

Agenda

Elgin Area Primary Water Supply System

Joint Board of Management

2nd Meeting of the Elgin Area Primary Water Supply System Joint Board of Management

March 7, 2024, 5:00 PM

Committee Room #5

The Elgin Area Water Supply System and its benefiting municipalities are situated on the traditional lands of the Anishinaabek(Uh-nish-in-ah-bek), Haudenosaunee(Ho-den-no-show-nee), Lūnaapéewak(Len-ah-pay-wuk) and Attawandaron (Add-a-won-da-run) peoples.

We honour and respect the history, languages and culture of the diverse Indigenous people who call this territory home.

This region is currently home to many First Nations, Inuit and Métis people today and we are grateful to have the opportunity to live and work in this territory.

Pages

1. Call to Order

1.1 Disclosures of Pecuniary Interest

2. Adoption of Minutes

2.1 Minutes of the 1st Meeting held on Thursday, December 7, 2023 3

3. Consent Items

3.1 Quarterly Compliance Report (4th Quarter 2023: October - December) 7

3.2 Environmental Management System and Quality Management System 9

3.3 Quarterly Operating Financial Status - 4th Quarter 2023 41

3.4 Capital Status Report 45

4. Items for Discussion

4.1 Naming of Property and Buildings Policy 51

4.2 New Connection Policy 61

4.3 Telecommunications and Tower Policy 71

4.4 Grants and Donations Policy 81

4.5	Fees and Charges	89
4.6	Elgin Area Primary Water Supply System Master Plan - Consultant Award (EA2019-24)	96

5. Deferred Matters/Additional Business

6. Upcoming Meeting Dates

June 6, 2024

October 3, 2024

December 5, 2024

7. Adjournment

Elgin Area Primary Water Supply System Report

1st Meeting of the Elgin Area Primary Water Supply System Joint Board of Management
December 7, 2023

Attendance: Meeting held on Thursday, December 7, 2023, commencing at
5:00 PM.

PRESENT: S. Hillier (Chair); J. Adzija, J. Herbert, K. Loveland,
E. Pelosa and S. Peters and J. Bunn (Committee Clerk)

ALSO PRESENT: B. Haklander, A. Henry and K. Scherr

1. Call to Order

1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Adoption of Minutes

2.1 Minutes of the 4th Meeting held on Thursday, October 5, 2023

ADZIJA AND HERBERT

That the minutes of the 4th meeting of the Elgin Area Primary Water
Supply System Joint Board of Management, from the meeting held on
October 5, 2023, **BE NOTED AND FILED. CARRIED**

Motion Passed

3. Consent Items

3.1 Quarterly Compliance Report (3rd Quarter 2023: July - September)

PELOZA AND LOVELAND

That, on the recommendation of the Chief Administrative Officer, the report
dated December 7, 2023, with respect to the general, regulatory and
contractual obligations of the Elgin Area Primary Water Supply System, for
July to September 2023, **BE RECEIVED. CARRIED**

Motion Passed

3.2 Environmental Management System and Quality Management System
PELOZA AND LOVELAND

That, on the recommendation of the Chief Administrative Officer, the report dated December 7, 2023, with respect to the Environmental Management System and Quality Management System, **BE RECEIVED. CARRIED**

Motion Passed

3.3 Quarterly Operating Financial Status - 3rd Quarter 2023
PELOZA AND LOVELAND

That, on the recommendation of the Chief Administrative Officer, the report dated December 7, 2023, with respect to the Quarterly Operating Financial Status of the Elgin Area Primary Water Supply System for the 3rd Quarter of 2023, **BE RECEIVED. CARRIED**

Motion Passed

3.4 Process Optimization Program Update
HERBERT AND PETERS

That, on the recommendation of the Chief Administrative Officer, the report, dated December 7, 2023, with respect to information regarding the Research and Process Optimization program at the Elgin Area Water Treatment Plant, **BE RECEIVED. CARRIED**

Motion Passed

3.5 Delegated Authority Approvals and Expenditures
PELOZA AND LOVELAND

That, on the recommendation of the Chief Administrative Officer, the report dated December 7, 2023, with respect to Delegated Authority Approvals and Expenditures, **BE RECEIVED. CARRIED**

Motion Passed

4. Items for Discussion

4.1 Board Code of Conduct

LOVELAND AND PELOZA

That, on the recommendation of the Chief Administrative Officer, the proposed by-law, as appended to the report dated December 7, 2023, **BE INTRODUCED** at the Elgin Area Primary Water Supply System Joint Board of Management meeting to be held on December 7, 2023, to implement the Code of Conduct for the members of the Joint Board of Management for the Elgin Area Primary Water Supply System, as appended to the above-noted by-law, as required under section 223.2 of the Municipal Act, 2001. **CARRIED**

Additional Votes:

ADZIJA AND PELOZA

Motion to approve the Second Reading of By-law No. 6A-2023.

Motion Passed

PELOZA AND PETERS

Motion to approve the Third Reading and Enactment of By-law No. 6A-2023.

Motion Passed

4.2 Procurement of Goods and Services and Disposal of Assets Policy

LOVELAND AND PELOZA

That, on the recommendation of the Chief Administrative Officer, the proposed by-law, as appended to the report dated December 7, 2023, **BE INTRODUCED** at the Elgin Area Primary Water Supply System Joint Board of Management meeting to be held on December 7, 2023, to amend By-law No. 2A-2023, as amended, being "a policy for the procurement of goods and services and the disposal of assets, as required under section 270(1) of the Municipal Act, 2001", by deleting and replacing Schedule "A" - "Procurement of Goods and Services and Disposal of Assets Policy". **CARRIED**

Motion Passed

Additional Votes:

PELOZA AND HERBERT

Motion to approve the Second Reading of By-law No. 2A-2023(a).

Motion Passed

PELOZA AND HERBERT

Motion to approve the Third Reading and Enactment of By-law No. 2A-2023(a).

Motion Passed

- 4.3 Questions from Aylmer Area Secondary Water Supply System (AASWSS) and Port Burwell Area Secondary Water Supply System's (PBASWSS) Joint Boards of Management regarding the proposed St. Thomas industrial development

PETERS AND LOVELAND

That the communication, dated October 10, 2023, from A. Henry, Director, Regional Water, Lake Huron and Elgin Area Water Supply Systems, with respect to a response to questions from the Aylmer Area Secondary Water Supply System (AASWSS) and the Port Burwell Area Secondary Water Supply System's (PBASWSS) Joint Boards of Management regarding the proposed St. Thomas industrial development, **BE RECEIVED. CARRIED**

Motion Passed

5. Deferred Matters/Additional Business

None.

6. Next Meeting Date

March 7, 2024

7. Adjournment

The meeting adjourned at 5:21 PM.

Board of Management Report

Subject: Quarterly Compliance Report (4th Quarter 2023: October - December)

Overview:

- There were no adverse water quality incidents (AWQI) reported during 4th quarter of 2023.
- There are no new or proposed regulatory changes which might have a significant impact on the regional water system.

Recommendation

That the Board of Management for the Elgin Area Primary Water Supply System **RECEIVE** this report for information.

Background

Pursuant to Board of Management resolution, this Compliance Report is prepared on a quarterly basis to report on general, regulatory, and contractual compliance issues relating to the regional water system. For clarity, the content of this report is presented in two basic areas, namely regulatory and contractual, and does not intend to portray an order of importance or sensitivity nor is it a complete list of all applicable regulatory and contractual obligations.

Discussion

Regulatory Issues

Recent Regulatory Changes: At the time of drafting this report, there are no new regulatory changes for this reporting period which may significantly impact the Elgin Area Primary Water Supply System (EAPWSS).

New Environmental Registry of Ontario (ERO) Postings: At the time of drafting this report, there were no new postings on the ERO that may have a significant impact on the EAPWSS.

Water Quality Quarterly Report: The [Water Quality Quarterly Report](#) for the period of October 1 – December 31, 2023 was completed by the operating authority, and is posted on the Water Systems' website for public information.

Note: In order to better comply with the Accessibility for Ontarians with Disabilities Act, 2005, the detailed tables of water quality test results which were previously appended to this Report have been removed. The full list and test results of drinking water quality parameters is posted on the water system's website and available in print at the Board's Administration Office in London upon request. In addition, the detailed water quality information is also published within the water system's Annual Report required by O.Reg. 170/03 under the Safe Drinking Water Act.

Adverse Water Quality Incidents (AWQI): There were no AWQI reported by the operating authority or adverse laboratory results reported by the third-party accredited laboratory during this quarter.

Compliance Inspections: There were no compliance inspections conducted during the reporting period.

Contractual Issues

ARTICLE 3, "Operation and Maintenance of the Facilities – General": Board staff informally meets with OCWA on a monthly basis to discuss operations and maintenance related issues, and formally on a quarterly basis to review contractual performance. The 2023 fourth quarter Contract Report was received from OCWA on January 29, 2024, and was scheduled to be discussed at the quarterly administration meeting between Board staff and OCWA on February 8, 2024. Copies of the monthly Operations and Maintenance Reports, and quarterly Contract Reports are available at the Board's Administration Office in London upon request.

Conclusion

Board staff will continue to review new and proposed legislation for potential impacts to the EAPWSS. Board staff will continue to meet with the operating authority on a regular basis to discuss regulatory and contractual compliance issues, and ensure any non-compliances are addressed in a timely manner.

Prepared by: Erin McLeod, CET
Quality Assurance & Compliance Manager

Submitted by: Andrew J. Henry, P.Eng.
Director, Regional Water

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer

Board of Management Report

Subject: Environmental Management System and Quality Management System

Overview:

- This report provides a summary of Environmental Management System (EMS) and Quality Management System (QMS) activities that took place during the fourth quarter of 2023 (Q4).
- A Management Review meeting was held on December 14, 2023. The meeting minutes are attached to this report as [Appendix A](#).
- An internal Environmental Compliance Audit (Transportation of Dangerous Goods Act) was conducted on December 14, 2023. The Internal Audit Summary Report is included as [Appendix B](#).
- An external ISO 14001:2015 Reaccreditation Audit was conducted by Intertek on September 27 and 28, 2023. Although this audit was completed during 2023 (Q3) the audit findings were not available until 2023 (Q4). A copy of the ISO 14001:2015 Reaccreditation Audit report is attached as [Appendix C](#).

Recommendation

That the Board of Management for the Elgin Area Primary Water Supply System **RECEIVE** this report for information.

Background

Environmental Management System (EMS)

The Elgin Area Primary Water Supply System (EAPWSS) has an Environmental Management System (EMS) which has been registered to the ISO 14001 standard since 2003. The EAPWSS underwent a three-year registration audit in September 2023 and was recommended for registration to the ISO 14001:2015 standard for a three-year period.

The continued utilization and registration of the EMS to the ISO 14001 standard is a requirement of the Service Agreement with Ontario Clean Water Agency (OCWA), the contracted Operating Authority for the EAPWSS.

Quality Management System (QMS)

The existing EMS has been integrated with a QMS that meets the requirements of the province's Drinking Water Quality Management Standard, 2017 (DWQMS). The combined EMS/QMS is maintained by the contracted Operating Authority.

The *Safe Drinking Water Act, 2002* (SDWA) and the water system's Municipal Drinking Water License (MDWL) require that an accredited Operating Authority be in operational charge of the drinking water system. To become accredited, the Operating Authority must implement and maintain a QMS, which includes an Operational Plan meeting the requirements of the DWQMS and must undergo yearly external audits.

OCWA successfully received full scope DWQMS re-accreditation in January 2023 and is currently accredited for the three-year period ending in 2026.

Discussion

Management Review

The documented EMS/QMS and its performance requires Management Review by Top Management a minimum of once every calendar year to ensure that the Board's management team and the Operating Authority stay informed of environmental and quality related issues. Items discussed at the Management Review meetings include, but are not limited to, water quality test results, environmental and quality performance, legislative changes, identified non-conformances, corrective and preventive actions, staff suggestions, changing circumstances and business strategies, and resource requirements. Corrective and preventive actions include not only those to address non-conformance issues and opportunities for improvement identified as part of internal and external audits, but also non-compliance issues identified by the Ministry of the Environment, Conservation and Parks (MECP), suggestions from staff, and opportunities for improvement identified during the Management Review process.

To carry out more effective Management Review meetings, the Board of Management's administration has opted to conduct shorter meetings at more frequent intervals. Although each required Management Review input may not be covered at every meeting, over the course of the year all required inputs are reviewed at least once. Management Review meetings are held in a combined format for both the EAPWSS and the Lake Huron Primary Water Supply System (LHPWSS).

A Management Review meeting was held on December 14, 2023. The meeting minutes are included as [Appendix A](#) for the information of the Board of Management.

Internal Audits

Pursuant to the international ISO 14001 Standard and the provincial DWQMS, periodic “internal” audits are performed by the Board of Management’s administration to ensure continued compliance with legislated, contractual, and other requirements, as well as conformance with the ISO 14001 Standard and DWQMS. Internal audits also ensure that the ongoing operation of the drinking water system conforms to the EMS and QMS as implemented. As required by the standards, internal audits are performed a minimum of once every calendar year.

An internal Environmental Compliance Audit (Transportation of Dangerous Goods) was conducted on December 14, 2023. There were no non-conformances and no opportunities for improvement identified. The Internal Audit Summary Report is included as [Appendix B](#) for the information of the Board of Management.

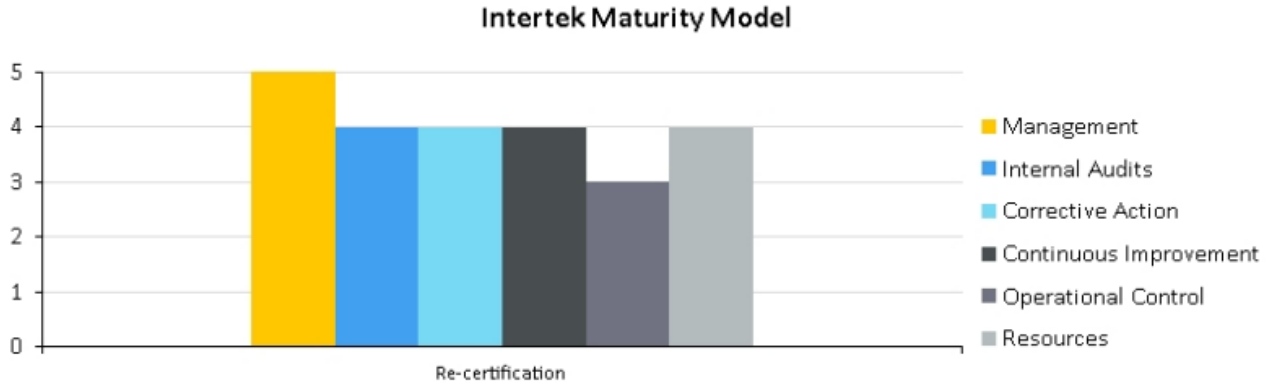
External Audits

Annual surveillance audits (third-party external audits) are conducted for both the EMS and QMS, with a recertification audit taking place every third year. The external registrar for both the EMS and QMS is currently Intertek. External audits review all aspects of the EMS or QMS, including the scope and results of internal audits, subsequent management reviews, and corrective action processes.

An external ISO 14001:2015 Reaccreditation Audit was conducted by Intertek on September 27 and 28, 2023. There were no non-conformances and three (3) opportunities for improvement identified. The Audit Report is included as [Appendix C](#) for the information of the Board of Management.

During the external audit closing meeting, it was noted by the external auditor that continual improvement is evident for the EAPWSS. The organization continues to make improvements where possible, including automating and streamlining processes. The level of engagement and buy in is a model for other organizations. Intertek has scored the maturity of the EAPWSS’s EMS and the management processes have been deemed outstanding (i.e., benchmark). The processes related to internal audits, corrective actions, continuous improvement and resources are rated as mature. Operational control is currently meeting intent, and this will continue to be an area of focus going forward. The Intertek Maturity Model for the EMS is depicted in Figure 1.

Figure 1: Intertek Maturity Model for the EMS



Rating: 5=Benchmark | 4=Mature | 3=Meets Intent | 2=Beginning | 1=Not Evident

Corrective and Preventive Actions

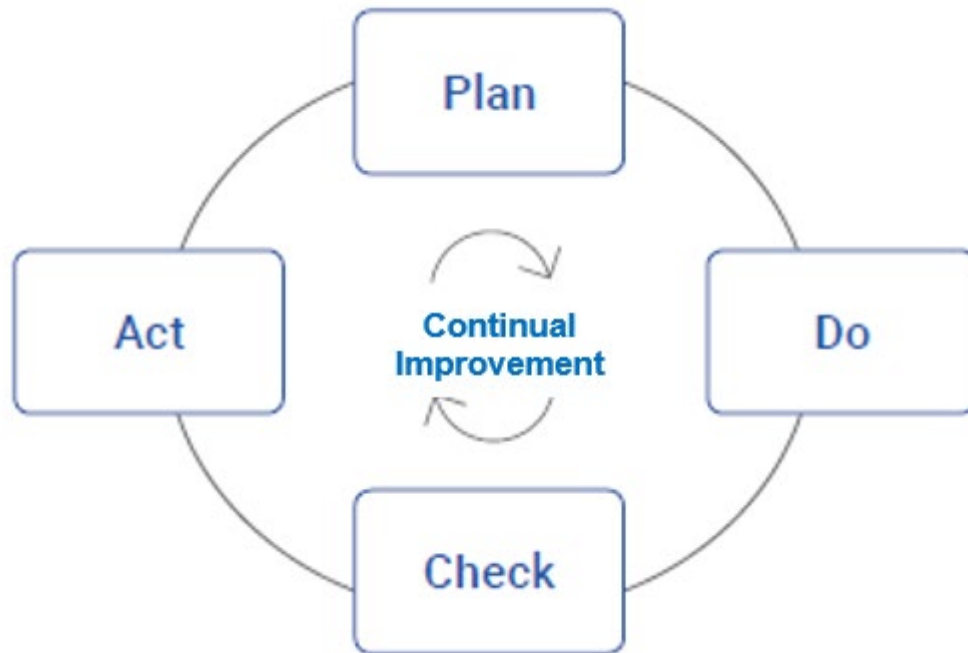
For the EMS/QMS to be effective on an on-going basis, an organization must have a systematic method for identifying actual and potential non-conformities, making corrections, and undertaking corrective and preventive actions, preferably identifying, and preventing problems before they occur. The Internal Audit process and Management Review are the two main drivers for proactively identifying potential problems, opportunities for improvement and for the implementation of corrective actions for the EAPWSS. Preventive actions may originate from identified opportunities for improvement as part of an audit, but also staff suggestions and discussions with management.

