

Minutes Regular Meeting

**PUC Chatham Sewage Plant
100 Irwin Street**

**June 20, 2019
3:00 pm**

Present: Mayor Darren Canniff (arrived at 3:21), Chairperson Carmen McGregor, Commissioners Marjorie Crew, Trevor Thompson, Steve Pinsonneault, Mark Authier (arrived at 3:11), General Manager Tim Sunderland, Area Manager (South/Central) Robin Dudley, Area Manager (North/Central) Darren Galbraith, Manager Compliance & Monitoring Lilly Snobelen, Facility and Systems Manager Rob Bernardi, CAO Don Shropshire (arrived at 3:23), General Manager Community Development John Norton, and Manager Legal Services Dave Taylor

Absent: Commissioner Jamie McGrail

1. Call To Order

Chairperson Carmen McGregor's called the meeting to order at 3:09 pm.

2. Disclosures of Pecuniary Interest (Direct or Indirect) for Open Session Agenda Items and the General Nature There Of

- none

3. Approval of Minutes

- May 16, 2019 - Regular Meeting

**Moved by Commissioner Crew and seconded by Commissioner Thompson
"That the minutes of May 16, 2019 Regular Meeting be approved."**

4. Reports

a) Fifth Line East Watermain Project

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Jasen Pidlisnyj, C.E.T.
Engineering Technologist
Chatham-Kent Public Utilities Commission
Date: June 20 2019
Subject: Fifth Line East Watermain Project

Recommendations

It is recommended that:

1. The proposed Fifth Line East Watermain Project not proceed at this time.
2. The property owners in this area be informed by letter of the vote results and the Chatham-Kent Public Utilities Commission (CK PUC) action.

Background

In July 2018, a petition was submitted to CK PUC requesting consideration for municipal water located along Fifth Line East.

Comments

The proposed water distribution system would have met present and future demands associated with the service area derived from the request received.

The system would have continued from the existing 150 mm diameter watermain along Fifth Line East to the West for 3,800 metres using 100 mm and 150mm diameter watermain.

Water service connections, 25 mm (1") diameter from the mainline pipe to the road limit would have been provided for each existing residence and vacant residential/commercial lots located along the proposed watermain route. Service connections to vacant agriculture properties would not have been provided unless specifically requested by the property owner at full assessment.

The estimated cost for the watermain installation, including engineering, Ministry of the Environment (MOE) approvals and HST was \$1,035,174.00. The estimated cost per connection including the 2018/2019 Part 12 Charge was \$42,257.00 and \$10,149.00 for vacant agricultural land.

CK PUC held a public meeting May 9, 2019 at the Thames Campus Arena Complex. Details of the project and the estimated cost per connection were presented. After the public meeting a vote package was distributed to the benefiting property owners by mail, including a ballot with a return date of May 31, 2019.

Ninety nine percent (99%) of the property owners returned the ballots and the ballot results were twenty eight percent (28%) in favour of proceeding with the project and seventy two percent (72%) in favour of not proceeding with the project.

Based on the approved Waterline Assessment Policy requiring sixty six percent (66%) support for the project to proceed, it is Administration's recommendation that CK PUC not proceed with providing water servicing to the residences within the project boundaries and that the property owners be notified of this decision by letter which will include the vote results and the CK PUC action.

Consultations

Engineering and Transportation Division prepared the preliminary engineering information.

Financial Implications

None

Prepared by:

Jasen Pidlisnyj, C.E.T. Rob Bernardi,
Engineering Technologist
CK PUC

Reviewed by:

P.Eng.
Manager, Facilities & Systems
CK PUC

Reviewed by:

Tim Sunderland
General Manager
CK PUC

Moved by Commissioner Thompson and seconded by Commissioner Crew; "That the Chatham-Kent Public Utilities Commission (CK PUC)

- 1. The proposed Fifth Line East Watermain Project not proceed at this time.**
- 2. The property owners in this area be informed by letter of the vote results and the Chatham-Kent Public Utilities Commission (CK PUC) action"**

