



# JOINT BOARD OF MANAGEMENT

Wednesday, September 22, 2021  
9:00 AM  
Virtually in Zoom

## MINUTES

**Members Present** Mayor MacDonald (Vice-chair); Deputy Mayor Verbeke, Councillors Hammond, Tiessen - Leamington  
Mayor Santos (Chair), Deputy Mayor Queen, Councillor DeYong, Patterson - Kingsville  
Councillor VanderDoelen - Essex  
Councillor Walstedt - Lakeshore

**Members Absent** Councillor Dunn, Councillor Jones - Leamington

**Also in Attendance:** Rodney Bouchard, Union Water Supply System Manager  
Christine Johnson, Recording Secretary

**Municipal Staff Present:**  
Kevin Girard - Town of Essex  
Andrew Plancke, Shaun Martinho - Town of Kingsville  
Albert Dionne - Municipality of Lakeshore

**OCWA Staff Present:**  
Dale Dillen, Susan Budden  
Dave Jubenville

**Call to Order: 9:03 am**

**Disclosure of Pecuniary Interest: none**

**Adoption of Board Minutes:**

**No. UW-51-21**

**Moved by:** Deputy Mayor Queen

**Seconded by:** Councillor Tiessen

That the Minutes of the UWSS Joint Board of Management meeting of Wednesday, August 11, 2021 is received.

Carried

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**Business Arising out of Minutes:**

There was none

**Report UW/30/21 dated September 15, 2021 re: Status Update of the UWSS Operations and Maintenance Activities and Capital Words to September 15, 2021**

The Manager reviews his report with the members of the Board. He notes that the Kingsville Water Tower (KWT) project has been completed with the contractor leaving the site on August 16<sup>th</sup>. The filling and disinfection was completed and the KWT was put back into service on August 22<sup>nd</sup>. There are a few small clean up items occurring with operations staff.

The Dissolved Air Flotation (DAF) Phase 1 project has started with the contractor, Maple Reinders, mobilizing their staff. Clarifier #2 was taken out of service on August 25<sup>th</sup> and the dome was removed on September 17<sup>th</sup>. This project is moving along quickly as the timelines are quite tight as the goal is to get this back in service next Spring.

The Manager discusses the stress test that took place at the WTP on August 25<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup>. He reminds them that this exercise took place in order to see what the clarifiers could handle regarding higher flows. The team in place feels stressing the clarifiers was a successful experiment. The next stress test will focus on the Filters, which should be conducted sometime in October, this will be an artificial stress test. The Manager will follow up with a report to the Board.

The valve maintenance program started, with two (2) days a week dedicated to this program. The Manager also reports that SAI Global completed the audit of the UWSS/OCWA Drinking Water Quality Management System (DWQMS). The audit confirmed that only one opportunity for improvement presented itself within the Documents and Records Control portion. The team is addressing this item.

The Manager further reports that the annual inspection of the UWSS Leamington Distribution System and the Essex Distribution System have been completed, with 100% ratings. The inspections of both the Lakeshore Distribution System for UWSS and the Kingsville Distribution System were started on September 13<sup>th</sup> and 14<sup>th</sup>. The Manager anticipates that he will have their results for the October UWSS Board meeting.

The flows continue to be above the four (4) year average and over the previous year. He notes that some greenhouses did not have any crops over the course of the summer and tomato season is still underway, but should finish shortly.

**No. UW-52-21**

Moved by: Councillor Patterson

Seconded by: Mayor MacDonald

That Report dated September 15, 2021 re: Status Update of the UWSS Operations and Maintenance Activities and Capital Words to September 15, 2021 is received.

Carried

**Report UW/31/21 dated September 14, 2021 re: Proposed 2021 UWSS Revised Budget**

The Manager reviews his report with Board members, sharing the screen with members to go through the Budget tables. He explains that water demand is about 6% higher than budgeted for, which results in an increased wholesale revenue. There is also an increase in revenue from investments and some reduction in several expenses.

He notes that the CO2 bulk purchases are much lower than anticipated. He explains that the supplier could potentially come back and say that UWSS needs to meet its contractual obligations of the minimum requirements, but that has not happened as of yet.

The legal and professional fees are higher than expected due to the potential property purchase.

The Kingsville Water Tower (KWT) is over budget by \$80,000, due to an error by the Manager for not including the consulting fees into the overall budget, this does not have to do with budgeting on the actual tower rehabilitation.

He notes that some other budgeted items will not be happening at this time, namely the improvements to the grounds. At this point in time it is not possible to have contractors attend and the manager feels it is best to wait until the DAF has been completed.

