

Region of Waterloo
Engineering and Environmental Services
Water and Wastewater Services

To: Planning and Works Committee
Meeting Date: March 5, 2024
Report Title: Servicing of Petersburg (Knipfel) Drinking Water System

1. Recommendation

That the Regional Municipality of Waterloo create a new full time equivalent position for a Regulatory and Program Assistant in the Water Operations team within the Water and Wastewater Services Division as outlined in report EES-WAS-24-004, dated March 5, 2024.

2. Purpose / Issue:

The purpose of this report is to request Committee approval for a new full time equivalent position for a Regulatory and Program Assistant in Water and Wastewater Services to support the assumption of a new water treatment facility as per the January 15th, 2024 order from the Ministry of the Environment Conservation and Parks (MECP).

3. Strategic Plan:

This report aligns with the Corporate Strategic Pillar of Climate Aligned Growth.

4. Report Highlights:

Operations staff require the support of a Regulatory and Program Assistant in order to ensure the following tasks are completed for the Petersburg (Knipfel) Drinking Water System.

- a. Collect and input asset and operational data into Corporate asset management system.
- b. Support work order development, scheduling, and documentation for operational checks, maintenance, and sampling in accordance with Ontario Regulation 170/03 (Schedule 6, 8, 11, 13).
- c. Support documentation, submittal, and reporting requirements as per Ontario Regulation 170/03 (Schedule 16 and 18).
- d. Support updates of Drinking Water Quality Management System, Drinking

Water Information System (DWIS), Drinking Water Works Permit (DWWP), and Municipal Drinking Water License (MDWL).

5. The challenge by operational staff to take on additional operational duties for new facilities was previously outlined in the 2023 Annual Report in which the report cites Water Operations group being lean, specifically during the period of 2018-2023 when water infrastructure grew by 24%, while staffing levels fell by 3%. Staff currently operate 50 water treatment facilities, 15 pumping stations, ~120 wells, 17 tanks and reservoirs, and 37 underground infrastructure chambers.
6. Financial implications of the new resource are \$53,200 in 2024, with an annualized amount of \$26,600 in 2025. There is sufficient operational budget in 2024 to support this.
7. Without the additional resource, the risk to the Region includes potential non-compliances with Ontario Safe Drinking Water Act requirements as operations staff resources are stretched further to support the operation of the new Petersburg (Knipfel) Drinking Water System. This role supports operational supervisors also, to enable these technical leaders to take on technical duties related to the new communal well.

5. Communication and Engagement with Area Municipalities and the Public

Area Municipalities: While there is extensive consultation with the Township of Wilmot regarding the Petersburg (Knipfel) Drinking Water System, this recommendation is regarding internal resourcing that does not require consultation with the Township.

Public: While there is extensive consultation with the Public regarding the Petersburg (Knipfel) Drinking Water System, this recommendation is regarding internal resourcing that does not require public consultation.

6. Financial Implications:

There are sufficient funds in the approved 2024 Water operating budget. The Outside Janitorial Services are currently under review and there is some budget capacity in 2024 to support this new resource. The 2025 and future operating budgets will reflect the costs included with the additional FTE.

7. Conclusion / Next Steps:

It is recommended that the Regional Municipality of Waterloo create a new full time equivalent position for a Regulatory and Program Assistant in the Water and Wastewater Services Division to support the Water Operations Group in assuming operations of the Knipfel (Petersburg) Water Treatment System.

8. Attachments:

Nil.

Prepared By: Ryan Snider, Manager, Water Operations and Maintenance

Reviewed By: Mari MacNeil, Director, Water and Wastewater Services

Approved By: Jennifer Rose, Commissioner, Engineering and Environmental Services