

Meeting Minutes / Report			(Attachment 5)		
Meeting Type:		DWQMS - Management Review Meeting			
Date:		October 24, 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:		Lacasse Board Room			
Minutes prepared by:		Nicole Bradley			
Agenda / Minutes					
Item Code: AI=Action Item, DM=Decision Made. IS=Information Sharing, MRC=Management Review Committee					
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 Outstanding Action Items	A) In the previous Management Review Meeting minutes there are 4 outstanding Action Items to review. Full minutes of the previous Management Review Meeting held on Mar.1, 2022 are appended to these minutes as Attachment #2. AI-09 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. Training has been put on hold due to short staffing issues within Water Services. Will look at scheduling into 2023 once Water Services is back to full compliments.	IS 		

		<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> Forms, documents and records have been reviewed and title / position revisions made. Completion date left as is to allow for any missed revisions.</p> <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> <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). 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> 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.</p>	AI	NB	Dec 2022
			AI	BD	Apr 2022 Done Apr.26,2022
			AI	BD SF	Sep 2022
2	Incidents of Adverse Drinking Water Tests	There have been (0) Adverse Drinking Water Results since the last Management Review Meeting held on Mar.1, 2022.	IS	n/a	n/a
3	Results of Internal Audits	<p>The Internal Audit for 2022 was completed during the following dates: Sep.30, 2022 and Oct.3, 2022. The audit process was conducted remotely.</p> <p>2022 Internal Audit Findings: (0) Non-Conformities and (2) Opportunities for Improvements.</p> <p>The 2022 Internal Audit Final Report is attached to these meeting minutes as Attachment #3.</p>	IS	n/a	n/a

		Review of the 2022 Internal Audit Report with the Water Service Operators will be completed and proof of training documented.	AI-01	NB	Mar 2023
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 an 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>	IS	n/a	n/a
		<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> <p>2022 External Audit (surveillance) date is scheduled for Nov.4, 2022. Audit to be completed by NSF, accredited third party.</p> <p>Review of the 2022 External Audit with the Water Service Operators will be completed and proof of training documented.</p>	<p>IS</p> <p>AI-02</p>	<p>n/a</p> <p>NB</p>	<p>n/a</p> <p>Mar 2023</p>
5	Results of MECP Inspection	<p>Once the 2022 MECP inspection is completed and the final report received it will be brought to Council for endorsement by the Manager of Water Services/ORO during the beginning of the 2023 calendar year.</p> <p>Review of the 2022 MECP Inspection Report with the Water Service Operators will be completed and proof of training documented.</p>	<p>AI-03</p> <p>AI-04</p>	<p>BD</p> <p>NB</p>	<p>Mar 2023</p> <p>Mar 2023</p>
6	Incidents of Non-Compliance with Applicable Regulations	There has been (0) Non-Compliance issues since the last DWQMS Management Review Meeting which was held on Mar.1, 2022.	IS	n/a	n/a

7	Consumer Feedback	<p>(9) Consumer complaints regarding water quality were made to the Town of Tecumseh since the last Management Review Meeting which was held on Mar.1, 2022.</p> <p>It was suggested by PB that the current best practice system pressure limit also be listed in the descriptions of the complaints when a pressure reading is taken.</p>	IS	n/a	n/a
		<p>Manager of Water Services/ORO has reviewed the Survey Monkey results covering the time between Management Review Meetings. (Mar.1, 2022 to Oct. 24, 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
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>	AI-05	BD	Jun 2022 Done Jun.10, 2022
		<p>The <i>Hydrant Winterizing Program</i> for 2022 will begin in the fall and all data will be uploaded and saved in the Town's shared hard drive.</p> <p>First round of Hydrant Winterizing was completed Oct.14, 2022.</p>	IS	n/a	n/a
		<p>The <i>Valve Turning Program</i> for 2022 is on hold due to Covid-19 work restrictions and limited staff. Once restrictions ease and operators become available the program will continue.</p> <p>Covid-19 restrictions have lifted but we are still experiencing staff shortage. Therefore, program will remain on hold.</p>	IS	n/a	n/a
		<p>For the 2022 year we will be assessing 5 – 10 sample stations and then scheduling the appropriate maintenance measures (repair or full replacement) to be completed by the end of 2022.</p> <p>It was noted by PB and ME that more information regarding life cycles, years in service and replacement dates be captured for the sample stations.</p>	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>	IS	n/a	n/a

		<p>(7) New pocket colorimeter units to be ordered and put into service once received.</p> <p>2022 Winter and Summer Lead Testing results will be communicated to Town Council during the first part of the 2023 calendar year.</p> <p>2022 Lead Testing-Winter session is scheduled to be collected on Mar.7, 2022. 2022 Lead Testing-Summer session is scheduled to be collected on Oct.14, 2022. Winter and Summer session samples were collected on their scheduled dates and all results are within the regulatory limits .</p>	<p>AI-06</p> <p>AI-07</p> <p>AI-08</p>	<p>BD NB</p> <p>BD</p> <p>Water Service Operators</p>	<p>Apr 2022 Done Jul.19, 2022</p> <p>Mar 2023</p> <p>Oct 2022 Done Oct.14, 2022</p>
9	Changes to Services, Activities, Regulations, etc. that could affect DWQMS	<p>Continue to deal with limited staffing and limited senior experience of operators, therefore, internal projects have been put on hold and/or contractors have been utilized to complete jobs.</p> <p>Concerns have been noted over the requests made by Building Department to cease our methods of inspection of the installation and disinfection of watermain on the private side. Meetings and discussions continue to take place to find an effective and feasible solution.</p> <p>Amendments made to O. Reg 128/04 and O. Reg 129/04 in regards to "Emergency Substitute Operators".</p> <p>The enforcement of O. Reg 406/19 "On-site and Excess Soils Management", which begins January 2023.</p>	IS	n/a	n/a
10	Infrastructure Review Results	<p><u>Private Projects:</u></p> <p>(1) <u>Oeadan Detech (Briday Inc.)- Victoria on the Lake</u></p> <p>(2) <u>Oldcastle Heights</u></p> <p>(3) <u>Arbour Heights</u></p> <p>(4) <u>Pawluk Island</u></p> <p>(5) <u>Various severances</u></p> <p>(6) <u>North Shore Public School</u></p>	IS	n/a	n/a

