, commission, operate and maintain the Electric Charging Stations, subject to Legal Counsel review and approval of the final agreement.

**ALIGNMENT TO STRATEGIC PLAN:**

**BUILD** – a safe, connected, caring and active community

**CHAMPION** – strategic and responsible growth

**ADVANCE** – organizational capacity and effectiveness

**BACKGROUND:**

In early 2022, staff became aware of a funding opportunity through Natural Resources Canada (NRCAN) for electric vehicle charging stations called the Zero Emissions Vehicle Infrastructure Program (ZEVIP). This program (NRCAN ZEVIP Program) offers a contribution of up to fifty percent (50%) of the total project costs.

Staff reached out to other Local Area Municipalities within Niagara Region that submitted applications under this program. We learned that these Local Area Municipalities were not successful with their grant applications. In light of the unsuccessful ZEVIP program application, these LAMs explored alternate options with vendors who were successful in accessing the grants.

One successful vendor, Alectra Energy Inc. (Alectra) has demonstrated significant market experience across Ontario, and staff learned that they have local implementation experience in St. Catharines and Niagara Falls.

**CURRENT SITUATION:**

Since Alectra was successful in accessing the NRCAN grants for the ZEVIP program, coupled with their local implementation plan experience with St. Catharines and Niagara Falls, Township staff began discussing (throughout 2023) an implementation plan for our Township.

Staff and Alectra met at various locations across West Lincoln which included the Wellandport Library and Community Centre, Town Hall, the Smithville Parkette (NW corner of Regional Road 20 and Brock Street), and the West Lincoln Community Centre. Alectra completed a feasibility review with their electrical contractors on all these locations, and have agreed to install two (2) Level 2 chargers/connectors at the West Lincoln Community Centre located at 177 West Street in Smithville, as shown in Schedule A. As such, Alectra included this site in their proposal to NRCAN's ZEVIP funding program.

It is expected that these new assets will be accompanied by maintenance, operations, revenue collection, programming, and marketing in order to be successful. Staff knowledge, experience and resources are presently insufficient to manage this new and emerging asset type; Therefore, it is recommended that the Township work with Alectra

(third party vendor) who can supply, install, maintain and operate the assets for a ten (10) year period. The proposed EV charging stations at the West Lincoln Community Centre will operate on a full turnkey “charging as a service” model where the vendor receives all charging revenue to offset all capital and operating costs.

Based on the above implementation plan, staff entered into a non-binding memorandum of understanding (MOU) with Alectra on January 19, 2024, to confirm our mutual intention to participate in the NRCAN Zero Emissions Vehicle Infrastructure Program. A copy of this executed MOU outlining the responsibilities of each party is attached as Schedule B.

Now that the MOU is executed, both parties will negotiate in good faith for the purpose of entering into a legally binding agreement to which Alectra will install, commission, operate and maintain the EV charging stations. The terms set out in the attached MOU are not intended to be legally binding and it is understood and agreed that no liability or legally binding obligation will exist with respect to the development, construction, financing, ownership or operations of this project by the parties unless and until the Agreement is executed.

Once Alectra provides the Township with the Legal Agreement, Township staff and our legal counsel will review and make the necessary revisions to the satisfaction and approval of our legal staff. Once the agreement is finalized, staff is recommending that delegated authority be granted to the Clerk and Mayor to execute the agreement with Alectra Energy Services Inc. (Alectra). It is anticipated that the EV charging station will be in service by Q3/Q4 of 2024.

### **FINANCIAL IMPLICATIONS:**

Alectra and the Township will bear its own internal costs for legal, accounting, technical, and other professional fees incurred in connection with the negotiation and execution of the legal agreement.

In addition, the Township will be responsible for the regular maintenance and management of the parking facilities (e.g., snow removal, security, signage, and other parking lot maintenance activities).

These costs are minimal and/or are already covered in our existing operations budget.

### **INTER-DEPARTMENTAL COMMENTS:**

This Report and implementation plan has been discussed with the CAO, finance department, Clerk’s office, and the By-law Department.

The Township will be responsible for enacting and enforcing provisions that the charging stations are to be restricted to electric vehicles for a reasonable period of time. As such,

by-law staff will be making revisions to the parking by-law and will be presented to a future Planning Committee prior to the EV charging stations being installed and in service.

