

# Agenda

## Lake Huron Primary Water Supply System

### Joint Board of Management

1st Meeting of the Lake Huron Primary Water Supply System Joint Board of Management

December 5, 2024, 1:00 PM

Committee Room #5

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.

	Pages
<b>1. Call to Order</b>	
1.1 Disclosures of Pecuniary Interest	
1.2 Election of Chair and Vice Chair for the term ending November 30, 2026	
<b>2. Adoption of Minutes</b>	
2.1 Minutes of the 4th Meeting held on Thursday, October 3, 2024	3
<b>3. Consent Items</b>	
3.1 Quarterly Compliance Report (3rd Quarter 2024: July - September)	8
3.2 Environmental Management System and Quality Management System	11
3.3 Quarterly Operating Financial Status - 3rd Quarter 2024	30
3.4 Process Optimization Program Update	34
3.5 Delegated Authority Approvals and Expenditures	38
<b>4. Items for Discussion</b>	
4.1 Appointment of the CAO By-law	41
<b>5. Deferred Matters/Additional Business</b>	

**6. Upcoming Meeting Dates**

March 6, 2025

June 5, 2025

October 2, 2025

**7. Adjournment**

# Lake Huron Primary Water Supply System Report

4th Meeting of the Lake Huron Primary Water Supply System Joint Board of Management  
October 3, 2024

Attendance: Meeting held on Thursday, October 3, 2024, commencing at 2:01 PM.

PRESENT: S. Franke (Acting Chair); C. Burghardt-Jesson, C. Grantham, S. Hillier, S. Lehman, P. Van Meerbergen, P. Walden and J. Wilcox 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 3rd Meeting held on Thursday, June 6, 2024

LEHMAN AND WALDEN

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 6, 2024, **BE NOTED AND FILED. CARRIED**

**Motion Passed**

## 3. Consent Items

### 3.1 Quarterly Compliance Report (2nd Quarter 2024: April - June)

HILLIER AND BURGHARDT-JESSON

That, on the recommendation of the Chief Administrative Officer, the report dated October 3, 2024, with respect to the general, regulatory and contractual obligations of the Lake Huron Primary Water Supply System, for April to June 2024, **BE RECEIVED. CARRIED**

**Motion Passed**

3.2 Environmental Management System and Quality Management System

HILLIER AND BURGHARDT-JESSON

That, on the recommendation of the Chief Administrative Officer, the report dated October 3, 2024, with respect to the Environmental Management System and the Quality Management System, **BE RECEIVED. CARRIED**

**Motion Passed**

3.3 Quarterly Operating Financial Status - 2nd Quarter 2024

HILLIER AND BURGHARDT-JESSON

That, on the recommendation of the Chief Administrative Officer, the report dated October 3, 2024, with respect to the Quarterly Operating Financial Status of the Lake Huron Primary Water Supply System for the 2nd Quarter of 2024, **BE RECEIVED. CARRIED**

**Motion Passed**

3.4 Capital Status Report

HILLIER AND BURGHARDT-JESSON

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated October 3, 2024, related to the Lake Huron Primary Water Supply System Capital Status Report:

- a) project LH1219, Filter Backwash Turbidity Meters, **BE CLOSED** with surplus funding in the approximate amount of \$16,759 being released to the Reserve Funds; and,
- b) the above-noted report **BE RECEIVED. CARRIED**

**Motion Passed**

**4. Items for Discussion**

4.1 2025 Operating and Capital Budgets

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated October 3, 2024, related to the Lake Huron Primary Water Supply System 2025 Operating and Capital Budgets:

- a) the 2025 Operating Budget **BE APPROVED**, in the total amount of \$29,294,713, as appended to the above-noted report;
- b) the 2025 Capital Budget **BE APPROVED**, in the total amount of \$22,966,000, as appended to the above-noted report;
- c) the 2025 rate for water of \$0.5726 per cubic meter **BE APPROVED**;
- d) the 2026 to 2034 Capital Forecast **BE RECEIVED**; and,
- e) the 2023 to 2029 Flow and Financial Analysis **BE RECEIVED**.  
**CARRIED**

**Motion Passed**

#### 4.2 Rules of Order and Procedure By-law

LEHMAN AND WALDEN

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated October 3, 2024, related to the Rules of Order and Procedure By-law 13-2024 for the Lake Huron Primary Water Supply System:

- a) the Rules of Order and Procedure By-law, as appended to the above-noted report, **BE APPROVED**; and,
- b) the above-noted report **BE RECEIVED**. **CARRIED**

Additional Votes:

BURGHARDT-JESSON AND VAN MEERBERGEN

Motion to approve the Second Reading of By-law No. 13-2024.

**Motion Passed**

HILLIER AND GRANTHAM

Motion to approve the Third Reading and Enactment of By-law No. 13-2024.

