



## Management Review Minutes

Issued: Sept. 10, 2024

**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>	Sept. 5, 2024	<b>Location:</b>	AWWTP, 496 Sandwich St S, Amherstburg

### Meeting Participants

<b>Attendees:</b>	Valerie Critchley, Antonietta Giofu, Dan Rawlins, Dwayne Grondin
<b>Regrets:</b>	John Demitroff
<b>Distribution:</b>	Valerie Critchley, Antonietta Giofu, Dan Rawlins, 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
- 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, 2023 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 Nov. 8, 2023 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 30, 2024 for the 2023 calendar year.	The Town received a 100% final Inspection Rating for the 2023 calendar year.	DG	Completed
[b]	<b>Incidents of adverse drinking water tests:</b> 1 incident of adverse drinking water has occurred since the last Management Review. A low residual was found at 145 Essex Blvd.	Continued flushing to raise chlorine residual	D/G	Completed
[c]	<b>Deviations from critical control limits and response actions:</b> 1 deviation from critical control limits had occurred since the last Management Review. - Adverse sample as shown above (b).	N/A	N/A	N/A
[d]	<b>Effectiveness of the risk assessment process:</b> The 36 month detailed risk assessment review will be scheduled for the fall of 2024.	N/A	N/A	N/A

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[e]	<p><b>Internal and third-party audit results:</b> Internal audit was conducted on December 6, 2023</p> <ul style="list-style-type: none"> <li>6 OFI's were identified <ul style="list-style-type: none"> <li>Document &amp; Record Control – describe method for document disposal</li> <li>Document &amp; Record Control – Update retention time to include relevant regulatory requirements</li> <li>Document &amp; Record Control – Update revision number/ header</li> <li>Risk Assessment – Add cyber security threats</li> <li>Risk Assessments Outcomes – add cyber security threats</li> <li>Essential Supplies &amp; Services – add fuel suppliers and update OCWA contacts</li> </ul> </li> <li>1 NC was identified <ul style="list-style-type: none"> <li>Missing information on calibration report</li> </ul> </li> </ul> <p>External Audit was conducted by NSF on February 20, 2024</p> <ul style="list-style-type: none"> <li>2 OFIs were identified. <ul style="list-style-type: none"> <li>Infrastructure Maintenance and Renewal – Update section 3.1.3. to show current practices</li> <li>Review and Provision of Infrastructure – Update sections 3.3 &amp; 3.4 regarding submission of infrastructure review results to owner</li> </ul> </li> </ul>	<p>All the OFI's were reviewed and will be implemented as needed.</p>	<p>Dwayne Grondin</p> <p>Dwayne Grondin</p>	<p>On-going</p> <p>On-going</p>
[f]	<p><b>Results of emergency response testing:</b> On May 13, 2024 all interconnects from the Colchester, Essex and LaSalle areas were opened and the Water Treatment Plant was taken offline. The test started shortly after 9:00am and at approximately 6:30pm the test was aborted due to low pressure in a section of the distribution system.</p>	N/A	N/A	N/A



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[g]	<b>Operational performance:</b> It was noted a couple of water staff are nearing retirement and recruitment of new employees will begin once retirement notices are received.	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 November 13, 2023 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 8 water quality complaints received in 2023.	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>	2025 TBD
<b>Location:</b>	TBD