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**STAFF REPORT:      ENGINEERING AND PUBLIC WORKS DEPARTMENT**



**REPORT TO:**            **Committee of the Whole**  
**MEETING DATE:**    **March 17, 2014**  
**REPORT NO.:**        **EPW.14.020**  
**SUBJECT:**            **2014 Drinking Water Quality  
Management System Internal  
Audit Preparation**  
  
**PREPARED BY:**      **Liz Saunders, Acting Compliance &  
Efficiency Coordinator**

**A.      Recommendations**

THAT Council receives Report EPW.14.020 entitled “2014 Drinking Water Quality Management System Internal Audit Preparation” for their information.

**B.      Background**

The Safe Drinking Water Act, 2002 (SDWA) requires Owners and Operating Authorities of Municipal Residential Drinking-Water Systems to have an accredited Operating Authority. In order to become accredited, an Operating Authority must establish and maintain a Drinking Water Quality Management System (DWQMS). The Town received it's Full Scope Accreditation in 2012.

In accordance with legislated requirements, the Town's DWQMS is audited internally by Town Staff every 12 months in order to determine if the Operating Authority is meeting the requirements of the Drinking Water Quality Management Standard.

The Town's DWQMS Internal Auditors are Brian O'Reilly, Backflow Prevention and Water Meter Coordinator and Amanda Healy, Health and Safety / Human Resources Coordinator. Both auditors have attended the 2 day mandatory Internal Auditor training course and received certifications from the Walkerton Clean Water Centre.

The auditors are scheduled to begin the 2014 DWQMS Internal Audit on March 25, 2014 with an anticipated completion date of August 23, 2014. During this time, the auditors will be performing a documentation review, water facility site visits and personnel interviews with Water Operators, Top Management and members of Council.

Members of Council chosen to participate in the Internal Audit Interviews will be given at least a weeks' notice and the interview time and location will be booked in conjunction with the Town's Administration Office. A copy of the DWQMS Operational Plan is available for reference in the Council Work Station. This copy is not to be removed from the Town Office. A binder containing all Council Reports associated with the DWQMS since its inception and a copy of the 2013 Water Annual Report is also available in the Council Work Station for review.

In order to help prepare members of Council for the DWQMS Internal Audit Interviews, a short quiz has been developed and can be found as Attachment #1 to this report.

Completion of this quiz is not mandatory; however, Staff highly recommend that all members of Council complete the quiz. Members of Council are encouraged to utilize all documents made available in the Council Work Station to complete the quiz. Completed quizzes can be returned to the Clerk or Deputy Clerk who will forward them to the Acting Compliance and Efficiency Coordinator/QMS Representative for review and feedback.

Any questions regarding the DWQMS can be forwarded directly to the Acting Compliance and Efficiency Coordinator/QMS Representative or facilitated through the Clerk or Deputy Clerk.

### **C. The Blue Mountains' Strategic Plan**

The acceptance of this Report by Council furthers the Town Strategic Plan Goal # 6 "Providing a Strong, Well-Managed Municipal Government."

### **D. Environmental Impacts**

None

### **E. Financial Impact**

None

### **F. In Consultation With**

Corrina Giles, Clerk  
Krista Royal, Deputy Clerk

### **G. Attached**

- Attachment # 1 – DWQMS Internal Audit Preparation Quiz

Respectfully submitted,

**Lauren Beintema (as per)**

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