



Management Review Minutes
Kingsville Distributions System

Issue Date: 17-Oct-19
Pages: 1 of 4

Date: November 4, 2020

Location: Council Chambers

Participants: DWQMS Representatives

Review Period: August 2019- August 2020

Item	Description	Action	Responsible	Due Date
1.	Introductions The following staff were in attendance: <ul style="list-style-type: none">• Tim Del Greco• Erica Allen• Andrew Plancke• Shaun Martinho The purpose and objectives of the Management Review meeting were: To evaluate the continuing suitability, adequacy and effectiveness of The Town of Kingsville'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.			
2.	Review of minutes from most recent Management Review The minutes from the last Management Review held on November 6, 2019.			
3.	Standing agenda items:			
	a. Incidents of regulatory non-compliance: <ul style="list-style-type: none">- All standard operating procedures were followed. No deviations from OP.- Valve turning program was not completed.	<ul style="list-style-type: none">- We will need to generate an inventory of missed valves and increase efforts in 2021.- Contract out valve turning work in 2021. Valve report will allow us to update inventory and condition. 3-year program.	Shaun/Erica	June 2021
	b. Incident of adverse drinking water test: <ul style="list-style-type: none">- No adverse drinking water tests reported in 2020.- Review residuals and annual summary report.	N/A	N/A	N/A
	c. Deviations from critical control limits and response actions: Table 2 of Procedure 7/8.01 identifies one CCP. <ul style="list-style-type: none">- Failure to maintain target secondary	N/A	N/A	N/A



Management Review Minutes

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Pages: 2 of 4

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	<p>disinfection.</p> <ul style="list-style-type: none"> - There were no instances in this reporting period. 			
	<p>d. The effectiveness of the risk assessment process:</p> <ul style="list-style-type: none"> - An annual review of risk assessment was completed with the internal audit. - Review risk assessment operational items. 	<ul style="list-style-type: none"> - Continue to review operations annually and update risk assessment spreadsheet. 	Erica/Shawn	Dec. 31 2020
	<p>e. Internal and third party audits result:</p> <ul style="list-style-type: none"> - Review the internal audit and NC/OFI - Review the external audit and NC/OFI 	<ul style="list-style-type: none"> - All NC and OFI have been addressed. Modifications to OP have been made as necessary. 	Shawn	Done
	<p>f. Results of emergency response testing:</p> <ul style="list-style-type: none"> - New standard template for emergency response training provided by OCWA. We need to create our own tracking form. - To be completed during staff meetings. 	<ul style="list-style-type: none"> - Create standard form for tracking Emergency Response Training based on OCWA recommendations. - Incorporate into staff meetings. 	Shawn	Dec. 2021
	<p>g. Operational performance:</p> <ul style="list-style-type: none"> - See city works summary. - Completed all maintenance programs except valve turning. Possible contract next year. - Winterizing hydrants. - 13 new waterlines commissioned b/w Aug 2019 and Aug 2020. - 2 more on the agenda. 	N/A	N/A	N/A
	<p>h. Raw Water Supply and drinking water quality trends:</p> <ul style="list-style-type: none"> - All residuals within limits. Continue to experience problems during summer at SSK-17 in Dieppe. - OCWA purchased new portable auto-flusher for town to address the issue. 	<ul style="list-style-type: none"> - Continue to monitor residuals at SSK-17 to determine effectiveness of new auto-flushing unit. 	Shawn/Erica	Dec 2021
	<p>i. Follow-up on action items from previous Management Review:</p> <ul style="list-style-type: none"> - External Audit Complete - Need to update training tracking spreadsheet. - Implemented compliance tracking form. 	N/A	N/A	N/A



Management Review Minutes

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Pages: 3 of 4

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	<ul style="list-style-type: none"> - Created QMS tracking form. - ES calendar is up to date with DWQMS elements. - Risk assessment included in capital planning. - DWQMS updated to Version 2.0 - SOP's with CI disinfection. 			
	j. The status of management action items identified between reviews: <ul style="list-style-type: none"> - some have been completed. 	- The training Tracking Spreadsheet needs to be revised and updated. QMS training needs to be incorporated.	Shaun	June 2021
	k. Changes that could affect the QMS: <ul style="list-style-type: none"> - Review the new disinfection procedures and update SOP's. - Internal audit suggests updating element 11 Personnel Coverage to incorporate changes due to COVID. 	<ul style="list-style-type: none"> - SOP's have been updated to incorporate new disinfection procedures. - Staff will need training before implementation on Dec 31. 	Shaun	Dec 2020
	l. Consumer feedback: <ul style="list-style-type: none"> - Cityworks summary report included for review. - Taste and odour complaints have decreased substantially. People acclimatizing to CI disinfection. 	N/A	N/A	N/A
	m .The resources needed to maintain the QMS: <ul style="list-style-type: none"> - New supervisor should increase capacity for additional compliance monitoring. - OCWA performed internal audit for 2020. 	Hire new supervisor.	Shaun	June 2021
	n. The results of the Infrastructure Review: <ul style="list-style-type: none"> - Risk in relation to CCP has been incorporated into capital schedule. - Clarke in 2021, Stonehedge 2022 	Ensure asset management and risk assessment are incorporated into capital planning related to water.	Tim/Shawn	Sept 2021
	o. Operations plan currency, content and updates: <ul style="list-style-type: none"> - The OP was updated Nov 26, 2019. - A working copy is stored in the MS drive. No major revisions planned for 2020. - A summary report will be brought to Council before the end of 2020. 	Draft Summary Report for Council	Shaun	Dec, 2020
	p. Staff suggestions:	Staff are currently reviewing	Shaun	Dec 2020



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		revised SOP's. Include comments and suggests if valid.		
4.	New Agenda Items:			
	a. Risk Assessment Outcomes - Need to incorporate and review all risk assessment outcomes into capital planning. Review them with team.	- Need to review all hazards listed in Element 7/8: Risk Assessment and Outcomes when capital planning.	Tim/Shawn	Sept 2021
	b. Effectiveness of Actions - Review actions in compliance tracking sheet. Were they effective?	Reviewed and comment provided.	N/A	N/A
	c. Best Management Practices - Check MECP website for best management practices. - Review source material listed at end of MECP inspection report. - Disinfection procedures and related SOP's	N/A	N/A	N/A
	d. Essential Supplies and Services List - The list is current and reflects the vendors we currently use.	N/A	N/A	N/A
5.	Round Table - Changes at UWTP - Standard procedures and equipment - Historical practices	N/A	N/A	N/A