

Tri-County Water Board of Management Agenda

September 15, 2026, 7:00 p.m.

Council Chambers

160 Main Street

West Lorne

Meeting to be held in Hybrid Format

Please contact the Clerk's Department if you require an alternate format or accessible communication support or wish to receive the link to this meeting at 519-785-0560 or by email at clerk@westelgin.net.

Zoom Link: <https://us02web.zoom.us/j/81189533800?pwd=c2H5jJP9oGRqRvUcUhUV1nKqAC3tzc.1>
Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That Tri-County Water Board hereby adopts the Agenda for September 15, 2026, as presented.

3. **Disclosure of Pecuniary Interest**

4. **Adoption of Previous Meeting Minutes**

Recommendation:

That the Tri-County Water Board hereby adopts the minutes of August 11, and August 20, 20206, as presented.

5. **Business Arising from Minutes**

6. **Board Discussion with Pine Haddad Consulting**

Initial Discussion with Pine Haddad Consulting regarding the future governance structure of the Tri-County Water Board.

7. Staff Reports

7.1 J. Daly, Sr. Operations Manager, OCWA Re: Second Quarter, Operations Report

8

Recommendation:

That Tri-County Water Board hereby receive the Second Quarter Operations Report, as presented by Joe Daly, Sr. Operations Manager, Ontario Clean Water Agency, for information purposes.

7.2 E. Nilsson, Treasurer Re: Appointment of Auditor

21

Recommendation:

That the Tri-County Water Board hereby received the report titled "Appointment of Auditor" from Emma Nilsson, Manager of Corporate Services/Treasurer, Municipality of West Elgin; and

That the Board direct staff to move forward with the appointment of Scrimgeour & Company CPA Professional Corporation as the Tri-County Water Board's external auditors for the fiscal years ending December 31, 2026, and December 31, 2027.

7.3 E. Nilsson, Treasurer Re: August 31, Year-to-Date Variance Report

24

Recommendation:

That the Tri-County Water Board hereby receives the report from Emma Nilsson, Manager of Corporate Services/Treasurer, Municipality of West Elgin regarding the Variance Report for the period ended August 31, 2026.

7.4 R. Greenall, CAO, Verbal Report Re: Service Expansion

8. Additional Business

9. Adjournment

Recommendation:

That the Tri-County Water Board hereby adjourn at _____ pm, to meet again at 7:00pm, on Tuesday, November 10, 2026 or at the Call of the Chair.

Tri-County Water Board of Management

Minutes

Date: August 11, 2026, 7:00 p.m.

Location: Rodney Recreation Centre
135 Queens Line
Rodney, ON

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
Mike Sholdice, Southwest Middlesex
Ryan Statham, West Elgin
Darren Galbraith, Chatham-Kent
Philip Sousa, West Elgin

Regrets: Corey Pemberton, Dutton Dunwich

Staff Present: Terri Towstiuć, Recording Secretary/Clerk, West Elgin
Robin Greenall, CAO, West Elgin
Amanda Gubbels, CAO, Southwest Middlesex
Emma Nilsson, Treasurer, West Elgin

Regrets: Cathy Case, Clerk/Treasurer, Newbury
Tony Houad, CAO, Dutton Dunwich

This meeting was held in a Hybrid format

1. Call to Order

Vice-Chair Mike Sholdice called the meeting to order at 7:02 pm.

2. Adoption of Agenda

Moved: Bill Denning, West Elgin

Seconded: Allan Mayhew, Southwest Middlesex

That Tri-County Water Board hereby adopts the Agenda for August 11, 2026, as presented.

Disposition: Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Adoption of Previous Meeting Minutes

Recording Secretary noted an error in the previous minutes. The minutes indicated Cathy Case, Administrator for Village of Newbury, was presented, however she was not present for the July 8, 2026, meeting.

Moved: Mike Hentz, Dutton Dunwich

Seconded: Don McCallum, Southwest Middlesex

That the Tri-County Water Board hereby adopts the minutes of July 8, 2026, as amended.

Disposition: Carried

5. Business Arising from Minutes

None.

6. Presentation of Draft 2025 Financial Statements, Christene Scrimgeour, Auditor

Moved: Bill Denning, West Elgin

Seconded: Mike Hentz, Dutton Dunwich

That Tri-County Water Board hereby receive and approve the 2025 Draft Financial Statements, as presented by Christene Scrimgeour, Auditor.

Disposition: Carried

7. Closed Session

Moved into Closed Session at 7:18pm.

Moved: Mike Hentz, Dutton Dunwich

Seconded: Don McCallum, Southwest Middlesex

That Tri-County Water Board hereby move into Closed Session to discuss matter pursuant to the Municipal Act, Section 239(3)(b), *an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act*; And

Section 239(2)(i), being a *trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.*

Disposition: Carried

8. Report from Closed Session

Report from Closed Session at 7:42pm.

Tri-County Water Board received two (2) items pursuant to Section 239 of the Municipal Act for information purposes, with further discussion to take place in Open Session.

9. Staff Reports

9.1 A. Gubbels, Project Manager

Southwest Middlesex CAO advised that the board received two (2) consulting proposals; Pine Haddad Consulting in the amount of \$73,900 and Collier Project Leaders in the amount of \$74,525.

Moved: Allan Mayhew, Southwest Middlesex

That the Tri-County Water Board:

1. Receive the report entitled *Tri-County Water System – Governance and Strategic Review Update* for information; and
2. Proceed with consideration of the confidential proposals received for consulting services associated with the approved governance and strategic review through the related closed-session agenda item.
3. Direct administration to move forward with Pine Haddad Consulting, for the purpose of a Project Manager.

10. Correspondence

Moved: Mike Hentz, Dutton Dunwich

Seconded: Bill Denning, West Elgin

That all correspondence be received and filed.

Disposition: Carried

10.1 Letter from West Elgin Resident A. Cammaert

11. Adjournment

Moved: Philip Sousa, West Elgin

Seconded: Mike Hentz, Dutton Dunwich

That the Tri-County Water Board hereby adjourn at 7:53 pm, to meet again at 7:00pm, on Thursday, August 20, 2026 (Virtual Meeting), or at the Call of the Chair.

Disposition: Carried

Mike Sholdice, Vice-Chair

Terri Towstiuc, Recording Secretary

Tri-County Water Board of Management

Minutes

Date: August 20, 2026, 7:00 p.m.

