



Township of Hornepayne  
Request for Proposal (RFP)

Consulting Services  
**Drinking Water System –  
THM/HAA Reduction**  
Hornepayne, Ontario

RFP No. 2024-01-29

Closing: February 29, 2024

**Consulting Services  
THM/HAA Reduction  
Hornepayne, Ontario  
RFP No. 2024-01-29**

The Township of Hornepayne, the geographical Centre of Ontario, is located in the District of Algoma on Highway 631, approximately 485 km NNE of Thunder Bay, 400 km north of Sault Ste. Marie and 400 km NNW of Timmins.

The Township of Hornepayne is soliciting proposals from qualified Proponents for the provision of engineering consulting services for the Trihalomethanes (THM) and Haloacetic Acid (HAA) **THM/HAA Reduction** project. Consulting services under this project shall include, but may not be limited to:

- Project Management
- Problem Analysis and System Evaluation
- Recommended System Solutions and Alternative Options
- Cost Benefit Analysis for Each Option
- Risk Analysis for Each Option
- Preferred Solution Implementation Plan

Provide any Additional Recommendations for Project Success Services shall be provided in accordance with applicable standards and regulations.

Proposals marked “**RFP No. 2024-01-29**” in the subject line may be electronically submitted to:

[cao@hornepayne.ca](mailto:cao@hornepayne.ca)

and must be received no later than:

**Thursday, February 29, 2024 at 2:00 P.M. (local time)**

Proposals will be opened in accordance with the Municipality’s Procurement By-Law.

Documents relating to this Request for Proposal are available at the above address or at:  
<https://www.townshipofhornepayne.ca/our-government/tenders-and-requests-for-proposals/>

Questions regarding this proposal must be directed, in writing, to the CAO/Clerk at [cao@hornepayne.ca](mailto:cao@hornepayne.ca). Include “**RFP No. 2024-01-29 THM/HAA Reduction**” in the email subject line.

The lowest or any proposal will not necessarily be accepted. The Township reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the Contract in the best interest of the Township in its sole and unfettered discretion. The accepted proposal must be approved by Council.

## **PROJECT BACKGROUND**

The Ministry of Environment, Conservation and Parks (MECP) conducted inspections from December 15, 2022, to April 14, 2023, which reviewed the Township of Hornepayne’s Drinking Water System (DWS) Haloacetic Acid (HAA) and Trihalomethanes (THM) information. Since April 2021, single sample results of HAAs have mostly been higher than 80 µg/L, causing a consistent increase in the quarterly RAA (Running Annual Average) results. The RAA is now

over the Ontario Drinking Water Quality Standard (ODWQS) of 80 µg/L for HAA, ranging from 90 µg/L to 160 µg/L from August 2022 to April 2023.

The Ontario Clean Water Agency (OCWA) is the operating authority of the DWS and has been monitoring HAAs (since 2017) and THMs (since 2011) within the distribution system in several locations, as recommended by the MECP. The Ontario Drinking Water Standard (O.Reg. 169/03) set the limit for HAA at 80 µg/L, expressed as a running annual average (RAA) of quarterly results, as of January 1st, 2020. The ODWQS limit of 100 µg/L for THM (RAA of quarterly results) has not exceeded since 2015, however, the MECP is concerned this may rise if not properly investigated.

Due to the ongoing HAA exceedances in the distribution system, MECP has advised that the Township of Hornepayne must take action, that the operators must conduct a review of all samples and operational data, and that the Township must hire a consultant with experience in HAA (and THM) reduction. It is anticipated and expected that the successful consultant will need to consult with the MECP at project start-up and as needed to ensure that the MECP requirements are being addressed.

**Please see Appendix 4 - Ministry of Environment, Conservation and Parks (MECP) - Hornepayne Drinking Water Inspection Report - 2022-2023 report - which outlines MECP's request to procure a consultant for HAA/THM requirements (pgs. 18-21).**

# 1 General Information and Instructions

## 1.1 Definitions & Interpretation

In this Request for Proposal, unless expressly provided otherwise, the following definitions shall apply:

**“Addendum”** and **“Addenda”** means a written addendum or addenda issued with respect to this RFP;

**“Closing or Closing Date”** means the deadline by which to submit Proposals for this RFP as set out in the RFP, as may be amended by Addendum or other written notice of the Township;

**“Contract”** means the Contract arising upon the acceptance of a Proposal and award of the Contract by the Township in accordance with the RFP, irrespective of when notice of acceptance of a Proposal is received by a Successful Proponent;

**“Evaluation Team”** means a team consisting of members of Township staff and, where considered appropriate by the Township in the exercise of absolute discretion, Independent Consultants, who will perform the evaluation of each of the Proposals and make such reports and recommendations to the award of this RFP as they consider appropriate;

**“Goods”** means any item of tangible personal property or computer software, and includes:

- (i) deeds and instruments relating to or evidencing the title or right to such personal property, or a right to recover or receive such property;
- (ii) tickets or like evidence of right to be in attendance at a particular place at a particular time or times or of a right to transportation;
- (iii) energy, however generated; and
- (iv) items of tangible personal property that are intended for installation as a fixture or otherwise for incorporation into land, a building or structure, or that are ornamental or industrial trees or grass sod, seed or fertilizer;

**“Independent Consultant”** means any consultant, other than the Successful Proponent, retained by the Township to advise or perform services on the behalf of the Township with respect to the Work;

**“Law”** means all statutes, laws, by-laws, regulations, requirements, ordinances, notices, rulings, orders, directives, policies and controls of the municipal, provincial, and federal governments and any other lawful authority and all court orders, judgments and declarations of a court of competent jurisdiction;

**“Municipality”** means the Township of Hornepayne and includes its designated employees, officials, and agents;

**“Project Manager”** means the person designated under the successful award of this RFP who will manage the delivery and performance of the Work to which this Contract relates and to oversee the Township’s obligations under this RFP;

**“Proponent”** means any person submitting a Proposal in response to this RFP;

**“Proposal”** means a Proposal made by a Proponent in response to this RFP;

**“Services”** means a service of any description required in order to complete the Work, whether commercial, industrial, trade, or otherwise, and includes all professional, technical, and artistic services, and the transporting, acquiring, supplying, storing, and otherwise dealing in Goods;

**“Sub-Contractor”** is a person or entity having a direct Contract with the Successful Proponent to perform a part or parts of the Services or to supply Goods or Services with respect to the Work, upon the prior approval of the Township;

**“Successful Proponent”** means the Proponent whose Proposal is selected and is awarded the Contract for this RFP by the Township;

**“Total Contract Price”** means the fully inclusive, all-in total Contract price, constituting the sum of all costs quoted by a Proponent in its Proposal with respect to the Work,

- (i) including the purchase price for all materials, labour costs, service costs, costs for temporary structures and facilities, utility costs, warranty costs, life cycle costs, operating and disposal costs; but
- (ii) excluding any options or alternatives requested in the Contract Documents that the Township elects not to purchase; and
- (iii) excluding Harmonized Sales Tax (HST) or other applicable sales taxes, imposed under the Laws of Ontario and the Laws of Canada applicable therein.

**“Township”** means the Township of Hornepayne and includes its designated employees, officials, and agents;

**“Work”** means everything to be done, supplied, or provided by the Successful Proponent under the Contract as applicable.

## 1.2 Availability of Document

Documents relating to this Request for Proposal are available at the Hornepayne Municipal Office, 68 Front Street, Hornepayne, ON, P0M 1Z0 or at:

<https://www.townshipofhornepayne.ca/our-government/tenders-and-requests-for-proposals/>

## 1.3 Proponents to Investigate

Proponents submitting proposals shall satisfy themselves by personal examination of the site and, by such means, as they prefer, as to the actual conditions and requirements of the Work.

Proponents are encouraged to attend the recommended site visit however it is not mandatory. If completing a site visit, please confirm attendance in advance.

Proponents shall not rely solely on information provided by the Township but shall satisfy themselves as to the accuracy of the information and accept full responsibility for design of the works.

No allowance shall be subsequently given by the Township for, or by, reason of any error or omission on the part of any Proponent or Sub-contractor with respect to site inspection.

The Township shall not be liable for any costs associated with any site inspection.

It is the Proponent's responsibility to become familiar with and comply with the Township's Procurement By-Law:

<https://www.townshipofhornepayne.ca/media/2jqoiifr/procurement-by-law-no-1636.pdf>

## 1.4 Inquiries and Addenda

Questions regarding this proposal must be directed, in writing, to the CAO/Clerk at

[cao@hornepayne.ca](mailto:cao@hornepayne.ca)

and must be received no later than:

**Monday, February 12, 2024, at 2:00 P.M. (local time)**

Please include "RFP No. 2024-01-29 THM/HAA Reduction" in the subject line of an email.

During the Request for Proposals period, Proponents may be advised by Addenda of required additions to, deletions from, or alterations in the Terms of Reference Documents, including any change to the proposed Closing date and/or time (as applicable). All such changes shall become an integral part of the Terms of Reference Documents and shall be allowed for in arriving at the Total Contract Price.

It is the sole responsibility of all Proponents to check the municipal website and ensure that it has received any and all Addenda issued by the Township. **All Addenda received during the request for proposals period shall be acknowledged in the Form of Proposal.**

## 1.5 The Township of Hornepayne's Rights in Respect of the RFP

All proposals provided, and all entries, shall be in ink or typewritten. Proposals which are incomplete, conditional, or obscure or which contain additions not called for, erasures, alterations, or irregularities of any kind, or in which any of the prices are obviously unbalanced, may be rejected as informal.

The lowest or any proposal will not necessarily be accepted. The Township reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the Contract in the best interest of the Township in its sole and unfettered discretion. The accepted proposal must be approved by Council.

