

Attachment 2

PWES-2022-19

Management Review Committee

Meeting Minutes

March 1, 2022 and November 23, 2021

Meeting Minutes / Report (Attachment 5)					
Meeting Type:		DWQMS - Management Review Meeting			
Date:		March 1, 2022			
Called by:		Nicole Bradley			
Attendees:		Margaret Misek-Evans (ME) – Chief Administration Officer (CAO) Phil Bartnik (PB) – Director, Public Works & Engineering Services Brad Dupuis (BD) – Manager, Water Services / ORO Nicole Bradley (NB) – DWQMS Representative / Water Operator			
Location:		Various locations – via zoom			
Minutes prepared by:		Nicole Bradley			
Agenda / Minutes <i>Item Code: AI=Action Item, DM=Decision Made, IS=Information Sharing, MRC=Management Review Committee</i>					
Item	Item Description	Notes	Item Code	Assigned to	Completion Timeline
	Attendance	The sign-in sheet is appended to these minutes as Attachment #1 .	IS	n/a	n/a
	General Notes	All Reports mentioned are available on the shared drive for the Town of Tecumseh	IS	n/a	n/a
1	Previous DWQMS Management Review Meeting Action Items	<p>A) In the previous DWQMS Management Review Meeting minutes there were 14 Action Items (AI-01 to AI-14).</p> <p>Previous DWQMS Management Review Meeting minutes for Nov.23, 2021 are appended to these minutes as Attachment #2.</p> <p>AI-01 (OFI-1) Consider including the DWS name on the title of the next version of the Operational Plan. Findings will be discussed in further detail under Item 11 of this report.</p> <p>AI-02 (OFI-02) Consider scheduling technology and software based training for the QMS Rep and Manager. Findings will be discussed in further detail under Item 16 of this report.</p>	IS	n/a	n/a
			IS	NB BD	Feb 2022 Done Jan.12, 2022
			IS	NB BD	On-going

	<p>AI-03 <i>(OFI-3) Recognizing staff burnout currently being experienced among the Town's senior water operations staff (3 senior Certified Operators are currently on leaves), a critical opportunity is presented to support the hard-working team in the provision of additional Certified Operators.</i></p> <p><i>While the water division team recognizes the Town's provision of necessary physical resources to operate, maintain and continually improve its drinking water system, there is a deficiency in the provision of sufficient staff resources to consistently accomplish intended outcomes of the growing community and the corresponding levels of service.</i></p> <p><i>The provision of additional necessary staff would support ensuring proper on-the-job training of junior Certified Operators by senior Certified Operators to effectively transfer the knowledge, experiences and skills necessary to operate, maintain and continually improve the Town's drinking water system.</i></p> <p><i>Addressing this opportunity would help support meeting the requirements of DWQMS Element 3 DO b) + d), Element 10 DO a) + b), and Element 11 DO.</i></p> <p>Findings will be discussed in further detail under Item 9 of this report.</p>	IS	BD PB	Apr 2022 Done Feb.25, 2022
	<p>AI-04 <i>Review of 2021 Internal Audit Report with the Water Service operators to be completed and documented.</i></p> <p>Findings will be discussed in further detail under Item 3 of this report</p>	IS	NB BD	Jan 2022 Done Jan.21, 2022
	<p>AI-05 <i>Review 2021 External Audit Report with Water Service operators is to be completed and documented.</i></p> <p>Findings will be discussed in further detail under Item 4 of this report.</p>	IS	NB BD	Jan 2022 Done Jan.21, 2022
	<p>AI-06 <i>Annual desktop DWQMS Surveillance Audit (External) to be scheduled within the 2022 calendar year with an accredited third party.</i></p> <p>Findings will be discussed in further detail under Item 4 of this report.</p>	IS	NB BD	Dec 2021 Done Nov.29, 2021
	<p>AI-07 <i>Review 2020 MECP Inspection Report with Water Service operators.</i></p> <p>Findings will be discussed in further detail under Item 5 of this report.</p>	IS	NB BD	Jan 2022 Done Jan.21, 2022

	<p>AI-08 <i>Once MECP Inspection for 2021 is complete and final report issued, it will be reviewed with the Water Service operators.</i> Findings will be discussed in further detail under Item 5 of this report.</p>	IS	NB BD	Mar 2022 Done Feb.23, 2022
	<p>AI-09 <i>Due to Covid-19 training was put on hold. As outside suppliers have limited staffing, need to be onsite and 2 operators need to be in a vehicle for long durations.</i> Findings will be discussed in further detail under Item 8 of this report.</p>	AI	BD	Jun 2022
	<p>AI-10 <i>All (8) samples taken were within the Tecumseh distribution system and all were well below the allowable threshold of 0.010 mg/L.</i> <i>Brad to communicate results through MECP 2021 Annual Report</i> Findings will be discussed in further detail under Item 8 of this report.</p>	IS	BD	Feb 2022 Done Feb.22, 2022
	<p>AI-11 <i>In response to the Town's 2021 Organizational Review the Manager of Water & Wastewater/ORO title has been changed to Manager of Water Services/ORO effective immediately. All water documents will now need to be revised to reflect this change.</i> Findings will be discussed in further detail under Item 9 of this report.</p>	AI	NB	Dec 2022
	<p>AI-12 <i>Operational Plan version 12 draft has been created showing needed revisions.</i> Findings will be discussed in further detail under Item 11 of this report.</p>	AI	BD	Apr 2022
	<p>AI-13 <i>The SCADA system has been configured to have a low alarm and a high alarm. The low alarm is considered an initial warning while the high alarm is considered to be the Critical Control Point (CCP).</i> <i>Documentation of these alarms can be found on the Town's SCADA system.</i> <i>In February of 2019 ONYX Engineering was the awarded contractor and is currently working with TCS, Shaun Fuerth (SF) and Water Services to implement the upgrades.</i> <i>A global shortage in materials is creating the project to be completed later than expected.</i> Findings will be discussed in further detail under Item 12 of this report.</p>	AI	BD SF	Sep 2022

		<p>AI-14 <i>The Risk Assessment full comprehensive review will be scheduled for the first part of 2022 and will be completed by the Risk Assessment Team.</i> Findings will be discussed in further detail under Item 13 of this report.</p>	IS	NB BD	Jan 2022 Done Feb.02, 2022
2	Incidents of Adverse Drinking Water Tests	There have been (0) Adverse Drinking Water Results since the last DWQMS Management Review Meeting (Nov.23, 2021)	IS	n/a	n/a
3	Results of Internal Audits	<p>AI-04 – Jan.21, 2022, Review of the 2021 Internal Audit was completed with the Water Service operators and proof of training/review documented.</p>	IS	n/a	n/a
		<p>The Internal Audit for 2022 shall be scheduled within this calendar year.</p>	AI	NB	Oct 2022
4	Results of External Audit	<p>Annually a desktop DWQMS Surveillance Audit is to be completed by an accredited third party.</p> <p>Every 3 years and On-site DWQMS Recertification Audit must be completed by an accredited third party. Our DWQMS Recertification Audit was completed on Nov. 6 & 7, 2020.</p> <p><u>Surveillance Audit:</u> A less extensive, annual review of a Company's Quality Management System's elements could look at entire System or just certain elements of the System. It is performed by an accredited company and any 'gaps' in the Management System will be noted and non-conformance or opportunity for improvement will be issued.</p> <p><u>Recertification Audit:</u> An audit that occurs every 3 years from the original certification audit. Performed by an accredited company and looks to ensure that the company has documented any revisions and/or updates within their Management System appropriately and has provided the required training associated.</p>	IS	n/a	n/a
		<p>AI-05 – Jan.21, 2022, Review of the 2021 External Audit was completed with the Water Service operators and proof of training/review is documented.</p>	IS	n/a	n/a

