

Meeting Minutes / Report		[Attachment (6)]
Meeting Type:	DWQMS – Management Review Meeting	
Date:	February 13, 2024	
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

GENERAL NOTES

- a) The sign-in sheet is appended to these minutes as **Attachment #1**.
- b) The Management Review Commitment and Endorsement Statement is appended to these minutes as **Attachment #2**.
- c) Full minutes of the previous Management Review Meeting held on Jul.11/23 are appended to these minutes as **Attachment #3**.

DISCUSSION ITEMS

1. Previous Management Review Meeting Outstanding Action Items

- 1.1) From Jul.11/23 minutes – **All** action items listed under **Item 1** (Previous DWQMS Management Review Meeting Outstanding Action Items) have been completed. Details will be discussed under **Item 9** (Changes to Services, Activities, Regulations etc, that could affect DWQMS) of these meeting minutes (Feb.13/24).
- 1.2) From Jul.11/23 minutes – there is **(1)** outstanding action item found under **Item 5** (Results of MECP Inspection) – review of 2023 MECP inspection report with water distribution operators. Once the 2023 MECP inspection report is received, it will be reviewed with the operators and recorded.

Item code: AI

Assigned to: NB

Completion Timeline: Feb 2024

2. Incidents of Adverse Drinking Water Tests

- 2.1) There has been **(1)** adverse drinking water result since the last Management Review Meeting held on Jul.11/23.

- Oct.3/23 – Samples collected at 1792 Shawnee and 5175 Hennin came back with elevated results for lead. Locations were resampled on Oct.11/23, results received were within MECP guidelines. MECP forms and lab analysis results are appended to these minutes as **Attachment #4.**

BD- noted that Tecumseh has never had a spike such as this in our lead testing samples. This isolated instance may be due to an error in the laboratory analysis. Seeing as the re-sample test results for the same 2 locations were well below the regulated guidelines.

3. Internal Audit Findings

- 3.1) The 2023 Internal Audit final report was reviewed with water distribution operators on Aug.22/23.
- 3.2) The Internal Audit for 2024 is scheduled for Jun.5/24 to be completed remotely (desktop audit) by Acclains Environmental. Jun.11/24 will be the follow-up meeting conducted through zoom, audit findings will be discussed with final audit report to follow.
- 3.3) Once the final audit report is received, it will be reviewed with the water distribution operators
Item code: AI **Assigned to: NB** **Completion Timeline: Sep 2024**

4. External Audit Findings

- 4.1) Annually a desktop DWQMS Surveillance Audit is completed by an accredited third party. Every 3 years an On-Site DWQMS Recertification Audit is completed by an accredited third party.
 - Our DWQMS Recertification Audit was completed on Sep.5&6/23.
- 4.2) The 2023 External Audit report was received on Sep.15/23.
 - **(6)** Opportunities for Improvement (OFI) were recommended:
 - OFI (DWQMS-01) Town of Tecumseh website
 - OFI (DWQMS-02) Element #3 – Endorsement
 - OFI (DWQMS-03) Element #9 – Roles & Responsibilities
 - OFI (DWQMS-04) Element #12 – Communications
 - OFI (DWQMS-05) Management Review Records
 - OFI (DWQMS-06) Element #21 – Continual Improvement
 - OFI (DWQMS-01) – BD & NB discussed; no changes to be made at this time.
 - OFI (DWQMS-02) – going forward the eScribe reports showing Council approval will be used.

ME BD PB- discussion regarding why there is not a process in place for collection of signatures on the endorsement & commitment of the DWQMS policy and Operational Plan. May require some communication with legal to see if this can be implemented.

- OFI (DWQMS-03) – clarification of members responsibilities and whom they represent were made within Element table. Management Review Committee was changed to DWQMS Committee in the noted elements.
- OFI (DWQMS-04) – BD & NB discussed; will review again when time permits.
- OFI (DWQMS-05) – Management Review Meeting Minute template will be updated to show "results" of emergency mock exercises.
- OFI (DWQMS-06) – Element 21 wording was revised to include the recommendations regarding CAR's and the purpose of certain document clarified. Appendix 7 document title corrected and recommended spreadsheet – NB has in paper format already, will work towards creating an electronic version.

