

Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement, de la  
Protection de la nature et des Parcs

Southwestern Region

Direction régionale du Sud-Ouest

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January 17, 2024

Ms. Erica Allen, Manager of Public Works & Environmental Services  
The Corporation of the Town of Kingsville  
2021 Division Road North,  
Kingsville, Ontario, N9Y 2Y9

Dear Ms. Allen,

Re: Kingsville Distribution System, DWS No. 220003403  
2023-2024 Inspection Report

Enclosed is the inspection report for the 2023-2024 inspection of the Kingsville Distribution System and the corresponding Inspection Rating Report (IRR) and Risk Methodology document.

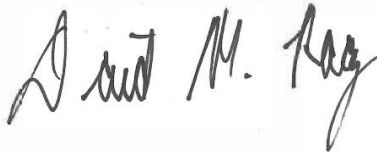
Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils" on the Drinking Water Ontario website at <https://www.ontario.ca/environment-and-energy/taking-care-your-drinking-water-guide-members-municipal-councils>.

The IRR is a summarized quantitative measure of the drinking water system's annual inspection and is published in the Ministry's Chief Drinking Water Inspector's Annual Report. The Risk Methodology document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system inspection results.

If you have any questions or concerns regarding the rating, please contact Marc Bechard, Water Compliance Supervisor, at 519-490-0761.

If you have any questions or concerns regarding this report, please call me at 519-980-2546.

Sincerely,

A handwritten signature in black ink, appearing to read "David M. Racz". The signature is fluid and cursive, with the first name "David" and last name "Racz" being more prominent than the middle initial "M.".

David Racz  
Water Compliance Officer  
Windsor Area Office  
Ministry of the Environment, Conservation and Parks

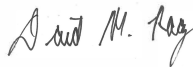
Cc: Dr. Mehdi Aloosh, WECHU Medical Officer of Health, [maloosh@wechu.org](mailto:maloosh@wechu.org)  
Kristy McBeth, Director of Health Protection, WECHU, [kmcbeth@wechu.org](mailto:kmcbeth@wechu.org)  
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Katie Stammler, Source Water Protection Manager, ERCA, [kstammler@erca.org](mailto:kstammler@erca.org)  
Marc Bechard, Water Compliance Supervisor, MECP Sarnia District,  
[marc.bechard@ontario.ca](mailto:marc.bechard@ontario.ca)



KINGSVILLE DISTRIBUTION SYSTEM

## INSPECTION REPORT

Entity: THE CORPORATION OF THE  
TOWN OF KINGSVILLE  
Inspection Start Date: November 10, 2023  
Inspection End Date: January 16, 2024  
Inspected By: David Racz  
Badge #: 1459  
Inspected By: Marc Bechard  
Badge #: 918



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(signature)

### **NON-COMPLIANCE**

The following item(s) have been identified as non-compliance, based on a "No" response captured for a legislative question(s). For additional information on each question see the Inspection Details section of the report.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Item	Question	Compliance Response/Corrective Action(s)
NC-1	<b>Question ID:</b> DWMR1114000  Does the owner have evidence that, when required, all legal owners associated with the DWS were notified of the requirements of the Licence & Permit?	The owner did not have evidence that required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.
NC-2	<b>Question ID:</b> DWMR1113000  Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change?	All changes to the system registration information were not provided within ten (10) days of the change.

### **RECOMMENDATIONS**

The following item(s) have been identified as non-conformance, based on a "No" response captured for a best management practice (BMP) question(s). For additional information on each question see the Inspection Details section of the report.

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Item	Question	Recommendation(s)
R-1	<b>Question ID:</b> DWMR1116000  Were the inspection questions sufficient to address other identified best practice issues?	The following issues were also noted during the inspection:

## INSPECTION DETAILS

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

**Ministry Program:** DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1001000	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> What was the scope of this inspection?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b>  The primary focus of this inspection was 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.  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.  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. The review period for this announced inspection was from September 1, 2022 to August 31, 2023.			

Question ID	DWMR1000000	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<b>Question:</b> Does this drinking water system provide primary disinfection?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b>  The Kingsville Distribution System is a standalone distribution system. This Drinking Water System obtains all of its water from the Union Water Supply System (UWSS), which provides primary and secondary disinfection.			

Question ID	DWMR1018000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<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>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.			

Question ID	DWMR1020000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<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>Compliance Response(s)/Corrective Action(s)/Observation(s):</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.			

Question ID	DWMR1021000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<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>Compliance Response(s)/Corrective Action(s)/Observation(s):</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.			