The Township reserves the right to;

- (i) Contact a Proponent for clarification of any portion of the Proponent's proposal;
- (ii) Disqualify proposals not submitted in strict accordance with the terms and conditions of the Terms of Reference;
- (iii) Cancel the RFP, at any time, without liability whatsoever to any Proponent;
- (iv) Reject any or all of the Proposals;

- (v) Accept any or all of the Proposals;
- (vi) If only one Proposal is received, elect to accept or reject it;
- (vii) Not accept the lowest fixed fee amount;
- (viii) Alter the schedule; RFP process, procedures or objective of the project or any other aspect of the RFP, as it may determine, in its sole and absolute discretion; or
- (ix) Negotiate with one or more Proponents to reach a final agreement for the services.

This RFP does not constitute an offer of any nature or kind whatsoever by the Township to the Proponent. The Township does not bind itself to accept any Proposals and may proceed as it determines, in its sole discretion, following receipt of the Proposals. The Township reserves the right to accept any proposal in whole or in part or to discuss with any Proponent, different or additional terms to those envisaged in this RFP or in such Proponent's proposal.

This RFP and/or the Proposal in response to the RFP will not constitute a binding Contract but will only form the basis for the finalization of the terms upon which the Township and the chosen Proponent will enter into a Contract (the "Contract") and does not mean that the Proposal is necessarily totally acceptable in the form submitted.

## 1.6 Limitations

The Township shall not be bound by any oral representation or communication whatsoever, including but not limited to any instruction, amendment or clarification of these Instructions to Proponents or any of the Contract Documents, or any information, advice, inference or suggestion, from any person (including but not limited to an elected official, employee, agent, Independent Consultant or representative of the Township) concerning a Proponent's submissions, the RFP, the Contract Documents, the proposed Contract or any other matter concerning the RFP or Work.

In addition, the Township shall not be bound by any written representation whatsoever concerning a Proponent's submissions, the RFP, the Contract Documents, or any other matter concerning the RFP or Work, unless executed by the person designated and authorized in accordance with the Contract Documents or in accordance with a direction or authorization of Municipal Council.

## 1.7 Negotiations

The Township may award the Contract on the basis of initial offers received, without discussion. Therefore, each initial offer shall contain the Proponent's best terms/information, including all required documentation as listed.

The Township reserves the right to enter into negotiations with the selected Proponent. If the Township and the selected Proponent cannot negotiate a successful Contract, the Township may terminate the negotiations and begin negotiations with the next selected Proponent. This process will continue until a Contract has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Township arising from negotiations.

## 1.8 Errors and Omission

It is understood and acknowledged that while the RFP includes specific requirements, a complete review is required. Minor items not herein specified but obviously required shall be provided as if specified. The Proponents shall satisfy themselves fully as to the extent of the work required and shall provide all services required to complete the intent of the project. Any misinterpretation of requirements within this RFP shall not relieve the bidder of the responsibility of providing the services.

The Proponent shall examine the Terms of Reference Documents as soon as possible. Any errors, omissions or conflicts discovered shall be reported to the CAO/Clerk immediately.

Verbal instruction and/or communications will not be accepted. Refer to section 1.4 *Inquiries and Addenda*.

## 1.9 Conflict Resolution

In the event of conflict between any of the provisions of the Contract Documents, the provision most favourable to the Township, in the Township's determination, shall prevail and apply.

## 1.10 Proposal Withdrawal and Award

Proponents may notify the CAO/Clerk via email if they wish to amend or withdraw their proposal prior to Closing. Request to amend or withdraw a proposal will be officially acknowledged via email by CAO/Clerk. The last proposal received shall invalidate all previous proposals received from the same Proponent.

No Contract will be awarded until after the proposal has been approved by Council.

Council reserves the right to:

- (i) reject any recommendation;
- (ii) reject any or all Proposals;
- (iii) accept any Proposal deemed to be in the best interest of the Township; or
- (iv) disqualify Proposals not submitted in strict accordance with requirements of the Terms of Reference documents.

Exception may be made to any Contract, which is funded by a Ministry of the Province of Ontario on behalf of the Corporation. However, any final decision for awarding of a Contract is subject to the concurrence of Council.

Proponents are informed that it is a condition of the Terms of Reference Documents that each Proposal shall remain in force from the Closing Date of the Request for Proposal until sixty (60) calendar days thereafter unless the Proponent has been formally rejected.

Once the Contract has been awarded, only the Total Contract Price of the Proposals will be disclosed.



Official Notification will only be given to the Successful Proponent; however, anyone can obtain the Total Contract Price for all Proponents upon request. In addition, the Total Contract Price for all Proponents will be outlined in a Council Resolution.

A Proposal shall be irrevocable for a period of sixty (60) calendar days following the Closing date of the RFP.

## **1.11 Proponent's Cost**

All costs and expenses incurred by a Proponent related to the preparation or presentation of its proposals shall be borne exclusively by the Proponent. The Township is not liable to pay such costs and expenses or to reimburse or to compensate a Proponent under any circumstances. Effective management and cost control techniques are requirements for a project of this nature.

As a small municipality with limited resources, we are committed to delivering valuable services to our community while being mindful of costs and cost controls. The Proponent should consider the importance of cost efficiency in their proposed solutions, while aligning their proposal with the municipality's requirements, as the municipality's goal is to optimize the use of available resources without compromising the quality of the outcomes.

## **1.12 Delays**

The Township shall not be responsible for any delays or costs to the Proponents associated with any reviews or the approval process.

## **1.13 Tax Management (HST)**

As it is the responsibility of the Proponent to determine levy and collection of the Harmonized Sales Tax (HST), or any other Value Added Taxes, amounts bid shall show, separately, the HST or Value Added Taxes amount, or alternatively cite the basis of exemption in lieu thereof.

## **1.14 Billing Summaries / Payment**

Payment shall be in accordance with the Contract, as agreed to by both parties.

The Proponent shall provide a breakdown, before its first invoice, detailing all work. The breakdown shall be approved by the CAO/Clerk. Every invoice shall include original upset limit, the current monthly amount, the actual to date, percent (%) complete, and the total amount to complete for each item in the breakdown. All extra work shall be indicated/invoiced separately.

Invoices shall be submitted monthly, and all payments will be net thirty (30) days.

Any work performed, as an extra, shall have received prior approval by the CAO/Clerk in writing. A copy of the written approval shall accompany the invoice. The conditions for invoicing and payment shall be incorporated into any contract that may be prepared as part of the process. Each invoice shall reference the project number assigned to the project.

## 1.15 Ownership of Documents, Use of Designs, etc.

All maps, drawings, plans, specifications, and other documents:

- (i) Provided by the Township to a Proponent shall remain the property of the Township and shall be returned by the Proponent to the Township upon demand by the Township; and/or
- (ii) Prepared by the Proponent as part of its Proposal (including the full proposal submission), or under Contract, shall become the property of the Township and may be disposed of the Township as it considers fit.

## 1.16 Municipal Freedom of Information Protection Of Privacy Act

The Township is governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA); therefore, Proponents must accept that proposal contents can be made public as a condition of the Request for Proposal process. As a result, Proponents are advised to identify, in their Proposal, any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.

Any information in the Proponents' submissions that is not specifically identified as confidential will be treated as public information. The Township will use its best efforts not to disclose any information so marked but shall not be liable in any manner to a Proponent or any other person where information is disclosed by virtue of the Privacy Commissioner, a court of competent jurisdiction or otherwise as required by Law. The Township further makes no representations or warranties that the identification of a document as confidential will prevent its release under the provisions of MFIPPA or otherwise under Law. Complete proposals are not to be identified as Confidential.

**NOTE:** Materials supplied in response to the RFP become a record of the Township and are subject to MFIPPA. The Township takes the position that such materials are not supplied in confidence and form part of the records made generally available upon request to the public. If you have any questions with regard to this policy, please contact the CAO/Clerk.

## 1.17 Conflict of Interest Statement

In their Proposals, the Proponents shall disclose to the Township any potential Conflict of Interest that might compromise the performance of the work. If such a Conflict of Interest does exist, the Township may, at its discretion, refuse to consider the Proposal.

Prior to the award of the Contract, no Proponent shall contact any elected official of the Township or member of the Municipal staff or independent Consultant retained by the Township with respect to its Proposal, the RFP or the proposed Contract.

Except with the prior express written consent of the Township, no Proponent shall act on behalf of the Township with respect to any matter, issue or in connection with any property in which the Proponent or any director, officer, employee or Sub-contractor of the Proponent has a direct or indirect pecuniary interest, including any contingent interest.

Proponents are cautioned that the acceptance of their Proposal may preclude them from participating as a Proponent in subsequent projects where a Conflict of Interest may arise. The Proponent for this project may participate in subsequent/other Township projects provided the Proponent has satisfied pre-qualification requirements of the Township, if any, and in the opinion of the Township, no Conflict of Interest would adversely affect the performance and successful completion of a Contract by the Proponent.

## 1.18 Non-Collusion

A Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of the Proposals. Each Proponent shall attest that its participation in the RFP process is conducted without any collusion or fraud. If the Township discovers there has been a breach of this requirement at any time, the Township reserves the right to disqualify the Proposal or terminate any ensuing Contract.

## 1.19 Insurance and Indemnification

The Successful Proponent shall not commence work until such time that evidence of insurance has been filed with, and approved by, the CAO/Clerk. The Successful Proponent shall further ensure that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the Contract.

The Successful Proponent shall indemnify the Township, its Councillors, and its employees from damages and liabilities which may arise, directly as a result of the negligent, or wrongful acts, or omissions, of the Successful Proponent (if any), its employees and/or agents in the performance of any of its obligations under the Contract, whether or not such claims are initiated by third parties or arise between the parties.

