



TO: GENERAL COMMITTEE

SUBJECT: DELEGATION OF OWNER REPRESENTATIVE FOR WATER OPERATIONS QUALITY MANAGEMENT SYSTEM AND SAFE DRINKING WATER ACT REQUIREMENTS

WARD: ALL

PREPARED BY AND KEY CONTACT: C. MARCHANT, MANAGER OF WATER OPERATIONS, EXT. 6145

SUBMITTED BY: B. ARANIYASUNDARAN, P. ENG., DIRECTOR OF INFRASTRUCTURE

GENERAL MANAGER APPROVAL: A. MILLER, RPP
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CHIEF ADMINISTRATIVE OFFICER APPROVAL: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That the Infrastructure Department Head or designate be authorized as Owner Representative of the City of Barrie's Drinking Water System for the following, but not limited to:
 - a) New, renewal or amendment applications for the City of Barrie's Municipal Drinking Water Licence, Drinking Water Works Permit and Permit to Take Water;
 - b) Ministry of the Environment, Conservation and Parks Form 1, 2 and Form 3 verification of amendments to the City of Barrie's Drinking Water Works Permit;
 - c) Endorsement of the Operational Plan (as required) for the City of Barrie's Drinking Water Quality Management System as required under the Safe Drinking Water Act and Drinking Water Quality Management Standard;
 - d) Execution of documents associated with the Drinking Water Quality Management Standard accreditation process; and
 - e) Receiving communication regarding the Operational Plan, Management Review, Internal Audits, External Audits, Adverse Water Quality Incidents, and Ministry of the Environment, Conservation and Parks Inspections.
2. That the Operating Authority (Water Operations Branch) provide an annual summary to Council to include updates, changes and pertinent information in relation to the requirements of the *Safe Drinking Water Act* and the City of Barrie's Quality Management System.

PURPOSE & BACKGROUND

Report Overview

3. The Municipal Drinking Water Licensing Program mandated under the *Safe Drinking Water Act* (SDWA) requires Owners of municipal drinking water systems to be licensed to operate the drinking water system (System). By definition, the Owner includes every person who is a legal or Beneficial Owner of all or part of the System, but does not include the agency or any of its predecessors where the agency or predecessor is registered on title as the Owner of the System. In the case of a municipality, the Owner is deemed to be City Council.

Council motion 10-G-230 indicates that the Chief Administrative Officer (CAO) or designate be defined in the Operational Plan (as required under the Drinking Water Quality Management Standard (DWQMS)) as Owner Representative on matters related to the System operated and maintained by the Operating Authority. Council motion 08-G-308 designated the Water Operations Branch as the Operating Authority for the System under the SDWA for the purposes of the Quality Management System (QMS).

4. The DWQMS requires that the Operational Plan contain a written endorsement of its contents by Top Management and the Owner. By definition under the DWQMS, Top Management is a person, persons or a group of people at the highest management level within an Operating Authority (Water Operations Branch) that makes decisions respecting the QMS and makes recommendations to the Owner respecting the System.

Council motion 10-G-230 defined Top Management for the Operating Authority (Water Operations Branch) as the Manager of Water Operations, Supervisor of Surface Water Supply, Supervisor of Groundwater Supply, Supervisor of Water Distribution Services, and Supervisor of Water Customer Services collectively. At the time of the resolution, the position of Supervisor of Compliance and Technical Support was not part of the management compliment and therefore was not listed to be included within the definition of Top Management. However, this position has existed since 2015 and forms part of the Top Management team.

5. As part of the Municipal Drinking Water Licensing Program, the Drinking Water Works Permit authorizes alterations to the System without the requirement of obtaining prior approval from the Ministry of the Environment, Conservation and Parks (MECP). As such, an Owner Representative can complete the "Verification by Owner" section on the MECF forms (Forms 1, 2 & 3) authorizing certain categories of additions, modifications, replacements, and extensions to the System. Generally, these approvals are for watermains and watermain accessories, but can also extend to pumps, treatment piping, instrumentation/controls, and air emission control equipment.