		<p>(7) <u>Santarossa Industrial Dev.</u></p> <p>(8) <u>Multi-level Housing Dev.</u></p> <p>(9) <u>Gateway Towers</u></p> <p>(10) <u>Urban Suites</u></p> <p>(11) <u>Townsend Development</u></p> <p>(12) <u>Harbour Club</u></p>			
		<p><u>Town Projects:</u></p> <p>(1) <u>CR 42 Reconstruction & CR 43 Diversion Phase 1</u></p> <p>(2) <u>Various Valve Replacement</u></p> <p>(3) <u>12th Concession (Dimu to CR 42)</u></p> <p>(4) <u>12th Concession</u></p> <p>(5) <u>CR 43</u></p> <p>(6) <u>Shields</u></p> <p>(7) <u>CR 17 & CR 46 Culvert Installation</u></p> <p>(8) <u>OASIS Upgrade</u></p> <p>(9) <u>PWES 1189 Lacasse yard-gas fill station</u></p> <p>(10) <u>PWES 1189 Lacasse yard-power gate</u></p> <p>(11) <u>Town of Tecumseh-hydrant reflectors</u></p> <p>(12) <u>CR 19 between Jamsyl & CR 22</u></p> <p>(13) <u>Aecom-water modelling</u></p> <p>(14) <u>Investing in Canada Infrastructure Program</u></p> <p>(15) <u>Town of Tecumseh-ITRON at boundary meters</u></p> <p>(16) <u>Riverside Drive Trail</u></p>	IS	n/a	n/a

		<p>(17) <u>Lesperance / VIA Rail Improvements</u></p> <p>(18) <u>Snake Lane Culverts no. 42, 53 & 54</u></p> <p>(19) <u>PWES 1189 Lacasse-new soil bays</u></p> <p>(20) <u>CR 43 / Banwell</u></p> <p>(21) <u>Watermain Anode Program</u></p> <p>(22) <u>Water and wastewater rate study</u></p> <p>(23) <u>CR 46 / Webster / Laval Sanitary Sewer Extension</u></p> <p>(24) <u>SCADA</u></p> <p>(25) <u>Tecumseh Rd Storm and Road Improvements</u></p> <p>(26) <u>MECP Consolidated Linear Infrastructure, Environmental Compliance Approval</u></p> <p>There has been (5) broken watermain repairs from Mar.1, 2022 through to Oct. 24, 2022</p>	IS	n/a	n/a
11	Currency of Operational Plan	<p>AI-12 – Operational Plan version 12 has been created and is waiting to be finalized. Plan was finalized in the month of March, 2022.</p> <p>Once finalized Brad will bring it forward to Council in 2022 for endorsement. Proof of Council endorsement of Operational Plan version 12 is amended to these minutes as Attachment #4.</p> <p>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.</p> <p>A draft version 13 of the Operational Plan has been created and revisions are being tracked as they are found (stemming from Audit Reports, Inspections and Regulation amendments).</p>	<p>IS</p> <p>AI-08</p> <p>AI-10</p>	<p>n/a</p> <p>BD</p> <p>NB BD</p>	<p>n/a</p> <p>May 2022 Done Apr.26, 2022</p> <p>Jun 2022 Done Jul.19, 2022</p>
12	Deviations from CCP Limits	There has been no CCP limit deviations since our last Managers Review Meeting which was held on Mar.1, 2022.	IS	n/a	n/a

13	Effectiveness of Risk Assessment Process	Every three years a full comprehensive review shall be complete.	IS	n/a	n/a
		The results from the Risk Assessment full comprehensive (36 month) meeting will be reviewed with the Water Service operators and proof of review will be documented.	AI-14	NB	Apr 2022 Done Apr.13, 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. Annual Risk Assessment Review meeting minutes are appended to these minutes as Attachment #5 .	AI-15	NB	Aug 2022 Done Aug.16, 2022
14	Emergency Preparedness	Emergency Response Plan version 13 will be reviewed and revised to version 14.	IS	n/a	n/a
		Once finalized, Emergency Response Plan version 14 will be reviewed with the Water Service operators along with two mock exercises, within this calendar year.	AI-16	NB BD	Aug 2022 Done Aug.16, 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
		Fluoride was reintroduced into the water system on Jan.12, 2022. Enwin Utilities Ltd. released a statement on behalf of the Board of Commissioners of the WUC in regards to the processes taken up to and including the reintroduction.	IS	n/a	n/a
		The Town of Tecumseh receives an Annual Report from the Windsor Utilities Commission in regard to the water that is supplied to the town.	IS	n/a	n/a
		The Town of Tecumseh receives an Annual report from the Town of Lakeshore in regards to the water that is supplied to the town.			

		These reports received from our neighbouring Municipalities are saved on the Town's shared hard drive.			
16	Resources needed for DWQMS Maintenance	Technology and software based training for the Manager, Water Services/ORO and the DWQMS Rep will be considered throughout the following calendar years.	IS	n/a	n/a
17	Town of Tecumseh website	Manager, Water Services/ORO reviewed the Town website, ensuring the water information is current.	IS	n/a	n/a
18	Retention Table	<p>Manager, Water Services/ORO and DWQMS Rep have reviewed the retention table along with the documents and records pertaining to it.</p> <p>From DWQMS meeting it was noted that the retention table requires revision and updating and any associated documents/records will be added as required.</p>	<p>IS</p> <p>AI-17</p>	<p>n/a</p> <p>NB</p>	<p>n/a</p> <p>Oct 2022 Done Sep.21/2022</p>
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>Discussion of relevant Best Practice items with the Water Service operators will be documented.</p> <p>Review of two different Cybersecurity issues in Ontario within the water industry. Operators had opportunity for questions and discussion.</p>	<p>IS</p> <p>AI-18</p>	<p>n/a</p> <p>NB BD</p>	<p>n/a</p> <p>Mar 2022 Done Jul.19, 2022</p>
20	Comments / Suggestions made by Water Service Personnel	<p>No suggestions or feedback was given.</p> <p>Shawn LaPorte has left Water Services and is no longer employed by the Town of Tecumseh.</p> <p>Kevin McGuire – start date May.16, 2022 and Tony Vendrasco – start date Oct.24, 2022 are new hires within Water Services.</p>	IS	n/a	n/a
	<u>Meeting Adjournment</u>	Meeting adjourned by NB at 5:00pm.			

