



Ontario Clean Water Agency

Management Review Minutes

City of Kawartha Lakes Multi-Facility Plan

Issue Date: 09-Jan-24
Pages: 1 of 24

Reviewed by: *All attendees*

Approved by: Geoff Redden

Owner and Location: *The Corporation of the City of Kawartha Lakes*

Drinking Water System Name: *City of Kawartha Lakes Multi-facility Plan:*

<i>Birch Point</i>	<i>King's Bay</i>	<i>Omeme</i>	<i>Victoria Place</i>
<i>Bobcaygeon</i>	<i>Kinmount</i>	<i>Pinewood</i>	<i>Western Trent/Palmina</i>
<i>Canadiana Shores</i>	<i>Manorview</i>	<i>Pleasant Point</i>	<i>Woodfield</i>
<i>Fenelon Falls</i>	<i>Mariposa Estates</i>	<i>Southview Estates</i>	<i>Woodville</i>
<i>Janetville</i>	<i>Norland</i>		

Review Period: Nov 1, 2022 – October 31, 2023

Meeting Information/Introduction

Date/Time: December 6, 2023 9:00am

Location: Lindsay WWTP and Remote

Attendees: Top Management: Geoff Redden, Lynette Nicholson, Brent Martin, Jeremy Manning, Wes Henneberry, Julie Mulligan
QEMS Representative: Christine Craig, Cindy Coffin, Julie Mather
Operator(s) for the DWS(s): Spencer Hill

Regrets:

Minutes Taken By: Megan Lockwood, Christine Craig

Introduction:

We acknowledge that we are on the traditional territory of the Anishinaabe Peoples. We wish to recognize the long history of First Nations and Metis Peoples in Ontario, and show respect to them today.

Safety Moment: Ergonomics- Shoveling Snow

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

Purpose:

To evaluate the continuing suitability, adequacy and effectiveness of OCWA's QMS.

Objectives:



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The Management Review participants will review/discuss the standing agenda items and the data presented, identify deficiencies, make recommendations and/or initiate action plans to address identified deficiencies as appropriate.

The Management Review includes a review of the DWQMS operational plan, SAI audit report(s), OCWA internal audit report and other related operational documents/records as detailed in the meeting minutes. The information reviewed during the Management Review was provided/made available to attendees through a shared folder.

This meeting covers the standing agenda items for the DWSs noted above. Details of the discussion, any deficiencies identified, decisions made and applicable action items related to each standing agenda item are described under the appropriate item number within the following table.

The minutes from the previous Management Review December 7, 2022 are also reviewed. Any follow up on actions and/or additional actions required are detailed under item [a].

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Item #	Documentation Reviewed/Discussion Points/Issues Raised/Action Taken to Date /Decisions Made	Actions Identified during Management Review	Responsibility/Assigned To	Target Date
[a] [b]	<p>Follow-up on action items from previous Management Reviews and the status of management action items identified between reviews: The Implementation Action was reviewed and updated. Attached as Items [a][b]</p> <p>Carry forward action items:</p> <p>Revise OP- 08E, OP-08L, OP-08N Pinewood DWS, Janetville DWS and Southview DWS CCP Record Logs to better include all CCPs identified in risk assessments. See details in the internal audit checklist.</p>	Update OP-08E, OP-08L, OP-08N CCP records.	PCTs	OP-08N Complete Q1 2024



