

June 20, 2016

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**Subject: Drinking Water Quality Management System (DWQMS) –  
Management Review Meeting - Endorsement by Owners**

Over the past 12 months a couple of significant milestones have been completed in regards to the Drinking Water Quality Management System and are summarized below:

- 1) **2<sup>nd</sup> External** (on-site verification) completed by SAI Global on November 4, 2015-Auditor Mr. Rod Seabrook
- 2) **5<sup>th</sup> Internal Audit** completed by Mr. Travis Rob from April 20 to May 16, 2016.
- 3) **5<sup>th</sup> Management Review Meeting** held on Monday June 20, 2016 to review the implementation of the DWQMS for the period June 2015 to May 31, 2016.

Please find attached the agenda package plus the associated documents which were reviewed at the June 20th, 2016 Management Review meeting and the corresponding meeting minutes. Presently under the process outlined in the Operational Plan Element No. 20 - Management Review (See pages No. 74 & 75 of Operational Plan) - there were four (4) action items that Council (owner) must review and endorse at this time:

Action Item No. 1) **Replace approximately 500 meters of 150mm diameter water main along Colonization Road West** (from 1302 Colonization Road West to 1448 Colonization Road West). The timeline is in accordance with the 2017 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).

Action Item No. 2) **Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued.** Staff at the management review meeting on June 20, 2016 are of the opinion that the Town should send a letter to the Riverside Health requesting that their internal plumbing be upgraded or upsized to ensure proper fire flow protection can be achieved from the water supplied from either Sinclair or Front Street watermains, prior to the installation the two additional isolation valves along Sinclair Avenue.

Action Item No. 3) **Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.** The timeline is in accordance with the 2017 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital

expenditure to Council (owner). The Riverview Cemetery Irrigation system modifications can take place at the same time as completing action item No. 1

Action Item No. 4) – **Cancellation of Policy 4.5 - STANDARD OPERATING PROCEDURE (SOP) NO. 5 FOR HYDRO POWER OUTAGE FOR OPERATING THE WATER SYSTEM-** As a result of new generator for the Water Treatment Plant becoming fully operational of July 28, 2015, this Standard Operating procedure is redundant going forward as the Town has the ability to manufacture and distribute potable water to the its customers at all times.

The Operations & Facilities Executive Committee recommends the following;

- 1) That Council (owner) has reviewed the agenda package and minutes of the management review meeting held on June 20, 2016.
- 2) That Council (owner) has reviewed and accepted the following four (4) action items as a result of the management review meeting held on June 20, 2016

Action Item No. 1) **Replace approximately 500 meters of 150mm diameter water main along Colonization Road West** (from 1302 Colonization Road West to 1448 Colonization Road West). The timeline is in accordance with the 2017 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).

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Respectfully Submitted,  
Operations & Facilities Division



D. Brown, P. Eng.  
Manager of Operations & Facilities

**Council approval of this report will ensure the following:**

- 1) 1) That Council (owner) has reviewed the agenda package and minutes of the management review meeting held on June 20, 2016.
- 2) That Council (owner) has reviewed and accepted the following four (4) action items as a result of the management review meeting held on June 20, 2016

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