



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: February 27, 2024

Report Number: PWES-2024-13

Subject: Drinking Water Quality Management System
Operational Plan

Recommendations

It is recommended:

That Report PWES-2024-13 Drinking Water Quality Management System Operational Plan **be received**;

And that Tecumseh Town Council **endorse and commit to** the Town of Tecumseh Distribution System, Drinking Water Quality Management System Operational Plan, Revision Date: February 27, 2024.

Background

Following the contamination of the water supply in Walkerton, Ontario in May 2000, a provincial inquiry was held that investigated the cause of the water contamination, which then triggered an examination of the state of drinking water protection in Ontario.

The Walkerton Inquiry Report outlined a number of recommendations for drinking water protection in Ontario that resulted in the [Safe Drinking Water Act](#) and [Clean Water Act](#) that regulate our water systems today.

The legacy of events in Walkerton has resulted in a significantly improved legal framework for drinking water protection that includes a multi-barrier approach.

The requirement for Owners and Operating Authorities of municipal residential drinking water systems to develop and implement Drinking Water Quality Management Systems (DWQMS) was legislated under the [Safe Drinking Water Act](#) (SDWA) and forms part of the Ministry of the Environment, Conservation and Parks (MECP) [Municipal Drinking Water Licensing Program](#). The idea of mandated implementation of a DWQMS originated as recommendations in Part Two of the [Walkerton Inquiry Report](#).

The DWQMS requires that an Operational Plan for the Drinking Water System is established and that this Operational Plan be endorsed and committed to by the Owners/Operating Authority – Tecumseh Town Council.

The Operational Plan must include elements that are fundamental to ensuring the long-term sustainability of a Drinking Water System including: management processes employed within the system; the maintenance of infrastructure used to supply drinking water; and identification of potential risks and risk mitigation strategies for items such as system security, water treatment, and the impacts of climate change.

As legislatively required by the province, the Town of Tecumseh is required to review, update, and maintain its DWQMS Operational Plan on an annual basis. This is an important element, which is key to the continuous improvement process.

Comments

Updates to the Operational Plan are administered through staff suggestions, changes in administrative or work processes, internal audits, external audits, MECP inspections and regulatory updates.

Management Review is a key component of the DWQMS to assess and ensure the continuing adequacy and effectiveness of the Town's DWQMS. Updates to the Operational Plan are submitted to and approved by the Management Review Committee, which is comprised of the Town's Chief Administrative Officer (Marg Misk-Evans), Director Public Works & Engineering Services (Phil Bartnik), Manager Water Services (Brad Dupuis) and the DWQMS Representative/Water Operator (Nicole Bradley).

Updates to the Operational Plan were due in part to the following:

1. Management Review Committee Recommendations

The Management Review Committee approved the suggested updates to the Operational Plan at their meetings from the 2023 calendar year and most recently, at the February 13, 2024 meeting. The minutes recorded from each meeting are provided as Attachments 2, 3, and 4, respectively.

Key updates and revisions to the Operational Plan include but are not limited to the following:

Element No.	Title	Revision	Page No. in Operational Plan
5	Document and Records Control	Amended Section 5.1: Addition of statement “using the Request for new or changed DWQMS document form”. Amended Section 5.2: Wording for reviewing and approving DWQMS documents.	12 13
6	Drinking Water System	Addition of the class of the distribution system in the description.	16
9	Organizational Structure, Roles, Responsibilities and Authorities	Addition of responsibility to all positions with the exception of Owner and CAO. Amended Section 9.2: Changed to Table format.	22 22
17	Measurement and Recording Equipment Calibration and Maintenance	Addition of wording to include creation of Index of Calibration and Maintenance spreadsheet.	39
19 & 20	Internal Audits & Management Review	Name change from “DWQMS Management Review Committee” to “DWQMS Committee”.	42 & 43
21	Continual Improvement	Addition of “Corrective Action Reports” to 1 st bullet list. Addition of wording to clarify the purpose of DWQMS Document change form.	46 46

Element No.	Title	Revision	Page No. in Operational Plan
General	Appendix 4 – Throughout	Spelling and grammar revisions.	80
General	Appendix 5 – Throughout	Contact information of Essential Supplies and services updated: Computer Systems: Name change from “Information Services” to “Technology and Client Services.” Communications: Name Change from “Information Services” to “Technology and Client Services”.	102 101
General	Appendix 7	Correction to Title.	103

The above-noted revisions were implemented in the updated Operational Plan, dated February 27, 2024, which is appended in this report as Attachment 1.

Tecumseh’s Water Services staff strives to continually improve the effectiveness of its DWQMS to provide reliable and safe drinking water for consumers.

Consultations

Chief Administrative Officer
 Ministry of the Environment, Conservation and Parks

Financial Implications

There are no financial implications arising from this report.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input checked="" type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website Social Media News Release Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Dana Reid
Public Works & Engineering Services Assistant

Reviewed by:

Brad Dupuis, C. Tech.
Manager Water Services

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Engineering Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Town of Tecumseh Distribution System Drinking Water Quality Management System Operational Plan, Revision Date: February 27, 2024
2	Management Review Committee Meeting Minutes dated: February 13, 2024
3	Management Review Committee Meeting Minutes dated: July 11, 2023
4	Management Review Committee Meeting Minutes dated: March 27, 2023