

Halifax Water Board Meeting Minutes

Date: June 22, 2023

Meeting Time: 9:35 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

Regrets:

Commissioner Pamela Lovelace

Staff:

Louis de Montbrun, Acting General Manager/CEO

Alicia Scallion, Acting Director, Corporate Services/CFO

Heidi Schedler, KC, Corporate Secretary and Director of Governance and Human Resources

Reid Campbell, Director, Engineering & Technology Services

Kenda MacKenzie, Director, Regulatory Compliance Services

Susheel Arora, Director, Operations

Jeff Myrick, Manager of Communications & Public Affairs

Rochelle Bellemare, Manager Human Resources

Heather Britton, Quality Assurance Officer

Greg Rice, Manager, Municipal Engineering

George Michelin, Manager, Facilities Engineering

Kevin Gray, Senior Manager, Regulatory Approvals

Jake Fulton, External Communications & Public Relations Advisor

Lorna Skinner, Administrative Coordinator, General Manager's Office

Agenda Items

1.a) RATIFICATION OF IN CAMERA MOTIONS

Discussion Notes	MOVED BY Commissioner Deagle-Gammon, seconded by Commissioner Cuttell 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	<p>The Chair requested that Items 5-I and 7-I be moved forward to the regular agenda as 8B) and 8C).</p> <p>MOVED BY Commissioner Cuttell, seconded by Commissioner Kolomytsev that the Halifax Water Board approve the order of business and approve additions and deletions with the above noted amendment.</p>
Decision	MOTION PUT AND PASSED.

2. APPROVAL OF MINUTES – March 23, 2023

Discussion Notes	MOVED BY Commissioner Cuttell, seconded by Commissioner Kolomytsev that the Halifax Water Board approve the minutes of March 23, 2023.
Decision	MOTION PUT AND PASSED.

3. BUSINESS ARISING FROM THE MINUTES

Discussion Notes	<p>3.a) Appointment of the General Manager</p> <p>MOVED BY Commissioner Deagle-Gammon, seconded by Commissioner Kolomytsev that the Halifax Water Board ratify the appointment of Tareq Al-Zabet as General Manager of Halifax Water effective July 24, 2023.</p>
Decision	MOTION PUT AND PASSED.

4.1 AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2023

Discussion Notes	<p>A report dated June 16, 2023, was submitted. Alicia Scallion gave a brief overview of the financial statements for the year ended March 31, 2023.</p> <p>MOVED BY Commissioner Cuttell, seconded by Commissioner Kolomytsev that the Halifax Water Board approve the financial statements for the year ended March 31, 2023.</p>
Decision	MOTION PUT AND PASSED.

4.2 AUDITED PENSION STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022			
Discussion Notes	<p>A report dated June 16, 2023, was submitted. Heather Britton gave a brief overview of the financial statements for the Plan for the year ended December 31, 2022.</p> <p>MOVED BY Commissioner Kolomytsev, seconded by Commissioner Kent that the Halifax Water Board approve the financial statements of the HRWC Employees' Pension Plan for the year ended December 31, 2022.</p>		
Decision	MOTION PUT AND PASSED.		
4.3 CAPITAL RESULTS FOR THE YEAR ENDED MARCH 31, 2023			
Discussion Notes	<p>An information report dated June 16, 2023, was submitted. Alicia Scallion gave an overview of the capital results for the year ended March 31, 2023.</p>		
Decision	N/A		
Action Items	Person Responsible	Deadline	
Provide a dashboard for timing/status for capital projects.	Reid Campbell	Next Board Meeting	

5.1 AUTOPORT WASTEWATER PUMPING STATION FUNDING APPROVAL	
Discussion Notes	<p>A report dated June 16, 2023, was submitted. Reid Campbell and Greg Rice gave an overview of the Autoport WW PS project.</p> <p>MOVED BY Commissioner Zaharov, seconded by Commissioner Kent that the Halifax Water Board approve the Autoport Pump Station Replacement project for a total project cost of \$8.9 million.</p>
Decision	MOTION PUT AND PASSED.
5.2. DARTMOUTH WASTEWATER TREATMENT FACILITY COARSE SCREEN REPLACEMENT FUNDING APPROVAL	
Discussion Notes	<p>A report dated June 16, 2023, was submitted. Reid Campbell and George Michelin gave an overview of the Dartmouth WW Treatment Facility Coarse Screen Replacement project.</p> <p>MOVED BY Commissioner Kent, seconded by Commissioner Zaharov that the Halifax Water Board approve the additional funding request of \$795,000 for the Dartmouth Wastewater Treatment Facility Coarse Screen Replacement Project for a total estimated cost of \$1,295,000.</p>
Decision	MOTION PUT AND PASSED.

5.3. PORT WALLACE TRANSMISSION MAIN FUNDING APPROVAL

Discussion Notes	<p>A report dated June 16, 2023, was submitted. Reid Campbell and Kevin Gray gave an overview of the Port Wallace Transmission Main project.</p> <p>MOVED BY Commissioner Cuttell, seconded by Commissioner Kent that the Halifax Water Board approve funding for the Port Wallace Transmission Main Highway 118 Crossing – Shubie Park to Dartmouth Crossing project at an estimated cost of \$10,390,000.</p>
Decision	MOTION PUT AND PASSED.