4.3) The 2023 External Audit report was reviewed with water distribution operators on Feb.2/24.

4.4) The 2023 External Audit report is appended to these minutes as **Attachment #5**.

4.5) The 2024 External Audit is scheduled for Oct.7/24 and will be completed by NSF. When the final report is received, it will be reviewed with the water distribution operators.

Item code: AI

Assigned to: NB

Completion Timeline: Nov 2024

5. Results of MECP Inspection

5.1) The 2023 MECP Inspection was completed on Jan.17/24.

5.2) The MECP Inspection report was received on Feb.13/24 and is appended to these minutes as **Attachment #6**.

NB- *Inspection non-compliance (not providing landowners with a copy of our DWWP and MDWL) was discussed with BD PB & ME. BD has reached out to other municipalities for some ideas on a resolution. Possible solution is to add some verbiage into our development agreements that go out at tender.*

5.3) The Manager, Water Services/ORO will bring the Final 2023 MECP Inspection final report to Council for endorsement once it is received.

5.4) 2023 MECP Inspection report will be reviewed with water distribution operators.

Item code: AI

Assigned to: NB

Completion Timeline: Apr 2024

6. Incidents of Non-Compliance with applicable Regulations

6.1) There has been **(1)** non-compliance issue since the last Management Review Meeting which was held on Jul.11/23.

- Lead exceedance which occurred on Oct.3/23 – details were discussed under **Item 2**.

7. Consumer Feedback

7.1) **(5)** Consumer concerns regarding water quality were made to the Town of Tecumseh since the last Management Review Meeting which was held on Jul.11/23.

- | | | |
|-------------|---------------|--------------|
| • Aug.18/23 | 12757 Mason | low pressure |
| • Sep.14/23 | 2530 LeBoeuf | odour |
| • Oct.20/23 | 11555 Shields | colour |
| • Nov.24/23 | 321 Barry | black slime |
| • Dec.8/23 | 12638 Ballard | no water |

ME- question about what is the "black slime", where is it originating from...BD stated that our neighboring municipalities are also running into this issue, there has been communication amongst us. The underlying commonality seems to be the plastic piping (tubing) material installed in the homes for potable water in new construction (dating back 5-8 years).

Communications amongst municipalities will be on-going.

7.2) Manager, Water Services/ORO has reviewed the Survey Monkey results covering the time between Management Review Meetings (Jul.11/23 to Feb.13/23)

- From Jul.11/23 minutes – discussion of removing Survey Monkey. BD has been in communication with TCS department and it has been decided that Survey Monkey will be removed and we will use the "Living Here" portal on the Towns website going forward.

8. Operational Performance

8.1) Hydrant Flushing: 2023 final report completed and saved in the Towns server.

2024 hydrant flushing program will begin in the spring of this calendar year. Field data will be recorded and a final report will be created.

Item code: AI Assigned to: BD Completion Timeline: Dec 2024

8.2) Hydrant Winterizing: 2023 final report completed and saved in the Towns server.

2024 hydrant winterizing will begin in the fall of this calendar year. Field data will be recorded and a final report will be created.

Item code: AI Assigned to: BD Completion Timeline: Dec 2024

8.3) Hydrant Painting: 2023 data has been uploaded into the system. 2024 maps and tracking sheets will be created and organized for summer students.

Item code: AI Assigned to: NB Completion Timeline: Apr 2024

BD- Discussion of the poor condition of hydrants along Walker Rd – metal very thin/rotting due to the salt application on roadways. BD has been in contact with AVK (hydrant manufacturer) they have a paint technology that helps deter the effect of salt corrosion. We will be replacing 12 hydrants along Walker Rd with new ones that have this paint technology.

8.4) Valve Turning Program: For 2023, 313 or 18% of valves were exercised. Water distribution operators will continue to work through remaining valves within our water distribution system.