Motion carried

b) Tender Award T19-207 Queen Street North Watermain Extension Tilbury

Municipality of Chatham-Kent
Infrastructure and Engineering Services
Public Utilities Commission

To: PUC Chairperson and Commissioners
From: Debbie Cooper, C.Tech
Engineering Technologist, Engineering and Transportation
Date: June 11, 2019
Subject: Tender Award: Contract T19-207, Queen Street North Watermain Extension, Community of Tilbury

Recommendations

It is recommended that:

1. The tender in the amount of \$369,168.67, including HST for the Queen Street North Watermain Extension, Community of Tilbury be awarded to H.E. Construction Inc.
2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreements.

Background

There are two existing watermains on Queen Street North that terminate (dead end) south of the Highway 401 overpass. To provide better water distribution and redundancy, the existing watermains to the south will be looped with the existing watermain north of the Highway 401. The Engineering and Transportation Division, in conjunction with Dillon Consulting Limited, is currently in correspondence with the MTO regarding their requirements for the crossing of the Highway 401. That portion of the project will be deferred to a future budget year.

As well as the Highway 401 crossing, the existing 150mm diameter watermain north of the Highway 401 will be upgraded to a 400mm diameter watermain, to help improve water distribution.

The project to upgrade/replace this watermain has been approved as part of the 2019 PUC Watermain Lifecycle Budget by the Public Utilities Commission (PUC).

Comments

The project consists of upgrading approximately 290m of 150mm diameter watermain to 400mm diameter between Municipal No. 165 and Municipal No. 187 Queen Street North, and tying into the existing 400mm diameter watermain. The existing 150mm diameter watermain that runs along the shoulder of the road will be abandoned.

The engineering, contract administration and inspection on this project are being carried out by Dillon Consulting Ltd. A tender was issued by Dillon Consulting for the construction of this project.

This project is to be part of the 2019 PUC Watermain Lifecycle Budget by the Public Utilities Commission (PUC).

The Purchasing Officer received and opened tenders for the work on Thursday, June 6, 2019. The results are as follows:

Bidder	Location	Bid (including HST)
H.E. Construction Inc.	Thamesville, ON	\$369,168.67
Nevan Construction Inc.	Kingsville, ON	\$405,924.25
Sherway Contracting (Windsor) Limited	Windsor, ON	\$422,417.73
Delway Contractors Ltd.	Chatham, ON	\$440,700.00
Clarke Construction Inc.	Blenheim, ON	\$444,994.00
Sterling Ridge Infrastructure Inc.	Windsor, ON	\$467,085.50
Rudak Excavating Inc.	South Woodslee, ON	\$495,957.00
Murray Mills Excavating & Trucking (Sarnia) Ltd.	Sarnia, ON	\$498,533.40

Dillon Consulting has reviewed the tenders and found them to be complete in all respects.

It is the recommendation herein that the contract be awarded to H.E. Construction Inc. who submitted the lowest tender bid.

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

Consultation

The tenders were opened by the Purchasing Officer and reviewed by the Engineering and Transportation Division, Infrastructure and Engineering Services and by Dillon Consulting Limited.

Financial Implications

This project is being funded through the 2019 PUC Watermain Lifecycle Budget by the Public Utilities Commission. The project summary is set out in the following table:

Financial Implications
T19-207 Queen Street North Watermain Extension, Community of Tilbury
Project Costs

Recommended Tender (Including HST)	\$369,168.67
Less HST Rebate 11.24%	-\$36,720.85
Approvals	\$1,200.00
Total Current Project Costs	\$333,647.82
Project Funding – 2019 Lifecycle Water Budget	\$333,647.82

The low tender bid submitted by H.E. Construction Inc. was within the budget estimate.