Question ID	DWMR1114000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<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?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

The owner did not have evidence that required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.

The owner/operating authority must inform all legal owners of a Drinking Water System (i.e. developers that own subdivisions that have not yet been transferred to the municipality) of the requirements of the DWWP and MDWL.

Condition 2.7 of Schedule B of Drinking Water Works Permit Number 030-201 states: The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.

Question ID	DWMR1025000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   31   (1);			
<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>Compliance Response(s)/Corrective Action(s)/Observation(s):</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.			

Question ID	DWMR1033000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   7-2   (3); SDWA   O. Reg. 170/03   7-2   (4);			
<b>Question:</b> Is the secondary disinfectant residual measured as required for the large municipal residential distribution system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The secondary disinfectant residual was measured as required for the large municipal residential distribution system.			

Question ID	DWMR1099000	Question Type	Information
<b>Legislative Requirement(s):</b> Not Applicable			
<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)?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

Records showed 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).

Question ID	DWMMR1081000	Question Type	Legislative
<b>Legislative Requirement(s):</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>Question:</b> For LMR systems, are all microbiological water quality monitoring requirements for distribution samples being met?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All microbiological water quality monitoring requirements prescribed by legislation for distribution samples in a large municipal residential system were being met.			

Question ID	DWMMR1096000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   6-3   (1);			
<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>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.			

Question ID	DWMMR1084000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-2;			
<b>Question:</b> Are all inorganic water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

Question ID	DWMR1085000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   13-4   (1); SDWA   O. Reg. 170/03   13-4   (2); SDWA   O. Reg. 170/03   13-4   (3);			
<b>Question:</b> Are all organic water quality monitoring requirements prescribed by legislation conducted within the required frequency?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.			

Question ID	DWMR1086000	Question Type	Legislative
<b>Legislative Requirement(s):</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);			
<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>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All haloacetic acid water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.			
Haloacetic acid samples were collected at SS-K-14, a Kingsville sampling station near the end of the Kingsville Distribution System. Haloacetic acids generally form at the beginning of the distribution system and therefore, samples to be analyzed for haloacetic acids should be collected near the beginning of the distribution system, not near the end of it.			
HAA sampling was done each calendar quarter, specifically on October 3, 2022, January 4, 2023, April 3, 2023 and July 4, 2023. The Running Annual Average was 7.8 ug/L.			

Question ID	DWMR1087000	Question Type	Legislative
<b>Legislative Requirement(s):</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>Question:</b> Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

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

THM sampling was done each calendar quarter, specifically on October 3, 2022, January 4, 2023, April 3, 2023 and July 4, 2023. All samples were collected from SS-K-14, which is a Kingsville sampling station located near the end of the distribution system. The Running Annual Average was 21 ug/L.

Question ID	DWMR1113000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 170/03   10.1   (3);			
<b>Question:</b> Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> All changes to the system registration information were not provided within ten (10) days of the change.  The contact information has not been updated within ten days of the change.  Note: Updates were subsequently submitted as part of the Owner/Operator's 5-day review.			

Question ID	DWMR1059000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   28;			
<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>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.  There are no operation and maintenance manuals. However, the Operational Plan, SOPs and forms contain the information required to be in the Operations and Maintenance Manual and Town of Kingsville operators have ArcGIS access in the field.			

Question ID	DWMR1060000	Question Type	Legislative
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**Legislative Requirement(s):**

SDWA | 31 | (1);

**Question:**

Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

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.

Question ID	DWMMR1061000	Question Type	Legislative
<b>Legislative Requirement(s):</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>Question:</b>			
Are logbooks properly maintained and contain the required information?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b>			
Logbooks were properly maintained and contained the required information.			
Town of Kingsville operators each have their own logbooks. Two logbooks were available for inspection. The logbooks:			
<ul style="list-style-type: none"> <li>- do not identify all operators on duty for the shift</li> <li>- do not identify the time period the shift covered and the number or designation of the shift.</li> </ul>			
Errors in one logbook were heavily crossed out and not initialed.			
Section 27 of O. Reg. 128/04 requires that logbooks must identify all operators on duty for the shift. Logs must also include:			
<ol style="list-style-type: none"> <li>1) the date,</li> <li>2) the time period the shift covered and the number or designation of the shift,</li> <li>3) the names of all operators on duty during each shift,</li> <li>4) details of departures from normal operating procedures that occurred during the shift, the time they occurred and the name of the person who gave the instructions for the departure,</li> <li>5) abnormal and unusual observations and related conclusions and/or actions taken,</li> <li>6) a record of equipment taken out of service or ceased to operate, maintenance or repair carried out on the equipment, including the date and time when equipment was repaired and returned to service.</li> </ol>			

Question ID	DWMMR1062000	Question Type	Legislative
<b>Legislative Requirement(s):</b>			

SDWA | O. Reg. 170/03 | 7-5;

**Question:**

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?

