

Document 1 - 2017 Management Review Action Items

The following action items were identified as part of the meetings completed during the 2017 Management Review discussions and will be tracked by the Quality Management Coordinator as part of the DWQMS Continual Improvement process:

Table 1: 2017 Management Review Action Items

#	Management Review Action Item	Target Date for Completion
OTM #1	Complete in-field verification to determine that the appropriate watermain break categorization is being completed by Water Distribution personnel.	2018
OTM #2	Review the operating and control strategy for chemical systems at both WPPs with a focus on reliability and operability during plant shutdown and startup events, in order to minimize risk of process upsets	2019
OTM #3	Bench and pilot testing to compare the performance of activated silica to commercial polymers based on settling performance, maintenance, and cost.	2019
OTM #4	In order to protect well systems from back-flow contamination during brief depressurization events (<1 hour), it is recommended that a hazard identification be carried out for all five municipal well systems under the new Backflow Prevention Program.	2019
OTM #5	Update the resource costs (i.e., vehicles, labour, parts, etc.) in CMMS to reflect the actual costs and ensure that a process is developed and implemented to update these costs on an annual basis.	2019
OTM #6	Prepare an operations guidance document for Operators to achieve optimal coagulation in water treatment.	2019
OTM #7	Identify a governance structure for the Large Diameter Watermain Condition Assessment Program and ensure that the roles and responsibilities are clearly outlined for	2018

#	Management Review Action Item	Target Date for Completion
	the accountability and performance of the program.	
OTM #8	Determine roles and responsibilities for growth and demand projections and their associated infrastructure requirements for water production and wastewater treatment plants.	2019
CTM #1	Review the design basis for the WPPs for flood protection against an updated standard to identify potential flood protection improvements.	2019
CTM #2	Investigate including the Standard of Care of the Safe Drinking Water Act as part of orientation for each Term of Council.	2018