



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

# **2024 Annual Drinking Water System Reports & Annual Management Review Staff Report to Council**

Report Number: 2025-11

Department(s): Public Works Services

Author(s): Phil Hughes Water Quality Analyst, Rob Gillis, Manager, Water/Wastewater,  
Tyler Meadows, Compliance & Training Coordinator

Meeting Date: March 17, 2025

## **Recommendations**

1. That the report entitled Annual Water Quality and Performance Report (2024), Drinking Water System Summary Report (2024), and DWQMS Annual Management Review Report dated 17 March 2025 be received, including the following attached reports:
  - a. Section 11 – *2024 Drinking Water System Annual Water Quality & Performance Report* (Attachment 1); and,
  - b. Schedule 22 – *2024 Drinking Water System Summary Report* (Attachment 2); and,
  - c. DWQMS Element 20 – *2024 Annual Management Review Report* (Attachment 3); and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

## **Purpose**

The purpose of this report titled *2024 Annual Drinking Water System Reports & Annual Management Review*, and its associated attachments, is to satisfy the annual reporting requirements under the *Safe Drinking Water Act (2002)*, *O. Reg 170/03 – Drinking Water Systems*. Specifically, the requirements specified under *Section 11 – Annual Reports*, *Schedule 22 – Summary Reports for Municipalities*, and the *Drinking Water Quality Management Standard (DWQMS) – Element 20 - Annual Management Review*.

The information contained within this report, and associated attachments cover the drinking water system for the reporting period, from January 1<sup>st</sup> to December 31<sup>st</sup> of the 2024 calendar year. The information contained within this report, and its associated attachments, assists the Mayor and Council, as the Owners of the Town's drinking water system, in meeting their respective *Section 19 – Standard of Care* requirements as 2024 Annual Drinking Water System Reports & Annual Management Review

identified within the *Safe Drinking Water Act, 2002*. Moreover, the issuance of this report allows the legal Owners (Mayor & Council) of the water system to remain well informed of the Operating Authority's regulatory requirements and compliance, as well as its conformance with industry Best Management Practices (BMP's). Ultimately, this report fulfills the requirements to provide members of Council with an annual system report as outlined in *Section 11 of O. Reg 170/03 (SDWA, 2002)*.

## **Background**

The Drinking Water System Reports for 2024 are intended to satisfy the requirements of *O. Reg. 170/03 of the Safe Drinking Water Act, 2002 (SDWA, 2002)*.

### **Section 11 – Annual Reports, of O. Reg. 170/03 states that the Annual Report must include:**

- a brief description of the Drinking Water System, including a list of water treatment chemicals used by the system.
- a summary of adverse test results and other observations that were reported to the MECF during the reporting period.
- a description of any corrective actions that were taken in response to any adverse test results and other observations that were encountered during the reporting period.
- a summary of the most recent water testing results, required under O. Reg. 170/03 and our respective Municipal Drinking Water License (MDWL), that occurred during the reporting period.
- a description of the major expenses incurred during the reporting period to install, repair, or replace required equipment/infrastructure.
- a statement identifying the locations where the annual report will be made available for the public.
- the specific number of points sampled during the lead sampling periods identified within O. Reg. 170/03 as well as the total number of samples taken, and the number of points where a sample exceeded the prescribed standard for lead.

### **Schedule 22 – Summary Reports for Municipalities, of O. Reg. 170/03 states that Summary Reports for Municipalities must include the following:**

- a list of the requirements of the SDWA, 2002 the regulations, the system's approval, Drinking Water Works Permit (DWWP), Municipal Drinking Water Licence (MDWL), and any orders applicable for the system that were not met at any time during the period covered by the report.
  - a list of each requirement that was not met, the duration of the failure and the
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measures that were taken to correct the failure.

- a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- a comparison of the above summary against the rated capacity and flow rates approved in the systems approval, drinking water works permit or municipal drinking water license; or if the system is receiving all its water from another system under an agreement pursuant to subsection 5(4) of O. Reg. 170/03, to the flow rates specified in this written agreement.

The 2024 Drinking Water System Reports also satisfy the requirements of the *Drinking Water Quality Management Standard (DWQMS) – Element 20 - Management Review*, the requirements for which are identified below and are detailed in *Attachment 3 – DWQMS Element 20 – 2024 Annual Management Review Report*.

**Element 20; *Annual Management Review* requires an annual review of the following performance indicators:**

- Incidents of regulatory non-compliance
- Incidents of adverse drinking water tests
- Deviations from critical control point, limits, and response actions
- Effectiveness of the risk assessment process
- Internal and third-party audit results
- Results of emergency response training
- Operational Performance
- Raw water supply and drinking water quality trends
- Operational performance
- Drinking water quality trends
- Follow-up on action items from prior management reviews
- Changes that could affect the quality management system (QMS)
- Consumer feedback
- Resources required to maintain the QMS
- Results of the infrastructure review
  - Operational plan currency, content, and updates
  - Staff suggestions

## **Discussion**

The attachments to this council report contain information on the following matters:

- Section 11 – *2024 Drinking Water System Annual Water Quality & Performance Report*
- Schedule 22 – *2024 Drinking Water System Summary Report*
- DWQMS Element 20 – *2024 Annual Management Review Report*

Town staff recommend Council receive and approve this report and its attachments. The information provided within this report and its attachments are developed to help the Drinking Water System Owners meet their regulatory requirements under the Safe Drinking Water Act.

## Consultation

Key stakeholders that have contributed to the content of the annual reports and associated attachments include:

- *Operating Authority Personnel*
- *The Ministry of Environment, Conservation and Parks*
- *The Regional Municipality of York*

## Conclusion

The Drinking Water System Reports for 2024, and their associated attachments, satisfy the applicable annual reporting requirements stipulated within *O. Reg. 170/03 of the Safe Drinking Water Act, 2002*. The information contained in these report assists the Mayor and Council, as the Owners of the Town's drinking water system, in meeting their respective *Standard of Care* requirements as identified within the *Safe Drinking Water Act, 2002*.

The Town's drinking water system, as well as the Owner and Operating Authority, are subject to strict legislative and regulatory requirements to keep drinking water safe. Results from the 2024 reporting year help demonstrate the Town's commitment to consistently deliver safe drinking water through compliance with applicable legislative and regulatory requirements. Copies of the Town of Newmarket 2024 Drinking Water System Reports are made available to the public at:

- *Robert N. Shelton Operations Centre (1275 Maple Hill Court)*
- *Newmarket Municipal Offices, Customer Service Counter (395 Mulock Drive)*
- *Online at [www.newmarket.ca](http://www.newmarket.ca)*

## Council Priority Association

This report aligns with the following Council Priority: Environmental Sustainability

## Human Resource Considerations

No human resource considerations are directly associated with this report and its associated attachments.

## **Budget Impact**

No budget impacts are directly associated with this report and its associated attachments.

## **Attachments**

Attachment 1 -Section 11 – *2024 Drinking Water System Annual Water Quality & Performance Report*

Attachment 2 - Schedule 22 – *2024 Drinking Water System Summary Report*

Attachment 3 - DWQMS Element 20 – *2024 Annual Management Review Report*

## **Approval for Submission**

Rob Gillis, *Manager, Water/Wastewater*

Mark Agnoletto, *Director, Public Works Services*

Peter Noehammer, *Commissioner, Development & Infrastructure*

## **Report Contact**

For more information, contact [info@newmarket.ca](mailto:info@newmarket.ca)