

## Halifax Water Board Meeting Minutes

Date: November 23, 2023

Meeting Time: 10:00 a.m.

### Attendees:

Commissioner Colleen Rollings, Chair

Commissioner Peter Duncan

Commissioner Kostia Zaharov

Commissioner Mimi Kolomytsev

Commissioner Patty Cuttell

Commissioner Becky Kent

### Regrets:

Commissioner Pam Lovelace

Commissioner Cathy Deagle-Gammon

### Staff:

Tareq Al-Zabet, CEO & General Manager

Louis de Montbrun, Director, Corporate Services

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

Tom Gorman, Senior Manager, Infrastructure Planning

Heather Britten, Quality Assurance Office

Adedamola Akande, Enterprise Risk Management Program Manager

Wendy Krkosek, Water Quality Manager

Jake Fulton, External Communications & Public Relations Advisor

Lorna Skinner, Administrative Coordinator, General Manager's Office

<b>Agenda Items</b>	
<b>1. RATIFICATION OF IN CAMERA MOTIONS</b>	
Discussion Notes	<b>MOVED BY Commissioner Zaharov, seconded by Commissioner Kent that the Halifax Regional Water Commission Board ratify the In-Camera motions.</b>
Decision	<b>MOTION PUT AND PASSED.</b>
<b>2 APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS</b>	
Discussion Notes	<b>MOVED BY Commissioner Kent, seconded by Commissioner Zaharov that the Halifax Water Board approve the order of business and approve additions and deletions.</b>
Decision	<b>MOTION PUT AND PASSED.</b>
<b>3. APPROVAL OF MINUTES – September 28, 2023 and October 20, 2023</b>	
Discussion Notes	Commissioner Zaharov requested that the minutes of September 29, 2023, be amended to include, under Item 3, that the Board requested that an interim capital project dashboard be provided.  <b>MOVED BY Commissioner Kent, seconded by Commissioner Zaharov that the Halifax Water Board approve the amended minutes of September 28, 2023, and the minutes of October 20, 2023.</b>
Decision	<b>MOTION PUT AND PASSED.</b>

<b>4. BUSINESS ARISING FROM THE MINUTES</b>	
Discussion Notes	<b>4.a) Capital Project Dashboard (Verbal – see Item 6-I)</b> Reid Campbell stated that we are staff are continuing to work on developing a capital planning information system. In the interim, as per the Board's request, a spreadsheet has been created to provide information on all \$1M+ projects including milestones.
	<b>4.b) Public Service Announcements to HRM Councilors (Item 9)</b> Discussion deferred until Item 9 on the Agenda.
	<b>4.c) Outreach to Ratepayers (Item 9)</b> Discussion deferred until Item 9 on the Agenda.
	<b>4.d) Flood Event of July 21, 2023 – Costs Incurred (Verbal).</b> Louis de Montbrun stated that the flooding event of July 21, 2023, costs up to November 11, 2023, totaled approximately \$919K.
Decision	<b>NA</b>

Action Items	Person Responsible	Deadline
Pending the development of the capital project dashboard, create a means of reporting to the Board the status of capital projects over \$1M.	Reid Campbell	COMPLETE

5. OPERATING RESULTS AS AT SEPTEMBER 30, 2023, AND YEAR-END PROJECTIONS	
Discussion Notes	An information report dated November 22, 2023, was submitted. Louis de Montbrun gave a brief update on the operating results and year end projections.
Decision	NA

6. CAPITAL EXPENDITURES AS AT SEPTEMBER 30, 2023, AND YEAR-END PROJECTIONS	
Discussion Notes	An information report dated November 23, 2023, was submitted. Louis de Montbrun gave a brief update on the capital expenditures and year end projections.
Decision	NA

7. PROPOSED 2024 HW EMPLOYEES' PENSION PLAN BUDGET		
Discussion Notes	<p>A report dated November 17, 2023, was submitted. Heather Britten gave a brief presentation of the proposed 2024 HW Employees' Pension Plan Budget.</p> <p><b>MOVED BY Commissioner Kolomytsev, seconded by Commissioner Zaharov that the Halifax Regional Water Commission Board approve the proposed 2024 budget for the Halifax Water Employees' Pension Plan covering the period January 1, 2024, to December 31, 2024, as attached to Report Item #7 dated November 17, 2023.</b></p>	
Decision	<b>MOTION PUT AND PASSED.</b>	
Action Items	Person Responsible	Deadline
Staff to include more details regarding investment fees re: HW Employees' Pension Plan in the next report to the Board.	Heather Britten	March 2024 Meeting

**8.1 SILVER SANDS WATER SUPPLY PLANT – LINEAR MAIN EXTENSION ALONG COW BAY ROAD**

Discussion Notes

A report dated November 14, 2023, was submitted. Reid Campbell and Tom Gorman gave a brief overview of the Silver Sands WSP Linear Extension Project.