PB- would like to ensure that a summary of repairs is created from the data collected annually.

8.5) Throughout the 2023 calendar year 9 sample stations were replaced. Maintenance will continue throughout the 2024 calendar year with installation/removal information being tracked.

8.6) Pro-active maintenance on auto flushers will begin to take place during the 2024 calendar year. Maintenance and replacement (life cycle) of auto flushers throughout the Tecumseh water distribution system will be monitored and tracked.

8.7) 2023 summer session of lead sampling was completed on Oct.3/23. 2 sample location results came back elevated. The affected locations were re-sampled and those results were within the Ministry guidelines. Details of results were discussed under **Item 2**.

8.8) There has been **(3)** broken watermain repairs from Jul.11/23 to Feb.13/24.

- Aug.19/23 12738 Mason
- Nov.24/23 205 Fairway
- Dec.18/23 3955 County Rd46

PB- ensure that a summary of total number of breaks is completed.

PB BD- discussion on the quality of water repairs made by contractors, currently with water operators on-site quality of repairs have shown to have longevity. Concerned that the quality of these repairs will lessen if water operators are to be removed from certain operational/process steps on-site.

8.9) For 2024 Water Services will begin to track leaking services and recording site information in the same manner as broken watermains. There is currently **(1)** leaking service (homeowners side) on Lemire, due to improper installation/connection – contractor connection with no Town of Tecumseh Water distribution operator on-site to witness.

8.10) 2024 spring inspections of distribution system air valves, meter chambers and auto flushers have been completed.

9. Changes to Services, Activities, Regulations etc that could affect DWQMS

General: 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.

9.1) Our software has been updated and I-Pads have been rolled out to water distribution operators. Programs and services that operators use on a daily basis are functioning and any issues that may arise are reported to BD or NB. New tough book laptop has also been rolled out and is working well.

- BD is still working with Essex Power to get their portal functional on the I-Pads.
- New stands/holders for the I-Pads while in the vehicles are being looked into.

Item code: AI Assigned to: BD Completion Timeline: Dec 2024

9.2) Desktop computers have had ITRON software update but will need to have further upgrades as the current version that we use will be discontinued, the current MVRS drive-by system (for meter reads) is no longer supported. Temetra is a new cloud-based version that Water Services and TCS have had communications over and are continuing to discuss to ensure a smooth transition to the new Temetra system.

- ITRON representative was down in Dec/23 to go over new program and assist with the minor software update to our desktop computers. NB now configures the monthly read files.

Item Code: AI Assigned to: BD Completion Timeline: Sep 2024

9.3) SCADA system alarm upgrades have been reviewed. BD is continuing to work with TCS to create individual SCADA system logins for water operators allowing them to obtain the system alarm information on their i-Pads from remote locations.

Item Code: AI Assigned to: BD Completion Timeline: Sep 2024

9.4) Water distribution operators have found that the communication antennas on our boundary meters are rotting and need replacement. Water Services is currently working with TCS on replacement of these antennas and are discussing the possibility of replacing the current system with a cellular connection.

Item Code: AI Assigned to: BD Completion Timeline: on-going

9.5) BD, NB, Reg Morin (RM) and Mike Hardy (MH) are working with Joe Lappalainen to revise and update our current "*Water Distribution System Standards & Material Specifications*".

Item Code: AI Assigned to: BD, NB, RM, MH Completion Timeline: Apr 2024

9.6) The development of a new policy outlining Water Services' current practices dealing with the installation of water infrastructure on private property is being considered. Until the policy is completed Water Services will continue our current practices on worksites (private and Town).

Item Code: AI Assigned to: BD, NB Completion Timeline: Dec 2024

ME- Aim to expedite the completion of this policy. Utilizing existing templates and conducting thorough research to help facilitate the process. If necessary, seek assistance from the legal department to ensure the policy meets all relevant standards and requirements.

9.7) Building department has informed Water Services that as per Ontario Building Code, water service repairs on private property (emergency or non-emergency) requires the homeowner/contractor, building owner etc... to apply for and receive a permit from the building department prior to any work/repairs being started.

