



The Corporation of the Town of LaSalle

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|---------------------|--|---------------------------|-------------------------------------|
| Date | October 3, 2018 | Report No: | PW-WWC-08-18 |
| Directed To: | Water/Wastewater Committee | Attachments: | ~ Management Review meeting minutes |
| Department: | Public Works | Policy References: | |
| Prepared By: | Lena Petros C.E.T. – Manager of Water/Wastewater | | |
| Subject: | DWQMS 2018 Management Review Meeting Minutes | | |

RECOMMENDATION:

That the Committee receive the information.



REPORT:

Management review meetings occur annually to review a number of items relating to the DWQMS for the Town's drinking water system.

Enclosed is a copy of the 2018 Management Review Meeting Minutes for the Committee to receive for information. There are a number of items that require attention and a responsible person and a due date has been established on each item.

Respectfully Submitted

Lena Petros, C.E.T.
Manager of Water/Wastewater

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|--|----------|--------|---|----------|--------------|----------|------|
| Reviewed by: | | | | | | | |
| CAO  | Treasury | Clerks | Public Works  | Planning | Cult. & Rec. | Building | Fire |

**DWQMS Management Review Committee
LaSalle Public Works**

Date: September 17, 2018

Location: LaSalle Public Works Building Board room

Participants: Rob Mackie Superintendent of Water/Wastewater, QMS Rep.
Lena Petros Manager of Water/Wastewater, QMS Rep.
Jay Wigle Water/Wastewater Leader
Shawn Donlon Wastewater/Water Leader

Distribution: All Participants, Owner Representative

Prepared by: Lena Petros – Manager of Water/Wastewater, QMS Rep.

| Item | Description | Action | Resp. Person | Due Date |
|------|--|----------|--------------|----------|
| 1 | Acceptance of Agenda | Accepted | | |
| 2 | Acceptance of Minutes of Previous Meeting | Accepted | | |
| 3 | Incidents of regulatory non-compliance: One incident of regulatory non-compliance was noted during MOE inspection. MOE Inspection Report dated July 18, 2018 was reviewed during this meeting. All recommendations from the inspection report have been completed. | NAR | | |
| 4 | Incidents of adverse drinking water tests: 2 incidents of adverse drinking water (presence of total coliforms). Corrective actions were taken in accordance to Ministry of Health Unite directions | NAR | | |
| 5 | Deviations from critical control limits and response actions: No deviation from critical control limits | NAR | | |

| Item | Description | Action | Resp. Person | Due Date |
|------|---|---|---------------------------|---|
| 6 | The efficacy of the risk assessment process: Please refer to item 20 | NAR | | |
| 7 | Internal and external audit results: Internal audit report dated October 18, 2017 was reviewed during December 12, 2017 Water & Wastewater Committee meeting. External Audit report dated November 17, 2017 was reviewed during December 12, 2017 Water & Wastewater Committee meeting. | NAR QMS Rep. responded to all internal audit findings and made appropriate revisions | | |
| 8 | Results of emergency response testing: August 15, 2018, SOP 5 Fire Hydrant Flushing Procedure and chlorine residual adverse reporting was reviewed with staff | NAR | | |
| 9 | Operational performance: Backflow prevention program to continue in 2018. No RP backflow on third hydrant hookup Electronic work order system still in progress, issues with mobile application, meeting with City Wide Works scheduled on Sep 20, 18 to go over deficiencies. Hydrant Maintenance, most of old LaSalle is completed | Contact supplier Follow up with City Wide Works on full implementation | Rob Mackie Lena Petros | 4 th quarter 1 st quarter 2019 |
| 10 | Raw water supply and drinking water quality trends: Meeting with Enwin took place on September 10, 2018, discussed Regulatory, water system operation, financial, and capital programs. | NAR | | |

| Item | Description | Action | Resp. Person | Due Date |
|------|---|------------------------------|--------------|------------------------------|
| 11 | Follow-up on action items from previous Management Reviews: Town owned pressure testing and chlorinating equipment | Purchase necessary equipment | Rob Mackie | 4 th quarter 2018 |
| 12 | The status of management action items identified between reviews: None | NAR | | |
| 13 | Changes that could affect the QMS: 2018 municipal elections | Re-endorsement of OP | Lena Petros | 1 st quarter 2019 |
| 14 | Consumer feedback: Total number of water main breaks for 2017 was 26 Only 3 dirty water calls due to hydrant maintenance program were received for 2018 Positive feedback from residents on leak detection services through The Town's new meter reading data. | NAR | | |
| 15 | The resources needed to maintain the QMS: None | NAR | | |
| 16 | The results of the infrastructure review: Victory St. 6" watermain by front Rd. low chlorine List of water main replacement based on number of main breaks has been reviewed as part of this meeting. Consideration was also given for the outcome of the risk assessment process under Element 8 of the OP. | NAR | | |

| Item | Description | Action | Resp. Person | Due Date |
|------|--|---|--------------|------------------------------|
| | operations and Capital recommendations to be presented at budget sessions in December 2018 | | | |
| 17 | Operational Plan currency, content and updates: Current Operational Plan revision # 10 version 2.0 | NAR | | |
| 18 | Staff suggestions: Issues with City Wide Works mobile application. Tracer wire on PVC water services, property line to meter to be visible as part of requirements for building department inspection | New mobile application reliability NAR | Lena petros | 1 th quarter 2019 |
| 19 | Review of List of Essential Supplies/Services/Emergency Contacts for the Town of LaSalle The list was reviewed, no updates required | NAR | | |
| 20 | Risk assessment and risk assessment outcome (Procedure 2) verification and update The risk assessment review meeting took place as part of this meeting and changes to Procedure 2 table 1 is required | Updates as per item 17 | Lena Petros | 4th quarter 2018 |

NAR - No Action Required

OP – Operational Plan

IA – Internal Audit

EA – External Audit