**Motion Passed**

4.3 Public Notice Policy

HILLIER AND WALDEN

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated October 3, 2024, related to the Public Notice Policy for the Lake Huron Primary Water Supply System:

- a) the Public Notice Policy, as appended to the above-noted report, **BE APPROVED**; and,
- b) the above-noted report **BE RECEIVED. CARRIED**

**Motion Passed**

4.4 Water Quality Facility Plan Update

LEHMAN AND HILLIER

That, on the recommendation of the Chief Administrative Officer, the following actions be taken with respect to the report, dated October 3, 2024, related to the Lake Huron Primary Water Supply System Water Quality Facility Plan Update:

- a) the above-noted Water Quality Facility Plan Update **BE ENDORSED**; and,
- b) the above-noted report **BE RECEIVED. CARRIED**

**Motion Passed**

**5. Deferred Matters/Additional Business**

None.

**6. Next Meeting Date**

December 5, 2024

**7. Confidential**

LEHMAN AND VAN MEERBERGEN

That the Lake Huron Primary Water Supply System Joint Board of Management convene In Closed Session for the purpose of considering the following:

7.1 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 with respect to a matters that may result in potential litigation by the Lake Huron Primary Water Supply System.

7.2 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 with respect to a matters that may result in potential litigation by the Lake Huron Primary Water Supply System.

**Motion Passed**

The Lake Huron Primary Water Supply System Joint Board of Management convened In Closed Session from 2:34 PM to 2:39 PM.

**8. Adjournment**

VAN MEERBERGEN AND GRANTHAM

That the meeting BE ADJOURNED.

**Motion Passed**

The meeting adjourned at 2:40 PM.

## Board of Management Report

**Subject:** Quarterly Compliance Report (3<sup>rd</sup> Quarter 2024: July - September)

### Overview:

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

## 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 may have a significant impact on the LHPWSS.

**Quarterly Water Quality Reports:** The [Water Quality Quarterly Report](#) for the period of July 1 – September 30, 2024, 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*.

**Adverse Water Quality Incidents (AWQIs):** There were no AWQI reported by the operating authority or the external laboratory during this quarter.

**Compliance Inspections:** The Ministry of Labour conducted an unannounced inspection of the Lake Huron Water Treatment Plant (WTP) on August 14, 2024 to audit compliance with the Occupational Health and Safety Act and applicable regulations. The Ministry issued six (6) orders including one (1) stop work order related to damaged racking that was required to be taken out of service until it could be repaired. The other orders related to unsecured scaffolding that was leaning against a wall, and equipment guarding issues. The operating authority is addressing the identified issues, with assistance from Board staff where required. The Ministry will be returning to the WTP for a follow-up review once all orders have been addressed. Additional minor observations noted in the inspection report have all been addressed.

## **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 2024 third quarter Contract Report was received from OCWA on October 30, 2024, and was scheduled to be discussed at the quarterly administration meeting between Board staff and OCWA on November 14, 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 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

## 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 2024 (Q3).
- A Management Review meeting was held on September 16, 2024. The meeting minutes are attached to this report as [Appendix A](#).
- An internal Environmental Compliance Audit (Bulk Water Sales Policy, Public Access and Tour Policy, Procurement and Disposal By-Law) was conducted on August 23, 2024. The Internal Audit Summary Report is included as [Appendix B](#).
- An internal Environmental Compliance Audit (Ontario Regulation 25/23 - Energy Reporting and Conservation and Demand Management Plans) was conducted on September 12-13, 2024. The Internal Audit Summary Report is included as [Appendix C](#).
- An external Drinking Water Quality Management System (DWQMS) 24 Month Surveillance Audit was conducted by Intertek - SAI Global Limited on September 24, 2024. The Audit Summary Report is included as [Appendix D](#).

## 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 course of 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 16, 2024. 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 was conducted for the Bulk Water Sales Policy, Public Access and Tour Policy, and the Procurement and Disposal By-Law on August 23, 2024. There were no non-compliances or opportunities for improvement identified. The Internal Audit Summary Report is included as [Appendix B](#) for the information of the Board of Management.

An internal Environmental Compliance Audit was conducted for Ontario Regulation 25/23 - Energy Reporting and Conservation and Demand Management Plans on September 12-13, 2024. There were no non-compliances or opportunities for improvement identified. The Internal Audit Summary Report is included as [Appendix C](#) 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 Drinking Water Quality Management Standard (DWQMS) Desktop Surveillance Audit was conducted by Intertek - SAI Global Limited on September 24, 2024. There were no non-conformances and one (1) opportunity for improvement identified. The DWQMS Desktop Surveillance Audit Summary Report is included as [Appendix D](#) 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

