



Municipality of Port Hope

Staff Report

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Report Title: 2021 Drinking Water Quality Management System (QMS) Management Review

Report to: Works & Engineering Committee

Date of meeting: April 5, 2022

Report Author:

Mike Stewart, Manager, Water

Department responsible:

Works & Engineering

Report Number: WE-08-22

Recommendation:

That a resolution be presented to Council to receive the 2021 Quality Management System Management Review Summary.

Highlights:

- No deficiencies or concerns with the QMS were brought forward during the Management Review meeting.
- Port Hope Drinking Water QMS is effectively managed and is performing very well.

Background:

The Drinking Water Quality Management Standard (DWQMS) Version 2.0 requires that Top Management of the drinking water system operating authority shall have a procedure for management review that evaluates the continuing suitability, adequacy, and effectiveness of the Quality Management System (QMS). The Municipality of Port Hope Operational Plan, Element 20, describes the procedure for conducting management reviews of the QMS. The management review meeting is conducted, at minimum, once per calendar year and the results of the management review meeting, including any identified deficiencies, decisions, or action items, are reported to the drinking water system Owner: Council and the Chief Administrative Officer (CAO) of the Municipality of Port Hope.

Discussion:

The Port Hope Drinking Water QMS Management Review meeting for the year 2021 was conducted on March 16, 2022. Top Management was represented by the Director, Works and Engineering and the Director, Corporate Services / Clerk. During the meeting, the Manager, Water, the Supervisor, Water, and the QMS Representative

provided Top Management with the information required to review and evaluate the effectiveness of the QMS. All items contained in the 2021 QMS Management Review Meeting Summary (**Attachment 1**) were discussed during the meeting, including any deficiencies or concerns and any opportunities for improvement within the QMS. No deficiencies, decisions, or action items were identified during the meeting. Overall, Port Hope's Drinking Water QMS is effectively managed and is performing very well. We are committed to ensuring that the established QMS complies with applicable legislation and that all resources required for the maintenance of the system are provided.

Financial Considerations:

There are no noted financial considerations for this report.

Communication and Public Engagement:

Not applicable.

Conclusion:

The Municipality of Port Hope is committed to ensuring that the established QMS complies with applicable legislation and that all resources required for the maintenance of the system are provided. In order to conform to the DWQMS Version 2.0, Council must receive the 2021 QMS Management Review Summary.

Attachments:

Attachment 1 – 2021 Quality Management System Management Review Meeting Summary