Prepared by:

Debbie Cooper, C.Tech
Engineering Technologist
Engineering and Transportation

Reviewed by:

Mark McFadden, P.Eng.
Manager, Infrastructure Services
Engineering and Transportation

Reviewed by:

Tim Sunderland
General Manager
CK PUC

Attachments: Appendix A – Consultant letter
 Appendix B – Site location map

**Moved by Commissioner Authier and seconded by Commissioner Pinsonneault;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. The tender in the amount of \$369,168.67, including HST for the Queen Street North Watermain Extension, Community of Tilbury be awarded to H.E. Construction Inc.**
- 2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreements.”**

Motion carried

c) 2019 Purchase of CL PUC Fleet Vehicles

Municipality Of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
 From: Tim Sunderland, General Manager
 Chatham-Kent PUC
 Date: June 10, 2019
 Subject: 2019 Purchase of CK PUC Fleet Vehicles

Recommendations

It is recommended that:

1. The tender submitted by Bayview Chrysler for the purchase of four (4) 4x4 Extended Cab Half Ton Pick-ups in the amount of \$143,896.00 (not including HST) be approved.

Background

The Chatham-Kent Public Utilities Commission (CK PUC) approved the 2019 vehicle replacement list at the April 18, 2019 Commission meeting. The estimated replacement cost for four (4) 4x4 Extended Cab Half Ton Pick-ups will be approximately \$38,000 per vehicle.

Fleet Services on the behalf of CK PUC released one (1) tender R19-306 for the purchase of the above-mentioned units and the results are listed below.

Comments

Five (5) companies supplied pricing for the four (4) 4X4 Extended Cab Half Ton Pick-ups. The tender results are listed in the table below.

Tender # R19-306, Company		Purchase Price (Not Including HST)
Bayview Chrysler	Four (4) 4X4 Extended Cab Half Ton Pick-ups	\$143,896.00
Lambton Motors	Four (4) 4X4 Extended Cab Half Ton Pick-ups	\$150,400.00
Blue Mountain Chrysler	Four (4) 4X4 Extended Cab Half Ton Pick-ups	\$151,260.00
Dickson Ford	Four (4) 4X4 Extended Cab Half Ton Pick-ups	\$152,476.00
Victory Ford	Four (4) 4X4 Extended Cab Half Ton Pick-ups	\$157,596.16

It is recommended that the low tender, meeting specifications submitted by Bayview Chrysler for the purchase of Four (4) 4X4 Extended Cab Half Ton Pick-ups in the amount of \$143,896.00 (not including HST) be approved.

Consultations

Acting Manager Fleet Services
Supervisor Fleet Services

Financial Implications

The purchase of the CK PUC 2019 fleet vehicles will be taken from the 2019 budget, where the amount of \$152,000 is allocated for CK PUC vehicle replacements.

CK PUC Fleet reserves for the beginning of 2019 were \$335,236.56.

Prepared by:

Tim Sunderland
General Manager
Chatham-Kent PUC

**Moved by Commissioner Pinsonneault and seconded by Commissioner Authier;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. The tender submitted by Bayview Chrysler for the purchase of four (4) 4x4 Extended Cab Half Ton Pick-ups in the amount of \$143,896.00 (not including HST) be approved.”**

Motion carried

d) Discontinue Use of the Highgate Drinking Water System

Municipality Of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Lilly Snobelen
Manager, Compliance & Quality Standards
Chatham-Kent Public Utilities Commission

Date: June 12, 2019
Subject: Discontinue Use of the Highgate Drinking Water System

Recommendations

It is recommended that:

1. Commission pass a resolution stating that the Municipality intends, within five years after the day the resolution is passed;
 - a. to discontinue the use of the Highgate Drinking Water System.

2. Administration be authorized to:
 - a. publish the notice of resolution in one or more newspapers that are of sufficiently general circulation to bring the notice to the attention of the public in the Municipality
 - b. Send a copy of the resolution to the source protection committee for the source protection area.