It is important to note that the action items should not be construed as compliance failures, but rather an action to be undertaken which will improve the EAPWSS overall performance.

Action items are the result of the “Plan-Do-Check-Act” continual improvement process. The identification of action items is a critical component of continual improvement and an essential element of management systems. The identification of action items should be seen as a positive element, as this drives continual improvement.

A key concept of the Plan-Do-Check-Act continual improvement process (Figure 2) is that it does not require nor expect 100% conformance but promotes an environment of continual improvement by identifying shortfalls, implementing corrective and preventive measures, and setting objectives and targets for improvement.

Figure 2: Plan-Do-Check-Act Continual Improvement Process



As previously noted, an external ISO 14001:2015 Reaccreditation Audit was conducted by Intertek on September 27 and 28, 2023 and audit findings were reported in Q4. Three (3) new approved action items have been added to the EMS/QMS action item tracking system.

Three (3) additional approved action items have been added to the EMS/QMS action item tracking system during Q4. The new action items were added as a result of Management of Change relating to the Low Lift Service Water Connection project (Project #EA4137).

As of February 02, 2024, there are currently seventeen (17) open action items in the EAPWSS tracking system. All action items are prioritized and addressed using a risk-based approach, and deadlines established given reasonable timeframes and resources that are available. The Board of Management staff are pleased with the performance of the corrective and preventive action process and have no concerns with the number of open action items.

Conclusion

The Internal Audits and frequent Management Review meetings continue to effectively identify and manage system deficiencies. The EMS/QMS for the EAPWSS continues to be suitable, adequate and effective. Activities by OCWA continue to address the need for change, and the management systems are being revised and refined as required.

Prepared by: Jennifer Levitt
Compliance Coordinator

Erin McLeod, CET
Quality Assurance & Compliance Manager

Submitted by: Andrew J. Henry, P.Eng.
Director, Regional Water

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer

Attachments: [Appendix A](#) – Management Review Meeting Minutes (December 14, 2023)
[Appendix B](#) – Internal Environmental Compliance Audit Summary Report – Transportation of Dangerous Goods Act (December 14, 2023)
[Appendix C](#) – External ISO 14001:2015 Reaccreditation Audit Report (September 27 and 28, 2023)

Appendix A: Management Review Meeting Minutes (December 14, 2023)

Lake Huron & Elgin Area Primary Water Supply Systems EMS/QMS Management Review

Date: December 14, 2023

Time: 1:00pm

Location: Virtual – Microsoft Teams

Attendees: Andrew Henry (RWS), Erin McLeod (RWS), Jennifer Levitt (RWS), Allison McCann (OCWA), Matt Bender (OCWA), Randy Lieber (OCWA), Greg Henderson (OCWA), Denny Rodrigues (OCWA)

Regrets: -

N.B.: Management Review meetings are held in a combined format for both the Lake Huron Primary Water Supply System (LHPWSS) and the Elgin Area Primary Water Supply System (EAPWSS).

-----Meeting Notes-----

1. Review and Approval of Previous Meeting Minutes (September 14, 2023)

The minutes from the previous meeting (September 14, 2023) are posted to SharePoint. Minutes circulated to comment. No concerns noted and documents are approved.

2. Results of Board Meetings

Elgin Board Meeting (October 5, 2023)

- Quarterly Compliance Report: The report was received for information.
- EMS/QMS Report: The report was received for information. Staff were congratulated on the recent Asset Management Award. It was noted that the total number of open action items was reduced, with a thank you to staff. There was general discussion on the Lake Erie Lakewide Action and Management Plan (LAMP) and the process for reviewing and commenting on regulatory or other changes that may impact the EAPWSS.

Huron Board Meeting (October 13, 2023)

- Quarterly Compliance Report: The report was received for information.
- EMS/QMS Report: The report was received for information.
- Re: the Huron WTP proposed new administration building, the Board endorsed a recommendation to pursue Leadership in Energy and Environmental Design (LEED) silver certification of the overall building addition and renovation project, and strive to meet the zero-carbon building standard, where feasible.

Huron Board Meeting (December 7, 2023)

- Quarterly Compliance Report: The report was received for information.
- EMS/QMS Report: The report was received for information. There was discussion about Maple Leaf Foods (a new City of London customer) as a significant water user and the impacts on revenue. There was general discussion about staff turnover and employee retention.

Elgin Board Meeting (December 7, 2023)

- Quarterly Compliance Report: The report was received for information.
- EMS/QMS Report: The report was received for information.
- Re: the process optimization program update, there was discussion about extreme weather or storm events and the impact of Kettle Creek on Lake Erie and the Elgin Area WTP intake during these events.
- General discussion about the recent taste and odour event impacting the EAPWSS municipalities. Sep. to Dec. is the typical season for taste and odour issues due to lake volatility, storm events, changing temperatures etc. Additional sampling confirmed there is no risk to human health. PAC is being added to combat taste and odour, but it can be difficult for operations to keep up with dosage adjustments. Retention time through the system was noted, as different municipalities will be affected at different times. The Board requested that good communications protocols be in place.

3. DWQMS External Audit Report (LHPWSS) – September 18, 2023

No non conformances (NC).

One (1) Opportunity for Improvement (OFI) as follows:

- Element 5 – Document and Records Control – There is an opportunity to ensure document control (e.g., LH-ADMIN-200 header identifies v.12.0 but SharePoint Version History identifies V13.0).

Action items to address OFIs were assigned, approved and added to the tracking spreadsheet.

4. EMS External Audit Report (EAPWSS) – September 27-28, 2023

No Non Conformances.

Three (3) OFI's as follow:

- OFI #1 - Competency: Eliminate duplication between the Orientation Checklist and Operator Competency Form EF-ADMIN-1402 and ensure Supervisor sign-off date.
- OFI #2 - Operational planning and control (Management of Change): Update EF-ADMIN-2301 with regard to EA-ADMIN-2300 as the latter is now part of the tender document (e.g., RWS Low lift service water project for EA4137 Elgin LL Service Water Connection by Birnam) and streamline with completion of EF-ADMIN-1700 and acknowledgement via RWS contract signing).
- OFI #3 - Operational planning and control (Waste Management): Ensure regulatory requirements are met, there is storage of subject waste opportunity to:
 - 1a. review retention practices (e.g., RMF polymer disposal storage of subject waste).
 - 1b. clarify records within EA-ADMIN-200 Table of Records.
 - 2. confirm process for waste receipt (e.g., % difference between amount shipped and time to destination).

Action items to address OFIs were assigned, approved and added to the tracking spreadsheet.

5. EMS External Audit Report (LHPWSS) – October 18 & 26, 2023

No Non Conformances.

Seven (7) OFI's as follows:

- OFI #1 - Environmental Aspects: Review the Aspects & Impact Assessment extreme weather impacts to other pump stations aside from McGillivray ("N" also identified for Arva).
- OFI #2 - Competency:
 - i) eliminate duplication between the Orientation Checklist and Operator Competency Form LF-ADMIN-1402, and
 - ii) review Maximo training for M. Reinhard and P. Sherban.

- OFI #3 - Operational Planning and Control (Contractor Management): Review LH-ADMIN-1700 Subcontractor process to ensure sign-offs are completed in a timely manner (e.g., Chemtrade alum and Dielco's Chad LF-ADMIN-1700 sign-offs haven't been completed since Nov- and Feb-2021 although deliveries in place 2-3x / week for the former and latter regularly completing work).
- OFI #4 - Operational Planning and Control (Maintenance): Review Maximo maintenance Work Order closure to ensure completion (e.g., KB1 WO35714 scrubber media sample closure 11-Oct-2023 despite no receipt of report) and continuity (e.g., WTP annual scrubber maintenance 141730 and 87465 records prior to 2023).
- OFI #5 - Operational Planning and Control (Management of Change): Update LF-ADMIN-2301 with regard to LH-ADMIN-2300 as the latter is now part of the tender document and streamline with completion of LF-ADMIN-1700 and acknowledgement via RWS contract signing.
- OFI #6 - Operational Planning and Control (Waste Management): Storage of subject waste to: Part 1a - review retention practices (e.g., RMF polymer disposal storage of subject waste). Part 1b - clarify records within LH-ADMIN-200 Table of Records. Part 2 - confirm process for waste receipt (e.g., % difference between amount shipped and time to destination).
- OFI #7 - Evaluation of Compliance - Ensure all obligations within the Legal Register are audited (e.g., some observed to be overdue from 2019).

Action items to address OFIs were assigned, approved and added to the tracking spreadsheet.

6. Env. Compliance Internal Audit – Migratory Birds (LHPWSS) – October 25, 2023

No non conformances or OFI's identified.

7. Corrective Action Forms:

One Correction Action form related to the Elgin RMF Total Chlorine Residual Monitoring Failure (September 18 - October 4, 2023) resulted in three (3) new action items.

8. Management of Change:

One Management of Change form (Project #EA4137 – Elgin Low Lift Service Water Connection) resulted in three (3) new action items.

9. Compliance Obligations Update

Health Canada Consultation:

Consultation on guidelines for Canadian drinking water quality: Iron

Source: Health Canada

Date Posted/Notice Received: September 29, 2023

Comments Due: November 28, 2023 (Closed)

Summary:

The existing guideline technical document on iron in drinking water, developed in 1978, recommends an aesthetic objective (AO) of ≤ 0.3 mg/L. Health Canada is proposing to reduce the AO to ≤ 0.1 mg/L for total iron in drinking water based on aesthetic and treatment considerations. The stated goal for the new AO is to minimize the occurrence of discoloured water due to the presence of iron oxides and to improve consumer confidence in drinking water quality. A literature review confirms there is still no need for a health-based guideline.

Potential Impacts:

No impacts anticipated.

LHPWSS lab results: There have been no detects for iron (total) in the treated water (2019-2023).

EAPWSS lab results: There have been several detects for iron (total) in the treated water, with results below the current and proposed AO. The max. value (2019-2023) was 0.032 mg/L. Iron solubility typically changes with seasonal lake turnover events, causing temporary seasonal increases.

Ontario Consultation:

Changes to the Protocol of Accepted Drinking Water Testing Methods and Practices for the Collection and Handling of Drinking Water Samples Documents

Source: Ministry of the Environment, Conservation and Parks (MECP)

Date Posted/Notice Received: December 12, 2023

Comments Due: January 26, 2024

Summary:

MECP is proposing to update the Protocol of Accepted Drinking Water Testing Methods (Testing Protocol) document referenced by [O.Reg. 248/03](#) (Drinking Water Testing Services) under the Safe Drinking Water Act, 2002. The changes reflect advances in drinking water testing methods and current industry knowledge. Updates to the Practices for the Collection and Handling of Drinking Water Samples Document

(Sampling Document) are also proposed in conjunction with the Testing Protocol to ensure consistency.

Potential Impacts: None anticipated. Updated external laboratory scope of accreditation certificates may be required once the new protocol is approved.

ERIN comment – When laboratory testing protocols get updated the laboratory certification requirements may need to be updated.

Proposal: Streamlining environmental permissions for stormwater management under the Environmental Activity and Sector Registry

Source: MECP

Date Posted/Notice Received: August 31, 2023

Comments Due: October 30, 2023 (Closed)

Summary:

MECP is proposing:

- A new regulation under the Environmental Protection Act (EPA), to allow owners of certain stormwater management works to self-register on the Environmental Activity and Sector Registry (EASR).
- To amend [O.Reg. 525/98](#) under the Ontario Water Resources Act, to exempt some stormwater management works in residential areas from approval requirements.
- To amend [O.Reg. 287/07](#), made under the Clean Water Act, 2006, by removing the need for, limiting, or restricting the types of policies to be included in source protection plans where a significant drinking water threat is being managed through registration on the EASR, and to allow for amendments to existing source protection plans without following the usual process.

Potential Impacts:

- MECP will maintain source protection plan requirements for works that are a significant drinking water threat, including where the relevant source protection plan prohibits the establishment of the works.
- If stormwater management works are identified as a significant drinking water threat, and the relevant source protection plan prohibits the establishment of the works, the activity is ineligible to register on the EASR (and also ineligible for an Environmental Compliance Approval (ECA)).
- Risks to sources of drinking water can be addressed by the rules proposed for the new regulation. Proponents would be required to identify whether the stormwater management works is a significant drinking water threat. If it is, additional design measures and implementing a monitoring plan may be required.
- If the stormwater management works that are determined to be a significant drinking water threat, and the local source protection plan prohibits it, the works

would not be eligible for registration on the EASR and would continue to be prohibited.

- The ministry is proposing the following amendments to O.Reg. 287/07:
 - remove the need for, limit, or restrict the types of policies to be included in source protection plans where a significant drinking water threat is being managed through an EASR registration or prohibition
 - allow for amendments to be made to source protection plans without undergoing the existing amendment processes when the amendment is to remove policies for significant threats that are managed through the new regulation on the EASR

Proposal: Streamlining permissions for water takings for construction site dewatering activities and foundation drains

Source: MECP

Date Posted/Notice Received: August 31, 2023

Comments Due: October 30, 2023 (Closed)

Summary:

MECP intends to update rules related to water takings for construction site dewatering activities and foundation drains.

Proposed amendments to [O. Reg. 63/16](#) (Water Taking) under the Environmental Protection Act (EPA) for construction site dewatering include:

- Removing the current water taking limit of 400,000 L/day from one or more dewatered work areas at a construction site.
- Requiring self registration EASR for the taking of any quantity of groundwater or stormwater greater than 50,000 L/day from a dewatered work area at a construction site.
- Removing the requirement to notify the local conservation authority for takings of > 1 year.

Proposed amendments to [O. Reg. 387/04](#) (Water Taking and Transfer) under the Ontario Water Resources Act include:

- Exempting residential foundation drainage systems from requiring a Permit To Take Water (PTTW) for water taking of up to 379,000 L/day. A PTTW will still be required for water taking of more than 379,000 L/day from residential foundation drainage systems.

MECP is also seeking feedback on the impact that municipal sewer use bylaws have on the design and long-term operation of foundation drains that are required for residential buildings where foundations are constructed below the water table.

Potential Impacts: No major impacts anticipated.

RWS comment – A copy of the MECP webinar slides on this subject can be provided for more information upon request.

RWS comment – RWS is closely watching the proposed Grand Bend Stormwater Management Master Plan for potential impacts to the LHPWSS. Changes to stormwater management in this area may impact the intake protection zone models. There is a discontinuity between proposed activities, and future impacts once implemented.

Proposal: Proposed regulatory amendments to encourage greater reuse of excess soil

Source: MECP

Date Posted/Notice Received: October 17, 2023

Comments Due: December 1, 2023 (Closed)

Summary:

MECP is proposing to amend [O. Reg. 406/19](#) (On-Site and Excess Soil Regulation) and the Rules for Soil Management and Excess Soil Quality Standards. The proposed amendments are intended to make the regulation easier to understand and more practical to implement, and to reduce requirements on lower risk activities to achieve greater reuse of readily usable excess soils to prevent usable soils being disposed of in landfill. Refer to the posting for a list of changes, exemptions and clarifications to the regulation.

Potential Impacts: None anticipated.

Federal Consultation:

Amendment to the Transportation of Dangerous Goods Regulations - Site Registrations - SOR/2023-206

Source: Transport Canada

Date Posted/Notice Received: October 25, 2023

Comments Due: N/A

Summary:

The Transportation of Dangerous Goods Regulations (TDGR) have been amended to include the regulatory requirement for Site Registration for all persons who import, offer for transport, handle or transport dangerous goods at a site located in Canada.

The registration requirement is found in the new Part 17 of the TDGR.

All persons who import, offer for transport, handle or transport dangerous goods in Canada must register in the new [Client Identification Database](#), if applicable. These persons have up to one year from the date of the amendment publication to complete their registrations (i.e., until October 25, 2024). All registered persons must provide administrative information and information concerning the dangerous goods and operations being conducted at the sites they own or operate in Canada.

Potential Impacts:

The [Frequently Asked Questions](#) section of the Client Identification Database clarifies the requirements for registration for goods being received. This is a “post transportation activity” and therefore registration is not required. If a site is only receiving dangerous goods that will be used in their scope of work and not conducting any other dangerous goods activities (i.e., import, offer for transport, handle or transport) then they are not required to register.

10. Visitor and Contractor Management Software

Attended three (3) software demonstrations of Contractor Management Software:

- On-Site Location - based out of Canada - preferred vendor (IT review currently in progress)
- The Receptionist - based out of the US
- Honeywell Sine - based out of Australia

End of Meeting

Appendix B: Internal Environmental Compliance Audit - Transportation of Dangerous Goods Act (December 14, 2023)

Audit Purpose:

The purpose of the remote audit was to assess fulfillment of compliance obligations with applicable legislative requirements (e.g., regulations, bylaws). Internal compliance audits promote continual improvement in the EAPWSS.

