



**TOWN OF MINTO**

**MEETING DATE:** January 21, 2025  
**REPORT TO:** Mayor and Council  
**SERVICE AREA:** Public Works  
**SUBJECT:** Report PW 2025-002 2024 DWQMS Management Review

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**RECOMMENDATIONS:**

THAT the Council of the Town of Minto hereby receives PW report 2025-002 DWQMS Management Review and the Management Review Meeting Outcome report, prepared by the QMS Representative, for information purposes;

AND FURTHER THAT the Council of the Town of Minto approves and endorses the 2024 DWQMS Management Review and the Management Review Meeting Outcome reports.

**BACKGROUND**

The requirements of management review are dictated by Element 20 “Management Review” of the Ministry of the Environment Conservation and Parks (MECP) Drinking Water Quality Management Standard (DWQMS). This standard requires that a management review is conducted at least once every calendar year to evaluate the continuing suitability, adequacy and effectiveness of the Quality Management System (QMS).

As Council is aware, Section 19 of the Safe Drinking Water Act is in effect requiring municipal drinking water system owners exercise a “level of care, diligence and skill” in system maintenance. Section 19 contains penalties for any person, including a member of Council, who does not act “*honestly, competently and with integrity*” when “*protecting the safety*” of drinking water users.

On December 18, 2024 the Town of Minto’s DWQMS Representative met with the Management Review Committee to present the 2024 Management Review Report. This is an opportune time to review and discuss the Town’s Drinking Water Systems overall water operations and projects over the past year.

**COMMENTS:**

Through the management review process, Senior Management shall identify deficiencies and action items (including personnel responsible and proposed timelines for implementation) to address the deficiencies. Results of the Management Review are reported to the Owner through Council Reports. It is important that Council read the Management Review and the

Management Review Meeting Outcomes and ask any questions that might be of interest or concern.

Drinking Water Quality Management System is the key tool that supports and assures Council, as the Owner of the drinking water systems, that it is meeting the requirements and responsibilities of the standard under the Safe Drinking Water Act (2002) and Standard of Care.

**FINANCIAL CONSIDERATION:**

There are some financial considerations resulting from the Management Review process. Water Operations staff are going to be collecting more frequent samples (annually) for Sodium, Manganese, Iron and Hardness to develop trends related to those parameters.

New production well studies for Harriston and Palmerston are going to continue through 2025, which could involve additional testing and engineering.

The Management Review does confirm that Council and responsible staff are performing the proper oversight of the systems, including ensuring qualified operators are in place and adequate funding is available for system operations and capital improvements.

Anticipated costs have been impeded in the approved 2025 Operating Budget.

**STRATEGIC PLAN**

Goal 1 – Manage Our Infrastructure

Maintain, renew and expand our municipally owned infrastructure to enhance healthy growth and our environment.

Attachments - 2

**PREPARED BY:** Mike Doucette, QMS Representative

**RECOMMENDED BY:** Gregg Furtney, Chief Administrative Officer (CAO)