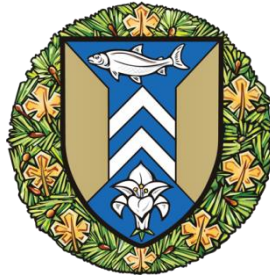


**The Corporation of the
City of Sault Ste. Marie**



Public Utilities Commission (Water) Terms of Reference

The Public Utilities Commission of the City of Sault Ste. Marie owns the water supply and distribution infrastructure and is responsible for the provision of safe, reliable, potable water at cost to customers within the municipal services boundary of Sault Ste. Marie, Ontario. Potable water is also provided to an area of the Rankin Reserve of the Batchewana First Nation through the same distribution system.

The management, maintenance, and operations of the water treatment plant, wells and the approximately 470 km of watermains in the distribution system are carried out by PUC Services Inc. (a utility services company operating as a wholly owned private company of the Corporation of the City of Sault Ste. Marie under the *Ontario Business Corporations Act*) under a long-term contract.

The City of Sault Ste. Marie is committed to:

- Ensuring a consistent supply of safe, high-quality drinking water;
- Maintaining and continuously improving its quality management system; and
- Meeting or surpassing applicable regulations and legislation.

(Source: Ontario Ministry of the Environment, 2007, Implementing Quality Management: A Guide for Ontario's Drinking Water Systems)

Mandate

The Public Utilities Commission (water) is a municipal services board as defined under section 194 of the *Municipal Act*.

The Public Utilities Commission (water) is a committee of Sault Ste. Marie City Council and as such is subject to the provisions of the City of Sault Ste. Marie procedure by-law.

Applicable legislation:

- *Safe Drinking Water Act*
- *Ontario Fire Code*
- *Ontario Building Code*

Sampling and monitoring requirements are set out in the *Safe Drinking Water Act*.

Composition

The composition of the Public Utilities Commission (water) is five members of City Council or citizens or a combination. Water expertise is preferred.

Term

The term of members shall coincide with the term of Sault Ste. Marie City Council or until successors are appointed.

Meetings

Meetings are held quarterly or at the call of the Chair. Meetings are open to the public. Agendas and minutes of meetings will be posted to the PUC website at least a week prior to the meeting. Minutes of meetings shall be provided to the City of Sault Ste. Marie Chief Administrative Officer upon request and will be posted to the PUC website.

Reporting

Annual reports covering the preceding calendar year, including financial statements and project updates, shall be provided to Sault Ste. Marie City Council at the annual shareholder meeting.

The summary report must include:

- A list of any requirements of the *Safe Drinking Water Act, 2002*, the regulations, the system's approval, drinking water works permit, municipal drinking water licence and any order that the system failed to meet during the time period, plus the duration of the failure;
- A description of measures taken to correct each failure;
- A comparison of the system's capability with the quantities and flow rates of water supplied the preceding year to help assess existing and planned uses;
- Municipalities are also required to provide details about each residential drinking water system in an annual report to consumers. This annual report must be completed by February 28 each year and include a:
 - Brief description of the drinking water system, including chemicals used
 - Summary of the results of any required testing
 - Summary of any adverse test results required to be reported to the Ministry of the Environment, Conservation and Parks
 - Description of any corrective actions taken
 - Description of any major expenses incurred to install, repair or replace required equipment.

July 14, 2025