

**Minutes
Public Utilities Commission
Regular Meeting**

**Chatham-Kent PUC
Electronic Meeting**

**June 15, 2023
3:00 pm**

Present: Chairperson Carmen McGregor, Mayor Darrin Canniff, Commissioners Lauren Anderson, Marjorie Crew, Ryan Doyle, Steve Pinsonneault, CAO Michael Duben, General Manager Tim Sunderland, Director of Operations Darren Galbraith, Director of Engineering & Compliance Rob Bernardi, Manager Compliance & Monitoring Scott Sparling, Operations Manager Central Dave Paulovics; Project Engineer Dhana Niriella, Project Engineer Ali Akl, Financial Analyst Victor Ferreira, General Manager FBITT Gord Quinton

Regrets: Commissioner Jamie McGrail, Operations Manager Northeast Stew Bechard, Operations Manager West Mike Vandermaden

1. Call To Order

Chairperson Carmen McGregor called the meeting to order at 3:00 pm.

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

- None

3. Approval of Agenda

Moved by Commissioner Doyle and seconded by Commissioner Pinsonneault,

“That the Agenda for the Regular Meeting of June 15, 2023 be approved.”

Motion Carried

4. Approval of Minutes

- a) May 18, 2023 (Regular Meeting)
- b) May 18, 2023 (Closed Session)

Moved by Commissioner Crew and seconded by Commissioner Anderson,

“That the minutes of the May 18, 2023 Regular Meeting & Closed Session be approved.”

Motion Carried

5. Reports

- a) Tender Award – Contract T23-161, McGeorge Building Garage Renovation

Municipality Of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Ali Akl, P.Eng.
Project Engineer, Chatham-Kent PUC
Date: June 7, 2023
Subject: Tender Award: T23-208 McGeorge Building Garage Renovation

Recommendations

It is recommended that:

1. The tender in the amount of \$401,928.90 (including HST) for the McGeorge Building Garage Renovation be awarded to Elric Contractors of Wallaceburg Limited, Wallaceburg, ON.
2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreements.

Background

Chatham Kent Public Utilities Commission (CK-PUC) requires a new indoor and secure parking area to avoid future vandalism for its vehicles.

CK-PUC management and Records Department management have agreed to relocate the records on the west end of the McGeorge warehouse to allow for parking of 4 vehicles. The modification of the warehouse will require relocating Chatham-Kent Records and building a fire-rated partition wall, ventilation, overhead doors, driveway and grading as designed by the consultant.

The consulting and contract administration services for this contract are being provided by ROA Studio Inc. (ROA).

Comments

In accordance with the CK Purchasing By-law, the tender documents were posted on the Municipal Website on May 10, 2023, with a tender closing date and time of May 31, 2023, at 1:00 PM EST.

A total of four (4) bids were received by the Purchasing Office on May 31, 2023 and forwarded to CK PUC and ROA for review. The table below summarizes the results.

Project: T23-208 PUC McGeorge Building Garage Renovation		
Rank	Company Name	Amount (including H.S.T.)
1.	Elric Contractors of Wallaceburg Limited	\$ 401,928.90
2.	Westhoek Construction Limited	\$ 457,488.41
3.	TCI Titan Contracting Inc.	\$ 482,510.00
4.	Vince Ferro Construction Ltd.	\$ 514,718.39

ROA has reviewed the tenders and found them to be complete in all respects. It is recommended herein that the contract be awarded to Elric Contractors of Wallaceburg Limited who submitted the lowest tender bid.

The tenders were opened by the Purchasing Officer and reviewed by CK PUC and ROA.

Consultations

CK PUC General Manager
CK PUC Director Engineering and Compliance
CK PUC Project Engineer
ROA Studio

Financial Implications

The project is being funded from the capital budget for 2023.