Non-conformances and opportunities for improvement are listed below.

Auditor Qualifications:

- Jennifer Levitt has completed an ISO 14001:2015 Internal Auditor training course and is deemed competent to complete auditing of management systems.

Methodology:

The remote desktop audit was conducted for the EAPWSS facilities which are operated by Ontario Clean Water Agency (OCWA), the contracted Operating Authority. The audit checklist was generated using Nimonik Environmental Criteria Software. The audit reviewed how well legislative requirements are integrated into the EAPWSS and to ensure effective fulfillment of compliance obligations. This audit focused on the period between October 26, 2020 to December 14, 2023.

Note: The internal audit was conducted through a review of a sampling of documents, limited interviews, and observations by the auditors to demonstrate conformance with applicable legislation. The review and internal audit should not be construed as a complete and comprehensive review of all aspects/risks and all documents.

Findings:

The following is a summary of the audit findings, including non-conformances and opportunities for improvement.

Definitions:

- A non-conformance (NC) is a non-fulfilment of a requirement.
- An Opportunity for Improvement (OFI) describes a requirement that can be more effectively addressed.
- An observation is a comment or remark provided to share the conditions found on the day of the audit, typically related to an “out of scope” finding.

Interviews Conducted:

- Allison McCann, Safety, Process and Compliance (SPC) Manager, QMS Representative - OCWA

Summary of Findings

Non-Conformances (NCs)

No NCs were identified as part of the internal audit.

Opportunities for Improvement (OFIs)

No OFIs were identified as part of the internal audit.

Appendix C: ISO 14001:2015 Reaccreditation Audit Report (September 27 and 28, 2023)

[See Attachment]

Elgin Area Primary Water Supply System

AUDIT REPORT

Re-certification

Report issued at 8:40 GMT on 31-Jan-2024



Elgin Area Primary Water Supply System **AUDIT REPORT**

Client ID#:	CMPY-163894
Client/Address:	Elgin Area Primary Water Supply System 43665 Dexter Line, Union, Ontario NLO 2L0, Canada Other 490 S. Edgeware Road, St. Thomas, Ontario, N5P 4N3, Canada
Audit Criteria:	ISO 14001:2015
Audit Activity:	Re-certification
Date(s) of Audit:	Union, Canada: 27-Sep-2023 to 28-Sep-2023
Auditor(s) (level):	Sandra Tavares (Lead Auditor, Lead Auditor, Union, Canada)
Scope of Audit and Scope of Certification:	Site: <i>Elgin Area Primary Water Supply System, Union, Ontario, Canada</i> ISO 14001:2015: Operation and maintenance of the facilities associated with the taking of raw water, subsequent treatment of this water and ultimately in the transmission and storage of potable drinking water within the boundaries of the Elgin Area Primary Water Supply System (Water Treatment Plant, Fruitridge Surge Facility, and Terminal Reservoir/Valvehouse).

OVERALL RESULT:

No Action Required

The management system was found to be fully effective. (no nonconformities issued)

EXECUTIVE SUMMARY

The EMS appears to be well managed given the conclusions and summary throughout this audit report. 2023 Ontario Water Works Association (OWWA) Water and Energy Efficiency Award pertained to the high lift pump replacements which have resulted in significant energy savings, estimated to be 750 MWh at the Elgin WTP.

Elgin Area Primary Water Supply System AUDIT REPORT

SWOT ANALYSIS

Strengths	Level of Engagement and buy in is a model for other organisations.
Weaknesses	Rather viewed as challenges rather than weaknesses by the Auditor, as per the RWS Director, the fact that so much has been addressed by the EMS, makes it a challenge to identify further opportunities for improvement. Better integration with Health & Safety Management was also identified.
Opportunities	Refer to OFIs identified as well as Opportunities identified as part of the 'Risk Assessment / Treatment' Processes summary.
Threats	Refer to risks identified as part of the 'Risk Assessment / Treatment' Processes summary.

Elgin Area Primary Water Supply System **AUDIT REPORT**

INTERTEK MATURITY MODEL

The score descriptions are generic to all management systems and cannot be customized by the auditor, thus allowing for the consistency of interpretation and standardization of audit results worldwide. The scores provided to your organisation are for benchmarking purposes only and are based on the audit team's evaluation.

Management

Outstanding

Strong evidence of management commitment, customer and/or interested party satisfaction, knowledge/awareness of policy and objectives being demonstrated consistently by all members of the organization. Responsibility and authority is evident and supported fully via data, trends and related KPI's. Management reviews are completed as scheduled and attended regularly by all required personnel. Records are complete and demonstrate positive trends in improvement and lessons learned. Senior management is fully engaged in supporting all aspects of the System.

Auditor Comments:

As per EA-ADMIN-900 (v.3.0, 17-Jan-2019), EA-ADMIN-900 documents a process for an annual Management Review that evaluates the continuing suitability, adequacy, and effectiveness of the QMS although these are held more frequently (generally quarterly, e.g., 7-Sep- and 23-Nov-2022 and 7-Mar- [addressed staffing adequate resources with RWS and OCWA fully staffed as well as supplies, audits together with 100 open capital projects between LHPWSS and EAPWSS] and 7-Jun-2023 (suitable, adequate and effective discussion incorporated external auditor favorable comments, awards and Board pleased) and 14-Sep-2023); increased frequency may be the result of changes in legislation, changing circumstances, or at the request of Top Management. Corrective actions identified during Management Review are tracked in accordance with EA-ADMIN-400, on the EAPWSS Corrective Action Spreadsheet. Minutes / records in SharePoint. Top Management (i.e., RWS Director and OCWA Regional Manager as per EA-ADMIN-100 [v.7.0]) confirmed that the EMS continues to be suitable, adequate, and effective and Status of Environmental Objectives & Targets were discussed at the Sep-2023 meeting.

Top Management has ensured the responsibilities and authorities for relevant roles are assigned and communicated within the organization via procedures and training. Top Management has assigned the responsibility and authority to an EMS Representative (via the Safety and Process Compliance [SPC] Manager) for:

- ensuring that the EMS conforms to ISO 14001:2015 requirements; and
- reporting on the performance of the EMS, including environmental performance, to Top Management.

The Policy (approved and signed 1-Jun-2023, latter to address 2022 surveillance audit OFI) is maintained as documented information (signed by RWS Director and new OCWA Regional Manager), communicated within the organization and available to interested parties via <https://huroneiginwater.ca/about-us/management-systems/>.

Internal Audits

Mature

Internal audits are being performed at planned intervals and are based on status and importance of the Management System. Data is being collected analyzed and reviewed by senior management on a regular basis. There exists a link between the internal audit results and the overall health of the Management System. Audit teams are trained, impartial and objective in their approach. Audit reports are clear, concise and supported with applicable correction actions. Management is involved in the corrective action process ensuring timely implementation and overall effectiveness of resolution.

Elgin Area Primary Water Supply System **AUDIT REPORT**

Auditor Comments:

Internal Audit is described within EA-ADMIN-1200 (v.5.0, 5-Sep-2023) with EMS audits performed at least once per year, lastly 28-May-2023 by external party, Acclams Environmental. Audit findings are tracked through the CAF spreadsheet.

Corrective Action

Mature

The corrective action process has demonstrated to be effective in practice. Data from sources such as customer and/or interested party complaints, internal audits, warranty analysis, defects, internal metrics and supplier performance show stability over time as the system matures. The process includes a thorough review of the effectiveness of the actions taken. There is evidence of problem solving tools being used to support the process.

Auditor Comments:

Nonconformity and OFIs are identified and initiated following the Corrective & Preventive Action Procedure EA-ADMIN-400 (V.4.0, 13-Nov-2019) which references the use of the Corrective & Preventive Action (CAF) Tracking Spreadsheet (V27.0, 9/26/2023) and also tracks:

- Management Review action items (1 open),
- emergency testing and Management of Change (none open)
- Compliance audit (one remaining)
- Internal audit (a few open)

All actions taken are to be reviewed for effectiveness through a 90-day check process. Since EMS inception, actions are at a 98% closure rate with 2022 at 99% and 2023 at 67% the only years not at 100%. CAF items open from the 2022 Surveillance Audit were reviewed and are complete and confirmed (e.g., low lift fire extinguisher inspection tags signed off).

Continuous Improvement

Mature

Data streams are being used as sources to drive continual improvement over time. These may include management system policy, objectives, and audit results, analysis of data, CAPA and management reviews. There is some evidence of advanced techniques being used during the improvement cycle. Economic benefits have been realized.

Auditor Comments:

Refer to maturity level summaries for 'Management', 'Internal Audit' and 'Corrective Action'.

EA-ADMIN-1500 (V5.0, to update reference from Compliance Manager to Safety, Process and Compliance Manager and communication [The process for responding to complaints is documented in EA-ADMIN-1000 (v.5.0, 22-Aug-2023)] electronically instead of hard copy of document in lunchroom) describes the Objectives, Targets & Programs process which includes the use of Environmental Management Program Form (EF-ADMIN-1500) for 2 Objectives (July 1/2017 through 31-Dec-2022 coincides with OCWA's contract start and end dates which has now been extended) most recently discussed at Management Review and reviewed with the RWS Compliance Manager:

- Reducing the demand on electrical generation through conservation and displacement <650kwh/ML (2018 at 672.6, 632.4 2019, 624.9 2020 636.7 2021, 644.5 2022 with peaks in winter but general downward trend based on quarterly average with 4 new pumps in 2020, decommissioned pipeline so running off one, energy awareness training with a

Elgin Area Primary Water Supply System **AUDIT REPORT**

continuing electricity target of 640kwh/ML for 2023-2027 based on 2-Mar-2023 Board Report analysis.

- Reducing the use of chemicals in production of potable water <80kg/ML (80 in 2017, 78.2 in 2018, 2019 80.3, 82.7 2020, 80.9 2021, 80.3 2022 overall decrease with seasonal fluctuations in Fall/Winter and target not lowered for 2023-2027 as a result ending up slightly above target.

Operational Control

Meets Intent

Operational Controls are planned and developed. Planning is consistent with many of the other Management processes. Objectives, process requirements, needs for appropriate additional documents and resources, verification and monitoring activities and records requirements have been determined, as appropriate. Processes and activities run consistently. Some data is collected to verify the adequacy of operational controls with evidence of some improvement trends.

Auditor Comments:

Refer to maturity level summaries for 'Continual Improvement' in relation to objectives and 'Resources' and Assessment of Implementation related to Significant Aspects.

OCWA has implemented and appears to conform to EA-ADMIN-200, recently revised to remove reference to the OCWA shared drive which hosts historic information for Document and Records control. Documents and Records determined as being needed to ensure the effective planning, operation, and control of its operations are in place as per Appendix A Designated Document & Record Locations & Retention Times, e.g., results of internal and external Audits and Management Reviews. Hardcopy records were observed to be legible, and readily identifiable. Storage and protection via password restriction was discussed.

EA-ADMIN-1900 (V8.0 to reflect Administrative Assistance no longer printing workorders out by the 10th of the month) documents a summary of the OA's infrastructure maintenance, including preventative, unscheduled or upset, and rehabilitation, and renewal programs for the Subject System. The Senior Operations Manager has the overall responsibility for managing maintenance and is responsible for reviewing a summary of activities, including open, closed, and overdue Work Orders, and communicating this information at monthly operation meetings and Management Reviews. The Computerized Maintenance Management System (CMMS, Maximo) is to be used and data is to be inputted by the Admin Assistant. As per the CAF Tracking Sheet, Oct-2022 Surveillance Audit OFIs pertaining to fire extinguisher maintenance records has been completed and was observed at the Low lift building. The following maintenance was reviewed in Maximo:

- **Low Lift** 1-Apr-2024 scheduled shoreline erosion PM6103 is to be conducted every 3 years for RWS completion; visual beach inspection once every 6 months PM6102
- **RMF** Building Weekly Checklist PM1134 closed at end of each month was last completed 8-Sep-, 29-Aug-, 31-Jul-, Apr-, 28-Jun-, 30-May-, and Mar-2023
- **Fruitridge** HVAC weekly checks (e.g., Jul-2023 heat trace for standpipe, exhaust fan noise and vibration)
- **Valve house** Johnson Controls annual HVAC inspection completed October 2021 and 2022
- **WTP** Plant drain flush and Generator monthly test observed Jun-Aug 2023 internal for generators 1 and 2 via WO136008; Cummins semi-annual inspection was completed May-2023

EA-ADMIN-2200, recently revised to remove reference to s-drive as now saving files on SharePoint, also documents a process for the calibration and maintenance of measurement and recording equipment which was reviewed for weigh scales sensors for the chlorine tonners completed by McLean annually, lastly 17-Mar-2023 as well as 2021 and 2022 (contractor acknowledgement signed same day).

Elgin Area Primary Water Supply System **AUDIT REPORT**

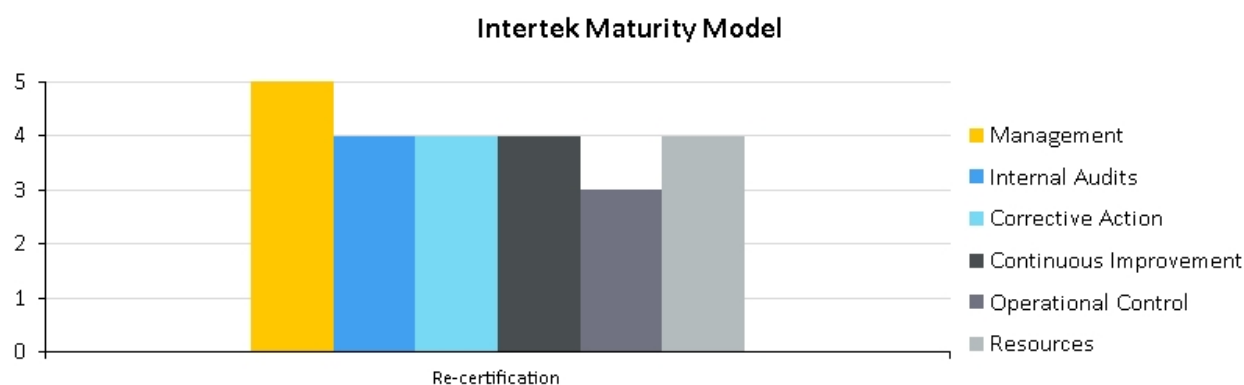
Resources

Mature

Resources required for the effective maintenance and improvement of the management system have been defined and deployed. Improvements have been noted in areas such as customer and/or interested party satisfaction, continual improvement, process variation. Levels of competency have been defined and documented within the existing management system.

Auditor Comments:

to maturity level summary for 'Management' for discussion on resources.



Rating: 5=Benchmark | 4=Mature | 3=Meets Intent | 2=Beginning | 1=Not Evident

Elgin Area Primary Water Supply System **AUDIT REPORT**

FINDING SUMMARY

	Minor	Major
Issued during current activity	0	0
Opportunities for improvement have been identified		
Yes		

STATUS OF PREVIOUS AUDIT FINDINGS

Follow-up on findings issued at previous audit:

Prior assessment resulted in no non conformities.

Elgin Area Primary Water Supply System **AUDIT REPORT**

EVIDENCE SUMMARY

The state of the management system is summarized below:

Process for Monitoring and Maintaining Compliance with Legal and Other Requirements

Legal Register (V19.0, 9/26/2023) includes O.Reg.507/18 which was revoked and replaced with O.Reg.25/23 for energy reporting as discussed as part of Management Review and includes Aug-2023 updated environmental compliance audit dates with remainder not audited to be addressed by the RWS Compliance Coordinator in place since Jan-2023 via existing Nimonik Environmental Criteria Software. Compliance Obligations are described within EA-ADMIN-600 (V6.0, 8/4/2023) whereas EA-ADMIN-1600 (V7.0, 9/5/2023) describes audits. An Environmental Compliance audit is also performed annually as addressed in Management Review with all compliance obligations to be audited every 2 years. An Environmental Compliance Internal Audit Report dated 15-Aug-2023 with 4 Non-Conformities and 6 OFIs were discussed as part of the Sep-2023 Management Review, and action items assigned with root cause analyses completed for the Non-Conformities.

Assessment of Implementation related to Significant Environmental Aspects

Significant Environmental Aspects appear to be well managed.