**CONCLUSION:**

In conclusion, staff is recommending that the Township work with Alectra (third party vendor) who can supply, install, maintain and operate the EV charging station assets. The two (2) proposed EV charging stations will be located at the West Lincoln Community Centre will operate on a full turnkey “charging as a service” model where the vendor (Alectra) receives all charging revenue to offset all capital and operating costs.

It is also recommended that Council delegate authority to the Township Clerk and the Mayor to enter into an agreement with Alectra Energy Services Inc. (Alectra), to supply, install, commission, operate and maintain the Electric Charging Stations, subject to Legal Counsel review and approval of the final agreement.

**SCHEDULE(S):**

- A. Key Plan WLCC / EV Charging Station Locations
- B. Executed Memorandum of Understanding

**Prepared & Submitted by:**

**Approved by:**



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**Mike DiPaola, P.Eng.,**  
Director of Public Works & Recreation

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**Donna DeFillippis**  
Acting Chief Administration Officer



West Lincoln Community Centre  
177 West Street, Smithville ON



**MEMORANDUM OF UNDERSTANDING**  
**DATED AS OF Jan 19, 2024 (the “Effective Date”)**

**BETWEEN**

**ALECTRA ENERGY SERVICES INC.**

**&**

**THE TOWNSHIP OF WEST LINCOLN**

The Township of West Lincoln ("Township") and Alectra Energy Services Inc. ("Alectra") wish to enter into this memorandum of understanding ("MOU") to confirm their mutual intention to participate in the Natural Resources Canada ("NRCan") Zero Emissions Vehicle Infrastructure Program (the "ZEVIP") to develop, construct, install and operate the electric vehicle charging stations (the "EV Supply Equipment" or "EVSE") in accordance with the ZEVIP (the "ZEVIP Project"). The Township has indicated its interest in hosting the ZEVIP Project, the details of which are more specifically set out in Exhibit A.

The parties will negotiate in good faith for the purpose of entering into a legally binding agreement by March 25, 2024 pursuant to which Alectra will install, commission, operate and maintain the EV Supply Equipment and collect and distribute revenue from the EV Supply Equipment (the "Agreement"). Either party may terminate this MOU without any liability in its sole discretion with written notice to the other party.

Subject to the Agreement, Township acknowledges and agrees that in order to facilitate Township's and Alectra's participation in the ZEVIP Project that Alectra will be permitted access to the ZEVIP Project sites for the purposes of providing electric vehicle charging services designated by Township on the initiation of construction by Alectra and for a period of ten years beginning on the date the equipment associated with the ZEVIP Project has been commissioned by Alectra (the "Term").

The terms set out in this MOU are not intended to be legally binding and it is understood and agreed that no liability or legally binding obligations will exist with respect to the development, construction, financing, ownership or operation of the ZEVIP Project by the parties unless and until the Agreement is executed.

**A. RESPONSIBILITIES OF THE PARTIES**

Each party will provide reasonable support and co-operation in each other's area of lead responsibility:

1. Township Responsibilities:

Township will take a lead role in the following areas:

- (a) Provide drawings and related facility information of proposed locations for EV Supply Equipment; and
- (b) Facilitate site visits by Alectra and its contractors as required.

- (c) Provide permission for Alectra to access Township utility connection and account information to confirm electrical capacity availability.

2. Alectra Primary Responsibilities:

Alectra will take a lead role in the following areas:

- (a) Responsible for the ZEVIP Project proposal to NRCan under the ZEVIP; and
- (b) Attend site visits as required.
- (c) Provide technical and feasibility assessment of the suitability of the proposed location(s) provided by Township for installation of EVSE

3. Conditions Precedent:

The execution and delivery of the Agreement will be subject to the following conditions precedent, in addition to such other conditions customary for a transaction of this nature:

- (a) Alectra receiving confirmation from NRCan by way of providing Alectra a Conditional Approval.
- (b) the satisfactory completion of due diligence by both parties;
- (c) the Conditional Approval received from NRCan does not contain any material changes based on the proposal submitted by Alectra for the ZEVIP Project; and,
- (d) all necessary approvals and consents required for the transactions contemplated herein including the execution and delivery of the Agreement, including:
  - (i) Applicable shareholder, Council, director and/or officer approval of the parties;
  - (ii) any required statutory or regulatory approvals; and,
  - (iii) all other third-party consents and approvals.

