

**THE FIRST MEETING OF THE 2025 ST. THOMAS AREA SECONDARY WATER
SUPPLY SYSTEM BOARD OF MANAGEMENT**

MICROSOFT TEAMS

MARCH 20, 2025

4:00 p.m. The meeting convened with Councillor Steve Peters, Chair presiding.

ATTENDANCE

Members

Councillor Steve Peters, City of St. Thomas
Councillor Norm Watson, Municipality of Central Elgin
Councillor Jeff Kohler, City of St. Thomas
Deputy Mayor Justin Pennings, Southwold Township

Officials

K. De Leebeeck, Director of Environmental Services and City Engineer, City of St. Thomas
C. Andrew, Manager Water & Sewer, City of St. Thomas
K. Kamerman, Environmental Compliance Coordinator, City of St. Thomas
S. Reitsma, Manager of Development and Compliance, City of St. Thomas
M. Smale, Legislative Services Coordinator, City of St. Thomas

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by Councillor Kohler - Deputy Mayor Pennings:

THAT: The minutes of the meeting held on October 17, 2024, be confirmed.

Carried.

APPOINTMENT OF CHAIR

The Chair inquired if there were any volunteers or nominations to serve as Chair for 2025.

Motion by Councillor Watson - Kohler:

THAT: Councillor Peters continue in the Chair for 2025.

Carried.

REPORTS OF COMMITTEE

UNFINISHED BUSINESS

NEW BUSINESS

St. Thomas Area Secondary Water Supply System - 2024 Annual and Summary Reports -
Appendix "A"

The Director of Environmental and Infrastructure Services advised that 2024 was the second consecutive year that the system had received a 100% compliance rating.

The members commended staff for achieving 100% compliance.

Motion by Councillor Watson - Kohler:

THAT: Report SWB-01-25 relating to the St. Thomas Area Secondary Water Supply System – 2024 Annual and Summary Reports, be received for information.

Carried.

CONFIRMED_____CHAIR

Ford Water Tower Design and Contract Administration - Appendix "B"

The Director of Environmental and Infrastructure Services advised that a replacement water tower or surge tank meeting the current and future needs of the system were under consideration.

The members inquired how many bids had been received and if either option would require the purchase of additional land.

The Manager of Development and Compliance advised that multiple proponents had been contacted but only one had submitted a bid for the work.

The Director of Environmental and Infrastructure Services advised that the intent was to utilize the existing water tower site and that other nearby lands could be considered if necessary.

Motion by Deputy Mayor Pennings - Councillor Kohler:

THAT: Report SWB-02-25 relating to the Ford Water Tower Design and Contract Administration – RFP 2025-012 award be received for information; and further,

THAT: The proposal submitted by J.L. Richards and Associates Limited (JLR) in the amount of \$234,434 excluding HST, be accepted.

Carried.

Transmission Main Realignment – Kings Highway 3 at Ron McNeil Line - Appendix "C"

The Director of Environmental and Infrastructure Services advised that representatives from St. Thomas, Central Elgin and Southwold had been evaluating options with the Ministry of Transportation for more than a year and that the proposed work and provision of additional casings was agreeable to all parties.

The members inquired about the timing of the project and minimizing any service interruptions.

The Director of Environmental and Infrastructure Services advised that the watermain realignment was one of the first components of the project to be completed and that a temporary system shutdown would be required to complete the work. He further advised that additional temporary shutdowns would be required to complete valve work and system tie ins in the Centennial Road area.

The members inquired if the additional casing was required for future growth.

The Director of Environmental and Infrastructure Services advised that though not required at this time, the supply and installation of an additional casing would be beneficial in minimizing service interruptions in the future.

The members inquired what the next steps were.

The Director of Environmental and Infrastructure Services advised that a formal agreement between the member municipalities and the Ministry of Transportation would be entered into prior to project commencement.

Motion by Watson - Pennings:

THAT: Report SWB-03-25 relating to the Transmission Main Realignment – King's Highway 3 at Ron McNeil Line be received for information; and further,

THAT: The Joint Board of Management authorize the realignment of 730 meters of 750 mm transmission main across Highway 3 from Ford Road to Wonderland Road, and 115 metres of 750 mm transmission main across Highway 3 at Water Tower Line, including any apperatures related thereto, as part of the Ministry of Transportation King's Highway 3 Twinning (GWP 3041-22-00) and Talbotville Bypass (GWP 3042-22-00) projects; and further,

THAT: The Joint Board of Management authorize the Board Chair and City Engineer to execute

any required agreements with the Ministry of Transportation, to the satisfaction of the City Solicitor, for the transmission main realignment at King’s Highway 3 and Ron McNeil Line interchange.

Carried.

NEXT MEETING

To be determined.

ADJOURNMENT

The meeting adjourned at 4:23 p.m.



Directed to: Joint Board of Management for the
St. Thomas Area Secondary Water Supply System

Meeting Date:
March 20, 2025

Department: Environmental Services

Prepared By: Chris Andrew, Manager of Water and Sewer

Attachment
2024 Annual and Summary
Reports

Subject: St. Thomas Area Secondary Water Supply System – 2024 Annual and Summary Reports

Recommendation:

THAT: Report SWB01-25 St. Thomas Area Secondary Water Supply System – 2024 Annual and Summary Reports, be received for information.

Background:

The City of St. Thomas, Township of Southwold, and Municipality of Central Elgin own the St. Thomas Area Secondary Water Supply System (STASWSS) including the STASWSS portion of the Elgin Middlesex Pumping Station (EMPS) and collectively govern its affairs through a Joint Board of Management. The STASWSS transmits water to St. Thomas, Southwold, Central Elgin, and Dutton-Dunwich. The City of St. Thomas administers the STASWSS on behalf of the Joint Board of Management and operates the transmission main while the Ontario Clean Water Agency (OCWA) operates the STASWSS portion of the EMPS.

