



**OPERATING LICENCE FOR  
A PUBLIC WATER SYSTEM**

**LICENCE NUMBER: PWS-08-153-02**

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

**WATER SYSTEM CODE: 4.00**  
**OPERATION ID: 27931**  
**EFFECTIVE DATE: DECEMBER 1, 2018**  
**EXPIRY DATE: NOVEMBER 30, 2023**

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

**TOWN OF ALTONA: "THE LICENSEE"**

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

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

DATE: June 21, 2019

  
Kim Philip, P.Eng.  
Director

## TERMS AND CONDITIONS

### 1. GENERAL

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

## **2. OPERATION - GENERAL**

- 2.1. The Licensee shall operate all water system facilities, control systems and equipment as efficiently as possible, inspect them on a regular basis, maintain them in good working order, and ensure that the water system is protected from the risks associated with cross-contamination.
- 2.2. The Licensee shall ensure that all chemicals and components that may come into contact with potable water are certified safe for potable water use through AWWA Standards, ANSI/NSF Standard 60 or 61, Health Canada, or other standards acceptable to the Director.
- 2.3. No alternate water source shall be brought into service without the consent of the Drinking Water Officer and the maintenance of adequate cross connection control between the alternate source and the primary source.
- 2.4. The Licensee shall have re-assessments of the water system infrastructure and water supply sources completed by a qualified professional engineer, who is not an employee of the water system, in accordance with terms of reference for engineering assessments by March 1, 2026 and every seven years thereafter.
- 2.5. The Licensee shall, upon request from the Office of Drinking Water, submit or re-submit a compliance plan, in a form satisfactory to the Director, to address any non-compliance issues identified at the time.

## **3. OPERATION – EMERGENCIES**

- 3.1. The Licensee shall ensure that disinfection is undertaken following construction, repair or maintenance activities on the water system, in accordance with applicable AWWA standards, or Manitoba Water Services Board specifications, or any other standards approved by the Director. A copy of all associated test results must be kept available for review by the Office of Drinking Water for a minimum of 24 months.
- 3.2. The Licensee shall ensure that all equipment used for disinfection is maintained in effective working order and keep available for immediate use all spare parts and chemical supplies as may be necessary to ensure continuous disinfection, including a spare disinfection unit, if necessary.
- 3.3. The Licensee shall immediately notify the Office of Drinking Water of any condition that may affect the ability of the water system to produce or deliver safe drinking water including but not limited to treatment upsets or bypass conditions, contamination of the source water or treated water, a disinfection system failure, or a distribution system failure.
- 3.4. If a Medical Officer of Health, the Director of the Office of Drinking Water, or a Drinking Water Officer issues a water advisory on the water system, the Licensee shall provide notice of the advisory to all water users in accordance with the Advisory Notification Plan.



#### 4. WATER QUALITY/TREATMENT STANDARDS

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

*Table 1: Water Quality/Treatment Standards*

Parameter	Quality Standard
Total Coliform	Less than one total coliform bacteria detectable per 100 mL in all distributed water
<i>E. coli</i>	Less than one <i>E. coli</i> bacteria detectable per 100 mL in all distributed water
Chlorine Residual	A free chlorine residual of at least 0.1 mg/L at all times at any point in the water distribution system
Total Trihalomethanes (THMs)	Less than or equal to 0.10 mg/L as locational annual average of quarterly samples
Total Haloacetic Acids (HAAs)	Less than or equal to 0.08 mg/L as locational annual average of quarterly samples
Lead	Less than or equal to 0.01 mg/L in the water distribution system

- 4.2. If a bacteriological standard is not met, the Licensee shall immediately undertake the applicable corrective actions as listed in "Schedule A" of Manitoba Regulation 41/2007, *Drinking Water Quality Standards Regulation*.
- 4.3. If a microbial, chemical, radiological, or physical standard is not met, the Licensee shall immediately undertake the applicable corrective actions specified in "Schedule C" of Manitoba Regulation 41/2007, the *Drinking Water Quality Standards Regulation*.