Attachments

Attachment #1



10-24-2022 Sign-in
& Endorsement.pdf

Attachment #2



03-01-2022 FINAL-
Mngt Rev Minutes.p

Attachment #3



010-03-2022 Final
Audit Report.pdf

Attachment #4



2022-04-26 RCM
Minutes- Acceptanc

Attachment #5



07-27-2022 Annual
RA mtg minutes.pdf

ATTACHMENT 1

DWQMS MANAGEMENT REVIEW MEETING

OCTOBER 24, 2022

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




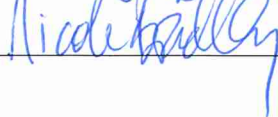
- 1) To represent that the committee has been given access to participated and/or reviewed the inputs covered within the minutes.
- 2) That the content of the minutes meets the input requirements of the Town of Tecumseh DWQMS management review meeting.
- 3) That the committee is aware of actions assigned 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: March 1, 2022

Name / Delegate Name	Title	Signature	Date
Margaret Misek-Evans	Chief Administrative Officer (CAO)		October 24, 2022
Phil Bartnik	Director of Public Works & Engineering Services		October 24, 2022
Brad Dupuis	Manager , Water Services / ORO		October 24, 2022
Nicole Bradley	Water Operator / DWQMS Representative		October 24, 2022

PURPOSE: TOWN OF TECUMSEH DWQMS MANAGEMENT REVIEW MEETING

DATE: OCTOBER 24, 2022

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

ATTACHMENT 2

DWQMS MANAGEMENT REVIEW MEETING

OCTOBER 24, 2022

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	<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 D0.</i></p> <p><i>Findings will be discussed in further detail under Item 9 of this report.</i></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><i>Findings will be discussed in further detail under Item 3 of this report</i></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><i>Findings will be discussed in further detail under Item 4 of this report.</i></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><i>Findings will be discussed in further detail under Item 4 of this report.</i></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><i>Findings will be discussed in further detail under Item 5 of this report.</i></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>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>	<p>IS</p> <p>IS</p> <p>IS</p> <p>IS</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>Mar 2022 Done Feb 22, 2022</p>

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

		<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
		<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> <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>	<p>ISI</p> <p>IS</p>	<p>n/a</p> <p>n/a</p>	<p>n/a</p> <p>n/a</p>
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	<p>Operational Plan version 11 has been reviewed and revised. The revisions have been implemented into the current Operational Plan version 12.</p> <p>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.</p> <p>AI-12 – Operational Plan version 12 has been created and is waiting to be finalized.</p> <p>Once finalized Brad will bring it forward to Council in 2022 for endorsement.</p>	<p>IS</p> <p>IS</p> <p>IS</p> <p>AI</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>BD</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>May 2022</p>

		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	<p>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.</p> <p>There has been no CCP limit deviations since our last DWQMS Managers Review Meeting (Nov.23, 2021)</p>	IS IS	n/a n/a	n/a n/a
13	Effectiveness of Risk Assessment Process	<p>Every three years a full comprehensive review shall be complete.</p> <p>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.</p> <p>The results from the Risk Assessment full comprehensive meeting will be reviewed with the Water Service operators and proof of review will be documented.</p>	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	<p>Emergency Response Plan version 13 will be reviewed and revised to version 14.</p> <p>Once finalized, Emergency Response Plan version 14 will be reviewed with the Water Service operators along with two mock exercises, within this calendar year.</p>	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.			

ATTACHMENT 3

DWQMS MANAGEMENT REVIEW MEETING

OCTOBER 24, 2022

Drinking Water Quality Management Standard (DWQMS 2.0)

Internal Audit Report

For the period of:

October 30, 2021 to October 3, 2022

For:

Town of Tecumseh

Water Services

Tecumseh Distribution System

Conducted by:



Audit dates: September 30-October 3, 2022

Report date: October 3, 2022

1.0 Overview & Objectives

Acclaims Environmental Inc. was retained to conduct an internal audit of the Town of Tecumseh's quality management system (QMS) on September 30 – October 3, 2022 to determine whether it conforms to the requirements of the Drinking Water Quality Management Standard (DWQMS 2.0); and to assess whether the QMS is effectively implemented.

The internal audit was conducted with one lead auditor, Brigitte Roth of Acclaims Environmental Inc.

This report summarizes the audit results in section 2.0 Audit Findings, categorizing positive findings, non-conformities and opportunities for improvement.

1.1 Risks and Opportunities

The risk-based approach was used in conducting this audit; which considers risks and opportunities to ensure that the audit focuses on matters that are significant for the auditee and for achieving the audit program objectives.

In any audit, potential risks can include those related to *ineffective*: planning / identification of external and internal issues; resources; audit team; communication; audit program implementation / monitoring / improvement; control of documented information; and availability of auditee and/or evidence.

Also, opportunities can include *efficiencies* such as: allowing multiple audits to be conducted in a single visit; minimizing time and distances travelling to sites; matching competencies of audit team to competencies needed; and aligning audit dates with the availability of auditee's staff.

This audit was conducted remotely, using information and communications technology (ICT) for audit interviews. Potential risks in conducting audits remotely include: issues related to ICT availability / capability / reliability; auditee knowledge and familiarity with ICT; evidence presented might not be representative; and additional follow-up may be required. Opportunities in conducting this audit remotely: supports business continuity, allows for internal audits to be conducted in extraordinary times; improved efficiency with auditees' time; can follow-up with requested information.

1.2 Scope

This internal audit was performed remotely, using information and communications technology (ICT). The COVID-19 pandemic response (in implementing measures to prevent the spread of the virus) has presented unique opportunities for organizations to explore alternative approaches for business continuity. Conducting audits remotely was one of these opportunities and is a permitted practice under normal operating conditions through the province's Municipal Drinking Water Licensing Program and through ISO 19011:2018 Guidelines for auditing management systems.

The Operational Plan for the Town of Tecumseh was reviewed for conformity to the Drinking Water Quality Management Standard (DWQMS 2.0). This audit also reviewed the Water Services' planned processes and programs to evaluate how well QMS requirements are integrated into them.

Process audits examine the resources (equipment, materials and people) used to transform the inputs into outputs, the methods (procedures and instructions) followed and the measures collected to determine process performance. Process audits check the adequacy and effectiveness of the process controls established by procedures, work instructions, training and process specifications.

As the last internal audit was conducted on October 26-29, 2021, this audit focused on the period between October 30, 2021 and October 3, 2022.

1.3 Methodology

The audit was conducted in accordance with ISO 19011:2018 – Guidelines for auditing management systems.

The list of all auditing criteria is included in Appendix "A" – Audit Plan. Appendix "B" – Interviews, Documents and Records lists persons interviewed, along with documents and processes reviewed. Appendix "C" – Audit Checklists includes the checklists used to conduct the audit.

In order to conduct audits within scope, time and budgetary constraints, audit evidence is based on a sampling of processes, programs, and information available. The size of the sample selected is appropriate to the size and scale of the operation and information available. Objective evidence collected is based upon the sampling.

The conclusions presented in this report are based on information presented during the internal audit.

1.4 Audit Program Monitoring and Reviewing

The implementation of the audit program was monitored and, at appropriate intervals, reviewed to assess whether the objectives have been met and to identify opportunities for improvement. The results of this review will be included in this report, if applicable.

Performance indicators were used to monitor characteristics such as:

- conformity with the audit program, schedules and audit objectives,
- the ability to implement the audit plan,
- feedback from top management, auditees, auditors and other interested parties, and
- adequacy of documented information in the whole audit process.

