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Meeting Date: December 5, 2019
File No.:



To: Chair and Members
Lambton Area Water Supply System Joint Board of Management

From: Clinton Harper
General Manager

Subject: Information Reports (December 5, 2019)

Recommendation

That the Board receive as information.

Projects:

WebGIS

A Standard Operating Procedure booklet for the LAWSS WebGIS has been uploaded to the box.net and made available to all LAWSS-OCWA staff. The booklet contains instructions on how complete all basic and advanced level functions built into the portal.

The formalized agreement for data hosting with the County of Lambton is still under development. The LAWSS General Manager will ensure that the agreement includes a provision for the LAWSS Board Chair to have full access to the system and for the Chair to designate who is permitted to access the data on LAWSS behalf.

DWQMS Management Review

All water systems in Ontario are required to maintain a Drinking Water Quality Management System (DWQMS) as per standardized MECP requirements. Since no two systems are exactly alike each Water Utility is required to build and maintain their own unique DWQMS within the MECP's guidelines. The MECP then completes an annual audit on each system to ensure it is being operated in line with Provincial Standards.

The operational plan must document a procedure for management review that evaluates the continuing suitability, adequacy and effectiveness of the quality management system. Top management shall implement and conform to the procedure, and shall:

- ensure that a management review is conducted at least once every calendar year
- consider the results of the management review and identify deficiencies and action items to address the deficiencies

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- provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation
- report the results of the management review, the identified deficiencies, decisions and action items to the owner

The Management Review of the DWQMS utilized by OCWA-LAWSS was completed on November 8, 2019. OCWA Operational Management, the LAWSS Chair, and LAWSS General Manager attended the meeting. Attached are the Minutes.

eSCRIBE Meeting Management Software

At the October 31, 2019 meeting of the LAWSS Board, a member requested that the HTML version of the agenda be assigned page numbers that correlate to the printable PDF version. The LAWSS General Manager contacted eSCRIBE to determine how this could be achieved and was advised by their technical support staff that the requested configuration is not currently available. eSCRIBE has a process for determining how and what features are added to the system. The LAWSS General Manager has begun their process and formally requested the feature.

Master Plan Update

The Master Plan Update RFP closed at 2pm on November 26, 2019. Proposals were submitted by four Engineering Consulting firms. The proposals are currently being reviewed by the City of Sarnia Purchasing Department, OCWA Operational Management and the LAWSS General Manager.

Admin HVAC Project

The Admin HVAC upgrade project is substantially complete, balanced and is functioning as designed. Final closeout documents, a maintenance walkway, and operator training is still needed to finalize the project. Once the project is finalized a report will be provided to the Board that requests official close out of the project.

This report was prepared by Clinton Harper, LAWSS General Manager

Attachment(s): DWQMS- Management Review Minutes