

Halifax Water Board Meeting Minutes

Date: March 23, 2023

Meeting Time: 10:34 a.m.

Attendees:

Commissioner Colleen Rollings, Chair

Commissioner Cathy Deagle-Gammon, Vice Chair

Commissioner Denise Schofield

Commissioner Kostia Zaharov

Commissioner Mimi Kolomytsev

Commissioner Patty Cuttell

Commissioner Becky Kent

Commissioner Pamela Lovelace

Regrets:

Staff:

Louis de Montbrun, Acting General Manager/CEO

Alicia Scallion, Acting Director, Corporate Services/CFO

Heidi Schedler, KC, Director of Governance & HR, Corporate Secretary

Reid Campbell, Director, Engineering & Technology Services

Kenda MacKenzie, Director, Regulatory Services

Jeff Myrick, Manager of Communications & Public Affairs

Jake Fulton

Amanda Jodrey – Administrative Assistant, Governance & HR

Lorna Skinner, Administrative Coordinator, General Manager's Office

Sanjeev Tagra

Kevin Gray

Agenda Items

1.a) RATIFICATION OF IN CAMERA MOTIONS

Discussion Notes	MOVED BY Commissioner Kolomytsev, seconded by Commissioner Zaharov 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 Cathy Deagle-Gammon, seconded by Commissioner Kent, 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 – January 26, 2023

Discussion Notes	MOVED BY Commissioner Zaharov, seconded by Commissioner Kent that the Halifax Regional Water Commission Board approve the minutes of January 26, 2023.
Decision	MOTION PUT AND PASSED.

3. BUSINESS ARISING FROM THE MINUTES

Discussion Notes	3.a) None
Decision	N/A

4. SAFETY MOMENT

Discussion Notes	Kenda MacKenzie gave an overview of Halifax Water's Safety Policy and Program.
Decision	N/A

4.1 OPERATING RESULTS FOR THE ELEVEN MONTHS ENDED FEBRUARY 28, 2023

Discussion Notes	An information report dated March 14, 2023, was submitted. Alicia Scallion gave an update to the operating results for the eleven months ended February 28, 2023.
Decision	N/A

4.2 2023 SPRING DEBENTURE	
Discussion Notes	<p>A report dated March 10, 2023, was submitted. Alicia Scallion gave an overview of the 2023 Spring Debenture.</p> <p>MOVED BY Commissioner Kolomytsev, seconded by Commissioner Cathy Deagle-Gammon, that the Halifax Regional Water Commission Board approve the refinancing of \$13,756,130 with a ten-year amortization term and financing over ten years, with an all-inclusive rate not to exceed 5.5%.</p>
Decision	MOTION PUT AND PASSED.

5.1 CAPITAL EXPENDITURES FOR THE ELEVEN MONTHS ENDED FEBRUARY 28, 2023	
Discussion Notes	<p>An information report dated January 18, 2023, was submitted. Alicia Scallion reviewed the Capital Expenditures for the eleven months ended February 28, 2023.</p>
Decision	N/A

5.2. JD KLINE WSP PRETREATMENT/CLARIFICATION PROJECT	
Discussion Notes	<p>A report dated March 10, 2023, was submitted. Reid Campbell and Sanjeev Tagra gave an overview of the JD Kline WSP Project.</p> <p>MOVED BY Commissioner Lovelace, seconded by Commissioner Kent that the Halifax Regional Water Commission Board approve funding for the Water Supply Enhancement Program – JDK800.10 – Pretreatment and Clarification – Detailed Design & Early Works project at an estimated cost of \$7,300,000.</p>
Decision	MOTION PUT AND PASSED.

Action Items	Person Responsible	Deadline
Add Stormwater Management and Watershed Management to the Agenda of the Environment, Health and Safety Subcommittee as a standing item.	Lorna Skinner	Immediately
For multi-phase, multi-year capital projects, submit to the Board a schedule of key milestones with associated dollar figures.	Reid Campbell	Going Forward

6.1 CORPORATE BALANCED SCORECARD – 2023/24 PROGRAM	
Discussion Notes	<p>A report dated March 17, 2023, was submitted.</p> <p>Louis de Montbrun gave a presentation on the Corporate Balanced Scorecard – 2023/24 program.</p> <p>MOVED by Commissioner Zaharov, seconded by Commissioner Deagle-Gammon that the Motion to approve the Corporate Balanced Scorecard targets for the 2023/24 fiscal year be deferred to the June 22, 2023, meeting of the HRWC Board.</p>
Decision	MOTION PUT AND PASSED.

Action Items	Person Responsible	Deadline
Investigate adding a CBS measure for cyber security training for employees, possibly incorporating phishing campaign results.	Louis de Montbrun	June 22, 2023

6.2 REGIONAL DEVELOPMENT CHARGE - TIMING OF COLLECTION

Discussion Notes	A report dated March 17, 2023, was submitted. MOVED BY Commissioner Kent, seconded by Commissioner Cuttell that Item 6.2 – Regional Development Charge – Timing of Collection be deferred from the current meeting to an electronic vote to be administered by Halifax Water staff.
Decision	MOTION PUT AND PASSED.

6.3 REGIONAL DEVELOPMENT CHARGE – MERCHANT FEES

Discussion Notes	A report dated March 17, 2023, was submitted. MOVED BY Commissioner Kent, seconded by Commissioner Cuttell that Item 6.3 – Regional Development Charge – Merchant Fees be deferred from the current meeting to an electronic vote to be administered by Halifax Water staff.
Decision	MOTION PUT AND PASSED.

6.4 STORMWATER ACCOUNT SET-UP CHARGE

Discussion Notes	A report dated March 15, 2023, was submitted. MOVED BY Commissioner Deagle-Gammon, seconded by Commissioner Lovelace that the Halifax Regional Water Commission Board: <ol style="list-style-type: none"> 1. Approve waiver of the \$25.00 fee for the creation of new stormwater accounts, as required by section 9 of the Halifax Water Regulations, applicable to new accounts created in areas 1 and 4, as per Board report Item #4C-I dated March 25, 2021, and 2. Direct Halifax Water staff to make an application to the Nova Scotia Utility and Review Board requesting the necessary approval.
Decision	MOTION PUT AND PASSED.

Carry-forward action items:

Action Items	Responsible	Original Deadline	Current status
Staff to create a plan for further community engagement/education regarding stormwater billing.	Jeff Myrick	ASAP	Ongoing

Next Meeting Date: June 22, 2023

Minutes taken by:
Lorna Skinner, Administrative Coordinator
General Manager's Office