



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

Meeting Date/Time: December 11, 2024 at 11:00 am

Attendees: Director of Operations (A) – Darren MacKenzie
Manager of Public Works (A) – Darrin Wills
Supervisor – Engineering – Mike Komljenovic
Supervisor - Environmental Services (A) – Gregg Stewart
Water/Wastewater Operator & backup QMS Rep. – Adam Bartol (absent)
Others: _____

Agenda Item	Identified Deficiency/ Recommendation for Improvement	Action Item	Responsible Person	Timeframe for Completion
<u>Overview & 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	One	AWQI resolved, all notifications and forms completed, submitted and documents filed	Darrin	done



Deviations from critical control point limits & response actions	None	Continue testing/monitoring and reporting as required with increased flushing in identified locations	Water operators	ongoing
Efficacy of the risk assessment process	Full Risk Re-assessment required in 2024	Full re-assessment of both systems	Darrin, Darren, Mike, Gregg	Done Nov. 2024
Internal and third-party audit results	Some OFI's identified	Review OFI's and document results	Darrin	July 2025

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Results of emergency response testing	No deficiencies noted	Plan and schedule next emergency response testing	Darrin	Nov. 2025
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	One action item outstanding – initiate a leak detection program	Review leak detection technologies, companies, get quotes	Darrin	July 2025
Status of management action items identified between reviews	None	None	N/A	N/A
Recent or upcoming changes that could	Possible lead limit change	Keep up to date on	Darrin	As required



affect the DWQMS		requirements and change SOP's as/if required		
Consumer feedback	Reviewed – no deficiencies	New Service Request system	IT / Lucie	2025
Resources needed to maintain the DWQMS	Reviewed – backup QMS Rep requires training	Select appropriate training and register	Darrin/Adam	2025
Results of annual DWQMS Infrastructure Review	Reviewed – no deficiencies	Review again next year	Mike/Darrin	2025
Operational Plan currency, content and updates	Updated and re-endorsed last year – no deficiencies	Renew endorsement when a permanent Director is assigned	Darrin to request endorsement	2025
Staff suggestions	Review vehicle requirements and succession planning together with more training	Review and schedule	Darrin	2025

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<u>Additional Items for Review</u>				
Water meters	Continue with meter replacement program	Continue changing out older water meters as required	Water staff	2025
Town Accreditation	Re-accreditation received in 2024	Re-accreditation audit required	Darrin and SAI Global	Completed In 2024
System Licenses	License renewals needed in 2025 – expiring in March 2025	Applications and all required documentation submitted	Darrin and MECP	Submitted in Fall 2024



		more than 6 months prior		
<u>Word from Top Management</u>				
<u>Next Scheduled Review</u>				
December 2024		Schedule with top management	Darrin	November 2025
<u>Meeting Adjournment</u>				
Report to Owner	Management meeting minutes and Action Items reported to Owner	The Management Review Meeting outcomes will be reported to the owner together with the Annual Summary Report	Darrin	March 2025