

Meeting Minutes / Report		[Attachment (8)]
Meeting Type:	DWQMS – Management Review Meeting	
Date:	July 11, 2023	
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 IS=Information Sharing			
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	<p>The Management Review Commitment and Endorsement Statement is appended to these minutes as Attachment #2.</p> <p>Power Point presentation to be used for additional information pertaining to this meeting. The presentation is appended to these minutes as Attachment #8.</p>	IS	n/a	n/a
1	<p>Previous DWQMS Management Review Meeting Outstanding Action Items</p> <p>Outstanding Action Items from Previous minutes</p>	<p>From the previous Management Review Meeting minutes (Mar.27/23) there are (2) outstanding Action Items to review.</p> <p>Full Minutes of the previous Management Review Meeting held on Mar.27/23 are appended to these minutes as Attachment #3.</p> <p>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.</p> <p>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.</p>	<p>IS</p> <p>AI</p>	<p>n/a</p> <p>BD</p>	<p>n/a</p> <p>Jun 2022 Done</p> <p>To be completed during 2023 calendar year</p>

	<p>March 27, 2023</p>	<p>BD has been in discussion with TCS (re in-vehicle training) – our current laptops cannot support the program software updates. TCS is looking into solutions for this problem. Once resolved in-house training will be scheduled.</p> <p>An I-Pad has been given to Water Service operators to test out in the field. Feasibility, efficiency and ease of use will be considered.</p>	<p>AI</p>	<p>BD</p>	<p>Dec 2023 Done Jan/24</p>
	<p>March 27, 2023</p>	<p>BD has been in discussion with TCS – our current desktops cannot support the program software updates. TCS is looking into solutions for this problem. BD has discussed with ITRON representative in regards with desktop training of system upgrades...we could possibly join another Municipality for this component when ITRON is down in this area next.</p>	<p>AI</p>	<p>BD</p>	<p>Dec 2023 Done Jan/24</p>
	<p>July 11, 2023</p>	<p>BD,PB,ME,NB: discussion regarding functionality of the IPad and how our current programs are operating on it. Most are good. The only one left to work on is Essex Power Portal. If IPad's will provide the optimal functionality and service they will be added to the list for budgetary items for 2024.</p>	<p>AI</p>	<p>BD</p>	<p>Oct 2023 Done Jan/24</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. 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. A global shortage in materials is creating the project to be completed later than expected.</i></p> <p>The TCS department along with Water Services are continuing to work with ONYX Engineering to complete the implementation of the SCADA system alarm upgrades. Time line has been set for Sep. 2022</p>	<p>AI</p>	<p>BD SF</p>	<p>Sep 2022 Done Jan/24</p>

	<p>March 27, 2023</p> <p>July 11, 2023</p>	<p>BD noted that changes made to the program logic at the Tower has given more storage to the data logger but not enough. We are still receiving "data logger full" alarms. ONYX and TCS are continuing to trouble shoot.</p> <p>BD: update ME & PB on issues with MCT-4 pressure readings, also affecting Windsor as this is a boundary meter. Problems with current contractor's (ONYX) provision of services. Another contractor hired by ONYX to look at issue – found new transmitter is needed plus install parts – 4week delivery and a great expense to us. ME, PB, BD: discuss possibility of finding different service provider when contract is up with current provider (ONYX).</p>	n/a	n/a	Sep 2023
2	Incidents of Adverse Drinking Water Tests	<p>There have been (0) adverse drinking water results since the last Management Review Meeting held on Mar.27/23.</p> <p>On Jun.21/23, the Windsor Essex County Health Unit issued a precautionary boil water advisory for a single residence, located at 12746 County Rd 42; due to the potential risk of contamination into the system.</p> <p>The completed MECP form <i>Notices of Adverse Test Results and Issue Resolution (Schedule 16)</i> is appended to these minutes as Attachment #4. BD: Contractor was informed that they are responsible for all monetary charges associated with this issue. They agreed and were receptive to this condition.</p>	IS IS	n/a n/a	n/a n/a
3	Internal Audit Findings	<p>The Internal Audit for 2023 was completed on Jun.7/23 and the final report was received on Jun.10/23. There were no non-conformances and 3 OFI's were issued and will be reviewed by Manager, Water Services/ORO and DWQMS Rep.</p> <p>ME: in regards to OFI #2 the use of Compliance Science to track training and document control may be looked at – possible joining of our data with another tracking system or visa versa; looking at standardizing Town operations. It will</p>	IS	n/a	n/a

