

**TOWN OF MINTO****DATE:** December 13, 2017**REPORT TO:** Mayor and Council**FROM:** Todd Rogers, Compliance Coordinator**SUBJECT:** DWQMS Management Review

STRATEGIC PLAN:

11.2 Continue to operate water treatment and distribution with the highest standards of public safety in mind and according to Provincial requirements using highly trained Town staff, and maintain cross training and enhanced duties to assume responsibility for sewage collection and treatment facilities from Centre Wellington. Maintain both water and sewer facilities using qualified Town staff so long as it is cost effective and efficient to do so.

BACKGROUND:

The requirements of management review are dictated by Element 20 “Management Review” of the Ministry of the Environment and Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS). This standard requires that a management review is conducted at least once every 12 months 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 (passed in 2002 but not executed) 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. Penalties include fines up to \$4 million and imprisonment for up to five years.

On Thursday November 30 the Town’s DWQMS Coordinator Todd Rogers met with Chair of Public Works Councillor Turton, the Public Works Assistant, Water Foreman, Treasurer and CAO Clerk regarding contents of the Management Review. It was a good opportunity to go over the requirements of DWQMS and the Town’s overall operation. The DWQMS Coordinator has altered the format of the Management Review to a more consistent and readable format.

COMMENTS:

Through the management review process, Top 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 ask any questions that might be of concern.

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

On December 4, 2017 the Town received its two year certificate of accreditation under the Drinking Water Quality Management Standard. This certificate is issued following a thorough audit of the Town's water operations by an independent corporation SAI Global out of Toronto. SAI Global is authorized by the Province to review and certify municipal water systems. The accreditation is effective until December 31, 2019.

FINANCIAL CONSIDERATIONS:

There are no financial considerations resulting from the Management Review process. 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.

RECOMMENDATION:

That Council receives the Compliance Coordinators November 30, 2017 report DWQMS Management Review and that all Council members review, approve and endorse the report as well as their commitment to the Drinking Water Quality Management Standard.

Todd Rogers, Compliance Coordinator Water Lead Hand