



## MANAGEMENT REPORT

**Date:** February 28, 2024  
**To:** Infrastructure, Transportation and Safety Sub-committee  
**From:** Johnny Bowes, Manager of Environmental Services  
**Report Number:** ITS24-003  
**Attachments:** 1. Management Review Minutes 2023, and  
2. Summary Table of Action Items 2023.

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**Title:** Drinking Water Quality Management Standard 2023 Management Review

**Objective:** A requirement of the Ontario Drinking Water Quality Management Standard (DWQMS) Operational Plan is for the Quality Management System (QMS) representative to ensure annual management review results are conveyed to Top Management, being the Director of Infrastructure Services, and the Manager of Environmental Services, and the Owner (Council). This report fulfills that requirement.

This report contains a summary of information that Top Management must review annually in accordance with the DWQMS.

**Background:** The DWQMS is mandated through the *Safe Drinking Water Act, 2002*, and promotes transparency between the Owner and the Water Operating Authority (Water Division). In combination with the Infrastructure Review, this forms 1 of 21 Elements of the Quality Management System.

**Analysis:** The 2023 Management Review was conducted on December 12<sup>th</sup>, 2023. The review allowed for a comprehensive evaluation of the City of Stratford's Drinking Water Quality Management System. It was a prescriptive review and identified action items and the respective corrective actions. The attached documents contain a summary of information that Top Management reviewed and includes, but is not limited to, findings from the 2023 Ministry of Environment, Conservation and Parks inspection, third party and internal audit findings, and operational performance. The review period was from November 1<sup>st</sup>, 2022 to November 30<sup>th</sup>, 2023.

**Financial Implications:**

**Financial impact on future year operating budget:**

In order to prepare for the 2024 DWQMS annual top management review, audits will be required by external 3<sup>rd</sup> parties. These fees are accounted for in the 2024 budget.

**Legal considerations:**

Maintaining a Municipal Drinking Water License is a requirement to legally operate a drinking water system. Completing this annual DWQMS top management review and report to Council is needed to satisfy the requirements for a Municipal Drinking Water License renewal.

Costs would be incurred by the City of Stratford if we did not meet these requirements as the MECP would be required to retain experts (at the City's expense) to conduct an investigation into the municipal drinking water system and raw water supply in order to allow us to continue to supply water.

**Alignment with Strategic Priorities:**

**Developing our Resources**

Optimizing Stratford's physical assets and digital resources. Planning a sustainable future for Stratford's resources and environment.

**Alignment with One Planet Principles:**

**Sustainable Water**

Using water efficiently, protecting local water resources and reducing flooding and drought.

**Staff Recommendation: THAT the Management Review Minutes 2023 and Summary Table of Action Items 2023 attached to Report ITS24-003, be received by Council to fulfil the requirement of the Ontario Drinking Water Quality Management Standard.**

**Prepared by:** Johnny Bowes, Manager of Environmental Services

**Recommended by:** Taylor Crinklaw, Director of Infrastructure Services

Joan Thomson, Chief Administrative Officer