On May 29, 2017, City Council adopted motion 17-G-127 indicating that the Director of Engineering or their designate continue to be authorized as the Owner Representative to complete Form 1 and 3 verification of amendments under the DWWP. These permits authorize future alterations to watermains and record of equipment discharging contaminant of concern to the atmosphere. Additionally, this motion authorized the Director of Environmental Services (or their designate) and the Director of Engineering (or their designate) as the Owner Representative to complete Form 2 verification of amendments under the DWWP which permits minor modifications or replacements to the System.

As a result of the changes to the organizational structure within the City of Barrie, the positions of Director of Environmental Services and Director of Engineering no longer exist. However, the Director of Infrastructure is the Department Head for the Branches responsible for the completion of the above noted Forms (1, 2 & 3). Therefore, the Director of Infrastructure or designate, has been authorizing verification amendments under the DWWP.

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6. Council motion 10-G-230 designated the Manager of Water Operations to execute documents that may be associated with the DWQMS accreditation process (e.g. agreements, applications/forms and corrective action records).

ANALYSIS

7. It is proposed that the Department Head or designate be delegated as the Owner Representative, on behalf of the Owner, for matters related to the System, so as to streamline the process and represent the most well advised and logical person(s) for this responsibility.
8. Top Management must ensure effective communication with the Owner of the System, as well as, maintain a practical, efficient and effective mechanism for obtaining endorsement of the Operational Plan on an ongoing basis.
9. Future revisions to the Operational Plan will be of a routine, minor and/or technical nature to reflect regulatory amendments, operational changes and/or System improvements, not warranting a detailed review and discussion by Council or formal endorsement by the Owner. All changes are logged by the Operating Authority (Water Operations Branch). The Department Head or designate, if designated as Owner Representative, will endorse the Operational Plan as required due to staffing changes or major changes warranting a review of the Operational Plan.
10. Any changes to the System or its operation which currently requires approval by the CAO, as the Owner, would now require approval by the Department Head or designate as a more effective approach to ensuring that relevant information is reviewed and received via a more timely and efficient process. A summary of updates, changes and pertinent information would be conveyed to the Owner, City of Barrie Council, by way of an annual Staff Report.
11. Top Management will continue to demonstrate its commitments to an effective QMS by:
- a) Ensuring that a QMS is in place to meet the requirements of the DWQMS;
 - b) Ensuring that the Operating Authority (Water Operations Branch) is aware of all applicable legislative and regulatory requirements;
 - c) Communicating the QMS according to the procedure in the Operational Plan; and
 - d) Determining, obtaining or providing the resources needed to maintain and continually improve the QMS.
12. The accreditation program for the System will require ongoing approval of various documents associated with accreditation. Several documents, including, but not limited to, corrective action records and accreditation application agreements/forms will be received by the Operating Authority (Water Operations Branch) for review and approval.

If the Department Head or designate is authorized to execute documents as noted above, at a minimum, it will provide more efficient response for acknowledgement and will ensure that the approval on these documents are from those staff that are directly involved and have knowledge and understanding of the processes as it relates to accreditation.

ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS

13. There are no environmental and/or climate change impact matters related to the recommendation.
14. The adoption of the recommended motions will ensure compliance with existing environmental legislation.

ALTERNATIVES

15. The following alternatives are available for consideration by General Committee:

Alternative #1

General Committee could propose that the CAO remain solely as the Owner Representative for the City of Barrie Drinking Water System.

This alternative is not recommended as it may not be the most efficient or effective person to evaluate the documents related to the operation of the City of Barrie Drinking Water System.

Alternative #2

General Committee could propose that the CAO remain responsible for the endorsement of the Operational Plan, as the Owner Representative.

Although this alternative is available, it would not be recommended as this person may not be the most qualified individual with the expertise and training to evaluate the documentation.

FINANCIAL

16. There are no financial implications for the Corporation resulting from the proposed recommendation.

LINKAGE TO 2018–2022 STRATEGIC PLAN

17. The recommendation(s) included in this Staff Report are not specifically related to the goals identified in the 2018-2022 Strategic Plan.