Background

As a result of infrastructure recommendations identified in the Chatham-Kent Water and Wastewater Master Plan Report 2012, a Class Environmental Assessment (EA) process was initiated to determine the best long term and reliable water supply solution for the South Chatham-Kent service area specifically related to the Ridgetown and Highgate Water Supply Systems. The EA identified and evaluated three water supply alternative solutions and identified the preferred solution, including the construction of a new in-ground two cell reservoir and pumping station in Highgate, and a water transmission main from Ridgetown to Highgate. The Highgate Reservoir and Pumping Station which now form part of the Ridgetown Drinking Water System improve the fire storage and flow capability in Highgate. On April 9, 2018, the Highgate well supply and treatment system was permanently isolated from the Highgate Distribution System, making the existing Highgate water wells and water treatment system redundant.

Under the Clean Water Act 2006, Regulation 287/07, Section 14, defined steps are required to be taken in order to remove the Highgate Drinking Water System from the Source Protection Committee Assessment Report and Source Protection Plan. These include the Recommendations made in this Report.

Comments

Although the Highgate water treatment equipment has been removed from the facility, and the wells have been taken out of production and will be fully decommissioned, a resolution is required to notify the Source Protection Committee to update the Highgate Assessment Report and Source Protection Plan.

Consultation

Source Protection Coordinator, Thames-Sydenham and Region Drinking Water Source Protection Director, Planning Services, Community Development

Financial Implications

There are no financial implications resulting from the recommendation contained in this report.

Prepared by:

Lilly Snobelen
Manager, Compliance & Quality Standards
Chatham-Kent PUC

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

Moved by Commissioner Pinsonneault and seconded by Commissioner Thompson; “That the Chatham-Kent Public Utilities Commission (CK PUC)

1. **Commission pass a resolution stating that the Municipality intends, within five years after the day the resolution is passed;**
 - a. **to discontinue the use of the Highgate Drinking Water System.**
2. **Administration be authorized to:**
 - a. **publish the notice of resolution in one or more newspapers that are of sufficiently general circulation to bring the notice to the attention of the public in the Municipality**
 - b. **Send a copy of the resolution to the source protection committee for the source protection area.”**

Motion carried

e) RFP for Municipal Class Environmental Assessments for various facilities in Chatham-Kent

Municipality of Chatham-Kent Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Rob Bernardi, P.Eng
Facilities & Systems Manager
Chatham-Kent Public Utilities Commission
Date: June 11, 2019
Subject: Request for Proposals for Municipal Class Environmental Assessments for various facilities in Chatham-Kent

Recommendations

It is recommended that:

1. A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Chatham Water Treatment Plant upgrade and expansion be advertised.
2. A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Wallaceburg Water Treatment Plant upgrade and expansion be advertised.
3. A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Wallaceburg Water Pollution Control Plant upgrade and expansion be advertised.
4. A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Dresden Water Pollution Control Plant upgrade and expansion be advertised.
5. A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Ridgetown Wastewater Treatment Plant upgrade and expansion be advertised.
6. A Request for Engineering Services for a Municipal Class Environmental Assessment for a new sanitary pump station in south-west Chatham be advertised.
7. A report for consultant selection for engineering services for all the Requests for Proposals be brought back to the Chatham-Kent Public Utilities Commission for approval.

Background

There are currently 5 Chatham-Kent Public Utilities Commission (CKPUC) facilities that have been identified as potentially requiring an upgrade or expansion due to increased wastewater flows, increased water demands, water treatment parameter limits, effluent discharge parameter limits, aging treatment technologies and inefficient energy consuming equipment. There is also proposed development in the south west area of the Community of Chatham that requires wastewater servicing and the implementation of a new sanitary pump station for servicing that area.

The Chatham Water Treatment Plant (WTP) has seen increased water flows in recent years. Additional greenhouse development and possible development to service new areas has shown that the capacity of the plant should be reviewed. The last major expansion was constructed 13 years ago (2006) with other enhancements constructed in 2015 for colour, taste and odour control. Currently the filters are undergoing a lifecycle replacement. The plant is operating near capacity during high demand times and it is time to start planning for upgrades and expansion.

