

NORTHERN MAPLE UTILITIES INC. – BOARD MEETING NO. 005

Meeting Information

Meeting Date: November 18, 2025
Meeting Time: 1:00 PM EST
Meeting Location: Hybrid (Council Chambers with Teams options)

Attendees: Gregg Davidson (Chairman, Board Member)
Manny Baron (President, Board Member)
Patrick Kelly (Treasurer, Board Member)
Reeba Arif (Secretary, Board Member)
John Mohle (Board Member)
Lori Woodham (Board Member)
Paul Douglas (Board Member)
Vincent Guan (Attendee)
Jamie Morgan (Board Member)

Regrets: Rachel Carter (Attendee)

Distribution: Board Members, President

Review of Quorum & Proposed Agenda

Quorum was established with 8 board members present.

Section 1: Call to Order
Section 2: NMU Updates
Section 3: Communications
Section 4: Finance and Operations
Section 5: Capital Projects
Section 6: Other Business
Adjournment

The proposed agenda was adopted by the Board.

The Board shall adopt the agenda at the beginning of the meeting, and may, upon agreement of a majority of those members present at the meeting, add or delete items from the agenda.

*Notes from the meeting have been added in italics; action items have been recorded in **bold**.*

Item	Discussion:	Action By:
1	Call to Order	
1.1	Call to Order <i>Nov 18, 2025: Meeting #005 called to order at 1:02 pm.</i>	
1.2	Approval of Agenda <i>Nov 18, 2025: Agenda approved by LW, seconded by PK, carried.</i>	
1.3	Approval of Previous Meeting Minutes <i>Nov 18, 2025: Motion to approve minutes Sep 30, 2025, by JM, seconded by PD, carried.</i>	
2	Northern Maple Utilities (NMU) Updates	
2.1	Administration Procedures <i>Nov 18, 2025: Updates by Treasurer:</i> <ul style="list-style-type: none"> • Status of outstanding legal agreements <ul style="list-style-type: none"> a <ul style="list-style-type: none"> ○ Novation of CIMA contracts <p><i>In early October 2025, NMU Inc. executed a CCDC-31 Service Contract between Owner and Consultant. This service contract includes Work Authorizations for each active project where CIMA+ is providing engineering consulting services:</i></p> <ul style="list-style-type: none"> • Work Authorization 1 – Drayton Elevated Tank - \$44,385.56 • Work Authorization 2 – Drayton Well Pumping Station - \$17,738.23 • Work Authorization 3 – Mapleton WWTP Phase I - \$748,132.74 • Work Authorization 4 – Drayton SPS - \$470,188.06 • Work Authorization 5 – Moorefield Water System - \$411,231.71 • Work Authorization 6 – Wellington Street South Sewer - \$313,160.00 • Work Authorization 7 – Main Street West - \$201,390.00 • Work Authorization 8 – Moorefield SPS - \$168,299.10 • Work Authorization 9 – Mapleton WWTP Phase II - \$108,109.00 <p><i>Note: This is not new budget authorization for CIMA+. The dollar amount listed above are the residual amount from the original contract for each initiative. WA 3 – 5 covers the three major projects for the NMU, WA 6 – 9 pertain to future works. All the CCDC31 contracts are in the shared folder for NMU Board Members to review as required.</i></p> <p><i>As authorized during the previous meeting, Jamie Morgan has the authority to sign off on all these works.</i></p>	