Analysis:

The Safe Drinking Water Act, Regulation 170/03, Section 11, requires that owners and administrators of drinking water systems prepare Annual Reports by February 28th of each year. Under Schedule 22, the Regulation also requires the owner of a drinking water system to prepare a Summary Report no later than March 31st of each year.

The Annual Report has been completed by the required date of February 28, 2025, on standard forms provided by the Ministry of Environment, Conservation and Parks (MECP), and will be filed as required. The Summary Report has also been completed prior to the required submission deadline of March 31, 2025.

As required by the regulations, arrangements have been made to post the reports on the City’s web site and copies will be sent to the drinking water systems that receive water from the STASWSS. Copies of the reports will be made available to the Public upon request at the Environmental Services Department.

Every year, the MECP inspects each drinking water system to assess compliance with the requirements of the Safe Drinking Water Act, 2002 and the Ontario Water Resource Act, 1990. The 2024 STAWSS inspection was conducted by the MECP in September 2024 with the STASWSS system achieving a second consecutive perfect overall rating of 100% demonstrating that the STASWSS system meets all the stringent regulatory requirements and associated terms and conditions of applicable Municipal Drinking Water Licences.

Financial Impact:

There are no direct financial impacts resulting from the recommendations of this Report.

Respectfully,

Chris Andrew
Manager of Water & Sewer

Reviewed By:  _____
City Engineer

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St. Thomas Area Secondary Water Supply System

License Number: 190-101

Permit Number: 190-201

Provincial Regulation 170/03
Summary Report

For the Period
January 1, 2024 – December 31, 2024



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1 Summary Report Requirements

1.1 Introduction

The 2024 Summary Report for the St. Thomas Area Secondary Water Supply System (STASWSS) is being submitted to satisfy Schedule 22 of Ontario Regulation 170/03, the requirement to prepare and distribute a summary report of water system operations, outlining regulatory non-compliance with respect to water quality and water system management and administration and evaluating the water system infrastructure adequacy (with respect to its ability to continuing meeting the water demands of the serviced community).

As per Ontario Regulation 170/03, the summary report must:

- a. List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- b. For each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

- A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
- A comparison of the summary to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement, to the flow rates specified in the written agreement.

The information provided is for the purpose of enabling the owner of the system to assess the capacity of the system. This report covers the reporting period from January 1, 2024 to December 31, 2024.

1.2 System Description

The STASWSS is supplied water from the Elgin Middlesex Pumping Station (EMPS) and Reservoir. The EMPS reservoir is filled by the Elgin Area Primary Water Supply System (EAPWSS) which obtains its water from Lake Erie and provides water treatment at the Elgin Area Primary Water Treatment Plant, located on Dexter Line, East of Port Stanley Ontario.

Operation and Maintenance of the STASWSS section of the EMPS is under contract with the Ontario Clean Water Agency (OCWA). The operation and maintenance of the associated transmission main and distribution system of the STASWSS is conducted by the City of St. Thomas – Environmental Services Dept.

The STASWSS is considered a distribution-only system, providing water directly to the City of St. Thomas and sections of the Southwold and Central Elgin Water Distribution Systems.

1.3 System Approvals and Regulatory Requirements

Operation and Maintenance of the STASWSS is governed by the Safe Drinking Water Act, 2002, and the regulations established under this Act. In accordance with the Safe Drinking Water Act, The Joint Board of Management of the St. Thomas Area Secondary Water Supply System holds a Municipal Drinking Water Licence and Drinking Water Works Permit, which provide approval for the establishment of drinking water infrastructure and provide the authority to operate and maintain said water system.

During the reporting period, The St. Thomas Area Secondary Water Supply System was operated pursuant to the approvals, licences and permits listed below:

- MDWL No. 190-101, issue 5
- DWWP No. 190-201, issue 3

Ontario Regulation 170/03 – Drinking Water Systems, governs the operation, maintenance and water quality monitoring requirements for municipal drinking water systems in Ontario. Ontario Regulation 128/04 – Certification of Drinking Water System Operators and Water Quality Analysts sets out the requirements for persons performing operational or maintenance activities on the water system. The Safe Drinking Water Act, 2002 and the associated regulations are enforced by the Ministry of Environment, Conservation and Parks (MECP) and monitored through annual inspections by Ministry personnel. Any non-compliant conditions identified during the course of the annual inspection are listed in the Inspection Report issued at the conclusion of the inspection period and are summarized in Section 4.1 of this report.

Ontario Regulation 169/03 – Ontario Drinking Water Quality Standards sets the limits for parameters of concern in drinking water. Drinking water quality is monitored by the Operating Authority and any exceedance of the Drinking Water Quality Standards must be reported to the MECP and Public Health Unit, verbally and in written form through the use of a Notice of Adverse Test Results and Issue Resolution Form. Any non-compliant conditions identified through water quality monitoring exercises over the reporting period have been documented on a Notice of Adverse Test Results and Issue Resolution Form and are summarized in section 4.2 of this report.

2 Evaluation of Water Quantities and Flow Rates

The EMPS is situated on a site owned by the Elgin Area Primary Water Supply System and includes the original St. Thomas pump station, constructed in 1966 that services St. Thomas, and sections of the Municipality of Central Elgin and Township of Southwold. Two additional pump stations were completed in 1994 and service the City of London, as well as the Municipality of Malahide, Town of Aylmer, and areas of the Municipality of Central Elgin.

The St. Thomas pump station is comprised of three high-lift pumps that deliver water through a transmission main that services the St. Thomas Area Secondary Water Supply System. A gas re-chlorination system provides re-chlorination for water being directed to the St. Thomas Area Secondary Water Supply System. The Ontario Clean Water Agency (OCWA) is currently the Operating Authority for all 3 pump stations located within the EMPS, and ultimately control the pumps directing water into the STASWSS. OCWA has prepared a Summary Report for their operations at the EMPS for the reporting period, which evaluates the volumes of water delivered to the STASWSS. The OCWA Report is attached as Appendix A.

3 Water Quality Summary

A summary of water quality testing completed by OCWA over the course of the reporting period is available in the Annual Report included as an appendix to the Summary Report (Appendix A to this report).

