



<b>Title:</b>	<b>DWQMS Management Review Meeting Minutes</b>			
<b>Document #:</b>	PW-DW-FRM-016-002	<b>Revision Number:</b>	3	

**Meeting Date/Time:** December 12, 2023 at 3:15pm

**Attendees:** Director of Operations – Rome D’Angelo (absent)  
Manager of Public Works – Darren MacKenzie  
Supervisor – Engineering – Mike Komljenovic  
Supervisor - Environmental Services (A) – Darrin Wills  
Water/Wastewater Operator & backup QMS Rep. – Adam Bartol  
Others: \_\_\_\_\_

Agenda Item	Identified Deficiency/ Recommendation for Improvement	Action Item	Responsible Person	Timeframe for Completion
<u>Overview &amp; Highlights of DWQMS Performance – Last 12 Months</u>				
Procedure review				
<u>Review of Management Review Required Inputs</u>				
Incidents of regulatory non-compliance	None	Continue DWQMS compliance	Darrin	ongoing
Incidents of adverse drinking-water tests	Three	Mains flushed and location resampled plus upstream and downstream samples all passed	Darrin	done
Deviations from critical control point limits & response actions	None	Continue testing/monitoring and reporting as required	Darrin	ongoing
Efficacy of the risk assessment process	2024 will require a full re-assessment	Full re-assessment of both systems	Darrin, Rome, Darren, Mike	Nov. 2024
Internal and third-party audit results	Some OFI’s identified	Review OFI’s and document results	Darrin	July 2024



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Results of emergency response testing	No deficiencies noted	Plan and schedule next emergency response testing	Darrin	Nov. 2024
Operational performance	Reviewed – no deficiencies	None	N/A	N/A
Raw water supply and drinking-water quality trends	Reviewed – no deficiencies	Continue monitoring	Darrin and Region	ongoing
Follow-up on action items from previous management reviews	Two action items outstanding – Water By-law and leak detection previously assigned to Brett	Complete new Water Management By-law and contract leak detection program	Darrin	July 2024
Status of management action items identified between reviews	None	None	N/A	N/A
Recent or upcoming changes that could affect the DWQMS	Possible lead limit change	Keep up to date on requirements and change SOP's as/if required	Darrin	As required
Consumer feedback	Reviewed – no deficiencies	New Service Request system	IT / Lucie	2024
Resources needed to maintain the DWQMS	Reviewed – backup QMS Rep requires training	Select appropriate training and register	Darrin/Adam	2024
Results of annual DWQMS Infrastructure Review	Reviewed – no deficiencies	Consultant working on new water model – review when completed	Mike/Darrin	2024
Operational Plan currency, content and updates	Updated and re-endorsed this year – no deficiencies	Continual review for any changes that may be required in future	Darrin	ongoing
Staff suggestions	Currently nothing new noted	Review as they come up	Darrin	ongoing



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<u>Additional Items for Review</u>				
Water meters	Not up to schedule on meter replacement program	Schedule more staff as required	Darrin	2024
Town Accreditation	Re-accreditation required in 2024	Re-accreditation audit required	Darrin and SAI Global	2024
System Licenses	License renewals needed in 2025	Applications must be submitted approximately 6 months prior	Darrin and MECP	Fall 2024
<u>Word from Top Management</u>				
<u>Next Scheduled Review</u>				
December 2024		Schedule with top management	Darrin	November 2024
<u>Meeting Adjournment</u>				
Report to Owner	Could not verify meeting minutes attached to last year's annual report to Council	The results of the management review meeting must be reported to the owner	Darrin	February 2024