

Municipality of Kincardine Drinking Water Quality Management System

*Huronville Subdivision Distribution System
Operational Plan #087-401*

Revision 7 September 2019

Table of Contents

| | |
|--|----|
| List of Appendices | 2 |
| List of Quality Management System Procedures | 2 |
| Introduction | 3 |
| 1. Quality Management System | 4 |
| 2. Quality Management System Policy | 4 |
| 3. Commitment and Endorsement | 4 |
| 4. Quality Management System Representative | 5 |
| 5. Document and Records Control | 5 |
| 6. Drinking Water System | 6 |
| 7. Risk Assessment | 7 |
| 8. Risk Assessment Outcomes | 7 |
| 9. Organizational Structure, Roles, Responsibilities and Authorities | 8 |
| 10. Competencies | 10 |
| 11. Personnel Coverage | 11 |
| 12. Communications | 12 |
| 13. Essential Supplies and Services | 13 |
| 14. Review and Provision of Infrastructure | 14 |
| 15. Infrastructure Maintenance, Rehabilitation and Renewal | 14 |
| 16. Sampling, Testing and Monitoring | 16 |
| 17. Measurement and Recording Equipment Calibration and Maintenance | 18 |
| 18. Emergency Management | 19 |
| 19. Internal Audits | 20 |
| 20. Management Review | 20 |
| 21. Continual Improvement. | 20 |
| Document Location | 21 |
| Revision History | 21 |

List of Appendices

- Appendix A: Quality Management System Policy
- Appendix B: Council Resolutions
- Appendix C: Drinking Water System Flow Chart
- Appendix D: Risk Assessment
- Appendix E: Roles, Responsibilities and Authorities
- Appendix F: Essential Supplies and Services
- Appendix G: Sampling and Monitoring Table
- Appendix H: Emergency Management

List of Quality Management System Procedures

- QMS001 Document and Records Control
- QMS002 Risk Assessment
- QMS003 Communications
- QMS004 Infrastructure Review
- QMS005 Internal Audit
- QMS006 Management Review
- QMS007 Essential Supplier and Service Provider Evaluation
- QMS008 Continual Improvement

Introduction

This operational plan describes the Drinking Water Quality Management System developed in accordance with the Ministry of the Environment, Conservation and Parks (MECP) Drinking Water Quality Management Standard (DWQMS). The Quality Management System (QMS) has been developed and implemented by the Municipality of Kincardine Water Services Department.

All elements of the DWQMS are addressed within this operational plan. The Plan is written to meet or exceed the requirements of the DWQMS and is applicable to the management and operation of the works described in Section 6 of this Plan.

1. Quality Management System

The Drinking Water System's Operational Plan documents a Quality Management System that meets all of the requirements of the DWQMS. The Operational Plan was developed by the Operating Authority and approved by Top Management. The Township of Huron-Kinloss Council, the Municipality of Kincardine Council, Owner-Representatives and the Operating Authority personnel are jointly responsible for understanding, implementing, maintaining and contributing to the continuous improvement of the Quality Management System.

2. Quality Management System Policy

The Quality Management System policy statement was developed at the operations level, reviewed by Top Management and the Public Works Committee, and approved by both the Municipality of Kincardine Council and the Township of Huron-Kinloss Council. The QMS Policy is communicated to all Operations personnel and is posted at the Water Services Department Office. The public can access a copy of the Policy through both the [Municipality of Kincardine web site](#) and [Township of Huron-Kinloss web site](#). The Quality Management System Representative and Top Management will review this policy on an annual basis to coincide with the management review. Any changes proposed, will be subject to approval by both Councils.

A copy of the QMS Policy can be found in Appendix A.

3. Commitment and Endorsement

The Township of Huron-Kinloss and the Municipality of Kincardine are committed to managing and operating the drinking water system in a responsible manner in accordance with documented QMS policies and procedures. Top Management fully supports and is committed to the development, maintenance and continuous improvement of the Operational Plan by providing the necessary training and resources. Top Management ensured the QMS Policy was brought forward to the Public Works Committee and then to the Councils of both the Municipality of Kincardine and the Township of Huron-Kinloss where it was approved and passed.

