

2023 Action Items Review

#	Topic	Description	Who	When	Status
1. Incidents of non-compliance with applicable regulations	Port Dover Erosion Control Plan (front of WTP property)	Create an erosion control plan. To possibly include a retaining wall, for the front of the WTP property.	Director	Ongoing	The erosion control plan continues to be developed. Initial plan was to include the erosion concerns in Phase 1, but this was not added to due difficulties in adding a change in scope. The County has advised the MECP that it will be addressed & tendered when Phase 2 upgrades are complete.
	Management Review Meeting	Staff to consider moving the Management Review meeting to a new date to allow the MECP recommendations at budget time.	Manager, Water & Wastewater Compliance	Completed	Staff have ensured that items which could impact the budget are discussed via meetings and reports prior to the budget deadlines.
4. Effectiveness of the risk assessment process	Tracking Capital needs	Investigate creating a specific matrix that can be used to aid in the tracking of Capital needs (coordinate with Engineering).	Director / Manager, Water & Wastewater Compliance	Completed	Matrix has been created and is currently being utilized.
5. Findings from internal and external audits	Opportunity for Improvement Internal Audit	Five (5) OFI's (2022).	QMS Rep	Ongoing/completed	OFI re: accessible workstations at plants ongoing, other OFI's addressed.
	External Audit	Four (4) OFI (2022).	QMS Rep	Completed	OFI's addressed.
	Posting Policy	Review the policy and find a possible location at CAB for posting.	QMS Rep	Ongoing	Additional posting locations will be evaluated with Policy updated in 2024.
7. Operational performance	Simcoe Reservoir cell isolation	Look into the possibility of a feasible way to upgrade the Cedar St. and NW reservoir with the ability to isolate between cells for inspection and maintenance purposes.	Director / Manager Water & Wastewater Water Operations	TBD	An ROV inspection of the reservoir to be completed and review of the as constructed drawings. Depending on findings a formal assessment by a consultant in 2024 may have to be added to the budget. Mariana and Andrew discussed a need for clarification on this issue.
8. Trends in quality of raw water supply and drinking-water	Extra Sampling in Port Rowan DWS	Staff to review the extra sampling completed in the Port Rowan DWS, at the end of the year.	EIS Staff	Ongoing	Results of additional sampling has been submitted to AECOM, staff to continue sampling so data can be used for trending and as a resource for future upgrades.
10. Updates on action items identified between Management Review Meetings	Backflow Prevention Program	Backflow Prevention Program to be completed once resources are available.	EIS Staff	TBD	Backflow Prevention Program to be completed once resources are available. Update May 2023 - A new position has been created and the Backflow Prevention program will be included in their duties.
13. Resources needed for QMS maintenance	Training	Relevant staff will make efforts to complete QMS related annual training to ensure the QMS is being managed efficiently.	Compliance Staff	Ongoing	Ongoing.
	Staffing	Management to fill current vacant and interim positions as soon as possible.	Management	Ongoing	Ongoing.
16. Comments & suggestions made by personnel	Meeting consistency & scheduling	Consider setting up reoccurring invites for meetings.	Manager, Water & Wastewater Operations	Ongoing	Ongoing.