		<p>The 2021 External Audit (surveillance) was completed on Nov.25 & 26, 2021 and the results are as follows: (0) Non-Conformances (NC) and (2) Opportunity for Improvement (OFI)</p> <p>The 2021 External Audit Report is appended to this Report as Attachment #3.</p> <p>(OFI-01) <i>The management review process was found to be overall effectively implemented. An opportunity exists to consistently record proposed implementation timelines for management review action items</i></p> <p>DWQMS Management Review Meeting minutes has new column added to track proposed completion dates (if required) for Action Items.</p> <p>(OFI-02) <i>Calibration of processes were found to be overall effectively implemented. Consideration could be given to performing periodic verification of pocket colorimeters (e.g. quarterly)</i></p> <p>Monthly verification of our pocket colorimeters against an approved set of standards will be implemented and tracked. We are currently waiting on delivery of supplies.</p> <p>AI-06 – 2022 External Audit (surveillance) date is scheduled for Nov.4, 2022. Audit to be completed by NSF, accredited third party.</p>	IS	n/a	n/a
5	Results of MECP Inspection	<p>AI-07 – Jan.21, 2022, review of the 2020 MECP Inspection Report with the Water Services operators was completed and proof of training/review is documented.</p> <p>MECP Inspection for 2021 was completed on Jan.06, 2022 and the results are as follows: 0.00% Risk Rating. With a final inspection Rating of 100% compliance.</p> <p>The 2021 MECP Inspection Report is appended to this report as Attachment #4.</p> <p>AI-08 – Feb. 23, 2022, review of the 2021 MECP Inspection Report with Water Service operators was completed and proof of training/review is documented.</p> <p>The final report for the 2021 MECP Inspection was endorsed by Council on Feb.22, 2022. Report Number PWES-22-12-Tecumseh Water Distribution System-MECP Dec. 1/20 – Dec.31/21 Inspection Report.</p>	IS	n/a	n/a
			IS	n/a	n/a
			IS	n/a	Mar 2022 Done Feb 22, 2022

6	Incidents of Non-Compliance with Applicable Regulations	There has been (0) Non-Compliance issues since the last DWQMS Management Review Meeting (Nov.23, 2021).	IS	n/a	n/a
7	Consumer Feedback	<p>(8) Consumer complaints regarding water quality were made to the Town of Tecumseh since the last DWQMS Management Review Meeting (Nov. 23, 2021).</p> <p>(1) Nov.23, 2021 (2720 Wildberry)</p> <ul style="list-style-type: none"> • Aesthetics – Odour – Consumer reported an odour when the water was being ran. Operator investigated and found that the issue was with the P-Trap on the internal plumbing. Operator obtained a chlorine residual of 1.25ppm. (Acceptable MECP range 0.05-4.0ppm). <p>(2) Nov.27, 2021 (13349 St.Thomas)</p> <ul style="list-style-type: none"> • Aesthetics – Consumer reported that their water is cloudy. Operator responded to the consumer complaint and found that the cloudiness was due to air in the lines. Operator flushed the lines and obtained a chlorine residual of 0.82ppm (Acceptable MECP range 0.05-4.0ppm). <p>(3) Nov.29, 2021 (1050 Lesperance)</p> <ul style="list-style-type: none"> • Low Pressure – Consumer stated that there was intermittent instances of low water pressure at certain taps. Operator investigated and found that low pressure was occurring at certain taps only in the office area. Pressure outside the building was at 60psi. Operator obtained a chlorine residual of 1.27pm (Acceptable MECP range 0.05-4.0ppm). <p>(4) Dec.8, 2021 (4040 County Rd46)</p> <ul style="list-style-type: none"> • Low Pressure – Consumer reported low pressure in the building, they had recorded a reading of 40psi. Operator attended site and investigated, found no cause at the residence and recorded a pressure of 43psi at a fire hydrant located next to residence. This is normal operating pressure for this area. 	IS	n/a	n/a

	<p>(5) Dec.8, 2021 (7325 Manning)</p> <ul style="list-style-type: none"> • Low Pressure – Consumer reported low pressure at his residence, throughout all taps. Operator attended location and investigated. Found that the service line is a very long run from the road to the home and that when the line enters the home it decreased in size to ¼inch. Operator informed the consumer that, that size of service is too small therefore causing the pressure issues. <p>(6) Dec.13, 2021 (521 Michael)</p> <ul style="list-style-type: none"> • Aesthetics – Odour – Consumer reported the presence of an odour similar to that of very high chlorine. Operator attended the site and investigated. Found nothing at that time. Operator obtained a chlorine residual of 1.27ppm). (Acceptable MECP range 0.05-4.0ppm). <p>7) Jan.27, 2022 (St.Pierre)</p> <ul style="list-style-type: none"> • Aesthetics – Consumer reported that their water is cloudy. Operator let the consumer know that the cloudiness is due to the temperature of the water at this time of year. Once the water sits and warms up (5min) the cloudiness will disappear. <p>(8) Feb.01, 2022 (1106 Laramie)</p> <ul style="list-style-type: none"> • Low Pressure – Consumer reported that there was low pressure at their establishment. Operator attended location and investigated. Found a leak in their service next to the building. Operator informed them of the appropriate steps to be taken. <p>Please note all actions mentioned above were completed following Town policy in dealing with Covid-19. Clerks division would perform standard Covid-19 screening prior to making appointment along with the operator following the same screening process upon arrival.</p> <p>Manager of Water Services/ORO has reviewed the Survey Monkey results covering the time between DWQMS Management Review Meetings. (Nov.23, 2021 to March 1, 2022)</p> <p>Survey Monkey Data to be reviewed twice per year to ensure that possible issues are not missed when reported.</p>	IS	n/a	n/a
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		<p>(0) Questionnaires were completed for the <i>Water Services Customer Survey</i> stating any issue or concern.</p> <p>Results are shown below for the <i>Water Services Customer Survey</i>.</p> <ol style="list-style-type: none"> 1) Billing Concern- 0 individuals 2) Request for Locate- 0 individuals 3) Water Leak- 0 individuals 4) Water Quality- 0 individuals 5) Water Meter Issue- 0 individuals 6) Connection / disconnection of water service- 0 individuals 7) Other (Please specify)- 0 individuals 			
8	Operational Performance	<p>The <i>Hydrant Flushing Program</i> for 2022 is set to begin in the spring and every hydrant in Tecumseh is scheduled to be operated and inspected.</p> <p>Documentation for this program will be stored in the Town's shared hard drive.</p> <p>The <i>2021 Hydrant Winterizing Program</i> has been completed, all data has been uploaded. Saved in the Town's shared hard drive.</p> <p>The <i>Valve Turning Program</i> for 2022 will be put on hold due to Covid-19 work restrictions and limited staff. Once restrictions ease and operators become available the program will continue.</p> <p>Current FC300 Itron reading system is being replaced with MC3Lite. Brad has been working with Shaun Fuerth (TCS), Wolseley, Itron and Essex Power for the implementation and training of new software. It is in the final stages of completion.</p> <p>AI-09 – When Covid-19 restrictions have been downgraded and training for the MC3Lite system can be carried out safely for all parties involved a date will be scheduled and the training completed. We have set a June 2022 timeline, if training has not been completed by that date we will revisit and try to schedule again.</p> <p>For the 2022 year we will be assessing 5 – 10 sample stations and then scheduling the appropriate maintenance measures (repair or full replacement)</p>	AI	BD	Jun 2022
			IS	n/a	n/a
			IS	n/a	n/a
			IS	n/a	n/a
			IS	n/a	n/a
			IS	n/a	n/a