A summary of water quality testing completed by the City of St. Thomas – Environmental Services Dept. over the course of the reporting period is available in the Annual Report, attached as Appendix B.

4 Summary of Non-Compliant Conditions

4.1 Ministry of the Environment, Conservation and Parks Inspection

The Ontario Ministry of the Environment, Conservation and Parks (MECP) conducts an inspection of the St. Thomas portion of the Elgin-Middlesex Pumping Station, operated by OCWA, annually along with the St Thomas Area Secondary Water System, operated by the City of St Thomas.

An MECP inspection was completed in September 2024. There were no non-compliances identified in the report. The systems resulting inspection risk rating was identified as 0% and an overall final inspection rating of 100%.

MECP Inspection Finding	O.A. Responsible	Action Taken
N/A	N/A	N/A

4.2 Adverse Test Results and Issue Resolution

Any non-compliant conditions identified through water quality monitoring exercises undertaken by St. Thomas Environmental Services over the reporting period, and actions taken are summarized in the table below.

Adverse Test Result (Date / Location)	O.A. Responsible	Action Taken
N/A	N/A	N/A

5 List of Appendices

Appendix A – OCWA EMPS – St. Thomas Secondary Water Supply System – 2024 Summary Report

Appendix B - St. Thomas Secondary Water Supply System – 2024 Annual Report

APPENDIX A

ELGIN-MIDDLESEX PUMPING STATION
ST. THOMAS AREA SECONDARY WATER SUPPLY
SYSTEM
2024 COMPLIANCE REPORT
(Schedule 22 Summary Report)

Facility Name: Elgin-Middlesex Pumping Station -
St. Thomas Area Secondary Water Supply System

Mailing Address: Elgin Area Primary Water Supply System
P.O. Box 220
Port Stanley, ON N5L 1J4



Average Daily Flow 6,327 m³/day
Max. Daily Flow 10,376 m³/day
Source Water Elgin Area Primary Water Supply System

CONTACT INFO:

Contract Administration:
City of St. Thomas, City Hall
Environmental Services
545 Talbot Street, St. Thomas, ON N5P3V7
Contact: Mr. Kevin De LeeBeeck
Director of Environmental
Services and City Engineer

Operator:
Ontario Clean Water Agency.
P.O. Box 220, Port Stanley, Ontario N5L 1J4
Contact: Mr. Greg Henderson - Senior Operations Manager
(226) 378-5154

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System Approvals:

The St. Thomas Area Secondary Water Supply System (STASWSS) is supplied water through the Elgin-Middlesex Pump Station, which receives water from the Elgin Area Primary Water Supply System (EAPWSS) on Dexter Line, east of Port Stanley, Ontario. During the reporting period, The St. Thomas Area Secondary Water Supply System was operated pursuant to the approvals, licenses and permits listed below.

The supply and distribution of water to the system is governed by the following Municipal Drinking Water Licenses (MDWL) and Drinking Water Works Permits (DWWP):

- MDWL No. 190-101, issue 5, on September 30, 2021
- DWWP No. 190-201, issue 3, on September 30, 2021

The DWWP and MDWL were issued in accordance with the Safe Drinking Water Act (SDWA), 2002.

Treated Water Requirements:

The requirements fall under the Drinking Water Systems Regulation (O.Reg.170/03) and the Ontario Drinking Water Quality Standards (O.Reg.169/03) under the Safe Drinking Water Act, 2002.

Staff Complement and Training:

In 2024, the St. Thomas facility at the Elgin-Middlesex Pump Station (EMPS) was operated and maintained under the operating authority, Ontario Clean Water Agency. The operational and maintenance staff are based at the EAPWSS and share their time between the two facilities. Employees responsible for the operations and maintenance of the facility included one (1) senior operations manager, two (2) team leads, eight (8) full time operations staff, four (4) full time maintenance staff, one (1) technical support specialist, one (1) asset maintenance specialist and four (4) administrative support positions.

In 2024, all employees received Director Approved and practical on-the-job training, which contributed to annual Ministry of the Environment, Conservation and Parks (MECP) training requirements.

History of Facility:

The EMPS is an integrated booster station occupied by three secondary systems, which are fed from two in-ground storage reservoirs, each having a capacity of 27.3 million liters. The two storage reservoirs and the site upon which the three booster stations are situated are owned by the EAPWSS. The original St. Thomas pump station, constructed in 1966 that services St. Thomas, and sections of the Municipalities of Central Elgin and Southwold. Two more pump stations were completed in 1994 that service the Town of Aylmer, Municipality of Malahide, and the City of London.

The STASWSS portion is comprised of three high-lift pumps that deliver water through a transmission main that services the STASWSS. A gas chlorination system provides secondary chlorination for water being directed to the STASWSS.

In the event of a power failure, an on-site generator can provide sufficient standby power to operate the facility and run the St. Thomas pumps.

Remote monitoring and control of all three pump stations is performed by staff at the EAPWSS. Remote monitoring and control capabilities are made possible via the EAPWSS and the EMPS SCADA systems

Process Description:



The EMPS receives treated water from the EAPWSS, which treats water at the water treatment plant located on the shores of Lake Erie to the east of Port Stanley. Water from the plant is pumped into the EAPWSS reservoirs located at the EMPS where it is subsequently fed via a series of headers to each of the pumping stations serving the Aylmer Area Secondary Water Supply System (AASWSS), the City of London Distribution System, and the STASWSS.

Post-Treatment:

The AASWSS and STASWSS both utilize a gas chlorination system for secondary disinfection. The system consists of two scaled 68 kg gas chlorine cylinders and three chlorinators equipped with booster pumps and a dosing capacity of 1-60kg/h.

High Lift Pump Station:

The three high lift pumps provide redundant pumping capacity into the STASWSS. The St.



Thomas pumps are equipped with variable frequency drives (VFD) with each pump having a rated capacity of 263 L/s. With the current VFDs being utilized as soft and stop variable frequency drives.

