

# Quality Management System Management Review

## Summary and Action Plan



Management Review Timeframe: January 1 to December 31, 2024

Date of Management Review: March 11, 2025

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, Paul Kerins IT Specialist, Lisa Crimmings Environmental Compliance Officer

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: May 5, 2025
No backflow or cross connection policies in place (carried over from 2024)	Create policies, procedures and bylaws for backflow and cross connection control	ES Manager	Spring 2025	In progress
Underwood filters at treatment site not in use (carried over from 2024)	Confirm the original intention for the installation of the filters, WCWC pilot study will assist with source water issues	ES Manager	Spring 2025	In progress
Contingency Plan for backup water supply once Bruce Power comes online (carried over from 2024)	Look into setting up bulk water hauling for a backup emergency water supply (dependent on Tiverton EA and Bruce Power servicing)	ES Manager, Environmental Compliance Officer	Fall 2025	Not started
Low chlorine residuals on Riggin Cres (2 AWQI’s reported in 2024/25)	Reline the watermain on Riggin Cres	ES Manager	Summer 2025	In progress
Dead end flushing program for drinking water systems	Need to establish recurring work orders for dead ends on water system to ensure adequate chlorine residuals	ES Supervisor	Spring 2025	In progress

NSF documentation for parts used in drinking water system	Obtain NSF paperwork from suppliers for parts purchased and ensure contractors are using NSF parts when working on drinking water systems	Environmental Compliance Officer	Summer 2025	Not started
Water meters not working for 1-2 years, losing revenue	Residential meters being changed out by ES staff; Need to hire plumber to replace larger meters, part of meter replacement program	ES Manager	Summer 2025	In progress
Contingency Plan for KWTP Reservoir Discharge chlorine pump fail	Need to create a contingency plan for when this pump fails	Environmental Compliance Officer, Supervisor	Spring 2025	Not started
Upgrade ORO and OIC phones still using 3G service	Need to upgrade both phones to 5G service and replace the devices, both are used to receive alarm call outs	IT Specialist, ES Supervisor	Spring 2025	Completed
Arsenic upgrades at Underwood and Dent Well, MECP looking at changing MAC from 10ug/L to 5ug/L	Look at installing treatment for Arsenic at Underwood and Dent well to meet updated ministry limits	ES Manager, Supervisor	Fall 2025	In progress
Training guidelines for new operators	Create templates for new operator training to ensure regulatory items are listed and staff are trained accordingly	Environmental Compliance Officer	Fall 2025	In progress
Capital upgrades, new watermain requirements	Need a better process for record keeping of required documentation when new watermains are installed	Environmental Compliance Officer	Summer 2025	Not started
Drinking Water Licence Renewals for 2025	All drinking water licences require renewal with the Ministry in 2025 (May 6 application deadline for November 2025 renewal)	Environmental Compliance Officer	Spring 2025	In progress-submitted, waiting for revised documents from MECP

Watermain Break-special case and sewage contamination	Have a plan in place with the MECP for watermain breaks with sewage or chemical contamination	Environmental Compliance Officer	Summer 2025	Not started
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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>	
<b>Date the Summary and Action Plan was Submitted to Top Management:</b>	March 11, 2025
<b>Date the Summary and Action Plan is on the Consent Agenda for Council:</b>	April 9, 2025
<b>The Confirmation of Council acceptance of the Consent Agenda has been filed? YES</b>	
<b>B. Notification to Owner – Township of Huron-Kinloss</b>	
<b>Date the Summary and Action Plan was Submitted to the Township of Huron-Kinloss:</b>	March 21, 2025
<b>Date the Summary and Action Plan went to Huron-Kinloss Council:</b>	April 7, 2025
<b>The Confirmation of Council acceptance has been filed? YES</b>	