**MOVED BY Commissioner Kent, seconded by Commissioner Kolomytsev that the Halifax Regional Water Commission Board approve the linear main extension along Cow Bay Road to the Silver Sands Water Supply Plant at a total project cost of \$6,009,000 inclusive of net HST.**

Decision

**MOTION PUT AND PASSED.**

**8.2 SEWER SEPARATION PROGRAM – SOUTH PARK – CATHEDRAL LANE PHASE 2 - CONSTRUCTION**

Discussion Notes

A report dated November 14, 2023, was submitted. Reid Campbell gave a brief overview of the Sewer Separation Program – South Park-Cathedral Lane Phase 2 project.

**MOVED by Commissioner Zaharov, seconded by Commissioner Kent that the Halifax Water Board approve funding in the amount of \$4,078,000 for the South Park–Cathedral Lane Phase 2 sewer separation project. Previous funding in the amount of \$93,000 was approved for design for a total project cost of \$4,171,000 inclusive of net HST.**

Decision

**MOTION PUT AND PASSED.**

**8.3 SULLIVAN’S POND STORM SEWER REPLACEMENT – PHASE 2**

Discussion Notes

A report dated November 14, 2023, was submitted. Reid Campbell gave a brief overview of the Sewer Separation Program – South Park-Cathedral Lane Phase 2 project.

**MOVED BY Commissioner Kent, seconded by Commissioner Kolomytsev that the Halifax Water Board approve funding in the amount of \$6,220,000 for the Sullivan’s Pone Phase 2 – Part 1 project for a total Halifax Water cost of \$7,420,000 inclusive of net HST.**

Decision

**MOTION PUT AND PASSED.**

<b>10. ENTERPRISE RISK MANAGEMENT POLICY</b>	
Discussion Notes	A report dated November 17, 2023, was submitted. Adedamola Akande gave a presentation on the ERM Policy. The Board requested that some of the language in the Policy be amended; therefore, it was decided that the ERM Policy would go back to the ERM Committee to review the suggested changes and then be brought back to the Board for approval.
Decision	<b>N/A</b>

<b>11. BOARD COMPENSATION POLICY</b>		
Discussion Notes	<p>A report dated November 17, 2023, was submitted. Heidi Schedler gave an overview and update on the Board Compensation Policy. Commissioner Kent requested that HW staff create a communications piece on the Policy.</p> <p><b>MOVED BY Commissioner Kent, seconded by Commissioner Zaharov that the Halifax Water Board approve the Board Compensation Policy attached to Report Item #11 dated November 17, 2023.</b></p>	
Decision	<b>MOTION PUT AND PASSED.</b>	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Staff to develop speaking points for Commissioners in the event that they are required to comment on the updated Compensation Policy.	Jeff Myrick	<b>COMPLETE</b>

<b>12. HALIFAX WATER BOARD GOVERNANCE MANUAL</b>	
Discussion Notes	<p>A report dated November 17, 2023, was submitted. Heidi Schedler gave a brief update on the Board Governance Manual.</p> <p><b>MOVED BY Commissioner Zaharov, seconded by Commissioner Kent that the Halifax Water Board approved the amendments to the Corporate Governance Manual attached to Report Item #12 dated November 17, 2023.</b></p>
Decision	<b>MOTION PUT AND PASSED.</b>

## 9. PLANNING, IMPACT AND RESPONSE TO EXTREME WEATHER EVENTS

Discussion Notes	Wendy Krkosek and Colin Waddell gave a presentation on the planning, impact and response to extreme weather events. An information report on proactive communications activities dated November 23, 2023, was also submitted. Jeff Myrick gave a presentation on the communications approach during extreme weather events.
Decision	<b>N/A</b>

### 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: January 25, 2024**

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