

November 6, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Drinking Water Quality Management System - Management Review

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) **External Surveillance Audit** (on-site verification) completed by SAI Global on November 20, 2018 - Auditor Mr. Rod Seabrook
- 2) **8th Internal Audit**, third audit completed by Mr. Tyson Dennis from May 13 to May 29, 2019.
- 3) **8th Management Review Meeting** held on Monday October 21, 2019 to review the implementation of the DWQMS for the period July 1, 2018 to June 30, 2019.

Please find attached the agenda package plus the associated documents which were reviewed at the October 21, 2019 Management Review meeting. Presently under the process outlined in the Operational Plan Element No. 20 - Management Review (See pages No. 75 & 76 of Operational Plan), there were five (5) action items, **rated in priority**, that Council (owner) must review and endorse at this time:

Action Item No. 1) **Train a new Internal Auditor**. Tyson Dennis is no longer employed by the Corporation and therefore we need to train a new internal auditor. It was discussed to train two internal staff to provide coverage in the case that someone leaves the organization and provide relief should one staff not be able to undertake the audit on any given year.

Action Item No. 2) **Replace Approximately 140m of 150mm diameter water main along the 400 Block of Armit Avenue**. The timeline is in accordance with the 2020 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 3) **Replace Approximately 222m of 150mm diameter watermain along the 400 Block of Nelson Street**. The timeline is in accordance with the 2020 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 4) **Replace Approximately 144m of 200mm diameter watermain along Mowat Avenue from First Street to Church Street**. The timeline is in accordance with the 2020 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). Further grant opportunities will be explored to offset the cost of this work.

Action Item No. 5) **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** In 2016 a letter was sent to Riverside Healthcare 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 of two additional isolation valves along Sinclair Avenue. To date no response has been received.

Administration recommends the following:

- 1) That Council (owner) has reviewed the agenda package of the management review meeting held on October 21, 2019.
- 2) That Council (owner) has reviewed and accepted the following five (5) action items as a result of the management review meeting held on October 21, 2019

Action Item No. 1) **Train two new Internal Auditors.**

Action Item No. 2) **Replace Approximately 140m of 150mm diameter water main along the 400 Block of Armit Avenue.**

Action Item No. 3) **Replace Approximately 222m of 150mm diameter watermain along the 400 Block of Nelson Street.**

Action Item No. 4) **Replace Approximately 144m of 200mm diameter watermain along Mowat Avenue from First Street to Church Street.**

Action Item No. 5) **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.**

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng
Manager of Operations and Facilities

It is the recommendation of the Operations and Facilities Executive Committee that:

- 1) That Council (owner) has reviewed the agenda package of the management review meeting held on October 21, 2019.**
- 2) That Council (owner) has reviewed and accepted the following five (5) action items as a result of the management review meeting held on October 21, 2019**

Action Item No. 1) Train a new Internal Auditor.

Action Item No. 2) Replace Approximately 140m of 150mm diameter water main along the 400 Block of Armit Avenue.

Action Item No. 3) Replace Approximately 222m of 150mm diameter watermain along the 400 Block of Nelson Street.

Action Item No. 4) Replace Approximately 144m of 200mm diameter watermain along Mowat Avenue from First Street to Church Street.

Action Item No. 5) 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.