The audit program review considered:

- a) results and trends from monitoring,
- b) conformity with procedures,
- c) evolving needs and expectations of relevant interested parties,
- d) audit program records,
- e) alternative or new auditing methods / practices,
- f) effectiveness of the actions to address the risks and opportunities, and internal and external issues associated with the audit program, and
- g) confidentiality and information security issues relating to the audit program.

Corrective actions and opportunities for improvement from the results of audit program reviews, if any, are included in the internal audit report's section 2.0 Audit Findings.

1.5 Auditors

The Lead Auditor was Brigitte Roth, who has extensive auditing experience and is a certified auditor with the Environmental Careers Organization of Canada (ECO Canada). Auditor qualifications are included in Appendix "D" – Auditor CV and Training Certificates.

1.6 Confidentiality

The information gathered by Acclaims Environmental Inc. is the property of Town of Tecumseh only and will not be transmitted to any third party without the prior written consent of an authorized representative. All documents provided by the organization prior to and during the assessment are kept only for the purpose of audit review and audit report preparation.

2.0 Audit Findings

2.1 Positive Findings

The following positive audit findings were noted during the audit:

Commitment

- Staff interviewed were knowledgeable about their processes and programs and their roles' impacts on achieving the commitments included in the QMS Policy.
- All staff interviewed felt they had the support from management and resources they needed to carry-out their jobs well (aside from staff shortages experienced and currently being worked-on).
- Excellent practices are in place at the Town to ensure sanitary conditions for water services' initial connections by verifying correct installations, flushing carried-out, and safe drinking water is provided to the customer's tap. These great practices support due diligence in the provision of safe drinking water to the Town's residents and water consumers.
- Great customer service is a priority among staff across all areas of water services.

Culture of continual improvement

- Consistently throughout the audit, improvements were noted with regards to achieving intended outcomes of drinking water system processes and programs.
- All opportunities for improvement identified in the previous internal and external audits have been verified as completed.

Risk-based decision making

- As evidence of supply chain disruptions and delays were noted, Tecumseh staff took initiative to build on existing stock levels to ensure that the parts, materials and chemicals needed for the provision of safe drinking water is assured on an ongoing basis.

2.2 Non-Conformities

No non-conformities were noted during the audit.

2.3 Opportunities for Improvement

The following is a list of opportunities for improvement noted in conducting this audit:

Reference	Opportunity for Improvement – Description
Risk assessments once every 36 mos. (El. 7)	Consider including in the QMS Schedule a reminder for the next complete risk assessment within the required timeframe (e.g. 36 months).
Personnel coverage & staff shortage (El. 11/18)	Consider describing in OP s.11 Personnel Coverage the latest provisions and Ministry requirements in the use of "Emergency Substitute Operators" as now more fully described in the ERO notices amending O. Reg. 128/04 and O. Reg. 129/04 .

3.0 Conclusions

The results of the internal audit performed for the Town of Tecumseh regarding the Tecumseh Distribution System confirm that the quality management system established is effective in conforming with the requirements of Drinking Water Quality Management Standard (DWQMS 2.0).

While opportunities for improvement are cited in this audit report, they do not undermine the positive programs and attitudes already in place among Town of Tecumseh staff.



Brigitte Roth, BES, EP(EMSLA)

Appendix "A" – Audit Plan

Internal Audit Start Date: September 30, 2022			Internal Audit End Date: October 3, 2022																					
Date	Time	Auditor	Auditee	Process / Program	DWQMS Element – <u>Standard and version: DWQMS 2.0</u>																			
09-30	8:00 – 4:00	BR	Doc. Info.	Desktop review	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10-03	8:00	BR	ALL	Opening Meeting	x																	x		x
10-03	8:30	BR	NB	QMS Representative responsibilities		x		x	x	x			x				x						x	x
10-03	10:00	BR	BD	Top Management responsibilities		x	x		x	x	x	x	x	x	x		x	x					x	x
10-03	11:00	BR	MH	Distribution O&M and construction activities		x			x	x	x	x	x	x	x	x	x	x	x	x	x			x
10-03	11:30	BR	MH	Sampling, monitoring, testing programs		x			x		x	x	x	x	x	x	x			x	x			x
10-03	1:00	BR	--	Audit summary	x																	x		x
10-03	2:30	BR	ALL	Closing Meeting	x																		x	x

Legend for QMS Elements: 1-Quality Management System, 2-Quality Management System Policy, 3-Commitment and Endorsement, 4-QMS Representative, 5-Document and Records Control, 6-Drinking Water System, 7-Risk Assessment, 8-Risk Assessment Outcomes, 9-Organizational Structure, Roles, Responsibilities and Authorities, 10-Competencies, 11-Personnel Coverage, 12-Communications, 13-Essential Supplies and Services, 14-Review and Provision of Infrastructure, 15-Infrastructure Maintenance, Rehabilitation and Renewal, 16-Sampling, Testing and Monitoring, 17-Measurement and Recording Equipment Calibration and Maintenance, 18-Emergency Management, 19-Internal Audits, 20-Management Review, 21-Continual Improvement

Auditee initials: NB-Nicole Bradley, BD-Brad Dupuis, MH-Mike Hardy, ALL-anyone interested.

Appendix “B” – Documents and Records

The list of documents and records were reviewed and observations made during the audit include:

- Town of Tecumseh staff interviews October 3, 2022
 - Nicole Bradley, QMS Representative
 - Brad Dupuis, Manager of Water Services
 - Mike Hardy, Acting Water Leader
- DWQMS Water Services Operational Plan (OP), dated April 26, 2022
- Schedule C – Director’s Directions for Operational Plans
- Operational plan available to the public at <https://www.tecumseh.ca/en/town-hall/resources/Documents/Water-Documents/PWES-2022-19-Attachment-3---Tecumseh-Distribution-System-DWQMS-Operational-Plan-Rev-26Apr2022.pdf>, accessed on October 3, 2022
- OP s.2 Quality Management System Policy
- QMS Policy available online, available at: <https://www.tecumseh.ca/en/living-here/water-quality.aspx> as accessed on October 3, 2022
- OP s.3 Commitments and Endorsement
- Appendix 1 – Commitment and Endorsement
- Report to council, dated April 26, 2022 (Report Number – PWES-2022-19)
- OP s.4 Drinking Water Quality Management System (DWQMS) Representative
- Annual Review of DWQMS Operational Plan on-the-job training record, dated July 19 2022.
- DWQMS Meeting minutes, dated July 13, 2022
- OP s. 5 – Document and Records Control
- Request for new or changed DWQMS document forms completed for 2022
- OP s.6 Drinking Water System
- OP s.1 Quality Management System
 - Table 1: Watermain material type and length in Tecumseh Water Distribution System
 - Map 1: Town of Tecumseh Water Distribution System – Overall Service Area
 - Map 2: Town of Tecumseh Water Distribution System – North Service Area
 - Map 3: Town of Tecumseh Water Distribution System – South Service Area
- OP s.7. Risk Assessment
- Appendix 3 – Risk Assessment
- OP s.8 Risk Assessment Outcomes
- Appendix 4 – Risk Assessment Outcomes
- Hazard analysis and critical control point worksheets
- Town of Tecumseh Annual Risk Assessment Review Meeting, dated July 27, 2022
- 36-month RA Review Meeting Minutes, dated February 2, 2022
- Town’s Critical Control Point Limit Exceedances form
- OP s.9 Organizational Structure, Roles, Responsibilities and Authorities
- OP s.10 Competencies
- On-the-Job Training forms completed for QMS tasks and reviewed with all staff for the following:
 - Review of Risk Assessment Worksheets and Review of 36-month RA Review Meeting minutes, April 13, 2022
 - Risk Assessment Review, dated August 16, 2022
- OWWCO’s Operating Listing Report accessed at <https://owwco.ca/operator-listing-report/> on September 30, 2022 and reviewed the certification statuses for the Town’s certified operators
- OP s.11 Personnel Coverage
- OP s.12 Communications

