Agenda
Lake Huron Primary Water Supply System
Joint Board of Management

1st Meeting of the Lake Huron Primary Water Supply System

December 4, 2025, 2:00 PM

Committee Room #5

Pages

1. Call to Order

2. Indigenous Territorial Acknowledgement

The Lake Huron 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.

3. Disclosures of Pecuniary Interest

4. Recognitions and Comments from the Chair

5. Adoption of Minutes of the Previous Meeting(s)

5.1 Minutes of the 4th Meeting held on October 2, 2025 — 3

6. Communications and Petitions

7. Motions of Which Notice is Given

8. Reports and Added Reports

8.1 Recommended Items for Consent

a. Quarterly Compliance Report (3rd Quarter 2025: July - September) — 10

b. Environmental Management System and Quality Management System — 13

c. Quarterly Operating Financial Status - 3rd Quarter 2025 29

d. Delegated Authority Approvals and Expenditures 33

9. Deferred Matters

10. Additional Business and Enquiries

11. Emergent Motions

12. By-Laws

13. Closed Session

13.1 Position, Plan, Procedure, Criteria or Instruction for Negotiation Purposes

A matter pertaining to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

13.2 Litigation/Potential Litigation/Matters Before Administrative Tribunals

A matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

14. Upcoming Meeting Dates

March 5, 2026

June 4, 2026

October 1, 2026

January 21, 2027

15. Adjournment

Lake Huron Primary Water Supply System

Report

4th Meeting of the Lake Huron Primary Water Supply System Joint Board of Management
October 2, 2025

Attendance:	PRESENT: S. Hillier (Chair); C. Burghardt-Jesson, A. DeViet, M. Dietrich, S. Franke, J. Keogh, S. Lehman, P. Walden and J. Bunn (Committee Clerk)
	ALSO PRESENT: B. Haklander, A. Henry and M. McKillop

1. Call to Order

That it BE NOTED that the meeting was called to order at 2:01 PM.

2. Indigenous Territorial Acknowledgement

That it BE NOTED that the meeting was opened with an Indigenous Territorial Acknowledgement.

3. Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

4. Recognitions and Comments from the Chair

None.

5. Adoption of Minutes of the Previous Meeting(s)

5.1 Minutes of the 3rd Meeting held on June 5, 2025

VAN MEERBERGEN AND BURGHARDT-JESSON

That the minutes of the 3rd meeting of the Lake Huron Primary Water Supply System Joint Board of Management, from the meeting held on June 5, 2025, **BE NOTED AND FILED**. **CARRIED**

Motion Passed

6. Communications and Petitions

None.

7. Motions of Which Notice is Given

None.

8. Reports and Added Reports

8.1 Recommended Items for Consent

a. Quarterly Compliance Report (2nd Quarter 2025: April - June)

DEVIET AND FRANKE

That, on the recommendation of the Chief Administrative Officer, the report dated October 2, 2025, with respect to the general, regulatory and contractual obligations of the Lake Huron Primary Water Supply System, for April to June 2025, **BE RECEIVED**. **CARRIED**

Motion Passed

b. Environmental Management System and Quality Management System

DEVIET AND FRANKE

That, on the recommendation of the Chief Administrative Officer, the report dated October 2, 2025, with respect to the Environmental Management System and the Quality Management System, **BE RECEIVED**. **CARRIED**

Motion Passed

c. Quarterly Operating Financial Status - 2nd Quarter 2025

DEVIET AND FRANKE

That, on the recommendation of the Chief Administrative Officer, the report dated October 2, 2025, with respect to the Quarterly Operating Financial Status of the Lake Huron Primary Water Supply System for the 2nd Quarter of 2025, **BE RECEIVED**. **CARRIED**

Motion Passed

d. Capital Status Report

DEVIET AND FRANKE

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report dated October 2, 2025 related to capital projects:

a) the closure of projects LH1016 Huron Safety Railing Replacement, LH1242 Hydraulic-Transient Model, LH1256 Crop Yield Monitoring, LH1267 Plant Interior Person Door Replacement, LH1272 Service Water Pipe Replacement, LH1273 (PS3) Exeter-Hensall Pump Controls Upgrade, LH1426 WTP Storage and UV, LH1901 Water Quality Facility Plan and LH2042 Pipeline-A Double Isolation Valve, **BE AUTHORIZED**, with surplus funding in the approximate amount of $6,252,464 being released to the Reserve Funds;

