



WINDSOR  
UTILITIES  
COMMISSION

## BOARD OF COMMISSIONERS MEETING PUBLIC SESSION

Wednesday, February 16, 2022 at 11:00 a.m.

Due to the COVID-19 pandemic, ENWIN's offices remain closed to the public. For purposes of the public portions of the meeting, a conference call number will be provided to interested parties upon request to [pgleason@enwin.com](mailto:pgleason@enwin.com) at least 24 hours prior to the meeting.

### Commissioners

D. Dilkens (chair)	J. Hawkins
K. McKenzie	D. Lawson
M. Sonogo	J. Morrison
E. Sovran (vice-chair)	J. Gill

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#### 1. Call to Order & Declarations of Conflicts of Interest

#### 2. Summary of Business

#### 3. Agenda

#### 3.1 WUC Audit & Finance Committee Summary

3.1.1 Report of the Chair of the WUC Audit and Finance Committee (*Verbal Report*)

*Consent Agenda*

None noted.

*Communication Agenda*

3.1.2 Draft WUC Audit and Finance Committee Meeting Minutes of February 2, 2022

3.1.3 WUC Financial and Corporate Compliance for Quarter Ending Q4, 2021

3.1.4 WUC Sinking Fund Update

*Executive Reports*

3.1.5 2021 WUC Capital Carryforward

#### 3.2 WUC Board of Directors Meeting

*Consent Agenda*

3.2.1 WUC Board Meeting Minutes for November 17, 2021

3.2.2 Appointment of Alternate to Owners' Representative for the Drinking Water System

3.2.3 Q1-2022 Report of ENWIN Group President & CEO

*Communication Agenda*

3.2.4 Water Operations

3.2.5 Contract Approval Summary

3.2.6 RFP 2022-005 -Vacuum Excavation Services

3.2.7 RFT 2021-050 – Filter Rehabilitation Phase 4

3.2.8 ENWIN Utilities Ltd. Annual Certificate of Compliance with Water System Operating Agreement (“WSOA”)

3.2.9 Watermain & Lead Services Update

3.2.10 Customer Care & Corporate Operations

3.2.11 Records Management System Modernization Project Update

3.2.12 2021 Customer Satisfaction Survey

3.2.13 Strategic Plan Implementation – February 2022 Update

3.2.14 Menstrual Hygiene Products in the Workplace

3.2.15 WUC Initiatives Tracking Report

3.2.16 WUC Board of Directors Annual Work Plan

3.2.17 ENWIN Corporate Entities and WUC 2022 Meeting Dates

*WUC Executive Reports*

None noted.

**4. In Camera Session** (*Materials enclosed under separate cover*)

**4.1 WUC In Camera Audit & Finance Committee Summary**

4.1.1 Report of the Chair of the Windsor Utilities Commission Audit and Finance Committee (*Verbal Report*)

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

*Consent Agenda*

None noted.

## *Communication Agenda*

### 4.1.2 WUC Audit and Finance Committee In Camera Meeting for February 3, 2022

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

### 4.1.3 Insurance Renewal Summary

*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.*

### 4.1.4 WUC Open Legal Actions: Semi-Annual Update (as of December 31, 2021)

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

*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.*

## *Executive Reports*

None noted.

## **4.2 Windsor Utilities Commission In Camera Board of Directors Meeting**

### ***Consent Agenda***

#### 4.2.1 WUC In Camera Meeting Minutes for November 17, 2021

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

### *Communication Agenda*

#### 4.2.2 Late Locate Investigation by Ontario OneCall (OneCall)

*s. 239(2)(d) labour relations or employee negotiations; and*

*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.*

## *ENWIN Executive Reports*

### 4.2.3 Renewal of the Water Systems Operation Agreement

*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.*

### 4.2.4 Appointment of Officers

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

## **5. Other Business**

## **6. Conclude Meeting**