Changes to the QMS Policy and Operational Plan will be approved by Top Management and the Owner-Representatives (on behalf of both Councils). Major revisions to the Operational Plan and Policy will be provided to Council, typically on the Committee of the Whole agenda. When there are changes to the Owner (Council), the Owner-Representative or Top Management, they will be provided with a copy of the most current Operational Plan and Policy. A new Owner-Representative or Top Management will endorse the Plan and Policy within one year of employment with the municipality.

Copies of Council resolution(s) and revision endorsements are found in Appendix B.

4. Quality Management System Representative

The Compliance Officer has been appointed as the Quality Management System Representative by Top Management. As the QMS Representative, the Compliance Officer is responsible for establishing and maintaining the QMS and ensuring that the most current versions of documents are in use at all times.

It is the QMS Representative's responsibility to be aware of the regulatory requirements, any changes that have been made to them and to ensure that they are reflected in the QMS. Notification of changes may be obtained through various channels such as ministry web sites, updates from industry associations or various communications such as letters and e-mails. The QMS Representative shall ensure that operations staff are aware of the QMS and all legislative and regulatory requirements that pertain to their duties within the drinking water and wastewater systems. The QMS Representative reports to Top Management on an on-going basis the status of the QMS, any issues or concerns regarding it, and any improvements that need to be made that require additional resources.

5. Document and Records Control

For the purpose of this Operational Plan, records are defined as documented information that states results achieved or provides proof of activities performed. Records cannot be changed and refer to events that have happened in the past. Some examples of records are laboratory test results, log books, log sheets, completed forms and checklists, training records and meeting minutes.

Documents are defined as information such as documented policies, procedures, manuals, maps, drawings, forms, legislation and regulations. Documents can be generated internally or come from external sources and therefore may not be controlled entirely by the Municipality of Kincardine staff. Documents are subject to change and so every effort must be made to ensure that the most current version is in use. Some examples of QMS documents are the QMS Policy, this Operational Plan, QMS Procedures, Standard Operating Procedures, blank forms and checklists, licences and certificates, Permit to Take Water, legislation and regulations.

Both records and documents provide proof that the QMS is being implemented and therefore must be controlled so that they are kept up-to-date, legible, and easily accessible. The *QMS Procedure for Document and Records Control* (QMS001) outlines how records and documents will be created or obtained and managed – this includes how they will be filed, stored, protected, disposed of and how long they will be retained.

Internal QMS documents can only be edited by the Water and Wastewater Supervisor or the Compliance Officer or by a person designated by them. The QMS Representative is responsible for ensuring that all QMS documentation is reviewed on an annual basis to ensure that the information is still correct and current. Any QMS internal documents that are revised will be approved by the Water and Wastewater Supervisor prior to being put into circulation.

6. Drinking Water System Description

The Huronville Subdivision Distribution System, also known as Huronville, is owned by the Township of Huron-Kinloss and operated by the Municipality of Kincardine. The distribution system receives all of its water from the Kincardine Drinking Water System (a surface water, conventional treatment plant). The Kincardine Drinking Water System is owned and operated by the Municipality of Kincardine. Appendix C contains a basic Flow Diagram.

The Municipality of Kincardine Water Services Department maintains the infrastructure and fire hydrants. The Huronville Subdivision has approximately 1.4 km of cast iron watermain, ranging in size from 4 to 8 inches in diameter, 5 hydrants, 93 service connections and 24 main and secondary valves. The Huronville Distribution System is accepted by the Ministry of the Environment, Conservation and Parks as part of the Kincardine Drinking Water System and as such does not have separate chlorine residual sampling and monitoring requirements other than those required for the Kincardine DWS. Secondary disinfection is monitored daily in the Kincardine Drinking Water System at two different locations. The Inverhuron Booster station has an on-line chlorine analyzer for one of the distribution samples and a daily distribution grab sample is taken at another location in the Kincardine distribution system.

A valve is located on the south end of the Huronville Subdivision that connects the Huronville Distribution System with the Lakeshore Distribution System owned by the Township of Huron-Kinloss. The valve may be operated to feed water to the Huronville and the Kincardine distribution systems from the Lakeshore system and vice versa.

There is no flow meter installed to determine what volume of water is being supplied to the Huronville Subdivision but each residential property has a flow meter and total volume can be determined from these if necessary.

Critical Processes

The Kincardine Water Treatment Plant is considered a critical upstream process as it supplies water to the Huronville Subdivision Distribution System.

