

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2017**

Item 1, Report No. 6, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2017.

#### **1 DRINKING WATER QUALITY MANAGEMENT SYSTEM AND TOP MANAGEMENT REVIEW**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Manager, Deputy City Manager of Public Works, the Director of Environmental Services, the Director of Infrastructure Delivery and the Director of Development Engineering and Infrastructure Planning, dated February 7, 2017:

##### **Recommendation**

The City Manager, Deputy City Manager of Public Works, the Director of Environmental Services, the Director of Infrastructure Delivery, and the Director of Development Engineering and Infrastructure Planning, which for the purposes of the City's Drinking Water Quality Management System are collectively referred to as "Corporate Top Management", recommend:

1. That the following report be received for information.

##### **Contribution to Sustainability**

Ensuring the safety and well-being of citizens is achieved by consistently providing safe drinking water.

##### **Economic Impact**

There is no direct economic impact as a result of the information presented.

##### **Communications Plan**

Through public reporting of the annual top management review, residents are made aware of the quality management process and of our commitment to the Drinking Water Quality Management System as required under the *Safe Drinking Water Act, 2002*.

##### **Purpose**

The purpose of this report is to inform the drinking water system Owners of the minutes of the annual management review which was held on September 7, 2016. This is done by identifying deficiencies, decisions and action items conveyed by Corporate Top Management to the Owners of the drinking water system.

##### **Background - Analysis and Options**

**To ensure proper oversight and clear roles and responsibilities with respect to the provision of safe drinking water, and as mandated in the *Safe Drinking Water Act*, the City of Vaughan has three entities comprised of the Owner, Corporate Top Management and Operational Top Management**

The City of Vaughan, as represented by Council, are considered the 'Owners' of the drinking water system, and therefore are mandated to adhere to the 'Standard of Care' provision as set out under Section 19.0 of the *Safe Drinking Water Act*. This requires decision makers to exercise a level of care, diligence and skill that a reasonably prudent person would be expected to exercise in a similar situation. Council is the financial and administrative authority relative to the provision of safe drinking water in the City.

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2017**

#### Item 1, CW Report No. 6 – Page 2

Top Management, which consists of two levels, Operational and Corporate, both apply decision-making authority over the drinking water system. Operational Top Management consists of the Director of Environmental Services, Manager of Water Services, both Supervisors of Water Operations, and the Supervisor of Training and Compliance. This level of authority is responsible for updating the operational plan, ensuring compliance with licensing terms and conditions, and confirming that resources exist to sustain a safe drinking water structure.

Corporate Top Management, which includes the City Manager, Deputy City Manager of Public Works, the Director of Environmental Services, the Director of Infrastructure Delivery, and the Director of Development Engineering and Infrastructure Planning, endorses the decisions of Operational Top Management. They also approve the findings of the annual management review which is held by Operational Top Management. Both levels of this group are also required to abide by the expectations of 'Standard of Care' legislation.

**The Operating Authority strives to continually improve the effectiveness of its Quality Management System through the use of policies, audit results, corrective actions and management review**

Element 20 (QMS 20) of the Drinking Water Quality Management Standard Operational Plan requires a management review to be held yearly. This report fulfills the obligation to report the meeting findings to Council.

Continual improvement is consistently maintained for the Quality Management System which includes both the Operational Plan and daily operations. When non compliance events occur, such as adverse water quality parameters, they are reported to the appropriate governing bodies, and corrective actions are initiated. This commitment to quality matches that undertaken by York Region, the City of Toronto, and the Region of Peel when they experience the same events.

To ensure on-going maintenance of the Operational Plan and on-going operational effectiveness, the following actions from the Operational Top Management Review meeting were identified, assigned for completion or already completed:

- The next comprehensive 3 year risk assessment review is scheduled for 2017
- Provincially updated regulations surrounding watermain break repairs have been incorporated and are being applied by operations
- The procedure for commissioning of new watermains has been enhanced and is being shared with the development community
- A backflow prevention program is in the planning stage, an ARR has been submitted for consideration in the 2017 budget
- Continue to work closely with other internal departments to ensure QMS effectiveness, by promoting and soliciting suggestions for continuous improvement

**The Quality Management System provides the framework for high inspection ratings from the Ministry of Environment and Climate Change**

The most recent annual inspection rating of our water distribution system received a score of 100%. This is in line with our service providers – the City of Toronto and Region of Peel – who were awarded scores of 99.45% and 99.99% respectively. The Region of York, which provides the transmission of water to the City of Vaughan, received a rating of 99.99%.

#### **Relationship to Term of Council Service Excellence Strategy Map (2014-2018)**

In consideration of the strategic priorities related to Term of Council Priorities, this report supports "Continue to ensure the safety and well-being of citizens"

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2017**

Item 1, CW Report No. 6 – Page 3

**Regional Implications**

There are no Regional implications with the adoption of this report.

**Conclusion**

This report meets the requirements of the Safe Drinking Water Act by informing Council (the Owner) of the minutes of the Operational Top Management Review.

**Attachments**

None

**Report prepared by:**

Carol Warner, Supervisor, Compliance and Training, ext. 6197

**DRINKING WATER QUALITY MANAGEMENT SYSTEM AND TOP MANAGEMENT REVIEW**

**Recommendation**

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**Attachments**

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Carol Warner, Supervisor, Compliance and Training, ext. 6197

Respectfully submitted,

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City Manager

Stephen Collins  
Deputy City Manager, Public Works

Jennifer Rose  
Director, Environmental Services

Jack Graziosi  
Director, Infrastructure Delivery

Andrew Pearce  
Director, Development Engineering and  
Infrastructure Planning