b) the closure of project LH131622 2022 Annual Maintenance and LH2079 Division Vehicle, **BE AUTHORIZED**, with additional funding in the approximate amount of $83,052 being drawn from the Reserve Funds; and,

c) the above-noted report **BE RECEIVED**. **CARRIED**

Motion Passed

8.2 Recommended Items for Discussion

a. 2026 Operating and Capital Budgets

KEOGH AND LEHMAN

That, on the recommendation of the Chief Administrative Officer, the following actions be taken by the Board of Management for the Lake Huron Water Supply System with respect to the report dated October 2, 2025 related to the 2026 Operating and Capital Budgets:

a) the 2026 Operating Budget, in the total amount of $30,198,196, **BE APPROVED**;

b) the 2026 Capital Budget, in the total amount of $8,355,000, **BE APPROVED**;

c) the 2026 rate for water of $0.5984 per cubic meter **BE APPROVED**;

d) the 2027 to 2035 Capital Forecast **BE RECEIVED**; and,

e) the 2024 to 2030 Flow and Financial Analysis **BE RECEIVED**. **CARRIED**

Motion Passed

Additional Votes:

LEHMAN AND KEOGH

That the proposed rate increase of 4.5% **BE APPROVED**.

Motion Passed

b. Reserve and Reserve Fund Policy

VAN MEERBERGEN AND WALDEN

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report dated October 2, 2025 related to a Reserve and Reserve Fund Policy:

a) the proposed policy, being a Reserve and Reserve Fund Policy for the Lake Huron Primary Water Supply System, as appended to the above-noted report, **BE ACCEPTED** and a by-law **BE INTRODUCED** at the October 2, 2025, meeting of the Board of Management to approve the Policy; and,

b) the above-noted report **BE RECEIVED**. **CARRIED**

Motion Passed

c. Sale and Disposition of Land Policy

DEVIET AND VANMEERBERGEN

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report dated October 2, 2025 related to the Sale and Disposition of Land Policy:

a) the proposed policy, being a Sale and Disposition of Land Policy for the Lake Huron Primary Water Supply System, as appended to the above-noted report, **BE ACCEPTED** and a by-law **BE INTRODUCED** at the October 2, 2025, meeting of the Board of Management to approve the Policy; and,

b) the above-noted report **BE RECEIVED**. **CARRIED**

Motion Passed

d. Lake Huron Primary Water Supply System Master Plan

FRANKE AND BURGHARDT-JESSON

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report dated October 2, 2025 related to the Lake Huron Primary Water Supply System Master Plan:

a) the above-noted Lake Huron Primary Water Supply System Master Plan **BE ENDORSED**; and,

b) staff **BE DIRECTED** to place the Master Plan report on the water system's website and make the report available for public review for a 30-day review period. **CARRIED**

Motion Passed

e. Security Contract

FRANKE AND VANMEERBERGEN

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report dated October 2, 2025 related to the Security Contract:

a) the above-noted report **BE RECEIVED**; and,

b) the proposal from Paladin Security Group Limited **BE ACCEPTED** and the Chair and the Chief Administrative Officer **BE AUTHORIZED** to execute an agreement for contracted security services at a cost of $294,858.72 for the first year; it being noted that an increase of 1% for each of the following two years of the three-year period is included in the recommended proposal. **CARRIED**

Motion Passed

f. Procurement of Operations and Maintenance Services

WALDEN AND FRANKE

That, on the recommendation of the Chief Administrative Officer, the report dated October 2, 2025, with respect to the Procurement of Operations and Maintenance Services, **BE RECEIVED**. **CARRIED**

Motion Passed

9. Deferred Matters

None.

10. Additional Business and Enquiries

S. Lehman enquired with respect to the internal (regional water staff) training for the Lake Huron Primary Water Supply System Incident Management System and A. Henry provided information to the Board with respect to this matter.

11. Emergent Motions

None.

12. By-Laws

12.1 By-Law No. 2-2025

DEVIET AND WALDEN

That Introduction and First Reading of By-law No. 2 - 2025 **BE APPROVED**. **CARRIED**

Motion Passed

DEVIET AND WALDEN

That Second Reading of By-law No. 2 - 2025 **BE APPROVED**. **CARRIED**

Motion Passed

DEVIET AND WALDEN

That Third Reading and Enactment of By-law No. 2 - 2025 **BE APPROVED**. **CARRIED**

Motion Passed

13. Closed Session

None.

14. Next Meeting Date

December 4, 2025

15. Adjournment

KEOGH AND FRANKE

That the meeting **BE ADOURNED**. **CARRIED**

Motion Passed

The meeting adjourned at 2:42 PM.

