

Tri-County Water Board of Management Agenda

September 30, 2025, 7:00 p.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That Tri-County Water Board hereby adopts the Agenda for September 30, 2025 as presented.

3. Disclosure of Pecuniary Interest

4. Adoption of Previous Meeting Minutes

1

Recommendation:

That the Tri-County Water Board hereby adopts the minutes of July 15, 2025, as presented.

5. Business Arising from Minutes

6. Staff Reports

6.1 Facilitator Proposal for Board Discussion regarding a Municipal Service Corporation Governance Structure

4

Recommendation:

That Tri County Water Board hereby receives the report from Robin Greenall, Administrator for the Tri County Water Board, and

That the Board approve the recommendation to engage Mary Ellen Bench as a facilitator for Board discussions regarding a Municipal Service Corporation governance structure.

6.2 Estimated cost for an assessment of the Tri County Water System

7. Adjournment

Next Tri-County Water Board meetings scheduled for:

- Tuesday, October 21, 2025
- Tuesday, November 18, 2025 (Tentative Budget)

Recommendation:

That the Tri-County Water Board hereby adjourn at _____ pm, to meet again at 7:00pm, on _____ or at the Call of the Chair.

Tri-County Water Board of Management

Minutes

Date: July 15, 2025, 7:00 p.m.

**Location: Council Chambers
160 Main Street
West Lorne**

Present: Allan Mayhew, Southwest Middlesex
Taraesa Tellier, West Elgin
Mike Hentz, Dutton Dunwich
Amarilis Drouillard, Dutton Dunwich
Bill Denning, West Elgin
Don McCallum, Southwest Middlesex
Kevin Derbyshire, Newbury
Philip Sousa, West Elgin

Regrets: Corey Pemberton, Dutton Dunwich
Mike Sholdice, Southwest Middlesex
Ryan Statham, West Elgin
Darren Galbraith, Chatham-Kent
Richard Leatham, West Elgin

Staff Present: Cathy Case, Clerk/Treasurer, Newbury
Robin Trepanier, OCWA
Sam Smith, OCWA
Terri Towstiuc, Recording Secretary/Clerk, West Elgin
Magda Badura, Mgr. of Corporate Services/Treasurer, West Elgin
Robin Greenall, Chief Administrative Officer, West Elgin
Amanda Gubbels, CAO, Southwest Middlesex
Dave Charron, Manager of Infrastructure & Development, West Elgin

Regrets: Maegan Garber, OCWA
Sam Sianas, OCWA
Don Macleod, Chief Administrative Officer, Dutton Dunwich

Also Present: Christene Scrimgeour, Scrimgeour & Company

This meeting was held in a Hybrid format

1. Call to Order

Chair Bill Denning called the meeting to order at 7:00 pm, with an amendment to the agenda, allowing M. Badura to present the Treasurer's report for West Elgin Water Consumption Adjustment, prior to the draft financial statements.

2. Adoption of Agenda

Moved: Amarilis Drouillard, Dutton Dunwich

Seconded: Allan Mayhew, Southwest Middlesex

That Tri-County Water Board hereby adopts the Agenda for July 15, 2025 as amended.

Disposition: Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. West Elgin Water Consumption Adjustment

Moved: Mike Hentz, Dutton Dunwich

Seconded: Allan Mayhew, Southwest Middlesex

That the Tri-County Water Board hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer;

And further that the Tri-County Water Board approves the calculation adjustment and its inclusion in the preliminary audited financial statements.

Disposition: Carried

5. Delegations

5.1 Christine Scrimgeour - Draft 2024 Financial Statements

Moved: Don McCallum, Southwest Middlesex

Seconded: Taraesa Tellier, West Elgin

That the Tri-County Water Board hereby accept and approve the Draft Financial Statements for the year ended December 31, 2024, as presented.

Disposition: Carried

6. Minutes

Moved: Allan Mayhew, Southwest Middlesex

Seconded: Amarilis Drouillard, Dutton Dunwich

That the Tri-County Water Board hereby adopts the minutes of April 15, 2025, as presented.

