



## Report on Quality Management System to Council Management Review Outcome

Meeting Date: October 3, 2023

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

Regrets: Morgan Jones

RESULTS OF MANAGEMENT REVIEW	REPORT
Summary of Management Review	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Eddy Wu is participating in the management review meeting as the Director of Environmental Services (ES) and Acting Commissioner of Community Services.</li> <li>• Top Management reviewed information from January 1 to June 30, 2023.</li> <li>• QMS performance was reviewed to confirm that the system continues to be suitable, adequate and effective.</li> </ul>
Deficiencies Identified	<ul style="list-style-type: none"> <li>• No deficiencies were identified at this meeting.</li> </ul>
Decisions Made	<ol style="list-style-type: none"> <li>1. QMS Operational Plan rev. 10" approved by Top Management and it will be submitted to Council for endorsement.</li> </ol>
Action Items	<ol style="list-style-type: none"> <li>1. Issue a Briefing Note explaining the delay of West Thornhill Phase 4C and 4D to key internal stakeholders. ES will work with Planning and Engineering to distribute a briefing note.</li> <li>2. In the 2024 budget, explain the cast iron watermain replacement program including the inventory and the plan to phase-out cast iron pipes. Explain how this program relates to the reduction in watermain breaks. Include a summary of the all remaining watermain pipes in the system by length.</li> <li>3. Revise the Preventative Maintenance dashboard at the next management review meeting to explain how many works order and repairs result from inspections.</li> <li>4. Distribute a briefing note to Top Management indicating the costs and resources currently required to comply with Waterworks and road utility locate requests. Explain the resources required to comply with future locate requests to avoid Administrative Monetary Penalty (AMP) issued to late locates.</li> </ol>
Other QMS Issues Identified	<ul style="list-style-type: none"> <li>• Work is underway to prepare for the Municipal Drinking Water License renewal. The application will be submitted to the Ministry of the Environment, Conservation and Parks by January 2024. The updated QMS Operational Plan will be part of the submission.</li> </ul>

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