

# **Drinking Water Quality Management System Annual Meeting Minutes 2023**

Friday, January 20, 2023 at 10 a.m.  
Boardroom G, 25 Central Avenue West, Brockville, ON

## **Attendees:**

Chris Morrison, Manager, Housing Department  
Jonathan Cross, Maintenance Supervisor, Housing Department **via Teams**  
Mezaun Hodge, Policy and Program Review Analyst, Housing Department  
Tammy Herbison, Administrative Assistant, Housing Department  
Mark Lauzon, Senior Operations Manager, OCWA  
Kurtis Winkenweder, Process & Compliance Technician, OCWA

1. **Risk Assessment:** (Housing Manager, Maintenance Supervisor, Overall Responsible Operator)
  - a. Identify Hazards/Hazardous events for each process area of the water distribution system.
    - i. Must consider Hazards listed in **Potential Hazardous Events for Municipal Residential Drinking Water Systems** document provided by the MOECP.
  - b. For each hazard/hazardous event, identify control measures that are in place to prevent the hazard/hazardous event from occurring. Control measures are defined as measures to eliminate or reduce the hazard to an acceptable level.
  - c. Each hazard identified will be ranked by the team according to likelihood, severity and detectability.
  - d. All hazards or hazardous events that have a risk rating of 9 or higher will be identified on the table. A critical control point will be added to the process step associated with the highest risk.

For each critical control point:

- Reference to monitoring procedures to describe what is monitored to indicate that the process step has gone out of specified critical control limits
- Describe the response to deviation from critical control limits, including reporting and recording information

Note: the MOECC is now the Ministry of the Environment, Conservation and Parks (MOECP)

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Mark noted that there is a new disinfection policy out for comment from the Ministry – “Procedure for correction action for systems not currently using chlorine”. If there are 2 bad samples there has to be a boil only and chlorinate the system and re-test.

**ACTION: Mark to send us a copy of this procedure for review.**

Introductions were done by Chris; Jonathan joined us via Teams.

Chris explained that this meeting is a legislative requirement. He thanked Kurtis for getting the 2022 annual reports done. It is imperative that these reports go to Council by March 31<sup>st</sup> each year.

Appendix C1 – Risk Assessment table for Miller Manor was reviewed.

**ACTION: Tammy to check last time the MOU with the City of Brockville was renewed.**

Mark explained the make-up of OCWA. There are 7 operators within the Seaway Valley cluster; they could draw from Nation Valley or Carleton Place if necessary; they have a contingency plan for a shortage of staff and do have an emergency response team with trailers, pumps, and flooding protection.

The only item that stood out in C1 was the secondary disinfection, but this is dependent on this new regulation.

C2 – The Maples – same notes - shortage of staff and possible treatment system with new regulation if passed.

Chris asked Jonathan if the generators are working at both sites? Jonathan noted that tests were run on both in the Fall, and fuel was checked on site.

**ACTION: Jonathan needs to go out and run emergency back-up testing, which is usually done early in the year.**

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### 2. Infrastructure Review: (Manager, Maintenance Supervisor, Overall Responsible Operator)

- a. Review the 10 year replacement forecast

*Chris noted that he and Finance have created the 10 year budget plan, with a 2% inflation plan. Equipment was just replaced; not any large capital upgrades.*

- b. Make repair/replace recommendations based on:
  - i. Work and infrastructure data
  - ii. MOE Compliance Inspection Reports

*The proper paperwork was not completed when the equipment was changed over at The Maples.*

*The previous ORO wasn't using the right decimal point on the flow meter.*

*Summary reports contained other calculation for months; were multiplying by 1,000 not 100; a factor of 10 off when using improper calculation.*

*Procedure just for inspecting well heads was done.*

- iii. Housing Staff recommendations

**ACTION: Jonathan tagging all shut-off and devices to correspond with the valve tags.**

- iv. Water quality trends

*All standard.*

*Chris brought up the Cataraqui Conservation request that Jonathan received. Kurtis explained that he has filled these out before. Just provide them with the levels for each category they have inquired about. This information would be in the annual reports done.*

*Never sampled chloride.*

**ACTION: Jonathan will forward the email to Kurtis.**

**ACTION: Kurtis will respond to Cataraqui with the information.**

- v. Consumer complaints

*None.*

- c. The Manager shall adjust the 10 year replacement forecast and annual budget recommendation as required, as an output of the review meeting.

### 3. Management Review

- a. Incidents of Regulatory Non- Compliance
- b. Incidents of Adverse Drinking Water Tests none
- c. Critical Control Point Limits and Response Actions
- d. Risk Assessment Process
- e. Audit Results no issues but will be in person this year
- f. Emergency Response Testing Results
- g. Operational Performance
- h. Raw Water Supply and Water Quality Trends
- i. Follow-Up Actions from Previous Management Reviews
- j. Status of Management Action Items Identified
- k. Changes in Resource Requirements, Infrastructure, Process, Personnel, DWQMS, or Regulations
- l. Consumer Feedback
- m. Resources Needed for QMS
- n. Results of Infrastructure Review
- o. Operational Plan – Currency, Content, Updates
- p. Staff Suggestions

*The Change of Operating Authority has been submitted to the Ministry by Kurtis.*

**ACTION: Kurtis to check to ensure we have received it back.**

*Appendix C3 and C4 were reviewed - no changes made – need to update shortage of staff / personal coverage procedure.*

### 4. Emergency Management: (Required attendees: Housing Manager, Maintenance Supervisor/QMS Representative, Overall Responsible Operator)

*Scenario: There is a high wind event that results in the power being off at 33 Bennett Street, Spencerville for 32-48 hours.*

Prepare a response that:

- a) meets the needs of the tenants, and

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b) protects the Counties assets (building, water works).

*Emergency generator on site; what is fuel capacity?; would need to be monitored; something on site while it is running for theft and safety; fire watch situation also.*

*OCWA would show up to make sure generator is running; UCLG would have a custodian on site because of fire watch; for that long we would probably help tenants leave their units; electric baseboard heating so no heat; generator only covers water system; just a portable generator; to make sure well pumps; if winter they would have to move; if summer they could stay; if water off for 48 hours flush system because of low pressure and sample; if one area OCWA do have a large generator if needed; could supply bottled water;*

***ACTION: Jonathan to check if there's a small space heater for pipes etc.at each site.***

***ACTION: Tammy to send Kurtis the current spreadsheet for tracking monthly reports.***

***ACTION: Kurtis will go back and put what information is missing for November and December 2022, and will continue that way moving forward.***

*OCWA uses Caduceon Environmental Laboratories at 170 Dalton Avenue in Kingston.*

*The Maples hardness twice a month is tested – is this necessary?*

***ACTION: Jonathan to talk to Holly. Is it because of water softener? Any reason why we are doing this?***

*It isn't required; could do quarterly? Whittecker was maybe doing it in-house. If don't have to do it, remove it from all spreadsheets.*

*Meeting was adjourned at 10:45 a.m.*