Item	Discussion:	Action By:
3	Communication	
3.1	No updates	
4	Finance and Operations	
4.1	<p>Quarterly Financial Reporting</p> <p><i>Nov 18, 2025: Q3 financial will be presented at the next board meeting including the capital forecast and other updates.</i></p> <ul style="list-style-type: none"> • PK to present Q3 financials at March 2026 meeting. • <i>Financial reporting for the first year of the NMU with the auditor is a bit more complicated because of the dates. Because the start date being 2025 April 23rd, we need to work with the auditor and say everything up to April 22nd is Mapleton, and then going forward from the April 23rd is going to become NMU.</i> • <i>The board agreed to use the end of year as the cutoff, so we have the most up-to-date information for the next board meeting.</i> 	PK
4.2	<p>2026 Budget and Rate Increase</p> <p><i>Nov 18, 2025: Update by Treasurer</i></p> <ul style="list-style-type: none"> • <i>THAT the NMU Inc. Board of Directors receive report NMU 2025-02 regarding Fees and Charges and 2026 Operating Budget for information; and further,</i> • <i>THAT the NMU Inc. Board of Directors approve the 2026 Water and Wastewater Fees and Charges as presented, and the 2026 Operating Budget; and further,</i> • <i>THAT the Treasurer of the NMU Inc. Board of Directors be directed to present the approved 2026 Water and Wastewater Fees and Charges and 2026 Operating Budget to the Shareholders (Township of Mapleton) for information.</i> • <i>Full report was presented and discussed – Rate increase set for 3.57% for 2026</i> • <i>The transfer into reserve at the end of 2025 is expected to be better than what was budgeted. Currently, only half of the budgeted amount has been transferred, as funds are moved from the operations and general account into the reserve on a quarterly basis.</i> • <i>If needed, Graham can run alternative financial models to explore other options regarding rate adjustment.</i> • <i>Rates are adjusted annually, and variables such as grant funding can influence the adjustment.</i> • <i>The contract with OCWA is due on 2027, Jan 1st. Jamie, Patrick, and Manny will meet with OCWA to discuss a new proposal, this will help work toward increase certainty on future rates as early as possible. This is generally a five-year contract, so there will still</i> 	

Item	Discussion:	Action By:
4.3	<p><i>be some variance. However, Graham’s original financial model accounted for inflationary increase in the OCWA contract value over the long term.</i></p> <ul style="list-style-type: none"> <i>The public has been informed about how the rate adjustment was reduced from the original 5.25%.</i> PK to present 2026 Water and Wastewater Fees and Charges and 2026 Operating Budget to the Shareholders (Township of Mapleton) for information. <p><i>Motion moved by MB, seconded by RA, carried.</i></p> <p>Updates to Existing Accounting Software</p> <p><i>Nov 18, 2025: No new updates</i></p> <p>PK will prepare a letter of communication for residents once the new software is ready for implementation and the transition is set to begin. (Hoping to have the first billing done by the start of next year at the latest.)</p>	<p>PK</p> <p>PK</p>
5	Capital Projects	
5.1	<p>Mapleton Water and Wastewater Upgrades</p> <p><i>Nov 18, 2025: Updates by Secretary:</i></p> <ul style="list-style-type: none"> <i>All three sites under the Mapleton Water and Wastewater Upgrades are under construction.</i> <i>Site preparation is progressing well, with shoring and tieback work complete and material testing underway. Earthworks and access road preparations have begun, and key design and shop drawing deliverables remain on schedule.</i> <i>No delays and budget discrepancies to report.</i> 	
5.2	<p>Other Capital Projects</p> <p><i>Nov 18, 2025: Updates by Jamie Morgan:</i></p> <ul style="list-style-type: none"> <i>Wellington South and Main Street West preliminary design works executed under Work Authorizations with CIMA+.</i> <i>Geotechnical work is currently underway.</i> <p><i>Section moved by LW seconded by PD, carried.</i></p>	
6	Other Business	

Item	Discussion:	Action By:
6.1	<p>Next Meeting: <i>Nov 18, 2025: Updates by Secretary</i></p> <ul style="list-style-type: none"> • <i>All in agreement for board meetings to be held quarterly.</i> <ul style="list-style-type: none"> ○ <i>Remove Dec 9th, 2025 meeting</i> ○ <i>Next quarterly meeting: March 31, 2026 1:00pm,</i> ○ <i>RA to send out new invite for March 2026 and cancel December meeting</i> ○ <i>Patrick will present the year-end financial report to the board in March.</i> • <i>Mapleton, Graham, and CIMA+ recently presented this project at the Municipal Engineers Association Conference. The presentation was well received, and there is a lot of interest from other municipalities in exploring and adopting a similar approach.</i> <ul style="list-style-type: none"> ○ <i>Ontario Water Works Association has invited the group to present this project at next year's event. Manny is currently in touch with OWWA and will share further updates as they become available.</i> ○ <i>PK to upload the deck presented at MEA in NMU's shared folder.</i> 	<p></p> <p>RA</p> <p>PK</p> <p>MB</p> <p>PK</p>

Meeting Adjourned at 1:42PM.