

# Tri-County Water Board of Management Agenda

September 2, 2020, 7:00 p.m.  
Electronic Participation Meeting via Zoom

Due to the COVID-19 Pandemic this meeting will be held electronically. Please contact the Clerk's Department if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at [clerk@westelgin.net](mailto:clerk@westelgin.net).

**Pages**

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That Tri-County Water Board hereby adopts the Agenda for September 2, 2020 as presented.

3. **Disclosure of Pecuniary Interest**

4. **Minutes**

Recommendation:

That minutes of the Tri-County Water Board meeting on June 30, 2020 be adopted as circulated and printed.

1

## 5. Business Arising from Minutes

### 5.1 Adverse Water Sample

8

Adverse water sample was reported in November of 2019 from the Newbury water system operator. Typically adverse water samples are false or the issue is quickly resolved with flushing and resampling and will not affect other system so reporting to other distribution system isn't needed. Each water issue should be looked upon individually and a reasonable approach should be used to determine the effect to that system and any other system it may flow to. That's is where the health unit, the MECP and Overall responsible operator come in and determine the response. Currently, OCWA reports situations in the primary distribution system to all board members immediately if the situation would have an impact on the secondary distribution systems. We don't typically communicate immediately weekly adverse sampling results and as stated above they usually are easily resolved. These get reported to the board during board meetings and in our annual reports. OCWA would be in favour of reporting ALL incidents if a clause is inserted into the board agreement.

## 6. Closed Session

Recommendation:

That the Tri-County Water Board hereby proceeds into Closed Session at \_\_\_\_\_ p.m. Under Section 239(2)(f) of the *Municipal Act*, consideration will be given to advice that is subject to solicitor-client privilege, including communications.

## 7. Report from Closed Session

## 8. Adjournment

Recommendation:

That the Tri-County Water Board hereby adjourn at \_\_\_\_ to reconvene on October 27, 2020 at 7:00 p.m. or at the Call of the Chair.

# Tri-County Water Board of Management

## Minutes

June 30, 2020, 7:00 p.m.

Electronic Participation Meeting via Zoom

**Present:** Bob Purcell, Chair  
Allan Mayhew  
Angela Cammaert  
Bonnie Rowe  
Doug Bartlett  
Duncan McPhail  
Ken Loveland  
Marigay Wilkins  
Taraesa Tellier  
Tim Sunderland

**Regrets:** Patricia Ann Corneil

**Staff Present:** Jana Nethercott  
Cindy Sigurdson  
Dale Le Britton  
Magda Badura  
Mike Taylor  
Jill Bellchamber-Glazier

**Due to the COVID-19 Pandemic and Emergency Orders Issued by the Province of Ontario under the *Emergency Management & Civil Protection Act*, prohibiting gathering of more than 10 people, this meeting was held electronically.**

**1. Call to Order**

Chair B. Purcell called the meeting to order at 7:00 p.m.

**2. Adoption of Agenda**

**Resolution No. TCW 2020-06**

**Moved: Duncan McPhail**

**Seconded: Allan Mayhew**

That Tri-County Water Board hereby adopts the Agenda for June 30, 2020 as presented.

For (9): Allan Mayhew, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell  
Absent (2): Angela Cammaert, and Patricia Ann Corneil

**Disposition: Carried (9 to 0)**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Minutes**

**Resolution No. TCW 2020-07**

**Moved: Ken Loveland**

**Seconded: Bonnie Rowe**

That minutes of the Tri-County Water Board meeting on January 28, 2020 be adopted as circulated and printed.

For (9): Allan Mayhew, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell  
Absent (2): Angela Cammaert, and Patricia Ann Corneil

**Disposition: Carried (9 to 0)**

**5. Business Arising from Minutes**

None

Angela Cammaert joined the meeting at 7:10 p.m.

**6. Reports**

**6.1 Christine Scrimgeour, Scrimgeour & Company - Audited Financial Statements for the Year Ended December 31, 2019**

Christine Scrimgeour of Scrimgeour & Company reported on the Audited Financial Statements for 2019. She read the Letter of Independence.

Would like an updated note on the statement regarding the amended agreement as the agreement is not signed.

**Resolution No. TCW 2020-08**

**Moved: Tim Sunderland**

**Seconded: Duncan McPhail**

That Tri- County Water Board hereby receives and approves the 2019 Audited Financial Statements with any changes to the preliminary description of the agreement and the Independence Letter as presented.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

## **6.2 Financial Statements As of May 31, 2020**

Magda Badura reported on the financial statements. West Elgin had to do estimated billing in March due to COVID-19 and therefore the revenue will be adjusted now that the reads have been completed and will appear in the next financial report.

Mike Taylor reported on the captial projects update. Mike stated that due to COVID-19 there were some delays on getting contractors to the plant.