Location: Electronic Participation Meeting via Zoom

Present: Allan Mayhew, Southwest Middlesex
Taraesa Tellier, West Elgin
Mike Hentz, Dutton Dunwich
Bill Denning, West Elgin
Don McCallum, Southwest Middlesex
Ryan Statham, West Elgin
Darren Galbraith, Chatham-Kent
Philip Sousa, West Elgin

Regrets: Amarilis Drouillard, Dutton Dunwich
Corey Pemberton, Dutton Dunwich
Kevin Derbyshire, Newbury
Mike Sholdice, Southwest Middlesex

Staff Present: Terri Towstiuc, Recording Secretary/Clerk, West Elgin

Regrets: Cathy Case, Clerk/Treasurer, Newbury
Robin Greenall, CAO, West Elgin
Amanda Gubbels, CAO, Southwest Middlesex
Tony Houad, CAO, Dutton Dunwich
Emma Nilsson, Treasurer, West Elgin

This meeting was held in electronic format.

1. Call to Order

In the absence of the Chair and Vice-Chair, Recording Secretary T. Towstiuc called the meeting to order at 7:08 pm.

Moved: Bill Denning, West Elgin

Seconded: Ryan Statham, West Elgin

That Tri-County Water Board hereby appoint Allan Mayhew as Chair, for the August 20, 20206 meeting.

Disposition: Carried

2. Adoption of Agenda

Moved: Ryan Statham, West Elgin

Seconded: Taraesa Tellier, West Elgin

That Tri-County Water Board hereby adopts the Agenda for August 20, 2026, as presented.

Disposition: Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Adoption of Previous Meeting Minutes

Moved: Don McCallum, Southwest Middlesex

Seconded: Bill Denning, West Elgin

That the Tri-County Water Board hereby adopts the minutes of August 11, 2026, as presented.

Disposition: Carried

5. Business Arising from Minutes

None.

6. Items of Discussion

6.1 Final Ombudsman Report, Dated August 17, 2026

Moved: Ryan Statham, West Elgin

Seconded: Philip Sousa, West Elgin

That Tri-County Water Board hereby direct Administration to prepare a Closed Session protocol briefing, and report back to the board.

Disposition: Carried

Moved: Mike Hentz, Dutton Dunwich

Seconded: Taraesa Tellier, West Elgin

That Tri-County Water Board hereby endorse the findings and recommendations received in the Ontario Ombudsman Report, dated August 17, 2026.

Disposition: Carried

7. Adjournment

Moved: Philip Sousa, West Elgin

Seconded: Mike Hentz, Dutton Dunwich

That the Tri-County Water Board hereby adjourn at 7:22 pm, to meet again at 7:00pm, on Tuesday, September 18, 2026, or at the Call of the Chair.

Disposition: Carried

Allan Mayhew, Chair

Terri Towstiuc, Recording Secretary



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Tri-County Drinking Water System Operations Report Second Quarter 2026

Ontario Clean Water Agency, Southwest Region
Joe Daly, Sr. Operations Manager
Date: August 12, 2026

FACILITY DESCRIPTION

Facility Name:	Tri-County Drinking Water System
Regional Manager:	Sam Smith (226) 377-1540
Sr. Operations Manager:	Joe Daly (226) 229-2995
Business Development Manager:	Robin Trepanier (519) 791-2922
Facility Type:	Municipal
Classification:	Class 2 Water Distribution, Class 2 Water Treatment
Title Holder:	Municipality

SERVICE INFORMATION

Area(s) Serviced:	West Elgin, Dutton/Dunwich, Southwest Middlesex, Newbury and Bothwell
Population Serviced:	9985
Water Meters:	Commercial / Residential
In Service Date:	2009

CAPACITY INFORMATION

Total Design Capacity:	12,160 m ³ /day
Total Annual Flow:	4,927,500 m ³ /year
Maximum Day Flow:	13,500 m ³ /day

OPERATIONAL DESCRIPTION

Raw water is drawn from Lake Erie through two intake lines. Four low lift pumps draw the water up to the treatment plant where any large particles or debris are removed by strainers. The raw water is then filtered through membrane filtration followed by injection with sodium hypochlorite for primary disinfection. The water is directed to two storage tanks, which provide the necessary disinfection contact time. From there, four high lift pumps distribute the treated water to the distribution system, supplying both the West Lorne Standpipe and Wallacetown Tower.

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no adverse water results or non-compliances in the first quarter.

SECOND QUARTER:

There was one Adverse Water Quality Incident in June 2026 (AWQI #173097). Monthly Filter Performance was not met on Rack 4 as 99% of readings were not below 0.1 NTU for the month. Rack 4 filter performance was calculated at 97.8%. This was due to equipment malfunction and false high readings on the turbidity analyzer. A grab sample during the time of the elevated results was 0.057 NTU. All appropriate notifications were made.

SECTION 2: INSPECTIONS

FIRST QUARTER:

The 2025 inspection of the Tri-County Drinking Water System (DWS) by the Ministry of Environment, Conservation and Parks (MECP), occurred on February 25, 2025. An inspection report was released on April 14, 2026, with one non-compliance relating to an operator-in-training logging the completion of plant processes without direction from an operator-in-charge. The logbooks in question were from the first quarter of 2025, and this issue has since been addressed with operator training and greater oversight of logbooks. This non-compliance did not impact the inspection rating; a 100% rating was achieved.

SECOND QUARTER:

No further inspections occurred.

SECTION 3: QUALITY ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) UPDATE

FIRST QUARTER:

The Drinking Water Quality Management Standard (DWQMS) is mandatory for all municipal drinking water systems in Ontario. To meet the requirements of the DWQMS, OCWA has a Quality and Environmental Management System (QEMS). This QEMS includes an Operational Plan that identifies procedures that OCWA must follow to ensure compliance with the DWQMS.

The QEMS incorporates a commitment to continual improvement through annual internal audits, a Management Review process to evaluate system performance and procedures, and a third-party external audit. Action items arising from internal audits, external audits, and Management Reviews are identified and implemented as required to support ongoing system improvement.

No audits or reviews occurred during the first quarter.