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	<p>Omemee – new well connection This project was delayed due to COVID. 1st stage complete May 2021; 2nd stage is connection – revise target date to Dec 2022.</p>	<p>Stage 1 of project complete, Stage 2 to be completed by target date. Ongoing to Q2/Q3 2024</p>	<p>South SOM</p>	<p>July 2024</p>
	<p>Canadian Shores – investigate NSF 53 filter replacements. Regulatory relief provided until Dec 31, 2023. Additional monitoring on-going.</p>	<p>Ministry has approved using 0.8 micron filters U of T has agreed to perform testing on the cartridge filters to meet the NSF 53 standard. Testing will begin in Late 2022/early 2023.</p>	<p>South SOM</p>	<p>Q2 2023</p>
	<p>Pleasant Point – investigate NSF 53 filter replacements. Regulatory relief provided until Dec 31, 2023.</p>	<p>U of T has agreed to perform testing on the cartridge filters to meet the NSF 53 standard. Testing will begin in Late 2022/early 2023.</p>	<p>South SOM</p>	<p>Q2 2023</p>
	<p>Multiple facility project to install VFDs on high lift pumps and high lift replacements – Janetville, Mariposa Estates, Omemee, Woodfield, Woodville – O&M Manuals and drawings need updating.</p>	<p>VFDs - No new notes SOM to check with Cambium on target date. Woodville O&M – Ongoing</p>	<p>South SOM</p>	<p>TBD</p>
	<p>Shared drive – staff sometimes struggle to find documents and records on the electronic shared drive. Shared drive – staff sometimes struggle to find documents and records on the electronic shared drive.</p>	<p>Shared drive working group was established in 2022. The new shared drives have</p>	<p>General Manager & SPC Mgr</p>	<p>Q3 2024</p>



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	<p>It would be beneficial to have the various OCWA programs more integrated i.e. Maximo, WISKI, eRIS. As part of OCWA's Business Transformation Program, the intention is to strengthen OCWA's various programs. This will be ongoing over the next several years.</p> <p>Western Trent Palmina – NSF53 1 um absolute cartridge filters no long available. Now using Graver filters – testing to be undertaken by U of T late 2022 to early 2023.</p>	<p>been created and folder creation is ongoing. Share point planning to be implemented in place of the shared drive. May be closer to summer of 2024 before it can be used.</p> <p>Possible logbook integration in 2025 Working groups have been established to create a new HRIS system and Compliance/Health & Safety system to replace Lotus Notes. Discussions are ongoing regarding integration of these tools.</p> <p>U of T testing occurred 6-Sept-23. Western Trent passed but the MECP wanted to complete more testing on 0.8 um filters. The manufacturer wanted to complete in-house testing on 1 um filters. MECP approved use of 0.8 micron</p>	<p>Corporate</p> <p>SPC/PCT/North SOM</p>	<p>Ongoing</p> <p>Q4 2023</p>



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	Pinewood connection of replacement well	Completed – waiting on drawing and O&M update	SOM	Q2 2024
	C654-21 Well disinfection 5 year well inspections due in 2023. Reach out to MECP Peterborough prior to inspections to determine if relief is applicable. Develop SOP for Well Disinfection	PCTs to complete well disinfection SOP. SOP for Well Disinfection is in draft at Corporate Compliance	PCTs	Q2 2024
	Investigate options for well monitoring/inspection services as there have been delays in receiving data from current contractor	Seeing improvements with current contractor delays. Very few well contractor options.	South SOM	Ongoing
	Maintain adequate staffing	Maintain adequate staffing	SOMs	Ongoing
	Meet monthly with CKL		SOMs/General Manager	Ongoing
	Review forecasts/approved budgets at Cluster meetings.		SOMs	Ongoing
	Reviewed Continual Improvement table	Noted		
	O&M manual updates			Ongoing



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		Updated target date to Q2 2024	North SOM/PCT/ SPC/ General Manager/ POTS	
[c]	<p>Incidents of regulatory non-compliance: Monthly meetings with owner to discuss regulatory non-compliances, see CKL Monthly Meeting Minutes S:\everyone\DWQMS\Management Review\CKL</p> <p>Review summary table provided as attachment item [c]. See below notes. Refer to Element 21.</p> <p>South Cluster: Canadian Shores, Janetville, Manorview, Mariposa States & Woodville all inspected with 100%. Many recommendations related to generator specifics, addresses of facilities, well tiles. Generator & address items should be updated in next MDWL renewal</p> <p>Observations related to annual reports and units used.</p> <p>Carry over – Canadiana Shores – amendment to licence for WW TSS has been completed</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>		
[d]	<p>Incidents of adverse drinking water tests: Monthly meetings with owner to discuss AWQIs, see CKL Monthly Meeting Minutes S:\everyone\DWQMS\Management Review\CKL</p>			