Prepared by:

Ali Akl, P.Eng.
Project Engineer
CK PUC

Reviewed by:

Rob Bernardi, P.Eng.
Director, Engineering & Compliance
CK PUC

Reviewed By:

Tim Sunderland
General Manager
CK PUC

Moved by Commissioner Pinsonneault and seconded by Commissioner Crew,

“That the Chatham-Kent Public Utilities Commission;

1. **Award the tender in the amount of \$401,928.90 (including HST) for the McGeorge Building Garage Renovation to Elric Contractors of Wallaceburg Ltd, Wallaceburg,**
2. **Authorize the CK PUC Chairperson and General Manager to sign the necessary agreements.”**

Motion Carried

b) Purchase of 2023 CK 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 7, 2023
Subject: Purchase of 2023 CK PUC Fleet Vehicles

Recommendations

It is recommended that:

1. RFP R23-203 for the purchase of one (1) 4x4 Extended Cab ¾ Ton Pick-up Truck submitted by Victory Ford, Chatham for the amount of \$75,104.00 (plus HST) be approved.
2. RFP R23-204 for the purchase of one (1) 4x4 Extended Cab Half-Ton Pick-Up Truck submitted by Victory Ford, Chatham for the amount of \$62,213.00 (plus HST) be approved.
3. RFP R23-231 for the purchase of one (1) Hybrid AWD SUV submitted from Victory Ford, Chatham for the amount of \$45,624.00 (plus HST) be approved.

Background

The Chatham-Kent Public Utilities Commission (CK PUC) approved the 2023 vehicle replacement list at the February 23, 2023 Commission Meeting. It was estimated that the replacement cost for one (1) 4x4 Extended Cab ¾ Ton Pick-up would be at a cost of \$76,605 (plus HST). It was also estimated that one (1) 4x4 Extended Cab Half-Ton Pick-up would be \$63,885 (plus HST) and one (1) Van would be approximately \$40,858 (plus HST).

After Fleet reviewed the vehicle size and use for the van it was confirmed that there were no good options for a van that would meet CK PUC needs. Therefore, the RFP was changed to an AWD SUV Hybrid to meet the needs of CK PUC.

On behalf of CK PUC, Fleet Services released RFP R23-203 for one (1) 4x4 Extended Cab ¾ Ton Pick-up Truck; RFP R23-204 for one (1) 4x4 Extended Cab Half-Ton Pick-Up Truck and R23-231 for one (1) Hybrid AWD SUV. The results are detailed below.

Comments

One (1) company supplied pricing for the following vehicles listed for RFP R23-203 and RFP R23-204.

- One (1) 4x4 Extended Cab ¾ Ton Pick-up Truck submitted by Victory Ford, Chatham for the amount of \$75,104.00 (plus HST)
- One (1) 4x4 Extended Cab Half-Ton Pick-Up Truck submitted by Victory Ford, Chatham for the amount of \$62,213.00 (plus HST)

Two (2) companies supplied pricing for the following vehicle listed in RFP R23-231, One (1) AWD SUV Hybrid and the results are below.

- Victory Ford, Chatham \$45,624.00 (plus HST)
- Williamson Chrysler, Uxbridge \$65,653.76 (plus HST)

It is recommended by Administration that the bids submitted by Victory Ford, Chatham for one (1) 4x4 Extended Cab Half-Ton Pick-Up Truck, one (1) 4x4 Extended Cab ¾ Ton Pick-up Truck and one (1) AWD SUV Hybrid vehicle for a total amount of \$182,941.00 (plus HST) be approved.

Consultations

Manager Fleet Services

Financial and Business Solutions Analyst/Project Manager Financial Services

Financial Implications

The purchase of the CK PUC 2023 fleet vehicles will be taken from the 2023 budget, where the amount of \$182,941.00 is allocated for CK PUC vehicle replacements.

Prepared by:

Tim Sunderland
General Manager
Chatham-Kent PUC

Moved by Mayor Canniff and seconded by Commissioner Anderson,

“That the Chatham-Kent Public Utilities Commission;

1. **Approve RFP R23-203 for the purchase of one (1) 4x4 Extended Cab ¾ Ton Pick-up Truck submitted by Victory Ford, Chatham for the amount of \$75,104.00 (plus HST).**
2. **Approve RFP R23-204 for the purchase of one (1) 4x4 Extended Cab Half-Ton Pick-Up Truck submitted by Victory Ford, Chatham for the amount of \$62,213.00 (plus HST).**
3. **Approve RFP R23-231 for the purchase of one (1) Hybrid AWD SUV submitted from Victory Ford, Chatham for the amount of \$45,624.00 (plus HST)."**

Motion Carried

c) Hydro Demand Response Program Update

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Tim Sunderland
General Manager
Chatham-Kent Public Utilities Commission
Date: June 5, 2023
Subject: Hydro Demand Response Program Update

Recommendation

It is recommended that:

1. The General Manager of Chatham-Kent Public Utilities Commission (CK PUC) be authorized to execute a 5 (five) year renewal Demand Response Sales and Service Agreement with enel x North America Inc.