The utility building for the KWT will also be delayed as he continues to work on a lease agreement and obtain the type of building needed but potentially at reduced costs as other options might be available.

The Manager notes that the DAF project will have a large invoice prior to the end of the year and there is a line item for the property purchase of \$2.8 million.

**No. UW-53-21**

Moved by: Councillor Walstedt

Seconded by: Councillor Tiessen

That the Union Water Supply System Joint Board of Management (UWSS Board) receives report UW/31/21 re: Proposed 2021 UWSS Revised Budget dated September 14, 2021; and

That the UWSS Board approves the 2021 UWSS Revised Budget as outline in the report.

Carried (UW/31/21)

**Report UW/32/21 dated September 17, 2021 re: Payments from August 19<sup>th</sup> to September 10<sup>th</sup>, 2021**

**No. UW-54-21**

Moved by: Deputy Mayor Queen

Seconded by: Mayor MacDonald

That report UW/32/21 dated September 17, 2021 re: Payments from August 19<sup>th</sup> to September 10<sup>th</sup>, 2021 is received.

Carried (UW/32/21)

**Time: 9:30 am**

**The Union Water Supply System Joint Board of Management then moved into an in-camera session:**

**No. C-UW-07-21**

Moved by: Councillor VanderDoelen

Seconded by: Councillor DeYong

That the UWSS Joint Board of Management moved into a closed session for the verbal discussion under Municipal Act Section 239 (2)(c) regarding a proposed or pending acquisition or disposition of land by the Union Water Supply System Joint Board of Management.

Carried

**Disclosure of Pecuniary Interest and General Nature Thereof**

There was none.

**No. C-UW-08-21**

Moved by: Councillor DeYoung

Seconded by: Deputy Mayor Queen

That the confidential report C-UW/02/21 dated September 15, 2021 re: Offer to Purchase Lands is received.

**No. C-UW-09-21**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor VanderDoelen

That the UWSS Joint Board of Management move out of closed session and return to the regular meeting

Carried

Out of in camera at 9:43 am

**Report on Closed Session**

The Recording Secretary reported on the Closed Session held September 22, 2021.

A closed meeting was held at 9:30 AM on September 22, 2021 to discuss the following matters:

- I. Confidential Report C-UW/02/21 dated September 15, 2021 regarding Offer to Purchase Lands located at 1529 Union Ave., Ruthven, ON, considered pursuant to Section 239(2)(c) of the Municipal Act, 2001, as amended a proposed or pending acquisition or disposition of land by the municipality or local board.

As a result of this report the following recommendation is before the UWSS Board which will a mover and seconder:

1. The UWSS Board accept the offer and remove the conditions on the purchased of the 6.29 acre property located at 1529 Union Avenue in Ruthven, Ontario on the terms contained within the Offer as described in Confidential Report C-UW/02/21;
2. The UWSS General Manager be authorized to execute all documents required to complete all contemplated transactions;
3. The UWSS Board authorize the UWSS General Manager to solicit potential lessees for the subject property and enter into a lease agreement with a greenhouse operator to lease the subject property for the purposes of growing greenhouse vegetable crops;
4. The UWSS General Manager report to the UWSS Board at the October 2021 UWSS Board meeting in regards to leasing of the subject property.

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**No. UW-55-21**

Moved by: Councillor Tiessen

Seconded by: Councillor Patterson

The UWSS Board approve the removal of conditions on UWSS' conditional purchase offer, as accepted by the seller, Union Acres Ltd, for the 6.29 acre property located at 1529 Union Ave in Ruthven, Ontario (subject property) on the terms contained within Confidential Report C-UW/02/21;

The UWSS General Manager be authorized to execute all documents required to complete all contemplated transactions

The UWSS Board authorize the UWSS General Manager to solicit potential lessees for the subject property and enter into a lease agreement with a greenhouse operator to lease the subject property for the purposes of growing greenhouse vegetable crops; and The UWSS General Manager report to the UWSS Board at the October 2021 UWSS Board meeting in regards to leasing of the subject property.

Carried (C-UW/02/21)

**New Business:**

Councillor Patterson wants to know if UWSS has any information regarding the groundwater wells in the area, as this could potentially be a discussion for our committee to look into. The Chair notes UWSS does not usually deal with private wells and was unsure of the process of dealing with said wells. The Manager notes that the UWSS has no mandate over drinking water wells in the area. They all need to go through the MECP or WECHU.

**Adjournment:**

**No. UW-56-21**

Moved by: Councillor Hammond

Seconded by: Councillor Patterson

**Time: 9:50 am**

**Date of Next Meeting: October 20, 2021, location TBD**