Operational Challenges

Routine operations present no challenges.

7. Risk Assessment

A risk assessment is performed on each drinking water system operated by the Municipality of Kincardine to identify potential hazardous events and associated hazards and evaluate their significance. A risk assessment will be completed at least once every thirty-six months, with annual reviews used to ensure that the information is still current and applicable. Currently, the risk assessments are performed by the Water Services Department following procedure *QMS002 Risk Assessment*.

8. Risk Assessment Outcomes

The results of the Risk Assessment are documented in a Risk Assessment Table. Appendix D contains the most current Risk Assessment Table and related documentation. The Risk Assessment Table is a living document, subject to change. The QMS Representative will ensure that this information is kept up-to-date.

Deviations from critical control limits are reported to the Water and Wastewater Supervisor and, where applicable, to Top Management, the Ministry of the Environment and the Ministry of Health. Deviations from critical control limits are recorded in the appropriate place(s) (ie. facility log book, data logger review sheet, alarm response work order, etc.) and summarized for the Management Review.

9. Organizational Structure, Roles, Responsibilities and Authorities

The Township of Huron-Kinloss is the owner of the Huronville Subdivision Distribution System. The Municipality of Kincardine is the Operating Authority. The Public Works Department within the Municipality of Kincardine oversees the municipal drinking water system. Within the Public Works Department, the Water Services Department attends to the daily operations of the drinking water systems. The organizational structure of the Owner and Operating Authority is shown in the organizational chart below.

**Township of Huron-Kinloss Organizational Chart
(Owner & Operating Authority)**



The Mayor and Council as the Owners of the drinking water system ultimately have the responsibility for ensuring a safe and reliable supply of potable water and for providing the necessary resources and infrastructure.

The Municipality of Kincardine Director of Public Works has the next level of responsibility for the municipal water and wastewater systems as well as the Quality Management System and decides what information is passed on to the Owner and when. As QMS Top Management, the Director of Public Works is responsible for keeping the Operating Authority structure, respective roles, responsibilities and authorities current, and communicates this information to operations personnel.

The Water and Wastewater Supervisor is the Overall Responsible Operator and oversees all water and wastewater operations and the Operating Authority personnel. The Water and Wastewater

Supervisor and the Compliance Officer report to the Director of Public Works. The Water and Wastewater Lead Operator reports to the Water and Wastewater Supervisor and fills in as Supervisor when the Supervisor is not available. The roles, responsibilities and authorities of the Operating Authority are outlined in Appendix E.

During times when the Director of Public Works is unavailable (ie. on vacation or sick leave), the Water and Wastewater Supervisor has the authority to make necessary decisions related to operations. When the Water Wastewater Lead Operator is acting as the Water and Wastewater Supervisor, they have the authority to make decisions related to operations normally made by the Supervisor.

There are additional personnel, not listed in the Operating Authority structure above, that may directly or indirectly work for the Operating Authority such as administrative personnel, utility locator and answering service staff. These personnel support the Operating Authority but do not fulfill a legal obligation under Ministry of the Environment legislation and therefore are not included in Appendix E.

10. Competencies

Operating Authority personnel must be competent in their jobs based upon appropriate education, training, skills and experience. Appendix E outlines required and desired competencies for each role within the Operating Authority.

The competency requirements are satisfied through the following measures:

- All new employees must provide evidence of certification and other competency requirements. All operator certificates are posted at the Water Services Department office.
- New employees undergo on-the-job training at all facilities, conducted by experienced staff.
- All operators are required to work towards attaining and maintaining a minimum Class 2 in both Water Treatment and Water Distribution.
- All employees receive training which meets or exceeds the requirements of Ontario Regulation 128/04.
- Training and competency requirements are met through various ways, including in-house training, on-the-job practical training and training through outside providers. Training documentation is signed by the Water and Wastewater Supervisor unless a certificate is received, showing proof that the training was provided. All records of training are maintained by the Compliance Officer at the Water Services Department office as proof that training has been successfully completed.

During times when the Water and Wastewater Supervisor is unable to act and the Water and Wastewater Lead Operator is designated as Overall Responsible Operator, the Lead Operator must hold a minimum Class 1 Water Treatment and Water Distribution certificates.

Standard Operating Procedure #SOP007 outlines who can be an Operator-in-Charge (OIC) and some of their duties. All operators must have a minimum Class 1 certification in order to act as OIC as per Reg. 128/04.

Because all Operations personnel have to meet minimum education requirements (Operator in Training) to work as an operator they are expected to have a general understanding of the relevance of their duties and how they affect safe drinking water. To reinforce this principle and ensure that personnel are aware of the importance of their work, various activities are carried out. Two activities that personnel are involved in are in-house training sessions and morning tailgate sessions. In-house training sessions may include discussions on things such as recent Orders, Convictions or Charges across the province and the results of recent Ministry of the Environment Inspections. Morning tailgate sessions include discussions on events and alarms from the previous day, any actions that were taken and the results achieved as well as what may need to be done or things to watch out for in the future. Operators also discuss general issues that have been encountered and what worked or didn't work in these situations. These are a constant reminder that what they are doing does indeed affect safe drinking water.

11. Personnel Coverage

The Municipality of Kincardine takes the necessary steps to ensure that adequate staffing levels are maintained to efficiently run all water and wastewater facilities.

The Water Services Department hours are from 7:00 am – 4:30 pm Monday to Thursday and from 7:00 am – 11:00 am on Fridays. Outside of these hours, an assigned Operator is on-call to address any issues that may arise. All operators with a minimum Class 1 certification are on the on-call rotation, overseen by the Water and Wastewater Supervisor. New hires and OITs are placed on the on-call rotation at the discretion of the Supervisor.

One on-call operator is capable of completing all minimal weekend rounds during routine operations. Similarly, most alarm conditions can be addressed by a single operator when following standard operating procedures. If circumstances arise that require assistance, the on-call operator will contact the Water and Wastewater Supervisor. The Supervisor will determine how to best assist the on-call operator. Contact information for all operations personnel is readily accessible to the on-call operator.

The Water and Wastewater Supervisor, Lead Operator and each of the Operators have an assigned cell phone. The Water and Wastewater Supervisor and on-call operator carry their cell phones at all times. The other operators carry their cell phones during regular working hours. Operators are asked to carry their cell phones after hours, if possible, in case of an emergency, so that they can be easily reached. If an operator will not be available outside of regular working hours, they are asked to inform the Water and Wastewater Supervisor if possible.

When the Water and Wastewater Supervisor is unavailable, a replacement Overall Responsible Operator is designated as outlined in Emergency Response Procedure #CP018 and identified in the facility log book. The Operator-in-Charge is designated by the Water and Wastewater Supervisor as per Standard Operating Procedure #SOP007 and identified in the facility log book.

Personnel are not at the drinking water system at all times, but all systems are monitored and alarmed. All alarms are responded to in accordance with Standard Operating Procedure #SOP002 and as required by regulation.

All vacation requests must be approved by the Water and Wastewater Supervisor prior to the day(s) requested.

12. Communications

Relevant aspects of the Quality Management System will be communicated between Top Management and:

- the Owner,
- Operating Authority personnel,
- Essential Suppliers and Service Providers and
- the Public.

Procedure *QMS003 Communications* outlines various methods that can be used to achieve and maintain this communication.

The Municipality of Kincardine and the Township of Huron-Kinloss have an agreement in place regarding the Huronville Subdivision. In the agreement, the Township of Huron-Kinloss vested the administration and control of all watermains, fire hydrants and accessories to the Municipality of Kincardine. The Municipality of Kincardine is responsible for the maintenance, repair and replacement of this infrastructure. Therefore, much of the communications in regards to the Huronville Subdivision will be between Top Management and the Municipality of Kincardine Council and staff.

13. Essential Supplies and Services

The Municipality of Kincardine operates multiple facilities, some using the same chemicals and equipment. This allows for supplies to be shared among these facilities. The Water and Wastewater Supervisor oversees the inventory of supplies including supplies that are kept on-site in case of an emergency. Purchases are typically made by a Purchase Order but a credit card may be used as well.

An operator must be on site to accept chemical shipments and oversee offloading. Appropriate paperwork must be provided upon delivery to confirm the product being delivered. Where applicable, supplies must meet NSF standards. Chemicals used for coagulation must have a Certificate of Analysis delivered with each shipment or one must be available from the supplier upon request.

All drinking water samples are tested in accordance with Reg. 248/03 Drinking Water Testing Services. All laboratories used for testing water samples are accredited to test for the parameters requested. A Notification of Lab Services must be submitted to the Ministry of the Environment, Conservation and Parks prior to lab use as required under O. Reg. 170/03.