- Tecumseh’s Supplier, Contractor and Inspector Sign-off form for Water Standards and Materials Specifications, dated November 4, 2021
- OP s.13 Essential Supplies and Services
- Water Distribution System Standards and Material Specifications available on the town’s website, available at: <https://www.tecumseh.ca/en/living-here/resources/Documents/Water-Distribution-System-Standards-and-Material-Specifications-VERSION-14.pdf>, accessed on October 3, 2022
- Appendix 5 – Essential Supplies and Services List
- OP s.14 Review and provision of infrastructure
- OP s.15 Infrastructure Maintenance, Rehabilitation and Renewal
- Report to council (#PWES-2022-03) re: Approval of the 2022 Public Works & Engineering Services 2022 Capital Works Projects, dated January 25, 2022
- OP s.16 Sampling, Testing, Monitoring
- 2022-Weekly Sampling Schedule
- OP s.17 Measurement and Recording Equipment Calibration and Maintenance
- SCG Flowmetrix Verification / Calibration Reports, dated November 2021
- OP s.18 Emergency Management
- Water Services Emergency Response Plan OTJ Training – Scenario 6 – Vandalism / Terrorism resulting in AWQI, conducted on August 16, 2022
- Water Services Emergency Response Plan OTJ – Scenario 3 – Watermain Break in Distribution System, conducted on August 16, 2022
- Emergency Response Plan Review on-the-job training record, dated July 19, 2022
- OP s.19 Internal Audits
- 2021 Surveillance Audit report by NSF-ISR, dated November 25-26, 2021
- 2021 Internal Audit report by Acclaims Environmental, dated October 29, 2021
- OP s.20 Management Review
- Management Review Meeting Sign-in Sheet, dated November 23, 2021
- Management Review Commitment and Endorsement Statement, dated March 1, 2022
- Management Review Meeting, dated November 23, 2021
- Management Review Meeting minutes, dated March 1, 2022
- OP s.21 Continual Improvement
- CAR’s initiated since the last internal audit using the CAR form for internal audits, external audits and the risk assessment activity

ATTACHMENT 4

DWQMS MANAGEMENT REVIEW MEETING

OCTOBER 24, 2022

Regular Meeting of Council

Minutes

Date: Tuesday, April 26, 2022
Time: 7:00 pm
Location: Electronic meeting live streamed at:
<https://video.isilive.ca/tecumseh/live.html>.

Present:

Mayor, Gary McNamara
Deputy Mayor, Joe Bachetti
Councillor, Bill Altenhof
Councillor, Andrew Dowie
Councillor, Brian Houston
Councillor, Tania Jobin

Absent:

Councillor, Rick Tonial

Also Present:

Chief Administrative Officer, Margaret Misk-Evans
Director Public Works & Engineering Services, Phil Bartnik
Director Community Safety & Fire Chief, Wade Bondy
Director People & Culture, Michelle Bonnici
Director Technology & Client Services, Shaun Fuerth
Director Development Services, Brian Hillman
Director Financial Services & Chief Financial Officer, Tom Kitsos
Director Legislative Services & Clerk, Laura Moy
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Manager Water Services, Brad Dupuis
Fire Prevention Officer, Nicole Fields
Manager Committee & Community Services, Christina Hebert
Manager Planning Services & Local Economic Development,
Chad Jeffery
Senior Manager Recreation Services, Brett Palmer

A. Roll Call

B. Order

The Mayor calls the meeting to order at 7:00 pm.

C. Report Out of Closed Meeting

An electronic closed session was held earlier this evening at the Personnel Committee meeting at 6:00 pm in accordance with Section 239.2 (b) of the *Municipal Act*. At the meeting, Administration was given direction on employment arrangements for identified individuals.

D. Moment of Silence

The Moment of Silence is waived in light of the electronic holding of this meeting.

E. National Anthem

The National Anthem is waived in light of the electronic holding of this meeting.

F. Land Acknowledgement

We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe, Haudenosaunee, Lenni Lenape and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires Confederacy Ojibwe, Odawa, Potawatomi and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

G. Disclosure of Pecuniary Interest

Councillor Dowie declares a conflict with Agenda item 3a. as he is working with his employer on this matter. No other members declared a pecuniary interest.

H. Minutes

1. Regular Council Meeting - April 7, 2022

Motion: RCM - 119/22

Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Tania Jobin

That the April 7, 2022 minutes of the Regular Council meeting as were duplicated and delivered to the members, **be adopted**.

Carried

I. Supplementary Agenda Adoption

There are no supplementary agenda items presented to Council.

J. Delegations

1. Town of Tecumseh 2022 Awards Presentation

- Dr. Henri Breault Community Excellence Award, Anita Imperioli;
- Donald 'Donny' Massender Memorial Volunteer Award, Edward Janisse;
- Youth of the Year Award, Jocelyn Adams (2022), and Teanna Kavanagh (2021);
- Senior of the Year Award, Lynda Lacombe.

The Members of Council recognize the Award recipients for their outstanding volunteering efforts.

