

# Quality Management System Management Review

## Summary and Action Plan



Management Review Timeframe: January 1 to December 31, 2023

Date of Management Review: March 19, 2024

Attendance (Name and Position): Adam Weishar Director of Infrastructure and Development (Top management), Mark O’Leary Manager of Environmental Services (Top Management), Jerry Jez Environmental Services Supervisor, Lisa Crimmings Environmental Compliance Officer, Leslie Waites ES Admin

As a result of the Management Review, the following decisions and/or deficiencies were identified and applicable action items made.

Decision or Deficiency	Action Item (if Applicable)	Personnel Responsible	Timeline	Status as of: March 21, 2024
Kincardine Water Treatment Plant Reservoir Hatches (carried over from 2023)	Old hatches were discovered on the roof of the reservoir that need to be resealed to prevent groundwater penetration	ES Manager	Spring 2024	In progress
Huron Kinloss Water and Sewer Agreement (carried over from 2023)	The Huron Kinloss water and sewer agreement should be reviewed and updated as required	ES Manager	Summer 2024	In progress
Arnow DWS No contingency Plan for Arsenic Removal equipment failure	Create a contingency plan for arsenic removal equipment failure	ES Compliance Officer	Summer 2024	
No backflow or cross connection policies in place	Create policies, procedures and bylaws for Backflow and cross connection control	ES Manager	Fall 2024	
Underwood Filters at treatment site not in use	Confirm the original intention for the installation of the filters, WCWC pilot study will assist with source water issues	ES Manager	Fall 2024	
No contingency Plan in place if Huron Kinloss cannot be used as a backup water supply once Bruce Power comes online.	Look into setting up bulk water hauling for an emergency water supply	ES Manager	Fall 2024	

**For Internal Use only**

The Summary and Action Plan is to be emailed to Top Management, and the Township of Huron Kinloss. The Owners will receive the Summary and Action Plan through the Council Agenda. The Summary and Action Plan will be updated on an ongoing basis as items are completed.

<b>A. Notification to Owner – Municipality of Kincardine</b>	
Date the Summary and Action Plan was Submitted to Top Management:	March 25, 2024
Date the Summary and Action Plan is on the Consent Agenda for Council:	April 10, 2024
The Confirmation of Council acceptance of the Consent Agenda has been filed? YES / NO	
<b>B. Notification to Owner – Township of Huron-Kinloss</b>	
Date the Summary and Action Plan was Submitted to the Township of Huron-Kinloss:	March 25, 2024
Date the Summary and Action Plan went to Huron-Kinloss Council:	
The Confirmation of Council acceptance has been filed? YES / NO	