

Staff Report

Report To: Operations Committee
Report From: Bryce McDonald, Manager of Water and Wastewater
Meeting Date: February 20, 2025
Report Code: OP-25-008
Subject: Drinking Water Quality Management System Commitment and Endorsement

Recommendations:

THAT in consideration of Staff Report OP-25-008 respecting the Drinking Water Quality Management System (DWQMS) Commitment and Endorsement, the Operations Committee recommends that City Council directs 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:

- Under Provincial Regulations (Safe Drinking Water Act, 2002), the City of Owen Sound Drinking Water System has an accredited Operational Plan (attached) prepared to the Ontario Drinking Water Quality Management Standard requirements.
- The purpose of this report is to seek commitment and endorsement from Top Management and the Owner (Council) of the Operational Plan, being a requirement of Element 3 of the Drinking Water Quality Management Standard.

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 creating conditions to minimize health and safety risks.

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.

With every change in Council, Top Management, and/or DWQMS Representative, the Commitment and Endorsement must be updated to ensure the current individuals responsible for the system endorse the commitment.

Analysis:

In 2024, a substantial revision to the Operational Plan was undertaken to focus on continual improvement, eliminating redundancy and removing reference materials outside of the DWQMS accreditation scope.

Financial Implications:

The DWQMS is a standing operational practice incorporated into daily workflows, and it has, therefore, been integrated into the Drinking Water System Financial Plan. Costs primarily relate to internal auditing consultant support and external third-party certified auditing.

Communication Strategy:

Following the Commitment and Endorsement, the required documentation will be incorporated into the Operational Plan before the 2025 internal/external audit cycle.

Consultation:

The Drinking Water Quality Management System Representative assisted in preparing this report.

Attachments:

Operational Plan – January 2025

Recommended by:

Bryce McDonald, Manager of Water and Wastewater

Lara Widdifield, Director of Public Works and Engineering

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Bryce McDonald, Manager of Water and Wastewater, at bmcdonald@owensound.ca or 519-376-4274 Ext. 3224.