		<p>be reviewed to ensure that all water legislated requirements are fulfilled.</p> <p>The 2023 Internal Audit final report will be reviewed with Water Service Operators and proof of training/review will be documented.</p> <p>The 2023 Internal Audit final report is appended to these minutes as Attachment #5.</p>	AI	NB	Sep 2023 Done Aug 22/23
4	External Audit Findings	<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&7/20.</p> <p><u>Surveillance Audit</u> A less extensive, annual review of a company's quality management system's elements. It 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>The 2023 External Audit (recertification) date is scheduled for Sep.5/23. Audit to be completed by NSF the accredited third party, auditor will be on-site.</p> <p>The 2023 External Audit Final Report will be reviewed with Water Service operators and proof of review/training will be documented.</p>	IS	n/a	n/a
			IS	n/a	n/a
			AI	NB	Oct 2023 Done Feb 2/24
5	Results of MECP Inspection	The 2023 MECP inspection will be completed during this calendar year. When the final report is received, it will be brought to Council by the Manager, Water Services/ORO for endorsement.	IS	n/a	n/a

		<p>ME: questioned if the Ministry controls who Municipalities can have to perform audits and what the audits cover, then what different information is covered by the actual Ministry inspection? NB clarified audits ensure that actions that are listed (within documents etc..) are actually being completed ie...meetings taking place etc... and Ministry inspections look at the physical results of those said actions ie..chlorine residuals and sampling results and ensuring that they are within the set Ministry standards.</p> <p>The 2023 MECP Inspection Report will be reviewed with Water Service operators and proof of review/training will be documented.</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</p> <p>AI</p>	<p>NB</p> <p>NB</p>	<p>Jan 2024</p> <p>Mar 2023 Done Apr 5/23</p>
6	Incidents of Non-Compliance with Applicable Regulations	There have been (0) Non-Compliance issues since the last DWQMS Management Review Meeting which was held on Mar.27/23.	IS	n/a	n/a
7	Consumer Feedback	<p>(20) Consumer concerns regarding water quality were made to the Town of Tecumseh since the last Management Review meeting which was held on Mar.27/23.</p> <p>BD, ME, PB: discussion regarding "black slime" issue occurring (in internal service lines) at some locations throughout the Windsor, Lasalle and Tecumseh water service areas. We are collecting information to create a database to help find the root cause.</p> <p>ME: suggested to see if anything like this has been reported to the OBOA; restrictions on certain products being used etc...</p> <p>Manager, Water Services/ORO has reviewed the Survey Monkey results covering the time between Management Review meetings (Mar.27/23 to Jul.11/23)</p> <p>Survey Monkey data to be reviewed twice per year to ensure that possible issues are not missed when reported.</p>	<p>IS</p> <p>IS</p>	<p>n/a</p> <p>n/a</p>	<p>n/a</p> <p>n/a</p>
	March 27, 2023				

