

**WINDSOR UTILITIES COMMISSION
BOARD OF COMMISSIONERS MEETING
PUBLIC MEETING MINUTES
WEDNESDAY, FEBRUARY 16, 2022**

A public meeting of the Windsor Utilities Commission Board of Commissioners was held on Wednesday, February 16, 2022, via Zoom Conference call. Due to the COVID-19 pandemic, ENWIN's offices remained closed to the public.

ATTENDANCE

Commissioners: Drew Dilkens, Doug Lawson, Julian Hawkins, Jim Morrison, Mario Sonogo, Jeewen Gill, Egidio Sovran (Chair), Kieran McKenzie

Management: President & CEO H. Reidel; VP Business Development Kris Taylor; VP Corporate Services & CFO M. Carlini; VP Water Operations G. Rossi; VP Hydro Operations J. Brown; VP Customer Care and Corporate Operations and Corporate Secretary P. Gleason; Director Engineering (Water) C. Manzon; Director Water Operations D. Melnyk, Manager Corporate Communications & Public Relations C. Beliciu, Director of Human Resources, Jennifer Damphouse; Coordinator of Corporate Initiatives, N. Anderson; Director of Regulatory Affairs C. Bebbington; Director of Procurement and Supply Chain, Renee McIntyre; Manager Water Operations, G. Switzer; Director of Customer Service, R. Spagnuolo; Director Finance, G. Boose; Controller, B. Pougnet; Governance and Records Coordinator, A. Pelaccia.

Guests: None

Regrets: None

CALL TO ORDER & DECLARATION OF CONFLICTS OF INTEREST

As the Chair of the Commission was delayed, Commissioner Sovran agreed to Chair the meeting.

There being a quorum and proper notices received, the Chair called the meeting to order at 11:02 a.m.

No conflicts of interest were declared.

CONSENT AGENDA

A Commissioner inquired about item 3.2.3, Q1-2022 Report of ENWIN Group President & CEO, and asked if there were increased instances of water disconnections. The President and CEO reviewed the water disconnection moratorium that was put in place from January 2021 for a period of 21 days. The moratorium avoided approximately 160-180 water disconnections, and the President & CEO confirmed that WUC is starting to see the number of overdue accounts normalize.

Moved and seconded

That the following Consent Agenda items be approved as recommended:

- 3.2.1 Windsor Utilities Commission Board Public Meeting Minutes of November 17, 2021
- 3.2.2 Appointment of Alternate to Owners' Representative for the Drinking Water System
- 3.2.3 Q1-2022 Report of ENWIN Group President & CEO

-CARRIED

COMMUNICATIONS AGENDA

The Chair of the WUC Audit and Finance Committee reviewed item 3.1.1, Report of the Chair of the WUC Audit and Finance Committee (Verbal Report).

A Commissioner inquired about item 3.1.5, 2021 WUC Capital Carryforward, and how positive variances in the fund will be addressed. The VP Corporate Services & CFO indicated that Management would consult with the Commission and provide options for further opportunities if the fund performs better than expected.

A Commissioner asked about any unforeseen issues during the rollout of the fluoride implementation that was discussed in item 3.2.4, Water Operations Report. The VP Water Operations confirmed that no issues presented during implementation related to fluoride. The VP Water Operations discussed that a sampling service interruption occurred due to a cyber attack at the lab used for water sample analysis. Samples were switched to a lab that WUC had previously worked with during this time period. This solution created no compliance issues or interruptions to analysis, however an additional cost of \$15,000 for this service was incurred for the month. A Commissioner inquired if these costs could be recouped from the lab. The VP Water Operations indicated that he would follow up with the supplier to determine if this is possible.

A Commissioner thanked Management for item 3.2.6, RFP 2022-005 -Vacuum Excavation Services, which outlines all bidders itemized amounts.

A Commissioner asked about item 3.2.9, Watermain & Lead Services Update, and if there is any opportunity to accelerate the lead service replacement project work being done if a

surplus in funding was found. Management identified lead projects are a priority, however, acceleration would be subject to receiving the needed supplies during the current period of supply chain disruptions. Resources and supply chain issues would be reviewed to determine if the project could be accelerated, and the decision would then be brought back to the Commission at that time.

The VP Customer Care and Corporate Operations welcomed Costin Beliciu, Manager Corporate Communications & Public Relations.

A Commissioner thanked Management for bringing forward item 3.2.14, Menstrual Hygiene Products in the Workplace, and for being the first Windsor-Essex corporation to implement the recommendations of the City of Windsor to include feminine products in washrooms. The Commissioner inquired if ENWIN has also considered making these products available in the male restrooms, just as the City has done. Management indicated that this was not considered, however, they will research the recommendation and review the options.