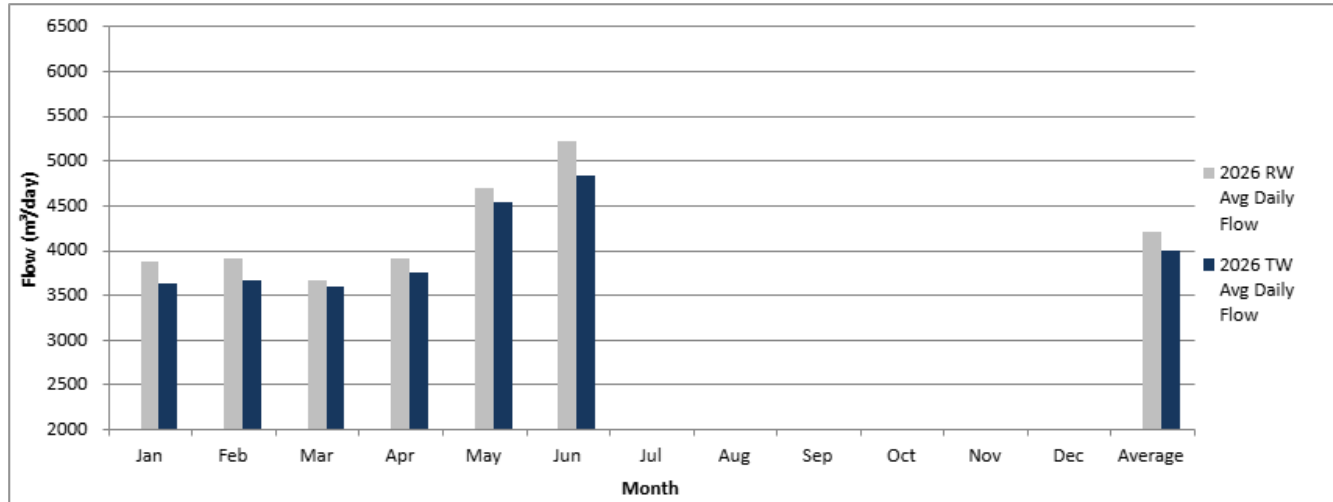
SECOND QUARTER:

An internal audit of the system is scheduled for July 24, 2026. The Management Review has been scheduled for August 6, 2026, and the external systems audit by Intertek is scheduled for September 18, 2026.

SECTION 4: PERFORMANCE ASSESSMENT REPORT

The Tri-County Drinking Water System is currently operating at an efficiency of 95%, based on the volume of water drawn from Lake Erie compared to the volume treated and delivered to the distribution system. Chart 1 illustrates the comparison between raw water takings and treated water distributed to the system to date in 2026.

Chart 1: 2026 Raw Water Average Daily Flow Compared to Treated Water Average Daily Flow



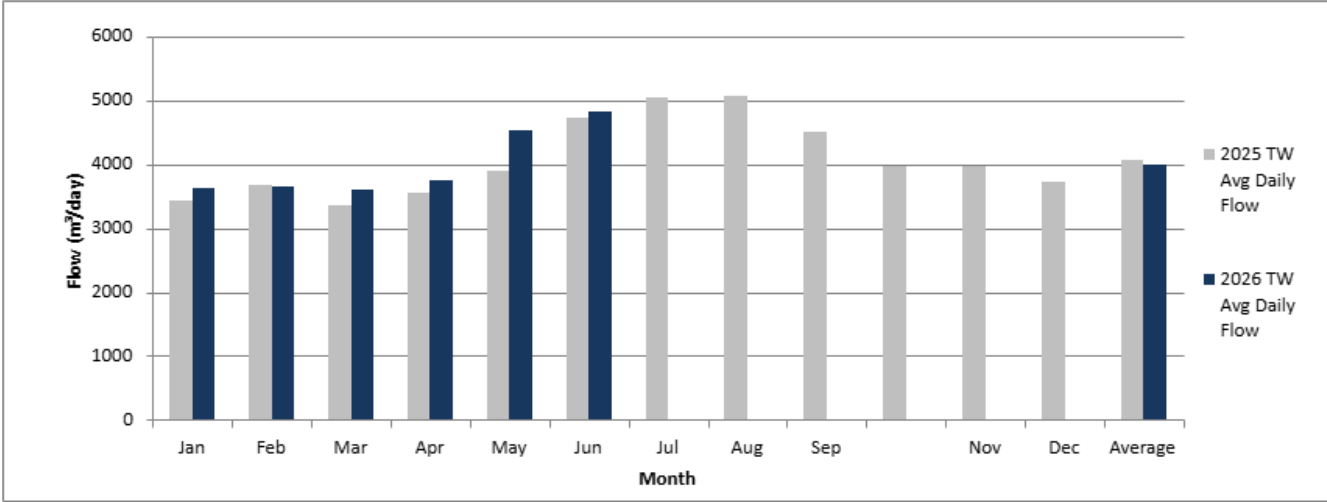
Raw water is sampled on a weekly basis and tested for E. coli and Total coliforms as per regulatory requirements. There are no limits identified in the regulations for E. coli and Total Coliform found in the raw water source. Table 1 below identifies the sample results to date in 2026.

Table 1: Raw water sample results 2026

	# Samples	E. Coli Range (mpn/100mL)	Total Coliform Range (mpn/100mL)
January	4	<2.00 - 10.00	2.00 - 920.00
February	4	<2.00 - 2.00	2.00 - 100.00
March	5	<2.00 - <100.00	24.00 - 2900.00
April	4	<2.00 - 200.00	28.00 - 1600.00
May	4	<2.00 - <10.00	<2.00 - 1060.00
June	5	<2.00 - 600.00	<2.00 - 5900.00
July			
August			
September			
October			
November			
December			

The raw water is treated through membrane filtration and chlorine disinfection. The treated water is distributed to the systems it serves through the high lift pumps. The average daily treated water sent to the distribution system to date in 2026 is 3997.5 m³/d. This is a 6.1% increase compared to the average treated water flow for the same period in 2025. The Tri-County Drinking Water System is currently at 31.2% of its rated capacity. Chart 2 below depicts the treated water average daily flow for 2026 compared to 2025.