4. Expenses

Each party will bear its own internal costs and their own legal, accounting, technical and other professional fees incurred in connection with the negotiation, preparation, execution and delivery of this MOU and the Agreement.

5. Governing Law

This letter of intent is governed by, construed and interpreted in accordance with, the laws of the Province of Ontario.

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]**

Please sign in the space provided below to confirm your agreement with the foregoing.

**TOWNSHIP OF WEST LINCOLN**

A handwritten signature in black ink, appearing to read "M. DiPaola", is written over a horizontal line.

Name: Mike DiPaola, P.Eng  
Title: Director of Public Works & Recreation

**ALECTRA ENERGY SERVICES INC.**

A handwritten signature in black ink, appearing to read "Ariel Bautista", is written over a horizontal line.

Name: Ariel Bautista  
Title: Director, E-Mobility



## EXHIBIT A

### THE ZEVIP PROJECT

This EXHIBIT A sets out the parties' respective obligations that will be set out in an Agreement to install, commission and operate the EV Supply Equipment (means "EVSE" or "Charging Station") and related electrical and ancillary equipment ("Installed Equipment"). The Agreement will include terms and conditions that are consistent with a transaction of this nature.

Capitalized terms set out in this Exhibit A that are not defined shall have the meaning set out in the MOU.

#### **i. Proposed Business Model**

- Alectra proposed to use funds from the ZEVIP to reduce the capital cost of the ZEVIP Project by 50% or \$5,000/L2 charging head connector/\$50,000 L3 charging head connector, whichever is less
- Alectra proposes to charge EV drivers for the service of receiving electricity through the EVSE ("User Fees").
- The fees for charging (in total, the "Gross Revenues") would be collected and used to pay:
  - The EVSE network provider for the service of billing users, collecting revenues and remitting taxes to the relevant jurisdiction ("Network Fees").
  - The Township for the cost of the electricity consumed ("Electricity Fees").
  - The remaining funds ("Net Revenue") would be retained by Alectra
- User Fees will be set to recover the cost of the ZEVIP Project
- User Fees will be set by Alectra
- Alectra will manage the selection and procurement of the EVSE. All EVSE will comply with the specified requirements of the ZEVIP.
- The Township will pay a termination fee if it terminates the Agreement prior to the conclusion of the 10 year term of the Agreement, or a portion of the termination fee if it removes a portion of the overall number of EVSE that are included in the ZEVIP Project.
- The Township will allow Alectra to make an initial offer to provide any additional EVSE at a site with Installed Equipment prior to other suppliers being invited to provide a proposal
- All EVSE will be networked, allowing for payment and usage statistics to be collected and communicated remotely.
- At the conclusion of the Term, Township will have the option of renewing the Agreement, having Alectra remove the Installed Equipment, or purchasing the Installed Equipment at a fair market price.
- Alectra will provide 100% of the capital cost of the Project, net of ZEVIP Project funds.

#### **ii. Project roles – Joint Responsibilities**

- Locations: The parties will work together to identify the precise location of the charging stations at the Host Site location(s), bearing in mind customer convenience, access to the EVSE, and installation costs.
- Signage: The parties will work together to communicate broadly to the public the availability of EVSE at the Host Site (s), including the use of their official marks and any requirements of the ZEVIP.

**iii. Township Responsibilities**

- The Township will be responsible for regular maintenance and management of the parking facilities (e.g., snow removal, security, parking fees, signage)
- The Township will be responsible for enacting and enforcing provisions that the charging stations are to be restricted to electric vehicles using the EVSE for a reasonable period of time.

**iv. Alectra Responsibilities**

- Alectra will be responsible for selecting, contracting with and managing the operator of the EVSE charging network.
- Alectra will provide utilization information to the Township for the purpose of paying the Electricity Fees.

**v. Representation and Warranty**

Township warrants that, to the best of its knowledge and belief, the Host Location is not currently part of an indigenous land claim.

**vi. Contact information**

- The contact information for the parties is as follows:
  - Alectra: Ariel Bautista, Director, E-Mobility; 437 577 7084; ariel.bautista@alectrasolutions.com
  - Township: Mike DiPaola, Director, Public Works and Recreation; 905-957-5142; mdipaola@westlincoln.ca

**vii. Locations and EVSE:**

- The following table lists the Host Sites for inclusion in Alectra's proposal to NRCan's ZEVIP.

