

# Staff Report to Council

**Title:** DWQMS Operational Plan  
Revision 11 Endorsement

**Report Number:** Environmental Services-2024-  
18

**Director:** Infrastructure &  
Development

**Manager:** Environmental Services

**Meeting Date:**  
Wednesday, June 12, 2024

**Date to be considered by Council:**  
Wednesday, June 12, 2024

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## Recommendation:

That Council endorse both the Municipality of Kincardine Drinking Water Quality Management System Operational Plan Revision 11 May 2024 and the Quality Management System Policy Revision 3 May 4, 2022.

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## Executive Summary:

The Environmental Services Department is required to have an Operational Plan for each Drinking Water System the Municipality of Kincardine owns and operates under the Safe Drinking Water Act 2002. The Drinking Water Quality Management Standard 2.0 requires commitment and endorsement for each revision of the Plan by the Owner of the systems. The Mayor and Council are named as the Owner of the Municipality of Kincardine Drinking Water Systems in the MOK Operational Plans.

## Strategic Priorities:

B.6-Protect and preserve our environment

## Financial Considerations:

None

## Policy:

MOK DWQMS Operational Plans Revision 10 May 2023

## **Context and Background Information:**

Under the Ministry of the Environment, Conservation and Parks (MECP) Licencing program the Municipality of Kincardine was required to develop and implement a Quality Management System (QMS) for the Drinking Water Systems we own/or operate. Drinking water systems we own include the Armow, Kincardine, Tiverton, Scott's Point, and Underwood systems. The Huronville Distribution System is operated by the Municipality of Kincardine, however the owner is the Township of Huron Kinloss and endorsement for their operational plan will be provided by the Township Council.

The Drinking Water Quality Management System Standard 2.0 is similar to an ISO (International Organization for Standardization) standard that outlines objectives and requires Drinking Water System Owners to have a plan to achieve those objectives. The DWQMS standard has 21 elements (objectives) that are required to be included and implemented in the plan. Having the plan in place ensures the quality, safety, and efficiency of products, services and systems used to provide drinking water to users and keeps the municipal drinking water systems accredited which is required by the Ministry of the Environment, Conservation and Parks (MECP).

The Environmental Services Department has been implementing the DWQMS operational Plans since they were first rolled out in 2008. Many changes and revisions have been made since then to ensure that operational, legislative and regulatory requirements are current, included in the plan and implemented. The Revision 11 May 2024 version of the Operational Plan includes updates related to operational changes made within the department to ensure the document is kept current. Major changes include:

- Removal of the Lead Operator Position from the documentation
- Adding the Manager of Environmental Services to the Overall Responsible Operator rotation with the Environmental Services Supervisor
- Updated operator working hours reflecting current hours of work
- A refinement of duties related to Infrastructure Maintenance, Rehabilitation and Renewal between the Manager of Environmental Services and the Environmental Services Supervisor

A full listing of revisions made is included in the record of revisions table on pages 19 and 20 of the attached Operational Plan.

Supporting documentation such as QMS Procedures 1-8 and Appendices A to H referenced in the document are internal working documents and are not required to be endorsed as part of the Plan.

The QMS policy revision 3 was not revised but still requires endorsement from the current council to show commitment to the Operational Plan.

## **Consultation Overview:**

The Mayor and Kincardine Council are named as the Owners of the Municipality of Kincardine Drinking Water Systems. The Owners are required to show commitment and endorsement of the DWQMS Operational Plans.

Section 11 of the Safe Drinking Water Act requires that owners and operating authorities are responsible for ensuring their drinking water systems:

- Provide water that meets all prescribed drinking water quality standards.
- Operate in accordance with the act and its regulations and are kept in a fit state of repair.
- Are appropriately staffed and supervised by qualified person(s).
- Comply with all sampling, testing, and monitoring requirements.
- Meet all reporting requirements.

**Origin:**

Safe Drinking Water Act 2002, and the Drinking Water Quality Management Standard 2.0

**Implementation Considerations:**

The changes noted above for Revision 11 of the Operational Plan are already being implemented within the Environmental Services Department. The Operational Plan captures recent changes to how the department functions and ensures all operations meet the DWQMS standard 2.0 requirements. Future revisions of the Operational Plan or Policy will also be brought to council for endorsement, with the exception of any minor grammatical errors.

**Risk Analysis:**

The Safe Drinking Water Act 2002 includes a statutory standard of care for individuals who have decision-making authority over municipal drinking water systems or who oversee the operating authority of the system. There are legal consequences for not acting as required by the standard of care, including possible fines or imprisonment. Without endorsement of the DWQMS Operational Plan and the Policy the documentation would not be kept current, and the municipality would risk losing accreditation with the ministry for each drinking water system. Without accreditation the municipality's Environmental Services Department, which is named as the operating authority, would not be able to operate the municipal drinking water systems.

Operational Authority staff have ensured that the DWQMS Operational Plan Revision 11 and the QMS Policy revision 3 meet all of the 21 elements in the DWQMS Standard 2.0 as well as outline how the municipality will meet the requirements.

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**Attachments:** MOK Operational Plan Revision 11 May 2024-Final  
Appendix A QMS Policy Revision 3 May 4, 2022

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