Maintenance:

Site maintenance was carried out by Ontario Clean Water Agency (OCWA) field services staff based at the EAPWSS. Specialty maintenance services are provided on an as needed basis by external service providers.

All maintenance scheduling is monitored through a computerized maintenance management system (Maximo).

In addition to the routine preventative maintenance program, several maintenance projects were completed at the EMPS in 2024. A summary of non-routine maintenance is available in Appendix D, the 2024 Annual Report.

Sampling Procedures:

All samples collected by licensed OCWA personnel are submitted to Canadian Association for Laboratory Accreditation (CALA) accredited laboratories for bacteriological and chemical analysis.

Distribution water samples are taken twice per week at the inlet to the reservoir and submitted for bacteriological analysis. The distribution water entering the STASWSS is sampled weekly and submitted to an external laboratory for bacteriological analysis. Chlorine residual, for the water entering the STASWSS, is monitored continuously from the EAPWSS through the SCADA system.

On a quarterly basis the distribution water entering the reservoir, as well as the water entering the STASWSS is sampled and submitted to an accredited laboratory for testing of total trihalomethanes (THM) and haloacetic acids (HAA). Twice annually, the distribution water entering the reservoir is sampled and submitted to an accredited laboratory for testing of lead concentrations.

All water quality sampling at the EMPS was performed in accordance with Ontario Regulation 170/03.

Water Quality Monitoring and Flow Measurement:

Water quality is monitored remotely by means of a free chlorine analyzer that was verified by EAPWSS staff. See Appendix A for a summary of 2024 water quality data. Flow leaving the EMPS directed to STASWSS is measured utilizing a magnetic flow measuring device. See Appendix B for 2024 total daily flow values and Appendix C for 2024 daily instantaneous peak flow rates.

Statement of Comparison:

The Municipal Drinking Water License for the STASWSS does not identify a rated capacity for the system. The pumping station has an available capacity of 68,169 m³/day, whereby instantaneous peak flow capacity is rated at 789 L/s.

The maximum total daily flow witnessed by the system in 2024 was 10,376 m³/day, approximately 15% of the capacity. The maximum instantaneous peak flow witnessed by the system in 2024 was 318 L/s, approximately 40% of the capacity. The average total daily flow witnessed by the system in 2024 was 6,327 m³/day, approximately 9% of the capacity.

Ministry of the Environment Conservation and Parks Inspections:

The MECP conducts an inspection of the St. Thomas portion of the EMPS annually along with the STASWSS operated by the City of St Thomas. A MECP inspection took place September 16, 2024 and the final inspection report was issued on January 10, 2025. There were no non-compliances identified in the inspection report. The final inspection rating for the 2024-2025 fiscal year is not yet available.

Benefiting Municipalities:

Following the adoption of the Municipal Water and Sewer Transfer Act in 1997, the Ontario Ministry of the Environment Conservation and Parks transferred the ownership of the three booster stations from the Province of Ontario to the water systems' benefiting municipalities. As a result, the AASWSS portion of the EMPS and associated equipment is owned by the Aylmer Area Secondary Water Supply System Joint Board of Management, the London portion of the EMPS is owned by the Corporation of the City of London, and the STASWSS portion of the EMPS and associated appurtenances are owned by the St. Thomas Area Secondary Water System Joint Board of Management. Jointly these water systems benefit, and are managed on behalf of, the communities of Aylmer, Central Elgin, London, Malahide, Southwold and St. Thomas. A list of municipalities that receive water directly and indirectly from the STSWSS at the EMPS is provided in Appendix D.

The Ontario Clean Water Agency operates and maintains the EMPS, under contracts to the AASWSS, The Corporation of the City of London and the STASWSS.

This report was prepared by Ontario Clean Water Agency, the Operating Authority for the St. Thomas portion of the EMPS, on behalf of the St. Thomas Area Secondary Water Supply System Joint Board of Management.

**APPENDIX A – EMPS ST. THOMAS
WATER QUALITY SUMMARY 2024**

	POST TREATMENT
MONTH	Free Cl ₂ mg/L
January	
Minimum	0.88
Maximum	1.42
Average	1.27
February	
Minimum	0.93
Maximum	1.33
Average	1.25
March	
Minimum	0.92
Maximum	1.77
Average	1.31
April	
Minimum	0.91
Maximum	1.68
Average	1.34
May	
Minimum	0.88
Maximum	1.46
Average	1.28
June	
Minimum	0.82
Maximum	1.49
Average	1.26
July	
Minimum	0.71
Maximum	1.58
Average	1.22
August	
Minimum	0.65
Maximum	1.57
Average	1.18
September	
Minimum	0.73
Maximum	1.79
Average	1.23
October	
Minimum	0.75
Maximum	1.69
Average	1.32
November	
Minimum	0.80
Maximum	1.49
Average	1.28
December	
Minimum	0.91
Maximum	1.72
Average	1.40
Yearly Minimum	0.65
Yearly Maximum	1.79
Yearly Average	1.28

Note: Chlorine residuals obtained from
SCADA.

APPENDIX B
ST. THOMAS TOTAL DAILY FLOW - 2024

Date	January m³	February m³	March m³	April m³	May m³	June m³	July m³	August m³	September m³	October m³	November m³	December m³	
1	7,042	6,179	5,545	6,884	6,635	6,299	5,797	6,967	4,438	7,232	6,807	8,355	
2	6,712	6,498	6,179	4,275	5,640	5,439	6,523	6,039	4,917	7,400	7,444	7,402	
3	6,325	7,163	6,738	5,463	5,513	5,456	5,774	5,742	5,772	5,863	7,381	7,383	
4	5,516	7,991	5,386	5,013	5,568	6,156	6,667	5,933	5,625	7,283	6,722	7,439	
5	5,231	6,408	6,784	4,291	6,362	5,455	6,563	5,494	5,723	6,897	6,719	7,135	
6	5,574	6,494	5,684	4,953	5,722	5,485	6,754	4,380	4,126	6,854	7,877	6,949	
7	7,563	6,833	5,034	5,089	5,058	5,125	7,986	4,554	5,315	8,921	7,204	7,640	
8	5,100	4,888	4,769	4,909	6,632	5,685	8,388	5,232	4,741	7,670	7,113	8,257	
9	4,729	5,059	5,099	4,580	5,543	6,235	6,860	5,481	4,592	7,404	7,366	7,573	
10	6,611	5,547	5,036	5,747	4,890	6,414	5,227	5,342	6,463	8,708	7,768	7,713	
11	5,348	5,841	5,018	4,224	4,777	5,741	5,904	5,467	5,404	10,376	7,119	7,255	
12	6,145	5,841	4,585	4,213	5,595	6,508	6,557	7,666	5,864	7,454	7,260	7,236	
13	5,403	5,524	7,033	7,805	4,778	7,413	7,091	7,901	5,742	6,485	6,950	7,135	
14	5,733	5,258	4,903	4,924	5,283	7,296	9,646	6,591	5,029	7,197	6,805	8,006	
15	4,848	5,233	5,710	5,218	5,404	7,553	6,393	7,245	5,950	8,173	7,397	8,042	
16	4,922	5,396	6,105	4,398	5,739	7,597	6,228	7,567	5,663	9,039	7,644	7,762	
17	4,960	6,422	5,199	4,962	4,358	8,492	5,600	7,308	6,005	8,520	7,430	7,919	
18	5,068	7,541	4,406	4,636	6,675	8,043	6,213	6,877	5,298	9,615	7,388	7,722	
19	4,952	8,315	5,724	4,279	6,569	9,181	6,444	5,160	6,291	8,937	7,212	7,744	
20	5,897	6,169	4,694	5,445	8,569	6,443	6,479	5,135	5,173	8,583	6,652	7,479	
21	5,767	5,239	5,034	5,307	6,778	6,751	7,223	6,373	4,829	7,798	7,337	8,112	
22	4,925	5,142	5,102	4,408	6,740	7,232	7,048	8,160	4,549	8,895	7,214	8,096	
23	5,310	4,622	5,531	4,347	7,050	6,311	6,110	6,640	8,239	7,901	7,351	7,540	
24	4,890	5,236	5,612	4,979	7,548	7,135	6,088	5,761	7,402	7,689	7,751	7,490	
25	6,577	6,694	5,401	5,068	6,398	5,785	6,795	6,018	7,382	8,458	7,451	7,577	
26	5,174	6,258	4,837	5,100	8,069	5,669	7,937	6,900	7,283	8,042	7,220	7,117	
27	7,004	5,469	4,866	4,924	4,953	5,180	7,009	5,613	7,111	7,523	7,379	7,244	
28	7,592	5,488	5,099	5,538	5,086	5,354	6,537	5,245	6,685	7,265	7,287	7,389	
29	5,715	4,800	5,017	6,462	5,479	5,121	6,910	6,009	7,928	7,495	7,186	7,432	
30	6,240		5,519	6,271	5,404	4,300	4,954	5,817	7,576	7,057	7,661	7,117	
31	6,058		5,200		5,478		6,109	5,252		6,511		7,270	
Total	178,931	173,548	166,849	153,712	184,293	190,854	205,818	189,866	177,115	243,244	218,094	234,532	2,316,855
Minimum	4,729	4,622	4,406	4,213	4,358	4,300	4,954	4,380	4,126	5,863	6,652	6,949	4,126
Maximum	7,592	8,315	7,033	7,805	8,569	9,181	9,646	8,160	8,239	10,376	7,877	8,355	10,376
Average	5,772	5,984	5,382	5,124	5,945	6,362	6,639	6,125	5,904	7,847	7,270	7,566	6,327

APPENDIX C
ST. THOMAS DAILY INSTANTANEOUS PEAK FLOW - 2024

Date	January L/s	February L/s	March L/s	April L/s	May L/s	June L/s	July L/s	August L/s	September L/s	October L/s	November L/s	December L/s	
1	271	279	284	258	280	274	293	288	291	293	277	280	
2	274	277	283	258	303	293	284	295	281	290	287	282	
3	278	277	288	276	278	281	280	292	282	278	284	280	
4	281	279	280	281	292	289	288	298	280	294	286	282	
5	281	275	285	280	287	275	287	295	293	278	286	280	
6	284	278	286	287	303	282	292	286	294	282	288	282	
7	288	283	275	284	287	259	285	277	292	291	291	278	
8	285	285	274	277	290	265	289	281	280	281	283	280	
9	287	279	316	281	285	273	288	281	278	275	297	280	
10	285	284	277	285	282	256	318	295	285	286	293	282	
11	281	283	274	277	272	269	262	286	278	282	286	281	
12	282	282	271	281	281	281	259	291	278	286	292	278	
13	276	288	282	286	286	281	257	298	288	289	286	278	
14	280	280	282	282	280	288	263	286	289	270	280	281	
15	278	276	284	282	272	293	276	281	284	274	289	280	
16	280	277	280	283	273	296	272	285	289	286	284	281	
17	276	277	281	284	265	282	276	287	284	283	284	281	
18	279	275	280	275	274	288	271	293	278	280	295	281	
19	277	278	283	297	266	282	271	276	292	286	293	288	
20	277	277	278	296	273	285	271	269	292	281	298	283	
21	277	273	275	272	256	290	272	284	283	286	288	286	
22	279	271	268	301	302	282	267	285	293	283	288	289	
23	276	275	274	281	299	273	285	290	293	283	293	283	
24	274	282	273	280	296	279	293	278	284	286	284	287	
25	276	274	273	277	291	271	277	274	280	277	292	285	
26	277	270	273	288	281	271	286	289	300	280	282	284	
27	276	275	273	277	291	290	289	293	290	276	286	286	
28	279	288	263	285	281	286	276	281	281	277	284	283	
29	276	284	251	284	288	284	282	288	287	276	288	278	
30	286		256	276	280	285	289	275	278	275	283	276	
31	276		256		275		296	283		287		280	
Minimum	271	270	251	258	256	256	257	269	278	270	277	276	251
Maximum	288	288	316	301	303	296	318	298	300	294	298	289	318
Average	279	278	277	281	283	280	281	286	286	282	288	282	282



