

Halifax Water Board Meeting Minutes

Date: September 23, 2021

Meeting Time: 10:00

Attendees:	Commissioner Craig MacMullin, Chair
	Commissioner Ted Farquhar
	Commissioner Colleen Rollings
	Commissioner Becky Kent
	Commissioner Cathy Deagle Gammon
	Commissioner Patty Cuttell
	Commissioner Pamela Lovelace
	Commissioner Brad Anguish
Regrets:	None
Staff:	Cathie O'Toole, General Manager
	Heidi Schedler, General Counsel and Corporate Secretary
	Louis de Montbrun, Director, Corporate Services/CFO
	Reid Campbell, Director, Engineering and Technology Services
	Susheel Arora, Director, Operations
	Jeff Knapp, Manager, Energy and Business Development
	Val Williams, Manager, Asset Management & Capital Planning
	Michelle Comeau, Manager, Procurement
	Lorna Skinner, Administrative Assistant, Legal Services

Agenda Items

1.a) RATIFICATION OF IN CAMERA MOTIONS

Discussion Notes	MOVED BY Commissioner Cuttell, seconded by Commissioner Deagle-Gammon that the Halifax Regional Water Commission Board ratify the In Camera motions.
Decision	MOTION PUT AND PASSED.

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

Discussion Notes	MOVED BY Commissioner Rollings, seconded by Commissioner Farquhar, that the Halifax Regional Water Commission Board approve the order of business and approve additions and deletions.
Decision	MOTION PUT AND PASSED.

2. APPROVAL OF MINUTES – June 17, 2021

Discussion Notes	MOVED BY Commissioner Deagle-Gammon, seconded by Commissioner Kent that the Halifax Regional Water Commission Board approve the minutes of June 17, 2021.
Decision	MOTION PUT AND PASSED.

3. BUSINESS ARISING FROM THE MINUTES

3.a) Audited Financial Statements & Corporate Balanced Scorecard Results

Discussion Notes	Cathie O'Toole stated that that audited financial statements and the corporate balanced scorecard results were presented at the Annual General Meeting on June 15 th and to HRM Council on August 17 th .
Decision	

4.1 OPERATING RESULTS FOR THE FOUR MONTHS ENDED JULY 31, 2021

Discussion Notes	An information report dated September 15, 2021, was submitted. Louis de Montbrun gave a presentation on the operating results for the four months ended July 31, 2021.
Decision	

4.2 UPDATED SIGNING AUTHORITY GUIDELINE AND FINANCIAL APPROVALS LIST

Discussion Notes	A report dated September 10, 2021, was submitted. Louis de Montbrun gave a brief update on the Signing Authority Guideline and Financial Approvals List. MOVED BY Commissioner Farquhar, seconded by Commissioner Kent that the Halifax Regional Water Commission Board approve: <ol style="list-style-type: none">1. The Signing Authority Guideline as shown in Attachment A.2. The Financial Approval List as shown in Attachment B.
Decision	MOTION PUT AND PASSED.

4.3 AUDIT SERVICES REQUEST FOR PROPOSAL RESULTS

Discussion Notes	A report dated September 10, 2021, was submitted. Louis de Montbrun gave a brief update on the audit services request for proposal results. MOVED BY Commissioner Farquhar, seconded by Commissioner Deagle-Gammon that the Halifax Regional Water Commission Board award the contract for audit services for the Halifax Water financial statements and the Halifax Water Employees' Pension Plan financial statements to Grant Thornton LLP for a term of five years. MOVED BY Commissioner Rollings, seconded by Commissioner Deagle-Gammon that the Halifax Water Board approve the appointment of Grant Thornton LLP as auditors for the Halifax Water financial statements for the year ended March 31, 2022, and the Halifax Water Employees' Pension Plan for the year ended December 31, 2021.
Decision	MOTIONS PUT AND PASSED.

5.1 CAPITAL EXPENDITURES AND FORECAST FOR THE FIVE MONTHS ENDED AUGUST 31, 2021

Discussion Notes	An information report dated September 16, 2021, was submitted. Louis de Montbrun gave an overview of the capital expenditures and forecast for the five months ended August 31, 2021. Reid Campbell gave an update on project delivery.
Decision	N/A

5.2 GREEN CHOICE PROGRAM ENROLLMENT

Discussion Notes	A report dated September 7, 2021, was submitted. Jeff Knapp gave an overview of the Green Choice Program. MOVED BY Commissioner Cuttell, seconded by Commissioner Deagle-Gammon that the Halifax Water Board approve the development and submission of an Expression of Interest (EOI) to procure up to 120% of Halifax Water's corporate electricity need through the Green Choice Program and to pay the non-refundable application fee to apply for enrollment in the Green Choice Program. MOVED BY Commissioner Cuttell, seconded by Commissioner Rollings that the Halifax Water Board confirm desire to enroll if selected by the Minister of Energy and Mines and negotiate Subscriber Agreement details as renewable energy Request for Proposals are reviewed. MOVED BY Commissioner Cuttell, seconded by Commissioner Deagle-Gammon that the Halifax Water Board direct staff to return to the Halifax Water board with finalized Subscriber Agreement, recommended subscription level and term length, and financial risk considerations for approval.
Decision	MOTIONS PUT AND PASSED.

5.3 ICIP FUNDED COMMUNITY SOLAR PV – PROJECT APPROVAL

Discussion Notes	A report dated September 15, 2021, was submitted. Reid Campbell stated that Halifax Water was successful in receiving ICIP funding for four projects. MOVED BY Commissioner Rollings, seconded by Commissioner Kent that the Halifax Water Board approve proceeding with the four (4) projects selected for funding under the Investing in Canada Infrastructure Program (ICIP) at an estimated net-cost to Halifax Water of \$46,817, including contingencies, net-HST and overheads.
Decision	MOTION PUT AND PASSED.

6. PROCUREMENT POLICY UPDATES

Discussion Notes	A report dated August 24, 2021, was submitted. Michelle Comeau gave a presentation on the Procurement Policy updates. MOVED BY Commissioner Kent, seconded by Commissioner Lovelace that the Halifax Water Board approve the updated Procurement Policy, effective November 1, 2021.
Decision	MOTION PUT AND PASSED.

7. POLICY APPROVAL FRAMEWORK

Discussion Notes	An information report dated September 16, 2021, was submitted. Cathie O'Toole and Heidi Schedler gave an overview of the policy approval framework.
Decision	The Privacy Policy will be now be approved by the Board but the Privacy Breach protocol will remain a General Manager responsibility.

8. ASSET MANAGEMENT PROGRAM STATUS

Discussion Notes	An information report dated September 2, 2021, was submitted. Val Williams gave a presentation on the Asset Management Program.
Decision	N/A

9. SUPPORT FOR DALHOUSIE UNIVERSITY'S NSERC ALLIANCE GRANT PROPOSAL

Discussion Notes	A report dated September 14, 2021, was submitted. Susheel Arora gave an overview of the grant proposal. MOVED BY Commissioner Lovelace, seconded by Commissioner Kent that the Halifax Water Board approve Halifax Water's partnership and contribution of \$1,480,000 over five years towards the "One Water" Dalhousie NSERC Alliance Grant research program from 2022 to 2027, to be submitted to NSERC in November, 2021.
Decision	MOTION PUT AND PASSED.

Carry-forward action items:

Action Items	Responsible	Original Deadline	Current status
<u>Item 7:</u> Edit the framework to reflect that the Privacy Policy will be approved by the Halifax Water Board.	HS	ASAP	COMPLETE

Next Meeting Date: October 28, 2021

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