C.A.R.E. Group
Trinity Bellwoods Community Children's Group/C.A.R.E.
155 Crawford Street, Toronto, Ontario M6J 2V6 ☎ 416-537-9021

SAFE DRINKING WATER

POLICIES & PROCEDURES

Revised: March 2, 2026/jc

POLICIES & PROCEDURES

The Trinity Bellwoods Community Children's Group / CARE (CARE) is committed to the health, safety, and well-being of the children, staff, students, volunteers, and visitors at our facility, particularly those who may be more susceptible to illness due to poor drinking water quality.

The Centre shall comply with the requirements of:

- Safe Drinking Water Act, 2002
- Ontario Regulation 243/07
- Ontario Regulation 169/03

The Centre operates within the Trinity Recreation Centre, a municipal building owned and maintained by the City of Toronto. The City of Toronto is responsible for plumbing infrastructure and mechanical systems. CARE is responsible for regulatory compliance related to drinking water fixtures used to provide water to children.

DESIGNATED DRINKING WATER FIXTURES

The following fixtures are the only plumbing fixtures used to provide drinking water or water for food or drink preparation for children at CARE (under 18 years of age):

- **DW-1 – Wash Sink (Main CARE Program Area).** Used for drinking water, filling pitchers and handwashing

- **DW-2 – Hallway Water Fountain (end of hall near Men's Washroom, lower level).** Used for drinking only

All other sinks and fixtures within the facility are designated for handwashing or cleaning only and shall not be used for drinking water.

Appendix B – Designated Drinking Water Fixture Map identifies these fixtures.

DAILY FLUSHING PROCEDURES

(When required under Ontario Regulation 243/07)

1. Flushing shall be conducted in accordance with Ontario Regulation 243/07 and only when required under the regulation.

2. **DW-1 (Wash Sink – Main CARE Program Area),** located within CARE's program space and not accessed by the public outside operating hours, shall be flushed as follows when flushing is required:

    - Cold water shall run for a minimum of five (5) minutes at the last tap on the branch serving the sink.
    - The sink shall then run for at least ten (10) seconds prior to drinking water by children.
    - After

3. **DW-2 (Hallway Water Fountain)**, located in a shared public area of the Trinity Recreation Centre, is accessed and used continuously by members of the public prior to the CARE's operating hours.

    Where the fountain has been in active use and water has not been stagnant prior to CARE's program start time, extended flushing is not required.

Following Extended Closures (Weekends, Statutory Holidays, or 3+ Consecutive Days Closed)

- DW-1 shall be flushed for a minimum of five (5 to 10) minutes prior to children accessing drinking water.

- If the Trinity Recreation Centre was closed and DW-2 was not in use, DW-2 shall be flushed prior to children accessing the fountain to clear stagnant water.

- All flushing shall be documented in the Monthly Flushing Log.

4. The Supervisor shall confirm annually with Trinity Recreation Centre building staff that:

    - The fountain is operational during early facility hours; and

    - The fountain does not remain unused for extended overnight periods prior to CARE's use.

5. If the fountain has not been used prior to CARE's operation, it shall be run for at least ten (10) seconds before children use it.

6. All flushing conducted shall be documented in the Daily Flushing Log (Appendix A).

FLUSHING DOCUMENTATION PROCEDURE

The staff member completing flushing shall record:

1. Date
2. Start time
3. End time
4. Fixtures flushed (DW-1, DW-2
5. Printed name
6. Signature

Flushing records shall be stored in the Safe Drinking Water Binder located in the program's main room and retained for a minimum of six (6) years.

The senior room ECE staff shall review flushing logs monthly for completeness and sign off.

LEAD SAMPLING AND TESTING PROCEDURES

Sampling shall be conducted strictly in accordance with the sampling schedule prescribed under Ontario Regulation 243/07.

When sampling is required:

1. The Supervisor shall schedule sampling for the required sampling year between May 1 and October 31.
2. Only designated fixtures (DW-1 and DW-2) shall be sampled.
3. Samples shall be collected according to Ministry-prescribed procedures (standing and/or flushed as required).
4. Samples shall be submitted to a laboratory licensed under the Safe Drinking Water Act, 2002.
5. Chain-of-custody documentation shall be completed and retained in the shared Google Drive Folder.
6. Copies of laboratory reports shall be placed in the Safe Drinking Water Binder immediately upon receipt.