		<p>Discussion amongst ME, PB, BD & NB regarding the community responsiveness to this survey. It was noted over the last 3 years there has been no use from the community...is it worth the service fee?? There has been more communication through the Town's website.</p> <p>BD to have discussion with TCS about different communication options.</p> <p>Discussions have taken place – cost savings are being looked at. The 'Living Here' portal on the Town's website is being used more – possibly use that as a form of communicating instead.</p>	AI	BD	Aug 2023
8	Operational Performance	<p>The Hydrant Flushing program for 2023 was started on Apr.21/23 and was completed on May.26/23.</p> <p>Collection of hydrant information is being compiled as per request brought forth to Water Services regarding Storz connections.</p> <p>BD: noted the potential in having this information gathered for future projects – upgrade of all hydrants to Storz fittings – remove the need for Fire to carry a variety of adaptors.</p> <p>BD: This information gathering will also help with the upkeep of our inventory.</p> <p>All 2023 flushing field data will be downloaded and a final report created.</p> <p>The Hydrant Winterizing program for 2023 will begin in the fall of this calendar year. Field data will be recorded and a final report created.</p> <p>The Hydrant Painting program for 2023 is underway. The distribution system is divided into North and South ends with 1 student covering each end.</p> <p>When all of the 2023 painting data is in and compiled, it will be sent to GIS for uploading into the system.</p> <p>BD: made note that battery powered weed whippers had been purchased – students are currently using them and have had no complaints.</p> <p>The Valve Turning program for 2023 has started up. The operators are exercising valves throughout the distribution system. Information is collected and downloaded into the system.</p>	IS	n/a	n/a
		All 2023 flushing field data will be downloaded and a final report created.	AI	BD	Dec 2023 Done Feb 9/24
		The Hydrant Winterizing program for 2023 will begin in the fall of this calendar year. Field data will be recorded and a final report created.	AI	BD	Dec 2023 Done Jan 26/24
		The Hydrant Painting program for 2023 is underway. The distribution system is divided into North and South ends with 1 student covering each end.	IS	n/a	n/a
		When all of the 2023 painting data is in and compiled, it will be sent to GIS for uploading into the system.	AI	NB	Oct 2023 Done Oct 18/24
		The Valve Turning program for 2023 has started up. The operators are exercising valves throughout the distribution system. Information is collected and downloaded into the system.	IS	n/a	n/a

		<p>For 2023, 267 valves have been exercised to date. PB: made suggestion to add the percentage of total valves turned each year into report. Sample station maintenance and replacement will continue throughout the 2023 calendar year. BD: mention that the ladder in the water tower does not meet current CSA standards. Will work with Tower inspection company to find a solution. BD: Water Services have been approached by Cogeco – they are looking to add their antenna on the Tower.</p> <p>The 2023 winter and summer lead sampling sessions have been scheduled and will be collected accordingly. Winter session of lead sampling for 2023 was completed on Mar.20/23. All results were within Ministry guidelines.</p> <p>There has been (2) broken watermain repairs from Mar.27/23 to Jul.11/23.</p>	<p>AI</p> <p>IS</p> <p>AI</p> <p>IS</p> <p>IS</p>	<p>NB BD</p> <p>n/a</p> <p>Water Service Operators n/a</p> <p>n/a</p>	<p>Dec 2023 Done Jan 25/24 n/a</p> <p>Mar&Oct 2023 Done Oct 3/23 n/a</p> <p>n/a</p>
<p>9</p>	<p>Changes to Services, Activities, Regulations etc, that could affect DWQMS</p> <p>March 27, 2023</p>	<p>Regulations in Ontario aim to protect public health by ensuring safe drinking water. Owners of water systems play a crucial role in adhering to these regulations, implementing management practices and conducting routine testing and maintenance to prevent contamination. Diligence by owners demonstrates a commitment to continuous improvement and proactive risk management. The combined efforts of regulations and diligent owners uphold the well-being of communities and foster confidence in the drinking water system.</p> <p>PB, BD & ME agreed that Building and Water Services will continue to perform joint inspections until a resolution is reached.</p> <p>ME,PB suggested that a new policy outlining Water Services' current practices dealing with installation of water infrastructure on private property be developed.</p>	<p>IS</p>	<p>n/a</p>	<p>n/a</p>