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	Summary table provided as attachment item [d]. Refer to Element 21. Reviewed attachment [d]	Noted		
[e]	Deviations from Critical Control Point limits and response actions: CCPs are reviewed monthly when day sheets provided to PCTs. North Cluster: No trends for Fenelon Falls, Kinmount, Norland and Western Trent based on CCPs received to date	Noted		
	Central Cluster: Bobcaygeon – filter effluent turbidity 15 alarms noted. SOM discussed alarms were false alarms from the newer turbidity analyzers. Alarms have not occurred since the issue was discovered and repaired.	Noted		
	South Cluster: No trends identified based on CCPs received to date. Many CCPs due to power transfers. Operations nothing difficulty controlling chlorine residuals in warmer months. New supplier of chemical have delcans that are lighter in material. This trend has been noted in other areas. Continue to monitor any potential impacts to operations.	Noted Noted		
[f]	Effectiveness of the risk assessment process: 36- month risk assessment review completed in 2021.	Complete 36- month risk assessment review for 2024.	PCT/ SOM/ Operations	2024



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	<p>Annual review for the North Cluster completed during a cluster meeting on June 22, 2023. Central Cluster and South Cluster noted some adjustments that should be made to Victoria Place and Birch Point with recent changes.</p> <p>The assumptions, likelihood, and consequence used in the assessments were found to be effective.</p>	Complete updates to Risk Assessment Outcomes for Victoria Place and Birch Point	Central & South PCT/Central & South SOM/Operations	Q1 2024
[g]	<p>Internal and third-party Audit results:</p> <p>Third-party Audit SAI-Global completed a third party surveillance audit Apr 27 and 28, 2023 No Nonconformance's or OFIs were identified.</p> <p>Audit reports attached as item [g].</p>	Noted		
	<p>Internal Audit Completed October 2, 2023 – November 9, 2023 with the report issued November 27, 2023, report attached as item [g]. Four OFIs identified as follows:</p> <p>Element 5 Documents and Records Control OFI OFI: The Generator Logsheets in use at the Birch Point, Western Trent and Fenelon Falls DWSs are not the current version. Although similar, the current Generator Logsheet in use at the DWSs does not have a revision number whereas the controlled version on the S drive is evision</p>	Provide most current generator log document to the Birchpoint, Western	PCTs	Q1 2024



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	<p>0, Issued June 18, 2013. Consider using the current version of the Generator Logsheet (Rev 0, Issued June 18, 2013) at the Birch Point, Western Trent and Fenelon Falls DWSs.</p> <p>Element 5- Documents and Records Control OFI: Whiteout was observed on the Birch Point DWS Generator Logsheet (Oct 24, 2023 Start time cell). Consider correcting entries made in error in such a way so that both the original and corrected entries can be read.</p> <p>Element 6- Drinking Water Systems OFI: The following opportunities for improvement were identified in OP-06A: -Compared OP-06A Birch Point DWS Description against Birch Point DWWP. Consider adding more of a description of high lift pumps – ie. How many, size, duty/standby, etc. - Pre-chlorination chlorine analyzer at Birch Point is described in OP-06A System Description as a regulatory analyzer when it is a Process analyzer. It is described accurately in the Process Flow Chart.</p> <p>Element 6- Drinking Water Systems OFI: The Western Trent Treatment System Description (OP-06P) indicates that regulatory free chlorine residual is being recorded on a chart recorder. The chart recorder on site is not being used. Consider changing paper in chart recorder to keep recorder in working order or changing the description in OP-06P.</p>	<p>Trent and Fenelon Falls DWS operators. Obsolete form has been deleted.</p> <p>Email was sent to operations staff from Central PCT</p> <p>Revise OP-06 to correct description.</p> <p>Stop using paperless chart recorders. Data is being recorded on a paperless chart recorder i.e. data logger.</p>	<p>Central PCT</p> <p>Central PCT</p> <p>Operations</p>	<p>Complete</p> <p>Q1 2024</p> <p>Q4 2023</p>