All records shall be retained for a minimum of six (6) years.

PROCEDURE IF A RESULT EXCEEDS THE LEAD STANDARD

If a laboratory report indicates that DW-1 or DW-2 exceeds 0.005 mg/L (5 µg/L):

STEP 1 – Immediate Action (Same Day Result Is Received)

1. Discontinue use of the affected fixture for drinking or food preparation immediately.
2. Inform all staff verbally and in writing that the fixture is not to be used.
3. Post clear “Do Not Use for Drinking Water” signage at the fixture.
4. Provide an alternate safe source of drinking water (e.g., bottled water or unaffected fixture).

STEP 2 – Required Notifications (Immediately)

The Supervisor, Assistant Supervisor, or Head ECE staff shall:

1. Notify the Medical Officer of Health immediately.
2. Notify the Ministry of the Environment, Conservation and Parks as required under regulation.
3. Notify the Trinity Recreation Centre Building Supervisor in writing.
4. Document the date, time and person contacted for each notification.
5. Notification documentation shall be kept in the Safe Drinking Water Binder.

STEP 3 – Documentation

The Supervisor shall create an Exceedance Report including (see Appendix C):

1. Date result received
2. Laboratory result
3. Fixture affected
4. Date and time fixture removed from service
5. Alternate water measures implemented
6. Authorities notified (with date/time)
7. Direction received from the authorities
8. Follow-up actions taken
9. This report shall be signed and filed in the Safe Drinking Water Binder.

STEP 4 – Corrective Action

Infrastructure-related corrective measures shall be addressed by the City of Toronto as the property owner.

CARE shall follow all directions provided by Public Health and regulatory authorities.

STEP 5 – Resampling

Resampling shall be conducted as required under Ontario Regulation 243/07 and as directed by regulatory authorities.

The water fixture shall not be returned to use for drinking water until:

• Follow-up sample results meet the provincial standard, AND
• Any required regulatory direction has been satisfied.

PUBLIC ACCESS TO INFORMATION

The following documents shall be available for inspection during normal business hours without charge:

1. Flushing records
2. Laboratory test results

3. Exceedance reports (if applicable)
4. This policy

Records shall be retained for a minimum of six (6) years in accordance with the regulation.

RESPONSIBILITY

The Supervisor and Assistant Supervisors are responsible for:

1. Ensuring flushing and documentation are complete
2. Coordinating required sampling
3. Maintaining records
4. Implementing exceedance procedures
5. Ensuring staff are informed of designated fixtures

All staff are responsible for following this policy.

This policy applies only to drinking water fixtures used by the CARE to provide water for consumption or food preparation for children under 18 years of age.

