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Agenda Item	Decision/Action	Responsible	Date Due	Status
a) Incidents of regulatory non-compliance	-2018 inspection– 100% on inspection report	N/A	N/A	Inspections held annually
b) Incidents of adverse drinking water tests	-Five AWQI's were minor. THM results are not 'resolved' but ongoing and resolved. -The explanation of "operator error" on adverse tracking sheet (and thus in annual reports) to be changed to "unidentifiable"	Julie Henry	ASAP	In process
c) Deviations from critical control point limits and response actions	-Five instances during each AWQI -instances during mainbreaks - No other instances identified	Operators responsible for noting all deviations in facility logbook	N/A	Ongoing
e) Efficacy of the risk assessment process	- Two previously identified CPP's declared not CPP (still hazards) due to the reduction of the likelihood rating - No new action items identified	N/A	N/A	-Complete Next Risk Assessment Nov. 2019 Next 3 year review in 2020

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d) Results of audits (internal and external)	External audit resulted in 6 minor OFI's – addressed via training. -External audit – one minor OFI, no NC's -Discussion that the next internal audit should include onsite process auditing	N/A	N/A	The next internal audit will be held in Nov 2020 The next external audit will be in Spring 2020
e) Results of relevant emergency response testing	-Emergency Response Training held in March 2019 was successful. Staff responsive and knowledgeable about the topic.	Julie Henry, QMPC Terry Farr, ORO, Supervisor DC Nathan Braund, Oro, Supervisor WT	N/A	Next training March 2020
f) Operational performance	- All AWQI resolved. -Discussion that operational performance for the next review could include items such as mainbreak information and leak detection/water loss	N/A	N/A	Ongoing
g) Raw water supply and drinking water quality trends	-All annual reports complete and posted on website for public access. No new action item identified.	OCWA and CKL Water Staff	The next annual reports are to be completed before February 28, 2020	Annual
h) Follow-up action items from previous management reviews	-All action items from 2018 Management Review addressed. -Follow up needed on JDE Failure choices	Top Management and QMPC	ASAP	Annual

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i) Status of management action items identified between reviews	- Currently, no action item identified but Top Management may make suggestions at any time	Top Management	N/A	Open
j) Changes that could affect the QMS	-2018 Management Review items No new action items identified.	N/A	N/A	Open
k) Summary of consumer feedback	-Entry of cases into JDE requires updating. There are too many choices for similar calls and various employees are entering information differently. Reduction in choices required / standard process required.	Julie Henry/Amber Hayter	ASAP	In process
l) Resources needed to maintain the QMS	-All resources required in place.	N/A	N/A	Open
m) Results of the infrastructure review	- No new action items identified	Management	N/A	Annual
n) Operational Plan currency, content and updates	- OP is a living document – updates are ongoing -Last full update March 2019	Julie Henry, QMPC	N/A	Ongoing (living document)
o) Summary of staff suggestions	-No staff suggestions received. No new action items identified.	N/A	N/A	Open

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p) New Business	-No new action items identified	N/A	N/A	Open
q) Date of Next Meeting	The next meeting will be scheduled for June/July 2020	Julie Henry, QMPC	May 2020	Held Annually