

## Committee of the Whole Report

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**DATE:** Tuesday, June 04, 2019

**WARD(S):** ALL

**TITLE: DRINKING WATER QUALITY MANAGEMENT SYSTEM  
(DWQMS) STANDARD OF CARE PRESENTATION,  
ENDORSEMENT OF OPERATIONAL PLAN AND TOP  
MANAGEMENT REVIEW**

**FROM:**

Zoran Postic, Deputy City Manager, Public Works

**ACTION:** DECISION

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**Purpose**

This report presents an overview of the City's obligations as Owners of the City's drinking water system, requests endorsement of the Drinking Water Quality Management System (DWQMS) Operational Plan, and provides an update of the annual Top Management review.

**Report Highlights**

- Council, as the Owners of the drinking water system, has responsibilities as decision makers under the *Safe Drinking Water Act, 2002*
- The DWQMS Operational Plan requires endorsement by Council at the beginning of each new term
- The DWQMS annual Top Management review was held on September 25, 2018

**Recommendations**

1. That the Drinking Water Quality Management System (DWQMS) Operational Plan (Attachment 1) be endorsed; and
2. That the summary of the annual review by Top Management be received.

## **Background**

### **Providing safe drinking water is our obligation and commitment to the users of the City of Vaughan's drinking water system**

Standard of Care is a provision set out under Section 19.0 of the *Safe Drinking Water Act, 2002*. It requires decision makers to exercise a level of care, diligence and skill that a reasonably prudent person would be expected to exercise in a similar situation. It also requires that they must act honestly, competently and with integrity to ensure protection and safety of users of the municipal drinking water.

DWQMS is a tool which is used to continually assess and maintain the drinking water system and helps to ensure "Standard of Care" provisions are being met.

Standard of Care applies to Council members (Owners of the drinking water system) and those who exercise decision-making authority over the drinking water system (Top Management).

### **The Operational Plan documents the Quality Management System (QMS) that meets the requirements of the Drinking Water Quality Management Standard (DWQMS)**

The Operational Plan contains 21 Elements that demonstrate how the City will meet the requirements of the QMS Policy:

"As the owners and operators of the City of Vaughan's drinking water system we are committed to:

- Providing safe and clean drinking water to our residents and businesses;
- Complying with applicable legislation and regulations as related to the provision of safe drinking water;
- Implementing and continually improving the effectiveness of our Quality Management System"

As one of the drinking water license requirements of the Ministry of Environment, Conservation and Parks (MECP), the Operational Plan must contain the written endorsement of the Owner. In addition, Council in 2012 approved a recommendation that the Operational Plan and QMS policy would be submitted to each new Council every four years for endorsement. As a new Term of Council has begun, this request for endorsement must be secured.

### **Top Management is required to communicate to the City of Vaughan Drinking Water System Owner highlights from the annual Top Management Review**

Element 20 of the DWQMS Operational Plan requires that a Top Management review be held at least once every calendar year and that notable findings from this meeting be reported to Council. Top Management is comprised of the Deputy City Manager of

Public Works, Director of Environmental Services, Manager of Water Services, Supervisor('s) of Water Operations, and Supervisor of Compliance and Business Services. This group ensures that the City is meeting the requirements of the Operational Plan. The annual review that was held on September 25, 2018 identified the following actions which are in progress or have already been completed:

- Assistance from By-Law Enforcement to address contraventions to the Water By-law such as water theft from hydrants and unwitnessed watermain connections
- The backflow prevention coordinator has been hired
- Verification by MECP approved third-party accreditation body that the City has a QMS in place that meets the requirement of the DWQMS
- Update to Operational Plan to meet MECP DWQMS Version 2.0 requirements in progress
- Drinking water license and permit renewal application initiated
- MECP Drinking Water Inspection for 2017 was held in January 2018 and a rating of 100% was awarded

The next annual Top Management review will be held between September-December 2019.

### **Previous Reports/Authority**

[2017 Drinking Water Distribution System Report](#)

### **Financial Impact**

There are no financial implications with the adoption of this report.

### **Broader Regional Impacts/Considerations**

There are no Regional impacts or considerations with the adoption of this report.

### **Conclusion**

This report meets the requirements of the *Safe Drinking Water Act, 2002* by informing Council of their obligation to exercise decision making authority over the drinking water system.

This report also satisfies the requirements of the DWQMS Operational Plan to seek the new Term of Council's endorsement and advise of updates from the annual review by Top Management.

**For more information**, please contact: Jack Graziosi, Interim Director of Environmental Services, ext. 8201

## **Attachment**

1. DWQMS Operational Plan

## **Prepared by**

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