



Municipality of Port Hope

Staff Report

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Report Title: 2022 Drinking Water Quality Management System (QMS) Management Review

Report to: Works & Engineering Committee

Date of meeting: April 4, 2023

Report Author:

Christine Smith, Water/Wastewater Compliance Coordinator

Department responsible:

Works & Engineering

Report Number: WE-08-23

Recommendation:

That a resolution be presented to Council to receive the 2022 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.

Discussion:

The Port Hope Drinking Water QMS Management Review meeting for the year 2022 was conducted on March 16, 2023. Top Management was represented by the Director, Works and Engineering and the Director, Corporate Services. During the meeting, the Manager and Supervisor of Water, a Water Operator 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 2022 QMS Management Review Meeting Summary were discussed during the meeting, including any deficiencies or concerns and any opportunities for improvement within the QMS. No deficiencies or decisions were identified during the meeting. One action item was issued. 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 with respect to this report.

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 acknowledge the receipt of the 2022 QMS Management Review Summary.

Attachments:

Attachment 1 – 2022 Quality Management System Management Review Meeting Summary