



**CITY OF HAMILTON**  
**PUBLIC WORKS DEPARTMENT**  
**Hamilton Water Division**

<b>TO:</b>	Chair and Members Public Works Committee
<b>COMMITTEE DATE:</b>	April 29, 2019
<b>SUBJECT/REPORT NO:</b>	DWQMS Operational Plan Summary Report (PW19031) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Cari Vanderperk (905) 546-2424 Ext. 3250 Susan Girt (905) 546-2424 Ext. 2671
<b>SUBMITTED BY:</b>	Andrew Grice Director, Hamilton Water Public Works Department
<b>SIGNATURE:</b>	

**RECOMMENDATION(S)**

- (a) That Appendix “A” attached to Report PW19031 respecting the Drinking Water Quality Management System Operational Plan Summary Report be approved;
- (b) That the Mayor, City Clerk, General Manager of Public Works and Director of Hamilton Water, be authorized and directed to execute the Drinking Water Quality Management System Operational Plan Summary Report by signing the Commitment and Endorsement page within the Summary Report.

**EXECUTIVE SUMMARY**

The Hamilton Water Division developed a Drinking Water Quality Management System (DWQMS) which was endorsed by Council in 2008. The DWQMS meets Ontario’s legislative requirements under the *Safe Drinking Water Act*, 2002, Ontario Regulation (O.Reg.) 188/07, and the Ministry of Environment, Conservation and Parks’ (MECP) Drinking Water Quality Management Standard.

The “Owner” of a drinking water system (Mayor and Council) have specific responsibilities under the legislation which include the endorsement of the DWQMS Operational Plan. The Hamilton Water Division acts as the “operating authority” for our drinking water systems and is responsible for the development of the DWQMS Operational Plan and all ancillary documentation. The original DWQMS Operational

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OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

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Plan was submitted to the MECP by the legislated deadline of January 1, 2009 and subsequent updates have been submitted to maintain our Drinking Water System licences.

Staff have completed Drinking Water Due Diligence Training (Standard of Care) sessions for the Mayor and Council and the Hamilton Water Senior Management Team. The purpose of the training was to formally advise the Owner of the legislative framework for drinking water and their responsibilities under the *Safe Drinking Water Act* and DWQMS System.

In 2019, the DWQMS Operational Plan Summary Report was revised to reflect the current Hamilton Water organizational structure, new public locations of the DWQMS Operational Plan Summary Report and current operating procedures. As required by the DWQMS Standard, Top Management (General Manager of Public Works and the Director of Hamilton Water) for the DWQMS is seeking Council's endorsement of the 2019 revision of the DWQMS Operational Plan Summary Report, attached as Appendix "A" to Report PW19031.

**Alternatives for Consideration – See Page 4**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: All costs to support the Operational Plan were approved as part of the 2019 Rate Budget.

Staffing: There are no staffing impacts associated with this report.

Legal: Appendix "A" to Report PW19031 satisfies the City's obligations under O. Reg. 188/07 and the requirement to have an approved Operational Plan for a Municipal Drinking Water Licence.

**HISTORICAL BACKGROUND**

The DWQMS Operational Plan was first required to be submitted to the MECP by January 1, 2009. Council endorsed the DWQMS Operational Plan on November 12, 2008 and it was submitted to the MECP and the accreditation body (Canadian General Standard Board) for acceptance prior to the January 1, 2009 legislated deadline. The DWQMS Operational Plan Summary Report is re-endorsed every four years following the municipal election cycle and once new Council members attend Standard of Care training. The latest DWQMS Operational Plan Summary Report was signed in 2015.

The 2019 version of the DWQMS Operational Plan Summary Report requires the signing of the Commitment and Endorsement by the "Owner". New Councillors elected in the 2018 Hamilton Municipal Election have attended Standard of Care training in

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Q1/Q2 2019. At this time, it is being requested that Council re-endorse the DWQMS Operational Plan Summary document.

**POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The DWQMS Operational Plan Summary Report meets the intent of the DWQMS Policy approved by Council on June 27, 2007 (PW07095).

The DWQMS will assist in the promotion of a healthy environment and secure services. The DWQMS supports Hamilton Water's ability to continue the provision of clean, safe drinking water to City of Hamilton customers and, therefore, enhances the Hamilton community and its citizens' quality of life. The DWQMS has enhanced planning and communication related to water operations, subsequently enhancing the security and readiness of the Operating Authority to address nonconforming water incidents, if they occur. Of environmental interest, the DWQMS is a sub-system of the Division-wide Beyond Compliance Operating System (BCOS). BCOS is an environmental, health & safety management system which continues to expand and improve Hamilton Water processes.

**RELEVANT CONSULTATION**

Staff have hosted Drinking Water Due Diligence (Standard of Care) training sessions for the Mayor, Council, City Manager, Senior Management Team of Hamilton Water, General Manager of Public. The purpose of the training was to formally inform the Owner of the legislative framework for drinking water and its responsibilities under the *Safe Drinking Water Act* and DWQMS System.

Following the original and re-endorsements of the DWQMS Operational Plan Summary Report, signed copies of the DWQMS Operational Plan Summary Report are made available to the public on the City's website, Clerk's Office, City Hall and the Hamilton Water storefront at 330 Wentworth. In addition, the MECP Accreditation Body verifies that the "Plan" meets the requirements of the DWQMS Standard. The auditor from the Accreditation Body completed the re-Accreditation Audit in May 2018 and recommended the City of Hamilton for re-Accreditation. A new Certificate of Accreditation was issued on August 17, 2018.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)**

The DWQMS Operational Plan Summary Report is an integrated document for all five Hamilton Drinking Water Systems (DWSs) including the Hamilton (Woodward and Fifty Road (distribution only) sub-systems); and the Carlisle, Freelon, Greenville and Lynden communal well DWSs.

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A full copy of the DWQMS Operational Plan Summary Report is attached as Appendix “A” to Report PW19031. The DWQMS Operational Plan Summary Report provides a concise summary of the entire DWQMS and refers to the more detailed Level III system procedures and records.

The Operational Plan must be endorsed by the System Owner and Top Management of the Drinking Water System(s). As such, Section 3.0 of the Operational Plan Summary Report includes a section entitled Commitment and Endorsement. Space has been allotted for the signatures of the Mayor and City Clerk as signing authority for the Owner, and the General Manager of Public Works and the Director of Hamilton Water as Top Management of the Operating Authority. Signatures will be added after Council endorses the DWQMS Operational Plan Summary Report as evidence of Owner and Operating Authority’s commitment and endorsement.

**ALTERNATIVES FOR CONSIDERATION**

The signing of the Commitment and Endorsement of the DWQMS Operational Plan Summary Report by the Owner (Council) is a legal requirement under the *Safe Drinking Water Act* and the related O. Reg. 188/07 entitled Licensing of Drinking Water Systems. Council has the option of not signing the DWQMS Operational Plan, but the absence of an approved Operational Plan is considered a non-compliance which may lead to Orders or possibly charges under the Act.

**ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

**Community Engagement and Participation**

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

**Economic Prosperity and Growth**

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

**Healthy and Safe Communities**

Hamilton is a safe and supportive City where people are active, healthy, and have a high quality of life.

**Built Environment and Infrastructure**

Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

**Our People and Performance**

Hamiltonians have a high level of trust and confidence in their City government.

**APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" - Drinking Water Quality Management System Operational Plan Summary Report.