Contractors hired by the Municipality of Kincardine are required to abide by the municipality's policies and procedures and applicable legislative and regulatory requirements under the Ministry of the Environment, Conservation and Parks and the Ministry of Labour.

A list of all supplies and services deemed essential for the production and delivery of safe water can be found in Appendix F. Included here are the names of primary suppliers/service providers and alternates, ordering information and delivery times. The Water Services Administrative Assistant or Compliance Officer will make changes on an on-going basis to ensure that contact information is current. If at any time, the Water and Wastewater Supervisor is not satisfied with a product, supplier or service provider, changes may be made to this list. At a minimum, the Supervisor or designate will review the list annually.

Companies and contractors listed in Appendix F are notified of the Municipality's QMS and applicable requirements. After the initial notification, the QMS is communicated on an ongoing basis, approximately every five years.

14. Review and Provision of Infrastructure

Adequate infrastructure to produce and provide safe drinking water needs to be in place, maintained and improved when necessary. The Municipality of Kincardine and the Township of Huron-Kinloss put an agreement into place on December 20, 2004, making the Municipality of Kincardine responsible for maintaining, repairing and replacing the Huronville Subdivision Distribution System infrastructure. The Municipality of Kincardine supports regularly examining the infrastructure, reviewing what is in place and determining what is needed to operate the drinking water system safely and effectively.

Drinking water system infrastructure includes such things as buildings, process equipment, watermains, hardware and software. Infrastructure needs are reviewed on an on-going basis by the Water and Wastewater Supervisor and these needs are communicated to Top Management. A summary of the identified needs is compiled and reviewed annually to ensure that adequate infrastructure is available and/or planned for to operate and maintain the system. Information from both the Municipality of Kincardine Asset Management Plan and the Supervisor are used in planning for infrastructure replacements and capital projects. Top Management uses a 5 year rolling plan to assist with meeting future needs.

Procedure *QMS004 Infrastructure Review* provides details on the infrastructure review procedure. Results of the review are communicated to the Municipality of Kincardine Council through annual budgets.

15. Infrastructure Maintenance, Rehabilitation and Renewal

The Water Services Department strives to maintain the water system infrastructure to ensure the production of potable water for all users. This is accomplished through preventative maintenance, rehabilitation and renewal. For the purposes of this Plan, rehabilitation refers to the repairing or refurbishing of infrastructure and renewal refers to the replacement of infrastructure.

All planned and unplanned maintenance, rehabilitation and renewal of infrastructure are the direct responsibility of the Water and Wastewater Supervisor.

The maintenance, rehabilitation and renewal program is monitored by the Water and Wastewater Supervisor to determine its effectiveness. The maintenance-monitoring program reviews such things as the frequency of unplanned maintenance activities and infrastructure performance.

The Water Services Department uses Cityworks, a computerized maintenance management system, for tracking inventory and maintenance activities, scheduling work and for monitoring the maintenance program.

Maintenance

Wherever possible, preventative maintenance is performed with the intent of lengthening the useful life of equipment and avoiding unplanned maintenance activities. Preventative maintenance

scheduling is the responsibility of the Water and Wastewater Supervisor and is based on manufacturer's recommendations, history and overall performance. A tentative schedule is kept by the Supervisor and work assigned to operations staff accordingly.

Planned preventative maintenance includes such things as visually inspecting, lubricating, flushing and changing fluids on equipment, spring flushing and winterizing of hydrants, and valve inspection/exercising. Planned and unplanned maintenance activities at the treatment plants are documented in the facility log books and/or Cityworks. Maintenance activities in the distribution system are documented in Cityworks.

Rehabilitation

Operations staff are responsible for identifying infrastructure needs while working in the Huronville Subdivision Distribution System. Repairs that can be done immediately are dealt with and logged in the facility log book or documented in Cityworks. Any other issues are reported to the Water and Wastewater Supervisor for future follow-up.

Repairs to the treatment systems are documented in the facility log books on-site while distribution repairs are documented through Cityworks work orders.

In order to deal with unplanned repairs as quickly and efficiently as possible, back-up units, spare parts and current drawings/mapping are available to operations staff.

Renewal

Budgeting for the repair and replacement of major infrastructure components is the responsibility of Top Management. This is done through a 5 year rolling plan with annual capital and operating budgets approved by Kincardine Council. The Municipality of Kincardine has an Asset Management Plan that tracks infrastructure replacement needs. Industry standards are used to estimate the useful life of infrastructure to aid in the timing and budgeting of replacements. The Asset Management Plan is continually being updated with current information to make it a useful living document. Infrastructure needs that arise through operations are communicated from the Water and Wastewater Supervisor to Top Management. Information from both the Asset Management Plan and the Supervisor are used in planning for infrastructure replacements and capital projects. For some infrastructure replacements, consideration is given to other municipal components and activities such as road repairs and replacements, and new or expanding subdivisions.

The appropriate Form 1, 2 or 3 forms are completed for additions, replacements, modifications or extensions of water infrastructure in accordance with the facility Drinking Water Works Permits. Subsequently, a Director Notification form is completed and submitted to the Ministry of the Environment, Conservation and Parks within thirty days of placing into service or completing any addition, modification, replacement or extension if the Schedule A description needs to be revised or authorization was given through Schedule C.

16. Sampling, Testing and Monitoring

Sampling, testing and monitoring of drinking water at various stages can help ensure process control and verify finished drinking water quality. As a distribution system that receives all of its water from the Kincardine Drinking Water System, most of the sampling, testing and monitoring required is performed prior to the water entering the Huronville Subdivision Distribution System. Sampling, testing and monitoring for the Kincardine Drinking Water System and the Huronville Subdivision DS is based on O. Reg. 170 and the Kincardine DWS Drinking Water Works Permit and Municipal Drinking Water Licence. The Municipality of Kincardine has agreed to sample and test the Huronville distribution system as part of the Kincardine distribution system in accordance with O. Reg. 170/03 Section 5(4)(b).

Routine sampling of the Huronville Subdivision DS is done on a monthly basis for microbiological testing and free chlorine residual monitoring. Additional distribution system sampling, testing and monitoring is performed on the Kincardine Distribution System. All sampling, testing and monitoring of the raw, process and treated water is performed prior to the water entering the Huronville DS at the Kincardine Water Treatment Plant. The Kincardine DWS Operations Manual outlines the sampling, testing and monitoring for this system, some of which are beyond regulatory requirements to maintain process control or because of possible challenging conditions.

A Sampling Requirements spreadsheet and Sampling Schedule, as referenced in *SOP006 Sampling Requirements*, outlines the microbiological and chemical sampling requirements and current years' schedule for all water and wastewater systems operated by the Municipality of Kincardine. In addition, Appendix G contains a Sampling and Monitoring Table for the drinking water systems.

Raw water quality is monitored at the Kincardine WTP for various parameters and some are used to make process adjustments, the most significant of these being turbidity. Source Water Protection studies have mapped out the Kincardine Intake Protection Zone, assessed the threats and developed Source Protection Plans to protect the source water.

Certified operators perform all sampling and monitoring. Important process data for the Kincardine WTP is continuously monitored, recorded on a SCADA system and alarmed. The SCADA system is programmed to monitor some parameters, such as free chlorine residual, in several locations to maintain the treatment process and identify potential problems early. The operator can use the information gathered on-site and from the SCADA system to adjust processes affecting water quality. The SCADA trends are reviewed by a licenced operator at a minimum of every 72 hours. Review days are every Monday, Wednesday and Friday. In addition, the Compliance Officer is responsible for the review of relevant sampling, testing and monitoring results and summarizing the data so that this information can be reviewed by the Water and Wastewater Supervisor and shared with Top Management, Owner, engineers and the Ministry of the Environment, Conservation and Parks as necessary.

Contingency Plans have been developed for dealing with emergency situations. These can be found in the Kincardine DWS and Huronville Operations Manuals. Alarm limits are set such that an operator should have sufficient time to respond to the site and deal with the issue prior to an adverse effect.

At the Kincardine WTP, in-house testing results are recorded on monthly log sheets and monitoring and adjustments notes for both systems are made in their respective log books. For Municipal Residential Drinking Water Systems, Annual and Summary Reports required by O. Reg. 170 are combined into one report that is completed by the end of February and presented to Council prior to March 31st each year. A copy of the Kincardine DWS Annual Summary Report is given to the Township of Huron-Kinloss.