Lake Huron
Primary Water Supply System

Report No.: LH-2025-04-01

Meeting Date: December 4, 2025
File No.:

Board of Management Report

Subject: **Quarterly Compliance Report (3rd Quarter 2025: July - September)**

Overview:

- There were no adverse water quality incidents (AWQI) reported during this quarter.
- A seasonal water quality advisory was issued on July 21, 2025, relating to naturally occurring tastes and odours which may be detected in the drinking water.

Recommendation

That the Board of Management for the Lake Huron 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 were no new regulatory changes for this reporting period which may significantly impact the Lake Huron Primary Water Supply System (LHPWSS).

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

Quarterly Water Quality Reports: The Water Quality Quarterly Report for the period of July 1 – September 30, 2025, 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 of 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, 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*.

A Lake Huron Seasonal Water Quality Advisory was posted on the Water Systems' website on July 21, 2025 for public information. This taste and odour advisory was issued in response to increasing levels of geosmin being detected in the raw lake water. Geosmin is a harmless, naturally occurring organic compound which typically increases in the lake water in late summer and early fall. Geosmin is produced by bacteria, including cyanobacteria or algae in surface water and the presence is often intensified by warmer water temperature. Geosmin does not impact water quality from a health perspective, however some consumers notice a change in taste or odour of their drinking water as a result. The event persisted throughout the summer, and the Advisory remained in effect until October 30, 2025. Taste and odour are treated through the use of powder activated carbon (PAC) at the water treatment facility.

Adverse Water Quality Incidents (AWQIs): There were no AWQI reported by the operating authority or the external 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 2025 third quarter Contract Report was received from OCWA on October 30, 2025, and was scheduled to be discussed at the quarterly administration meeting between Board staff and OCWA on November 18, 2025. Copies of the monthly Operations and Maintenance Reports, and quarterly Contract Reports are available at the Board's Administration Office in London upon request.

Lake Huron
Primary Water Supply System

Conclusion

Board staff will continue to review new and proposed legislation for potential impacts to the LHPWSS. 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

Lake Huron
Primary Water Supply System

Report No.: LH-2025-04-02

Meeting Date: December 4, 2025
File No.:

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 third quarter of 2025 (Q3).
- An internal Environmental Compliance Audit (Clean Water Act, 2006) was conducted between August 05-08, 2025. The Internal Audit Summary Report is included as Appendix A.
- A Management Review meeting was held on September 26, 2025. The meeting minutes are attached to this report as Appendix B.
- An external Drinking Water Quality Management Standard (DWQMS) audit was conducted by Intertek – SAI Global Limited on September 26, 2025. The Audit Summary Report is included as Appendix C.

Recommendation

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

Background

Environmental Management System (EMS)

The Lake Huron Primary Water Supply System (LHPWSS) has an Environmental Management System (EMS) which has been registered to the ISO 14001 standard since 2003. The LHPWSS underwent a three-year registration audit in October 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 LHPWSS.

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 October 2022 and is currently accredited for the three-year period ending in 2025.

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 year all required inputs are reviewed at least once. Management Review meetings are held in a combined format for both the LHPWSS and the Elgin Area Primary Water Supply System (EAPWSS).

A Management Review meeting was held on September 26, 2025. The meeting minutes are included as Appendix B 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 (Clean Water Act, 2006) was conducted between August 05-08, 2025. There were no non-compliances and no opportunities for improvement identified. The Internal Audit Summary Report is included as Appendix A 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 - SAI Global. 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 DWQMS audit was conducted on September 26, 2025. There were one (1) opportunity for improvement identified. The External Audit Summary Report is included as Appendix C for the information of the Board of Management.

