

## Quality Management System Management Review Summary and Action Plan

Date of Management Review: [March 31, 2021](#)

Attendance: [Adam Weishar](#), [Jeff Johnston](#), [Lisa Crimmings](#), [Donna Hardman](#)

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
It was good to review the effectiveness of the QMS during the pandemic	Another assessment of the QMS effectiveness should be completed in 2021	Compliance Officer	<a href="#">December 2021</a>	
Clean Briar Hill #2 well and casing and complete another down hole video as recommended from the well inspection	Budget for 2022	Supervisor	<a href="#">December 2021</a>	
Ensure that PARs and CARs are completed including the Review of Effectiveness section	Review and schedule completion dates so they are not missed	Compliance Officer	<a href="#">April 30, 2021</a>	
Additional staff would be beneficial to expand on the effective use of Cityworks	No action required by staff at this time. Additional staff may come out of the organizational review			
Additional IT support would be beneficial	No action required by staff at this time. Additional staff may come out of the organizational review			

Clarification should be given to staff and contractors on the Watermain Disinfection Procedure 2.0 (August 2020) including what documentation must be provided and by whom	Document responsibilities and have an in-house training session with staff.  Ensure responsibilities are communicated to contractors	Compliance Officer  Supervisor	<a href="#">May 10, 2021</a>	
Continual improvement is a responsibility of all staff	Communicate the continual improvement tools of CARs, PARs and BMPs to staff through morning tailgate sessions and/or in-house training	Compliance Officer	<a href="#">April 30, 2021</a>	

<b>A. Notification to Owner – Municipality of Kincardine</b>	
Date the Summary and Action Plan was Submitted to the Director of Public Works:	
Date the Summary and Action Plan is on the Consent Agenda for Council:	
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:	
Date the Summary and Action Plan went to Huron-Kinloss Council:	
The Confirmation of Council acceptance has been filed? YES / NO	