



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Dwayne Grondin	Report Date: March 25, 2024
Author's Phone: 519 736-3664 ext. 2314	Date to Council: April 22, 2024
Author's E-mail: dgrondin@amhertsburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Drinking Water Quality Management System – 2023 Status Update

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Environmental Services dated March 25, 2024 regarding the Drinking Water Quality Management System – 2023 Status Update **BE RECEIVED for information.**

2. **BACKGROUND:**

The Safe Drinking Water Act, 2002 (SWDA) requires owners of municipal residential drinking water systems to have an accredited operating authority. In order to maintain accreditation, an operating authority must establish and maintain a Quality Management System (QMS). A requirement of the QMS is an annual Management Review where management evaluates the continuing suitability, adequacy and effectiveness of the Quality Management System.

3. **DISCUSSION:**

Management Review Meeting

Element 20 of the Drinking Water Quality Management Standards requires the creation and implementation of a Management Review procedure. It specifies that within a 12 month frequency a management review must take place where top management sees how the QMS has performed, identifies any deficiencies in the system, initiates improvements and reports the results to the owner.

A management review must evaluate the continuing suitability, adequacy and effectiveness of the Quality Management System and includes consideration of:

- a) Incidents of regulatory non-compliance;
- b) Incidents of adverse drinking-water tests;
- c) Deviations from critical control point limits and response actions;
- d) Effectiveness of the risk assessment process;
- e) Internal and third-party audit results;
- f) Results of emergency response testing;
- g) Operational performance;
- h) Raw water supply and drinking water quality trends;
- i) Follow-up on action items from previous management reviews;
- j) Status of management action items identified between reviews;
- k) Changes that could affect the Quality Management System;
- l) Consumer feedback;
- m) Resources needed to maintain the Quality Management System;
- n) Results of the infrastructure review;
- o) Operational Plan currency, content and updates;
- p) Staff suggestions;
- q) Consideration of applicable best management practices.

Attached to this report are the minutes of the 2023 Management Review held on November 8, 2023.

Also attached, for Council's information, is the 2023 Annual Summary of Water Activities that provides a quick reference of works completed in 2023.

4. RISK ANALYSIS:

Annual reporting to Council on the status of the Town's Drinking Water Quality Management System is mandatory in retaining the Town's accreditation.

5. FINANCIAL MATTERS:

There are no financial implications associated with this report.

6. CONSULTATIONS:

N/A

7. CONCLUSION:

The 2023 DWQMS status update is provided for council's information.



Dwayne Grondin
Manager of Environmental Services

Report Approval Details

Document Title:	Drinking Water Quality Management System – 2023 Status Update.docx
Attachments:	- 2023 Annual Summary of Water Programs Activities - Spreadsheet_RM.pdf - AWDS Management Review Nov. 8, 2023 Meeting Minutes_RM.pdf
Final Approval Date:	Apr 8, 2024

This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox