



**WINDSOR  
UTILITIES  
COMMISSION**

**ANNUAL GENERAL MEETING AND  
REGULAR MEETING**

**THURSDAY, NOVEMBER 20, 2008**

**M03**

A meeting of the Windsor Utilities Commission was held on Thursday, November 20, 2008 in the Board Room at 787 Ouellette Avenue, Windsor, Ontario.

The meeting commenced at 9:45 a.m.

**PRESENT:**

Ken Lewenza, Chair, George Sandala, Karen Behune Plunkett, Eddie Francis, Ron Jones, Loretta Stoyka, Rocco Lucente, Jim Drummond, General Manager John Wladarski, Chief Operating Officer John Stuart, Chief Financial Officer Victoria Zuber, City of Windsor Helga Reidel, WUC Controller Mark Friel, Director of Finance Alison Keys, City of Windsor Helga Reidel, Director of District Energy Veronica Friesen, Safety Supervisor Mark Arsenault, Executive Assistant Debbie Loeffen, Recording Secretary Wendy Howlett.

Regrets: Bill Marra, Karen Behune Plunkett

There being a quorum, Corporate Secretary Helga Reidel called the meeting to order.

**ANNUAL APPOINTMENTS**

Corporate Secretary Helga Reidel called for nominations of the Commission Chair. Ken Lewenza was the sole nominee and accepted the nomination.

Moved by G. Sandala

Seconded by R. Jones

That the Commission approve the appointment of Ken Lewenza as Chair of the Windsor Utilities Commission. – CARRIED

Chair Lewenza presided over the remainder of the meeting.

Nominations for the position of Vice-Chair resulted in George Sandala as the sole nominee. G. Sandala accepted the nomination.

Moved by J. Drummond

Seconded by R. Jones

That the Commission approve the appointment of George Sandala as Vice-Chair of the Windsor Utilities Commission. – CARRIED

K. Lewenza called for nominations of Chair of the Audit and Finance Committee. G. Sandala let his name stand as the sole nominee.

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Moved by K. Lewenza

Seconded by J. Drummond

That the Commission approve the appointment of George Sandala as Chair of the Audit and Finance Committee. - CARRIED

Discussion ensued regarding the Governance Committee and the frequency of meetings required. Once the governance documents are approved, there should only be need to meet on an annual basis, preferably prior to the AGM, to review and revise documents as necessary.

Moved by E. Francis

Seconded by J. Drummond

That the Commission approve the creation of a standing committee encompassing both Human Resources and Governance, and that said committee report periodically to the Commission. - CARRIED

K. Lewenza called for nominations of Chair of the Governance/Human Resources Committee. L. Stoyka let her name stand as the sole nominee.

Moved by K. Lewenza

Seconded by J. Drummond

That the Commission approve the appointment of Loretta Stoyka as Chair of the Governance/Human Resources Committee. - CARRIED

J. Drummond and E. Francis volunteered to serve as members of the Governance/Human Resources Committee.

**DECLARATION OR CONFIRMATION OF CONFLICT OF INTEREST(S)**

Nil.

**MINUTES OF MEETING**

Moved by R. Jones

Seconded by E. Francis

That the Commission approve the revised minutes (re-circulated at the meeting) of the Contract Approvals meeting held September 17, 2008.

- CARRIED

Moved by J. Drummond

Seconded by G. Sandala

That the Commission approve the minutes of the Special Meetings to Convene in Closed Session of September 17, October 17 and October 20, 2008. - CARRIED

**CORRESPONDENCE/INFORMATION**

Moved by J. Drummond

Seconded by L. Stoyka

That the Commission receive as information the following correspondence:

- A. Excerpt from the Globe and Mail, August 18, 2008 edition re: Water Bottles.

- B. CWWA Bulletin, July/August 2008 edition, Items of Interest
- C. AMO Member Communication re: OSWAP Funding

- CARRIED

### **REPORTS**

#### **GENERAL MANAGER REPORT**

The General Manager's Report, attached hereto as Appendix "A", contains the following reports:

- A. LaSalle Agreement
- B. Tecumseh Water Supply Agreement
- C. WUC Strategic Planning Session
- D. 2008 Goals and Objectives
- E. Response to Delegation's Queries
- F. Roofing Contractors
- G. 2009 Budget

Moved by R. Jones

Seconded by R. Lucente

That the Commission receive the report of the General Manager.

- CARRIED

Mayor Francis requested that the draft Master Plan be reviewed and finalized prior to the Strategic Planning Session and that an executive summary be included in the session's agenda.

#### **CHIEF OPERATING OFFICER REPORT**

The Chief Operating Officer's Report, attached hereto as Appendix "B", contains the following reports:

- A. Master Plan Update
- B. Lead Services Update
- C. DWQMS Update
- D. Occupational Health and Safety
- E. Staffing

Moved by J. Drummond

Seconded by G. Sandala

That the Commission receive the report of the Chief Operating Officer.

- CARRIED

#### **PLANT PRODUCTION REPORT**

Moved by R. Jones

Seconded by G. Sandala

That the Commission receive the Plant Production Report.

- CARRIED

J. Stuart was pleased to report that the water treatment plant is running exceptionally well.

Mayor Francis questioned the status of the old Tecumseh Water Treatment Plant and questioned the viability of restoring it into such condition that it could be used as a back-up in emergency situations. It was suggested that consideration also be given to rehabilitating the reservoir for this purpose. J. Stuart will arrange for a feasibility study in this regard.