BD PB ME- We need to address the process for after-hours calls, regarding repairs and permit applications after hours, we should explore the feasibility of implementing an emergency permitting process or temporary authorization procedure to address urgent issues. Especially considering that the building department currently doesn't have an after-hours number. Additionally, we must consider how to handle situations involving schools, nursing homes, apartment complexes, and other facilities that may require urgent attention outside of regular business hours. A meeting will be called with the building department to help ensure consistency and efficiency in handling emergencies and after-hours requests.

10. Infrastructure Review Results

10.1) **(5)** private development projects (water services) were completed within the 2023 calendar year.

- Arbour Heights (1401 1415 1429 Lesperance)
- Pawluk (Monroe) Island
- North Shore Public School
- Brouillette Manor
- 11615 County Rd 42

10.2) **(10)** town capitol development projects (water services) were completed within the 2023 calendar year.

- County Rd42 reconstruction & County Rd43 diversion – Phase 1
- 12th Concession (Dimu to County Rd42)
- 12th Concession
- Water modelling (north & south ends)
- Lesperance / VIA rail improvements
- Snake Lane culverts no.42, 53 & 54
- MECP Consolidated Linear Infrastructure, Environmental Compliance Approval
- Water financial plan
- Lacasse park grandstand
- Drinking water licence & permit renewal

10.3) 2024 private development projects:

- Oedan Detech (Briday Inc.) – Victoria on the Lake
- 215 Lesperance
- 824 Lesperance
- Oldcastle Heights
- Santarossa Industrial Development
- 5815 Outer Drive – Phase 2 addition
- 2155 Blackacre
- 1600 Sylvestre
- Various severances
- Multi-level housing development

10.4) 2024 town capital development projects:

- County Rd43 – trunk watermain
- Sheilds
- County Rd19 between Jamsyl & County Rd22
- County Rd43 / Banwell
- Lesperance Rd Trail
- Water & wastewater rate study
- County Rd46/Webster/Laval sanitary sewer extension
- Lakewood splashpad
- Scully pump station
- Maidstone recreation centre
- Southfield Park improvements
- Lacasse park pickle ball water connection
- Special Project
- Hydrant upgrades – changing to storz connections over 3 period (will aide in fire protection)
- Auto flusher replacements over a 3 year period and continuing maintenance on a as needed basis
- Investing in Canada Infrastructure Program (ICIP)
- Tecumseh Hamlet trunk watermain
- DeDuca Sanitary Installation – lowering of watermain & replacement of services
- Tecumseh water storage tower inspection and repair of valve

11. Currency of Operational Plan

11.1) A 2023 version of the Operational Plan has been created and is currently in use. As updates to the 2023 version are made it will be placed in draft form as (2024 version) until ready to be brought forward to Council.

11.2) 2024 draft version will be brought forward to Council on Feb.27/24 for endorsement.
Item code: AI **Assigned to: BD** **Completion Timeline: Feb 2024**

11.3) The 2024 version of the Operational Plan will be reviewed with water distribution operators. Proof of training/review will be documented.
Item code: AI **Assigned to: BD, NB** **Completion Timeline: Apr 2024**

12. Deviations from CCP Limits

12.1) There has been no CCP limit deviations since our last Management Review Meeting which was held Jul.11/23.

13. Effectiveness of Risk Assessment Process

General: Every three years a full comprehensive review shall be completed.

13.1) The 2024 Annual Risk Assessment meeting will be completed during April of this calendar year.

Item code: AI **Assigned to: NB** **Completion Timeline: Apr 2024**

13.2) Results of the 2024 meeting will be reviewed with water distribution operators and proof of review/training will be documented.

Item code: AI **Assigned to: NB, BD** **Completion Timeline: Jun 2024**

14. Emergency Preparedness

14.1) Water Services Emergency Response Plan 2023 version will be reviewed and revised to the 2024 version. Once finalized, Water Services Emergency Response Plan 2024 version will be reviewed with the water distribution operators along with two mock exercises, proof of review/training will be documented. This will be completed within this calendar year.