**Resolution No. TCW 2020-09**

**Moved: Taraesa Tellier**

**Seconded: Marigay Wilkins**

That Tri-County Water Board receive the financial statements as of May 31, 2020 as presented.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

## **6.3 OCWA Annual Summary Report for Tri-County Drinking Water System - Schedule 22 of O. Reg 170/03**

Cindy Sigurdson from OCWA presented the Annual Summary Report.

**Resolution No. TCW 2020-10**

**Moved: Doug Bartlett**

**Seconded: Bonnie Rowe**

That the Tri-County Water Board hereby receives the 2019 Annual Summary Report for Tri-County Drinking Water System - Schedule 22 of O.Reg 170/03.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

#### **6.4 OCWA Annual Report for Tri-County Drinking Water System - Section 11 2019 Report**

Cindy Sigurdson of OCWA presented the report.

**Resolution No. TCW 2020-11**

**Moved:** Duncan McPhail

**Seconded:** Allan Mayhew

That Tri-County Water Board hereby by receives the 2019 Annual Summary Report for Tri-County Drinking Water System - Section 11 of O.Reg 170/03.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

#### **6.5 OCWA - Tri- County Water Treatment Plant First Quarter Operations Report**

Mike Taylor from OCWA presented the First Quarter Operations Report. Mr. Taylor noted a significant increase in flow for the past few months. This may be related to COVID-19 and people being home and this will be reflected in the second quarter report.

**Resolution No. TCW 2020-12**

**Moved:** Ken Loveland

**Seconded:** Tim Sunderland

That Tri-County Water Board hereby receives the First Quarter Operations Report for the Tri-County Drinking Water System from OCWA.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

## **7. New Business**

### **7.1 Verbal Discussion on Water Treatment Plant Lighting**

Mike Taylor from OCWA reported that a rebate program that could be ending this year and Mike has obtained three quotes which include the rebate program applications. These quotes would replace the lights with LED and these lights would last approximately 20 years. This purchase was not in the budget, however if this rebate program is cancelled we could lose out. Lowest bid is at \$14,300 which does not include the paperwork for the rebate, and the higher quotes does include the paperwork.

**Resolution No. TCW 2020-13**

**Moved: Tim Sunderland**

**Seconded: Allan Mayhew**

That the Tri-County Water Board agree to have OCWA move forward with the replacement of the lighting in the Water Treatment Plant at a cost of \$14,900 excluding HST.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

### **7.2 Revised Agreement**

Chair Purcell provided a brief timeline and overview of the history of the agreement and request Mayor Allan Mayhew of Southwest Middlesex provide and update on the negotiations with Newbury. Mr. Mayhew of Southwest Middlesex reported that currently there is still no agreement with Newbury and there are two outstanding issues one being a request

for increase capacity by Newbury and cost issues. Southwest Middlesex believes that they do not have the ability to assign capacity and that rests with the Tri-County Water Board. Mr. Mayhew reported that notice has been served to Newbury that if an agreement is not reached by August the agreement will be terminated.

Mr. Mayhew stated that Southwest Middlesex discovered in early 2020 a non compliance issue in Newbury was discovered by accident that was not corrected in a timely manner and Southwest Middlesex is very concerned that a member municipality did not notify the board or Southwest Middlesex as, they had customers that were affected by this non compliance. Chair Purcell stated that the noncompliance is a separate issue from the Agreement and the Tri-County Water Board directed staff to investigate this incident and report back to the Tri-County Water Board at a future meeting.

**Resolution No. TCW 2020-14**

**Moved:** Duncan McPhail

**Seconded:** Marigay Wilkins

That the Tri-County Water Board instruct the Chair and Staff to seek Legal advice on the validity of 2014 agreement and that a report back to the board as soon as possible with this legal advice.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

**7.3 Chair Position**

Chair Purcell reported to the Board that at the first meeting in 2021 elections will be held for Chair and Vice Chair.

**8. Adjournment**

**Resolution No. TCW 2020-15**

**Moved:** Allan Mayhew

**Seconded:** Tim Sunderland



That the Tri-County Water Board hereby adjour at 9:16 pm to reconvene on July 28 at 7:00 p.m. or at the Call of the Chair.

For (10): Allan Mayhew, Angela Cammaert, Bonnie Rowe, Doug Bartlett, Duncan McPhail, Ken Loveland, Marigay Wilkins, Taraesa Tellier, Tim Sunderland, and Bob Purcell

Absent (1): Patricia Ann Corneil

**Disposition: Carried (10 to 0)**

---

Bob Purcell, Chair

---

Jana Nethercott, Recording Secretary

**The Corporation of the Village of Newbury  
Newbury Water Distribution System**

**Municipal Drinking Water Licence Number 249-101**

**Drinking Water Works Permit Number 249-201**

**January 1 to December 31, 2019**

**2019 Schedule 22 Compliance Report**

Prepared for: Village of Newbury  
22910 Hagerty Road  
P.O. Box 130,  
Newbury, ON N0L1Z0

Prepared by: Sco-Terra Operations Group Inc.