K. Communications - For Information

1. City of Windsor dated March 21, 2022

Re: Official Plan Volume I Primary Plan Amendment -11646 Tecumseh Road E. from Industrial to Mixed Use

2. Ministry of Municipal Affairs and Housing dated April 6, 2022

Re: MMAH Orders under the Reopening Ontario Act

3. City of St. Catharines dated April 19, 2022

Re: St. Catharines Response to Ontario Housing Affordability Task Force Recommendations

4. Town of Gravenhurst dated April 19, 2022

Re: Year of the Garden

5. Town of Gravenhurst dated April 19, 2022

Re: Russian Sanctions Resolution

6. Office of the Fire Marshal dated April 14, 2022

Re: O. Reg. 343/22: Firefighter Certification

7. Town of Gravenhurst dated April 19, 2022

Re: Floating Accommodations Resolution

8. County of Peterborough dated April 13, 2022

Re: Provincial Request for Comments on Floating Accommodations

9. Lake of Bays dated April 12, 2022

Re: Notice of Motion - Floating Accommodations

10. Municipality of Hastings Highlands dated April 20, 2022

Re: Support for Township of Clearview's resolution in Funding Support for Infrastructure

11. Town of Halton Hills dated April 20, 2022

Re: Build it Right the First Time Resolution

Motion: RCM - 120/22

Moved by Councillor Andrew Dowie
Seconded by Councillor Bill Altenhof

That Communications - For Information 1 through 11 as listed on the Tuesday, April 26, 2022 Regular Council Agenda, **be received**.

Carried

Motion: RCM - 121/22

Moved by Councillor Brian Houston
Seconded by Councillor Bill Altenhof

That the Town of Tecumseh **support** the April 12, 2022 resolution passed by the Town of Gravenhurst in support of the Federal Government of Canada sanctions on Russian and denouncing Russia's unjustifiable war against Ukraine.

Carried

L. Communications - Action Required

There are no Communications-Action Required items presented to Council.

M. Committee Minutes

There are no Committee Minutes presented to Council.

N. Reports

1. Community & Recreation Services

a. CRS-2022-06 Pathway to Potential Funding Agreement 2022

Motion: RCM - 122/22

Moved by Councillor Tania Jobin
Seconded by Councillor Bill Altenhof

That Report CRS-2022-06 Pathway to Potential Agreement 2022 **be received**;

And that The Corporation of the Town of Tecumseh **enter** into an Agreement with The Corporation of the City of Windsor for the Pathway to Potential Program for budget year 2022, at no cost to the Town;

And further that By-Law 2022-030 authorizing the Mayor and the Clerk to execute a Service Agreement between The Corporation of the Town of Tecumseh and The Corporation of the City of Windsor for the Pathway to Potential Program (2022) **be adopted**.

Carried

- b. CRS-2022-07 Optimist Club's Victoria Day Weekend Fireworks 2022

Motion: RCM - 123/22

Moved by Councillor Tania Jobin

Seconded by Councillor Bill Altenhof

That the Town of Tecumseh **pay** the cost for enhanced OPP service during the 43rd annual Victoria Day Fireworks event to be held on May 21 or 22, 2022, estimated to be in the order of \$1,500.00;

And that this cost **be funded from** the Police Contracts budget.

Carried

- c. CRS-2022-08 Taste of Tecumseh Festival 2022

Motion: RCM - 124/22

Moved by Councillor Tania Jobin

Seconded by Councillor Bill Altenhof

That the Optimist Club of St. Clair Beach **be authorized** to sell and serve alcoholic beverages for consumption by patrons at Lakewood Park from Friday, June 17, 2022 through to and including Saturday, June 18, 2022, subject to compliance with the provisions of the Town's Municipal Alcohol Risk Management Policy 31 for the purposes of hosting the 2022 Taste of Tecumseh Festival;

And that relief **be granted** from Noise By-law No. 2002-07, as amended, in order to permit the Optimist Club of St. Clair Beach to operate loud speakers or sound amplifying equipment during the 2022 Taste of Tecumseh Festival for the purposes of musical entertainment and event announcements on Friday, June 17, 2022 and Saturday, June 18, 2022 from 5:00 p.m. to 1:00 a.m.

Carried

2. Development Services

- a. DS-2022-12 Zoning By-law Amendment 1401-1429 Lesperance Road
Results of Public Meeting and Final Recommendations

Motion: RCM - 125/22

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Brian Houston

That a by-law having the effect of amending the Tecumseh Zoning By-law 1746 by rezoning a 0.29 hectare (0.71 acre) parcel of land situated on the southwest corner of the Lesperance Road/Arbour Street intersection (1401-1429 Lesperance Road) from “Residential Zone 2 (R2)” and “Residential Zone 2 (R2-25)” to “Residential Zone 3 (R3-21)” in order to facilitate the construction of a residential development consisting of three, 2.5 storey, six-unit dwellings and establish site-specific lot, building and yard provisions in keeping with DS-2022-12, **be adopted**.

Carried

- b. DS-2022-13 Zoning By-law Amendment, D19 12322RIV, 12322 Riverside Drive, Scheduling of a Public Meeting

Motion: RCM - 126/22

Moved by Councillor Tania Jobin
Seconded by Councillor Brian Houston

That the scheduling of a public meeting, on May 24, 2022 at 5:30 p.m., in accordance with the *Planning Act*, for an application seeking to amend Zoning By-law 1746 by rezoning a 0.12 hectare (0.29 acre) parcel of land situated on the north side of Riverside Drive (12322 Riverside Drive), approximately 45 metres (147 feet) east of its intersection with Lesperance Road, in order to permit the conversion of an existing accessory structure into an Additional Residential Unit, in accordance with subsection 4.2.2 viii) of the Tecumseh Official Plan, **be authorized**.

Carried

- c. DS-2022-14 Zoning By-law Amendment, Condition of Consent Application B-01-22, 6780 Holden Road, Scheduling of a Public Meeting

Motion: RCM - 127/22

Moved by Councillor Brian Houston
Seconded by Councillor Andrew Dowie

That the scheduling of a public meeting, to be held on Tuesday, May 24, 2022, at 6:00 p.m., in accordance with the *Planning Act* for a zoning by-

law amendment application submitted for a 20.68 hectare (51.1 acre) parcel of land situated on the east side of Holden Road, approximately 1.1 kilometres north of its intersection with County Road 8 (6780 Holden Road), seeking to amend Zoning By-law 85-18 by:

- i. rezoning the 0.55 hectare (1.35 acre) non-farm related residential lot (6780 Holden Road), from “Agricultural Zone (A)” to a site specific “Agricultural Zone (A-37)” in order to establish a maximum lot area of 0.55 hectares (1.35 acres); and
- ii. rezoning the 20.13 hectare (49.7 acre) agricultural parcel from “Agricultural Zone (A)” to a site specific “Agricultural Zone (A-38)” in order to prohibit a residential dwelling from being constructed

all of which is in accordance with Condition No. 5 of Severance Application B-01-22, **be authorized**.

Carried

- d. DS-2022-15 Renewal of Municipal Housing Facility By-law, Ontario Priorities Housing Initiatives, Tecumseh Participation

Motion: RCM - 128/22

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Tania Jobin

That By-law 2022-032 **be adopted** having the effect of renewing the Municipal Housing Facilities By-law for the Town of Tecumseh, all of which is in accordance with the requirements of the 2021 Rental Housing Component of the Ontario Priorities Housing Initiatives (OPHI) program, PBS-2021-42 and DS-2022-15.

