Report on Quality Management System to Council Management Review Outcome

Meeting Date: October 13, 2022

Attendees: Andy Taylor, Eddy Wu, Vince Feng, Danny Chan, Shumin Gao, Prathapan Kumar, Edgar Tovilla and Irene Weiss

RESULTS OF MANAGEMENT REVIEW	REPORT
Summary of Management Review	• Presentation provided to Top Management covered all required items identified in the Operational Plan and Drinking Water Quality Management Standard v.2 (DWQMS v.2). • Eddy Wu is participating in the management review meeting as the Director of Environmental Services and Acting Commissioner of Community Services. • Top Management reviewed information from January 1 to June 30, 2022. • QMS performance was reviewed to confirm that the system continues to be suitable, adequate and effective.
Deficiencies Identified	• No deficiencies were identified at this meeting.
Decisions Made	1. Environmental Services is approved to coordinate the "Responsibilities Under the Statuary Standard of Care – Safe Drinking Water Act" training for all Council members and ELT in early 2023. 2. Top Management agreed to update the QMS Representative Appointment letter and identify the "Continuous Improvement Supervisor" (Vincent Feng) as the QMS Representative.
Action Items	1. The updated tap water campaign plan shall be presented to the Director of Environmental Services, and include specific campaign objectives, measurements of success and any recommendations to launch with a smaller scope (e.g. pilot area, focus group study, etc.). 2. Environmental Services shall advise the ITS GIS team the need for an external firm to be contracted to digitize outstanding sub-divisions.
Other QMS Issues Identified	• Effects of the ongoing pandemic are monitored. Environmental Services was able to maintain key services and operational activities to meet drinking water requirements.

Management Review Meeting Minutes are available upon request from the Continuous Improvement Supervisor.