## **System Description**

The Newbury Distribution System is categorized as Large Municipal Residential Drinking Water System, receiving water from the Southwest Middlesex Distribution System to supply water to the Village of Newbury and the Four Counties Hospital. The Newbury Distribution is also a donor system to the Southwest Middlesex Drinking Water System.

## **Reporting Requirements**

### **Safe Drinking Water Act, O. Reg. 170/03: DRINKING WATER SYSTEMS SCHEDULE 22 Summary Reports for Municipalities**

#### **Section 22-2. (2)**

*(2) The report must,*

*(a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and*

*(b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.*

### **Compliance with the Safe Drinking Water Act, O. Reg. 170/03, Municipal Drinking Water Licence #249-101 and Drinking Water Works Permit # 249-201**

This report is prepared in accordance with Schedule 22 of O. Reg. 170/03 and provides a summary of water quality information, water quantity statistics and any non-compliance events for the reporting period January 1 to December 31, 2019.

This report was prepared by Sco-Terra Operations Group Inc. with flow data supplied by the Village of Newbury.

The Newbury Distribution System was sampled by Sco-Terra Operations Group Inc. under the requirements of the Safe Drinking Water Act, 2002, the regulations made thereunder, and the Municipal Drinking Water Licence # 249-101.

No provincial Orders were issued against the Newbury Distribution system in relation to the sampling performed by Sco-Terra Operations Group Inc.

As per Schedule 15.1-5 (3), the Village of Newbury follows a Reduced sampling Schedule for Lead sampling and is therefore required to take Lead samples every third 12-month period which has to be completed in 2021. Alkalinity and pH samples were collected during the reporting period.

Routine Inspection was conducted by the Ministry of the Environment, Conservation and Parks (MECP) on June 4, 2019. There was one non-compliance issue identified in the Inspection Report. The Newbury Distribution System received a final inspection rating of 97.88%. The non-compliance identified in the Inspection Report is identified as follows:

1. **All changes to the system registration information were not provided within ten (10) days of the change.**

**Action(s) Required:**

*Regulation 170/03 stipulates that the owner of a system shall provide written notice to the MECP director within 10 days of a change made to the system's profile information.*

*At the time of inspection, information listed on the system's profile was out of date for greater than 10 days.*

*Before the issuance of this report, the owner provided the ministry with up to date information. There are no further actions required by the system owner*

**Adverse Water Quality Incident**

There was one adverse test result reported in 2019. Corrective Actions were taken immediately in accordance with Section-17-6 of O.Reg.170/03. Oral and written notice to Medical Officer of Health and the Spills Action Centre were provided as required under Schedule 16 of O.Reg.170/03.

**AWQI Number: 149112**

A Total Coliform count of 1cfu/100ml was identified in a distribution sample collected on November 25, 2019 in the Newbury Distribution System. Corrective Actions included flushing the water mains, chlorine residual sampling and bacteriological re-sampling at the AWQI location, upstream and downstream of the AWQI location.

Issue was resolved on December 2, 2019, following receipt of lab analysis of two sets of bacteriological sample results reporting zero total coliform.

**Information on Drinking Water advisories, Boil Water Advisories**

There were no drinking water advisories or boil water advisories issued during the reporting period.

**SCHEDULE 22-2. (3)**

*(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:*

1. *A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.*

2. *A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.*

The total flow data in this section is supplied by staff of the Village of Newbury.

In accordance with Schedule 22-2(3) 1, Table 1 provides a summary of the quantity of water purchased in 2019, for comparison to the rated capacity in the Municipal Drinking Water Licence # 249-101, including monthly average and maximum daily flows.

**Table 1 – Summary of Quantities of Flow for 2019**

Rated Capacity does not apply to this system.

<b>Month</b>	<b>Total Flow (m<sup>3</sup>/month)</b>
January	3,061.0
February	3,116.0
March	2,667.5
April	2,960.0
May	3,238.0
June	3,483.5
July	4,100.0
August	2,895.9
September	3,523.6
October	3,675.5
November	3,420.0
December	3,374.0
<b>Total Flow 2019</b>	<b>39,515.0</b>
<b>Average Monthly Flow</b>	<b>3,292.9</b>
<b>Total Flow for 2018</b>	<b>43,035.5</b>
<b>Average Monthly Flow</b>	<b>3,586.3</b>

There is no rated capacity identified in the Municipal Drinking Water License # 249-101 for the Newbury Distribution System.

Monthly Flow Data for this Report was provided by the Village of Newbury. Therefore calculation of Total Flow and Average Monthly Flows are based on the data provided by the Village. Water supplied to the Village of Newbury is billed by the Municipality of Southwest Middlesex.

The calculated monthly average flow for 2019 was 3,292.9 m<sup>3</sup>.

The maximum daily flow for 2019 is not available as the meter reading frequency is monthly.

The Total Flow for 2019 was 39,515.0 m<sup>3</sup> compared to a 2018 Total Flow of 43,035.5 m<sup>3</sup>.

This represents 8.91 % decrease in the Annual Flow from 2018.