	Kingsville Environmental Services Standard Form MANAGEMENT REVIEW AGENDA		SOP: #1 Issued: 01-Aug-23 Rev.#: 1 Pages: 1 of 4
	Reviewed by: Manager of Public Works and Environmental Services		Approved by: Director of Infrastructure and Engineering

Management Review

* Please note that when completing the Management Review, there must be evidence that each agenda item has been reviewed. Please ensure review of each agenda item is captured in the minutes even if no action is required.


Date: November 23, 2023

Location: Committee Room A

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

Review Period: 2023

Item	Description	Action	Responsible	Due Date
1.	Introductions The following staff were in attendance: <ul style="list-style-type: none"> • Shaun Martinho • Erica Allen • Robert (Bob) Hunter • Tim Del Greco • 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 November 30, 2022			
3.	Standing agenda items:			
	a. Incidents of regulatory non-compliance: Compliance Tracking Spreadsheet	Reviewed and corrected during the reaccreditation audit	Shaun/Laura	N/A
	b. Incident of adverse drinking water test: No adverse drinking water incidents reported in 2023	N/A	N/A	N/A

	Kingsville Environmental Services Standard Form MANAGEMENT REVIEW AGENDA		SOP: #1 Issued: 01-Aug-23 Rev.#: 1 Pages: 2 of 4
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<i>c. Deviations from critical control limits and response actions:</i> There have been no deviations from critical control limits and response actions	N/A	N/A	N/A
<i>d. The effectiveness of the risk assessment process:</i> This has been reviewed during our internal audit with Bob Hunter and Shaun Martinho	Continue to review on an annual basis	Bob/Shawn	Dec 2024
<i>e. Internal and third party audits result:</i> Recertification audit, external audit and OCWA internal audit all completed	N/A	N/A	N/A
<i>f. Results of emergency response testing:</i> Completed Highway 3 watermain crossing and tie-ins	N/A	N/A	N/A
<i>g. Operational performance:</i> Catalogued a database of private hydrants Created a checklist of hydrants for maintenance	Continue to complete private hydrants and find any remaining hydrants to add to the list	Bob	Dec 2024
<i>h. Raw Water Supply and drinking water quality trends:</i> No adverse samples provided	N/A	N/A	N/A
<i>i. Follow-up on action items from previous Management Review:</i> Developed Standard Operating Procedures (SOPs)	N/A	N/A	N/A
<i>j. The status of management action items identified between reviews:</i> All minor and major non-conformities have been addressed.	N/A	N/A	N/A
<i>k. Changes that could affect the QMS:</i>	N/A	N/A	N/a

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	None			
	<i>l. Consumer feedback:</i> Cityworks reports are run quarterly and reviewed	N/A	N/A	N/A
	<i>m .The resources needed to maintain the QMS:</i> Water Operations and Compliance Technician position to be brought forward to budget.	N/A	N/A	N/A
	<i>n. The results of the Infrastructure Review:</i> Completed the 5 year plan with updates to buried infrastructure	N/A	N/A	N/a
	<i>o. Operations plan currency, content and updates:</i> Completed plan to be brought to Council for endorsement in February of 2024	N/A	N/A	N/A
	<i>p. Staff suggestions:</i> Adding a layer into GIs mapping for measurements and assets	Submit a request to the GIS email	N/A	N/A
4.	<i>New Agenda Items:</i>			
	a. Risk Assessment Outcomes- none	N/A	N/A	N/A
	b. Effectiveness of Actions- review compliance tracking	Schedule quarterly meeting to review	Shaun/Bob	March 2024
	c. Best Management Practices	None to review	N/A	N/A
	d. Essential Supplies and Services List	No updates required	N/A	N/A
	e. Complete review/update of Procedure 7/8: Risk Assessment and Outcomes. Update OP as required.	Completed	N/A	N/A
	f. Develop summary of operations for Summary Report to Council (Feb 28th)		Shaun	Feb 28, 2024
5.	<i>Round Table</i>			

Revisions

Date	Revision #	Reasons for Revision	Revision By
14-Oct-19	0	Form Creation	SM

	<p align="center"> Kingsville Environmental Services Standard Form MANAGEMENT REVIEW AGENDA </p>	<p> SOP: #1 Issued: 01-Aug-23 Rev.#: 1 Pages: 4 of 4 </p>
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1-Aug-23

1

Control Standard Form

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