

**WINDSOR UTILITIES COMMISSION  
GOVERNANCE COMMITTEE MEETING  
PUBLIC MEETING MINUTES  
WEDNESDAY, OCTOBER 27 2021**

A public meeting of the Windsor Utilities Commission Governance Committee was held on Wednesday, October 27, 2021 via Zoom Conference call due to the COVID 19 pandemic, subject to health and safety restrictions.

**ATTENDANCE**

Committee Commissioners: Kieran McKenzie (Chair), Mario Sonogo, Julian Hawkins

Absent: None

Management: President & CEO H. Reidel, VP Corporate Services and CFO M. Carlini, VP Water Operations G. Rossi, VP Hydro Operations J. Brown, VP Customer Operations, VP Business Development K. Taylor, VP Customer Care & Corporate Operations and Corporate Secretary P. Gleason, Director Human Resources J. Damphouse, Coordinator of Corporate Initiatives N. Anderson, and Governance and Records Coordinator and recording secretary A. Pelaccia.

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

The Chair noting quorum called the public meeting to order at 11:07 a.m.

No conflicts of interest were declared.

**CONSENT AGENDA**

Moved and seconded

THAT the following Consent Agenda item BE APPROVED as recommended:

- 3.1 WUC Governance Committee Meeting Public Minutes of March 31, 2021

**-CARRIED**

**COMMUNICATIONS AGENDA**

The Committee reviewed item 4.1, Diversity and Inclusion (D&I) at ENWIN Utilities Ltd. ("ENWIN") and ENWIN's commitment to support diversity initiatives. The Hiring process was reviewed. The President & CEO discussed her experience with

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undertaking a blind recruitment process at ENWIN in 2021 as a pilot. She reviewed the manual process and confirmed that it was time consuming for staff to redact identifying information. Some of the information was pertinent to the experience and qualifications to award the position. It was noted that the use of software to complete this process would be required to support blind recruitment.

A Committee Member asked if the same diversity and inclusion initiatives are in place for employee hiring as are proposed for Commissioner recruitment. Management reviewed that the diversity and inclusion initiatives are consistent for both processes, however, the employee hiring process is governed by ENWIN, and the Commissioner recruitment process is undertaken at the request of the City of Windsor, who ultimately makes Commissioner appointments. The City's Diversity Committee was consulted earlier in the day regarding Commissioner recruitment practices. The Commissioner requested that the ENWIN employee hiring process include a score for applicants who self-identify that they belong to an equity seeking group. Management agreed to review this suggestion with the ENWIN Board at a future date, as the ENWIN Board is mandated to oversee ENWIN employee human resources matters.

The VP of Customer Care & Corporate Operations provided a verbal update regarding item 4.2, Director Recruitment, and a summary of the meeting with the City of Windsor Diversity Committee (the "Diversity Committee"). The Diversity Committee was appreciative of the work undertaken and to be asked for their input. In the opinion of the Diversity Committee, areas where the recruitment process could be strengthened included ensuring applicants have the ability to proactively disclose and self-identify as part of an equity seeking group including possibly establishing positive targets, considering diversity an asset in the candidate ranking process, and continuing and expanding targeted marketing approaches in diverse communities. A Commissioner asked if it was possible to add these concepts to the Commissioner Recruitment process. Management confirmed that Commissioner recruitment is facilitated by the City of Windsor, with ENWIN working closely with the City Clerk. The timelines associated with this process are favourable and Management committed to providing a report to WUC to discuss the addition of equity, diversity, and inclusion initiatives in the Commissioner recruitment process.

Moved and seconded

THAT the following Communications Agenda items BE RECEIVED.

- 4.1 Diversity and Inclusion (D&I) at ENWIN
- 4.2 Director Recruitment (*Verbal Update*)
- 4.3 Windsor Utilities Commission Governance Committee Work Plan
- 4.4 WUC Committee and Board Meeting Schedule 2021
- 4.5 WUC Committee and Board Meeting Schedule 2022

**-CARRIED**

## **ENWIN EXECUTIVE REPORTS**

### **5.1 HIRING POLICY**

Management reviewed the current evaluation and recruitment processes in place for ENWIN.

Moved and seconded  
THAT the Hiring Policy report BE RECEIVED; and

THAT the WUC Governance Committee RECOMMEND that the WUC Board of Commissioners approve the WUC Hiring Policy which is attached at Schedule B of Appendix A.

**-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:

6.1 WUC Governance Committee In Camera Meeting Minutes of March 31, 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 Committee Evaluation Summary for Windsor Utilities Commission Governance Committee  
s. 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

**-CARRIED**

The In Camera session commenced at 11:41 a.m.

The In Camera session concluded at 11:48 a.m.

## **RESUME PUBLIC MEETING SESSION**

Moved and seconded  
THAT the Committee move TO RESUME the public meeting session.

**-CARRIED**

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### **TRANSMISSION OF RECOMMENDATIONS**

Moved and seconded

THAT the recommendations discussed in camera BE BROUGHT FORWARD for consideration.

**-CARRIED**

Moved and seconded

THAT the WUC Governance Committee In Camera Meeting Minutes of March 31, 2021 BE APPROVED as recommended.

**-CARRIED**

Moved and seconded

THAT the Committee Evaluation Summary for Windsor Utilities Commission Governance Committee BE RECEIVED as recommended.

**-CARRIED**

### **OTHER BUSINESS**

The Committee requested that the Commission receive a report proposing that a land acknowledgement statement precede all WUC meetings. Management agreed to review the procedural bylaw and bring suggestions to the Board in 2022.

### **MEETING TERMINATION**

Moved and seconded

THAT the meeting BE TERMINATED.

**-CARRIED**

Meeting terminated at 11:54 a.m.

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Recording Secretary

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Chair