

## Halifax Water Board Meeting Minutes

Date: March 25, 2021

Meeting Time: 10:02 a.m. Adj: 11:48 a.m.

Attendees:	Commissioner Craig MacMullin, Chair
	Commissioner Ted Farquhar
	Commissioner Colleen Rollings
	Commissioner Patty Cuttell
	Commissioner Pamela Lovelace
	Commissioner Becky Kent
	Commissioner Brad Anguish
Regrets:	Commissioner Cathy Deagle Gammon
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
	Susheel Arora, Director, Wastewater Services
	Jeff McAulay, Enterprise Risk Management Program Manager
	Jake Fulton, Communications Associate
	Lorna Skinner, Administrative Assistant

## Agenda Items

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

Discussion Notes	<b>MOVED BY Commissioner Lovelace, seconded by Commissioner Farquhar, 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	<b>MOVED BY Commissioner Kent, seconded by Commissioner Cuttell, that the Halifax Regional Water Commission Board approve the order of business and approve additions and deletions.</b>
Decision	<b>MOTION PUT AND PASSED.</b>

**2. APPROVAL OF MINUTES – January 28, 2021**

Discussion Notes	<b>MOVED BY Commissioner Rollings, seconded by Commissioner Lovelace that the Halifax Regional Water Commission Board approve the minutes of January 28, 2021.</b>
Decision	<b>MOTION PUT AND PASSED.</b>

**3. BUSINESS ARISING FROM THE MINUTES**

**3.a) Proposed 2021/22 Business Plan**

Discussion Notes	<b>Cathie O'Toole stated that the Business Plan was presented to and approved by HRM Council and approved.</b>
Decision	n/a

**4.1 OPERATING RESULTS FOR THE ELEVEN MONTHS ENDED FEBRUARY 28, 2021**

Discussion Notes	An information report dated March 19, 2021, was submitted. Louis de Montbrun gave a presentation on the Operating Results.
Decision	n/a

**5.1 CAPITAL EXPENDITURES AND FORECAST FOR THE ELEVEN MONTHS ENDED FEBRUARY 28, 2021**

Discussion Notes	An information report dated March 19, 2021, was submitted. Jamie Hannam gave an overview of the Capital Expenditures and Forecast for the nine months ended December 31, 2020.
Decision	n/a

**5.2 WILLIAMS LAKE ROAD WASTEWATER PUMP STATION REHABILITATION (CONSTRUCTION PHASE)**

Discussion Notes	A report dated March 17, 2021, was submitted. <b>MOVED BY Commissioner Farquhar, seconded by Commissioner Cuttell that the Halifax Water Board approve the construction phase of the Williams Lake Road Wastewater Pumping Station Rehabilitation project in the amount of \$3,190,000, for a revised total project cost of \$3,400,000.</b>
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Decision	<b>MOTION PUT AND PASSED.</b>
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**5.3 COBEQUID LOOPING – WINDGATE DRIVE WATER TRANSMISSION MAIN**

Discussion Notes	A report dated March 17, 2021, was submitted. <b>MOVED BY Commissioner Lovelace, seconded by Commissioner Rollings that the Halifax Water Board approve the construction phase funding for the Cobequid Looping – Windgate Drive Water Transmission Main Phase 1 (\$1,500,000) and Phase 2 (\$950,000) for an estimated total project cost of \$2,500,000.</b>
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Decision	<b>MOTION PUT AND PASSED.</b>
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**6. CORPORATE GOVERNANCE MANUAL**

Discussion Notes	A report dated March 1, 2021, was submitted. <b>MOVED BY Commissioner Kent, seconded by Commissioner Cuttell that the Halifax Water Board approve the revisions to the Corporate Governance Manual as attached.</b>
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Decision	<b>MOTION PUT AND PASSED.</b>
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**7. APPOINTMENT OF BOARD VICE-CHAIR AND CONFIRMATION OF APPOINTMENTS TO BOARD COMMITTEES - VERBAL**

Discussion Notes	<p>Heidi Schedler outlined the suggested appointments of the Vice Chair and the Board Committees.</p> <p><b>MOVED BY Commissioner Lovelace, seconded by Commissioner Rollings that the Halifax Water Board approve the following appointments:</b></p> <p>a. That the Halifax Water Board appoint Becky Kent as Vice-Chair effective April 1, 2021.</p> <p>b. That the Halifax Water Board make the following Board Committee appointments:</p> <ul style="list-style-type: none"> <li>• To the Executive Committee: Craig MacMullin as Chair, and Becky Kent and Colleen Rollings as members;</li> <li>• To the Audit and Finance Committee: Ted Farquhar as Chair, and Craig MacMullin, Becky Kent, Pamela Lovelace as members;</li> <li>• To the Environment, Health and Safety Committee: Colleen Rollings as Chair, and Cathy Deagle Gammon and Patty Cuttell as members;</li> <li>• To the Enterprise Risk Management Committee: Craig MacMullin, Colleen Rollings and Ted Farquhar as members,</li> </ul>
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	<b>with the chair to be selected in accordance with this committee's terms of reference.</b>
Decision	<b>MOTION PUT AND PASSED.</b>

### 8. CORPORATE BALANCE SCORECARD – 2021/2022 PROGRAM

Discussion Notes	<p>A report dated March 17, 2021, was submitted.</p> <p>Cathie O'Toole gave a brief presentation on the Corporate Balance Scorecard.</p> <p><b>MOVED BY Commissioner Farquhar, seconded by Commissioner Lovelace that the Halifax Water Board approve:</b></p> <ol style="list-style-type: none"> <li><b>1. Corporate Balance Scorecard targets for the 2021/22 fiscal year as detailed in the attached Corporate Balance Scorecard summary.</b></li> <li><b>2. The Organizational Award Program tied to the outcomes of 12 Organizational Indicators as detailed in the attached presentation.</b></li> </ol>
Decision	<b>MOTION PUT AND PASSED.</b>

### 9. HALIFAX WATER ODOUR STRATEGY & SERVICE LEVEL

Discussion Notes	<p>A report dated March 17, 2021, was submitted.</p> <p>Susheel Arora gave an overview of Halifax Water's odour strategy and service level.</p> <p><b>MOVED BY Commissioner Rollings, seconded by Commissioner Kent that the Halifax Water Board endorse Halifax Water's established response and level of service to respond to odour complaints within the wastewater and combined collection systems.</b></p>
Decision	<b>MOTION PUT AND PASSED.</b>

### 10- Wastewater Research Program – Dalhousie University

Discussion Notes	Cathie O'Toole noted that there is an information report (5-1) on the Wastewater Research Program with Dalhousie University. Delivering this progress update was a strategic objective of the Board.
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Carry-forward action items:

Action Items	Responsible	Original Deadline	Current status
n/a			

**Next Meeting Date: June 17, 2021**

**Minutes taken by: Lorna Skinner, Administrative Assistant, Legal Services**