Lab results are e-mailed to the Water Services Department and Kincardine Municipal Administration Centre from the lab. The Compliance Officer ensures that copies of lab reports relevant to Huronville are forwarded to Huron-Kinloss. Adverse notifications required for the Huronville Subdivision are completed by the Water Services Department and then sent to the Kincardine Public Works Department and the Township of Huron-Kinloss at the same time they are faxed or emailed to Spills Action Centre (SAC) and the local Health Unit (MOH).

17. Measurement and Recording Equipment Calibration and Maintenance

Measurement and recording equipment accuracy is an essential part of ensuring that the consumer is provided with quality drinking water that meets or exceeds the legislated requirements and internal targets. Most of the equipment that requires calibration and maintenance applies to raw, process and treatment equipment at the Kincardine WTP, prior to the Huronville Subdivision Distribution System.

Equipment maintenance and calibrations are scheduled by the Water and Wastewater Supervisor. It is the responsibility of the Supervisor to ensure that all maintenance and calibrations are completed. Annual calibrations of flow meters and continuous monitoring chlorine analyzers are done through an outside contractor. Legislated continuous monitoring turbidity analyzers are calibrated quarterly, either in-house or by an outside contractor. More frequent calibrations may be performed in-house on continuous monitoring chlorine and turbidity analyzers as required by maintenance activities and performance.

Maintenance and verification checks are done internally by operations staff on various equipment such as pH meters, pocket colorimeters and continuous monitoring chlorine and turbidity analyzers. Preventative maintenance is performed on an as-needed basis by observing equipment condition and performance. Verification checks are performed on portable colorimeters approximately once per month. These portable units are used to verify on-line analyzers.

Maintenance and calibration activities are documented in the facility log book and/or Cityworks. The Compliance Officer and/or Supervisor report to Top Management when annual calibrations are completed for the flow meters and chlorine analyzers.

18. Emergency Management

Emergencies may still occur in spite of our best efforts to prevent them. Proper planning for emergencies is necessary to minimize potential health risks. The Operating Authority has developed procedures in preparation for potential situations or service interruptions that may result in the loss of the ability to maintain a supply of safe drinking water to consumers. These procedures cover how to respond and restore the system to normal operation.

Potential emergency situations or service interruptions are listed in Appendix H. The relevant Contingency Plans are listed for each emergency situation or service interruption. Printed copies of the Contingency Plans are located in the Operations Manuals located at the Water Services Department Office. Electronic copies are stored on the shared drive and can be accessed by all operators. The Compliance Officer is responsible for ensuring that the Contingency Plans are kept up to date.

Generally, all emergencies will be handled directly by the Water Services Department. The Director of Public Works will be kept informed of the emergencies at the time by the Water and Wastewater Supervisor or Compliance Officer. The Operating Authority will notify the Township of Huron-Kinloss of any emergency situations affecting the Kincardine DWS or the Huronville DS. Details of the emergencies will be documented by the Supervisor or Compliance Officer for Top Management and other relevant parties. Any Operating Authority personnel may contact the Ministry of the Environment, Conservation and Parks or the Ministry of Health during an emergency situation.

For emergency situations that cannot be dealt with solely by the Water Services Department, the Municipality of Kincardine Emergency Response Plan will be put into effect. This will be arranged and co-ordinated through the Municipality of Kincardine Director of Public Works as outlined in the Emergency Response Plan. A copy of the Emergency Response Plan is located at the Water Services Department Office.

An Emergency Contact List is posted at each water and wastewater facility operated by the Water Services Department. In addition, contact lists and an emergency supplies list are kept at the Water Services Office that detail contact information for key parties and supply locations. The Contact Lists are reviewed and updated by the Administrative Assistant as required, or at least once a year.

The Emergency Management section of the Operational Plan, along with the Contingency Plans, will be reviewed on a regular basis, as outlined in SOP022. The Compliance Officer is responsible for ensuring that these reviews are completed. Changes to the Contingency Plans are approved by the Water and Wastewater Supervisor. Reviews and changes to emergency procedures may be initiated from an actual emergency, training or testing session, change at the facility, personnel change, or a scheduled review.