		<p>It was suggested through the 2021 External Audit to perform verifications on our handheld pocket colorimeter units. In preparing for this task it was discovered that our current units (7), even though functioning, are obsolete. There is no longer any support for these units, it is recommended to replace our units with the most current units available.</p> <p>(7) New pocket colorimeter units to be ordered and put into service once received.</p>	IS	n/a	n/a
			AI	BD NB	Apr 2022
		<p>AI-10 – 2021 Winter and Summer Lead Testing results were communicated to Town Council on Feb.22, 2022 through report PWES-2022-09 – Annual Reports for Year 2021-Town of Tecumseh Water Distribution System</p> <p>2022 Lead Testing-Winter session is scheduled to be collected on Mar.7, 2022.</p> <p>2022 Lead Testing-Summer session is scheduled to be collected on Oct.3, 2022.</p>	IS	n/a	n/a
			AI	Water Service Operators	Oct 2022
9	Changes to Services, Activities, Regulations, etc. that could affect DWQMS	<p>Due to Covid-19:</p> <ul style="list-style-type: none"> - Extra monitoring was implemented in areas such as schools, Town Hall, Arenas and other Town facilities. -Operator training was slowly transitioned to on-line format from hands-on. -Town policies implemented: 1 person per vehicle unless barriers are present. -Covid-19 Screening of residents by Town operators prior to entry on property. Entry into consumer's residence shall be approved by the Manager of Water Services. -Public access to Town facilities restricted. -Daily Covid-19 screening of Water Service Operators. -Town implemented Covid-19 policies regarding employee vaccinations. -Water Leader off on extended sick leave, with unknown date of return. -Additional Senior water operator away on paternity leave until 2022. - Due to limited staffing / senior experience of operators, internal projects have been put on hold and/or contractors have been utilized to complete jobs. <p>AI-03 – As per discussion held during our November 23, 2021 DWQMS Management Review meeting, the Director of Public Works & Engineering Services, the Manager Water Services/ORO and the Director of People and Culture are to work together to find a solution to</p>	IS	n/a	n/a
			IS	n/a	n/a

		<p>the Water Service Operator's burnout as reported in the 2021 Internal Audit.</p> <p>Director of Public Works & Engineering, Manager, Water Services, Director of People & Culture met and currently have an exterior job posting for a new water operator, posted on Feb.25, 2022.</p>	ISI	n/a	n/a
		<p>AI-11 – Throughout the 2022 calendar year Water Service documents will be reviewed and revised to show the changes implemented through the 2021 Organizational Review.</p>	IS	n/a	n/a
10	Infrastructure Review Results	<p><u>Private Projects:</u></p> <p>(1) <u>Sky Dev.</u> - Private development on Southfield.</p> <p>(2) <u>Oeadan Detech (Briday Inc.)- Victoria on the Lake</u> - Private development on Dillon</p> <p>(3) <u>Oldcastle Heights</u> - Private development on North Talbot Rd & 8th Concession</p> <p>(4) <u>Arbour Heights</u> - Private development on Lesperance and Arbour</p> <p>(5) <u>Pawluk Island</u> - Private development on Brighton Rd</p> <p>(6) <u>Various severances</u> - Private development serving lots throughout the town</p> <p>(7) <u>North shore Public School</u> - Private development for new public school on Tecumseh Rd</p> <p>(8) <u>Santarossa Industrial Dev.</u> - Private development on CR 46 & 8th Concession</p> <p><u>Town Projects:</u></p> <p>(1) <u>Old Tecumseh Rd</u> - Replacing 200mm watermain</p>	IS	n/a	n/a

		<p>(2) <u>Manning Rd phase 2</u> - Continuing from 2021 replacing watermain & services</p> <p>(3) <u>CR 42 Reconstruction & CR 43 Diversion Phase 1</u> - Transmission and local watermain</p> <p>(4) <u>Various Valve Replacement</u> - Replacement of valves on CR 34 and HWY#3</p> <p>(5) <u>12th Concession (Dimu to CR 42)</u> - Replacing watermain & services</p> <p>(6) <u>12th Concession</u> - South Section- replacing watermain & Services</p> <p>(7) <u>CR 43</u> - Replacement of existing cast iron watermain & services. - To be completed during CR 42 Reconstruction & CR 43 Diversion Phase 2</p> <p>(8) <u>Shields</u> - Connecting Shields to Shields (between CR 43 & St.Alphonse)</p> <p>(9) <u>CR 17 & CR 46 Culvert Installation</u> - During installation of culvert: raise hydrant, install autoflusher, install sample station. - Work being completed to increase the safety zone for operators completing weekly maintenance.</p> <p>(10) <u>Anode Program 2021</u> - Watermain Anode Program continued</p> <p>(11) <u>OASIS Upgrade</u> - Complete install of new water fill stations (south & north stations) by Flowmetrix. - South End OASIS to have existing asphalt removed and prepped for proper drainage and base for concrete.</p>			
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		<p>(12)<u>PWES 1189 Lacasse yard</u> - Gas fill station. Remove and reinstall gas fill station at proper location.</p> <p>(13)<u>PWES 1189 Lacasse yard</u> - Install power gate for yard to work hand and hand with fuel fill station.</p> <p>(14)<u>PWES 1189 Lacasse yard</u> - Improvements. Prep & install concrete blocks behind salt shed, install asphalt widening.</p> <p>(15)<u>Town of Tecumseh</u> - Install Hydrant reflectors throughout the town</p> <p>(16)<u>CR 19 between Jamsyl & CR 22</u> - Watermain replacement.</p> <p>(17)<u>Aecom</u> - Completing water modeling on North and South ends of the system.</p>			
		There has been (8) broken watermain repairs from Nov.22, 2021 through to Mar. 1, 2022.	IS	n/a	n/a
		<p>(5) in former Tecumseh Hamlet area (3) in former St.Clair Beach area (0) in former Sandwich South area</p> <p>To date, for this calendar year, there has been a total of (6) broken watermain repairs within the Town of Tecumseh.</p>			
11	Currency of Operational Plan	Operational Plan version 11 has been reviewed and revised. The revisions have been implemented into the current Operational Plan version 12.	IS	n/a	n/a
		AI-01 – As recommended in the 2021 Internal Audit, the DWS name was entered onto the title page of version 12 of the Operational Plan.	IS	n/a	n/a
		AI-12 – Operational Plan version 12 has been created and is waiting to be finalized.	IS	n/a	n/a
		Once finalized Brad will bring it forward to Council in 2022 for endorsement.	AI	BD	May 2022

		Once the Operational Plan version 12 has received endorsement from Council, it will be reviewed with Water Service operators. Proof of training/review will be documented.	AI	NB BD	Jun 2022
12	Deviations from CCP Limits	AI-13 – The TCS department along with Water Services are continuing to work with ONYX Engineering to complete the implementation of the SCADA system alarm upgrades. Timeline has been set for Sep 2022. There has been no CCP limit deviations since our last DWQMS Managers Review Meeting (Nov.23, 2021)	IS IS	n/a n/a	n/a n/a
13	Effectiveness of Risk Assessment Process	Every three years a full comprehensive review shall be complete. AI-14 – The Risk Assessment full comprehensive review was completed on Feb.2, 2022. The Risk Assessment meeting minutes are appended to this report as Attachment #5. The results from the Risk Assessment full comprehensive meeting will be reviewed with the Water Service operators and proof of review will be documented.	IS AI	n/a NB	n/a Apr 2022
		The 2022 Annual Risk Assessment meeting will be completed later this calendar year. Results of this meeting will be reviewed with the Water Service operators and proof of review will be documented.	AI	NB	Aug 2022
14	Emergency Preparedness	Emergency Response Plan version 13 will be reviewed and revised to version 14. Once finalized, Emergency Response Plan version 14 will be reviewed with the Water Service operators along with two mock exercises, within this calendar year.	IS AI	n/a NB BD	n/a Aug 2022
15	Trends in Quality of Raw Water & Drinking Water Supply	The Town of Tecumseh is connected to the Town of LaSalle through Meter Chamber 12 (MCT-12). The valve remains off until an agreement has been made between Windsor and LaSalle. As part of the construction of the Herb Gray Parkway, the supply watermain to the Howard Avenue MCT-12 was re-routed through the Town of LaSalle. Subsequent to the re-routing of the supply watermain, the connection was closed and the supply of potable water to the Town of Tecumseh through MCT-12 is no longer utilized.	IS	n/a	n/a