Disposition: Carried

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 R. Greenall, CAO Verbal Report Re: Preliminary Discussion, Creation and Purpose for an MSC

Moved: Allan Mayhew, Southwest Middlesex

Seconded: Mike Hentz, Dutton Dunwich

That Tri-County Water Board receive the verbal report from R. Greenall, for information purposes, regarding Municipal Service Boards; And

That the board encourage the CAO's of West Elgin and Southwest Middlesex to pursue options for Municipal Service Boards, and report back.

Disposition: Carried

9. Update from OCWA - Earthly Smell & Taste to Drinking Water

The board requested an update from OCWA regarding the recent issues with drinking water, where residents could smell and taste and "earthy" substance.

Sam Smith, Regional Hub Manager, Midwest Region, Ontario Clean Water Agency, provided an update, indicating that the bacteria found in the water is not harmful

10. Adjournment

Moved: Amarilis Drouillard, Dutton Dunwich

Seconded: Kevin Derbyshire, Newbury

That the Tri-County Water Board hereby adjourn at 8:28pm, to meet again at 7:00pm, on Tuesday, October 28, 2025, or at the Call of the Chair.

Disposition: Carried

Bill Denning, Chair

Terri Towstiuc, Recording Secretary



Staff Report

Report To: Tri-County Water Board

From: Robin Greenall, Chief Administrative Officer

Date: 2025-09-30

Subject: Facilitator Proposal for Board Discussion regarding a Municipal Service Corporation Governance Structure.

Recommendation:

That Tri County Water Board hereby receives the report from Robin Greenall, Administrator for the Tri County Water Board, and

That the Board approve the recommendation to engage Mary Ellen Bench as a facilitator for Board discussions regarding a Municipal Service Corporation governance structure.

Purpose:

The purpose of this report is to provide the Tri – County Water Board with a proposal and structure for a facilitated discussion regarding the concept of a Municipal Service Corporation.

Background:

The Tri County Water Board directed the Board's Administrator to investigate the concept of a Municipal Service Corporation (MSC) and if it would be advantageous for the Board to change its current "Area Board Structure" to a MSC model.

Before the Board can weigh the pros and cons of an MSC structure, there should be some discussion with Board members, and their respective municipalities, as to a shared vision of Tri County Water Board and its future direction, and an understanding of the scope of authority and ownership for the assets the MSC will acquire.

At its last Board meeting, members provided the Administrator with directions to inquire about a facilitator to support board discussions and general costs. The facilitator should have a fair understanding of municipal operations, limitations and value of an MSC and knowledge of the legal requirements for board governance.

Mary Ellen Bench was recommended as a skilled facilitator who is available to support the Tri County Water Board. Mary Ellen Bench is a municipal lawyer and strategic advisor working through her own consultancy agency, Bench Municipal Law. A brief introduction to Mary Ellen Bench's experience can be found via her [LinkedIn Profile](#).

Mary Ellen Bench proposes the following draft structure to support the Board and member municipalities with the discussion(s) regarding an MSC:

A brief presentation about the pros and cons of an MSC followed by a facilitated discussion around core issues. (to be defined)

- expansion goals and role of MSC in achieving them
- level of support for autonomy of the MSC and oversight options
- asset ownership and transfer of assets options
- governance models and potential board skills needs, especially given expansion opportunities
- corporate structure options including classes of shares and room for expansion if determined appropriate
- staffing options and potential shared services (short term or long term)
- municipal support needs and financing the steps necessary to create an MSC

The discussion would include Board members, CAOs and CFOs (or designates) of the member municipalities.

The focused discussion would be approximately three hours.

Not all topics will be covered exhaustively; however, the topics will be touched upon to gather enough information to return a report to the Board regarding recommendations for next steps.

Mary Ellen Bench municipal hourly rate is \$500/ hour with a proposed cap of \$10,000. Deliverables would include preparing the necessary materials, attending and facilitating the session, and preparing a follow up report with proposed next steps.

Alternative option to Mary Ellen Bench's proposal is to seek a proposal from Strategy Core regarding project structure and costing. It is not anticipated that the proposal from Strategy Core will vary significantly from the above.

Financial Implications:

The upward limit of this proposal is \$10,000. Board direction will be needed to support how the project will be funded.

Respectfully submitted by,

Robin Greenall,
Administrator to the Tri-County Water Board