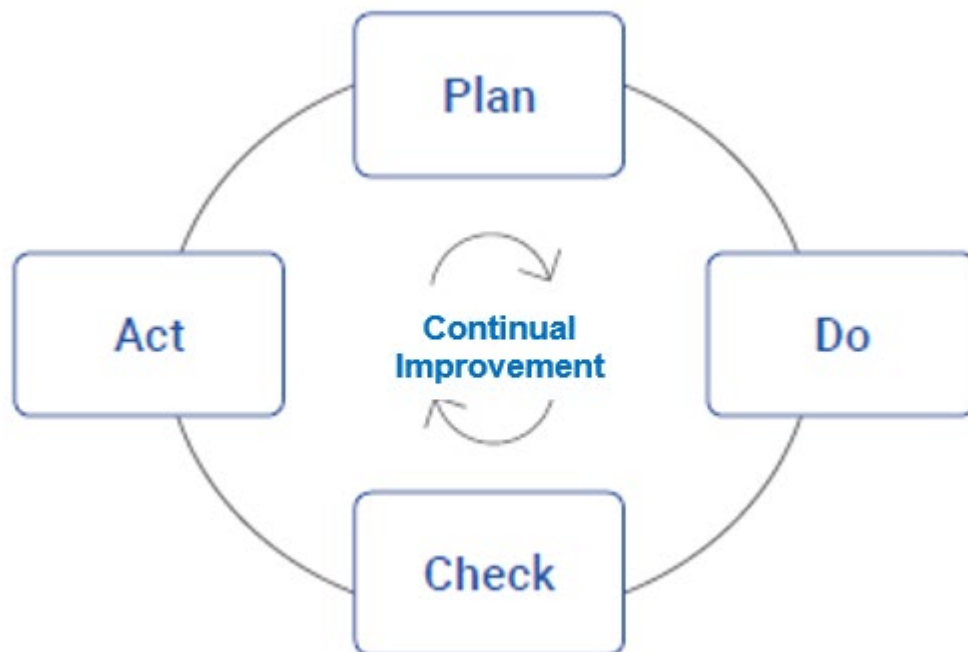
actions for the LHPWSS. Preventive actions may originate from identified opportunities for improvement as part of an audit, but also staff suggestions and discussions with management.

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 drives 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 39 new approved action items that have been added to the EMS/QMS action item tracking system during Q3:

- Fifteen (15) new action items were added as a result of a management review meeting to review staff suggestions on August 28, 2024.

- Twenty-four (24) new action items were added as a result of the Management of Change related to the new Municipal Drinking Water Licence (Issue #7 dated May 16, 2024) and Drinking Water Works Permit (Issue #6 dated May 16, 2024).

As of November 08, 2024, there are currently twenty-seven (27) 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](#) – Management Review Meeting Minutes (September 16, 2024)

[Appendix B](#) – Compliance Audit Summary Report - Bulk Water Sales Policy, Public Access and Tour Policy, Procurement and Disposal By-Law (August 23, 2024)

[Appendix C](#) – Compliance Audit Summary Report - Ontario Regulation 25/23 - Energy Reporting and Conservation and Demand Management Plans (September 12-13, 2024)

[Appendix D](#) – External Drinking Water Quality Management System (DWQMS) 24 Month Surveillance Audit (September 24, 2024)

## **Appendix A: Management Review Meeting Minutes (September 16, 2024)**

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

**Date:** September 16, 2024

**Time:** 1:00pm

**Location:** Virtual – Microsoft Teams

**Attendees:** Andrew Henry (RWS), Erin McLeod (RWS), Jennifer Levitt (RWS), Greg Henderson (OCWA), Denny Rodrigues (OCWA), Randy Lieber (OCWA), Jackie Muller (OCWA), Courtney Miller (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 (June 11, 2024)**

The minutes from the previous meeting (June 11, 2024) are posted to SharePoint. Minutes circulated to comment. No concerns noted and documents are approved.

#### **2. Appointment of EMS/QMS Representative**

No updates on OCWA Safety, Process and Compliance (SPC) Manager vacancy to date.

The QMS Operational Plan and the Structure and Responsibilities Procedure specifies the SPC Manager is the EMS and QMS Representative. The Structure and Responsibility Procedure also notes that in the absence of an SPC manager, the Senior Operations Manager would fulfill those duties as necessary.



OCWA confirmed the Senior Operations Managers at LHPWSS (Denny Rodrigues) and EAPWSS (Greg Henderson) have temporarily assumed the duties of the EMS/QMS Representative.

**3. DWQMS Internal Audit – EAPWSS (June 3-4, 2024)**

- One (1) non-compliance (NC) and three (3) opportunities for improvement (OFI) were identified as part of the audit.

Refer to audit package for further details.

**4. DWQMS Internal Audit – LHPWSS (June 17&19, 2024)**

- No NC's and seven (7) OFIs were identified as part of the audit.

**5. Environmental Compliance Internal Audits**

- EAPWSS Board Policies and By-laws: Bulk Water Sales Policy, Public Access and Tour Policy, Procurement and Disposal By-Law (August 14, 2024) - No NC's no OFI's were identified as part of the audit.
- LHPWSS Board Policies and By-laws: Bulk Water Sales Policy, Public Access and Tour Policy, Procurement and Disposal By-Law (August 23, 2024) - No NC's or OFI's were identified as part of the audit.
- EAPWSS Energy Reporting and Conservation and Demand Management Plans (September 13, 2024) - No NC's no OFI's were identified as part of the audit.
- LHPWSS Energy Reporting and Conservation and Demand Management Plans (September 09, 2024) - No NC's no OFI's were identified as part of the audit.