		<p>ME: expressed concern over staffing issues...how are our numbers are we at full compliment.</p> <p>BD: We are still short one employee off on sick leave (lead hand). Newer operators are fitting in and handling the work load.</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>However, there have been on-going issues with the coordination of inspections and approvals in regards to how they are being completed on worksites. There have been instances where approvals for connections to the Town owned infrastructure have been given and been allowed to be made with no Town inspectors / operators present on-site. This type of practice is unacceptable as it increases the possibility for the entrance of contaminants into the Towns distribution system.</p> <p>BD, PB, ME, NB: continue discussion on how to best handle the witnessing/inspection of the installation of water infrastructure on the private side. It was concluded that our current practices will be continued pending the completion of a Standard Operating Guideline for this process.</p> <p>Changes and amendments made to current practice and the completed new Standard Operating Guideline will be brought forward to Owner of the system as per Ministry regulations.</p> <p>There are known instances where private properties have been given the permission to connect to the Towns water system and supply a property with water, without the Water Services' knowledge or approval. The Ministry regulations (SDWA, O.Reg. 170/03) clearly state that only a LICENSED water operator is allowed to operate valves connected to or connecting any infrastructure to the Town's distribution system. Also, not knowing of a connection creates a loss of revenue for the Town...how can you charge for water when you don't know about the connection.</p>			
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		<p>There has been communication breakdowns amongst Town departments and also between the Town and contractors. These breakdowns greatly affect how effectively and efficiently worksite inspections are carried out. This communication disconnect leads to valuable on-site inspection time being used to double check and ensure that all Town infrastructure and Town standards are being followed and met and that the contractors continue to follow the original project / site plan agreements.</p> <p>PB: suggest in order to keep open and clear channels of communication; the Towns <u>Water Distribution System Standards & Material Specifications</u> document should be included as part of the tender package and site plan agreements for projects, so as to ensure all invested parties and departments have direct access to it. Also, at Engineering level, could have our standards and specs for infrastructure entered right onto the drawing to keep them aware as well.</p> <p>ME, PB: Sign-off sheet stating that all parties are aware of the Town's standards and their commitment to follow them should also be part of the tender package and site plan agreement for projects, it would be beneficial to have that signed document at the start of work – currently we have that signed later in the process.</p> <p>It has been noted that there has been changes in the worksite interactions between contractors and Water Service operators due to contractors being given direction (by parties other than Water Services) to perform work on Town owned water infrastructure with no Water Service operator present or Water Services being made aware. This creates undue negativity on the worksite and breaks down the work rapport that has been built between Water Services and the contractors over the years.</p> <p>ME, PB, BD: As stated earlier, the continuation of our current practices on worksites (private and Town) will help to keep the rapport and working relationships in good standing.</p> <p>The demolition process needs to be revised and approved; current process lends itself to the risk of contamination to the Towns distribution system and infrastructure due to improper</p>			
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		disconnection practices being performed. Need to have the water demo process follow closely, the same steps as other utilities (gas & hydro) in regards to communications with other involved departments.			
10	Infrastructure Review Results	<p>It is noteworthy to mention that the former People of Culture director initiated internal management meetings (to be held quarterly) where interconnecting infrastructure projects amongst Town departments were discussed. Although only one meeting had been completed, it had a very positive outcome and its advantages were recognized, it was noted that the continuation of this meeting would be greatly beneficial.</p> <p>A meeting was held on Jul.5/23 at the Lacasse boardroom, involving managers from Planning, Facilities & Maintenance, Parks, Public Works and Water Services. These departments are all intertwined and play vital roles in public and private development. The opportunity for dialogue among peers has proven to be advantageous and the next meeting is scheduled to take place prior to 2024 draft budget preparation.</p> <p><u>Private Projects:</u></p> <ol style="list-style-type: none"> 1. Oeadan Detech (Briday Inc.) – Victoria on the Lake 2. Oldcastle Heights 3. Arbour Heights – 1401 1415 1429 Lesperance 4. Pawluk (Monroe) Island 5. Various severances 6. North Shore Public School 7. Santarossa Industrial Development 8. Multi-level Housing Development 9. 5815 Outer Drive – Phase 2 addition 10. Brouillette Manor <p><u>Town Projects:</u></p> <ol style="list-style-type: none"> 1. CR 42 Reconstruction & CR 43 Diversion – Phase 1 	IS	n/a	n/a