Background

The Ontario Power Authority (OPA) was established by the Province in 2004 to assist in the development of the electricity sector. Among its other responsibilities, the OPA also forecasts electricity supply & demand, as well as plans and engages in activities to support an adequate, reliable and secure electricity sector in Ontario. It is also the driver of electricity conservation, green energy projects, feed-in-tariff (FIT) and micro-fit programs.

The Independent Electricity System Operator (IESO) is a not-for-profit corporate entity established in 1998 by the Electricity Act of Ontario and is governed by an independent Board whose Chair and Directors are appointed by the Government of Ontario. It is responsible for establishing, monitoring and enforcing reliability standards in the province. All companies (generators that produce electricity, transmitters that send it across the province, retailers that buy and sell it and local distribution companies that deliver it to people's homes) that make up the power system in Ontario must meet the IESO's standards. It is also the IESO who ensures that there is enough energy to meet the demand of today and the future.

Every five minutes, the IESO balances available supply with demand and directs the flow of electricity across the transmission system. At the same time, the IESO ensures that there is enough reserve energy available on short notice should there be a surge in demand or an unexpected equipment failure at one of the generators or on the transmission system. One of the tools that the IESO utilizes in the management of supply and demand is demand response initiatives, which include both reliability and real-time price demand response programs.

At the June 2013 Commission meeting, Commission approved that CK PUC enter into a contract with Enernoc Limited in a Demand Response Hydro curtailment program.

Comments

The Demand Response (DR) Program was developed by the OPA to provide economic incentives for participants to reduce consumption. This is a contract-based program, with Demand Response participants required to reduce electricity use when called upon. In exchange for a commitment to reduce load, DR participants receive an availability payment in addition to a utilization payment for an actual, measured and verified load reduction. Under the program, IESO is responsible for activating a DR event subject to a set of protocols established by the OPA.

The following parameters are associated with the Demand Response (DR3) Program:

- Event trigger - System emergency or energy pricing is peaked
- DR Event Notification – One day-ahead, 2 hours before event start and event start notification
- DR Event Duration - 4 hours all sites
- Program Season – Summer May 1 – Oct 31, Winter Nov 1 – Apr 30
- Program Hours - Summer; 1200 to 2100 hours, Winter 1600 to 2100 hours
- Frequency of DR Events – Potentially 10 events per year; no more than 3 consecutive event days; no holidays
- No penalties in DR3 program if committed Hydro reduction is not achieved

Management of the Demand Response Program resides with the OPA; however, administration of the program is through private companies. The Chatham-Kent Public Utilities Commission (CK PUC) signed a 10 year Demand Response Contract with Enernoc Limited in 2013. Since that time, Enernoc Limited has gone through a number of name changes and is now called enel x North America Inc. The current DR contract ends August 2023.

CK PUC originally signed up six (6) facilities into the DR3 program and have been actively participating since 2015;

- Chatham Water Treatment Plant
- South Chatham Water Treatment Plant
- Wheatley Water Treatment Plant
- Chatham Wastewater Treatment Plant
- Tilbury Wastewater Treatment Plant
- Wallaceburg Wastewater Treatment Plant

Since the original set-up of the monitoring equipment and testing was completed, CK PUC has been actively participating in the DR program, since 2015. CK PUC has received payments from the DR program equaling \$212,858.

Administration is recommending Commission authorize the General Manager of CK PUC to execute a 5 (five) year renewal Demand Response Sales and Service Agreement with enel x North America Inc.

Consultation

Director Operations Water/Wastewater CK PUC

Financial Implications

It is estimated that revenues from the DR program for the next 5 years will equal in the amount of \$186,450. This is based on past historical data and no changes in the committed reduction plans at CK PUC sites.

