



---

---

**Title: Testing of public water supplying the Town of Conception Bay South**

**Policy Number: 020**

**Resolution Number: 07-205**

**Date Approved: May 15, 2007**

---

---

**PURPOSE:**

To ensure water supplied to the Town is safe for drinking and of highest quality possible.

**AUTHORITY:**

- Section 156 of the *Municipalities Act, 1999*

**PROCEDURE:**

**Water Supply**

The primary responsibility of the Town of Conception Bay South with respect to drinking water is to ensure that all residents of the Town of Conception Bay South that receive water via the Town's water mains receives an ample quantity of water for their needs and that such water be of good quality and safe for drinking. This responsibility is limited by the fact that all water for the Town of Conception Bay South is purchased from the City of St. John's and comes from the St. John's Regional Water System and as such the supply of this water is controlled by the City of St. John's. The Town of Conception Bay South therefore has to comply with all restrictions and conditions imposed by the City of St. John's with respect to the supply of drinking water.

The Town of Conception Bay South resolves that all information with respect to the testing of the water supply is public information and further resolves that it shall not hinder, delay or prevent public access to all such information.

**Testing Procedure, Methods and Frequency**

The following procedure will apply with respect to the continuous testing of the Town's water supply. All testing shall be carried out using the "Guidelines for Canadian Drinking Water Quality Standards" as published by Health Canada.

1. Testing of the Town's water supply shall be carried out monthly.



---

---

**Title: Testing of public water supplying the Town of Conception Bay South**

**Policy Number: 020**

**Resolution Number: 07-205**

**Date Approved: May 15, 2007**

---

---

2. The population of the Town is approximately 22,000. There shall be a minimum of one sample per 1000 of population for a total of 22 water samples per month collected from various areas of the Town. (Guidelines for Canadian Drinking Water Quality Standards)
3. Samples will be collected from private residences, businesses and fire hydrants and will be collected whenever possible from different locations in successive months.
4. All samples shall be submitted to the Public Health Laboratory for analysis.
5. In addition to the above sampling, testing shall also be carried out at any time deemed necessary by the Town Engineer, Town Manager, their designates or an Order of Council.

The following procedure should be followed upon receipt of the test results for the 22 monthly samples.

1. Should the tests be normal, no further action is required.
2. Should a test indicate that coliforms are greater than the acceptable standards as per the Guidelines for Canadian Drinking Water Quality Standards, i.e. greater than 10 for total coliforms or 1 or more than 1 for fecal coliforms, then a boil order is to be put into effect immediately in accordance with the Canadian Drinking Water Quality Standards recommendation. The scope and range of the boil order required shall be determined by the Town Manager, Town Engineer or their designate.

A second set of tests shall be ordered immediately and carried out at the first available opportunity. Flushing and other methods of disinfecting as determined by the Town Engineer or his designate will be carried out as required. The testing should be continued until the water is safe for drinking and the boil order should then be lifted in accordance with discussions with the Department of Health and the St. John's Regional Water Authority.

### **Testing of Individual Households**

All complaints regarding water quality received from residents shall be treated as serious and upon request, a sample of the resident's drinking water shall be taken and tested at the first available opportunity.



---

---

**Title: Testing of public water supplying the Town of Conception Bay South**

**Policy Number: 020**

**Resolution Number: 07-205**

**Date Approved: May 15, 2007**

---

---

In the case where a resident complains of water quality, the following procedure will be followed:

1. Arrangements shall be made with the resident to have the water supply at the location of the complaint tested at the first available opportunity. Samples should also be taken from the closest available residences, both upstream and downstream of the test location.
2. The resident making the complaint shall be advised verbally that boiling of the water may be advisable. The resident shall also be advised of the proper method of boiling their water and that boiling should be continued until the water is tested and test results received.
3. Should the tests confirm that the water is safe for drinking, the resident shall be immediately informed verbally and written confirmation be mailed within 24 hours.
4. Should the test confirm that the water is unsafe for drinking, a boil order shall be immediately put into effect and a second test ordered at the first available opportunity. The resident shall, in accordance with the procedures recommended by the Canadian Drinking Water Quality Standards and as per direction from the St. John's Regional Water Authority and the Department of Health, be notified verbally that the water is unsafe for drinking and a written notice hand delivered to the resident and a copy of the order be signed by the resident and filed with the Town. Should the resident not be available, the boil order shall be left at the resident's address and efforts to contact the resident continued until the resident is contacted and the document signed.

The same procedure shall be followed for the subsequent tests and so on until the water is declared safe. Flushing and any disinfecting measures required shall be carried out as deemed necessary by the Town Engineer or his designate and as per the Guidelines.

**List of Authorities to receive a copy of the water test results.**

In all cases where tests are conducted, a summary of all test results are to be forwarded to the following:



---

---

**Title: Testing of public water supplying the Town of Conception Bay South**

**Policy Number: 020**

**Resolution Number: 07-205**

**Date Approved: May 15, 2007**

---

---

Water Sampling File – Engineering and Public Works Department  
Mayor and all Councillors  
Town Manager/Clerk  
Public Works Supervisors  
Department of Health and Community Services

In all cases where boil orders are issued, the Mayor and Councillors are to be notified via written notice immediately and via the Engineering and Public Works Committee at the earliest opportunity.

**Sampling Procedure**

1. Select location (s), i.e. kitchen sink, bathroom, etc.
2. Wash hand thoroughly; remove the strainer; clean and disinfect the water spout and let water run for a minimum of 10 minutes.
3. Remove information slip to be forwarded to Lab from the plastic bag. Complete slip and return to same bag.
4. Remove sample bottle from plastic bag.
5. Remove cap from water sample bottle and fill bottle from the tap. Insure that neither the cap or the bottle touches any surface. Replace the cap and insert the sample bottle into the plastic bag and seal the bag.
6. Transport to Lab for testing.

This procedure, where applicable, is to apply to all water sampling.

**REVISION HISTORY:**

<b>Revision:</b>	<b>Author:</b>	<b>Change Made:</b>	<b>Date:</b>