

DWQMS MANAGEMENT REVIEW MINUTES

Date: DECEMBER 17, 2020
Present: DIANE SMITHSON, GUY BOURGON, GRAHAM PATTERSON,
SHARYL-ANNE ANDREWS, JASON JACKSON, RYAN
MCPARLAND, DAN MCCAMMON
Absent:
Time: 8:30AM
Location: TOWN HALL – ZOOM MEETING

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 Regulatory Non-Compliance

Staff noted the findings from the inspection that occurred in February 2020 and there was one non-compliance item related to the distribution system and the corrective action was submitted and approved by the Inspector in May 2020.

Item B – Incidents of Adverse Drinking Water Tests

There were no adverse drinking water tests in 2020.

Item C – Deviations from Critical Control Points & Response Actions

No deviations from critical control points.

Item D – Effectiveness of the Risk Assessment Process

Staff reviewed the risk assessment. As the team recently conducted the thirty-six month rewrite there are no changes requested at this time.

Item E – Internal & External Audits

The Team reviewed the results of both the internal and external audits.

Item F – Results of Emergency Response Testing

It was noted the team has done well throughout the Covid-19 pandemic. The next tabletop emergency exercise is scheduled for March 22, 2021.

Item G – Operational Performance

Staff has been extremely busy throughout 2020 with many highlights this year including:

- Approximately 1600 locate requests January through November of 2020. During the same period of time in 2019, Public Works processed 1485 locate requests which is an 8% increase in locate requests. Due to the increase in the number of locate requests, staff

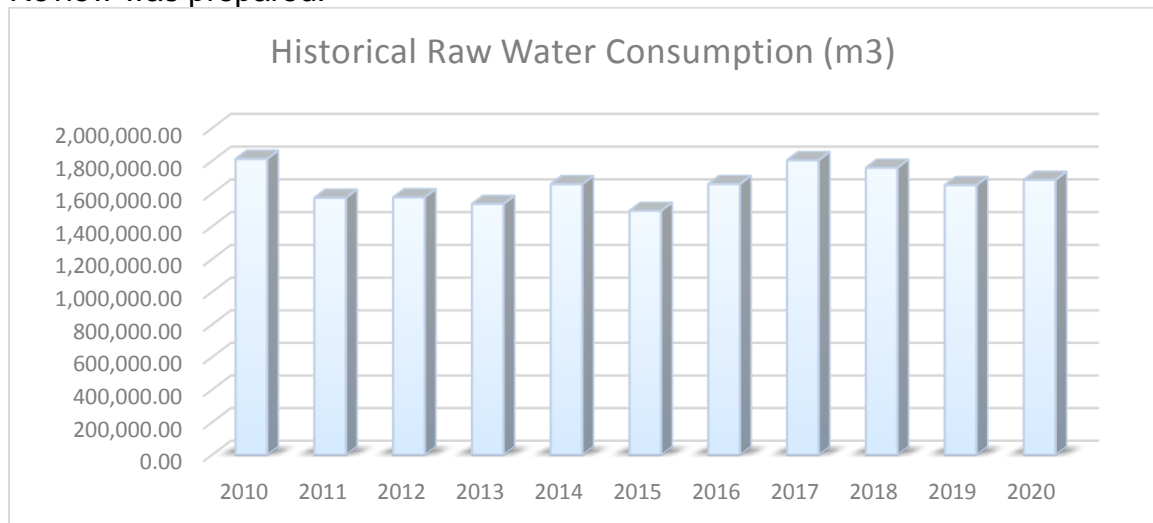
implemented new UtiLocate software to computerize locates. The software has significantly increased the efficiency in which locates are completed.

- Annual hydrant flushing activities – hydrants for the entire drinking water distribution system were flushed in 2020.
- Public Works staff continued to provide the necessary oversight of subdivision/development projects, which includes servicing, identifying deficiencies, and occupancy activations.
- Costello Drive – Staff participated in the installation of the watermain extension to allow for future development which will include a new long term care facility.
- Staff assisted with various components of Public Works construction projects (High Street).
- Staff commissioned new watermains in partnership with the developers for the Miller's Crossing (Cardel), Meadow Ridge (Olympia), and Coleman Central (Cavanagh) subdivisions.
- With the increased growth within Carleton Place, we have provided oversight to several servicing projects for infill lots and upgrades to existing services.

