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|  | <b>Management Review Meeting</b> | Proc.: QMS-11<br>Pages: 1 of 2 |
| Reviewed by: QMS Representative   | Date: June 7, 2021               |                                |

## North Bay Water System

Attendees:

|   |                                       |
|---|---------------------------------------|
| Domenic Schiavone (DS)/Dir. of Public Works | Karin Pratte (KP)/ QMS Representative |
| Scott Taggart (ST)/ QMS Representative      | Ken Frederick (KF)/Manager W&WWF      |
|   | Jonathan Dewey(JD)/Supervisor W&WWF   |
|   | Lyndsey Bradford (LB)/ Summer Student |

| 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"> <li>WTP by-pass procedure – By-pass SOP completed in 2020 - RFP design for connection of the header pipes outstanding</li> <li>MDWL renewal – completed in 2020</li> </ul> | End of 2021   | KP                       |
| 2.   | Incidents of regulatory non-compliance & incidents of adverse drinking water tests since last management review <ul style="list-style-type: none"> <li>2020: Aug 2020 -17 CFU/100mL in bacti sample at hydrant on Lakeshore. Flush and resample</li> </ul> Nothing for 2021 YTD.   |   | For Record               |
| 3.   | No deviations from CCL.  |   | For Record               |
| 4.   | The efficiency of the risk assessment process. <ul style="list-style-type: none"> <li>A risk assessment was completed today (June 7 2021)</li> <li>The next risk assessment is due in 2024</li> <li>The existing risk assessments and critical control points were reviewed by all parties to ensure its validity.</li> </ul>                          | End of 2021<br><br>September 2021<br>End of 2021<br>End of 2021 | KP<br><br>KF<br>KF<br>KF |

| Item | Description   | Date Required | Action              |
|------|---|---------------|---------------------|
|      | <ul style="list-style-type: none"> <li>• Crib structure inspection to be done in 2021 - KP to contact diving company</li> <li>• SOP for WTP generator manual operation to be completed by KF by end of Sept 2021</li> <li>• Float for inside pump room at Ellendale to be completed (Trusteel)</li> <li>• PLC Upgrades - delay in parts due to chip shortage (pandemic) but completing as parts come in.</li> </ul>   |               |                     |
| 5.   | <p>Internal Audit</p> <ul style="list-style-type: none"> <li>• Internal audit was completed Aug 24-31 2020 and results were reviewed along with Corrective Actions.</li> <li>• Next internal Audit to be completed in August 2021.</li> </ul> <p>External Audit</p> <ul style="list-style-type: none"> <li>• External Audit completed last November 2020. CAR report was reviewed. - no non-conformances</li> <li>• KP/ST to implement opportunities for improvement from audit - including CCP's changed from regulatory compliance to point of action.</li> <li>• Next external audit to be scheduled.</li> </ul> <p>Drinking Water Inspection</p> <ul style="list-style-type: none"> <li>• Received 96% - highest ranking in recent years</li> </ul> | End of 2021   | For Record<br>KP/ST |
| 6.   | <p>The following emergency responses were tested:</p> <ul style="list-style-type: none"> <li>- AWQI</li> <li>- Watermain Break</li> <li>- Pandemic</li> </ul>   |               | 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. KP noted that in 2022 PFAS will be added to the required sampling and has been added to the MDWL.</p>   |               | For record          |
| 8.   | <p>Changes that could affect the QMS</p> <ul style="list-style-type: none"> <li>• Pandemic - Shortage of staff, chemicals, and parts</li> </ul>   |               | For record          |
| 9.   | Consumer feedback   |               |                     |

| Item | Description   | Date Required         | Action                  |
|------|---|-----------------------|-------------------------|
|      | <ul style="list-style-type: none"> <li>- 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.</li> </ul>   |                       |                         |
| 10.  | <p>The resources needed to maintain the QMS</p> <ul style="list-style-type: none"> <li>• W&amp;WWF clerks brought into QMS to help with documents and records, management and preventative actions.</li> <li>• KF to email IS to have permission for DWQMS on Q drive removed.</li> <li>• Received approval for an intern - KP to work on posting</li> </ul>  | Summer 2021<br>1 week | For Record<br><br>KP/KF |
| 11.  | <p>The results of the infrastructure review and asset management plan.</p> <ul style="list-style-type: none"> <li>• The North Bay Asset Management Plan draft report for the Water and Wastewater Facilities was completed by Stantec Consulting December 2013. The treatment facilities were given a rating of B in this report. The North Bay Asset Management Plan is being updated.</li> <li>• This report and recommendations made is used to aid in the capital and operational budget planning process.</li> <li>• The 10 year capital water budget is currently being completed to ensure sustainability.</li> <li>• Asset Management data for water and wastewater system input into the new software system. New asset management plan being developed by the City.</li> </ul> <p>Currently in the Risk Assessment phase of the assets.</p> |                       | For Record              |
| 12.  | <p>Operational plan currency, content and updates.</p> <ul style="list-style-type: none"> <li>• Operational plan was last updated January 5, 2020 - Rev. 12.</li> </ul>   |                       | For Record              |
| 13.  | <p>Staff Suggestions: No staff suggestions have been received.</p>  |                       | For Record              |
| 14.  | <p>Risk Assessment Meeting Minutes</p>  | Summer 2021           | KF                      |

| Item | Description  | Date Required  | Action   |
|------|--|--|--|
|      | <p>The previous risk assessment for the water facilities and for distribution were reviewed and reassessed.</p> <ul style="list-style-type: none"> <li>• KF noted that one zinc chloride tank has been repurposed for fluoride - finishing up piping</li> <li>• KF noted that the UV reactor MCC's are beginning to rust - KF to work with Trojan to replace/refurbish.</li> <li>• KF to do SOP to run WTP Generator manually</li> <li>• KF to contact IS for drawing of complete telemetry system - KP to contact IS to add their networking specialist to emergency contact list if the Telemetry ever breaks down</li> <li>• KF noted that they are upgrading the PLC in house at Judge valve but is taking longer because of chip shortage</li> <li>• KP noted that the critical control points will need to be updated from being the point of regulatory non-compliance to the point of action KP/ST to follow up</li> </ul> | <p>End of 2021</p> <p>2 weeks</p> <p>End of 2021</p> | <p>KF</p> <p>KF</p> <p>KF</p> <p>KP</p> <p>KP/ST</p> |