

## Halifax Water Board Meeting Minutes

Date: November 26, 2020

Meeting Time: 10:51 a.m. Adj: 12:23p.m.

Attendees:	Commissioner Craig MacMullin, Chair
	Commissioner Ted Farquhar
	Commissioner Brad Anguish
	Commissioner Colleen Rollings
	Commissioner David Hendsbee
	Commissioner Pamela Lovelace
	Commissioner Becky Kent
Regrets:	None
Staff:	Cathie O'Toole, General Manager
	Louis de Montbrun, Director, Corporate Services/Treasurer
	Heidi Schedler, General Counsel and Corporate Secretary
	Reid Campbell, Director, Water Services
	Jamie Hannam, Director, Engineering & Information Services
	Kenda MacKenzie, Director, Regulatory Services
	Allan Campbell, Manager, Finance
	Lorna Skinner, Administrative Assistant

## Agenda Items

### 1.a) RATIFICATION OF IN CAMERA MOTIONS

Discussion Notes	<b>MOVED BY Commissioner Farquhar, seconded by Commissioner Lovelace, that the Halifax Regional Water Commission Board ratify the In Camera motions.</b>
Decision	<b>MOTION PUT AND PASSED.</b>

**1.b) APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

Discussion Notes	Due to time constraints, items 4.1 and 4.2 will be moved to information items with no presentation. <b>MOVED BY Commissioner Rollings, seconded by Commissioner Hendsbee, that the Halifax Regional Water Commission Board approve the order of business and approve additions and deletions with the above-noted amendment.</b>
Decision	<b>MOTION PUT AND PASSED</b>

**2. APPROVAL OF MINUTES – September 24, 2020**

Discussion Notes	<b>MOVED BY Commissioner Hendsbee, seconded by Commissioner Rollings that the Halifax Regional Water Commission Board approve the minutes of September 24, 2020.</b>
Decision	<b>MOTION PUT AND PASSED.</b>

**3. BUSINESS ARISING FROM THE MINUTES**

**3.a) Enterprise Resource Planning Solution Project**

Discussion Notes	A submission has been made to NSUARB for approval on this project. The NSUARB have ordered a paper hearing on this matter. Therefore, the capital approval will be delayed.
Decision	n/a

**3.b) 2020 Fall Debenture**

Discussion Notes	The Municipal Finance Corporation informed Halifax Water that the issuance of the Fall Debenture will be delayed which may result in a slight increase in interest rates.
Decision	n/a

**Revised Item 9-I – 2020/21 Cost Containment Initiatives – dated November 17, 2020**

Cathie O'Toole informed the Board that due to a mathematical error, Item 9-I has been revised in the amount of approximately \$50K.

**4.1 OPERATING RESULTS FOR THE SEVEN MONTHS ENDED OCTOBER 31, 2020**

Discussion Notes	A report dated November 20, 2020, was submitted.
Decision	n/a

#### 4.2 CAPITAL PROJECT STATUS UPDATE

Discussion Notes	A report dated November 20, 2020, was submitted.
Decision	n/a

#### 4.3 PROPOSED 2021 HALIFAX REGIONAL WATER COMMISSION EMPLOYEES' PENSION PLAN BUDGET

Discussion Notes	<p>A report dated November 16, 2020, was submitted.</p> <p>Louis de Montbrun and Allan Campbell gave a presentation on the Halifax Water Employees' Pension Plan budget.</p> <p><b>MOVED BY Commissioner Rollings, seconded by Commissioner Hendsbee that the Halifax Board approve the proposed 2021 budget for the Plan covering the period January 1, 2021 to December 31, 2021.</b></p>
Decision	<b>MOTION PUT AND PASSED.</b>

#### 4.4 CAPITAL PROJECT FUNDING APPROVAL POLICY - REVISION

Discussion Notes	<p>A report dated November 18, 2020, was submitted.</p> <p>Cathie O'Toole stated that the policy was amended to reflect the removal of redundant activities within the policy. The revised approach is similar to HRM's with the approval of capital projects beings done in tandem with the approval of the capital budget.</p> <p><b>MOVED BY Commissioner Farquhar, seconded by Commissioner Lovelace that the Halifax Water Board approve the revised Capital Project Funding Approval Policy (dated November 18, 2020) as attached.</b></p>
Decision	<b>MOTION PUT AND PASSED.</b>

