

Meeting Minutes / Report						(Attachment 4 )
Meeting Type:		DWQMS - Management Review Meeting				
Date:		March 27, 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, 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	The Management Review Commitment and Endorsement Statement is appended to these minutes as Attachment #2.  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 (2) outstanding Action Items to review.  Full minutes of the previous Management Review Meeting held on Oct.24, 2022 are appended to these minutes as Attachment #3.  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          AI	n/a          BD	n/a          Jun 2022       To be completed during 2023 calendar year	

		<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>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>	AI	BD	Dec 2023
		<p>AI-11</p> <p><i>In response to the Town's 2021 Organizational Review the Manager of Water &amp; 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></p> <p>Forms, documents and records have been reviewed and title / position revisions made. Completion date left as is to allow for any missed revisions.</p>	AI	NB	<p>Dec 2022</p> <p>Done Dec.15, 2022</p>
		<p>AI-13</p> <p><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></p> <p><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></p> <p><i>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. Timeline has been set for Sep 2022.</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>	AI	BD SF	Sep 2022
			n/a	n/a	Sep 2023
2	Incidents of Adverse Drinking Water Tests	There have been ( 0 ) Adverse Drinking Water Results since the last Management Review Meeting held on Oct.24, 2022.	IS	n/a	n/a

3	Internal Audit Findings	The Internal Audit for 2023 is scheduled to take place on Jun.7 and Jun.9, 2023.	IS	n/a	n/a
		2023 Internal Audit Report will be reviewed with Water Service Operators once received.	AI	NB	Sep 2023
		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 Done Dec.14, 2022
4	External Audit Findings	Annually a desktop DWQMS Surveillance Audit is to be completed by an accredited third party.	IS	n/a	n/a
		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			
		<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.			
		<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.			
		2023 External Audit (re-certification) date is scheduled for Sep.5, 2023. Audit to be completed by NSF, accredited third party, auditor will be on-site.	IS	n/a	n/a
		2023 External Audit Report will be reviewed with Water Service operators once received.	AI	NB	Oct 2023
		Review of the 2022 External Audit with the Water Service Operators will be completed and proof of training documented.	AI-02	NB	Mar 2023 Done Dec.14,2022



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>2022 MECP inspection was completed on Jan.19, 2023 and Final report brought to Council on Feb.28, 2023 through PWES-2023-17.</p> <p>Proof of Council acceptance and endorsement is appended to these minutes as <b>Attachment #4</b>.</p> <p>Review of the 2022 MECP Inspection Report with the Water Service Operators will be completed and proof of training documented.</p>	AI-03	BD	Mar 2023 <b>Done</b> <b>Feb.28,2023</b>
6	Incidents of Non-Compliance with Applicable Regulations	There has been <b>(0)</b> Non-Compliance issues since the last DWQMS Management Review Meeting which was held on Oct.24, 2022.	IS	n/a	n/a
7	Consumer Feedback	<p><b>( 6 )</b> Consumer concerns regarding water quality were made to the Town of Tecumseh since the last Management Review Meeting which was held on Oct.24, 2022.</p> <p>Manager of Water Services/ORO has reviewed the Survey Monkey results covering the time between Management Review Meetings. (Oct. 24, 2022 to Mar.27, 2023)</p> <p>Survey Monkey Data to be reviewed twice per year to ensure that possible issues are not missed when reported.</p> <p><b>Discussion amongst ME, PB, BD &amp; NB regarding the community responsiveness to this survey. It was noted over the last 3years there has been no use from the community...is it worth the service fee?? There has been more communication through the Town's website. BD to have discussion with TCS about different communication options.</b></p>	IS  IS  AI	n/a  n/a  BD	n/a  n/a  Aug 2023
8	Operational Performance	<p>The <i>Hydrant Flushing Program</i> for 2023 is set to begin in the spring and every hydrant in Tecumseh is scheduled to be operated and inspected.</p> <p>The final report for 2022 has been completed and uploaded into the Town's shared drive.</p>	AI	BD	Jun 2023