### 1.19.1 Comprehensive General Liability Insurance

The Successful Proponent shall take out and keep in force throughout the duration of the Contract, a comprehensive policy of **Comprehensive General Liability** in the amount of **not less than \$5,000,000.00 inclusive per occurrence**, such policy to include personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross-liability and severability of interest clauses.

### 1.19.2 Additional Insured

The **Township of Hornepayne** shall be named as an "**Additional Insured**" thereunder and a certified copy of the policy or certificate thereof shall be deposited upon signing of the Contract or as the Township may direct.

### 1.19.3 Professional Liability Insurance

**Professional Liability Insurance** shall be in the amount of **\$5,000,000**. When requested, the Proponent shall provide satisfactory proof of Professional Liability Insurance carried by the

Proponent and in accordance with the Professional Engineers Act, R.S.O. 1990, c. P. 28 and Regulations therein in a form acceptable to the Township.

The Township reserves the right to require job-specific insurance. It is understood there is an additional cost to the proponent for job-specific insurance. A separate provisional price is to be provided in the fee schedule for consideration by the Township.

## **1.20 Workplace Safety & Insurance Board**

Workplace Safety and Insurance Board (WSIB) Registration and coverage shall be in accordance with the applicable regulatory requirements for the Successful Proponent and any worker that may be dispatched to undertake work on Township property, appropriate to the type and quantity of work proposed to be provided.

The Successful Proponent shall furnish a valid WSIB Clearance Certificate from the Workplace Safety and Insurance Board prior to commencement of Contract. The successful Proponent further agrees to maintain a good standing with the WSIB throughout the term of the Contract. The Successful Proponent may be required to produce a valid Certificate of Clearance from time to time during the Contract.

## **1.21 Failure to Provide**

If the Successful Proponent, for any reason, defaults or fails to provide valid proof of insurance and/or WSIB, the Township reserves the right to accept any other Proposal, cancel this RFP and issue a new RFP, or carry out the work in any way as the Township may, at its sole discretion, deem best.

## **1.22 Occupational Health and Safety Plan**

The Successful Proponent shall furnish a proposed Occupational Health and Safety Plan outlining the Proponent's general approach to Occupational Health and Safety.

The Successful Proponent will be responsible for meeting all of the "employer" obligations under the Occupational Health and Safety Act (OHSA) and shall ensure that all work is carried out in accordance with the OHSA and all applicable regulations. This includes but is not limited to, the duties to: provide a safe workplace; provide information and educate the workers on workplace hazards; appoint a competent supervisor; prepare and provide a health and safety policy; implement a comprehensive health and safety program to support the policy; and take every reasonable precaution to protect the health and safety of workers.

Each Proponent shall submit a statutory declaration with the proposal: Appendix "1".

## **1.23 Contract for Work**

The Successful Proponent shall, no later than 10 Business Days after the Township has sent the Notice of Award to the Successful Proponent, or such later date as may be specified in the written notice given by the Township:

- (i) enter into and execute the formal Contract for Work

- (ii) submit to the Township, a certificate of insurance which:
  - a. references the Contract by name;
  - b. confirms that the requirements set out in the Contract have been met;
  - c. sets out any pertinent exclusions contained in the policy or policies; and
  - d. is otherwise acceptable to Township.
- (iii) submit to the Township, a Workplace Safety and Insurance Board clearance certificate;
- (iv) submit to the Township an Occupational Health and Safety Plan; and
- (v) submit any other documents required by the Contract.

If the Successful Proponent fails, or refuses, to enter into the Contract or execute a Contract for Work and to provide all security, insurance and other ancillary documents required under the RFP and the Contract Documents, then the Township reserves the absolute right as it sees fit, in addition to all other rights and remedies that the Township has under the Request for Proposals, to take one or more of the following actions:

- (i) terminate discussions with the Successful Proponent;
- (ii) select another Proponent as the Successful Proponent and enter into Contract discussions to finalize and execute the Contract for Work;
- (iii) revise and reissue the RFP or cancel the RFP; and
- (iv) pursue any other rights or remedies available under the RFP, or otherwise at law or in equity.

## 1.24 Dispute Resolution

Disputes shall be adjudicated following the *MEA/ACEC Ontario Client/Engineer Agreement for Professional Consulting Services*. Refer to Appendix 4 for a template copy of the agreement.

## 1.25 Accommodations for Proponents with Disabilities

In accordance with the Ontario Human Rights Code, Ontarians with Disabilities Act, 2001 (ODA) and Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the Township of Hornepayne will accommodate for a disability, ensuring full and equitable participation throughout the bid process.

If a Proponent requires this Request for Proposals in a different format to accommodate a disability, the Proponent must contact the Township as soon as possible and no later than 10 working days prior to the Closing Date. The Request for Proposals and any Addenda will only be issued in the alternative format to the requesting Proponent.

## 2 Proposal Submission and Content Requirements

### 2.1 Project Schedule of Events

It is intended that the Consultant retained will enter into a Contract with the Township of Hornepayne for the provision of Engineering Consulting services. The Consultant will work with the Township in establishing priorities.

### 2.2 Closing Date & Time

Proposals must be received no later than:

**Thursday, February 29, 2024 at 2:00 P.M. (local time)**

The time of receipt of emailed proposals will be confirmed by the Township's email. Any submissions received after this time shall be deemed ineligible and remain unopened.

Proponents are advised that the timing of their Proposal submission is based on when the Proposal is **RECEIVED**, not when a Proposal is submitted by a Proponent, as proposal transmission can be delayed in an "internet traffic jam" due to file transfer size, transmission speed, etc.

Proponents shall allow sufficient time for delivery of their Proposal submission, including any attachments. Late Proposal submissions shall not be accepted.

### 2.3 Submission Requirements

Time is of the essence with respect to the submission of a Proposal. It is the **sole** responsibility of each Proponent to ensure that its Proposal is received on or before the closing date and time stated in the Request for Proposals document.

#### 2.3.1 Digital Submission – Mandatory

Proposals shall be submitted by email to [cao@hornepayne.ca](mailto:cao@hornepayne.ca). All terms and conditions outlined in the Terms of Reference apply. The Township assumes no responsibility whatsoever for proper receipt of such email transmittals.

Email transmittals should include "**RFP No. 2024-01-29**" in the subject line of the email. The maximum file size for email attachments is 10MB.

### 2.4 Content Requirements

The Consultant shall submit their proposals to the Township of Hornepayne. Copies of all materials must be provided to the Township. The proposals shall be evaluated on merit in accordance with the evaluation criteria.

Every Proposal **shall**:

- (i) be submitted in accordance with the **Required Information** listed in this RFP;
- (ii) be legible;
- (iii) be completed in English;
- (iv) be presented in a professional format, including page numbering and a table of contents;
- (v) ensure that all words and phrases forming part of the Proposal are written out in full, avoiding abbreviations;
- (vi) include all material, Goods, Services, equipment and labour, required to complete the Work; and
- (vii) state all prices in Canadian funds.

### 2.4.1 Respondent Contact

Every proposal shall identify one senior individual, by name, address, and telephone number who will act as the Proponent's primary contact with the Township with regard to this RFP and any subsequent Contract and has the authority to bind the Proponent.

### 2.4.2 Cover Letter

The proposal must include a letter of transmittal attesting to its accuracy. The cover letter must provide the name, physical address, telephone and e-mail addresses of the Proponent.

### 2.4.3 Required Information

The proposal submission should be clear, concise, and should include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The submission should not simply rephrase or restate the requirement, but rather should provide convincing rationale to address how the respondent intends to meet the stated requirements. Respondents shall assume that the evaluation team has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the submission.

The Proposal shall include the rated requirements, which is that the submission must not exceed twelve (12) single-sided 8.5" x 11" pages; text must be presented in minimum 12-point font; spreadsheets and charts may be presented on 11" x 17" format; and each 11" x 17" sheet will count as two (2) pages.

The following forms shall be attached to the proposal submission (these Appendices shall not count towards the 12-page limit):

Appendix 1 – Form of Proposal

Appendix 2 – Statutory Declaration

Appendix 3 – Schedule of Prices

Appendix 4 – Background Documentation

## 2.4.4 Rated Requirements

The following scoring matrix will be utilized by the evaluation team. The evaluation team will consist of staff from the Municipality’s Senior Management Team. Where considered appropriate by the Township, an independent Consultant may be retained to assist with the Proposals and make recommendations to the Township.

Following an initial evaluation, the Township may invite the top-ranked Proponents to present their concept to the Evaluation Team in a formal interview session.

<b>Overall Impression</b> – Quality and depth of proposal	5%
<b>Project Understanding</b> (i) Clearly demonstrate an understanding of the scope of work and project objectives, including the full lifetime cost implications to the Township and long-term maintenance requirements	10%
<b>Team and Key Personnel Qualifications</b> (i) Provide a brief introduction of the proposed consultant team, key personnel to be assigned to this project, including their role, responsibility, qualifications, and relevant project experience. (ii) Provide an organization chart showing all key personnel to be assigned to the project, including any sub-consultants. (iii) Resumes for key personnel should be included as an appendix to the proposal and will not count against the page limit.	15%
<b>Relevant Project Experience</b> (i) Provide three (3) project examples to demonstrate successful provision of similar services on a project of similar scope and complexity. Projects must be substantially completed in the last ten (10) years. (ii) Each project example must include a client reference (name, title, company, phone, email). The Township of Hornepayne reserves the right to contact any/all of the references listed as part of their evaluations.	15%
<b>Proposed Approach</b> – Evaluation based on proposed approach, work plan, timelines, and deliverables. (i) Provide a broad description of how the project will be approached. Demonstrate the level of commitment and ability to provide all services as outlined in the RFP. Provide an overview of the Project Management philosophy and methods that will be utilized for the project. (ii) Provide a work plan itemizing the tasks and deliverables required to satisfy the project scope including staff, hourly rates, and total costs that reflect the price breakdown in Appendix 3. (iii) Provide a detailed project schedule in Gantt format, including estimated date of completion.	30%
<b>Cost</b> (i) Using the form provided in <b>Appendix 3 – Schedule of Prices</b> , provide a summary of upset limit fees.	25%



(ii) <b>All taxes are to be excluded and listed separately (required for Township budgeting purposes).</b>	
(iii) When preparing fees, include the consideration of economies of scale, proper procurement procedures and potential cost savings to the Township	

## 3 Scope of Work – “Work”

### 3.1 General

The Township of Hornepayne is soliciting proposals from qualified Proponents for the provision of engineering consulting services for the **THM/HAA Reduction** project.

