



Conservation and Water Stewardship
Office of Drinking Water
1007 Century Street, Winnipeg, Manitoba R3H 0W4

**OPERATING LICENCE FOR
A PUBLIC WATER SYSTEM**

LICENCE NUMBER: PWS-08-153-01

**THE DRINKING WATER SAFETY ACT
CHAPTER D101, C.C.S.M.**

WATER SYSTEM CODE: 4.00
OPERATION ID: 27931
EFFECTIVE DATE: JUNE 1, 2013
EXPIRY DATE: NOVEMBER 30, 2018

IN ACCORDANCE WITH *THE DRINKING WATER SAFETY ACT*, THIS OPERATING LICENCE IS ISSUED PURSUANT TO SUBSECTION 8(1) TO:

TOWN OF ALTONA: "THE LICENSEE"

FOR THE OPERATION OF THE **ALTONA (RED RIVER REGIONAL) PUBLIC WATER SYSTEM**, WHICH INCLUDES TREATMENT FACILITIES, WATER STORAGE RESERVOIRS, AND DISTRIBUTION LINES, SUBJECT TO THE ATTACHED TERMS AND CONDITIONS.

THIS LICENCE DOES NOT AFFECT THE LICENSEE'S OBLIGATIONS WITH RESPECT TO COMPLIANCE WITH ALL APPLICABLE MUNICIPAL, PROVINCIAL, AND FEDERAL LEGISLATION. THIS LICENCE SUPERSEDES ALL PREVIOUS LICENSES FOR THIS PUBLIC WATER SYSTEM.

Original signed by:

DATE: April 19, 2013

Kim Philip, P.Eng.
Director

TERMS AND CONDITIONS

1. GENERAL

- 1.1. The Licensee shall operate the public water system in accordance with all applicable requirements of *The Drinking Water Safety Act* and its regulations, and the requirements of this Licence. In the event that specific terms and conditions of this Licence imposed under the authority of subsection 8(3) of the Act exceed the general requirements of the Act and regulations, the specific requirements of this Licence shall apply.
- 1.2. The Licensee shall obtain approval from the Office of Drinking Water prior to making any significant alterations to the water source, the water treatment process, the water storage facilities, or the water distribution system.
- 1.3. This Licence may be amended by the Director where, in the opinion of the Director, an amendment is necessary and the amendment will not negatively impact the safety of water obtained from the water system, or effective environmental management.
- 1.4. The Licensee may request an amendment to this licence by submitting an amendment application to the Office of Drinking Water.
- 1.5. This Licence may be suspended or cancelled by the Director for any of the reasons identified in Section 11 of *Manitoba Regulation 40/2007, Drinking Water Safety Regulation* or due to a failure to comply with any term or condition of this Licence.
- 1.6. The Licensee shall provide written notice to the Office of Drinking Water of any change in title/ownership of the water system within seven days of the transfer of title/ownership.
- 1.7. The Licensee shall provide written notice to the Office of Drinking Water of any changes in the operational status of the water system, such as a permanent cessation of service, or changing the length of service from year-round to seasonal or the opposite.
- 1.8. The Director of the Office of Drinking Water, Medical Officer of Health or Drinking Water Officer may enter any water system facility as necessary to carry out the provisions of *The Drinking Water Safety Act* and its regulations.
- 1.9. The Licensee shall post a copy of this Licence in its entirety at the water treatment facility and ensure all operators are familiar with its terms and conditions.
- 1.10. The Licensee shall apply for renewal of this Licence at least 60 days prior to its expiry.

2. OPERATION - GENERAL

- 2.1. The Licensee shall operate all water system facilities, control systems and equipment as efficiently as possible, inspect them on a regular basis, maintain them in good working order, and ensure that the water system is protected from the risks associated with cross-contamination.