**6. Changes in:**

**a. External and internal issues relevant to the EMS**

A new statement was added to ISO 14001:2015, to address the need to consider the effect of climate change on the ability to achieve the intended results of the management system. Under element 4.1 (Understanding the organization and its context) the organization shall determine whether climate change is a relevant issue.

EAPWSS – Updates to the following External and Internal Issues:

- Organizational - Staff turnover and employee retention (OCWA & RWS)
- Economic; Operational; Performance - Aging infrastructure
- Economic; Operational; Performance - Water Demand
- Economic; Operational; Performance – Project Coordination
- Economic - Project Delivery (Consultants)
- Economic - Resource inputs marketplace (includes chemicals, electricity, natural gas)
- Social - Public engagement (Complaints)
- Technology - RWS SharePoint / Multiple Systems & Support
- Environment - Changing environmental conditions / Climate Change
- Political - Supply Chain Interruptions / Delays

LHPWSS – Updates to the following External and Internal Issues:

- Organizational - Staff turnover and employee retention (OCWA & RWS)
- Economic; Operational; Performance - Aging infrastructure
- Economic; Operational; Performance - Water Demand
- Economic; Operational; Performance – Project Coordination
- Economic - Project Delivery (Consultants)
- Economic - Resource inputs marketplace (includes chemicals, electricity, natural gas)
- Social - Public engagement (Complaints)
- Technology - RWS SharePoint / Multiple Systems & Support
- Environment - Changing environmental conditions / Climate Change
- Political - Supply Chain Interruptions / Delays

See agenda package for highlighted items.

**OCWA Comments:**

- OCWA receives a lot of applications for operations positions, less for maintenance positions.
- Provincial salary increases of 6.5% have helped with the stability of staffing.
- Chemical costing update to be brought forward within a few weeks. Expecting to see a 5% increase for 2025.
- No issues with supply chain.

**RWS Comments:**

- City of London has a pre-existing agreement for the Elgin system that requires them to take a minimum of 22.7 million litres per day. London would like to enter

into a Water Supply Agreement that does not establish restrictions or minimum volumes. The Elgin system would only supply the volumes that are required associated with their Southeast Reservoir and Pump Station (SERPS). As a result, there may be an increase in demand on the Huron system. Scenarios to be incorporated into the Master Water Plan. There may be contractual implications with the OCWA contract as their fee schedule was based on previous volume projections.

- Roadway improvements at Airport Road in South Huron and at Highway 21 and County Road 83 in Bluewater/South Huron may affect operations for LHPWSS. There are a number of projects planned in the region.
- There are construction impacts to the easement near Elgin Terminal Reservoir site. Project coordination needs are more intensive.
- Increase in customer complaints for EAPWSS (due to Nov./Dec. 2023 taste and odour event). Earlier than unexpected geosmin event for LHPWSS in 2024.
- For 2024, changing issues related to development projects, and planning / coordination between municipalities and RWS.

**b. Needs and expectations of interested parties, including compliance obligations**

A new statement was added to ISO 14001:2015, to address the need to consider the effect of climate change on the ability to achieve the intended results of the management system. Under element 4.2 (Understanding the needs and expectations of interested parties) it is noted that relevant interested parties can have requirements related to climate change.

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

- City of London (Administering Municipality)
- Customers - Member Municipalities
- Source Protection Committee (Lake Erie Source Protection Committee)

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

- City of London (Administering Municipality)
- Source Protection Committee (Ausable Bayfield Maitland Valley Source Protection Committee)

**OCWA Comment** – Working Group Meetings (EAPWSS) being reinstated at the request of the municipalities. RWS Operations Manager is coordinating a date and time with municipalities, and likely will be a virtual meeting.

**RWS Comment** – Inquiry made to RWS Operations Manager for possible future LHPWSS Working Group Meetings. Previously there was little interest in attendance by municipal representatives.

Refer to agenda package for further details.

### **c. Significant environmental impacts**

- Changes to the EMS Aspects Assessment (LHPWSS):
  - Extreme weather events – added for the LHPWSS remote stations
  - Reviewed for the Huron WTP coagulation upgrade project
  - As per EMS internal audit – added potential water / soil contamination (PAHs, VOCs, hydrocarbons, dioxins, metals) as an environmental impact of Fire/Explosion onsite.
- Changes to the EMS Aspects Assessment (EAPWSS):
  - Confirmed locations of oil/grease and oil/grit interceptors and updated the assessment
  - As per EMS internal audit – added potential water / soil contamination (PAHs, VOCs, hydrocarbons, dioxins, metals) as an environmental impact of Fire/Explosion onsite.

General: Electricity consumption, chemical consumption, process water and non-revenue water continue to be tracked as part of the EMS objectives and targets or general environmental key performance indicators (KPIs).

### **d. Risks and Opportunities**

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

- (EAPWSS & LHPWSS) - The Water Quality Facility Plan (5-year update) is nearly completed. Provides recommended process optimization improvements.
- (LHPWSS) - Coagulation upgrade project is nearing substantial completion. Provides process optimization including better control of chemical dosing.
- (LHPWSS) - McGillivray Pumping Station HVAC and electrical upgrade is nearing substantial completion. Replaces aging equipment with more energy efficient technology.
- (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.
- Many other mechanical, civil, and electrical upgrades are planned or underway.

