

**ST. THOMAS AREA SECONDARY WATER SUPPLY SYSTEM**

**JOINT BOARD OF MANAGEMENT**

**Thursday, September 7, 2017 at 4:00 p.m.**

**City Hall – Room 309**

**AGENDA**

**DISCLOSURES OF INTEREST**

Minutes

Review and approval of the minutes of February 23, 2017

Reports

1. Report SWB03-17 - STASWSS Drinking Water Quality Management System - Management Review 2017

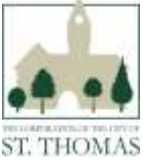
Unfinished Business

1. Verbal update on pump replacement
2. Verbal update on OCWA Operations & Maintenance Agreement
3. Verbal update on Chlorine System Engineering Invoices
4. Verbal update on Water Supply Agreement with Primary Water System.
5. Verbal update on EMPS Occupancy

New Business

- 1.

Adjournment



Corporation of the  
**City of St. Thomas**

**Report No.**  
SWB 03-17

**File No.**

**Directed to:** **Members of the Board of Management for the St. Thomas Area Secondary Water Supply System**

**Meeting Date: September 7, 2017**

Date Authored: August 17, 2017

**Department:** Environmental Services

**Attachments**

**Prepared By:** Nathan Bokma, P. Eng.  
Manager of Development and Compliance

#1 – Minutes of Management Review for STASWSS

**Subject: STASWSS Drinking Water Quality Management System - Management Review 2017**

**Recommendations:**

THAT: Report SWB 03-17, STASWSS Drinking Water Quality Management System – Management Review 2017, be received for information.

**Origin:**

As the Operating Authority for the St. Thomas Area Secondary Water Supply System (STASWSS), the City of St. Thomas Environmental Services Department is continually striving to improve their effectiveness of the secondary system and its Drinking Water Quality Management System (DWQMS). This improvement is accomplished through internal audits and the implementation of the decisions and actions recommended in the management review.

The management review occurs once within a 12 month period by Senior Management of the DWQMS, which are the Director of Environmental Services and the Manager of Development & Compliance. The purpose of the management review is to stay informed on the DWQMS and ensure it is:

- Suitable to Operations staff
- Adequately managing quality issues
- Performing quality management effectively
- Adequate resources are provided.

As part of the management review, specific topics were discussed pertaining to the DWQMS of the secondary system, which can be seen in the attached meeting minutes (see Attachment #1). Discussion and decisions made as part of the management review was recorded and compiled in the meeting minutes, which were recorded by the Manager of Development and Compliance.

**Analysis:**

The management review meeting was held on May 10, 2017, which was attended by Justin Lawrence (Director of Environmental Services) and Nathan Bokma (Manager of Development & Compliance).

One of the topics of the management review was the internal audit, which is completed every 12 months by the Compliance Coordinator. Results of the internal audit were discussed as well as the process to address any minor non-conformances or opportunities for improvement (OFI's). The Manager of Development & Compliance will follow up on the results of the internal audit as per the timelines established in the DWQMS.

In summary, the management review was completed with no major issues to discuss, and the DWQMS policy and procedures in place contribute to the excellent operation of the STASWSS.

Respectfully Submitted,

Nathan Bokma, P. Eng.  
Manager of Development and Compliance

**Reviewed By:** \_\_\_\_\_  
 Treasury      Env Services      Planning      City Clerk      HR      Other