<b>Location Name</b>	<b>Address</b>	<b>Number of Connectors</b>	<b>Type of Connectors</b>
West Lincoln Community Centre	177 West St, Smithville, ON L0R 2A0	2	level 2
<b>Total</b>		<b>2</b>	<b>Level 2</b>

**DATE:** February 20, 2024  
**REPORT NO:** PW-07-2024  
**SUBJECT:** **2023 Water Quality Annual Report**  
**CONTACT:** Tray Benish, Manager of Operations, ORO  
Mike DiPaola, P. Eng. – Director, Public Works and Recreation

**OVERVIEW:**

- Under the requirements of O. Reg. 170 made under the Safe Drinking Water Act, the owner of a drinking water system is required to prepare an Annual Report and make it available free of charge to any persons requesting a copy. This report is being provided to Council supplementary to regulatory requirements, which can be found as Schedule A to this report.

**RECOMMENDATION:**

1. That, Information Report PW-07-2024, re: “2023 Water Quality Annual Report”, dated February 20, 2024, be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

- **Build** – A safe and connected, caring, and active community

**BACKGROUND:**

The delivery of potable water in Ontario is regulated by the Ministry of the Environment, Conservation and Parks (MECP) under the Safe Drinking Water Act, 2002. On June 1, 2003, O. Reg. 170/03, Drinking Water Systems, came into effect. This regulation prescribes requirements for owners and operators of municipal drinking water systems.

Under the requirements of O. Reg. 170/03 made under the Safe Drinking Water Act, the owner of a drinking water system is required to prepare an Annual Report no later than February 28 of each year and make it available free of charge to any persons requesting a copy.

This Regulation also requires the owner to produce an Annual Report. This report must include the following:

- Description of the system
- Summary of all required testing results
- Summary of any adverse water quality reports and corrective actions
- Description of any major expenses incurred to install, repair or replace required equipment

**CURRENT SITUATION:**

The Smithville Distribution System has 35 km of water mains, serving approximately 6150 residents; the system contains 264 hydrants and 341 valves.

The Township also owns and operates a bulk fill station to serve the rural population as well as a small container fill station. All Township owned services are protected by backflow devices.

Smithville receives its treated water from the Grimsby Water Treatment Plant which is owned by the Regional Municipality of Niagara (MOE waterworks #220007150).

Distribution Water is sampled for Microbiological and Chemical parameters and chlorine residuals. These samples are done weekly and quarterly by licensed Township water operators.

There were no adverse samples in 2023 within the distribution system. All samples taken were within ministry standards. The water operators follow all policies and procedures while sampling.

The Township of West Lincoln 2023 Water Quality Report is being provided to Council for information purposes.

The report has also been made available to the public.

**FINANCIAL IMPLICATIONS:**

There are no financial implications as a result of this report.

**INTER-DEPARTMENTAL COMMENTS:**

Not applicable.

**CONCLUSION:**

In conclusion, the 2023 Water Quality Annual Report is being provided to Council for information purposes and to advise them that the report has been made available to the public.

**SCHEDULE(S):**

Schedule A – 2023 Annual Drinking Water Report

**Prepared & Submitted by:**



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**Tray Benish, ORO**  
Manager of Operations

**Approved by:**



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**Donna DeFilippis**  
Interim CAO and Treasurer



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**Mike DiPaola, P. Eng.**  
Director, Public Works and Recreation



**OPTIONAL ANNUAL REPORT TEMPLATE**

<b>Drinking-Water System Number:</b>	<b>260002876</b>
<b>Drinking-Water System Name:</b>	Smithville Water Distribution
<b>Drinking-Water System Owner:</b>	Township of West Lincoln
<b>Drinking-Water System Category:</b>	Class 1
<b>Period being reported:</b>	January 1 2023 – December 31 2023

<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 [ ] No [ x ]</b></p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet? Yes [ x ] No [ ]</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>Township of West Lincoln: Administrative Building 318 Canborough Road Smithville ON L0R 2A0</p> <p>Website: www.westlincoln.ca</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; width: 100px; height: 20px; margin: 5px 0;"></div> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</b></p> <p><b>Number of Interested Authorities you report to:</b> <div style="border: 1px solid black; width: 100px; text-align: center; margin: 5px 0;">4</div></p> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [x] No [ ]</b></p>
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**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