The Wallaceburg WTP had a Municipal Class Environmental Assessment (Class EA) completed in 2016 which recommended the rehabilitation of the existing facilities. Construction could only occur in stages due to the complexity of the plant and therefore phases for construction were implemented. The timeline was for a 10 year plan in order to get all the upgrades completed. Costs estimates were calculated on the phases and it has shown that the actual costs of construction are much higher than presented during the Class EA process due to engineering underestimation. The plant has also seen increased water demand from new development and therefore a capacity review should be conducted which was not taken into account during the latest Class EA. A review of the preferred solution should be undertaken through a Class EA.

The Wallaceburg Water Pollution Control Plant was originally constructed in 1971 with the last major upgrades in 1992. Increased flows from the servicing area has reduced the capacity of the facility. A new industry moving to the community which requires large volumes of wastewater treatment will cause a reduction in the treatment capacity and limits on the community being able to provide wastewater treatment for any new developments.

The Dresden Water Pollution Control Plant (WPCP) was constructed in 1975 to treat wastewater flows from the Community of Dresden. There have been no plant expansion projects undertaken since the plant was originally constructed. Minor enhancements have been done through the years. The Dresden WPCP has not had significant flow increases since the plant was constructed but has experienced high flows for the last few years during the fall months of the year. This additional flow is attributed to the local canning

company in the community. Along with a request to treat wastewater flows from a potential greenhouse development in the area, it has come time to review the capacity of the plant and investigate options for upgrade and expansion.

The Ridgetown Wastewater Treatment Plant was constructed in 2009 to replace the former lagoon treatment system. There had been sufficient capacity built into the facility but over the years additional flows were added to the plant for treatment. In 2014 the Wildwood Pump Station flows were added and most recently in 2017 the community of Thamesville wastewater flows were directed to Ridgetown in order to decommission the Thamesville WPCP.

There has been increased development interests in the south west area of the community of Chatham. Potential subdivision developments in the south west area of Chatham along with potential business park development at the 401-Bloomfield Business Park will take up existing wastewater servicing/pumping capacity in the area. In 2002 a study was conducted that showed a new sanitary pump station would be required when future growth was seen in the area. In order to service the potential developments, a Class EA is required to review the alternatives.

Comments

In order for a municipality to upgrade water and wastewater systems, a Municipal Class Environmental Assessment (Class EA) is required to be undertaken. There are rules and guidelines that must be followed during the Class EA process. The Class EA outcome provides a solution to the problem of capacity and upgrades at water and wastewater systems. Typical timelines for water or wastewater projects are approximately one to one and a half years for the completion of a Class EA and another two years for detailed engineering design before construction could commence, with construction taking one to two years to complete. Therefore, timing could be three to five years before a project is finished.

All the potential projects listed above require a Class EA to review the proper alternatives for the problem and to recommend the preferred solution.

Consulting engineering firms are retained to conduct the Class EA process because they have the staff with expertise in engineering, environment and planning. Therefore, it is recommended that a Request for Proposal (RFP) is developed for each of the projects listed above. The RFP's will be advertised and then a report brought back to Commission for approval of the engineering services and fees to conduct each of the individual Class EA's. Due to staffing resources required to create the RFP's, it is anticipated that these RFP's will be advertised periodically and individually staggered within the next 6 months.

Consultations

CKPUC Area Managers
CKPUC Project Engineer

Financial Implications

There are no financial implications associated with the recommendations in this report. Once engineering firms have submitted proposals and they have been evaluated, a report will be brought to Commission to award the RFP for each project separately.