Chart 2: *Treated water average daily flow in 2026 compared to 2025*

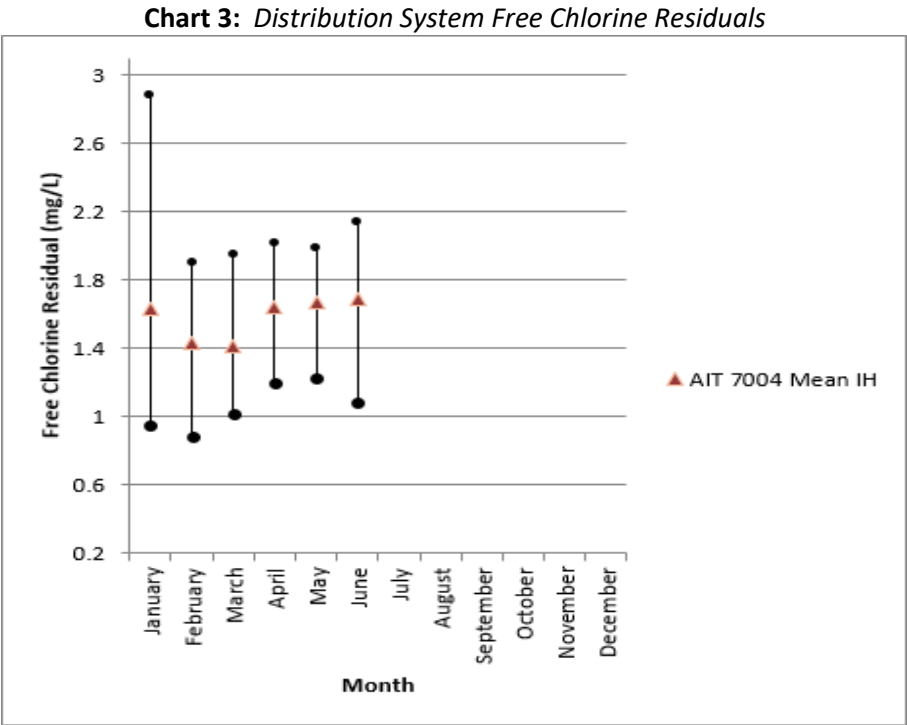


To ensure inactivation of viruses, bacteria, and microorganisms, the membrane filtration system is required to meet performance criteria for filtered water turbidity of less than or equal to 0.1 NTU in 99% of the measurements each month. The Tri-County Water Treatment Plant did not meet the regulatory requirement for inactivation in June 2026 due to false high readings of turbidity on Rack #4. See Compliance Summary for details. Table 2 below shows the performance of each filter rack and the overall filter rack performance.

Table 2: *Filter Rack Performance in 2026*

	Rack 1 % Readings <0.1ntu	Rack 2 % Readings <0.1ntu	Rack 3 % Readings <0.1ntu	Rack 4 % Readings <0.1ntu	Overall Filter Performance (% readings <0.1ntu)
January	100.00	100.00	100.00	100.00	100.00
February	100.00	100.00	100.00	99.90	99.98
March	100.00	100.00	100.00	99.90	99.98
April	100.00	100.00	100.00	99.90	99.98
May	100.00	100.00	100.00	99.90	99.98
June	100.00	100.00	100.00	97.80	99.45
July					
August					
September					
October					
November					
December					

Along with turbidity, chlorine residuals are monitored throughout the treatment process by continuous online free chlorine analyzers. Residuals are maintained to provide adequate primary disinfection to meet inactivation of viruses, bacteria, and microorganisms. The chlorine also provides adequate residuals in the distribution systems the treatment plant serves (secondary disinfection). Chart 3 below provides the online minimum, maximum and average readings of free chlorine provided to the distribution systems. All results have met regulatory requirements.



On a weekly basis, the treated water is tested for E. coli, Total Coliforms, and Heterotrophic Plate Count (HPC). The limit for Total Coliform and E. coli is zero. There is no limit specified for HPC as this is an operational guide to initiate an action plan if results are continuously high. Table 3 below shows the number of samples taken each month along with the range of results. All samples have met regulatory requirements.

Table 3: Treated water sample results for 2026				
	# Samples	Total Coliform Range (mpn/100mL)	E. coli Range (mpn/100mL)	HPC (mpn/100mL)
January	4	0 - 0	0 - 0	<10 – <10
February	5	0 - 0	0 - 0	<10 – 10
March	5	0 - 0	0 - 0	<10 – 10
April	4	0 - 0	0 - 0	<10 – <10
May	4	0 - 0	0 - 0	<10 – 10
June	5	0 - 0	0 - 0	<10 – <10
July				
August				
September				
October				
November				
December				

The transmission main (distribution system) is sampled on a weekly basis at two locations for E. coli, Total Coliforms and Heterotrophic Plate Count (HPC) to meet regulatory requirements. As with the treated water, the limit for Total Coliform and E. coli is zero, HPC doesn't have a limit. This is an operational guide to initiate an action plan if results are continuously high. Table 4 below shows the number of samples taken each month along with the range of results.

Table 4: Distribution system sample results for 2026

	# Samples	Total Coliform Range (mpn/100mL)	E. coli Range (mpn/100mL)	HPC (mpn/100mL)
January	8	0 - 0	0 - 0	<10 – <10
February	8	0 - 0	0 - 0	<10 – 10
March	10	0 - 0	0 - 0	<10 – 20
April	8	0 - 0	0 - 0	<10 – 10
May	8	0 - 0	0 - 0	<10 – <10
June	11	0 - 0	0 - 0	<10 – <10
July				
August				
September				
October				
November				
December				

On a quarterly basis trihalomethanes are tested at two locations in the system. The first location is at the treatment plant prior to the water leaving the facility. The second location is at the end of the system, at the Tri-County (West Lorne) Standpipe. Sampling from both locations provides information on how the THMs are forming in the system with retention time.

Table 5 below provides the running average quarterly results; the running average limit for THMs is 100 ug/L. All results are within regulatory requirements. However, THMs increase with increased retention time, therefore THMs in the distribution systems the WTP serves can be much higher, even reaching the regulatory limit.

Table 5: Trihalomethane sampling results

	Limit (ug/L)	Treated Water THM Result (ug/L)	West Lorne Standpipe THM Result (ug/L)
July 2025	-	28	45
October 2025	-	61	70
January 2026	-	13	22
April 2026	-	24	39
Running Average	100	31.5	44.00

On a quarterly basis Haloacetic Acids (HAAs) are tested as per regulatory requirements. They are sampled at two locations in the system. The first location is at the treatment plant prior to the water leaving the facility. The second location is at the end of the system, at the Tri-County (West Lorne) Standpipe. Sampling from both locations provides information on how the HAAs are forming in the system with retention time.

Table 6 below provides the current running average quarterly results; the running average limit for HAAs is 80 ug/L. All results are within regulatory requirements.

Table 6: Haloacetic Acid sampling results

	Limit (ug/L)	Treated Water HAA Result (ug/L)	West Lorne Standpipe HAA Result (ug/L)
July 2025	-	12.9	22.4
October 2025	-	26.0	29.7
January 2026	-	5.3	10.9
April 2026	-	5.3	13.0
Running Average	80	12.38	19.0

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

Several action items related to workplace postings and first aid kits were identified in the first quarter. Action on these items is in progress. A leaking chlorine injector was also identified as a risk and has since been replaced.

SECOND QUARTER:

No health and safety items were identified in the second quarter.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:

- 13: Ontario Compressors was on site to fix faulty separator float valve, and quote TSSA and compressor tank relief valves.
- 16: Gerber Electric on site and completed inspections, maintenance, and checks of systems.
- 19: Ontario Compressor on site for pressure relief replacement for compressors and tank.
- 20: Gerber Electric on site to complete storage tank valve heat tracer wire replacement.
- 26: Martins Lift Truck on site for forklift service.
- 26: Nevtrro on site for valve replacement on HLP 7030.
- 27: Nevtrro on site to continue with HLP 7030 valve replacement.
- 28: Nevtrro on site to continue work on HLP 7030.
- 28: Gerber Electric on site for chemical room HVAC inspection/repair.
- 29: Nevtrro on site to continue with valve installation at HLP7030.
- 29: Gerber Electric on site to continue troubleshooting/repair of chemical room heat system.
- 30: Nevtrro on site to continue HLP 7030 installation.

FEBRUARY:

- 03: Eramosa Engineering on site to connect SWM remote SCADA to Tri-County SCADA. Eramosa requested an electrician meet West Elgin North chamber to continue troubleshooting connection/communication issues with meter. Unable to complete repairs at this time.
- 04: Received one tank of CO2 from Air Liquide.
- 05: Martins Lift Truck on site for annual inspection.
- 12: Replaced valve on storage tank as it was leaking.

MARCH:

- 03: Received load from Univar for Citric acid, caustic, and captor.
- 04: Lavo on site for chemical delivery.
- 04: Gerber Electric (Plumbing) on site to install new heater at low lift.
- 05: Eramosa Engineering on site for MCC/CP audit.
- 10: Nevtro on site to troubleshoot pressure issues with HLP 7030.
- 11: Received CO2 delivery from Air Liquide.
- 16: Trojan technician on site to troubleshoot UV reactor faults; determined to be minimum of 2 lamp failures, possible sleeve failure, and HMI battery failure in analyzer. Parts to be ordered and installed.

SECOND QUARTER

APRIL:

- 07: Eramosa Engineering on site for data recovery and troubleshooting PLC issues from the weekend.
- 08: Eramosa/Cima on site to continue network audit.
- 09: CIMA/Eramosa Engineering on site to continue work.
- 10: Greatario on site to correct leak at the base of Storage tank 6011.
- 21: Contacted by Rose from Eramosa to troubleshoot PRV issue remotely.
- 29: Syntec on site for PRV Maintenance. Checked Marsh Line Chamber PRV; strainer housing cracked and ball valves were seized. Checked West Lorne Standpipe altitude valve; valve is missing the solenoid.

MAY:

- 11: Trojan UV on site for reactor maintenance.
- 14: Trojan Technician on site for UVT Screen maintenance/calibration.
- 20: Martins Lift Truck on site for forklift maintenance.
- 20: Gerber Electric on site to change a ballast for lights.
- 26: Gerber Electric on site for UV#2 PLC comm issue.
- 29: Gerber Electric on site to change Micronics on level sensor LIT-6021, on storage tank T-6020

JUNE:

- 01: Flowmetrix on site for chlorine gas yearly maintenance.
- 01: Gerber Electric on site for boiler repair and HVAC inspection.
- 02: Watech divers on site for raw intake lines inspection.
- 09: Frank from Aria Filter on site for Rack 4 filter replacement.
- 12: Frank from area filter completed IT test on Rack#4 and passed. Checked some PLC coding and reset Pall system. Will come back tomorrow to continue work on Rack#4.
- 13: Aria Filter technician updated data settings on PALL screen.
- 24: Landmark Structures on site for West Lorne Standpipe ROV Inspection.
- 29: Keith Douglas on site for Backflow Inspection.

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY:

- 01: Received alarm for storage tank low level. Operator on site to find no ongoing issues; possibly ice falling from top of tank.
- 01: Received call storage tank low level, high lift pump shut down. Reviewed plant remotely and found T-6010 had dropped to 4.0m. Operator arrived on site to further inspect as high lifts had shut down, but no ongoing issue found. Completed high lift resets on SCADA and inspected VFDs for faults. Ensured all alarm set points were set correctly per SOP; possible ice buildup in tank that fell and disrupted level and plant process. Monitored plant processes and everything normal.
- 13: Received alarm for Pall System critical error. Unable to set racks into forward flow. Reviewed Pall setup system modes, found all systems disabled. Discussed with ORO, instructed to set all systems back to auto and normal operations settings. No further issues.
- 18: Multiple low level alarms likely caused by low wet well level, frazil ice conditions, or surge relief being stuck open. Operator on site to assess and returned all operations to normal.
- 20: Received alarm call for wet-well low level alarm. Monitored wet well level and flow rate to ensure the raw level was maintaining while producing water. Continuing to monitor the status of the plant as per ORO Joe Daly.
- 21: Continuing to monitor low wet well situation. Received notification of low storage tank. Acknowledged alarm and lowered alarm to 5m. Train for west Lorne distribution was running.
- 23: On site for alarm high pressure. Inspected at site and found exhaust vent stuck open with cold air pouring on water line. Line is insulated but cannot prevent freezing with extreme cold. Operator added a temporary cover to the exhaust with added insulation to reduce air flow. Aimed heater towards line.
- 28: Received alarm for Wallacetown Tower communications fail. Logged on remotely and noted both Rodney and Wallacetown are offline with backup pressure mode active and no current communications. Arrived on site, both Rodney and Wallacetown communications resumed. Reviewed all processes and completed facility walkthrough, no further issues.
- 28: Notified of Rodney PUC alarm. Inspected SCADA and found Rodney tower had gone into high level and "now normal" with current level 9.69. Issue likely due to frazil ice conditions where remotes were kept at a shorter stop/start point causing Rodney to maintain higher water levels.
- 30: Received call from answering service for discharge chlorine low level. Operator arrived on site and was instructed to confirm analyzer correctly reading with grab test; analyzers reading correctly. Operator was able to troubleshoot and confirm normal operations.
- 31: Notified of discharge analyzer alarm. Operator was on site to troubleshoot.
- 31: Notified critical failure alarm. Reviewed remote SCADA, appeared to be a short power flicker by list of alarms. Completed facility walk through, no further issues.

FEBRUARY:

- 01: Answering service call for storage tank alarm. Arrived on site and found filtrate storage tanks high level alarm causing low lift to shut down. Likely related to cold weather effecting milltronics. Completed plant walk-through and no issues found.
- 01: Notified of 7001 low low chlorine high lift pumps shut down alarm. Reviewed SCADA and attended site. Troubleshooting completed. Plant now online and no longer in alarm, highlifts and lowlifts now sending.
- 03: Received distribution analyzer chlorine alarm now normal. Acknowledged dialer and inspected remote SCADA. Found high lift pump shut down. Cleared alarm and completed a high lift reset per ORO, Joe Daly.
- 25: Notified of West Lorne standpipe alarm. Reviewed SCADA; West Lorne Standpipe in low level and calling for water. Observed HLP start, however PRV 7061 failed to open due to ongoing issue. As per ORO, turned power off then back on to PRV. HLP turned on again and PRV opened this time to begin filling tower. Syntec technician scheduled for site visit; still waiting for repair kit delivery.