Aspects & Impact Assessment (V.15.0, 9/6/2023), recently revised to add extreme weather and storm events under environmental impacts as per Management Review (EA-ADMIN-1100 [V.3.0, 9/13/2019] describes the process), also addresses:

- Non-Hazardous **Waste** Solids (non-recyclables such as Filter media, fiber and foam filters) and Recyclables (paper, plastic, cans, scrap metals), water (septic tank and oil/grease separator, dewatered residuals to landfill as per EA-PROC-2700 Sludge Dewatering Disposal (V4.0, 12/30/2019); Hazardous (oil, batteries, and City of London's W12A Landfill destination confirmed with Senior Operations Manager); RMF Solids Removal Tracking Form EF-PROC-2700 V3 observed during tour, EA-PROC-200 Waste Manifest Completion (V.7.0, 5/16/2023 to reflect new Resource Productivity & Recovery Authority [RPRA] hazardous waste system, deleted waste manifest tracking document as records will be filed electronically) and EA-PROC-100 Storage, Handling & Disposal of Hazardous & Liquid Industrial Wastes (V.8.0, 1/30/2023 to remove replace reference to HWIN with new RPRA site) applies to waste oil, old batteries, lamps, filter bed material and chemicals. Hardcopy Waste Manifests are retained for 2 years in Operations & Compliance Team Lead Office in binder with Waste Manifest Mail-Out / In Log (V2.0) 2017-2022 now obsolete. Waste Oil Log Form EF-PROC-100A V2.0 was last completed 1-5-2023
- **Energy** identifies Electricity Consumption as a contributor to operating process equipment (e.g., pumps) and Lighting and Heating with Natural Gas Consumption fueling Boilers, dehumidifiers and heaters, and Fuel Consumption associated with backup generators and vehicles; Oil Consumption is associated with process equipment (pumps) & transformers; Operational controls are in place via EA-ADMIN-2100 (Electricity Use, V3.0, 12/21/2018) and Energy Conservation and Demand Management Plan due 2024 and last completed 2019
- **Air Emissions** points to EA-ADMIN-1300 (V.3.0, 7/12/2019) Air Emissions to Outdoors which identifies Emergency generators (diesel), Exhaust fans, including chemical storage areas, Natural gas boilers, water heaters, space heaters, Welding Station, PAC dust collector, Using fleet vehicles, Residuals trucking and Transportation of raw materials

Elgin Area Primary Water Supply System **AUDIT REPORT**

- **Spills** are associated with Process/Treated Water upsets as a result of handling and storing of compressed gases (CO₂, fork truck propane and oxygen and acetylene welding, chlorine gas), chemicals (liquid and dry such as Alum, Polymers, PAC, Sodium Hydroxide, HFS, Sodium Bisulphite), planned discharges of potable water, storing petroleum products (diesel, [waste] oil), major pipeline break, or reservoir infrastructure failure, refrigerants (air handling / condensing and air conditioning units, discharges to the Lake as a result of operations and maintenance (e.g., sediment and water to the plant drain, mussel control, and PCBs as a result of construction/restoration with discharges to lake with EA-PROC-800 (Chlorine Gas Consumption) and sediment procedure above as controls
- **Lab** encompasses above
- **Water** Consumption via water taking is captured via SCADA and Water Conservation (i.e., optimization of service/process water, non-revenue water related to backwash and other needs is 2-3% and maybe can optimise RMF, filter backwash and air scour for revenue water; addressed for customers / consumers at <https://huroneiginwater.ca/consumer-resources/water-conservation/>)

Review and conclusion of client performance trends since last certification/recertification (at recertification audit and last surveillance audit prior to recertification)

No external nonconformities were identified within the last certification cycle. All OFIs are considered and most implemented. The internal audit process appears to be effective with findings, both nonconformity, noncompliance and opportunities for improvement identified and addressed.

Identified opportunities for improvement

7.2 Competency - There is an opportunity to eliminate duplication between the Orientation Checklist and Operator Competency Form EF-ADMIN-1402 and ensure Supervisor sign-off date.

8.1 Operational planning and control (Management of Change) - There is an opportunity to update EF-ADMIN-2301 with regard to EA-ADMIN-2300 as the latter is now part of the tender document (e.g., RWS Low lift service water project for EA4137 Elgin LL Service Water Connection by Birnam) and streamline with completion of EF-ADMIN-1700 and acknowledgement via RWS contract signing).

8.1 Operational planning and control (Waste Management) – To ensure regulatory requirements are met, there is an opportunity to:

- i. for storage of subject waste to:
 - a. review retention practices (e.g., RMF polymer disposal storage of subject waste).
 - b. clarify records within EA-ADMIN-200 Table of Records.
- ii. confirm process for waste receipt (e.g., % difference between amount shipped and time to destination).

Conclusions regarding risk assessment/risk treatment processes

The risk assessment process appears to be effective and meeting requirements.

Risks and Opportunities discussed as part of the Management Review process, lastly 14-Sep-2023, relate to Major Capital Projects either recently completed or currently underway such as:

Elgin Area Primary Water Supply System **AUDIT REPORT**

- Water Quality Facility Plan (5-year update) is currently in progress with process optimization improvements recommended which provides chemical optimization opportunities in future.
- UV Replacement, electrical upgrades and Backwash Pump Upgrade provide opportunities for energy efficiency.
- Electric vehicle charging stations for future emissions reductions.

Other opportunities and risks were also discussed:

- RWS is looking at visitor and contractor management software with potential benefits for security, efficiency, and emergency management.
- Ontario Water Works Association (OWWA) has released a GreenHouse Gas (GHG) Inventory Tool which may have benefits for understanding, tracking and reduction.
- Incident Management System (IMS) training is scheduled for October 2023.
- Oneida Pipeline Project appointing Board Management members, requiring a bylaw revision and maybe impacting interested parties information changes to EMS/QMS reporting requirements.
- Safety Data Sheets (SDS) for Jan-2024 to create efficiencies and have opportunity for remote access.
- RWS has been notified that there are suspect abandoned oil/gas wells on the Elgin WTP property and in proximity to the Huron pipeline; some of these wells were noted as 'abandoned' but it's unclear if they were 'decommissioned' with further investigation required.
- Opportunity for resource recovery (e.g., metals recovery from residuals).

The processes to manage change include EA-ADMIN-2300 New Projects and -700 Changes in the Elgin System address risk. Management of Change Checklist EF-ADMIN-700 is to be completed for capital projects with action items entered into CAF Tracking. The following projects were reviewed:

- Generator major capital project (OCWA) starting the week of 25-Sep-2023 involved subcontractor J. McLeod and B. Johns (interviewed) email communication 20-Sep-2023 of (EF-ADMIN-2300 (V4.0) in place.
- Filter 2 leak OCWA major maintenance project as per EF-ADMIN-2301 (V6.0, 3-Mar-2023) included the Policy and Risk / Aspect assessment (media TCLIP to be completed to determine disposal)
- Dielco removal of screen RWS security operational budget project involved the completion of Form 1700 completed 27-Sep-2023 for C. Brulott and T. Cumming as per Supplier and Subcontractor sign-off spreadsheet in OCWA SharePoint
- EA4137 Low Lift Service Water Connection project (RWS) dated 20-Sep-2023 by Birnam, tender RFT 2023-22 dated 24-Jan-2022 links to Policy and Birnam submission 8-Feb-2023 including declaration of general acknowledgment of EMS associated with tender provisions) and associated Project Risk Assessment dated 7-Apr-2022 with chemical handling, heavy equipment, permits and approvals, soil, dewatering and discharge environment and noise and asbestos, contact conservation authority aspect review no longer provided to contractor (for Project Managers to keep in mind and project information in SharePoint microsite; business case low risk score of 22 updated in 2021 from 2015 nearing end of life; lining of one section of pipe rather than replacement taking into account life cycle)
- UV upgrade (RWS project) in design phase at 30% with no new building and Board Report 1-Jun-2023 for sole sourcing which includes environmental impact pertaining to manufacturing and service
- 4 RWS projects to be initiated involve EMPS HVAC and boilers as well as asphalt resurfacing as per SharePoint project microsites (25 active, all a mix of OCWA and RWS [mostly design])

Conclusions regarding context of the organization

Elgin Area Primary Water Supply System **AUDIT REPORT**

Context of the organisation appears to be well established and managed.

Top Management:

- demonstrates leadership and commitment with respect to the EMS by ensuring that the environmental policy and associated objectives are established and are compatible with the strategic direction and the context of the organization and the EMS achieves its intended outcomes; and
- has established, implemented, and maintains a combined Environmental and QMS Policy that is appropriate to the purpose and context of the organization, including the nature, scale and environmental impacts of its activities, products and services, and includes a commitment to the protection of the environment, including prevention of pollution and other specific commitment(s) relevant to the context of the organization (e.g., energy management, and chemical usage optimization, promoting resource stewardship, including conservation and most recently, climate change mitigation and adaptation).
- regularly discuss **Interested Parties** (e.g., No new Needs and expectations of, including new, interested parties, including compliance obligations although the latter will be including a level of service agreement defining responsibilities of City of London and RWS, etc., as per Sep-2023 Management Review; **External and internal issues** relevant to the EMS include water usage associated with new battery manufacturing plant with Master Water Plan scheduled for 2024 [completed every 5 years), Board member turnover as part of October election after Municipal election with a Board Report every quarter with orientation package [includes environment and ISO 14001] and 1st meeting 19-Jan-2023 with no EMS questions; New OCWA service agreement as per 1-Jan-2023 for 5 years, ageing infrastructure and Financial Plan early 2023 with no big impacts and award winning innovation-based Asset Management Plan and Policy submitted by Dillon Consulting which incorporates environmental responsibility, ISO 14001 and sustainability; Supply chain interruptions/delays are in between pre and covid levels for parts / equipment whereas chemicals are closer to pre-pandemic levels; reinstated Public tour and access policy by Board with Board visit Spring 2023)

Additional information/unresolved issues

None

Communication/Changes during the visit (if applicable)

None

References to appendices:

Audit plan; Audit plan (as executed)

Have all shifts been audited:

Yes

The audit has been performed according to audit plan meeting audit objectives, scopes and duration (on-site and off-site) as given within the audit plan

Elgin Area Primary Water Supply System AUDIT REPORT

The audit has been performed according to the Audit Plan, meeting Audit Objectives, Scope and duration (on- and off-site).

Have there been any changes to Scope?

No

Have there been any changes to Headcount?

No

Have there been any Address Changes?

No

Have there been any Sites Added / Removed?

No

Have there been any Other Changes?

No

Elgin Area Primary Water Supply System AUDIT REPORT

LEAD AUDITOR RECOMMENDATION

Lead Auditor's Recommendation for ISO 14001:2015

The management system is in conformity with the audit criteria and can be considered effective in assuring that objectives will be met. Continued certification is therefore recommended.

OTHER OR ADDITIONAL LEAD AUDITOR RECOMMENDATION

Not applicable

CLIENT ACKNOWLEDGEMENT

Client Representative Name and Mailing Address:	Allison McCann AMcCann@ocwa.com 43665 Dexter Line, Union, Ontario N10 2L0, Canada
Acknowledged By:	Alison McCann Safety, Process and Compliance Manager

This report is based on a sample of evidence collected during the audit; therefore the results and conclusions include an element of uncertainty. This report and all its content is subject to an independent review prior to a decision concerning the awarding or renewal of certification.

Board of Management Report

Subject: Quarterly Operating Financial Status – 4th Quarter 2023

Overview:

- This report shows the current fiscal year's 4th quarter in comparison to its Budgeted amount and the previous year's same time period.
- The information provided in this report is unaudited and may be subject to adjustment.

Recommendation

That the Board of Management for the Elgin Area Water Supply System **RECEIVE** this report regarding the Operating Financial Status Report for the period of October 1 to December 31, 2023, noting that this report is unaudited and subject to adjustments including the preparation of the financial statements and completion of the annual audit.

Previous and Related Reports

June 1, 2023 Quarterly Operating Financial Status – 1st Quarter 2023

October 5, 2023 Quarterly Operating Financial Status – 2nd Quarter 2023

December 7, 2023 Quarterly Operating Financial Status – 3rd Quarter 2023

Background

At the request of the Board of Management, a Financial Status Report is provided on a quarterly basis for information. The financial status provides a high-level overview of incurred expenditures and revenues on a cash-flow basis and is compared to the approved operating budget of the water supply system. All expenditures and revenues provided in this Financial Status Report are unaudited and may include accrued and/or unaccrued expenses from a previous or future fiscal year.

A high-level summary of incurred expenses and revenues for the water supply system is attached to this report as Appendix A for the third quarter 2023 (October 1 to December 31) as well as a comparative accumulation of expensed for the year to date.

Note: The reported expenditures and revenues may be subject to adjustments, including but not limited to corrections and entries required for the preparation of financial statements and completion of the annual audit.

Discussion

For the information and reference of the Board, the following highlights of the attached summary provides a brief explanation of notable deviations from the approved budget and/or clarifications of the financial summary:

- Contracted Operating Services in the summary report reflects the total direct operating costs of the contracted operation of the water treatment and transmission system, as well as other related contracted services. The total accumulated operating costs over the year (unaudited) is higher than the same period in 2022 and is reflective of contractual increases in service agreements with the operating authority and other contracted services.
- Contracted Administrative Services in the summary report reflects the fees paid to the City of London.
- Electricity expenditures include the purchase of energy and related energy management service charges for the water system. The water system is currently tracking approximately \$115,000 lower than the previous year.
- Salaries, wages, and benefits expenditures include all direct labour costs for administrative staff including benefits. Variations over the same period in 2022 are attributed to annual salary adjustments and an increase in personnel.
- Administration and Other Expenses relates to various overhead operating expenses, including subscriptions and memberships, office supplies and property taxes. The total costs incurred for the year are within budget but higher than the same period in 2022 due to increases in property taxes.
- Vehicles and Equipment expenditures include costs associated with vehicles, computers, and office equipment for administrative staff. The increase from 2022 is due an increase in the computer contracted service costs.
- Purchased Services and Professional Fees largely relates to allowances for ad hoc professional consulting and legal services, office lease, telephone charges, network and SCADA maintenance, printing services, and pipeline locate costs. The increased cost when compared to the same period in 2022 is attributed to increase in insurance costs.
- Debt Principal and Interest payments occur twice per year; in the first and third quarter. Payments are lower in 2023 due to a reduction in long-term debt.

- Contributions to the Reserve Funds occur at the end of the fiscal year as part of the year-end audit preparation process, where the actual contributions are the total remaining revenue in excess of expenditures. Accordingly, the amount of the anticipated contribution is currently adjusted to reflect the additional revenue and expenses incurred and may be subject to further adjustment as a result of the completion of the year-end financial statements and audit.

Prepared by: Archana Gagnier
Budget and Finance Analyst

Submitted by: Andrew J. Henry, P.Eng.,
Director, Regional Water

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer

Attachments: Operating Financial Status Summary – 4th Quarter 2023

Quarterly Financial Summary Report

Elgin Area Water Supply system

4th Quarter 2023 (October 1 to December 31)

(\$,000's)

	Approved 2023 Budget	Q4 - 2023	2023 Year to Date	Year To Date Variance	2022 Year To Date
Total Revenue	15,679	3,971	15,512	167	15,075
<u>Expenditures:</u>					
Contracted Operating Services	5,658	1,422	5,213	445	4,836
Contracted Administrative Services	185	43	171	14	169
Electricity	1,050	239	954	96	1,069
Salaries, Wages, Benefits	1,043	356	1,047	(4)	911
Administration and Other Expenditures	554	36	536	18	513
Vehicles and Equipment	115	13	64	51	70
Purchased Services & Professional Fees	1,035	175	970	65	815
Debt Principle Payments	1,184	8	1,184	0	2,338
Interest on Long-Term Debt	133	-8	132	1	167
Contributions to Reserve Funds	4,723	5,008	5,240	(517)	4,187
Total Expenditures	15,679	7,292	15,511	168	15,075

Board of Management Report

Subject: Capital Status Report

Overview:

- This report shows the current fiscal year's status of all capital projects.
- Four capital projects are recommended to be closed with surplus funding in the approximate amount of \$296,606 released to the Reserve Funds.

Recommendation

That, on the recommendation of the Chief Administrative Officer, the Board of Management for the Elgin Area Primary Water Supply System take the following actions regarding capital projects:

- a) The Board **CLOSE** projects **EA4095** WTP Interior Renovations, **EA4192** Flocc Tank Influent, **EA4114-21** and **EA4114-22** Annual Maintenance, with surplus funding in the approximate amount of **\$296,606** released to the Reserve Funds;
- b) The Board **CLOSE** project **EA3013** Plant Reservoir Drain Repairs and transfer remaining budgets to **EA4183** UV Replacement to have a final budget of **\$9,109,360** to consolidate costs and mitigate duplicate expenses; and,
- c) The Board **RECEIVE** this report for information.

Previous and Related Reports

Capital Status Report – October 2023

Background

The Capital Project Status Report, for the Board's information, provides a brief overview of the status of current capital projects for the Elgin Area Primary Water Supply System. This report is provided for the general information of the Board.

The status report is divided into four categories of projects, namely:

1. **Ongoing Projects:** This section provides a summary list of all projects which are funded by the Board through the Capital Budget, and which are currently in-progress. Board funded projects are typically for the replacement or upgrade of existing assets, the construction of new assets, or engineering studies and assessments, as approved by the Board.

Under the terms of the Service Agreement with the contracted operating authority, the Board is also required to pay for some maintenance/repair activities. The benchmark used in the operating contract is that if the value of the material and any contracted labour is over \$30,000 (indexed annually to inflation from the start of the contract), the project is considered Capital Maintenance and the contracted operating authority would fund the first \$30,000 (indexed), with the balance funded by the Board. Accordingly, the Board maintains an annual “fund” within the Board’s capital budget to pay for these projects as they arise.

- 2. a) Completed Projects - Release Surplus to Reserve Funds:** This section provides a summary list of all projects which are presently completed and do not require additional funds from that budgeted. Should the Board approve the closure of the listed projects, it is the recommendation of staff to release the surplus funds, if any, to the appropriate Reserve Fund.

b) Completed Projects – Reduce Authorized Debt: In the case where the project is funded through the issuance of a debenture, should the Board approve the closure of the listed project it is the recommendation of staff to reduce the previously authorized but unissued debt for the project(s).

- 3. Completed Projects - Additional Funding Required:** This section provides a summary list of all projects which are presently completed but require additional funds from that originally approved by the Board. Should the Board approve the closure of the listed projects, it is the recommendation of staff to provide the required additional funding from the Board’s Reserve Fund.

Discussion

In addition to reporting the general status of approved capital projects, this report may also include discussions regarding opportunities to adjust project delivery strategies. The Plant Reservoir Drain Repairs project, the UV replacement project and the Backwash Pump Replacement project were planned to be implemented separately as distinct projects, to be initiated and completed within separate and unrelated timeframes. As adjustments to the design schedules ensued, Board staff recognized the subsequent alignment of construction schedules resulting in an opportunity to combine the projects as one construction project rather than proceeding with these separate undertakings. This conjoined tender and construction project offers several advantages, including but not limited to the reduction of the risks associated with having multiple contractors on site and delineated work areas, coordination between contractors during commissioning, possibly savings in construction overhead and

mobilization/demobilization, and potential increase bidder interest due to the size of the combined construction project.