Carried

- e. DS-2022-16 Tecumseh Road Main Street Community Improvement Plan (CIP), Review of Grant Programs

Motion: RCM - 129/22

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Bill Altenhof

That Council **receive** Report DS-2022-12, entitled “Tecumseh Road Main Street Community Improvement Plan (CIP): Summary of Committed Grant Program Funds and Private Development Since CIP Adoption”;

And that Council **discontinue support** for the current Tecumseh Road Main Street CIP Building and Property Improvement Grant (BPIG) Program for grant applications received after April 26, 2022;

And further that Administration **be directed** to report back with a revised BPIG Program that establishes criteria for the purpose of providing BPIG grants to those residential development proposals that meet specific affordability criteria over a specified period of time.

Carried

3. Legislative & Clerk Services

- a. LCS-2022-12 Court of Revision Appointment - Lachance Drain

Motion: RCM - 130/22

Moved by Councillor Bill Altenhof
Seconded by Councillor Brian Houston

That Councillor Brian Houston **be appointed** to the Court of Revision for the City of Windsor respecting any appeals on the Drainage Report for the New Drain Alignment of a portion of the Lachance Drain in the City of Windsor and Town of Tecumseh, as prepared by Dillon Consulting, dated March 25, 2022.

And that LCS-2022-12 entitled "Court of Revision Appointment – Lachance Drain" **be received**.

Carried

- b. LCS-2022-14 National AccessAbility Week

Motion: RCM - 131/22

Moved by Councillor Brian Houston
Seconded by Councillor Tania Jobin

That Report LCS-2022-14 entitled "National AccessAbility Week 2022", **be received**.

Carried

4. Public Works & Engineering Services

- a. PWES-2022-15 Appointment of Engineer - Cunningham Drain

Motion: RCM - 132/22

Moved by Councillor Tania Jobin
Seconded by Councillor Bill Altenhof

That Dillon Consulting Limited **be appointed** drainage engineer to make an examination of the Cunningham Drain drainage area as submitted by the landowner in the "Notice of Request for Drainage Improvement" dated February 3, 2022;

And that a Drainage Report **be prepared** in accordance with Section 78 of the *Drainage Act*, including provisions for future maintenance.

Carried

- b. PWES-2022-19 Drinking Water Quality Management System Operational Plan, Revision Date April 26, 2022

Motion: RCM - 133/22

Moved by Councillor Tania Jobin
Seconded by Deputy Mayor Joe Bachetti

That Tecumseh Town Council **endorse and commit to** the Town of Tecumseh Distribution System, Drinking Water Quality Management System Operational Plan, Revision Date: April 26, 2022.

Carried

- c. PWES-2022-20 Request to Consider Drainage Petition and Appointment of Engineer - Shields Street

Motion: RCM - 134/22

Moved by Councillor Andrew Dowie
Seconded by Councillor Brian Houston

That the Petition for Drainage Works for Shields Street dated March 3, 2022 as submitted by the Road Authority in accordance with Section 4(1) of the *Drainage Act*, **be received**;

And that Dillon Consulting Limited **be appointed** drainage engineer in accordance with Section 8(1) of the *Drainage Act* to make an examination of the area requiring drainage and to prepare a Preliminary Report in accordance with Section 10(1) of the *Drainage Act*.

Carried

d. PWES-2022-22 Asphalt Paving Tender Award

Motion: RCM - 135/22

Moved by Councillor Brian Houston

Seconded by Councillor Tania Jobin

That the low tender from Coco Paving Inc. in the amount of \$997,750 plus HST, for the 2022 Asphalt Paving Tender, **be approved** and that the Mayor and Clerk **be authorized** to enter into a contract for the services with Coco Paving Inc.

Carried

e. PWES-2022-23 Tar and Chip Tender Award

Motion: RCM - 136/22

Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Bill Altenhof

That the sole tender from Shepley Road Maintenance Ltd. in the amount of \$209,690 plus HST for the 2022 Tar and Chip Tender, **be approved**;

And that the Mayor and Clerk **be authorized** to enter into contract for the services with Shepley Road Maintenance Ltd.

Carried

O. **By-Laws**

1. **By-Law 2022-028**

Being a by-law to levy a special charge of the Business Improvement Area and to provide for its collection for the year 2022

2. **By-Law 2022-029**

Being a bylaw to provide for the repair and improvements to the Lachance Drain

3. **By-Law 2022-030**

Being a by-law to authorize the execution of a Service Agreement between The Corporation of the Town of Tecumseh and the City of Windsor to administer funds for the Pathway to Potential Program for the year 2022.

4. By-Law 2022-031

Being a by-law to provide for the adoption of tax rates, area rates and additional charges for Municipal, County and Education purposes for the year 2022

5. By-Law 2022-032

Being a by-law to provide for Municipal Housing (Municipal Housing Facilities By-Law)

6. By-Law 2022-033

Being a by-law to amend By-law 1746, the Town's Comprehensive Zoning By-law for those lands in the former Town of Tecumseh.

(Planning File: D19 1415LES – 1401-1429 Lesperance Road)

7. By-Law 2022-034

Amendment No. 3 to the Town of Tecumseh Official Plan

(Planning File: D19 HO – Home Hardware – 1613 Lesperance Road)

8. By-Law 2022-035

Being a by-law to amend By-law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South.
(Planning File: D19 HO – Home Hardware – 1613 Lesperance Road)

Motion: RCM - 137/22

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Brian Houston

That By-Law 2022-28 being a by-law to levy a special charge of the Business Improvement Area to provide for its collection for the year 2022;

That By-Law 2022-029 being a by-law to provide for the repair and improvement of the Lachance Drain;

That By-Law 2022-030 being a by-law to authorize the execution of a Service Agreement between The Corporation of the Town of Tecumseh and the City of Windsor to administer funds for the Pathway for Potential Program for the year 2022;

That By-Law 2022-031 being a by-law to provide for the adoption of tax rates, area rates and additional charges for Municipal, County and Education purposes for the year 2022;

That By-Law 2022-032 being a by-law to provide for Municipal Housing (Municipal Housing Facilities By-Law);

That By-Law 2022-033 being a by-law to amend By-law 1746, the Town's Comprehensive Zoning By-law for those lands in the Former Town of Tecumseh (1401-1429 Lesperance Road);

That By-Law 2022-034 Amendment No. 3 to the Town of Tecumseh Official Plan (Home Hardware -1613 Lesperance Road);

That By-Law 2022-035 being a by-law to amend By-Law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South. (Home Hardware - 1613 Lesperance Road).