	<p>The <i>Hydrant Winterizing Program</i> for 2023 will begin in the fall of this year. Field data will be recorded and final report created.</p>	AI	BD	Dec 2023
	<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. Second round completed Dec.16,2022. Final report has been uploaded and saved into the Town's shared drive.</p>	IS	n/a	Done Dec 2022
	<p>The <i>Hydrant Painting Program</i> for 2023 will begin in April-May when the summer students arrive.</p>	AI	NB	Sept 2023
	<p>The final report for the 2022 year is completed and saved in the Town's shared drive.</p>	IS	n/a	Done Dec 2022
	<p>The <i>Valve Turning Program</i> for 2023 is set to start up late March, early April.</p>	AI	BD	Dec 2023
	<p>On Feb.21, 2023, WACHS Canada Ltd. was on-site to perform refresher training on the valve turning equipment. Town of Tecumseh GIS technician also on-site to review the transfer of data from equipment to network.</p>	IS	n/a	n/a
	<p>ME, PB, DB and NB had discussions regarding types of information gathered during the valve turning practices and how it is downloaded and used within the Water Services' operations. Parts inventory and availability of parts was questioned- BD noted that our part inventory is in good shape – we planned for shortages and are continuing to order accordingly. We are continuing to remind contractors of lead time on certain things as we are made aware of them.</p>			
	<p>Sample station maintenance and replacement will continue throughout the 2023 calendar year.</p>	IS	n/a	n/a
	<p>NB has created a 'life cycle' spread sheet for the stations / auto flushers in order to capture asset detailed information.</p>	IS	n/a	n/a
	<p>Full inspection of the Town of Tecumseh's water storage tower is due in 2024. Certified inspection company was contacted.</p>	IS	n/a	n/a
	<p>2022 Winter and Summer Lead Testing results will be communicated to Town Council during the first part of the 2023 calendar year.</p>	AI-07	BD	Mar 2023 Done Feb.28,2023

		<p>Final report was brought to Council Feb.28, 2023 through PWES-2023-16. Proof of acceptance is appended to these minutes as <b>Attachment #4</b>.</p> <p>2023 winter and summer lead sampling sessions have been scheduled and will be collected accordingly.</p>	AI	Water Service Operators	Mar & Oct 2023
		<p>There has been <b>(15)</b> broken watermain repairs from Oct.24, 2022 through Mar.27, 2023.</p> <p>PB asked if we are tracking the reasons for the breaks. BD responded "Yes" it is recorded on the watermain break reports which the Water Service operators are required to fill out when there is a break.</p>	IS	n/a	n/a
9	Changes to Services, Activities, Regulations, etc. that could affect DWQMS	<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>Building and Water Services will continue to perform joint inspections until a resolution is reached.</p>	IS	n/a	n/a
10	Infrastructure Review Results	<p><b>Private Projects:</b></p> <ul style="list-style-type: none"> <li>(1) <u>Oeadan Detech (Briday Inc.)- Victoria on the Lake</u></li> <li>(2) <u>Oldcastle Heights</u></li> <li>(3) <u>Arbour Heights</u></li> <li>(4) <u>Pawluk (Monroe) Island</u></li> <li>(5) <u>Various severances</u></li> <li>(6) <u>North Shore Public School</u></li> <li>(7) <u>Santarossa Industrial Development</u></li> <li>(8) <u>Multi-level Housing Development</u></li> <li>(9) <u>Townsend Development</u></li> <li>(10) <u>5815 Outer Drive – Phase 2 addition</u></li> <li>(11) <u>1401 1415 1429 Lesperance Development</u></li> <li>(12) <u>Brouillette Manor</u></li> </ul>	IS	n/a	n/a

