

WINDSOR UTILITIES COMMISSION
AUDIT AND FINANCE COMMITTEE
PUBLIC MEETING MINUTES FOR THE PUBLIC MEETING HELD
WEDNESDAY, FEBRUARY 3, 2021

A public meeting of the Windsor Utilities Commission Audit & Finance Committee was held on Wednesday, February 3, 2021 via Zoom Conference call due to the COVID-19 pandemic. ENWIN offices remain closed to the public.

ATTENDANCE:

Members: Gid Sovran [Chair], Julian Hawkins, Doug Lawson, Jim Morrison

Management: President & CEO, H. Reidel, VP Corporate Services & CFO, M. Carlini, VP Water Operations, G. Rossi, VP of Hydro Operations, J. Brown, VP Customer Care & Corporate Operations; Corporate Secretary, P. Gleason, Director of Finance, G. Boose, Controller, B. Pougnet, Director Engineering (Water), C. Manzon, Director Water Operations, D. Melnyk, Manager Water Operations, G. Switzer, and Governance and Records Coordinator, A. Pelaccia.

Guests: T. Ardovini, City of Windsor

CALL TO ORDER & DECLARATION OF CONFLICTS OF INTEREST

The Chair noting quorum called the public meeting to order at 11:02 a.m.

No conflicts of interest were declared.

CONSENT AGENDA

Moved and seconded

That the following Consent Agenda item be approved as recommended.

WUC Audit & Finance Committee Public Meeting Minutes of November 4, 2020 be approved.

-CARRIED

COMMUNICATION AGENDA

Moved and seconded

That the following Communication Agenda items be received as recommended.

- 4.1 WUC Financial and Corporate Compliance - Quarter Ending Q4, 2020
- 4.2 2020/2021 Insurance Renewal Summary

- 4.3 WUC Sinking Fund - December 31, 2020
- 4.4 WUC Initiatives Tracking
- 4.5 WUC Audit & Finance Committee 2021 Agenda Work Plan
- 4.6 ENWIN Group and WUC 2021 Meeting Schedule

-CARRIED

ENWIN EXECUTIVE REPORTS

5.1 CASH MANAGEMENT AND SHORT-TERM INVESTMENT POLICY

The VP Corporate Services & CFO reviewed the proposed policy. Research was conducted to align the policy with the City of Windsor regarding cash management and to allow for investment with credit unions.

A Committee Member inquired about the scope of the policy and if any additional changes were made. The VP Corporate Services & CFO confirmed no further changes were proposed.

Moved and seconded

THAT the Cash Management and Short-Term Investment Policy BE RECEIVED;

AND THAT the Cash Management and Short-Term Investment Policy attached in Appendix A be recommended to the WUC Board of Directors to BE ADOPTED.

-CARRIED

5.2 VARIANCE TO THE WUC 2021 CAPITAL BUDGET

The VP Corporate Services & CFO reviewed 2020 capital project deferrals that will continue in 2021, and may have a negative impact on the 2021 capital budget. There is no anticipated increase in total spend at this time.

A Committee Member inquired about budgeting for multi-year capital plans instead of moving specific projects year to year, which just appears to be a timing issue.

Management confirmed most capital variances are deferrals and issues of timing. WUC reports under the IFRS, which requires an annualised budget model and allow the Commission to review and comment on variances as they arise. The VP Corporate Services & CFO confirmed that Management will consider presenting the long-term evolution of project changes related to scope and timing at future meetings, at the request of the Committee.

Moved and seconded

THAT the report be RECEIVED;

And, THAT the Audit and Finance Committee recommends THAT management be AUTHORIZED to spend the additional \$1.3M for the identified projects carry forward balances;

And, THAT the Audit and Finance Committee recommends that management be AUTHORIZED to spend up to \$5.8M on Reservoir D.

-CARRIED

IN CAMERA SESSION

Moved and seconded

Pursuant to the Municipal Act section 239 (2), that the Committee be directed to move in camera for the purpose of consideration of the following items of business:

WUC A&F In Camera Meeting Minutes of November 4, 2020

s. 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Open Legal Matters: Semi-Annual Update (as of December 31, 2020)

s. 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

District Energy Windsor Responses to Request for Proposals– Presentation

s. 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

District Energy Windsor Responses to Request for Proposals

s. 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

and

s. 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

In camera session commenced at 11:26 a.m.

In camera session concluded at 12:21 p.m.

RESUME PUBLIC MEETING SESSION

Moved and seconded

That the Committee move to resume the public meeting session.

-CARRIED

The public Committee meeting reconvened at 12:21 p.m.

TRANSMISSION OF RECOMMENDATIONS

Moved and seconded

That the recommendations discussed in camera be brought forward for consideration.

-CARRIED

Moved and seconded

That the WUC A&F Committee in camera meeting minutes of November 4, 2020 be approved as recommended.

-CARRIED

Moved and seconded

That the Open Legal Matters: Semi-Annual Update (as of December 31, 2020) be received as recommended.

-CARRIED

Moved and seconded

That the District Energy Windsor Responses to Request for Proposals – Presentation be RECEIVED.

-CARRIED

Moved and seconded

That the District Energy Windsor Responses to Request for Proposals be RECEIVED;

And that ENWIN management be directed to provide the Committee's recommendations to the Commission.

-CARRIED

OTHER BUSINESS

A Committee Member discussed inquiries from the public related to unpaid water bills of tenants being applied through a lien to the property taxes of the landlord. This may also occur when a new homeowner purchases a property with an outstanding balance. Management confirmed that a landlord information package is available on the ENWIN website outlining methods a landlord may choose to work with their tenant. Management has also reviewed strategies to work with landlords to mitigate this situation.

A Committee Member requested Management draft a response to active inquiries. Management confirmed this will be completed.

TERMINATION

Moved and seconded.
That the meeting be terminated.

-CARRIED

The meeting terminated at 12:32 p.m.

Recording Secretary

Board Chair