**WATER QUALITY REPORT – THIRD QUARTER 2008**

Moved by R. Lucente

Seconded by J. Drummond

That the Commission receive the Water Quality Report, Q3 2008. – CARRIED

J. Stuart reported that all values within the report are in order, and measurements are taken in accordance with, and, in some instances in exceedance of, current regulatory requirements.

**CORPORATE COMMUNICATIONS REPORT**

Moved by E. Francis

Seconded by R. Lucente

That the Corporate Communications Manager be directed to not proceed with the electronic Christmas greeting for 2008 and that zero dollars be spent on this line item.  
- CARRIED

**DIRECTOR OF OPERATIONS REPORT**

Moved by G. Sandala

Seconded by R. Lucente

That the Commission receive the Director of Operations Report. - CARRIED

**OCCUPATIONAL HEALTH AND SAFETY REPORT**

Moved by L. Stoyka

Seconded by R. Jones

That the Commission receive the Occupational Health and Safety Report. – CARRIED

L. Stoyka congratulated M. Arsenault, Safety Supervisor, on an excellent report.

**DIRECTOR OF ENGINEERING REPORT**

Mayor Francis requested that WUC Engineering meet with the City Engineering Division to coordinate capital projects scheduled for the period 2009 to 2012. A detailed project timeline is to be included in the agenda for the Strategic Planning Session.

Moved by L. Stoyka

Seconded by R. Lucente

That the Commission receive the Director of Engineering Report. - CARRIED

**DIRECTOR OF DISTRICT ENERGY REPORT**

Moved by J. Drummond

Seconded by R. Lucente

That the Commission receive the Director of District Energy Report. – CARRIED

The concept of providing District Energy customers with recognition for being environmentally friendly was discussed in detail. J. Wladarski supported this notion; however, added that this is perhaps a better role for the City or Province to undertake.

**WATER BUSINESS**

**2007 ANNUAL GENERAL REPORT**

Moved by R. Jones

Seconded by G. Sandala

That the Commission accept as information the 2007 Annual General Report.  
- CARRIED

**2008 WUC GOALS AND OBJECTIVES**

Moved by R. Jones

Seconded by J. Drummond

That the Commission accept as information the status update of the 2008 Goals and Objectives. – CARRIED

A question arose regarding the completion of a human resources plan for the Engineering Division. The newly-formed Human Resources Committee will be consulted in this regard.

**WINDSOR UTILITIES COMMISSION LEGISLATION OVERVIEW**

Moved by E. Francis

Seconded by J. Drummond

That the Commission accept as information the WUC Legislation Overview as presented. -CARRIED

**2009 SCHEDULE OF MEETINGS (TABLE DROP)**

Moved by R. Lucente

Seconded by R. Jones

That the Commission approve the 2009 Schedule of Meetings as presented.  
- CARRIED

**2009 SIGNING OFFICERS**

It was clarified that a signing authority protocol exists, depending on the type of document, be they contracts, legal documents or invoices.

Moved by G. Sandala

Seconded by R. Lucente

That the Commission approve the appointment of WUC signing officers, as presented.

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- CARRIED

**FINANCIAL BUSINESS**

**APPROVAL OF 2008 Q3 FINANCIAL STATEMENTS**

Mayor Francis requested a financial breakdown of commercial (non-residential) customers from the period 2001 to present, for the purpose of tracking trends.

Moved by J. Drummond

Seconded by G. Sandala

That the Commission approve the third quarter financial statements as presented.

-CARRIED

**2009 WUC BUDGET AND WATER RATE OPTIONS**

G. Sandala apologized for not having a budget to present at today's meeting, as was the original intention, and stated that the Audit and Finance Committee is seeking the expert advice of the Commission as to how to proceed with the various water rate options. Again, analysis of commercial customer revenue streams over the past eight years would be beneficial.

Mayor Francis requested that a plan be developed to address potential lost revenue due to the border crossing expansion and the impact that it will have on residential dwellings in that catchment area.

Moved by R. Jones

Seconded by J. Drummond

That the Commission receive as information the 2009 WUC Budget and Water Rate Options.

- CARRIED

Mayor Francis announced that, as recommended in the 1998 Randolph Report, a Service Delivery Review is currently being undertaken. It is expected that by December 2009, a feasibility study will be made public regarding the possible merger of water and wastewater.

**MISCELLANEOUS CHARGES TO CUSTOMERS**

Moved by J. Drummond

Seconded by R. Lucente

That the Commission approve the new miscellaneous charges to customers with an implementation date of January 1, 2009.

- CARRIED

**WUC AUDIT AND FINANCE AGENDA PLAN**

Moved by J. Drummond

Seconded by R. Lucente

That the Commission receive as information the current status of the Audit and Finance Agenda Plan.

- CARRIED

**COMMISSIONERS' QUESTIONS AND STATEMENTS**

**Extension of Terms**

Mayor Francis advised that the citizen appointments to the Commission have been extended for an additional year. A letter is forthcoming that details the process of accepting or rejecting the extension of the term.

**Water Treatment Plant Tour**

K. Lewenza offered his thanks to J. Stuart and his staff for an impressive tour of the water treatment plant.

**Date of Strategic Planning Session**

A decision was taken to reschedule the Strategic Planning Session of December 3, 2008 to the early part of January. W. Howlett will follow up in this regard.

**TERMINATION OF MEETING**

There being no further business, it was Moved by G. Sandala, Seconded by R. Jones

That the meeting terminate at 10:59 a.m.

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Recording Secretary

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Chair