

	Management Review Meeting	Proc.: QMS-11 Pages: 1 of 2
Reviewed by: QMS Representative	Date: July 16, 2020	

North Bay Water System

Attendees:	Karin Pratte (KP)/ QMS Representative
Domenic Schiavone (DS)/Dir. of Public Works	Ken Frederick (KF)/Manager W&WWF
Scott Taggart (ST)/ QMS Representative	Jonathan Dewey(JD)/Supervisor W&WWF
	Joanne Beaulieu (JB)

Item	Description	Date Required	Action
1.	Follow up to action items from previous meeting & action items identified between reviews were reviewed. The only outstanding issues is: <ul style="list-style-type: none"> WTP by-pass procedure – RFP design for connection of the header pipes outstanding 	End of 2020	KP
2.	Incidents of regulatory non-compliance & incidents of adverse drinking water tests since last management review <ul style="list-style-type: none"> Nov 2019 – loss of pressure in distribution system Birch’s going on-line. SOP was created as corrective actions. Dec 2019 – Historian hard drive space filled – lost data – issue is resolved. Nothing for 2020 YTD.		For Record
3.	There was one deviation from CCL which is No water supply – loss of pressure on Nov 29, 2019 when Birch’s Standpipe was being put back on-line after maintenance. The issue was due to operator error and a valve was left closed. There was an SOP created to resolve the issue.		For Record
4.	The efficiency of the risk assessment process. <ul style="list-style-type: none"> The next risk assessment is due in 2021 The existing risk assessments and critical control 		

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	<p>points were reviewed by all parties to ensure its validity.</p> <ul style="list-style-type: none"> • Crib structure inspection to be done in 2021 • SOP for WTP generator manual operation to be completed by KF by end of Sept 2020 • Sop for manual operation of Secondary rack failure complete • Float for inside pump room at Ellendale complete • Risk assessment for Cedar Heights PS completed July 16, 2020 (today). • THMs & distribution system (samples out of reservoirs) 		
5.	<p>Internal Audit</p> <ul style="list-style-type: none"> • Internal audit was completed Sept 9-13 2019 and results were reviewed along with Corrective Actions. • Next internal Audit to be completed in August 2020. <p>External Audit</p> <ul style="list-style-type: none"> • External Audit completed Nov 18 2019 and Jan 10 2020. CAR report was reviewed. • Next external audit to be scheduled. 		For Record
6.	<p>The following emergency responses were tested:</p> <ul style="list-style-type: none"> - AWQI - Watermain Break - Pandemic 		For record
7.	<p>Operational performance, raw water supply and drinking water quality trends were reviewed including annual report and summary report, raw and treated water flow data and AWQIs.</p>		
8.	<p>Changes that could affect the QMS</p> <ul style="list-style-type: none"> • Pandemic – residential samples, THMs, staffing, couriers, working from home 		For record

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	<ul style="list-style-type: none"> • MDWL renewal application due September 8, 2020 <ol style="list-style-type: none"> 1. Have financial plans extension to Jan/2021 		
9.	<p>Consumer feedback</p> <ul style="list-style-type: none"> - Spreadsheet of drinking water complaints that have come in the past year were reviewed. Complaints are down and mostly related to coloured water due to flushing watermains in that area of town. 		
10.	<p>The resources needed to maintain the QMS</p> <ul style="list-style-type: none"> • W&WWF clerks brought into QMS to help with documents and records, management and preventative actions. • There is a hiring freeze during the pandemic and therefore staffing and resources has been more difficult however has been manageable. 		For Record
11.	<p>The results of the infrastructure review and asset management plan.</p> <ul style="list-style-type: none"> • City is currently updating the asset management plan however it is not complete. • Minutes to be taken when setting water operating and capital budget • No non-conformance 		For Record
12.	<p>Operational plan currency, content and updates.</p> <ul style="list-style-type: none"> - The City is currently fully on version 2. Operational plan is currently up to date. 		For Record
13.	<p>Staff Suggestions: No staff suggestions have been received.</p>		For Record