

**WINDSOR UTILITIES COMMISSION  
BOARD OF COMMISSIONERS MEETING  
PUBLIC MEETING MINUTES  
WEDNESDAY, MAY 13, 2020**

A public meeting of the Windsor Utilities Commission Board of Commissioners was held on Wednesday, May 13, 2020, 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), Julian Hawkins, Doug Lawson, Kieran McKenzie, Jim Morrison, Mario Sonego, Jo-Anne Gignac and Egidio Sovran

Management: President & CEO Helga Reidel, VP Corporate Services & CFO Matt Carlini, VP Customer Operations and Business Development & COO John Wladarski, VP Water Operations Garry Rossi, VP Hydro Operations James Brown, Director of Regulatory Affairs and Corporate Secretary Paul Gleason, Director of Customer Service Robert Spagnuolo, Director Finance, Geoff Boose, Governance and Records Coordinator Andrea Pelacci and Recording Secretary Nicole Dumais.

Guests: T. Ardovini – City of Windsor

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

There being a quorum and proper notices received, the Chair called the meeting to order at 10:34 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 WUC Board Public Meeting Minutes of February 26, 2020 be approved
- 3.2 WUC Board Public Meeting Minutes of April 22, 2020 be approved

**-CARRIED**

**COMMUNICATIONS AGENDA**

- 4.1 ENWIN Group President & CEO Report (Verbal)

Helga Reidel thanked everyone for participating in this virtual board meeting. It was noted that this meeting was called to review items that were not presented in April.

- June meetings will provide financial forecasts.
- April showed a 10% decrease in water revenue, but production has returned. May 2020 is currently higher than May of 2019.
- There have been some natural expense savings during the COVID-19 period, through natural attrition where vacancies could not immediately be filled. There has also been a decrease in the number of summer students.
- The economic impact of COVID-19 will not be known until more businesses start opening their doors. Accounts are being looked at individually and management is working closely with customers.
- Approximately 50% of staff are working from home. The remaining staff are field or supervision employees or other staff members who are required to be on site.
- Rhodes Dr. and Wyandotte St. buildings are still under construction because of the site consolidation project. Construction is behind schedule as a result of COVID-19 but will not impact the move from the Ouellette location. The project remains on track to have all staff vacated from Ouellette prior to the closing date of June 30, 2020. Office staff are anticipated to be working from home over the summer, as construction is not expected to be completed until the end of July.
- Capital work has resumed. Capital spend remains behind current projections.
- A complaint regarding fluoride was made to the Windsor-Essex Children's Aid Society. A response is being prepared, if required.

A board member questioned if there has been any new cases of COVID-19 at ENWIN. Management responded to the question to the board's satisfaction.

#### **4.2 Water Operations Report**

G. Rossi provided some updates since the publication of this board agenda. They included:

- Water volumes are currently 2-3% lower than anticipated but remain similar to 2019 volumes. There has been a shift in high demand to the residential peak period of Friday to Sunday.
- Billed consumption is currently ahead of budget and non-revenue water is performing well.
- Water main breaks were very low due to a mild winter.
- The fluoride pilot project is moving forward. There has been a delay of approximately two to three months due to the pandemic.
- There has been a delay of water main replacement until Fall 2020.
- It is anticipated that capital funds will be spent by the end of the year, or funding will be transferred to 2021.
- A safety fact sheet has been posted on the WUC website for building owners/operators regarding the potential for stagnant water and how to safely re-open buildings.

#### **4.3 VP Customer Operations & Business Development Report**

A Commissioner asked a question regarding the uptake of eBilling with ENWIN customers and if the tree planting campaign could be extended through the summer.

Management responded to the question to the board's satisfaction. Additional opportunities are being pursued.

#### **4.7 2019 Annual Compliance Report Summary**

WUC is in compliance with both Federal and Provincial guidelines regarding corrosion control.

A Commissioner asked if the corrosion control program will still be necessary once all water service lines have been replaced. Management responded to the question to the board's satisfaction. The program is required for the foreseeable future.

#### **4.9 Watermain & Lead Services Update**

A Commissioner asked if we are still on schedule to remove all the lead services. Management responded to the question to the board's satisfaction. It is anticipated that the 2020 targets will be reached.

#### **4.10 COVID-19 Customer Pulse Check**

A Commissioner asked how far in arrears customers are and if any measures can be put in place with assistance from community partners.