## 5. WATER QUALITY MONITORING

5.1. The Licensee shall ensure monitoring is completed as set out in Table 2.

Table 2: Monitoring Schedule

Parameter	Monitoring Requirement
Bacteriological (total coliform and <i>E. coli</i> )	Biweekly sampling program with each set of samples consisting of a minimum of 3 distribution samples. Distribution samples are to be taken from the following locations: <ul style="list-style-type: none"> <li>• water leaving the North End reservoir</li> <li>• water leaving the South End reservoir</li> <li>• water from the Altona distribution system</li> </ul> Consecutive sample sets to be separated by at least 12 days
Free Chlorine (distribution system)	One sample per day of water entering the distribution system from the North End and South End reservoirs  At the same times and location(s) as bacteriological distribution system sampling
Total Chlorine (distribution system)	One sample per day of water entering the distribution system from the North End and South End reservoirs  At the same times and location(s) as bacteriological distribution system sampling
Total Metals (distribution system)	One sample every two years at a mid-point in the distribution system
Total Trihalomethanes (THMs) (distribution system)	One preserved sample taken on a quarterly basis during February, May, August, and November, every second year at the furthest point in the distribution system
Total Haloacetic Acids (HAAs) (distribution system)	One preserved sample taken on a quarterly basis during February, May, August, and November, every second year at a mid-point in the distribution system
Lead	As per the instructions of the Drinking Water Officer
Other parameters	As per the instructions of the Drinking Water Officer

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

- a) bacteriological (total coliform and *E. coli*)
- b) total metals
- c) total trihalomethanes
- d) total haloacetic acids
- e) any other parameter required by the Drinking Water Officer

and that all samples are collected, handled, and submitted in a manner that is satisfactory to the accredited laboratory.

5.3. The Licensee shall ensure that parameters listed in Table 2 but not specified in clause 5.2 are measured utilizing certified water quality monitoring equipment and methods approved by the latest edition of Standard Methods for the Examination of Water and Wastewater published jointly by the American Public Health Association, the American Water Works Association and the Water Environment Federation.

5.4. The Licensee shall ensure that all water quality monitoring equipment is properly maintained and calibrated by a qualified person according to manufacturer recommendations and that records are maintained to that effect.



5.5. The Licensee shall ensure that sampling within the distribution system takes place at varied locations acceptable to the Drinking Water Officer.

## 6. RECORD-KEEPING AND REPORTING

6.1. The Licensee shall maintain in a secure location all construction drawings for the life of the water system components.

6.2. The Licensee shall retain in chronological order for a minimum of 24 months all information specified in subsection 34(2) of *Manitoba Regulation 40/2007, Drinking Water Safety Regulation*.

6.3. The Licensee shall ensure the information identified in clause 6.2 is available for inspection by any member of the public during normal business hours at the office of the water supplier or at a location convenient to the users of the system.

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

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

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

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

6.8. The Licensee shall submit an annual report to the Director by March 31<sup>st</sup> of each year on the operation of the water system in the immediately preceding calendar year. The report shall include the information as set out in subsection 32(2) of *Manitoba Regulation 40/2007, Drinking Water Safety Regulation*.

6.9. The Licensee shall inform the public, in a form satisfactory to the Director, when an annual report has been prepared and identify how a free copy can be obtained.

6.10. The Licensee shall make a copy of each annual report available to the public at no charge on an internet website within two weeks of the issuance of the report, unless otherwise approved by the Director. The annual report shall remain available to the public for at least one year.

6.11. The Licensee shall maintain and submit an Advisory Notification Plan to the Director by May 1<sup>st</sup> of each year. The plan must include a detailed description of communication tools and methods to be used to notify the public of a drinking water emergency, considering key contacts, fan-outs, critical customers, susceptible or difficult-to-reach sub-groups, and template notices where applicable.