Item code: AI **Assigned to: NB, BD** **Completion Timeline: Oct 2024**

BD- Facilities has completed an electrical upgrade. Emergency generator will now power some lights throughout the water services building as well as dedicated outlets in the offices during power outages.

15. Trends in Quality of Raw Water & Drinking Water

15.1) The source water protection package was completed by the Town of Tecumseh and sent to ERCA on Feb.5/24. We are currently awaiting response and final report from ERCA.

BD- noted that ERCA had requested the information be sent through a new online submission form. The forms require input from the Planning, Building, Drainage divisions. In the submission, building requested to receive further training regarding source water protection to better their understanding.

General: 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.

The Town of Tecumseh receives an annual report from the Windsor Utilities Commission in regard to the water that is supplied to the Town.

The Town of Tecumseh receives an annual report from the Town of Lakeshore in regard 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

16.1) Technology and software based training for the Manager, Water Services/ORO and the DWQMS Rep will be considered throughout the following years.

16.2) BD and NB will be attending the DWQMS conference being held in Apr 2024.

16.3) In order to keep the new operator's I-pads safe and in good working condition, new office units for storage and docking of the i-pads are being looked at.

17. Town of Tecumseh website

17.1) Manager, Water Services/ORO reviewed the Town website, ensuring the water information is current.

18. Retention Table

18.1) Manager, Water Services/ORO and the DWQMS Rep have reviewed the retention table along with documents and records pertaining to it.

- "Request for new or changed DWQMS document" has been added to the retention table as noted in the 2023 external audit observations.

19. Review of Best Practices

General: 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.

Neighbouring colleges convene periodically to engage in discussions regarding best practices, including topics such as new product approval and ongoing issues.

19.1) Discussion of relevant best practice items with the water distribution operators will be documented.

Item code: AI

Assigned to: NB

Completion Timeline: Jun 2024

20. Comments/Suggestions made by Water Service personnel

20.1) None noted at this time

Meeting Adjournment: 10:30am by Nicole Bradley

Attachments



(3) 07-11-2023
FINAL - Mngt Rev M



(4) Lead- Adverse
Forms.pdf



(5) FINAL 2023 -
ExternalAuditReport



(6) FINAL MECP
Tecumseh Distributi



(1) 02-13-2024
DWQMS Mng't Revi



(2) 07-11-23
ENDORSEMENT sigr

Proof of acceptance:



Manager, Water Services/ORO



Date

SIGN-IN SHEET

PURPOSE: TOWN OF TECUMSEH DWQMS MANAGEMENT REVIEW MEETING

DATE: FEBRUARY 13, 2024

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




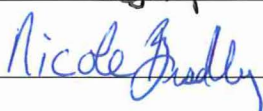
- 1) To represent that the committee has been given access to participated and/or reviewed the inputs covered within the minutes.
- 2) That the content of the minutes meets the input requirements of the Town of Tecumseh DWQMS management review meeting.
- 3) That the committee is aware of actions assigned to appropriate resources as a 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: **February 13, 2024 Management Review Meeting Minutes**

Name / Delegate Name	Title	Signature	Date
Margaret Misek-Evans	Chief Administrative Officer (CAO)		February 15, 2024
Phil Bartnik	Director of Public Works & Engineering Services		February 15, 2024
Brad Dupuis	Manager , Water Services/ORO		February 15, 2024
Nicole Bradley	DWQMS Representative		February 14, 2024

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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.
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- 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: **July 11, 2023 Management Review Meeting Minutes**

Name / Delegate Name	Title	Signature	Date
Margaret Misk-Evans	Chief Administrative Officer (CAO)		February 13, 2024
Phil Bartnik	Director of Public Works & Engineering Services		February 13, 2024
Brad Dupuis	Manager, Water Services / ORO		February 13, 2024
Nicole Bradley	Water Operator / DWQMS Representative		February 13, 2024