In-house training sessions are conducted every year and can include training on some of the Contingency Plans with those that are more critical given a higher priority. New Contingency Plans, once approved by the Supervisor, will be reviewed with operations personnel within 2 months. Licenced operators are required to participate in the in-house training sessions to maintain

a state of preparedness and to understand their roles and responsibilities. Because the Contingency Plans cannot all be reviewed during in-house training sessions, operators are given time to read through them on their own and discuss them with the Water and Wastewater Supervisor or Compliance Officer if they have questions. The internal goal is to have staff review each Contingency Plan every two years.

An Emergency Response Testing session will be held every 2 years. The Compliance Officer is responsible for organizing and scheduling training and testing sessions. Training and testing for emergency response may be done through various means such as checklist testing, table-top walkthrough exercises, hands-on training (e.g. First Aid, CPR, Confined Space, etc.) or functional exercises (e.g. simulated disaster testing).

19. Internal Audits

Internal audits are conducted to ensure the QMS conforms to the requirements of the DWQMS and that it has been effectively implemented. The Operating Authority is responsible for ensuring that internal audits of the QMS are conducted on an annual basis according to procedure *QMS005 Internal Audit*.

20. Management Review

Top Management is responsible for ensuring that a Management Review is completed at least once every calendar year. Management Reviews are designed to provide Top Management with appropriate and sufficient data to make decisions about the QMS and, whenever necessary, to prompt changes and improvement in the QMS. *QMS006 Management Review* outlines the procedure for performing these reviews.

21. Continual Improvement

The QMS is regularly reviewed by operations personnel for the purpose of implementation and improvement. The Operating Authority strives to continually improve the effectiveness of the QMS by reviewing industry Best Management Practices and identifying non-conformances and implementing Preventive and Corrective Actions. *QMS008 Continual Improvement* documents a procedure for tracking and measuring continual improvement of the QMS.

Internal and External Audits are reviewed by the QMS Representative for the purpose of effecting changes to continually improve the QMS. In addition to the Preventive and Corrective Action Requests that need to be addressed, the Recommendations and Opportunities for Improvement are reviewed and whenever possible changes and revisions are made.

Document Location:

Operational Plan including Appendices and Procedures

- Kincardine Water Treatment Plant office Information Room

Operational Plan only (no Appendices or Procedures)

- The Municipality of Kincardine Municipal Administration Centre Public Works office
- Municipality of Kincardine website
- The Township of Huron-Kinloss office
- The Township of Huron-Kinloss website

Revision History:

| Revision | Date | Summary of Changes | Revised by |
|----------|----------------|---|------------|
| 7 | September 2019 | Elements 1 & 3 – referenced the Owner-Representative and more detail on endorsement Elements 8, 15 & 17– reference to Cityworks Element 13 – purchases by credit card Element 16 – corrected Annual Summary Report, lab results and AWQIs references. Data Review M-W-F Element 21 – QMS008 Continual Improvement procedure reference | Hardman |
| 6 | September 2017 | Added sign-off endorsement page Element 21 – addition of references to Preventive Actions and Best Management Practices Element 20 change to once every calendar year Element 16 – removed reference to testing by Certified Operators. Updated information referring to Source Water Protection Element 15 – reference to Asset Management Plan, Forms 1, 2 and 3 and Director Notification added Element 13 – added that the Compliance Officer can edit the Essential Suppliers list and the QMS is communicated to the listed companies every 5 years Element 2 – changed Compliance Officer reference to QMS Rep | Hardman |

| Revision | Date | Summary of Changes | Revised by |
|-----------------|----------------|--|-------------------|
| | | Element 1 – Removed reference to Water Services Department Ministry of the Environment <i>and Climate Change</i> name corrected References to the ORO changed to Water and Wastewater Supervisor as appropriate References to the Water and Wastewater Lead Operator position and duties were added | |
| 5 | September 2014 | | |

All grammatical or typographical errors that do not change the intent of this Operational Plan shall be incorporated, without an Amendment to this Plan.

We, the undersigned, hereby endorse the Municipality of Kincardine Drinking Water Quality Management System Operational Plan #087-401 Revision 7 dated September 2019, including the Quality Management System Policy Revision 2.

Operating Authority Water and Wastewater Supervisor:

X

Shamus Anderson
Water and Wastewater Supervisor

Top Management:

X

Adam Weishar
Director of Public Works

The Township of Huron-Kinloss Owner-Representative:

X

John Yungblut
Director of Public Works

Date