#### General Opportunities (EAPWSS & LHPWSS)

- Software (OnLocation) is being implemented for visitor and contractor management. A basic orientation video for health & safety and EMS/QMS is being developed to streamline the orientation process. There are also benefits for security and emergency management.
- Software (ChemManagement) is being implemented for Safety Data Sheet (SDS) management.
- New software options are being reviewed for the Laboratory Information Management System (LIMS).
- A Contractor Safety Management Program is being developed. This will help clarify expectations for health and safety and standardize the project management approach.
- Process Optimization - OCWA corporate optimization team looking at Huron filter performance and developing a training module. Preliminary results of the filter programming changes (temperature correction and backwash program) and coagulation system upgrade have shown initial improvements in filter performance. Further optimization will continue.

**RWS Comment** – proposed 2025 budget has several new administrative positions proposed. If approved, more resources will be available for projects and administrative oversight.

**OCWA Comment** – OCWA Tools Presentation in future. SDS online program is planned to be rolled out by end of 2024. Will confirm if RWS is able to log into SDS platform.

## 7. Compliance Obligations Update

### Compliance Obligations Update

#### Ontario Notices:

#### [Approved update to the Kettle Creek Source Protection Plan and associated Assessment Report for the Kettle Creek Source Protection Area](#)

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

**Date Posted/Notice Received:** August 15, 2024

**Comments Due:** N/A

**Summary:**

Updates to the plan that protects the sources of municipal drinking water in the Kettle Creek watershed were approved by MECP on June 24, 2024. This update, which came into effect on August 12, 2024, is the first comprehensive revision to the Kettle Creek Source Protection Plan since it was first approved in 2014. This update ensures the plan is current and reflects the latest science and changes on the landscape. Changes include new and amended mapping, updated water quality information, and additional climate change considerations. Revised policies now align with the 2021 Technical Rules for identifying significant drinking water threats. New threat policies have been added for liquid hydrocarbon pipelines.

Specific changes affecting the EAPWSS included:

- Removal of significant drinking water threat storage of commercial fertilizer, which resulted in removal of the associated events-based area Intake Protection Zone 3 (IPZ-3).
- Addition of text discussing current water quality concerns related to Harmful Algal Blooms (HABs), low dissolved oxygen and manganese.
- Addition of a Climate Change Vulnerability Assessment for the EAPWSS.

**Potential Impacts:** None anticipated.

**8. Best Management Practices – MECP website review**

No updates to date.

**9. Management of Change:**

- New Municipal Drinking Water Licence (LHPWSS)

There is a list of 24 action items that are being managed and tracked as part of the Management of Change checklist. Will focus on the LHPWSS Residuals Management Facility (RMF) action items first because that is the first criteria that comes into effect in November 2024.

See agenda package for further details.

**10. Status of Action Items**

EAPWSS - nine (9) open action items  
LHPWSS – eleven (11) open action items

**11. New Business**



**Report No.:** LH-2024-04-02  
**Report Page:** 13 of 19  
**Meeting Date:** December 5, 2024  
**File No.:**

Added Agenda Item – Staff Suggestions. August 28, 2024 meeting with top management to discuss the 21 staff suggestions previously identified. Action items were assigned to suggestions that were decided to be moved forward.

**RWS Comment** – Next board meeting is October 03, 2024 – updated policies and bylaws to be noted. Impacts to EMS/QMS should be negligible as the updates are expected to be primarily administrative. The public notice policy may be relevant for the EMS interested parties.

\*\*\*End of Meeting\*\*\*

## **Appendix B: Compliance Audit Summary Report - Bulk Water Sales Policy, Public Access and Tour Policy, Procurement and Disposal By-Law (August 23, 2024)**

### **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.

### **Methodology:**

The internal audit was conducted as outlined in Procedure LH-ADMIN-1600 (Compliance) as detailed in the EMS Manual. The audit was 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 on August 15, 2024. 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 the operation of the water supply system by the contracted Operating Authority, Ontario Clean Water Agency (OCWA), since the last Internal Audit conducted August 14, 2019.

Operational documents and records maintained by the Operating Authority for the period August 14, 2019 through August 23, 2024 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:**

Compliance Obligations - Board Policies and By-Laws:

The following items had criteria in the Environmental Compliance Internal Audit checklist:

- Bulk Water Sales Policy
- Public Access and Tour Policy
- Procurement and Disposal By-Law

**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.

**Interviews Conducted:**

- Denny Rodrigues, Senior Operations Manager, OCWA
- J.Walker, Operations Manager, RWS

**Summary of Findings**

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

## **Appendix C: Compliance Audit Summary Report - Ontario Regulation 25/23 - Energy Reporting and Conservation and Demand Management Plans (September 12-13, 2024)**

### **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.

### **Methodology:**

The internal audit was conducted as outlined in Procedure LH-ADMIN-1600 (Compliance) as detailed in the EMS Manual. The audit was comprised of a desktop environmental compliance 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 September 11, 2024. 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 limited to the operation of the water supply system by the contracted Operating Authority, Ontario Clean Water Agency (OCWA), since the last Internal Audit conducted December 14, 2020.

