

**WINDSOR UTILITIES COMMISSION  
BOARD OF COMMISSIONERS MEETING  
PUBLIC MEETING MINUTES  
WEDNESDAY, JUNE 23, 2021**

A public meeting of the Windsor Utilities Commission Board of Commissioners was held on Wednesday, June 23, 2021, via Zoom Conference call due to the COVID-19 pandemic. As a result, ENWIN offices remain closed to the public.

**ATTENDANCE**

Commissioners: Drew Dilkens (Chair), Doug Lawson, Julian Hawkins, Kieran McKenzie, Jim Morrison, Mario Sonogo, Jeewen Gill, Egidio Sovran

Management: President & CEO H. Reidel, VP Business Development Kris Taylor, VP Corporate Services & CFO M. Carlini, VP Water Operations G. Rossi, VP Hydro Operations J. Brown, VP Customer Care and Corporate Operations and Corporate Secretary P. Gleason, Director Engineering (Water) C. Manzon, Director Water Operations D. Melnyk, Coordinator of Corporate Initiatives, N. Anderson, Manager IT Operations, M. Vinhaes, Director Engineering (Hydro), M. Vinhaes, Director of Customer Service R. Spagnuolo, Director Finance, G. Boose, Controller, Brian Pougnet, Manager Corporate Communications & Public Relations B. Pierce Marshall, Water Project Review Officer, Water Project Review Officer, B. Ogg, Senior Technical Analyst, M. Ethier, GIS Analyst, A. Wachna, Governance and Records Coordinator A. Pelaccia.

Guests: Tony Ardovini – City of Windsor

Regrets: None

**CALL TO ORDER & DECLARATION OF CONFLICTS OF INTEREST**

There being a quorum and proper notices received, the Chair called the meeting to order at 11:00 a.m.

No conflicts of interest were declared.

**CONSENT AGENDA**

Moved and seconded

That the following Consent Agenda items be approved as recommended:

- 3.1 That the WUC Board Public Meeting Minutes of April 28, 2021 be approved.
- 3.2 That the Board Public Special Meeting Minutes of June 4, 2021 be approved.

**-CARRIED**

## **COMMUNICATIONS AGENDA**

Nicole Anderson, the Coordinator of Corporate Initiatives, was introduced to the Board and welcomed.

The President and CEO acknowledged Bruce Ogg, Alex Wachna, and Mark Ethier regarding their recent award related to the development of a software backflow system. The team was congratulated and thanked for their innovation.

The VP of Water Operations provided an update regarding item 4.4, Water Operations Report. A Commission Member inquired about water production reductions in April of 2021 in comparison to the previous year. The VP of Water Operations highlighted a previously provided Board Report, which outlined a meter reading error due to faulty equipment. This attributes to an anomaly for year-over-year comparisons. Another Commissioner inquired about yearly projections. The VP of Water Operations noted a 3% annual decline in production is projected.

A Commission Member inquired about the fluoridation study results. The VP of Water Operations confirmed that no data is available to share at this time. Sampling and analysis continues. Results will be brought back to the Commission when available.

A Commission Member inquired about item 4.5, Contract Approval Summary, and asked how large projects can be approved under the Purchasing Policy. The CEO confirmed that the Purchasing Policy states approval is provided by the CEO if the lowest tender is selected in a request for tenders procurement process and the project has been approved and the cost is within the budget.

Moved and seconded

That the following Communication Agenda items be received as recommended:

- 4.1 Draft WUC Audit and Finance Committee Meeting Minutes of June 9, 2021
- 4.2 Q2-2021 Report of ENWIN Group President & CEO
- 4.3 Windsor Utilities Commission Financial and Corporate Compliance Report

for Quarter Ending Q1, 2021

- 4.4 Water Operations Report
- 4.5 Contract Approval Summary
- 4.6 VP Customer Care & Corporate Operations
- 4.7 Communications & Public Relations
- 4.8 Strategic Plan Implementation – June 2021 Update
- 4.9 Windsor Utilities Commission Board Work Plan
- 4.10 WUC Initiatives Tracking
- 4.11 EWU Group and WUC 2021 Meeting Dates

**-CARRIED**

## **EXECUTIVE REPORTS**

### **5.1 OLD TREATMENT PLAN (OTP) DECOMMISSIONING**

A Commission Member asked about data to that supports the need for decommissioning. The VP of Water Operations noted that projections and models demonstrate the need for decommissioning in the future. Models are reviewed outward to 2040 and includes population growth factors.

