



QMS Document

Title	Infrastructure Review Meeting
Document No.	QMS 14-01
Effective Date	2021-9-16
Revision Date	2022-11-01

QMS 14-01 | Infrastructure Review Meeting

DATE August 25, 2023
 TIME 8:30 am
 LOCATION 10227 Ilderton Road
 CHAIR Eric Joudrey
 PARTICIPANTS Rob Cascadenn
 REGRETS N/A

MEETING
 RESOURCES

Discussion

Review the adequacy of infrastructure necessary to operate and maintain (O&M) the drinking water systems (DWS's):

Descriptions	Meeting notes and <u>action items (underlined)</u>
<p>a) Review previous year's budgets</p> <p>Review capital and operational budgets of the last year. Discuss whether these were adequate.</p>	<p>Review of the 2023 budgets year to date and begin the process of developing 2024 budgets.</p> <p>All line items on target with no major need to increase both budgets with the exception of newly identified capital projects.</p>
<p>b) Review latest risk assessment outcomes</p> <p>What are the highest risks to address? What infrastructure upgrades and/or programs can help address these?</p>	<p>Twinning of water feed line from Tunks lane to Crestview Drive along Glendon Drive between Komoka and Kilworth. This work is to be undertaken as part of the Kilworth Heights West (KWH) Development with the Municipality funding a portion of the watermain from Tunks Lane to the west of KWH, the remainder of the project is developer funded. Project will ensure two feed line to the Kilworth community.</p>
<p>c) Discussion on adequacy of infrastructure</p>	<p>The Municipality is undertaking a Master Services Plan which is reviewing the current state of sizing for each settlement area, the age of the system with preferred</p>

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Infrastructure & conditions adequate for DWS's O&M? Consider asset analysis info: age, material, sizing, etc.	recommendations for improvement and infrastructure need to maintain levels of service.
d) Any infrastructure improvement needs? Consider changes in: the reliability or redundancy of the DWS, of equipment, system failures, CCL deviations, etc.	Improvements to the redundancy of the SCADA network have taken place, each water system now has redundant fail over cellular systems in place to eliminate communication loss.
e) Which infrastructure needs are priority? Which infrastructure needs are highest priority? Which to include in short-term budgets vs. longer-term plans?	Facility equipment (chemical pumps, injection lances) SCADA PLC are the highest priority equipment that will be maintained and identified in the Operational and Maintenance (O&M) Budget and Capital Budgets. Short term O&M budgets include repairs and maintenance, SCADA & PLC networking longer term plans include priorities identified in the Master Servicing Plan and will then be updated within the long-term budget planning.
f) Review long-term forecast of major infrastructure maintenance, rehabilitation and renewal activities Review summary of long-term forecast and ensure this is part of the budget communication to the Owner.	Master Servicing Plan which will allow the Municipality to develop a 10-year planning period that will identify water, wastewater and stormwater upgrades as it relates to new pump stations, treatment needs, storage, conveyance/distribution upgrades. Revision to the 10 year project plan for the Water system was updated due to lower capital budget limit being increased. The capital projects previously identified in the capital budget under \$35,000 have been moved into the O&M budget for 2024. This information was also relayed to the budget committee working group.

Outputs of Infrastructure Review

Ensure the results of the Infrastructure Review are:

- reviewed as part of the next Management Review meeting (to confirm decisions and action items), and
- reported to the Owner (by including infrastructure needs and long-term forecast of major infrastructure maintenance, rehabilitation and renewal activities in the next budget presentation).



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Revision history

yyyy-mm-dd	Description	By
2021-9-16	Initial release of this document.	QMS Representative
2022-11-01	Updated to standardized procedure	Jocelyn Tyler