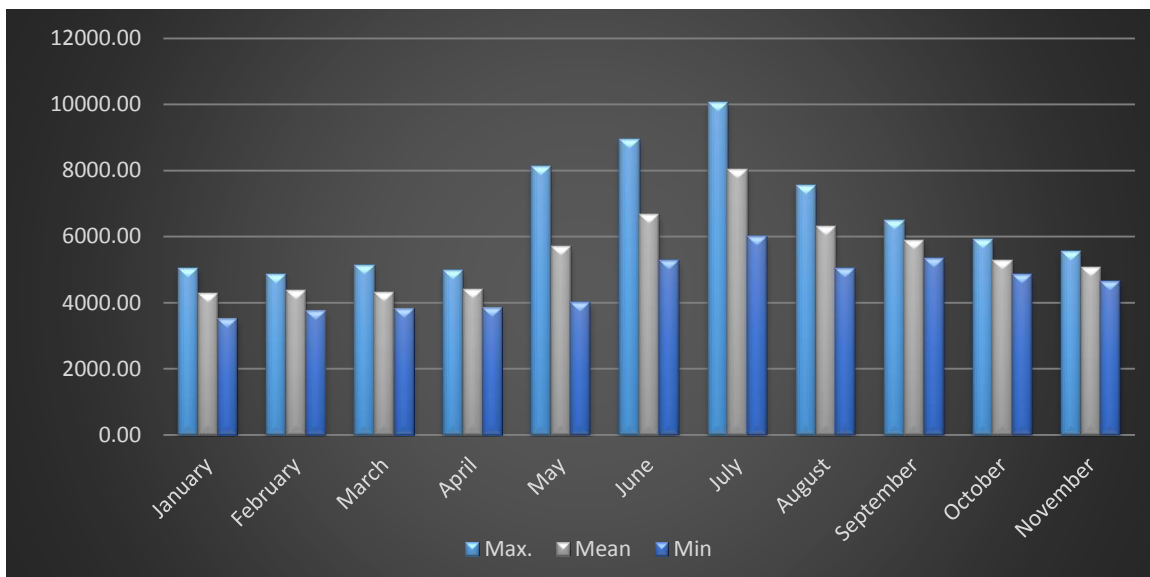
Item H – Raw Water Supply & Drinking Water Quality Trends

It is important to review our consumption of water on a regular basis. Staff work together with OCWA to monitor the data. There are many factors that impact the volume of water taken from the Mississippi River each year to the next such as weather, growth, and leaks within the distribution system.

NOTE: December numbers were not available at the time the Management Review was prepared.



Monthly OCWA provides the Town of Carleton Place with data outlining the raw water taken from the River in 2020.



Staff reported to Council during the summer months the significant demand for potable water as a result of hot and dry weather conditions which resulted in many residents watering their lawns and gardens, topping up pools, and washing vehicles. In July, according to Environment Canada the City of Ottawa had 17 days with temperatures above 30°C compared to August which had only 4 days with temperatures above 30°C.

Staff will be presenting a revised water control by-law in early 2021 which would further limit when residents will be able to water their lawns and gardens.

The risk when demand is dangerously close to capacity is that it puts the water treatment plant and distribution system at risk in the event of a large structure fire, watermain break, and or equipment malfunction in the plant. Such an event could compromise the ability for the plant to provide potable water to the distribution system.

Item I – Follow-Up Items from Previous Management Review

There has been an item lingering from previous management reviews for the installation of a hydrant on Edmund Street behind the Carambeck Community Centre.

Staff have been weighing options of installing an auto-flusher versus installing a hydrant. Staff will ask OWFC if they would prefer the hydrant. Staff have a goal of addressing this issue in the spring of 2021.

Item J – Status of Management Action Items between Reviews

No actions items were reported.

Item K – Changes That Could Impact the QMS

The Town of Carleton Place continues to experience significant growth. Staff will be looking at environmental assessments for both the water treatment plant and

wastewater treatment plant and future location for an additional water tower should it be required.

Item L – Consumer Feedback

For the second year in a row, the number of complaints regarding drinking water have decreased. OCWA staff have made some adjustments at the plant which has resulted in a decrease in the number of taste and odour complaints we received in 2020.

Item M – Resources Needed To Maintain the QMS

Staff feels there is sufficient resources to maintain the QMS however will continue to monitor resources while the community continues to grow.

Item N – Results of Infrastructure Review

Staff reviewed the infrastructure review. A new van for the waterworks department was delivered by the manufacturer to the dealer however the vehicle was not what was specified in our purchase order. The vehicle as specified will be delivered in the near future.

Item O – Operational Plan Currency, Content & Update

Reviewed changes to the operational plan.

Item P – Staff Recommendations

No recommendations were identified at this time.

Item Q – Financial Plan

The Financial Plan was updated in 2020 as a requirement for the renewal of our drinking water license. Council approved the Financial Plan on September 22, 2020.

Item R – Essential Suppliers

Staff will continue to monitor any changes to suppliers and will inform the DWQMS Representative of any change.

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

The Communication Protocol between OCWA and the Town of Carleton exists to ensure an open dialogue remains in place between the water treatment system and distribution system. In 2020, staff started meeting with OCWA on a monthly basis to discuss any operational issues or budgetary concerns. These meetings have proven to be beneficial to ensure the lines of communication remain open between the Town and OCWA.

Other items Discussed:

No additional items were discussed.