

JOINT AGENDA

AYLMER AREA SECONDARY WATER SUPPLY SYSTEM PORT BURWELL AREA SECONDARY WATER SUPPLY SYSTEM JOINT BOARD OF MANAGEMENT

June 12, 2024 – 1:00 PM
Malahide Council Chambers
51221 Ron McNeil Line, Springfield, ON

Board Members:

Municipality of Central Elgin – Norman Watson
Town of Aylmer – Pete Barbour
Township of Malahide – Chester Glinski
Municipality of Bayham – Tim Emerson

Staff:

Municipality of Central Elgin – Alex Piggott
Town of Aylmer – Andy Grozelle
Township of Malahide – Jason Godby, Sam Gustavson, Adam Boylan, and Tanya Hoover

(1) Call to Order

Pete Barbour is appointed Chair and the meeting is called to order at 1:00 pm.

(2) Disclosure of Pecuniary Interest

No disclosures of pecuniary interest declared

(3) Adoption of Prior Minutes

Moved by: Norman Watson

Seconded by: Tim Emerson

THAT the minutes of the Port Burwell Area Secondary Water Supply System Joint Board of Management meeting held on March 6, 2024 and April 24, 2024 be approved as circulated.

Carried

Moved by: Chester Glinski

Seconded by: Tim Emerson

THAT the minutes of the Aylmer Area Secondary Water Supply System Joint Board of Management meeting held on March 6, 2024, be approved as circulated.

Carried

(4) Reports

- Water Loss Billing

Members discussed the water loss billing matter and instructed the administrating staff to follow up with a report, including additional details on the matter under consideration.

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report AASWSS-24-08 titled “Water Loss Billing” be received.

Carried

- 2023 Audited Financial Statements and Year-End Report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT the 2023 Audited Financial Statements and Year-End Report be received;
AND THAT the Chair be authorized to sign the Engagement Letter, Audit Planning Letter, and Audit Findings Letter from Graham, Scott, Enns LLP, dated June 12, 2024, on behalf of the AASWSS Board.

AND THAT the Aylmer Area Secondary Water Supply System 2023 surplus of \$239,383 be transferred to reserves.

Carried

- 2023 Audited Financial Statements and Year-End Report

Moved by: Tim Emerson
Seconded by: Norman Watson

THAT the 2023 Audited Financial Statements and Year-End Report be received;
AND THAT the Chair be authorized to sign the Engagement Letter, Audit Planning Letter, and Audit Findings Letter from Graham, Scott, Enns LLP, dated June 12, 2024, on behalf of the PBASWSS Board.

AND THAT the Port Burwell Area Secondary Water Supply System 2023 surplus of \$116,067 be transferred to reserves.

Carried

- Mid-Year Financial Update

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report AASWSS-24-10 entitled “Mid-Year Financial Update” be received.

Carried

- Mid-Year Financial Update

Moved by: Tim Emerson

Seconded by: Chester Glinks

THAT report PBASWSS-24-11 entitled “Mid-Year Financial Update” be received.

Carried

- APAM SCADA Wide Area Network Agreement

Moved by: Norman Watson

Seconded by: Tim Emerson

THAT Report No. AASWSS-24-05 entitled “APAM SCADA Wide Area Network Agreement” be received;

AND THAT the Aylmer Area Secondary Water Supply System Joint Board of Management authorizes the Administering Municipality to renew the APAM SCADA Wide Area Network Agreement for a term of three years and to execute the necessary documents with Execulink; SUBJECT TO the acceptance by the Township of Malahide and the Joint Board of Management for the Port Burwell Area Secondary Water Supply System of their portion.

Carried

- APAM SCADA Wide Area Network Agreement

Moved by: Tim Emerson

Seconded by: Norman Watson

THAT Report No. PBASWSS-24-07 entitled “APAM SCADA Wide Area Network Agreement” be received;

AND THAT the Port Burwell Area Secondary Water Supply System Joint Board of Management authorizes the Administering Municipality to renew the existing APAM SCADA Wide Area Network Agreement for a term of three years and to execute the necessary documents with Execulink; SUBJECT TO the acceptance by the Township of Malahide and the Joint Board of Management for the Aylmer Area Secondary Water Supply System of their portion.

Carried

- 2024 First Quarter Operations Report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. AASWSS-24-06 entitled “2024 First Quarter Operations Report” be received.

Carried

- First Quarter 2024 Operations Report

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. PBASWSS-24-08 entitled “First Quarter 2024 Operations Report” be received.

Carried

- DWQMS Operational Plan: Revision to Element 3 – Commitment and Endorsement

Moved by: Norman Watson
Seconded by: Chester Glinski

THAT Report No. AASWSS-24-07 entitled “DWQMS Operational Plan: Revision to Element 3 – Commitment and Endorsement” be received;

AND THAT the Joint Board of Management for the Aylmer Area Secondary Water Supply System does hereby endorse the Operational Plan and authorizes the Mayor and Clerk of the Administering Municipality, being the Township of Malahide, to sign the Element 3 Commitment and Endorsement on their behalf.

Carried

- DWQMS Operational Plan: Revision to Element 3 – Commitment and Endorsement

Moved by: Tim Emerson
Seconded by: Norman Watson

THAT Report No. PBASWSS-24-09 entitled “DWQMS Operational Plan: Revision to Element 3 – Commitment and Endorsement” be received;

AND THAT the Joint Board of Management for the Port Burwell Area Secondary Water Supply System does hereby endorse the Operational Plan and authorizes the Mayor and Clerk of the Administering Municipality being the Township of Malahide to sign the Element 3 Commitment and Endorsement on their behalf.

Carried

(5) Correspondence

N/A

(6) New Business

N/A

(7) Adjournment

Moved by: Chester Glinks
Seconded by: Norman Watson

THAT the Aylmer Area Secondary Water Supply System Joint Board of Management adjourn at 2:02 p.m. to meet again on September 4, 2024 at 1:00 p.m.

Carried

Moved by: Tim Emerson
Seconded by: Chester Glinks

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at 2:02 p.m. to meet again on September 4, 2024 at 1:00 p.m.

Carried

Original Signed By:

Pete Barbour – Board Chair

Original Signed By:

Allison Adams - Clerk