

# Quality Management System Management Review

## Summary and Action Plan



Management Review Timeframe: January 1 to December 31, 2025

Date of Management Review: March 10, 2026

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

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 10, 2026
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 2026	In progress
Contingency Plan for backup water supply once Bruce Power comes online (carried over from 2024)	In conjunction with the KWTP upgrades for Bruce Power water connection	ES Manager	Fall 2026	In progress
Low chlorine residuals on Riggin Cres (2 AWQI’s reported in 2024/25)	Replace the watermain on Riggin Cres	ES Manager	Fall 2026	In progress
Water meters not working for 1-2 years, losing revenue (carry over from 2024)	Residential meters being changed out by KTI; Need to hire plumber to replace larger meters, part of meter replacement program	ES Manager	Summer 2026	In progress
Training guidelines for new operators (carry over from 2025)	Create templates for new operator training to ensure regulatory items are listed and staff are trained accordingly	Environmental Compliance Officer and ES Supervisor	Fall 2026	In progress

Capital upgrades, new watermain requirements (carry over from 2025)	Need a better process for record keeping of required documentation when new watermains are installed	Environmental Compliance Officer	Summer 2026	In progress
Watermain Break-special case and sewage contamination (carry over from 2025)	Have a plan in place with the MECP for watermain breaks with sewage or chemical contamination	ES Manager and Environmental Compliance Officer	Fall 2026	Not started
Drinking Water Quality Management System 3.0 Upgrade	Update the DWQMS Operational Plan and associated documentation to align with the new DWQMS 3.0 standard	Environmental Compliance Officer	Summer 2026	Not started

**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>	
<b>Date the Summary and Action Plan was Submitted to Top Management:</b>	<b>March 11, 2025</b>
<b>Date the Summary and Action Plan is on the Consent Agenda for Council:</b>	<b>March 25, 2026</b>
<b>The Confirmation of Council acceptance has been filed? YES / NO</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>	
<b>Date the Summary and Action Plan went to Huron-Kinloss Council:</b>	
<b>The Confirmation of Council acceptance has been filed? YES / NO</b>	