MARCH:

- 05: Power outage in the area caused generator to run. No further issues.
- 06: Process drain pump faulted and reset. Seems to be a recurring issue.
- 07: Answering service call for flood alarm at standpipe. Arrived and found 12 inches of water in bottom of standpipe. Checked float on sump pump all good. Drain covered in debris. Removed debris and pump kicked in and water removed.
- 14: Received call for Process Drain Pumps faulted. Operator able to log on remotely and reset both pumps. Noticed PALL system critical alarm as well and dialer 22 was on. Operator went to site, turned on PALL monitor and not able to put system back to auto. Completed facility check and dialer, no active alarm.
- 14: Received call for PALL system failed. Logged on remotely, noticed IT failed on Rack 3 and less than 3 racks available for production. Reset alarm and completed another IT test; passed second time. No other issues or alarms at the time.
- 14: Received call for Low lift pump fault. Logged on remotely and found low lift Pumps 1 and 4 were faulted, possibly due to quick power failure. Tried to reset both pumps remotely but pump 4 still faulted. Arrived on site and reset low lift VFD for pump 4. No other active alarms.
- 14: Received call for West Lorne Standpipe general alarm. Logged on remotely. West Lorne standpipe level at 28.90m and in low level alarm due to PRV 7061 failed to open. Arrived on site, reset main breaker of PRV 7061. HLP 7030 started and valve is opening and sending water to standpipe. Shut down and start High pump again to make sure PRV valve is working ok.
- 15: Received call for PALL critical failure alarm. Checked remotely and IT failed on Rack 3. Operator reported to site and found small leak on one of modules on Rack 3. Adjustments made as per ORO and operator to replace O-ring on Monday.
- 16: Notified that there was a critical failure alarm. Reset alarms and rack 3 as IT had failed. Placed rack 4 into forward flow and notified day time operators of ongoing situation.
- 17: Received call for Pall system critical failure. Logged onto SCADA. PALL screen frozen and unable to review filters in real time. Arrived on site, found rack 3 failed IT test due to ongoing issue. Once other racks completed IT, set rack 4 to forward flow and left rack 3 offline as per ORO. Requires gasket replacement.
- 22: Received alarm call for Section Header Chlorine low low. Operator on site to troubleshoot. Calibrated alarming analyzer AIT7001 based on grab test, no longer in alarm. Cleared air bubble from chlorine analyzer cap, then calibrated analyzer. No further issues at this time.

SECOND QUARTER

APRIL:

- 05: Received call for communications failure. Once on site, found a PLC in RACK0 with a fault. Reset UPS in CP-2000 rack. High lifts stopped. PLC errors gone however no communications to PALL or HI Lift Controls (CP3000 and CP2000) Per ORO Joe Daly contact Eramosa.
- 07: Received call for West Lorne Standpipe low level. Adjusted set points accordingly. Processes returned to normal.
- 18: Received call for storage tank 6020 signal error. Checked remotely and level returned to normal. "False low due to signal error, reading on tank 6010 normal. Will further Inspect on Monday Morning."
- 21: Received Alarm call for Hi Lift Pump 2 faulted. Operator arrived on site, reset VFD alarm cleared. No further issues to report.
- 26: Received call for West Lorne Standpipe general alarm. Logged on remotely, found PRV-7061 failed to open and West Lorne tower in lo-lo level. Operator attended site, reset switch for PRV-7061, started the HL pump, PRV is open and filling WL tower. Eventually Tower Level at 29.15m and out of low and LO-LO alarm. Completed Facility Walkthrough, Dialer out of alarms and no more issues.

MAY:

- 05: Operator on site for call at the water plant. Inspected site and reset all low lifts, air compressors and placed all system modes in auto. Operator troubleshot some faults on the racks and completed a plant walkthrough. All operations returned to normal.
- 16: Received call for multiple alarms at Tri-County WTP. Completed a site inspection and found low utility voltage. Generator power used until Hydro One restored full power.
- 18: Received call for storage tank level faults. Monitored system to ensure no further process errors were occurring.
- 19: Notified of Pall system critical error alarm. Operator on site to troubleshoot.
- 25: Received Call for storage duty tank level fault now normal. Reviewed trending data noted storage tank showed spikes and dips briefly several times within the last 24 hours Confirmed duty storage tank is 6010 and that all facility processes are normal. No further issues; continued to monitor.

JUNE:

- 04: Received call from answering service for storage tank fault. Monitored the levels of both tanks remotely for 45 minutes and no other issues were detected.
- 12: Received alarm call for generator running and PALL critical system failure. Operator found both compressors offline and found fuses were blown out.
- 13: Received alarm call for PALL critical failure system. Logged on remotely; found pall system disabled due to high feed pressure. Operator reset alarm, put all systems in auto and started low lift. Plant making water but strainer pressure is higher than normal and doing backwash more frequently.
- 14: Inspected, cleaned, and replaced strainers. Followed instructions per ORO to shut down plant and complete the task. Monitored plant and found strainer differential pressure to be adequate with low lift pumps running. Flushed out turbidimeter and ensured proper flow for turbidity readings.
- 15: Notified by answering service for PALL critical failure due to ongoing differential pressure issues on the strainers. Reset PALL system and monitored to ensure plant startup. Both duty 1 and 2 started up with high differential pressure however plant is maintaining production.
- 17: Received call for Pall Critical Failure. Operator logged on to SCADA and attempted to restart low lifts however observed an instant spike in strainer differential pressure. Operator attended site.
- 25: Received call from answering service about chlorine tank level alarm, now normal. Operator logged on remotely troubleshoot.
- 30: Received alarm call for AIT7001 fault. Advised operators lowered chlorine residual setpoint earlier in the day. Advised that no further action was required at this time.

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST and SECOND QUARTER:

There were no complaints in the first two quarters.

SECTION 9: GENERATOR RUNTIMES

Table 7: Tri-County Generator Run Time Breakdown Totals:

	Generator	Maintenance (hrs)	Brown Out or Power Outage (hrs)	IESO Demand Response (hrs)	Monthly Totals (hrs)
January	Main	1.1	3.5	0	4.6
	LLPS	1.1	3.1	0	4.2
February	Main	1.1	3.3	0	4.4
	LLPS	1	3.4	0	4.4
March	Main	2.2	0.3	0	2.5
	LLPS	2.2	0	0	2.2
April	Main	1	0	0	1
	LLPS	1.6	0	0	1.6
May	Main	0	4	0	4
	LLPS	0	6.2	0	6.2
June	Main	0	7	4	11
	LLPS	0	7	4	11
July	Main				
	LLPS				
August	Main				
	LLPS				
September	Main				
	LLPS				
October	Main	-	-	-	-
	LLPS	-	-	-	-
November	Main	-	-	-	-
	LLPS	-	-	-	-

Tri-County Water Board of Management

Staff Report

Report To: Tri-County Water Board

From: E. Nilsson, Manager of Corporate Services/Treasurer, Municipality of West Elgin

Date: 2026-09-15

Subject: Appointment of Auditor

Recommendation:

That the Tri-County Water Board hereby received the report titled "Appointment of Auditor" from Emma Nilsson, Manager of Corporate Services/Treasurer, Municipality of West Elgin; and

That the Board direct staff to move forward with the appointment of Scrimgeour & Company CPA Professional Corporation as the Tri-County Water Board's external auditors for the fiscal years ending December 31, 2026, and December 31, 2027.

