



Management Review Minutes

The Town of Kingsville

Issue Date: 17-Oct-19
Pages: 1 of 3

Date: November 30, 2022

Location: Committee Room A

Participants: Shaun Martinho, Tim Del Greco, Erica Allen, Robert (Bob) Hunter, Laura Anthony

Review Period: 2022

Item	Description	Action	Responsible	Due Date
1.	Introductions The following staff were in attendance: <ul style="list-style-type: none">• Shaun Martinho• Tim Del Greco• Erica Allen• Robert Hunter• Laura Anthony 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 December 3, 2021			
3.	Standing agenda items:			
	a. Incidents of regulatory non-compliance: - minor non-conformance report (NCR) in the DWQMS with regards to formatting.	Taken the necessary steps to correct the errors. NCR has been closed	Laura/Shawn	N/A
	b. Incident of adverse drinking water test: -No adverse drinking water incidents reported in 2022	N/A	N/A	N/A
	c. Deviations from critical control limits and response actions: -There have been no deviations from critical control limits and response actions	N/A	N/A	N/A
	d. The effectiveness of the risk assessment process: - Review of the process was completed with Bob	Continue to review on an annual basis and update risk	Shaun/Bob	Dec 2023



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	Hunter	assessment spreadsheet		
	e. Internal and third party audits result: -All audits are completed -Received 100% on MECP inspection	N/A	N/A	N/A
	f. Results of emergency response testing: - Highway 3 watermain construction	Need to develop an SOP to address the issue in the case the backup watermain fails	Shaun/Bob	Dec 2023
	g. Operational performance: -Changes to water services are being proposed	N/A	N/A	N/A
	h. Raw Water Supply and drinking water quality trends: -No adverse samples were provided	N/A	N/A	N/A
	i. Follow-up on action items from previous Management Review: -more conversations need to be had with consultants when commissioning new watermains	N/A	N/A	N/A
	j. The status of management action items identified between reviews: - Site plan to be submitted to Environmental Services -Add a clause into the site plan regarding timeline for tap/commission of watermain	N/A	N/A	N/A
	k. Changes that could affect the QMS: -None	N/A	N/A	N/A
	l. Consumer feedback: -Cityworks reports are run quarterly and reviewed	N/A	N/A	N/A
	m. The resources needed to maintain the QMS:			



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	n. The results of the Infrastructure Review:			
	o. Operations plan currency, content and updates: -updated in 2021 as part of external audit	N/A	N/A	N/a
	p. Staff suggestions:			
4.	New Agenda Items:			
	a. Risk Assessment Outcomes -Review Streetscan -Schedule a meeting in 1 month from now to review the new 5 year plan	Schedule meeting	Tim	Jan 2023
	b. Effectiveness of Actions -review in 6 months compliance tracking.		Shaun	March 31 2023
	c. Best Management Practices			
	d. Essential Supplies and Services List			
	e. Complete review/update of Procedure 7/8: Risk Assessment and Outcomes. Update OP as required.			
5.	Round Table -Updated operational plan to be posted on Town of Kingsville website	Update website to include the most up to date operational plan	Shaun	