Prepared by:

Rob Bernardi, P.Eng.
Facilities & Systems Manager
Chatham-Kent Public Utilities Commission

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent Public Utilities Commission

**Moved by Commissioner Crew and seconded by Commissioner Thompson;
"That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Chatham Water Treatment Plant upgrade and expansion be advertised.**
- 2. A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Wallaceburg Water Treatment Plant upgrade and expansion be advertised.**
- 3. A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Wallaceburg Water Pollution Control Plant upgrade and expansion be advertised.**

4. **A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Dresden Water Pollution Control Plant upgrade and expansion be advertised.**
5. **A Request for Proposal for Engineering Services for a Municipal Class Environmental Assessment for the Ridgetown Wastewater Treatment Plant upgrade and expansion be advertised.**
6. **A Request for Engineering Services for a Municipal Class Environmental Assessment for a new sanitary pump station in south-west Chatham be advertised.**
7. **A report for consultant selection for engineering services for all the Requests for Proposals be brought back to the Chatham-Kent Public Utilities Commission for approval.”**

Motion carried

f) Watermain and Sanitary Sewer Design Manual

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Rob Bernardi, P.Eng
Facilities & Systems Manager
Chatham-Kent Public Utilities Commission
Date: June 13, 2019
Subject: Watermain and Sanitary Sewer Design Manual

Recommendations

It is recommended that:

1. The Chatham-Kent Public Utilities Commission approve the Watermain and Sanitary Sewer Design Manual.
2. The Chatham-Kent Public Utilities Commission authorize the General Manager to approve future amendments to the Watermain and Sanitary Sewer Design Manual.

Background

The Chatham-Kent Public Utilities Commission (CKPUC) has had a draft Watermain and Sanitary Sewer Design Manual (formerly titled Water and Wastewater Specifications Manual) in place for a number of years that has been used by consultants on various projects. There was no officially approved manual for municipal water and wastewater projects and this posed some confusion by consultants and contractors in the past. There was a need for an approved manual that consultants could use to design municipal water and wastewater infrastructure within the Municipality of Chatham-Kent that would meet acceptable standards.

In 2017, the Municipality of Chatham-Kent initiated a project to develop a Municipal Development Standards Manual. At that time, it was decided that the CKPUC would review and finalize the Watermain and Sanitary Sewer Design Manual which would be referenced within the Municipal Development Standards Manual. The Municipal Development Standards Manual is scheduled to be brought before Council in June 2019 for consideration and approval.

Over the last year two years, CKPUC engineering staff have taken countless hours to review and edit all 169 pages of the draft Watermain and Sanitary Sewer Design Manual and bring it up to date with current industry standards. CKPUC staff were also instrumental in developing the prior version of the manual. The recent draft manual was finalized in February of 2019 to be ready for public review and then approval by Commission.

The CKPUC solicited feedback on the draft Watermain and Sanitary Sewer Design Manual up until April 26, 2019. The review and comment period coincided with the Chatham-Kent Development Manual review period so that all comments received would be incorporated in both final documents.

Comments

The goal of the Watermain and Sanitary Sewer Design Manual is to establish, as far as possible, uniformity of practice and standardization among all areas within the Municipality of Chatham-Kent related to water and wastewater infrastructure. Its content has

been developed to provide basic uniform requirements for water and sanitary sewer systems during the design process, material selection, and construction procedures.

All efforts have been made to include applicable legislation suitable to the water and wastewater sectors, as well as all municipal By-Laws and standards endorsed by the CKPUC. However, it is not possible to cover all regulations in progress or recent developments and procedures. For this reason, the manual shall be considered as general guidelines that may be revised annually to ensure that updated information will command at all times, with the mission of serving people with high quality water at reasonable and sustainable cost.

The manual has been structured in the following manner:

- Part A: Policies, Regulations and General Specifications
- Part B: Design Guidelines for Watermains
- Part C: Design Guidelines for Sanitary Sewer
- Part D: Materials Specifications
- Part E: Construction Specifications
- Part F: Standard Drawings

The Chatham-Kent services currently considered in this manual are:

- Watermains and Service Connections
- Sanitary Sewers and Service Connections

For all other municipal services, the user must refer to different specifications. The water and sanitary design guidelines apply to water distribution and service water connections, and wastewater collection only. The user must contact CKPUC for specific guidelines for water supply and treatment. Trunk servicing may use other or additional special specifications.

