

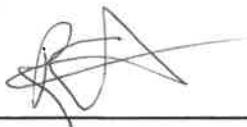
**QMS-APP-04-01**  
**Notice of Appointment –**  
**QMS Representative**

Top Management for the Operating Authority at the Town of Whitchurch-Stouffville has appointed the Quality Management Representative to be:

**Peter Wyllie, C.E.T.**  
**Manager of Operations**

The Quality Management System (QMS) Representative is the liaison between Top Management and the Operating Authority. The QMS Representative, irrespective of other responsibilities shall:

- a) Administer the QMS by ensuring that processes and procedures needed for the QMS are established and maintained;
- b) Report to Top Management on the performance of the QMS and any need for improvement;
- c) Ensure that current versions of documents required by the QMS are being used at all times;
- d) Ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the Town of Whitchurch-Stouffville's drinking water systems; and
- e) Promote awareness of the QMS throughout the Operating Authority and the remainder of the Corporation.



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Rob Adams  
*Chief Administrative Officer*

\_\_\_\_\_  
*June 20, 2022*  
Date



\_\_\_\_\_  
Brian Kavanagh  
*Director of Public Works*

\_\_\_\_\_  
*June 20, 2022*  
Date