Consulting services under this project will include the following, but may not be limited to, and the Proponent must clearly outline how they intend to complete the following key elements of the project:

- Project Management
- Problem Analysis and System Evaluation
- Recommended System Solutions and Alternative Options
- Cost Benefit Analysis for Each Option
- Risk Analysis for Each Option
- Preferred Solution Implementation Plan

Provide any Additional Recommendations for Project Success Services shall be provided in accordance with applicable standards and regulations.

As indicated in section **2.4.4 Rated Requirements**, the Proponent’s Proposed Approach shall include:

- (i) Provide a broad description of how the project will be approached. Demonstrate the level of commitment and ability to provide all services as outlined in the RFP. Provide an overview of the Project Management philosophy and methods that will be utilized for the project.
- (ii) Provide a work plan itemizing the tasks and deliverables required to satisfy the project scope including staff, hourly rates, and total costs that reflect the price breakdown in Appendix 3.
- (iii) Provide a detailed project schedule in Gantt format, including estimated date of completion.

The overall Scope of Work involves investigating the increases in HAA/THM levels at the Hornepayne Drinking Water System (DWS), as this will identify areas that have the most significant impacts and that can be optimized to aid the reduction of disinfection by-products (DBP) formation.

While the Township of Hornepayne has taken every effort to ensure the accuracy and completeness of the scope of this RFP, it is provided solely as a guideline for Proponents. The Township of Hornepayne accepts no responsibility or liability for any information or errors or omissions that may be contained in the RFP. Proponents are responsible for forming their own opinions and conclusions concerning all matters associated with the RFP.

#### 3.1.1 Code and Regulation Compliance

The Consultant will review all relevant codes, statutes, regulations, and by-laws applicable to the design and ensure those authorities having jurisdiction are consulted and

approvals, as appropriate, are secured or complied with.

## 3.2 Project Management

The Consultant will be responsible for all elements of Project Management throughout the project and will oversee the Work and the Township's obligations under the Contract to which this Proposal relates. Effective management and cost control techniques are requirements for a project of this nature.

As part of the project start-up, the Consultant will meet with the Township of Hornepayne Project Team to review project details, establish priorities, and collect and analyze background information and methods that will be utilized for this project.

### KEY DELIVERABLES

- ◆ Project Start-up Meeting (including minutes)
- ◆ Biweekly Project Status Reports
- ◆ Monthly Invoices

The tasks as part of the Project Management include, but are not limited to:

- (i) Provide the Municipality with biweekly project status reports. During consultation, reports shall be supplemented by the inclusion of photos to illustrate progress and identify areas requiring attention;
- (ii) Provide cost and schedule control for the Consulting Contract. Any requests for change or payments will be processed upon review and as required by the Contract documents;
- (iii) Submit monthly Consultant invoices. The invoices will provide a breakdown of the Engineering fees by individual personnel showing the hours worked and the charge for the period;
- (iv) Disbursements will be itemized to show fees from each Sub-consultant and broad expense categories. Backup will be required at the time of invoice; and
- (v) Provide a documentation control system that will log and track all project correspondence, minutes, reports, drawings, material receiving reports, etc.

# Appendix 1 – Form of Proposal

The Proponent hereby acknowledges and agrees:

**1. The undersigned Proponent, having carefully examined the RFP Documents, hereby proposes and offers:**

- to render all services and provide all things necessary to perform same;
- to furnish all labour, service, goods and materials, equipment and all incidentals;
- to pay all HST and any other applicable Value Added Taxes and all other changes as specified; and
- to fully, properly, diligently and in good faith, undertake, perform and complete all of the Proponent's (and upon any award of the Contract, those of the Successful Proponent's) duties, obligations and responsibilities under the Contract Documents.

Receipt of the RFP Documents from the Township of Hornepayne is hereby acknowledged.

The Total Contract Price is submitted in the Schedule of Prices. The Total Contract Price is in Canadian dollars and excludes Harmonized Sales Tax; however, the HST is listed in a separate column in the Schedule for the account of the Township. It is understood that HST is in addition to the Total Contract Price.

**2. Addenda**

I/We have made any necessary inquiries with respect to Addenda issued by the Township and have ensured that we have received, examined and provided for all Addenda to the Request for Proposal in the Proposal.

**3. Commencement and Completion**

If awarded the Contract, I/We, the Proponent, agree to commence and complete work as per the Contract documents. I/We undertake that:

- I/We will provide all necessary documents required as set forth prior to the commencement of this project; and
- Completion of the Project will be achieved within the timeframe allowed as prescribed in the Terms of Reference.

**4. Contract**

It is understood and agreed to by Me/Us that a binding Contract shall come into being upon acceptance of this Proposal by the Township. The subsequent execution of any Contract for works, if any, is a formality and not a condition precedent to the existence of a binding Contract. The Contract Documents for the RFP shall constitute the Contract, including and Addenda issued, subject to such modifications as may be agreed to in writing between the parties.

## **5. Execution**

If this Proposal is accepted by the Township and the Township proceeds with internal approvals for the award of the Contract, then I/We shall provide required proof of insurance, WSIB clearance certificate as required by the Contract Documents, my/our health and safety manual and any other document identified in the award letter as being required by the Township prior to commencement, and to execute the Contract for Works if applicable, in quadruplicate, all within 10 Business Days after the Township has issued its award letter or within such longer time period as the Township may specify.

## **6. Additional Work**

I/We also agree that if this Proposal is accepted, I/We shall execute whatever additional or extra work that may be required, in accordance with the RFP Documents.

## **7. Time Open for Acceptance**

This offer is irrevocable and is to continue open to acceptance by the Township for the time period specified in the Request for Proposals after the date and time set for Closing (submission) of Proposals. The Township may, at any time within the Open for Acceptance Period, accept this Proposal whether or not any other Proposal has been previously been accepted, upon notice of acceptance in writing to Me/Us personally delivered or mailed to Me/Us by ordinary prepaid mail to the address provided in this Proposal submission and any notice so mailed shall be deemed to have been received on the date of mailing thereof and any notice so delivered shall be deemed to have been received on the date the notice is so delivered.

## **8. Occupational Health and Safety**

I/We understand and agree that the Work must be conducted in a safe manner. Accordingly, I/We confirm that I/We and all Sub-Consultants used on the Work for the Township of Hornepayne will comply with all applicable laws, regulations and by-laws of Canada, the Province of Ontario and the Township of Hornepayne, including but not limited to the Occupational Health and Safety Act, and all applicable regulations thereunder. Further, without limiting any of the foregoing, I/We confirm that I/We have both a written Occupational Health and Safety Policy and Program to implement, and that all of our employees, Sub-Consultants and any other persons performing the Work are appropriately trained, licensed and certified, as required to perform the Work.

## **9. No Collusion / Conflict of Interest**

I/We hereby declare that no person, firm or corporation other than Me/Us has any interest in this Proposal or in the proposed Contract(s) for which this Proposal is made. I/We further declare that this Proposal is made without any connection to, comparison of figures, arrangements with or knowledge of any other corporation, firm or persons making a Proposal for the same work and is in all respects fair and without fraud or collusion.

I/We declare that no member of the Township of Hornepayne, and no Officer, employee or agent of the Township of Hornepayne has, or will have, an interest, indirectly or directly, as a contracting party, partner, shareholder, surety or otherwise in the performance of the Contract(s), or in the supply, work or business to which they relate or in any portion of the profits thereof, or in any of the monies to be derived there from.

## **10. Interpretation**

I/We confirm that I/We have received no oral communication, representation, information, instruction or advice (collectively referred to as “representation”) from any Officer, employee, agent, or any other person acting on the behalf of, or at the direction of, the Township which in any way amends or modifies the content of this Request for Proposals, and Addenda thereto, or any performance of Services, works, obligations or responsibilities or the exercise of any rights thereunder or with respect thereto. I/We specifically release and waive any right and claim I/We may have to a claim for negligence, misrepresentation, misstatement or otherwise for any oral communication or representation whatsoever. I/We represent that I/We have not been induced by any oral communications or representation whatsoever to submit this offer and acknowledge that the Township is relying on the representations and waiver made by us herein. I/We further acknowledge that I/We have carefully reviewed, understand and agree to the communication provisions of the Instructions to Proponents.

I/We acknowledge and agree that I/We have not assumed that any information concerning our operations, business or personnel or any other information required to be provided by Me/Us when submitting our Proposal is known to the Township, regardless of whether such information may be actually previously known to the Township or not. Further, I/We acknowledge and agree that all information to be provided by Me/Us is to be complete and full and in such detail as required.

## **11. Accessibility for Ontarians with Disabilities Act, 2005**

I/We confirm that I/We and all Sub-contractors used on the Work for the Township of Hornepayne will comply with all applicable accessibility laws, regulations and by-laws of Canada, the Province of Ontario and the Township of Hornepayne, including but not limited to the Ontarians with Disabilities Act, 2001 (ODA), the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Ontario Regulation 429/07 (Accessibility Standards for Customer Service) and Ontario Regulation 191/1 (Integrated Accessibility Standards), throughout the term of the Contract.