		<p>The Town of Tecumseh receives an Annual Report from the Windsor Utilities Commission in regard to the water that is supplied to the town.</p> <p>The Town of Tecumseh receives an Annual report from the Town of Lakeshore in regards to the water that is supplied to the town.</p> <p>These reports received from our neighbouring Municipalities are saved on the Town's shared hard drive.</p> <p>The Town of Tecumseh 2021 Annual Report and The Town of Tecumseh 2021 Summary Report were communicated to Council for endorsement on Feb.22, 2022, through Report PWES-2022-09 – <i>Annual Reports for Year 2021-Town of Tecumseh Water Distribution System.</i></p>	IS	n/a	n/a
16	Resources needed for DWQMS Maintenance	AI-02 – As per 2021 Internal Audit, technology and software based training for the Manager, Water Services and the DWQMS Rep will be considered throughout the 2022 calendar year.	IS	n/a	n/a
17	Town of Tecumseh website	Manager, Water Services reviewed the Town website, ensuring the water information is current.	IS	n/a	n/a
18	Retention Table	Manager, Water Services and DWQMS Rep have reviewed the retention table along with the documents and records pertaining to it.	IS	n/a	n/a
19	Review of Best Practices	<p>Review of related and appropriate industry material, memberships in water industry organizations such as Ontario Municipal Water Association and Municipal Water, Wastewater Regulatory Committee and continued networking with neighbouring Municipalities allow for the continuous review of current Best Practices.</p> <p>Brad attended a two day online conference “Best Management Practices Summit Feb.23-24, 2022. Proof of training is documented.</p> <p>Quarterly discussion of relevant Best Practice items with the Water Service operators will be documented.</p>	IS AI	n/a NB BD	n/a Mar 2022
20	Comments / Suggestions made by Water Service Personnel	<p>No suggestions or feedback was given.</p> <p>Question raised in regards to returning to in-person training sessions due to the lifting of some COVID-19 restrictions. The Town's stance is to stay “status quo” for the time being. They are</p>	IS	n/a	n/a

		looking at re-visiting our policies and guidelines for possible amendments towards the end of March into the beginning of April.			
	<u>Meeting Adjournment</u>	Meeting adjourned by Nicole Bradley at 3:15pm.			

SIGN-IN SHEET

PURPOSE: TOWN OF TECUMSEH DWQMS MANAGEMENT REVIEW MEETING

DATE: March 1, 2022

NAME (PRINT)	POSITION	SIGNATURE
MARGARET MISEK-EVANS	CHIEF ADMINISTRATIVE OFFICER	<i>Marg Misk-Evans</i>
PHIL BARTNIK	DIRECTOR, PUBLIC WORKS & ENGINEERING SERVICES	<i>Phil Bartnik</i>
BRAD DUPUIS	MANAGER, WATER SERVICES / ORO	<i>Brad Dupuis</i>
NICOLE BRADLEY	WATER OPERATOR/DWQMS REPRESENTATIVE	<i>Nicole Bradley</i>

Management Review Commitment and Endorsement Statement

This statement is intended to capture the commitment and endorsement of top management through the management review committee. Below are the definitions of commitment and endorsement represented within the context of the management review minutes referenced within this statement.

Commitment

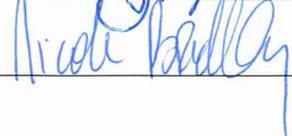
- 1) To represent that the committee has been given access to participated and/or reviewed the inputs covered within the minutes.
- 2) That the content of the minutes meets the input requirements of the Town of Tecumseh DWQMS management review meeting.
- 3) That the committee is aware of actions assigned to appropriate resources as a results of the management review meeting.
- 4) To provide objective evidence of top management's participation and commitment to the management review program.

Endorsement

- 1) That the management review committee endorses the commitments made within the associated management review minutes including:
 - a) Resources allocated to the items.
 - b) Within the timelines committed to in the meeting.
- 2) Approval to empower the DWQMS represented to ensure that commitments are followed through with the authority of the management review committee.
- 3) Where timelines cannot be met or where previous actions have not been verified by the management review committee as complete, a corrective action will be required.

Commitment and Endorsement Record

Minutes Referenced: Management Review Meeting – DWQMS November 23, 2021

Name / Delegate Name	Title	Signature	Date
Margaret Misek-Evans	Chief Administrative Officer (CAO)		March 1, 2022
Phil Bartnik	Director of Public Works & Engineering Services		March 1, 2022
Brad Dupuis	Manager , Water Services / ORO		March 01, 2022
Nicole Bradley	Water Operator / DWQMS Representative		March 1 / 2022

Meeting Minutes / Report

(Attachment 6)

Last Revised: 2021-11-24
Prepared By: Brad Dupuis

Meeting Minutes

Meeting Type:	Management Review Meeting – DWQMS
Date:	November 23, 2021
Called by:	Town of Tecumseh
Attendees:	<p>Margaret Misek-Evans - Chief Administration Officer (CAO) Phil Bartnik - Director, Public Works & Engineering Services Brad Dupuis - Manager, Water Services / O.R.O. Nicole Bradley - DWQMS Representative/Water Operator</p>
Location:	Various locations – via Zoom

Agenda/Minutes:

Item Code: AI=Action Item, DM=Decision Made, IS=Information Sharing, MRC=Management Review Committee

Item	Item Description	Notes	Item Code	Timing/Status
A	Meeting Agenda			
	Attendance	The sign-in sheet is appended to these minutes as Attachment No. 1.	IS	No Action Required
	General	All reports mentioned are available on the shared drive for the Town of Tecumseh.	IS	No Action Required
1	Previous Management Review Meeting-DWQMS Action Items	<p>In the previous Management Review Meeting-DWQMS there were 12 Action Items (AI-01 to AI-12).</p> <p>Previous Management Review Meeting-DWQMS minutes for February 8, 2021 are appended to these minutes as Attachment No. 2.</p>	IS	No Action Required
		<p>AI-01 The upcoming Internal Audit shall be completed in the calendar year of 2021 Findings will be discussed in further detail under Item 3 of this report.</p>	IS	No Action Required

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		<p>AI-02 <i>Brad and Nicole to contact accredited third party to complete the 2021 external audit.</i> Findings will be discussed in further detail under Item 4 of this report.</p>	IS	No Action Required
		<p>AI-03 <i>Review of 2020 MECP Inspection Report with Water Services Division Operators.</i> Findings will be discussed in further detail under Item 5 of this report.</p>	IS	No Action Required
		<p>AI-04 <i>Council to be presented with Administrative Report Number PWES-2021-08 – Tecumseh (Water) Distribution System 2020 Inspection Report on February 9, 2021 for acceptance.</i> Findings will be discussed in further detail under Item 5 of this report.</p>	IS	No Action Required
		<p>AI-05 <i>Complete FC300 Itron reading system implementation and training.</i> Findings will be discussed in further detail under Item 8 of this report.</p>	IS	No Action Required
		<p>AI-06 <i>2021 Winter and Summer Lead testing results to be communicated.</i> Results will be discussed in further detail under Item 8 of this report.</p>	IS	No Action Required
		<p>AI-07 <i>Town of Tecumseh Water Standards version 15 to be completed.</i> Findings will be discussed in further detail in Item 9 of this report.</p>	IS	No Action Required