Background:

The purpose of this report is to recommend that the Board direct staff to appoint Scrimgeour & Company CPA Professional Corporation as the Tri-County Water Board's external auditors for the 2026 and 2027 fiscal years. Retaining Scrimgeour & Company will ensure continuity in the annual audit process, provide access to specialized accounting expertise, and support the Board's compliance with legislated financial reporting requirements.

Discussion:

Scrimgeour & Company has provided professional audit and accounting services to municipalities and joint municipal service boards throughout Ontario and has developed a strong reputation within the municipal sector. The firm possesses extensive knowledge of Public Sector Accounting Standards (PSAS), financial reporting requirements, and the unique operational and regulatory environment in which joint municipal service boards operate.

A significant strength of the proposed engagement is the experience of Christene Scrimgeour, CPA, CA who has worked with the Tri-County Water Board for many years. Staff are satisfied that Scrimgeour & Company continues to provide the technical expertise, responsiveness, and knowledge necessary to conduct the Board's annual audit and provide related professional advice. The continuity and extensive industry knowledge Christene possess is especially helpful in the recent period of staff turnover.

Financial Implications:

The audit fees have been quoted as follows, with a comparative for 2025 included for information purposes:

Year	Base Audit Fee	Additional Fees	Total Fees (pre-HST)
2025	\$3,700	\$500	\$4,200
2026 (proposed)	\$4,000	\$0	\$4,000
2027 (proposed)	\$4,000 + inflationary increase	\$0	\$4,000 + inflationary increase

The additional fees in 2025 were incurred as additional time was required due to changes in the Treasurer position at the Municipality of West Elgin.

The 2026 proposed fees are within the approved 2026 budget allocation of \$5,100. The exact 2027 fees, when known, will be included in the 2027 budget allocation for Council's consideration.

Conclusion:

Appointing Scrimgeour & Company CPA Professional Corporation as the Tri-County Water Board's external auditor for the 2026 and 2027 fiscal years will provide continuity, professional expertise, and value for money while supporting the Board's financial accountability and reporting obligations. The firm's extensive experience in the municipal sector, strong understanding of Public Sector Accounting Standards, and established knowledge of the Board's operations position them well to continue delivering efficient and reliable audit services.

The proposed audit fees are reasonable, remain within the approved 2026 budget, and reflect a reduction from the total fees incurred in 2025. Given the benefits of continuity, particularly during a period of staff transition, staff recommend that the Board authorize the appointment of Scrimgeour & Company CPA Professional Corporation as the Tri-County Water Board's external auditor for the fiscal years ending December 31, 2026, and December 31, 2027.

Respectfully submitted by,

Emma Nilsson

Manager of Corporate Services/Treasurer, Municipality of West Elgin

Report Approval Details

Document Title:	Appointment of Auditor - 2026-13-Corporate Services Finance.docx
Attachments:	
Final Approval Date:	Sep 11, 2026

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall

Tri-County Water Board of Management

Staff Report

Report To: Tri-County Water Board

From: E. Nilsson, Manager of Corporate Services/Treasurer, Municipality of West Elgin

Date: 2026-09-15

Subject: August 31, 2026, Variance Report

Recommendation:

That the Tri-County Water Board hereby receives the report from Emma Nilsson, Manager of Corporate Services/Treasurer, Municipality of West Elgin regarding the Variance Report for the period ended August 31, 2026.

Background:

The purpose of this report is to provide the Tri-County Water Board with an overview of the financial and operational performance through August 31 and to identify significant variances between budgeted and actual results. This review supports the Board's ongoing oversight responsibilities and helps management evaluate trends, risks, and opportunities as the utility progresses through the remainder of the fiscal year.

Discussion:

The attached variance reports have been prepared using financial information recorded in the financial management system as of August 31, 2026. The reports compare actual revenues and expenditures to the approved 2026 budget.

Variances may arise for a variety of reasons, including timing differences, fluctuations in service demand, inflationary pressures, seasonal operating requirements, and the timing of project implementation. As a result, some variances identified at this stage of the fiscal year may not necessarily indicate a year-end budget concern. Staff will continue to monitor financial performance and distinguish between timing-related variances and those that may represent ongoing financial pressures.

As of August 31, 2026, approximately eight months, or 67%, of the fiscal year had elapsed. Financial results at this point provide an indication of trends that may influence the Tri-County Water Board's year-end financial position.

Revenue

Overall revenues have achieved approximately 52% of the annual budget. However, several revenue accounts are recognized at year-end or recovered through billings to the owner municipalities, resulting in lower revenue recognition during the year. Bank interest is allocated at

year-end based on the average reserve balances maintained throughout the year. In addition, the budgeted contribution of \$150,000 toward future capital replacement will be recognized once the owner municipalities have been billed for their respective shares.

Excluding these timing-related revenue items, revenues are approximately 56% of budget as of August 31, 2026. Water sales revenue has increased by approximately \$72,000 compared to the same period in 2025, representing an average monthly increase of approximately \$9,000. This favourable variance reflects stronger consumption levels and continued revenue stability.

Expenses

Overall expenditures are currently at approximately 61% of the annual budget, which is generally in line with expectations for this stage of the year. Variances within capital and project-related accounts are anticipated and will continue until projects advance further or are completed.

It is important to note that contributions from reserves will only be recorded upon completion of projects and once the required reserve amount is determined.

Operating expenditures are approximately 56% of budget. The primary driver of this favourable variance is lower-than-budgeted spending on legal and consulting services. This variance is largely attributable to the timing of the Governance and Strategic Review Update project, which is scheduled to occur during the latter half of the year.

Capital expenditures are approximately 50% of the approved budget. Additional details regarding capital project spending and associated variances are provided in the attached Capital Variance Report.

Financial Implications:

N/A

Conclusion:

As of August 31, 2026, the Tri-County Water Board remains in a stable financial and operational position. While certain revenue and expenditure categories have experienced variances from budget, these variances are largely attributable to timing differences and the scheduling of planned projects and activities.