#### 5.1 PROFESSIONAL SERVICES FOR DETAILED DESIGN AND TENDER PHASE SERVICES (PHASE 2) – BURNSIDE OPERATIONS CENTRE

Discussion Notes	<p>A report dated November 24, 2020, was submitted.</p> <p>Jamie Hannam gave an overview of this project.</p> <p><b>MOVED BY Commissioner Kent, seconded by Commissioner Rollings that the Halifax Water Board approve funding in the amount of \$810,000 for professional services for the detailed design and tender phase services (Phase 2) of the proposed Burnside Operations Centre for a revised total approved cost to date of \$5,402,000, and an estimated total project cost of \$31,900,000.</b></p>
Decision	<b>MOTION PUT AND PASSED.</b>

Action Items	Person Responsible	Deadline
Include in future capital project Board reports clearer tracing of proposed adjustments to budget and scope as funding request comes forward.	Director of Engineering & IS	January 28, 2021

5.2 MORRIS LAKE/RUSSELL LAKE FORCEMAIN REHABILITATION	
Discussion Notes	<p>A report dated November 18, 2020, was submitted. Jamie Hannam noted that the report has been revised as a result of receiving new information. The revised report has been uploaded to Diligent. Mr. Hannam gave an overview of the project.</p> <p><b>MOVED BY Commissioner Kent, seconded by Commissioner Farquhar that the Halifax Water Board approve the funding for the Construction phase of the Morris Lake/Russell Lake Forcemain Rehabilitation project, at an estimated cost of \$3,000,000.</b></p>
Decision	<b>MOTION PUT AND PASSED.</b>

5.3 FAIRVIEW COVE TRUNK SEWER - CONSTRUCTION PHASE	
Discussion Notes	<p>A report dated November 16, 2020, was submitted. Jamie Hannam gave an overview of the project.</p> <p><b>MOVED BY Commissioner Farquhar, seconded by Commissioner Hendsbee that the Halifax Regional Water Commission Board approve funding in the amount of \$16,660,000 for the construction phase of the Fairview Cove Trunk Sewer Project for a revised estimated total project cost of \$17,760,000.</b></p>
Decision	<b>MOTION PUT AND PASSED.</b>

6. CODE OF CONDUCT POLICY	
Discussion Notes	<p>A report dated November 19, 2020, was submitted. Cathie O'Toole gave a brief history of the Policy. Heidi Schedler gave an overview of the update to the Policy.</p> <p><b>MOVED BY Commissioner Lovelace, seconded by Commissioner Cuttell that the Halifax Regional Water Commission Board:</b></p> <ol style="list-style-type: none"> <li>1. <b>approve the Code of Conduct Policy, as attached,</b></li> <li>2. <b>rescind the Conflict of Interest, Outside Employment, and Gifts Policy #8.17 and the Code of Conduct Policy #8.24, subject to review of the Code of Conduct Policy by the Halifax Water Labour Management Committee.</b></li> </ol>
Decision	<b>MOTION PUT AND PASSED.</b>

<b>7. APPOINTMENT OF COMMISSIONERS TO BOARD SUB-COMMITTEES - VERBAL</b>	
Discussion Notes	<b>MOVED BY Commissioner Cuttell, seconded by Commissioner Hendsbee that the Halifax Regional Water Commission Board appoint Commissioner Pamela Lovelace to the Audit and Finance Committee and Commissioners Becky Kent and Patty Cuttell to the Environment, Health and Safety Committee.</b>
Decision	<b>MOTION PUT AND PASSED.</b>

<b>8. 2021/22 PROPOSED BOARD &amp; COMMITTEE MEETING DATES</b>	
Discussion Notes	<b>MOVED BY Commissioner Hendsbee, seconded by Commissioner Lovelace that the Halifax Water Board approve the schedule of Board and Committee meeting dates for the 2021/2022 fiscal year, as attached.</b>
Decision	<b>MOTION PUT AND PASSED.</b>

**The Halifax Water Board expressed their gratitude to Commissioner David Hendsbee, on the occasion of his final meeting, for his years of service to the Halifax Water Board of Commissioners.**

**Next Meeting Date: January 28, 2020**

Minutes taken by:

Lorna Skinner, Administrative Assistant  
Engineering & IS