Corrective and Preventive Actions

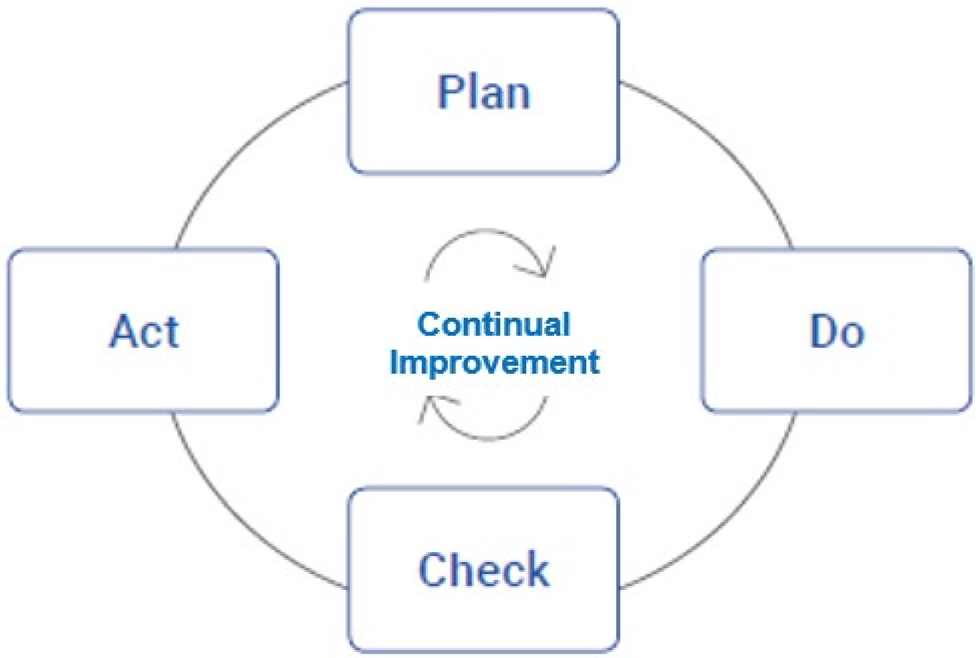
For the EMS/QMS to be effective on an on-going basis, an organization must have a systematic method for identifying actual and potential non-conformities, making corrections, and undertaking corrective and preventive actions, preferably identifying, and preventing problems before they occur. The Internal 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 LHPWSS. 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 action items should not be construed as compliance failures, but rather an action to be undertaken which will improve the LHPWSS's 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 drive's continual improvement.

A key concept of the Plan-Do-Check-Act continual improvement process (Figure 1) 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 1: Plan-Do-Check-Act Continual Improvement Process



The following summarizes the twenty (20) new approved action items that have been added to the EMS/QMS action-item tracking system during Q3:

- Fourteen (14) new action items were added resulting from the internal DWQMS Internal Audit conducted on June 23 and 25, 2025.
- Six (6) new action items were added as part of the Management of Change process related to the installation of bench top zeta potential instrument in the laboratory to optimize the coagulation process on August 12, 2025.

As of October 27, 2025, there are currently twenty-nine (29) open action items in the LHPWSS 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. 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 LHPWSS 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 – Internal Environmental Compliance Audit - Clean Water Act, 2006 (August 05-08, 2025)

Appendix B - Management Review Meeting Minutes (September 26, 2025)

Appendix C - External DWQMS Audit Summary Report (September 26, 2025)

Appendix A: Compliance Audit Summary Report - Clean Water Act, 2006 (August 05-08, 2025)

Audit Purpose

The purpose of the audit was to verify compliance with relevant environmental legislation and other compliance obligations at the Lake Huron Primary Water Supply System (LHPWSS). Internal audits ensure the progress and activity of the Environmental Management System (EMS) is tracked.

Auditor Qualifications

Jennifer Levitt has completed an ISO 14001:2015 Internal Auditor training course and an Environmental Compliance 101 course and is deemed competent to complete environmental compliance auditing (see Certificate in Appendix A).

Methodology

The internal audit was conducted as outlined in Procedure LH-ADMIN-1600 (Compliance) as detailed in the EMS Manual. The audit was primarily associated with a desktop review and therefore an opening/closing meeting was not required (refer to Section 3.4.2 of LH-ADMIN-1600). An audit plan was issued August 01, 2025. The audit checklist was generated using the Environmental Compliance Internal Audit checklist (LF-ADMIN-1600) which is attached as Appendix B of this report.

The audit was comprised of a desktop environmental compliance review of the LHPWSS. The audit was limited to a three-year period, since Aug. 5, 2022.

Documents and records maintained by the Operating Authority and Owner for the period August 05, 2022 through August 08, 2025, were reviewed in conjunction with this compliance evaluation.

Note:

The audit was conducted through a review of a sampling of documents, limited interviews and observations by the auditor to demonstrate compliance obligations are being met as outlined in the EMS. The review and audit should not be construed as a complete and comprehensive review of all aspects and all documents.

Checklist Criteria

The following items had criteria in the Environmental Compliance Internal Audit checklist (LF-ADMIN-1600)]:

- Clean Water Act, 2006, S.O. 2006, c. 22 [sections 38, 45, 58(1), 58(5), 58(6), 58(18), 61, 87]

Interviews Conducted

- E.McLeod, Quality Assurance and Compliance Manager, RWS

FINDINGS

The following is a summary of the findings including non-compliance issues and opportunities for improvement for the LHPWSS.

