
	Table	QMS E20 T1
	Date: August 8, 2023	Revision: 0
	Approved By: Manager, Water and Wastewater	
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Agenda Item/Tab	Decision/Action	Person Responsible	Date Due	Status
TAB A – Incidents of Regulatory Non-Compliance	<p>The Ministry Inspection for the Sonya DWS began on August 9, 2022 and resulted in a non-compliance regarding the failure of the continuous chlorine analyzer monitoring primary disinfection to alarm when the chlorine residual fell below the regulated level. The analyzer had been placed into calibration mode at an earlier date and was not returned to normal mode on the SCADA system and thus, failed to operate properly and note the alarm. This malfunction was not noted properly. The Ministry required that the analyzer must alarm, if it does not then a qualified person must examine the results and take appropriate action before water is directed to the users of water sampled by the equipment. The Ministry also required that the City prepare an action plan to ensure the incident did not re-occur and that all incidents are recorded in the facility logbook.</p>	Amber Hayter – Manager WWW	Completed	At the time of the Management Review (May 2023) all requirements resulting from the inspection had been met.
TAB B – Incidents of Adverse Drinking Water Tests	<p>During the reporting period, there were numerous adverse drinking water test results in the Fenelon Falls Drinking Water System. These adverse results resulted in a Boil Water Advisory for residents and were in one location (Murray Street.) The samples indicated the presence of TC (Total Coliform) bacteria and resulted in numerous samples, flushing of mains, cleaning of mains, disinfection, swabbing, slug chlorination etc., until drinking water sample results came back normal.</p> <p>A second (unrelated to the above) incident occurred in May of 2023 when a drinking water sample indicated a low chlorine residual in the distribution system. The adverse was the result of a delay in sample testing times and was resolved.</p>	Amber Hayter – Manager WWW	Completed	At the time of the Management Review (May 2023) all regulatory requirements relating to the adverse drinking water incidents had been met



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TAB C – Deviations from Critical Control Point Limits and Response Actions	There were no reportable incidents during the reporting period.	N/A	N/A	Completed
TAB D – Efficacy of the Risk Assessment Process	No decisions or action items identified. The Risk Assessment for 2022 was held October 5, 2022. The Risk Assessment for 2023 will be held in October 2023.	Julie Henry, QMPC	N/A	2022 complete 2023 in progress
TAB E – Results of Audits (Internal and External)	No non-conformances identified in the Internal Audit, or in the External Audit. All suggested Opportunities for Improvement have been addressed and implemented into the Quality Management System where applicable.	Julie Henry, QMPC	ASAP	Completed
TAB F – Results of Emergency Response Testing	No decisions or action items from the 2022 training were identified. The training for 2023 will be held on September 14.	Julie Henry, QMPC	September 14, 2023	2022 completed 2023 In progress
TAB G – Operational Performance	No decisions or action items related to operational performance were identified	N/A	N/A	Ongoing
TAB H – Raw Water Supply and Drinking Water Quality Trends	No decisions or action items related to raw water supply and drinking water quality trends were identified	N/A	N/A	Ongoing

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TAB I – Follow-up Action Items from Previous Management Reviews	<p>Two follow up action items identified:</p> <p>TAB B) Incidents of Adverse Drinking Water Tests – there is an ongoing study regarding the THM's in the Lindsay drinking water however, no THM-related adverse sample results were received during this reporting period.</p> <p>TAB P) Summary of Staff Suggestions – Manager, WWW met with Staff regarding the suggestions from the 2022 Management Review process. Some suggestions from the Distribution Staff are being discussed.</p>	Amber Hayter, Manager WWW	ASAP	Ongoing
TAB J – Status of Management Action Items Identified Between Reviews	<p>Two action items identified:</p> <ol style="list-style-type: none"> 1) Standard of Care Training – This training was provided to Council on April 11, 2023 2) Staff and contractors have completed a cleaning of the old clearwell at the Lindsay Water Treatment Plant 	Amber Hayter, Manager WWW	N/A	Completed
TAB K – Changes that Could Affect the QMS	No decisions or action items were identified	N/A	N/A	Ongoing
TAB L – Summary of Consumer Feedback	No decisions or action items were identified	N/A	N/A	Ongoing



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TAB M – Resources Needed to Maintain the QMS	No decisions or action items were identified	N/A	N/A	Ongoing
TAB N – Results of the Infrastructure Review	Results of the infrastructure review are identified in the 2023 budget and Capital Plan.	Management	N/A	Completed
TAB O – Operational Plan Currency, Content and Updates	No decisions or action items were identified.	N/A	N/A	Ongoing
TAB P – Summary of Staff Suggestions	No decisions or action items were identified	N/A	N/A	Ongoing
TAB Q – New Business	Two action items were identified: 1) As requested by the Ministry "Cybersecurity" was added to the Risk Assessment for all drinking water facilities. 2) Measurable Critical Control Limits will now be checked by the ORO on an annual basis and communicated to the QMPC to ensure that settings are correctly documented in the QMS	Julie Henry – QMPC ORO - WT	1) ASAP 2) Annually	1) Completed 2) Ongoing
TAB R – Date of Next Review	The next Management Review will be held in Spring of 2024	Julie Henry	2024	2023 complete