Operational documents and records maintained by RWS and the Operating Authority for the period December 14, 2020 through September 12, 2024 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:**

Compliance Obligations – Provincial:

The following items had criteria in the Environmental Compliance Internal Audit checklist:

- O.Reg. 25/23: Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans

**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.

**Interviews Conducted:**

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

**Summary of Findings**

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

## **Appendix D: External DWQMS 24 Month Surveillance Audit (September 24, 2024)**

### **Audit Purpose:**

The purpose of the surveillance 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 necessary to assess whether accreditation can continue or be offered to the operating authority.

### **Management System Documentation:**

The management systems operational plan(s) was 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 following opportunities for improvement have been identified:

- Element 21 Continual Improvement – There is an opportunity address Huron CAF Tracking overdue Action items (e.g., 826, 847), including verification, not addressed within 2024-2026 ‘Future Items [Deferred]’ tab.

**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 will be submitted to Intertek - SAI Global review team.

## Board of Management Report

**Subject: Quarterly Operating Financial Status – 3<sup>rd</sup> Quarter 2024**

**Overview:**

- This report shows the current fiscal year’s 3<sup>rd</sup> 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 receive this report regarding the Operating Financial Status Report for the period of July 1 to September 30, 2024, 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 6, 2024      Quarterly Operating Financial Status – 1<sup>st</sup> Quarter 2024

October 3, 2024      Quarterly Operating Financial Status – 2<sup>nd</sup> Quarter 2024

### 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 2024 (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. The total accumulated operating costs over the year (unaudited) is higher than the same period in 2023 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 \$161,000 higher than the previous year. Usage in kWh decreased over this period but the commodity costs and charges 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 2023 are attributed to annual salary adjustments, and new staff hired.
- Administration and Other Expenses relates to various overhead operating expenses, including subscriptions and memberships, office supplies and property taxes. The expenses are higher than the same period in 2023 mainly due to an increase in property taxes and higher rent due to increased office space.
- Vehicles and Equipment expenditures include costs associated with vehicles, computers and office equipment for administrative staff. The increase from 2023 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, 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 2023 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  
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 – 3<sup>rd</sup> Quarter 2024



## Quarterly Financial Summary Report

Lake Huron Water Supply system  
3rd Quarter 2024 (July 1 to September 30)  
(\$,000's)

	Approved 2024 Budget	Q3 - 2024	2024 Year to Date	Year To Date Variance	2023 Year To Date
<b>Total Revenue</b>	<b>27,561</b>	7,580	20,246	7,315	18,482
<u>Expenditures:</u>					
Contracted Operating Services	8,083	1,985	5,881	2,202	5,715
Contracted Administrative Services	338	84	251	87	227
Electricity	3,100	1,139	2,398	702	2,237
Salaries, Wages, Benefits	1,251	300	798	453	672
Administration and Other Expenditures	535	222	454	81	422
Vehicles and Equipment	176	8	98	78	55
Purchased Services & Professional Fees	1,499	666	1,285	214	1,154
Debt Principle Payments	958	0	952	6	1,106
Interest on Long-Term Debt	29	12	34	(5)	81
Contributions to Reserve Funds	11,593	0	0	11,593	0
<b>Total Expenditures</b>	<b>27,563</b>	<b>4,416</b>	<b>12,151</b>	<b>15,412</b>	<b>11,669</b>

## Board of Management Report

**Subject:** Process Optimization Program Update

**Overview:**

- This report is intended to be updated annually to inform the Board of Management of the progress, outcomes and benefits that the Process Optimization program has achieved.
- This report is also intended to provide future insights of the Process Optimization program at the water treatment plant (Plant).

### Recommendation

That, on the recommendation of the Chief Administrative Officer, the Board of Management for the Lake Huron Primary Water Supply System RECEIVE this report for information regarding the Process Optimization program at the Lake Huron water treatment plant.

### Previous and Related Reports

December 7, 2023 Process Optimization Program Update

### Background

Board staff have had a long-standing relationship with university partners, such as Western University, the University of Toronto, and the University of Waterloo. Through these partnerships, the Process Optimization program has developed and grown into an internally led effort with industry and academic support as needed. The Process Optimization program has adopted the following goals:

- Monitor and assess current treatment processes to identify optimization opportunities that defer capital spending, reduce chemical and energy usage and operational cost, and decrease process waste streams;
- Undertake capital projects that result in process improvements and/or operational procedures;
- Research emerging contaminants to understand how they may impact our treatment capacity and capability in advance of possible regulatory changes at the Plant;
- Monitor changes to source water quality due to climate change to assess and maintain plant robustness;

- Support the objectives of the Environmental and Quality Policy to protect the environment, including prevention of pollution, climate change mitigation and adaptation, energy management, and chemical usage optimization in the production of treated potable water and associated residuals treatment; and,