Definitions

- A non-compliance (NC) is a non-fulfilment of a regulatory requirement.
- An opportunity for improvement (OFI) describes a regulatory requirement that can be more effectively addressed.

No NC’s or OFI’s were identified as part of the internal compliance audit.

Appendix B: Management Review Meeting Minutes (September 26, 2025)

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

Date: September 26, 2025

Time: 9:00am

Location: Virtual – Microsoft Teams

Attendees: Andrew Henry (RWS), Erin McLeod (RWS), Jennifer Levitt (RWS), Jackie Muller (OCWA), Greg Henderson (OCWA), Denny Rodrigues (OCWA), Cindy Sigurdson (OCWA), Courtney Miller (OCWA), Randy Lieber (OCWA), Nick Wilson (OCWA)
Regrets: Mark MacKenzie (OCWA)

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 (June 06, 2025)

The minutes from the previous meeting (June 06, 2025) are posted to SharePoint. Minutes circulated to comment. No concerns noted and documents are approved.

2. Elgin DWQMS Internal Audit (June 9 & 11, 2025)

No Non-conformances (NC’s) and eighteen (18) Opportunities for Improvement (OFI’s) were identified as part of the audit. Action items were discussed and approved.

Refer to agenda package for detailed information.

3. Huron DWQMS Internal Audit (June 23 & 25, 2025)

No Non-conformances (NC’s) and fourteen (14) Opportunities for Improvement (OFI’s) were identified as part of the audit. Action items were discussed and approved.

Refer to agenda package for detailed information.

4. Huron Env. Compliance Audit – Clean Water Act (Aug. 5-8, 2025)

No Non-conformances (NC's) and no Opportunities for Improvement (OFI's) were identified as part of the audit.

Refer to agenda package for detailed information.

5. Elgin Env. Compliance Audit – Clean Water Act (Aug. 11-15, 2025)

No Non-conformances (NC's) and one (1) Opportunity for Improvement (OFI) was identified as part of the audit. Action items were discussed and approved.

Refer to agenda package for detailed information.

6. Elgin Env. Compliance Audit – Elgin Middlesex Pump Station (EMPS) Joint Occupancy & Use Agreement (Sep. 4, 2025)

One (1) non-conformance (NC) and one (1) Opportunity for Improvement (OFI) was identified as part of the audit. Action items were discussed and approved.

Refer to agenda package for detailed information.

7. Changes in:

a) External and internal issues that are relevant to the EMS

EAPWSS – Updates to the following External and Internal Issues:

- Organizational - Employee engagement (both OCWA and RWS employees)
- Organizational - Staff turnover and employee retention (OCWA & RWS)
- Political; Economic - Sustainability and cost controls
- Economic; Operational; Performance - Aging infrastructure
- Legal - Water Board Policies & Bylaws
- Political - Change in government
- Economic; Operational; Performance - Project Coordination
- Economic - Resource inputs marketplace (includes chemicals, electricity, natural gas)
- Economic - Free Trade, Tariffs
- Economic - Senior government incentives and funding
- Social - Public engagement (Complaints)
- Legal - Changing legislation at federal/ provincial/ municipal levels

- Environment - Changing environmental conditions / Climate Change
- Political - Supply Chain Interruptions / Delays

LHPWSS – Updates to the following External and Internal Issues:

- Organizational - Employee engagement (both OCWA and RWS employees)
- Organizational - Staff turnover and employee retention (OCWA & RWS)
- Political; Economic - Sustainability and cost controls
- Economic; Operational; Performance - Aging infrastructure
- Legal - Water Board Policies & Bylaws
- Economic; Operational; Performance - Water Demand
- Political - Change in government
- Economic; Operational; Performance - Project Coordination
- Economic - Resource inputs marketplace (includes chemicals, electricity, natural gas)
- Economic - Free Trade, Tariffs
- Economic - Senior government incentives and funding
- Social - Public engagement (Complaints)
- Legal - Changing legislation at federal/ provincial/ municipal levels
- Environment - Changing environmental conditions / Climate Change
- Political - Supply Chain Interruptions / Delays

Refer to agenda package for detailed information.

RWS comment - US counterparts for Incident Management System (IMS) have indicated more cuts are pending in the next budget cycle starting in 2026; these could affect state and federal supporting projects. Will continue to monitor.

