

Agenda

Elgin Area Primary Water Supply System Joint Board of Management

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

March 4, 2021, 5:00 PM

Virtual Meeting - during the COVID-19 Emergency

City Hall is open to the public, with reduced capacity and physical distancing requirements.

	Pages
1. Call to Order	
1.1. Disclosures of Pecuniary Interest	
2. Adoption of Minutes	
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3. Consent Items	
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3.5. Kelly Scherr, Chief Administrative Officer - Asset Management - Roadmap and Plan Update	34
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4. Items for Discussion	
4.1. Kelly Scherr, Chief Administrative Officer - Operations and Maintenance Services Agreement - Negotiation of Term Extension	49
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5. Deferred Matters/Additional Business

6. Upcoming Meeting Dates

June 3, 2021

October 7, 2021

December 2, 2021

7. Adjournment

Elgin Area Primary Water Supply System Report

The 1st Meeting of the Elgin Area Primary Water Supply System Joint Board of Management
December 3, 2020

Attendance: Meeting held remotely on Thursday, October 8, 2020, commencing at 5:00 PM.

PRESENT: P. Barbour (Chair), G. Clarke, D. Crevits, S. Hillier, R. Monteith, S. Peters M. van Holst and S. Wookey and J. Bunn (Committee Clerk)

ALSO PRESENT: R. Aycock, T. Corneil, A. Drouillard, A. Henry and K. Scherr

1. Call to Order

1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

1.2 Election of Chair and Vice Chair for the term ending November 30, 2022

PETERS AND VAN HOLST

That P. Barbour BE ELECTED Chair, for the term ending November 30, 2022. CARRIED

Motion Passed

VAN HOLST AND HILLIER

That M. van Holst BE ELECTED Vice Chair, for the term ending November 30, 2022. CARRIED

Motion Passed

2. Adoption of Minutes

2.1 Minutes of the 4th Meeting held on Thursday, October 8, 2020

PETERS AND HILLIER

That the minutes of the 4th meeting of the Elgin Area Primary Water Supply System Joint Board of Management, from the meeting held on October 8, 2020, **BE NOTED AND FILED. CARRIED**

Motion Passed

3. Consent Items

3.1 Quarterly Compliance Report (3rd Quarter 2020: July - September)

HILLIER AND WOOKEY

That, on the recommendation of the Chief Administrative Officer, the report dated December 3, 2020, with respect to the general, regulatory and contractual obligations of the Elgin Area Primary Water Supply System, for July to September 2020, **BE RECEIVED. CARRIED**

Motion Passed

3.2 Environmental Management System and Quality Management System

HILLIER AND WOOKEY

That, on the recommendation of the Chief Administrative Officer, the report dated December 3, 2020, with respect to the Environmental Management System and Quality Management System for the Elgin Area Primary Water Supply System, **BE RECEIVED. CARRIED**

Motion Passed

3.3 Quarterly Operating Financial Status Report - 3rd Quarter 2020

HILLIER AND WOOKEY

That, on the recommendation of the Chief Administrative Officer, the report dated December 3, 2020, with respect to the Quarterly Operating Financial Status of the Elgin Area Water Supply System, **BE RECEIVED. CARRIED**

Motion Passed

3.4 Cyber Security

HILLIER AND WOOKEY

That, on the recommendation of the Chief Administrative Officer, the report dated December 3, 2020, with respect to the Cyber Security program for the Elgin Area Primary Water Supply System, **BE RECEIVED. CARRIED**

Motion Passed

3.5 Letter of Resignation

HILLIER AND WOOKEY

That the letter of resignation from the Elgin Area Primary Water Supply System Joint Board of Management, dated October 16, 2020, from S. Lewis, **BE RECEIVED. CARRIED**

Motion Passed

4. Items for Discussion

4.1 2020 Strategic Plan

HILLIER AND MONTEITH

That, on the recommendation of the Chief Administrative Officer, the report dated December 3, 2020, with respect to the 2020 Strategic Plan for the Elgin Area Water Supply System, **BE RECEIVED**; it being noted that Board Members are encouraged to provide comments on the proposed Areas of Focus and Draft Strategic Initiatives and participate in the upcoming virtual Stakeholder Engagement sessions. **CARRIED**

Motion Passed

4.2 Asset Management Maturity Assessment and Roadmap

PETERS AND HILLIER

That, on the recommendation of the Chief Administrative Officer, the report dated December 3, 2020, with respect to the Asset Management Maturity Assessment and Roadmap, **BE RECEIVED. CARRIED**

Motion Passed

4.3 Elgin-Middlesex Pump Station Ownership Reconciliation

MONTEITH AND WOOKEY

That, on the recommendation of the Chief Administrative Officer, the Board Chair and the Chief Administrative Officer **BE AUTHORIZED** by the Board of Management for the Elgin Area Primary Water Supply System to execute a Joint Occupancy and Use Agreement with the City of London, the St. Thomas Secondary Water System and the Aylmer Secondary Water System, substantially in the form appended to the report dated December 3, 2020, with respect to the ownership of the common pumping station building and related building services at the Elgin Terminal Reservoir site. **CARRIED**

Motion Passed

4.4 Proposed Adjustment to By-law 1.3

VAN HOLST AND WOOKEY

That staff **BE DIRECTED** to investigate options for amending By-law 1.3 to ensure that every benefiting municipality within the Elgin Area Primary Water Supply System has the opportunity to appoint Members or Alternate Members to the Board of Management for the Elgin Area Water Supply System and report back at a future meeting; it being noted that the communication, dated November 23, 2020, from H. Bouw, Clerk, Municipality of Dutton Dunwich, was received with respect to this matter. **CARRIED**

Motion Passed

5. **Deferred Matters/Additional Business**

None.

6. Next Meeting Date

March 4, 2021

7. Adjournment

The meeting adjourned at 5:55 PM.