Uphold the long-term sustainability, resiliency and environmental conscious principles of the Asset Management Policy and associated Plan by minimizing the impact of infrastructure on the environment, addressing the vulnerabilities and risks caused by climate change through lifecycle management and resource optimization

## Discussion

### 2022 Water Quality Facility Plan

In October 2024, the Board endorsed the Water Quality Facility Plan (Plan) that reviewed the current plant processes and identified opportunities for further optimization by performing desktop, bench-scale investigations and full-scale stress testing. During the full-scale stress testing the plant was operated at 120 MLD on half of the plant which is equivalent to the projected maximum day demand flow up to the year 2038 as noted in the 2018 Master Water Plan. This flow was chosen to perform the capacity testing as it would provide information based on projected flow rates. The plant was able to treat the raw water at projected flow rate and stay within the performance objectives set out in the operating contract. The results of the stress test were used to recommend optimization opportunities that Board staff will undertake in 2025 such as a review of the current disinfection process and an optimization study on the filter backwashing process.

### Extreme Weather Sampling

Routine monitoring of plant processes and water quality through storm event samples and the filter monitoring program are used to identify if there have been any impacts to treatment processes during extreme weather events. Storm event samples have been collected to evaluate the impact of extreme weather events on the source water, treatment processes and treated water quality by Board staff since 2010.

In 2024, a Storm Events Review was conducted to evaluate the current procedures and identify current storm event trends. The report concluded that continuing to monitor extreme weather events to observe trends in raw water quality related to extreme weather will be beneficial to the utility. This report also concluded that online raw water quality monitoring could improve the operator's ability to respond to changes in raw water quality more effectively, resulting in increased plant resiliency. This recommendation was also noted in the Water Quality Facility Plan.

## **Filter Optimization**

Filter optimization is one area of focus of the program as well as a recommendation from the Water Quality Facility Plan. On this basis a study will be undertaken to investigate the benefits of Extended Terminal Subfluidization Wash to reduce the turbidity spike experienced when placing a filter back into service. This could benefit plant operations by reducing the potential for experiencing non-compliant effluent turbidity.

## **Partnerships with Natural Sciences and Engineering Research Council (NSERC) Chairs in Water Treatment**

Partnership in the Natural Sciences and Engineering Research Council in water treatment ended in 2022, but another program was initiated, the Natural Sciences and Engineering Research Council Alliance (Alliance). The Alliance is the new program and provides the same benefits as the previous Natural Sciences and Engineering Research Council. Board staff are currently in a partnership with the University of Toronto under the Alliance program.

### **University of Toronto**

Currently, U of T is undertaking a study into microplastics in source water and throughout the treatment process. In September 2023, water samples were taken at the WTP from the raw water, at various points throughout the treatment process and within the distribution system. The samples were taken back to the University for analysis. The University shared preliminary results of this study which concluded that conventional water treatment has the potential to remove microplastics, but more research is needed to confirm this finding.

### **University of Waterloo**

While we currently do not have a formal partnership with the University of Waterloo, we are participating in the University of Waterloo's five (5) year study of how current treatment process can remove the emerging contaminant per- and polyfluoroalkyl substances. Samples were taken from the plant and tested at the University lab. The results of the study so far show that conventional treatment may not remove per- and polyfluoroalkyl substances. The study is currently in Year two (2) of five (5). The focus over the next year will be to refine detection methodologies, continue sampling and compare results of seasonal samples.

### **2024 Research Day**

In April 2024, Board Staff were able to resume the biennial Research Day. The day brought together partners that Board staff have worked with on research and process optimization projects at the Lake Huron and Elgin Area water treatment plants to present at a one-day conference. Attendees included representatives of member

municipalities, operating authorities, local Ministry of Environment, Conservation and Parks staff, health unit staff, university partners, industry professionals, invited consultants and Board staff. Board staff are planning to resume the Research Day biennially with the next Research Day taking place in Spring 2026. The aim of the Research Day was to share completed projects, while demonstrating the benefits that have been realized to stakeholders. A summary of future studies and optimization efforts was also shared.

## Conclusion

The Process Optimization program has been reaching its goals of monitoring and optimizing current treatment processes, researching emerging contaminants to maintain and changes to source water quality plant robustness and in advance of potential regulatory changes. The program has leveraged research partnerships with the University of Toronto and University of Waterloo and Board staff plan to continue these partnerships on future projects and studies. Looking ahead, Board staff will continue to communicate program results to the Board on an annual basis.