RWS comment - Invest Ontario is the provincial agency trying to attract industry to Ontario. New industry will strain the water system, and implications to the Elgin WTP are expected. The industrial development within St. Thomas is a major concern to the Regional Water System.

b) The needs and expectations of interested parties, including compliance obligations

EAPWSS – Updates to the following Interested Parties re: compliance obligations, communications, or linkages to EMS:

- City of London (Administering Municipality)
- Customers - Member Municipalities
- Community Groups, Non-Governmental Organizations, Schools

- Potential Future Customers: Municipalities, Counties, First Nations

LHPWSS – Updates to the following Interested Parties re: compliance obligations, communications, or linkages to EMS:

- City of London (Administering Municipality)
- Customers - Member Municipalities & Member First Nations
- Community Groups, Non-Governmental Organizations, Schools
- Potential Future Customers: Municipalities, Counties, First Nations

Refer to agenda package for detailed information.

c) Significant environmental impacts

The EMS Aspects Assessments were reviewed July 2025 – no changes to the risk level. One minor change involved updating control procedures to control impacts.

d) Risks and opportunities.

Capital Projects Opportunities (EAPWSS & LHPWSS) - Major capital projects recently completed or currently underway include:

- (EAPWSS & LHPWSS) - The Master Water Plans (5-year update) are completed. The Plans assess the regional system’s needs over the short and long term and provides recommendations.
- (EAPWSS) – Elgin Terminal Reservoir Expansion will help defer WTP expansion.
- (LHPWSS) - Oneida Pipeline project provides improved water quality benefits for the region.
- (EAPWSS) - UV & Backwash Pump Replacement project will replace aging equipment. New UV units will be more reliable as the existing units are end of life.
- (LHPWSS) – New WTP Administration Building will address staff needs and gender equity issues.
- Many other mechanical, civil, and electrical upgrades are planned or underway.

General Risks / Opportunities (EAPWSS & LHPWSS)

- Phase 2 of the OnLocation software implementation will have benefits for emergency management through the “Important Notices” and “OnEvac” features.
- With the addition of a new RWS Health & Safety Advisor a Contractor Management Program is being developed. This will help clarify expectations for health and safety, and standardize the project management approach.

- Succession planning is required to address upcoming retirements. Change comes with risk but RWS now has more staff and program momentum.
- The current Service Agreement with the operating authority expires at the end of 2027. The procurement process may strain resources or impact activities. If there is a change in operating authority the transition would be a significant challenge. There is an opportunity to develop an updated Agreement that works to our benefit.

8. Compliance Obligations Update

Health Canada Notices

Guidelines for Canadian Drinking Water Quality: Operational Parameters
Source: Health Canada
Date Posted/Notice Received: June 18, 2025
Comments Due: N/A
Summary:
This guideline technical document consolidates and updates all relevant information for seven parameters: calcium, magnesium, hardness, chloride, sulphate, total dissolved solids (TDS, and hydrogen sulphide.
Aesthetic objectives (AOs) are maintained for the following parameters:

- chloride ≤ 250 mg/L
- sulphate ≤ 500 mg/L
- total dissolved solids (TDS) ≤ 500 mg/L
- sulphide (as hydrogen sulphide) ≤ 0.05 mg/L in drinking water

Potential Impacts: None anticipated. The aesthetic objectives (AO) identified are consistent with the current Ontario guidelines.
Note: This consultation was previously discussed at the June 11, 2024 Management Review meeting.

Ontario Notices

Discussion Paper for Proposed Regulations under the Construction Act
Source: Ministry of the Attorney General
Date Posted/Notice Received: Aug. 25, 2025
Comments Due: Sep. 24, 2025
Summary: Proposed changes to the Construction Act regulations have been posted for public consultation. The key changes in the draft regulations include: subject matters eligible for adjudication; private adjudicators; public access to adjudication determinations; joining lien claims and trust claims; form of notice of annual release of holdback; sub-contractor bond claims; eligible construction trade newspapers.
Potential Impacts: None anticipated.

9. Best management practices (including Ministry of the Environment, Conservation and Parks (MECP) website review)

No updates to date. There are currently no specific best management practices posted on the MECP website. Continue to monitor.

10. Status of Action Items from Previous Management Reviews

EAPWSS - eight (8) open action items
LHPWSS - ten (10) open action items

Refer to agenda package for detailed information.