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	<p>Element 6- Drinking Water Systems OFI: Operations staff were unable to clarify if the contact tank/clearwells are operated in series or in parallel at the Western Trent WTP. Consider better identification of/on valves to ensure operations staff are able to identify the position of the valves and configuration of the system.</p>	Label butterfly valves for contact tank/ clearwells.	Operations/ North Cluster PCT	Q1 2024
	<p>Element 6- Drinking Water Systems OFI: As a result of process changes/upgrades, the following discrepancies in OP-06D have been identified: - OP-06D indicates that there is an inline coagulant static mixer (in Element twice), however the mixer has been removed - OP-06D describes each filter train as being equipped with two (2) 6-module cassettes. Operations staff have confirmed that there are now three (3) cassettes in each train. - OP-06D describes one of the chlorine tanks as a 'day tank', this wording should be changed to 'backpulse tank' - OP-06D does not include the two (2) Filter Permeate flow metres. Monitoring and Recording section and the Process Flcw Chart need to be updates to include the filter permeate flow metres. - consider changing the wording of "multiple UV intensity sensors per reactor" under UV Disinfection System description to reflect, more specifically, that there are only two (2) sensors per reactor.</p>	Update OP-06D to reflect the process at the Fenelon Falls WTP	North Cluster PCT	Q2 2024
	<p>Element 8- Risk Assessment Outcomes OFI: Reviewed OP-08D & Fenlon Falls CCP Alarms Record sheet – consider adding clearwell level alarm set points to CCP list on daysheet.</p>	Update CCP to include clearwell level alarm set points	North Cluster PCT	Q4 2023



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	<p>Element 8- Risk Assessment Outcomes OFI: Reviewed OP-08A & Birchpoint CCP Alarms Record sheet – Low free chlorine CCP level identified in Risk Assessment outcomes is 1.0mg/L for Primary and the low chlorine CCP on the CCP sheet is 1.2mg/L. OP-08A does not define a low clearwell level. Consider including a level setpoint in next risk assessment as well as adding low clearwell CCP to CCP Record Sheet. If applicable*</p>	<p>Update CCP Record Sheet to include chlorine alarms</p> <p>Update Risk Assessment to include level alarms</p>	<p>Central PCT</p> <p>Central PCT</p>	<p>Q4 2023</p> <p>Q1 2024</p>
	<p>Element 8- Risk Assessment Outcomes OFI: Reviewed OP-08P & Western Trent/Palmina CCP Alarm Record sheet – Low low clearwell CCP identified in Risk Assessment outcomes is 1.6m and the low low clearwell CCP on the CCP sheet is 1.7m</p>	<p>Update CCP alarm record to reflect value in risk assessment outcomes for the Western Trent DWS.</p>	<p>North PCT</p>	<p>Q4 2023</p>
	<p>Element 8- Risk Assessment Outcomes OFI: Alarm set points on site for filter effluent turbidity and clearwell level did not match setpoints listed on <u>Western Trent</u> CCP form</p>	<p>Turbidity setpoint on the CCP streamlined to be an actually critical alarm. Update CCP to match clearwell setpoint. Verify conditions in MDWL for filter effluent turbidity before changing CCPs.</p>	<p>North PCT</p>	<p>Q1 2024</p>
	<p>Element 16 – Sampling, Testing and Monitoring OFI: Western Trent sample calendar does not clarify whether monthly raw turbidity is a handheld or lab tested sample. Logbook entries confirm that samples being collected are tested in-house with handheld</p>	<p>Update 2024 sample calendar to include the raw water turbidity readings are</p>	<p>PCT's</p>	<p>Q4 2023</p>



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	analyzer. Consider revising the sample calendar to clarify sampling method.	conducted in house with a handheld analyzer. Consider this clarification on sample calendars for all CKL sites.		
[h]	<p>Results of emergency response testing: Testing conducted by each Cluster. CP-01 Spill Response North Cluster tested Sept 28, 2023, October 26, 2023 South Cluster tested testing both in December Cluster Meeting Central Cluster tested Oct 17, 2023</p> <p>Scenario: It's a Tuesday morning after a long weekend, the designated operator at the Western Trent WTP is away on training. The operator that normally covers for the designated operator called in sick.</p> <p>-Time 10:00: The operator covering arrives to the site and notices liquid pooled on the floor around the chlorine day tanks. Some of the chlorine was contained within the chemical containment although some chlorine leaked onto the floor. The operator immediately starts to clean up the pooled chlorine with absorbent onsite. The operator then inspects the chlorine pumps and day tank to find the cause of the pooled chlorine. The operator finds a hairline crack on the chemical day tanks drain valve which was extended past the chemical containment.</p>	CP-01 Spill Response and associated CPs and SOPs were found to be adequate and no revisions are necessary at this time.		Complete