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		<p>AI-08 <i>Council to be presented with Administrative Report Number PWES-2021-10 – Drinking Water Quality Management System Operational Plan Version 11 on February 23, 2021 for acceptance.</i> Findings will be discussed in further detail in Item 11 of this report.</p>	IS	No Action Required
		<p>AI-09 <i>Review with Operators updates to the Operational Plan.</i> Findings will be discussed in further detail in Item 11 of this report.</p>	IS	No Action Required
		<p>AI-10 <i>Brad Dupuis and Shaun Fuerth (Director Technology & Client Services) working together towards the completion of the Water & Wastewater division SCADA upgrades.</i> Findings will be discussed in further detail under Item 12 of this report.</p>	IS	No Action Required
		<p>AI-11 <i>Annual review of the Risk Assessment to be completed with the Operators.</i> Findings will be discussed in further detail in Item 13 of this report.</p>	IS	No Action Required
		<p>AI-12 <i>Annual review of the Water Division Emergency Response Plan and two mock emergency exercises to be completed.</i> Findings will be discussed in further detail in Item 14 of this report.</p>	IS	No Action Required
2	Incidents of Adverse Drinking Water Tests	There have been (0) Adverse Drinking Water Results since the last Managers Review Meeting- DWQMS (February 8, 2021).	IS	No Action Required
3	Results of Internal Audits	<p>The 2021 Internal Audit was completed on October 29, 2021.</p> <p>The 2021 Internal Audit Report is appended to these minutes as Attachment No.3</p>	IS	No Action Required

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		<p>The results of the 2021 Internal Audit were: (0) Non-Conformances (NC) and (3) Opportunity for Improvement (OFI).</p>	IS	No Action Required
		<p>(OFI-1) Consider including the DWS name on the title of the next version of the OP. In 2022 with the next revision of the OP, the DWS name will be added into the title.</p>	AI	Nicole will ensure revision to document is made
		<p>(OFI-2) Consider scheduling technology and software-based training for the QMS Rep and Manager. During Management Review, general discussions relating to the issue with training took place.</p>	AI	Nicole and Brad will research training possibilities.
		<p>(OFI-3) Recognizing staff burnout currently being experienced among the Town's senior water operations staff (3 senior Certified Operators are currently on leaves), a critical opportunity is presented to support the hard-working team in the provision of additional Certified Operators.</p> <p>While the water division team recognizes the Town's provision of necessary physical resources to operate, maintain and continually improve its drinking water system, there is a deficiency in the provision of sufficient staff resources to consistently accomplish intended outcomes of the growing community and the corresponding levels of service.</p> <p>The provision of additional necessary staff would support ensuring proper on-the-job training of junior Certified Operators by senior Certified Operators to effectively transfer the knowledge, experiences and skills necessary to operate, maintain and continually improve the Town's drinking water system.</p> <p>Addressing this opportunity would help support meeting the requirements of DWQMS Element 3 DO b) + d), Element 10 DO a) + b), and Element 11 DO.</p> <p>During Management Review, general discussions relating to the issues of operator resources, on-the-job training and personnel coverage took</p>	AI	Brad and Phil to work with Director of People and Culture in finding a solution

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		<p>place.</p> <p>The 2022 Operational Budget had identified 1 additional Water Operator position for the Water Services Division, and is in keeping with the recommendations from the 2021 Organizational Review.</p>		
		<p>It is important to note the positive findings in <i>commitment, culture of continual improvement, evidence of continual improvement and risk-based thinking</i> that were commended by the auditor throughout the audit process.</p>	IS	No Action required
		<p>Review of 2021 Internal Audit Report with the Water Service operators to be completed and documented.</p>	AI	Nicole will schedule a time for review of the report with the operators
4	<p>Results of External Audits</p>	<p>Annually a desktop DWQMS Surveillance Audit is to be completed by an accredited third party.</p> <p>Every 3 years, an On-Site DWQMS Recertification Audit must be completed by an accredited third party. Our DWQMS Recertification Audit was performed on November 6 & 7, 2020.</p> <p><u>Surveillance Audit:</u></p> <p>A less extensive, annual review of a Company's Quality Management System's elements, could look at entire System or just certain elements of the System. It is performed by an accredited company and any 'gaps' in the Management System will be noted and non-conformance or opportunity for improvement will be issued.</p> <p><u>Recertification Audit:</u></p> <p>An audit that occurs every 3 years from the original certification audit. Performed by an accredited company and looks to ensure that the company has documented any revisions and/or updates within their Management System appropriately and has provided the required</p>	IS	No Action Required

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		training associated.		
		The 2021 External Audit will be a surveillance audit and is scheduled to be completed November 25 & 26, 2021 by NSF.	IS	No Action Required
		Review 2021 External Audit Report with Water Division operators is to be completed and documented.	AI	Nicole to schedule a time for review of the report with the operators
		Annual desktop DWQMS Surveillance Audit to be completed within the 2022 calendar year by accredited third party.	AI	Nicole and Brad to schedule date to complete the audit
5	Results of MECP Inspection	Review 2020 MECP Inspection Report with Water Division operators.	AI	Nicole to schedule a time for review of the report with the operators
		Council to be presented with Administrative Report Number PWES-2021-08 - Tecumseh (Water) Distribution System 2020 Inspection on February 9, 2021 for acceptance. Proof of Council acceptance of Report Number PWES-2021-08 - Tecumseh (Water) Distribution System 2020 Inspection is appended to these minutes as Attachment No 4.	IS	No Action Required
		MECP Inspection for 2021 has not yet taken place we are awaiting contact from the Ministry.	IS	No Action Required
		Once MECP Inspection for 2021 is complete and final report issued, it will be reviewed with the Water Service Operators.	AI	Nicole to schedule a time for review of the report with the operators

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6	Incidents of Non-Compliance with Applicable Regulations	There has been (0) Non-Compliance issues since the last Managers Review Meeting-DWQMS (February 8, 2021).	IS	No Action Required
7	Consumer Feedback	<p>(15) Consumer complaints regarding water quality were made to the Town of Tecumseh since the last Managers Review Meeting-DWQMS (February 8, 2021).</p> <p>(1) Feb 22, 2021 (1317 Cardinal)</p> <ul style="list-style-type: none"> • Aesthetics – Consumer stated that they had cloudy water and that their water pressure was not consistent. Operator responded to the consumer complaint regarding the cloudy water and pressure concerns. Operator flushed the lines and the ‘cloudiness’ seemed to dissipate. Operator took a chlorine residual of 1.75ppm. (Acceptable MECP range 0.05-4.0ppm) <p>(2) March 18, 2021 (13902 Riverside)</p> <ul style="list-style-type: none"> • Low Pressure – Consumer reported a decrease in water pressure within the home. Operator investigated and found that the issue was with the upstairs internal plumbing. Operator obtained a chlorine residual of 1.35ppm. (Acceptable MECP range 0.05-4.0ppm) <p>(3) March 18, 2021 (355 Oakpark Drive)</p> <ul style="list-style-type: none"> • Aesthetics – Black Flakes – Consumer reported the presence of black flakes in the bottom of his bathtub when the faucet is ran. Operator investigated and found that the issue was with that particular faucet only and advised the consumer to run the faucet once or twice a week. 	IS	No Action Required

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(4) May 3, 2021 (12633 Dillon)

- **Colour** – Consumer stated discoloured water coming from taps. Operator investigated and found that there was an old water softener and old filter for the softener in use. Consumer stated they will have that old system removed. Operator tested for chlorine upstream and downstream of residence, corresponding residuals were obtained: 1.26ppm and 0.95ppm. (Acceptable MECP range 0.05-4.0ppm)

(5) May 26, 2021 (5515 Outer Drive)

- **Low Pressure** – Consumer stated that there is low pressure throughout the home. Operator investigated and found that psi low pressure readings were only with the hot water and psi of 47 was read at hose bib. Operator recommended that a plumber be contacted.