Prepared by: Brittany Bryans, P.Eng.  
Environmental Services Engineer, Process Optimization

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:** 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

### 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 25, 2023, and November 18, 2024, 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:

<b>Date</b>	<b>Value</b>	<b>Description/Authority</b>
07 Dec. 2023	N/A	Renewal Licence Agreement with London Hydro for their occupancy of the communications tower at the Arva Terminal Reservoir.
03 Apr. 2024	\$175,000	Single Source award for consulting services following the receipt of only one proposal relating to the Huron Powder Activated Carbon System Upgrades (Section 4.13.1 – Irregular Bid, Procurement of Goods and Services and Disposal of Assets Policy)
19 Jun. 2024	\$42,000	Service Agreement with ATSG for remote and project support services related to the water systems document management platform (Office 365)
8 Jul. 2024	N/A	Acknowledgement and authorization of assignment of agreement to AG Energy Co-Operative Ltd. from VIP Energy Services Inc. for energy management services following the acquisition and purchase of VIP Energy by AG Energy Co-Operative. (No change to the existing value of service of \$82,800/yr.)
1 Sep. 2024	N/A	Licence Extension and Amending Agreement L11873 (Second Renewal) with the Province of Ontario for the licence of occupancy of a portion of the McGillivray Reservoir and Pump Station property for a communications tower.
18 Sep. 2024	N/A	Memorandum of Understanding with the Municipality of Middlesex Centre regarding a partnership for the submission of an application to the Green Municipal Fund administered by the Federation of Canadian Municipalities.

<b>Date</b>	<b>Value</b>	<b>Description/Authority</b>
25 Oct. 2024	Unk.	Retaining of Miller Thomson LLP (solicitor) for a legal matter.

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:** Appointment of the CAO Bylaw

**Overview:**

- The Board’s CAO was initially enacted 1999 as part of the then Procurement By-law.
- The Appointment of the CAO By-law was formally adopted on June 10, 2011
- The proposed by-law updates the references to the Administering Municipality and the head of the Environment and Infrastructure service area, as well as clarifies the ability to appoint an Acting CAO in the temporary absence of the CAO

### Recommendation

That the Board of Management for the Lake Huron Water Supply System **APPROVE** the Appointment of the Chief Administration Officer Bylaw as attached to this report.

### Previous and Related Reports

June 9, 2011            CAO Bylaw

### Background

On June 9, 2011, the Board of Management for the Lake Huron Water Supply System approved and enacted the “Appointment of the CAO” Bylaw. The approved Bylaw, in part, updated the designation of the Chief Administrative Officer as the “General Manager of Engineering and Environmental Services and City Engineer of the Administering Municipality”.

### Discussion

The proposed by-law, as attached to this report, updates the appointment of the Chief Administrative Officer and references to the Administering Municipality. In addition, the proposed by-law recognizes the temporary appointment of an Acting Chief Administrative Officer in the absence of the Chief Administrative Officer.

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

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

Attachments:        By-Law No. 14 - 2024 Appointment of the CAO

## BY-LAW No. 14 - 2024

A by-law relating to the **Appointment of a Chief Administrative Officer** for the Lake Huron Primary Water Supply System.

BE IT ENACTED as a by-law of the Joint Board of Management for the Lake Huron Water Supply System as follows:

### 1.0 Definitions

1.1 In this by-law, unless the context otherwise requires:

“**Administering Municipality**” shall mean the Corporation of the City of London, and as defined in Transfer Order #W1/1998 Lake Huron Area Primary Water Supply System issued by the Minister of the Environment and dated effective September 15, 2000;

“**Board**” shall mean the Joint Board of Management for the Lake Huron Primary Water Supply System;

“**Huron**” shall mean the Lake Huron Primary Water Supply System.

### 2.0 Appointment of the Chief Administrative Officer

2.1 In this by-law and all other by-laws and resolutions of the Board, the Chief Administrative Officer of the Lake Huron Primary Water Supply System shall be the Deputy City Manager of Environment and Infrastructure of the Administering Municipality.

2.2 The Chief Administrative Officer of the Lake Huron Primary Water Supply System shall be responsible for the provisions and obligations of the Administering Municipality as provided by the Transfer Order for the Lake Huron Primary Water Supply System (W1/1998) dated September 15, 2000, as amended by by-law, or directed by by-law or resolution of the Board from time to time.

2.3 The Deputy City Manager of Environment and Infrastructure of the Administering Municipality may delegate the appointment of the Chief Administrative Officer, in whole or in part, in respect to the responsibilities of the Administering Municipality regarding Huron. Delegation of the appointment of the Chief Administrative Officer shall be in writing to the Board.

2.4 The delegation of the appointment of the Chief Administrative Officer may be rescinded at the discretion of the Deputy City Manager of Environment and

Infrastructure of the Administering Municipality. Rescinding the delegation of the appointment of the Chief Administrative Officer shall be in writing to the Board.

- 2.5 In the planned and temporary absence of the Chief Administrative Officer, the Chief Administrative Officer may designate an Acting Chief Administrative Officer for a period of not more than ninety (90) days.

### **3.0 Repeal and Enactment**

#### **3.1 Severability**

Should any section, sub-section, clause or paragraph or provision of this by-law be declared by a Court to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provisions so declared to be invalid.

#### **3.2 Previous By-laws**

By-law No. 4 pertaining to the Appointment of the Chief Administrative Officer, as enacted on June 9, 2011, and all of its amendments are hereby repealed.

#### **3.3 Effective Date**

This by-law shall come into force and take effect on December 6, 2024.

Passed in Open Session of the Board on December 5, 2024.

, Board Chair

J. Bunn, Board Secretary

First Reading – December 5, 2024

Second Reading – December 5, 2024

Third Reading – December 5, 2024