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	<p>-Time 11:00: The operator repairs the valve. Upon taking a chlorine tank level reading the operator discovered that approximately 70L was estimated to have leaked from the chlorine tank. The designated operator had filled the chemical day tank to compensate for the long weekend and being away on training. Upon taking weekly samples the operator noticed higher chlorine residuals throughout the process. The operator turns down the chemical pump dosing rate.</p> <p>-Time 14:30: The operator receives a high free chlorine residual alarm at the Western Trent WTP. Upon further investigation of the chemical pumps and process the operator took a handheld reading off of the post filter chlorine analyzer (operational analyzer) since it was reading high. The analyzer was consistent with the handheld reading. The operator then took a free chlorine residual of the raw water. The raw water residual was 0.70 mg/L. The operator suspects that the chlorine on the floor seeped through the concrete/drain near the area and found its way to the aquifer.</p> <p>What steps would you follow?</p> <p>Test conducted by each cluster CP-02- Critical Injury You are scheduled to do some cross training at the Fenelon Falls WWTP in December. The first light snow fall occurred the night before your scheduled training. You try to find the operator in the office but can't find them. No other staff are working out of the facility today. The Operator's truck is in the driveway. You look around the area/call out for the Operator. There isn't any response. You go outside looking for the</p>			



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	<p>Operator. You see the operator is unresponsive, laying on the ground on their back. You immediately rush over to them but slip on ice under the snow. On your way down you try catching yourself with your arm. You suspect that you have fractured your arm during the fall.</p> <p>What do you do?</p>	<p>CP- 02 Critical Injury and associated CPs and SOPs were found to be adequate and no revisions are necessary at this time.</p>		
[i]	<p>Operational performance: Monthly CKL meetings review operational performance of the 18 water treatment plants. During these meetings facility issues and trends are discussed and acted upon as required. Copies of the monthly reports are on the shared drive: S:\everyone\CKL Monthly Reports. Meeting minutes are S:\everyone\DWQMS\Management Review.</p> <p>North Cluster</p> <p>Fenelon Falls- Experiencing high treated aluminum levels. Working on trials for polymers to improve THM levels & aluminum residuals</p> <p>Transitioning to new alarm monitoring provider.</p> <p>Kinmount- No HAA RAA exceedances since Q4 2022. Continue to monitor chlorine levels and HAA levels.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>		



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	Western Trent Palmina- Using Graver filters- Testing Completed by U of T on 6-Sept-23. Filters passed testing, MECP wanted additional testing to be completed on 0.8 um filters. Manufacturer wanted to complete in-house testing on 1 um filters. MECP passed 0.8 um filters to be used	Start using 0.8 um filters approved by the MECP	SPC Manager, PCT/ North SOM	Q4 2023
	South Cluster Well inspection & cleaning issues. Maintenance causing/identifying problems at all facilities. Looking to replace both wells at Mariposa next year. Completed some small capital projects in all facilities. Pinewood's large capital project completed.	Noted Noted		
	Central Cluster Work order completion rate is reviewed with CKL each month. Experiencing staffing shortages. All facilities operating well. Bobcaygeon WTP starting to see capacity issues and higher flows through October & November 2023. Filter rates are decreasing with colder temperature. Polymer investigation next year for selecting a polymer to aid in the clarification. Another media replacement is scheduled for 2025. Capacity was increased after replacing the media.	Polymer investigation/trial for 2024.	SOM/Central PCT/SPC Manager	Q2 2024
[j]	Raw water supply and drinking water quality trends:			