- 2.2. The Licensee shall ensure that all chemicals and components that may come into contact with potable water are certified safe for potable water use through AWWA Standards, ANSI/NSF Standard 60 or 61, Health Canada, or other standards acceptable to the Director.
- 2.3. The Licensee shall have an assessment of the water system infrastructure and water supply sources completed and submitted by a qualified professional engineer, who is not an employee of the water system, in a form satisfactory to the Director by March 1, 2015.
- 2.4. The Licensee shall update and re-submit the compliance plan in a form and timeframe satisfactory to the Director if the contents and schedule of the plan have changed significantly and a revised plan has become necessary. The revised compliance plan is to address the following standards:
 - a) total trihalomethanes in the distribution system

3. OPERATION – EMERGENCIES

- 3.1. The Licensee shall ensure that disinfection is undertaken following construction, repair or maintenance activities on the water system, in accordance with applicable AWWA standards, or Manitoba Water Services Board specifications, or any other standards approved by the Director. A copy of all associated test results must be kept available for review by the Office of Drinking Water for a minimum of 24 months.
- 3.2. The Licensee shall ensure that all equipment used for filtration and disinfection is maintained in effective working order and keep available for immediate use all spare parts and chemical supplies as may be necessary to ensure continuous filtration and disinfection, including a spare disinfection unit, if necessary.
- 3.3. The Licensee shall immediately notify the Office of Drinking Water of any condition that may affect the ability of the water system to produce or deliver safe drinking water including treatment upsets or bypass conditions, contamination of the source water or treated water, a filtration or disinfection system failure, or a distribution system failure as described in the most recent version of the Office of Drinking Water “Operational Guidelines for Public and Semi-public Water Systems”.
- 3.4. If a Medical Officer of Health, the Director of the Office of Drinking Water, or a Drinking Water Officer issues a water advisory on the water system, the Licensee shall provide notice of the advisory to all water users by a method acceptable to the issuer.

4. WATER QUALITY/TREATMENT STANDARDS

- 4.1. The Licensee shall operate the water system in a manner that achieves the water quality/treatment standards specified in Table 1, as determined through the monitoring requirements specified in Table 2:

Table 1: Water Quality/Treatment Standards

Parameter	Quality Standard
Total coliform	Less than one total coliform bacteria detectable per 100 mL in all distributed water
<i>E. coli</i>	Less than one <i>E. coli</i> bacteria detectable per 100 mL in all distributed water

Parameter	Quality Standard
Chlorine residual	A free chlorine residual of at least 0.5 mg/L in water entering the distribution system
	A free chlorine residual of at least 0.1 mg/L at all times at any point in the water distribution system
Total trihalomethanes (THMs)	Less than or equal to 0.10 mg/L as locational running annual average of quarterly samples
Lead	Less than or equal to 0.01 mg/L in the water distribution system

- 4.2. If a bacteriological standard is not met, the Licensee shall immediately undertake the applicable corrective actions as listed in “Schedule A” of Manitoba Regulation 41/2007, *Drinking Water Quality Standards Regulation*.
- 4.3. If a microbial, chemical, or radiological standard is not met, the Licensee shall immediately undertake the applicable corrective actions specified in “Schedule C” of Manitoba Regulation 41/2007, the *Drinking Water Quality Standards Regulation*.
- 4.4. Where corrective actions are required for minor exceedances as described in the most recent version of the Office of Drinking Water “Operational Guidelines for Public and Semi-public Water Systems”, a Corrective Actions Form must be completed and submitted to the regional Drinking Water Officer.

5. WATER QUALITY MONITORING

- 5.1. The Licensee shall ensure that all water quality monitoring equipment is properly maintained and calibrated by a qualified person according to manufacturer recommendations and that records are maintained to that effect.
- 5.2. The Licensee shall ensure that sampling within the distribution system takes place at varied locations acceptable to the Drinking Water Officer.
- 5.3. The Licensee shall ensure that all samples are collected, handled, and submitted in a manner that complies with the requirements of the laboratory undertaking the analyses.
- 5.4. The Licensee shall ensure monitoring is completed as set out in Table 2.