## **12. Compliance with the Township of Hornepayne By-Laws**

I/We declare that I/We are in compliance with all municipal by-laws as they pertain to the Township of Hornepayne in respect of the operation of My/Our business and in respect of the Work described in the Request for Proposals. I/We understand and agree that if this statement is untrue or incorrect, the Township of Hornepayne shall be entitled at its sole discretion to reject this Proposal, or if such untruth or incorrectness comes to light after this Proposal is accepted, to terminate or refuse to enter into it, as applicable, any Contract and to pursue any other legal recourse the Township deems appropriate, and that such untruth or incorrectness shall be a default under the Contract.

## **13. Procurement By-Law**

In submitting a Proposal in response to the RFP, I/We agree and acknowledge that I/We have read, and will be bound by, the Terms and Conditions of the Township’s Procurement By-Law. I/We understand that the Township’s Procurement By-Law can be viewed on the Township’s website at: <https://townshipofhornepayne.ca/our-government/by-laws/> OR <https://www.townshipofhornepayne.ca/media/2jqoiufr/procurement-by-law-no-1636.pdf>

I/WE agree to be bound by the terms and conditions and have authority to submit this Proposal on behalf of the Proponent.

Except with the prior express written consent of the Township, **prior to submitting this Proposal**, vendors are required to notify the Township in writing, of any potential Conflict of Interest that may arise prior to the award of any contract and fully disclose any details thereof. Failure on the part of a vendor to declare a Conflict of Interest to the Township and to obtain the Township's prior express written consent to waive the conflict of interest shall result in the vendor being ineligible to submit and shall for a basis for rejection of a Proposal submitted to the Township.

Do you have a potential Conflict of Interest?

Yes

No

The Proponent acknowledges and agrees that the addendum/addenda listed below form part of the Proposal Document (please list Addenda or N/A if no addenda were issued):

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## Appendix 2 – Statutory Declaration

In submitting this proposal, I/We, on behalf of \_\_\_\_\_

*Legal Name of Company*

certify the following:

- a) I/We have a Health and Safety Policy and will maintain a program to implement such policy as required by clause 25(2) (j) the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended, (the “OHSA”).
- b) With respect to the services being offered in this proposal, I/We and our proposed sub-contractors, acknowledge the responsibility to, and shall:
  - i) fulfill all “employer” obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations;
  - ii) ensure that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers; and
  - iii) provide information and instruction to all employees to ensure they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.
- c) I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Authorized signing agent for the Proponent)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number



## Appendix 3 – Schedule of Prices

Item	Fee Description	Proposed Fee (excluding HST)	HST
1	Project Management	\$	\$
2	Problem Analysis and System Evaluation	\$	\$
3	Recommended System Solutions and Alternative Options	\$	\$
4	Cost Benefit Analysis for Each Option	\$	\$
5	Risk Analysis for Each Option	\$	\$
6	Preferred Solution Implementation Plan	\$	\$
	<b>TOTAL LIMIT FEE</b>	\$	\$

### Pricing for Job Specific Insurance (\$5M Liability)

Insurance Provider	Proposed Fee
	\$

## **Appendix 4 – Background Documentation**

**See attached “Ministry of Environment, Conservation and Parks (MECP) - Hornepayne Drinking Water Inspection Report - 2022-2023”.**

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**End of RFP Document**

**APPENDIX 4 -  
Ministry of Environment, Conservation and Parks (MECP) -  
Hornepayne Drinking Water Inspection Report - 2022-2023**



HERBERT AVENUE DRINKING WATER SYSTEM  
100 HERBERT AVE, HORNEPAYNE, ON,  
**Inspection Report**

System Number:

Entity: TOWNSHIP OF HORNEPAYNE  
ONTARIO CLEAN WATER  
AGENCY

Inspection Start Date: 12/15/2022 (mm/dd/yyyy)

Inspection End Date: 04/14/2023 (mm/dd/yyyy)

Inspected By: Stephen Rouleau

Badge #: 600

Inspected By: Marnie Managhan

Badge #: 718



(signature)

## **NON-COMPLIANCE/NON-CONFORMANCE ITEMS**

This should not be construed as a confirmation of full compliance with all potential applicable legal requirement and BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

### INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

**Ministry Program:** DRINKING WATER | **Regulated Activity:**

Question ID	MRDW1001001	Question Type	Information
<b>Question:</b> What was the scope of this inspection?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
<p>The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices.</p> <p>This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O. Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.</p> <p>This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.</p> <p>This inspection predominantly covers from January to December 2022, however some information from 2023 has also been included.</p>			

Question ID	MRDW1000001	Question Type	Information
<b>Question:</b> Does this drinking water system provide primary disinfection?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
This Drinking Water System provides for both primary and secondary disinfection and distribution of water.			

<b>Question ID</b>	MRDW1010001	<b>Question Type</b>	BMP
<b>Question:</b> Are trends in source water quality being monitored?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
Trends in source water quality were being monitored.			

<b>Question ID</b>	MRDW1011001	<b>Question Type</b>	BMP
<b>Question:</b> Does the owner have a harmful algal bloom monitoring plan in place?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
The owner had a harmful algal bloom monitoring plan in place.			

<b>Question ID</b>	MRDW1012001	<b>Question Type</b>	Legislative
<b>Question:</b> Does the owner have a harmful algal bloom monitoring plan in place that meets the requirements of the MDWL?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
The owner had a harmful algal bloom monitoring plan in place.			

<b>Question ID</b>	MRDW1014001	<b>Question Type</b>	Legislative
<b>Question:</b> Is there sufficient monitoring of flow as required by the MDWL or DWWP issued under Part V of the SDWA?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.			

<b>Question ID</b>	MRDW1015001	<b>Question Type</b>	Legislative
<b>Question:</b> Are the flow measuring devices calibrated or verified in accordance with the requirements of the MDWL issued under Part V of the SDWA?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
The flow measuring devices were calibrated or verified in accordance with the requirements of the MDWL issued under Part V of the SWDA.			

<b>Question ID</b>	MRDW1016001	<b>Question Type</b>	Legislative
<b>Question:</b> Is the owner in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the MDWL issued under Part V of the SDWA?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
<p>The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.</p> <p>The Hornepayne drinking water system is rated at 1800 cubic meters/day to the distribution system.</p> <p>Ontario Clean Water Agency 'Time Series Info Reports' provided to the ministry (January to November 2022) include the daily raw water records. Based on this information on average the daily raw flow was approximately 625 cubic meters/day, with only two occasions noted of flows exceeding 1000 cubic meter/day in 2022.</p> <p>The reports provided did not included minimum, maximum or averages it is recommended that these be added to these reports in the future. Additionally total treated water production should also be added. The rational for including these values is that tracking of Permit to Take Water (PTTW) requirements, production design limits and operational information regarding tracking of water used for backwash and cleaning of the filters.</p> <p>Flow data can reveal issues such as water distribution leaks or changes in demand over time, and/or fouling of filters. Some of these issues may also be detected or confirmed in other ways such as changes in pressure.</p> <p>Please Note: that no action is required regarding the above recommendations as the information provided was sufficient to answer any concerns the ministry may have had</p>			



regarding the facilities capacity.

<b>Question ID</b>	MRDW1017000	<b>Question Type</b>	Legislative
<b>Question:</b> Were appropriate records of flows and any capacity exceedances made in accordance with the MDWL issued under Part V of the SDWA?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b> Appropriate records of flows and any capacity exceedances were made in accordance with the Municipal Drinking Water Licence issued under Part V of the SDWA.			

<b>Question ID</b>	MRDW1013001	<b>Question Type</b>	Legislative
<b>Question:</b> Is the owner in compliance with all conditions of the PTTW?			
<b>Legislative Requirement</b>	OWRA   34   (3);		
<b>Observation</b> The owner was in compliance with all conditions of the PTTW.			

<b>Question ID</b>	MRDW1018001	<b>Question Type</b>	Legislative
<b>Question:</b> Has the owner ensured that all equipment is installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b> The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.			

<b>Question ID</b>	MRDW1028001	<b>Question Type</b>	Legislative
<b>Question:</b> Are up-to-date plans for the drinking water system kept in place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued			

under Part V of the SDWA?	
<b>Legislative Requirement</b>	SDWA   31   (1);
<b>Observation</b>	
Up-to-date plans for the drinking water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA.	

<b>Question ID</b>	MRDW1020001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 1 documents were prepared in accordance with their Drinking Water Works Permit?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.			

<b>Question ID</b>	MRDW1021001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 2 documents were prepared in accordance with their Drinking Water Works Permit?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.			

<b>Question ID</b>	MRDW1022001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 3 and associated condition 5.7 requirements were prepared in accordance with their Drinking Water Works Permit?			

<b>Legislative Requirement</b>	SDWA   31   (1);
<b>Observation</b>	
The owner/operating authority was in compliance with the requirement to prepare Form 3 and associated documents as required by their Drinking Water Works Permit during the inspection period.	

<b>Question ID</b>	MRDW1114001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Does the owner have evidence that, when required, all legal owners associated with the DWS were notified of the requirements of the Licence & Permit?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
The owner had evidence that required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.			

<b>Question ID</b>	MRDW1025001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Were all parts of the drinking water system that came in contact with drinking water (added, modified, replaced or extended) disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit.			

<b>Question ID</b>	MRDW1023001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Do records indicate that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a DWWP and/or MDWL issued under Part V of the SDWA at all times that water was being supplied to consumers?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   1-2   (2);		
<b>Observation</b>			

Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under O. Reg. 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.

<b>Question ID</b>	MRDW1027000	<b>Question Type</b>	Legislative
<b>Question:</b>			
Does the owner have evidence indicating that all chemicals and materials which come in contact with water within the drinking water system have met all applicable AWWA and ANSI standards in accordance with the DWWP and MDWL issued under Part V of the SDWA?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA.			

