



The Corporation of the Town of LaSalle
Water and Wastewater Committee Meeting
Agenda

Tuesday, October 22, 2024, 4:30 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Accessible formats or communication supports are available upon request. Contact the Clerk's Office, Clerk@lasalle.ca, 519-969-7770 extension 1262.

	Pages
A. Opening Business	
1. Call to Order	
2. Land Acknowledgement Statement	
B. Disclosures of Pecuniary Interest and the General Nature Thereof	
C. Adoption of Minutes	2
Recommendation That the minutes of the meeting of the Water and Wastewater Committee dated March 26, 2024, be adopted as presented.	
D. Items for Consideration	
1. Monthly Water and Wastewater Billing	5
Recommendation That the report of the Director of Finance dated April 12, 2024 (FIN-10-2024) regarding Monthly water and wastewater billing be received; And that, water and wastewater billing continues to occur on a quarterly basis.	
E. Committee Questions/Statements	
F. Next Meeting	
The next meeting of the Water and Wastewater Committee is scheduled for March 25, 2025, at 4:30 p.m.	
G. Adjournment	



The Corporation of the Town of LaSalle

Minutes of the Water and Wastewater Committee Meeting

March 26, 2024

4:30 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Committee Present:

Mayor Crystal Meloche, Deputy Mayor Michael Akpata , Councillor Terry Burns, Councillor Mark Carrick, Councillor Sue Desjarlais, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Administration Present:

J. Milicia, Chief Administrative Officer, P. Marra, Deputy Chief Administrative Officer, J. Astrologo, Director of Council Services/Clerk, J. Osborne, Director of Public Works, L. Petros, Manager of Water & Wastewater, J. Wigle, Water and Wastewater Superintendent, N. DiGesù, Manager of IT, R. Tufts, Council Coordinator

A. Opening Business

1. Call to Order

Mayor Meloche called the meeting to order at 4:31 p.m.

2. Land Acknowledgement Statement

Mayor Meloche read the Land Acknowledgement Statement.

B. Disclosures of Pecuniary Interest and the General Nature Thereof

None received.

C. Adoption of Minutes

WWC-01-24

Moved By: Councillor Renaud

Seconded By: Councillor Desjarlais

That the minutes of the meeting of the Water and Wastewater Committee dated May 23, 2023, be adopted as presented.

Carried.

D. Items for Consideration

1. LaSalle Distribution System Summary Report for 2023

Lena Petros, Manager of Water and Wastewater presented the report.

WWC-02-24

Moved By: Councillor Riccio-Spagnuolo

Seconded By: Councillor Carrick

That the report of the Manager of Water and Wastewater dated March 4, 2024 (PW-WWC-01-24) regarding the LaSalle Water Distribution System Summary Report for 2023 be received.

Carried.

2. DWQMS Internal and External Audit Reports for 2023

Lena Petros, Manager of Water and Wastewater presented the report.

WWC-03-24

Moved By: Councillor Desjarlais

Seconded By: Councillor Renaud

That the report of the Manager of Water and Wastewater dated March 4, 2024 (PW-WWC-03-24) regarding the DWQMS Internal and External Audit Reports for 2023 be received.

Carried.

3. DWQMS Management Review Meeting Summary for 2023

Lena Petros, Manager of Water and Wastewater presented the report.

WWC-04-24

Moved By: Councillor Burns

Seconded By: Councillor Renaud

That the report of the Manager of Water and Wastewater dated March 8, 2024 (PW-WWC-04-24) regarding the DWQMS Management Review Meeting Summary for 2023 be received.

Carried.

4. MECP Inspection Report

Jay Wigle, Superintendent of Water and Wastewater presented the report.

WWC-05-24

Moved By: Councillor Carrick

Seconded By: Deputy Mayor Akpata

That the report of the Superintendent of Water/Wastewater dated March 7, 2024 (PW-WWC-02-24) regarding the MECP Inspection Report be received.

Carried.

E. Committee Questions/Statements

Councillor Carrick inquired whether Administration could look at the billing cycles for residential customers and consider shortening them from a three month billing cycle to a one or two month cycle. He explained that three months is a long time to go without receiving a bill and it might be financially easier on residents to receive a bill at shorter intervals. Ms. Petros advised that back in 2014/2015 when the Town considered switching from monthly to quarterly bills, the Finance Department evaluated the costs associated with sending monthly versus quarterly bills and determined it was more cost effective to send the bills out quarterly to residential customers.

WWC-06-24
Moved By: Councillor Carrick
Seconded By: Deputy Mayor Akpata

That Administration investigate the costs associated with a monthly water/wastewater consumption billing cycle for residential customers as compared to the costs of continuing with quarterly billing;

And that, Administration consider what other information can be included with the water/wastewater billing, similar to the information sent out with tax bills.

Carried.

F. Next Meeting

The next meeting of the Water and Wastewater Committee is scheduled for October 22, 2024, at 4:30 p.m.

G. Adjournment

The meeting is adjourned at the call of the Chair at 4:47 p.m.

Chair

Clerk



The Corporation of the Town of LaSalle

To: Members of the Water and Wastewater Committee

Prepared by: Dale Langlois

Department: Finance

Date of Report: September 10, 2024

Report Number: FIN-10-2024

Subject: Monthly Water and Wastewater Billing

Recommendation

That the report of the Director of Finance dated April 12, 2024 (FIN-10-2024) regarding Monthly water and wastewater billing be received;

And that, water and wastewater billing continues to occur on a quarterly basis.

Report

As members of the Water and Wastewater Committee will recall at the March 26th Water and Wastewater Committee meeting the following was requested:

That Administration investigate the costs associated with a monthly water/wastewater consumption billing cycle for residential customers as compared to the costs of continuing with quarterly billing.

Utility Billing History:

Prior to 2016, the Town's water / wastewater billing and collection function was performed by Essex Power Corporation. Billings were performed for both residential and commercial customers for an annual cost of \$252,000 and billing occurred monthly. Many of the meter reads performed by Essex power were estimated as they had to manually obtain meter reads each month.

As a cost savings and service level enhancement initiative, the Council of the day made the decision to take the utility billing function in-house and install a sensus transmitter system on all Town water meters in order that accurate meter reads could be performed through electronic transmission. As part of this cost savings initiative, it was decided to bill residential properties on a quarterly basis and bill businesses monthly. As a result of this initiative, the Town has saved over \$120,000 per year and has provided all Town customers with accurate water consumption on their utility bills. In addition, the sensus

system notifies administration of abnormal water usage patterns. In turn, administration notifies customers of these abnormal usage patterns (which may be a leak) and save the customers significant dollars on their utility bill.

Neither the finance department staff nor the Public Works staff have received any complaints from residential customers since moving to quarterly utility billing in 2016.

As outlined below under financial implications, should the Town implement monthly billing for both residential and commercial customers, it will cost the Town approximately an additional \$197,000 annually.

Consultations

Supervisor of Revenue

Manager of Water / Wastewater

Financial Implications

The following chart outlines the additional cost of adding 8 monthly billings:

Item	Cost
Print, stuff and seal envelopes	\$20,800
Paper	\$7,200
Postage	\$76,000
Additional staff position	\$93,000
Total	\$197,000

Prepared By:



Director of Finance/Treasurer

Dale Langlois, CPA, CA

Link to Strategic Goals

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

Communications

Not applicable

Report Approval Details

Document Title:	FIN-10-2024 Monthly water and wastewater billing.docx
Attachments:	
Final Approval Date:	Oct 1, 2024

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



Chief Administrative Officer

Joe Milicia