11. Action items identified between reviews:

a) Huron Contingency Plan Test (May 21, 2025) – Review of Procedure HMC-1 (Adverse Water Quality Incident (AWQI))

b) Management of Change - Huron Zeta Potential Instrument (Aug. 13,2025)

c) Management of Change - Elgin Zeta Potential Instrument (Aug. 12, 2025)

d) Management of Change – Elgin Fire Suppression System (Sep. 22, 2025)

e) Management of Change – Elgin Chemical Sampling Point Relocation (Sep. 22, 2025)

f) Management of Change – Elgin Residuals Management Facility (RMF) Chemical Trial (Sep. 22, 2025)

g) Management of Change – Elgin Sodium Hydroxide Upgrade Project (Sep. 26, 2025)

Action items are approved. Refer to agenda package for detailed information.

12. Elgin DWQMS Systems Audit (Sep. 8, 2025)

No Non-conformances (NC's) and one (1) Opportunity for Improvement (OFI) was identified as part of the audit. Action items were discussed and approved.

Refer to agenda package for detailed information.

New Business:

RWS comment - RWS has a new staff member starting Oct 01, 2025 - Senior Manager, Business Administration. This role will not be Top Management but invited to quarterly EMS/QMS Management Review meetings. The Senior Manager, Capital Programs, will also be invited to quarterly EMS/QMS Management Review meetings moving forward.

Next Meeting – December 05, 2025 – 9:00am

Appendix C: DWQMS External Audit Summary Report (September 26, 2025)

Audit Purpose

A desktop audit of the operational plans for the subject system to assess whether the documented QMS meets the PLAN requirements of the DWQMS V2.

The purpose of the systems audit was to determine whether the drinking water Quality Management System (QMS) of the LHPWSS conforms to the requirements of the Ontario Ministry of the Environment, Conservation & Parks (MECP) Drinking Water Quality Management Standard (DWQMS V2). The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered to the Operating Authority.

Management System Documentation

The management systems operational plan(s) were reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

LHPWSS is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Non-Conformances

No non-conformances were identified as part of the audit.

Opportunities for Improvement

The opportunity for improvement below was identified as part of the audit.

Element 5 - Document and Records Control - There is an opportunity to ensure OCWA QMS Policy document control:

- Previous version (6-Apr-2016) is available on the EMS-QMS Huron Document Site. Should it be identified as 'Obsolete'?

Recommendation

Based on the results of the audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification was submitted to Intertek - SAI Global review team.

Lake Huron
Primary Water Supply System

Report No.: LH-2025-04-03

Meeting Date: December 4, 2025
File No.:

Board of Management Report

Subject: Quarterly Operating Financial Status – 3rd Quarter 2025

Overview:

- This report shows the current fiscal year's 3rd quarter in comparison to its Budgeted amount and the previous year's same time period.

Recommendation

That the Board of Management for the Lake Huron Water Supply System receives this report regarding the Operating Financial Status Report for the period of July 1 to September 30, 2025, 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 5, 2025 Quarterly Operating Financial Status – 1st Quarter 2025

October 2, 2025 Quarterly Operating Financial Status – 2nd Quarter 2025

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 2025 (July 1 to September 30) 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.

- 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 $613,000 higher than the previous year. Usage in kWh was in line over this period but the commodity costs for the energy was higher.

- Salaries, wages and benefits expenditures include all direct labour costs for administrative staff including benefits. Variations over the same period in 2024 are attributed to annual salary adjustments, and new staff hired.

- Administration and Other Expenses relate to various overhead operating expenses, including subscriptions and memberships, office supplies and property taxes.

- Vehicles and Equipment expenditures include costs associated with vehicles, computers and office equipment for administrative staff. The amount is lower than in 2024 because the annual amount to the City of London ITS charges for 2025 has not been processed yet.

- Purchased Services and Professional Fees largely relate to allowances for ad hoc professional consulting and legal services, security 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 2024 is largely attributed to increased insurance costs.

- Debt Principal and Interest payments occur twice per year; in the first and third quarter.

- 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 Manager, Finance & Procurement
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 – 3rd Quarter 2025

Quarterly Financial Summary Report

Lake Huron Water Supply system

3nd Quarter 2025 (July 1 to September 30)

($,000's)

	Approved 2025 Budget	Q3 - 2025	2025 Year to Date	Year To Date Variance	2024 Year To Date
Total Revenue	**29,295**	8,110	21,775	7,520	20,250
Expenditures:					
Contracted Operating Services	8,387	2,163	6,494	1,893	6,492
Contracted Administrative Services	207	83	255	(48)	251
Electricity	3,100	1,213	3,015	85	2,402
Salaries, Wages, Benefits	1,872	351	943	929	827
Administration and Other Expenditures	568	457	459	109	452
Vehicles and Equipment	300	57	123	177	227
Purchased Services & Professional Fees	1,503	598	1,226	277	1,119
Debt Principle Payments	969	0	966	3	952
Interest on Long-Term Debt	7	1	13	(6)	34
Contributions to Reserve Funds	12,382	0	0	12,382	0
Total Expenditures	**29,296**	**4,923**	**13,494**	**15,802**	**12,756**

