

	Management Review Meeting	Proc.: QMS-11 Pages: 1 of 3
Reviewed by: QMS Representative	Date: July 6, 2023	

North Bay Water System

Attendees:

Domenic Schiavone (DS)/Dir. of Public Works
(Top Management)

Ken Frederick (KF)/Maintenance
Manager W&WWF (Absent)

Karin Pratte (KP)/ QMS Representative
Scott Taggart (ST)/ QMS Representative

Jonathan Dewey(JD)/Supervisor
W&WWF
Michelle DeLoyde (MD)/Summer Student

Item	Description	Date Required	Action
1.	<p>Follow up to action items from previous meeting & action items identified between reviews were reviewed. The outstanding issues are:</p> <ul style="list-style-type: none"> • WTP generator switchgear- Procedure to run in manual mode is done. • Rusting UVs - new parts purchased last year - upgrade to UV systems in 10-year capital budget are included. • WTP By-Pass Procedure - Incorporate connection of header pipes into the design for PFAS removal. • KF working with IS on telemetry system and fiber connections at water facilities. • Bell connection at WTP for internet is installed • THM sampling frequency - discussions occurred July 13th, 2022 - continued with monthly sampling at sites. 		For Record
2.	<p>Incidents of regulatory non-compliance & incidents of adverse drinking water tests since last management review:</p> <ul style="list-style-type: none"> - 2020: <ul style="list-style-type: none"> o July 28 - AWQI - Lead adverse from hydrant on Copeland - flushed and 		For Record

	<p>resampled with results of resample meeting ODWQS.</p> <ul style="list-style-type: none"> o Lead exceedances in plumbing – Southview and Little Down Lane. Reporting completed and letters mailed to residents. <p>- 2023 YTD:</p> <ul style="list-style-type: none"> o No AWQI so far in 2023 		
3.	No deviations from CCL.		For Record
4.	<p>The efficiency of the risk assessment process</p> <ul style="list-style-type: none"> - Risk assessment for the water distribution system was completed in 2021 and for the water treatment system in 2023. - The next risk assessment is scheduled for next summer (2024) - Both treatment and distribution will be completed at the same time to have them on the same schedule. - Water treatment system risk assessment was updated with cyber security. - There are no outstanding actions items from risk assessment. - KP and ST as QMS representatives both must review the risk assessments annually and sign off. 		ST & KP
5.	<p>Internal and external audit results</p> <ul style="list-style-type: none"> - Internal Audit: Completed in August 22-26, 2022 – 7 non conformances were found – all are resolved. - External Audit: Completed November 2023 – 6 OFIs – There was a meeting to review OFIs December 14th 2022 with top management. Created CAR plan that day and all OFIs are resolved and checked off by July 5, 2023. - Schedule C needs to be incorporated as part of the description of the drinking water system. KP sent it email to QMS admin assistants to ensure the Schedule C is incorporated. - Reviewed internal audit and external audit CAR plan. 		For Record
6.	<p>The following emergency responses were tested:</p> <ul style="list-style-type: none"> - Watermain break 		For Record

	- AWQI		
7.	Operational performance, raw water supply and drinking water quality trends were reviewed including the annual report, summary report, MECP Inspection Report (IRR rating 93.8%), and THM trends.		For Record
8.	Changes that could affect the QMS: <ul style="list-style-type: none"> • New Council – they have been trained on their standard of care and have endorsed the operation plan. Resolution 2023.19. • Corporate organizational review occurring this year and could lead to staffing shortages. 		KP
9.	Consumer feedback <ul style="list-style-type: none"> • There are 41 complaints from July 2022 to July 2023 • Many were Ivanhoe and most of the others were about taste/smell. No concerns. 		For Record
10.	The resources needed the maintain the QMS <ul style="list-style-type: none"> - W&WWF Clerks brought into QMS to help with documents and record management and preventative actions 		For Record
11.	The results of the infrastructure review and asset management plan <ul style="list-style-type: none"> - The 10-year capital water budget was completed and approved by the new council and will ensure sustainability. - Asset Management data for water and wastewater system input into the new software system. New asset management plan was developed by the City of North Bay and has been approved by Council 		For Record
12.	Operational plan currency, content, and updates <ul style="list-style-type: none"> - Operational plan was last updated July 5, 2023 – Version 16 – new Council Resolution 		For Record
13.	Staff Suggestions There were no staff suggestions		For Record