

From: [Rebecca Marshall](#)
To: toc@ontera.net; [Ilersich, Sherry \(MECP\)](#)
Cc: [Rebecca Marshall](#); [Spires, Erin \(MECP\)](#); [Victor Legault](#); [Yvan Rondeau](#); [Sylvie Lemieux](#)
Subject: Coleman Distribution System 2020 Annual Report
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Attachments: [image001.png](#)
[Coleman DS Annual Summary Report 2020.pdf](#)

Please find attached; the 2020 Annual Summary Reports for the Coleman Distribution System.

Ontario's Drinking Water Systems Regulation (O. Reg. 170/03) made under the *Safe Drinking Water Act in 2002*; requires that the owner of a drinking water system prepare an Annual Compliance Report and an Annual Summary Report which describes the operation of the system and the quality of its water.

Annual Compliance Report

The annual report must cover the period of January 1st to December 31st in a year and must be prepared not later than February 28th of the following year. Pursuant to the legislative requirements, enclosed for your records is the Annual Compliance Report.

In accordance with Section 11 (6), the annual report must:

- (a) contain a brief description of the drinking-water system, including a list of water treatment chemicals used by the system during the period covered by the report;
- (b) summarize any reports made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report;
- (c) summarize the results of tests required under the Regulation, the system's approval, drinking water works permit, municipal drinking water licence, or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;
- (d) describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report;
- (e) describe any major expenses incurred during the period covered by the report to install, repair or replace required equipment; and
- (f) if the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4) O. Reg. 170/03, s. 11 (6).

In addition, Section 11 (7) gives the direction that a copy of an annual report for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the Municipal office, or at a location that is accessible to the users of the water system.

Annual Summary Report

The annual summary report must cover the period of January 1st to December 31st in a year and must be prepared not later than March 31st of the following year. Pursuant to the legislative requirements, enclosed for your records is the Annual Summary Report.

As required in *Schedule 22, Summary Reports for Municipalities*, the annual summary must:

- (2) (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.
- (3) 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:
 1. 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.
 2. A comparison of the summary referred to in paragraph 1 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 pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

In addition, Section 12 (1) – 4 – gives the direction that a copy of the annual summary for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the municipal office, or at a location that is accessible to the users of the water system.

These reports were prepared for the Coleman Distribution by the Ontario Clean Water Agency (OCWA) on behalf of the Township and are based on information kept on record by OCWA. The reports cover the period January 1st to December 31st 2020.

Please note that any Provincial Officers Orders or non-compliance issues that you have received directly from the Ministry of the Environment (MOE) should be reviewed. Where non-compliance with the Order or Issue is evident and it is not included in the attached 2020 Annual Compliance/Summary Report, then we recommend that this information be added to the report.

After your review and inclusion of any additional information, this report is to be provided to the members of Council before **March 31, 2021**. Please ensure this distribution.

Regards,

Rebecca Marshall

Process and Compliance Technician | Ontario Clean Water Agency | North Eastern Ontario Hub | Tel: 705-648-4267 | Fax: 705-567-7974 | Email: marshall@ocwa.com



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