

DATE: February 10, 2025

REPORT NO: O-03-2025

SUBJECT: **2024 DWQMS Management Review Summary**

CONTACT: Tray Benish, ORO, Manager of Operations
Mike DiPaola, P. Eng., Director, Public Works and Recreation

OVERVIEW:

DWQMS Element 20 Management Review

- Management Reviews shall be conducted on an annual basis prior to completion of the annual budget process wherever possible.
- Top Management, as defined in the Operational Plan, along with the Overall Responsible Operator (ORO) shall perform the Management Review.
- The DWQMS Representative shall schedule the Management Review meeting, and arrange for attendees. A minimum of two hours shall be set aside by the participants to ensure a thorough review of the DWQMS is conducted.
- The DWQMS Representative shall prepare an agenda for the meeting.
- Fourteen (14) discussion topics are included as part of the Management Review meeting.
- The meeting minutes have been attached as “Schedule A” to this report.

RECOMMENDATION:

1. That, Information Report O-03-2025 titled, “2024 DWQMS Management Review Summary” dated February 10, 2025, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **BUILD** – A safe and connected, caring, and active community.

BACKGROUND:

Subsequent to the results of the Walkerton Inquiry in 2002, the Province of Ontario made sweeping changes to the legislation governing water systems in Ontario. As part

of this change, the Province developed a Drinking Water Quality Management Standard (DWQMS). The DWQMS has been developed to integrate quality management into the operation of all municipal drinking water systems in Ontario, and is mandated through the Safe Drinking Water Act, 2002.

The DWQMS has 21 elements which relate to quality management and risk assessment. The Operating Authority, in consultation with the Owner (Council), must comply with the Operational Plan, which will outline how we are meeting the requirements of the Standard. The Operational Plan establishes that the management review must be communicated to the Owner.

CURRENT SITUATION:

A requirement of the Drinking Water Quality Management Standard (DWQMS) is to conduct an annual Management Review. West Lincoln's procedure for this review is outlined in the Operational Plan. The purpose of this meeting is to ensure continual improvement along with verifying the suitability, adequacy and effectiveness of the quality management system. It facilitates discussion, with a focus on a set list of topics including compliance, operational performance and infrastructure adequacy. As per the Operational Plan, a report will be generated based on the outcomes of the Management Review meeting and communicated to Council.

The management review was conducted on December 20, 2024. The meeting minutes are included as "Schedule A" to this report. Highlights of the review findings are:

- All water quality testing programs meet the regulation requirements
- Operations staff are following procedures and showing a commitment to continual improvement
- There were two minor non-conformances found during an audit in the QMS from 2024 that have been resolved
- There were no adverse water quality issues
- There is a 10-year financial plan in place that was endorsed by council in 2020 and is a requirement of the Drinking Water License
- The Township's Water license was renewed in 2021 and expires in 2026
- A re-accreditation audit of the Township's water license was completed in 2024 and the Township has been approved to renew the water license in 2026

FINANCIAL IMPLICATIONS:

There are no financial implications resulting from this report.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the CAO, Director of Corporate Services/CFO, and the Clerk's office.

CONCLUSION:

This report is to inform Committee and Council that the 2024 DWQMS Management Review Summary demonstrates that the Township of West Lincoln is meeting its obligation under the DWQMS by way of the QMS Operational Plan. The Management Review meeting minutes are attached as “Schedule A” for reference.

SCHEDULE(S)

Schedule A – 2024 DWQMS Management Review Summary Minutes

Prepared & Submitted by:

Approved by:

Tray Benish, ORO
Manager of Operations

Truper McBride
CAO

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Director, Public Works and Recreation