Prepared by:

Reviewed by:

Tim Sunderland
General Manager
CK PUC

Darren Galbraith
Director Operations Water, Wastewater
CK PUC

Moved by Commissioner Crew and seconded by Commissioner Doyle,

“That the Chatham-Kent Public Utilities Commission;

- 1. Authorize the General Manager of Chatham-Kent Public Utilities Commission (CK PUC) to execute a 5 (five) year renewal Demand Response Sales and Service Agreement with enel x North America Inc.”**

Motion Carried

d) Waste to Energy Project Update #2

Municipality of Chatham-Kent
Finance, Budget, Information Technology & Transformation
Administration

To: Public Utilities Commission
From: Gord Quinton, MBA, CPA, CGA
Chief Financial Officer / Treasurer /
GM, Finance, Budget, Information Technology & Transformation
Tim Sunderland
GM, Public Utilities Commission
Date: June 14, 2023
Subject: Waste to Energy Project Update #2

Recommendations

It is recommended that:

1. The Chatham-Kent Public Utilities Commission endorse in principal the recommendations being presented to Council at the June 26th, 2023 meeting, being;
 1. Administration continue due diligence in advancing the Waste to Energy Project in partnership with Greenfield Global Inc. for a 90,000 to 120,000 tonne industrial anaerobic digester built to process organic wastes and convert to renewable natural gas (RNG), with an advance investment of up to \$1.3 Million or 40% of the cost to further engineering design and provide greater assurance of final construction cost and viability of the project.
 2. Chatham-Kent enter into a contribution agreement with Greenfield Global Inc. prior to the advancement of the funds with final terms of the agreement to be approved by the Director, Legal Services and Chief Financial Officer.

Background

On June 21, 2021, the Federal Government launched the Clean Fuels Fund, a \$1.5 Billion fund to ensure Canada's economy will be powered by clean power and clean fuels to meet its goal of net-zero emissions by 2050.

At the July 15, 2019 meeting, Chatham-Kent Council unanimously declared a Climate Emergency, joining an international effort to change the way we deal with the negative effects of climate change. Administration was tasked with developing a climate change action plan to bring options for long term solutions, and at the June 6, 2022 meeting, Council reaffirmed their commitment to the Climate Change Action Plan project and the corporate priorities identified, one of which is Waste Management.

The Chatham-Kent Waste to Energy Project comprises an industrial anaerobic digester built to process industrial organic wastes (ICI) that would otherwise be disposed of in a landfill and turn the waste into Renewable Natural Gas (RNG). Greenfield Global currently operates a similar plant in Varennes, Quebec and has been very successful in serving over 30 local municipalities in the area south of Montreal. A plant in Chatham-Kent will provide significant environmental benefits and outcomes of this project fully align with Council Strategic Direction related to climate.

At its September 27, 2021 meeting, Council endorsed recommendations in support of the Waste to Energy project, including the continued due diligence of legal contracts and financial reviews. \$200,000 was approved for external consultants to assist in the decision making and approximately \$100,000 has been expended to date. A further update was received at the September 26, 2022 Council meeting on the progress.

In early 2023, the Federal Government announced the project was successful in securing \$23 Million of funding that will be converted to a 10 year interest free loan as the project becomes profitable.

Comments

The due diligence process has continued over the last year with a significant amount of staff time and expert consultant work invested in the project. The project remains viable and is ready to proceed to more detailed design and engineering stages.

In May 2023, a group consisting of the Mayor, three Councilors and administration staff toured the facility in Varennes, Quebec to become more aware of the opportunity and the operational needs of the facility.

The financial plan will be discussed during the Closed Session portion of the agenda as allowed under section 239 (i) of the Municipal Act, 2001; however, highlights of the plan are a profitable business with an equity investment of approximately \$15 to \$20 Million (TBD) split between the Municipality and PUC for 40% ownership of the project. It is expected the project will be profitable after the initial startup period of operations and provide an additional source of revenue for the Municipality and PUC for decades to come, while assisting to reach expected climate change targets and reducing waste being landfilled.

Location

The project will be situated at the property located at 175 Bloomfield Road in Chatham. This is an ideal location as it is adjacent to both the Chatham Wastewater Treatment Plant (WWTP) and the Greenfield Ethanol Plant. This will allow for an affordable wastewater pipe to be installed to pump sewage waste from the Chatham WWTP to the digester, as well as organic waste from the Ethanol Plant.

Partner

Greenfield Global Inc.'s mission is to unlock the potential of people, partnerships and nature to accelerate sustainable solutions for the health of the planet. What began in 1989 as a small Ethanol plant in Tiverton, Ontario accelerated into several Ethanol Plants and related industry and now increased investments in Renewable Energy. Greenfield Global Inc. is the leading producer of high purity alcohols and fuel ethanol in Canada and own and operate five ethanol distilleries, four specialty chemical manufacturing and packaging plants and two research centres, with locations in Canada, the United States and Ireland. In 1997, Greenfield opened the Chatham Ethanol plant now employing 90 high-skilled staff and has been a great corporation in Chatham-Kent supporting many activities including donating to help complete the Greenfield Global Trail (Round the River Trail). Citizens and Council are welcome to review extensive details about the company on the [Greenfield Global website](#). Greenfield Global Inc. will be a 60% owner in the Waste to Energy Project.

