



## Management Review Minutes

Issued: Nov. 13, 2023

**Drinking Water System Name:** Amherstburg Water Distribution System

**Address:** 512 Sandwich Street S,  
Amherstburg, ON

### Meeting Information

<b>Subject/Title:</b>	DWQMS Management Review Minutes		
<b>Date/Time:</b>	Nov. 8, 2023	<b>Location:</b>	AWWTP, 496 Sandwich St S, Amherstburg

### Meeting Participants

<b>Attendees:</b>	Valerie Critchley, Antonietta Giofu, Dan Rawlins, Kassidy Bowden, Dwayne Grondin
<b>Regrets:</b>	
<b>Distribution:</b>	Valerie Critchley, Antonietta Giofu, Dan Rawlins, Kassidy Bowden, Dwayne Grondin
<b>Notes Taken By:</b>	Dwayne Grondin

### Meeting Minutes

Item No.	Discussion Points/ Issues Raised/ Decisions Made	Corrective Action Items	Responsible	Due Date
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#### 1. Introductions

The following staff were in attendance, and represented the Owner for the Amherstburg Water Distribution System during the DWQMS Management Review:

- Valerie Critchley, CAO Town of Amherstburg (Top Management)
- Antonietta Giofu, Director of Infrastructure Services (Top Management)
- Dan Rawlins, Senior Operations Manager, OCWA
- Kassidy Bowden, Safety, Process and Compliance Manager, OCWA
- Dwayne Grondin, Manager of Environmental Services, (Top Management) (QMS Rep)

The purpose and objectives of the Management Review meeting were reviewed as follows:

To evaluate the continuing suitability, adequacy, and effectiveness of the Town of Amherstburg's QMS. The Management Review included a review of the DWQMS Operational Plan, NSF GLOBAL audit report, 2022 MECP inspection report, the internal audit report and other related operational documents/records as required.

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### 2. Review of minutes from most recent Management Review.

The minutes from the most recent Management Review June 15, 2022 were reviewed by all and all standing items were reviewed. Corrective action items were assigned if applicable, and detailed in the following minutes.

[a]	<b>Incidents of regulatory non-compliance:</b> An MOE inspection report was issued on March 29, 2023 for the 2022 calendar year.  Legislative Requirements and Actions Required were noted in the final report.	Form 1's for water distribution extensions or replacements were not fully completed prior to filing.  Disinfection of new waterlines were not being recorded as per the regulations. The standard form for watermain commissioning was not being fully completed and signed off.	DG	Completed
[b]	<b>Incidents of adverse drinking water tests:</b> 4 incidents of adverse drinking water has occurred since the last Management Review. Low residuals at 99 Thomas Rd, Callams Bay, North Side Rd, and Sandcastle Cr	N/A	N/A	N/A
[c]	<b>Deviations from critical control limits and response actions:</b> 4 deviations from critical control limits had occurred since the last Management Review. - Adverse samples as shown above (b).	N/A	N/A	N/A
[d]	<b>Effectiveness of the risk assessment process:</b> The yearly risk assessment review was completed on October 16, 2023 with the QMS rep and the Director of Infrastructure Services, no changes were required.	N/A	N/A	N/A

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[e]	<b>Internal and third-party audit results:</b> Internal audit was conducted on June 24, 2022 <ul style="list-style-type: none"> <li>5 OFI's were identified               <ul style="list-style-type: none"> <li>Quality Management – background evidence required for following the plan</li> <li>Quality Management revision dates</li> <li>Commitment &amp; Endorsement revision dates</li> <li>Revision &amp; Provision of Infrastructure abbreviation change</li> <li>Continual Improvement title in in element different from form</li> </ul> </li> <li>1 NC was identified               <ul style="list-style-type: none"> <li>No emergency Annual Test performed in 2021</li> </ul> </li> </ul> External Audit was conducted by NSF on April 3, 2023 <ul style="list-style-type: none"> <li>8 OFIs were identified.               <ul style="list-style-type: none"> <li>Document Management retention time</li> <li>Management Review, Top Management positions</li> <li>Risk Assessment likelihood criteria</li> <li>Organizational Structure responsibilities</li> <li>OP-16 sampling details</li> <li>OP-10 training records</li> <li>Water Valve exercise program</li> <li>Website updates</li> </ul> </li> <li>1 NC was identified               <ul style="list-style-type: none"> <li>NSF requirements shown in water specs</li> </ul> </li> </ul>	All the OFI's were reviewed and will be implemented as needed.	Dwayne Grondin	On-going
			Dwayne Grondin	N/A
[f]	<b>Results of emergency response testing:</b> On Oct 5, 2022 one interconnect from the Colchester area was opened and a direct feed was utilized straight to the Water Tower to try to fill the Tower from the Colchester Water Plant. The tower stabilized and a small gain in water volume was noticed in the tower.	N/A	N/A	N/A



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[g]	<b>Operational performance:</b> No issues were identified with overall operational issues.	N/A	N/A	N/A
[h]	<b>Raw water supply and drinking water quality trends</b> OCWA submitted the Annual Summary Reports for the Amherstburg WTP. No new issues.	N/A	N/A	N/A
[i]	<b>Follow-up on action items from previous Management Reviews:</b> There was no follow up required of the June 16, 2022 Management Review minutes.	N/A	N/A	N/A
[j]	<b>Status of management action items identified between reviews:</b> There were no action items from the previous review.	N/A	N/A	N/A
[k]	<b>Changes that could affect the QEMS:</b> No changes	N/A	N/A	N/A
[l]	<b>Consumer feedback:</b> There were 5 water quality complaints received since the last Management Review (June 16, 22) until the end of 2022	Complaints were immediately investigated and cleared	N/A	N/A
[m]	<b>Resources needed to maintain the QMS:</b> Owner, Top Management, Operations Personnel.	N/A	QMS Reps	On-going
[n]	<b>Results of the infrastructure review:</b> Many capital improvements have taken place during the management review period.	Review approved budget as required.	Dwayne Grondin	On-going
[o]	<b>Operational Plan currency, content and updates:</b> The Operational Plan is continuously updated.  All water staff will be trained on various elements from the DWQMS throughout the year and documented.	Provide all water staff access to the Operational Plan and OTJ training form.	Dwayne Grondin	On-going



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[p]	<b>Staff suggestions:</b> Staff input is encouraged during staff meetings or by regular communications with management and fellow employees.	N/A	QMS Reps	On-going
[q]	<b>Consideration of applicable best management practices:</b> No BMP's were considered during this Management review.	N/A	QMS Reps	On-going

### Other Business Notes

#### 4. Roundtable/Other:

- No issues at this time.

<b>Next Meeting Date:</b>	2024 TBD
<b>Location:</b>	TBD