Drinking-Water System Number:	260078897
Drinking-Water System Name:	Elgin Middlesex Pumping Station - St. Thomas Area Secondary Water Supply System
Drinking-Water System Owner:	St. Thomas Area Secondary Water Supply System Joint Board of Management
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2024 through December 31, 2024

Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes ☒ No ☐

Is your annual report available to the public at no charge on a web site on the Internet?
Yes ☒ No ☐

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

City of St. Thomas, City Hall
Environmental Services
545 Talbot Street
St Thomas, ON.
N5P 3V7
www.city.st-thomas.on.ca

Elgin Area Primary Water Supply System
Treatment Plant
43665 Dexter Line, Union, ON
N0L 2L0

Complete for all other Categories.

Number of Designated Facilities served:

N/A

Did you provide a copy of your annual report to all Designated Facilities you serve?
Yes ☐ No ☐

Number of Interested Authorities you report to:

N/A

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?
Yes ☐ No ☐

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Systems that receive their drinking water directly from the St. Thomas EMPS:

Drinking Water System Name	Drinking Water System Number
St. Thomas Area Secondary Water Supply System	260078897
St. Thomas Distribution System	260002187



Systems that receive their drinking water indirectly from the St. Thomas EMPS:

Drinking Water System Name	Drinking Water System Number
Dutton/Dunwich Distribution System	220002967
Municipality of Central Elgin	260004761
Southwold Distribution Supply	210001362

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes ☒ No ☐

Indicate how you notified system users that your annual report is available, and is free of charge.

- ☒ Public access/notice via the web
- ☒ Public access/notice via Government Office
- ☐ Public access/notice via a newspaper
- ☒ Public access/notice via Public Request
- ☐ Public access/notice via a Public Library
- ☐ Public access/notice via other method

Describe your Drinking-Water System

The Elgin Middlesex Pumping Station (EMPS) receives water from the Elgin Area Primary Water Supply System (EAPWSS), which is located to the east of Port Stanley. Water from the EAPWSS is pumped into the EAPWSS site reservoirs located at the EMPS. The total capacity of the 2 reservoirs is 54,600m³. Through various secondary water supply systems, the EMPS serves the Cities of London, St. Thomas, Town of Aylmer, and Municipalities of Central Elgin, Malahide, Dutton-Dunwich and Southwold.

The EMPS is a shared facility. Booster pumps are dedicated to directing water to the City of London, St. Thomas Secondary and/or Aylmer Area Secondary Water Supply Systems. A gas chlorine system is utilized to provide re-chlorination for water being directed to the St. Thomas and Aylmer Area Secondary Water Supply Systems. The facility also houses a 600kW standby diesel generator that provides emergency power to support pumping of water into the St. Thomas and Aylmer systems during a power interruption.

Three pipelines exit the EMPS: one exits to the south of the EMPS property and extends west to service the St. Thomas Secondary Water Supply System; the second services the City of London distribution system; the third services the municipalities on the Aylmer Area Secondary Water Supply System.

List all water treatment chemicals used over this reporting period

Chlorine Gas at EMPS

Were any significant expenses incurred to?

- ☐ Install required equipment
☒ Repair required equipment
☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

- | |
|---|
| <ul style="list-style-type: none"> High lift pump 2 flow control valve replacement DWQMS External Audit |
|---|

Notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A	N/A	N/A	N/A	N/A	N/A

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.coli Results (CFU/100 mL) (min #)-(max #)	Range of Total Coliform Results (CFU/100 mL) (min #)-(max #)	Number of Heterotrophic Plate Count (HPC) Samples	Range of HPC Results (CFU/1 mL) (min #)-(max #)
Distribution	55	(0)-(0)	(0)-(0)	53	(<10)-(10)

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

Parameter	Number of Grab Samples (Continuous Monitoring)	Min	Max	Avg
Free Chlorine Residual (mg/L)	8760	0.65	1.79	1.28

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM (NOTE: result value is based on one sample)	January 2, 2024	17	µg/L	NO
	April 2, 2024	15	µg/L	
	July 2, 2024	22	µg/L	
	October 1, 2024	29	µg/L	
THM Running Annual Average (RAA)	2024	21	µg/L	NO
HAA (NOTE: result value is based on one sample)	January 2, 2024	6.9	µg/L	NO
	April 2, 2024	6.9	µg/L	
	July 2, 2024	7.3	µg/L	
	October 1, 2024	7.9	µg/L	
HAA Running Annual Average (RAA)	2024	7.3	µg/L	NO

ND= Non-detect

APPENDIX E	
EMPS Chemical Consumption - 2024	
Month	Total Chlorine Gas Usage - Kg
January	127.1
February	121.1
March	116.3
April	116.6
May	127.5
June	140.7
July	143.5
August	149.3
September	161.9
October	225.2
November	174.6
December	168.2
Yearly Total	1772

Please note: Aylmer and St.Thomas combined cl2 usage

APPENDIX B

Drinking-Water System Number:	260078897
Drinking-Water System Name:	St. Thomas Area Secondary Water Supply System (Transmission Main)
Drinking-Water System Owner:	Joint Board of Management of the St. Thomas Area Secondary Water Supply System
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2024 through December 31, 2024

Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]

Is your annual report available to the public at no charge on a web site on the Internet?
Yes [X] No []

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

City of St. Thomas, City Hall
Environmental Services
545 Talbot Street
St Thomas, Ontario

Complete for all other Categories.

Number of Designated Facilities served:

NA

Did you provide a copy of your annual report to all Designated Facilities you serve?
Yes [] No []

Number of Interested Authorities you report to:

NA

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?
Yes [] No []

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
City of St. Thomas Water Distribution System	260002187
Municipality of Central Elgin	260004761
Township of Southwold	210001362

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?
Yes [X] No []

Indicate how you notified system users that your annual report is available, and is free of charge.