A Commission member inquired about timelines for decommissioning. The VP of Water Operations noted that projections were highly conservative, and the plan provides high confidence of optimal coverage for 15-20 years. If changes occur, such as major industry arrival, there is opportunity for expansion at the site. Plant redesign and tender would be possible within a 4 year timeframe. The Director Engineering (Water) noted that the master plan is updated every 5 years. If an 80% capacity is reached, there would be a legislative requirement to address resources. The CEO noted these resource discussions will continue with WUC in the future.

Moved and seconded

That the WUC Board authorize management to proceed with the Phase 1 engineering work for decommissioning of the OTP as detailed in this report, and develop future budgets based on this option and report back to the Commission regarding next steps for final approval and ongoing progress reports.

**-CARRIED**

## **5.2 WINDSOR UTILITIES COMMISSION Q1 2021 FINANCIAL REVIEW**

The VP of Corporate Services & CFO reviewed the report.

A Commissioner inquired about the revenue reductions in comparison to consumption. It was noted that consumption was trending at a 5% reduction but it remains dependent on non-revenue water events that may occur, such as line breaks or fires.

Moved and seconded

That the Windsor Utilities Commission Q1 2021 Financial Review be RECEIVED.

**-CARRIED**

## **5.3 DELEGATION OF AUTHORITY POLICY - UPDATE**

The VP Customer Care and Corporate Operations reviewed the proposed changes to the Policy, explaining that a Board Member of EWU inquired about the use of the term “significant” in section 4.4 of the policy, which deals with powers specifically reserved for the Board, and suggested clarifying this term to minimize ambiguity and ensure understanding. Management agreed to review this section of the Policy for further clarity and bring back clarifying amendments to the next Board meeting.

Moved and seconded

That the WUC Board of Directors ACKNOWLEDGE and ADOPT the terms of the updated EWU Delegation of Authority Policy attached hereto as Appendix A, and;

That the WUC Board of Directors AUTHORIZE EWU management to utilize the terms of this policy in the execution of business on behalf of WUC on the condition that management further review section 4.4 of the policy and propose clarifying amendments at the next Board meeting.

**-CARRIED**

## **5.4 MID CYCLE UPDATES TO WCU’s STRATEGIC PLAN**

Moved and seconded

That the recommended changes to the 2019 Strategic Priorities and Tactics BE APPROVED as shown in Appendix B.

**-CARRIED**

## **IN CAMERA SESSION**

Moved and seconded

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

6.1 WUC Board of Commissioners Meeting In Camera Minutes of April 28, 2021  
*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.*

6.2 WUC Board of Commissioners Special Meeting In Camera Minutes of June 4, 2021  
*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.*

6.3 Draft WUC Audit and Finance Committee In Camera Minutes of June 9, 2021  
*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.*

6.4 Cyber Security Overview  
*s. 239 (2)(a) the security of the property of the municipality or local board.*

6.5 ERP Upgrade/Replacement – Next Step Recommendation  
*s. 239 (2)(i) scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which if disclosed could reasonably be expected to interfere significantly with the contractual or other negotiations of a person or group.*

6.6 District Energy Windsor (DEW) – Second Update to Consent to Change of Control of EnWave Windsor Limited Partnership  
*s. 239 (2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**-CARRIED**

The In Camera session commenced at 11:32 a.m.

The In Camera session concluded at 11:47 a.m.

## **RESUME PUBLIC MEETING SESSION**

Moved and seconded  
That the Commission move to resume the public meeting session.

**-CARRIED**

## **TRANSMISSION OF RECOMMENDATIONS**

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

**-CARRIED**

Moved and seconded

That the Windsor Utilities Commission In Camera Meeting Minutes of April 18, 2021 be approved.

**-CARRIED**

Moved and seconded

That the Windsor Utilities Commission Board of Commissioners Special Meeting In Camera Minutes of June 4, 2021 be approved.

**-CARRIED**

Moved and seconded

That the Draft WUC Audit and Finance Committee In Camera Minutes of June 9, 2021 be received.

**-CARRIED**

Moved and seconded

That the Cyber Security Overview be received.

**-CARRIED**

Moved and seconded

That the ERP Upgrade/Replacement – Next Step Recommendation be received.

**-CARRIED**

Moved and seconded

That District Energy Windsor (DEW) – Second Update to Consent to Change of Control of EnWave Windsor Limited Partnership be received.

**-CARRIED**

## **OTHER BUSINESS**

The President & CEO outlined a discussion with a Commissioner related to media releases and promotion of ENWIN and WUC. Management proposed that guidelines will be developed to support future media releases to the satisfaction of the Commission.

## **MEETING TERMINATION**

Moved and seconded

That the meeting be terminated.

**-CARRIED**

Meeting terminated at 11:47 a.m.

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Recording Secretary

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Board Chair