(6) June 11, 2021 (12558 St. Thomas)

- **Low Pressure** – Consumer reported low pressure at the residence (outside hose only). Operator responded to the consumer complaint regarding the low pressure and found that there was a reading of 60psi at the house. No further action was taken. Operator obtained a chlorine residual of 1.26ppm. (Acceptable MECP range 0.05-4.0ppm)

(7) July 2, 2021 (135 Arlington)

- **Aesthetics – Odour** – Consumer stated that there was an odour coming from the dishes. Operator found nothing at the time of investigation but recommended that the hot water tank and dishwasher be cleaned. Operator obtained a chlorine residual of 0.66ppm. (Acceptable MECP

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		<p>range 0.05-4.0ppm)</p> <p>(8) August 4, 2021 (12843 St. Thomas)</p> <ul style="list-style-type: none">• Low Pressure – Consumer stated that pressure throughout the residence is very low. Operators investigated and found a coupon stuck in the service at the main stop. Coupon was removed and line flushed, psi of 70 at the residence. Operators obtained a chlorine residual of 1.06ppm. (Acceptable MECP range 0.05-4.0ppm) <p>(9) August 6, 2021 (745 William)</p> <ul style="list-style-type: none">• Low Pressure – Consumer reported low pressure at the residence. Operator found nothing at time of investigation, psi at hose bib was 65 and there was good flow. <p>(10) August 25, 2021 (301 St.Pierre)</p> <ul style="list-style-type: none">• Aesthetics – Taste & Odour – Consumer stated that there was an odour and a ‘funny’ taste present in their water. Operator investigated and found nothing at that time. Operator obtained a chlorine residual of 0.77ppm. (Acceptable MECP range 0.05-4.0ppm) <p>(11) August 26, 2021 (2101 South Talbot)</p> <ul style="list-style-type: none">• Aesthetics – Black Flakes - Consumer stated that there are black flakes present in their water. Operators investigated and found that it is an internal issue as flakes are only present at certain faucets. Consumer said they would clean and replace faucets and monitor. Operator obtained chlorine residual of 0.7ppm. (Acceptable MECP range 0.05-4.0ppm)		
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		<p>(12) September 23, 2021 (1755 Mayrand)</p> <ul style="list-style-type: none">• Aesthetics – Colour – Consumer stated that there is a discoloration in their water. Operator investigated and noted that the Town was carrying out its annual hydrant flushing in the area at the time of issue. Operator recommended the consumer flush their cold water lines. Operator obtained chlorine residual of 0.30ppm. (Acceptable MECP range 0.05-4.0ppm) <p>(13) October 1, 2021 (9760 Service Rd)</p> <ul style="list-style-type: none">• Low Pressure & Other – Consumer stated that there is low pressure at his residence and there is “blue chips” when he runs his taps. Operator investigated and noted that these issues were only present in the kitchen faucet. It was also noted that possible cause could be due to degrading water lines within the residence. The Consumer stated that he would repair that faucet. Operator obtained a chlorine residual of 1.02ppm. (Acceptable MECP range 0.05-4.0ppm) <p>(14) October 6, 2021 (1580 Rossi)</p> <ul style="list-style-type: none">• Low Pressure – Consumer stated that there is low pressure at his residence when he runs his taps. Operator investigated and noted that the residence has a 3/4inch service which is too small for the amount of water that they are using. Operator obtained pressure reading of 40psi at the residence and 48psi at the nearest hydrant. <p>(15) October 12, 2021 (13002 Riverside)</p> <ul style="list-style-type: none">• Low Pressure – Consumer stated that over the last 2 months there is low		
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		<p>pressure at the residence when the taps are running. Operator investigated and noted that the issue is with the internal plumbing. Operator obtained a chlorine residual of 1.10ppm. (Acceptable MECP range 0.05-4.0ppm). Operator also obtained a pressure reading of 65psi at the residence.</p> <p>Please note all actions mentioned above were following Town policy in dealing with Covid-19. Clerks division would perform standard Covid-19 screening prior to making appointment along with the operator following the same screening process upon arrival.</p>		
		<p>Manager of Water Services / ORO has reviewed the Survey Monkey results from past Managers Review Meeting-DWQMS (February 21, 2021 to November 23, 2021).</p> <p>Survey Monkey Data to be reviewed twice per year to ensure that possible issues are not missed when reported.</p> <p>(0) Questionnaires were completed for <i>Water Services Customer Survey</i> stating any issue or concern.</p> <p>Results are shown below for <i>Water Services Customer Survey</i>.</p>	IS	No Action Required
		1) Billing Concern- 0 Individuals	IS	No Action Required
		2) Request for Locate- 0 Individuals	IS	No Action Required
		3) Water Leak- 0 Individuals	IS	No Action Required
		4) Water Quality- 0 Individuals	IS	No Action Required

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		5) Water Meter Issue- 0 Individuals	IS	No Action Required
		6) Connection / Disconnection of Water Service- 0 Individuals	IS	No Action Required
		7) Other (Please specify)- 0 Individuals	IS	No Action Required
8	Operational Performance	<p>The <i>hydrant flushing program</i> for 2021 has been completed. Every hydrant in Tecumseh has been inspected and operated.</p> <p>Documentation stored in Town's shared hard drives.</p>	IS	No Action Required
		<p>The <i>hydrant winterizing program</i> for 2021 is currently underway. Once completed, data will be uploaded and the finalized spreadsheet will be saved to the Town's shared hard drive.</p> <p>The Town of Tecumseh's Fire Department has been notified as of October 26, 2021 to pump out hydrants following use.</p>	IS	No Action Required
		<p>The <i>valve turning program</i> for 2021 was put on hold due to Covid-19 work restrictions and limited staffing.</p>	IS	No Action Required
		<p>Current FC300 Itron reading system is being replaced by MC3Lite. Brad has been working with Shaun Fuerth (Technology & Client Services) Wolseley, Itron and Essex Power for the implementation and training of new software. It is in final stages of completion.</p>	IS	No Action Required
		<p>Due to Covid-19 training was put on hold. As outside suppliers have limited staffing, need to be onsite and 2 operators need to be in a vehicle for long durations.</p>	AI	Brad to schedule completion once Covid-19 restrictions are lifted
		<p>We have a total of 35 sample stations.</p>	IS	No Action Required

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		<p>3 sample stations were replaced in 2020.</p> <p>10 sample stations were scheduled to be replaced during the 2021 calendar year. No sample stations were replaced in 2021.</p> <p>Due to short staffing, Covid-19 restrictions and limited supply, the goal of replacing 10 sample stations has been re-assessed to a more attainable number set to begin under our 2022 budget.</p> <p>Moving forward 5-10 sample stations will be scheduled for replacement annually beginning in 2022.</p>		
		<p>Due to life cycle, Backhoe, Pick-Up W7- 12 and Service Truck W4-12 are scheduled to be replaced.</p> <p>Administrative Report PWES-2021-07 – Supply of Various Vehicles was brought to Council on February 9, 2021 by the Manager of Public Works & Transportation Services.</p> <p>Proof of Council acceptance of Administrative Report Number PWES-2021-07 – Supply of Various Vehicles is appended to these minutes as Attachment No.4.</p>	IS	No Action Required
		<p><i>Winter Lead Testing</i> was completed March 18, 2021.</p> <p><i>Summer Lead Testing</i> was completed October 7, 2021.</p>	IS	No Action Required
		<p>All (8) samples taken were within the Tecumseh distribution system and all were well below the allowable threshold of 0.010 mg/L.</p>	AI	Brad to communicate results through MECP 2021 Annual Report