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

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.

Question ID	DWMR1073000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   23   (1);			
<b>Question:</b> Has the overall responsible operator been designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> The overall responsible operator had been designated for each subsystem.  Shaun Martinho, Director of Public Operations, is the ORO.			

Question ID	DWMR1074000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   25   (1);			
<b>Question:</b> Have operators-in-charge been designated for all subsystems which comprise the drinking water system?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b> Operators-in-charge had been designated for all subsystems which comprise the drinking water system.  Rob Hunter, Environmental Services Supervisor, is the OIC.			

Question ID	DWMR1075000	Question Type	Legislative
<b>Legislative Requirement(s):</b> SDWA   O. Reg. 128/04   22;			
<b>Question:</b> Do all operators possess the required certification?			

**Compliance Response(s)/Corrective Action(s)/Observation(s):**

All operators possessed the required certification.

Question ID	DWMR1116000	Question Type	BMP
<b>Legislative Requirement(s):</b>			
Not Applicable			
<b>Question:</b>			
Were the inspection questions sufficient to address other identified best practice issues?			
<b>Compliance Response(s)/Corrective Action(s)/Observation(s):</b>			
The following issues were also noted during the inspection:			
It is recommended that The Corporation of the Town of Kingsville undertake an assessment to determine the locations in the distribution system that are likely to have elevated potentials for the formation of haloacetic acids and trihalomethanes in order to determine the appropriate sampling locations for each parameter.			

# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or

[waterforms@ontario.ca](mailto:waterforms@ontario.ca).

For more information on Ontario's drinking water visit

[www.ontario.ca/page/drinking-water](http://www.ontario.ca/page/drinking-water)



## Click on the publication below to access it

- [Drinking Water System Profile Information Form - 012-2149E](#)
- [Laboratory Services Notification Form – 012-2148E](#)
- [Adverse Test Result Notification Form – 012-4444E](#)
- [Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils](#)
- [Procedure for Disinfection of Drinking Water in Ontario](#)
- [Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids](#)
- [Filtration Processes Technical Bulletin](#)
- [Ultraviolet Disinfection Technical Bulletin](#)
- [Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments](#)
- [Certification Guide for Operators and Water Quality Analysts](#)
- [Training Requirements for Drinking Water Operator](#)
- [Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption](#)
- [Drinking Water System Contact List – 7128E01](#)
- [Ontario's Drinking Water Quality Management Standard - Pocket Guide](#)
- [2020 Watermain Disinfection Procedure](#)
- [List of Licensed Laboratories](#)

**DWS Name:** KINGSVILLE DISTRIBUTION SYSTEM  
**DWS Number:** 220003403  
**DWS Owner:** THE CORPORATION OF THE TOWN OF KINGSVILLE  
**Municipal Location:** KINGSVILLE

**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Focused  
**Inspection Date:** Nov-10-2023  
**Ministry Office:** Windsor Area Office

Maximum Risk Rating: 213

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/28
Logbooks	0/18
Operations Manuals	0/28
Reporting & Corrective Actions	8/8
Treatment Processes	0/64
Water Quality Monitoring	0/67
Overall - Calculated	8/213

Inspection Risk Rating:	3.76%
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Final Inspection Rating:	96.24%
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Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2023-24)

**DWS Name:** KINGSVILLE DISTRIBUTION SYSTEM  
**DWS Number:** 220003403  
**DWS Owner Name:** THE CORPORATION OF THE TOWN OF KINGSVILLE  
**Municipal Location:** KINGSVILLE

**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Focused  
**Inspection Date:** Nov-10-2023  
**Ministry Office:** Windsor Area Office

Non-Compliance Question(s)	Non Compliance Risk
<b>Reporting &amp; Corrective Actions</b>	
Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change?	4
Does the owner have evidence that, when required, all legal owners associated with the DWS were notified of the requirements of the Licence & Permit?	4
<b>Overall - Total</b>	<b>8</b>

Maximum Question Rating: 213

Inspection Risk Rating: 3.76%

FINAL INSPECTION RATING: 96.24%