

STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT



REPORT TO: Infrastructure & Recreation Committee
MEETING DATE: January 11th 2011
REPORT NO.: EPW.11.004
SUBJECT: Appointment of DWQMS Implementation Lead
PREPARED BY: John Caswell, Manager of Water & Wastewater Services

A. Recommendation

THAT Council receive the Report EPW.11.004 entitled "Appointment of DWQMS Implementation Lead" for information purposes.

B. Background

As part of the revised Municipal Drinking Water Licensing Program, every Operating Authority is required to create and implement a Drinking Water Quality Management System (DWQMS). The DWQMS implements a "continuous improvement" approach of planning, implementation and operation, checking and corrective actions, and management review to allow an organization to achieve and demonstrate sound quality management system performance by controlling the impact of their activities, products or services on quality. The Operational Plan is the document, prepared by the Operating Authority, detailing how the Town is complying with the PLAN, DO, CHECK, and IMPROVE components of the Drinking Water Quality Management Standard.

The Town's Operational Plan identifies an Implementation Lead who is responsible for the following tasks related to the DWQMS:

- Prepares, reviews and approves DWQMS documentation
- Arranges for staff training and orientation
- Carries out implementation tasks or designates them to others
- Recommends infrastructure and resource requirements to Top Management
- Recommends to Top Management regarding Water Section Operations
- Maintains awareness of Operational Plan requirements and consistently implements the DWQMS
- Reviews and revises Operation and Maintenance manuals, Operational plans, and preventative maintenance programs

Dave McGuire was previously appointed as the DWQMS Implementation Lead by the DWQMS' Top Management. Top Management has determined that the Implementation Lead should be synonymous with the position of Water Supervisor. Therefore, Top Management has appointed Darren Shilvock, Water Supervisor, as the DWQMS Implementation Lead.

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. Budget Impact

None

E. Attached

None

Respectfully submitted

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