

Top Management Review - 2023 Action Items

Action Item #	Action Item Description	Originating Topic	Status
1	In reference to AWQI# 162802 at 166 Marmel Court – check residuals at the dead end on Fountain St. and investigate how far the dead end goes.	Incidents of Adverse Drinking Water Tests	Completed Residuals taken. Dead end distance documented.
2	Review options for a possible lead incentive program implemented in 2024/2025.	Deviations from Critical Control Point Limits and Response Actions	Completed Business Case being built for 2025 Budget Meetings.
3	Set up a Maximo notification to managers and supervisor of JT if chlorine residuals do not meet the thresholds specified in O. Reg 170/03 to avoid future transcription errors. Require a picture of the logbook to be attached to Maximo JT for any retroactive changes	Deviations from Critical Control Point Limits and Response Actions	Completed JT Notification put in place.
4	Create an administrative process to determine Frost Protocol and who is responsible for taking the next steps (Comms.) Define what triggers protocol. (Ex. Temps under -15 degrees for 10 days straight)	The effectiveness of the Risk Assessment	Completed Comms program put into place for first signs of -20° days, as well as periods of 7 straight days of -18° and/or frost depths of 19 inches.
5	Confirm if Regional Wells and Sample Stations can be located on GIS. Locate	Raw Water Supply and Drinking Water Quality	Completed Wells and Sample Stations located on GIS. List of

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	the best sample stations for sampling THM's.	Trends	THM and HAA locations created.
6	Follow up to ensure Franklin Blvd PRV's are marked on site, can be located on GIS, and that operational staff are informed of their purpose and do not operate them.	Follow-up on Action Items from Previous Management Reviews	Completed PRV's marked on site, cannot be operated by hand. GIS inclusion ongoing.
7	Review valve turning and decide if the targets should be adjusted to aim for a higher completion rate.	Follow-up on Action Items from Previous Management Reviews	Completed Valve turning target updated to 15%
8	Manager of Water to approve and sign off on all outstanding DRAFT Water SOP's, as well as be the designated approver for Water SOP's moving forward.	Resources Needed to Maintain the QMS/DWS	Completed All outstanding DRAFT SOP's signed off on.
9	Confirm the total number of valves in service. Numbers conflict on various reporting tools.	Summary of Maintenance	Completed Most accurate valve reporting number can be found through the BI Launchpad report. Current number: 6,342. TPW Dashboard and ArcGIS to be used for data tracking only.
10	Confirm how operators are entering specifications for each hydrant inspection. Confirm if a problem with the	Summary of Maintenance	Completed Confirmed. Automatic JT system already in place.

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	hydrant is logged in GIS, is a JT is auto created?		
11	Investigate the possibility of adding Specification Description as a search option on Maximo	Staff Suggestions	Completed Request not feasible with current version of Maximo.
12	Investigate the possibility of allowing the “valve turning/exercising” field maps layer to record decimal points for number of turns	Staff Suggestions	Completed Issue discussed, change not being implemented as operators can write extra turns in fieldmaps notes.
13	Investigate adding “type of secondary disinfection” as a specification on any JT that includes disinfection	Staff Suggestions	Completed Type of secondary disinfection added as specification line in JT’s involving disinfection.
14	Ensure DWQMS labeling system conforms with other environmental services QMS’s	Consideration of Best Management Practices	Completed DWQMS labeling system now consistent with WWQMS and SWM O&M