☒ Public access/notice via the web

City of St. Thomas Website – www.st.thomas.ca

☒ Public access/notice via Government Office

☐ Public access/notice via a newspaper

☒ Public access/notice via Public Request

☐ Public access/notice via a Public Library

☐ Public access/notice via other method _____

Describe your Drinking-Water System

The St. Thomas Area Secondary Water Supply System (STASWSS) consists of a Pumping Station within the Elgin Middlesex Pumping Station (EMPS), a 0.76 ML elevated water tower, several meter chambers, and transmission watermain of 500 mm and 750 mm diameter.

The STASWSS is supplied water from the Elgin Middlesex Pumping Station (EMPS) and Reservoir. The EMPS reservoir is filled by the Elgin Area Primary Water Supply System (EAPWSS) which obtains its water from Lake Erie and provides water treatment at the Elgin Area Primary Water Treatment Plant, located on Dexter Line, East of Port Stanley, Ontario.

Operation and Maintenance of the EMPS- St. Thomas section is currently under contract with the Ontario Clean Water Agency (OCWA). The operation and maintenance of the associated transmission main of the STASWSS is currently conducted by the City of St. Thomas – Environmental Services Dept.

List all water treatment chemicals used over this reporting period

12% Sodium Hypochlorite

Sodium Metabisulphite

Were any significant expenses incurred to?

☒ Install required equipment

☒ Repair required equipment

☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

\$6200 Marcel Equipment Meter Chamber Commissioning

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
NA	NA	NA	NA	NA	NA

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	NA	NA	NA	NA	NA
Treated	NA	NA	NA	NA	NA
Distribution	105	(0)-(0)	(0)-(0)	105	(<10)-(NDOG)

* - NDOG is a lab code that means there was no data reportable on the sample due to overgrowth that may or may not be representative of water quality. The NDOG result was from a sample taken on April 15, 2024. Resamples were taken on April 18, 2024, returning with a result of <10 CFU/mL. Omitting the NDOG result, the next highest HPC result in 2024 was 100 CFU/mL

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Chlorine (Grab Samples)	453	(0.65)-(1.57)

***NOTE:** For continuous monitors use 8760 as the number of samples.*

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
NA	NA	NA	NA	NA

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
NA	NA	NA	NA	NA

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	NA	NA	NA
Distribution	NA	NA	NA



Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
HAA5 (NOTE: show latest annual average)	Jan 8, 2024 Apr 2, 2024 July 8, 2024 Oct 7, 2024	8.5	ug/L	no
THM (NOTE: show latest annual average)	Jan 8, 2024 Apr 2, 2024 July 8, 2024 Oct 7, 2024	30.8	ug/L	no

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
NA	NA	NA	NA
NA	NA	NA	NA



Directed to: Joint Board of Management for the
St. Thomas Area Secondary Water Board

Meeting Date:
March 20, 2025

Department: Environmental Services

Attachment

Prepared By: Shayne Reitsma, P.Eng.
Manager of Development and Compliance

Subject: Ford Water Tower Design & Contract Administration – RFP 2025-012 Award

Recommendation:

THAT: Report SWB 02-25 Ford Water Tower Design & Contract Administration – RFP 2025-012 Award, be received, and further;

THAT: The proposal submitted by J.L. Richards and Associates Limited (JLR) in the amount of \$234,434 excluding HST, be accepted.

Background:

As per the approved STWASS 2025 capital plan a Request for Proposal (RFP 2025-012) was issued to secure a qualified engineering consultant to advance detail design of a replacement water storage facility and to provide contract administration and inspection of its installation in 2026.

Analysis:

The above noted RFP closed on February 26th 2025 with 1 consulting firm submitting a proposal to complete the work. The proposal was reviewed and scored through an evaluation process that was included in the RFP. The Proponent was later interviewed to provide additional insight into their ability to meet the requirements of the RFP. JLR has strong background and has assembled an experienced project team that understands the entire scope of work for this assignment. Therefore, it has been determined that the proposal from JLR is satisfactory and that they be retained for this assignment.

Financial Impact:

The recommended proposal fee of \$234,434 (excluding HST) is within the STASWSS 2025 capital plan budget of \$250,000 funded from Secondary Water Reserves.

