

**Subject:** Re-endorsement of the Drinking Water Quality Management System Operational Plan and Policy S801-01

**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2021-0051, Drinking Water Quality Plan;**

**AND THAT Council re-endorse the Quality Management System Operational Plan;**

**AND THAT Council approve the revised Quality Management System Policy S801-01.**

**Background:**

The Operational Plan (Appendix A) serves as a road map to the Town of Pelham's Drinking Water Quality Management System. The Operational Plan is one of the key components of the Drinking Water Licensing Program as required by the Ministry of Environment, Conservation and Parks (MECP). The Operational Plan addresses the 21 requirements of the Drinking Water Quality Management Standard (DWQMS).

The Operational Plan describes from a high level the Quality Management System (QMS), by providing a summary of the processes in place, and directs staff to the next level of documentation needed for more details. This documentation may include legislation, permits, operating and emergency procedures, lists, forms and records.

The Operational Plan is meant to be a dynamic, living document that is updated as needed, and re-endorsed by Council after a significant change.

The Operational Plan must be founded on the QMS Policy document S801-01. The Policy must be posted at the Town of Pelham Operations Centre and also available for viewing at the Town of Pelham Municipal Offices.

**Analysis:**

Although the changes to the Operational Plan are not necessarily substantial in scope, the incremental improvement to several Elements found within the plan were thought to be notable on a whole, and therefor triggered the re-endorsement of the plan through Council.

The proposed Quality Management System Policy S801-01 (Appendix B) was updated to the most recent policy format. The policy has been refined in a way to allow for its posting at Town Hall, and the Operations Centre as a single sheet. The intent of the policy has not changed.

The re-endorsement of the Quality Management System Operational Plan and approval of the updated S801-01 Policy satisfy the legislated requirements under the Drinking Water Quality Standard v2.0 (Feb-2017).

**Financial Considerations:**

There are no financial considerations attributed to this report.

**Alternatives Reviewed:**

There were no alternatives reviewed in the preparation of this report.

**Strategic Plan Relationship: Strong Organization**

The periodic re-endorsement of the Quality Management System is an effective method of ensuring Council, as owner of the drinking water system, understands the systems in place to provide a safe, consistent supply of drinking water to its consumers.

**Consultation:**

The Manager of Public Works was consulted in the preparation of this report.

**Other Pertinent Reports/Attachments:**

March 4, 2019 - How Might We Endorse the Quality Management System Policy & Operational Plan, and Approve the Water and Wastewater Long-Range Financial Plan?

Appendix A – Operational Plan

Appendix B – Proposed Policy Update S801-01

**Prepared and Recommended by:**

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