Table 2. Monitoring Schedule

Parameter	Monitoring Requirement
Bacteriological (total coliform and E. coli)	Bi-weekly sampling program with each set of samples consisting of a minimum of 3 distribution samples. Distribution samples are to be taken from the following locations: <ul style="list-style-type: none"> • water leaving the North End reservoir • water leaving the South End reservoir • water from the distribution system
	Consecutive sample sets to be separated by at least 12 days
Free chlorine (distribution system)	One sample per day of water entering the distribution system from the North End and the South End reservoirs
	At the same time and location(s) as bacteriological distribution system sampling

Parameter	Monitoring Requirement
Total chlorine (distribution system)	One sample per day of water entering the distribution system from the North End and the South End reservoirs At the same time and location(s) as bacteriological distribution system sampling
Total trihalomethanes (THMs)	One preserved distribution system sample taken on a quarterly basis during February, May, August, and November, every second year beginning 2014
Total Haloacetic Acids (HAAs)	One preserved distribution system sample taken on a quarterly basis during February, May, August, and November, every second year at a location established by the Drinking Water Officer beginning 2014
Lead	As per the instructions of the Drinking Water Officer

5.5. The Licensee shall ensure that an accredited laboratory, as specified in section 35 of Manitoba Regulation 40/2007 the *Drinking Water Safety Regulation*, undertake the following analysis required in Table 2:

- a) bacteriological (total coliform and *E. coli*)
- b) total trihalomethanes (THMs)
- c) total Haloacetic Acids (HAAs)
- d) general chemistry
- e) any other parameter required by the Drinking Water Officer

5.6. The Licensee shall ensure that parameters listed in Table 2 but not specified in clause 5.7 are measured utilizing water quality monitoring equipment and methods approved by the U.S. Environmental Protection Agency (EPA).

6. RECORD-KEEPING AND REPORTING

6.1. The Licensee shall record disinfectant residual measurements on the monthly report forms or other forms satisfactory to the Director.

6.2. The Licensee shall keep one copy of all monthly report forms required in Clauses 6.1 and forward the original copy to the Drinking Water Officer within seven days after the end of each calendar month.

6.3. The Licensee shall ensure that water metering devices at the water treatment plant or storage reservoirs are maintained in good working order and that meter readings are recorded at least on a weekly basis and such records are made available for inspection by a Drinking Water Officer.

6.4. The Licensee shall record all distribution system measurements specified in *Table 2: Monitoring Schedule* on the chain of custody form (laboratory submission form) which accompanies the bacteriological sample bottles to the laboratory.

6.5. The Licensee shall record corrective actions for minor exceedances as discussed in clause 4.4 of this Licence and complete a Corrective Actions Report form. The Licensee shall keep one copy for records and forward the original copy to the Drinking Water Officer along with the monthly report forms.

- 6.6. The Licensee shall retain in chronological order for a minimum of 24 months the following operational records for the water system:
 - a) all laboratory analysis reports
 - b) disinfection report forms
 - c) corrective action forms
 - d) other report(s) as specified in *Table 2: Monitoring Schedule* or as directed by the Drinking Water Officer
- 6.7. The Licensee shall maintain in a secure location all construction drawings for the life of the water system components.
- 6.8. The Licensee shall ensure the following information is available to the public for inspection: a copy of every water quality analysis result required to be performed over the last 24 months, a copy of every permit, order, advisory and licence in effect, and a copy of every annual report required in relation to the water system.
- 6.9. The Licensee shall submit an annual report to the Director by March 31st of each year on the operation of the water system in the immediately preceding calendar year. The report shall include the information as set out in subsection 32(2) of *Manitoba Regulation 40/2007, Drinking Water Safety Regulation*.
- 6.10. The Licensee shall inform the public, in a form satisfactory to the Director, when an annual report has been prepared and identify how a free copy can be obtained.
- 6.11. The Licensee shall make a copy of each annual report available to the public at no charge on an internet website within two weeks of the issuance of the report, unless otherwise approved by the Director. The annual report shall remain available to the public for at least one year.