



Town of Niagara-on-the-Lake

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REPORT #: OPS-23-026 **COMMITTEE DATE:** 2023-05-16
REPORT TO: COTW-General **DUE IN COUNCIL:** 2023-05-30
SUBJECT: Drinking Water Quality Management System (DWQMS) Operational Plan Update

1. RECOMMENDATION

It is respectfully recommended that:

- 1.1 Council endorse the update of the Drinking Water Quality Management System Operational Plan for the Town of Niagara-on-the-Lake and Bevan Heights Drinking Water Distribution Systems dated January 2023, as attached in **Appendix VII**.
- 1.2 Council approve the Lord Mayor and Director of Operations to authorize the required agreements and documents.

2. EXECUTIVE SUMMARY

- The Operational Plan for the Town's Drinking Water Systems is a document that is required under the *Safe Drinking Water Act*.
- In March 2009, Council approved the original version of the Drinking Water Quality Management System (DWQMS) Operational Plan for the Niagara-on-the-Lake and Bevan Heights Drinking Water Distribution Systems.
- The Operational Plan provides a high-level summary of the Town's DWQMS and strategies to ensure conformance with the standard. Regular review and updates to the Plan are required.
- Council endorsement of the DWQMS Operational Plan is a requirement of the *Safe Drinking Water Act* and applicable Provincial legislation.
- Staff recommend that Council approves the most recent update of the DWQMS Operational Plan – Rev 9 dated January 2023 (**Appendix VII**).

3. PURPOSE

The purpose of this report is to advise and obtain the approval of Council, as the Owner of the Town's two Drinking Water Systems, on the latest revisions to the Operational Plan.

4. BACKGROUND

In March of 2009, Council approved the original version of the Drinking Water Quality Management System (DWQMS) Operational Plan for the Niagara-on-the-Lake and Bevan Heights Drinking Water Systems and instructed staff to submit these to the Ministry of the Environment and the appointed auditors as required under the regulations of the *Safe Drinking Water Act*. This is just one of many requirements for the Town to maintain its "Municipal Drinking Water Licences."

In September 2019, Town Council endorsed the last version of the DWQMS Operational Plan through approval of Report No. OPS-19-018.

The Operational Plan provides a high-level summary of the Town's DWQMS. It outlines strategies developed by the Town's Operations Department to ensure conformance with the 21 elements of the DWQMS Standard as it applies to each of the Drinking Water Systems. The external auditors must determine whether there has been compliance with this document which is necessary for accreditation. The Operational Plan is a living document that needs periodic updating to keep it current.

5. DISCUSSION / ANALYSIS

There have been changes in recent years concerning legislation and documentation requirements that are reflected in the attached updated version dated January 2023. The original document, with revisions, was reviewed both by the Operating Authority (Water & Wastewater ORO) and Top Management (both the Director of Operations and the Manager of Public Works). The signatures of the Lord Mayor and the Director of Operations attest to the endorsement of the document, subject to the Town Council's approval of the Owner and Top Management, respectively.

6. STRATEGIC PLAN

The content of this report supports the following Strategic Plan initiatives:

Pillar(s)

1. Protect Distinctive Community Assets

Objective(s)

- 1.1 Preserve unique community elements

Tactic(s)

- 5.3 b) Understand and meet the informational needs of all constituents

7. OPTIONS

- 7.1 **Option 1:** That Council approve the updated DWQMS Operational Plan and authorize its endorsement via signatures of the Lord Mayor and Director of Operations to maintain legislative requirements of the *Safe Drinking Water Act*. **(Recommended)**
- 7.2 **Option 2:** That Council does not approve the updated DWQMS Operational Plan and risks not complying with the *Safe Drinking Water Act*. **(Not Recommended)**

8. FINANCIAL IMPLICATIONS

N/A. There are no direct financial implications (expenses or fees) associated with updating the Operational Plan.

9. ENVIRONMENTAL IMPLICATIONS

The Operational Plan and the *Safe Drinking Water Act* help ensure there are no negative impacts on the environment or the health and safety of all.

10. COMMUNICATIONS

The Operational Plan sets out the communications required between the Operating Authority and each Owner, the public, the Ministry of the Environment, Conservation and Parks (MECP), the Region of Niagara and other affected contractors, suppliers, and agencies. Drinking Water System records, including the Operational Plan, are made available for review by customers and/or stakeholders.

The updated Operational Plan will be kept in the records management system by the QMS Representative for retrieval as required. A copy will also be forwarded to the agency that the Town has engaged in conducting the external audits (SAI Global), staff members who perform the internal audits, and the MECP.

11. CONCLUSION

Council endorsement of the Operational Plan is a requirement of the *Safe Drinking Water Act* and applicable Provincial legislation.

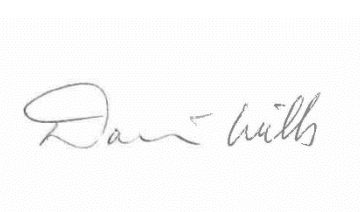

12. PREVIOUS REPORTS

- OPS-19-018

13. APPENDICES

- Appendix I - Operations and Maintenance Manual
- Appendix II - DWQMS Risk Assessments for both DW Systems
- Appendix III - CCP for Low Chlorine in the Distribution System
- Appendix IV - Water Operations Emergency Response Plan
- Appendix V - Schedule C for the NOTL Distribution System
- Appendix VI - Schedule C for the Bevan Heights Distribution System
- Appendix VII - DWQMS Operational Plan – Rev9 – January 2023

Respectfully submitted:

Prepared by:  Darrin Wills, C. Tech. Engineering Technologist, DWQMS	Recommended by:  Darren MacKenzie, C.Tech., rcsi, ENV SP Manager of Public Works
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Recommended by:

A handwritten signature in black ink that reads "Rome D'Angelo". The script is cursive and fluid.

**Rome D'Angelo
Director of Operations**

Submitted by:

A handwritten signature in black ink that reads "M. Cluckie". The script is cursive and elegant.

**Marnie Cluckie, MS.LOD, B.ARCH, B.ES
Chief Administrative Officer**