Respectfully,


Shayne Reitsma, P. Eng.
Manager of Development and Compliance

Reviewed By: 
City Engineer

 Appendix "C"		Report No. SWB 03-25 File No.
Directed to: Joint Board of Management of the St. Thomas Area Secondary Water Supply System		Meeting Date: March 20th 2025
Department: Environmental Services		Attachment
Prepared By: Kevin De Leebeeck, MPA, P. Eng. Director of Environmental & Infrastructure Services City Engineer		
Subject: Transmission Main Realignment – King’s Highway 3 at Ron McNeil Line		
Recommendations: THAT: Report SWB 03-25 Transmission Main Realignment – King’s Highway 3 at Ron McNeil Line be received for information, and further; THAT: The Joint Board of Management authorize the realignment of 730 meters of 750mm transmission main across Highway 3 from Ford Road to Wonderland Road, and 115 metres of 750mm transmission main across Highway 3 at Water Tower Line, including any appurtenances related thereto, as part of the Ministry of Transportation King’s Highway 3 Twinning (GWP 3041-22-00) and Talbotville Bypass (GWP 3042-22-00) projects and further; THAT: The Joint Board of Management authorize the Board Chair and City Engineer to execute any required agreements with the Ministry of Transportation, to the satisfaction of the City Solicitor, for the transmission main realignment at King’s Highway 3 and Ron McNeil Line interchange. Background: In response to the PowerCo battery manufacturing facility announcement in the Spring of 2023 the Ministry of Transportation (MTO) initiated a Class Environmental Assessment (Class EA) in the Summer of 2023 for the twinning of existing Highway 3 through St. Thomas (GWP 3041-22-00) and for a new alignment of Highway 3 bypassing Talbotville (GWP 3042-22-00). A notice of study completion was posted on January 31st 2024 with both projects advancing to detailed design. Analysis: The MTO’s design team and municipal representatives have been meeting monthly since the completion of the Class EA to advance detailed design as it relates to the STAWSS 750mm transmission main. From these meetings it is understood that the existing 750mm transmission main conflicts with the proposed Highway 3 and Ron McNeil Interchange configuration. As part of the Talbotville Bypass project (GWP 3042-22-00) the MTO intends to replace the existing 750mm transmission main along a new alignment at the new Ford Road cul-de-sac to Wonderland Road, including all related appurtenances (i.e. meter chambers (Chamber #19 and Chamber #16), drain chamber, air release, meters, access road, etc.) as shown in Figure 1. Additionally, transmission main replacement is required at the crossing of Highway 3 near Water Tower Line, east of Wellington Road, due to road widening and grade changes, as shown in Figure 2. Included in MTO’s project is the addition of spare casings at each of the road crossings to protect the provision for future transmission main improvements. The Talbotville Bypass and Highway 3 Twinning is a multi-year construction project that the MTO intends to tender a portion of this Spring. The STAWSS transmission main realignment work is one of the important components that will be included as part of this tender for completion in 2025. To carry out this project work there will be some overnight interruptions to the STASWSS system. The coordination and communication of any overnight shutdowns will be completed in accordance with communication protocol DW-SOP-110. Financial Impact: It is understood that the direct financial impacts to STASWSS associated with the MTO’s project is limited to the provision of additional spare casings, which has been included in the STASWSS approved 2025 capital plan in the amount of \$790,000, adjusted to actual costs following completion. All other costs associated with the transmission main realignment and associated appurtenances are to be covered through the MTO’s project. Respectfully,  Kevin De Leebeeck, MPA, P.Eng. Director of Environmental & Infrastructure Services City Engineer		

Figure 1 - Transmission Pipeline Realignment Highway 3 and Ron McNeil Line

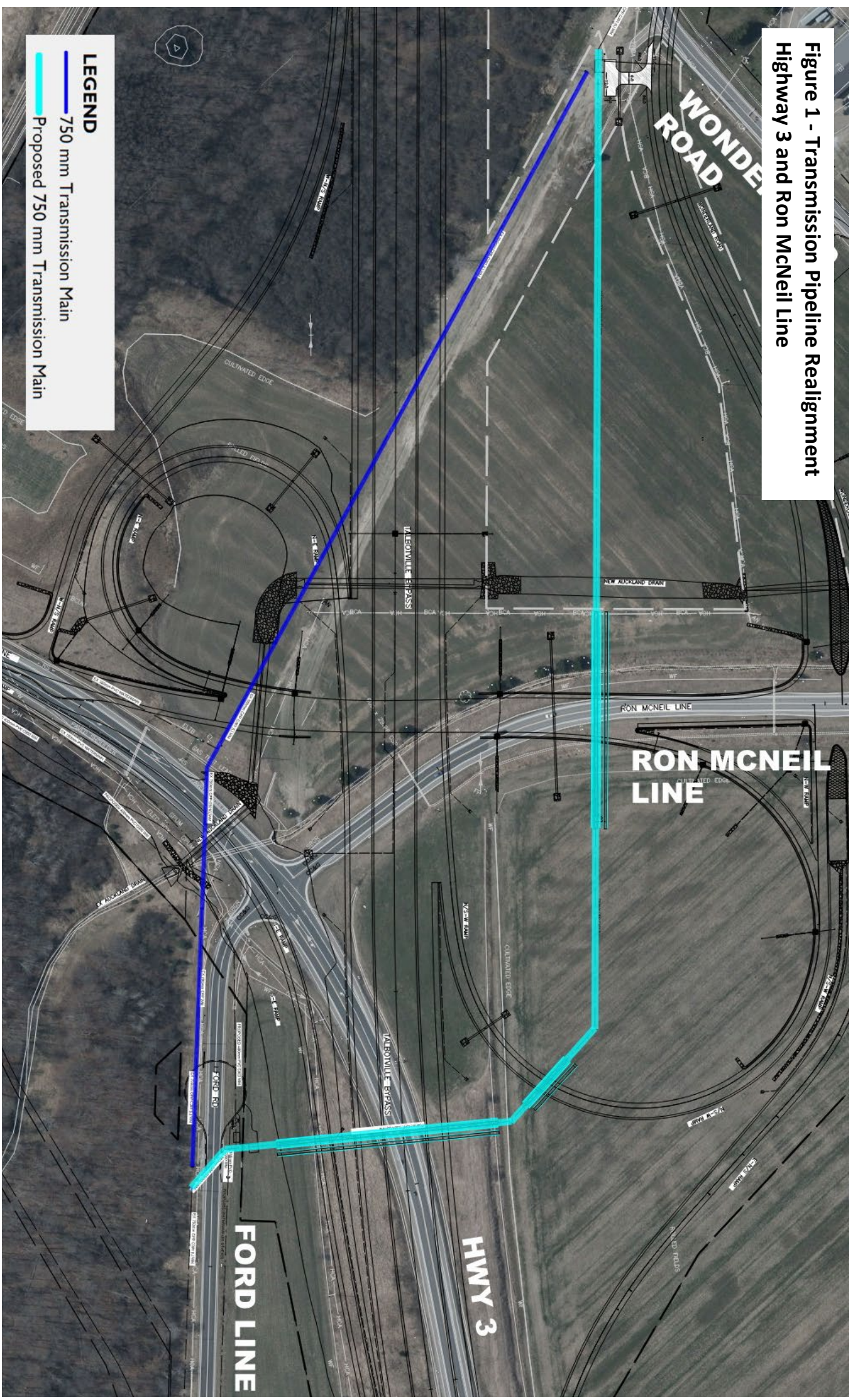


Figure 2 - Transmission Pipeline Replacement
Highway 3 and Water Tower Line

