

MANAGEMENT REVIEW MINUTES

Date: DECEMBER 19, 2019
Present: DIANE SMITHSON, DAVE YOUNG, GRAHAM PATTERSON, SHARYL-ANNE ANDREWS, JASON JACKSON, AND MIKE HART
Absent: DAN MCCAMMON
Time: 1:30PM
Location: TOWN HALL – MORRIS ROOM

The DWQMS requires a Management Review to be conducted every 12 months at a minimum and the requirements of the review are outlined by the Standard. The results of the Management Review must be reported to the Owner of the system.

The Team reviewed the attached Management Review. The following comments were noted:

Item A – Incidents of Non-Compliance

No incidents of regulatory non-compliance within the distribution system.

Item B – Incidents of Adverse Drinking Water Tests

There were no adverse drinking water tests in 2019.

Item C – Deviations from Critical Control Points & Response Actions

The team discussed the three deviations reported.

Item D – Effectiveness of the Risk Assessment Process

The Waterworks team reviewed the Risk Assessment outcomes, especially noted is with the growth the Town is experiencing an increase in the number of watermains that are 8 inch or greater that are being installed within the new developments.

Action Item: The Public Works Superintendent will gather statistical data to document the increase in the number of 8 inch watermains within the distribution system. Low Priority / Completion Date – Prior to the rewrite of the risk assessment scheduled for October 2020.

Item E – Internal & External Audits

A Corrective Action Plan has been created to address the non-conformance identified in the internal audit completed by Jamie McCarthy.

Our external audit was completed on December 17th, 2019. However, the minutes and action items resulting from the Management Review need to be forwarded to SAI Global ASAP.

Item F – Results of Emergency Response Testing

The next tabletop emergency exercise is scheduled for March 22, 2021.

Item G – Operational Performance

Staff reviewed the accomplishments of 2019. The number of activities the team has accomplished in 2019 is definitely impressive and 2020 looks to be just as busy if not more so with the continuing development within Carleton Place.

Item H – Raw Water Supply & Drinking Water Quality Trends

It was noted numbers for this year are up until the end of November but given the growth demand has not exceeded the volumes of 2010. It was noted that staff are beginning the process to develop a plan for future expansion of the Town's treatment facilities.

Item I – Follow-Up Items from Previous Management Review

The team discussed the outstanding action items.

- Hydrant on Edmund Street – the Team reviewed to plan to add a hydrant to the end of Edmund Street and weather the item is still valid. The team did note the additional of a hydrant beside the Inverness development (which is supplied from Bridge Street) does help with fire protection to the upper part of Edmund Street. The ability to flush the watermain on Edmund Street should it be required remains.

Item J – Status of Management Action Items between Reviews

Nothing to Report.

Item K – Changes That Could Impact the QMS

Public Works will need to be mindful of the resources available throughout 2020 considering the continued growth,

Item L – Consumer Feedback

The number of calls regarding drinking water quality has slightly decreased from the previous year. The number of taste & odor complaints continue to remain low. This could be contributed to the filter media being replaced and optimization activities at the water treatment plant.

Item M – Resources Needed To Maintain the QMS

The resources in 2019 were adequate to maintain the QMS.

Item N – Results of Infrastructure Review

The team discussed the results of the infrastructure review. The Director of Public Works has carried over allocated funds to update the GIS and GPS into 2020. By moving the GIS to the cloud this year will benefit Public Works in the future.

Item O – Operational Plan Currency, Content & Update

Reviewed changes to the operational plan.

Item P – Staff Recommendations

Nothing to report.

Item Q – Financial Plan

The DWQMS Representative noted we will need to review and update the Financial Plan in 2020.

Action Item: The DWQMS Representative will work together with the Treasurer to update the Financial Plan before the end of June. Medium Priority – June 2020.

Item R – Essential Suppliers

One change has been requested given the recent passing to Thomas Cavanagh.

Action Item – The essential supplies and services list will be updated to reflect Jeff Cavanagh as the contact for Cavanagh Construction. Medium Priority – March 2020.

Item S – Review Communication Protocol between the Town of Carleton Place & OCWA

Staff feel the relationship between OCWA and the Town remains positive. The Public Works Director and Superintendent meet with their counterparts at OCWA on a regular basis to discuss operational issues and to maintain the lines of communication between the two parties.

Other items Discussed:

- The Operators are aware of several locations where stubs have been installed for future development. The Operators are conflicted regarding valves to be open or closed that supply water to these stubs.
 - Open Valve – the benefit the cap is pressurized
 - Closed Valve – the stub remain isolated from the water supply but could sit dormant for an extended period of time and would require recommissioning activities.

The team discussed the process for documenting valves that are open and closed. It will be noted to bring this item forward to our next DWQMS meeting for discussion.