Be given first and second reading.

Carried

Motion: RCM - 138/22

Moved by Councillor Bill Altenhof

Seconded by Councillor Brian Houston

That By-Law 2022-28 being a by-law to levy a special charge of the Business Improvement Area to provide for its collection for the year 2022;

That By-Law 2022-030 being a by-law to authorize the execution of a Service Agreement between The Corporation of the Town of Tecumseh and the City of Windsor to administer funds for the Pathway for Potential Program for the year 2022;

That By-Law 2022-031 being a by-law to provide for the adoption of tax rates, area rates and additional charges for Municipal, County and Education purposes for the year 2022;

That By-Law 2022-032 being a by-law to provide for Municipal Housing (Municipal Housing Facilities By-Law);

That By-Law 2022-033 being a by-law to amend By-law 1746, the Town's Comprehensive Zoning By-law for those lands in the Former Town of Tecumseh (1401-1429 Lesperance Road);

That By-Law 2022-034 Amendment No. 3 to the Town of Tecumseh Official Plan (Home Hardware -1613 Lesperance Road);

That By-Law 2022-035 being a by-law to amend By-Law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South. (Home Hardware - 1613 Lesperance Road).

Be given third and final reading.

Carried

P. Unfinished Business

1. April 26, 2022

The Members receive the Unfinished Business listing for Tuesday, April 26, 2022.

Q. New Business

Town Hall Parking Lot

A request to repair a crack in the pavement at the back parking lot of Town Hall.

R. Motions

1. Confirmatory By-Law 2022-036

Motion: RCM - 139/22

Moved by Councillor Bill Altenhof
Seconded by Councillor Brian Houston

That By-Law 2022-036 being a by-law to confirm the proceedings of the Tuesday, April 26, 2022, regular meeting of the Council of The Corporation of the Town of Tecumseh **be given** first, second, third and final reading.

Carried

S. Notices of Motion

There are no Notices of Motion presented to Council.

T. Next Meeting

Thursday, May 5, 2022

4:30 pm Special Council Meeting - Strategic Priorities

Tuesday, May 10, 2022

4:30 pm Special Council Meeting - Clerk's Service Delivery Review

7:00 pm Regular Council Meeting

U. Adjournment

Motion: RCM - 140/22

Moved by Councillor Bill Altenhof

Seconded by Councillor Brian Houston

That there being no further business, the Tuesday, April 26, 2022 meeting of the Regular Council **be adjourned** at 9:21 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk

ATTACHMENT 5

DWQMS MANAGEMENT REVIEW MEETING

OCTOBER 24, 2022

SIGN-IN SHEET

PURPOSE: TOWN OF TECUMSEH ANNUAL RISK ASSESSMENT REVIEW MEETING

DATE: WEDNESDAY, JULY 27, 2022

NAME (PRINT)	POSITION	SIGNATURE
BRAD DUPUIS	MANAGER, WATER SERVICES / ORO	<i>Bradley Dupuis</i>
NICOLE BRADLEY	DWQMS REPRESENTATIVE / WATER OPERATOR	<i>Nicole Bradley</i>
MIKE HARDY	ACTING – LEAD WATER OPERATOR	<i>M Hardy</i>

Annual Risk Assessment Review

Prepared By: Nicole Bradley

Discussion Topics / Notes				
Date:		July 27, 2022		
Attendees:		Brad Dupuis (DP), Nicole Bradley (NB), Mike Hardy (MH)		
Location:		1189 Lacasse – Meeting Room		
Topics / Notes:				
Topic	Topic Description	Notes	Who Responsible/ Code	Timing / Status
1	<u>Hazard / Risk Events</u> i) review RA worksheets ii) consider currency and validity	A) Current RA worksheets reviewed for the Tecumseh Distribution system. B) Discussion of all potential hazardous events listed. - Review of RA worksheets and discussions were completed. See Topic 4 for more details.	NB / BD	Done Jul 27/22
2	<u>Control Measures</u> i) review control measures for RA hazards / risk events ii) consider currency and validity	A) Current control measures for RA hazards reviewed for the Tecumseh Distribution System. B) Discussion of control measures listed. -Review of control measures and discussions were completed. See Topic 4 for more details.	NB / BD	Done Jul 27/22
3	<u>CCP Analysis</u> i) review existing CCP's and CCL's ii) consider currency and validity	A) Current CCP's and CCL's for Tecumseh reviewed. B) Discussion of CCP's and CCL's listed. -Review of CCP's and CCL's and discussion were completed. See Topic 4 for more details.	NB / BD	Done Jul 27/22
4	<u>Notes & Questions</u>	** A comprehensive review and revision of RA worksheets, hazardous events, control measures, CCP's and CCL's was completed during the 36 month RA review which occurred on February 2, 2022. ** Hazard / Risk Events - From the 36 month review (2) CAR's were created with respect to RA worksheets & SOP's. a) <u>2022-CAR-01</u> : Creation of new SOP's to help strengthen RA worksheet #2: <i>Vandalism /Tampering of Water Infrastructure</i> and RA worksheet #15: <i>Extreme cold/heat/long-term impacts of climate change</i> . -the SOP's are being created and undergoing review with the lead operator and the DWQMS	NB/MH	Dec 31/22

Annual Risk Assessment Review

Prepared By: Nicole Bradley

		<p>Rep. Once completed they will be given to the Manager, Water Services/ORO for acceptance.</p> <p>b) <u>2022-CAR-02</u>: the addition of Cybersecurity to the RA outcome worksheets.</p> <p>-new RA worksheet (#19) was created for the potential hazardous event of Cybersecurity.</p> <p>- It will be reviewed with the Water operators during the Water Services Emergency Response Plan annual review</p> <p>Control Measures</p> <p>- Review of control measures for new RA worksheet #19: <i>Cybersecurity</i> was completed under 2022-CAR-02.</p> <p>CCP & CCL</p> <p>-Review of CCL deviation tracking log.</p> <p>-CCL deviation tracking log was reviewed – No deviations thus far for 2022.</p> <p>General</p> <p>Note: the new “<i>Potential Hazardous Events for Municipal Residential Drinking Water Systems to consider in the DWQMS Risk Assessment</i>” was utilized during the review of the RA worksheets and will be uploaded into the appropriate, corresponding documents.</p>	<p>NB</p> <p>NB</p> <p>NB</p>	<p>Done Jul 14/22</p> <p>Aug 19/22</p> <p>Done Jul 27/22</p>
5	<u>Meeting Adjournment</u>	Meeting adjourned at 10:30AM.		

Risk Assessment Team Members:

QMS Representative Nicole Bradley

Manager, Water & Wastewater/ORO Brenda Shaw

Lead Water Operator (acting) Mike du

Date

July 28/22

July 28/22

Aug 2 2022