



THE CORPORATION OF THE TOWN OF AMHERSTBURG  
OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

**Mission Statement:** As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

<b>Author's Name: Dwayne Grondin</b>	<b>Report Date: March 28, 2025</b>
<b>Author's Phone: 519 736-3664 ext. 2314</b>	<b>Date to Council: April 29, 2025</b>
<b>Author's E-mail: dgrondin@amherstburg.ca</b>	<b>Resolution #:</b>

**To: Mayor and Members of Town Council**

**Subject: Drinking Water Quality Management System – 2024 Status Update**

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**1. RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Environmental Services dated March 28, 2025 regarding the Drinking Water Quality Management System – 2024 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 2024 Management Review held on September 5, 2024.

Also attached, for Council's information, is the 2024 Annual Summary of Water Activities that provides a quick reference of works completed in 2024.

#### **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. ASSET MANAGEMENT IMPACTS:**

N/A

**7. CONSULTATIONS:**

N/A

**8. CORPORATE STRATEGIC ALIGNMENT:**

*Vision: Preserving our past while forging our future.*

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p><b>PILLAR 1</b> <b>Deliver Trusted &amp; Accountable Local Government</b></p> <ul style="list-style-type: none"><li>✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures.</li><li><input type="checkbox"/> Deliver transparent and efficient financial management.</li><li><input type="checkbox"/> Increase effective communication and engagement with residents.</li><li><input type="checkbox"/> Develop our staff team, resources, and workplace culture.</li><li>✓ Continue to deliver strong core municipal services.</li><li><input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation.</li></ul>	<p><b>PILLAR 3</b> <b>Encourage Local Economic Prosperity</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Encourage development of commercial and industrial lands.</li><li><input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation.</li><li><input type="checkbox"/> Continue to facilitate downtown development for residents and visitors.</li><li><input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.</li></ul>
<p><b>PILLAR 2</b> <b>Invest in Community Amenities and Infrastructure</b></p> <ul style="list-style-type: none"><li>✓ Maintain safe, reliable and accessible municipal infrastructure and facilities.</li><li><input type="checkbox"/> Increase access to recreation opportunities for all ages.</li><li><input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy's site, Belle Vue)</li></ul>	<p><b>PILLAR 4</b> <b>Shape Growth Aligned with Local Identity</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Define and communicate a vision for the Town's future and identity.</li><li><input type="checkbox"/> Promote and plan for green and "climate change ready" development.</li></ul>

<ul style="list-style-type: none"><li><input type="checkbox"/> Create public access to water and waterfront</li><li><input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Review and implement policies that promote greater access to diverse housing.</li><li><input type="checkbox"/> Protect the Town's historic sites and heritage.</li><li><input type="checkbox"/> Preserve the Town's greenspaces, agricultural lands, and natural environment.</li></ul>
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**9. CONCLUSION:**

The 2024 DWQMS status update is provided for council's information.



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Dwayne Grondin  
**Manager of Environmental Services**

## Report Approval Details

Document Title:	Drinking Water Quality Management System - 2024 Status Update.docx
Attachments:	- AWDS Management Review Sept. 5, 2024 Meeting Minutes.pdf - 2024 Annual Summary of Water Programs Activities - Spreadsheet.pdf
Final Approval Date:	Apr 3, 2025

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



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox