



Administration and Operations Committee Report

To: To the Chair and Members of the Administration and Operations Committee
From: David Stevenson, Water Technologist
Date: December 13, 2022
Report #: RPT-0297-22
Subject: Submission of the 2022 Drinking Water Quality Management Standard (DWQMS) Element 20 Management Review Meeting Summary
Purpose: For Information

Recommendation

To be received for information.

Executive Summary

The 2022 DWQMS Management Review Meeting Summary is being provided as a requirement of Element 20 (copy attached) of the Environmental Services Drinking Water Division's (Water Division) Operational Plan.

Element 20 of the Drinking Water Quality Management Standard (DWQMS) requires that the Operating Authority (Water Division) conduct a Management Review once every twelve months to ensure a thorough review of the Water Division's Quality Management System and to report the results to the Owners (Council). The 2022 Management Review was conducted on October 5, 2022.

The Management Review covers specific topics, which include regulatory compliance, maintenance and replacement planning, consumer feedback, performance, and audit information since the last Management Review. Most of the items reviewed and presented in the attached Management Review Meeting Summary are items that have previously been provided to Council through various staff reports such as the Annual Reports, Summary Reports, Quarterly Updates on Municipal Water Systems Regulatory Requirements and DWQMS Reports and Ministry of the Environment Conservation and Parks Inspection Reports.

Strategic Plan Priority

Strategic Priority 2 - Effective Communication

Impacts and Mitigation

Social Impacts

N/A

Environmental Impacts

N/A

Economic Impacts

N/A

Report

The Water Division conducted the Element 20 Management Review meeting on October 5, 2022. The meeting was chaired by the Water Technologist (QMS Representative) and was attended by the General Manager of Operations, Director of Environmental Services, Environmental Services Manager, Environmental Services Superintendent, and Water Quality Technician.

The Water Division's Quality Management System, as documented in the Operational Plan, requires that the following information be reviewed at least once every twelve (12) months as part of the Management Review:

- Incidents of regulatory non-compliance.
- Incidents of adverse drinking water test results.
- Deviations from identified critical control limits and actions taken.
- The effectiveness of the risk assessment process.
- Results of audits.
- Results of relevant emergency response testing.
- Operational performance and water quality trends (raw and treated water quality).
- Follow up on actions from previous Management Reviews or the status of action items (if any) identified between Management Reviews.
- Changes in resource requirements, infrastructure, process, personnel, Drinking Water Quality Management Standard or regulations that could affect the Quality Management System.
- Consumer feedback.
- Resources needed to maintain the Quality Management System.
- Results of the Element 14 Infrastructure Review.
- A summary of the effectiveness of the Maintenance, Rehabilitation and Renewal program.
- Operational Plan currency, content and updates.
- Staff suggestions.

Each category noted above was reviewed to identify where improvements to the Environmental Services Water Division's Quality Management System and its procedures are required (if any).

The attached Meeting Summary describes “action items” identified to allow the Water Division to continually improve the Quality Management System as required by Element 21 (copy attached). All action items noted have been completed or assigned to a Water Division staff member to be addressed as continual improvement.

The County’s Water Division Quality Management System has been and continues to be implemented effectively.

Analysis

N/A

Summary and Recommendations

N/A

Attachments

- 1. 2022 Element 20 Management Review Meeting Summary

Reviewed By

A. Davidson, Director of Environmental Services

Copied To

M. Biggin, Environmental Services Manager

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No