On this basis, Board staff recommend closing the EA3013 Plant Reservoir Drain Repairs project and transfer the remaining budgets to EA4183 UV Replacement project to consolidate costs and mitigate duplicate expenses. The original approved scope of the projects will be maintained and undertaken together under the one project.

For the information and reference of the Board, the following is the Capital Project Status Summary:

1. Ongoing Capital Projects

PROJECT NO.	PROJECT	APPROVED BUDGET	EXPENDED TO DATE *	STATUS
EA2172	Terminal Reservoir Isolation Valve Replacement	\$185,000	\$167,867	Warranty period
EA3010	IT Asset Replacement Program	\$431,000	\$248,282	Project ongoing
EA3013	Plant Reservoir Drain Repairs	\$200,000	\$40,640	Project ongoing
EA3017	Exterior WTP Building Seals	\$60,000	\$33,564	Project ongoing
EA3018	Cyber Intrusion Detection System	\$10,000	\$0	Project ongoing
EA3020	Roof Replacement	\$625,000	\$653,831	Warranty period
EA3025	EMPS HVAC Replacement	\$1,025,000	\$0	Project ongoing
EA4022	Security Upgrades	\$925,000	\$692,651	Project ongoing
EA4039	Record Drawings & Documents	\$255,000	\$177,920	Ongoing annual project
EA4114-23	Annual Maintenance (2023)	\$100,000	\$0	Annual program
EA4129	Server Room Fire Suppression	\$30,000	\$0	Project to be initiated

PROJECT NO.	PROJECT	APPROVED BUDGET	EXPENDED TO DATE *	STATUS
EA4132	Alum Storage Tanks	\$825,000	\$725,412	Warranty period
EA4135	Hydraulic/Transient Model Update & Monitoring Study	\$92,000	\$67,648	Project ongoing
EA4137	Low Lift Service Water Connection	\$750,000	\$698,558	Warranty period
EA4138	Parking Lot Asphalt Resurfacing	\$125,000	\$0	Project ongoing
EA4152	PLC Replacements	\$40,000	\$13,184	Project ongoing
EA4153	Backwash Pump Replacement	\$2,459,000	\$129,794	Project ongoing
EA4156	High Lift Pump Replacement	\$4,851,000	\$2,849,096	Project ongoing
EA4162	Crop Yield Monitoring – 2013 Pipeline Twinning	\$661,000	\$262,080	Ongoing multi-year project
EA4166	SCADA/PLC – Software Review and Upgrade	\$500,000	\$131,577	Project ongoing
EA4172	Dedicated Raw Water Sample Line	\$90,000	\$9,080	Project ongoing
EA4175	Pilot – Unchlorinated Filtration	\$25,000	\$0	Project ongoing
EA4176	Plant Drain Chlorine Sample Line	\$80,000	\$60,741	Project ongoing
EA4177	Railings and guarding	\$300,000	\$294,314	Ongoing multi-year project
EA4180	Filter Capacity Evaluation	\$37,000	\$0	Project ongoing
EA4183	UV Replacement	\$8,950,000	\$279,865	Project ongoing

PROJECT NO.	PROJECT	APPROVED BUDGET	EXPENDED TO DATE *	STATUS
EA4184	Water Quality Facility Plan	\$290,000	\$101,708	Project ongoing
EA4186	Sodium Hydroxide Assessment Study	\$30,000	\$27,132	Project ongoing
EA4188	Lighting/Breaker Panel Replacement	\$100,000	\$83,461	Warranty period
EA4189	RMF Mixing Pump Replacement	\$100,000	\$82,345	Warranty period
EA4190	RMF Total Chlorine Residual Compliance	\$50,000	\$0	On Hold
EA4191	Roof Drain Replacements	\$50,000	\$39,662	Warranty period
EA4193	Standby Generator TSSA	\$290,000	\$47,278	Project ongoing
EA4194	Asset Condition Field Assessment	\$85,000	\$56,906	Project ongoing
EA4195	Electric Vehicle Charging Stations	\$10,000	\$0	Project ongoing
EA4196	St. Thomas Meter Replacement	\$150,000	\$40,737	Project ongoing
EA4198	Elgin Filter Emergency Repairs	\$608,000	\$465,235	Project ongoing
EA4199	Office Expansion	\$100,000	\$13,714	Project ongoing
TOTAL		\$25,494,000	\$8,494,282	

2.a) Completed Projects – Release Surplus to Reserve Funds \$296,606

PROJECT NO.	PROJECT	APPROVED BUDGET	EXPENDED TO DATE *	STATUS
EA4095	WTP Interior Renovations	\$581,500	\$360,840	Project completed
EA4192	Flocc Tank Influent Distribution Upgrades	\$100,000	\$82,189	Project completed
EA4114-21	Annual Maintenance (2021)	\$100,000	\$80,498	Project completed
EA4114-22	Annual Maintenance (2022)	\$100,000	\$61,367	Project completed
TOTAL		\$881,500	\$584,894	

2.b) Completed Projects – Reduce Authorized Debt

PROJECT NO.	PROJECT	APPROVED BUDGET	EXPENDED TO DATE *	STATUS
TOTAL		\$ 0	\$ 0	

3. Completed Projects – Additional Funding Required

PROJECT NO.	PROJECT	APPROVED BUDGET	EXPENDED TO DATE *	STATUS
TOTAL		\$ 0	\$ 0	

* Expended as of December 31, 2023

Prepared by: Archana Gagnier
Budget and Finance Analyst

Submitted by: Billy Haklander, P. Eng., LL.M
Senior Manager, Capital Programs

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer

Board of Management Report

Subject: Naming of Property and Buildings Policy

Overview:

- The proposed Naming of Property and Buildings Policy is intended to provide a framework for the consideration and approval of names for properties and buildings owned by the regional water system.
- The proposed Policy also provides guidance for the consideration of what names may be considered when naming or re-naming properties and buildings.
- The Policy will also be used by staff to reconcile and recommend existing naming conventions where historically a property and/or building has multiple named references.

Recommendation

That the Board of Management for the Elgin Area Water Supply System take the following actions with regard to amendments and revisions to the Naming of Property and Buildings Policy for the Lake Huron Water Supply System:

- a) The Board of Management for the Elgin Area Water Supply System **APPROVE** the proposed Naming of Property and Buildings Policy as appended as Schedule “A” of the proposed Bylaw 10-2024 attached to this report; and,
- b) The Board of Management for the Elgin Area Water Supply System **RECEIVE** this report for information.

Previous and Related Reports

None

Background

The water treatment plant and associated infrastructure was originally constructed in the late 1960's, and was owned and operated by the Ontario Water Resources Commission; a commission of the Province of Ontario, which eventually was merged to form the Ministry of Environment in the 1970's. Since the time of the original construction and ownership, naming conventions and references to the various properties and buildings have been inconsistent and varied widely by different agencies, municipalities and people.

Having a consistent framework and guidelines for the consideration and approval of names for properties and buildings ensures consistency in referencing these assets, and a process for considering a request to re-name properties and buildings in future.

Discussion

The proposed Naming of Properties and Buildings Policy offers a balanced framework for the consideration of names for assets owned by the regional water system and identifies the process for approving the adoption of names and/or requests to rename properties and buildings. The Policy framework considers specific naming principles, as well as priorities and criteria for the names being considered, whereby names associated with geographic areas, dominant environmental or ecological features, and community references are given priority over considerations for naming properties and buildings after external organizations.

The Policy explicitly specifies that corporate sponsorship naming will not be considered under any circumstances and property and buildings will not be named after identifiable individuals.

Where the Board deems a name or re-naming request to be not acceptable, it may offer alternatives including the use of plaques of recognition or the purchase of features such as trees, benches and/or publicly available features including picnic tables.

Reconciliation of Existing Names

Historically, existing buildings and/or properties have often been referred to differently by predecessor owners of the regional water system, as well as municipalities and organizations. For the purposes of this report, a few of the more prominent facilities, exclusive of monitoring stations, is presented below:

Elgin Area Water Treatment Plant: The primary treatment facility is located in the Municipality of Central Elgin, approximately four (4) kilometers east of the village of Port Stanley, and has often been referred to as:

- Elgin water treatment plant and pump station
- Dexter Line water plant (with variations)
- Port Stanley water plant (with variations)

For consistency, staff recommend solely referring to the facility as the “Elgin Area water treatment plant”.

Fruit Ridge Surge Facility: This facility is located near the one-third point of the transmission pipeline on Fruit Ridge Road, approximately six (6) kilometres north of the Elgin Area water treatment plant in the municipality of Central Elgin.

References to this facility have historically included:

- Intermediate surge facility
- Fruit Ridge surge tank (with variations)

For consistency, staff recommend solely referring to the facility as the “Fruit Ridge Surge Facility”.

Elgin Terminal Reservoir: The terminal reservoir is located in the northeast area of the City of St. Thomas, approximately eighteen (18) kilometres from the Elgin Area water treatment plant. This property also is home to the Elgin-Middlesex Pump Station (see below); a building which is jointly occupied by the City of London, the St. Thomas Area Secondary Water System, and the Aylmer Area Secondary Water Supply System. The City of London also owns and maintains a surge facility on the property, and the City of St. Thomas is in the process of building a new pump station on the property to support the water supply needs for the Yarmouth Yards industrial area east of the terminal reservoir property.

References to the terminal reservoir property have historically included:

- Elgin-Middlesex Pump Station (and “EMPS”)
- Elgin-Middlesex Pump Station and terminal reservoir
- St. Thomas reservoir and pump station (with variations)

With specific regard to referencing the property and the Board-owned assets, staff recommend solely referring to the facility as the “Elgin Terminal Reservoir”. This reference will be exclusive of any licensed occupancy of the property by the secondary water systems and/or municipalities.

Elgin-Middlesex Pump Station: This facility is located on the Elgin Terminal Reservoir property. While the building is owned and maintained by the Elgin Area Water Supply System, it is jointly occupied (through an agreement) by the City of London, the St. Thomas Area Secondary Water System, and the Aylmer Area Secondary Water Supply System for their respective pumps and associated equipment.

For consistency, staff recommend continuing to solely reference this building as the “Elgin-Middlesex Pump Station”, exclusive of the Elgin Terminal Reservoir and any other licensed occupancy of the property.

Anticipated Operating and Service Impacts

The proposed Naming of Property and Buildings Policy is intended to maintain the fairness and equitability of considering the naming of property, buildings and related utility assets while ensuring the neutrality of system. There are no current plans for new facility signs; however, the Naming of Property and Buildings Policy will be considered should the Board consider and approve a region-wide branding exercise in future.

Accordingly, there are no circumstances currently being contemplated which would impact the financial plans and projections previously reviewed and approved by the Board.

Conclusion

The Naming of Property and Buildings Policy for the Elgin Area Water Supply System outlines the framework for the consideration and approval of names for properties and buildings owned by the regional water system, as well as the process for consideration and approval of renaming requests.

Submitted by: Andrew J. Henry, P.Eng.,
Director, Regional Water

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer

Attachments: Proposed By-law 10-2024 (Naming of Property & Buildings Policy)

By-Law No. 10 - 2024

A by-law to adopt the **Naming and Dedications of Buildings and Property Policy** of the Joint Board of Management of the Elgin Area Primary Water Supply System.

WHEREAS the Joint Board of Management for the Elgin Area Primary Water Supply System was established by Transfer Order Elgin Area #W1/1998, effective November 29, 2000, pursuant to the *Municipal Water and Sewage Systems Transfer Act, 1997*;

AND WHEREAS section 5(3) of the Municipal Act, 2002 S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

NOW THEREFORE the Board of Management for the Elgin Area Primary Water Supply System enacts as follows:

1. That the attached Naming and Dedication of Buildings and Property Policy be hereby implemented:

SCHEDULE 'A' - NAMING AND DEDICATION OF BUILDINGS AND PROPERTY POLICY

2. That this by-law shall come into force and effect on March 8, 2024.

PASSED in Open session on March 7, 2024

First Reading – March 7, 2024

Second Reading – March 7, 2024

Third Reading – March 7, 2024



By-Law No. 10-2024 – Schedule ‘A’

Naming of Property and Buildings Policy

Approved: March 7, 2024

Last Revised:

Legislative History: Enacted by Board By-law 10-2024 (March 7, 2024)

Last Reviewed Date:

Policy Lead: Director, Regional Water

1 Purpose

The purpose of this Policy is to provide guidance for the naming of property, buildings and other elements that are owned by the Elgin Area Primary Water Supply System after significant geographical, community and historical elements. This Policy also provides a related process for applying for approval to name or re-name property, buildings and other elements that are owned by the Elgin Area Primary Water Supply System.

2 Applicability

This Policy shall apply to all assets, facilities, buildings, structures, infrastructure and property owned by the Elgin Area Primary Water Supply System, or parts thereof, including those assets, facilities, buildings, structures, infrastructure and/or property which may be licensed, in whole or in part, to a third party or municipality.

3 Definitions

Benefiting Members – shall mean the municipalities, communities, settlements, and/or First Nation which receives treated potable drinking water from Elgin pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000, and any Water Supply Agreement with Elgin. **Benefiting Member** shall mean the singular of Benefiting Members.

Board of Management (and Board) – shall mean the Board of Management for the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems Transfer Act, 1997* and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

Director – shall mean the Director of Regional Water for the Elgin Area Primary Water Supply System, or their designate.

Elgin – shall mean the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems Transfer Act, 1997* and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

Elgin Property and Buildings – shall mean all real property including unimproved lands, buildings, structures and facilities owned by Elgin including but not limited to

dedicated parkland, open space, recreational areas, operations facilities, water-retaining and/or storage reservoirs, pumping stations, pressure surge control tanks and administrative office buildings.

4 The Policy

4.1 Policy Statement

It is the policy of Elgin that the Board of Management shall approve the naming and/or re-naming of all property, buildings and related utility elements owned by Elgin. Preference shall be given to naming and/or re-naming after significant geographical, community and historical elements.

4.2 Naming Principles

- Names shall be unique; name duplication and similar sounding names shall be avoided.
- Names should maintain a long-standing local area identification with the residents of the communities involved.
- Names shall be understandable to the majority of residents.
- Names shall not be discriminatory, derogatory or political in nature, nor shall the name impact the reputation of the water system.
- Names shall be consistent with any other applicable policies and naming standards.
- Names shall assist with emergency response situations by being consistent with street names and geographical locations.
- Signage shall be consistent with the water system's Logo and Identity Policy and branding guidelines.
- The cost associated with signage will be the responsibility of Elgin when the naming or re-naming has been initiated by the Board or a third-party and will be the responsibility of the Benefiting Member when the naming/re-naming has been initiated by the Benefiting Member.
- The Board makes all final decisions concerning what is placed or occurs on the Elgin Property and in its buildings.

Property, buildings and related utility elements owned by Elgin shall not be named after an identifiable individual.

The Board shall retain the right not to name certain facilities of broad community importance, including but not limited to the water treatment plant, reservoirs and pump stations.

An approval of a name/re-naming of a property, building or feature is not a guarantee of a name in perpetuity.

4.3 Naming Priority and Criteria

4.3.1 Priority

Priority shall be given to consistency of naming practice of Elgin property and buildings, in order of preference, after:

- a) the community or geographical area which the function or purpose of the building or infrastructure is associated with or benefits from.
- b) the community or geographical area in which the property or building is located to provide a geographical association to help the public to locate a building more easily;
- c) the most dominant "constant feature either within or nearby" the selected site such as an associated significant ecological or natural resource feature;
- d) a historical name related to the heritage and/or history of the area in which the property or building is located, including First Nations traditions and naming of places;
- e) an event of international, national, provincial or regional significance;
- f) an organization to recognize:
 - i. particular activities and significant contributions to Elgin; and/or,
 - ii. outstanding contributions or contributions made toward the development and/or enhancement of a property or building.

4.3.2 Specific Criteria When Naming/Re-naming after an Organization.

When a name of an organization is being considered, the following criteria should apply:

- the contribution they have made to public life, the municipal water sector, and the well-being of the region;
- the contribution made toward the acquisition, creation or redevelopment of the property, building or feature; and,
- where the name of an organization is so used, approval shall be obtained from the organization for such naming.

4.3.3 Corporate sponsorship naming will not be considered under any circumstances.

4.4 Application Review and Approval Process

Applicant(s) shall submit a written request for naming a property, building or feature to the Director. At a minimum, the written request shall provide the following:

- background information concerning the rationale for consideration of the request;
- biographical information if named after an organization or an individual; and,
- documentation including letters from organizations and individuals providing substantial support for the request.

The applicant(s) must assume responsibility for securing consensus within the community in which the property or building is located with respect to the application. Opposition to the application must be addressed and resolved by the applicant(s).

4.4.1 Application Review Process

Upon receipt of an application, the Director or their designate shall immediately review the application for its consistency with this Policy. The Director may, at their discretion, reject the application if the proposed name contradicts the requirements of this Policy.

Upon confirmation that the application and proposed name is consistent with this Policy, the Director shall submit a report to the Chief Administrative Officer and the Board requesting the Board's consideration for the application and recommending the approval or denial of the request by the Board.

4.4.2 Application Approval Process

Following completion of the application review process, the Director shall submit a report with the appropriate recommendation to the Board to either approve or not approve the naming/re-naming as requested by the applicant(s). The report shall include the following:

- a recommendation;
- rationale for recommended selection;
- confirmation of the individual's/organization's endorsement and community consensus;
- whether or not a ceremony is required;
- timing of the ceremony;
- future contributions to financing and ongoing maintenance (if applicable);
- the duration of time the name will be used (if applicable); and,

- other associated expenses with respect to signs, ceremonies, record-keeping and how these costs will be addressed.