Moved and seconded

That the following Communication Agenda items be received as recommended:

- 3.1.1 Report of the Chair of the WUC Audit and Finance Committee (*Verbal Report*)
- 3.1.2 Draft WUC Audit and Finance Committee Meeting Minutes of February 2, 2022
- 3.1.3 WUC Financial and Corporate Compliance for Quarter Ending Q4, 2021
- 3.1.4 WUC Sinking Fund Update
- 3.2.4 Water Operations
- 3.2.5 Contract Approval Summary
- 3.2.6 RFP 2022-005 -Vacuum Excavation Services
- 3.2.7 RFT 2021-050 – Filter Rehabilitation Phase 4
- 3.2.8 ENWIN Utilities Ltd. Annual Certificate of Compliance with Water System Operating Agreement (“WSOA”)
- 3.2.9 Watermain & Lead Services Update
- 3.2.10 Customer Care & Corporate Operations
- 3.2.11 Records Management System Modernization Project Update
- 3.2.12 2021 Customer Satisfaction Survey
- 3.2.13 Strategic Plan Implementation – February 2022 Update
- 3.2.14 Menstrual Hygiene Products in the Workplace
- 3.2.15 WUC Initiatives Tracking Report
- 3.2.16 WUC Board of Directors Annual Work Plan
- 3.2.17 ENWIN Corporate Entities and WUC 2022 Meeting Dates

-CARRIED

EXECUTIVE REPORTS

3.1.5 2021 WUC CAPITAL CARRYFORWARD

Moved and seconded

THAT the 2021 WUC Capital Carryforward report be RECEIVED; and

THAT management be AUTHORIZED to spend \$4.86M for the identified 2021 carryforward projects above the current approved 2022 Capital Budget as recommended by the WUC Audit & Finance Committee.

-CARRIED

IN CAMERA SESSION

Moved and seconded

Pursuant to the Municipal Act section 239(2) that the Commission be directed to move in camera for the purpose of consideration of the following items of business:

4.1.1 Report of the Chair of the Windsor Utilities Commission Audit and Finance Committee (*Verbal Report*)

s. 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

4.1.2 WUC Audit and Finance Committee In Camera Meeting for February 3, 2022

s. 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

4.1.3 Insurance Renewal Summary

s. 239(2)(i) scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which if disclosed could reasonably be expected to interfere significantly with the contractual or other negotiations of a person or group.

4.1.4 WUC Open Legal Actions: Semi-Annual Update (as of December 31, 2021)

s. 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

s. 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

4.2.1 WUC In Camera Meeting Minutes for November 17, 2021

s. 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

4.2.2 Late Locate Investigation by Ontario OneCall (OneCall)

s. 239(2)(d) labour relations or employee negotiations; and

s. 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

4.2.3 Renewal of the Water Systems Operation Agreement

s. 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; and

s. 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

4.2.4 Appointment of Officers

s. 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

-CARRIED

The In Camera session commenced at 11:30 a.m.

The In Camera session concluded at 11:47 a.m.

RESUME PUBLIC MEETING SESSION

Moved and seconded

That the Commission move to resume the public meeting session.

-CARRIED

TRANSMISSION OF RECOMMENDATIONS

Moved and seconded

That the recommendations discussed in camera be brought forward for consideration.

-CARRIED

Moved and seconded

That the Windsor Utilities Commission In Camera Meeting Minutes of November 17, 2021 be approved.

-CARRIED

Moved and seconded

That the Windsor Utilities Commission Draft Audit & Finance Committee In Camera Meeting Minutes of February 3, 2022 be received.

-CARRIED

Moved and seconded

That the Report of the Chair of the WUC Audit and Finance Committee (Verbal Report) be received.

-CARRIED

Moved and seconded

That the Insurance Renewal Summary be received.

-CARRIED

Moved and seconded

That the WUC Open Legal Actions: Semi-Annual Update (as of December 31, 2021) be received.

-CARRIED

Moved and seconded

That the Late Locate Investigation by Ontario OneCall (OneCall) be received.

-CARRIED

Moved and seconded

That the Contract Renewal – Water be received.

-CARRIED

Moved and seconded

That the Renewal of the Water Systems Operating Agreement be approved as recommended.

-CARRIED

Moved and seconded

That the Appointment of Officers be approved as recommended.

-CARRIED

OTHER BUSINESS

None noted.

MEETING TERMINATION

Moved and seconded

That the meeting be terminated.

-CARRIED

Meeting terminated at 11:48 a.m.

Recording Secretary

Board Chair