

June 25, 2013

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

- 1) **External Audit** (Table Top/On-site verification process) completed by SAI Global on November 28, 2012-Auditor Mr. Rod Seabrook
- 2) **Certificate of Accreditation** for Full Scope – Entire Drinking Water Quality Management System issued on February 21, 2013. Expires on February 19, 2016.
- 3) **2<sup>nd</sup> Internal Audit** completed by Mr. Travis Rob from April 15 to May 7, 2013.
- 4) **2<sup>nd</sup> Management Review Meeting** held on Tuesday June 25, 2013 to review the implementation of the DWQMS for the period June 2012 to June 2013.

Please find attached the agenda package plus the associated documents which were reviewed at the June 25, 2013 Management Review meeting and the corresponding meeting minutes. Presently under the process outlined in the Operational Plan Element No. 20-Management Review (See attached a copy of Element No. 20) - there were two (2) action items that Council (owner) must review and endorse at this time:

Action Item No. 1) **Hold Monthly DWQMS meetings between September to May to review the existing operational plan in order to develop a clear understanding of all the existing elements outlined in the DWQMS operational plan.** All water operators and management will attend these monthly meetings. The timeline for this action item is from September 2013 to May 2014.

Action Item No. 2) **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 2014 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).

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 25, 2013.

- 2) That Council (owner) has reviewed and accepted the following two (2) action items as a result of the management review meeting held on June 25, 2013;

Action Item No. 1) **Hold Monthly DWQMS meetings between September to May to review the existing operational plan in order to develop a clear understanding of all the existing elements outlined in the DWQMS operational plan.** All water operators and management will attend these monthly meetings. The timeline for this action item is from September 2013 to May 2014.

Action Item No. 2) **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 2014 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).

Respectfully Submitted,  
Operations & Facilities Division

*Doug Brown*

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

**RECOMMENDED**

JUL 03 2013

DIV. MNG.

*Doug Brown*

EXECUTIVE COMM.

*P. Widenberg*

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

- 1) That Council (owner) has reviewed the agenda package and minutes of the management review meeting held on June 25, 2013.
- 2) That Council (owner) has reviewed and accepted the following two (2) action items as a result of the management review meeting held on June 25, 2013;

Action Item No. 1 – Hold Monthly DWQMS meetings between September to May to review the existing operational plan in order to develop a clear understanding of all the existing elements outlined in the DWQMS operational plan. All water operators and management will attend these monthly meeting. The timeline for this action item is from September 2013 to May 2014.

Action Item No. 2 – Replace approximately 500 meters of 150 mm diameter water main along Colonization Road West (from 1302 Colonization Road West to 1448 Colonization Road, West). The timeline is in accordance with the 2014 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).