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

<b>Drinking Water System Name</b>	<b>Drinking Water System Number</b>
<b>Robert Land Academy Cistern System</b>	<b>260077350</b>
<b>Little House 3-864 Regional Rd 27 Cistern</b>	<b>260078416</b>
<b>Attercliffe Canadian Reformed elementary School Cistern System</b>	<b>260078884</b>



**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**

**Smithville Distribution System has 35 km of water mains, serving approximately 6150 residents.**

**The system contains 264 hydrants and 341 valves.**

**The municipality also has a bulk fill station with two top and two bottom feeds to serve the rural population as well as a small container fill station.**

**All Township owned services are protected by backflow devices.**

**The Township receives its water from the Grimsby Water Treatment Plant which is owned by the Regional Municipality of Niagara (MOE waterworks #220007150)**

**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**

**The Township has a water meter program to replace old meters to reduce water loss at a cost of \$50 000.**





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
NONE					

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 #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw					
Treated					
Distribution	244	0	0	244	0-90

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 #)	Unit of Measure	<i>NOTE: For continuous monitors use 8760 as the number of samples.</i>
Turbidity				
Chlorine (free)	411	0.35-1.24	mg/l	
Fluoride (If the DWS provides fluoridation)				

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
N/A				

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

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony				
Arsenic				
Barium				
Boron				



<b>Cadmium</b>				
<b>Chromium</b>				
<b>*Lead</b>				
<b>Mercury</b>				
<b>Selenium</b>				
<b>Sodium</b>				
<b>Uranium</b>				
<b>Fluoride</b>				
<b>Nitrite</b>				
<b>Nitrate</b>				

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

**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)

<b>Location Type</b>	<b>Number of Samples</b>	<b>Range of Lead Results (min#) – (max #)</b>	<b>Unit of Measure</b>	<b>Number of Exceedances</b>
<b>Plumbing</b>	<b>exempt</b>			
<b>Distribution</b>	<b>exempt</b>			

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

<b>Parameter</b>	<b>Sample Date</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Exceedance</b>
<b>Alachlor</b>				
<b>Aldicarb</b>				
<b>Aldrin + Dieldrin</b>				
<b>Atrazine + N-dealkylated metabolites</b>				
<b>Azinphos-methyl</b>				
<b>Bendiocarb</b>				
<b>Benzene</b>				
<b>Benzo(a)pyrene</b>				
<b>Bromoxynil</b>				
<b>Carbaryl</b>				
<b>Carbofuran</b>				
<b>Carbon Tetrachloride</b>				
<b>Chlordane (Total)</b>				
<b>Chlorpyrifos</b>				
<b>Cyanazine</b>				
<b>Diazinon</b>				
<b>Dicamba</b>				
<b>1,2-Dichlorobenzene</b>				
<b>1,4-Dichlorobenzene</b>				



Dichlorodiphenyltrichloroethane (DDT) + metabolites				
1,2-Dichloroethane				
1,1-Dichloroethylene (vinylidene chloride)				
Dichloromethane				
2-4 Dichlorophenol				
2,4-Dichlorophenoxy acetic acid (2,4-D)				
Diclofop-methyl				
Dimethoate				
Dinoseb				
Diquat				
Diuron				
Glyphosate				
Heptachlor + Heptachlor Epoxide				
Lindane (Total)				
Malathion				
Methoxychlor				
Metolachlor				
Metribuzin				
Monochlorobenzene				
Paraquat				
Parathion				
Pentachlorophenol				
Phorate				
Picloram				
Polychlorinated Biphenyls(PCB)				
Prometryne				
Simazine				
HAA (NOTE: show latest annual average)	2023	0.01175	mg/l	0
THM (NOTE: show latest annual average)	2023	0.02916	mg/l	0
Temephos				
Terbufos				
Tetrachloroethylene				
2,3,4,6-Tetrachlorophenol				
Triallate				
Trichloroethylene				
2,4,6-Trichlorophenol				
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)				
Trifluralin				
Vinyl Chloride				



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

<b>Parameter</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Date of Sample</b>
N/A			



