

## Staff Report

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**Report To:** Operations Committee  
**Report From:** Matt Prentice, Manager of Public Works  
**Meeting Date:** July 20, 2023  
**Report Code:** OP-23-032  
**Subject:** Wastewater Quality Management System Commitment and Endorsement

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### **Recommendations:**

THAT in consideration of Staff Report OP-23-032 respecting the Wastewater Quality Management System (WWQMS) Commitment and Endorsement, the Operations Committee recommends that City Council authorize the Mayor, City Manager, and Director of Public Works and Engineering to sign the Commitment and Endorsement section (Element 3) of the Operational Plan.

### **Highlights:**

- The City of Owen Sound Wastewater System has an audited Operational Plan (attached) prepared to the Ontario Drinking Water Quality Management Standard requirements.
- The purpose of this report is to seek Top Management and Owner (Council) commitment and endorsement of the Operational Plan, which is a requirement of Element 3 of the Operational Plan.

### **Strategic Plan Alignment:**

This report supports the delivery of Core Service.

## **Climate and Environmental Implications:**

This supports the objectives of the City's Corporate Climate Change Adaptation Plan by strengthening the resiliency of City infrastructure or services.

## **Previous Report/Authority:**

Not Applicable.

## **Background:**

The Operational Plan for the Drinking Water Quality Management System (DWQMS) was first prepared in early 2009 to meet the Safe Drinking Water Act requirements for licensing Water Systems and Operating Authorities.

Since 2018, the city has also developed a Wastewater Quality Management System and associated Operational Plan, subject to an annual third-party audit equivalent to the DWQMS Internal Audit. The WWQMS is not, however, subject to third-party external auditing, nor an Operating Authority accreditation/licencing process, as exists in Drinking Water.

With every change in Council and Top Management, it is necessary to refresh the Commitment and Endorsement requirement to ensure the current individuals responsible for the system endorse the commitment.

Please note that the City's WWQMS Representative is the Environmental Lead Hand, held as an additional duty by one of the Wastewater Treatment Operators. This position is also responsible for planning maintenance at the WWTP and closed landfill environmental sampling, among other things.

## **Analysis:**

In 2022, the need to regularly renew the Commitment and Endorsement was identified during the WWQMS internal audit process and the Management Review.

## **Financial Implications:**

WWQMS is an annually budgeted activity. Costs primarily relate to the cost of the auditing process.

## **Communication Strategy:**

Following the Commitment and Endorsement, the required documentation will be incorporated into the Operational Plan before the 2023 internal audit cycle.

## **Consultation:**

This report was prepared in consultation with the Director of Public Works and Engineering.

## **Attachments:**

WWQMS Operational Plan with System Level Documents - July 2023

## **Recommended by:**

Matt Prentice, Manager of Public Works

Lara Widdifield, Director of Public Works and Engineering

## **Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Matt Prentice at [mprentice@owensound.ca](mailto:mprentice@owensound.ca).