<b>Question ID</b>	MRDW1024001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Do records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated as required?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   1-2   (2);		
<b>Observation</b>			
Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.			

<b>Question ID</b>	MRDW1026001	<b>Question Type</b>	Legislative
<b>Question:</b>			
If primary disinfection equipment that does not use chlorination or chloramination is provided, is the equipment equipped with alarms or shut-off mechanisms that satisfy the standards described in Section 1-6 (1) of Schedule 1 of Ontario Regulation 170/03?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   1-6   (1);		

<b>Observation</b>
The primary disinfection equipment was equipped with alarms or shut-off mechanisms that satisfied the standards described in Section 1-6 (1) of Schedule 1 of O. Reg. 170/03.

<b>Question ID</b>	MRDW1033001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Is the secondary disinfectant residual measured as required for the large municipal residential distribution system?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   7-2   (3); SDWA   O. Reg. 170/03   7-2   (4);		
<b>Observation</b>			
The secondary disinfectant residual was measured as required for the large municipal residential distribution system.			

<b>Question ID</b>	MRDW1036001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Where continuous monitoring equipment is not used for chlorine residual analysis, are samples tested using an acceptable portable device?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   6-7   (1);		
<b>Observation</b>			
Samples for chlorine residual analysis were tested using an acceptable portable device.			

<b>Question ID</b>	MRDW1034001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Is the secondary disinfectant residual measured as required for the small municipal residential distribution system?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   7-2   (5); SDWA   O. Reg. 170/03   7-2   (6);		
<b>Observation</b>			
The secondary disinfectant residual was measured as required for the small municipal residential distribution system.			

<b>Question ID</b>	MRDW1049001	<b>Question Type</b>	BMP
<b>Question:</b> Do records confirm that disinfectant residuals are routinely checked at the extremities and dead ends of the distribution system?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b> Records confirmed that disinfectant residuals were routinely checked at the extremities and dead ends of the distribution system.			

<b>Question ID</b>	MRDW1030000	<b>Question Type</b>	Legislative
<b>Question:</b> Is primary disinfection chlorine monitoring being conducted at a location approved by MDWL and/or DWWP issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   7-2   (1); SDWA   O. Reg. 170/03   7-2   (2);		
<b>Observation</b> Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.			

<b>Question ID</b>	MRDW1031001	<b>Question Type</b>	BMP
<b>Question:</b> Are operators aware of the operational criteria necessary to achieve primary disinfection within the drinking water system?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b> Operators were aware of the operational criteria necessary to achieve primary disinfection within the drinking water system.			

<b>Question ID</b>	MRDW1032001	<b>Question Type</b>	Legislative
<b>Question:</b> If the drinking water system obtains water from a surface water source and provides filtration, is continuous monitoring of each filter effluent line being performed for turbidity?			

<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   7-3   (2);
<b>Observation</b>	
Continuous monitoring of each filter effluent line was being performed for turbidity.	

<b>Question ID</b>	MRDW1035001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Are operators examining continuous monitoring test results and are they examining the results within 72 hours of the test?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10;		
<b>Observation</b>			
Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.			

<b>Question ID</b>	MRDW1038001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Is continuous monitoring equipment that is being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   6-5   (1)1-4;		
<b>Observation</b>			
Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.			

<b>Question ID</b>	MRDW1037001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Are all continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or MDWL or DWWP or order, equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10; SDWA   O. Reg. 170/03   6-5   (1.1);		

<b>Observation</b>
All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.

<b>Question ID</b>	MRDW1040000	<b>Question Type</b>	Legislative
<b>Question:</b> Are all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10;		
<b>Observation</b>			
All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.			

<b>Question ID</b>	MRDW1108001	<b>Question Type</b>	Legislative
<b>Question:</b> Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, an Order, MDWL, or DWWP issued under Part V, SDWA, has triggered an alarm or an automatic shut-off, did a qualified person respond in a timely manner and take appropriate actions?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   6-5   (1)1-4; SDWA   O. Reg. 170/03   6-5   (1)5-10; SDWA   O. Reg. 170/03   6-5   (1.1);		
<b>Observation</b>			
Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.			

<b>Question ID</b>	MRDW1039000	<b>Question Type</b>	Legislative
<b>Question:</b> If primary disinfection equipment that does not use chlorination or chloramination is provided, has the owner and operating authority ensured that the equipment has a recording device that continuously records the performance of the disinfection equipment?			



<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   1-6   (3);
<b>Observation</b>	
The owner and operating authority ensured that the primary disinfection equipment had a recording device that continuously recorded the performance of the disinfection equipment.	

<b>Question ID</b>	MRDW1109001	<b>Question Type</b>	Legislative
<b>Question:</b>			
If the system uses equipment for primary disinfection other than chlorination or chloramination and the equipment has malfunctioned, lost power or ceased to provide the appropriate level of disinfection, causing an alarm or an automatic shut-off, did a qualified person respond in a timely manner and take appropriate actions?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   1-6   (1);		
<b>Observation</b>			
When failure(s) of primary disinfection equipment, other than that used for chlorination or chloramination, caused an alarm to sound or an automatic shut-off to occur, a certified operator responded in a timely manner and took appropriate actions.			

<b>Question ID</b>	MRDW1042001	<b>Question Type</b>	Legislative
<b>Question:</b>			
If UV disinfection is used were duty sensors and reference UV sensors checked and calibrated as per the requirements of Schedule E of the MDWL or at a frequency as otherwise recommended by the UV equipment manufacturer?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b>			
All UV sensors were checked and calibrated as required.			

<b>Question ID</b>	MRDW1099001	<b>Question Type</b>	Information
<b>Question:</b>			
Do records show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03)?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			

Records did not show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg. 169/03).

The level of Haloacetic Acids (HAA's) has exceeded Ontario's Drinking Water Standard (O. Reg 169/03) limit of 80 ug/l (expressed as a four quarter running average of quarterly results) since April of 2021.

A report on what action have been taken to date and a proposal for future actions must be submitted to the ministry no later then Friday June 16th, 2023. Please send this report to the attention of Marnie Managhan, Water Supervisor, MECP at marnie.managhan@ontario.ca

For more information please refer to the HAA question below.

<b>Question ID</b>	MRDW1079001	<b>Question Type</b>	Legislative
<b>Question:</b>			
For LMR systems, are all microbiological water quality monitoring requirements for raw water samples prescribed by legislation being met?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   10-4   (1); SDWA   O. Reg. 170/03   10-4   (2); SDWA   O. Reg. 170/03   10-4   (3);		
<b>Observation</b>			
All microbiological water quality monitoring requirements prescribed by legislation for raw water samples were being met.			

<b>Question ID</b>	MRDW1081001	<b>Question Type</b>	Legislative
<b>Question:</b>			
For LMR systems, are all microbiological water quality monitoring requirements for distribution samples being met?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   10-2   (1); SDWA   O. Reg. 170/03   10-2   (2); SDWA   O. Reg. 170/03   10-2   (3);		
<b>Observation</b>			
All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a large municipal residential system were being met.			

<b>Question ID</b>	MRDW1083001	<b>Question Type</b>	Legislative
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<b>Question:</b> For LMR systems, are all microbiological water quality monitoring requirements for treated samples being met?	
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   10-3;
<b>Observation</b> All microbiological water quality monitoring requirements prescribed by legislation for treated samples were being met.	

<b>Question ID</b>	MRDW1096001	<b>Question Type</b>	Legislative
<b>Question:</b> Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   6-3   (1);		
<b>Observation</b> Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.			

<b>Question ID</b>	MRDW1084001	<b>Question Type</b>	Legislative
<b>Question:</b> Are all inorganic water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   13-2;		
<b>Observation</b> All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

<b>Question ID</b>	MRDW1093001	<b>Question Type</b>	Legislative
<b>Question:</b> If the owner is required to conduct sampling under Schedule 13 of O. Reg. 170/03, have they increased the frequency of monitoring for any Schedule 13-2 or 13-4 parameter(s) as a result of having exceeded half the value of an applicable ODWQS?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   13-5   (1); SDWA   O. Reg. 170/03   13-5   (2);		

**Observation**

The owner was required to increase frequency of monitoring as a result of having exceeded half the value of an applicable ODWQS of a Schedule 13-2 or 13-4 parameter(s) and the increased monitoring was conducted.

<b>Question ID</b>	MRDW1086001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the required frequency and at the required location?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   13-6.1   (1); SDWA   O. Reg. 170/03   13-6.1   (2); SDWA   O. Reg. 170/03   13-6.1   (3); SDWA   O. Reg. 170/03   13-6.1   (4); SDWA   O. Reg. 170/03   13-6.1   (5); SDWA   O. Reg. 170/03   13-6.1   (6);		

**Observation**

All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.

As of January 1, 2020 a new Ontario Drinking Water Standard (O.Reg 169/03) limit for Haloacetic Acids (HAA's) of 80 ug/l (expressed as a running annual average of quarterly results) was introduced.

HAA's are a family of related compounds which are formed as a result of disinfection processes. Compounds such as HAAs are commonly referred to as disinfection by-products (DBPs). Source water conditions such as slightly acidic water, high organic matter content, level/type of disinfection and elevated temperatures can increase production of HAAs.

Seasonal variations in HAA's (and THM's) are not uncommon. The data collected in this system does indicate that HAA values can vary significantly both seasonally and year to year.

A review of the HAA data was conducted as part of this inspection, including the April 4, 2023 sample (HAA results table and a chart are attached to this report). A short summary of those results may be found below.

Samples collected from January the 2017 to January 2021 resulted in HAA running averages generally below 80 ug/l. With the exception of three consecutive quarters in 2019.