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	<p>Flows, raw and treated water quality are reviewed monthly and documented in the CKL Monthly Reports. Water quantity and quality have been fairly consistent.</p> <p>Central Cluster</p> <p>Bobcaygeon and Southview - Microcystin raw water samples show results consistently below the MDL.</p> <p>Southview – THMs still elevated, but no THM RAA exceedances in the review period HAAs are elevated but below limit.</p> <p>Southview – Raw water TOC/DOC has been comparable to previous review periods – will continue to be monitored as it relates to THM production.</p> <p>Birchpoint Well 5 – Offline since December 8, 2021 – Rehab done on well November 22/23, 2023. Well has been sampled and put back into service</p> <p>Victoria Place – Well 3 – Offline since October; recommended that well is replaced. October 11, 2023 – internal casing collapsed sand on top of well pump</p> <p>North Cluster</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>		



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	<p>Fenelon Falls – THMs and HAAs continue to be closely monitored including extra process sampling</p> <p>Aluminum levels in treated water fluctuates seasonally with levels above OG during the summer months. Currently engaged in process optimization study with WCWC. Initial study results involving coagulant dosing indicate an increase in dosing should be considered. Study also includes testing of alternative coagulants with one of these showing some promise. See attachment item [j]</p> <p>Kinmount –No HAA RAA exceedences since Q4 2022. Continue to monitor HAA results/chlorine residuals. See notes in item [i].</p> <p>Norland – Microcystin lab results for raw water in 2023 sampling season have been consistently below the MDL.</p> <p>Western Trent Palmina – Graver filters in use, additional sampling program being followed – operating well. Additional notes in item [i]. MECP approved 0.8 um filters to be used moving forward- additional sampling to be removed.</p> <p>South Cluster</p>	<p>Review WCWC draft final report and discuss further with OCWA’s POTS. Two chemical companies went to the site to complete jar testing. OCWA’s POTS to be involved with discussing the results. Reviewed attachment [j]</p> <p>Noted. Chlorine has been lowered. Continuing to troubleshoot. Remove additional sampling</p> <p>Noted</p> <p>Noted</p>	<p>POTS/SOM/SPC / General Manager</p>	<p>Q2 2024</p>



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	<p>NDOGT- seems to be on the rise for results- across the board on increase.</p> <p>Raw water quality- consistent</p> <p>General quality treated water quality consistent. No other adverse that would indicate quality decreasing.</p> <p>THMs & HAAs consistently low at all sites.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>		
	<p>NDOGT results have been reported in 2023.</p> <p>Overall there appears to have been no significant changes to the raw water sources or the drinking water quality.</p>	<p>Noted</p>		
[k]	<p>Changes that could affect the QEMS:</p> <p>License renewals and upgrades training requirements are becoming more stringent as OWWCO is enforcing stricter requirements around acceptable training. Operators need on the job practical training.</p> <p>Corporate Compliance updating templates for Operational Plans based on recommendations from audits, staff suggestions, etc.</p> <p>Change to QEMS coming that would trigger re-endorsements</p>	<p>Reminder to staff to complete and send in on the job practical training records to PCT. Discuss ideas for maintaining training records for operators.</p> <p>Noted</p> <p>Noted</p>	SOM/PCTs	Q1 2024



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	Possibility of Wastewater QMS New alarm monitoring Company Firetronics- Switching primary companies. Initial rollout in the North Cluster has had some challenges	Noted. Consider more streamlined approach to documentation in Wastewater Monitor rollout.	SOMs/ PCTs	Q1 2024
[l]	Consumer feedback: Consumer complaints are reported monthly to the owner at the monthly CKL meetings. Meeting minutes are S:\everyone\DWQMS\Management Review. Copies of monthly reports are on the shared drive: S:\everyone\CKL Monthly Reports. Any issues identified are promptly responded to.	None		
[m]	Resources needed to maintain the QEMS: Maintain adequate staffing Ensure training of staff.	Ongoing Ongoing –Continue to provide information on training opportunities. Regional training staff now helping with onboarding and mandatory training. Existing staff now able to take individual onboarding modules if additional	Sr. Ops Managers SPC Manager	Ongoing Ongoing



