

Date: November 3rd, 2025

Location: 33 Talbot Street, Essex, ON

Participants: Rob Mackie, Kevin Girard, Kate Giurissevich

Review Period: October 23rd, 2024 to October 22nd 2025

Item	Description	Action	Responsible	Due Date												
1.	<p>Introductions</p> <p>The following staff were in attendance at the Essex Water Department and representing the Operating Authority for the Essex Water Distribution System during the DWQMS Management Review included:</p> <ul style="list-style-type: none"> • Rob Mackie, Manager, Environmental Services and QMS Rep., Town of Essex • Kevin Girard, Director of Infrastructure Services, QMS Rep, Town of Essex • Kate Giurissevich, Chief Administrative Officer, Owner Representative Town of Essex <p>The purpose and objectives of the Management Review meeting were:</p> <p>To evaluate the continuing suitability, adequacy and effectiveness of The Town of Essex’s QMS. The Management Review will include a review of the DWQMS operational plan, external audit reports, internal audit report and other related operational documents/records as required.</p>															
2.	<p>Review of minutes from most recent Management Review</p> <p>The minutes from the last Management Review held on October 23rd, 2024 were reviewed and all standing items were reviewed and discussed.</p>															
3.	<p>Standing agenda items:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>a. Incidents of regulatory non-compliance: An MECP inspection was conducted in February 2025 by the MECP of the Harrow-Colchester Water System. A 93.01% inspection rating was issued.</p> <p>All non-compliance related issues from the MECP inspection have had corrective actions put in place by The Town of Essex and OCWA.</p> <p>There were also no non-compliance events reported to the MECP by the Town of Essex for the Essex Water Distribution System for this review period.</p> </td> <td style="width: 20%; text-align: center; vertical-align: middle;">No further actions are required.</td> <td style="width: 10%; text-align: center; vertical-align: middle;">N/A</td> <td style="width: 10%; text-align: center; vertical-align: middle;">N/A</td> </tr> <tr> <td style="padding: 5px;"> <p>b. Incident of adverse drinking water test: No Adverse Water Quality Incidents (AWQI) were reported during this time period</p> </td> <td style="text-align: center; vertical-align: middle;">No further actions are required.</td> <td style="text-align: center; vertical-align: middle;">N/A</td> <td style="text-align: center; vertical-align: middle;">N/A</td> </tr> <tr> <td style="padding: 5px;"> <p>c. Deviations from critical control limits and response actions:</p> </td> <td style="text-align: center; vertical-align: middle;">No further actions are required.</td> <td style="text-align: center; vertical-align: middle;">N/A</td> <td style="text-align: center; vertical-align: middle;">N/A</td> </tr> </table>				<p>a. Incidents of regulatory non-compliance: An MECP inspection was conducted in February 2025 by the MECP of the Harrow-Colchester Water System. A 93.01% inspection rating was issued.</p> <p>All non-compliance related issues from the MECP inspection have had corrective actions put in place by The Town of Essex and OCWA.</p> <p>There were also no non-compliance events reported to the MECP by the Town of Essex for the Essex Water Distribution System for this review period.</p>	No further actions are required.	N/A	N/A	<p>b. Incident of adverse drinking water test: No Adverse Water Quality Incidents (AWQI) were reported during this time period</p>	No further actions are required.	N/A	N/A	<p>c. Deviations from critical control limits and response actions:</p>	No further actions are required.	N/A	N/A
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	There are currently no critical control limits identified in the Risk & Assessment Outcomes for the Essex Water Distribution System.			
	<p>d. The effectiveness of the risk assessment process: The 2025 36 Month Review was completed by Rob Mackie and Kevin Girard on October 20th 2025.</p> <p>All Activities/Process Steps were re-assessed, and some consequences and likelihoods were modified during Management Review, Control measure added (low System pressure)</p>	No Further Action Required	N/A	N/A
	<p>e. Internal and third party audits result:</p> <p>Internal Audit An internal audit was completed by Warren Higgins (OCWA) and the report was issued April 7th, 2025. There were three OFI's identified in the report and they have all been reviewed and implemented.</p> <ol style="list-style-type: none"> 1. Element 3 – Commitment and Endorsement CAO Doug Sweet set to retire, replacement to update endorsement page (completed) 2. Element 6 – Drinking Water System Update raw water characteristics with 2024 data (completed) 3. Element 7- Risk Assessment Table three of the Risk assessment needs to be updated to reflect 2024 review (completed) <p>External Audit An external audit was conducted by Rose Johnson from NSF International on May 21st, 2025. There was four OFI's and zero non-conformity's identified in the report. The OFI's has been implemented</p>	No further actions are required.	N/A	N/A
	<p>f. Results of emergency response testing: SOP #12 Emergency Interconnect was reviewed with all staff in August 2024 and documented in the training records.</p>	No further actions are required.	N/A	N/A
	<p>g. Operational performance: There were no operational issues with the Essex Water Distribution System and the staffing performance levels and support was also adequate during this review period. All 4 operator positions are filled with permanent employees, 1 position is in the process of an Offer of Employment. The operational performance for the Harrow WTP</p>	No further actions are required.	N/A	N/A

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	and Union WTP was also reviewed and there were no significant operational changes that affected the Essex Water Distribution system.			
	<p>h. Raw Water Supply and drinking water quality trends: There have been no significant changes to the raw water at the Harrow WTP and Union WTP for this review period.</p> <p>Both facilities have continued to monitor for Blue Green Algae which tests the raw water weekly from June to October for microcystin. Microcystin has been detected in the raw water since July 2025, all proper notifications to SAC, MECP and WECHU have been completed. Microcystin has not been detected in the Treated Water Effluent.</p>	No further actions are required.	N/A	N/A
	<p>i. Follow-up on action items from previous Management Review: All items identified from the previous 2024 Management Review have been completed.</p>	No further actions are required.	N/A	N/A
	<p>j. The status of management action items identified between reviews: Any items identified between the previous Management Review have been investigated.</p>	No further actions are required.	N/A	N/A
	<p>k. Changes that could affect the QMS: No major changes in our QMS OP, minor revisions made in Revision 21 (October 20th 2025)</p>	No further actions are required.	N/A	N/A
	<p>l. Consumer feedback: During the review period, 35 Community Complaints were received and all were resolved successfully. 7 - Due to pressure 3 - Water quality 12 – Leaks 9 – Miscellaneous (meters, etc.)</p>	No further actions are required.	N/A	N/A
	<p>m. The resources needed to maintain the QMS: The Essex Distribution System QMS Representatives are Rob Mackie and Kevin Girard. The Ontario Clean Water Agency has also been contracted to assist with the continual improvement of the Essex Water Distribution System’s Operational Plan.</p>	No further actions are required.	N/A	N/A
	<p>n. The results of the Infrastructure Review: 5-year future plan has been created and includes watermain capital forecast. All timelines for submitting the budget were met and are documented in emails and council meeting minutes.</p>	No further actions are required.	N/A	N/A

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	<p><i>o. Operations plan currency, content and updates:</i> The current Operational Plan was last revised on October 20th 2025 (Revision 21) to adhere to DWQMS version 2.0.</p>	No further actions are required.	N/A	N/A
	<p><i>p. Staff suggestions:</i> Staff input is encouraged during morning staff meetings or by regular communications with management and fellow employees. There are currently no suggestions.</p>	No further actions are required.	N/A	N/A
	<p><i>q. Consideration of applicable best management practices.</i> No Best Management practices were implemented.</p>	No further actions are required.	N/A	N/A
4.	<p><i>Roundtable</i> No issues were identified.</p>	No further actions are required.	N/A	N/A