		<p><b><u>Town Projects:</u></b></p> <p>(1) <u>CR 42 Reconstruction &amp; CR 43 Diversion Phase 1</u></p> <p>(2) <u>Various Valve Replacement</u></p> <p>(3) <u>12<sup>th</sup> Concession (Dimu to CR 42)</u></p> <p>(4) <u>12<sup>th</sup> Concession</u></p> <p>(5) <u>CR 43</u></p> <p>(6) <u>Shields</u></p> <p>(7) <u>CR 19 between Jamsyl &amp; CR 22</u></p> <p>(8) <u>Aecom-water modelling</u></p> <p>(9) <u>Investing in Canada Infrastructure Program</u></p> <p>(10) <u>Town of Tecumseh-ITRON at boundary meters</u></p> <p>(11) <u>Riverside Drive Trail</u></p> <p>(12) <u>Lesperance / VIA Rail Improvements</u></p> <p>(13) <u>Snake Lane Culverts no. 42, 53 &amp; 54</u></p> <p>(14) <u>CR 43 / Banwell</u></p> <p>(15) <u>Water and wastewater rate study</u></p> <p>(16) <u>CR 46 / Webster / Laval Sanitary Sewer Extension</u></p> <p>(17) <u>Tecumseh Rd Storm and Road Improvements</u></p> <p>(18) <u>MECP Consolidated Linear Infrastructure, Environmental Compliance Approval</u></p> <p>(19) <u>Water Financial Plan</u></p> <p>(20) <u>Drinking Water License &amp; Permit Renewal</u></p>	IS	n/a	n/a
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		<p><b>(21)</b><u>Lacasse Park Grandstand Project</u></p> <p><b>(22)</b><u>Lakewood South Splashpad</u></p> <p><b>(23)</b><u>Scully Pump Station</u></p>	IS	n/a	n/a
11	Currency of Operational Plan	<p>A 2023 version of the Operational Plan has been created and revisions made.</p> <p>The 2023 version of the Operational Plan was brought forth to Council for endorsement on Feb.28, 2023 through PWES-2023-18.</p> <p><a href="#">Proof of Council acceptance and endorsement of the Operational Plan is amended to these minutes as Attachment #4.</a></p> <p>The 2023 version of the Operational Plan will be reviewed with Water Service operators. Proof of training/review will be documented.</p>	<p>IS</p> <p>IS</p> <p>AI</p>	<p>n/a</p> <p>n/a</p> <p>NB</p>	<p>n/a</p> <p>n/a</p> <p>Apr 2023</p>
12	Deviations from CCP Limits	There has been no CCP limit deviations since our last Managers Review Meeting which was held on Oct.24, 2022.	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 on Apr.5, 2023. Results of this meeting will be reviewed with the Water Service operators and proof of review will be documented.</p>	<p>IS</p> <p>AI</p>	<p>n/a</p> <p>NB</p>	<p>n/a</p> <p>Jul 2023</p>
14	Emergency Preparedness	<p>Emergency Response Plan 2022 version will be reviewed and revised to the 2023 version.</p> <p>Once finalized, Emergency Response Plan 2023 version will be reviewed with the Water Service operators along with two mock exercises, within this calendar year.</p>	<p>IS</p> <p>AI</p>	<p>n/a</p> <p>NB BD</p>	<p>n/a</p> <p>Jul 2023</p>
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	IS	n/a	n/a





		BD and NB attended virtually the BMP Summit seminar / training on Feb.22 & 23, 2023.			
20	Comments / Suggestions made by Water Service Personnel	No suggestions or feedback was given.	IS	n/a	n/a
	<u>Meeting Adjournment</u>	NB adjourned meeting at 11:25 am			

### Attachments

#### Attachment #1



(1) 03-27-2023  
DWQMS managers r

#### Attachment #2



(2) SIGNED -  
Commitment&Endo

#### Attachment #3



10-24-2022 FINAL-  
Mngt Review Minut

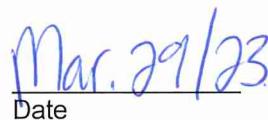
#### Attachment #4



(4) Feb 2023 -  
Council acceptance

Proof of Acceptance:

  
\_\_\_\_\_  
Manager, Water Services/ORO

  
\_\_\_\_\_  
Date

## SIGN-IN SHEET

**PURPOSE:** TOWN OF TECUMSEH DWQMS MANAGEMENT REVIEW MEETING

**DATE:** MARCH 27, 2023

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

**Management Review Commitment and Endorsement Statement**

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

**Commitment**



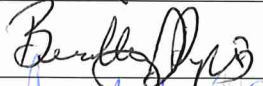

- 1) To represent that the committee has been given access to participated and/or reviewed the inputs covered within the minutes.
- 2) That the content of the minutes meets the input requirements of the Town of Tecumseh DWQMS management review meeting.
- 3) That the committee is aware of actions assigned to appropriate resources as a 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 Meeting – October 24, 2022**

Name / Delegate Name	Title	Signature	Date
Margaret Misk-Evans	Chief Administrative Officer (CAO)		Mar. 27/23
Phil Bartnik	Director of Public Works & Engineering Services		March 27, 2023
Brad Dupuis	Manager , Water Services / ORO		March 27, 2023
Nicole Bradley	Water Operator / DWQMS Representative		Mar. 27/23