6. CORPORATE BALANCED SCORECARD – 2023/24 PROGRAM & 2022/23 YEAR END RESULTS

Discussion Notes	<p>A report dated June 16, 2023, was submitted. Louis de Montbrun gave a presentation on the Corporate Balanced Scorecard 2023/24 Program and 2022/23 Year End results.</p> <p>MOVED by Commissioner Deagle-Gammon, seconded by Commissioner Cuttell that the Halifax Water Board approve the Corporate Balanced Scorecard targets for the 2023/24 fiscal year, including the organizational award program which is tied to the outcomes of the Corporate Balanced Scorecard organizational indicators as detailed in this report.</p>
Decision	MOTION PUT AND PASSED.

7. DIVERSITY, EQUITY AND INCLUSION POLICY

Discussion Notes	<p>A report dated June 16, 2023, was submitted.</p> <p>MOVED BY Commissioner Kent, seconded by Commissioner Zaharov that the Halifax Water Board approve the Diversity, Equity and Inclusion Policy attached to the Board report dated June 16, 2023.</p>
Decision	MOTION PUT AND PASSED.

Action Items	Person Responsible	Deadline
Review and update the Governance Manual for the Halifax Water Board.	Heidi Schedler	November 23, 2023, Board Meeting

8. CEO CLIMATE ACTION CHARTER	
Discussion Notes	A report dated June 16, 2023, was submitted. MOVED BY Commissioner Cuttell, seconded by Commissioner Deagle-Gammon that the Halifax Water Board approve Halifax Water being a signatory to the Halifax Partnership – CEO Climate Action Charter.
Decision	MOTION PUT AND PASSED.
8.A DISPOSAL OF SURPLUS PROPERTY	
Discussion Notes	A report dated June 21, 2023, was submitted. MOVED BY Commissioner Zaharov, seconded by Commissioner Kent that the Halifax Water Board approve the Disposal of Surplus Property Policy as attached to the memorandum dated June 21, 2023.
Decision	MOTION PUT AND PASSED.
8.B 2023/2024 COMMUNICATIONS PLAN AND APPROACH (formerly 5-I)	
Discussion Notes	An information report dated June 16, 2023, was submitted. Commissioner Zaharov inquired about the plan for increasing awareness of the H2O financial assistance programs. Jeff Myrick responded that Halifax Water will use traditional bill inserts, social media (Facebook/Twitter), as well as operational work. An audit of touchpoints within the community is also being conducted to better understand how to boost awareness of various campaigns. Geotargeted ads are being investigated as well.
Decision	N/A
8.C INSTITUTIONAL CAPACITY REPORT (formerly 7-I)	
Discussion Notes	An information report dated June 16, 2023, was submitted. Commissioner Rollings inquired that given the restructuring of the Engineering Department, if there were any issues surrounding institutional capacity. Reid Campbell responded that a diversity of differing levels of engineering skills was the goal of the re-alignment and there are currently ten positions that will go out to competition soon. Halifax Water is looking into working with Dalhousie to introduce Halifax Water as a potential employer directly to Dalhousie engineering students. Heidi Schedler stated that the challenging job market has resulted in restrictions on the hiring initiatives that are in place.
Decision	N/A

At this time the Chair recognized Susheel Arora, Director of Operations, on the occasion of his departure from Halifax Water and, on behalf of the Halifax Water Board, thanked him for his many years of service and dedication. The Chair also recognized Denise Schofield, Commissioner, upon her retirement from Halifax Regional Municipality and, on behalf of the Halifax Water Board, thanked her for her time and commitment to the Halifax Water Board. The Chair also extended her thanks on the Board's behalf to Louis de Montbrun for his service as Acting CEO and General Manager.

NOVA SCOTIA UTILITY AND REVIEW BOARD REPORTS (INFORMATION REPORTS)	
9. COST CONTAINMENT REPORT	
Discussion Notes	An information report dated June 16, 2023, was submitted.
Decision	N/A
10. LEAD SERVICE LINE RENEWAL PROGRAM	
Discussion Notes	An information report dated May 31, 2023, was submitted.
Decision	N/A
11. STORMWATER CREDIT PROGRAM	
Discussion Notes	An information report dated June 16, 2023, was submitted.
Decision	N/A
12. RDC STAKEHOLDER ENGAGEMENT	
Discussion Notes	An information report dated June 16, 2023, was submitted.
Decision	N/A
13. RDC FINANCIAL STATUS REPORT	
Discussion Notes	An information report dated June 16, 2023, was submitted.
Decision	N/A
14. CAPITAL CONTRIBUTION FINANCIAL STATUS REPORT FOR THE YEAR ENDED MARCH 31, 2023.	
Discussion Notes	An information report dated June 16, 2023, was submitted.
Decision	N/A

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
For multi-phase, multi-year capital projects, submit to the Board a schedule of key milestones with associated dollar figures.	Reid Campbell	Going Forward	Ongoing

Next Meeting Date: September 28, 2023

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