
	Form	QMS E20 F3	to
	Date: July 24, 2013	Revision: 1	
	Approved By:		
	QMS Representative/QMS Designate		
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For 2020 Meeting (Reporting period July 4, 2019 (date of last meeting) to July 31, 2020)

Agenda Item	Decision/Action	Responsible	Date Due	Status
a) Incidents of regulatory non-compliance	N/A – MECP inspection score for 2019 was 100%	N/A	N/A	Complete. 2020 inspection expected in Oct/Nov 2020
b) Incidents of adverse drinking water tests	Both adverse sample results during the reporting period were HAA and required no follow up as per the Local Health Unit -Supervisor WWW Operations suggested mentioning that WWW had sampled for lead in spring of 2020. Update added to online Management Review Report.	Julie Henry	ASAP	Complete. Update made to online Management Review Report
c) Deviations from critical control point limits and response actions	Two instances during HAA adverse conditions.	N/A – Health Unit offered no additional actions	N/A	Being monitored
d) Efficacy of the risk assessment process	2019 Risk Review held October 30, 2019. All updates complete. -Supervisor WWW Operations suggested adding new control measures to the hazard "Pandemic" at the 2020 Risk Assessment	Julie Henry, Amber Hayter	September 23, 2020	2020 Risk Review was held September 23, 2020 and additional control measures added to the hazard "Pandemic"
e) Results of audits (internal and external)	N/A – all auditor suggestions (for external audit) and employee suggestions (for internal audit) have been addressed	N/A	N/A	Complete

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Agenda Item	Decision/Action	Responsible	Date Due	Status
f) Results of relevant emergency response testing	N/A – 2019 testing complete and report reviewed. No further decisions or actions required	N/A	N/A	Complete
g) Operational performance	Supervisor, WWW Operations noted the table in this section referred to THM adverse incorrectly. The online Management Review Report has been updated.	Julie Henry	N/A	Complete
h) Raw water supply and drinking water quality trends	All annual reports complete and posted on website for public access. No new action item identified.	N/A	N/A	Complete
i) Follow-up action items from previous management reviews	N/A– all follow up action items from previous management reviews have been addressed	N/A	N/A	Complete
j) Status of management action items identified between reviews	-CKL DWS license renewals – at the last meeting this item was placed on the agenda as an action item. Renewal packages are currently being put together.	Kayla Pantaleo, Julie Henry and Amber Hayter	November 20, 2020	In progress
k) Changes that could affect the QMS	-CKL becoming the Operating Authority for the treatment portions of the Sonya drinking water system and the Manilla drinking water system. The QMS Operational Plan / O&M's, SOPs etc., will all require substantial updates/edits	Julie Henry, Amber Hayter	March 1, 2020	In progress
l) Summary of consumer feedback	N/A – no feedback requiring attention. No decisions/actions required	N/A	N/A	Complete
m) Resources needed to maintain the QMS	N/A – no additional resources required. No decisions/actions required	N/A	N/A	Complete
n) Results of the infrastructure review	N/A – no decisions/actions required	N/A	N/A	Complete

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Agenda Item	Decision/Action	Responsible	Date Due	Status
o) Operational Plan currency, content and updates	N/A – no decisions/actions required. OP is a living document undergoing regular updates and edits	N/A	N/A	Ongoing
p) Summary of staff suggestions	N/A- no decisions/actions required	N/A	N/A	N/A
q) New Business	-The DWQMS Endorsement and Review Council Report is due for COW Meeting Nov 3 (must be done in SP by October 16) -The Supervisor, ORO's will be added to Top Management	Julie Henry	Report by October 16, 2020	In progress
r) Date of Next Meeting	The next meeting will be held in late Spring/early summer 2021	Julie Henry	Spring/Summer 2021	Complete