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9	Changes to Services, Activities, Regulations, etc. that could affect DWQMS	<p>There have been changes in the services and/or activities performed by the Town of Tecumseh since the last Management Review Meeting- DWQMS.</p> <p>Due to Covid-19:</p> <ul style="list-style-type: none"> - Extra monitoring was implemented in areas such as schools, Town Hall, Arenas and other Town facilities. -Operator training was slowly transitioned to on-line format from hands-on. -Town policies implemented: 1 person per vehicle unless barriers are present. -Covid-19 Screening of residents by Town operators prior to entry on property. Entry into consumers residence shall be approved by the Manager of Water Services. -Public access to Town facilities restricted. -Daily Covid-19 screening of Water Service Operators. -Town implemented Covid-19 policies regarding employee vaccinations. -Water Leader off on extended sick leave, possible return date of February 2022. -Additional Senior water operator away on paternity leave until 2022. - Due to limited staffing / senior experience of operators, internal projects have been put on hold and/or contractors have been utilized to complete jobs. 	IS	No Action Required
		<p>-In response to the Town’s 2021 Organizational Review The Manager of Water & Wastewater /ORO title has been changed to Manager of Water Services/ORO effective immediately.</p> <p>All Water documents will now need to be revised to reflect this change.</p>	AI	Nicole to make title change on all water documents as they are reviewed.
		<ul style="list-style-type: none"> - It was also identified in the 2021 Organizational Review that 1 additional 	IS	Already an Action Item

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		Water Operator would be included as part of the 2022 Operational Budget.		identified in Item 3 of this report
10	Infrastructure Review Results	<p><u>Private Projects:</u></p> <p>(1) <u>11941 Tecumseh Road – New watermain installation.</u> Contractor, Fortis with contractor installer JJ Leperra. - Watermain was commissioned on September 29, 2021.</p> <p>(2) <u>Southfield Road – Skyline Skydev - New Watermain installation.</u> Contractor, RCH Builds with contractor installer Sterling Ridge. - Watermain was commissioned on October 26, 2021. - Project was split into 2 sections. Building A1 has been completed, Building A2 is not yet completed.</p> <p>(3) <u>11900 Brouillette – New watermain Installation.</u> Contractor, Fortis with Contractor installer A-Xcavating. - Watermain was commissioned on October 20, 2021.</p> <p>(4) <u>5205 8th Concession – New watermain Installation.</u> Contractor, Lasalle Backhoe. - Watermain was commissioned on November 2, 2021.</p> <p>(5) <u>11957 Tecumseh Road – New watermain Installation.</u> Contactor, Fortis with contractor installer A-Xcavating. - Watermain commissioned on</p>	IS	No Action Required

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November 9, 2021.

- (6)** 5015 8th Concession – New watermain Installation. Contractor installer, Rosati.
- Currently underway.

- (7)** 5000 Regal- New watermain installation. Contractor installer, Shea Rock.
- Watermain commissioned on July 3, 2021.

- (8)** 2030 North Talbot Rd New watermain installation. Contractor installer, Shea Rock.
- Watermain commissioned on July 26, 2021.

- (9)** 11870 Tecumseh Rd- New watermain installation. Contactor, Fortis with contractor installer DanRuss.
- Watermain commissioned on April 27, 2021.

- (10)** Pawluk Island – Resident developing an Island between boundary of Tecumseh and Lakeshore on Brighton Rd.
Requesting a 50mm service.

- (11)** Oadan:Detech – Victoria on the Lake.
- Victoria school was demolished and a 63 unit is proposed.

- (12)** 5350 Pulleyblank (service off Solar Cres) – 150mm fire line installation. Contractor, DanRuss.
- Project currently underway.

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- (13) 5058 Walker Rd (formally PSI)** – Building demolished. Owner, Ready Go Transport Contractor, Grossi Construction.
- Completion of new building with a 50mm service.
 - Project currently underway.

Town Projects:

- (1) McCord Lane – Concrete repair at Water Fill Station.** Contractor, Piera Con Enterprises.
- This project was delayed this year and as we are now headed towards the winter months it is unlikely that we will encounter the required weather conditions for this work to be carried out. A signed agreement has been made between The Town (Manager of Water Services) and Piera Con Enterprises to postpone this work until the spring of 2022 with no adjustments to the bid price.
- (2) Hwy 3 / CR34 Water Valve Replacement.**
- Draft tender completed, waiting to review with Administration. Project will be pushed to 2022.
- (3) CR43 (Banwell) Watermain – Intersection to South CPR.**
- On hold based on County's CR43 improvements project.
- (4) Banwell, 12th Concession (N) and 12th Concession (S) Watermain Project.**
- On hold based on County's CR43 improvements project and staff shortages.
- (5) Watermain Anode Program.**
Contractor, C.P. Systems.

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- Project has been awarded to C.P. Systems. Due to supply shortages of anodes the project will be delayed and completed during the 2022 season once anodes become available. Signed agreement has been made between the Town and C.P. Systems.

- (6) Old Tecumseh Rd Watermain Project.** Contractor, Shea Rock.
 - Project was scheduled to be completed internally working with a contractor. Due to limited staffing, the project was put out for tender and closed November 4, 2021. The project was awarded to Shea Rock.

- (7) County Rd 19 Watermain – CR22 to Jamsyl.**
 - Project has been delayed by the County.

- (8) Hwy #3 and Walker Road – Watermain replacement.** Contractor, Shea Rock.
 - Watermain was commissioned on February 9, 2021.

- (9) 2nd Phase Manning Road – New watermain installation.** Contractor, Shea Bros.
 - Currently underway.

- (10) Tecumseh South – Hydraulic Modelling.** AECOM hired to complete through WUC.
 - Project currently underway.

- (11) Tecumseh Water Tower** – small leak found at tower. Landmark to be contacted.
 - Communications are underway.

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		<p>(12) <u>Centennial Drive & Woodridge – 2021 Intake Watermain Replacement Project.</u> - Report PWES-2021-38 Investing in Canada Infrastructure Program Green Stream Stage II 2021 Intake Axes-C brought to Council for approval to submit application to the federal government under the <i>Investing in Canada Infrastructure Program (ICIP): Green Stream Stage II.</i></p> <p>(13) <u>1189 Lacasse Rd – Upgrade & Expansion of Public Works Yard.</u> <u>Completed to date:</u> - removal of existing perimeter fence/shrubs trees and stripping of top soil. - new perimeter berm constructed with cedar/spruce tree screening and mulch. - drainage installed - new waterline installed to the new wash bay - concrete blocks purchased for construction of material separation bins - signs purchased to aide in identification of materials on site. - new asphalt pad for material storage areas. - asphalt pad at salt shed enlarged to improve truck loading operations - fine grading and compaction of recycled aggregate.</p>		
		<p>There have been a total of (10) broken watermain repairs from February 1, 2021 through to November 22, 2021:</p> <p>(8) in former Tecumseh Hamlet area (2) in former St. Clair Beach area (0) in former Sandwich South area</p>	IS	No Action Required
		<p>To date, for this calendar year, there has been a total of (13) broken watermain repairs within the Town of Tecumseh.</p>	IS	No Action Required