		<ol style="list-style-type: none"> 2. Various valve replacement 3. 12th Concession (Dimu to CR 42) 4. 12th Concession 5. CR 43 6. Shields 7. Cr 19 between Jamsyl & Cr 22 8. Aecom – water modelling – North & South ends 9. Investing in Canada Infrastructure Program 10. Riverside Drive Trail 11. Lesperance / VIA Rail improvements 12. Snake Lane culvers no.42, 53 & 54 13. Cr 43 / Banwell 14. Water and Wastewater rate study 15. CR 46 / Webster / Laval sanitary sewer extension 16. MECP Consolidated Linear Infrastructure, Environmental Compliance Approval 17. Water Financial Plan 18. Drinking Water Licence & Permit renewal 19. Lacasse park grandstand project 20. Lakewood South splashpad 21. Scully pump station 22. Maidstone recreation centre 23. Southfield park improvements 24. Lacasse park pickle ball water connection <p>BD: made note that the possible installation of water bottle filling stations at the new pickleball courts will need to be addressed. The length of run that will be needed for the service line is very long, causing stagnant water issues. It will be very, very difficult to ensure a good quality potable water will actually reach the desired location.</p>			
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11	Currency of Operational Plan	<p>A 2023 version of the Operational Plan has been created and revisions made. As updates to the 2023 version are made it will be placed in draft form until 2024 version is ready to be brought forward.</p> <p>The 2023 version of the Operational Plan will be reviewed with Water Service operators. Proof of training/review will be documented.</p>	IS AI	n/a NB	n/a Apr 2023 Done Apr.5/23
12	Deviations from CCP Limits	There has been no CCP limit deviations since our last Management Review meeting which was held on Mar.27/23	IS	n/a	n/a
13	Effectiveness of Risk Assessment Process	<p>Every three years a full comprehensive review shall be completed.</p> <p>The 2023 Annual Risk Assessment meeting will be completed during April of this year. Minutes of the Annual Risk Assessment meeting are appended to these minutes as Attachment #6.</p> <p>Results of this meeting will be reviewed with the Water Service operators and proof of review/training will be documented.</p>	IS AI AI	n/a NB NB BD	n/a Jul 2023 Done Apr.12/23 Sep 2023 Done Aug 22/23
14	Emergency Preparedness	<p>Water Services Emergency Response Plan 2022 version will be reviewed and revised to the 2023 version.</p> <p>Once finalized, Water Services Emergency Response Plan 2023 version will be reviewed with the Water Service operators along with two mock exercises. This will be completed within this calendar year.</p> <p>ME: suggested that Water Services and Fire meet to review their plans and cross reference any information that pertains to both departments' emergency procedures. Ensuring that both parties are aware of all pertinent information.</p>	IS AI	n/a NB BD	n/a Jul 2023 Done Aug 22/23
15	Trends in Quality of Raw Water & Drinking Water	The 2022 Source Water Protection Report was brought forward to Council for endorsement at the Jun.27/23 – report PWES-2023-51. The 2022 Source Water Protection report is amended to these minutes as Attachment #7 .	IS	n/a	n/a

		<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 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.</p> <p>The Town of Tecumseh receives an Annual Report from the Windsor Utilities Commission in regards 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>	IS	n/a	n/a
		<p>Phil, John and Brad participated in an informational meeting held by WUC on Jun.16/23, where they received updates on the Windsor-Union redundancy supply report. The boards of Union and WUC have been actively engaging in meetings to discuss this matter.</p>	IS	n/a	n/a
		<p>Brad and Tom Kistos attended the PJSJC meeting on Jun.22/23 held at Enwin Utilities. Meeting minutes are stored in the Town's shared hard drive.</p>	IS	n/a	n/a
16	Resources needed for DWQMS Maintenance	<p>Technology and software based training for the Manager, Water Services/ORO and the DWQMS Rep will be considered throughout the following years.</p> <p>Some software training has been scheduled for the 2023 calendar year:</p> <ul style="list-style-type: none"> - Outlook 2016 (Feb & May) - Business Writing & email (Mar) - Work Level I & II (Mar & Jun) - Excel Level I & II (Mar & May) - Excel Level III (Jun) 	IS	n/a	n/a