**OPTIONAL ANNUAL REPORT TEMPLATE**

<b>Drinking-Water System Number:</b>	<b>260002876</b>
<b>Drinking-Water System Name:</b>	Smithville Water Distribution
<b>Drinking-Water System Owner:</b>	Township of West Lincoln
<b>Drinking-Water System Category:</b>	Class 1
<b>Period being reported:</b>	January 1 2023 – December 31 2023

<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 [ ] No [ x ]</b></p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet? Yes [ x ] No [ ]</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>Township of West Lincoln:              Administrative Building              318 Canborough Road              Smithville ON              L0R 2A0</p> <p>Website: www.westlincoln.ca</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; width: 100px; height: 20px; margin: 5px 0;"></div> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</b></p> <p><b>Number of Interested Authorities you report to:</b> <div style="border: 1px solid black; width: 50px; text-align: center; margin: 5px 0;">4</div></p> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [x] No [ ]</b></p>
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**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

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

<b>Drinking Water System Name</b>	<b>Drinking Water System Number</b>
<b>Robert Land Academy Cistern System</b>	<b>260077350</b>
<b>Little House 3-864 Regional Rd 27 Cistern</b>	<b>260078416</b>
<b>Attercliffe Canadian Reformed elementary School Cistern System</b>	<b>260078884</b>



**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**

**Smithville Distribution System has 35 km of water mains, serving approximately 6150 residents.**

**The system contains 264 hydrants and 341 valves.**

**The municipality also has a bulk fill station with two top and two bottom feeds to serve the rural population as well as a small container fill station.**

**All Township owned services are protected by backflow devices.**

**The Township receives its water from the Grimsby Water Treatment Plant which is owned by the Regional Municipality of Niagara (MOE waterworks #220007150)**

**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**

**The Township has a water meter program to replace old meters to reduce water loss at a cost of \$50 000.**



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

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
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Arsenic				
Barium				
Boron				

<b>Cadmium</b>				
<b>Chromium</b>				
<b>*Lead</b>				
<b>Mercury</b>				
<b>Selenium</b>				
<b>Sodium</b>				
<b>Uranium</b>				
<b>Fluoride</b>				
<b>Nitrite</b>				
<b>Nitrate</b>				

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

### 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)

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<b>Plumbing</b>	<b>exempt</b>			
<b>Distribution</b>	<b>exempt</b>			

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

<b>Parameter</b>	<b>Sample Date</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Exceedance</b>
<b>Alachlor</b>				
<b>Aldicarb</b>				
<b>Aldrin + Dieldrin</b>				
<b>Atrazine + N-dealkylated metabolites</b>				
<b>Azinphos-methyl</b>				
<b>Bendiocarb</b>				
<b>Benzene</b>				
<b>Benzo(a)pyrene</b>				
<b>Bromoxynil</b>				
<b>Carbaryl</b>				
<b>Carbofuran</b>				
<b>Carbon Tetrachloride</b>				
<b>Chlordane (Total)</b>				
<b>Chlorpyrifos</b>				
<b>Cyanazine</b>				
<b>Diazinon</b>				
<b>Dicamba</b>				
<b>1,2-Dichlorobenzene</b>				
<b>1,4-Dichlorobenzene</b>				





Dichlorodiphenyltrichloroethane (DDT) + metabolites				
1,2-Dichloroethane				
1,1-Dichloroethylene (vinylidene chloride)				
Dichloromethane				
2-4 Dichlorophenol				
2,4-Dichlorophenoxy acetic acid (2,4-D)				
Diclofop-methyl				
Dimethoate				
Dinoseb				
Diquat				
Diuron				
Glyphosate				
Heptachlor + Heptachlor Epoxide				
Lindane (Total)				
Malathion				
Methoxychlor				
Metolachlor				
Metribuzin				
Monochlorobenzene				
Paraquat				
Parathion				
Pentachlorophenol				
Phorate				
Picloram				
Polychlorinated Biphenyls(PCB)				
Prometryne				
Simazine				
HAA (NOTE: show latest annual average)	2023	0.01175	mg/l	0
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Terbufos				
Tetrachloroethylene				
2,3,4,6-Tetrachlorophenol				
Triallate				
Trichloroethylene				
2,4,6-Trichlorophenol				
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)				
Trifluralin				
Vinyl Chloride				



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

<b>Parameter</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Date of Sample</b>
N/A			