



Management Review Minutes

Issued: April 21, 2021

Drinking Water System Name: Amherstburg Water Distribution System

Address: 512 Sandwich Street S,
Amherstburg, ON

Meeting Information

Subject/Title:	DWQMS Management Review Minutes		
Date/Time:	April 21, 2021	Location:	Virtual

Meeting Participants

Attendees:	Antonietta Giofu, Dan Rawlins, Dan Beaulieu, Justin Rousseau, Kassidy Bowden
Regrets:	
Distribution:	Dan Beaulieu, Antonietta Giofu, Justin Rousseau, Giovanni (John) Miceli, Kassidy Bowden
Notes Taken By:	Dan Beaulieu

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 virtually, and represented the Owner for the Amherstburg Water Distribution System during the DWQMS Management Review:

- Antonietta Giofu, Director of Infrastructure Services (Top Management)
- Justin Rousseau, Treasurer, Town of Amherstburg
- Dan Rawlins, Senior Operations Manager, OCWA
- Kassidy Bowden, Process & Compliance Technician, OCWA
- Dan Beaulieu, 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 will include a review of the DWQMS Operational Plan, NSF GLOBAL audit reports, 2020 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 March 24, 2020 were reviewed by all and all standing items were reviewed. Corrective action items were assigned if applicable, and detailed in the following minutes.

[a]	Incidents of regulatory non-compliance: An MOE inspection report was issued on December 8, 2020 with a final report rating of 100%. Zero 'Non-compliance with Regulatory Requirements and Actions Required' were noted in the final report.	N/A	N/A	N/A
[b]	Incidents of adverse drinking water tests: No incidents of adverse drinking water have occurred since the last Management Review.	N/A	N/A	N/A
[c]	Deviations from critical control limits and response actions: With the current revisions made to the Operational Plan, there are now 3 CCP's identified. All deviations are captured on the 'Critical Control Point Exceedances/Limits' form. The previous CCP's exceedances were reviewed and the primarily consists of plant high turbidity and cl2 residual.	N/A	N/A	N/A
[d]	Effectiveness of the risk assessment process: The 36 month Review of the Risk Assessment Outcomes was conducted on April 12, 2018 and the next 36 month review will be completed with this Management Review.	N/A	N/A	N/A

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[e]	<p>Internal and third-party audit results: Internal audit was conducted on March 27, 2020</p> <ul style="list-style-type: none"> 6 OFI's were identified <ul style="list-style-type: none"> Headers and revision date corrections Most recent version of the Operational Plan was not posted on the website Incorrect date on the Essential Supplies and Services list Notes for the Reasoning section of the budget should reflect outcomes of the risk assessment Numbering system of the AMBP list should match Management Review should ideally be conducted after the internal audit 1 NC was identified <ul style="list-style-type: none"> Over the one year limit for element 19 calendar year requirement <p>External Audit was conducted by NSF on April 7-8, 2020</p> <ul style="list-style-type: none"> 7 OFIs were identified. <ul style="list-style-type: none"> DWQMS Status Update 2019 Emergency Interconnection Procedure OP-15 Infrastructure Maintenance Preventative Action Risk Assessment Equipment Specifications Operator Training 	<p>All the OFI's were reviewed and will be implemented as needed.</p> <p>No CARs were needed</p>	<p>Dan Beaulieu</p> <p>Dan Beaulieu</p>	<p>On-going</p> <p>N/A</p>
[f]	<p>Results of emergency response testing: SOP AMBP-111 Adverse Water Quality Incident was used as the emergency test on September 14, 2020 (Boil Water, live)</p>	N/A	Dan Beaulieu	September 21, 2020
[g]	<p>Operational performance: No issues were identified with overall operational issues.</p>	N/A	N/A	N/A
[h]	<p>Raw water supply and drinking water quality trends OCWA submitted the Annual Summary Reports for the Amherstburg WTP. No new issues.</p>	N/A	N/A	N/A



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[i]	Follow-up on action items from previous Management Reviews: There was no follow up required of the March 24, 2020 Management Review minutes.	N/A	N/A	N/A
[j]	Status of management action items identified between reviews: There were no action items from the previous review.	N/A	N/A	N/A
[k]	Changes that could affect the QEMS: No changes	N/A	N/A	N/A
[l]	Consumer feedback: There were 6 complaints received since the last Management Review.	Complaints were immediately investigated and cleared	N/A	N/A
[m]	Resources needed to maintain the QMS: Owner, Top Management, Operations Personnel.	N/A	QMS Reps	On-going
[n]	Results of the infrastructure review: Many capital improvements have taken place during the management review period.	Review approved budget as required.	Dan Beaulieu	On-going
[o]	Operational Plan currency, content and updates: 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.	Dan Beaulieu	On-going
[p]	Staff suggestions: Staff input is encouraged during staff meetings or by regular communications with management and fellow employees.	N/A	QMS Reps	On-going



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[q]	Consideration of applicable best management practices: 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.

Next Meeting Date:	April 2022
Location:	Virtual