		BD and NB will attend the DWQMS conference being held in Apr 2023.			
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	Manager, Water Services/ORO and DWQMS Rep have reviewed the retention table along with documents and records pertaining to it.	IS	n/a	n/a
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	n/a	n/a
		Discussion of relevant Best Practice items with the Water Service operators will be documented.	AI	NB BD	Dec 2023 Done Aug 22/23
		Neighbouring colleges convene periodically to engage in discussions regarding best practices, including topics such as new product approval and ongoing issues. The most recent meeting took place at Enwin Utilities, where participants shared insights and exchanged information.	IS	n/a	n/a
20	Comments / Suggestions made by Water Service Personnel	Water Service operators have been expressing concern over the issues they have been seeing and have been exposed to on current worksites eg..they have been told by contractors that they (the contractors) were no longer required to follow Water Services standards and that the minimum building standards will be used. The operators also have commented on the fact that they are well aware of their duties and expectations as listed and required under (but not limited to) their Water Certification Licences , the Water Services Standards and Specifications document and other related legislation. They are concerned with where liability for them now lays – if not allowed to watch/inspect installation practices of watermain and associated infrastructure on the private side where there is limited protection to our system–			

		<p>who is going to ensure that proper disinfection of the infrastructure and that proper installation methods (as agreed to by contractor through tender and permit processes) are taking place. The operators have expressed their concern and provided insight to the Manager, Water Services/ORO that they are not comfortable with the possibility of ceasing their current inspection practices.</p> <p>As stated in the regulations this is a change to the Operational Plan and current distribution processes and that needs approval and acceptance by the Owner.</p>			
	Meeting Adjournment	NB adjourned meeting at 1:10pm			

Attachments



Attach #1- DWQMS managers meeting 5



Attach #2- Commitment & End



Attach #3- 03-27-2023 FINAL -



Attach #4- 06-22-2023 Form 2A



Attach #5- 2023 Internal audit repor



Attach #6- 2023 RA annual mtg mts.pdf



Attach #7- Source Water.pdf



Attach #8 - FINAL PwrPnt - Mngt Revie

Proof of acceptance:

Budley J. [Signature]

Manager, Water Services/ORO

Feb. 2, 2024

Date

SIGN-IN SHEET

PURPOSE: TOWN OF TECUMSEH DWQMS MANAGEMENT REVIEW MEETING

DATE: JULY 11, 2023

NAME (PRINT)	POSITION	SIGNATURE
MARGARET MISEK-EVANS	CHIEF ADMINISTRATIVE OFFICER	<i>Mary Misek-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


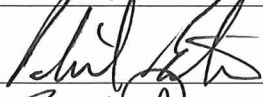


- 1) To represent that the committee has been given access to participated and/or reviewed the inputs covered within the minutes.
- 2) That the content of the minutes meets the input requirements of the Town of Tecumseh DWQMS management review meeting.
- 3) That the committee is aware of actions assigned to appropriate resources as a result 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: **DWQMS – Management Review Minutes - March 27, 2023**

Name / Delegate Name	Title	Signature	Date
Margaret Misk-Evans	Chief Administrative Officer (CAO)		July 11, 2023
Phil Bartnik	Director of Public Works & Engineering Services		July 11, 2023
Brad Dupuis	Manager, Water Services / ORO		July 11, 2023
Nicole Bradley	Water Operator / DWQMS Representative		July 11/23

