



Drinking Water Quality Management System Review December 11, 2023

The following were in attendance:

Cassandra Banting, Mae Lannan, Councillor Gary Bruno, Steve Shyposwkyj, Tommy Peazel, Joe Colasurdo, Curtis Dray

Regrets: Councillor Dave Elliott

Items	Actions/Deadline
1. Overview of purpose and outcomes of annual Management Review	Called to order at 9:13 am
Cassandra provided an overview of the Management Review, indicating that the main purpose is to provide Management with appropriate and sufficient data to make decisions regarding the Quality Management System.	
2. Risk Assessment Review	
3. Management Review - Items to be discussed.	
Attendees were provided with a summary of the items required to be discussed, as specified by the DWQMS	- Steve Shyposwkyj and Tommy Peazel will investigate more into fire flow testing
<i>a) Incidents of Regulatory Non-Compliance</i>	- Steve Shyposwkyj and Cassandra Banting will work on an action plan to raise the issue of decommissioning the water tower and Fielden reservoir to the Region and acquire relevant information.
<i>b) Incidents of Adverse Drinking Water Tests</i>	
<i>c) Deviations from critical control point limits and response actions</i>	
<i>d) Risk Assessment</i> Last year's Risk Assessment was discussed. Full Risk Assessment meeting is scheduled in November, before end of year 3.	Added in cybersecurity
<i>e) Results of Internal and Third Party Audits</i>	- Tommy Peazel will change the record keeping process for

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	operators to avoid expired product – each individual operator will be responsible for their own materials and equipment.
<p>f) <i>Results of relevant emergency response testing</i></p> <p>- watermain break debrief from January 2022 was our emergency response test.</p>	
<p>g) <i>Operational Performance</i></p>	<ul style="list-style-type: none"> - Cassandra Banting, Steve Shyposwkyj, and Tommy Peazel will be adopting AWWA processes for calculating and identifying water loss. - Tommy Peazel will look to change the process to have an operator do nighttime assessment. - Cassandra Banting, Steve Shyposwkyj, and Tommy Peazel will set KPIs in the new year to maintain the focus on water. - Cassandra Banting will research smart hydrants (AI) that can detect weak pressure points. - Tommy Peazel and Cassandra Banting will review process with Building for laterals to be upgraded along with public side. - Cassandra Banting will also look at incorporating into the water use bylaw to require new builds to replace services. - Cassandra Banting, Steve Shyposwkyj, and Tommy Peazel will look into metering water for development

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<i>h) Raw Water Supply and Water Quality Trends</i>	
<i>i) Follow up on action items from previous management reviews</i>	<ul style="list-style-type: none"> - Tommy Peazel and Cassandra Banting will be looking into water main water loss quantification. - Tommy Peazel and Cassandra Banting will be entering water loss into the spreadsheet more frequently. - Tommy Peazel and Cassandra Banting will review processes with building staff to properly decommission services from demolished buildings.
<i>j) Status of management action items identified between reviews</i>	
<i>k) Changes that could affect the QMS or the PCDS</i>	
<i>l) Consumer Feedback</i>	
<i>m) Resources Needed to maintain the QMS</i>	
<i>n) Results of Infrastructure Review</i>	
- Davis, Homewood and Berkely watermains are out for design.	
<i>o) Operational Plan Currency, Content and Updates</i>	
<i>p) Staff suggestions</i>	
4. Round Table	
5. Next Scheduled Review The Next Management Review will be scheduled for Fall 2024	Try to have during November of 2024