



TOP MANAGEMENT REVIEW AGENDA & MEETING MINUTES

Date: January 28, 2025
Attendance: Trisha McKibbin, CAO
Mark Ortiz, Director of Engineering and Public Works
Lori Vander Tuin, Environmental Services Coordinator
Paul Zuberbuhler, Manager of Environmental Services

Review Period: January 24, 2024 to January 27, 2025

Agenda Item	Decision/Action	Responsible	Date Due
a) Incidents of regulatory non-compliance	MECP Drinking water inspection report S-C Distribution System received October 24, 2024. Zero non-compliances	NA	NA
b) Incidents of adverse drinking water tests	No AWQI's during time period	NA	NA
c) Deviations from critical Control Point limits and response actions	No deviations during review period	NA	NA
d) the effectiveness of the risk assessment process	Risk Assessment for S-C Distribution System completed January 14th, 2025. No major changes. Next one planned for October 2025	NA	NA
e) Internal and third party audit results	Internal Audits: Completed January 13, 2025- All 21 Elements were audited 0 Non-Conformances, 2 Opportunities for Improvement OFI's have been documented External Audit: Completed on January 21, 2025 2 Minor Non-Conformances and 0 Opportunities for Improvement. Corrective actions are under review and will be addressed by deadline	Paul Z	06-Mar-25
f) Results of emergency response testing	Some watermain breaks have been experienced. Table top exercises related to Water Emergencies completed Dec 19, 2024 Next Table Top scheduled November 2025	NA	NA
g) Operational performance	2024 Annual water reports will be posted on-line before end of February. Annual Summary report going to Council before end of March 2024. No outstanding items	NA	NA
h) Raw water supply and drinking water quality trends	Treated water quality trends are being tracked through SCADA. No abnormalities to report. No reports from LHPWSS of concerns.	NA	NA

i) Follow-up on action items from previous management reviews	Items have been completed	NA	NA
j) The status of management action items identified between reviews	None	NA	NA
k) Changes that could affect the Quality Management System	Updates to SCADA ongoing. Upcoming capital includes Mt Brydges Reservoir upgrades	NA	NA
l) Consumer feedback	Reviewed 2024 and there were 8 water complaints. 5 complaints were related to private property issues such as sump pump, water colour/odour/taste. 3 complaints were the responsibility of Strathroy-Caradoc and consisted of 1 noisy water meter, 1 leaking water meter, 1 main leak. Once the new WO system is implemented, complaint will be tracked through this system.	NA	NA
m) The resources needed to maintain the Quality Management System	Recommendation of adding already budgetted Environmental Services position	NA	NA
n) The results of the infrastructure review	10 year capital plan completed in 2024 to prepare for 2025 capital budget, Annual Capital budget has not been approved by Council Focus on preventative maintenance rather than reactive maintenance Master Plan provided capital project recommendations to meet future growth LRFP completed in 2024	NA	NA
o) Operational Plan currency, content and updates	December 2024 Operational Plan had been updated to reflect current processes along with updating of procedures.	NA	NA
p) Staff suggestions	Staff have suggested updates to forms, all suggestions modifications have been done	NA	NA