Lake Huron
Primary Water Supply System

Report No.: LH-2025-04-04

Meeting Date: December 4, 2025
File No.:

Board of Management Report

Subject: Delegated Authority Approvals and Expenditures

Overview:

- Pursuant to the Procurement of Goods and Services and Disposal of Assets Policy, the Board of Management has delegated certain powers and duties to the Director of Regional Water and/or the Chief Administrative Officer for specific procurements and related activities.
- Pursuant to the Delegation of Powers and Duties By-law, the Board of Management has delegated certain powers and duties to the Director of Regional Water and/or the Chief Administrative Officer for specific actions related to the execution of agreements and approval authorities.
- Pursuant to the Procurement of Goods and Services and Disposal of Assets Policy and the Delegation of Powers and Duties By-law, the Board of Management is to receive an annual summary report where delegated authority has been used by the water system's administration.

Recommendation

That, on the recommendation of the Chief Administrative Officer, the Board of Management for the Lake Huron Water Supply System **RECEIVE** this report for information.

Previous and Related Reports

December 7, 2023 Delegated Authority Approvals and Expenditures

December 5, 2024 Delegated Authority Approvals and Expenditures

Background

Pursuant to the Procurement of Goods and Services and Disposal of Assets Policy, this report is provided on an annual basis to provide the Board with a summary of events where delegated authority has been used by administration. The summary information covers instances related to the administrative awards of contracts and approval of expenditures in accordance with delegations of authority under the Procurement of Goods and Services and Disposal of Assets Policy as well as the Delegation of Duties and Powers By-law.

Discussion

The following are a summary of events between November 18, 2024, and November 19, 2025, where delegated authority has been used pursuant to the Purchase of Goods and Services and Disposal of Assets By-law or the Delegation of Powers and Duties By-law:

Date	Value	Description/Authority
20 Nov. 2024	$7,021.73	Increase the approved scope of work and value of the consulting services related to the Water Quality Facility Plan development (LH1901) [Procurement of Goods and Services and Disposal of Assets Policy, Clause 4.18.3(d)(ii)]
12 Dec. 2024	$18,897.60	Approval for single source procurement to ERTH (Holdings) Inc. for new communications equipment as mandated by the Independent Electricity Systems Operator and Ontario Regulation. [Procurement of Goods and Services and Disposal of Assets Policy, Clause 4.7.5(c)]
7 Mar. 2025	$49,000.00	Administrative award for the structural inspection and condition assessment to AECOM related to the Beach Chamber Valve Replacement project (LH2055). [Procurement of Goods and Services and Disposal of Assets Policy, Clause 4.14.2]
4 June 2025	$83,301.00	Administrative approval to increase the approved scope of work and estimated fees for the Powder Activated Carbon Feed/Transfer Pump System project (LH1251). [Procurement of Goods and Services and Disposal of Assets Policy, Clause 4.18.3(d)(ii)]
5 June 2025	$73,900.00	Administrative award of the preliminary engineering assignment to Stantec Consulting for the SCADA/PLC Upgrades (LH1261) for work associated with updating the backup generator controllers. [Procurement of Goods and Services and Disposal of Assets Policy, Clause 4.14.2]

5 June 2025	$111,857.00	Administrative award of the McGillivray Inlet Check Valve Replacement (LH2071) to Syntec. [Procurement of Goods and Services and Disposal of Assets Policy, Clause 4.7.5]
26 June 2025	$40,300.00	Administrative award of the contract for the non-destructive testing, inspection and assessment of the hydropneumatic surge tanks at the Lake Huron water treatment plant to CMI Services. [Procurement of Goods and Services and Disposal of Assets Policy, Clause 4.14.2]
24 Sept. 2025	$185,388.00	Administrative award to Devine & Associates for the Filter Effluent Actuator Replacement (LH2026). [Procurement of Goods and Services and Disposal of Assets Policy, Clause 4.7.5 and Clause 4.11]
26 Sept. 2025	$49,680.00	Administrative award to CIMA+ Canada Inc. for the Service Water Study (LH2051). [Procurement of Goods and Services and Disposal of Assets Policy, Clause 4.14.2]

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

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