Appendix A – Monthly Drinking Water Flushing Log

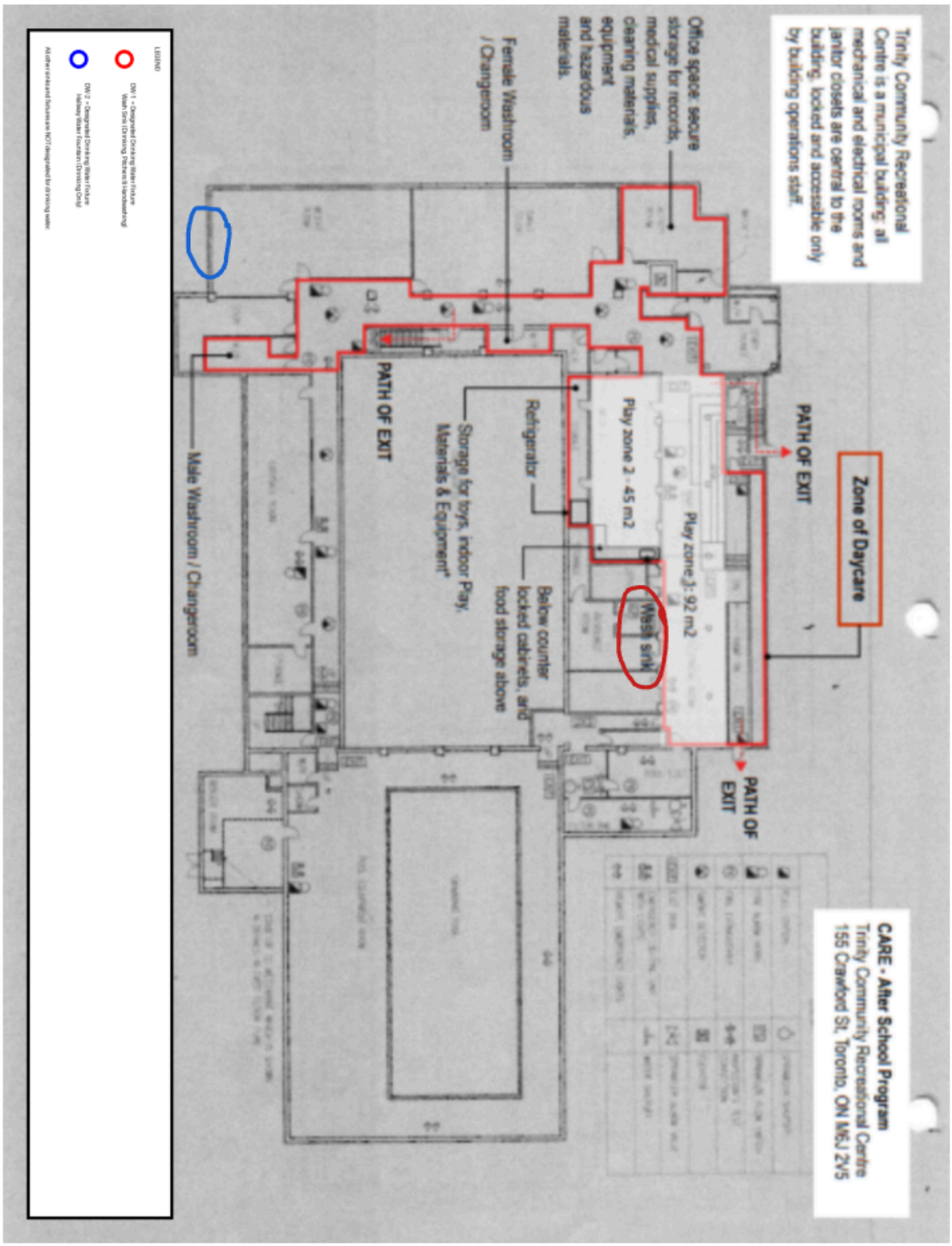
Designated Fixtures: DW-1 – Wash Sink (Main Program Area) andDW-2 – Hallway Water Fountain

Date	Day	DW-1 Start Time	DW-1 End Time	DW-2 Start Time	DW-2 End Time	Staff Name (Print)	Signature
1							
2							
3							
4							
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Monthly Review

Senior RECE shall review flushing logs monthly to ensure completeness and accuracy.
Name (Print):_____ Signature:_____ Date: _____

Appendix B – Designated Drinking Water Fixture Map



LEAD EXCEEDANCE RESPONSE RECORD

(To be completed if a test result exceeds 0.005 mg/L)

Item	Details to Record
Date Result Received	
Laboratory Name	
Sample Date	
Fixture (DW-1 or DW-2)	
Lead Result (mg/L)	
Provincial Standard	**0.005 mg/L**

Immediate Action (Same Day)

Action	Date	Time	Completed By
Fixture discontinued from drinking use			
Staff informed			
Signage posted (“Do Not Use”)			
Alternate drinking water provided			

Required Notifications

Authority Notified	Date	Time	Person Contacted
Medical Officer of Health			
Ministry of the Environment, Conservation and Parks			
Trinity Recreation Centre Building Supervisor			

Direction Received From Authorities **(Attach additional pages if required)**

Corrective Action & Follow-Up

Item	Details
Corrective action was taken by the property owner	
Date of follow-up sample	
Follow-up result	
Date fixture returned to service	

Name of Supervisor / Senior RECE Completing Report (Print): _____Signature: _____
Date: _____