4.4.3 Civic Re-Naming

Elgin believes that existing names may have a historical significance and place within the culture of the community and should not be changed. The Board, in its sole discretion, may consider exceptional situations, and where it can be proven that the majority of the local community are in support of the change. Each application for re-naming will be examined on a case-by-case basis.

1. Priority for re-naming will be granted by the Board in instances where a re-naming is a condition of an agreement with Canada or Ontario related to the awarding of an International, National or Provincial Event/Competition and/or the duration of time agreed upon as part of this condition has expired.
2. Civic names may be changed if there are specific circumstances that arise which warrant a review.

Options to re-naming of an entire building, property or feature could include:

- Amending the name by adding another new name to the existing name; or,
- Subdividing or portioning-off a particular property or feature to be given a new name
- Placing the names of an organization (or individuals) on a plaque to recognize their contributions if it is found that it is inappropriate to name a particular property or building in its entirety.

4.4.4 Alternatives to Naming/Re-naming

The Board may consider alternatives to naming/re-naming properties, buildings or features including but not limited to the use of donor plaques or the purchase of features such as trees, benches and picnic tables.

Board of Management Report

Subject: New Connection Policy

Overview:

- The Board last reviewed and approved a New Connection Policy in June 2004.
- The New Connection Policy is intended to provide guidance for how municipalities connect to the regional water system and frame the minimum obligations of all parties involved including the payment of a buy-in charge.
- The proposed revisions to the New Connection Policy amend the framework to include First Nations, and not just municipalities, as well as address the possible segmented addition of communities within a municipality after the initial connection.

Recommendation

That the Board of Management for the Elgin Area Water Supply System take the following actions with regard to amendments and revisions to the New Connection Policy for the Elgin Area Water Supply System:

- a) The Board of Management for the Elgin Area Water Supply System **APPROVE** the proposed amendments to the New Connection Policy as appended as Schedule "A" of the proposed Bylaw 9-2024 attached to this report; and,
- b) The Board of Management for the Elgin Area Water Supply System **RECEIVE** this report for information.

Previous and Related Reports

10 Jun. 2004	New Connection Policy
15 Jan. 2044	New Connection Policy

Background

The New Connection Policy for the Elgin Area Water Supply System was approved by the Board of Management on June 10, 2004, following consultations with the benefiting municipalities of the regional water system. The intent of the Policy is to provide a framework and guidance for circumstances relating to the supply of drinking water to municipalities who wish to join and connect to the regional water supply system and manage extensions of supplies between municipalities.

The original Policy included the adoption of a buy-in charge which would be imposed for new connections to municipalities which were previously not supplied by the Elgin Area Water Supply System. The charge was intended to reimburse the system, and reflective

of unutilized system capacity paid for by the existing benefiting municipalities, in order to supply drinking water to the new municipality on its maximum day in the connecting year. The buy-in charge was not related to the purchase and acquisition system capacity nor the purchase of a share of the regional system.

Once the (new) municipality connects to the regional water system, the rate for the purchase of water charged to all municipalities on a per cubic meter basis includes, among other things, a proportional payment of existing debt and contributions to the various Reserve Funds which are used for the ongoing renewal and replacement of capital assets and future capital investments.

Discussion

The 2004 New Connection Policy provided an adequate framework for the gross expansion of the regional supply by adding new municipalities to the regional water system, including the more-recent addition of the Municipality of Dutton Dunwich. As the regional water system contemplates possible future expansions and circumstances beyond the existing benefiting municipalities, some further refinement to the New Connection Policy is being proposed by staff, outlined as follows:

De-colonialization of Terms and References

The existing Policy tends to refer to only “municipalities” and does not broadly consider communities, including First Nations. While it may be necessary to reference municipalities (and benefiting municipalities) for specific purposes, the language-related amendments in the proposed Policy favours the use of terms like Benefiting Member(s), Prospective Member(s), and “communities” where appropriate, and includes references to both First Nations and municipalities where necessary.

Incremental Addition of Communities

In several instances with existing Benefiting Members, the supply to a municipality is solely for a specific community within the municipality and not all communities (i.e., a village or villages, and other residential areas but not the entire municipality). Conceptually, it is possible for a Prospective Member to join the regional water system and pay the corresponding Buy-In Charge related to the initial supply for only a village. Subsequent to that initial connection, the now-Benefitting Member could extend that initial supply to other villages and communities within their designated municipal boundaries, benefiting from unutilized capacity without the corresponding Buy-In Charge. The proposed amendments to the Policy contemplate the possibility of significant incremental additions of communities within a designated municipal boundary beyond what would otherwise be considered the “natural growth of the community and municipality”.

The original premise of the New Connection Policy is that the regional water system exists for the benefit of all communities and municipalities connected to it and must plan for the eventual increase in supply and corresponding capacity as its beneficiaries grow. Once a municipality or community connects to the regional water system, no further additional buy-in payments were required as the rate for water charged to all beneficiaries included components for future growth based on projections contemplated in the Master Water Plan and updated on a five-year cycle. The corresponding Financial Plan and financial projections maintain the proportionality of growth and contributions through the unit rate for water charged to the beneficiaries.

In order to implement this amendment, in practical terms, all future Water Supply Agreements entered into between the Elgin Area Water Supply System and a Prospective Member would include provisions for additional payments upon significant expansions of supply.

Anticipated Operating and Service Impacts

The proposed amendments to the New Connection Policy maintain the fairness and equitability of both Benefiting Members and Prospective Members while ensuring the neutrality of system availability and capacity for all Benefiting Members. While there are no current plans for the regional water system which contemplates significant incremental expansion(s) which would trigger an additional buy-in charge, the Policy does allow for the eventual possibility of the charge being imposed.

Accordingly, there are no circumstances currently being contemplated which would impact the financial plans and projections previously reviewed and approved by the Board.

Conclusion

The New Connection Policy for the Elgin Area Water Supply System outlines the framework for the consideration and approval of new connections to the regional water supply systems for communities. The proposed amendments to the policy provide revised wording to ensure consistency in terminology, as well as clarification for the application of the buy-in charge for new communities.

Submitted by: Andrew J. Henry, P.Eng.,
Director, Regional Water

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer

Attachments: Proposed By-law 9-2024 (New Connection Policy)

By-Law No. 9 - 2024

A by-law to adopt the **New Connection Policy** of the Joint Board of Management of the Elgin Area Primary Water Supply System.

WHEREAS the Joint Board of Management for the Elgin Area Primary Water Supply System was established by Transfer Order Elgin Area #W1/1998, effective November 29, 2000, pursuant to the *Municipal Water and Sewage Systems Transfer Act, 1997*;

AND WHEREAS section 5(3) of the Municipal Act, 2002 S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

NOW THEREFORE the Board of Management for the Elgin Area Primary Water Supply System enacts as follows:

1. That POLICY 3A – New Connection Policy previously enacted by resolution on October 9, 2003 and amended by resolution on June 10, 2004) be rescinded and the attached New Connection Policy be hereby implemented:

SCHEDULE 'A' – NEW CONNECTION POLICY

2. That this by-law shall come into force and effect on March 8, 2024.

PASSED in Open session on March 7, 2024

First Reading – March 7, 2024

Second Reading – March 7, 2024

Third Reading – March 7, 2024



By-Law No. 9-2024– Schedule ‘A’ New Connection Policy

Approved: March 7, 2024

Last Revised: October 28, 2004

Legislative History: Enacted by Board resolution (October 9, 2003), amended by Board resolution (June 10, 2004), and enacted by Board By-law 9-2024 (March 7, 2024)

Last Reviewed Date: August 1, 2023

Policy Lead: Director, Regional Water

1 Purpose

This policy establishes the process guidelines and fees associated with approving, constructing, and operating a new connection to the Elgin Area Primary Water Supply System for the benefit of a Benefiting Member, a Prospective Member, and/or a First Nation.

2 Applicability

This policy shall apply to all new connections to the Elgin Area Primary Water Supply System, and any extension of water supply from the Elgin Area Primary Water Supply System to municipalities, communities, settlements and/or First Nations serviced by the Water Supply System or who requests to be serviced by the Water Supply System.

This policy shall not apply to an individual business, industry, commercial enterprise, or residential dwelling.

This policy does not preclude the extension of the Elgin Area Primary Water Supply System transmission main, at the sole discretion of the Board of Management, to supply an existing or new municipality or area of an existing or new municipality or First Nation.

3 Definitions

Benefiting Members – shall mean the municipalities, communities, settlements, and/or First Nations which receives treated potable drinking water from Elgin pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000, and/or any Water Supply Agreement with Elgin. **Benefiting Member** shall refer to any one of the Benefiting Members.

Board of Management (and Board) – shall mean the Board of Management for the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems Transfer Act, 1997* and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

Elgin – shall mean the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems Transfer Act, 1997* and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

Prospective Member– shall mean a municipality, community, settlement or First Nation reserved land who is not a Benefiting Member and who wishes to connect to and receive treated drinking water from Elgin.

4 The Policy

4.1 New Connections to Elgin – General

All requests for new connections to Elgin shall be approved by the Board of Management for a municipality, community, settlement area, or First Nation reserved land, or a portion of a municipality, community, settlement area, or First Nation reserved land, which are to be serviced by Elgin, subject to the following:

- 4.1.1 All proposed connections to Elgin shall be located on a Transmission Main owned and operated by Elgin at a location acceptable to Elgin. The connection must directly supply a water distribution system owned by a municipality or First Nation for the benefit of that particular municipality or First Nation. Proposed connections to Elgin via the distribution system of a Benefiting Member is also subject to article 4.2 of this Policy.
- 4.1.2 An engineering review acceptable to Elgin in its sole discretion shall be undertaken, at the Prospective Member's cost, to address at a minimum:
 - a) Available capacity of the Elgin water treatment plant to support the current and long-term requirements of the Prospective Member or area of the Prospective Member to be serviced by the proposed connection;
 - b) Available capacity of the primary and/or secondary transmission mains required to meet the current and long-term requirements of the Prospective Member or area of the Prospective Member to be serviced by the proposed connection;
 - c) An impact assessment of the proposed connection on Elgin as a whole in consideration of, at a minimum, hydraulic conditions of the transmission main(s), and regulatory restrictions or conditions applicable to the proposed connection; and,
 - d) An impact assessment of the proposed connection on the existing and future capacity of the Elgin Area water treatment plant.

- 4.1.3 The proposed connection must include a monitoring station and bulk water meter, acceptable by Elgin in its sole discretion, complete with necessary isolation valves, bypasses, pressure controls, and instrumentation. The monitoring station and bulk water meter, or parts thereof, shall be at the location of the connection, or an alternate location acceptable to Elgin.
- 4.1.4 The proposed connection, and any associated transmission pipeline and/or improvements to Elgin necessary to accommodate the new connection, shall be constructed at the cost of the Prospective Member, including but not limited to administration costs, interim financing of working capital, associated water treatment capacity improvements, and/or transmission capacity improvements at the reasonable discretion of Elgin. The ownership of the monitoring station, bulk water meter, transmission pipeline and system improvements up to but excluding the Prospective Member's water distribution system shall be owned by Elgin, without charge to Elgin, and unrestricted access to the infrastructure granted to Elgin and Elgin's Operating Authority.
- 4.1.5 The construction of the proposed connection along with any associated pipelines to be owned and operated by Elgin and/or alterations to Elgin's existing infrastructure shall be undertaken by Elgin and all related capital, administration and engineering costs associated with the connection shall be at the expense of the Prospective Member. The connection shall include but not limited to the following:
- a) The construction of the connection point including but not limited to all associated valves, meters, monitoring and control equipment, and pressure control devices;
 - b) The construction of a new pipeline and associated infrastructure between the connection point and Elgin's infrastructure;
 - c) Any additional capital costs required to upgrade existing infrastructure, either owned by Elgin or a Benefiting Member, in order to accommodate the new connection and the long-term projected supply requirements of the Prospective Member; and,
 - d) A requirement to amend the Water Supply Agreement to include an additional Buy-in Charge, as outlined in section 4.5 of this Policy, where the Prospective Member's water distribution system is extended within the municipality resulting in a substantive increase in the annual supplied volumes by Elgin to the Prospective Member, as outlined in section 4.3.1.

- 4.1.6 Any capital costs required to accommodate the new connection within the Prospective Member's water system or area to be serviced shall be at the expense of the Prospective Member.
- 4.1.7 A Water Supply Agreement acceptable to Elgin in its sole discretion shall be executed between Elgin and the Prospective Member. Where the water distribution system of a Benefiting Member is necessary to supply treated water to the Prospective Member, the Water Supply Agreement shall also be executed with the applicable Benefiting Member. The Water Supply Agreement shall include, at a minimum:
- a) The payment of a rate payable by the Prospective Member reflective of the rate of water charged by Elgin to the Benefiting Member, and if applicable, any additional costs to the Prospective Member by a Benefiting Member for the operation, maintenance and repair of the affected infrastructure to supply the Prospective Member through the Benefiting Member's infrastructure, as well as an allocation of payment of costs for depreciated capital and the assumption of liability and risk;
 - b) The requirement to install appropriate backflow prevention at the connection point; and,
 - c) The location of the connection point and delineation of the respective responsibilities for the operation, maintenance, repair, management and administration of the associated water systems pertinent to the Water Supply Agreement.

4.2 New Connections to Elgin through and using the infrastructure of an adjacent municipality

All new connections to Elgin to a municipality or area of a municipality and using the infrastructure of an adjacent municipality ("supplying municipality"), which by virtue of the connection is in essence an extension of water supply through the adjacent municipality, shall be approved by the Board of Management and subject to the conditions established under section 4.1 of this policy.

4.3 Expansion of an existing water distribution system within a municipality currently supplied by Elgin

With the exception of 4.3.1 below, the gradual and normal expansion of an existing municipal water distribution system within a Benefiting Member, where the expansion is solely within the Benefiting Member and the supply of drinking water is not beyond the Benefiting Member, shall not require approval of Elgin.

4.3.1 Substantive expansion of an existing water distribution system within a municipality currently supplied by Elgin

Notwithstanding the generality of the foregoing, the following conditions shall apply where the substantive expansion of the Benefiting Member's water distribution system will result in an increase in the annual supplied volume from Elgin to the

Benefiting Member is greater than 20% in any of the five (5) years following the expanding year:

- a) A Water Supply Agreement shall be executed between Elgin and the Benefiting Member, or an amendment to the Water Supply Agreement if such an agreement pre-exists, which includes, at a minimum, the payment of the Buy-in Charge for the substantive increase in supply pursuant to section 4.5 of this Policy.

4.4 Adjustment of the Appointment of Members to the Board of Management

Upon completion of the connection to Elgin and the start of supply of water to the Prospective Member, the Prospective Member shall be designated as a Benefiting Member. The appointment of members to the Board of Management may be altered by the Board of Management, by Bylaw, using the following model:

- a) The appointment of a member or members to the Board of Management by the Benefiting Member where the respective vote of the member(s) appointed by the Benefiting Member shall be approximately proportional to the annual volume of water supplied to the Benefiting Member by Elgin;
- b) Each Benefiting Member may appoint a member or members to the Board of Management in accordance with the bylaw, and for each member appointed the Benefiting Member may, at their sole discretion, appoint an alternate member.
- c) The proportionality of votes to annual volume of water shall be approximately maintained to the reasonable extent possible.
- d) Quorum of the Board of Management shall be adjusted to one (1) member greater than 50% of the total members appointed to Board of Management.
- e) The vote(s) of any member shall not be depleted to less than one (1) vote (1 voting member having 1 vote).

This model is consistent with section 1(i) of the Transfer Order (Elgin Area #W1/1998) issued by the Ministry of the Environment dated November 29, 2000 under the *Municipal Water and Sewage Transfer Act, 1997*.

The current Board member appointments are apportioned between the Benefiting Members as follows:

Appointing Municipality	Membership & Vote
London	1 Members having 1 vote each
St. Thomas	2 Members having 1 vote each
Aylmer, Malahide and Bayham (acting jointly)	1 Member having 1 vote
Central Elgin, Southwold and Dutton Dunwich (acting jointly)	1 Member having 1 vote

4.5 System Capacity

Pursuant to section 4.1 of this Policy, in the case of a Prospective Member, or pursuant to section 4.3 of this Policy, in the case of a Benefiting Member, a Prospective Member or Benefiting Member, as applicable, shall be required to enter into a Water Supply Agreement or amending agreement with Elgin which, at a minimum, shall include a buy-in charge associated to the Prospective Member's proportionate share of the total existing system capacity.

The charge and payment of the buy-in charge is representative of the repayment of costs associated with the utilization by the Prospective Member of existing paid-for but unutilized system capacity by the Benefiting Member and shall not be construed as an apportionment of ownership in Elgin by the Prospective Member or apportionment of capacity of Elgin.

The value of the buy-in charge shall be established by Elgin rates and charges by-law or as identified in the Financial Plan for Elgin and approved by the Board of Management.

Board of Management Report

Subject: Telecommunications and Tower Policy

Overview:

- The Telecommunications and Tower Policy is intended to provide guidance for how organizations may apply for and receive approval for requests to locate or co-locate antenna and related equipment on Board-owned property and communications towers.
- The proposed Telecommunications and Tower Policy further addresses requests to locate communications towers on Board-owned property, including the exclusion of for-profit companies locating towers on Board-owned property for the purposes of a commercial venture or activity.
- The Board may, at its discretion, reduce or waive fees and charges which may be imposed for locating antenna. For example, the Board may wave standard fees associated with an antenna related to first responders and public safety which are co-located on a Board-owned communications tower.

