

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 21, 2015**

Item 14, Report No. 17, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on April 21, 2015.

#### **14 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 Interim City Manager, the Commissioner of Public Works, the Director of Environmental Services, the Director of Capital Delivery and Asset Management, and the Director of Development Engineering and Infrastructure Planning, dated April 14, 2015:

##### **Recommendation**

The Interim City Manager, the Commissioner of Public Works, the Director of Environmental Services, the Director of Capital Delivery and Asset Management, 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**

The provision of safe drinking water to residents and businesses is key to the vitality and sustainability of the City.

##### **Economic Impact**

There is no direct economic impact as a result of this report.

##### **Communications Plan**

Through the public reporting of the annual top management review, residents are made aware of the quality management process, and they can see the positive results and efforts made to ensure their drinking water is safe.

##### **Purpose**

The purpose of this report is to provide a summary of the output of the Drinking Water Quality Management System - Management Review to the Owner (City of Vaughan Council).

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

**Changes to Corporate Top Management reflect the new Public Works Commission structure.**

As of January 2015, Corporate Top Management has the following members: City Manager, Commissioner of Public Works, Director of Environmental Services, Director of Capital Delivery and Asset Management and the Director of Development Engineering and Infrastructure Planning Services.

**Management Review is held yearly, as required, to review the overall suitability, adequacy and effectiveness of the Drinking Water Quality Management System**

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 21, 2015**

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Element 20 (QMS 20) of the Drinking Water Quality Management Standard Operational Plan requires Management Review to be held one time as a minimum during a one year period. At the time that Operational Top Management met, the group consisted of the Director of Public Works, the Supervisor of Water Operations, and the Supervisor of Compliance and Training/QMS Representative.

The Management Review was held on September 25, 2014. During this session, 16 items were reviewed (as outlined in element 20 “Management Review”, of the Operational Plan). Decisions and actions were determined, along with responsibility and due dates assigned.

**Operational Top Management has identified a record of decisions and actions related to improvement of the Quality Management System (QMS) and related procedures, improvement of the Operating Authority’s ability to implement consistently the QMS and human and financial resource needs**

The Management Review revealed that the City of Vaughan’s Operation Plan is being used as designed and requirements are being met as set out in the Operational Plan. However, the Management Review identified some areas the City could improve upon. A summary of these items are below:

#### Improvement of the QMS and related procedures

- Continuous improvement of the use of mandated and operational procedures

#### Improvement of the Operating Authority’s ability to implement consistently the QMS

- Two minor non-conformances identified during the external audit have been resolved and approved by the auditing body NSF-ISR
- Certified Water Operators will continue to investigate and take appropriate action to remedy complaints

#### Human and financial resource needs

- None identified

All revisions made to the Operational Plan are circulated to all Operational Plan holders including the City Clerk. The City Clerk maintains the official copy on behalf of Council for the Drinking Water Quality Management System.

#### **Relationship to Vaughan Vision 2020/Strategic Plan**

In consideration of the strategic priorities related to Vaughan Vision 2020, the recommendations of the report will assist to:

- Lead and Promote Environmental Sustainability
- Demonstrate Excellence in Service Delivery
- Promote Community Safety, Health and Wellness

#### **Regional Implications**

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

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**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**

N/A

**Report prepared by:**

Sarah Vella, Supervisor, Compliance and Training, ext. 6111

## **COMMITTEE OF THE WHOLE – APRIL 14, 2015**

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

#### **Recommendation**

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**Conclusion**

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**Attachments**

N/A

**Report prepared by:**

Sarah Vella, Supervisor, Compliance and Training, ext. 6111

Respectfully submitted,

Barbara Cribbett  
Interim City Manager

Paul Jankowski,  
Commissioner of Public Works

Jennifer Rose  
Director of Environmental Services

Andrew Pearce  
Director of Development Engineering  
and Infrastructure Planning Services

Jack Graziosi  
Director of Capital Delivery and Asset  
Management