Starting in the 3rd quarter of 2020 HAA individual samples results begin to rise. The running average went above 80 ug/l in the 2nd quarter (April sample) of 2021.

Starting in April of 2023 a sharp increase in both the individual and 4-quarter running average appears to have began. In the 1st quarter (January) 2023 samples resulted in the HAA average going above 100 ug/l for the first time in this system.

The 1st quarter sample (January) 2023 resulting in an average of 138 ug/l (over twice the limit). The 2nd quarter sample collected on April 4, 2023 was found to be 126 ug/l which increased average to 160 ug/l.

Due to the current and on-going levels of HAA levels in the system, the municipality and its operators must take action. It is recommended that the following actions be taken as soon as possible:

- Hire a consultant with experience in HAA (and THM) reduction.

- Conduct an in-house review of all sample and operational data (at the time of HAA sampling) regarding factors which may contribute to THM or HAA production these may include but are not limited to:

- o water storage/retention time (in the system),
- o pH level;
- o Pre-cursor levels/types;
- o Turbidity (raw and treated);
- o UVT readings (if available);
- o Water temperature;
- o Chlorination records (free, combined, total);
- o Chlorine demand and/or dosage;
- o Dates, times and/or methods of filter cleaning.

- Implement any strategies or possible operational changes which may arise from the in-house review. Please note this review and action are in regards only to operational changes, not changes to the treatment facility, methods or equipment. Unless required for the purposes of maintenance or repair.

- Replacement of the existing membrane filtration units as they reach their expected duration/lifecycle may be helpful. There is some evidence that older membranes may remove less of the organic pre-cursors. The MECP understands that the facility currently has plans to replace the current membranes, over the next three years

- The municipality must review the HAA results with the local Public Health Unit. This meeting should be held as soon as possible. The local MECP office would be available to attend any such meetings/discussions. Regardless of MECP attendance or involvement, please notify the MECP regarding any outcomes or requirements.

Note: The level of Haloacetic Acids (HAA's) has exceeded Ontario's Drinking Water Standard (O.Reg 169/03) limit of 80 ug/l (expressed as a four quarter running average of quarterly results) since April of 2021.

A report on what action have been taken to date and a proposal for future actions must be submitted to the ministry no later than Friday June 16th, 2023. Please send this report to the attention of Marnie Managhan, Water Supervisor, MECP at marnie.managhan@ontario.ca

<b>Question ID</b>	MRDW1087001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   13-6   (1); SDWA   O. Reg. 170/03   13-6   (2); SDWA   O. Reg. 170/03   13-6   (3); SDWA   O. Reg. 170/03   13-6   (4); SDWA   O. Reg. 170/03   13-6   (5); SDWA   O. Reg. 170/03   13-6   (6);		
<b>Observation</b>			
All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.			
A review of the current (most recent samples April 4, 2023) and historic (starting in 2011) THM levels was conducted as part of this inspection. A graph of the individual and four quarter running averages from this time period are included with this report. A short summary of those results may be found below.			
Since April of 2015 the THM quarterly running averages have consistently been below 100 ug/l (Ontario's drinking water standard for Total Trihalomethanes). Additionally, the THM running average was usually in the 50 to 60's range.			
However, in January of 2021 the average began to increase and in January 2023 the running average went above 70 mg/l (the first time since January 2016). The April 2023 sample results brought the average to 73.3 mg/l.			
Based on historic values it is expected that the THM averages will rise further in 2023. Due to the higher results typically reported higher during the summer and fall sampling periods.			
The ministry recognizes that the municipality is currently in compliance with the THM standard and drinking water regulations.			
However, as this rise in THMs also coincides with increasing HAA levels the ministry is concerned that if a solution is not found; that the THM levels may continue to rise and once again exceed the drinking water standard as they did from late 2013 to early 2015.			
Therefore, the municipality and the system operators are encouraged to take action to			

monitor, review, reduce and further control THMs and it's pre-cursors.

The hiring of a consultant and discussions with the membrane supplier is strongly recommended.

<b>Question ID</b>	MRDW1088000	<b>Question Type</b>	Legislative
<b>Question:</b> Are all nitrate/nitrite water quality monitoring requirements prescribed by legislation conducted within the required frequency for the DWS?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   13-7;		
<b>Observation</b>			
All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.			

<b>Question ID</b>	MRDW1089000	<b>Question Type</b>	Legislative
<b>Question:</b> Are all sodium water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   13-8;		
<b>Observation</b>			
All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

<b>Question ID</b>	MRDW1090000	<b>Question Type</b>	Legislative
<b>Question:</b> Where fluoridation is not practiced, are all fluoride water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   13-9;		
<b>Observation</b>			
All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

<b>Question ID</b>	MRDW1092001	<b>Question Type</b>	Legislative
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<b>Question:</b> Has the owner ensured that water samples are taken at the prescribed location?	
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   6-2;
<b>Observation</b> The owner ensured that water samples were taken at the prescribed location.	

<b>Question ID</b>	MRDW1094001	<b>Question Type</b>	Legislative
<b>Question:</b> Are all water quality monitoring requirements imposed by the MDWL and DWWP being met?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b> All water quality monitoring requirements imposed by the MDWL or DWWP issued under Part V of the SDWA were being met.			

<b>Question ID</b>	MRDW1095001	<b>Question Type</b>	Legislative
<b>Question:</b> Have all lead sampling requirements prescribed by Schedule 15.1 of O. Reg. 170/03 been met?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   15.1-10; SDWA   O. Reg. 170/03   15.1-4   (1); SDWA   O. Reg. 170/03   15.1-5   (1); SDWA   O. Reg. 170/03   15.1-5   (10); SDWA   O. Reg. 170/03   15.1-5   (11); SDWA   O. Reg. 170/03   15.1-5   (12); SDWA   O. Reg. 170/03   15.1-5   (2); SDWA   O. Reg. 170/03   15.1-5   (3); SDWA   O. Reg. 170/03   15.1-5   (4); SDWA   O. Reg. 170/03   15.1-5   (5); SDWA   O. Reg. 170/03   15.1-5   (6); SDWA   O. Reg. 170/03   15.1-5   (7); SDWA   O. Reg. 170/03   15.1-5   (8); SDWA   O. Reg. 170/03   15.1-5   (9); SDWA   O. Reg. 170/03   15.1-7   (1); SDWA   O. Reg. 170/03   15.1-7   (2); SDWA   O. Reg. 170/03   15.1-7   (3); SDWA   O. Reg. 170/03   15.1-7   (4); SDWA   O. Reg. 170/03   15.1-9   (1); SDWA   O. Reg. 170/03   15.1-9   (2); SDWA   O. Reg. 170/03   15.1-9   (3); SDWA   O. Reg. 170/03   15.1-9   (4); SDWA   O. Reg. 170/03   15.1-9   (5); SDWA   O. Reg. 170/03   15.1-9   (6); SDWA   O. Reg. 170/03   15.1-9   (7); SDWA   O. Reg. 170/03   15.1-9   (8); SDWA   O. Reg. 170/03   15.1-9   (9); SDWA   O. Reg.		



	170/03   6-3   (1);
<b>Observation</b>	
All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.	

<b>Question ID</b>	MRDW1098001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Has the owner indicated that the required records are kept and will be kept for the required time period?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   13   (1); SDWA   O. Reg. 170/03   13   (2); SDWA   O. Reg. 170/03   13   (3);		
<b>Observation</b>			
The owner indicated that the required records are kept and will be kept for the required time period.			

<b>Question ID</b>	MRDW1101001	<b>Question Type</b>	Legislative
<b>Question:</b>			
For LMR Systems, have corrective actions (as per Schedule 17 of O. Reg. 170/03) been taken to address adverse conditions, including any other steps as directed by the Medical Officer of Health?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   17-1; SDWA   O. Reg. 170/03   17-10   (1); SDWA   O. Reg. 170/03   17-11; SDWA   O. Reg. 170/03   17-12; SDWA   O. Reg. 170/03   17-13; SDWA   O. Reg. 170/03   17-14; SDWA   O. Reg. 170/03   17-2; SDWA   O. Reg. 170/03   17-3; SDWA   O. Reg. 170/03   17-4; SDWA   O. Reg. 170/03   17-5; SDWA   O. Reg. 170/03   17-6; SDWA   O. Reg. 170/03   17-9;		
<b>Observation</b>			
Corrective actions (as per Schedule 17), including any other steps that were directed by the Medical Officer of Health, had been taken to address adverse conditions.			

<b>Question ID</b>	MRDW1103000	<b>Question Type</b>	Legislative
<b>Question:</b>			
Have corrective actions as directed by the Medical Officer of Health been taken by the owner and operating authority to address exceedances of the lead standard in plumbing?			

<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   15.1-10;
<b>Observation</b>	
Corrective actions as directed by the Medical Officer of Health had been taken by the owner and operating authority to address exceedances of the lead standard.	

<b>Question ID</b>	MRDW1104000	<b>Question Type</b>	Legislative
<b>Question:</b>			
Were all required verbal notifications of adverse water quality incidents immediately provided as per O. Reg. 170/03 16-6?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   16-6   (1); SDWA   O. Reg. 170/03   16-6   (2); SDWA   O. Reg. 170/03   16-6   (3); SDWA   O. Reg. 170/03   16-6   (3.1); SDWA   O. Reg. 170/03   16-6   (3.2); SDWA   O. Reg. 170/03   16-6   (4); SDWA   O. Reg. 170/03   16-6   (5); SDWA   O. Reg. 170/03   16-6   (6);		
<b>Observation</b>			
All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.			