CKPUC's manual is a detached document that will be referenced in Engineering Agreements and Contract Documents. CKPUC however, may issue specific instructions or modifications to the specifications as part of a Special Conditions or Special Provisions Section within Construction Contracts. This manual will be used on all municipal service additions and alterations including:

- Subdivisions
- Reconstruction
- Improvements and augmentations
- Waterline projects
- Sanitary sewer projects

This manual is available free of charge via internet at www.chatham-kent.ca. Hard copies will be available at the CKPUC's office for a fee established or adjusted by the CKPUC.

On an annual basis, CKPUC will review the specifications in light of comments received and the introduction of new materials and procedures.

The primary purpose of creating a manual containing a common set of design guidelines and contract specifications is to unify the design process and construction specification of municipal services by consultants and contractors that work in more than one locality. Although this document is often referred to as specifications, the design portion (Part B and C) should be considered as guidelines. This manual provides the CKPUC's design preferences under normal circumstances. The consultant however, should use their best judgement to find innovative solutions when abnormal design conditions are encountered. CKPUC reserves the right to apply discretion in the interpretation of these guidelines, and require the use of other applicable guidelines and good engineering judgement when reviewing each project. Subdivider/Developers, Consultants, and Contractors interrelated with new projects shall follow this manual. It is their responsibility to obtain and make use of the latest version available at the time of engineering design. The CKPUC will periodically review, update and maintain the most current version of this Manual and make it available through the Chatham-Kent municipal website.

During the review and comment period, no comments were received that would need to change or amend the manual. The manual will be reviewed annually and any comments received during the year will be reviewed for incorporation into the manual.

Consultations

The Chatham-Kent Public Utilities Commission solicited feedback on the draft Watermain and Sanitary Sewer Design Manual up until April 26, 2019. The review and comment period coincided with the Chatham-Kent Development Manual review period so that all comments received would be incorporated in both the final documents.

Financial Implications

There are no financial implications associated with the recommendation in this report.

Prepared by:

Rob Bernardi, P.Eng.
Facilities & Systems Manager
Chatham-Kent Public Utilities Commission

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent Public Utilities Commission

**Moved by Commissioner Thompson and seconded by Commissioner Authier;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

1. The Chatham-Kent Public Utilities Commission approve the Watermain and Sanitary Sewer Design Manual.

2. The Chatham-Kent Public Utilities Commission authorize the General Manager to approve future amendments to the Watermain and Sanitary Sewer Design Manual.”

Motion carried

5. Information Reports

a) Letter from Clairvue Housing Co-operative Inc.

Motion by Commissioner Thompson and seconded by Commissioner Authier

“To receive Item 5 a) for information”

“To charge Clairvue Housing Co-operative Inc. development charges from 2019 to the 2018 rates.”

Motion carried

6. Verbal Reports

- none

7. New Business

Question from Commissioner Authier regarding the Wallaceburg WPCP - what is the crane behind the barn doing? North/Central Area Manager, Darren Galbraith responded that the berm is being re-sloped.

Commissioner Thompson spoke about a public meeting regarding the 5th Line Waterline Petition. He had concerns over the quality of the presentation. General Manager, Tim Sunderland responded that the PUC administration team had an internal meeting to discuss the concerns. The PUC has made changes in the presentation from the recommendations that were provided.

8. Recess to Closed Session

Litigation or potential litigation, including matters before administration tribunals, affecting the Municipality or local board, and advice that is subject to solicitor client privilege, including communications necessary for that purpose, with respect to a lawsuit involving Entegrus Inc. and the PUC, s.239 (2) (e) and (f).

Moved by Commissioner Pinsonneault and seconded by Commissioner Authier

“That the Regular Meeting be adjourned and to move into Closed Session at 3:44 pm.”

Motion carried

9. Resolution Regular Meeting and Adjournment

That Chatham-Kent Public Utilities Commission adjourn, its next Regular Meeting to be held on Thursday, July 18th, 2019 in the PUC Boardroom in Chatham, and that the PUC Commission authorize itself to meet in closed session on that day to discuss any matters permitted by the Municipal Act.