Greenfield Global Inc. has operated a sister Waste to Energy plant named SEMECS in Varennes, Quebec with a recent expansion in 2022. Through this experience, they have perfected the operations and now have the ability and know-how to build a similar plant in Chatham-Kent.

Environmental Items

The Waste to Energy Plant will take between 90,000 to 120,000 tonnes of material annually that would have potentially otherwise be headed to landfills, with potential for later expansion. The end result is the production of Renewal Natural Gas which offsets the need of new Natural Gas. It is expected that RNG demand will continue to grow in demand as climate targets are formed by most nations. The market for RNG is established in Quebec and British Columbia and is just coming into regulation in Ontario. There have been extensive discussions with Enbridge who will take the RNG into their system.

Transportation and Road Systems

The Bloomfield Road in front of the plant was extensively upgraded just a few years ago and includes a separated bike/walking trail from Riverview Drive to Richmond Street. It is anticipated there could be up to 80 transport trucks a day entering the plant to drop off waste. The site is only 4km from the 401 where most deliveries will come from. There are no traffic concerns about the proposed location.

Odour

The plant contains engineering design that focuses on ensuring there will be no odour in excess of the current odours from the Chatham WWTP; specifically, the entire plant uses truck dumping bays and process areas that are all negative pressure, meaning air is siphoned from all plant areas and fed through a natural carbon filter that eliminates any smells from exiting the plant. Site visits to the Varennes, Quebec plant have confirmed the adequacy of the air handling system and are very confident there will be no negative impacts on residents or businesses in the area of the plant.

Agricultural Community Benefits

The Waste to Energy Plant provides potential for the disposal of organic waste, particularly as government stops the disposal of organic waste at landfills. In addition, one of the end products is a fertilizer material that may be economically sold to local farmers. This has proved quite successful at the SEMECS plant in Varennes, Quebec.

Continued Due Diligence

After hundreds of hours of analysis by both parties, we are at the stage where we can recommend that further due diligence take place prior to a final decision on whether to build the project.

Phase 1 – The completion of “Black Book” or Detailed Process Engineering will take three months through October, 2023. The completion of the Black Book will provide details of mass of plant, equipment, modeling and spec sheets to support completion of the

detailed engineering. Completion of this phase will also provide additional refinement of costing, however not to a +/- 10 % range and afford the parties an opportunity to confirm a decision to continue with the completion of detailed engineering. Approximate cost of this phase \$3.2M.

Phase 2 – Completion of Detailed Engineering which will take approximately six-eight months: August through January, 2024. Detailed engineering will provide cost estimates at +/- 10% range. Approximate cost of this phase is an additional \$3.5M. Completion of this phase will provide the decision gate for the final go/no go decision.

While both of these Phases will begin concurrently shortly, there will be two further opportunities for Council/PUC or Greenfield Global Inc. to confirm whether to proceed in the process.

Therefore, at this time, administration is asking Council to invest in advance approximately \$1.3 Million. In the fall of 2023, administration will return to Council with a decision on whether to proceed with the conclusion of Phase 2 and the completion of the engineering design and a second advance investment of approximately \$1.4 Million. These funds plus the initial \$200,000 already funded will total \$2.9 Million before any construction begins at the site.

Legal Agreements and Due Diligence

To avoid cost, the corporate governance legal work has not been completed until the viability of the plant is confirmed. It is anticipated that this work will now move forward after the adoption of this report as the project appears profitable. While final legal documents and corporate structure are currently not in place, recommendation #2 recommends Chatham-Kent enter a more detailed contribution agreement prior to funding the \$1.3 Million advance investment to detail the use of the funds and responsibilities of both parties in signing off on the use of such funds.

Areas of Strategic Focus

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

			
Economic Prosperity	Healthy & Safe Community	People & Culture	Environmental Sustainability
			4.2

Consultations

Since the project was first brought to Council, the Chief Financial Officer, the General Manager, PUC and the Director, Legal Services have been engaged in consultation with Greenfield Global, external legal counsel, external capital financial experts and ministry support. There has been extensive non-binding discussions with many producers of organic waste and many users of RNG, including Enbridge.