<b>Question ID</b>	MRDW1105000	<b>Question Type</b>	Legislative
<b>Question:</b>			
Were all required written notices of adverse water quality incidents provided as per O. Reg. 170/03 16-7?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   16-7   (1); SDWA   O. Reg. 170/03   16-7   (2); SDWA   O. Reg. 170/03   16-7   (3); SDWA   O. Reg. 170/03   16-7   (4); SDWA   O. Reg. 170/03   16-7   (5);		
<b>Observation</b>			
All required written notices of adverse water quality incidents were provided as per O. Reg. 170/03 16-7.			

<b>Question ID</b>	MRDW1106001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Were all required written notices of issue resolution provided as per O. Reg. 170/03 16-9?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   16-9   (1); SDWA   O. Reg. 170/03   16-9   (2);		

<b>Observation</b>
All required written notices of issue resolution were provided as per O. Reg. 170/03 16-9.

<b>Question ID</b>	MRDW1107001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Were all reporting requirements for lead sampling complied with as per Schedule 15.1-9 of O. Reg. 170/03?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   15.1-9   (1); SDWA   O. Reg. 170/03   15.1-9   (2); SDWA   O. Reg. 170/03   15.1-9   (3); SDWA   O. Reg. 170/03   15.1-9   (4); SDWA   O. Reg. 170/03   15.1-9   (5); SDWA   O. Reg. 170/03   15.1-9   (7); SDWA   O. Reg. 170/03   15.1-9   (8); SDWA   O. Reg. 170/03   15.1-9   (9);		
<b>Observation</b>			
All reporting requirements for lead sampling were complied with as per schedule 15.1-9 of O. Reg. 170/03.			

<b>Question ID</b>	MRDW1110001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Was an Annual Report containing the required information prepared by February 28 of the following year?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   11   (6);		
<b>Observation</b>			
The Annual Report containing the required information was prepared by February 28th of the following year.			

<b>Question ID</b>	MRDW1057001	<b>Question Type</b>	Legislative
<b>Question:</b>			
Has the owner of this system provided an Annual Report to the owner(s) of all standalone distribution systems connected to this system?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   11   (2.1);		
<b>Observation</b>			
The donor had provided an Annual Report to the receiver stand alone distribution system(s) connected to this system.			

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<b>Question ID</b>	MRDW1111000	<b>Question Type</b>	Legislative
<b>Question:</b> Have Summary Reports for municipal council been completed on time, include the required content, and distributed in accordance with the regulatory requirements?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   22-2   (1); SDWA   O. Reg. 170/03   22-2   (2); SDWA   O. Reg. 170/03   22-2   (3); SDWA   O. Reg. 170/03   22-2   (4);		
<b>Observation</b> Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.			

<b>Question ID</b>	MRDW1113000	<b>Question Type</b>	Legislative
<b>Question:</b> Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   10.1   (3);		
<b>Observation</b> All changes to the system registration information were provided within ten (10) days of the change.			

<b>Question ID</b>	MRDW1043001	<b>Question Type</b>	Legislative
<b>Question:</b> Are the process wastewater and residual solids/sludges being treated, handled and disposed of in accordance with the design requirements approved under the Drinking Water Works Permit and the Municipal Drinking Water Licence?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b> The process wastewater and residual solids/sludges were treated, handled and disposed of in accordance with the design requirements approved under the Drinking Water Works Permit and the Municipal Drinking Water Licence.			

<b>Question ID</b>	MRDW1045001	<b>Question Type</b>	Legislative
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<b>Question:</b>	
Has the owner updated the document describing the distribution components within 12 months of completion of alterations to the system?	
<b>Legislative Requirement</b>	EPA; SDWA   31   (1);
<b>Observation</b>	
The owner had up-to-date documents describing the distribution components as required.	

<b>Question ID</b>	MRDW1053001	<b>Question Type</b>	BMP
<b>Question:</b>			
Is the Owner able to maintain proper pressures in the distribution system and is pressure monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.			

<b>Question ID</b>	MRDW1047001	<b>Question Type</b>	BMP
<b>Question:</b>			
Does the owner have a program or maintain a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
The owner had a program or maintained a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system.			

<b>Question ID</b>	MRDW1048001	<b>Question Type</b>	BMP
<b>Question:</b>			
Has the owner implemented a program for the flushing of watermains as per industry standards?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			

The owner had implemented a program for the flushing of watermains as per industry standards.

<b>Question ID</b>	MRDW1050001	<b>Question Type</b>	BMP
<b>Question:</b> Is there a program in place for inspecting and exercising valves?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
There was a program in place for inspecting and exercising valves.			

<b>Question ID</b>	MRDW1051001	<b>Question Type</b>	BMP
<b>Question:</b> Is there a program in place for inspecting and operating hydrants?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
There was a program in place for inspecting and operating hydrants.			

<b>Question ID</b>	MRDW1052001	<b>Question Type</b>	BMP
<b>Question:</b> Is there a by-law or policy in place limiting access to hydrants?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
There was a by-law or policy in place limiting access to hydrants.			

<b>Question ID</b>	MRDW1058001	<b>Question Type</b>	Legislative
<b>Question:</b> Do operators and maintenance personnel have ready access to operations and maintenance manuals?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 128/04   28;		
<b>Observation</b>			

Operators and maintenance personnel had ready access to operations and maintenance manuals.

<b>Question ID</b>	MRDW1059000	<b>Question Type</b>	Legislative
<b>Question:</b> Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 128/04   28;		
<b>Observation</b> The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.			

<b>Question ID</b>	MRDW1060000	<b>Question Type</b>	Legislative
<b>Question:</b> Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?			
<b>Legislative Requirement</b>	SDWA   31   (1);		
<b>Observation</b> The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.			

<b>Question ID</b>	MRDW1061001	<b>Question Type</b>	Legislative
<b>Question:</b> Are logbooks properly maintained and contain the required information?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 128/04   27   (1); SDWA   O. Reg. 128/04   27   (2); SDWA   O. Reg. 128/04   27   (3); SDWA   O. Reg. 128/04   27   (4); SDWA   O. Reg. 128/04   27   (5); SDWA   O. Reg. 128/04   27   (6); SDWA   O. Reg. 128/04   27   (7);		
<b>Observation</b> Logbooks were properly maintained and contained the required information.			

<b>Question ID</b>	MRDW1062001	<b>Question Type</b>	Legislative
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<b>Question:</b>	
Do records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment is being done by a certified operator, water quality analyst, or person who meets the requirements of O. Reg. 170/03 7-5?	
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   7-5;
<b>Observation</b>	
Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.	

<b>Question ID</b>	MRDW1063000	<b>Question Type</b>	Legislative
<b>Question:</b>			
For every required operational test and for every required sample, is a record made of the date, time, location, name of the person conducting the test and result of the test?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   6-10   (1);		
<b>Observation</b>			
For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.			

<b>Question ID</b>	MRDW1064000	<b>Question Type</b>	Legislative
<b>Question:</b>			
Did the operator-in-charge ensure that records were maintained of all adjustments made to the processes within his or her responsibility?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 128/04   26   (2);		
<b>Observation</b>			
The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.			

<b>Question ID</b>	MRDW1065000	<b>Question Type</b>	Legislative
<b>Question:</b>			
Are logs and other record keeping mechanisms available for at least five (5) years?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 128/04   27   (6);		
<b>Observation</b>			



Logs or other record keeping mechanisms were available for at least five (5) years.

<b>Question ID</b>	MRDW1066000	<b>Question Type</b>	BMP
<b>Question:</b> Is spill containment provided for process chemicals and standby power generator fuel?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
Spill containment was provided for process chemicals and/or standby power generator fuel.			

<b>Question ID</b>	MRDW1067000	<b>Question Type</b>	BMP
<b>Question:</b> Are clean-up equipment and materials in place for the clean up of spills?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
Clean-up equipment and materials were in place for the clean up of spills.			

<b>Question ID</b>	MRDW1068000	<b>Question Type</b>	BMP
<b>Question:</b> If available, are standby power generators tested under normal load conditions?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
Standby power generators were tested under normal load conditions.			

<b>Question ID</b>	MRDW1069000	<b>Question Type</b>	BMP
<b>Question:</b> Are all storage facilities completely covered and secure?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
All storage facilities were completely covered and secure.			

<b>Question ID</b>	MRDW1070000	<b>Question Type</b>	BMP
<b>Question:</b> Are air vents and overflows associated with reservoirs and elevated storage structures equipped with screens?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
Air vents and overflows associated with reservoirs and elevated storage structures were equipped with screens.			

<b>Question ID</b>	MRDW1071000	<b>Question Type</b>	BMP
<b>Question:</b> Has the owner provided security measures to protect components of the drinking water system?			
<b>Legislative Requirement</b>	Not Applicable		
<b>Observation</b>			
The owner had provided security measures to protect components of the drinking water system.			

<b>Question ID</b>	MRDW1073001	<b>Question Type</b>	Legislative
<b>Question:</b> Has the overall responsible operator been designated for all subsystems which comprise the drinking water system?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 128/04   23   (1);		
<b>Observation</b>			
The overall responsible operator had been designated for each subsystem.			

<b>Question ID</b>	MRDW1074001	<b>Question Type</b>	Legislative
<b>Question:</b> Have operators-in-charge been designated for all subsystems for which comprise the drinking water system?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 128/04   25   (1);		

<b>Observation</b>
Operators-in-charge had been designated for all subsystems which comprise the drinking water system.

<b>Question ID</b>	MRDW1075001	<b>Question Type</b>	Legislative
<b>Question:</b> Do all operators possess the required certification?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 128/04   22;		
<b>Observation</b>			
All operators possessed the required certification.			

<b>Question ID</b>	MRDW1076001	<b>Question Type</b>	Legislative
<b>Question:</b> Do only certified operators make adjustments to the treatment equipment?			
<b>Legislative Requirement</b>	SDWA   O. Reg. 170/03   1-2   (2);		
<b>Observation</b>			
Only certified operators made adjustments to the treatment equipment.			