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	<p>Time – additional requirements under MDWLs, pandemic impacting scheduling of MECP inspections</p> <p>Ensure staff are aware of training opportunities available online through the OPS LearnOn Program and Sharepoint</p> <p>Alarm Manager – rolling out in 2024</p>	<p>training is needed. See below action item for training awareness.</p> <p>Noted</p> <p>Review LearnOn with staff to confirm all the mandatory courses are being completed and there isn't any backlogs. Review Sharepoint features for training. Set up training to ensure staff all have access to Sharepoint</p> <p>Coming in 2024. Consider ways to sort out nuisance alarms to avoid complacency. Further discussions/training needed to work out "kinks" as program rolls out</p>	<p>SPC Manager/ PCT/ SOM/RHM</p> <p>SPC Manager/PCTs</p>	<p>Q1 2024</p> <p>Q1 2024</p>
[n]	Results of the infrastructure review:			



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	2024 Capital Budget as provided to the owner is included as attachment item [n]. An infrastructure review is conducted monthly via meetings with CKL and adjusted accordingly. Additionally quarterly meetings with CKL Capital Group are helping.	Continue meeting monthly with CKL. Review forecasts/approved budgets at Cluster meetings.	SOMs, General Manager SOMs	Ongoing Ongoing
[o]	Operational Plan currency, content and updates: The Plan to include the action items identified in [g] and other action items from this review where applicable. Enhanced Operator Career Path position changes. The positions were temporary but are now starting to become permanent. OP -09 Organizational Structure and OP-10 Competencies will need to be updated. Corporate Compliance is in the process of completing updated templates to accommodate OCWA's Enhanced Operator Career Path, as noted in communication from Corporate Compliance on 17-July-23 Updates to Corporate Templates – QEMS Policy may be changing in 2024 – trigger re-endorsement	See [g] Operational Plan remains current Complete site specific updates with templates that Corporate Compliance provides. Noted	Corporate Compliance/ PCTs	Q2 2024
[p]	Staff suggestions: Update the Kawartha Hub Emergency Contact List to become more user friendly for finding contacts.	Revise Kawartha Hub Emergency Contact List to become user friendly.	PCT/ SPC Manager	Q1 2024



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	<p>Determine how to complete updates to contact for SAI Global's list.</p> <p>Adjust to 3 level of 5 whys for root causes analysis for ms.</p> <p>Ensure that that DWQMS meetings meet staffing requirements</p>	<p>Consider breaking client contacts down by client/owner.</p> <p>Determine the correct procedure to follow to update contacts for SAI Global. Corporate is working with SAI on this.</p> <p>Look into transitioning into the 3 level of 5 whys for root cause analysis and possible courses/learning opportunities on system. Create a template form.</p> <p>Staff who have committed to attending notify if they are unable to attend. Consider adding verbiage in meeting invite to clarify requirements/expectations for attendance.</p>	<p>SPC Manager</p> <p>SPC Manager</p> <p>PCT/SPCM/SO M/RHM</p>	<p>Q1 2024</p> <p>Q2 2024</p> <p>Ongoing</p>
[q]	<p>Review/consideration of any applicable Best Management Practices (BMPs):</p>			



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	Refer to table CKL Element 21 Summary Table of Action items attached as Item [q].	Table reviewed & ongoing items discussed Updates made to: telecommunications action item, acronyms used in OP, clearwell cleanings		
	Round Table			
	South Cluster SOM- Review licencing/training requirements with operations staff. PHM– ministry has confirmed they will accept 0.8 micron filters being used at Canadiana Shores & Belleville. Western Trent & Woodville – further discussions still happening.	Presentation will be happening at Regional Meeting with emphasis on who’s responsibility it is to ensure staff training and licences are up to date. Need housing information provided to ensure they can house the same type of 0.8um filters. Should be able to have a conclusion ahead of deadline. Sorting out logistics of getting new filters and returning old ones.	SPC Manager SPC Manager/ SOM/ PCT/ RHM	Q4 2023 Q4 2023



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Details of next Management Review meeting:

Next Meeting: 2024