Communication

Communication is proposed to be through the inclusion of this report on the Council agenda and related communications. As the project develops, there will be permitting required and consultation with many Chatham-Kent and Ontario businesses that will supply feedstock.

Diversity, Equity, Inclusion and Justice (DEIJ)

DEIJ and Environmental Issues are often thought of as complimentary. Sustainability is about not only lowering carbon emissions, but about creating a viable workforce and efficient management systems. The Waste to Energy Project will provide opportunities for a DEIJ workforce while obtaining climate goals and diverting organics from landfills.

Greenfield Global Inc.'s Principals and Standards for Responsible Business Practices is posted on their website and includes workplace practices including DEIJ elements. Greenfield is proactive to invest in equality, diversity, and inclusion and to ensure that the workplace is free of harassment and discrimination based on a person's race, colour, religion, national or ethnic origin, gender, sexual orientation, gender identity, age, mental or physical disability, political beliefs, veteran or military status or other characteristics protected by Law. The partnership between Greenfield Global Inc. and Chatham-Kent promises to promote DEIJ practices.

Financial Implications

Detailed pro forma financial information was disclosed to Council during the closed session of the June 26, 2023 agenda. Financing options continue to be explored with many agencies. The legal structure of the project continues to be developed. Overall, Chatham-Kent will have a 40% ownership in the project, which is further split 50/50 between the Municipality and the CK Public Utilities Commission. It is anticipated that for the project to move to construction there will be significant financial benefits to all parties for the 40+ year life of the project.

The funds required are treated as an investment of cash balances of the Municipality and the PUC, and therefore do not need any specific reserve to fund them.

If the project fails to move forward at a later decision point, the funds invested into the project may need to be charged to operational expenses and written down at some point. This would be brought to Council and the PUC for funding discussions at that time.

Prepared by: Gord Quinton, Chief Financial Officer / Treasurer /
GM, Finance, Budget, Information Technology & Transformation
Reviewed by: Michael Duben, Chief Administrative Officer
Consulted and confirmed the content of the consultation section of the report by:
Tim Sunderland, General Manager, Public Utilities Commission
Dave Taylor, Chief Legal Officer

Moved by Mayor Caniff and seconded by Commissioner Pinsonneault,

“That the Chatham-Kent Public Utilities Commission;

1. Endorse in principal the recommendations being presented to Council at the June 26th, 2023 meeting, being;
 - 1) Authorize CK PUC Administration to continue due diligence in advancing the Waste to Energy Project in partnership with Greenfield Global Inc. for a 90,000 to 120,000 tonne industrial anaerobic digester built to process organic wastes and convert to renewable natural gas (RNG), with an advance investment of up to \$1.3 Million or 40% of the cost to further engineering design and provide greater assurance of final construction cost and viability of the project.
 - 2) Authorize CK PUC to enter into a contribution agreement with Greenfield Global Inc. prior to the advancement of the funds with final terms of the agreement to be approved by the Director, Legal Services and Chief Financial Officer.”

Motion Carried

5. Information Reports

- None

6. Verbal Reports

- None

7. New Business

- PUC Commission Meeting Schedule – due to a conflict with a Commissioner unable to attend meetings on the third Thursday of the month, a decision is needed on either changing the meetings to a different day of the week or moving them to 4:30 pm. Several Commissioners expressed that a later start time would not work for them. A suggestion was made to move them to the third Tuesday or Wednesday of the month at 3:00 pm. Tim to confirm with other PUC Administration staff which of these options worked best.
- General Manager Tim Sunderland suggested merging the July and August meetings into one meeting on Thursday, August 3, 2023.

Moved by Commissioner Crew and seconded by Commissioner Doyle,

“That the July and August Regular PUC Commission meetings be combined into one meeting on Thursday, August 3, 2023 at 3:00 pm”

Motion Carried

8. Resolution Regular Meeting and Adjournment

That Chatham-Kent Public Utilities Commission adjourn, its next Regular Meeting to be held on **Thursday, August 3, 2023** in electronic, remote format and that the PUC Commission authorize itself to meet in closed session on that day to discuss any matters permitted by the Municipal Act.

Moved by Commissioner Doyle and seconded by Commissioner Pinsonneault,

“That the Regular Meeting be adjourned at 3:41 pm.

Motion Carried