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11	Currency of Operational Plan	<p>Review of Operational Plan version 10 completed and revisions were implemented into the current Operational Plan version 11.</p> <p>Operational Plan version 11 was brought to Council on February 23, 2021 for endorsement.</p> <p>Proof of Council acceptance of Administrative Report Number PWES-2021-10 – Drinking Water Quality Management System Operational Plan Version 11 is appended to these minutes as Attachment No.5.</p>	IS	No Action Required
		<p>Revisions and updates to the Operational Plan version 11 to be reviewed with the operators. Attendance will be documented.</p> <p>Operational Plan version 11 review with the Operators was completed on August 27, 2021 and proof of training is saved.</p>	IS	No Action Required
		<p>Operational Plan version 12 draft has been created showing needed revisions. Once finalized Brad will bring it forward to Council in 2022 for endorsement.</p>	AI	Brad and Nicole to complete revisions for version 12.
12	Deviations from CCP Limits	<p>The SCADA system has been configured to have a low alarm and a high alarm. The low alarm is considered an initial warning while the high alarm is considered to be the Critical Control Point (CCP).</p> <p>Documentation of these alarms can be found on the Town's SCADA system.</p> <p>In February of 2019 ONYX Engineering was the awarded contractor and is currently working with TCS and Water Services to implement the upgrades.</p> <p>A global shortage in materials is creating the project to be completed later than expected.</p>	AI	Brad and Shaun Fuerth (TCS Department) working together towards completion
		<p>To aid in the tracking of and reporting of CCP limit deviations a new spreadsheet has been created. The DWQMS Rep updates it monthly or</p>	IS	No Action Required

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		as required.		
13	Effectiveness of Risk Assessment Process	Every three years a full comprehensive review shall be completed. Full Comprehensive review was completed on January 24, 2019.	IS	No Action Required
		The Risk Assessment full comprehensive review will be scheduled for the first part of 2022 and will be completed by the risk assessment team.	AI	Nicole to schedule a date for the Review
		Annual review of the Risk Assessment was completed on August 10, 2021. Meeting minutes are attached to this report for your review as Attachment No.6.	IS	No Action Required
		Risk Assessment Annual Review shall be completed with all operators during the review for the Operational Plan version 11. Review of the Risk Assessment with the Operators was completed on August 25, 2021 during the Emergency Response Plan Review and Proof of training is saved.	IS	No Action Required
14	Emergency Preparedness	Emergency Response Plan version 12 will be reviewed and revised to version 13. Version 13 has been updated to include new Epidemic / Pandemic procedures as per new Town policies in regards to COVID-19. Emergency Response Plan version 13 is to be scheduled for review with operators along with 2 mock exercises within the 2021 calendar year. Review of the Emergency Response Plan ver.13 was completed with the Operators on August 25, 2021 and proof of training is saved. Operators also completed the two desktop scenarios and proof of training is saved.	IS	No Action Required

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		<p>Topics covered by the scenarios:</p> <p>a) Scenario 7 – Biological Contamination</p> <p>b) Scenario 8 – Epidemic / Pandemic</p>		
		<p>All reports mentioned above are available on the shared drive for the Town of Tecumseh.</p>	<p>IS</p>	<p>No Action Required</p>
<p>15</p>	<p>Trends in Quality of Raw Water & Drinking-Water Supply</p>	<p>The Town of Tecumseh receives an Annual Report from the Windsor Utilities Commission in regard to the water that is supplied to the town.</p> <p>The Town of Tecumseh receives an Annual Report from the Town of Lakeshore in regard to the water that is supplied to the town.</p> <p>The Town of Tecumseh is connected to the Town of LaSalle through Meter Chamber 12 (MCT-12). The valve remains off until an agreement has been made between Windsor and LaSalle. As part of the construction of the Herb Gray Parkway, the supply watermain to the Howard Avenue metering facility (MCT-12) was re-routed through the Town of LaSalle. Subsequent to the re-routing of the supply watermain, the connection has been closed and the supply of potable water to the Town of Tecumseh through MCT-12 is currently not utilized.</p> <p>Annual Reports received from neighbouring Municipalities; Lasalle, Lakeshore and city of Windsor are kept on the Town's shared hard drive.</p> <p>The Town of Tecumseh 2020 Annual Report and The Town of Tecumseh 2020 Summary Report will be communicated to Council through PWES-2021-09 – Annual Summary Report for the Year 2020 Town of Tecumseh (Water) Distribution System (260004969) on February 09, 2021.</p> <p>Proof of Council acceptance of Administrative Report Number PWES-2021-09 – Annual</p>	<p>IS</p>	<p>No Action Required</p>

Meeting Minutes / Report

(Attachment 6)

Last Revised: 2021-11-24
Prepared By: Brad Dupuis

		Summary Report for the Year 2020 Town of Tecumseh (Water) Distribution System (260004969) is appended to these minutes as Attachment No.4.		
16	Resources needed for DWQMS Maintenance	Nothing is needed at this time.	IS	No Action Required
17	Town of Tecumseh website	Brad Dupuis reviewed the Town website, ensuring the water information is current.	IS	No Action Required
18	Retention Table	Brad Dupuis and Nicole Bradley have reviewed the retention table along with the documents pertaining to it.	IS	No Action Required
19	Review of Best Practices	Review of related and appropriate industry material, memberships in water industry organizations such as Ontario Municipal Water Association and Municipal Water, Wastewater Regulatory Committee and continued networking with neighbouring Municipalities allow for the continuous review of current Best Practices.	IS	No Action Required
		Discussion of relevant Best Practice items with the Water Service Operators is on-going during the daily tailgate meetings.	IS	No Action Required
		Training courses that will be attended or have been attended by the Water Service Operators for 2021 are as follows: CEU: - Mandatory Certificate Renewal Course - Distribution fundamentals: Water Storage Facilities - Working with Pressurized Equipment OTJ: - Various in-house On-the-Job training Topics, ie. DWQMS document review etc...		
20	Comments / Suggestions made by Water Services Personnel	No suggestions or feedback was given.	IS	No Action Required

SIGN-IN SHEET

PURPOSE: TOWN OF TECUMSEH DWQMS MANAGEMENT REVIEW MEETING

DATE: November 23, 2021

NAME (PRINT)	POSITION	SIGNATURE
MARGARET MISEK- EVANS	CHIEF ADMINISTRATIVE OFFICER	<i>Marg Misk-Evans</i>
PHIL BARTNIK	DIRECTOR, PUBLIC WORKS & ENGINEERING SERVICES	<i>Phil Bartnik</i>
BRAD DUPUIS	MANAGER, WATER SERVICES / ORO	<i>Bradley Dupuis</i>
NICOLE BRADLEY	WATER OPERATOR/DWQMS REPRESENTATIVE	<i>Nicole Bradley</i>

Management Review Commitment and Endorsement Statement

This statement is intended to capture the commitment and endorsement of top management through the management review committee. Below are the definitions of commitment and endorsement represented within the context of the management review minutes referenced within this statement.

Commitment

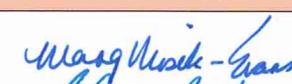
- 1) To represent that the committee has been given access to participated and/or reviewed the inputs covered within the minutes.
- 2) That the content of the minutes meets the input requirements of the Town of Tecumseh DWQMS management review meeting.
- 3) That the committee is aware of actions assigned to appropriate resources as a results of the management review meeting.
- 4) To provide objective evidence of top management's participation and commitment to the management review program.

Endorsement

- 1) That the management review committee endorses the commitments made within the associated management review minutes including:
 - a) Resources allocated to the items.
 - b) Within the timelines committed to in the meeting.
- 2) Approval to empower the DWQMS represented to ensure that commitments are followed through with the authority of the management review committee.
- 3) Where timelines cannot be met or where previous actions have not been verified by the management review committee as complete, a corrective action will be required.

Commitment and Endorsement Record

Minutes Referenced:

Name / Delegate Name	Title	Signature	Date
Margaret Misek-Evans	Chief Administrative Officer (CAO)		November 23, 2021
Phil Bartnik	Director of Public Works & Engineering Services		November 23, 2021
Brad Dupuis	Manager , Water Services / ORO		November 23, 2021
Nicole Bradley	Water Operator / DWQMS Representative		November 23, 2021