

Halifax Water Board Meeting Minutes

Date: September 28, 2023

Meeting Time: 10:00 a.m.

Attendees:

Commissioner Colleen Rollings, Chair

Commissioner Cathy Deagle-Gammon, Vice Chair

Commissioner Peter Duncan

Commissioner Kostia Zaharov

Commissioner Mimi Kolomytsev

Commissioner Patty Cuttell

Commissioner Pamela Lovelace

Commissioner Becky Kent

Regrets:

Staff:

Tareq Al-Zabet, CEO & General Manager

Louis de Montbrun, Director, Corporate Services

Alicia Scallion, Manager of Finance

Heidi Schedler, Director, Regulatory Affairs, Risk & Governance

Reid Campbell, Director, Engineering & Technology Services

Kenda MacKenzie, Director, Regulatory Compliance Services

Colin Waddell, Acting Director, Operations

Jeff Myrick, Manager of Communications & Public Affairs

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 Kent, seconded by Commissioner Zarahov 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 Cuttell, seconded by Commissioner Deagle-Gammon that the Halifax Water Board approve the order of business and approve additions and deletions.
Decision	MOTION PUT AND PASSED.

2. APPROVAL OF MINUTES – June 22, 2023

Discussion Notes	<p>The Chair requested that the minutes be amended to include the Board's thanks to Louis de Montbrun for his service as Acting CEO and General Manager.</p> <p>MOVED BY Commissioner Kent, seconded by Commissioner Zarahov that the Halifax Water Board approve the minutes of June 22, 2023, with the above-noted amendment.</p>
Decision	MOTION PUT AND PASSED.

3. BUSINESS ARISING FROM THE MINUTES

Discussion Notes	<p>3.a) Capital Project Dashboard</p> <p>Heidi Schedler stated that Halifax Water is currently implementing the new ERM program and developing the capital project planning and tracking software. Reid Campbell stated that the IT team does not yet have the same level of access to Cayenta. Louis de Montbrun confirmed that the Board receives information and reports from staff relating to both financial and project status aspects of capital projects at every Board meeting. As a result of these factors, the dashboard is anticipated to be developed by March 2024.</p>
Decision	NA

4.1 OPERATING RESULTS AS AT JULY 31, 2023, AND YEAR-END PROJECTION		
Discussion Notes	An information report dated September 8, 2023, was submitted. Louis de Montbrun gave a brief update on the operating results and year end projections.	
Decision	NA	
4.2 CAPITAL EXPENDITURES AS AT JULY 31, 2023, AND YEAR-END PROJECTION		
Discussion Notes	An information report dated September 8, 2023, was submitted. Louis de Montbrun gave a brief update on the capital expenditures and year end projections.	
Decision	NA	
4.3 FALL 2023 DEBENTURE		
Discussion Notes	<p>A report dated September 8, 2023, was submitted. Louis de Montbrun gave an overview of the fall 2023 debenture.</p> <p>MOVED BY Commissioner Deagle-Gammon, seconded by Commissioner Cuttell that the Halifax Regional Water Commission Board approve the following:</p> <ol style="list-style-type: none"> 1. the financing of \$39,988,188 with a thirty-year amortization term and finance over ten years, with an all-inclusive rate not to exceed 6.5%. 2. the re-financing of \$10,472,225 with a ten-year amortization term and financing over ten years, with an all-inclusive rate not to exceed 6.5%. 	
Decision	MOTION PUT AND PASSED.	
4.4 AUDITOR APPOINTMENT		
Discussion Notes	<p>An information report dated September 8, 2023, was submitted.</p> <p>MOVED BY Commissioner Lovelace, seconded by Commissioner Kent that the Halifax Regional Water Commission Board approve the appointment of Grant Thornton LLP as auditors for the Halifax Regional Water Commission financial statements for the year ended March 31, 2024, and the Halifax Regional Water Commission Employees' Pension Plan for the year ended December 31, 2023.</p>	
Decision	MOTION PUT AND PASSED.	
Action Items	Person Responsible	Deadline
The recommendation regarding the appointment of auditor to include discussion of any governance issues that might support the appointment of a different auditor.	LdM	September 2024

5. JULY 21, 2023 FLOODING UPDATE			
Discussion Notes	Colin Waddell gave a presentation on the July 21, 2023, flooding event. The Board thanked the Halifax Water team for all their hard work in responding to this event.		
Decision	N/A		
Action Items	Person Responsible	Deadline	
Determine the most appropriate means to deliver PSAs to Councilors in advance of and in response to extreme weather events.	JM	November Meeting	
Schedule a workshop with the Board to discuss stormwater asset planning, the delineation between HRM and Halifax Water and the financial implications associated with future stormwater services.	HS	Spring 2024	

6. CAPITAL PROJECT SPENDING SUMMARY 2022/23	
Discussion Notes	<p>A report dated September 8, 2023, was submitted. Alicia Scallion gave a brief overview of the Capital Project Spending Summary 2022/23.</p> <p>MOVED by Commissioner Zarahov, seconded by Commissioner Cuttell that the Halifax Water Board approve for filing with the Nova Scotia Utility and Review Board the capital project spending summary for the period April 1, 2022, to March 31, 2023, and the capital project spending over \$1,000,000 summary for the period April 1, 2022, to March 31, 2023.</p>
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
For multi-phase, multi-year capital projects, submit to the Board a schedule of key milestones with associated dollar figures.	Reid Campbell	March 2024	Ongoing

Next Meeting Date: October 20, 2023

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