Recommendation

That the Board of Management for the Elgin Area Primary Water Supply System take the following actions with regard to amendments and revisions to the Telecommunications and Tower Policy for the Elgin Area Primary Water Supply System:

- a) The Board of Management for the Elgin Area Primary Water Supply System **APPROVE** the Telecommunications and Tower Policy as appended as Schedule "A" of the proposed Bylaw 11-2024 attached to this report; and,
- b) The Board of Management for the Elgin Area Primary Water Supply System receive this report for information.

Previous and Related Reports

None

Background

The Board has dealt with previous requests to locate or co-locate antenna and related equipment on Board-owned communications towers on a case-by-case basis and through the approval of a licence of occupancy or lease agreement.

The proposed Telecommunications and Tower Policy, as attached to this report, is recommended to formalize the framework and provide guidelines for the consideration

of requests by companies and organizations to locate antenna on Board-owned communications towers or requests to locate communications towers by other third-parties on Board-owned property.

Discussion

While requests are historically infrequent, previous requests to co-locate antenna and related equipment on Board-owned property and assets have been dealt with on a case-by-case basis and approved through a licence of occupancy or lease agreement. These include the antenna and antenna-related equipment installed by Birds Canada on the communications tower located at the Elgin Area water treatment plant for the purpose of radio-tracking and recording systems related to bird migration.

The proposed Policy includes specific provisions of exclusion, including:

- Antenna used by commercial carriers for the purpose of for-profit broadcasting shall not be located on Board-owned towers, facilities, property and/or infrastructure.
- Telecommunications Towers shall not be erected or located on Board-owned property by commercial carriers which are used for the purpose of for-profit broadcasting; and,
- the location or co-location of antenna shall not under any circumstances interfere with the operation, use, administration or management of the regional water system or its property, facilities, infrastructure, or assets including but not limited to dedicated telecommunications and antenna systems used by the regional water systems.

In all cases, the location or co-location of antenna, and/or the location of a telecommunications tower, shall be subject to Board approval and entering into a Licence of Occupancy as outlined by this Policy, as well as conditional on associated security policies of the regional water system related to the access and use of Board-owned property and facilities.

Anticipated Operating and Service Impacts

Previous requests to co-locate antenna have been considered and approved by the Board on an infrequent and ad hoc basis. The location or co-location of telecommunications antenna and related equipment is subject to confirmation that the proposed equipment will not interfere with the operation of the water supply system, including its own communications networks.

The Policy is not expected to impact operating services or budgets, save and except the additional revenue associated with any future request to locate or co-locate communications antenna on Board-owned property or communications towers.

Submitted by: Andrew J. Henry, P.Eng.,
Director, Regional Water

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer

Attachments: Proposed Bylaw 11-2024 (Telecommunications & Tower Policy)

By-Law No. 11 - 2024

A by-law to adopt the
**Telecommunications and Tower
Policy** of the Joint Board of
Management of the Elgin Area Primary
Water Supply System.

WHEREAS the Joint Board of Management for the Elgin Area Primary Water Supply System was established by Transfer Order Elgin Area #W1/1998, effective November 29, 2000, pursuant to the *Municipal Water and Sewage Systems Transfer Act, 1997*;

AND WHEREAS section 5(3) of the Municipal Act, 2002 S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

NOW THEREFORE the Board of Management for the Elgin Area Primary Water Supply System enacts as follows:

1. That the attached Telecommunications and Tower Policy be hereby implemented:

SCHEDULE 'A' – TELECOMMUNICATIONS AND TOWER POLICY

2. That this by-law shall come into force and effect on March 8, 2024.

PASSED in Open session on March 7, 2024

First Reading – March 7, 2024

Second Reading – March 7, 2024

Third Reading – March 7, 2024



By-Law No. 11-2024 – Schedule ‘A’

Telecommunications and Tower Policy

Approved: March 7, 2024

Last Revised:

Legislative History: Enacted by By-Law 11-2024 (March 7, 2024)

Last Reviewed Date:

Policy Lead: Director, Regional Water

1. Purpose

The Elgin Area Primary Water Supply System (“EAPWSS”) prioritizes instituting practices which foster a culture of collaboration with and among Benefiting Members and related partner agencies.

The purpose of this Telecommunications Tower Policy (“Policy”) is to ensure consistency in the administration, management and use of the water system’s property, assets and telecommunication infrastructure while considering the safety and security of the water utility.

At all times, the EAPWSS will ensure that it remains compliant with applicable laws and standards that also relate to the subject matter of this policy.

2. Applicability

This Policy applies to all requests to locate and/or co-locate Antenna, Antenna Systems, Telecommunications Towers and other Radiocommunication equipment and infrastructure on EAPWSS owned property, buildings, and infrastructure, including Amateur Radio Service(s).

2.1. Exclusions

This Policy does not apply to Radiocommunication equipment, Antenna and Antenna Systems owned and operated by the EAPWSS for the purpose of the operation of the water supply system, including the Supervisory Control and Data Acquisition (SCADA) system.

3. Definitions

“Amateur Radio Service” – shall mean a radiocommunication service in which radio apparatus are used for the purpose of self-training, intercommunication or technical investigation by individuals who are interested in radio technique solely with a personal aim and without pecuniary interest.

“Antenna” – shall mean the equipment and device mounted on a Telecommunications Tower which may be designed for various uses including but

not limited to cell phones, radio, and satellite communications by sending and/or receiving radio signals. Examples of antenna include but are not limited to whip-type, omnidirectional, microwave and panel antennas.

“Antenna Systems” - shall mean all the components and equipment required on a site, including an antenna and, if required, it’s supporting tower and an equipment shelter, for the operation of a wireless communication network, but does not include a residential use antenna system.

“Benefiting Members” – shall mean the municipalities and First Nations communities which are supplied with treated drinking water from the EAPWSS.

“Board” – shall mean the Board of Management for the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems Transfer Act, 1997* and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

“Broadcast” or “Broadcasting” – shall mean any radiocommunication in which the transmissions are intended for direct reception by the general public.

“Co-location” – shall mean the placement of multiple telecommunications antennae and/or antenna systems or other platforms on a building, structure or tower by two or more proponents.

“Commercial Carriers” – shall mean for-profit companies, corporations and/or ventures engaged in local, national and/or international Broadcasting and the provision of Radio services for commercial gain, including its agents and/or subcontractors engaged for the purpose of operating, maintaining, and repairing its antenna systems and Towers. Commercial carriers and for-profit ventures include but are not limited to Bell Mobility, Hay Communications, Aliant, Rogers Telecom and Telus.

“Director” – shall mean the Director, Regional Water, for the Elgin Area Primary Water Supply System or their designate.

“Elgin Area Primary Water Supply System” and “EAPWSS” – shall mean the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems Transfer Act, 1997* and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

“Equipment Shelters” – shall mean a shelter containing electronic equipment such as radios, electronic and other equipment necessary to support the operation of the communications site to receive or transmit signals and which is not staffed on a permanent basis and only requires periodic maintenance.

“Fee” – shall mean the annual fee charged by the EAPWSS for the licence of occupancy granted to the Proponent for the term of the licence granted.

“Industry Canada” – shall mean the Federal Department, which is responsible for radio frequency spectrum management. Information outlining the federal process relating to the location of telecommunication and broadcasting antenna systems is available at: <http://www.ic.gc.ca/antenna>

“Proponent” – shall mean a person or persons, a corporation, or such other entity which requests the use of EAPWSS owned Telecommunications Tower, facility, property or infrastructure or has been approved the use EAPWSS owned Telecommunications Tower, facility, property or infrastructure for the purpose of installing, operating, maintaining, and repairing antenna and/or antenna systems for the purpose of radio communication pursuant to this Policy.

“Radiocommunication” or “Radio” – shall mean any transmission, emission or reception of signs, signals, writing, images, sounds or intelligence of any nature by means of electromagnetic waves of frequencies lower than 3000 GHz propagated in space without artificial guide.

“Telecommunications Tower” and “Tower” – shall mean a structure used to support one or more antenna systems or other platform for the purpose of radio telecommunications and which may include, but is not limited to guyed towers, self-support towers, monopole towers, poles, masts, or other structures which are used to support telecommunication facilities, and which may be located at ground level or on the roof of a building.

3.1. Alteration of Definitions

Given that technology changes rapidly, the EAPWSS may amend these definitions and examples at any time in accordance with section 5 of this Policy, and the definitions and examples are not to be considered exhaustive.

4. Policy

4.1. General Criteria

A request to locate or co-locate an antenna on EAPWSS owned Telecommunications Towers, facilities, property and/or infrastructure shall be subject to the following criteria:

- a) Antenna used by Commercial Carriers for the purpose of for-profit Broadcasting shall not be located on EAPWSS Towers, facilities, property and/or infrastructure.
- b) Telecommunications Towers shall not be erected or located on EAPWSS property by Commercial Carriers which are used for the purpose of for-profit Broadcasting.
- c) The location or co-location of antenna shall not under any circumstances interfere with the operation, use, administration or management of the

EAPWSS or its property, facilities, infrastructure, or assets including but not limited to dedicated EAPWSS telecommunications and antenna systems.

- d) The location or co-location of antenna, and/or the location of a Telecommunications Tower, shall be subject to section 4.4 (Approval) and section 4.5 (Licence of Occupancy) of this Policy, as well as associated security policies of the EAPWSS related to the access and use of EAPWSS property and facilities.

4.2. Operational Need

Notwithstanding section 4.1, the Board, in its sole discretion, may approve a request from a Proponent to locate or co-locate Antenna, or locate a Telecommunications Tower, which are owned, operated, and maintained by a Commercial Carrier for coincident commercial gain, where there is a clear operational need and benefit to the EAPWSS. Operational need and benefit may include but are not limited to radiocommunications and related services necessary for the operation of the EAPWSS including its Supervisory Control and Data Acquisition (SCADA) system and Amateur Radio Service(s).

4.3. Location

Where appropriate, it is preferable to co-locate Antenna and Antenna Systems on the same Telecommunications Tower over the installation of Antenna and Antenna Systems on separate Telecommunications Tower within the same vicinity and on the same property.

Antenna and Antenna Systems are not to be affixed to the side of a EAPWSS building unless approved in writing by the Director.

4.3.1. Location or Co-Location of Antenna

Antenna and/or Antenna Systems, including cabling, shall be securely affixed to the Telecommunications Tower in a manner that is appropriate to the application and consistent with industry standards and best practices.

Antenna and/or Antenna Systems shall not interfere with, impede access to, or otherwise detrimentally affect any other Antenna or Antenna Systems mounted on the Telecommunications Tower.

Prior to executing or as part of the Licence of Occupancy Agreement, the Board, in its sole discretion, may request the Proponent complete a structural study of the Telecommunications Tower at the Proponent's sole expense, including but not limited to the assessment of wind loading, foundational loading, support systems and guys. Where modifications to the Telecommunications Tower is required to facilitate the Proponent's installation, operation, and maintenance of the Antenna and/or Antenna Systems, the Proponent shall be responsible for the

modifications at the Proponent's sole expense prior to the installation of Antenna and/or Antenna Systems.

Where appropriate, the Proponent shall be responsible for the installation, maintenance, repair and replacement of any snow shields and reflectors necessary to facilitate the installation and operation of the Proponent's Antenna and Antenna Systems.

4.3.2. Location of Telecommunications Tower

Where it is not feasible to locate or co-locate Antenna and/or Antenna Systems on an existing Telecommunications Tower, the Board may approve the location of a new Telecommunications Tower on EAPWSS owned property, as stipulated in the Licence of Occupancy Agreement. The installation of the Telecommunications Tower will be constructed at the sole expense of the Proponent. The location of the Telecommunications Tower shall be located in an area which does not impact or impede the ongoing operations, maintenance, repair of the EAPWSS or access to its infrastructure and assets.

Unless otherwise specified in the Licence of Occupancy Agreement, the Telecommunications Tower constructed and installed by the Proponent will become the property of the EAPWSS and at no cost to the EAPWSS.

Where the Licence of Occupancy Agreement specifies that the Telecommunications Tower will remain the property of the Proponent, the Proponent shall be responsible for the removal of the Telecommunications Tower and restoration of the EAPWSS property at the end of the term of the Licence of Occupancy Agreement.

4.3.3. EAPWSS Property

No legal title or interest in the Telecommunications Tower, property, building and/or assets shall be deemed or construed to have been created or vested in the Licence of Occupancy Agreement or anything contained therein, under any circumstances.

4.3.4. Public Consultation

Where the Proponent requests or requires the construction and installation of a new Telecommunications Tower, including the affixation of a mast to a EAPWSS building or structure, the Proponent shall undertake a public consultation process, with the optional participation of EAPWSS staff at the direction of the Director.

Public consultation and the solicitation of comments shall include, at a minimum, property owners and residents within 500m of the proposed location of the Telecommunications Tower.

4.4. Approval

The application and Licence of Occupancy Agreement shall be approved in accordance with the Delegations of Powers and Duties Bylaw, including all terms and conditions of occupancy and any fees and charges imposed through agreement.

4.5. Licence of Occupancy

Proponents must execute a Licence of Occupancy Agreement with the EAPWSS which, at a minimum, will set out: (i) the telecommunications Antenna and/or Antenna Systems and related equipment and infrastructure to be installed, (ii) the location of the approved occupancy, (iii) the specified term with renewal options, (iv) the licence fees payable, (v) the terms and provisions of the licence granted, including but not limited to indemnifications and insurance provisions, and (vi) access and security-related restrictions of the licence granted.

4.5.1. Fees and Charges

The fee(s) payable by the Proponent shall be in accordance with the Board's Fees and Charges Bylaw, together with any costs and charges for addition, modification and/or alteration of EAPWSS infrastructure, Towers and related assets, as well as any charges related to structural assessments which may be required by the EAPWSS in its sole discretion.

The Proponent shall be solely responsible for all applications, costs and charges associated with the installation, maintenance, repair, operation, and removal of their Antenna and Antenna Systems. This includes but is not limited to permits, inspections, insurance, and structural assessment studies, as may be more particularly described in the Licence of Occupancy Agreement and as required by Industry Canada.

4.5.2. Waiver of Fees

At the sole discretion of the Board, the annual Fee payable by the Proponent for the licence granted may be reduced, or waived in its entirety, for the duration of the specified term or portion of the specified term as determined by the Board.

5. Changes

This Policy may be amended in whole or in part or eliminated in its entirety at any time at the sole discretion of the EAPWSS with the approval of the Chief Administrative Officer as recommended by the Director, Regional Water.

Board of Management Report

Subject: Grants and Donations Policy

Overview:

- The Grants and Donations Policy is intended to provide guidance for how organizations may apply for and receive grants and donations for drinking water related initiatives.
- The approval and award of any grant or donation for a drinking water related initiative is subject to Board approval, which may be delegated in accordance with the Delegation of Powers and Duties Bylaw at the Board's discretion.

Recommendation

That the Board of Management for the Elgin Area Primary Water Supply System take the following actions with regard to amendments and revisions to the Grants and Donations Policy for the Elgin Area Primary Water Supply System:

- a) The Board of Management for the Elgin Area Primary Water Supply System **APPROVE** the Grants and Donations Policy as appended as Schedule "A" of the proposed Bylaw 12-2024 attached to this report; and,
- b) The Board of Management for the Elgin Area Primary Water Supply System **RECEIVE** this report for information.

Previous and Related Reports

None

Background

Historically, the Elgin Area Primary Water Supply System has provided grant funds on an ad hoc basis to various community organizations for specific drinking water related activities and initiatives such as the Children's Water Festival.

The proposed Grants and Donations Policy, as attached to this report, is recommended to formalize the framework and provide guidelines for organizations to apply for grants and donations and outline the process for consideration and approval.

Discussion

While requests are historically infrequent and were of low dollar value, the ad hoc provision of grants and donations were previously approved by the Chief Administrative Officer or Director of Regional Water pursuant to the previous Procurement and

Disposal Bylaw. With the recent approval of the new Procurement of Goods and Services and Disposal of Assets Policy, this companion Policy formalizes the process by which an organization may request grants or donations for specific drinking water related initiatives.

Preference is given to Initiatives related to municipal drinking water, and the related protection and preservation of the environment affecting drinking water including, but not limited to, source water protection. The provision of drinking water, especially bottled water, for a public event that is unrelated to municipal drinking water or unrelated to the protection and preservation of the environment affecting drinking water shall not be construed as “related to drinking water” for the purposes of this Policy.

Applications are reviewed by the Director of Regional Water for applicability and, if appropriate, may recommend the granting of financial assistance. Requests for financial assistance are subject to Board approval, which may be delegated in accordance with the Delegation of Powers and Duties Bylaw at the Board's discretion.

Requests for in-kind assistance through the provision of staff and/or non-monetary resources may be approved by the Chief Administrative Officer.

Anticipated Operating and Service Impacts

Previous funding assistance has been provided on an infrequent and ad hoc basis for various initiatives and has typically totaled \$3,000 per year on average. Each application will be considered on its own merits and will be subject to available budgetary funds during the fiscal year. In-kind (staff and resources) grants are subject to availability.

The Policy is not expected to impact operating services or budgets.

Conclusion

The Grants and Donations Policy for the Elgin Area Primary Water Supply System outlines the framework for the consideration and approval of grants and donations from the regional water supply systems for drinking water related initiatives.

Submitted by: Andrew J. Henry, P.Eng.,
Director, Regional Water

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer

Attachments: Proposed By-law 12-2024 (Grants and Donations Policy)

By-Law No. 12 - 2024

A by-law to adopt the **Grants and Donations Policy** of the Joint Board of Management of the Elgin Area Primary Water Supply System.