Revenue performance remains positive, with water sales exceeding the prior year's results, while expenditures generally remain within expected levels. Staff will continue to closely monitor financial performance throughout the remainder of the year and will report any material changes or emerging budget pressures to the Board as they arise.

Respectfully submitted by,

Emma Nilsson

Manager of Corporate Services/Treasurer, Municipality of West Elgin

Report Approval Details

Document Title:	Aug 31 Variance Report - 2026-12-Corporate Services Finance.docx
Attachments:	- TCWB Variance Report Aug 31.pdf - TCWB Capital Variance Report Aug 31.pdf
Final Approval Date:	Sep 11, 2026

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall

Tri-County Water Board

Revenues		2026 YTD 08/31	2026 Budget	Variance	Progress %
02-7315-6110	BANK INTEREST	\$ -	\$ (25,000)	\$ 25,000	0%
02-7315-6190	REBATES	- 7,249	-	- 7,249	100%
02-7315-6590	Water Revenue - Municipalities	(1,112,099)	(1,996,916)	884,817	56%
02-7315-6591	Capital Replacement	-	(150,000)	150,000	0%
		(1,119,348)	(2,171,916)	1,052,568	52%

Expenses		2026 YTD 08/31	2026 Budget	Variance	Progress %
02-7315-7500	HYDRO	\$ 189,098	\$ 317,220	\$ (128,122)	60%
02-7315-7501	GAS	13,828	28,929	(15,101)	48%
02-7315-7510	INSURANCE	33,531	31,047	2,484	108%
02-7315-7511	Property Taxes	36,713	76,344	(39,631)	48%
02-7315-7520	Grounds Maintenance - Phragmites Control	-	5,000	(5,000)	0%
02-7315-7529	ADMINISTRATION EXPENSE	305	8,351	(8,045)	4%
02-7315-7531	Financial Plan	-	5,000	(5,000)	0%
02-7315-7532	LICENSES & PERMITS	-	1,500	(1,500)	0%
02-7315-7675	LEGAL/Consulting	-	135,000	(135,000)	0%
02-7315-7676	AUDIT	4,274	5,100	(826)	84%
02-7315-7679	Chemicals	66,454	85,000	(18,546)	78%
02-7315-7680	CONTRACTED SERVICES - OCWA	340,517	511,862	(171,344)	67%
02-7315-7681	Asset Management	-	5,000	(5,000)	0%
02-7315-7900	Transfer to Reserves	-	150,000	(150,000)	0%
02-7315-7901	TRANSFER TO (FROM) RESERVES	-	(468,189)	468,189	0%
02-7315-8000	CAPITAL OVER \$10,0000	631,701	1,274,753	(643,052)	50%
		1,316,421	2,171,916	(855,494)	61%

TOTAL		\$ 197,074	\$ (0)	\$ 197,074	
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Tri-County Water Board Capital Variance Report

Ref.		Budget	YTD 08/31	Variance	Progress %									
No.	Scope of Work	2026				Compliance	DWQMS RA Outcome*	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory		
	Treatment Plant												Rationale for Project	
1	Intake Structure Inspection-	\$10,000	\$5,862	\$4,138	59%		●	●	●					Last inspected in 2021. Recommended every 5 years
2	SCADA/PLC/Cyber Security Upgrades	\$261,050	\$13,579	\$247,471	5%	●			●		●			SCADA/PLC/Software Upgrades based on 2021 Study
3	Process Analyzer Replacement	\$9,500		\$9,500	0%	●	●			●	●			Life Cycle Replacement, Technology Improvements
4	Chlorine Gas Dosing System	\$7,500	\$5,908	\$1,592	79%		●	●	●	●	●	●		Continuous Improvement/Inspection/Replacement of old piping
5	UV System	\$10,000	\$8,956	\$1,044	90%		●		●	●		●		Requires annual service and complete rebuild every 5 years
6	Replacement of PALL Membranes	\$640,000	\$572,129	\$67,871	89%		●			●				Life Cycle Replacement, Rack 4
7	Recommendations from "Yellow Water Study"	\$80,000		\$80,000	0%									Supported by "Yellow Water Study"
	Total Estimate - Recommended Capital	\$1,018,050	\$606,434	\$411,616	60%									
	Highlift and Lowlift Pumps & Motors													
1	Highlift motor/pump rebuild	\$25,000		\$25,000	0%		●		●				Rebuilds after regular wear and tear	
	Total Estimate - Recommended Capital	\$25,000	\$0	\$25,000	0%									
	Structural (Includes piping/control, PRV's, Valves, Building envelope, HVAC, chambers)													
1	Raw wetwell maintenance/repairs	\$10,000	\$10,139	-\$139	101%		●		●		●		Annual contingency for clean out	
2	Settling Tank Clean Outs	\$15,000		\$15,000	0%	●							Sediment Tanks need cleaning every 3 years	
3	Low Lift and Associated Building Repairs - Site Security	\$50,000		\$50,000	0%				●				Includes new entrance gate, fence repairs , potential security monitoring equipment	
4	WTP Building Fund	\$55,000		\$55,000	0%			●	●	●	●		Supported by IRC BCA Report completed 2021	
	Total Estimate - Recommended Capital	\$130,000	\$10,139	\$119,861	8%									
	Standpipe, Transmission Main, Remote Chambers													
1	West Lorne Standpipe Inspection	\$7,000	\$6,431	\$569	92%	●	●						Inspection required for refurbishment costs.	
2	UPS Replacement	\$1,500		\$1,500	0%					●			Life cycle replacement to critical UPS	
	Total Estimate - Recommended Capital	\$8,500	\$6,431	\$2,069	76%									
	Operations and Maintenance Contignecy													
1	Strainers:Purchase of Critical Spare Parts	\$5,000		\$5,000	0%		●					●		
2	Pneumatic Actuators	\$3,000		\$3,000	0%		●			●		●	Critical Component for filter operation	
3	Rack Butterfly valves	\$2,000	\$1,605	\$395	80%					●		●	Critical Component for filter operation	
4	UPS Replacement	\$2,500		\$2,500	0%					●		●	Important to replace before failure or have inventory	
5	In-plant Process Motors/Pumps	\$5,000		\$5,000	0%		●			●			Placeholder for emergency repairs	
6	Emergency Misc.	\$15,000	\$7,091	\$7,909	47%				●				Placeholder for emergency repairs.	
	Total Estimate - Recommended Capital	\$32,500	\$8,696	\$23,804	27%									
	Contingency-5%	\$60,703	\$0	\$60,703	0%									
	Total	\$1,274,753	\$631,701	\$643,052	50%									