

Elgin Area Primary Water Supply System Report

2nd Meeting of the Elgin Area Primary Water Supply System Joint Board of Management
March 7, 2024

Attendance: Meeting held on Thursday, March 7, 2024, commencing at 5:00 PM.

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

ALSO PRESENT: B. Haklander and A. Henry

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 1st Meeting held on Thursday, December 7, 2023

HERBERT AND ADZIJA

That the minutes of the 1st meeting of the Elgin Area Primary Water Supply System Joint Board of Management, from the meeting held on December 7, 2023, **BE NOTED AND FILED. CARRIED**

Motion Passed

3. Consent Items

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

PETERS AND ADIJZA

That, on the recommendation of the Chief Administrative Officer, the report dated March 7, 2024, with respect to the general, regulatory and contractual obligations of the Elgin Area Primary Water Supply System, for October to December 2023, **BE RECEIVED. CARRIED**

Motion Passed

3.2 Environmental Management System and Quality Management System

PETERS AND ADIJZA

That, on the recommendation of the Chief Administrative Officer, the report dated March 7, 2024, with respect to the Environmental Management System and Quality Management System, **BE RECEIVED. CARRIED**

Motion Passed

3.3 Quarterly Operating Financial Status - 4th Quarter 2023

PETERS AND ADIJZA

That, on the recommendation of the Chief Administrative Officer, the report dated March 7, 2024, with respect to the Quarterly Operating Financial Status of the Elgin Area Primary Water Supply System for the 4th Quarter of 2023, **BE RECEIVED. CARRIED**

Motion Passed

3.4 Capital Status Report

PETERS AND ADIJZA

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated March 7, 2024, related to the Capital Status Report for the Elgin Area Primary Water Supply System:

- a) projects EA4095 WTP Interior Renovations, EA4192 Flocc Tank Influent, EA4114-21 and EA4114-22 Annual Maintenance **BE CLOSED**, with surplus funding in the approximate amount of \$296,606 being released to the Reserve Funds;
- b) project EA3013 Plant Reservoir Drain Repairs **BE CLOSED** with the remaining budgets being transferred to EA4183 UV Replacement to have a final budget of \$9,109,360, to consolidate costs and mitigate duplicate expenses; and,
- c) the above-noted report **BE RECEIVED. CARRIED**

Motion Passed

4. Items for Discussion

4.1 Naming of Property and Buildings Policy

PELOZA AND STEVENSON

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated March 7, 2024, related to amendments and revisions to the Naming of Property and Buildings Policy for the Elgin Area Water Supply System:

- a) the proposed Naming of Property and Buildings Policy By-law 10-2024, as appended to the above-noted staff report, **BE APPROVED**; and,
- b) the above-noted staff report **BE RECEIVED. CARRIED**

Motion Passed

Additional Votes:

PETERS AND BARBOUR

Motion to approve the Second Reading of By-law 10-2024.

Motion Passed

HERBERT AND PELOZA

Motion to approve the Third Reading and Enactment of By-law No. 10-2024.

Motion Passed

4.2 New Connection Policy

PELOZA AND STEVENSON

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated March 7, 2024, related to amendments and revisions to the New Connection Policy for the Elgin Area Water Supply System:

- a) the proposed New Connection Policy By-law 9-2024, as appended to the above-noted staff report, **BE APPROVED**; and,

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

Motion Passed

Additional Votes:

PETERS AND BARBOUR

Motion to approve the Second Reading of By-law No. 9-2024.

Motion Passed

HERBERT AND PELOZA

Motion to approve the Third Reading and Enactment of By-law No. 9-2024.

Motion Passed

4.3 Telecommunications and Tower Policy

PELOZA AND STEVENSON

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated March 7, 2024, related to amendments and revisions to the Telecommunications and Tower Policy for the Elgin Area Water Supply System:

a) the proposed Telecommunications and Tower Policy By-law 11-2024, as appended to the above-noted staff report, **BE APPROVED**; and,

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

Motion Passed

Additional Votes:

PETERS AND BARBOUR

Motion to approve the Second Reading of By-law No. 11-2024.

Motion Passed

HERBERT AND PELOZA

Motion to approve the Third Reading and Enactment of By-law No. 11-2024.

Motion Passed

4.4 Grants and Donations Policy

PELOZA AND STEVENSON

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated March 7, 2024, related to amendments and revisions to the Grants and Donations Policy for the Elgin Area Water Supply System:

- a) the proposed Grants and Donations Policy By-law 12-2024, as appended to the above-noted staff report, **BE APPROVED**; and,
- b) the above-noted staff report **BE RECEIVED. CARRIED**

Motion Passed

Additional Votes:

PETERS AND BARBOUR

Motion to approve the Second Reading of By-law No. 12-2024.

Motion Passed

HERBERT AND PELOZA

Motion to approve the Third Reading and Enactment of By-law No. 12-2024.

Motion Passed

4.5 Fees and Charges

PETERS AND BARBOUR

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated March 7, 2024, related to amendments and revisions to the Fees and Charges Policy for the Elgin Area Water Supply System:

- a) the proposed Fees and Charges Policy By-law 8-2024, as appended to the above-noted staff report, **BE APPROVED**; and,
- b) the above-noted staff report **BE RECEIVED. CARRIED**

Motion Passed

Additional Votes:

STEVENSON AND HERBERT

Motion to approve the Second Reading of By-law No. 8-2024.

Motion Passed

PELOZA AND STEVENSON

Motion to approve the Third Reading and Enactment of By-law No. 8-2024.

Motion Passed

4.6 Elgin Area Primary Water Supply System Master Plan - Consultant Award (EA2019-24)

PELOZA AND STEVENSON

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated March 7, 2024, related to the Elgin Area Primary Water Supply System Master Plan Consultant Award (EA2019-24):

- a) the proposal from AECOM Canada Ltd. for the Master Plan, in the amount of \$199,523.50, including contingency (excluding HST), **BE ACCEPTED**, having submitted a proposal which meets the Request for Proposal requirements and was evaluated by Board staff to provide the best value;
- b) a budget increase of \$25,000.00, **BE APPROVED**, based on AECOM's proposal, for a total approved budget of \$225,000;
- c) the Chair and Chief Administrative Officer **BE AUTHORIZED** to execute a consulting services agreement with AECOM to undertake the Master Plan; and,
- d) the above-noted report **BE RECEIVED. CARRIED**

Motion Passed

5. Deferred Matters/Additional Business

None.

6. Next Meeting Date

7. Adjournment

The meeting adjourned at 5:33 PM.