WHEREAS the Joint Board of Management for the Elgin Area Primary Water Supply System was established by Transfer Order Elgin Area #W1/1998, effective November 29, 2000, pursuant to the *Municipal Water and Sewage Systems Transfer Act, 1997*;

AND WHEREAS section 5(3) of the Municipal Act, 2002 S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

NOW THEREFORE the Board of Management for the Elgin Area Primary Water Supply System enacts as follows:

1. That the attached Grant and Donations Policy be hereby implemented:

SCHEDULE 'A' – GRANT AND DONATIONS POLICY

2. That this by-law shall come into force and effect on March 8, 2024.

PASSED in Open session on March 7, 2024

First Reading – March 7, 2024

Second Reading – March 7, 2024

Third Reading – March 7, 2024



By-Law No. 12-2024 – Schedule ‘A’ Grants and Donations Policy

Approved: March 7, 2024

Revised:

Legislative History: Enacted by By-Law 12-2024 (March 7, 2024)

Last Reviewed Date:

Policy Lead: Director, Regional Water

1 Purpose

The purpose of the Grants and Donations Policy is to ensure that funds are allocated in a fair, transparent and appropriate manner to organizations. This policy establishes the eligibility requirements, identifies the types of funding available, and outlines the application and monitoring requirements for the provision of grants and donations by the Elgin Area Primary Water Supply System.

2 Applicability

The Elgin Area Primary Water Supply System recognizes the valuable contributions made by community organizations, volunteer groups and associations to improve the well-being and the quality of life for the residents in the region. In recognition of these contributions, the Elgin Area Primary Water Supply System is committed to providing modest assistance to such organizations, initiatives and programs through its Grants and Donations Policy.

Preference will be given to initiatives and programs related to municipal drinking water, and the related protection and preservation of the environment affecting drinking water.

3 Exclusions

Individuals, for-profit businesses, publicly funded institutions (i.e., schools, hospitals, etc.), and recreational sports groups are not eligible to apply for grants and donations under this policy. Funds provided under this policy shall not be used to sponsor an individual athlete or a team for a competition, nor to subsidize participation in a sports event.

4 Definitions

“Annual Report” shall mean a report submitted to the Board of Management at least every twelve (12) months providing a summary of grants and payments paid by the Elgin Area Primary Water Supply System in accordance with this policy.

“Board of Management” and **“Board”** shall mean the Board of Management for the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems Transfer Act, 1997* and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

“Elgin” shall mean the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems Transfer Act, 1997* and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

“Financial Assistance” shall mean a grant that provides funding to an organization and may include a sponsorship of a drinking water-related event by an association.

“Initiative” shall mean any public undertaking of a project, program, and/or event carried out by an organization, group or association for the benefit of the communities served by the Elgin Area Primary Water Supply System.

“In-Kind Assistance” shall mean a grant for the provision of Elgin property/facilities, materials or resources, including staff, to an organization for an Initiative. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the Elgin Area Primary Water Supply System. In-kind grants will include the estimated value of the initiative.

“Organization” shall mean a not-for-profit organization or community group that provides products or services to improve or benefit the communities served by the Elgin Area Primary Water Supply System. Non-profit organizations are usually concerned with generating enough revenue to provide support to the community and objectives of the organization. Non-profit organizations can reinvest any money earned back into their own operation to grow the organization and further support its mission.

5 The Policy

5.1 Eligibility

Applicants must be an Organization who operates within or provides a benefit, either directly or indirectly, to the communities within the region served by Elgin.

An Organization can only submit one (1) application per year.

Financial Assistance is intended to be supplementary to an Organization's main source(s) of revenue and is provided for a specific purpose or initiative. The Financial Assistance shall not be considered as the primary source of funding for the Organization.

All applications shall be related to a future Initiative, and retroactive funding will not be considered. The provision of Financial Assistance shall not be construed or regarded as a commitment by Elgin to continue such assistance in future years

and shall only be guaranteed for the fiscal year in which the Organization has applied.

Financial Assistance may be awarded with certain terms and conditions, as recommended by the Director of Regional Water, or designate, acting reasonably. The notification of an award of Financial Assistance shall state if any particular restriction, term or condition applies to the grant, if applicable.

The Board is not obligated to allocate funds to any Organization regardless of the fact that they satisfy the eligibility criteria and meet all the objectives of this Policy.

Requests for Financial Assistance may be reduced in value, at the discretion of the Board, to support a wider range of initiatives during the fiscal year.

Preference will be given to Initiatives related to municipal drinking water, and the related protection and preservation of the environment affecting drinking water including, but not limited to, source water protection. The provision of drinking water, especially bottled water, for a public event that is unrelated to municipal drinking water or unrelated to the protection and preservation of the environment affecting drinking water shall not be construed as “related to drinking water” for the purposes of this Policy.

Unless otherwise approved by the Board, no Financial Assistance will be paid until such time as the annual budget has been approved.

Only one application may be submitted for an Initiative, even if more than one Organization is co-sponsoring, co-organizing or otherwise jointly involved in the Initiative.

5.2 Application

Applications for Financial Assistance may be submitted at any time during the fiscal year.

The maximum amount of Financial Assistance to any Organization in any fiscal year is \$25,000, exclusive of In-Kind Assistance.

5.2.1 Application Process

- a) An application for Financial Assistance and/or In-Kind Assistance shall be submitted by an Organization using the form available on Elgin’s website.
- b) The application, together with any supporting documentation and information about the Organization and/or the Initiative, shall be submitted to the Director of Regional Water or designate as instructed on the application form.
- c) The application, as submitted, will be evaluated and recommended by the Director of Regional Water for eligibility based on the criteria established by this policy.
- d) All decisions of the Board are final.

- e) Applicants will be notified of the decision.
- f) Applicants recommended and approved for Financial Assistance will be contacted by Elgin when payment is available.

5.3 Approval

Unless otherwise specified in the Delegation of Powers and Duties Bylaw or other related Board-approved policy, the Board shall approve all Financial Assistance provided under this policy.

Applications solely for In-Kind Assistance and exclusive of Financial Assistance may be approved by the Chief Administrative Officer on the recommendation of the Director of Regional Water.

5.4 Report

The Director of Regional Water or designate shall provide a report to the Board on an annual basis providing a summary of the Financial Assistance and In-Kind Assistance provided for the fiscal year.

Board of Management Report

Subject: Fees and Charges

Overview:

- The Municipal Act allows municipalities and local boards to impose fees and charges for various services.
- The proposed Fees and Charges By-law sets out recommended rates for fees and charges for services and circumstances that the regional water system has or is likely to encounter in undertaking services for the benefit of the member communities.

Recommendation

That the Board of Management for the Elgin Area Primary Water Supply System take the following actions with regard to amendments and revisions to the Telecommunications and Tower Policy for the Elgin Area Primary Water Supply System:

- a) The Board of Management for the Elgin Area Primary Water Supply System **APPROVE** the Fees and Charges By-law as attached to this report; and
- b) The Board of Management for the Elgin Area Primary Water Supply System **RECEIVE** this report for information.

Previous and Related Reports

None

Background

Section 391 of the Municipal Act, 2001, allows municipalities and local boards to set fees and charges for:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it, for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

Although infrequent, the Board has historically charged for services and circumstances on an ad hoc basis for encroachments, licences of occupancy, and through agreements. The charges recommended by staff in those circumstances have been based on similar charges by municipalities in the region and based on water sector best practices.

The Board sets the rate for water charged to the benefiting municipalities and communities on an annual basis as part of the deliberations and approvals for the annual operating budget.

It is appropriate for the Board to set out a schedule of fees and charges for various services and activities that are undertaken by the regional water system.

Discussion

The proposed by-law establishes various fees and charges for services, activities, occupancy of property that is typically undertaken by the regional water system, or potentially undertaken by the regional water system in future. The by-law is limited to the services and activities within the span of control of the regional water system, and may be amended by the Board as circumstances change from time to time.

Anticipated Operating and Service Impacts

The fees and charges recommended in the proposed by-law are not expected to impact operating services or budgets, with the exception of the nominal additional revenue associated with any future service, activity and/or occupancy that the Board may consider.

Submitted by: Andrew J. Henry, P.Eng.,
Director, Regional Water

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer

Attachments: By-Law 8-2024 Fees and Charges By-law

By-Law No. 8 - 2024

A By-law to establish **FEES AND CHARGES** for the Elgin Area Primary Water Supply System, in accordance with section 391 of the *Municipal Act, 2001*.

WHEREAS the Joint Board of Management for the Elgin Area Primary Water Supply System was established by Transfer Order Elgin Area #W1/1998, effective November 29, 2000, pursuant to the *Municipal Water and Sewage Systems Transfer Act, 1997*;

AND WHEREAS Section 391 of the Municipal Act provides that:

Without limiting sections 9 and 11, a municipality and a local board may pass by-laws imposing fees or charges on any class of persons;

- i. For services or activities provided or done by or on behalf of it;
- ii. For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- iii. For the use of its property including property under its control;

Such fees and charges may include the costs of administration, enforcement, and the establishment, acquisition and replacement of capital assets; and

Such fees or charges are payable regardless of whether or not it is mandatory for the local board to do the service or activity or pay costs to allow the use of its property;

AND WHEREAS Section 398 (1.1) of the Municipal Act provides that where fees and charges are imposed by a local board on a person, the fee or charge is a debt owing to the local board;

AND WHEREAS Section 446 of the Municipal Act provides that where a person is required to do a matter or thing, the costs to do the matter or thing is an expense owing to the local board;

AND WHEREAS The Board of Management for the Elgin Area Primary Water Supply System deems it expedient and desirable to set user fees and charges for services provided by the Elgin Area Primary Water Supply System and has given notice of its intent to establish user fees and charges in this by-law;

NOW THEREFORE the Board of Management for the Elgin Area Primary Water Supply System enacts as follows:

1. In this by-law:

“**Board**” shall mean the Board of Management for the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems*

Transfer Act, 1997 and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

“**Elgin**” shall mean the Elgin Area Primary Water Supply System as established under the *Municipal Water and Sewage Systems Transfer Act, 1997* and pursuant to Transfer Order Elgin Area #W1/1998 dated effective November 29, 2000.

“**Municipal Act**” shall mean the Ontario *Municipal Act, 2001*, S.O. 2001, C.25, as amended.

2. The Schedules to this by-law establish and impose Fees and Charges in accordance with section 391 of the Municipal Act.
3. The fees and charges imposed by this by-law shall be due and payable in full without discount by cheque, cash, or debit at the time of submitting an application or prior to the request for service.
4. The fees and charges imposed by this by-law constitute a debt owing to the Elgin Area Primary Water Supply System, as set out in section 398 of the Municipal Act.
5. Fees or charges imposed by this by-law are subject to interest, as set out in the *Municipal Act*.
6. The Board, at its sole discretion, may waive the fee or charge, as set out in this by-law, through executed agreement or by resolution of the Board.
7. This by-law shall come into force and effect on July 1, 2024.

PASSED in Open session on _____, 2024

First Reading – _____, 2024

Second Reading – _____, 2024

Third Reading - _____, 2024

Schedule A – Administrative Fees

Service or Activity	Unit of Measure	Fee
Interest on accounts receivable	Per month	1.5%
Interest on Working Capital	Per month	Bank of Canada published rate less 0.25%

Schedule B – Encroachment, Lease, Rental and Occupancy Charges

Service or Activity	Unit of Measure	Fee
Minor Encroachment of Easement (less than 9.3m ² gross occupancy)	Per year	\$100
Encroachment of Easement (greater than 9.3m ² gross occupancy)	Per Year per square meter (gross)	\$12.50
Communications Tower (Property Occupancy, including antenna and related equipment)	Per Year	\$15,000
Antenna Occupancy (per antenna/equipment, excluding snow shields and reflectors)	Per Year	\$4,000
Property Occupancy	Per Year	As recommended by Elgin's Chief Administrative Officer
Crane Rental (in-plant fixed cranes and bridge cranes)	Per Day	As per the Crane Rental Agreement

Schedule C – Water-Related Charges

Service or Activity	Unit of Measure	Fee
Water rate	Per cubic meter	As set in Elgin's annual operating budget and approved by the Board
Water meter checked for accuracy at customer request	Each	\$250 plus cost to remove/transport meter to testing facility (refunded if meter is inaccurate)
New Connection Buy-In Charge	Per cubic meter per day of estimated Max. Day in the connecting year	\$769

Board of Management Report

Subject: Elgin Area Primary Water Supply System Master Plan – Consultant Award (EA2019-24)

Overview:

- As a condition of the provincial transfer order, issued under the *Municipal Water and Sewage Systems Transfer Act, 1997*, the EAPWSS is required to complete a Master Plan every five years to determine regional system needs over the short and long-term.
- This assignment will follow the Master Plan process, outlined in the Municipal Engineers Association Municipal Class Environmental Assessment document (October 2000, as amended in 2007, 2011, 2015 and 2023).
- A Master Plan will be undertaken for the Lake Huron Primary Water Supply System, in parallel with this assignment.

Recommendation

That the Board of Management for the Elgin Area Water Supply System take the following actions with regard to the Master Plan (EA2019-24):

- a) That the Board of Management for the Elgin Primary Water Supply System **ACCEPT** the proposal from AECOM Canada Ltd. for the Master Plan in the amount of \$199,523.50, including contingency and excluding HST, having submitted a proposal which meets the Request for Proposal requirements and was evaluated by Board staff to provide the best value;
- b) That the Board of Management for the Lake Huron Water Supply System **APPROVE** a budget increase of \$25,000.00, based on AECOM's proposal, for a total approved budget of \$225,000;
- c) The Board of Management for the Elgin Area Primary Water Supply System **AUTHORIZE** the Chair and Chief Administrative Officer to execute a consulting services agreement with AECOM to undertake the Master Plan; and,
- d) The Board of Management for the Elgin Area Primary Water Supply System **RECEIVE** this report for information.

Previous and Related Reports

June 4, 2020 EA2019 - Master Water Plan Update

October 13, 2023 2024 Operating and Capital Budgets

Background

The previous Master Plan for the Elgin Area Primary Water Supply System (EAPWSS) was completed and endorsed by the Board on June 4, 2020. An initial Master Plan was first completed for the EAPWSS in 2001, that was later updated in 2003, 2008 and 2014.

The proposed 2024 Master Plan will be undertaken in accordance with the process for Master Plans outlined in the Municipal Engineers Association Municipal Class Environmental Assessment document (October 2000, as amended in 2007, 2011, 2015 and 2023).

As part of this assignment, regional water system's needs will be assessed for the short and long term (20+ years) by considering growth and development potential within the region to ensure level of service is maintained and/or enhanced. Since the last update of the EAPWSS Master Plan, the *More Homes Built Faster Act, 2022*, was released which has the potential to support significant growth and development in the region. The review and evaluation of system needs will consider all regional water system infrastructure including but not limited to the treatment plant, transmission mains, intermediate facilities, and terminal storage.

The proposed Master Plan is intended to evaluate and identify recommended system improvements, including major system upgrade/expansion, to accommodate proposed growth. Some key considerations include:

- Population and corresponding water demand projections for the region supplied by the EAPWSS, including consultation with First Nations and member municipalities;
- Consideration of new communities joining the EAPWSS in future;
- Hydraulic modelling under current and future growth scenarios, including potential expansion in supply areas; and
- Expansion concept for the treatment plant facility.

An outcome of the Master Plan is a roadmap outlining major system improvements over at least the next twenty years.

Discussion

In January 2024, Board staff published Request for Proposal (RFP-2021-005) for consulting engineering services for the EAPWSS Master Plan. Four (4) proposals were received by the closing date of February 6, 2024. The proposals were reviewed by Board staff and evaluated against the requirements in the Request for Proposals document.

Based on the evaluation, the proposal from AECOM Canada Ltd. (AECOM) was deemed to offer the best value to the EAPWSS and is recommended by Board staff for award. The Request for Proposal process was undertaken with the assistance of the City of London's Procurement and Supply Division and complies with the EAPWSS Procurement of Goods and Services and Disposal of Assets Policy.

The overall budget approved for this assignment is \$200,000. AECOM's proposal included fees of \$199,523.50 including contingency, excluding HST. When considering taxes and potential additional costs outside of AECOM's fees, it is anticipated that the cost of this assignment will exceed the approved budget of \$200,000.

As the project progresses, the Board will be provided with updates regarding with this Master Plan, which is anticipated to be undertaken over the next year and include hosting two Public Information Centres.

Board staff will coordinate and identify any efficiencies between the EAPWSS Master Plan and the LHPWSS Master Plan, to ensure these two assignments are completed effectively in parallel.

Project Financial Status

EXPENDITURE	FORECAST	INCURRED
Preliminary Design	\$203,035.25	\$0
Detailed Design	\$0	\$0
Construction Administration	\$0	\$0
Construction	\$0	\$0
Other Fees and Charges	\$0	\$0
Total	\$0	\$0

Approved Budget **\$ 200,000**

Budget Surplus / Deficit **\$(3,035.25)**

Note: Amounts in the project financial status include the non-refundable portion of HST.

Conclusion

This (2024) Master Plan assignment will fulfill the EAPWSS's transfer order requirement to complete a Master Plan every five years. The Master Plan informs planning of future improvements for the regional water supply system.

In accordance with the Request for Proposal process issued in January 2024, AECOM was deemed to provide the best value to the EAPWSS. Board staff recommend that the Board accept the proposal from AECOM to undertake consulting engineering services for EA2019-24 and execute a consulting services agreement.

Prepared by: Marcy McKillop, P.Eng., GDPA
Environmental Services Engineer

Submitted by: Billy Haklander, P. Eng., LL.M
Senior Manager, Capital Programs

Recommended by: Kelly Scherr, P.Eng., MBA, FEC
Chief Administrative Officer