Management responded to the question to the board's satisfaction. Accounts are being looked at individually and management is working closely with customers to let customers know of any programs that may be available to them.

A Commissioner asked for updates on the Commercial/Industrial customers. Management responded to the question to the board's satisfaction and will provide a statistical report at the June meeting.

Moved and seconded

That the following Communication Agenda items be received as recommended:

- 4.1 ENWIN Group President & CEO Report (Verbal)
- 4.2 Water Operations Report
- 4.3 VP Customer Operations & Business Development Report
- 4.4 Communications & Public Relations Report: COVID-19 Communications

- 4.5 Financial & Corporate Compliance Report for Quarter Ending Q4, 2019
- 4.6 Contract Approval Summary
- 4.7 2019 Annual Compliance Report Summary
- 4.8 Annual Purchasing Compliance Report (Fiscal Year 2019)
- 4.9 Watermain & Lead Services Update
- 4.10 COVID-19 Customer Pulse Check
- 4.11 EWU Group and WUC 2020 Meeting Dates
- 4.12 Windsor Utilities Commission Board Work Plan
- 4.13 WUC Initiatives Tracking Report

**-CARRIED**

## **ENWIN EXECUTIVE REPORTS**

### **5.1 WUC SINKING FUND ALLOCATION REPORT**

There was discussion about when to start the process of adjusting the allocation of the investments in the sinking fund. There was discussion regarding the optimal timing to continue to move forward.

A Commissioner requested to know the allocation fees by category and how much of the funds are passive and actively managed. This request was added to the WUC initiatives list for follow up.

A Commissioner asked if there was any discussion on socially responsible investing. Management informed the Commission that a motion to include this within future criteria will be needed to revise current investment requirements.

Moved and seconded

That the WUC Sinking Fund Allocation Report be APPROVED to increase the maximum equity allocation to 35%, transfer a portion of the portfolio into the funds recommended by RBC, increase the fees paid to a maximum of 0.73% of the managed assets and update the Sinking Fund Investment Policy accordingly, including the removal of the target weighting within the asset mix guidelines.

**-CARRIED**

### **5.2 ENWIN UTILITIES LTD. (EWU) AND WINDSOR UTILITIES COMMISSION (WUC) PROPOSAL TO WAIVE INTEREST CHARGES ON PAST DUE ACCOUNTS**

Moved and seconded

THAT the memo attached at Appendix A be CONFIRMED AS RECEIVED for information and that the Commission CONFIRM THEIR PREVIOUS APPROVAL of the waiver of interest for the period starting April 1, 2020 and lasting for 90 days.

**-CARRIED**

### 5.3 WINDSOR UTILITIES COMMISSION Q1 2020 FINANCIAL REVIEW

Q1 was successful. An updated forecast will be presented in June.

A Commissioner relayed concern regarding investment decisions being made without the input of the Board. Management responded to the Board.

Revenue is currently being reviewed very closely due to concerns regarding liquidity. There was discussion about the temporary deferral of the scheduled contribution due to this. This action was viewed as prudent by Management and the contribution is anticipated to only be deferred until the forecast has been updated.

Moved and seconded

THAT the Windsor Utilities Commission Q1 2020 Financial Review be RECEIVED.

**-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 Windsor Utilities Commission In-Camera Meeting Minutes of February 26, 2020

*s. 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality of 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*

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

*s. 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose*

*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 Tecumseh Negotiations Update (Verbal)

*s. 239(2)(k) a position, plan, procedure, criterial or instruction to be applied to any negotiations carried on to be carried on by or on behalf of the municipality or local board*

#### 6.3 Board and Committee Evaluation Summary for Windsor Utilities Commission

*s. 239(2)(b) personal matters about an identifiable individual, including municipal or local board*

**-CARRIED**

The In Camera session commenced at 11:58 a.m.

The In Camera session concluded at 12:07 p.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 February 26, 2020 be approved.

**-CARRIED**

Moved and seconded

That the Tecumseh Negotiations verbal update report be received.

**-CARRIED**

Moved and seconded

That the Board and Committee Evaluation Summary for Windsor Utilities Commission be received.

**-CARRIED**

## **MEETING TERMINATION**

Moved and seconded

That the meeting be terminated.

**-CARRIED**

Meeting terminated at 12:07 p.m.

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Recording Secretary

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Board Chair