Date  May 14, 2019  Report No. 2019-188
To  Chair and Members  Committee of the Whole – Operations and Administration
From  E. (Beth) Goodger, General Manager  Public Works Commission

1.0  Type of Report
Consent Item  [X ]
Item For Consideration  []

2.0  Topic  City of Brantford Water System Quality Management System 2018 Annual Update [Financial Impact – None]

3.0  Recommendation

4.0  Purpose and Overview
The purpose of this report is to provide an annual update to City Council on the status of the City of Brantford’s Water System Quality Management System for 2018. This is a requirement of Element 20 – Management Review of the Provincial Drinking Water Quality Management Standard (DWQMS).

The City of Brantford Water System is fully accredited by a third party accreditation body verifying that the Brantford’s QMS in place meets the requirements of the DWQMS. The 2018 Management Review of the DWQMS revealed that the City of Brantford Water System has an effective and sustainable Quality Management System.
5.0 Background

Based on the recommendations by Justice Dennis O’Connor, in Part Two of the Report of the Walkerton Inquiry, the Ontario Government implemented the Municipal Drinking Water Licensing (MDWL) Program.

The MDWL Program requires a municipality to have the following elements in place:

- A Permit to Take Water;
- An approved Financial Plan
- A Drinking Water Works Permit;
- An Operational Plan; and
- An Accredited Operating Authority.

To satisfy the Operational Plan requirements, the DWQMS was created and is mandated through the Safe Drinking Water Act, 2002. The DWQMS requires Operating Authorities who operate municipal drinking water systems in Ontario to develop a Quality Management System (QMS) Operational Plan, which conforms to the 21 defined DWQMS elements.

Key elements of the Operational Plan include:

- Document and Record Control
- Risk Assessment of the drinking water system from source to tap
- Emergency Management Procedures related to drinking water
- Organizational Structure, roles, responsibilities and authorities of water system staff
- Management Reviews
- Internal Auditing of QMS related procedures

Additionally, the Operational Plan must be formally accredited through a Ministry of the Environment, Conservation and Parks (MECP) approved third-party accreditation body.
City Council is the Owner and Operating Authority of the City of Brantford Water System. The role of the Owner, as required by the DWQMS, is to ensure the City of Brantford Water System is operated by an accredited operating authority via:

- Committing to and endorsing a QMS Operational Plan. Council committed to and endorsed the QMS Operational Plan on May 21, 2013.

- Providing the resources required to maintain and improve the QMS. This is primarily accomplished through approval of annual operating and capital budgets.

- Ensuring the QMS is fully implemented and being continually improved upon. This is accomplished through the review of the annual Management Review Report and through the training session held once during Council’s elected term. This Statutory Standard of Care training was last held on February 21, 2019.

### 6.0 Corporate Policy Context

Not applicable.

### 7.0 Input From Other Sources

Not applicable.

### 8.0 Analysis

**Accreditation Status**

On September 26, 2016, SAI-Global conducted an on-site re-accreditation audit to determine if the City of Brantford Water System QMS was in conformance with the DWQMS. Based on the audit results SAI-Global granted the City of Brantford Water System full accreditation. The next on-site accreditation audit is required to be conducted in September 2019.

**Management Review Report**

A Management Review is required to be performed annually under Element 20 of the DWQMS. The Management Review is a documented meeting between Top Management and support staff to evaluate the continuing suitability,
adequacy and effectiveness of the City of Brantford’s QMS. Top Management for the City of Brantford Water System is the Director of Environmental Services, Manager, Water Operations and Manager, Water Distribution and Wastewater Collection. Top Management is required to report the results of the Management Review back to the Owner (Council). The Management Review meeting was held on March 1, 2019 with the General Manager of Public Works also in attendance. The result of the review is the attached in Appendix A “report titled “City of Brantford Water System – 2018 DWQMS Management Review”.

9.0 Financial Implications

Not applicable.

10.0 Conclusion

The City of Brantford Water System is fully accredited. The next on-site accreditation audit is required to be conducted in 2019. The 2018 Management Review of the sixteen required items dictated by the DWQMS revealed that the City of Brantford Water System has an effective and sustainable Quality Management System in place.

S. Kongara, M.S., P.Eng.
Director, Environmental Services

E. (Beth) Goodger
General Manager
Public Works Commission

Attachments

Appendix “A” - City of Brantford Water System – 2018 DWQMS Management Review

Copy to:

Not applicable

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required

[ ] yes  [X] no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk

[ ] yes  [X] no

Is the necessary by-law or agreement being sent concurrently to Council?

[ ] yes  [X] no